



**Presque Isle Township  
Board of Trustees Meeting Minutes  
July 8, 2024  
4:00 p.m.**

<b>Call to Order</b>	4:00 PM
<b>Pledge of Allegiance</b>	Pledge was recited.
<b>Roll Call</b>	Present: Supervisor Stephen Lang, Clerk Cynthia Paavola, Treasurer Jennifer Wiczorkowski, and Trustees Mark Devers and Mary O’Neill. Absent: None
<b>Approval of Agenda</b>	<p>A motion was made by Wiczorkowski, supported by Devers, to approve the consent agenda. All ayes. Motion carried.</p> <p>A motion was made by Devers, supported by Paavola, to approve the agenda with three changes made by Lang:</p> <ul style="list-style-type: none"> <li>• An addition to New Business: Resolution No. 11-1.</li> <li>• An addition to New Business: Recommendation of Fire Chief.</li> <li>• A deletion from New Business: ARPA Resolution.</li> </ul> <p>All ayes. Motion carried.</p>
<b>Consent Agenda Approval</b> <ol style="list-style-type: none"> <li>a. 6-10-24 Minutes.</li> <li>b. Treasurers Report – Wiczorkowski</li> <li>c. Clerks Report – Paavola</li> <li>d. PC Report - Paavola</li> <li>e. P&amp;R Report – Wiczorkowski</li> <li>f. ZBA Report – O’Neill</li> <li>g. Zoning Report – Lang</li> <li>h. Supervisor Report – Lang</li> <li>i. Assessors Report – Spencer</li> <li>j. Museum Society Report – Milstein</li> <li>k. Library Report – Kimball</li> <li>l. Facilities Report – Bedard</li> <li>m. Fire Dept. Report – Forbush</li> <li>n. EGLFD Report – Koel</li> <li>o. Historian Report</li> <li>p. Correspondence</li> </ol>	<p>In Packet</p> <p>In Packet</p> <p>In Packet</p> <p>No Report</p> <p>No Report</p> <p>In Packet</p> <p>No Report</p> <p>No Report</p> <p>In Packet</p> <p>No Report</p> <p>No Report</p> <p>In Packet</p> <p>In Packet</p> <p>No Report</p> <p>No Report</p> <p>None</p>
<b>Audience Comments – 3-minute limit</b>	The board heard from Kate Szydowski who is running for Presque Isle Township Clerk. Szydowski reported that she will be having a campaign event at Besser Bell on July 25 <sup>th</sup> from 5:30-7:30pm.
<b>Trustee Comments/FYI’s Short</b>	<u>Supervisor:</u> Steve Lang reported that the accounting firm SomeCPAs will be conducting an audit presentation on August 8 <sup>th</sup> at 2:30pm at the township hall.



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	<p><u>Clerk</u>: Cynthia Paavola reported that early voting dates for the August 6<sup>th</sup> primary will be July 27<sup>th</sup>-August 4<sup>th</sup> from 8am-4pm.</p>
<p><b>Items pulled from Consent Agenda</b></p>	<p>None.</p>
<p><b>Continuing/Unfinished Business</b></p>	<p>None.</p>
<p><b>New Business</b>  <b>a. Laurie Spencer’s Audit Report</b>  <b>b. Remove Judy Kimball Historian</b>  <b>c. Carpet</b>  <b>d. Rental Agreement</b>  <b>e. Tax Lots Refusal Resolution</b>  <b>f. ARPA Resolution (REMOVED FROM AGENDA)</b>  <b>g. Generator</b>  <b>h. Resolution No. 11-1</b>  <b>i. Recommendation of Fire Chief</b></p>	<p><u>Audit Report</u>: Laurie Spencer was recognized and congratulated for her perfect score on the township audit.</p> <p><u>Judy Kimball</u>: The board accepted the resignation of Township Historian Judy Kimball and will take steps to find her replacement.</p> <p><u>Carpet</u>: A motion was made by Lang, supported by Paavola, to approve the bid from Young’s Flooring in Alpena for \$12,524.48 to replace the carpeting in the township hall with new carpeting and vinyl flooring. All ayes. Motion carried.</p> <p><u>Rental Agreement</u>: A motion was made by Wieczorkowski, supported by Paavola, to approve the following changes to the Lighthouse Rental Agreement:</p> <ul style="list-style-type: none"> <li>• The refundable deposit of \$150 will be increased to \$200 to allow for last-minute tent set ups.</li> <li>• 50% of the balance will be due at least 6 months prior to the event.</li> <li>• The remaining balance will be due 30 days prior to the event. If the balance is not paid in full 30 days prior, the event will be cancelled.</li> </ul> <p>All ayes. Motion carried</p> <p><u>Tax Lots Refusal Resolution</u>: A motion was made by Paavola, supported by Wieczorkowski, to waive first right of refusal to all tax-foreclosed parcels that were acquired by the County Treasurer, in accordance with the township’s Right of First Refusal. Roll call vote. All ayes. Motion carried.</p> <p><u>Generator</u>: Lang suggested to the board that they consider the purchase of a generator for the township hall. Lang argued that the hall is to be used as shelter in case of emergency and it will also be holding the upcoming elections. Losing power in either case would be detrimental. The board agreed.</p> <p><u>Resolution No. 11-1</u>: Lang read the resolution and explained its purpose to the audience. In summary, the majority of property owners on Lake Street and Fireside Highway have approved the special assessment for repaving. The resolution allows the board to take the next steps toward a public hearing. A motion was made by Devers, supported by O’Neill, to accept</p>



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	<p>the resolution as written. Roll call vote. All ayes. Motion carried.</p> <p><u>Recommendation of Fire Chief:</u> Also present for the discussion was Presque Isle Township Fire Chief Bill Forbush. Lang stated that he, Paavola and Forbush interviewed two candidates. While both applicants were highly qualified, Forbush believed Larry LaCross was the better choice based on his familiarity with the department. A motion was made by Lang, supported by Paavola, to hire Larry Lacross as the next Fire Chief of the Presque Isle Township Fire Department effective August 1<sup>st</sup>, 2024. All ayes. Motion carried.</p>
<b>Audience Comments – 3-minute limit</b>	The board heard from one audience member and Trustee O’Neill who remarked on the success of the Parks and Recreation Arbor Day event on June 14 <sup>th</sup> .
<b>Adjournment</b>	4:38pm

**Next meeting: August 12, 2024, at 4pm.**

Bank	Receipt Item	Reference Number	Count	Amount
<b>Bank Enter ENTERPRISE FUND</b>				
	GIFTSHOP	GIFT SHOP REVENUE	94	24,536.79
	PARKREV	PARK IMPROVEMENT REVENUE	48	1,066.43
	SOM TAX	SALES TAX DUE TO THE SOM	47	901.40
<b>Totals: Bank Enter ENTERPRISE FUND</b>			<b>189</b>	<b>26,504.62</b>
<b>Bank GEN GENERAL FUND</b>				
	CEMPLOT	CEMETERY PLOT	1	400.00
	HALLRENT	RENTAL OF TWP HALL	6	603.00
	LOCAL	LOCAL COMMUNITY STABILIZATION	1	3,349.35
	MISC	MISCELLANEOUS	1	50.00
	OLHRENT	OLD LIGHTHOUSE RENTAL	2	1,324.00
	PENALTY	INTEREST / PENALTY	1	2,213.22
	PRDONATE	MISC	2	600.00
	SMR SET	RETAINED SMR SET FEES	1	12,385.00
	ZBAFEES	ZONING BOARD OF APPEALS FEES	1	150.00
	ZONEFEE	ZONING FEE	8	2,620.00
<b>Totals: Bank GEN GENERAL FUND</b>			<b>24</b>	<b>23,694.57</b>
<b>Bank Speci SPECIAL REVENUE</b>				
	FDDONATE	PI TWP FIRE DEPT. DONATIONS	5	185.00
<b>Totals: Bank Speci SPECIAL REVENUE</b>			<b>5</b>	<b>185.00</b>
<b>Grand Totals</b>			<b>218</b>	<b>50,384.19</b>

Received of: SAND BAY TRADING CO & WOODY'S G... [Address](#) Receipt: 56815 Status: Completed  
 Description/Notes: SUMMER CONCERT SPONSORSHIP Cashier: JWIECZORKOWSKI Post Date: 06/08/2024  
 Batch: Workstation:

**Receipt Items:**

Receipt Item	Reference	Amount	Distributions
PRDONATE	MISC	\$100.00	Distributions...

Received of: PI WATER COMPANY [Address](#) Receipt: 56842 Status: Completed  
 Description/Notes: SUMMER CONCERT SPONSORSHIP Cashier: JWIECZORKOWSKI Post Date: 06/20/2024  
 Batch: Workstation:

**Receipt Items:**

Receipt Item	Reference	Amount	Distributions
PRDONATE	MISC	\$500.00	Distributions...

Expenditures for the Month of June 2024

General Fund	\$ 61,203.39
Special Revenue	\$ 20,974.50
Enterprise-GS	\$ 7,364.83
Payroll	\$ 17,211.95
Gift Shop	\$ 2,572.69
Gift Shop	\$ 4,137.14
<u>Total</u>	<u>\$113,464.50</u>

*Cynthia Paavola*

Zoning Board of Appeals Report

To Board of Trustees

ZBA Meeting held: July 2, 2024

Before the meeting Larry Fields was sworn in as the newest member of the board by Cynthia Paavola, the Township Clerk.

Chair Charles Smith called the meeting to order at 6:00 pm. Tom Guyer agreed to help facilitate the meetings for a time since it is Charles Smith's first time as Chair.

Audience comments: Melissa and Alan Gapske spoke on their need for a Variance on their property.

Melissa and Alan Gapske went over why they needed the Variance on their property for a less than 50-foot setback from the lake for a deck and answered the board's questions. The board had many questions. If a patio was put in there would be no problem.

After the board discussed all the possible solutions that could be entertained and the need for the 50-foot setback from the lake which is part of the township's ordinance, the Board voted not to approve the Variance.

Zoning Administrator Steve Lang reported that he has been very busy issuing permits and dealing with the paving of roads and how the owners involved will be assessed to pay for this paving.

Planning Commission Liaison Tom Guyer reported that they are still working on a Septic tank ordinance and one that involves Solar, Wind and Battery Storage.

Next meeting is scheduled for October 1, 2024

Submitted by Mary O'Neill Presque Isle Township Trustee

Assessor Report July 8, 2024

---Presque Isle Township was reviewed as part of the 2024 audit program by the State Tax Commission. The Township received a perfect score.

--- The assessor's office is performing our annual 20% review of parcels when the weather permits. That is a field review of approximately 1,000 parcels.

---The new County Treasurer is Valerie Sue Peacock.

---There currently is not a new County Building and Zoning Official.

---There is a tremendous need for more accurate tax maps. I have been talking to various individuals to see what can be done to improve accuracy.

---I am required to take 20 hours of continuing education annually. Currently, I have taken 2024 STC Updates, March Madness, Property Description Basics, and Transfer of Ownership: Implementation & Administration. I still need 2 hours.



July 8, 2024

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

Subject: Project Status Report, June 2024

Repair and maintenance operations on the park grounds, trails, equipment and Township facilities are in full progress. The OLH and NLH park roads have been cut and graded, with additional gravel and brined to mitigate dust. Grass cutting and trimming of our parks has been steadily maintained throughout the month. High amounts of rainfall throughout June have increased lawn care demands and limited other painting projects. Unfortunately, our UTV maintenance vehicle is inoperable and currently in the service shop for repairs to a driveshaft bearing and protective boot covering replaced.

1. Facility Maintenance:

Job Order MB 5450124 is a repair project in the parking area of the Foghorn Pavilion. Erosion from water and vehicle parking safety required a solid barricade, installed at the water frontage parking, next to the pavilion. This barricade is a permanent installation. We constructed and installed the wooden barrier in-house, and contracted with the PI County Road Commission to provide ballast and gravel back-fill behind the barrier to secure the parking area. Status: Complete.

Job Order MB 5420224 is a repair project to replace a degraded electrical line supporting the upstairs lighting in the 1870 Keeper's House. The project will be completed via contract from a licensed electrician. Status: Complete.

Job Order MB 5410124 is an upgrade project to increase the number and load capacity of exterior outlets located on the exterior walls of the 1905 House. The current double-receptacle box is near its maximum load drawn from activities in the New Lighthouse Park. We replaced the exterior outlets with 20-amp GFCI receptacles; breaker and service panel upgrades are needed to increase load capacity. Status: Awaiting cost estimate.

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: Paused.

Job Order: MB 5440623 is a maintenance project to repaint the exterior walls of Garrity Hall. This project is 70% complete. Remaining walls on the south and east sides are in progress. Status: Rain delays in June have delayed to projected re-start.

Job Order: MB 5210224 is repair project to replace the rain guards and weather stripping on the basement exterior door and windows in the Old Lighthouse Keeper's Cottage. Status: Complete.



Job Order: MB 54706 23 is a repair project to replace several storm windows throughout the New Lighthouse Park facilities. Some windows are missing the storm window frames; therefore, we are converting some screen window frames with glass. Status: Complete.

## 2. Project Management:

Work Order 5210222 is a repair project to repair/repaint the water damage on interior of the southwest side of the Old lighthouse Keepers Cottage. Water intrusion from the roof was repaired from the hail damage insurance monies. Status: On Hold.

Work Order 5710123 is a repair project to replace the exterior walls and roof of the second story in the Range Light tower display. The metal roof was damaged and funded for replacement as part of the hail damage. However, upon inspection, the walls and framing materials deteriorated beyond portioned repair application. Therefore, we have elected to temporarily seal and paint the roof and rotted fascia areas as an interim repair. This project will be planned for a complete repair/replacement of the second-floor walls and roof framing components in Spring 2024. Status: Awaiting start. Estimated cost: \$3600.

Work Order 5410123 is a repair project to repair the rotted windowsills, 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 original windows. Status: Complete.

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 progress, 25% complete.

Work Order 6930224 is a grounds improvement project to replace four dead trees in the new section of the cemetery. New sugar maple trees have been planted and are being regularly watered until they are established. Estimated cost via nursery contract: \$3800. Status: Complete.

Sincerely,

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

# PRESQUE ISLE TOWNSHIP

Fire Department – 24335 US23 South, Presque Isle, MI 49777 - Station (989) 595-3423  
Fire Chief Bill Forbush, EFO – Cell 989-255-1883 - [pitfdchief@gmail.com](mailto:pitfdchief@gmail.com)  
Member: Michigan MABAS Division 3702



*A Unit of Presque Isle Township Government*

Date: July 3, 2024  
To: Honorable Township Board  
From: Bill Forbush, EFO  
Fire Chief  
Re: June/July 2024 Monthly Report

**Save:** PITFD responded to a reported seizure on US23, and upon arrival found a patient in cardiac arrest. Eight responders worked together to resuscitate the patient using basic life support techniques including CPR, AED use, nasopharyngeal airway insertion, capnometry, end tidal CO2 monitoring and more. Even before the ALS intercept unit arrived, we were able to achieve Return of Spontaneous Circulation (ROSC) saving the patient's life. Interestingly, Capt. Tammy Forbush had recently conducted hands-on refresher training on all of the resuscitation skills and the team worked together flawlessly. Tragically, the patient died several hours later at the hospital.

**Runs:** PITFD responded to 17 emergency runs in June, including a car accident on US23 and a wire down/fire incident. Five of the ambulance transports required ALS intercepts. We responded to one resident four times to assist with lifting following a fall. Two of our runs were providing mutual aid ambulance response to surrounding communities.

**Training:** Members participated in water rescue/boat operations training in June, running rescue evolutions on Long Lake. Our other session dealt with fire operations and tactics.

**Apparatus:** Weekly and monthly vehicle checks are going very well, and are being completed via handheld device directly into our records management system. As a result, two repairs were identified and completed by contractors in a timely manner.

**MTA Visit:** Michigan Township Association President Connie Cargil, Executive Director Neil Sheridan and District 7 Director Ken Lobert visited the Presque Isle Township fire station to meet with Supervisor Steve Lang and I, and tour our facility. The group sought input on issues facing rural fire/EMS operations. I serve on the MTA Public Safety Advisory Committee and often present at MTA educational conferences.

**Leadership Transition:** Interviews will be conducted Friday (July 5) for two fire chief candidates and one will subsequently be selected by the Board. Chief Forbush will continue serving as a Deputy Chief and will work with the new fire chief in making a smooth transition.

The Forbushs will be returning each summer and will provide remote administrative support while travelling.

# PRESQUE ISLE TOWNSHIP

Fire Department – 24335 US23 South, Presque Isle, MI 49777 - Station (989) 595-3423  
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 Member: Michigan MABAS Division 3702



A Unit of Presque Isle Township Government

**MFR Graduates:** Congratulations to newer PITFD members **Angie Zdybel** and **Myah Zdybel** recently completed Medical First Responder training at Alpena FD. Angie has been quite active responding to emergencies with her husband, Lt. Bryan Zdybel. An additional congratulations to Myah, who also recently graduated from Alpena High School.

## Ambulance Billing Monthly Summary:

<b>Charge Summary</b>							
<b>PI MONTHLY CHARGE REPORT</b>							
Summary By Charge Code - Code Description							
ID	Description	QTY	QTY %	Charge Count	Charge Count	Charges	Total Charge %
0427	ALS EMERGENCY	2	1.72	2	12.50	1300.00	22.42
0429	BLS EMERGENCY	6	5.17	6	37.50	3025.00	52.16
0425MC	CMSMILEAGE	65.1	56.07	5	31.25	1009.05	17.40
0425	MILEAGE	43	37.04	3	18.75	465.00	8.02
<b>Totals For All</b>		<b>116.1</b>		<b>16</b>		<b>5799.05</b>	

Time : 11:41:28  
 History ID : 14243401

Total Page : 3 of 3  
 Page : 1 of 1  
 Date : 07/01/2024

## Charge Schedule/Event Summary

<b>PI MONTHLY CHARGE REPORT</b>							
Schedule	Event ID	Description	Calls	Calls %	Charges	Charges %	
Schedule	1CONS	PAPER - CONTRACTS					
	NONE	NO BILL SENT YET	1	100.00	813.50	100.00	
			1		813.50		
Schedule	CARE	ELECT - MEDICARE					
	ECAR	Medicare Filed Electronically	2	100.00	1581.30	100.00	
			2		1581.30		
Schedule	NEICARE	ELECT INS NEIC MEDICARE					
	NEIC	Electronic Claim Sent	1	100.00	840.65	100.00	
			1		840.65		
Schedule	PRV2	PAPER - PRIVATE PAY					
	A	Original Bill - Private Pay	3	100.00	1771.80	100.00	
			3		1771.80		
Schedule	ZIRCAID	ELECT MEDICAID ZIRMED					
	ZIR	Zirmed Electronic Claim Sent	1	100.00	791.80	100.00	
			1		791.80		
<b>Totals For All</b>			<b>8</b>		<b>5799.05</b>		

Time : 11:41:28  
 History ID : 14243401

**Critical Incident Stress Management (CISM)** – Special thanks to PITFD members **Sue Srebnik** and **Larry LaCross** for their work with the NE Michigan CISM team. Several trainings have taken place at PITFD and the group is now taking a leadership role in the *Partners in Prevention* coalition to provide needed support to emergency responders and others in the community impacted by traumatic events.