



**PRESQUE ISLE TOWNSHIP**  
**Parks and Recreation Meeting Minutes**  
**September 29, 2025 - 6:00 p.m.**

**Call to Order**

6:00 PM

**Pledge of Allegiance**

Pledge was recited.

**Roll Call**

Present: Chair Nancy Kinney, Vice Chair Russ Kauffman, Board Liaison Kate Szydowski, Secretary Bonnie Moran, and members Kelsey Mitchell and Karen Torsch.  
Absent: None.

**Approval of Agenda:**

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

**Approval of Minutes (8/25/25)**

A motion was made by Moran, supported by Torsch, to approve the August minutes. All ayes. Motion carried.

**Unfinished Business:**

- a. **10-Acres Trail**
- b. **Recaps of Labor Day Picnic and Fall Road Cleanup**
- c. **Autumn Lights Festival**
- d. **Christmas Tree Sponsors**

10-Acres Trail: Presque Isle Township Supervisor and Zoning Administrator Steve Lang was present to discuss plans for the proposed 10-Acres Trail, parking area, and restroom to be developed across from the township hall. Lang stated that he, Facilities and Projects Manager Matt Bedard, and Presque Isle Township Trustee Mark Devers would be developing and distributing requests for proposal (RFPs) for excavation of the site. Lang indicated that the RFPs would be based on input from the Parks and Recreation. He also noted that the site would be paid for with funds received from the American Rescue Plan Act (ARPA) and that those funds would have to be spent by December 31<sup>st</sup>, 2026.

The committee then reviewed a trail design which had been developed by the Parks and Recreation Committee in 2018 and drafted by R.S. Scott Engineering. The committee agreed that the plan's layout would be used for the initial excavation of the trails. The committee also discussed ideas for the trail site which could be later implemented using grant, fundraising, and/or township funds. Suggestions included a playground, fitness areas and pavement for wheelchair accessibility.

In closing, Lang agreed to circulate any bids received for the site excavation to committee members.



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Picnic and Road Cleanup Recaps: Szydlowski informed the committee that the Labor Day picnic raised \$341 in donations and incurred \$85.02 in expenses. She also reported that eight (8) volunteers had completed the road cleanup which took place on September 20<sup>th</sup>.

The committee then discussed ideas for next year's picnic. Mitchell suggested setting up a mobile account to accept payments such as Venmo. She also recommended providing an ingredients list for attendees and using plastic table covers. The committee also considered purchasing better decorations for future Labor Day events.

Autumn Lights Festival: The committee next discussed a proposed budget submitted by Szydlowski for the Autumn Lights Festival and Chili Cook-Off. The committee considered cost estimates for a beaded corn craft, donut holes, cider, hayrides, decorations, a possible petting zoo, and prizes for the chili cook-off.

A motion was made by Kauffman, supported by Mitchell, to approve a budget of up to \$1,600 for the Autumn Lights Festival. A roll call vote was taken. All ayes. Motion carried.

Christmas Tree Sponsors: Szydlowski informed the committee that four (4) sponsorships had been purchased thus far.

**New Business:**

- a. Friends of Grand Lake Library Story Walk Approval**
- b. PITMS Christmas Event Approval**
- c. New Committee Candidates**

Story Walk: A motion was made by Szydlowski, supported by Moran, to approve use of the Lighthouse grounds for the Friends of the Grand Lake Library's *Story Walk* to be held on October 11<sup>th</sup>. All ayes. Motion carried.

PITMS Christmas Event: Presque Isle Township Museum Society (PITMS) President Mary Tagliareni stated that PITMS was requesting use of the Lighthouse grounds for a hot chocolate table which would be placed outside of the 1905 Keeper's House during the PITMS Christmas event on December 6<sup>th</sup>.



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A vote was then taken to approve PITMS's use of the lighthouse grounds on December 6th. (No motion made.) All committee members were in favor. Request approved.

New Committee Candidates: Szydlowski next introduced Paige Mead, a candidate for the Parks and Recreation Committee. Mead discussed her background and took questions from the committee.

When there was no further discussion, a motion was made by Kauffman, supported by Szydlowski, to make a recommendation to the Presque Isle Township Board of Trustees that Paige Mead be added as a new member to the Parks and Recreation Committee. All ayes. Motion carried.

The committee next revisited the Autumn Lights discussion and agreed to meet at 9:00 a.m. on Saturday, October 11<sup>th</sup>.

**Reports:**

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| <ul style="list-style-type: none"><li>a. Board Liaison – K. Szydlowski</li><li>b. Facilities Manager – M. Bedard</li><li>c. Committee Chair – N. Kinney</li><li>d. Secretary – B. Moran</li><li>e. Vice Chair – R. Kauffman</li><li>f. Member – Kelsey Mitchell</li><li>g. Member – Karen Torsch</li></ul> | <ul style="list-style-type: none"><li>a. A written report was submitted by Szydlowski.</li><li>b. A written was submitted by Bedard.</li><li>c. No report.</li><li>d. No report.</li><li>e. Kauffman reported that all four directional signs were in place throughout the township.</li><li>f. No report.</li><li>g. No report.</li></ul> |
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**Correspondence**

None.

**Audience Comments: (3-minute limit)**

PITMS President Mary Tagliareni reported that the PITMS beach cleanup had twelve (12) volunteers who picked up fifty (50) pounds of garbage from the New Presque Isle Lighthouse Park. She also stated that she would be creating a flyer for Team Presque Isle's October events which would include information on the Autumn Lights Festival.

Szydlowski informed the committee that the Board of Trustees meeting had been rescheduled for Wednesday, October 8<sup>th</sup>, 2025 at 9:00 a.m.



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**Adjournment:**

7:42pm

**Next Meeting:** Monday, October 27<sup>th</sup>, 2025, at 6pm.

TO: Parks and Recreation Committee  
From: Kate Szydlowski  
Date: September 23, 2025  
RE: Parks and Rec Meeting – September 29, 2025

- I informed the Board that the Parks and Rec Committee would like to be involved in the planning of the 10-acre trail.
- There is a request from Vickie Fields for a Story Walk
- The cost of the Labor Day Picnic was \$85.02. We did use leftover hotdogs, cookies, and chips from the 4<sup>th</sup> of July. We collected \$341.00 in donations.

September, 2025

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

Subject: Project Status Report, August 2025

We have begun the initial draft and planning work to increase the usage of the township cemetery property. We have scheduled a new site survey in the undeveloped sections of E, B, and F. Based on the results and cost estimates for clearing and grade finishing, we will propose which section or sections are recommended for the next segment of development.

Recurring maintenance: Oil, filters, and greasing of bearing and ball joints were completed on the SXS Utility vehicle and on the zero-turn mower in August. Maintenance and repair to the gas-operated trimmer is in progress: note that a carburetor rebuild is needed for the trimmer. Status: awaiting parts. Roof inspections were completed on Garrity Hall, 1870 House, 1905 House, Foghorn Pavilion, and the vault toilet at the NLH park. We will inspect the OLH, Rangelight Park, and Twp Hall in Sept. Trail and road maintenance is continuing. We are ordering a replacement stockpile of gravel for the roadway potholes.

#### 1. Facility Maintenance:

Job Order: SL 1210325 is an installation project to construct a fireplace mantle at the Twp Hall. We have purchased live-edge, rough-sawn lumber and are currently prepping and finishing the wood for installation. Status: In Progress, installation scheduled for 12 Sept.

Job Order: MB 5420625 is a repair project for the entrance storm door to the 1870 building. We have replaced the door handle and closure as an interim repair. Awaiting sourcing for a like-style replacement, reflecting period-appropriate style and materials. Status: In Progress.

Job Order: MB 5410225 is a repair project to replace the storm/screen door at the rear entrance of the 1905 House. The existing door has rotted near the bottom of the frame and paneling sections. We have repaired this door once already, but the current damage is beyond reasonable repair and warrants replacement. Status: In progress.

Job Order: MB 5450124 is a maintenance and repair project to provide illumination to the street lamp display near the southern entrance of the New Lighthouse Park. The existing lamp display is electrified and provides an electric power supply to the ground light at the base of the flagpole. We are working to restore power to the light at the top of the display. Status: In Progress.

Job Order: MB 5420125 is a repair and installation project to replace the storm door at the entrance of the 1870 building. Like the 1905 House door, this door was previously

repaired, but the current state of degradation warrants replacement. Status: In Progress, awaiting installation of the new door.

## 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 onto 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. A contract draft has been submitted by RS Scott to develop concept and construction drawings. Contract for draft prints awaiting township approval.

Work Order 1210125 is a repair project to replace the local business directional signage at several locations throughout the township. New informational signs for three locations have been installed at the intersection of Rayburn and E. Grand Lk Rd., Highland Pines and E. Grand Lk Rd., and 638 and E. Grand Lk Rd. A fourth location at the intersection of 638 and Highland Pines Rd. is scheduled for our installation beginning 5 September.

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: Paused, 70% complete. Est. Cost: \$500. We will continue the project after the park closure in mid-October.

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. We have contracted a site and topography report for elevation and grade to determine the volume of ballast and finish material needed for this site. Additionally, we ordered a pre-application site visit from EGLE to determine if a wetland presence exists at the proposed site location. Status: EGLE determined that no wetlands are present in the proposed site. Awaiting modified contractor bid proposals.

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. Est cost: \$1,600.

Sincerely,

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