

December 15, 2025

CITY COMMISSION OF THE CITY OF MUNISING
AGENDA
MONDAY, DECEMBER 15, 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 Dept - Police Dept - WWTP
 - 3. City Commission Meeting Minutes 12-3-2025
 - 4. List of Bills
 - 5. Interim City Manager Report
 - 6. City Attorney Report
- D. NEW CITY BUSINESS
 - 1. Kathy Reynolds Monthly Report
 - 2. Payne & Dolan Invoice for 2025 Patching \$32,192.00
 - 3. UPEA Invoices for Anna River Bridge 8-3-25 - 9-27-25 \$25,020.00
 - 4. Reappoint Debbie Nedeau and Patrick Gariepy to the DDA
 - 5. Dump Truck Rental
 - 6. Appoint Street Administrator
- 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 Commission was duly called and held on Monday, **December 15, 2025**, in the City Commission meeting room of City Hall. Mayor Berry called the meeting to order at 6:00 p.m.

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

- B. PUBLIC COMMENT (4 MINUTE LIMIT)

Mayor Berry welcomed new City Manager Michelle Harrison.

- C. CONSENT AGENDA
 - 1. Treasurer's Monthly Report
 - 2. Monthly Reports - Committee - Fire Dept - Police Dept - WWTP
 - 3. City Commission Meeting Minutes 12-3-2025
 - 4. List of Bills
 - 5. Interim City Manager Report
 - 6. City Attorney Report

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

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

INTERIM CITY MANAGER REPORT

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 – Just a reminder that I am still interested in any requests for ordinances to review. I'm planning to turn this over to Michelle and this will be a good way for her to quickly get up to speed on our ordinances.
- General Business/Operations Update:
 - Personnel – I have been providing some information the past couple of months on how we were moving forward with two positions in our Wastewater Department. I want to provide a brief update on recent personnel activities over the last couple of months. Starting in September we went out for advertisement on an open WW/DPW “floater” position. We received applications and recently offered the position to Jake Aho. Jake started on December 1st. During this time, Jason Gauthier filed his intent to retire at the end of the year. This opened the Operator II position at the WWTP. We posted internally and there were no internal applicants. Since Jake had his entry licenses in WW and Water we offered this position to him. We then offered the WW/DPW floater position to our number two candidate, D'Mitri VanLandschoot, who accepted and started December 8th. They are both scheduled for CDL training and certification at the Escanaba Truck School on December 15th. Also currently, we have three other employees from DPW/Water/Wastewater either out on workman's comp or out for personal illness/injury. This has left us very short-staffed considering that winter is now upon us. We felt that it was imperative to get these employees on board soon especially since we were so pleased with their interviews. I'd like to take this opportunity to introduce them now to the Commission and we're happy to now have them on staff.
 - Bayshore Well House Property Ownership Question – The neighboring housing commission is still claiming ownership of the well site property. We do not believe this to be true and that the city owns the property, however this issue needs to be addressed and finalized. This issue has been turned over to the City Attorney for research.
 - Planning Commission – The next Planning Commission meeting has been rescheduled for Wednesday, December 17th to accommodate Christmas. I plan on attending along with Michelle and have scheduled the Non-Motorized Transportation Plan on the agenda for discussion. I'm also scheduling a discussion regarding the Jake Kouw issue relative to permitted uses in the Downtown District. Just to keep everyone up to speed, I wrote him a ticket after several letters and phone calls because he has been ignoring me regarding his zoning violation. He is operating a scrap yard in an improperly zoned area.
 - Interim City Manager's Schedule – As of Monday, December 15th I am no longer the interim City Manager. I would still like to highlight when I plan to be in the office next three weeks:
 - Wednesday, December 17th and Thursday, December 18thAs I stated previously, I would be willing to come up any time that I'm needed for assistance. Of course I'm always available remote. I think that any additional work can be handled through my existing contract unless the city feels differently. Also, there is language in the current contract that talks about a notification time frame for ending the agreement. I'm satisfied that this is not needed and can be terminated at any point.
- Projects/Operations Update
 - DNR Waterways Grant (Boat Launch) – Phase II is currently under design. We had a meeting this past week to discuss progress and found out that the current launch is in extremely poor condition and that the proposed design is inadequate to proceed with.

The current design has an expansion off of the current ramp. The existing ramp needs to be completely reconstructed. Our engineers had this discussion with the MDNR Waterways engineer and they also agree. This new issue is now under further review but the one comment that came out of the MDNR is that they recognize the issue and that with this in mind, there may be some additional funding. This is because the total reconstruction will be more expensive than just an expansion. This will take a few months to sort out so more will come.

- Bayshore Well House – The remaining portions of this project are being managed directly by the City. Internal work is concluding however due to the weather, we will not be able to complete the tie-in to the new well/pump. We will need to wait until spring to complete this work.
- Tourist Park East Bathroom – The work continues. Completion date scheduled for June 1, 2026,
- DPW Facility Feasibility Study – **No Update.** 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 do this work, and this will come down to a funding issue. Initial high-level estimate would be \$10MM.
- Tourist Park Campground (High Sodium Issue) – **No Update.** 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 are 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) – **No Update.** 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 – The plan is now scheduled to go to the Planning Commission for review. We anticipate that the plan will be to the Commission for final approval at their meeting on January 7th.
- Safe Routes to Schools (SRTS) – We are continuing our discussion on the safe routes and have a meeting scheduled on December 18th at 11 am in the City Hall Conference room to discuss the routes.
- Culvert Issue near Central Reservoir – This project now in the hands of the Alger County Conservation District. They are contacting USDA-RD for the original set of plans. Once they get the plans, we are going to schedule a meeting to discuss how to move forward.
- Park Service Project (Water Main Extension on H-58) – **No Update.** 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) – **No Update.** On hold at this time. City would apply for a FLAP grant.
- Drinking Water Lead Service Line Replacement – We have started the project, and letters are currently being sent out to customers to get information about their water lines. We have over 100 homes to inspect to verify copper or galvanized. This will involve a house-to-house inspection. We have to complete our list of galvanized lines by January 16th.

D. NEW CITY BUSINESS

1. Kathy Reynolds Monthly Report

Reynolds stated that Re-Kindle the Spirit went well this year. She asked that for next year possibly a police officer could be there to help stop cars from driving through the street barricades. Regarding the receipt entries today was the last day and they were very busy with people turning in their receipts.

2. Payne & Dolan Invoice for 2025 Patching \$32,192.00

Moved by Commissioner DesJardins to approve the 2025 patching invoice from Payne & Dolan in the amount of \$32,192.00. Support by Commissioner Wilkinson.

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

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3. UPEA Invoices for Anna River Bridge 8-3-25 - 9-27-25 \$25,020.00

Moved by Commissioner Prunick to approve payment to UPEA for the Anna River Bridge project in the amount of \$25,020.00. Support by Commissioner DesJardins.

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

4. Reappoint Debbie Nedeadu and Patrick Gariepy to the DDA

Moved by Commissioner Wilkinson to approve reappointing Debbie Nedeadu and Patrick Gariepy to the DDA for another three year term. Support by Commissioner Burge.

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

5. Dump Truck Rental

Moved by Commissioner Burge that in the best interest of the City, any conflict the City Treasurer may have with the proposed contract for use of a dump truck be waived and that the contract be for 58 hours only; with an evaluation of the contract at 40 hours of use. Support by Commissioner DesJardins.

Roll Call Vote:

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

6. Appoint Street Administrator

Moved by Commissioner DesJardins to appoint City Manager Michelle Harrison as the City of Munising's Street Administrator. Support by Commissioner Wilkinson.

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

E. PUBLIC COMMENTS (4 MINUTE LIMIT)

Commissioner DesJardins welcomed Michelle Harrison to the City. Also, there will be an after-hours from 5pm to 7pm on Thursday the 18th at the Connection.

F. ADJOURNMENT

Moved by Commissioner Wilkinson 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 6:32 p.m.

Chris Berry, Mayor

Sue Roberts, City Clerk

LIST OF BILLS

41964	01178	QUILL CORPORATION	87.83
41965	01998	UPPER PENINSULA RECREATION INC	1,230.77
41966	03458	MARK MAKI	1,558.34
41967	03526	O'DEA, NORDEEN AND PICKENS P.C.	3,000.00
41968	03763	RDA SERVICES, LLC	4,778.24
41969	03420	KCI	700.24

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41970	01460	UPPER PENINSULA POWER CO.	2,067.09
41971	01062	COMPASS MINERALS AMERICA INC	26,045.50
41972	01998	UPPER PENINSULA RECREATION INC	683.76
41973	01444	TRI-COUNTY SEPTIC & SONS LLC	2,400.00
41974	01885	ALGER PARKS & RECREATION	9,000.00
41975	01151	POMPS TIRE SERVICE, INC.	1,553.28
41976	02564	JACKLIN STEEL SUPPLY CO.	1,980.00
41977	02531	FOX MARQUETTE	620.06
41978	00929	MILLER BRADFORD & RISBERG	305.75
41979	01770	RON'S BODY SHOP	4,858.96
41980	01331	STANDARD INSURANCE COMPANY	230.88
41981	01331	STANDARD INSURANCE COMPANY	609.77
41982	01044	NORTH CENTRAL LABORATORIES	967.99
41983	00048	ALL-PHASE ELECTRIC SUPPLY CO.	231.06
41984	03179	SUPERIORLAND GAS CO	96.00
41985	03371	EGLE	2,779.25
41986	01841	COLEMAN ENGINEERING COMPANY	7,865.00
41987	03170	STATE OF MICHIGAN	10,560.64
41988	03310	INTEGRIS, LLC	290.00
41989	03316	UP NORTH EXPOSURE, LLC	658.00
41990	03420	KCI	315.00
41991	00615	HR DIRECT	285.62
41992	00591	HIAWATHA TELEPHONE COMPANY	1,107.52
41993	03456	COLLIGIO GIS, INC	2,873.97
41994	02528	VERIZON WIRELESS	550.18
41995	01919	ANSER SERVICES	119.00
41996	03429	HYDRO CORP	832.86
41997	02661	BADGER METER, INC.	392.96
41998	03288	MY WEB MAESTRO	96.00
		Void Reason: check printed wrong	
41999	01571	CITY OF MUNISING-WATER	1,706.21
42000	00018	ALGER COUNTY TREASURER	691.04
42001	00970	MUNISING TOWNSHIP TREASURER	441.05
42002	03693	HOLIDAY DIV OF CIRCLE K	38.50
42003	02164	TRUCK EQUIPMENT, INC	408.51
42004	00362	DENMAN'S HARDWARE	548.96
42005	03779	LEXIPOL, LLC	692.50
42006	03757	MICK'S MECHANICAL, LLC	4,845.50
42007	03750	PICTURED ROCKS ELECTRIC, LLC	745.00
42008	02092	PARAGON LABORATORIES, INC.	80.00
42009	01998	UPPER PENINSULA RECREATION INC	4,856.96
42010	03780	EGLE-NP1	1,950.00
42011	03781	HAVILAND PRODUCT CO	12,399.66
42012	03288	MY WEB MAESTRO	96.00