

September 17, 2025

SPECIAL MEETING
CITY COMMISSION OF THE CITY OF MUNISING
AGENDA
WEDNESDAY, SEPTEMBER 17, 2025
6:00 P.M.

- A. CALL TO ORDER THE SPECIAL CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL
- B. PUBLIC COMMENT (4 MINUTE LIMIT)
- C. CONSENT AGENDA
 - 1. Monthly Reports - Committee - Police
 - 2. City Commission Meeting Minutes 8-28-25, 8-29-25, 9-3-25 & Closed Session
 - 3. List of Bills
 - 4. Interim City Manager Report
 - 5. City Attorney Report
- D. OLD CITY BUSINESS
 - 1. Estimate from Mick's Mechanical for WWTP Thermal Radiation Heater/Install \$9,691.0 - Tabled from 9-3-2025 Meeting
- E. NEW CITY BUSINESS
 - 1. Kathy Reynolds Monthly Report
 - 2. Accept/Award Quotes for Cutting Edges Plow Blades
 - 3. Coleman Engineering Company pay request for Munising 2025 Local Paving \$7,804.00
 - 4. Safe Routes to School Resolution (Roll Call Vote)
 - 5. Coleman Engineering Local Paving 2025 Final Pay Request #2 \$20,590.81
 - 6. UPEA M-28 Water System Improvement Resolution Pay Request \$327,681.92 (Roll Call Vote)
 - 7. Fire Department Helmets Purchase \$6,121.30
 - 8. Budget Adjustments
 - 9. 2025 Chevrolet Tahoe Purchase for Police Dept. \$54,474.00
 - 10. Resolution Street Administrator Designation (Roll Call Vote)
- F. PUBLIC COMMENTS (4 MINUTE LIMIT)
- G. CLOSED SESSION
 - 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
- H. City Manager Position

Agenda Amended from Monday, September 15, 2025:

- H1. Designate an Alternate Commissioner to the Labor Committee

- I. ADJOURNMENT

CITY COMMISSION

Official Proceedings

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

September 17, 2025

The Special meeting of the City of Munising was duly called and held on Wednesday, **September 17, 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 and Mayor Berry
ABSENT: Commissioner: Prunick - absent excused

Moved by Commissioner DesJardins to amend the agenda to include 1A. Winter Sand. Support by Commissioner Wilkinson.

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

B. PUBLIC COMMENT (4 MINUTE LIMIT)

Commissioner DesJardins apologized to the Commission for missing the meeting on Monday.

C. CONSENT AGENDA

1. Monthly Reports - Committee - Police
2. City Commission Meeting Minutes 8-28-25, 8-29-25, 9-3-25 & Closed Session
3. List of Bills
4. Interim City Manager Report
5. City Attorney Report

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

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

CITY OF MUNISING
MUNISING, MICHIGAN 49862
EXECUTIVE MEMORANDUM

To: Mayor, City Commission and City Attorney
From: Ray D. Anderson, Interim City Manager
Date: September 11, 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 - I would like to move forward and start the ordinance review. To start the initiative, I am asking each commission member to provide an ordinance priority list so that we can address the most pressing ordinances first. If you do not have any priority, then just let us know. Also, you do not have to have any specific number of ordinances but if you have more than one then please prioritize them.
 - Anna River Bridge Budget - At the request from one of the Commission Members I have reviewed and prepared a budget discussion relative to this project. Basically, the initial project approval accounted for the 95% grant and 5% local share for construction (\$25,000) which was budgeted. The initial engineering approval (\$18,800) along with amendments 1 and 2 (\$6,775) were expensed during the prior budget years. For FY 2025/26 budget, Commission approved engineering amendment #3 (\$55,600). This is for engineering associated with the construction of the bridge. Unfortunately, this amount was not in the current fiscal year budget. We will need to analyze our current year budget to account for the amendment but since we are in the first quarter, I am confident that a solution will be available.

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- General Business/Operations Update:
 - Munising Car Show (3rd 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. They also historically use city equipment (barricades). Just to let you know.
 - DPW Maintenance (Floater) Water/Sewer Assistant Level III Position - We posted the position this past week and have no internal candidates. We are now going to publicly advertise for the position. I placed a due date for applications as September 26, 2025.
 - Interim City Manager's Schedule - I would like to highlight when I plan to be in the office over the next four weeks:
 - Monday, September 15 and Tuesday, September 16
 - Wednesday, September 24 and Thursday, September 25
 - Wednesday, October 1 and Thursday, October 2
 - Monday, October 6 and Tuesday, October 7
- Projects/Operations Update
 - DNR Waterways Grant (Boat Launch) - **No Update.** 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 is currently under design with a late winter bidding and fall 2026 construction.
 - Bayshore Well House - Progress meeting held on August 18th. Next progress meeting is scheduled for September 10th. Work progressing on schedule. Substantial completion is still scheduled for the end of September. We need to coordinate city in-kind work (underground piping), DTE (natural gas), and UPPCO (electric) which needs to be completed before the contractor can perform their final activities and perform commissioning and startup. This work should all be complete by mid-October.
 - Anna River Bridge Project - Bridge work is complete. Railing is not installed to date. We are still expecting the railing to be installed and open to the public next week.
 - Tourist Park East Bathroom - **No Update.** We had a preconstruction meeting on August 27th and signed the notice to proceed. The project is scheduled to start on September 2nd with a completion date scheduled for June 1, 2026,
 - Eagle TMF Grant - **No Update.** 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 - **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.
 - 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.
 - 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 - **No Update.** Received the plan and currently under internal review and comments.
 - Safe Routes to Schools (SRTS) - **No Update.** Still in the application phase. Targeting October for submittal.
 - Water Tank Inspection - **No Update.** Need to contact contractor and we anticipate performing this work in September or October.
 - 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.

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- 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.
 - o Downtown Development Authority - No Report
 - o Planning Commission - August Meeting Cancelled due to lack of agenda items.
 - o Zoning Board of Appeals - No Report
- Correspondence
 - o 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 10th of each month. They will be included in the executive memo for the meeting on the 3rd 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. OLD CITY BUSINESS

1. Estimate from Mick's Mechanical for WWTP Thermal Radiation Heater/Install \$9,691.00 - Tabled from 9-3-2025 Meeting

Moved by Commissioner DesJardins to accept and place on file estimates received for the WWTP Thermal Radiation Heater and install. Support by Commissioner Burge.

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

Bids received: Mick's Mechanical, \$9,691.00 and Duquaine Incorporated \$16,800.00 \$16,000.00 cash/check discount.

Moved by Commissioner DesJardins to award the thermal radiation heater and install to Mick's Mechanical in the amount of \$9,691.00. Support by Commissioner Wilkinson.

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

E. NEW CITY BUSINESS

1. Kathy Reynolds Monthly Report

Kathy was not in attendance.

Agenda Amended:

- 1A. Winter Sand (800 cu yds)

Moved by Commissioner DesJardins to accept and place on file bids received for winter sand. Support by Commissioner Burge.

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

Bids received: Joseph S Lakosky LLC \$13.48 per cubic yard and Gerou Excavating, Inc. \$14.00 per cubic yard.

Moved by Commissioner Burge to award the purchase of 800 cubic yards of winter sand to Joseph S Lakosky LLC at \$13.48 per cubic yard. Support by Commissioner DesJardins.

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

2. Accept/Award Quotes for Cutting Edges Plow Blades

Moved by Commissioner DesJardins to accept and place on file the quotes received for cutting edges plow blades. Support by Commissioner Wilkinson.

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Burge and Mayor Berry

Nays: None

Quotes received: Road Machinery & Supplies Co. \$6,940.00, Roland Machinery Company \$6,830.18, Fabick \$6,252.80 and HL Mesabi \$10,970.00.

Moved by Commissioner DesJardins to award the snow plow blades purchase to Fabick in the amount of \$6,252.80. Support by Commissioner Wilkinson.

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

3. Coleman Engineering Company pay request for Munising 2025 Local Paving \$7,804.00

Moved by Commissioner Wilkinson to approve the invoice for \$7,804.00 to Coleman Engineering for 2025 local paving. Support by Commissioner Burge.

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

4. Safe Routes to School Resolution (Roll Call Vote)

Moved by Commissioner DesJardins to table this item until the first meeting in October. Support by Commissioner Burge.

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

5. Coleman Engineering Local Paving 2025 Final Pay Request #2 \$20,590.81

Moved by Commissioner DesJardins to approve the final pay request from Coleman Engineering in the amount of \$20,590.81 for 2025 local paving, also authorizing the Mayor to sign documents. Support by Commissioner Wilkinson.

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

6. UPEA M-28 Water System Improvement Resolution Pay Request \$327,681.92 (Roll Call Vote)

Moved by Commissioner DesJardins to approve payment #37 to UPEA for the M-28 Water System Improvement project in the amount of \$327,681.92. Support by Commissioner Wilkinson.

Roll Call Vote:

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

7. Fire Department Helmets Purchase \$6,121.30

Moved by Commissioner DesJardins to approve the Fire Department purchase of helmets in the amount of \$6,121.30 as a sole source purchase as POMASL is the regional dealer. Support by Commissioner Wilkinson.

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

8. Budget Adjustments

Moved by Commissioner DesJardins to approve the budget adjustments as presented. Support by Commissioner Burge.

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

Budget Adjustment for Commission Meeting 9/15/25

| | Department | Account | Cur Bud | Amt Change | Amended |
|--------------------------------|----------------|-----------------|---------|------------|---------------|
| <u>Capital Projects</u> | | | | | |
| Revenue | Transfers in | 402-000-699-591 | - | 300,000.00 | \$ 300,000.00 |
| Expenditure | Capital outlay | 402-901-972.006 | - | 300,000.00 | \$ 300,000.00 |

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Water Fund

| | | | | | |
|---------------------|-----------------|-----------------|------------|--------------|---------------|
| Expenditures | Capital Control | 591-900-970.557 | 300,000.00 | (300,000.00) | \$ - |
| | Transfer Out | 591-966-999.402 | - | 300,000.00 | \$ 300,000.00 |

- 9. 2025 Chevrolet Tahoe Purchase for Police Dept. \$54,474.00

Moved by Commissioner DesJardins to approve the purchase of a 2025 Chevrolet Tahoe for the Police Department from Todd Wenzel Chevrolet in the amount of \$54,474.00. Support by Commissioner Wilkinson.

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

- 10. Resolution Street Administrator Designation (Roll Call Vote)

Moved by Commissioner DesJardins to designate Acting City Manager Ray Anderson as the Street Administrator. Support by Commissioner Wilkinson.

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

F. PUBLIC COMMENTS (4 MINUTE LIMIT)

There were no public comments.

G. CLOSED SESSION

Moved by Commissioner DesJardins to enter Closed Session under the Open Meetings Act, Section 8(1)(F) to consider employment applications for the City Manager position. Support by Commissioner Wilkinson.

Roll Call Vote:

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

- 1. Under the Open Meetings Act, Section 8(1)(F) to Consider Employment Applications for the City Manager Position

All Commissioners remained seated, entered Closed Session at 6:19 p.m.

- 2. Adjourn Closed Session and Reenter Regular Meeting

Moved by Commissioner DesJardins to adjourn the Closed Session and reenter the Regular meeting. Support by Commissioner Wilkinson.

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

All Commissioners remained seated, ended Closed Session at 6:30 p.m.

H. City Manager Position

Moved by Commissioner Wilkinson to move onto the designate City Manager candidate #6. Support by Commissioner DesJardins.

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

Agenda Amended from Monday, September 15, 2025:

- 1A. Designate an Alternate Commissioner to the Labor Committee

Moved by Commissioner DesJardins to be appointed to the Labor Committee as an alternate. Support by Commissioner Burge.

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

I. ADJOURNMENT

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

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

September 17, 2025

The Special meeting of the City Commission adjourned at 6:33 p.m.

Chris Berry, Mayor

Sue Roberts, City Clerk

LIST OF BILLS

| | | |
|-------|------------------------------------|------------|
| 41681 | Cramer, Trenton | 101.11 |
| 41682 | HOLIDAY DIV OF CIRCLE K | 88.00 |
| 41683 | STATE OF MICHIGAN | 250.00 |
| 41684 | GFL ENVIRONMENTAL | 2,936.49 |
| 41685 | VERIZON WIRELESS | 527.03 |
| 41686 | DALCO | 56.00 |
| 41687 | MANISTIQUE OIL CO., INC. | 12,636.30 |
| 41688 | UPPER PENINSULA RECREATION INC | 2,922.70 |
| 41689 | UPPER PENINSULA RECREATION INC | 4,259.42 |
| 41690 | O'DEA, NORDEEN AND PICKENS P.C. | 3,000.00 |
| 41691 | MANNING ENVIRONMENTAL, INC. | 4,581.05 |
| 41692 | BADGER METER, INC. | 196.42 |
| 41693 | HYDRO CORP | 804.00 |
| 41694 | RDA SERVICES, LLC | 6,233.98 |
| 41695 | INTEGRIS, LLC | 290.00 |
| 41696 | TRUDGEON LANDSCAPING | 120.00 |
| 41697 | ETNA SUPPLY CO. | 988.90 |
| 41698 | ALL-PHASE ELECTRIC SUPPLY CO. | 154.90 |
| 41699 | POMASL FIRE EQUIPMENT | 416.82 |
| 41700 | FABICK CAT | 858.78 |
| 41701 | MARK MAKI | 1,558.26 |
| 41702 | UPPER PENINSULA RECREATION INC | 3,019.06 |
| 41703 | CITY OF MUNISING | 4,562.42 |
| 41704 | MEDSURETY, LLC | 125.00 |
| 41705 | SUPERIOR WALK IN CENTER | 345.00 |
| 41706 | ANSER SERVICES | 119.00 |
| 41707 | UPPER PENINSULA POWER CO. | 2,048.68 |
| 41708 | IMPERIAL ELECTRIC | 300.00 |
| 41709 | TRI-COUNTY SEPTIC & SONS LLC | 800.00 |
| 41710 | MY WEB MAESTRO | 231.00 |
| 41711 | ABEDNEGO FIRE PROTECTION LLC | 735.00 |
| 41712 | UPPER PENINSULA RECREATION INC | 4,447.74 |
| 41713 | VERARDI, HEIDI | 1,750.00 |
| 41714 | ETNA SUPPLY CO. | 1,404.00 |
| 41715 | WEX BANK | 3,722.70 |
| 41716 | STATE OF MICHIGAN LARA BOILER DIV. | 160.00 |
| 41717 | PARAGON LABORATORIES, INC. | 80.00 |
| 41718 | HIAWATHA TELEPHONE COMPANY | 1,506.56 |
| 41719 | 41 LUMBER CO. | 3.58 |
| 41720 | UPEA ENGINEERS & ARCHITECTS | 19,460.00 |
| 41721 | UP INTERNATIONAL TRUCK | 3,251.76 |
| 41722 | UPEA ENGINEERS & ARCHITECTS | 1,137.50 |
| 41723 | MIDWEST CONSTRUCTION GROUP | 103,434.74 |
| 41724 | GFL ENVIRONMENTAL | 390.90 |
| 41725 | ALGER COUNTY TREASURER | 920.92 |
| 41726 | UPPER PENINSULA RECREATION INC | 1,230.77 |