

SEPTEMBER 3, 2025

CITY COMMISSION  
AGENDA  
WEDNESDAY, SEPTEMBER 3, 2025  
6:00 P.M.

- A. CALL TO ORDER THE PUBLIC HEARING/REGULAR COMMISSION MEETING
- B. PUBLIC COMMENTS (4 MINUTE LIMIT)
- C. CONSENT AGENDA
  - 1. City Commission Meeting Minutes of 8-18-2025
  - 2. Interim City Manager Report
  - 3. Approve Check Register/List of Bills
- D. NEW BUSINESS
  - 1. MBTN "Downhill Race Trail" Project
  - 2. UP Engineers & Architects pay request #5 for \$103,434.74 Boat Launch Project
  - 3. UP Engineers & Architects invoice for \$19,460.00 Anna River Bridge Project
  - 4. UP Engineers & Architects invoice for \$1,137.50 Boat Launch Project
  - 5. Estimate from Mick's Mechanical for WWTP Thermal Radiation Heater/install \$9,691.00
- E. PUBLIC COMMENTS (4 MINUTE LIMIT)
- F. CLOSED SESSION - Confirm candidate confidentiality has been requested (Roll Call Vote)
  - 1. Under the Open Meetings Act, Section 8(1)(F) to consider employment applications for the City Manager Position
  - 2. Adjourn Closed Session and Reenter Regular Meeting
- G. Offer Candidate \_\_\_\_\_ the position of City Manager
- H. ADJOURNMENT

CITY COMMISSION

Official Proceedings

- A. CALL TO ORDER THE PUBLIC HEARING/REGULAR COMMISSION MEETING

The regular meeting of the City of Munising was called and held on Wednesday, **September 3, 2025**, in the City Commission meeting room of City Hall. Mayor Berry called the meeting to order at 6:00 p.m.

- B. PUBLIC COMMENTS (4 MINUTE LIMIT)

There were no public comments.

- C. CONSENT AGENDA

- 1. City Commission Meeting Minutes of 8-18-2025
- 2. Interim City Manager Report
- 3. Approve Check Register/List of Bills

Moved by Commissioner Wilkinson to approve the Consent Agenda as presented. Support by Commissioner Prunick.

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

SEPTEMBER 3, 2025

EXECUTIVE MEMORANDUM

To: Mayor, City Commission and City Attorney  
From: Ray D. Anderson, Interim City Manager  
Date: August 29, 2025  
SUBJECT: MISCELLANEOUS TOPICS

The City Manager Executive Memo is a communication method to bring various topics to the City Commission on a bi-weekly basis. It is extremely important for the city staff to communicate consistently and completely with all commission members and since not all commission members utilize electronic media this is a consistent method of bringing standardized information to each commission member on a regular basis. Of course, if all commission 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 the Commission over the past few weeks or other issues that I would like to bring to your attention:

- Commission Member Comments and Questions from Previous Meeting(s)
  - 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), Commission Member Bob Wilkinson (representing the planning commission), Commission Member Brice Burge, and City Attorney William Nordeen. ***This is an update from last memo making the necessary corrections.*** We need to coordinate how to move forward with review and communications.
- General Business/Operations Update:
  - Munising Car Show (3<sup>rd</sup> weekend in September) – This is a “heads up” that the car show would like to perform a car parade heading west on Superior Street and then east on West Munising Avenue.
  - DPW Maintenance (Floater) Water/Sewer Assistant Level III Position – It is my understanding that the Commission, through the budgeting process approved in the budget a new position in the DPW/Water/Sewer Departments. Since I have been receiving resume's (applications) I inquired and was told that everything's set except internal posting (union) and then external advertising. I wanted the Commission to know that I am starting this process by internally posting the position as required by the union contract (5 days). Once this has been completed and if we do not have any internal candidates, we are then going to advertise for this position.
  - Interim City Manager's Schedule – I would like to highlight when I plan to be in the office over the next two weeks:
    - Wednesday, September 3 and Thursday, September 4
    - Monday, September 8 and Tuesday, September 9
    - Monday, September 15 and Tuesday, September 16
- Projects/Operations Update
  - DNR Waterways Grant (Boat Launch) – Phase 1 complete minus the fish sign. Release of retention should be on the next agenda which can be approved. Phase 2 scheduled for 2026. Phase II currently under design with a late winter bidding and fall 2026 construction.
  - Bayshore Well House – Progress meeting held on August 18<sup>th</sup>. Next progress meeting is scheduled for September 2<sup>nd</sup>. Work progressing on schedule. Substantial completion is still scheduled for the end of September.
  - Anna River Bridge Project – Bridge work is complete. Waiting on guardrail and railing. The guardrail was too long and needed to be shortened. This work should be completed by early next week. The railing needs to be galvanized and was sent to Milwaukee. I am told that we should expect to get the railing back in the week of September 8<sup>th</sup>. Once installed the bridge can be opened back up for traffic. We anticipate the reopening either late in the week of the 8<sup>th</sup> or early the following week.
  - Local Paving – This project should be complete. Punch list items should be complete. There are also some potential erosion issues at the top and bottom of Cemetery Hill. We are currently investigating but based on what we see, this is going to be a city maintenance issue over time. We are going to ask BACCO to go back and do some additional compaction, but this will most likely always be an issue due to the slopes and runoff.

- Tourist Park East Bathroom – We had a preconstruction meeting on August 27<sup>th</sup> and signed the notice to proceed. The project is scheduled to start on September 2<sup>nd</sup> with a completion date scheduled for June 1, 2026,
- Eagle TMF Grant – All of the investigatory “potholing” complete. There still is \$30,000 remaining in grant money (100% grant) which can only be used for service lines or GIS. It is suggested that we use up the remaining \$30,000 on GIS work which is proposed to happen in September. Retainage still being held due to restoration which should happen soon.
- DPW Facility Feasibility Study – We have had a couple of meetings with CEC over their initial layout for the building at the WWTP site. At this point it does look like we can make this work, and this will come down to a funding issue. Initial high-level estimate would be \$10MM.
- Tourist Park Campground (High Sodium Issue) – Dan Wendell provided a proposal to the City for a reverse osmosis treatment process to remove the chlorides. EAGLE wanted to review the plans and we are currently waiting for CEC to provide a drawing and still working with Wendell for the details. We currently have Coleman Engineering under contract but not Wendell. We believe that delays are happening because of this issue and we should consider going through the procurement process (advertising) to move this forward.
- USDA-RD (Washington Street and Lift Stations) – Currently 30-40 percent designed. Design is scheduled to be done this winter with spring bidding and summer of 2026 construction.
- Non-Motorized Asset Management Plan – Received the plan and currently under internal review and comments.
- Safe Routes to Schools (SRTS) – Still in the application phase. Targeting October for submittal.
- Water Tank Inspection – Need to contact contractor and we anticipate performing this work in September or October.
- Erosion Issues
  - Fir Street – Drainage keeps washing into catch basin. City needs to fix top of culvert that was damaged due to plowing. This is going to be a constant maintenance issue with no permanent resolution.
  - Hickory Street – Landslide. Hill is grassing over and the hope is that it stabilizes.
  - Bluff Street – The creek near Bluff Street is eroding the gravel road. We are going to internally stabilize the bank.
- Culvert Issue near Central Reservoir – This is an issue of a stream conflicting with a culvert. This could be a major project because we would need to bring EGLE on board for permitting. We need some additional discussion.
- Park Service Project (Water Main Extension on H-58) – The Park Service has now hired HDR Engineering to engineer an extended watermain. We need to have meetings between Park Service and City to discuss logistics.
- Park Service Project (Washington Street Non-Motorized Path) – On hold at this time. City would apply for a FLAP grant.
- Water Distribution System Hydraulic Modeling – We now have the information from Traverse Engineering and CEC will be providing us a proposal.
- 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 – No Report
  - Planning Commission – August Meeting Cancelled due to lack of agenda items.
  - Zoning Board of Appeals – No Report
- 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 communication of this sort it is something that should be looked into and developed.**

D. NEW BUSINESS

1. MBTN "Downhill Race Trail" Project

Moved by Commissioner Burge to approve the MBTN to build a downhill only race trail. Support by Commissioner DesJardins.

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

2. UP Engineers & Architects pay request #5 for \$103,434.74 Boat Launch Project

Moved by Commissioner DesJardins to approve pay request #5 from UP Engineers & Architects for the boat launch project in the amount of \$103,434.74. Support by Commissioner Wilkinson.

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

3. UP Engineers & Architects invoice for \$19,460.00 Anna River Bridge Project

Moved by Commissioner DesJardins to approve the invoice from UP Engineers & Architects for the Anna River Bridge project in the amount of \$19,460.00. Support by Commissioner Wilkinson.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Prunick and Mayor Berry  
Nays: Commissioner: Burge

4. UP Engineers & Architects invoice for \$1,137.50 Boat Launch Project

Moved by Commissioner Wilkinson to approve payment to UP Engineers & Architects invoice for the boat launch project in the amount of \$1,137.50. Support by Commissioner Prunick.

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

5. Estimate from Mick's Mechanical for WWTP Thermal Radiation Heater/install \$9,691.00

Moved by Commissioner DesJardins to table this item for a written recommendation for a sole source purchase from the City Manager. Support by Commissioner Burge.

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

E. PUBLIC COMMENTS (4 MINUTE LIMIT)

There were no public comments.

F. CLOSED SESSION - Confirm candidate confidentiality has been requested (Roll Call Vote)

Moved by Commissioner DesJardins to enter into closed session under the Open Meetings Act, 8(1)(F) to consider employment applications for the City Manager Position. Support by Commissioner Prunick.

Roll Call Vote:

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

1. Under the Open Meetings Act, Section 8(1)(F) to consider employment applications for the City Manager Position

SEPTEMBER 3, 2025

All Commissioners remained seated time entered 6:15 p.m.

2. Adjourn Closed Session and Reenter Regular Meeting

Moved by Commissioner Prunick to adjourn closed session and reenter the regular meeting. Support by Commissioner DesJardins.

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

All Commissioners remained seated, time closed 6:41 p.m.

G. Offer Candidate \_\_\_\_\_ the position of City Manager

Moved by Commissioner DesJardins to offer candidate #7 the City Manager Position, with #6 being the second choice if needed. Contingent upon a successful background checks by MML and the City, with successful negotiation. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: DesJardins, Burge, Prunick and Mayor Berry  
Nays: Commissioner: Wilkinson

H. ADJOURNMENT

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

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

The regular meeting of the City Commission adjourned at 6:44 p.m.

\_\_\_\_\_  
Chris Berry, Mayor

\_\_\_\_\_  
Mary Artress, Deputy Clerk

LIST OF BILLS

41643	UPPER PENINSULA RECREATION INC	3,442.12
41644	BACCO CONSTRUCTION CO	345,473.43
41645	SCODELLER CONSTRUCTION, INC	34,066.00
41646	LASCO	650.90
41647	US BANK EQUIPMENT FINANCE	163.54
41648	IMPERIAL ELECTRIC	612.97
41649	FULTON COUNTY SHERIFF	35.00
41650	UPPER PENINSULA RECREATION INC	3,864.08
41651	BLUE CROSS BLUE SHIELD OF MICH MICHIGAN MUNICIPAL TREASURERS	34,701.31
41652	ASSOC	399.00
41653	DELTA DENTAL	1,963.05
41654	VISION SERVICE PLAN	440.93
41655	RDA SERVICES, LLC	3,400.00
41656	ANDERSON, RAY	334.00
41657	EMBERS CREDIT UNION	512.26
41658	EMBERS CREDIT UNION	173.26
41659	EMBERS CREDIT UNION	444.80
41660	HARRISON, MICHELLE	350.00
	V	
41661	KARST, DAVID	350.00
41662	WILEY, SIMON	350.00
41663	REAGAN, PATRICK	350.00
41664	DTE ENERGY	550.66

SEPTEMBER 3, 2025

41665	UPPER PENINSULA RECREATION INC	1,230.77
41666	UPPER PENINSULA POWER CO.	27,818.32
41667	UPPER PENINSULA RECREATION INC	4,376.46
41668	UPPER PENINSULA RECREATION INC	3,617.24
41669	TRI-COUNTY SEPTIC & SONS LLC	700.00
41670	COLEMAN ENGINEERING COMPANY	2,373.50
41671	COLEMAN ENGINEERING COMPANY	2,373.50
41672	COLEMAN ENGINEERING COMPANY	2,354.00
41673	COLEMAN ENGINEERING COMPANY	4,173.00
41674	COLEMAN ENGINEERING COMPANY	1,349.00
41675	CRANE ENGINEERING SALES INC.	7,165.00
41676	ALGER COUNTY TREASURER	1,557.00
41677	STANDARD INSURANCE COMPANY	219.60
41678	STANDARD INSURANCE COMPANY	633.45
41679	TRAVERSE ENGINEERING SERVICES	500.00
41680	MICK'S MECHANICAL, LLC	150.00