

February 7, 2024

CITY COMMISSION OF THE CITY OF MUNISING
301 E. SUPERIOR ST
MUNISING, MI 49862
AGENDA
WEDNESDAY, FEBRUARY 7, 2024

- A. CALL TO ORDER THE REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL
- B. PUBLIC COMMENTS (4 MINUTE LIMIT)
- C. CONSENT AGENDA
 - 1. Approve City Commission Meeting Minutes of 1-15-2024
 - 2. Approve Check Register/List of Bills
 - 3. City Manager Report
 - 4. Treasurer's Report - December
- D. New Business
 - 1. Bill Gram Request Class C Liquor License
 - 2. Adopt Resolution to Eliminate a Motor Pool Deficit (Roll Call Vote)
 - 3. Road Closure and License Renewal for Pictured Rocks Days
 - 4. Board of Review Appointment of Rita Hale(3) year term and Phil Hansen(2) year term
 - 5. Budget Adjustment of \$8,568.32 to cover final costs for Vactor Repairs
 - 6. Proposal for Miscellaneous Receivables Module \$6,705.00
- E. PUBLIC COMMENTS (4 MINUTE LIMIT)
- F. ADJOURNMENT

CITY COMMISSION

Official Proceedings

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

The Regular meeting of the City Commission was duly called and held on Wednesday, **February 7, 2024** in the City Commission meeting room of City Hall. Mayor Nettleton called the meeting to order at 6:00 p.m.

PRESENT: Commissioners: Berry, Bogater, Prunick, and Mayor Nettleton
ABSENT: Commissioner Ballas - excused

- B. Public Comment (4 MINUTE LIMIT)

There were no public comments.

- C. CONSENT AGENDA

- 1. Approve City Commission Meeting Minutes of 12-18-2023
- 2. Approve Check Register/List of Bills
- 3. City Manager Report
- 4. Treasurer's Report

Moved by Commissioner Berry to approve the Consent Agenda as presented.
Support by Commissioner Bogater.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick, and Mayor Nettleton
Nays: None

City Manager's Report

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Please excuse my absence this evening, I came down with COVID Sunday night and am not able to attend this evening's Commission meeting. I should tentatively be back in City Hall on Monday, February 12th.

Capital Projects

- Boat launch- The MDNR provided their final approval of our proposed project plans and specs late last week. Due to the minimum bid time, the bids will be to the Commission for review on March 6th.
- Water Tower/Tank Maintenance- Coleman Engineering finalized the bid documents for our planned maintenance projects for our water tower and in-ground storage tanks. The roofing bids for the in-ground tanks will be on the Commission agenda on February 19th while the bids for the elevated tank cleaning, painting, and maintenance work will be on March 6th.
- Anna River Bridge- The Anna River Bridge rehabilitation project is scheduled for our final MDOT review on the 15th of this month. Once completed any required changes are made to the documents, MDOT will then obligate the Small Bridge Funding and schedule a bid letting date for the project.
- EGLÉ Technical, Managerial, and Financial Support (TMF) Grant- Coleman Engineering submitted our application to EGLÉ on January 26th. I will follow up with the Commission on this project when EGLÉ makes their funding announcements.

Administrative Functions

- MSHDA Housing Readiness Planning Grant- MSHDA has a funding opportunity open that we are able to take advantage of now that we are an RRC Essentials community. The funding is a grant that is available on a first come/first served basis for up to \$50,000 to assist in updating our Master Plan and Zoning Ordinance with a focus on identifying, quantifying, and implementing practices aimed at addressing the City's housing needs. The funding has no local match and CUPPAD has proposed a 22-24 month timeline for the project beginning late this fall. This would also allow the City to maintain our self-prescribed five year updates for our Master Plan and Zoning Ordinance which were approved in 2019 and 2023.
- Planning Commission Seats- The City is currently accepting applications for three seats on the Planning Commission. Two seats are up for reappointment due to terms expiring and one seat is due to a resignation. Applications for appointments and board member expectations can be found on the City webpage.

D. NEW CITY BUSINESS

1. Bill Gram Request Class C Liquor License (Roll Call Vote)

City Manager's Comments: Mr. Gram's request as well as most formal LCC license transfers or modifications require specific resolutions be completed by the local unit of government. A Redevelopment Liquor License as provided for in PA 501 of 2006 explicitly requires a number of formal affidavits from the City Assessor and a specifically worded resolution be adopted by the Commission. At this time no resolution or affidavits have been requested or completed by the City Assessor. Without having these steps completed, I don't believe the City Commission is legally able to provide the City's "final approval" at this time. I would however recommend that the Commission authorize the City Manager, City Assessor, and City Attorney to work with Mr. Gram on the required affidavits and the final resolution to ensure it meets both LCC and MEDC requirements for a Redevelopment Liquor License.

Moved by Commissioner Berry to pass the resolution contingent upon City Manager and City Attorney review and approval. Supported by Commissioner Bogater.

Roll Call Vote.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick, and Mayor Nettleton
Nays: None

2. Adopt Resolution to Eliminate a Motor Pool Deficit (Roll Call Vote)

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City Manager's Comments: The City Commission adopted a Deficit Elimination Plan resolution for the Motor Pool Fund on January 3rd and it was submitted to the Treasury that week. Treasury provided additional details on the plan requirements and have instructed the City to revise the resolution to include the entire operational budget including footnotes. This resolution as presented does not have any impact on the fund and is financially neutral when compared to the previously approved Resolution.

Moved by Commissioner Bogater to adopt the Resolution to Eliminate a Motor Pool Deficit. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick, and Mayor Nettleton
Nays: None

3. Road Closure and License Renewal for Pictured Rocks Days

City Manager's Comments: The closure request and license are the same as last year. The DPW and Marina Staff have provided positive reviews of both the management of the event and the clean-up following the event.

Moved by Commissioner Prunick to approve the Road Closure and License Renewal for Pictured Rocks Days. Supported by Commissioner Berry.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick & Mayor Nettleton
Nays: None

4. Board of Review Appointment of Rita Hale (3) year term and Phil Hansen (2) year term

City Manager's Comments: Both Ms. Hale and Mr. Hansen have shown a high degree of skill, knowledge, and dedication to the City of Munising Board of Review.

Moved by Commissioner Berry to appoint Rita Hale (3) year term and Phil Hansen (2) year term to the Board of Review. Supported by Commissioner Prunick.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick & Mayor Nettleton
Nays: None

5. Budget Adjustment of \$8,568.32 to cover final costs for Vactor Repairs.

City Manager's Comments: Doheney completed the refurbishment of the Vactor truck last month. The project came in under budget on the original scope of the project however service staff found a critical degradation of the rear frame of the unit requiring replacement. The adjustment would be split between Water and Sewer.

The City Treasurer corrected that the actual adjustment needed is **\$17,136.64** which is \$8,568.32 from both the water AND sewer side.

Moved by Commissioner Bogater to approve the Budget Amendment of \$17,136.64 to cover final costs for Vactor Repairs. Supported by Commissioner Prunick.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick & Mayor Nettleton
Nays: None

6. Proposal for Miscellaneous Receivables Module \$6,705.00

City Manager's Comments: Administrative Staff continually reviews potential opportunities for increased efficiency and financial management. Currently when we need to invoice for services outside our utility billing program, we must manually create an invoice through the Microsoft suite and then hand enter the receivable and payment. This process also does not allow for the efficient use of online payment portal through BS&A and Point and Pay. The Miscellaneous Receivables module would be integrated directly in the ledger system and eliminate any repetitive manual entries while allowing for online payment for services.

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Moved by Commissioner Berry to approve the proposal for Miscellaneous Receivables Module in the amount of \$6,705.00. Support by Commissioner Bogater.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick & Mayor Nettleton
Nays: None

E. PUBLIC COMMENT

Commissioner Berry had a brief public comment concerning the process of reporting and investigating blight within the City.

F. ADJOURNMENT

Moved by Commissioner Berry to adjourn the regular City Commission Meeting. Supported by Commissioner Bogater.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick, and Mayor Nettleton
Nays: None

The Regular Meeting Adjourned at 6:21 p.m.

D.M. Nettleton, Mayor

Mary Artress, Deputy Clerk

LIST OF BILLS

37213	PICTURED ROCKS PIZZA	192.03
37214	BIG "C" REALTY TRUST	132.49
37215	MADIGAN'S HARDWARE	250.00
37216	MOOSE LODGE #1386	250.00
37217	E CHANNEL BREW C/O ITCHEES WASHTUB	180.68
37218	SOUTH BAY OUTFITTERS	400.00
37219	COLEMAN ENGINEERING COMPANY	10,187.00
37220	CRANKING GRAPHICS	25.00
37221	IMPERIAL ELECTRIC	319.98
37222	REYNOLDS, KATHY	50.00
37223	HIAWATHA TELEPHONE COMPANY	40.16
37224	MICHIGAN TOWNSHIPS ASSOCIATION	498.00
37225	UPEA ENGINEERS & ARCHITECTS	810.00
37226	DENMAN'S HARDWARE	395.65
37227	MINING JOURNAL	45.00
37228	VANTAGE FLEX, LLC	115.00
37229	UPPER PENINSULA RECREATION INC	1,230.77
37230	UPEA ENGINEERS & ARCHITECTS	3,448.49
37231	GREATER MUNISING BAY	2,500.00
37232	AUTO-WARES GROUP	134.36
37233	DTE ENERGY	6,087.72
37234	RED POWER DIESEL	3,854.93
37235	ALGER COUNTY AMBULANCE SERVICE	448.49
37236	FIRST ADVANTAGE LNS OCC.	41.00
37237	MICHIGAN/WISCONSIN SPRING & BR	1,603.20
37238	USA BLUE BOOK	179.34
37239	EJ USA INC	257.20
37240	UPPER PENINSULA POWER CO.	25,279.30
37241	VISION SERVICE PLAN	497.89
37242	BLUE CROSS BLUE SHIELD OF MICH	29,688.54
37243	DELTA DENTAL	1,873.70
37244	ALGER COUNTY FOOD PANTRY	3,477.39
37245	BAKER TILLY MUNICIPAL ADVISORS, LLC	750.00

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37246	ALGER COUNTY TREASURER	731.25
37247	U.S. POSTMASTER	58.00
37248	APEX SOFTWARE	235.00
37249	STANDARD INSURANCE COMPANY	554.87
37250	STANDARD INSURANCE COMPANY	314.25
37251	COMPASS MINERALS AMERICA INC	14,742.24
37252	LASCO	484.03
37253	MONROE TRUCK EQUIPMENT, INC.	1,751.92
37254	DRIFTWOOD DELI	500.00
37255	MAZZALI AGENCY	250.00
37256	GREATER MUNISING BAY	24,806.25