



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes - Draft
February 10, 2025 - 4:00 p.m.

Call to Order

4:00 PM

Pledge of Allegiance

Pledge was recited.

Roll Call

Present: Supervisor Steve Lang, Clerk Kate Szydowski,
Treasurer Jennifer Wiczorkowski, Trustee Mark Devers,
and Trustee Mary O'Neill.

Absent: None.

Consent Agenda

- | | |
|-------------------------------------|------------|
| a. Approval of the 1-13-25 Minutes. | |
| b. Treasurers Report – Wiczorkowski | In packet. |
| c. Clerks Report – Paavola | In packet. |
| d. PC Report - Paavola | In packet. |
| e. P&R Report – Wiczorkowski | No report. |
| f. ZBA Report – O'Neill | No report. |
| g. Zoning Report – Lang | In packet. |
| h. Supervisor Report – Lang | No report. |
| i. Assessors Report – Spencer | No report. |
| j. Museum Society Report – Milstein | No report. |
| k. Library Report – Rogers | In packet. |
| l. Facilities Report – Bedard | In packet. |
| m. Fire Dept. Report – LaCross | In packet. |
| n. EGLFD Report – Koel | In packet. |
| o. Historian Report | No report. |
| p. Correspondence | None. |

Approval of Consent Agenda:

Lang requested that the Clerk's payables report be pulled from the consent agenda and added to New Business for further discussion. A motion was made by Devers, supported by Wiczorkowski, to approve the consent agenda with the removal of the Clerk's payables report. All ayes. Motion carried.

Approval of Agenda

Lang requested that two (2) items be added to New Business:

1. Clerk's Payables Report (item e)
2. Minimum Wage Increase (item f)



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A motion was made by Wieczorkowski, supported by O'Neill, to approve the agenda with the two (2) additions. All ayes. Motion carried.

Audience Comments: (3-minute limit)

The board heard comments from one (1) audience member. It was recommended that the Township make better efforts to educate residents on how to participate in meetings over Zoom.

Board Comments:

- a. Trustee, Mary O'Neill
 - b. Treasurer, Jennifer Wieczorkowski
 - c. Supervisor, Steve Lang
- a. O'Neill requested clarification on how best to contact the board prior to meeting (e.g. if a member was going to be absent). Lang instructed board members to contact him by email or text.
 - b. Wieczorkowski noted that Friday, February 14, 2025, is the last day to collect 2024 winter taxes without penalty. She reminded the board and audience members that her office would be open that day from 9am-5pm. Wieczorkowski also requested board approval for a budget of \$60,000 to purchase gift shop merchandise for the lighthouses' 2025 season. The board agreed by consensus to add *Gift Shop Startup Money* to New Business (item g).
 - c. Lang reported that the cost of mileage reimbursement had gone up to seventy (70) cents per mile effective January 1st, 2025.

Unfinished Business:

- a. **Kauffman Blvd. and Rd. Resolution #3**

Lang read aloud Resolution #3 which states the following:

 - The Supervisor has prepared a special assessment roll which assesses the cost of the road improvements for Kauffman Rd. and Kauffman Blvd.
 - The special assessment roll will be filed with the Township Clerk for public examination during regular business days and hours.
 - A public hearing will take place at the Presque Isle Township Hall on March 10th, 2025 at 3pm to hear



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any objections to or comments concerning the special assessment roll.

- Public notice of the hearing will be published twice in the Presque Isle Advance at least ten (10) days prior to the hearing.
- Public notice will be mailed to owners in the special assessment district at least ten (10) days prior to the hearing.

A motion was made by Lang, supported by Wiczorkowski, to approve the resolution as read. A roll call vote was taken. All ayes. Motion carried.

New Business:

- Clerk Invoice Approval Discussion**
- Competitive Bidding Policy**
- ZBA Appointment**
- Township Hall Holiday Closings**
- Clerk's Payables Report**
- Minimum Wage Increase**
- Gift Shop Startup Money**

Clerk Invoice Approval: Szydowski reported that she attended the New Officials Training class conducted by the Michigan Township Association (MTA) in which she was instructed to get authorization from the township board prior to any invoice payment as outlined in the Michigan Department of Treasury's Accounting Procedures Manual for Local Units of Government. Szydowski stated that she also learned she could request board approval to implement a post audit policy which would allow for utilities, payroll and emergency expenses to be paid without prior authorization from the board.

It was suggested by Lang to add the item *Approval of Payables* to all future agendas.

When there were no further comments, a motion was made by Wiczorkowski, supported by Devers, to approve the implementation of a post audit report which would allow payroll, utilities and emergency expenditures to be paid prior to board authorization. A roll call vote was taken. All ayes. Motion carried.

Clerk's Payables Report: (This item was discussed outside of the approved agenda order as requested by Lang.)

Szydowski informed the board that she had two additional invoices which were not included in her report:



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1. An invoice for \$6,133 submitted by RS Scott Engineering for their work on the Lake Street and Fireside Hwy. special assessment.
2. An invoice for \$295.50 submitted by True North Threads for hats purchased by the Presque Isle Township Fire Department.

A motion was made by Lang, supported by Wieczorkowski, to approve the payables report submitted by Szydowski.

Wieczorkowski informed the board that she had not yet reviewed the invoices. The board agreed that any problems or adjustments could be reported at the next meeting.

A roll call vote was taken. All ayes. Motion carried.

Competitive Bidding Policy: Lang reported that the township does not currently have a competitive bidding policy and recommended that any project over \$5,000 have a request for proposal (RFP) and subsequent bidding. He proposed the formation of a committee which would include himself, Trustee Mark Devers, and a member of the public, to be chosen by Lang. The purpose of the committee would be to open and review all bids and report their conclusions to the board.

Devers next discussed his experience with the bidding process and stressed the importance of writing a clearly defined Scope of Work. Lang suggested that the Scopes of Work be written by Facilities and Projects Manager Matt Bedard. The board also determined that Bedard would be included on the committee as a non-voting member.

The board next discussed the procedure for reviewing and approving Scopes of Work and RFPs. Devers suggested that the Board of Trustees review all Scopes of Work prior to drafting an RFP. Lang and Wieczorkowski proposed that the board hold a special meeting once an RFP has been outlined.



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When there were no further comments, a motion was made by Szydowski, supported by O'Neill, to approve the appointment of a competitive bidding committee comprised of the Township Supervisor, Trustee Mark Devers, a member of the public to be chosen by the Supervisor, and the Facilities and Projects Manager (as a non-voting member). A roll call vote was taken. All ayes. Motion carried.

ZBA Appointment: Lang stated that the current Zoning Board of Appeals required a seventh member. He recommended Presque Isle Township resident Mary Anne McCoy and discussed her qualifications.

A motion was made by Lang, supported by Wiczorkowski, to appoint Mary Anne McCoy to the Presque Isle Township Zoning Board of Appeals. A roll call vote was taken. All ayes. Motion carried.

Township Hall Holiday Closings: A motion was made by O'Neill, supported by Devers, to approve Township Hall closures for all federal holidays and from Christmas Eve through New Year's Day. All ayes. Motion carried.

Minimum Wage Increase: A motion was made by Devers, supported by O'Neill, to approve a minimum wage increase to \$12.48 effective February 21, 2025. A roll call vote was taken. All ayes. Motion carried.

Gift Shop Startup Money: A motion was made by Lang, supported by Wiczorkowski, to increase the gift shop startup money to \$60,000 for the 2025 lighthouse season. Lang noted that the amount was commensurate with previous seasons.

An inquiry was made by Devers regarding the schedule for Viking Cruise ships. Wiczorkowski informed the board that the well at the New Lighthouse needed to be fixed prior to opening the gift shop for the season. She stated that the schedule could not be finalized until an estimated date of repair was known. Lang agreed to discuss the matter with Facilities and Projects Manager Matt Bedard.



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When there were no further comments, a roll call vote was taken. All ayes. Motion carried.

Future Agenda Items:

None.

Audience Comments: (3-minute limit per audience member)

The board heard from six (6) audience members.

Lang informed the audience that there would be another meeting conducted by Presque Isle County regarding the Lake Esau and Grand Lake special assessment district. He indicated that the purpose of the meeting will be to discuss costs. Lang stated that information about the meeting will be published on the township's website once it becomes available.

Adjournment:

4:56pm.

Meeting Reminder: The next regular meeting is scheduled for Monday, March 10th, 2025, at 4pm. A public hearing on the Kauffman Rd. and Kauffman Blvd. special assessment roll will take place at a special meeting to be held on Monday, March 10th, 2025, at 3pm.