

**PRESQUE ISLE TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MONTHLY MEETING  
Held December 9, 2019**

**Call to order:** Township Supervisor, Larry Fields called the meeting to order at 7:00 pm.

The Pledge of Allegiance was recited.

**Members Present:** Bart Hellmuth, Lynn Morrison, Cynthia Paavola, Jennifer Wieczorkowski, Larry Fields

A moment of silence was conducted by Larry Fields to honor the memory of Bernard Andrzejewski.

**Audience:** 16 guests

**Approval of Agenda:** L. Fields requested the addition of the Audit Review and the Cherry Capital Communications presentation by Tim Maylone. L. Morrison moved to approve the agenda with the additions. Seconded by: J. Wieczorkowski. All ayes; motion passed.

**Approval of Minutes (November 11, 2019):** Bart Hellmuth moved to approve the November minutes with the addition of "also get" in the third line of Audience Comments.. L. Fields seconded the motion. All ayes; motion passed.

**Comments from Audience (3 min. per person):** Vicki Fields commented the Friends of the Library are looking for Presque Isle directories updated from Legislative 2012, 2014. Additionally, dates for the 75<sup>th</sup> anniversary of the library will be scheduled.

- **Cherry Capital Communications (CCC) Presentation by Tim Maylone.** Funds from the language of the grant are forthcoming. CCC is hoping to receive final grant in January, 2020. Site plans will be available in January, 2020. Many area businesses and residents are calling; all want fiber optic communication. CCC also invited Krakow Township to participate. CCC will hide the cell towers as best they can until the fiber optic lines are installed.
- The amended PITWP Ordinance 1 of 2020 was published on the PITWP website and a public meeting notification to address the amended Ordinance was sent to the PI Advance for publication on 12/12 and 12/19/2019. The public hearing is January 6, 2020
- **Presque Isle Twp. Audit Review Presentation by Sandra Edwards.** A 34 page, detailed audit review was given. All audit points were discussed and favorable results were given. Positive recognition was given to the township clerk and treasurer for their great work.

## **REPORTS**

- **Treasurer (J. Wieczorkowski):** J. Wieczorkowski provided the board members with the "Receipt Items by Bank" report and a Financial Report for November, 2019. The total receivable amounts for November, 2019 was \$35,990.01. L. Fields accepted the report by consensus of the board. *(Please see attached report).*
- **Clerk (C. Paavola):** A detailed Check Register report was provided for November, 2019. The bills are as follows: General Fund - \$67,048.75 Special Revenue - \$8,926.85, Enterprise Fund - \$884.38 and Payroll - \$15,604.55. Total bills were \$78,529.53 for the month of November, 2019. L. Fields accepted the report by consensus of the board. *(Please see attached report).*
- **Planning Commission (C. Paavola):** The Planning Commission met on Monday, December 2, 2019. A special meeting was called for the purpose of amended Section 3.1 "Definition" and Section 20.13 regarding Communication Tower to allow waivers to be approved. The Board went through all the suggested changes and updated the Ordinance. A great deal of information from Tim Maylone from Cherry Capital was presented. The next Planning Commission meeting will be a public hearing on January 6, 2020. *(Please see attached report).*
- **Parks and Recreation (J. Wieczorkowski):** A synopsis was given on Parks and Recreation events and an heirloom dress that was donated to the Township. The Christmas at the Light event was a great success and expressed thankfulness for the wonderful sponsors and volunteers. *(Please see attached report).*

- **ZBA (B. Hellmuth):** No Report.
- **Zoning (S. Lang):** *(Please see report attached).*
- **Assessor (T. Most):** A written report was provided. *(Please see report attached).*
- **PITWP Historian/LH Gift Shops (J. Matuszak):** A brief synopsis was given regarding grants, signage, artifacts, correspondence and the Presque Isle Lighthouses. *(Please see attached report.)*
- **Admin. Assistant: (B. Huard)** No report.
- **Sexton (B. Torsch):** No report.
- **Facilities/Project Manager (M. Bedard):** A detailed written report was provided. A brief synopsis was given and it was mentioned that the benches in the North Bay are at risk due to waves and high lake level. *(Please see attached).*
- **Fire Board (L. Morrison/D. Nowak)** A detailed report was provided. *(Please see attached report).*
- **LaFarge/PITWP CAG (T. Guyer):** No report this month. Oral comments included LaFarge's report regarding CCC fiber optic communication will be out about April, 2020. Will share with LaFarge.
- The comment from drain commissioner was OK. Will set up meeting.
- **EGLFD:** A complimentary treasure's and activity report was provided. *(Please see attached).*
- **Correspondence:** None

### **UNFINISHED BUSINESS**

- **Cemetery Fees:** Postponed until January, 13, 2020 BOT meeting.
- **Employee Continuity File:** Postponed until January 13, 2020 BOT meeting.

### **NEW BUSINESS**

- C. Paavola reported received two quotes for payroll responsibilities. The company, "Paychex", is the winning company. An official quotation is forthcoming.
- C. Paavola motioned to hire "Paychex". L. Morrison seconded per the quote of Paychex. The cost for this new service compares favorably with what is paid to the employee who would be responsible for the payroll and taxes. Roll call vote. All ayes; motion approved.
- C. Paavola motioned to increase the Administrative Assistant's fee for board meetings to \$50 instead of the current \$35. L. Fields seconded the motion. Roll call vote. All ayes; motion approved.

**Additional Audience Comments:** B. Pardieke questioned appealing process. He was advised to discuss with appropriate parties separate from this public meeting.

**Adjournment:** With no further business to discuss the meeting was adjourned at 9:00 p.m.

**Meeting Reminder:** The Board of Trustees will meet again on Monday, January 13, 2020 @ 7:00 pm for the regular monthly board meeting.

Respectfully submitted: Beverly Huard

Bank	Receipt Item	Reference Number	Count	Amount
<u>Bank Curre CURRENT TAX</u>				
	STAX	SUMMER TAX	30	3,862.04
Totals: Bank Curre CURRENT TAX			30	3,862.04
<u>Bank GEN GENERAL CHECKING</u>				
	GRANTS	GRANTS	1	1,184.00
	MISC	MISCELLANEOUS *	2	2,598.33
	PRDONATE	MISC	14	390.00
	SOM REV	STATE OF MI REVENUE SHARING	1	25,781.00
	TAXADMIN	ADMIN FEE	2	94.64
	ZONEFEE		2	40.00
Totals: Bank GEN GENERAL CHECKING			22	30,087.97
<u>Bank Speci SPECIAL REVENUE</u>				
	FDDONATE	PI TWP FIRE DEPT. DONATIONS	2	40.00
	MISC	MISCELLANEOUS * *	1	2,000.00
Totals: Bank Speci SPECIAL REVENUE			3	2,040.00
Grand Totals			55	35,990.01

\* ① Refund due to over payment on Sherwin Williams 278.36  
② Audit Adjustment 2,319.97 from Enterprise Fund.

\*\* ① Audit Adjustment from General Fund.

# TREASURER'S REPORT FOR THE MONTH OF NOVEMBER, 2019

TOTAL CASH ASSETS AS OF NOVEMBER 1, 2019 \$ 97,991.92

Total Receipts ..... \$ 949.57

Total Disbursements ..... \$ 7,526.34

TOTAL CASH ASSETS AS OF NOVEMBER 30, 2019 \$ 91,415.15

EQUIPMENT REPLACEMENT FUND \$ 271,829.71

## BUDGET SUMMARY REPORT

	MONTH	YTD	TARGET	BALANCE
Electric	\$ 133.00	\$ 1,725.70	\$ 1,800.00	\$ 74.30
Telephone	186.46	1,998.98	1,950.00	( 48.98)
Fuelgas	-0-	2,598.56	3,000.00	401.44
Ambulance Runs	1,211.00	10,645.91	1,700.00	( 8,945.91)
Fire Runs	-0-	160.00	1,000.00	840.00
Compensation	-0-	-0-	3,600.00	3,600.00
Vehicle Main.	-0-	3,171.76	5,000.00	1,828.24
Ambulance Equip.	332.63	4,433.16	3,300.00	( 1,133.16)
Fire Equipment	-0-	866.28	6,300.00	5,433.72
Training	-0-	2,525.07	2,600.00	74.93
Personnel	-0-	8,936.43	3,300.00	( 5,636.43)
Cap. Imp. & Loan	-0-	15,577.56	23,500.00	7,922.44
Bldg. Maintenance	99.15	2,723.56	5,500.00	2,776.44
Fees & Insurance	851.00	19,076.99	19,500.00	423.01
Meetings	41.81	1,712.70	2,250.00	537.30
Miscellaneous	-0-	468.29	1,500.00	1,031.71
Wages	4,671.29	51,271.86	55,500.00	4,228.14
Prof. Services	-0-	2,450.00	3,500.00	1,050.00
Contingency	-0-		1,100.00	1,100.00
TOTAL	\$ 7,526.34	\$ 130,342.81	\$ 145,900.00	\$ 15,557.19

TOTAL RECEIVED FROM PRESQUE ISLE TOWNSHIP YEAR TO DATE \$ 158,346.92

### Payments and receipts re: Ambulance Intercepts

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Pmts	80.00	760.00	490.00	700.00	740.00	390.00	820.00	1520.00	350.00	1480.00	1100.00		8,430.00
Rec	625.84	2378.70	1743.16	2303.17	1896.09	518.28	1815.66	2055.71	2640.46	2338.23	936.70		19,253.00

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/2019		YTD BALANCE 11/30/2019 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)		% BDGT USED
			INCREASE (DECREASE)					
Fund 101 - GENERAL FUND								
Expenditures								
101-247-702.000	BOR-SALARIES & WAGES	2,000.00	0.00		100.00	1,900.00	5.00	
101-247-709.000	FICA	0.00	0.00		4.65	(4.65)	100.00	
101-247-711.000	MEDICARE	0.00	0.00		1.44	(1.44)	100.00	
101-247-860.000	MILEAGE/MEALS	100.00	0.00		0.00	100.00	0.00	
101-247-910.000	SEMINAR/TRAINING	200.00	0.00		0.00	200.00	0.00	
Total Dept 247 - BOARD OF REVIEW								
		2,300.00	0.00		106.09	2,193.91	4.61	
Dept 253 - TREASURER								
101-253-702.000	TREASURER SALARIES & WAGES	20,755.32	1,562.95		7,814.75	12,940.57	37.65	
101-253-702.004	DEPUTY WAGES	3,000.00	264.00		1,113.00	1,887.00	37.10	
101-253-711.000	MEDICARE	0.00	26.48		129.45	(129.45)	100.00	
101-253-722.000	MESC	0.00	12.65		53.31	(53.31)	100.00	
101-253-828.000	PREPARATION OF TAX ROLL	12,700.00	0.00		3,964.35	8,735.65	31.22	
101-253-860.000	MILEAGE/MEALS	3,500.00	0.00		343.45	3,156.55	9.81	
101-253-910.000	SEMINAR/TRAINING	2,500.00	205.00		1,871.47	628.53	74.86	
101-253-915.000	MEMBERSHIPS/ASSOCIATION FEES	0.00	0.00		75.00	(75.00)	100.00	
Total Dept 253 - TREASURER								
		42,455.32	2,071.08		15,364.78	27,090.54	36.19	
Dept 257 - ASSESSOR/EQUALIZATION DEPARTMENT								
101-257-702.000	ASSESSOR SALARIES AND WAGES	45,900.00	3,825.00		19,125.00	26,775.00	41.67	
101-257-709.000	FICA	0.00	237.15		1,185.75	(1,185.75)	100.00	
101-257-711.000	MEDICARE	0.00	55.46		277.31	(277.31)	100.00	
Total Dept 257 - ASSESSOR/EQUALIZATION DEPARTMENT								
		45,900.00	4,117.61		20,588.06	25,311.94	44.85	
Dept 262 - ELECTIONS								
101-262-702.000	ELECTIONS SALARIES AND WAGES	5,500.00	0.00		0.00	5,500.00	0.00	
101-262-860.000	MILEAGE/MEALS	250.00	0.00		0.00	250.00	0.00	
101-262-910.000	SEMINAR/TRAINING	1,000.00	0.00		0.00	1,000.00	0.00	
Total Dept 262 - ELECTIONS								
		6,750.00	0.00		0.00	6,750.00	0.00	
Dept 265 - BUILDING AND GROUNDS								
101-265-702.001	HALL MANAGER	1,400.00	116.66		583.30	816.70	41.66	
101-265-711.000	MEDICARE	0.00	1.69		8.45	(8.45)	100.00	
101-265-722.000	MESC	0.00	0.00		0.34	(0.34)	100.00	
101-265-850.000	PHONE/INTERNET	5,000.00	426.42		2,084.18	2,915.82	41.68	
101-265-919.000	DISPOSAL SERVICE	750.00	0.00		0.00	750.00	0.00	
101-265-920.000	ELECTRICITY	5,000.00	496.09		2,842.25	2,157.75	56.85	
101-265-922.000	HEAT	8,500.00	0.00		187.60	8,312.40	2.21	
Total Dept 265 - BUILDING AND GROUNDS								
		20,650.00	1,040.86		5,706.12	14,943.88	27.63	
Dept 276 - CEMETERY								
101-276-702.000	CEMETERY SALARIES AND WAGES	3,150.00	262.50		1,312.50	1,837.50	41.67	
101-276-703.001	PER DIEM	600.00	50.00		250.00	350.00	41.67	
101-276-709.000	FICA	0.00	19.38		96.88	(96.88)	100.00	
101-276-711.000	MEDICARE	0.00	4.53		22.65	(22.65)	100.00	
101-276-722.000	MESC	0.00	14.97		74.85	(74.85)	100.00	

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PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/2019 INCREASE (DECREASE)	YTD BALANCE 11/30/2019 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 276 - CEMETERY		3,750.00	351.38	1,756.88	1,993.12	46.85
Dept 330 - LIQUOR LAW ENFORCEMENT						
101-330-702.000	SALARIES AND WAGES	880.00	0.00	300.00	580.00	34.09
101-330-709.000	FICA	0.00	0.00	20.46	(20.46)	100.00
101-330-711.000	MEDICARE	0.00	0.00	4.79	(4.79)	100.00
101-330-722.000	MESC	0.00	0.00	15.81	(15.81)	100.00
Total Dept 330 - LIQUOR LAW ENFORCEMENT		880.00	0.00	341.06	538.94	38.76
Dept 336 - FIRE DEPARTMENT						
101-336-702.002	FIRE BOARD	3,060.00	170.00	1,272.50	1,787.50	41.58
101-336-709.000	FICA	0.00	10.54	67.12	(67.12)	100.00
101-336-711.000	MEDICARE	0.00	2.47	18.46	(18.46)	100.00
Total Dept 336 - FIRE DEPARTMENT		3,060.00	183.01	1,358.08	1,701.92	44.38
Dept 441 - DEPARTMENT OF PUBLIC WORKS						
101-441-702.003	SALARY/WAGES-FACILITY/PROJECT MANAGER	26,500.00	2,185.91	10,929.55	15,570.45	41.24
101-441-703.001	PER DIEM	1,100.00	50.00	450.00	650.00	40.91
101-441-704.000	SUMMER WAGES	13,000.00	0.00	13,559.45	(559.45)	104.30
101-441-709.000	FICA	600.00	0.00	840.67	(240.67)	140.11
101-441-711.000	MEDICARE	150.00	32.42	361.62	(211.62)	241.08
101-441-722.000	MESC	250.00	0.00	572.89	(322.89)	229.16
101-441-860.000	MILEAGE/MEALS	3,300.00	0.00	1,288.86	2,011.14	39.06
101-441-907.000	LICENSES	800.00	0.00	0.00	800.00	0.00
101-441-923.000	FUEL	250.00	0.00	169.05	80.95	67.62
101-441-930.000	MAINTENANCE AND REPAIRS	5,000.00	536.00	3,288.99	1,711.01	65.78
101-441-930.005	WORK ORDER PROJECTS	16,000.00	0.00	2,367.35	13,632.65	14.80
101-441-934.000	MAINTENANCE & SUPPLIES	1,500.00	(278.36)	1,175.63	324.37	78.38
101-441-977.000	CAPITAL OUTLAY	23,100.00	0.00	0.00	23,100.00	0.00
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		91,550.00	2,525.97	35,004.06	56,545.94	38.23
Dept 448 - STREET LIGHTING						
101-448-920.000	ELECTRICITY	1,500.00	102.72	948.15	551.85	63.21
101-448-930.000	MAINTENANCE AND REPAIRS	100.00	0.00	0.00	100.00	0.00
Total Dept 448 - STREET LIGHTING		1,600.00	102.72	948.15	651.85	59.26
Dept 721 - PLANNING						
101-721-702.000	PC SALARIES AND WAGES	5,200.00	0.00	1,575.00	3,625.00	30.29
101-721-703.001	PER DIEM	900.00	0.00	0.00	900.00	0.00
101-721-709.000	FICA	0.00	0.00	56.73	(56.73)	100.00
101-721-711.000	MEDICARE	0.00	0.00	22.85	(22.85)	100.00
101-721-910.000	SEMINAR/TRAINING	400.00	0.00	0.00	400.00	0.00
101-721-910.001	MASTER PLAN/PLANNING	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 721 - PLANNING		14,500.00	0.00	1,654.58	12,845.42	11.41



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PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/2019		YTD BALANCE 11/30/2019 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)		% BDGT USED
			INCREASE (DECREASE)					
Fund 101 - GENERAL FUND								
Expenditures								
Dept 722 - ZONING BOARD OF APPEALS								
101-722-702.000	ZBA SALARIES AND WAGES	2,700.00	0.00	0.00	1,475.00	1,225.00	54.63	
101-722-703.001	PER DIEM	400.00	0.00	0.00	0.00	400.00	0.00	
101-722-709.000	FICA	0.00	0.00	0.00	67.89	(67.89)	100.00	
101-722-711.000	MEDICARE	0.00	0.00	0.00	21.37	(21.37)	100.00	
101-722-910.000	SEMINAR/TRAINING	300.00	0.00	0.00	0.00	300.00	0.00	
Total Dept 722 - ZONING BOARD OF APPEALS		3,400.00	0.00		1,564.26	1,835.74	46.01	
Dept 725 - ZONING ADMINISTRATOR & DEPUTY								
101-725-702.000	SALARIES AND WAGES	12,100.00	1,004.38	0.00	5,021.90	7,078.10	41.50	
101-725-702.004	DEPUTY WAGES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	
101-725-703.001	PER DIEM	1,250.00	50.00	0.00	674.68	575.32	53.97	
101-725-709.000	FICA	0.00	65.37	0.00	339.26	(339.26)	100.00	
101-725-711.000	MEDICARE	0.00	15.29	0.00	79.34	(79.34)	100.00	
101-725-722.000	MESC	0.00	0.00	0.00	112.27	(112.27)	100.00	
101-725-910.000	SEMINAR/TRAINING	400.00	0.00	0.00	114.00	286.00	28.50	
Total Dept 725 - ZONING ADMINISTRATOR & DEPUTY		14,750.00	1,135.04		6,341.45	8,408.55	42.99	
Dept 750 - PARKS & REC. COMMITTEE								
101-750-702.000	P & R SALARIES AND WAGES	6,650.00	675.00	0.00	3,645.00	3,005.00	54.81	
101-750-703.000	PER DIEM/TWP. BOARD APPT.	1,000.00	0.00	0.00	0.00	1,000.00	0.00	
101-750-709.000	FICA	0.00	30.07	0.00	167.09	(167.09)	100.00	
101-750-711.000	MEDICARE	0.00	9.79	0.00	52.83	(52.83)	100.00	
101-750-806.000	CONTRACTED SERVICES	0.00	0.00	0.00	150.00	(150.00)	100.00	
Total Dept 750 - PARKS & REC. COMMITTEE		7,650.00	714.86		4,014.92	3,635.08	52.48	
Dept 754 - GIFT SHOPS								
101-754-702.000	SALARIES AND WAGES/GIFT SHOP	0.00	0.00	0.00	2,869.15	(2,869.15)	100.00	
101-754-709.000	FICA	0.00	0.00	0.00	177.88	(177.88)	100.00	
101-754-711.000	MEDICARE	0.00	0.00	0.00	41.60	(41.60)	100.00	
101-754-722.000	MESC	0.00	0.00	0.00	101.22	(101.22)	100.00	
Total Dept 754 - GIFT SHOPS		0.00	0.00		3,189.85	(3,189.85)	100.00	
Dept 851 - INSURANCE AND BONDS								
101-851-840.000	INSURANCE AND BONDS	19,000.00	0.00	0.00	626.75	18,373.25	3.30	
Total Dept 851 - INSURANCE AND BONDS		19,000.00	0.00		626.75	18,373.25	3.30	
TOTAL EXPENDITURES		474,581.21	67,048.75		222,328.50	252,252.71	46.85	
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		362,286.00	25,915.64		94,952.91	267,333.09	26.21	
TOTAL EXPENDITURES		474,581.21	67,048.75		222,328.50	252,252.71	46.85	
NET OF REVENUES & EXPENDITURES		(112,295.21)	(41,133.11)		(127,375.59)	15,080.38	113.43	

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/2019		YTD BALANCE 11/30/2019 NORMAL (ABNORMAL)	AVAILABLE BALANCE		% BDGT USED
			INCREASE (DECREASE)	NORMAL (ABNORMAL)		NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND								
BEG. FUND BALANCE		1,246,149.83			1,246,149.83			
NET OF REVENUES/EXPENDITURES - 2018-19					(45,493.88)			
END FUND BALANCE		1,133,854.62			1,073,280.36		(45,493.88)	

Fund 101 - GENERAL FUND

BEG. FUND BALANCE  
NET OF REVENUES/EXPENDITURES - 2018-19  
END FUND BALANCE

1,246,149.83  
1,133,854.62

1,246,149.83  
(45,493.88)  
1,073,280.36

(45,493.88)



GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/2019		YTD BALANCE 11/30/2019 NORMAL (ABNORMAL)	AVAILABLE BALANCE		% BDGT USED
			INCREASE (DECREASE)			NORMAL (ABNORMAL)		
Fund 501 - ENTERPRISE FUND								
Revenues								
Dept 000 - NONE								
501-000-646.000	CONSIGNMENTS	0.00	(144.00)		(3,643.83)	3,643.83	100.00	
501-000-648.000	GIFT SHOP REVENUE	94,600.00	0.00		98,201.08	(3,601.08)	103.81	
501-000-665.000	INTEREST INCOME	0.00	0.00		49.00	(49.00)	100.00	
Total Dept 000 - NONE		94,600.00	(144.00)		94,606.25	(6.25)	100.01	
Dept 754 - GIFT SHOPS								
501-754-702.005	BOOKKEEPING SERVICE	0.00	(166.66)		(833.30)	833.30	100.00	
Total Dept 754 - GIFT SHOPS		0.00	(166.66)		(833.30)	833.30	100.00	
TOTAL REVENUES		94,600.00	(310.66)		93,772.95	827.05	99.13	
Expenditures								
Dept 000 - NONE								
501-000-754.000	MERCHANT SUPPLIES	56,800.00	881.96		15,562.86	41,237.14	27.40	
501-000-810.000	CREDIT CARD EXPENSE	2,500.00	0.00		2,344.38	155.62	93.78	
Total Dept 000 - NONE		59,300.00	881.96		17,907.24	41,392.76	30.20	
Dept 754 - GIFT SHOPS								
501-754-702.000	SALARIES AND WAGES	30,000.00	0.00		18,126.25	11,873.75	60.42	
501-754-709.000	FICA	1,500.00	0.00		1,117.63	382.37	74.51	
501-754-711.000	MEDICARE	500.00	2.42		274.94	225.06	54.99	
501-754-722.000	MISC	800.00	0.00		828.96	(28.96)	103.62	
501-754-860.000	MILEAGE	1,000.00	0.00		624.73	375.27	62.47	
501-754-934.000	SUPPLIES	1,500.00	0.00		449.95	1,050.05	30.00	
Total Dept 754 - GIFT SHOPS		35,300.00	2.42		21,422.46	13,877.54	60.69	
TOTAL EXPENDITURES		94,600.00	884.38		39,329.70	55,270.30	41.57	
Fund 501 - ENTERPRISE FUND:								
TOTAL REVENUES		94,600.00	(310.66)		93,772.95	827.05	99.13	
TOTAL EXPENDITURES		94,600.00	884.38		39,329.70	55,270.30	41.57	
NET OF REVENUES & EXPENDITURES		0.00	(1,195.04)		54,443.25	(54,443.25)	100.00	
BEG. FUND BALANCE		78,738.32			78,738.32			
NET OF REVENUES/EXPENDITURES - 2018-19		78,738.32			13,385.90	13,385.90		
END FUND BALANCE		78,738.32			146,567.47			

PERIOD ENDING 11/30/2019

Spec.

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/2019 INCREASE (DECREASE)	YTD BALANCE 11/30/2019 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 206 - PRESQUE ISLE TOWNSHIP FIRE DEPARTMENT						
Revenues						
Dept 000 - NONE						
206-000-451.000	SPECIAL ASSESSMENT PITWPF#1	152,875.00	0.00	0.00	152,875.00	0.00
Total Dept 000 - NONE		152,875.00	0.00	0.00	152,875.00	0.00
Dept 336 - FIRE DEPARTMENT						
206-336-665.000	INTEREST INCOME	175.00	0.00	95.80	79.20	54.74
206-336-674.000	CONTRIBUTIONS & DONATIONS	16,109.51	40.00	470.65	15,638.86	2.92
Total Dept 336 - FIRE DEPARTMENT		16,284.51	40.00	566.45	15,718.06	3.48
TOTAL REVENUES		169,159.51	40.00	566.45	168,593.06	0.33
Expenditures						
Dept 336 - FIRE DEPARTMENT						
206-336-702.000	SALARIES AND WAGES	8,500.00	215.00	3,335.00	5,165.00	39.24
206-336-709.000	FICA/FUTA	1,500.00	17.36	221.97	1,278.03	14.80
206-336-711.000	MEDICARE	500.00	4.05	51.89	448.11	10.38
206-336-730.000	EQUIPMENT	31,000.00	965.09	6,177.95	24,822.05	19.93
206-336-731.000	INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
206-336-751.000	OFFICE SUPPLIES	500.00	0.00	0.00	500.00	0.00
206-336-806.002	CONTRACTED SERVICES	35,000.00	5,833.32	17,499.96	17,500.04	50.00
206-336-890.001	CONTINGENCY	14,875.00	0.00	0.00	14,875.00	0.00
206-336-907.000	LICENSES	1,000.00	25.00	125.00	875.00	12.50
206-336-910.000	SEMINAR/TRAINING	12,000.00	1,180.00	1,563.37	10,436.63	13.03
206-336-920.001	UTILITIES	7,500.00	472.11	1,887.32	5,612.68	25.16
206-336-923.000	FUEL	1,500.00	9.92	365.93	1,134.07	24.40
206-336-930.000	BLDG & EQUIPMENT & SUPPLIES	2,000.00	205.00	3,414.45	(1,414.45)	170.72
206-336-930.001	SNOWPLOWING	2,000.00	0.00	0.00	2,000.00	0.00
206-336-955.000	MISC. EXPENSES	0.00	0.00	1,436.57	(1,436.57)	100.00
206-336-977.000	CAPITAL OUTLAY BUILDING	3,000.00	0.00	1,890.91	1,109.09	63.03
206-336-977.001	CAPITAL OUTLAY-EQUIPMENT	31,000.00	0.00	16,888.96	14,111.04	54.48
Total Dept 336 - FIRE DEPARTMENT		152,875.00	8,926.85	54,859.28	98,015.72	35.89
TOTAL EXPENDITURES		152,875.00	8,926.85	54,859.28	98,015.72	35.89
Fund 206 - PRESQUE ISLE TOWNSHIP FIRE DEPARTMENT:						
TOTAL REVENUES		169,159.51	40.00	566.45	168,593.06	0.33
TOTAL EXPENDITURES		152,875.00	8,926.85	54,859.28	98,015.72	35.89
NET OF REVENUES & EXPENDITURES		16,284.51	(8,886.85)	(54,292.83)	70,577.34	333.40
BEG. FUND BALANCE		183,064.15		183,064.15		
NET OF REVENUES/EXPENDITURES - 2018-19				2,091.56		
END FUND BALANCE		199,348.66		130,862.88	2,091.56	

PAYROLL

For Payroll ID: 34 Check Date: 11/29/2019 Pay Period End Date: 11/30/2019

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/29/2019	GEN	17355	HUARD, BEVERLY J	319.42	281.41	0.00	Open
11/29/2019	GEN	DD2046	ADRIAN, TODD C	40.00	0.00	35.24	Open
11/29/2019	GEN	DD2047	BEDARD, KIMBERLY S.	1,402.64	0.00	1,058.54	Open
11/29/2019	GEN	DD2048	BEDARD, MATTHEW	2,235.91	0.00	1,267.28	Open
11/29/2019	GEN	DD2049	CROUCH, NORMA J.	125.00	0.00	110.12	Open
11/29/2019	GEN	DD2050	FIELDS, LAWRENCE J.	1,109.21	0.00	948.54	Open
11/29/2019	GEN	DD2051	FORBUSH, MATTHEW C	0.00	0.00	0.00	Void
11/29/2019	GEN	DD2052	FORBUSH, TAMMY L	25.00	0.00	22.03	Open
11/29/2019	GEN	DD2053	HELLMUTH, BARTON H.	148.20	0.00	103.08	Open
11/29/2019	GEN	DD2054	HILLA, AYL A R.	264.00	0.00	201.44	Open
11/29/2019	GEN	DD2055	KAUFFMAN, RUSSELL J.	90.00	0.00	83.11	Open
11/29/2019	GEN	DD2056	LANCASTER-MCINTOSH, KAREN E	192.00	0.00	138.21	Open
11/29/2019	GEN	DD2057	LANG, STEPHEN R.	1,054.38	0.00	855.14	Open
11/29/2019	GEN	DD2058	MATUSZAK, JENNIFER L	90.00	0.00	79.29	Open
11/29/2019	GEN	DD2059	MORAN, BONNIE	90.00	0.00	79.29	Open
11/29/2019	GEN	DD2060	MORRISON, LYNN D.	198.20	0.00	151.22	Open
11/29/2019	GEN	DD2061	MOST, TREVOR C	3,825.00	0.00	3,338.57	Open
11/29/2019	GEN	DD2062	NOWAK, RICHARD	170.00	0.00	156.99	Open
11/29/2019	GEN	DD2063	PAAVOLA, CYNTHIA	1,688.48	0.00	1,521.73	Open
11/29/2019	GEN	DD2064	PEARSON-KINNEY, NANCY	90.00	0.00	79.28	Open
11/29/2019	GEN	DD2065	SCUDDER, LAURON A.	80.00	0.00	70.48	Open
11/29/2019	GEN	DD2066	SCUDDER, RONALD L.	25.00	0.00	23.09	Open
11/29/2019	GEN	DD2067	TORSCH, ROBERT LYNN	312.50	0.00	275.31	Open
11/29/2019	GEN	DD2068	WIECZORKOWSKI, JENNIFER L.	1,919.61	0.00	1,407.10	Open
11/29/2019	GEN	DD2069	ZDYBEL, BRYAN	110.00	0.00	96.91	Open

Totals:			Number of Checks: 025	15,604.55	281.41	12,101.99	
Total Physical Checks:			1				
Total Check Stubs:			24				

## Report to the Township Board from the Planning Commission

November 2, 2019

The Special meeting was for the purpose of amended section 3.1 "Definition" and Section 20.13 regarding Communication Tower to allow waivers to be approved.

The Board went through all the suggested changes and updating the Ordinance.

A great deal of information from Tim Maylone from Cherry Capital was presented.

Our next meeting will be a public hearing January 6, 2020.

This concludes my report.

A handwritten signature in black ink, appearing to be 'Cynthia Paavola-Liasion', written in a cursive style.

Cynthia Paavola-Liasion

**Report to the Township Board of Trustees**  
**December 9, 2019**

**NEW ITEMS:**

1. Winter Taxes have been mailed out.
2. I attended a BS&A Training on December 3<sup>rd</sup> – 4<sup>th</sup>, 2019
  - a. Governmental Accounting 1.0 using BS&A Software

**From Parks and Recreation Committee Meeting**  
**Held October 28, 2019**

**Upcoming Events (see Flyers)**

- Country Christmas Craft and Vendor Show – Saturday, December 7<sup>th</sup> from 9am – 3pm
- Christmas at the Lighthouse – Saturday, December 7<sup>th</sup> from 11am – 2pm.
  - o Updates will be provided next month on the results from each of the events.

**Cherry Capital Internet**

- M. Bedard advised the Committee that Cherry Capital is a for-profit company. The only companies that can be on the lighthouse grounds are 501.c3 non-profit organizations.
- SHPO will need to be contacted for pre-approval before any tower can be installed.
- The Coast Guard will need to be contacted due to the repeater that may interfere with the equipment that the Coast Guard has on the grounds.

**Ribbon Dress Received On Loan**

- J. Matuszak brought an heirloom dress that C. Paavola provided to the Township to display at the Old Lighthouse. The Committee approved the item to be received on loan.

December 9, 2019

PITMS report for upcoming Parks and Rec Committee and Township Board of Trustees meeting

### **Giving Tuesday**

December 3

Just under \$1,000 was contributed, either online, or through checks. The PITMS will send hand-written thank you notes to the 18 donors. As mentioned last month, contributions in excess of our marketing expenses will be transferred to the Presque Isle Township Lighthouses Restoration Fund.

### **Christmas at the Light**

December 7, 11 am to 2 pm

With support from our volunteers, a group of community singers and guitarists, and a generous donation by Maple Ridge Supply in Posen, our portion of the Christmas at the Lighthouse was a great success. Just under 200 people visited the 1905 Keeper's House during the event and many enjoyed the holiday carols performed by:

Ann and Don Cline  
Vickie Fields (who kindly organized the group for us)  
Marilyn and Jay Kettler  
Mark Kinney  
JoAnn and Steve Kuschel  
Dave Larkin  
Ann-Marie Ruder  
Harold Ruder  
Jim Weeks

## **Board of Trustees Report**

### **From Zoning Administrator**

Month of December, 2019

1. Issued 3 permits for the month of November 2019. These included 2 dwellings, 1 detached accessory structures.
2. I have a potential ZBA request for a variance<sup>a</sup> on a side lot line. I issued a stop work order on a dwelling after receiving a complaint about a new dwelling being constructed with a side of the dwelling being 18 inches from the lot line. Site plan showed 8 feet on one side and 11.6 feet on the other (note; this is a narrow non-conforming lot of record.) Builder is blaming everyone but himself. I have now issued an appearance ticket for 89<sup>th</sup> district court.
3. The illegal sign on Shubert Hwy. – They still have not contacted me and the sign is still there as of Friday. She is now going to put up a statue. Nothing in zoning would prohibit a statue. I've asked her to be considerate of neighbors and limit the size of the statue.
4. Cherry Capital communications
5. Working on zoning ordinance changes.

Steve Lang  
Zoning Administrator



## **Reporting Format**

**Assessor Trevor Most**

**Monday December 9, 2019**

**(One Page Maximum)**

### **Accomplished (since last report for continuing projects)**

- Entered deeds-68 from the county
- Entered a few address changes
- Phone calls have increased as tax bills have been mailed
- A combination request was received
- Record Card requests have quieted down for now
- Site visits and building permit visits
- December board of review

### **Future Action**

- Field Work
- Continue building permits-To Date there have been 38
- Continue to enter deeds & address changes
- Continue to attach pics of old record cards to database-in April after assessment roll is complete
- Continue working on sales studies for the 2020 tax year

### **Issues/Problems (Items requiring Board Involvement/Direction)**

**Next Report-January 13, 2020**

# **PRESQUE ISLE TOWNSHIP BOARD HISTORY**

## **ARTIFACTS AND EXHIBIT REPORT FOR DECEMBER**

### **GRANTS:**

I will be asking for a 6 month extension on the grant from North East Michigan Community Foundation due to delays in the drafts of these signs being sent on to Joey at the Maritime Heritage Center and then on to Fossil Graphics for fabrication. This will extend the grant to September 2020.

### **ADDITIONAL SIGNAGE FOR THE 1870 LIGHTHOUSE PARK:**

Waiting to hear from PITMS and Joey with the National Marine Sanctuary to send the artwork to Fossil Industries in NY very soon.

### **NEW EXHIBITS:**

I will be working through this winter and spring to bring more exhibits to our lighthouses.

### **THE TOWNSHIP ARTIFACTS:**

We have received a beautiful black ribbon dress on loan to use for the 150<sup>th</sup> celebration next year. It has been approved by Parks and Rec. in our November meeting.

### **CORRESPONDENCE:**

Peter Jakey, with the Presque Isle County Advance newspaper has requested information on the 1870 lighthouse tower crack. I have passed this request on to Matt Bedard.

### **IN THE NEWS:**

Presque Isle Advance has written an article about the beach erosion on the Great Lakes.

### **PRESQUE ISLE LIGHTHOUSES:**

We had a great turn out for the New Lighthouse Christmas event: Garrity Hall was all decorated for the children and they decorated cookies and made ornaments. And Santa was there to greet the children all day. The hayride around the lighthouse was a big hit for both young and old.

I would like to thank PITMS for doing another wonderful job decorating the 1905 House for the holidays and the locals for coming out to sing. It was a big hit! They had almost 200 visitors on Saturday.

The Gift Shop Board will be meeting on Dec. 13<sup>th</sup> to start picking out T-Shirt merchandise for the 2020 season.

Cherry Capital has requested to place a 120' tower at the New Presque Isle lighthouse grounds. They are hoping to place 10-12 towers in PI Twp. for 3-5 years till they can put in fiber for their internet service.

PI New Lighthouse visitors for the year

9842

**PITMS NEWS:**

**See Report**

**Total visitors for the year are 4,751.**

**COMMUNITY FOUNDATION FUND:**

**LOGO'S** The artwork is complete for the PI Township logo. Still awaiting approval from PITMS on this logo to use for the restoration fund.

**A LESSON IN HISTORY:**

**December 25-Christmas Day**-has been a federal holiday in the United States since 1870.

**Jeni Matuszak, Historian, Curator of Collections and Exhibit Chair**

December 9, 2019

Memorandum For:  
Presque Isle Township  
Board of Trustees  
From: Matthew G. Bedard  
Facilities & Projects Manager

Subject: Monthly Report, November 2019

Our 4th-quarter water testing of 2019, under the new EPA criterion will begin this week for the Twp Hall. All of the parks are winterized. Note: While the facilities and structural amenities are closed for the winter season, the trails throughout the parks remain open for x-country skiing, snowshoeing and hiking. However, snowmobiles and ATVs are not authorized on the walking trails. We are soliciting field requests for project consideration proposals for our seasonal summer projects. We are again soliciting bid proposals for projects such as the Huron View project, generator back-up equipment and installation at the P.I. Township Fire Department, and security cameras at the Twp Hall and Lighthouse parks. We will begin prioritizing the FY 2020 seasonal projects in early March for the Board of Trustees budget workshops and project adoption consideration.

#### 1. Facility Maintenance:

Job Order – MB 5410319, is a service maintenance request for the security alarm system repair at the 1905 House museum. The system is failing its start-up mode and electronic communication tests and will require a system reset. Status: In Progress.

Job Order – MB 5220119, is a repair project to replace the rotted areas of the service garage fascia, soffit, and door panels. Additional work requires cleaning prepping and repainting of the door, fascia trim and soffit at the OLH park. Status: In Planning.

Job Order – MB 5450819, is a repair project for the restroom exhaust fans in Garritty Hall. Status: Awaiting start.

Job Order – MB 1211019 is a repair project for the urinal in the gym-area men's restroom. The flush diaphragm is cracked. Status: Awaiting start

Job Order –MB-5270719, is a repair project to replace the exterior front door lock of the 1840 House. We will rebuild/replace the existing Mortise and Tenon locksets. Status: In Planning.

Job Order MB 5411019 is a repair project to repair the rear steps at the 1905 House. We will repair/replace the rotted wood steps and risers. Status: In Planning.

Job Order MB 6940318 is a repair project to repair broken sprinkler heads and distribution lines at the cemetery flower garden. Status: Paused until spring, 2020.

Job Order 1220319 is a repair project for township local business signage on E. Grand Lake Hwy. The existing signage is antiquated with some of the contributing businesses no long in existence. New contractual agreements with the participating local businesses should be first established before we upgrade/update the signage throughout the township  
Status: In-Planning.

## 2. Project Management:

Work Order 5710218, is a repair project to repair rotted areas, seal, and re-paint the Range Light Tower display and the Oil House in Range Light Park. The Twp has taken over security control of the Oil House (used for electrical distribution to the active Coast Guard range lights). Status: Complete. Note: Fascia trim is pulling away from the structure, resulting from tension on the electrical power line. Status: Awaiting coordination scheduling from PIE&G and U.S. Coast Guard.

Work Order 5740119, is an improvement project to purchase and install additional playground equipment to complement the existing swing set, near the boardwalk and pavilion area of Range Light Park. Status: In Planning.

Work Order – 5470119, Huron View (Swath) Clearing Project. At the request of PITWP Parks & Recreation committee's request, we have solicited SHPO with a request to re-clear the Huron Viewing swath, visible from the 1905 House to the Lake Huron waterfront. Since its last cutting many small trees and bushes have regrown, threatening the viewing advantage. SHPO has approved the re-cutting back the mature tree line established with the previous cutting from more than a decade ago. Status: In Planning. Note: we would like to insert this project, if approved and funded, in our spring, 2019 construction schedule Soliciting bid proposals, weather permitting by snow melt.

If you have any questions please don't hesitate to contact me at 989-595-2752. You may also reach me via email: [facilitiesmgr@presqueisletwp.org](mailto:facilitiesmgr@presqueisletwp.org).

Sincerely,

*//SIGNED//*  
Matthew G. Bedard  
Facilities & Projects Manager

PRESQUE ISLE FIRE DEPARTMENT, PRESQUE ISLE, MICHIGAN 49777

Incident List for 11/01/2019 through 11/30/2019

Printed: 12/02/2019

Inc. No. - Exp.	Date	Disp. Time	Total Hr:Mn:Sc	No. Resp.	Sta. Location
0008225-000	11/04/2019	16:35	0:40:00	6	20341 21209 US 23 S ST
0008226-000	11/02/2019	18:13	0:14:00	2	1201 River ST
0008227-000	11/17/2019	05:48	0:38:00	6	15900 Long Lake HWY

No. Resp.	Total Hr:Mn:Sc	Prop. Loss	Cont. Loss	Incidents by Shift Including Exposures					
				0	1	2	3	4	
Totals:	14	1:32:00	\$ 0	\$ 0	3	0	0	0	0

The total number of incidents, including exposure fires is 3.

The number of exposure fires is 0.

The average dispatch to enroute time is 0.00 minutes.

The average response (disp. to arrival) time is 13.67 minutes.

The average mileage is 5.0 miles.

# **East Grand Lake Fire Department**

**Monthly meeting was held December 4, 2019**

**There were 7 medical runs (2 intercept, 2 basic and 3 lift assists) since the previous meeting.**

**Treasurer's report is attached.**