

NOVEMBER 10, 2025

AGENDA FOR
ORGANIZATIONAL MEETING
MONDAY, NOVEMBER 10, 2025
6:00 P.M.

- A. CLERK TO CALL TO ORDER ORGANIZATIONAL MEETING, PLEDGE OF ALLEGIANCE AND ROLL CALL
- B. SWEARING IN OF:

CITY COMMISSIONERS: Berry and Wilkinson
- C. APPOINT and SWEAR IN MAYOR - MAYOR PRO-TEM
- D. REAPPOINT COMMISSIONERS TO COMMITTEES
- E. ACCEPT SCHEDULE OF 2025-2026 MEETING
- F. ADJOURNMENT

SPECIAL MEETING

- A. CALL TO ORDER
- B. PUBLIC COMMENTS (4 MINUTE LIMIT)
- C. Consent Agenda
 - 1. Commission Minutes of 10-20-2025 & 10-30-2025
 - 2. List of Bills
 - 3. Fire Dept September & October Reports
 - 4. Interim City Manager Report
- D. NEW CITY BUSINESS
 - 1. Parcel Division Application Tom Carlton
 - 2. Appoint Ryan Fischer and Jennifer Adkinson to the Planning Commission
 - 3. First Reading to Amend the Number of Members on the Planning Commission
 - 4. Purchase Requisition for Winter Salt \$21,927.00
 - 5. Tourist Park Rate Increase Request Proposal
 - 6. Agreement - Munising Hockey Association
 - 7. Drinking Water Lead Service Line Replacement
 - 8. Coleman Engineering Company Professional Engineering Services - Lead Service Line Replacement
 - 9. Commission Meeting Monday, November 17, 2025 Have or Reschedule?
- E. PUBLIC COMMENTS (4 MINUTE LIMIT)
- F. ADJOURNMENT

CITY COMMISSION

Official Proceedings

- A. CLERK TO CALL TO ORDER ORGANIZATIONAL MEETING, PLEDGE OF ALLEGIANCE AND ROLL CALL

Deputy Clerk Artress called the meeting to order.

PRESENT: Commissioners: DesJardins, Burge and Prunick
ABSENT: None

- B. SWEARING IN OF:

CITY COMMISSIONERS: Berry and Wilkinson

Deputy Clerk Artress swore in Commissioner Berry and Wilkinson.

C. APPOINT and SWEAR IN MAYOR - MAYOR PRO-TEM

Moved by Commissioner DesJardins to appoint Commissioner Berry as Mayor. Support by Commissioner Wilkinson.

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

Moved by Commissioner DesJardins to appoint Commissioner Prunick as Mayor Pro-Tem. Support by Commissioner Burge.

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

D. REAPPOINT COMMISSIONERS TO COMMITTEES

Moved by Commissioner DesJardins to approve the reappointments as indicated below. Support by Commissioner Wilkinson.

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

COMMITTEE APPOINTMENTS

ALGER RECYCLING COMMITTEE

MAYOR BERRY **AS BACKUP**

COMMISSIONER DESJARDINS

D.D.A

MAYOR BERRY

MAYOR & CITY MANAGER

CITY MANAGER HARRISON

INDUSTRIAL PARK

CITY MANAGER, 1 CITY COMMISSIONER

COMMISSIONER PRUNICK

CITY MANAGER HARRISON

BROWNFIELD DEVELOPMENT COMMITTEE

CITY MANAGER, CCM

COMMISSIONER DESJARDINS

CITY MANAGER HARRISON

BUILDING & GROUNDS

2 COMMISSIONERS

COMMISSIONER PRUNICK

COMMISSIONER WILKINSON

ALGER PARKS & RECREATION BOARD

1 CITY COMMISSIONER

COMMISSIONER WILKINSON

HOUSING COMMISSION

1 CITY COMMISSIONER

COMMISSIONER DESJARDINS

PLANNING COMMISSION

1 CITY COMMISSIONER

COMMISSIONER WILKINSON

PRISON LIAISON

1 CITY COMMISSIONER

MAYOR BERRY

ZONING BOARD OF APPEALS

1 CITY COMMISSIONER

COMMISSIONER BURGE

LABOR RELATIONS

CITY MANAGER, 2 COMMISSIONERS

NEGOTIATIONS COMMISSIONER BERRY

GRIEVANCES PRUNICK

RECREATION COMMITTEE

1 CITY COMMISSIONER

COMMISSIONER PRUNICK

MUNISING AREA PARTNERSHIP

1 CITY COMMISSIONER

MAYOR BERRY

CITY MANAGER

CITY MANAGER HARRISON

AIRPORT LIASON

COMMISSIONER DESJARDINS

(ACRES) ALGER COUNTY RENEWABLE ENERGY

COMMISSIONER BURGE

SOURCES

E. ACCEPT SCHEDULE OF 2025-2026 MEETING

Moved by Commissioner DesJardins to approve the 2025-2026 Meeting Schedule as presented. Support by Commissioner Prunick.

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

NOTICE OF REGULAR MEETING SCHEDULE
FOR THE NEXT YEAR UNTIL NOVEMBER, 2026
OF THE CITY COMMISSION OF THE
CITY OF MUNISING, MICHIGAN

TO ALL PERSONS INTERESTED IN THE MEETINGS OF
THE CITY COMMISSION OF THE CITY OF MUNISING

PLEASE TAKE NOTICE that the Regular Meetings of the City Commission of the City of Munising, Michigan, 301 E. Superior St., Munising, Michigan, Telephone 906-387-2095, for the year beginning November 11, 2025 to November of 2026 will be on the **first Wednesday** of every month at 6:00 p.m. and the **third Monday** of every month at 6:00 p.m. local prevailing time. All meetings will be held in the Commission Meeting Room located at 301 E. Superior St. (Municipal Building) in the City of Munising.

Proposed minutes of said meetings will be available for public inspection during regular business hours at 301 E. Superior St. not more than eight business days after said meeting and approved minutes of said meeting will be available for public inspection during regular hours at the same location not more than five business days after the meeting at which they are approved.

This notice is given in compliance with Act No. 267 of the Public Acts of Michigan, 1976.

Sue Roberts,
City Clerk

F. ADJOURNMENT

Moved by Commissioner Burge to adjourn the Organizational meeting and enter the Special meeting. Support by Commissioner Prunick.

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

The Organizational meeting adjourned at 6:10 p.m.

SPECIAL MEETING

A. CALL TO ORDER

All Commissioners remained seated.

B. PUBLIC COMMENTS (4 MINUTE LIMIT)

There were no public comments.

C. Consent Agenda

1. Commission Minutes of 10-20-2025 & 10-30-2025
2. List of Bills
3. Fire Dept September & October Reports
4. Interim City Manager Report

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

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

INTERIM CITY MANAGER REPORT

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 - Just a reminder that I am still interested in any requests for ordinances to review.
 - Seasonal/Transient Slip rates for 2026 (Marina Fund) - At the last meeting, Commissioners were confronted with a tough decision to evaluate seasonal and transient slip rates for 2026. I would like to start by apologizing for not providing adequate information relative to the slip rate increase request in advance of the meeting. I hope that I can now provide some information even after the fact. During the discussion, there was discussion indicating that the increase was needed to cover the city's local share on the marina boat launch phase II project (\$300,000). There were some earlier conversations relating to this issue, however, based on the increases in fund operating expenses, an increase is justified just to cover these added costs. Here are some fund issues to consider in this evaluation:
 - In June, the Commission approved the part-time rate increase from \$13 to \$16.75 (29% increase). The Commission also approved, through collective bargaining, a 12% increase for DPW. The effect of this change increased the marina payroll wages from \$40,678 (FY 24/25) to \$40,258 in just 4 months in FY 25/26. The Marina Fund expensed \$25,369 in the same 4 months in FY 24/25 which is 62.5% of the fiscal year expense. Take the same proportional expense for FY 25/26 and the estimate for the final labor expense for FY 25/26 is \$64,000. The estimated dollar effect on the fund is an increase of **\$24,000**.
 - The Commission approved a 10% increase on the seasonal slip fees based on the MDNR rate chart (rate 9). Just a reminder that the city is required to select one of the rates provided by the MDNR because we accepted MDNR monies in a past marina project. The rate schedule 9 is what we had over the past years and this year the MDNR decided to make the recommendations increase of 10% based on inflation. Seasonal slip fees for FY 24/25 were \$36,739. There are 33 seasonal slips with 30 people on the waiting list. There's absolutely no reason that we would have any vacancies on seasonal slips with the increase so adding 10% on last year's rate would net an increase of **\$3,674**. If the Commission had approved the recommendation for rate 8 (35%) increase, the estimated net revenue increase would have been **\$12,859**. Based on the wage increase alone, the 35% increase on slip renters would only account for half of the estimated expense increase. Bottom line is that there's no increase for covering any capital expenses.
 - When looking at rates and fees for services, it's practical to look at comparable communities. Please find the following rates from other Lake Superior marinas (those that published their rates on line).
 - o Ontanogon Marina
 - Seasonal (rate 9) - \$1,386 (30 foot)
 - Transient (rate E) - \$37 (25 foot and less)
 - Launch Fee - \$6
 - o Baraga Marina
 - Seasonal (rate 10) - \$1.155 (30 foot)
 - Transient - \$40 (25 foot and less)
 - Launch Fee - \$10
 - o Big Bay
 - Seasonal (rate 10) - \$1.155 (30 foot)
 - o Sault Ste Marie (Harvy)
 - Seasonal (rate 8) - \$1,716 (30 foot)
 - Transient (rate G) - \$44 (25 foot and less)

- o Sault Ste Marie (Kemp)
 - Seasonal (rate 9) - \$1,386 (30 foot)
 - Transient (rate E) - \$37 (25 foot and less)
 - Launch Fee - \$6
 - Boat Launch Project (Marina Fund) - As part of the marina slip rate discussion, there was discussion regarding the local share of the boat launch phase II project. It was requested to get some additional specific information regarding this upcoming project. Please find the following:
 - At the May 19th Commission meeting, the Commission passed by unanimous vote the grant agreement for phase II of the boat launch project. Per that vote, it was indicated that there was a 3-year time frame and that the local match is \$300,000.
 - Notes from pervious discussion indicate that the intent is to start the project in the fall of 2026 to meet the grant completion end date of 2027. The MDNR has confirmed that the 3-year grant completion is in 2028 and not 2027 so the start of the project could be in the fall of 2027 or a year later than originally planned. Also, there is no chance of any additional time extensions or any additional grant money for the project.
 - The boat launch is part of the marina fund which includes all revenues and expenditures of both the boat launch and the marina. This fund is called an enterprise fund which means that revenues and expenditures are specifically tracked in the fund and are expected to balance. The Marina Fund is separate and not part of the General Fund. As such all revenues collected in the fund are considered fees and not considered taxes. Capital expenses in this fund are to be covered by revenues generated within this fund. This is like the water fund or the wastewater fund where there are projects in the system that may not directly benefit some of the rate payers but the total fees collected in the fund are expected to help pay for the capital improvements as it helps the fund and system as a whole.
- **General Business/Operations Update:**
 - o Local Paving – Complete.
 - o DPW Maintenance (Floater) Water/Sewer Assistant Level III Position – We now have 2 wastewater operator positions open.
 - o Interim City Manager’s Schedule - I would like to highlight when I plan to be in the office over the next three weeks:
 - Monday, November 10th and Tuesday, November 11th
 - Wednesday, November 19th and Thursday, November 20th
 - Monday, November 24th and Tuesday, November 25th
- **Projects/Operations Update**
 - o DNR Waterways Grant (Boat Launch) - Phase II is currently under design. Additional details provided above.
 - o Bayshore Well House - This project is down to some remaining city managed scope items such as the fluoride system. We have been held up by UPPCO delays in getting upgraded power into the building. We did receive some additional money for the fluoride system but again, we are being delayed. We’re trying to get an updated schedule from our engineer.
 - o Tourist Park East Bathroom - The work has started. Completion date scheduled for June 1, 2026,
 - o 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 make this work, and this will come down to a funding issue. Initial high-level estimate would be \$10MM.
 - o 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 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.
 - o 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.

- o Non-Motorized Asset Management Plan - **No Update**. Received the plan and currently under internal review and comments.
- o Safe Routes to Schools (SRTS) - We had the walk on Varnum and concluded that there would not be a sidewalk constructed. It was suggested that we have a section of the road as a non-motorized area. We would need to eliminate parking on one side of the street. After the meeting we engaged MDOT to see if this was a possibility and they concluded that this would not work because there needs to be a physical delineation of the area for ADA purposes. Also they would require that there be no parking on both sides of the street. After hearing this requirement, it was concluded that Varnum would be eliminated from project consideration. The SRTS team is now concentrating on the remaining sections of the project.
- o Culvert Issue near Central Reservoir - **No Update**. 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.
- o 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.
- o Park Service Project (Washington Street Non-Motorized Path) - **No Update**. On hold at this time. City would apply for a FLAP grant.
- o Drinking Water Lead Service Line Replacement - The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has just informed the City of Munising that we are being awarded a \$1.3855 million grant to perform lead service line replacements. The overall project is \$2.77 million so the grant award is 50%. The local share of \$1.3855 million would be paid from the water fund through a loan at 2% over 30 or 40 years. We are currently getting additional information on the loan payment schedule but at this time it appears that the principle payments may not be due for payment until 2029. The agency has said that they need a decision from the City on whether we are accepting the grant by November 14th. I have sent a message to see if that could be extended for another 2 weeks so that we can get more specific information, but it doesn't appear that they will grant this. Staff received the email from EGLE on October 29th.

D. NEW CITY BUSINESS

1. Parcel Division Application Tom Carlton

Moved by Commissioner DesJardins to approve the parcel division application from Tom Carlton as presented. Support by Commissioner Burge.

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

2. Appoint Ryan Fischer and Jennifer Adkinson to the Planning Commission

Moved by Commissioner DesJardins to appoint Ryan Fischer and Jennifer Adkinson to the Planning Commission. Support by Commissioner Prunick.

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

3. First Reading to Amend the Number of Members on the Planning Commission

The Commission would like the Ordinance to read "shall consist of at least five (5), no more than seven (7) members." And "four (4) to six (6) other members.

Also, the newspaper is listed as Munising News should read local paper of record.

4. Purchase Requisition for Winter Salt \$21,927.00

Move by Commissioner DesJardins to approve the purchase requisition for winter salt in the amount of \$21,927.00. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge, Prunick and

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Mayor Berry
Nays: None

5. Tourist Park Rate Increase Request Proposal

Moved by Commissioner Wilkinson to increase the Tourist Park rates as follows: Campsite Fees increase all nightly site rates by \$5.00 across the board, Reservation fee \$2.25 per reservation, and Campground Improvement Fee increase from \$3.00 to \$4.00 per site rental. Support by Commissioner Prunick.

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

6. Agreement - Munising Hockey Association

Moved by Commissioner Prunick to approve the Munising Hockey Association agreement as presented. Support by Commissioner DesJardins.

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

7. Drinking Water Lead Service Line Replacement

Moved by Commissioner DesJardins to proceed with the drinking water lead service line replacement project, also authorizing the City Manager to sign the grant documents. Support by Commissioner Wilkinson.

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

8. Coleman Engineering Company Professional Engineering Services - Lead Service Line Replacement

Moved by Commissioner DesJardins to approve the Professional Engineering Service agreement with Coleman Engineering Company with a not to exceed amount of \$318,250.00, for lead service line replacements. Support by Commissioner Wilkinson.

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

9. Commission Meeting Monday, November 17, 2025 Have or Reschedule?

Moved by Commissioner Prunick to move the regular Commission meeting to Monday, November 24, 2025. Support by Commissioner Wilkinson.

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

E. PUBLIC COMMENTS (4 MINUTE LIMIT)

Written Public Comment for the Record To: Munising City Clerk Cc: Mayor and City Commission From: Joseph Case Address: 1427 Washington St. Date: November 9th, 2025 Subject: Marina Fee Structure and Compliance with Michigan's User Fee Standards Dear Mayor and Commissioners, I am submitting this written public comment for inclusion in the record of the next regular City Commission meeting. My purpose is to respectfully request transparency and compliance in the City's marina fee practices under Michigan law. Under Bolt v. City of Lansing, 459 Mich 152 (1998), and related Michigan case law, a municipal fee must bear a reasonable relationship to the service provided — often referred to as the rational nexus test. When fees substantially exceed the cost of the services rendered or are used for unrelated purposes, they lose their character as 'user fees' and may be treated as unauthorized taxes. In Munising, marina slip renters and boat launch users have been grouped together under a single 'Harbor' category. However, these are two distinct facilities serving different users, with infrastructure located roughly a half mile apart. Other than access to the same body of water, the two groups share no meaningful facilities or services. If slip rental revenues are being used to subsidize boat launch improvements, grant matches, or debt obligations, that allocation appears inconsistent with Michigan's user fee requirements. Slip renters should be charged in proportion to the operational costs of the marina itself — not for projects or facilities they do not use. **I respectfully request that the City Commission:** 1. Review the marina fee structure independently from the boat launch operation; 2. Provide a public cost analysis showing how slip rental revenues correspond to marina-related expenses;

and 3. Clarify publicly whether any portion of slip fees have been, or are intended to be, used for launch or debt purposes. Taking these steps would ensure that the City's practices comply with Michigan law and would help restore confidence among both residents and visitors who rely on the integrity of the City's financial stewardship. Thank you for your attention to this matter and for your ongoing service to the community. Respectfully submitted, Joseph Case

F. ADJOURNMENT

Moved by Commissioner Wilkinson to adjourn the Special meeting of the City Commission. Support by Commissioner Prunick.

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

The Special meeting of the City Commission adjourned at 6:39 p.m.

Chris Berry, Mayor

Mary Artress, Deputy Clerk

LIST OF BILLS

41857	00793	MADIGAN'S HARDWARE	897.87
41858	00362	DENMAN'S HARDWARE	1,449.43
41859	03094	UP INTERNATIONAL TRUCK	327.17
41860	00929	MILLER BRADFORD & RISBERG	424.55
41861	00016	AIRGAS USA, LLC	54.46
41862	03683	APPLIED INDUSTRIAL TECHNOLOGIES	95.40
41863	01476	USA BLUE BOOK	469.84
41864	01044	NORTH CENTRAL LABORATORIES	792.94
41865	03518	GFL ENVIRONMENTAL	3,319.35
41866	00594	HILLSIDE PARTY STORE LLC	106.10
41867	00402	DTE ENERGY	651.23
41868	01460	UPPER PENINSULA POWER CO.	27,817.11
41869	03763	RDA SERVICES, LLC	6,945.75
41870	03321	IMPERIAL ELECTRIC	188.33
41871	01841	COLEMAN ENGINEERING COMPANY	440.00
41872	01998	UPPER PENINSULA RECREATION INC	1,230.77
41873	02990	VISION SERVICE PLAN	471.81
41874	01998	UPPER PENINSULA RECREATION INC	2,486.00
41875	02690	BLUE CROSS BLUE SHIELD OF MICH	35,873.65
41876	02512	GREATER MUNISING BAY	5,000.00
41877	03775	DETROIT SALT COMPANY	8,857.70
41878	02996	EMBERS CREDIT UNION	308.86
41879	02996	EMBERS CREDIT UNION	589.78
41880	03391	ELECTION SOURCE	578.00
41881	00591	HIAWATHA TELEPHONE COMPANY	1,534.92
41882	02996	EMBERS CREDIT UNION	388.64
41883	02996	EMBERS CREDIT UNION	311.40
41884	03501	WEX BANK	3,105.07
41885	00591	HIAWATHA TELEPHONE COMPANY	970.68
41886	03763	RDA SERVICES, LLC	5,365.85
41887	03597	TRUDGEON LANDSCAPING	90.00
41888	01460	UPPER PENINSULA POWER CO.	2,067.72
41889	03310	INTEGRIS, LLC	290.00
41890	02528	VERIZON WIRELESS	1,119.47
41891	03266	LASCO	608.58
41892	02326	MANISTIQUE OIL CO., INC.	2,356.47
41893	03371	EGLE	361.00

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41894	03683	APPLIED INDUSTRIAL TECHNOLOGIES	1,392.32
41895	01793	JOHNSON BROTHERS RENTALS LLC	60.00
41896	00426	ETNA SUPPLY CO.	266.32
41897	01476	USA BLUE BOOK	575.32
41898	01331	STANDARD INSURANCE COMPANY	606.46
41899	01331	STANDARD INSURANCE COMPANY	230.88
41900	02400	CRANE ENGINEERING SALES INC.	18,925.78