



PRESQUE ISLE TOWNSHIP
Parks and Recreation Meeting Minutes
April 28, 2025 - 6:00 p.m.

Call to Order

6:00 PM

Pledge of Allegiance

Pledge was recited.

Roll Call

Present: Nancy Kinney, Kate Szydlowski, Bonnie Moran and Russ Kauffman. Presque Isle Township Treasurer and Former Parks and Recreation Board Liaison Jennifer Wiczorkowski was also in attendance.

Absent: None.

Approval of Agenda:

A motion was made by Szydlowski, supported by Moran, to approve the agenda. All ayes. Motion carried.

The committee next discussed the resignation of Chair Norma Crouch and the election of new officers.

A motion was made by Moran, supported by Kauffman, to nominate Nancy Kinney as Chair. Kinney accepted the nomination. All voted yes.

A motion was made by Moran, supported by Kinney, to nominate Russ Kauffman as Vice Chair. Kauffman accepted the nomination. All voted yes.

A motion was made by Kauffman, supported by Kinney, to nominate Bonnie Moran as Secretary. Moran accepted the nomination. All voted yes.

Approval of Minutes (10/28/24)

A motion was made by Moran, supported by Szydlowski, to approve the minutes as written. All ayes. Motion carried.

Audience Comments: (3-minute limit)

None.

Unfinished Business:

- a. Christmas Tree Sponsorships Recap**
- b. New Lighthouse Parking Lot**
- c. Walking Trail**
- d. 1870 Lighthouse Weather Station**

- a. Szydlowski reported that the Christmas trees at the New Lighthouse had been removed. She added that any ornaments left on the trees could be retrieved by contacting the Administrative Assistant at the Township Hall. Wiczorkowski noted that permanent stops have been placed in the ground at the New Lighthouse to help with the tree setup next year. Wiczorkowski also stated that she would provide Szydlowski with contact information for the Christmas tree farm as reservations are typically made in April.



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- b. Szydlowski informed the committee that the board of trustees is currently accepting bids for the parking lot. She also stated that there was no estimated date for the parking lot's completion. Wieczorkowski indicated that the lot is not expected to be completed by July 4th but should be finished before the end of the year.
- c. Wieczorkowski stated that the board of trustees would be accepting bids for the new hiking trail, but requests for proposal had not yet been sent out.
- d. Kinney reported that the 1870 weather station is providing forecasts for the community again and appears to have been fixed.

New Business:

- a. **2025 Calendar of Events**
- b. **Spring Road Cleanup**
- c. **Light up the Sky 5K**
- d. **Summer Concert Sponsorships**

- a. The committee next discussed the proposed calendar of events and approved all but the Spring Road Cleanup date.
- b. The committee next considered a date for the Spring Road Cleanup. It was agreed that the event would take place on May 17th from 9am-11am.
- c. The committee next discussed the upcoming Light up the Sky 5K run which will take place at the New Presque Isle Lighthouse on Sunday, May 25th. Wieczorkowski noted that the event organizer had not asked the committee for volunteers this year.
- d. Szydlowski reported that sponsorship letters had been mailed out to last year's donors and other local businesses.

Member Reports:

- a. **TWP Board/Events – K. Szydlowski**
- b. **Facilities Manager – M. Bedard**
- c. **Committee Chair**
- d. **Summer Programs – B. Moran**
- e. **Advertising/Trails – N. Kinney**
- f. **Directional Signs – R. Kauffman**

- a. Report attached.
- b. Report attached.
- c. No report.
- d. Moran reported that she had already booked three (3) bands for the upcoming summer concerts and planned to schedule two more. She noted that 50% of proceeds from the Grand Lake Sportsmen Club's Kentucky Derby will be donated to the concerts. She also discussed making improvements in how



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sponsors are acknowledged on Facebook.

Wieczorkowski agreed to inform the committee when she receives payment for a concert sponsorship to ensure the donor is recognized.

- e. Kinney reported that the association trails had been cleaned out, but the others would take time to be cleared. Wieczorkowski later reported that the township's side-by-side vehicle was being repaired, causing the delay in trail clearing.
- f. Kauffman stated that he hoped the signs would be up by Memorial Day. He also reported that he had contacted those who had not paid for their signs. Wieczorkowski agreed to let Kauffman know when those payments arrived.

Audience Comments: (3-minute limit)

Presque Isle Township Museum Society (PITMS) President Mary Tagliareni discussed the PITMS calendar and planned exhibits for the upcoming season. She also reported that all 1,623 artifacts within the Presque Isle Lighthouses' collections have been inventoried and photographed. She also informed the committee that the Historical Society of Michigan (HSM) will hold its annual meeting at the Alpena Community College September 26th-28th.

In closing, the committee discussed the possibility and process of recruiting more members.

Adjournment:

7:05pm

Next Meeting: Tuesday, May 27, 2025, 6pm.

To: Parks and Recreation Committee
From: Kate Szydlowski
Date: March 27, 2025
RE: Report on the Board of Trustees

- The Board of Trustees has created a bid committee. The bid committee will collect bids and bring them before the Board of Trustees to be opened, discussed, and voted on.
- Invoices are now required to receive Board approval before they can be paid. Invoices are paid monthly on the Tuesday after the Board meeting.
- A Tree Committee has been formed.
- Permits for Fireside 500 have been approved.
- A budget workshop will be held on April 24th at 9:00 am.

April 10, 2025

Memorandum For:

Presque Isle Township, Board of Trustees

From: Matthew G. Bedard, Facilities & Projects Manager

Subject: Project Status Report, March 2025

The township's Christmas Tree and illumination displays at the New Lighthouse Park have been taken down. Please the Facilities & Projects Manager for any remaining tree decorations that were left on the sponsored trees. The recent ice storm has left many of the walking trails at both the New and Old Lighthouse Parks impassible. We are currently working to remove fallen trees and pathway obstacles from the trails and township cemetery. We will begin our spring start-up operations next week, placing picnic tables, benches, trash cans, etc... in our park locations. Additionally, we will re-cut and grade the gravel roadways at the Old and New Lighthouse parks as the Co. Road Commission can afford in their schedule. We will be turning the water on at both lighthouse parks as soon as weather permits and repairs are made to the well at the New Lighthouse.

1. Facility Maintenance:

Job Order MB 5740224 is a replacement project to install a new BBQ grill near the Range Light Park pavilion. There is one existing grill near the playground equipment, on the north side of the property. This grill has been underutilized due to its distance from the pavilion. The new installation will be closer to the pavilion and parallel to the sidewalk. Status: On-hold until Spring 2025.

Job Order MB 5410124 is an upgrade project to increase the number of outlet locations and load capacity of exterior outlets located on the exterior walls of the 1905 House. A new 2-gang box will be installed on the east side of the building. The current double-receptacle box is being replaced/graded on the west side, under a separate Job Order (MB 5410225). The addition of new outlets and load re-design is scheduled for installation. Status: installation has been delayed due to electrical work demanded of our contractor from the ice storm. Anticipated completion is now 2 May 2025.

Job Order MB 5450124 is a maintenance upgrade to repaint the exterior of the vault toilet at the New Lighthouse Park. Additionally, we will install a turn vane on the ventilation shaft to increase upward draft. Status: 25% complete. Paused until Spring 2025.

Job Order: MB 5210224 is repair project to replace the exterior screen doors on the east and west entrances in the Old Lighthouse Cottage. Status: One of two doors is complete; the second is being rebuild, in-house, with newly milled framing components. In progress: 30% complete.

Job Order: MB 5410224 is a repair and installation project to replace the submersible well pump at the New Lighthouse Park. The existing pump failed near the end of our

operational season. We will contract with a well company to replace it before opening next spring. The new well pump installation will require certification inspection and water testing before we open water sources to the public: Anticipated installation no later than 2 May 2025.

2. Project Management:

Work Order 5430125 is a new construction project to build additional workspace in the maintenance area of Garrity Hall. This proposed addition will add a 12'x16' addition on to the east side of the facility. We met with an architect from R.S. Scott to develop a site plan and concept drawing with floor and elevation views. Once completed, we will present these drawings to SHPO for concept consideration. Upon approval, we will solicit bid proposals from local-area contractors. Status: A contract draft has been submitted by RS Scott to develop concept and construction drawings.

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 2024. Status: Awaiting start. Estimated cost: \$ 7500.

Work Order 5430124 is a maintenance project to re-paint the landing floor, walls, and interior door near the top of the New Lighthouse tower. We are currently scraping and prepping the floor. Painting will begin after the season closure for tower climbs. Status: In-Progress, 70% complete.

Work Order 5470124 is a grounds improvement project to create an overflow parking area near the entrance to the New Lighthouse Park. The parking plan will provide 50 additional parking spaces, as well as drive-through parking for RV and vehicle-trailer configurations. We have received a drafted plot plan from an engineer at R.S. Scott and solicited SHPO for concept and placement approval. SHPO has approved an alternate site plan, and we are currently soliciting bid proposals from area contractors. Status: We have received one bid estimate so far and anticipate at least two others shortly.

Work Order 5250324 is a repair project to renovate the stockade display at the Old Lighthouse Park. Many of the floor decking boards and joists are deteriorated and need to be replaced. Status: On hold until Spring 2025.

Sincerely,

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