

**Meeting of the
Presque Isle Township Parks and Recreation Committee**

Held May 31, 2016

Call to Order: The meeting was called to order at 7:00 pm by the Committee Chair; D. Spencer.

The pledge of allegiance was recited.

Roll Call: In attendance were; D. Spencer, N. Crouch, B. Moran, N. Kinney & J. Wiczorkowski. M. Nefske arrived at 7:15 pm.

Audience Present: 1 guest.

Comments from the Audience: L. Fields advised that J. Matuszak was unable to attend. He advised that J. Matuszak has finished decorating and placing furniture at the Old and New Lighthouse and the 1905 house. He stated that everything looks wonderful.

Agenda Approval: J. Wiczorkowski moved to approve the agenda as written. Supported by; B. Moran. All ayes; so moved.

Approval of Minutes (April 25, 2016): N. Crouch moved to approve the minutes as written. Supported by; N. Kinney. All ayes; so moved.

Correspondence: None

Member Reports

- **Budget & TWP Board Liaison (J. Wiczorkowski):** J. Wiczorkowski provided a cash management report and the standard budget report for the enterprise fund. She also provided a copy of the 2016/2017 proposed budget for the Parks and Recreation Committee and the township board liaison report. She advised that from April 25th thru May 31st there was \$3,440.00 donated to the fireworks fund. She stated that the total in the fund at this point is \$17,922.69 that includes \$8,514.71 of donations for 2016. J. Wiczorkowski then advised that the 5k run/walk was a great success and K. Twite should be attending the June 2016 meeting to present a donation check to the fireworks from the 5k run/walk. She then stated that she had spoken with Alan McConnell regarding the shooters that had attended some extra training. He also mentioned to her that the water levels at the beach are very high at this point and that we may have to plan to relocate the shooting of the fireworks at Crystal Point or arrange for a barge if the water levels remain high.
- **Maintenance (M. Bedard):** A written report was provided. M. Bedard was not able to attend the meeting.
- **PITMS (N. Crouch):** No written report was provided.
- **Committee Chair:** No written report was provided.
- **Fireworks (M. Nefske):** M. Nefske advised that she had just spoken with Alan McConnell and he advised her that as of right now the water levels at the beach are good for shooting and they will keep an eye on it to determine if another plan will need to be made. D. Spencer stated that a determination should be made no later than July 1st.
- **Summer Programs (B. Moran):** B. Moran advised that she had spoken with Ed Gatzke regarding the band that will be performing on Wednesday, July 13th. The name of the band will be "Moment's Notice". B. Moran also advised that she had spoken with Molly Benson

and she may be willing to sponsor the Wednesday, July 20th band “Bobbing for Piranhas”. She also stated that Kathy Deen (manager of the Portage Store) is willing to run a band special at the Portage Store Deli for the Wednesday night concerts.

- **Advertising/Trails (N. Kinney):** N. Kinney advised that she had picked up a tourist brochure at a rest area in Wisconsin. The brochure recognizes all the lighthouses that are on Lake Michigan. N. Kinney suggested that the township might want to create a brochure for the lighthouses on Lake Huron. The committee members agreed that it would be a great suggestion. N. Kinney stated that there may even be one already done for Lake Huron lighthouses and she just isn’t aware of it. D. Spencer asked her to do some research on it and report her findings at the June meeting.

Unfinished Business

- **5K Run/Walk:** Discussion was made under the TWP Board report.

New Business

- **None**

Adjournment: With no further business to discuss the meeting was adjourned at 7:25 pm.

Meeting Reminder: The Parks and Rec. Committee will meet again on Monday, June 27, 2016 at 7:00 pm.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant

**Meeting of the
Presque Isle Township Parks and Recreation Committee**

Held June 27, 2016

Call to Order: The meeting was called to order at 7:00 pm by the Committee Chair; D. Spencer.

The pledge of allegiance was recited.

Roll Call: In attendance were; D. Spencer, N. Crouch, B. Moran, J. Wiczorkowski & M. Nefske. Member N. Kinney was absent.

Audience Present: 1 guest.

Comments from the Audience: No comments.

Agenda Approval: J. Wiczorkowski requested to add “McKenna” under Unfinished Business. J. Wiczorkowski moved to approve the agenda with the addition. Supported by; M. Nefske. All ayes; so moved.

Approval of Minutes (May 31, 2016): J. Wiczorkowski moved to approve the minutes as written. Supported by; N. Crouch. All ayes; so moved.

Correspondence: None

Member Reports

- **TWP Board/Picnics (J. Wiczorkowski):** A Cash Management report was provided as well as the TWP Board liaison report. J. Wiczorkowski advised that she had received \$3,630.00 for the fireworks fund; \$3,000.00 of the donations received was from the Light up the Sky 5K Run/Walk. She advised that there was \$1,100.34 deposited into the Enterprise fund for various cemetery plot reservations and park rentals. J. Wiczorkowski then advised that M. Devers; the TWP Supervisor will be taking a leave of absence and he had designated J. Matuszak as the PITWP Historian. She also advised that there have been several signs throughout the TWP that have been stolen. One of the signs was the pedestrian sign at the Range Light Park. She then advised that the 4th of July picnic is scheduled for Saturday, July 2nd; and there will be free wagon rides again this year by Maple Ridge Stables.
- **Maintenance (M. Bedard):** A written report was provided. M. Bedard advised that they have been very busy with painting and repairing projects. He stated that the summer hire employees have been stripping and sanding the windows at the Old Lighthouse museum house and the labor hours of the project have extended past the initial projected 80 hours. He stated that they will be starting the painting this week. D. Spencer advised M. Bedard that the lights have not been coming on at the Old Lighthouse. M. Bedard stated that he was aware of the problem and is looking into the problem. M. Bedard also advised that they will be starting the refurbishment of the playground equipment at the Range Light Park; sometime in July.
- **PITMS (N. Crouch):** No written report was provided. N. Crouch advised that the PITMS is seeking volunteer greeters for the 1905 House museum.
- **Committee Chair:** No written report was provided. D. Spencer advised that the next meeting is scheduled for July 25, 2016. He asked to discuss the meeting schedule for the remaining months of 2016. The committee agreed to meet in August and November 2016. They will discuss the Labor Day picnic at the August 2016 meeting and will discuss the Christmas at the Lighthouse, election of officers and the 2017 meeting schedule at the

November 2016 meeting.

- **Fireworks (M. Nefske):** M. Nefske advised that the fireworks will be shot off Crystal Point due to the water level on the beach at the Old Lighthouse.
- **Summer Programs (B. Moran):** B. Moran advised that the summer programs are all set. She advised that Molly Benson of Harborlights Financial will be sponsoring Bobbing for Piranhas.
- **Advertising/Trails (N. Kinney):** N. Kinney was not present. However; a detailed written report was provided.

Unfinished Business

- **McKenna Associates:** J. Wiczorkowski advised that she had been talking with C. Khorrey regarding the 5 year plan and the steps that need to be taken to finalize the plan. *(Please see attached).*

New Business

- **Bike Path:** J. Wiczorkowski advised that she had spoken with the County Road Commissioner regarding the bike paths and the possibility of getting them recognized with decal markings. She stated that the road commission contracts with PK Contracting; and she had contacted PK Contracting for a quote. She advised that they will mark 5 miles of the bike path at every ¼ mile and closer for the more congested areas for \$2,200.00. J. Wiczorkowski suggested that we recommend the cost for approval to the Board of Trustees. M. Nefske moved to approve the recommendation of approval for \$2,200.00 to the Board of Trustees. Supported by; B. Moran. A roll call vote was taken. All ayes; so moved.

Adjournment: With no further business to discuss the meeting was adjourned at 7:40 pm.

Meeting Reminder: The Parks and Rec. Committee will meet again on Monday, July 25, 2016 at 7:00 pm.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant

**Meeting of the
Presque Isle Township Parks and Recreation Committee**

Held July 25, 2016

Call to Order: The meeting was called to order at 7:00 pm by the Committee Chair; D. Spencer.

The pledge of allegiance was recited.

Roll Call: In attendance were; D. Spencer, N. Crouch, B. Moran, N. Kinney & M. Nefske. Member J. Wiczorkowski was absent, with excuse.

Audience Present: 2 guests.

PITWP Historian (J. Matuszak): J. Matuszak provided an Artifacts and Historian report. J. Matuszak advised that she had spent some time with Becky Schott of Liquid Productions; and advised that B. Schott had taken some underwater photos of our shipwrecks in Presque Isle. J. Matuszak advised that she had received permission from B. Schott to use some photos for our shipwreck exhibit. She also advised that she had spoken with Craig Anderson of Lighthousefriends.com, and will be supplying them with historical information on our lighthouses. J. Matuszak explained that she is always working on different artifacts and restoring items for display. She brought in a pair of very old ice skates that she has been working on; to share with the committee.

Comments from the Audience: No comments.

Agenda Approval: N. Crouch moved to approve the agenda as written. Supported by; B. Moran. All ayes; so moved.

Approval of Minutes (June 27, 2016): B. Moran moved to approve the minutes as written. Supported by; N. Crouch. All ayes; so moved.

Correspondence: B. Moran provided a letter from St. John Lutheran School of Rogers City. The letter is requesting participation for a silent auction fundraiser that will be held on: Saturday, November 5, 2016 at 4:00 pm. B. Moran moved to approve sending the letter on to the Board of Trustees for review. Supported by; N. Crouch. All ayes; so moved.

Member Reports

- **TWP Board/Picnics (J. Wiczorkowski):** No report was provided. J. Wiczorkowski was not present; due to a death in the family. B. Moran advised that the 4th of July picnic was a great success; and estimated the count of 450 people or so; that attended. The committee members were not sure what the donation amount added up to. The committee members agreed to wait for J. Wiczorkowski to share the amount.
- **Maintenance (M. Bedard):** A written report was provided. M. Bedard advised that they have started some clean up at the N. Bay trail. He also advised that they have finished the painting of the swing sets at the New Lighthouse Park and at Range Light Park. M. Bedard advised that he would like to get some fines to lay on the N. Bay trail. N. Kinney stated that she had remembered that A. Idalski had mentioned donating fines to the park if someone could pick it up. M. Bedard stated that he would contact A. Idalski for clarification. D. Spencer mentioned that the picnic grills at Garrity Hall are falling apart; he suggested looking into getting a better replacement. D. Spencer also recommended that the grills at the Range Light Park be replaced. M. Bedard stated that he would look into the suggestions.
- **PITMS (N. Crouch):** No written report was provided. N. Crouch advised that the Grand Lake Association garage sales will be held on July 29th & 30th. She advised that the PITMS

will be hosting a garage sale at: 8580 E. Grand Lake Rd. D. Spencer mentioned that the township and the PITMS are not working together anymore, as far as the gift shops. He asked if it was still advantageous for a liaison from the Parks and Rec. to the PITMS. N. Crouch stated that M. Devers requested that she stay on as the liaison. D. Spencer stated that he would like to have further discussion at a later date for the need of a liaison.

- **Committee Chair:** No written report was provided. D. Spencer stated that he would like to have input from the Board of Trustees as to what is expected from the Parks and Rec. Committee, for any future projects. D. Spencer then mentioned that he would like to see something started for the property across the street. The committee members; along with M. Bedard discussed the options of grants and grant writers for the restoration project of the Old Lighthouse tower.
- **Fireworks (M. Nefske):** No written report was provided. M. Nefske advised that she had not received any final numbers or information of the costs of the fireworks; or what the balance was. D. Spencer advised M. Nefske to contact J. Wiczorkowski for the information; and also to run a thank you ad in the Alpena News; to recognize the donors.
- **Summer Programs (B. Moran):** B. Moran advised that there is 1 concert left; it will take place on Wednesday, July 27th. She advised that they have collected \$224.00 for the food pantry; as well as a tub of food items.
- **Advertising/Trails (N. Kinney):** N. Kinney advised that she had emailed all the committee members with information to access a web magazine “Earth is Blue”, that is sponsored by the Marine Sanctuaries. She advised that there is a picture of the Old Lighthouse that was taken below the waves. N. Kinney suggested that the committee members use the link that she sent them and take a look at the website. N. Kinney suggested that the township have a better schedule with the 1905 house. She stated that there were several times in June that she had to tell people that the lighthouses were closed. D. Spencer advised that the township is aware of the complaints and they will work on a better schedule for next season. D. Spencer advised that this is the first year for the township running the gift shops and lighthouses, and they are learning as they go.

Unfinished Business

- **None**

New Business

- **None**

Adjournment: With no further business to discuss the meeting was adjourned at 8:00 pm.

Meeting Reminder: The Parks and Rec. Committee will meet again on Monday, August 29, 2016 at 7:00 pm.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant

**Meeting of the
Presque Isle Township Parks and Recreation Committee**

Held August 29, 2016

Call to Order: The meeting was called to order at 7:00 pm by the Committee Chair; D. Spencer.

The pledge of allegiance was recited.

Roll Call: In attendance were; D. Spencer, N. Crouch, B. Moran, N. Kinney, M. Nefske & J. Wiczorkowski.

Audience Present: 2 guests.

Comments from the Audience: No comments.

Agenda Approval: M. Nefske moved to approve the agenda as written. Supported by; B. Moran. All ayes; so moved.

Approval of Minutes (July 25, 2016): N. Crouch moved to approve the minutes as written. Supported by; B. Moran. All ayes; so moved.

Public Hearing (McKenna – P&R 5 Year Plan): Public Hearing opened at 7:02 pm. D. Spencer advised that Chris Khorey from McKenna will not be here. D. Spencer stated that the reason for the public hearing is to hear public comment regarding the 5 year plan. There was no public comment. J. Wiczorkowski advised that there were a few typos and corrections that need to be completed. She also stated that there was nothing in the plan relating to trails and would like to have them identified in the plan. She advised that she would pass the information onto Chris Khorey from McKenna. D. Spencer advised that he had spoken with C. Khorey and was told that he would be contacting C. Paavola with the corrections and additions. **The public hearing was closed at 7:04 pm.**

Correspondence: None

Member Reports

- **TWP Board/Picnics (J. Wiczorkowski):** A detailed written report was provided. As well as the 4th of July Picnic Expense breakdown. *(Please see attached)*. J. Wiczorkowski advised that Don Gladwell had attended the August Board of Trustees meeting with information regarding the Charter service and advised that the Planning Commission had held a public hearing regarding the sign ordinance. She also advised that the Labor Day picnic will be on Saturday, September 3, 2016. She stated that they will serve lunch from noon until 2:00 pm and they will be serving: pulled pork and hot dogs. She advised that she will need to have volunteers to help with the picnic and that they only serve about 125 people for the picnic. J. Wiczorkowski moved to approve up to \$800.00 for the purchase of picnic food and supplies. Supported by; N. Kinney. A roll call vote was taken. All ayes; so moved.
- **Maintenance (M. Bedard):** A written report was provided. M. Bedard advised that they have completed several projects so far this summer. He advised that there is work needed on the bell pavilion at the Old Lighthouse Park, due to some deteriorating wood beams. He also advised that he will be continuing to finish the hand railings at the back side of the New Lighthouse and at the 1905 house. M. Bedard then advised that the brush has been removed from the N. Bay trail and he has received a bid of \$1,800.00 for the brush removal or for it to be chipped and spread. He stated that he is still waiting for another bid. He advised that the J. Matuszak had contacted him with news that the PITMS had purchased the tram way cart

and track from the Middle Island Lighthouse Keepers. He also advised that the Middle Island Lighthouse Keepers have offered to sell back the original Range Light tower and lenses. M. Bedard advised that it may be something that the township board may want to consider purchasing.

- **PITMS (N. Crouch):** No written report was provided. N. Crouch advised that the PITMS had held their annual meeting and reelected officers at that time. They are as follows: John Laycock – President, Tom Neumeyer – Vice President, Harriet Poch – Secretary and Vickie Fields – Treasurer.
- **Committee Chair:** No written report was provided. D. Spencer suggested that the township may want to consider a fundraiser to collect money to purchase the Range Light Tower and Lens from Middle Island Lighthouse Keeper's. The committee members discussed the suggestion of a fundraiser and the options regarding the fundraiser. D. Spencer suggested sending invitations out to residents or providing an insert in the winter tax bill. J. Wiczorkowski moved to approve the recommendation to the Board of Trustees to purchase the Range Light Tower and Lens; with communication to the PITMS that they will have the first opportunity to purchase. If the PITMS decides that they will not be able to purchase the tower and lens; the recommendation will go to the Board of Trustees for purchase and consideration of a fundraiser. Supported by; B. Moran. B. Moran advised that they will be quite a bit of time in between meetings and suggested that someone contact the PITMS to get clarification as to what they want to do; and respond back to J. Wiczorkowski; so that she can bring up the suggested purchase at the September 2016 Board of Trustees meeting. The committee agreed that N. Crouch would contact John Laycock from the PITMS with the information. A roll call vote was taken at that time. All ayes; so moved.
- **Fireworks (M. Nefske):** No written report was provided. M. Nefske advised that \$12,285.71 was collected for the July 2016 fireworks and that the balance in the fund is \$12,603.19. M. Nefske agreed that she would have a breakdown of the past 3 years for the November 2016 meeting. J. Wiczorkowski stated that written communication is required for some of the businesses and groups in the area to allow them to donate. J. Wiczorkowski advised that A. McConnell had incurred some minor expenses of \$110.22 that he will need to be reimbursed for. J. Wiczorkowski moved to approve the cost of \$110.22 to A. McConnell for his additional expenses. Supported by; B. Moran. The committee members discussed the expenses that were submitted by A. McConnell and were concerned that they were not submitted until now. D. Spencer stated that there was a problem in the past with expenses that were not turned in at the appropriate time. J. Wiczorkowski advised that these expenses occurred; due to the location move of the fireworks. A roll call vote was taken. All ayes; so moved.
- **Summer Programs (B. Moran):** A written report was provided. B. Moran advised that the total cost of the bands for the township was \$700.00. She advised that she had spoken with Hall's Serv-All regarding tent rental and the cost; and was given a rate of \$175.00 per week for future concerts. B. Moran suggested that the township should purchase a tent (canopy) that can be used for all future concerts. The committee discussed various options of tents and M. Bedard agreed to look at tents to purchase. N. Crouch moved to approve no more than \$700.00 for the purchase of a tent (Canopy). Supported by; M. Nefske. All ayes; so moved.
- **Advertising/Trails (N. Kinney):** N. Kinney advised that she had spoken with Mary Jo at Allegra; regarding the township brochure and was told that they could make some changes to the brochure for a minimal cost. The committee members agreed to look over the brochure and mark their changes. N. Kinney mentioned that she was looking through the Alpena News and noticed that there was a Presque Isle events schedule for the summer of 2016 and the only thing listed for Presque Isle Township was the wooden boat show. She suggested that

the committee put together an events list and contact the person in charge of the insert and have additions made for the following season of 2017. N. Kinney also provided the catalog "Earth is Blue" for the members to look at. She pointed out that on the first page; is the picture of the Old Lighthouse and had marked every area where the Thunder Bay Marine Sanctuary is mentioned.

Unfinished Business

- **None**

New Business

- **Labor Day Picnic:** Please see information under the "TWP Board/Picnics" report.
- **Member Terms Expiring: D. Spencer – 12/31/2016 & M. Nefske – 12/31/2016:** D. Spencer advised that the committee will need to discuss and vote on the expiring member's terms, and asked when the committee would like to do that. J. Wiczorkowski suggested putting this on the November 2016 agenda and be completed at that time.

Adjournment: With no further business to discuss the meeting was adjourned at 8:10 pm.

Meeting Reminder: The Parks and Rec. Committee will meet again on Monday, November 28, 2016 at 7:00 pm.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant

**Meeting of the
Presque Isle Township Parks and Recreation Committee**

Held November 28, 2016

Call to Order: The meeting was called to order at 7:00 pm by the Committee Chair; D. Spencer.

The pledge of allegiance was recited.

Roll Call: In attendance were; D. Spencer, N. Crouch, B. Moran, N. Kinney, M. Nefske & J. Wieczorkowski.

Audience Present: 0 guests.

Comments from the Audience: No comments.

Agenda Approval: J. Wieczorkowski moved to approve the agenda as written. Supported by; N. Crouch. All ayes; so moved.

Approval of Minutes (August 29, 2016): N. Crouch moved to approve the minutes as written. Supported by; M. Nefske. All ayes; so moved.

Correspondence: D. Spencer advised that he had received a thank you letter from the Grand Lake Chapel for the donated food pantry items that were collected from the summer programs and were given to the chapel.

Member Reports

- **TWP Board/Picnics (J. Wieczorkowski):** J. Wieczorkowski advised that the new Board of Trustees has been elected and they are as follows: Larry Fields, Supervisor, Cynthia Paavola, Clerk, Jennifer Wieczorkowski, Treasurer, Lynn Morrison, Trustee and Barton Hellmuth, Trustee. She also advised that PITWP had received 100% for the election process by the Election Board of Canvassers. She also advised that the audit results were given and the audit went very well with only a couple of areas of improvements. She advised that C. Khorrey from McKenna has provided the township with the approved 5 year plan. She stated that the Autumn Lights festival that was held on October 8th went very well and they are planning to host this event every year.
- **Maintenance (M. Bedard):** A written report was provided. M. Bedard advised that all of the buildings at the Lighthouse Parks have been completely winterized and advised that there is no water usage for any of the winter events. He advised that he is planning on several summer projects for the 2017 summer season to include, renovation of the back porch at the 1905 house, replacement of the support beams for the bell at the Old Lighthouse Park and restoration of the Crapo boat at the New Lighthouse Park. He advised that the gift shops did very well, and has revenue of a little more than \$25,000.00. He stated that the Gift Shop board is in the process of purchasing additional inventory for the 2017 season. He also advised that the Gift Shops will be paying the Contingency fund back \$5,000.00 a year until the fund is completely paid back.
- **PITMS (N. Crouch):** No written report was provided. N. Crouch advised that she did not have much information to share and advised that the PITMS does not have funds to help with the purchase of the original Range Light lens. J. Wieczorkowski stated that it is something the township should wait to purchase and they may get a better deal on it.
- **Committee Chair:** No written report was provided. D. Spencer advised that he will be resigning from the Parks and Rec. Committee.

- **Fireworks (M. Nefske):** No written report was provided. M. Nefske advised that she will be resigning from the Parks and Rec. Committee. She commended D. Spencer for all his effort that he had put into to the fireworks. She advised that there will need to be a few changes made to the postcard for the 2017 season. D. Spencer advised that there is \$12,158.00 in the fireworks fund that will go into the 2017 season.
- **Summer Programs (B. Moran):** B. Moran asked M. Bedard if he had any luck finding a tent for the summer programs. M. Bedard advised that he had not been successful as of yet. He stated that he would check with Joe at Hall's Serve-All. B. Moran asked D. Spencer if he would help her compose a letter to request sponsors for the summer program concerts. D. Spencer stated that he would help her with a letter.
- **Advertising/Trails (N. Kinney):** N. Kinney reminded the committee members that we will need to update the PITWP brochure. J. Wiczorkowski stated that she would ask the board of trustees for their input to the changes. N. Kinney advised that she had received some information from Top of Michigan Trails. She advised that they have trails mapped out for hiking, cross country skiing, etc... She asked if this maybe something that the Parks and Rec would want to look into; to add the trails in this area and to look at websites that mention Presque Isle Parks. The committee members all agreed that without knowing exactly what type of trails they are that N. Kinney should get additional information.

Unfinished Business

- **None**

New Business

- **Christmas at the Lighthouse:** J. Wiczorkowski advised that this will be the 3rd annual Christmas at the Lighthouse event sponsored by the Parks and Rec. Committee. She advised that it will be held on Saturday, December 3, 2016 from 11:00 am to 2:00 pm. and she has flyers made that will be distributed throughout the community.
- **Member Terms Expiring: D. Spencer – 12/31/2016 & M. Nefske – 12/31/2016:** The committee members agreed to meet in January 2017 and at that time they are hoping to have 2 new members to replace D. Spencer and M. Nefske and they will elect new officers.

Adjournment: With no further business to discuss the meeting was adjourned at 8:05 pm.

Meeting Reminder: The Parks and Rec. Committee will meet again on Monday, January 30, 2017 at 7:00 pm.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant