

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

Held January 29, 2018

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

The pledge of allegiance was recited.

Roll Call: In attendance were; N. Crouch, B. Moran, J. Wiczorkowski, R. Kauffman & B. Schatz.
Excused Absent member; N. Kinney.

Audience Present: 2 guests.

Comments from the Audience: None

Agenda Approval: J. Wiczorkowski moved to approve the agenda as written. Seconded by; B. Schatz.
All ayes; motion passed.

Approval of Minutes (November 27, 2017): B. Moran moved to approve the minutes as written.
Seconded by; J. Wiczorkowski. All ayes; motion passed.

2018 ELECTION OF OFFICERS: J. Wiczorkowski nominated N. Crouch to remain as chair. N. Crouch accepted the nomination. N. Crouch asked for any other nominations. No other nominations were made. J. Wiczorkowski moved to close nominations and elect N. Crouch as chair. Seconded by; B. Schatz. A roll call vote was taken. All ayes; motion passed. B. Moran nominated B. Schatz as vice chair. B. Schatz accepted the nomination. R. Kauffman nominated N. Kinney to remain as vice chair. N. Kinney accepted the nomination by email notification. N. Crouch asked for any other nominations. No other nominations were made. J. Wiczorkowski moved to close nominations and requested a roll call vote between B. Schatz and N. Kinney for vice chair. Seconded by; B. Moran. A roll call vote was taken. 3 ayes for N. Kinney and 2 ayes for B. Schatz. Motion was passed for N. Kinney to remain as vice chair. J. Wiczorkowski nominated B. Moran to remain as secretary. B. Moran accepted the nomination. N. Crouch asked for any other nominations. No other nominations were made. J. Wiczorkowski moved to close nominations and to elect B. Moran to remain as secretary. Seconded by; B. Schatz. A roll call vote was taken. All ayes; motion passed.

Correspondence: None

Member Reports

- **TWP Board/Picnics (J. Wiczorkowski):** A written report was provided and a brief synopsis was given. J. Wiczorkowski explained that there has been a request to allow solar lighting at the cemetery and there has also been a request to place a memorial rock with a plaque representing the veterans. She advised the Board of Trustees that the rock placement project should be managed under the Parks and Rec. R. Kauffman volunteered to be the liaison for the project. *(Please see report attached).*
- **Maintenance (M. Bedard):** A written report was not provided at this time. M. Bedard advised that he is working with Meridian to replace a few broken windows in the Old Lighthouse tower and he also updated the committee members regarding a memorial bench request at the Foghorn Pavilion.
- **Committee Chair (N. Crouch):** Nothing to report at this time.
- **Fireworks (J. Wiczorkowski):** J. Wiczorkowski moved to approve \$8,000.00 to Wolverine Fireworks for the 2018 firework celebration. Seconded by; B. Moran. Discussion

was made. A roll call vote was taken. All ayes; motion passed. J. Wiczorkowski moved to approve mileage reimbursement for up to 3 shooters to attend training from the TWP Hall to Kawkawlin. Seconded by; B. Schatz. Discussion was made. A roll call vote was taken. All ayes; motion passed. J. Wiczorkowski moved to approve \$2,150.00 to Allegra Printing for the preparation and mailing of the fundraiser post cards. Seconded by; B. Moran. Discussion was made. A roll call vote was taken. All ayes; motion passed. B. Schatz volunteered to take over the fireworks at this time.

- **Summer Programs (B. Moran):** B. Moran advised that Steve Rea has already reserved Wednesday, July 11, 2018 for the summer concerts at the lighthouse. She advised that he raised his price \$50.00 from \$250.00 to \$300.00. She advised that the dates for the summer concerts will be: July 11, 2018, July 18, 2018, July 25, 2018 and August 1, 2018. Discussion was made regarding the letter to be sent to businesses to request sponsoring any of the bands.
- **Advertising/Trails (N. Kinney):** No report at this time.

Unfinished Business

- **Huron View (New LH Park):** No update at this time.

New Business

- **2018 MEETING DATES:** January 29, 2018 @ 7pm, **February 2018 – No Meeting,** March 26, 2018 @ 7pm, April 30, 2018 @ 7pm, May 29, 2018 @ 7pm (Tuesday), June 25, 2018 @ 7pm, July 30, 2018 @ 7pm, August 27, 2018 @ 7pm, September 24, 2018 @ 7pm, October 29, 2018 @ 7pm, November 26, 2018 @ 7pm, **December 2018 – No Meeting.**

Adjournment: With no further business to discuss the meeting was adjourned at 8:15pm.

Meeting Reminder: The Parks and Rec. Committee will meet again on Monday, March 26, 2018 at 7:00 pm.

Respectfully Submitted; Kimberly S. Bedard, Administrative Assistant

**Report to Parks and Recreation Committee
From the Board of Trustees Meeting Held January 8, 2018**

Military Memorial for the Presque Isle Township Cemetery

- Frank Szymanski, Robert Torsch, Chad Esche (Bannan Funeral Home) are interested in creating a Military Memorial at the Cemetery.
- R. Torsch has a lead on a large rock to be donated and brought to the cemetery. He is looking for a way to unload the rock.
- C. Esche would provide the plaque for the rock.
- Phil Budnik, Zoning Administrator offered to assist.
- F. Szymanski, is willing to inquire about the possibility of a grant to assist with potential costs of the project.
- J. Wiczorkowski recommended that this request be taken to the P&R Committee for further review and execution.

Memorial Bench at Fog Horn Pavilion

- M. Bedard's to report on.

RS Scott Associates Contract

- The BOT approved RS Scott to begin the study phase to include the nature and scope of the project.

CHRISTMAS AT THE LIGHTHOUSE

- The 4th Annual Christmas at the Lighthouse event was held on Saturday, December 2, 2017 from 11am-2pm. The township offered horse drawn wagon rides, hot chocolate, cookie decorating, creating a Christmas craft, coloring pages, and visiting with Santa! The event was very well attended. This event is gaining momentum and is growing in numbers and drawing visitors in from all of our surrounding areas.
- ***THANK YOU TO EACH AND EVERY VOLUNTEER THAT HELPED MAKE THIS EVENT HAPPEN!!***

COUNTRY CHRISTMAS CRAFT & VENDOR SHOW

- The 1st Annual Country Christmas Craft & Vendor Show was also held on Saturday, December 2, 2017. There were a total of 26 crafters/vendors and 31 tables. **The event was a huge success!** All total, the event helped raise almost \$1,100 towards the future township park development.
- ***THANK YOU KAREN & BOB TORSCH and all of the Volunteers that helped make this a successful event!!***

Respectfully Submitted,
Jennifer Wiczorkowski

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

Held March 26, 2018

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

The pledge of allegiance was recited.

Roll Call: In attendance were; N. Crouch, N. Kinney, B. Moran, J. Wiczorkowski, R. Kauffman & B. Schatz.

Audience Present: 2 guests.

Comments from the Audience: None

Agenda Approval: J. Wiczorkowski moved to approve the agenda as written. Seconded by; B. Schatz. All ayes; motion passed.

Approval of Minutes (January 29, 2018): B. Moran moved to approve the minutes as written. Seconded by; J. Wiczorkowski. All ayes; motion passed.

Correspondence: None

Member Reports

- **TWP Board/Picnics (J. Wiczorkowski):** A written report was not provided. J. Wiczorkowski advised that the TWP Board has started working on the budget. She advised that the committee should look at their budget and let her know if there needs to be any changes.
- **Maintenance (M. Bedard):** A written report was provided. *(Please see attached)*. M. Bedard gave a brief synopsis of his report. He advised that he has been working on the list for the summer projects. There was also discussion regarding signs, a donation box and a tent.
- **Committee Chair (N. Crouch):** Nothing to report at this time.
- **Fireworks/Leadership Group (B. Schatz):** B. Schatz advised that the fundraiser postcards have been sent out. He also advised that V. Fields and K. Fournier have contacted him regarding another meeting with the leaders of all organizations within the TWP.
- **Summer Programs (B. Moran):** B. Moran advised the committee members of the bands that she has scheduled thus far, for the summer concerts. They are as follows: July 11, 2018 – Steve Rea, July 18, 2018 – Birch Road Band, July 25, 2018 – Little Band of Alpena (LBA), August 1, 2018 – To be determined. B. Moran also advised that they have had several sponsor donations for the bands. They are: Alpena Agency - \$250.00, Halls Serve All - \$100.00, Bayside Bait (L. Morrison) - \$200.00 and Calcite Credit Union - \$100.00. Discussion was made regarding a recognition sign of the sponsors.
- **Advertising/Trails (N. Kinney):** N. Kinney advised that she had spoken with J. Matuszak a few months back regarding various websites that have inaccurate information regarding dates of events, etc... She also advised that the Presque Isle County library will be holding some children programs to take place in June.

Unfinished Business

- **Huron View (New LH Park):** The committee members discussed options for the overgrowth of weeds and brush.

New Business

- **None at this time.**

Additional Information: R. Kauffman advised that the Historical signs request; has been sent to Atlanta as a work order.

Adjournment: With no further business to discuss the meeting was adjourned at 7:52 pm.

Meeting Reminder: The Parks and Rec. Committee will meet again on Monday, April 30, 2018 at 7:00 pm.

Respectfully Submitted; Kimberly S. Bedard, Administrative Assistant

March 26, 2018

Memorandum For:
Presque Isle Township
Parks & Recreation Committee
From: Matthew G. Bedard
Facilities & Projects Manager

Subject: Monthly Report, March, 2018

We are continuing our work with preventative maintenance actions, service contracts and existing interior repair projects. We are working to develop the township's park project prioritizations and cost estimates for the upcoming, fiscal-year, 2018. The project prioritizations and final inclusions for FY 2018 will be reviewed and allocated after the budget meetings are held and approved. Tentatively, we plan to carry-over two projects that we confirmed for FY 2017 (1905 Porch project and the Range Light Display Painting project). These projects were postponed due to weather and priority work insertions.

1. Facility Maintenance:

Job Order – 5410817, is a repair project to scrape, prime, and repaint the catwalk railing or the 1870 Lighthouse Tower. Additionally, we will paint the surrounding concrete deck of the catwalk. Status: Lower railing is complete. Note: catwalk deck will be prepped and painted in Spring 2018, under a new Job Order identifier.

Job Order – MB 5411417, is a repair project to replace the existing electrical outlets 1870 House, mechanical room. The outlets used to power the boiler are currently not GFCI protected. Status: In-progress.

Job Order – MB 5411017 is a repair project to repair/replace the broken lock hasp at the side entrance door of the 1870 building and breezeway and replace the existing security locks at the Rear Light (Oil House). The U.S. Coast Guard (USCG.) has maintained access to the tower, battery room, and Range Light park's Rear Light power distribution facility. Through collaboration efforts with the Sault St. Marie Coast Guard Base, we adopted physical security control of the access areas. We will rekey the locks under the TWP's grand master key-tree. These locks will be pinned to a "stand-alone" pinning with a key-tree branching only under the grand master. Status: In-progress.

Job Order 5270118 is a service repair requirement to replace the furnace blower motor and temperature relay, for the Old Lighthouse Cottage. This certified repair was sent to lakeshore Plumbing & Heating, via service contract request. Status: Complete.

Job Order MB 5251017 is a service contract request to remove several fallen trees that have blown over the pathway (from the OLH garage to the back yard). This repair will be required to provide access for the contractor's equipment needed to access the tower for our upcoming contract Work Order repair number: 52030217. Status: Complete.

2. Project Management:

Work Order – 5450118, is a community-member volunteer improvement project and, privately funded, to place a publicly accessible viewing bench on the existing concrete platform. This platform originally anchored a tramway rail, from the beachfront to the 1870 House yard area. This existing platform has existing anchor post holes formed into the concrete. The new bench will be custom-framed to fit into the existing post holes without requiring modification to the platform. We will coordinate our project intent with SHPO to ensure concurrence. Status: In Draft.

Work Order 5230116, Old Lighthouse Tower Restoration. This project is currently in draft with an initial cost estimate at \$140K. This project is to remove the failing exterior and interior protective coating, repair of stone masonry and cementitious areas, including brick repair, and protective re-coatings of the interior and exterior walls. We are now designing an “In-House” solution to preserve and protect the tower from further degradation. We are working with SHPO for engineering support. Status: In-Planning.

Work Order – 5470117, is an entrance wall repair, railing replacement, and painting of the rear entrance, at the 1905 House. This project is awaiting final draft and BoT funding approval. The projected will be scheduled to begin in spring, 2018.

Work Order – 5710118 is a repair project to repair the damaged and rotted areas of the exterior of the Range Light Tower structure, re-set the lower exterior door and repaint the exterior walls, door and window trim, soffit, and fascia. Material estimate: \$1200.00, and 240 labor hours. Status: In-draft.

Work Order – 52030217, is a repair project to replace exterior glass windows on the Old Lighthouse Tower. Two windows are broken and has a sections of glass blown outward, causing a safety hazard for visitors below the tower. The glass panels required for replacement are too large for interior delivery and installation. Therefore, we will require an extendable-boom platform to raise the panels into place. We have secured a contract bid proposal of \$2460.00, from Meridian Contracting to replace the two broken panes. Status: Complete.

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.

Sincerely,



Matthew G. Bedard
Facilities & Projects Manager

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

Held April 30, 2018

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

The pledge of allegiance was recited.

Roll Call: In attendance were; N. Crouch, N. Kinney, B. Moran, J. Wieczorkowski, R. Kauffman & B. Schatz.

Audience Present: 3 guests.

Comments from the Audience: None

Agenda Approval: J. Wieczorkowski requested the addition of: **J. Matuszak (TWP Historian)** under **New Business**. N. Kinney moved to approve the agenda with the addition. Seconded by; B. Moran. All ayes; motion passed.

Approval of Minutes (March 26, 2018): J. Wieczorkowski moved to approve the minutes as written. Seconded by; B. Moran. All ayes; motion passed.

Correspondence: None

Member Reports

- **TWP Board/Picnics (J. Wieczorkowski):** A written report was provided, as well as the standard budget report and a cash management report. J. Wieczorkowski gave a brief synopsis of her reports.
- **Maintenance (M. Bedard):** A written report was provided. *(Please see attached)*. M. Bedard gave a brief synopsis of his report. Discussion was made regarding the tent to be purchased for the summer concerts.
- **Committee Chair (N. Crouch):** Nothing to report at this time.
- **Fireworks/Leadership Group (B. Schatz):** B. Schatz advised that there will be a Leadership meeting held on Monday, May 21st at 7:00 pm at the TWP Hall. He advised that with the help from Kyle Taylor, they have created a Facebook page "**Presque Isle Happenings**". He also discussed the option of liability insurance through Wolverine, with the committee members. The committee members also discussed the possibility of creating a fireworks fundraising committee. Discussion was also made regarding a letter to the local businesses, requesting fireworks donations.
- **Summer Programs (B. Moran):** B. Moran advised the committee members that the summer concert days have all been filled. Wednesday, July 11th – Steve Rea, Wednesday, July 18th – Birch Road Band, Wednesday, July 25th – LBA and Wednesday, August 1st – Charles Adlai Madison and the North Country Burnouts. She also advised that there have been several businesses that have sponsored the summer concerts and we have reached a total of \$1,050.00 from sponsors.
- **Advertising/Trails (N. Kinney):** N. Kinney advised that she and J. Matuszak had met with J. Gray (Thunder Bay Marine Sanctuary) regarding the shipwreck informational signs that will be placed at a few locations around the lighthouse parks. There is no cost to the TWP for the signs and J. Matuszak and M. Bedard will be meeting with him to determine placement of

the signs. She also advised the committee members that the Nancy Foster scholars will be providing a presentation for the community on August 13th and 14th at the library or the church.

Unfinished Business

- **Huron View (New LH Park):** Nothing to report at this time.

New Business

- **TWP Historian (J. Matuszak):** J. Matuszak advised that she has created several information binders with history about the different areas within the TWP. She advised that the binders will be kept at the TWP Hall and anyone that would like to look at the binders are welcome to do so. She also advised that she is putting together a new shipwreck exhibit for the 1870 Museum (Fresnel Lens Room).

Adjournment: With no further business to discuss the meeting was adjourned at 8:28 pm.

Meeting Reminder: The Parks and Rec. Committee will meet again on Tuesday, May 29, 2018 at 7:00 pm.

Respectfully Submitted; Kimberly S. Bedard, Administrative Assistant

**Report to Parks and Recreation Committee
From the Board of Trustees Meeting Held April 9, 2018**

Planning Commission – Ordinance Update

- A proposed revision of the cemetery ordinance was provided to the Board. This amendment would allow for solar lighting within the cemetery. After much discussion, it was determined that the Planning Commission should look at the possibility of rewriting the entire ordinance.
- The Board reviewed and approved a new zoning ordinance regarding pets. The ordinance has been sent to the County for the required 30 day review.

Fireworks

- \$500 participation amounts were approved by the Board for both the Presque Isle Township and Long Lake Lights Festivals.

Upcoming Events

- East Grand Lake Fire Department will host its Annual Pancake Breakfast on Saturday, May 5th from 8am – 11am. The Board has waived the cost of the hall rental for this event.
- 5K Run/Walk – Sunday, May 27th at the New Presque Isle Lighthouse. **Workers are needed!!**

New Township Signs

- Larry Fields will be obtaining a cost estimate for 9 “Presque Isle Township” border signs that will be placed as you come into our township.

Respectfully Submitted,
Jennifer Wiczorkowski

April 30, 2018

Memorandum For:
Presque Isle Township
Parks & Recreation Committee
From: Matthew G. Bedard
Facilities & Projects Manager

Subject: Monthly Report, April, 2018

We have initiated the spring clean-up in our parks. Our 2nd quarter facility and preventative maintenance work is in progress. We will open our water lines and begin well-shocking and water testing in the 2nd week of May. We have drafted our project development prioritizations and rough cost estimates for the upcoming, fiscal-year, 2018. Additionally, we have presented the Work Order projects, listed in a que, for BoT consideration of execution this season. Those projects, once approved by the BoT, will be adopted into the 3rd and 4th quarter schedules.

1. Facility Maintenance:

Job Order – MB 5210218, is a repair project to replace the blower motor to the forced-air furnace in the Old Lighthouse. This replacement will be completed by a licensed HVAC professional. Status: Completed by Lakeshore Plumbing & Heating.

Job Order – JW 1220318, is a project request to construct additional portable signage marquis' to promote township-hosted event notifications. Status: In-Progress.

Job Order – KB1220118, is a repair/replacement project to replace the existing exterior informational marquis located adjacent to the front entrance of the PI Township-Hall. The existing marquis has warped and is binding the sliding plexi-glass doors, rendering it inaccessible and without weather protection for the documents. Status: Replacement Order In-Progress.

Job Order – MB 5411417, is a repair project to replace the existing electrical outlets 1870 House, mechanical room. The outlets used to power the boiler are currently not GFCI protected. Status: In-progress, 70% complete; est. completion: 15 May, 2018.

Job Order – MB 5411017 is a repair project to repair/replace the broken lock hasp at the side entrance door of the 1870 building and breezeway and replace the existing security locks at the Rear Light (Oil House). The U.S. Coast Guard (USCG.) has maintained access to the tower, battery room, and Range Light park's Rear Light power distribution facility. Through collaboration efforts with the Sault St. Marie Coast Guard Base, we have adopted physical security control of the above listed access areas. PITWP will rekey these locks under the township's grand master key-tree. These locks will be pinned to a "stand-alone" pinning with a key-tree branching only under the grand master. Status: In-progress.

Job Order 1210218 is a service repair requirement to re-connect and service the alarm system for the Township Hall. The Township changed phone service providers and will need to restructure the line components to host service for the internal systems and linkage to the dispatch and distribution center. Status: Complete.

Job Order MB 5210118 is a repair project to replace/repair railed fencing that has been damaged from fallen trees that have blown down during a series of winter storms. This repair will be required to assist guest access toward pathways. Status: In Planning.

2. Project Management:

Work Order – 5470118, is a repair project to improve the gravel loop around the New Lighthouse Park. We will add 22A gravel, to fill potholes and re-crown the roadway. We are soliciting bids now and estimate a start date immediately following the frost lift and removal of the road weight restrictions.

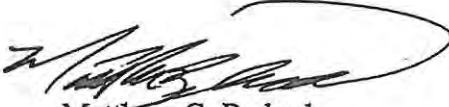
Work Order – 5450118, is a community-member volunteer improvement project and, privately funded, to place a publicly accessible viewing bench on the existing concrete platform. This platform originally anchored a tramway rail, from the beachfront to the 1870 House yard area. This existing platform has existing anchor post holes formed into the concrete. The new bench will be custom-framed to fit into the existing post holes without requiring modification to the platform. We are coordinating with SHPO for concurrence and design approval. Status: In Planning.

Work Order 5230116, Old Lighthouse Tower Restoration. This project is currently in draft with an initial cost estimate at \$140K. This project is to remove the failing exterior and interior protective coating, repair of stone masonry and cementitious areas, including brick repair, and protective re-coatings of the interior and exterior walls. We are now designing an “In-House” solution to preserve and protect the tower from further degradation. We are working with SHPO for engineering support. Status: In-Planning.

Work Order – 5470117, is an entrance wall repair, railing replacement, and painting of the rear entrance, at the 1905 House. This project is awaiting final draft and BoT funding approval. The projected will be scheduled for completion in spring, 2018.

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.

Sincerely,



Matthew G. Bedard
Facilities & Projects Manager

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

Held May 29, 2018

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

The pledge of allegiance was recited.

Roll Call: In attendance were; N. Crouch, N. Kinney, B. Moran, J. Wiczorkowski, R. Kauffman & B. Schatz.

Audience Present: 1 guest.

Comments from the Audience: L. Fields commented regarding an acknowledgement for the businesses that have donated to the fireworks.

Agenda Approval: J. Wiczorkowski moved to approve the agenda as written. Seconded by; B. Schatz. All ayes; motion passed.

Approval of Minutes (April 30, 2018): N. Kinney advised that the word "met" with J. Gray under the Advertising report needs to be changed to "talked" to J. Gray. N. Kinney moved to approve the minutes with the correction. Seconded by; B. Moran. All ayes; motion passed.

Correspondence: None

Moment of Silence for Kipp Kauffman

Member Reports

- **TWP Board/Picnics (J. Wiczorkowski):** J. Wiczorkowski advised that the gift shops are now open. She also advised that there will be a public hearing at 6:30 pm on June 11, 2018 before the regular scheduled board meeting to approve the 2018/19 budget.
- **Maintenance (M. Bedard):** A written report was provided. (*Please see attached*). J. Wiczorkowski advised that the water at the parks is not potable at this time. She advised that M. Bedard is waiting for Pure Water Well to shock the tanks.
- **Committee Chair (N. Crouch):** Nothing to report at this time.
- **Fireworks/Leadership Group (B. Schatz):** B. Schatz advised that the Harbor Association has approved Crystal Point for the Fireworks display. J. Wiczorkowski suggested that we receive a letter from the Harbor Association that states the approval. B. Schatz also advised that Wolverine has received the check for insurance and that he will be picking up the donation canisters to distribute in different areas throughout the township. B. Schatz then advised that the Leadership Group meeting went very well and that the Audubon Committee also joined them.
- **Summer Programs (B. Moran):** B. Moran advised that J. Brisson will be playing with S. Rea. B. Schatz and J. Wiczorkowski advised that Alpena Beverage will be providing the banners for the summer programs that will display the sponsors.
- **Advertising/Trails (N. Kinney):** N. Kinney advised that J. Matuszak did meet with J. Gray to determine placement of the informational signs and they will meet with M. Bedard to go over the areas that were selected for placement. N. Kinney advised that they should hopefully be placed before the end of the summer.

Unfinished Business

- **Huron View (New LH Park):** Nothing to report at this time.

New Business

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Adjournment: With no further business to discuss the meeting was adjourned at 7:45 pm.

Meeting Reminder: Parks and Rec. Committee will meet again on Monday, June 25, 2018 at 7:00 pm.

Respectfully Submitted; Kimberly S. Bedard, Administrative Assistant

May 29, 2018

Memorandum For:
Presque Isle Township
Parks & Recreation Committee
From: Matthew G. Bedard
Facilities & Projects Manager

Subject: Monthly Report, May, 2018

We have begun our park opening actions as well as seasonal maintenance work. We have opened the water lines to both the New and Old Lighthouse parks. However, we have not yet treated the wells or tested for potable use. We are continuing to gather cost estimates for several upcoming, project requirements. Our seasonal employees are now working on park clean-up and beginning the summer seasonal projects.

1. Facility Maintenance:

Job Order – MB 5420218, is a maintenance-painting project to repaint the inner-exterior wall of the Fresnel Lens Room, at the New Lighthouse. The new paint is part of a shipwreck informational display within the room. Status: In progress.

Job Order – JW 1220318, is a project request to construct additional portable signage marquis' to promote township-hosted event notifications. Status: In-Progress.

Job Order – KB1220118, is a repair/replacement project to replace the existing exterior informational marquis located adjacent to the front entrance of the PI Township Hall. The existing marquis has warped and is binding the sliding plexi-glass doors, rendering it inaccessible and without weather protection for the documents. Status: Replacement Order In-Progress.

Job Order – MB 5411417, is a repair project to replace the existing electrical outlets 1870 House, mechanical room. The outlets used to power the boiler are currently not GFCI protected. Status: Complete.

Job Order – MB 5411017 is a repair project to repair/replace the broken lock hasp at the side entrance door of the 1870 building and breezeway and replace the existing security locks at the Rear Light (Oil House). The U.S. Coast Guard (USCG.) has maintained access to the tower, battery room, and Range Light park's Rear Light power distribution facility. Through collaboration efforts with the Sault St. Marie Coast Guard Base, we have adopted physical security control of the above listed access areas. PITWP will rekey these locks under the township's grand master key-tree. These locks will be pinned to a "stand-alone" pinning with a key-tree branching only under the grand master. Status: In-progress.

Job Order MB 5210118 is a repair project to replace/repair railed fencing that has been damaged from fallen trees that have blown down during a series of winter storms. This repair will be required to assist guest access toward pathways. Status: In Planning.

2. Project Management:

Work Order – 5450118, is a community-member volunteer improvement project and, privately funded, to place a publicly accessible viewing bench on the existing concrete platform. This platform originally anchored a tramway rail, from the beachfront to the 1870 House yard area. This existing platform has existing anchor post holes formed into the concrete. The new bench will be custom-framed to fit into the existing post holes without requiring modification to the platform. We have sent the coordinating request to SHPO and are awaiting their concurrence. Status: In Planning.

Work Order 5230116, Old Lighthouse Tower Restoration. This project is currently in draft with an initial cost estimate at \$140K. This project is to remove the failing exterior and interior protective coating, repair of stone masonry and cementitious areas, including brick repair, and protective re-coatings of the interior and exterior walls. We are now designing an “In-House” solution to preserve and protect the tower from further degradation. We are working with SHPO for engineering support. Status: In-Planning.

Work Order – 5470117, is an entrance wall repair, railing replacement, and painting of the rear entrance, at the 1905 House. This project is awaiting final draft and BoT funding approval. The projected will be scheduled for completion in spring, 2018.

Work Order – 1210117, is a renovation project to remove the partition wall/closet enclosure for the Treasurer’s Office, located within the Twp Hall. Currently, the office is too small to accommodate guests needing to conduct business inside the office. The removal of the partition walls will enlarge the usable floor space and seating area. Material estimate: \$900.00, and 112 labor hours. Status: In Progress 85% complete.

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.

Sincerely,



Matthew G. Bedard
Facilities & Projects Manager

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

Held August 27, 2018

Call to Order: The meeting was called to order at 7:00 pm by the Committee vice Chair; N. Kinney.

The pledge of allegiance was recited.

Roll Call: In attendance were; N. Kinney, B. Moran, J. Wiczorkowski, R. Kauffman & B. Schatz. N. Crouch was absent with excuse.

Audience Present: 2 guests.

Comments from the Audience: None

Agenda Approval: J. Wiczorkowski added **K. Wolf to New Business**. J. Wiczorkowski move to approve the agenda with the addition. Seconded by; B. Moran. All ayes; motion passed.

Approval of Minutes (July 30, 2018): J. Wiczorkowski moved to approve the minutes as written. Seconded by; R. Kauffman. All ayes; motion passed.

Correspondence: None

Member Reports

- **TWP Board/Picnics (J. Wiczorkowski):** A written report was provided and a brief synopsis was given. *(See report attached)*. J. Wiczorkowski advised that the Labor Day picnic will be held on Saturday, September 1, 2018 from 12:00 pm to 2:00 pm.
- **Maintenance (M. Bedard):** A written report was not provided. M. Bedard gave a brief synopsis of the projects that have been completed and the projects that are still on going. Discussion was also made regarding the bridge work on 638 at the dam. He advised that we are waiting for the informational signs and we will place them when they come in.
- **Committee Chair (N. Crouch):** Nothing to report at this time.
- **Fireworks/Leadership Group (B. Schatz):** Nothing to report at this time for fireworks. He advised that the Presque Isle Happenings Facebook page has over 990 members and is going very well and has several ideas regarding the various groups around the TWP that anyone could join and to help with getting people to join.
- **Summer Programs (B. Moran):** A written report was provided. *(Please see attached)*.
- **Advertising/Trails (N. Kinney):** Nothing to report at this time.
- **Signs (R. Kauffman):** R. Kauffman has not heard anything new for the placement of the signs at this time.

Unfinished Business

- **Huron View (New LH Park):** Item to be left on the agenda. *(Please see the TWP Board report for information)*.
- **New Park Development:** Item to be left on the agenda.

New Business

- **Future Events:** The Autumn Lights Festival will be held on Saturday, October 13, 2018.
- **K. Wolf (PITMS):** K. Wolf advised that she has been newly elected as the President of the PITMS. She explained that she has concerns with the Old Lighthouse and the deterioration of the tower. She would like to work together with the Parks and Rec. Committee to get the message out that we need donations to restore the building. We will be working together on a media splash to kick off the creation of the Special Projects Fund.

Adjournment: With no further business to discuss the meeting was adjourned at 8:07 pm.

Meeting Reminder: Board members agreed to change the meeting date of the next meeting for the Parks and Rec. Committee and will be held on Monday, September 17, 2018 at 7:00 pm.

Respectfully Submitted; Kimberly S. Bedard, Administrative Assistant

**Report to Parks and Recreation Committee
From the Board of Trustees Meeting Held August 13, 2018**

Supervisor Report

- L. Fields advised that he had spoken with J. Smigelski from the road commission and was told that Grand Lake has been going down about a ¼ inch a day. He also advised that the road commission will not be lowering the lake level for the bridge work at the dam on Hwy 638.

Huron View

- The Board of Trustees approved the future maintenance of the Huron View, with the stipulation that further contact be made with Bryan Lijewski regarding the original width of the cutting of the Huron View.

Display Boards – Facility & Project Manager

- There will be two new display boards being installed at the Township Hall site. One will be located by the front door and the other will be located by the recycling bins. In addition, there will be a display board place on the side of Garrity Hall.

Special Project Fund

- We will be creating a Special Project Fund with Northeast Michigan Community Foundation. The title of the Fund will be the Presque Isle Lighthouse Restoration Fund. The Fund will be seeded with the funds collected from the Peter Petallia Memorial dollars that were collected, along with additional donations that have been received. In addition to these dollars, the Presque Isle Township Museum Society will be contributing the difference so that we make up a total of \$15,000.
- We are working on a media splash to kick off this creation of the Special Project Fund.

Respectfully Submitted,
Jennifer Wiczorkowski

SUMMER CONCERTS 2018

July 11, 2018: Steve Rea: \$300.00 (last year \$250)

July 18, 2018: Birch Road Band: \$400.00 (same as last year)

July 25, 2018: LBA: \$450.00 (same as last year)

August 1, 2018: Charles Adlai Madison and the North Country Burnouts: \$400.00 (last year his band was \$300)

July 11: Collected \$43 for food pantry

July 18: Collected \$53.00 for food pantry

July 25: Collected \$22.00 for food pantry

August 1: Collected \$18.00 for food pantry

Total of \$136.00

Collected \$1450.00 in sponsor dollars.

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

Held June 25, 2018

Call to Order: The meeting was called to order at 7:00 pm by the Committee Vice Chair; N. Kinney.

The pledge of allegiance was recited.

Roll Call: In attendance were; N. Kinney, B. Moran, J. Wiczorkowski, R. Kauffman & B. Schatz. N. Crouch was absent with excuse.

Audience Present: 1 guest.

Comments from the Audience: None

Agenda Approval: J. Wiczorkowski requested the addition of “**J. Matuszak**” to **Grants under New Business**. J. Wiczorkowski moved to approve the agenda with the addition. Seconded by; B. Moran. All ayes; motion passed.

Approval of Minutes (May 29, 2018): J. Wiczorkowski moved to approve the minutes as written. Seconded by; R. Kauffman. All ayes; motion passed.

Correspondence: None

Member Reports

- **TWP Board/Picnics (J. Wiczorkowski):** J. Wiczorkowski advised that she has been getting taxes ready to send out for July 1, 2018. She also advised that the TWP is in the beginning process of switching from Pontem Software to BS&A and effective June 29, 2018 will be the final extraction from Pontem Software and there will be 9 days of training. Committee members discussed the 4th of July picnic. J. Wiczorkowski moved to approve up to \$1,500.00 for picnic items. Seconded by; B. Schatz. A roll call vote was taken. All ayes; motion passed.
- **Maintenance (M. Bedard):** A written report was provided. *(Please see attached).*
- **Committee Chair (N. Crouch):** Nothing to report at this time.
- **Fireworks/Leadership Group (B. Schatz):** B. Schatz advised that he had placed donation canisters at the Portage Store and the Portage Restaurant. He advised that the leadership group will meet in the fall. Discussion was made regarding caution cones. J. Wiczorkowski moved to approve up to \$500.00 for 15 cones. Seconded by; B. Moran. A roll call vote was taken. All ayes; motion passed.
- **Summer Programs (B. Moran):** B. Moran advised that they had 2 more sponsors for the concerts and they are: Grand Lake Association (GLA) and V. Fields Tax Service. She advised that we are up to \$1,350.00 from sponsor contribution.
- **Advertising/Trails (N. Kinney):** A written report was provided. *(Please see attached).*

Unfinished Business

- **Huron View (New LH Park):** Nothing to report at this time.

- **New Park Development:** J. Wieczorkowski provided survey plans that RS Scott had prepared; to the committee members. She gave a brief overview of the project. Discussion was made regarding the long term process of the project; as well as the use of the property and public hearings that will need to take place.
- **Event Tent:** J. Wieczorkowski advised that the tent has been ordered and should be here around the first week or so of July. B. Schatz advised that he had a small tent that he could set up for the concert on July 11th if the new tent is not here.

New Business

- **Cemetery (Veterans Memorial):** J. Wieczorkowski advised that there has been a large rock placed at the cemetery and there will be a plaque attached to the rock in recognition of the veterans in our area. L. Fields advised that B. Torsch and F. Szymanski have been doing quite a bit of work sprucing up the gardens.
- **Grants (J. Matuszak):** J. Matuszak advised that she has been working with K. Wolfe; writing grants for interpretive signs. She advised that they had received a \$1,000.00 grant from MBank (First Federal). They will also be working on grants for the Old Lighthouse tower and for the property across the street from the TWP Hall.

Adjournment: With no further business to discuss the meeting was adjourned at 8:22 pm.

Meeting Reminder: Parks and Rec. Committee will meet again on Monday, July 30, 2018 at 7:00 pm.

Respectfully Submitted; Kimberly S. Bedard, Administrative Assistant

June 25, 2018

Memorandum For:
Presque Isle Township
Parks & Recreation Committee
From: Matthew G. Bedard
Facilities & Projects Manager

Subject: Monthly Report, June, 2018

We have begun our scheduled park repair projects and are continuing with our seasonal maintenance work. The water testing is complete at both the New and Old Lighthouse parks. Both parks have passed potability tests. We are also coordinating some volunteer efforts to support gardening/weeding, mulching and planting around the parks.

1. Facility Maintenance:

Job Order – MB 5420218, is a maintenance-painting project to repaint the inner-exterior wall of the Fresnel Lens Room, at the New Lighthouse. The new paint is part of a shipwreck informational display within the room. Status: In progress.

Job Order – JW 1220318, is a project request to construct additional portable signage marquis' to promote township-hosted event notifications. Status: In-Progress.

Job Order –MB-5470218, is an equipment purchase for a portable tent. This tent is 10' x 20' and will be used for outdoor events around the parks. Status: On Order, expected delivery: 2 July, 2018.

Job Order – MB 5411017 is a repair project to repair/replace the broken lock hasp at the side entrance door of the 1870 building and breezeway and replace the existing security locks at the Rear Light (Oil House). The U.S. Coast Guard (USCG.) has maintained access to the tower, battery room, and Range Light park's Rear Light power distribution facility. Through collaboration efforts with the Sault St. Marie Coast Guard Base, we have adopted physical security control of the above listed access areas. PITWP will rekey these locks under the township's grand master key-tree. These locks will be pinned to a "stand-alone" pinning with a key-tree branching only under the grand master. Status: Hardware is complete, awaiting lock change-out.

Job Order MB 5210118 is a repair project to replace/repair railed fencing that has been damaged from fallen trees that have blown down during a series of winter storms. This repair will be required to assist guest access toward pathways. Status: In Planning.

Job Order MB 5410418 is a repair project to repair the front steps and re-paint the porch floor at the 1905 House. We are repairing rotted wood sections, replacing damaged steps beyond repair, repainting the porch floor and installing new anti-slip strips on the steps. Status: In Progress.

Job Order MB 5470218 is a repair project for picnic tables throughout the parks. This is scheduled annual maintenance to repair and repaint damaged picnic tables. Status: In Progress.

2. Project Management:

Work Order 5470218, is a contract repair project to grade and re-crown the roads at both the New and Old Lighthouse parks. We have added 40 yards of 22A gravel and contracted the repair work with the Presque Isle Road Commission. Additionally, as part of our annual maintenance, the Road Commission has placed brining solution on the roadways for both parks. We plan to repeat brining in August, 2018. Status: Complete.

Work Order – 5450118, is a community-member volunteer improvement project and, privately funded, to place a publicly accessible viewing bench on the existing concrete platform. This platform originally anchored a tramway rail, from the beachfront to the 1870 House yard area. This existing platform has existing anchor post holes formed into the concrete. The new bench will be custom-framed to fit into the existing post holes without requiring modification to the platform. We have sent the coordinating request to SHPO and are awaiting their concurrence. Status: The bench has been delivered, awaiting base construction and installation.

Work Order 5230116, Old Lighthouse Tower Restoration. This project is currently in draft with an initial cost estimate at \$140K. This project is to remove the failing exterior and interior protective coating, repair of stone masonry and cementitious areas, including brick repair, and protective re-coatings of the interior and exterior walls. We are now designing an “In-House” solution to preserve and protect the tower from further degradation. We are working with SHPO for engineering support. Status: In-Planning.

Work Order – 5470117, is an entrance wall repair, railing replacement, and painting of the rear entrance, at the 1905 House. This project is awaiting final draft and BoT funding approval. The projected will be scheduled for completion in spring, 2018.

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.

Sincerely,



Matthew G. Bedard
Facilities & Projects Manager

Parks and Recreation Committee
Nancy Kinney-Trails, Advertising
June, 2018

The Interpretive Signs

It has been more than six years since I first raised the possibility in 2012 that the Parks and Rec Committee might support some interpretive signs for the parks and attractions in the Presque Isle community. When the initial shock of a new suggestion could be processed and taking into account an offer from Thunder Bay National Marine Sanctuary (TBNMS) to provide signs to highlight various historical maritime features of the expanded 2014 boundaries of the Sanctuary, the committee and Presque Isle Township decided to entertain the idea. After several years of advocacy and with an occasional lack of certainty, we now have the possibility (probability?) that by September 2018 we will see large descriptive signs at both lighthouses and a sizeable number of "reading rails," (smaller informational signs) at the 1870 and 1840 lighthouse parks, as well as the Range Light Park. TBNMS Graphic Designer, Joey Jackson has been responsible for the final design of the signs, and TBNMS has been able to fund the project through a grant.

Other community-based organizations, mostly involved with the Department of Natural Resources (Rockport and Thompson's Harbor State Parks and the Presque Isle State Marina) and other Presque Isle County parks, state parks, and facilities in Alcona and Alpena Counties, as well, will also be displaying new interpretive signs as part of the same TBNMS project. It's a natural progression of the "Maritime Heritage Trail" which one can experience behind the Great Lakes Maritime Heritage Center building in Alpena.

Jeni Matuszak has taken leadership in placement of the signs and has secured the cooperation of SHPO in allowing the signs to be permanently fixed at the Presque Isle Township historic sites. Thunder Bay National Marine Sanctuary will be cooperating with Presque Isle Township to accomplish the placement. At the June Sanctuary Advisory Committee meeting Jeff Gray showed samples and informed the group that the project is finally on track.

Other recent activities: Community Leaders Meeting (May), Presque Isle Harbor Wooden Boat Show, ROV Class-Presque Isle District Library, (upcoming) Soo Locks Engineers Day.

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

Held July 30, 2018

Call to Order: The meeting was called to order at 7:00 pm by the Committee vice Chair; N. Kinney.

The pledge of allegiance was recited.

Roll Call: In attendance were; N. Kinney, B. Moran, J. Wiczorkowski, R. Kauffman & B. Schatz. N. Crouch was absent with excuse.

Audience Present: 1 guest.

Comments from the Audience: None

Agenda Approval: J. Wiczorkowski moved to approve the agenda as written. Seconded by; B. Moran. All ayes; motion passed.

Approval of Minutes (June 25, 2018): J. Wiczorkowski moved to approve the minutes as written. Seconded by; R. Kauffman. All ayes; motion passed.

Correspondence: J. Wiczorkowski advised that we had received a thank you note from the Long Lake Lights Festival Committee.

Member Reports

- **TWP Board/Picnics (J. Wiczorkowski):** A written report was provided and a brief synopsis was given. J. Wiczorkowski advised that B. Torsch and F. Szymanski have been working on the veteran's memorial at the cemetery.
- **Maintenance (M. Bedard):** A written report was provided. *(Please see attached)*. Discussion was made regarding the placement of the signs for the summer concerts.
- **Committee Chair (N. Crouch):** Nothing to report at this time.
- **Fireworks/Leadership Group (B. Schatz):** B. Schatz advised that the Leadership group will be meeting in the fall. He brought in the fireworks fundraiser collection canisters and made note that he had collected \$275.00 from the canisters. There was discussion regarding the fundraising process and the outcome of this year's fireworks display.
- **Summer Programs (B. Moran):** B. Moran advised that they have taken in quite a bit of food donations and \$118.00 cash that will be given to the Grand Lake Chapel food pantry.
- **Advertising/Trails (N. Kinney):** Nothing to report at this time.
- **Signs (R. Kauffman):** R. Kauffman advised that the signs should be ready by the end of next week.

Unfinished Business

- **Huron View (New LH Park):** J. Wiczorkowski advised that we had received information from Brian Lijewski, stating that we can cut and maintain the overgrowth at the New Lighthouse Park. Discussion was then made regarding the work that needs to be done. J. Wiczorkowski suggested that they contact Heather Rawlings from Fish and Wildlife to get

her input.

- **New Park Development:** Committee members agreed to leave the item on the agenda for the next meeting in August.

New Business

- **Future Events:** B. Schatz advised that he had spoken with contacts from Thunder Bay Winery and Austin Brothers Brewery regarding a beer and wine tasting festival. Discussion was made regarding the combination of that to the Autumn Lights Festival and asking for donations for the proposed park that is across the street from the TWP Hall.

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

Meeting Reminder: Parks and Rec. Committee will meet again on Monday, August 27, 2018 at 7:00 pm.

Respectfully Submitted; Kimberly S. Bedard, Administrative Assistant

July 30, 2018

Memorandum For:
Presque Isle Township
Parks & Recreation Committee
From: Matthew G. Bedard
Facilities & Projects Manager

Subject: Monthly Report, July, 2018

Many park repair projects are underway and we are continuing with our seasonal maintenance work. The P.I. Health Dep't #4 conducted its annual kitchen/food prep facilities inspection for Garrity Hall. We passed with no exceptions noted. Please be mindful, when using the kitchen area and equipment, that we must maintain air-temperature thermometers in the refrigerators, at all times. Additionally, bleach, food service gloves, and food thermometers must remain in the kitchen. A volunteer group work project for gardening/weeding, mulching and planting at the OLH is underway this week..

1. Facility Maintenance:

Job Order – MB 5420218, is a maintenance-painting project to repaint the inner-exterior wall of the Fresnel Lens Room, at the New Lighthouse. The new paint is part of a shipwreck informational display within the room. Status: In progress.

Job Order – LF 1220418, is a marquee replacement, with two additional marquees at the Twp Hall. This project will replace the marquee at the entrance of the Hall, one additional one will be placed near the recycle dumpsters and a third will be placed on Garrity Hall. Status: Awaiting BoT approval.

Job Order – JW 1220318, is a project request to construct additional portable signage marquis' to promote township-hosted event notifications. Status: Complete.

Job Order –MB-5470218, is an equipment purchase for a portable tent. This tent is 10' x 20' and will be used for outdoor events around the parks. Status: Complete and in-use.

Job Order – MB 5411017 is a repair project to repair/replace the broken lock hasp at the side entrance door of the 1870 building and breezeway and replace the existing security locks at the Rear Light (Oil House). The U.S. Coast Guard (USCG.) has maintained access to the tower, battery room, and Range Light park's Rear Light power distribution facility. Through collaboration efforts with the Sault St. Marie Coast Guard Base, we have adopted physical security control of the above listed access areas. PITWP will rekey these locks under the township's grand master key-tree. These locks will be pinned to a "stand-alone" pinning with a key-tree branching only under the grand master. Status: Hardware is complete, awaiting lock change-out.

Job Order MB 5210118 is a repair project to replace/repair railed fencing that has been damaged from fallen trees that have blown down during a series of winter storms. This repair will be required to assist guest access toward pathways. Status: In Progress.

Job Order MB 5410418 is a repair project to repair the front steps and re-paint the porch floor at the 1905 House. We are repairing rotted wood sections, replacing damaged steps beyond repair, repainting the porch floor and installing new anti-slip strips on the steps. Status: In Progress, 95% complete.

Job Order MB 6940218 is a repair project for the sign and posts to the Twp Cemetery. Both the sign and posts have rotted and are being replaced. Status: Complete.

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: In Progress, Range Light is 90% complete, Oil House is 10% complete.

Work Order – 5450118, is a community-member volunteer improvement project and, privately funded, to place a publicly accessible viewing bench on the existing concrete platform. This platform originally anchored a tramway rail, from the beachfront to the 1870 House yard area. This existing platform has existing anchor post holes formed into the concrete. The new bench will be custom-framed to fit into the existing post holes without requiring modification to the platform. We have sent the coordinating request to SHPO and are awaiting their concurrence. Status: Complete.

Work Order 5250218, Old Lighthouse Stockade Restoration. This project is to remove the rotted components of the stockade display on the OLH grounds. We are rebuilding the frames, decking and hardware. Status: In-Progress, 90% complete.

Work Order – 5470117, is an entrance wall repair, railing replacement, and painting of the rear entrance, at the 1905 House. This project is awaiting final draft and BoT funding approval. The projected will be scheduled for completion in August, 2018.

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.

Sincerely,


Matthew G. Bedard
Facilities & Projects Manager

**Report to Parks and Recreation Committee
From the Board of Trustees Meeting Held July 9, 2018**

Planning Commission – Ordinance Update

- There will be a Public Hearing on August 6th regarding the rewriting of the Cemetery Ordinance.
- The BOT approved the adoption of the Dog Leash Ordinance 4.34.3.

Fireworks/5K Run Walk

- The overall total that the 5K Run raised for the Fireworks was \$2,700.

Respectfully Submitted,
Jennifer Wiczorkowski

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

Held September 17, 2018

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

The pledge of allegiance was recited.

Roll Call: In attendance were; N. Crouch, N. Kinney, B. Moran, J. Wiczorkowski, R. Kauffman & B. Schatz.

Audience Present: 2 guests.

Comments from the Audience: None

Agenda Approval: J. Wiczorkowski added **J. Matuszak (PITWP Historian)** to **Reports** for the future meetings. J. Wiczorkowski move to approve the agenda with the addition. Seconded by; N. Kinney. All ayes; motion passed.

Approval of Minutes (August 27, 2018): N. Kinney requested that the “See Treasurers Report” under **Huron View** be changed to “See TWP Board report”. J. Wiczorkowski moved to approve the minutes with the change. Seconded by; B. Schatz. All ayes; motion passed.

Correspondence: B. Moran advised that she had received a thank you note from the “God Loves You Food Pantry”.

Member Reports

- **TWP Board/Picnics (J. Wiczorkowski):** A written report was provided and a brief synopsis was given. *(See report attached)*. There was discussion regarding the fire hydrants in the Harbor Association.
- **Maintenance (M. Bedard):** A written report was provided and a brief synopsis was given. M. Bedard advised that he will be installing the information Marquees and would like to refurbish the old marquee at the TWP Hall to use at the Old Lighthouse Park.
- **Committee Chair (N. Crouch):** Nothing to report at this time.
- **Fireworks/Leadership Group (B. Schatz):** B. Schatz had nothing to report on the fireworks at this time. He did advise that he is working on scheduling a meeting date for the Leadership meeting. He also mentioned that the Presque Isle Happenings Facebook page has been growing.
- **Summer Programs (B. Moran):** Nothing to report at this time.
- **Advertising/Trails (N. Kinney):** Nothing to report at this time.
- **Signs (R. Kauffman):** R. Kauffman advised that 1 sign including the “s” on Historical Markers has been placed and is posted on Hwy 638. The 2nd sign has not yet been placed.

Unfinished Business

- **Huron View (New LH Park):** The Committee members are waiting for the boundaries to determine the exact area that can be cut. Item to be left on the agenda.

- **New Park Development:** J. Wiczorkowski advised that we had been waiting for N. Crouch to come back. She advised that they will do some research for different ideas of structures, etc.... for the park. Item to be left on the agenda.

New Business

- **Autumn Lights Festival:** Discussion was made regarding the Autumn Lights Festival. The Festival will be on Saturday, October 13, 2018 from 11 am to 2 pm. The committee members agreed to have the same activities as last year, to include pumpkins, horse drawn wagon rides, petting zoo, chili cook off, apple cider and donuts and small arts and crafts. Discussion was also made regarding the cookie toss and the members decided to honor this at the Labor Day picnic. They did have an idea to do a punt, pass, kick contest for the kids. J. Wiczorkowski moved to approve up to \$600.00 for necessary items for the festival. Seconded by; B. Moran. A roll call vote was made. All ayes; motion passed.

Additional Information: B. Schatz suggested adding Wine & Food Festival to the October agenda under New Business.

Adjournment: With no further business to discuss the meeting was adjourned at 8:03 pm.

Meeting Reminder: The next Parks and Rec. Committee will be held on Monday, October 29, 2018 at 7:00 pm.

Respectfully Submitted; Kimberly S. Bedard, Administrative Assistant

**Report to Parks and Recreation Committee
From the Board of Trustees Meeting Held September 10, 2018**

Audit Report

- Sandra Edwards was here to present the audit findings.

ZBA

- Jennifer Bidwell was reappointed to the ZBA as the Chair

Air Conditioning

- Matt will be looking into purchasing air conditioning for the main room of the township hall.

Water & Fire Hydrants

- Some of the fire hydrants in the Harbor Association are not functioning
- There is also some concern with the water quality in the Harbor Association.

Respectfully Submitted,
Jennifer Wieczorkowski

September 17, 2018

Memorandum For:
Presque Isle Township
Parks & Recreation Committee
From: Matthew G. Bedard
Facilities & Projects Manager

Subject: Monthly Report, August/September, 2018

We are finishing our scheduled park repair projects and continuing with seasonal maintenance work. All parks access will remain open through October. However, we will begin seasonal shutdown of facilities access and begin winterization efforts of utilities and HVAC systems, beginning 15 October, 2018.

1. Facility Maintenance:

Job Order – MB 5420218, is a maintenance-painting project to repaint needed areas in the inner-exterior wall and railing of the 1870 tower, at the New Lighthouse. The new paint is part of a shipwreck informational display within the room. Status: In progress.

Job Order – LF 1220418, is a marquee replacement, with two additional marquees at the Twp Hall. This project will replace the marquee at the entrance of the Hall, one additional one will be placed near the recycle dumpsters and a third will be placed on Garrity Hall. Status: In-Progress.

Job Order – JW 1220318, is a project request to construct additional portable signage marquis' to promote township-hosted event notifications. Status: In-Progress.

Job Order –MB-5470518, is a repair project to replace the exterior hose-bib faucet of the 1905 House. We will replace the existing faucet with a frost-free 12" line. Status: Complete.

Job Order MB 5210118 is a repair project to replace/repair railed fencing that has been damaged from fallen trees that have blown down during a series of winter storms. This repair will be required to assist guest access toward pathways. Status: Complete.

Job Order MB 5410418 is a repair project to repair the front steps and re-paint the porch floor at the 1905 House. We are repairing rotted wood sections, replacing damaged steps beyond repair, repainting the porch floor and installing new anti-slip strips on the steps. Status: Complete.

Job Order MB 6940218 is a repair project for the sign and posts to the Twp Cemetery. Both the sign and posts have rotted and are being replaced. Status: Complete.

Job Order MB 5210818 is a repair project to repair the timber support post inside the 1840 cottage that supports the loft area. Status: In-progress.

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..

Work Order – 5450118, is a community-member volunteer improvement project and, privately funded, to place a publicly accessible viewing bench on the existing concrete platform. This platform originally anchored a tramway rail, from the beachfront to the 1870 House yard area. This existing platform has existing anchor post holes formed into the concrete. The new bench will be custom-framed to fit into the existing post holes without requiring modification to the platform. We have sent the coordinating request to SHPO and are awaiting their concurrence. Status: Complete.

Work Order 5250218, Old Lighthouse Stockade Restoration. This project is to remove the rotted components of the stockade display on the OLH grounds. We are rebuilding the frames, decking and hardware. Status: Complete.

Work Order – 5470117, is an entrance wall repair, railing replacement, and painting of the rear entrance, at the 1905 House. The projected is scheduled for fall, 2018. Status: May move this project to Spring 2019.

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.

Sincerely,

Matthew G. Bedard
Facilities & Projects Manager

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

Held October 29, 2018

Call to Order: The meeting was called to order at 7:00 pm by the Committee Vice Chair; N. Kinney.

The pledge of allegiance was recited.

Roll Call: In attendance were; N. Kinney, B. Moran, J. Wieczorkowski, R. Kauffman & B. Schatz. N. Crouch was absent with excuse.

Audience Present: 4 guests.

Comments from the Audience: L. Fields suggested that the committee members take a moment of silence to recognize the death of K. Crouch (husband of committee chair N. Crouch).

Agenda Approval: J. Wieczorkowski requested that “Picnics” be changed to “Events” under the **TWP Board Report**. She also requested the addition of: “Potential New P&R Member” to **New Business** and to add “PITWP Historian (J. Matuszak)” to **REPORTS**. J. Wieczorkowski moved to approve the agenda with the additions. Seconded by; B. Moran. All ayes; motion passed.

Approval of Minutes (September 17, 2018): J. Wieczorkowski moved to approve the minutes as written. Seconded by; R. Kauffman. All ayes; motion passed.

Correspondence: None.

Member Reports

- **TWP Board/TWP Events (J. Wieczorkowski):** A written report was provided and a brief synopsis was given. (*See report attached*). There was discussion regarding the Christmas at the Lighthouse and the Craft Fair that will take place on December 1, 2018. J. Wieczorkowski moved to approve up to \$500.00 to cover the cost of both events. Seconded by; B. Moran. A roll call was taken. All ayes; motion passed.
- **Maintenance (M. Bedard):** A written report was provided and a brief synopsis was given. (*See report attached*). M. Bedard advised that the water has been shut off at the parks.
- **Committee Chair (N. Crouch):** Nothing to report at this time.
- **Fireworks/Leadership Group (B. Schatz):** B. Schatz had nothing to report on the fireworks at this time. He did advise that the leadership group met on October 20, 2018. Discussion was made regarding ideas to include the various groups.
- **Summer Programs (B. Moran):** A brief discussion was made regarding the 2019 summer schedule dates. The projected dates will be: July 10th, 17th, 24th and 31st.
- **Advertising/Trails (N. Kinney):** N. Kinney advised that the Michigan Conservancy has opened a new trail at property located on Kauffman Rd. between S. Albany Point and Camp Chickagami. L. Taylor advised that John Porter has information regarding the trail and L. Fields advised that Floyd Selves has been grooming the trails.
- **Signs (R. Kauffman):** R. Kauffman provided a map that includes the placement of the Historical Markers signs and the distance between the signs for north and southbound directions. He advised that it has been mentioned that they may be removing the sign near

the Hideaway Bar on US 23. R. Kauffman advised that he will be doing what he can to ensure that the sign is not removed.

- **PITWP Historian (J. Matuszak):** A written report was provided. *(Please see attached)*. J. Matuszak advised that the Capital Campaign project was in the newspaper to recognize the \$250,000.00 restoration project of the 1840 Lighthouse tower. She also advised that a paranormal group from Ohio called the “Zodiacs” will be visiting the Old Lighthouse this week.

Unfinished Business

- **Huron View (New LH Park):** M. Bedard advised that he had received feedback from B. Lijewski regarding the cutting of overgrown brush and was told that the TWP can cut back to the mature tree line. M. Bedard advised that the cutting will need to be included in the 2019 budget.
- **New Park Development:** Nothing to report at this time.

New Business

- **Pickle Ball Net:** J. Wiczorkowski recommended that the P&R Committee purchase a pickle ball net for the TWP Hall. J. Wiczorkowski moved to approve up to \$200.00 for the purchase of the net. Seconded by; B. Schatz. Discussion was made regarding the purchase. A roll call vote was taken. All ayes; motion passed.
- **2019 Activity Schedule:** Discussion was made regarding the schedule of events for the 2019 spring/summer season. May 24, 2019 – LH Gift Shops open, May 26, 2019 – Light up the Sky 5K run/walk, July 6, 2019 – 4th of July celebration, July 10th, 17th, 24th, & 31st – Summer concerts, August 31, 2019 – Labor Day Picnic & Cookie Toss, October 12, 2019 – Autumn Lights Festival and December 7, 2019 – Christmas at the Lighthouse & Craft show.
- **Potential New P&R Member:** J. Wiczorkowski advised that J. Matuszak is interested in being a P&R member. Discussion was made by the committee members and all agreed to have J. Wiczorkowski address the Board of Trustees for approval.

Adjournment: With no further business to discuss the meeting was adjourned at 8:21 pm.

Meeting Reminder: The next Parks and Rec. Committee will be held on Monday, November 26, 2018 at 7:00 pm.

Respectfully Submitted; Kimberly S. Bedard, Administrative Assistant

**Report to Parks and Recreation Committee
From the Board of Trustees Meeting Held October 8, 2018**

Autumn Lights Festival

- Thank you to everyone that participated and helped make this another huge success for Presque Isle Township Parks & Recreation Committee!
- Jon Lang was the winner of the Chili Cook-Off!

Lighthouse Gifts Shops

- The Lighthouse Gift Shops are now closed for the season.

Special Project Fund

- The draft version of the Special Project Fund was approved.
- On Tuesday, October 23rd there was a media announcement informing the establishment of the Lighthouses Restoration Fund.

Road Improvements

- Continued conversations regarding possible road improvements, through a road mileage was discussed.
- Jerry Smigelski will be at the December BOT meeting to discuss road situations.

Township Hall

- The gym roof is in need of repair. M. Bedard to work on a patch to fix the leak.
- Due to the donation of money for technology the Township Board Room will be outfitted with a large flat screen television and a laptop computer. This will be utilized for reports that are being presented, sharing of images during meetings, etc.

Message Boards

- The Board will be setting a policy regarding the message boards. Specifically, that they are not for political use, a classified posting area are some examples.

Pickle Ball

- Discussion was made regarding the use of the Twp Hall gym for pickle ball. The Township Board suggested that the Parks & Recreation Committee discuss the purchase of equipment for the activity. This was approved with the condition that the pickle ball players take down the volleyball net and put it back in place.

Respectfully Submitted,
Jennifer Wiczorkowski

ARTIFACTS/HISTORIAN REPORT

Last week was the kick off for the Capital campaign on Tuesday at the Old Lighthouse for \$250,000.00 restoration project for the old lighthouse tower. The PI Board, PITMS, were in attendance along with Karen Petallia and her granddaughters to present a check to the Community Foundation of \$15,000.00 to start funding the campaign. Jim Stamaas also attended and the local news crew filmed the event. Articles also appeared in the Alpena News and the Presque Isle Advance.

Ghost 🗿 stories will be told and filmed at the old lighthouse tomorrow. The local TV station will be showing the footage Tuesday night.

I will be finishing up with the closing of the old lighthouse cottage inside this week. I will also finish up with the rest of the inventory of the artifacts.

I received a request from a paranormal group called the Zodiacs from Ohio. They would like to film all night at the old lighthouse. Is there anyone on the board that would like to stay up with them all night while they are looking for paranormal activity? You would need to be with them the whole time to ensure that the township artifacts are safe and that nothing is broken. If you are interested please let me know and I will put you in contact with them.

October 2018

Jennifer Matuszak

October 29, 2018

Memorandum For:
Presque Isle Township
Parks & Recreation Committee
From: Matthew G. Bedard
Facilities & Projects Manager

Subject: Monthly Report, October, 2018

We are working on late-identified repair projects and continuing with seasonal maintenance work. Our Lighthouse parks facilities are now closed. We have turned off all water supplies and are continuing winterization efforts of all other utilities and HVAC systems. We plan to board the windows at the Old Lighthouse cottage on 3 November, 2018. Note: Water testing for the 3rd quarter is complete. However, testing at the Old Lighthouse well returned a result for bacteria. Therefore, water from any tap, at the Old Lighthouse, should be treated as non-potable. We will shock the well with chloride before closing it for the winter season and re-treat again in the spring.

1. Facility Maintenance:

Job Order – MB 5420218, is a maintenance-painting project to repaint needed areas in the inner-exterior wall and railing of the 1870 tower, at the New Lighthouse. The new paint is part of a shipwreck informational display within the room. Status: In progress.

Job Order – MB 5210918, is a rear entrance lock repair. We will need to remanufacture the Mortise and Tenon style lock at the rear door of the cottage. Status: In Progress.

Job Order – JW 1220318, is a project request to construct additional portable signage marquis' to promote township-hosted event notifications. Status: Complete.

Job Order –MB-5470518, is a repair project to replace the exterior hose-bib faucet of the 1905 House. We will replace the existing faucet with a frost-free 12" line. Status: Complete.

Job Order MB 5210118 is a repair project to replace/repair railed fencing that has been damaged from fallen trees that have blown down during a series of winter storms. This repair will be required to assist guest access toward pathways. Status: Complete.

Job Order MB 5410618 is a repair project to repair the rear steps and re-paint the porch floor at the 1905 House. We are repairing rotted wood sections, replacing damaged steps beyond repair, repainting the rear porch floor and installing new anti-slip strips on the steps. Status: In Progress.

Job Order MB 6940218 is a repair project for the sign and posts to the Twp Cemetery. Both the sign and posts have rotted and are being replaced. Status: Complete.

Job Order MB 5210818 is a repair project to repair the timber support post inside the 1840 cottage that supports the loft area. Status: In-progress.

Job Order MB 6940318 is a repair project to repair broken sprinkler heads and distribution lines at the cemetery flower garden. Status: In-Progress

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 – 5450118, is a community-member volunteer improvement project and, privately funded, to place a publicly accessible viewing bench on the existing concrete platform. This platform originally anchored a tramway rail, from the beachfront to the 1870 House yard area. This existing platform has existing anchor post holes formed into the concrete. The new bench will be custom-framed to fit into the existing post holes without requiring modification to the platform. We have sent the coordinating request to SHPO and are awaiting their concurrence. Status: Complete.

Work Order 5250218, Old Lighthouse Stockade Restoration. This project is to remove the rotted components of the stockade display on the OLH grounds. We are rebuilding the frames, decking and hardware. Status: Complete.

Work Order – 5470117, is an entrance wall repair, railing replacement, and painting of the rear entrance, at the 1905 House. The projected is scheduled for fall, 2018. Status: May move this project to Spring 2019.

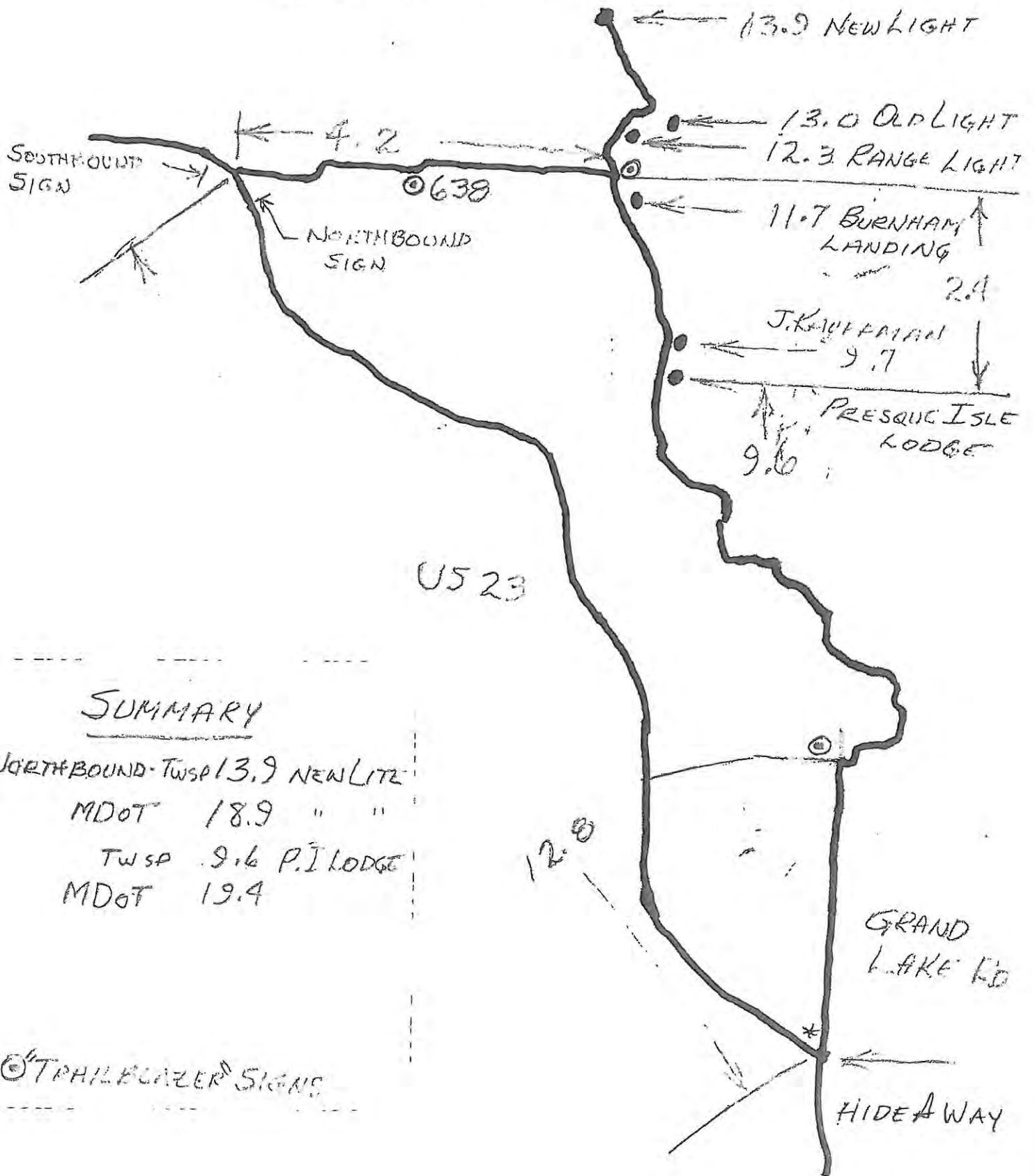
If you have any questions please don't hesitate to contact me at 989-595-2752. You may also reach me via email: facilitiesmgr@presqueisletwp.org.

Sincerely,



Matthew G. Bedard
Facilities & Projects Manager

HISTORICAL MARKERS



SUMMARY

NORTHBOUND - TWSP 13.9 NEW LIGHT
 MDOT 18.9 " "
 TWSP 9.6 P.I. LODGE
 MDOT 19.4

© TRAILBLAZER SIGNS

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

Held November 26, 2018

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

The pledge of allegiance was recited.

Roll Call: In attendance were; N. Crouch, N. Kinney, B. Moran, J. Wiczorkowski, R. Kauffman, B. Schatz & J. Matuszak.

Audience Present: 3 guests.

Comments from the Audience: No comments.

Agenda Approval: J. Wiczorkowski requested that “Huron View” be removed from **Unfinished Business**. R. Kauffman requested the addition of “Bridge Walk” to **New Business**. J. Wiczorkowski moved to approve the agenda with the changes and addition. Seconded by; B. Schatz. All ayes; motion passed.

Approval of Minutes (October 29, 2018): J. Wiczorkowski moved to approve the minutes as written. Seconded by; B. Moran. All ayes; motion passed.

Correspondence: None.

Member Reports

- **TWP Board/TWP Events (J. Wiczorkowski):** A written report was provided and a brief synopsis was given. *(See report attached)*. Discussion was made regarding the Christmas at the Lighthouse event.
- **Maintenance (M. Bedard):** A written report was provided and a brief synopsis was given. *(See report attached)*. Discussion was made regarding a dehumidifier for the 1870 Lighthouse breezeway to dry out the plaster for painting of the breezeway and tower in the spring/summer of 2019.
- **Committee Chair (N. Crouch):** Nothing to report at this time.
- **Fireworks/Leadership Group (B. Schatz):** B. Schatz had nothing to report on the fireworks at this time. Discussion was made regarding a paranormal group called the “Zodiacs” that visited the Old Lighthouse.
- **Summer Programs (B. Moran):** Nothing to report at this time.
- **Advertising/Trails (N. Kinney):** N. Kinney discussed several bits of information with the committee members regarding the band that the Friends of the Library schedules for the 4th of July celebration, the Audubon Society’s event schedule, Acquisition Policy, Giving Tuesday and also advised that the informational signs should be shipped on the 17th of December.
- **Signs (R. Kauffman):** R. Kauffman advised that the Historical Markers sign have been placed and they have not removed the sign near The Hideaway.
- **PITWP Historian (J. Matuszak):** J. Matuszak advised that she had held a 2019 preview of exhibits at the Grand Lake Library from November 13th thru November 17th.

Unfinished Business

- **New Park Development:** J. Wiczorkowski advised that she wanted to keep this item on the agenda so that N. Crouch could be a part of any discussion that would take place. However, there has been no new information at this time.

New Business

- **Bridge Walk:** R. Kauffman asked if the P&R Committee would be interested in forming a group to walk the Mackinaw Bridge for the Labor Day Bridge walk. Discussion was made by the committee members.

Adjournment: With no further business to discuss the meeting was adjourned at 8:11 pm.

Meeting Reminder: The next Parks and Rec. Committee will be held on Monday, January 28, 2019 at 7:00 pm.

Respectfully Submitted; Kimberly S. Bedard, Administrative Assistant

**Report to Parks and Recreation Committee
From the Board of Trustees Meeting Held November 12, 2018**

New Parks & Recreation Membership

- The Board of Trustees approved the addition of Jeni Matuszak as a new committee member.

Lights

- S. Lang advised that he is working on the moving advertising signs within the community.

Road Improvements

- Discussion of Road Projects for the upcoming years – information provided by Presque Isle County Road Commission.
- Continued conversations regarding possible road improvements, through a road mileage was discussed.
- Jerry Smigelski will be at the December BOT meeting to discuss road situations.

Respectfully Submitted,
Jennifer Wiczorkowski

November 26, 2018

Memorandum For:
Presque Isle Township
Parks & Recreation Committee
From: Matthew G. Bedard
Facilities & Projects Manager

Subject: Monthly Report, November, 2018

We have completed all seasonal shutdown actions of park facilities as well as winterization of utilities and HVAC systems. We have installed the storm shutters on the 1840 Keeper's House. Reminder: The water systems, including drain lines at Garrity Hall are closed. The projected Christmas at the Lighthouse event, scheduled for 1 December, 2018 will need to be self-contained for water usage and discharge. Additionally, restroom facilities at Garrity Hall must remain closed.

1. Facility Maintenance:

Job Order – MB 5420218, is a maintenance-painting project to repaint needed areas in the inner-exterior wall and railing of the 1870 tower, at the New Lighthouse. The new paint is part of a shipwreck informational display within the room. Status: In progress.

Job Order – JW 1220318, is a project request to construct additional portable signage marquis' to promote township-hosted event notifications. Status: Complete.

Job Order –MB-5470718, is a repair project to replace the exterior front door lock of the 1905 House. We will replace the existing locksets. Status: In Planning.

Job Order MB 5210118 is a repair project to replace/repair railed fencing that has been damaged from fallen trees that have blown down during a series of winter storms. This repair will be required to assist guest access toward pathways. Status: Re-opened.

Job Order MB 5411018 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 6940218 is a repair project for the sign and posts to the Twp Cemetery. Both the sign and posts have rotted and are being replaced. Status: Complete.

Job Order MB 5210818 is a repair project to repair the timber support post inside the 1840 cottage that supports the loft area. Status: In-progress.

Job Order MB 6940318 is a repair project to repair broken sprinkler heads and distribution lines at the cemetery flower garden. Status: In-Progress

Job Order MB 2410618 is a repair project to replace the roof pipe flashing and rubber boot for a ventilation pipe on the roof of the PITWP Fire Dept. Status: Materials have been purchased, awaiting start.

2. Project Management:

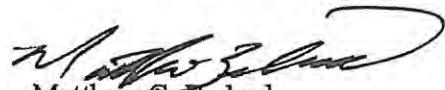
Work Order 5710218, is a repair project to repair rotted areas, seal, and re-paint the Range Light Tower display and the Oil House in Range Light Park. The Twp has taken over security control of the Oil House (used for electrical distribution to the active Coast Guard range lights). Status: Complete. 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 5250218, Old Lighthouse Stockade Restoration. This project is to remove the rotted components of the stockade display on the OLH grounds. We are rebuilding the frames, decking and hardware. Status: Complete.

Work Order – 5470117, is an entrance wall repair, railing replacement, and painting of the rear entrance, at the 1905 House. The projected is scheduled for fall, 2018. Status: May move this project to spring, 2019.

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.

Sincerely,



Matthew G. Bedard
Facilities & Projects Manager