

August 18, 2025

CITY COMMISSION OF THE CITY OF MUNISING  
301 E. SUPERIOR ST.  
MUNISING, MI 49862  
AGENDA  
MONDAY, AUGUST 18, 2025  
6:00 P.M.

- A. CALL TO ORDER THE REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL
- B. PUBLIC COMMENT (4 MINUTE LIMIT)
- C. CONSENT AGENDA
  - 1. Treasurer's Monthly Report
  - 2. Monthly Reports - Committee- Fire - Police
  - 3. City Commission Meeting Minutes 8-6-2025 and Closed Session
  - 4. Alger Parks and Recreation Minutes July & August
  - 5. List of Bills
  - 6. Interim City Manager Report
  - 7. City Attorney Report
- D. NEW CITY BUSINESS
  - 1. Kevin Trevillian with Coleman Engineering to Present the Non-Motorized Plan
  - 2. Kathy Reynolds Monthly Report
  - 3. Two 6" Badger E-Series Meter from Blue Water Solutions \$11,882.72
  - 4. Coleman Engineering Company 2025 Local Paving Engineering Amendment #1 for Design and Construction not to exceed \$4,200.00
  - 5. 2025 Local Paving Pay Request #1 \$345,473.43
  - 6. Cemetery Hill Line Painting or No Line Painting
  - 7. Cemetery Hill Line Painting Change Order #2 With or Without Line Painting
  - 8. Waterways Grant-In-Aid Agreement Amendment to Extend Completion Date to 12-1-2025
  - 9. Cooperative Mutual Aid Fire Control Agreement with Forest Service
  - 10. 2025 Crack and Seal Payment of \$34,066.00
  - 11. List of Interview Questions
  - 12. Scheduling Dates for City Manager Interviews
  - 13. #3 Western Star 2023 Truck Repairs Front Differential \$6,062.01
  - 14. WWTP Invoice from Crane Engineering Dock Lift Station Troubleshooting \$7,165.00
  - 15. WWTP Quote from Crane Engineering for Anna Pump Replacement \$15,140.67
- E. PUBLIC COMMENTS (4 MINUTE LIMIT)
- F. ADJOURNMENT

CITY COMMISSION

Official Proceedings

- A. CALL TO ORDER THE REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL

The regular meeting of the City of Munising was called and held on Monday, **August 18, 2025**, in the City Commission meeting room of City Hall. Mayor Berry called the meeting to order at 6:00 p.m.

August 18, 2025

PRESENT: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
ABSENT: None

B. PUBLIC COMMENT (4 MINUTE LIMIT)

There were no public comments.

Moved by Commissioner DesJardins to amend the agenda to include #8.1 Waterways Commission Reimbursement Request. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

C. CONSENT AGENDA

1. Treasurer's Monthly Report
2. Monthly Reports - Committee- Fire - Police
3. City Commission Meeting Minutes 8-6-2025 and Closed Session
4. Alger Parks and Recreation Minutes July & August
5. List of Bills
6. Interim City Manager Report
7. City Attorney Report

Moved by Commissioner Burge to pull item #7 City Attorney Report. Support by Commissioner Wilkinson.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

**CITY OF MUNISING  
MUNISING, MICHIGAN 49862  
EXECUTIVE MEMORANDUM**

**To:** Mayor, City Council and City Attorney  
**From:** Ray D. Anderson, Interim City Manager  
**Date:** August 15, 2025

**SUBJECT: MISCELLANEOUS TOPICS**

The City Manager Executive Memo is a communication method to bring various topics to the City Council on a bi-weekly basis. It is extremely important for the city staff to communicate consistently and completely with all council members and since not all council members utilize electronic media this is a consistent method to bring standardized information to each council member on a regular basis. Of course if all council members did use emails then the information could be disseminated more frequently. If you have any questions regarding the information please do not hesitate to contact me at the office or on my cell.

Council Questions and Manager's Notes

Please find the responses to some questions raised by Council over the past few weeks or other issues that I would like to bring to your attention:

- Council Comments and Questions from Previous Meeting
  - Ordinance Ad-Hoc Committee – It is my understanding that this committee is to be populated at this time by myself (and/or new city manager), Mayor Berry, and Council Member Brice Burge, and City Attorney William Nordeen. We can discuss adding members as we move forward. The intent is to review our current ordinances. We have not met to date however this will be an initiative that I will work on this next week with the members.
- General Business
  - Police Officer Recruits – It is my understanding that we have two police officer recruits that graduated from the NMU Academy on Friday, August 15, 2025. It is also my understanding is that the intent was to have them start on Monday, August 18, 2025 in the City of Munising Police Department. A question has been raised regarding any official action to approve of the new staffing level. The city staff is currently looking into past documents such as minutes, notes, or emails to see where this was confirmed. Regardless it appears that a commitment was communicated to the recruits and they are prepared to start next week. There's also some language in the tuition reimbursement program where

we need to place the recruits on staff. This is something that we will definitely need to take care of at the upcoming meeting.

- Interim City Manager's Schedule – I would like to highlight when I plan to be in the office over the next two weeks:
  - Monday, August 18, 2025 – Noon through meeting.
  - Tuesday, September 2 and Wednesday, September 3 – Noon through meeting.
- **Projects/Operations Update**
  - Boat Launch – As of Friday, August 15, 2025, all of the punch list items should be completed. There is one remaining work scope item, Fish Board (sign). This item will be delayed because the contractor would like to install a more decorative board which takes more time to fabricate. This board is more expensive and ornate but the contractor is willing to pay at his own cost the upgrade. This is definitely very nice for the community as there are many pictures taken by fishermen at a board/sign like this and this is great public relations for the community. The other issue that still remains is an awareness of a bow in the retaining wall. I will try and take some time to study this wall so that I can have an opinion.
  - Well House – Work continues and appears to be on schedule with no issues at this time. I am now getting plugged into the progress meetings so I can add more to the discussion as we move forward.
  - Bridge Project – I will try to have a verbal report for the council meeting.
  - Local Paving – I will try to have a verbal update at the meeting.
- **Board and Committee Activity** – I provide a basic report for each of our committees. This is an area where I'll work over the next couple of weeks to have reports for our next council meeting.
  - Downtown Development Authority
  - Planning Commission
  - Zoning Board of Appeals
- **Correspondence**
  - This is a section where I provide any correspondence that comes across my desk that might be of interest by the council.
- **Boards and Committees Updates (None Attached)** – Please note that if you represent the City on a board or commission please make sure that we share the minutes. Drop them by the office to be placed in the memo.
- **Departmental Reports (See Attached)** – Departmental Reports are due to the City Manager by no later than the 10<sup>th</sup> of each month. They will be included in the executive memo for the meeting on the 3<sup>rd</sup> Monday of each month. I left the language from my memo in Norway. I don't know the process yet in Munising but am going to be looking into this over the next couple of weeks. If there's no communications of this sort it is something that should be looked into and developed.

Moved by Commissioner Wilkinson to amend the agenda to include 2.1 City Attorney Report. Support by Commissioner DesJardins.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

Moved by Commissioner DesJardins to approve the remaining items 1-6 as presented in the Consent Agenda. Support by Commissioner Wilkinson.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

D. NEW CITY BUSINESS

1. Kevin Trevillian with Coleman Engineering to Present the Non-Motorized Plan

Kevin presented a working copy of the Non-Motorized Plan to the Commission. He indicated that there is a \$900,000.00 grant in non-infrastructure funding regarding Safe Routes to Schools. In order to apply for that we must have a Non-Motorized Plan in place.

2. Kathy Reynolds Monthly Report

August 18, 2025

Kathy began by stating that they received a Match on Main monies for outside space etc. A couple of businesses have applied and received monies. As for the MDOT tree removal, which has been done but no trees were replanted. This will be looked into. She is working on murals and repainting on Putvin's building. She has been attending lots of meetings. The hospital needs survey is almost complete. Also, a job fair will be coming soon.

**Agenda Amended:**

**2.1 City Attorney Report**

City Attorney Nordeen stated that he had met with Interim City Manager Anderson and City Treasurer Seaberg, all ordinances will be reviewed to see which ones are outdated and need to be revised. Also, Nordeen mentioned the DDA and compensation given by the City for the Department Of Public Works helping them with projects/set up etc.

Moved by Commissioner Wilkinson to approve the City Attorney Report as presented. Support by Commissioner DesJardins.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

3. Two 6" Badger E-Series Meter from Blue Water Solutions \$11,882.72

Moved by Commissioner DesJardins to approve the purchase of two 6" Badger E-Series meters from Blue Water Solution in the amount of \$11,882.72. Also, this is a sole source purchase as the meters will work with what we already have. Support by Commissioner Burge.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

4. Coleman Engineering Company 2025 Local Paving Engineering Amendment #1 for Design and Construction not to exceed \$4,200.00

Moved by Commissioner DesJardins to approve Coleman Engineering Company's 2025 Local Paving Engineering Amendment #1 for design and construction with a not to exceed cost of \$4,200.00. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

5. 2025 Local Paving Pay Request #1 \$345,473.43

Moved by Commissioner DesJardins to approve the 2025 Local Paving pay request #1 for Cemetery Hill Rd., Superior St. and Grand Ave. in the amount of \$345,473.43. Support by Commissioner Wilkinson.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

6. Cemetery Hill Line Painting or No Line Painting

This was acted on in #7.

7. Cemetery Hill Line Painting Change Order #2 With or Without Line Painting

Moved by Commissioner DesJardins to approve Cemetery Hill line painting Change Order #2 reducing the total due by \$34,636.49. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

8. Waterways Grant-In-Aid Agreement Amendment to Extend Completion Date to 12-1-2025

August 18, 2025

Moved by Commissioner DesJardins to approve the Waterways Grant-in-Aid Agreement Amendment to extend the completion date to December 1, 2025. Support by Commissioner Burge.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

**Agenda Amended:**

**8.1 Waterways Commission Reimbursement Request**

Moved by Commissioner DesJardins to approve the grant reimbursement request in the amount of \$174,109.27. Support by Commissioner by Commissioner Prunick.

Motion amended by Commissioner DesJardins to approve the grant reimbursement request in the amount of \$174,109.27 excluding the words final pay in the second paragraph of the request. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

9. Cooperative Mutual Aid Fire Control Agreement with Forest Service

Moved by Commissioner Prunick to approve the Cooperative Mutual Aid Fire Control Agreement with the DNR. Support by Commissioner Wilkinson.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

10. 2025 Crack and Seal Payment of \$34,066.00

Moved by Commissioner Wilkinson to approve the invoice from Scodeller for 2025 crack and sealing in the amount of \$34,066.00. Support by Commissioner Burge.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

11. List of Interview Questions

Moved by Commissioner DesJardins to approve the interview list of questions as amended. Support by Commissioner Wilkinson.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

**Suggested Interview Questions  
City of Munising**

Candidate \_\_\_\_\_

Overall impression and personal ranking  
\_\_\_\_\_  
\_\_\_\_\_

**Brief Introductions by Mayor Berry**

- Welcome ...
- Several questions; allotting 50 to 60 minutes to get to know you and for you to get to know us
- We will each ask you a series of questions. Any council member may have follow-up questions
- Provide you with time at the end to ask questions you may have and make a closing statement

1. Tell us why you want to be the city manager in Munising specifically and point out what particular skills and experience you possess that make you a good fit for us.

\_\_\_\_\_  
\_\_\_\_\_

2. If offered the position of City Manager how will you go about getting to know the staff and community?

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3. The City of Munising is a small community with solid traditions. What should an aspiring city manager know about working in small towns?

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4. When we call employees who have worked with you over the years, what will they tell us about you? Tell us one phrase that the employees or your peers would use that your bosses or elected officials might not?

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5. What is your leadership style?

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6. What is your go-to strategy in dealing with conflict or divisive priorities amongst employees, residents, and elected officials?

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7. Tell us about some projects you brought to your community or managed. How did you best keep everything on track?

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8. How do you handle or manage negative criticism of City offices, employees, and operations?

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9. From what you have learned about the City of Munising, what do you think our two biggest challenges will be in the next three years?

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10. What do you see as our most pressing development issues and what approaches might you suggest for the city?

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11. How successful have you been in securing grant funds in the past?

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12. What did it look like the last time an elected official, employee or resident tried to push you to change a position you were holding?

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13. How will you go about challenging the city process for improvement and innovation?

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14. Give an example of a personal or work-related issue where your integrity or character was challenged. How did you respond?

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15. What is your experience with DPW operations?

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16. Do you have zoning administrator experience?

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17. What is your experience with working with unions and union negotiations?

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18. What steps would you take to ensure transparency and accountability in City operations?

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19. What do you think is the biggest challenges facing cities of our size today?

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20. What do you think the cities roll is in Economic Development?

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Summarized impressions:

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Positives:

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Negatives:

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12. Scheduling Dates for City Manager Interviews

Moved by Commissioner DesJardins to hold interviews in the afternoons of August 28<sup>th</sup> and 29<sup>th</sup>. Support by Commissioner Wilkinson.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

13. #3 Western Star 2023 Truck Repairs Front Differential \$6,062.01

Moved by Commissioner DesJardins to approve the front differential repairs for the #3 Western Star 2023 truck in the amount of \$6,062.01. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

14. WWTP Invoice from Crane Engineering Dock Lift Station Troubleshooting \$7,165.00

Moved by Commissioner Wilkinson to approve payment to Crane Engineering for troubleshooting at the dock lift station in the amount of \$7,165.00. Support by Commissioner Burge.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

15. WWTP Quote from Crane Engineering for Anna Pump Replacement \$15,140.67

Moved by Commissioner DesJardins to approve the Wastewater Treatment Plant's quote from Crane Engineering to replace the Anna River pump in the amount of \$15,140.67. Support by Commissioner Wilkinson.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

E. PUBLIC COMMENTS (4 MINUTE LIMIT)

City Attorney Nordeen made comment on the sole source items, they should have a reason from the City Manager as to why they are a sole source purchase.

Commissioner Wilkinson made comment regarding an ad-hoc committee for the ordinance reviews, it is the City Manager, Commissioner Wilkinson and Commissioner Burge.

City Treasurer stated that at the new fish cleaning station and revamped boat launch cameras should be installed.

F. ADJOURNMENT

August 18, 2025

Moved by Commissioner Wilkinson to adjourn the regular meeting of the City Commission. Support by Commissioner DesJardins.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry  
Nays: None

The regular meeting of the City Commission adjourned at 7:10 p.m.

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Chris Berry, Mayor

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Sue Roberts, City Clerk

LIST OF BILLS

|       |       |                                 |           |
|-------|-------|---------------------------------|-----------|
| 41587 | 03518 | GFL ENVIRONMENTAL               | 1,091.70  |
| 41588 | 00591 | HIAWATHA TELEPHONE COMPANY      | 1,506.23  |
| 41589 | 03458 | MARK MAKI                       | 1,558.34  |
| 41590 | 03526 | O'DEA, NORDEEN AND PICKENS P.C. | 3,000.00  |
| 41591 | 03733 | MEDSURETY, LLC                  | 125.00    |
| 41592 | 03288 | MY WEB MAESTRO                  | 96.00     |
| 41593 | 00002 | 41 LUMBER CO.                   | 198.34    |
| 41594 | 02577 | MARES-Z-DOATS FEED              | 485.97    |
| 41595 | 01460 | UPPER PENINSULA POWER CO.       | 2,049.66  |
| 41596 | 01841 | COLEMAN ENGINEERING COMPANY     | 396.00    |
| 41597 | 00048 | ALL-PHASE ELECTRIC SUPPLY CO.   | 93.00     |
| 41598 | 03310 | INTEGRIS, LLC                   | 290.00    |
| 41599 | 03693 | HOLIDAY DIV OF CIRCLE K         | 66.00     |
| 41600 | 02528 | VERIZON WIRELESS                | 527.03    |
| 41601 | 01571 | CITY OF MUNISING-WATER          | 4,423.71  |
| 41602 | 01998 | UPPER PENINSULA RECREATION INC  | 4,072.86  |
| 41603 | 01998 | UPPER PENINSULA RECREATION INC  | 4,459.40  |
| 41604 | 03750 | PICTURED ROCKS ELECTRIC, LLC    | 4,008.00  |
| 41605 | 03173 | AQUA LINE                       | 4,415.00  |
| 41606 | 01044 | NORTH CENTRAL LABORATORIES      | 705.95    |
| 41607 | 03429 | HYDRO CORP                      | 804.00    |
| 41608 | 02661 | BADGER METER, INC.              | 196.54    |
| 41609 | 02092 | PARAGON LABORATORIES, INC.      | 124.00    |
| 41610 | 03556 | ASSOC OF PUBLIC TREASURERS      | 159.00    |
| 41611 | 01841 | COLEMAN ENGINEERING COMPANY     | 1,707.00  |
| 41612 | 01152 | POMASL FIRE EQUIPMENT           | 22.70     |
| 41613 | 00410 | ELCOM SYSTEMS                   | 528.82    |
| 41614 | 03450 | RED POWER DIESEL                | 2,925.05  |
| 41615 | 00041 | ALGER COUNTY FIREFIGHTERS ASSOC | 165.00    |
| 41616 | 03568 | NAPA AUTO PARTS                 | 1,454.33  |
| 41617 | 00508 | GEROU EXCAVATING, INC.          | 180.00    |
| 41618 | 03692 | IMPERIAL DADE                   | 120.55    |
| 41619 | 01841 | COLEMAN ENGINEERING COMPANY     | 10,227.50 |
| 41620 | 00338 | CUPPAD REGIONAL COMMISSION      | 17,100.00 |
| 41621 | 01664 | MICHIGAN MUNICIPAL LEAGUE       | 6,457.00  |
| 41622 | 00362 | DENMAN'S HARDWARE               | 595.80    |
| 41623 | 01152 | POMASL FIRE EQUIPMENT           | 22.70     |
| 41624 | 00086 | AUTO-WARES GROUP                | 2,178.55  |
| 41625 | 03516 | TRUIST GOVT FINANCE             | 60,947.39 |
| 41626 | 00793 | MADIGAN'S HARDWARE              | 908.28    |
| 41627 | 01998 | UPPER PENINSULA RECREATION INC  | 1,230.77  |
| 41628 | 01919 | ANSER SERVICES                  | 99.00     |
| 41629 | 00594 | HILLSIDE PARTY STORE LLC        | 209.28    |
| 41630 | 02326 | MANISTIQUE OIL CO., INC.        | 6,308.35  |

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|-------|-------|--------------------------------|-----------|
| 41631 | 03420 | KCI                            | 312.00    |
| 41632 | 01444 | TRI-COUNTY SEPTIC & SONS LLC   | 1,200.00  |
| 41633 | 00086 | AUTO-WARES GROUP               | 16.38     |
| 41634 | 02092 | PARAGON LABORATORIES, INC.     | 447.00    |
| 41635 | 01998 | UPPER PENINSULA RECREATION INC | 4,332.68  |
| 41636 | 01998 | UPPER PENINSULA RECREATION INC | 3,608.44  |
| 41637 | 03085 | HALRON LUBRICANTS INC          | 439.36    |
| 41638 | 03491 | ROAD MACHINERY & SUPPLIES CO   | 2,804.17  |
| 41639 | 02096 | DUQUAINE, INC.                 | 192.00    |
| 41640 | 03282 | U.P. PROPANE                   | 386.80    |
| 41641 | 02400 | CRANE ENGINEERING SALES INC.   | 30,293.75 |
| 41642 | MISC  | HIAWATHA DEVELOPMENT, LLC      | 49.94     |