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 Wieczorkowski 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. Wieczorkowski noted that permanent stops have been placed in the ground at the New Lighthouse to help with the tree setup next year. Wieczorkowski 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 Kenducky 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 additional 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 facia 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

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May 27, 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 Szydlowski, and Secretary Bonnie Moran.
Absent: None.

Approval of Agenda: — A motion was made by Szydlowski, supported by Moran, to approve the agenda. All ayes. Motion carried.

Approval of Minutes (4/28/25) — A motion was made by Moran, supported by Szydlowski, to approve the minutes as written. All ayes. Motion carried.

Unfinished Business:

a. **Spring Road Cleanup Recap**
b. **Summer Concert Sponsorships Update**

a. Moran, Szydlowski and Kauffman provided an overview of the road cleanup event that took place on May 17th, 2025.

b. The committee next discussed current and potential sponsors for the 2025 summer concert series at the New Lighthouse. Moran reported that no band was yet scheduled for July 30th, but The Birch Road Band would be playing on July 23rd. She also stated that Acoustick Alibi would not be able to play on July 3rd should a rain date for their July 2nd concert be required.

New Business:

a. **July 4th Picnic**
b. **New Parks & Recreation Member Recommendations**
c. **June 30th Meeting Quorum**

a. The committee discussed the logistics and necessary procurements for this year's July 4th picnic which Szydlowski agreed to manage. Szydlowski also indicated that she would contact PepsiCo to inquire whether they would be sponsoring this year's concerts as they had in 2024. She also agreed to speak with Facilities and Projects Manager Matt Bedard about setting up a tent for the event.

The committee also discussed recruiting volunteers for the picnic and agreed to place a notice on

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Facebook. They also agreed that cost approval would be considered at the meeting on June 30th.

b. The committee next discussed recruiting new members and agreed that a notice should be placed on Facebook with a clear description of what the duties of the committee entail.

c. The committee members next confirmed their availability for the June 30th meeting and concluded that they would have a quorum.

Reports:

a. **Board Liaison – K. Szydlowski**
b. **Facilities Manager – M. Bedard**
c. **Committee Chair – N. Kinney**
d. **Secretary – B. Moran**
e. **Vice Chair – R. Kauffman**

a. Szydlowski reported that requests for proposal had been sent to prospective contractors for the construction of the parking lot at the New Presque Isle Lighthouse. She also stated that Holcim would be donating materials for the lot. She also noted that the Thunder Bay Marine Sanctuary would be conducting visitor surveys throughout the summer at the lighthouse. She then read correspondence from Carrie Morrison of Run Presque Isle regarding the Light up the Sky 5k which took place on May 25th, 2025. In the letter, Ms. Morrison thanked the township for its support and provided an overview of the event which raised $3500 for the township's fireworks scheduled for July 5th, 2025.
b. Report attached.
c. No report.
d. Moran stated that The Birch Road Band had been booked for July 23rd at a cost of $550. She reiterated that she was still considering bands for the July 30th concert. She also confirmed with Szydlowski that portable toilets and a tent would be provided at the upcoming concerts. The committee also discussed the electrical upgrades that have been made at the New Lighthouse.
e. Kauffman reported that he was still awaiting payment from two businesses. He also stated that three of the four sign structures did not need new supports, and that Facilities and Projects Manager

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Matt Bedard was creating a border for the signs prior to installation.

Kinney next read correspondence from a resident who had inquired about jars from the Autumn Lights Festival and where to buy them. Moran confirmed that they were purchased on the Amazon website.

Audience Comments: (3-minute limit) The committee heard from one (1) audience member.

Adjournment: 6:53pm

Next Meeting: Monday, June 30th, 2025, 6pm.

May 10, 2025

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

Subject: Project Status Report, April 2025

We are continuing our seasonal startup operations throughout the parks. All water lines to the Lighthouse parks are now open and the restrooms at the Old and New Lighthouse parks are operational. We remove fallen trees and debris and pathway obstacles on the walking trails and township parks. We are placing new picnic tables at the Range light Park Pavilion. We will re-cut and grade the gravel roadways at the Old and New Lighthouse parks this week. Lawn maintenance is also underway.

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: Estimated start date: 15 May 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: Complete.

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: In progress, 25% complete.

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. Status: Complete.

2. Project Management:

Work Order 5430125 is a new construction project to build additional workspace in the maintenance area of Garrity Hall. This proposed additional 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. A contract draft has been submitted by RS Scott to develop concept and construction drawings. Contract for draft prints awaiting township approval.

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 facia 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. We have contracted a sight and topography report for elevation and grade to determine volume of ballast and finish material needed for this site. 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: Estimated start: 2 June 2025.

Sincerely,

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

PRESQUE ISLE TOWNSHIP
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June 30, 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 Szydlowski, and Secretary Bonnie Moran.
Absent: None.

Approval of Agenda: A motion was made by Moran, supported by Kauffman, to approve the agenda. All ayes. Motion carried.

Approval of Minutes (5/27/25) A motion was made by Kauffman, supported by Moran, to approve the minutes as written. All ayes. Motion carried.

Unfinished Business:

a. **July 4th Picnic**

The committee next discussed plans and logistics for the upcoming July 4th picnic scheduled for Saturday, July 5th, 2025, from 11am-1pm.

Szydlowski reported that she had ordered picnic items from Gordon Foods totaling $330.27. She also stated that cookies would cost an additional $269.94. Szydlowski next informed the board that she had not been able to reach any Pepsico representatives regarding the donation of beverages. She later stated that she would contact Meijer and Coca Cola to see if they might donate drinks. The committee agreed that water and lemonade would be provided at the picnic if no beverages were donated.

A motion was made by Szydlowski, supported by Kauffman, to approve up to $1,000 for the total cost of the food, supplies and drinks. A roll call vote was taken. All ayes. Motion carried.

The committee then further discussed plans for the event and agreed to meet at 9:30am on the day of the picnic to set up. Szydlowski also reported that the township would be paying $250 for a horse drawn carriage rental.

New Business: None.

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June 30, 2025 - 6:00 p.m.

Reports:

a. **Board Liaison – K. Szydlowski**
b. **Facilities Manager – M. Bedard**
c. **Committee Chair – N. Kinney**
d. **Secretary – B. Moran**
e. **Vice Chair – R. Kauffman**

a. Szydlowski reported that wetlands were discovered at the proposed 1870 parking lot location and the Michigan Department of Environment, Great Lakes and Energy would now be conducting a site analysis. She also informed the committee that athletes participating in the Edmund Fitzgerald Memorial Swim would be arriving at the Range Light Beach between August 6th-10th.
b. A written report by Bedard was submitted.
c. No report.
d. Moran reported that she had booked the band, *Stranded Hobos,* to perform on July 30th. She also informed the committee that the band's fee would be $1,000. The committee then discussed getting a banner for the upcoming concerts and considered the possibility of using the one from last year.
e. Kauffman reported that two of the four directional signs that had been ordered were now completed (at Grand Lake and Rayburn and Grand Lake at 638). He also stated that a third sign was currently being completed at Grand Lake and Highland Pines. Kauffman also informed the committee that the sign maker had only provided three of the four signs that were ordered by the township but indicated that a fourth would be constructed. Kauffman also stated that he would inquire about correcting the signs as "Presque Isle" appears to be one word.

Audience Comments: (3-minute limit)

The committee heard from one (1) audience member.

Presque Isle Township Museum Society (PITMS) President Mary Tagliareni reported that the Lighthouse Family Day would now be taking place from 1pm-4pm on Saturday, August 2nd, 2025. She also informed the committee that PITMS would be hosting the rededication of the Crapo lifeboat during the evening of August 2nd. Tagliareni also discussed children's games planned for the Lighthouse Family Day and indicated that PITMS would be hosting the Cookie Toss event this year.

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Before adjourning, the committee continued to discuss logistics for the upcoming July 4th picnic and confirmed the 9:30am meeting time for Saturday, July 5th. They also agreed to discuss ideas for the Labor Day picnic at the next meeting.

Adjournment: 7:10pm

Next Meeting: Monday, July 28th, 2025, 6pm.

June 5, 2025

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

Subject: Project Status Report, May 2025

This week, we are grading the driveways at both the new and old lighthouses. Once the grading is complete, the Co. Road Commission will be spraying the roads with a chemical dust control agent. We have installed new picnic tables at the Range Light Pavilion and will be installing a new BBQ grill near the Range Light next week. We have completed our fire extinguisher and smoke/fire detection testing throughout the Twp Hall, New Lighthouse and Old Lighthouse parks. We plan to begin several painting projects throughout the parks beginning 9 June.

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: Estimated start date: 12 June 2025.

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 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: In progress, 25% complete. Prime and paint to begin on 10 June.

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 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 Planning.

2. Project Management:

Work Order 5430125 is a new construction project to build additional workspace in the maintenance area of Garrity Hall. This proposed additional 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. 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 metal signs for three locations have already been purchased and delivered to the township. We have ordered rough-sawn cedar framing lumber to support the new sign installations with an estimated delivery of 16 June. Installation will begin immediately after the lumber delivery. Awaiting start.

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. Est. Cost: $500.

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 sight and topography report for elevation and grade to determine volume of ballast and finish material needed for this site. Status: RS Scott is currently conducting a second vertical lift study of elevation grade to determine the quantity of fill necessary to create a parking area with less than 5% grade. From this assessment we may better determine contract cost estimates.

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: Estimated start: 23 June 2025. Est cost: $1,200.

Sincerely,

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

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

Call to Order — 6:10 PM

Pledge of Allegiance — Pledge was recited.

Swearing-in of Kelsey Mitchell — Kelsey Mitchell was administered the oath of office by Presque Isle Township Clerk Kate Szydlowski.

Roll Call — Present: Chair Nancy Kinney, Vice Chair Russ Kauffman, Board Liaison Kate Szydlowski, Secretary Bonnie Moran, and member Kelsey Mitchell.
Absent: None.

Approval of Agenda: — A motion was made by Moran, supported by Kauffman, to approve the agenda with the addition of *Adding New Members* to *New Business*. All ayes. Motion carried.

Approval of Minutes (6/30/25) — A motion was made by Szydlowski, supported by Moran, to approve the minutes. All ayes. Motion carried.

Unfinished Business:

a. **July 4th Picnic Recap** — Szydlowski reported that the township received $847 in donations for the picnic. She also stated that expenses were $1,112.62 thus far. She informed the committee that costs had gone above the previously approved $1,000 budget due to candy and water purchases. She also estimated that the horse and wagon ride would be an additional $250. Szydlowski added that there were leftover hot dogs and other items which could be used for the Labor Day picnic.

New Business:

a. **Labor Day Picnic**
b. **Fall Road Cleanup**
c. **Christmas Tree Sponsors**
d. **Adding New Members**

<u>Labor Day Picnic</u>: The committee next discussed the menus, activities and logistics for previous picnics and festivals. The committee determined that the Labor Day picnic would have a similar menu to the July 4th picnic (hot dogs, chips, water, lemonade, and cookies) and they would plan for 120 guests. The committee also agreed that Szydlowski would formulate a budget for the picnic to be considered at the next meeting on August 25th.

<u>Fall Road Cleanup</u>: The committee determined that the fall road cleanup would be held on September 20th, 2025, from

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9am-11am. They also agreed that a rain date would be scheduled for September 27th from 9am-11am.

Christmas Tree Sponsors: Szydlowski informed the committee that she had contacted the tree farm about the upcoming Christmas tree lighting event. She also stated that a Christmas tree sponsorship letter, flyer, and form had been submitted by staff. After a brief discussion, the committee agreed that the tree lighting would take place on December 6th, 2025. ~~Moran~~ Mitchell volunteered to send out the letters, flyers and forms and requested a list of addresses for previous sponsors.

Presque Isle Township Museum Society (PITMS) President Mary Tagliareni next discussed *Team Presque Isle* - an organization made up of representatives from various local clubs. She informed the committee that each year, *Team Presque Isle* organizes a holiday event (*Christmas in Presque Isle)* in which each club contributes an activity. Tagliareni noted that the group would be meeting in October to discuss the planning for *Christmas in Presque Isle* and indicated that a Parks and Recreation Committee representative could attend. After a brief discussion, Kauffman volunteered to represent the Parks and Recreation Committee at the *Team Presque Isle* meeting in October.

Adding New Members: The committee next discussed the possibility of expansion. They confirmed that the committee could have up to seven members and agreed that more members with different skill sets could be beneficial for fundraising and other events.

Reports:

a. **Board Liaison – K. Szydlowski**
b. **Facilities Manager – M. Bedard**
c. **Committee Chair – N. Kinney**
d. **Secretary – B. Moran**
e. **Vice Chair – R. Kauffman**

a. A written report was submitted by Szydlowski. She also informed the committee that wetlands were not found on the proposed parking lot site at the New Presque Isle Lighthouse and that Presque Isle Township Facilities and Projects Manager Matt Bedard would be meeting with three (3) potential contractors.

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b. A written report was submitted by Bedard who was not present at the meeting. Moran informed the committee that hazardous tree limbs at the New Lighthouse Park were posing a danger to guests. PITMS President Mary Tagliareni stated that she had sent a letter to Township Supervisor Steve Lang who indicated that he would contact Bedard about the issue.
c. No report.
d. Moran reported that the final concert for the season would be performed by The Stranded Hobos on Wednesday, July 30th. She also informed the committee that there would not be a food truck at the concert and requested that the information be posted on Facebook.
e. Kauffman reported that he would be contacting Township Supervisor Steve Lang about revising the directional signs that were recently constructed. Kauffman stated that he had heard complaints about the signs as "Presque Isle" appears to be one word.

Audience Comments: (3-minute limit)

PITMS President Mary Tagliareni informed the committee that PITMS would be hosting its *Lighthouse Family Day* from 1pm-3:30pm on August 2nd and discussed the event's schedule. She also reported that PITMS would be having a rededication ceremony for the *S.T. Crapo* at 6:30pm on August 2nd which would be followed by refreshments. Tagliareni acknowledged the various contributions made by local businesses and residents which made the restoration of the *S.T. Crapo* possible. She also stated that PITMS would be holding its annual meeting on National Lighthouse Day which is August 7th.

Adjournment: 7:12pm

Next Meeting: Monday, August 25th, 2025, 6pm.

TO: Parks and Recreation Committee
From: Kate Szydlowski
Date: July 24, 2025
RE: Parks and Rec Meeting – July 28, 2025

- Kelsey Mitchell has been appointed to the Parks and Recreation Committee.
- EGLE will be conducting a wetland evaluation on the lighthouse parking lot site.
- The Presque Isle Township Museum Society will be having a Family Day Event on August 2nd.

July 9, 2025

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

Subject: Project Status Report, June 2025

We have installed a new BBQ grill near the Range Light. We have completed our fire extinguisher and smoke/fire detection testing throughout the Twp Hall, New Lighthouse and Old Lighthouse parks. We will begin surface prepping and painting the Old Lighthouse Tower on 14 July 2025 as part of reoccurring maintenance.

1. Facility Maintenance:

Job Order: MB 5450125 is a maintenance project to re-paint the anchor-chain fencing at the entrance of the New Lighthouse Park. We are cleaning, prepping and repainting the existing metal fencing. Estimated completion 25 July 2025.

Job Order: SL 1210325 is a 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, est. comp: 18 July 2025

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: Complete.

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 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: Complete.

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 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.

2. Project Management:

Work Order 5430125 is a new construction project to build additional workspace in the maintenance area of Garrity Hall. This proposed additional 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. 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 awaiting order completion from the vendor.

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. Est. Cost: $500.

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 sight and topography report for elevation and grade to determine volume of ballast and finish material needed for this site. Additionally, we have ordered a pre-application site visit from EGLE to determine if a wetland presence exists at the proposed site location. Status: Awaiting EGLE site visit and conditions determination.

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: Estimated start: 1 August 2025. Est cost: $1,200.

Sincerely,

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

PRESQUE ISLE TOWNSHIP
Parks and Recreation Meeting Minutes
August 25, 2025 - 6:00 p.m.

Call to Order

6:05 PM

Pledge of Allegiance

Pledge was recited.

Swearing-in of Karen Torsch

Karen Torsch was administered the oath of office by Presque Isle Township Clerk Kate Szydlowski.

Roll Call

Present: Vice Chair Russ Kauffman, Board Liaison Kate Szydlowski, Secretary Bonnie Moran, and members Kelsey Mitchell and Karen Torsch.
Absent: Chair Nancy Kinney.

Approval of Agenda:

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

Approval of Minutes (7/28/25)

A correction was requested by Szydlowski. Within the *Christmas Tree Sponsors* item under *New Business,* the minutes indicated that Moran had volunteered to send out letters, but it was Mitchell who had done so.

A motion was made by Szydlowski, supported by Moran, to approve the July minutes with the requested change. Yes: 5. No: 0. Motion carried.

Audience Comments (3-minute limit)

Presque Isle Township Museum Society (PITMS) President Mary Tagliareni reported that PITMS would be having a beach cleanup event on the same day as the Parks and Recreation Committee's fall road cleanup (September 20th, 2025).

Unfinished Business:

a. **Labor Day Picnic Budget Approval**
b. **Fall Road Cleanup Reminder**
c. **Christmas Tree Sponsor Letters**

<u>Labor Day Picnic</u>: The committee discussed plans for the upcoming Labor Day picnic scheduled for Saturday, August 30th, 2025, from 12pm-2pm. Szydlowski indicated that there were several lemonade packets and hot dogs left over from the July 4th picnic. She stated that she had ordered another thirty (30) hot dogs and would also be purchasing more chips and buns in anticipation of approximately one hundred (100) guests. Szydlowski reported that she had not heard back from Coca Cola regarding a donation. The committee agreed that lemonade would be provided for guests. The committee

PRESQUE ISLE TOWNSHIP
Parks and Recreation Meeting Minutes
August 25, 2025 - 6:00 p.m.

also considered the purchase of onions, but Moran volunteered to provide them for the event. The committee also discussed a meeting time and agreed to begin at 11am on the day of the event.

A motion was made by Szydlowski, supported by Torsch, to approve a budget of $500 for the upcoming Labor Day picnic. A roll call vote was taken. Yes: 5. No: 0. Motion carried.

Fall Road Cleanup: The committee confirmed that the fall road cleanup would be held on September 20th, 2025, from 9am-11am and a rain date would be scheduled for September 27th from 9am-11am. Moran indicated that volunteers should meet at the township hall parking lot on the morning of the event. It was also noted that grippers, trash bags and safety vests would be provided, but participants would need to bring their own gloves.

Christmas Tree Sponsors: The committee approved a draft letter, flyer, and sponsorship form submitted by staff and agreed to allow staff to mail the documents to all 2024 Christmas tree sponsors. It was noted that previous sponsors would have until October 15th to indicate whether they would be sponsoring again, but after that date, remaining trees would be offered to the public. The committee next discussed the number of trees that would be offered and their cost. It was noted that thirty (30) trees would be offered for sponsorship at a cost of $60 to cover the tree and lighting expenses.

New Business:

a. **Autumn Lights Festival**
b. **Approval of Future Lighthouse Events**
c. **Tree Committee Liaison**

Autumn Lights Festival: The committee discussed plans for the upcoming Autumn Lights Festival and chili cook-off scheduled for Saturday, October 11th, 2025, from 11am-2pm. Szydlowski reported that she had booked a petting zoo and horse-drawn wagon ride for the event. She also stated that she had reordered pumpkins, hay, and corn stalks from the same supplier as last year. The committee agreed that cider, donuts, and hot dogs would be provided to guests at the event. They also considered a meeting time and discussed craft and cook-off supplies. It was ultimately

PRESQUE ISLE TOWNSHIP
Parks and Recreation Meeting Minutes
August 25, 2025 - 6:00 p.m.

determined that a budget for the festival would be considered at the next meeting.

Approval of Future Lighthouse Events: The committee discussed a recent incident at the lighthouse in which paint was allegedly used on park grounds to create targets for the *Toss Your Cookies* event during the PITMS *Lighthouse Family Day*. It was agreed that approval from the Parks and Recreation Committee would be required for any future events taking place at the lighthouses.

PITMS President Mary Tagliareni addressed the committee and stated that targets were not painted but had been created with chalk instead. She also provided a recap of the *Toss Your Cookies* event.

Tree Committee Liaison: The committee considered the possibility of appointing a liaison to the Presque Isle Township Tree Committee. No appointment was made.

Reports:

a. **Board Liaison – K. Szydlowski**
b. **Facilities Manager – M. Bedard**
c. **Committee Chair – N. Kinney**
d. **Secretary – B. Moran**
e. **Vice Chair – R. Kauffman**
f. **Member – Kelsey Mitchell**
g. **Member – Karen Torsch**

a. A written report was submitted by Szydlowski. She also answered questions regarding plans for the 10-Acre Trail development across from the township hall. The committee discussed its previous involvement in the survey of the subject land and questioned why they had not been contacted by the board for advisement. It was requested that Szydlowski address the matter with the Board of Trustees.
b. No report was submitted.
c. No report was submitted.
d. No report was submitted. Kauffman commended Moran for her work on the summer concerts.
e. Kauffman reported that the fourth directional sign was finished and would soon be put up. He also stated that he was working with Township Supervisor Steve Lang and Facilities and Projects Manager Matt Bedard to fix the “I” in “Presque Isle” so that the name does not look like one word.

PRESQUE ISLE TOWNSHIP
Parks and Recreation Meeting Minutes
August 25, 2025 - 6:00 p.m.

f. Mitchell reported that she had inquired about statistics for the area to potentially be used in future grant writing.
g. No report was submitted.

Correspondence None.

Audience Comments: (3-minute limit) PITMS President Mary Tagliareni discussed the rededication ceremony for the *S.T. Crapo*. She informed the committee that the event had approximately sixty (60) people in attendance which included two men who served on the *S.T. Crapo*. Tagliareni acknowledged the materials and work that were donated for the project and stated that a cover for the boat was being made with grant funding from The Community Foundation. Tagliareni also discussed the PITMS *Lighthouse Family Day* and reported that approximately fifty (50) people attended the event.

Adjournment: 7:24pm

Next Meeting: Monday, September 29th, 2025, at 6pm.

TO: Parks and Recreation Committee
From: Kate Szydlowski
Date: July 24, 2025
RE: Parks and Rec Meeting – August 25, 2025

- Karen Torsch was appointed to the Parks and Recreation Committee.
- Presque Isle Township Museum Society painted the grass at the New Light for the Toss Your Cookies game during the Family Day event. They need to use ropes in the future and will be required to get approval from the Parks and Recreation Committee for their future events.
- The 10 Acres Trail has been surveyed and the Township will be seeking bids to cut the trail.
- Jennifer recommended planning for 100 people to attend the Labor Day Picnic. With leftovers from the Fourth of July Picnic, we will not be needing to purchase very many items. I am requesting to spend $500 for the Labor Day Picnic.
- Darlene will be providing the horse and wagon rides and petting zoo for the Autumn Lights Festival. Shanny Andrzejewski will provide corn stalks and hay bales.

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 Szydlowski, Secretary Bonnie Moran, and members Kelsey Mitchell and Karen Torsch.
Absent: None.

Approval of Agenda: — A motion was made by Szydlowski, 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 31st, 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.

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

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 20th.

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 11th. 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 6th.

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

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 11th.

Reports:

a. Board Liaison – K. Szydlowski	a. A written report was submitted by Szydlowski.
b. Facilities Manager – M. Bedard	b. A written was submitted by Bedard.
c. Committee Chair – N. Kinney	c. No report.
d. Secretary – B. Moran	d. No report.
e. Vice Chair – R. Kauffman	e. Kauffman reported that all four directional signs were in place throughout the township.
f. Member – Kelsey Mitchell	f. No report.
g. Member – Karen Torsch	g. No report.

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 8th, 2025 at 9:00 a.m.

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

Adjournment: 7:42pm

Next Meeting: Monday, October 27th, 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 4th 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

PRESQUE ISLE TOWNSHIP
Parks and Recreation Meeting Minutes
October 27, 2025 - 6:00 p.m.

Call to Order

6:08 PM

Pledge of Allegiance

Pledge was recited.

Roll Call

Present: Vice Chair Russ Kauffman, Board Liaison Kate Szydlowski, Secretary Bonnie Moran, and members Paige Mead and Karen Torsch.
Absent: Chair Nancy Kinney and member Kelsey Mitchell (Mitchell arrived at 6:42pm).

Approval of Agenda:

Two additions to the agenda were requested.

1. Mead requested to add 5K Approval to New Business.

2. Szydlowski requested to add Christmas Discussion to New Business.

A motion was made by Moran, supported by Szydlowski, to approve the agenda as amended with the two additions. Motion carried unanimously.

Approval of Minutes (9/29/25)

A motion was made by Kauffman, supported by Szydlowski, to approve the September minutes. Motion carried unanimously.

Unfinished Business:

a. **Autumn Lights Recap**
b. **Christmas Tree Sponsors**

Autumn Lights Recap: Szydlowski informed the committee that the Autumn Lights Festival incurred $1,094.19 in expenses, offset by $349 in donations. She stated that the costs came in under the approved $1,600 budget largely due to the cancellation of the petting zoo.

Mead estimated that over 300 people attended the event.

Christmas Tree Sponsors: Szydlowski reported that seven sponsorships had been sold to date. She noted that office staff would advertise remaining sponsorships on Facebook and that tree setup is scheduled for November 24th on the lighthouse grounds. The committee also discussed the tree decorating process and signage.

PRESQUE ISLE TOWNSHIP
Parks and Recreation Meeting Minutes
October 27, 2025 - 6:00 p.m.

New Business:

a. **Rockport Survey**
b. **Member Assignments for 2026**
c. **PITMS 2026 Events Approval**
d. **November Meeting Location**
e. **2026 Calendar of Events**
f. **5K Fundraiser Approval**
g. **Christmas Discussion**

Rockport Survey: The committee briefly discussed a survey being conducted by the Michigan Department of Natural Resources regarding a new general management plan for the Rockport Recreation Area. Members were encouraged to review and complete the survey.

Member Assignments: Szydlowski reviewed a list of committee responsibilities and proposed assigning specific tasks two months prior to events to better distribute workloads. Members agreed that having a designated project lead for each event would be most effective.

PITMS Events Approval: Presque Isle Township Museum Society (PITMS) President Mary Tagliareni presented the 2026 PITMS event schedule and requested use of the lighthouse grounds and Garrity Hall for the planned activities.

A motion was made by Moran, supported by Szydlowski, to approve the Museum Society's use of the lighthouse grounds for the scheduled events. Motion carried unanimously.

November Meeting Location: The committee discussed holding the November meeting at the New Lighthouse, to be followed by decorating the township's Christmas tree. Following discussion, the committee agreed to reschedule the November meeting to Saturday, December 6th at 10:30a.m. at the New Lighthouse.

2026 Calendar of Events: The committee discussed a proposed 2026 calendar of events submitted by staff.

A motion was made by Moran, supported by Mead, to approve the submitted 2026 Calendar of Events with the following revisions:

1. The Light up the Sky Fundraiser will take place on Sunday, May 24th, 2026.
2. The Autumn Lights Festival will be held on Saturday, October 10th, 2026.

PRESQUE ISLE TOWNSHIP
Parks and Recreation Meeting Minutes
October 27, 2025 - 6:00 p.m.

3. The Lighthouse gift shops will close on Monday, October 12, 2026.
4. The Christmas tree lighting will be held on Saturday, December 5th, 2026.

Motion carried unanimously.

Light up the Sky 5K: Mead reported that she had received correspondence from the organizer of the Light up the Sky 5K fireworks fundraiser, which is scheduled for Sunday, May 24th, 2026. Mead stated that the organizer was requesting use of Garrity Hall on the day of the event and asked to be included under the township's liability insurance coverage.

A motion was made by Szydlowski, supported by Kauffman, to approve use of Garrity Hall and inclusion under the township's liability insurance for the 5K fireworks fundraiser. Motion carried unanimously.

Christmas Discussion: PITMS President Mary Tagliareni, along with representatives from the Friends of the Grand Lake Library and the Presque Isle Women's Club, discussed the schedule and planned activities for the upcoming *Christmas in Presque Isle* event, organized by Team Presque Isle and scheduled for Saturday, December 6th, 2025.

A motion was made by Moran, supported by Mitchell, to approve the use of Garrity Hall and the lighthouse grounds for the Friends of the Grand Lake Library and Presque Isle Women's Club activities during the *Christmas in Presque Isle* event. Motion carried unanimously.

The committee then discussed anticipated costs for the upcoming *Christmas in Presque Isle* event, including the horse and wagon rental and decorations.

A motion was made by Szydlowski, supported by Mead, to approve a budget up to $400 for the *Christmas in Presque Isle* event. A roll call vote was taken; all members voted aye. Motion carried.

PRESQUE ISLE TOWNSHIP
Parks and Recreation Meeting Minutes
October 27, 2025 - 6:00 p.m.

Reports:

a. Board Liaison – K. Szydlowski	a. A written report was submitted by Szydlowski.
b. Facilities Manager – M. Bedard	b. A written was submitted by Bedard.
c. Committee Chair – N. Kinney	c. No report.
d. Secretary – B. Moran	d. No report.
e. Vice Chair – R. Kauffman	e. No report
f. Member – Paige Mead	f. No report.
g. Member – Kelsey Mitchell	g. No report.
h. Member – Karen Torsch	h. No report.

Correspondence

Mead reported receiving one item of correspondence regarding the Light up the Sky 5K fundraiser, which was previously discussed.

Audience Comments: (3-minute limit)

None.

Adjournment:

7:22pm

Next Meeting: Saturday, December 6, 2025, at 10:30am at the New Lighthouse Park.

TO: Parks and Recreation Committee
From: Kate Szydlowski
Date: October 23, 2025
RE: Parks and Rec Meeting – October 27, 2025

- Paige Mead was appointed to the Parks and Rec Committee
- The cost of the Autumn Lights Festival was $1,094.19. We received $349.00 in donations.

October, 2025

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

Subject: Project Status Report, September 2025

We are pursuing cost reimbursement through FEMA for expenses incurred during the Spring 2025 ice storm. We are currently drafting the list of claims for submission and are scheduled to meet with FEMA representatives for an on-site review on Friday, October 3. We are also hosting a third site evaluation for the proposed new parking area near New Lighthouse Park. We are scheduled to meet with the Contractor on Wednesday, 8 October. The Lighthouse Giftshops are now in their fall seasonal hours (Fri-Mon) through October 13th. Once the gift shops have closed for the winter season, we will begin winterization actions throughout the township parks.

Recurring maintenance: We are continuing our fall schedule of facility roof inspections, as well as winterizing our equipment, as summer operations come to a close. This will include remaining fuel storage and stabilization of equipment. We are also inspecting the furnaces, exhaust stacks, cleanouts, and replacing air filters for the forced-air furnaces throughout the Twp facilities.

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: Complete.

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 already repaired this door once, but the current damage is beyond reasonable repair and warrants replacement. Status: In progress, sourcing available suppliers.

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. Awaiting contractor estimate.

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 have been installed at three locations: the intersection of Rayburn and E. Grand Lake Road, Highland Pines and E. Grand Lake Road, and 638 and E. Grand Lake Road. A fourth location, situated at the intersection of 638 and Highland Pines Road, is now also complete. Status: Complete.

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. 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 approval from the SHPO for the concept and placement. SHPO has approved an alternate site plan. We have contracted for a site and topography report to determine the elevation and grade, which will help calculate 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, scheduled for 8 October.

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 require replacement. Status: On hold. Est cost: $1,600.

Sincerely,

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

PRESQUE ISLE TOWNSHIP
Parks and Recreation Meeting Minutes
December 6, 2025 - 10:30 a.m.
Garrity Hall

Call to Order	10:30 a.m.
Roll Call	Present: Vice Chair Russ Kauffman, Board Liaison Kate Szydlowski, and members Paige Mead and Kelsey Mitchell. Absent: Chair Nancy Kinney, Secretary Bonnie Moran, and member Karen Torsch.
Approval of Agenda:	Agenda was approved by unanimous consent.
Approval of Minutes (10/27/25)	A motion was made by Mead, supported by Mitchell, to approve the minutes. Motion carried unanimously.
Unfinished Business:	None.
New Business:	None.

Reports:

a. Board Liaison – K. Szydlowski	a. No report.
b. Facilities Manager – M. Bedard	b. No report.
c. Committee Chair – N. Kinney	c. No report.
d. Secretary – B. Moran	d. No report.
e. Vice Chair – R. Kauffman	e. No report
f. Member – Paige Mead	f. No report.
g. Member – Kelsey Mitchell	g. No report.
h. Member – Karen Torsch	h. No report.

Correspondence	None.
Audience Comments: (3-minute limit)	None.
Adjournment:	10:35 a.m.

Next Meeting: Monday, March 30, 2026, at 6:00 p.m.