

PRESQUE ISLE TOWNSHIP
Park and Recreation Meeting Minutes
August 28, 2023 @ 6:00 p.m.

Call to Order

6:00 pm

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: N. Crouch, R. Kauffman, J. Wiczorkowski, Bonnie Moran
Absent: J. Lefevre

Audience Attendees: M. Bedard, M. Tagliareni, V. Fields and L. Fields

Comments from the Audience: N/A

Approval of Agenda: J. Wiczorkowski motioned to approve the agenda as written. N. Kinney seconded the motion. All ayes; motion carried.

Approval of Minutes: (July 31, 2023) N. Crouch motioned to approve the minutes as presented. J. Wiczorkowski seconded the motion. All ayes; motion carried.

Correspondence:

Member Reports: (Leader/Liaison)

- TWP Board/Events: (Jennifer Wiczorkowski) Please see attached report.
- Committee Chair: (Norma Crouch) No Report.
- Summer Programs: (Bonnie Moran) No Report. Discussion was had regarding an inappropriate song sung at one of the concerts. Remind all bands this is a family oriented event. B. Moran motioned that concert donations go into a concert restricted funds account, if they exceed the cost of the concerts. N. Crouch seconded the motion. All ayes; motion carried.
- Advertising/Trails: (Nancy Kinney) Trails are highly used and very much appreciated. Snowmobiles and/or four wheelers are not allowed on the trails. Only walkers, cross country skiers or snowshoers.
- J. Wiczorkowski motioned to hire Joe for the Labor Day Picnic. He would provide pulled pork sandwiches, beans, coleslaw, corn on the cob for \$1,600. R. Kauffman seconded the motion. A discussion was held and agreed it would be more beneficial to put this kind of money toward Autumn Lights and Christmas. Therefore, the Labor Day Picnic is cancelled. A sign will be displayed indicating the cancellation of the picnic and looking forward to Autumn Lights Festival. Roll call vote. R. Kauffman-Abstained, B. Moran - Nay, N. Kinney - Nay, N. Crouch - Nay, J. Wiczorkowski - Nay. Motion failed.
- Facilities: (Matt Bedard) (Please see attached report.)
- Directional Signs: (Russ Kauffman) No report. Due to budget constraints, directional signs are on hold.
- Social Media: (Jan Lefevre) Not Present - No report

August 14, 2023

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

Subject: Project Status Report, August 2023

Our contracts for hail damage repairs to the lighthouse parks facilities and real property assets are fully in-progress. The cedar shake roofing of the 1870 building is 95% complete. Old Lighthouse garage is complete with asphalt shingle replacement and the new overhead door is installed; remaining work is at 60% complete. The Old Lighthouse cottage is 50% complete with a cedar shake replacement. The bell pavilion roof replacement is complete; however, we identified additional support post deterioration requiring some additional work from our contractor to repair those damages. The next phase of work will begin with the 1905 house roof. The metal roof will be replaced with cedar shakes. The porch roof will also require extensive framing repair. The traffic speed bumps project, throughout both parks, is 90% complete with one section left to place at the Old Lighthouse Road. Lawn maintenance is continuing throughout the parks and township properties.

1. Facility Maintenance:

Job Order MB 5410223 is a repair project to repair/replace the communication receiver and sending unit at the 1905 House Museum Facility. The existing system utilized cellular transmission to communicate remotely with the central monitoring system. The new receiver has ethernet compatibility to connect with our Starlink internet service. Once connected, this capability should provide most consistent connectivity and service performance. Status: In-progress.

Job Order MB 5430123 is a repair project to repair the outer affixed windows in the New Lighthouse Tower. Many of the windows have deteriorated or missing window glazing, cracked panes, or deteriorated frame support. Status: In progress, 75% complete.

Job Order – MB 5220119, is a repair project to replace the rotted areas of the service garage fascia and door panels. Additional work requires repair and painting of the garage door. Status: Changed to a Work Order, scheduled for Summer, 2023 and after other identified damages from the May 2022 Hailstorm are repaired under contract. Status: In-progress, 60% complete.

Job Order MB 5440922 is a maintenance upgrade to extend a flexible branch line to a heating diffuser in the tool and maintenance room within Garrity Hall. This project will supply heat to the tool room where we store paint and cleaning supplies to prevent frost damage. Status: In Progress.

Job Order: MB 5470623 is a repair project to repair, replace, and re-paint the range tower display at the entrance of the New Lighthouse Park. We are replacing the signal sign

with new plywood and paint, sanding, priming, and re-painting the tower assembly.
Status: In-progress, 50% complete.

2. Project Management:

Work Order 5440323 is a new construction project to divide Garrity Hall into two user groups operations areas. We are installing a dividing wall between the overhead and personnel doors on the south side of the building to facilitate maintenance and operations functions and install a new personnel door on the north side to facilitate visitor functions next to the kitchen area. We will also divide and upgrade the lighting and install additional electrical outlets to support both functions within the facility. Status: In-progress, 50% complete.

Work Order 5410221 is a repair project to repair/replace rotted areas, seal, and re-paint the front steps, and covered porch decking of the 1905 House Museum. The steps, railing, and decking are rotted and need a full replacement. This work is independent of the damage and subsequent funding from hail damage insurance monies. Status: The step treads and risers have been replaced, in-house. Decking replacement is awaiting cost estimate proposals.

Work Order 5430323 is a new installation project to install an antenna and transmitter on the lower railing of the New Lighthouse tower. This equipment will provide looped information recordings to visitors, via amplitude modulation (AM) radio frequency. The AM broadcast will only transmit in a range of the park grounds proximity. Status: In-progress.

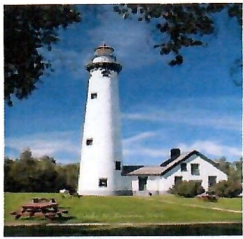
Work Order 5470423 is an upgrade project to replace six deteriorated picnic tables throughout the parks. Status: Complete.

Work Order 5410123 is a repair project to repair the rotted window sills, casements, and framing of windows throughout the 1905 House. The windows are original to the 1905 construction. The repairs will maintain the integrity of the windows as period appropriate. Status: The contract has been awarded with an approved allocation of \$20,000 for this project. Awaiting start.

Work Order 5730123 is a maintenance project to re-stain the boardwalk, railing, and decking of the Range Light Boardwalk. The railing sustained some damage from hail; however, the damage did not warrant approval of re-staining costs throughout the boardwalk system. Status: In-planning.

Sincerely,

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



PRESQUE ISLE TOWNSHIP
Park and Recreation Meeting Minutes - Draft
August 28, 2023 @ 6:00 p.m.

Unfinished Business:

- Bylaws Review: The bylaws were reviewed at previous meeting. Postponed, as unfinished business.
- Parks & Rec Plan Update: N. Crouch had a conversation with Denise Cline from NEMCOG and that staff requires a list of items describing what the Plan would look like. For example, parking area for cars at the summer concerts, the Range Light park needs new playground equipment, upgrade functioning bathrooms at Old Light, establish pickleball courts, kayak launch, stand-up board areas, dog park, walking fitness park, historic garage, etc. N. Kinney suggested the Kauffman property could be a canoe launch due to the shallow water. A discussion was held regarding a new garage at the P.I. New Lighthouse Park. A comment was given as to why put a garage in the middle of the New Lighthouse Park. Hide it somewhere else on the property. September 13th, 2023, Wednesday, would be a good date for the Special Meeting with NEMCOG. Time to be determined.

New Business:

- **Road Cleanup**

Date for cleanup is September 30 at 10:00 a.m. with October 6th as a rain date.

- **Autumn Lights Festival with Chili Cookoff**

The date of Autumn Lights Festival is October 14, 2023 at 11:00 a.m. The Pumpkin walk is the same day and starts at dusk.

Adjournment: 7:41 p.m.

Respectfully Submitted, Bev Huard, Admin Assistant

The Parks & Rec will meet again on Monday, September 25, 2023, at 6:00 p.m.

TO: Parks & Recreation Committee
FROM: Jennifer Wiczorkowski
DATE: September 25, 2023
RE: Board of Trustees Report

Committee Members,

- Bike Trail Signage is in, and S. Lang will be working with David Kowalski of the PI County Road Commission to have them installed. S. Lang and Bob Doyle will mark the locations of the signs with spray paint.
- Early Voting – Proposal #2 – Cynthia Paavola advised the board that she will be meeting with the County Clerk and the other unit Clerks to discuss the new voting requirements for the upcoming elections. She will apprise the board once she has more information.
- Research was done on the property that was thought to have been donated to the Township for public use back in the 1960's. The findings did concur that since the Township removed it from the plat, that it was and is in fact property operated by the Township.
- The Board approved the Movie Contract pending any changes or modifications by the Township attorney.
- Expenditures for the upcoming Giving Tuesday Campaign were supported by the Township. These funds will come from the Community Foundation Fund.
- The board amended its original motion of contributing \$80,000 for the improvement of Highland Pines and 638 Hwy to that of \$95,000 due to the rising costs.
- An update was provided on the contract between the Township and the City of Alpena for Ambulance Services. The contract will be for 90 days, at \$1,000 per month and \$250 for each run. After much discussion it was determined that PI Township Fire Department will begin providing Basic Life Support. Further discussion was had regarding a potential purchase opportunity. The board voted to purchase a used ambulance with power lift, upon a successful inspection, for \$110,000. The contract with the City of Alpena will then reflect a cost of \$350 for each call and transport and no monthly cost.