

PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
January 13, 2025 - 4:00 p.m.

Call to Order 4:00 PM

Pledge of Allegiance Pledge was recited.

Roll Call Present: Supervisor Stephen Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, and Trustee Mark Devers.
Absent: Trustee Mary O'Neill attended the meeting remotely but was unable to participate per the Michigan Open Meetings Act (1976 PA 267).

Consent Agenda

a. Approval of the 12-9-24 Minutes.	
b. Treasurers Report – Wieczorkowski	In packet.
c. Clerks Report – Paavola	In packet.
d. PC Report - Paavola	In packet.
e. P&R Report – Wieczorkowski	No report.
f. ZBA Report – O'Neill	In packet.
g. Zoning Report – Lang	No report.
h. Supervisor Report – Lang	No report.
i. Assessors Report – Spencer	No report.
j. Museum Society Report – Milstein	No report.
k. Library Report – Rogers	In packet.
l. Facilities Report – Bedard	In packet.
m. Fire Dept. Report – LaCross	In packet.
n. EGLFD Report – Koel	In packet.
o. Historian Report	No report.
p. Correspondence	In packet

Approval of Consent Agenda: A motion was made by Devers, supported by Wieczorkowski, to approve the consent agenda. All ayes. Motion carried.

Approval of Agenda A motion was made by Wieczorkowski, supported by Szydlowski, to approve the agenda with three additions to New Business:

1. Clerk's Institute
2. PITFD Ice Rescue Training
3. 2025 Volunteer Fire Dept. Agreement



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All ayes. Motion carried.

Audience Comments: (3-minute limit) None.

Board Comments:

- **a. Supervisor**
  - **1. EGLFD -ISO**
  - **2. DNR Trails**
  - **3. Cell Phone Tower**

Supervisor:

1. Lang reported that the East Grand Lake Fire Department has maintained its 07 rating from the Insurance Services Office (ISO).
2. Lang stated that the Michigan Department of Natural Resources (DNR) has teamed up with students at Michigan State University to help communities with trail-planning efforts. He indicated that the collaborative project will soon be assisting with trail development in the township.
3. Lang noted that a cell phone tower (which was approved by the Presque Isle Township Planning Commission) has been erected on US-23 but will not be operational until the end of February 2025.

Public Hearings:

- **a. Lake Street, Garner Hwy., and Fireside Hwy.**
- **b. Kauffman Rd. and Kauffman Blvd.**

Lake Street, Garner Hwy., and Fireside Hwy: Lang next opened a public hearing on the proposed Lake Street, Garner Highway and Fireside Highway special assessment district. Lang began by introducing Township attorney Tim Gulden, Presque Isle County Road Commission Superintendent Dave Kowalski and County Road Engineer Mark Straley who were present to answer questions on the process, plans and cost estimate of the project.

Gulden explained that if written objections were received from landowners constituting more than 20% of the total frontage, the board would not proceed to make the road improvements. He stated that the special assessment would then only move forward if the board received a petition signed by property owners constituting more than 50% of the total frontage. Gulden then instructed audience members to put their objections in writing and submit them to the board before the end of the meeting.



The board next heard questions and comments from fourteen (14) members of the audience, mostly concerned with the project's costs.

When there were no further comments, it was determined by the board that the objections had exceeded 20% and the special assessment would not proceed at present.

Before closing the public hearing, Lang informed the audience that a petition for those still in favor of the road improvements would be made available on the township's website and at the township hall. He added that the proposed special assessment roll could also be viewed at those locations.

Kauffman Rd. and Kauffman Blvd.: Lang next opened a public hearing on the proposed Kauffman Road and Kauffman Boulevard special assessment district. Lang noted that the property owners had agreed to divide the cost by the total number of property owners. He also stated that the cost per owner would be $738, which could be financed over five years.

The board next heard questions and comments from seven (7) members of the audience.

An inquiry was made regarding future special assessments of the Presque Isle Harbor Association. Devers suggested that the board put in writing that owners within the Kauffman Road and Kauffman Boulevard special assessment district would not be charged again should the Presque Isle Harbor Association create its own special assessment district for road improvements. The recommendation was neither accepted nor rejected by the board.

When there were no further comments, the board determined that written objections from landowners constituting more than 20% of the total frontage upon the roads being improved in the special assessment district had



not been reached and the special assessment would proceed.

Lang then read aloud the Kauffman Rd. and Kauffman Blvd. Special Assessment District Resolution of Adoption.

A motion was made by Szydlowski, supported by Wieczorkowski, to approve the resolution with one revision to the list of parcels. A roll call vote was taken. All ayes. Motion carried.

The board then heard further questions from the audience about the road improvement plans before the public hearing was closed.

Next, the board heard questions from the audience regarding Holcim and its plans for property rezoning. Planning Commission Chair and Community Advisory Group member Tom Guyer stated that in 2025, Holcim will be seeking to reclassify its Forest and Recreation lands as Residential. He informed the audience that the issue will be raised at a future Planning Commission meeting.

The board then discussed the next steps for the Kauffman Rd. and Kauffman Blvd. special assessment district and agreed that Gulden would prepare the next resolution.

The board also agreed to schedule future special assessment hearings apart from regular meetings.

Unfinished Business:

a. Hart v. PITWP Judgment

Lang provided an overview of a recent federal court case (*Hart v. Township of Presque Isle)* and reported that the judge had granted the township's motion for dismissal.

New Business:

a. Credit Card Signers
   1. Facilities General Card
   2. Enterprise Card
b. Pension Fund Administrator

Credit Card Signers:

1. A motion was made by Szydlowski, supported by Devers, to approve Township Projects and Facilities Manager Matt Bedard as signer for the Facilities



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c. PC 2024 Annual Report
d. Assessor Certificate of Achievement
e. Minimum Wage Increase
f. Clerk Institute
g. PITFD Ice Rescue Training
h. 2025 Volunteer Fire Dept. Agreement

General credit card. A roll call vote was taken. All ayes. Motion carried.

2. A motion was made by Devers, supported by Szydlowski, to approve Township Treasurer Jennifer Wieczorkowski as signer for the Enterprise credit card. A roll call vote was taken. All ayes. Motion carried.

Pension Fund Administrator: A motion was made by Wieczorkowski, supported by Devers, to appoint Township Clerk Kate Szydlowski as the Pension Fund Administrator for Presque Isle Township. A roll call vote was taken. All ayes. Motion carried.

PC 2024 Annual Report: Lang confirmed that board members had received and read the Presque Isle Township Planning Commission's 2024 annual report.

Assessor Certificate: Lang reported that Presque Isle Township was awarded a Certificate of Achievement from the State Tax Commission for receiving a perfect score on their 2024 PA 660 Assessment Audit Review.

Minimum Wage Increase: Lang discussed the Michigan minimum wage increases planned for this year.

Lang next commended Tom Guyer, Chair of the Planning Commission, who is leaving his position in February.

Clerk Institute: A motion was made by Wieczorkowski, supported by Devers, to approve lodging, mileage, meal, and registration expenses for a clerk certification class to be taken by Szydlowski in March. A roll call vote was taken. All ayes. Motion carried.

PITFD Ice Rescue Training: A motion was made by Devers, supported by Wieczorkowski, to approve the Presque Isle Township Fire Department's request for ice rescue training at a cost of no more than $5,500. A roll call vote was taken. All ayes. Motion carried.



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2025 Volunteer Fire Dept. Agreement: A motion was made by Devers, supported by Wieczorkowski, to approve the DNR 2025 Volunteer Fire Capacity Project Agreement which provides funding to the PITFD for work to be performed for the *Chainsaw and Wildland Fire Tools* project. A roll call vote was taken. All ayes. Motion carried.

Future Agenda Items: None.

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

Adjournment: 5:39pm.

Meeting Reminder: The next meeting is scheduled for Monday, February 10th, 2025, at 4pm.



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February 10, 2025 - 4:00 p.m.

Call to Order 4:00 PM

Pledge of Allegiance Pledge was recited.

Roll Call Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill.
Absent: None.

Consent Agenda

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

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

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

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



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

Audience Comments: (3-minute limit)

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

Board Comments:

- **a. Trustee, Mary O'Neill**
- **b. Treasurer, Jennifer Wieczorkowski**
- **c. Supervisor, Steve Lang**

a. O'Neill requested clarification on how best to contact the board prior to meeting (e.g. if a member was going to be absent). Lang instructed board members to contact him by email or text.

b. Wieczorkowski noted that Friday, February 14, 2025, is the last day to collect 2024 winter taxes without penalty. She reminded the board and audience members that her office would be open that day from 9am-5pm. Wieczorkowski also requested board approval for a budget of $60,000 to purchase gift shop merchandise for the lighthouses' 2025 season. The board agreed by consensus to add *Gift Shop Startup Money* to New Business (item g).

c. Lang reported that the cost of mileage reimbursement had gone up to seventy (70) cents per mile effective January 1st, 2025.

Unfinished Business:

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

Lang read aloud Resolution #3 which states the following:

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



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any objections to or comments concerning the special assessment roll.

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

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

New Business:

a. **Clerk Invoice Approval Discussion**
b. **Competitive Bidding Policy**
c. **ZBA Appointment**
d. **Township Hall Holiday Closings**
e. **Clerk's Payables Report**
f. **Minimum Wage Increase**
g. **Gift Shop Startup Money**

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

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

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

Clerk's Payables Report: (This item was discussed outside of the approved agenda order as requested by Lang.) Szydlowski informed the board that she had two additional invoices which were not included in her report:



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

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

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

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

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

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

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



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

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

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

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

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

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

An inquiry was made by Devers regarding the schedule for Viking Cruise ships. Wieczorkowski informed the board that the well at the New Lighthouse needed to be fixed prior to opening the gift shop for the season. She stated that the schedule could not be finalized until an estimated



	date of repair was known. Lang agreed to discuss the matter with Facilities and Projects Manager Matt Bedard. When there were no further comments, a roll call vote was taken. All ayes. Motion carried.
Future Agenda Items:	None.
Audience Comments: (3-minute limit per audience member)	The board heard from six (6) audience members. Lang informed the audience that there would be another meeting conducted by Presque Isle County regarding the Lake Esau and Grand Lake special assessment district. He indicated that the purpose of the meeting will be to discuss costs. Lang stated that information about the meeting will be published on the township's website once it becomes available.
Adjournment:	4:56pm.

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



PRESQUE ISLE TOWNSHIP
Board of Trustees
Special Meeting Minutes
March 10, 2025 - 3:00 p.m.

Call to Order

3:00 PM

Pledge of Allegiance

Pledge was recited.

Roll Call

Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill.
Absent: None.

Approval of Agenda:

A motion was made by O'Neill, supported by Devers, to approve the agenda. All ayes. Motion carried.

Public Hearing: Kauffman Rd. and Blvd. Special Assessment District

Lang confirmed that board members had received and reviewed *Special Assessment Resolution No. 4* and *Warrant for Collection of Kauffman Blvd. and Kauffman Rd. Special Assessment Roll*. He then asked for audience comments. There were none.

The board next discussed the resolution. Wieczorkowski suggested revising Page 2, Item 3 of the document which states, "Said special assessment roll shall be divided into five (5) equal annual installments, with the first installment to be due on December 1, 2025." Wieczorkowski recommended that the sentence be changed to "Said special assessment roll shall be divided into five (5) equal annual installments *to be included on the winter tax bills,* with the first installment to be due on December 1, 2025." The board agreed.

A motion was made by Lang, supported by Wieczorkowski, to approve *Resolution No. 4* with the revision suggested by Wieczorkowski. A roll call vote was taken. All ayes. Motion carried.

Lang next read aloud the *Warrant for Collection of Kauffman Blvd. and Kauffman Rd. Special Assessment Roll*. He stated that there will be an interest rate of 5% for those who make payments. He also noted that residents will have the option to pay the entire amount in full once the project is completed this summer.



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Special Meeting Minutes
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The board next took comments from the audience. Two (2) residents questioned whether Kauffman Rd. and Kauffman Blvd. would remain accessible while road improvements were underway. Lang stated that he would discuss the matter with the Presque Isle County Road Commission and get back to them with an answer.

When there were no further comments, a motion was made by O'Neill, supported by Szydlowski, to approve the *Warrant for Collection*. A roll call vote was taken. All ayes. Motion carried.

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

The board next heard from 1 (one) audience member.

Wieczorkowski indicated that residents would be contacted once the actual assessment cost is finalized.

Adjournment:

3:11pm.



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Call to Order 4:00 PM

Pledge of Allegiance Pledge was recited.

Roll Call Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill.
Absent: None.

Consent Agenda

a. Approval of the 2-10-25 Minutes.	
b. Treasurer Report – Wieczorkowski	In packet.
c. Clerk Report – Szydlowski	In packet.
d. PC Report - Wieczorkowski	No report.
e. P&R Report – Szydlowski	No report.
f. ZBA Report – O'Neill	No report.
g. Zoning Report – Lang	No report.
h. Supervisor Report – Lang	No report.
i. Assessors Report – Spencer	No report.
j. Museum Society Report – Milstein	No report.
k. Library Report – Rogers	In packet.
l. Facilities Report – Bedard	In packet.
m. Fire Dept. Report – LaCross	In packet.
n. EGLFD Report – Waterson	In packet.
o. Historian Report	No report.
p. Correspondence	In packet.

Approval of Consent Agenda: A motion was made by O'Neill, supported by Devers, to approve the consent agenda as submitted. All ayes. Motion carried.

Approval of Agenda A request was made by Lang to add *Lake Street Special Assessment District* to Unfinished Business.

Wieczorkowski made a motion, supported by Szydlowski, to approve the agenda with the addition from Lang. All ayes. Motion carried.

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

Presque Isle Harbor Association (PIHA) President Vickie Fields reported that there will be a blood drive at the clubhouse on Tuesday, March 18th from 10am-2pm.



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Board Comments:

a. **Treasurer, Jennifer Wieczorkowski**
b. **Supervisor, Steve Lang**

a. Wieczorkowski indicated that 2024 taxes are now closed.

b. Lang reported that the Northeast Michigan Community Foundation would no longer be supporting *Giving Tuesday*.

Unfinished Business:

a. **Competitive Bidding Committee**
b. **Lake Street Special Assessment District**

a. Lang stated that Board of Review Chair David Zolnierek had been added to the bidding committee and discussed his qualifications. He also noted that the scope of work for the 1870 parking lot had been completed, and requests for proposals (RFPs) would be sent out.

The board next discussed the process for RFP approval. It was concluded that once the bidding committee approved a project's scope of work, it would be sent to all board members. It was also decided that any bids received from contractors would be reviewed at the following board meeting.

b. Lang next reported that the township incurred approximately $13,000 in legal and engineering expenses for the Lake Street and Fireside Highway Special Assessment District proposal. He noted that if the project does not move forward, then the township would be unable to recoup any of the cost. The board then deliberated whether to keep the item on future agendas. It was decided that the special assessment discussion would remain on the agenda for two more months.

New Business:

a. **February Invoice Issues**
b. **Approval of Payables**
c. **APS Tax Levy**
d. **Tree Committee**
e. **Fireside 500 Support**
f. **District Library Report**
g. **Budget Workshop Dates**
h. **Sick Time**
i. **Time-of-Transfer Intergovernmental Agreement Meeting**
j. **PITFD Chainsaw Purchase Approval**

February Invoice Issues: Wieczorkowski reported that she found no issues with the invoices in the February payables report.

Szydlowski reported that the township owes $23,854.28 to the IRS from 2017 due to unspecified issues. Lang stated that Sydlowski had received an IRS case number and will discuss the matter with an agent.



Szydlowski also reported that the Township owes $1,074.75 to the IRS from 2021. Lang indicated that he suspects it is due to penalties for misreported 1099 information.

After a brief discussion, the board agreed to delay payment until more information is provided by the IRS.

Szydlowski next informed the board that she had submitted a check to Nicolet Bank for $3,278.81 in February, but the bank had inadvertently entered the amount as $32,788.14. She noted that the error would be corrected.

Szydlowski next stated that she was adding the credit card bill from the Presque Isle Township Fire Department (PITFD) to her payables report. She indicated that the charges totaling $503.82 were for power and gas.

The board then discussed increasing the $1,000 limit for the PITFD credit card. PITFD Chief Larry LaCross noted that the card was also used for a license renewal which was $125. Szydlowski agreed to contact the bank about increasing the limit to $2500.

Approval of Payables: Lang confirmed that all board members had reviewed the payables report. Devers inquired about the snow plowing charges. It was established that the $4500 charge was for the entire month and included Blue Horizon, Kauffman, the Fire Department, the Township Hall and the New Lighthouse parking lot.

When there were no further questions, a motion was made by Devers, supported by O'Neill, to approve the payables as submitted. A roll call vote was taken. All ayes, motion carried.

APS Tax Levy: Szydlowski reported that she received correspondence from Alpena Public Schools requesting that Presque Isle Township collect a summer tax levy. Wieczorkowski explained that collecting the school millage with winter taxes instead of summer allows Presque Isle Township to retain $12,350 in State Education Tax revenue.

A motion was made by Wieczorkowski, supported by Devers, to approve the Alpena Public Schools Board of



Education Annual Summer Tax Resolution. A roll call vote was taken. All opposed. Motion rejected.

Tree Committee: Lang reported that a tree committee had been formed to assist the township in qualifying for Tree City USA recognition. He also stated that he plans to attend the committee's first meeting which had not yet been scheduled.

Fireside 500 Support: A motion was made by O'Neill, supported by Devers, to send a letter of support to the Top O' Michigan Outboard Racing Club for the purpose of securing permits for the 2025 Fireside 500 boat race on Grand Lake. All ayes. Motion carried.

District Library Report: Lang discussed the Presque Isle District Library annual report and questioned why there wasn't more information about the Grand Lake Library within.

Budget Workshop Dates: The board next considered possible dates for a town hall budget workshop which would take place in April. The board ultimately decided to hold the meeting on Thursday, April 24th, 2025, at 9am. Lang noted that he would distribute a draft of the budget to the board prior to the workshop.

Sick Time: The board next discussed the implementation of a new government-mandated sick-time policy for the township's fire department and gift shop employees. Lang stated that he would contact Northeast Council of Governments (NEMCOG) Deputy Director Denise Cline and Presque Isle Township attorney Tim Gulden for suggestions on how to proceed. Szydlowski agreed to reach out to payroll administrator Kendra LaHaie regarding updates and modifications to the BS&A software. The board also determined that new labor law posters would be purchased and displayed on the township hall's bulletin board.

Time-of-Transfer Intergovernmental Agreement Meeting: Lang reported that he attended a virtual meeting with representatives from NEMCOG and District Health Department #4 (DHD4) to discuss an intergovernmental



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agreement on the proposed time-of-transfer septic/well ordinance which had been drafted by the Presque Isle Township Planning Committee. Lang also stated that township attorney Tim Gulden had subsequently written a draft of the agreement. Lang also indicated that DHD4 Environmental Health Director Kevin Prevost would be presenting the agreement and the draft ordinance at the next DHD4 Board of Health meeting.

PITFD Chainsaw Purchase Approval: Lang indicated that the item was approved with the payables report.

Future Agenda Items: None.

Audience Comments: (3-minute limit per audience member) The board heard questions and comments from five (5) audience members.

- A grievance was made regarding Zoom. It was brought to the board's attention that the meeting was not being streamed with the correct link.
- PITFD Chief Larry LaCross discussed additional items not included in his report including anticipated costs in the coming years and the need for more firefighters. LaCross was also asked about the mobile command center. He noted that the unit needed repair and was not in service. LaCross and Lang agreed to meet to discuss.
- PIHA President Vickie Fields asked for support at the next County Commissioners meeting to oppose the Grand Lake and Lake Esau special assessment district. She also discussed various programs at the Grand Lake Library.
- Recognition was given to Board of Review Chair David Zolnierek for his 30 years of service with the township. Zolnierek was not present.

Adjournment: 5:13pm.

Meeting Reminder: The next meeting is scheduled for Monday, April 14, 2025, at 4pm.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
April 14, 2025 - 4:00 p.m.

Call to Order 4:00 PM

Pledge of Allegiance Pledge was recited.

Before the roll call, Presque Isle Township Fire Department (PITFD) Chief Larry LaCross was acknowledged for his work during the recent ice storm's aftermath and received a round of applause from the board and audience members.

Roll Call Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, and Trustee Mary O'Neill.
Absent: Mark Devers

Consent Agenda

a. Approval of the 3-10-25 Special and Regular Meeting Minutes.	
b. Treasurer Report – Wieczorkowski	In packet.
c. Clerk Report – Szydlowski	In packet.
d. PC Report - Wieczorkowski	No report.
e. P&R Report – Szydlowski	No report.
f. ZBA Report – O'Neill	No report.
g. Zoning Report – Lang	In packet.
h. Supervisor Report – Lang	No report.
i. Assessors Report – Spencer	No report.
j. Museum Society Report – Milstein	No report.
k. Library Report – Rogers	No report.
l. Facilities Report – Bedard	In packet.
m. Fire Dept. Report – LaCross	In packet.
n. EGLFD Report – Waterson	In packet.
o. Historian Report	No report.
p. Correspondence	In packet.

Approval of Consent Agenda: A motion was made by O'Neill, supported by Szydlowski, to approve the consent agenda as submitted. All ayes. Motion carried.

Approval of Agenda A motion was made by Wieczorkowski, supported by O'Neill, to approve the agenda as issued. All ayes. Motion carried.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
April 14, 2025 - 4:00 p.m.

Audience Comments: (3-minute limit)

The board heard comments from one (1) audience member.

Presque Isle Harbor Association (PIHA) President Vickie Fields thanked the community and the PITFD and East Grand Lake Fire Department for their support after the recent ice storm.

Board Comments:

a. **Supervisor, Steve Lang**

Lang informed the board that he had reached out to Presque Isle County Road Commission (PICRC) Superintendent David Kowalski regarding tree debris pickup for residents who are unable to remove the debris themselves (such as the elderly or those without transportation). Lang indicated that he had not heard back from Kowalski but would try contacting him again.

Presque Isle County (PIC) Emergency Services Coordinator Sarah Melching reported that she had met with the Michigan Department of Transportation (MDOT) on April 13th. She stated that two crews from Indiana were currently assisting the PICRC with their efforts to clean up the tree debris from county roads and ditches. She noted that crews would not be picking up residents' personal debris as they do not have the manpower. She also stated that the PICRC did not want individuals to put their branches and debris in the easements as it is not within the guidelines of the Federal Emergency Management Agency (FEMA).

Unfinished Business:

a. **Kauffman Rd. and Blvd. Final Cost**
b. **Lake Street Special Assessment District**
c. **IRS Payment**
d. **Time of Transfer Intergovernmental Agreement**
e. **Sick Time Eligibility**

Kauffman Rd: Lang informed the board that he had received a final cost from PICRC Superintendent David Kowalski for the Kauffman special assessment and suggested moving the miscellaneous contingency fund of $2000 to administrative costs.

A motion was made by Lang, supported by Wieczorkowski, to approve the final cost of $48,725 for the Kauffman Rd. and Kauffman Blvd. special assessment district. A roll call vote was taken. All ayes. Motion carried.



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Lake Street: Lang reminded the board that it had agreed in March to keep the Lake Street and Fireside Highway special assessment discussion on the agenda for two more months. He noted that although the township had already incurred $13,000 in costs, the special assessment would not be proceeding.

A motion was made by Lang, supported by Szydlowski, to remove the Lake Street and Fireside Highway special assessment item from all future agendas. All ayes. Motion passed.

IRS Payment: Szydlowski reported that she spoke with the Internal Revenue Service (IRS) and was told that the township owes $26,801.03 for failure to file W2s with intentional disregard in 2017. The IRS representative indicated that a letter showing the current amount due would be sent but could provide no further details on the matter. The board then deliberated what steps should be taken next. Lang stated that he would contact the township's attorney Tim Gulden. He also suggested having former clerk Cynthia Paavola contact the IRS as the notices are still being addressed to her. Szydlowski added that the IRS now shows no amount due for 2021 despite a previous notice for $1,074.75. Wieczorkowski recommended that Gulden send a letter to the IRS notifying them of the clerk change.

Time of Transfer: Lang reported that he would be attending the Health Board meeting on Tuesday, April 15th, 2025, in Atlanta, Michigan, where the township's proposed time of transfer ordinance and intergovernmental agreement would be discussed.

Sick Time Eligibility: Lang gave an overview of which township employees would be eligible for sick time based on research conducted by Trustee Mark Devers. The board agreed that the item would be discussed further at the budget meeting on Thursday, April 24th, 2025, at 9am.



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New Business:

a. **Tree Debris Disposal**
b. **Payables Approval**
c. **Tree City USA**
d. **BS&A**
e. **1870 Parking Lot Requests for Proposal**
f. **Resolution in Support of Road Commission Safety Grant**

Tree Debris Disposal: Lang noted that the item had been discussed earlier in the meeting during board comments and reiterated that he would speak with PICRC Superintendent David Kowalski on the subject.

Payables Approval: Szydlowski informed the board that she had additional invoices not included in her payables report:

1. An invoice from Design Team Media Consultants in the amount of $935.
2. An invoice from Bauer, Florip & Wojda PLC in the amount of $1,440 for legal retainer.
3. An invoice from Bauer, Florip & Wojda PLC in the amount of $700 for the Kauffman special assessment fees.
4. An invoice from Presque Isle Newspapers in the amount of $34.40 for the Board of Review notices.
5. An invoice from Frank's Key and Lock in the amount of $26 for two (2) keys.
6. An invoice from Northeast Michigan Assessing in the amount of $4,900 for wages.
7. An invoice from Northside Bookkeeping in the amount of $630 for payroll expenses.

A motion was made by O'Neill, supported by Wieczorkowski, to approve the payables as submitted. A roll call vote was taken. All ayes. Motion carried.

Tree City USA: Lang reported that a tree committee had been formed with four members. He indicated that he and the committee would be meeting prior to the next board of trustees meeting.

BS&A: Lang informed the board that BS&A will be transitioning from .net programs to the cloud. He noted that the change is expected to cost the township $40,000 and would have to be budgeted for the 2025-2026 fiscal year.

1870 Parking Lot Requests for Proposal: Lang reported that the bidding committee had received one bid for the New Lighthouse parking lot in the amount of $86,000 from



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MacArthur Construction. He added that Facilities and Projects Manager Matt Bedard was expecting another bid from Environmental Excavating & Contracting. Lang also noted that Bedard had recommended getting a topographical survey from Lewis & Lewis Professional Surveying with a cost estimate of $2,000. Lang indicated that he would contact R.S. Scott Engineering for another survey estimate. After a brief discussion, the board agreed to consider the bids at the budget meeting on April 24th. Lang also indicated that he would provide a drawing of the parking lot design to the board.

Resolution in Support of Road Commission Safety Grant: Lang noted that the PICRC was resubmitting a safety grant application for lighted crosswalks to be installed at the Range Light and Portage Store and was seeking the township's support.

A motion was made by Szydlowski, supported by Wieczorkowski, to approve a resolution in support of the PICRC safety grant. A roll call vote was taken. All ayes. Resolution adopted.

Future Agenda Items:

PIC Emergency Services Coordinator Sarah Melching requested to speak to the board at a future meeting about the possibility of installing a generator at the township hall for the purpose of claiming the site as a community center in times of disaster. Lang stated that he would investigate obtaining grant funding for a new generator.

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

The board heard comments from four (4) audience members.

Wieczorkowski recommended that when seeking grants for a generator, they also consider obtaining funds for bathroom upgrades. She noted that such upgrades would be necessary if the township hall were to be utilized as a disaster community center in the future.

PITFD Chief LaCross then gave an overview of the PITFD's response after the recent ice storm. He also acknowledged Sarah Melching for her help and thanked the community



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for its support. LaCross also stated that he had compiled a list of costs which he hoped would be reimbursed by FEMA. He added that grass fires had been reported in the area in recent days and noted that burning brush and debris can be very dangerous during the current wildfire season.

The board next discussed creating a vegetative debris site within the township. PIC Emergency Services Coordinator Sarah Melching noted that any site would need to have set hours and be supervised. She also suggested utilizing Michigan 211 to help elderly residents get in contact with nonprofit Crisis Cleanup organizations.

In closing, LaCross recommended that residents contact the DNR to inquire whether it is safe to burn debris as the situation changes daily.

Adjournment: 4:50pm.

Meeting Reminder: The next regular board meeting is scheduled for Monday, May 12, 2025, at 4pm. There is also a special budget meeting scheduled for Thursday, April 24th at 9am.



PRESQUE ISLE TOWNSHIP
Board of Trustees Budget Workshop Minutes
April 24, 2025 - 9:00 a.m.

Call to Order 9:00 AM

Pledge of Allegiance Pledge was recited.

Roll Call Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, and Trustees Mark Devers and Mary O'Neill.
Absent: None.

Approval of Agenda: A motion was made by O'Neill, supported by Devers, to approve the agenda. All ayes. Motion carried.

Audience Comments: (3-minute limit) None.

New Business:

a. **FY 2025-2026 Budget**
b. **May Budget Meeting Date**

a. Lang presented a draft of the 2025-2026 budget for Presque Isle Township. The board then went through each line item and discussed estimated revenue and expenditures for the upcoming fiscal year. The board agreed to address the following items at the next budget meeting:

    1. An increase in salary for the Township Deputy Treasurer and Deputy Clerk.
    2. An increase in salary for the Township Clerk above the proposed 3.2% increase for cost of living.
    3. An incentive payment package for the Presque Isle Township Fire Department Chief.
    4. A detailed outline of Contracted Services.
    5. The Membership and Association Fees line item.
    6. BS&A upgrade costs.
    7. Capital considerations.

b. The board then discussed possible meeting dates for the next budget workshop. It was agreed that the next budget meeting would be scheduled for Tuesday, May 13th, 2025, at 9am.

Audience Comments: (3-minute limit) None.

Adjournment: 10:34am

Next Meeting: Monday, May 12, 2025, 4pm.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
May 12, 2025 - 4:00 p.m.

Call to Order 4:00 PM

Pledge of Allegiance Pledge was recited.

Roll Call Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill.
Absent: None.

Consent Agenda

a. Approval of the 4/14/25 Regular and 4/24 Special Meeting Minutes.	
b. Treasurer Report – Wieczorkowski	In packet.
c. Clerk Report – Szydlowski	In packet.
d. PC Report - Wieczorkowski	In packet.
e. P&R Report – Szydlowski	In packet.
f. ZBA Report – O'Neill	In packet.
g. Zoning Report – Lang	In packet.
h. Assessors Report – Spencer	No report.
i. Museum Society Report – Milstein	No report.
j. Library Report – Rogers	In packet.
k. Facilities Report – Bedard	In packet.
l. Fire Dept. Report – LaCross	In packet.
m. EGLFD Report – Waterson	In packet.
n. Correspondence	None.

Approval of Consent Agenda: A motion was made by Devers, supported by Wieczorkowski, to approve the consent agenda as submitted. All ayes. Motion carried.

Approval of Agenda A motion was made by O'Neill, supported by Devers, to approve the agenda with two (2) additions and one (1) deletion made by Lang:

- The items *Marine Sanctuary Study* and *South Albany Point* were added to New Business.
- The item *PI County Emergency Services Coordinator Generator Grant* was removed from New Business.

All ayes. Motion carried.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
May 12, 2025 - 4:00 p.m.

Audience Comments: (3-minute limit)

The board heard comments from two (2) audience members.

Lang informed the audience that the Verizon cell tower on US-23 would soon be operational. He added that T-Mobile will also be transmitted from the same tower in the near future.

Board Comments:

a. Treasurer

Wieczorkowski reported that the fire department loan payment for the 2024-2025 fiscal year has been made for the mini pumper and the ambulance in the amount of $41,066.66.

She also informed the board that she received notification from a gift shop vendor that as of June 1st, 2025, there will be a 25% tariff fee on all future orders.

Unfinished Business:

a. 1870 Parking Lot RFPs

Lang reported that six (6) more RFPs have been sent out and a bid notice was published in the Presque Isle Advance newspaper. He also stated that Holcim has agreed to donate the material for the parking lot fill. Lang added that he has been working with Mark Straley of RS Scott Engineering and a surveyor to help determine how much fill material is necessary.

New Business:

a. Approval of Payables
b. Time of Transfer Ordinance
c. ARPA Reporting
d. Marine Sanctuary Study
e. South Albany Point

Approval of Payables: Szydlowski informed the board that she had additional items to include with her report:

1. The fire department credit card bill for $1,238.02.
2. The Home Depot credit card bill for $1,023.82.
3. The Township credit card bill for $7,583.07.

Szydlowski also reported that the bill for Propane Plus was larger this month due to invoices that were not received for several months. She added that all finance charges for nonpayment were removed.



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A motion was made by Wieczorkowski, supported by Szydlowski, to approve the payables as submitted. A roll call vote was taken. All ayes. Motion carried.

Time of Transfer Ordinance: Lang reported that he and Planning Commission Chair Lisa Larkin attended the District Health Department 4 (DHD4) board meeting in April. He also stated that he would be attending the DHD4 board meeting in May to discuss the ordinance and establish an intergovernmental agreement between the township and DHD4.

After a brief discussion, a motion was made by Wieczorkowski, supported by Szydlowski, to approve the ordinance. A roll call vote was taken. Lang, O'Neill, Szydlowski and Wieczorkowski: Aye. Devers: No. Motion carried.

ARPA Reporting: Wieczorkowski presented the annual March 2025 compliance report which had been prepared by the township's auditors.

Marine Sanctuary Study: Lang informed the board that the Thunder Bay National Marine Sanctuary will be conducting a "visitor use" study which will include taking short surveys of residents and visitors at the New and Old Lighthouse properties and the Range Light Park between May and October 2025.

South Albany Point: Lang reported that South Albany Point Homeowners Association President Eric Fischer has requested that the township petition the Presque Isle County Road Commission (PICRC) to grade and apply dust control brine to the South Albany Point subdivision.

A motion was made by Lang, supported by Wieczorkowski, to approve payment to the Presque Isle County Road Commission to grade and brine South Albany Point Road with the stipulation that the cost will be reimbursed by the South Albany Point Homeowners Association in compliance with state law. A roll call vote was taken. All ayes. Motion carried.



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May 12, 2025 - 4:00 p.m.

Future Agenda Items:	None.
Audience Comments: (3-minute limit per audience member)	The board heard comments from two (2) audience members. Before adjourning, Lang reported that he had signed off on the permit for the 2025 Presque Isle Harbor fireworks.
Adjournment:	4:26pm.

Meeting Reminder: The next regular board meeting is scheduled for Monday, June 9, 2025, at 4pm.



PRESQUE ISLE TOWNSHIP
Board of Trustees Budget Workshop Minutes
May 13, 2025 - 9:00 a.m.

Call to Order	9:00 AM
Pledge of Allegiance	Pledge was recited.
Roll Call	Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, and Trustees Mark Devers and Mary O'Neill. Absent: None.
Approval of Agenda:	No agenda was submitted.
Audience Comments: (3-minute limit)	None.
Unfinished Business:	
a. FY 2025-2026 Budget	The board began by discussing revisions made to the budget by Lang since the workshop on April 24th, 2025. The board next deliberated the evolving role of Facilities and Projects Manager Matt Bedard. They agreed that an executive session would be held after the regular meeting on June 9th to determine a revised job description and discuss the matter further. The board also considered additional compensation to be paid to Szydlowski for work she has performed beyond her normal duties and the possibility of hiring an accounting firm to update the Chart of Accounts. After further discussion, the board agreed that a third budget workshop would be held in the first week of June.
Audience Comments: (3-minute limit)	None.
Adjournment:	10:44am

Next Budget Meeting: Thursday, June 5, 2025, at 9am.

Next Regular Meeting: Monday, June 9, 2025, at 4pm.



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Board of Trustees Minutes
June 9, 2025 - 4:00 p.m.

Call to Order — 4:00 PM

Pledge of Allegiance — Pledge was recited.

Roll Call — Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill.
Absent: None.

Consent Agenda

a. Approval of the 5/12/25 and 5/13 Meeting Minutes.	
b. Treasurer Report – Wieczorkowski	In packet.
c. Clerk Report – Szydlowski	In packet.
d. PC Report - Wieczorkowski	In packet.
e. P&R Report – Szydlowski	In packet.
f. ZBA Report – O'Neill	No report.
g. Zoning Report – Lang	In packet.
h. Assessors Report – Spencer	In packet.
i. Museum Society Report – Milstein	No report.
j. Library Report – Rogers	In packet.
k. Facilities Report – Bedard	In packet.
l. Fire Dept. Report – LaCross	In packet.
m. EGLFD Report – Waterson	No report.
n. Correspondence	None.

Approval of Consent Agenda: — Lang made a request to pull the Facilities report from the consent agenda and move it to *Board Comments*. A motion was made by O'Neill, supported by Szydlowski, to pull the Facilities report and approve the remaining items in the consent agenda. All ayes. Motion carried.

Approval of Agenda — Lang made a request to add *Chart of Accounts* to *New Business*. A motion was made by Wieczorkowski, supported by Devers, to approve the agenda with the addition made by Lang. All ayes. Motion carried.

Audience Comments: (3-minute limit) — The board heard comments from four (4) audience members.

1. Presque Isle County Commissioner Bob Brietzke discussed a petition to prohibit property taxes in Michigan and made inquiries regarding the township's budget.



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2. Presque Isle Township Museum Society (PITMS) Secretary Sherry Milstein reported that Family Lighthouse Day will take place on the first Saturday in August and encouraged audience members to submit ideas for activities.
3. Planning Commission Chair Lisa Larkin stated that a public hearing for a zoning change request submitted by Holcim – ACM Management Inc. would take place at the regular meeting on July 7th, 2025, at 6pm.
4. Vickie Fields of the Presque Isle Harbor Association (PIHA) informed the board that a blood drive would take place at the PIHA clubhouse on Tuesday, June 17th, 2025.

Board Comments:

Lang informed the board that a representative for the Edmund Fitzgerald Memorial Swim has been given permission to use the Range Light Pavilion for their event which will take place from August 6th-August 10th, 2025.

Lang next reported that the township had completed a fire safety inspection. He stated that the inspector had noted a locked door beneath a lit exit sign. Lang indicated that the room currently contains election equipment which legally must only be accessible to the clerk. Szydlowski and Lang agreed to discuss alternative areas for the equipment.

Wieczorkowski reported that a vendor has received permission to sleep overnight in their vehicle at the New Lighthouse for the purpose of taking photos for gift shop merchandise. She informed the board that this will take place on June 17th.

Presque Isle County (PIC) Emergency Services Coordinator Sarah Melching informed the board that PIC has accepted a grant in the amount of $72,000 for the purpose of providing generators to private brick and mortar businesses considered essential during emergencies. She stated that thirty (30) generators will be distributed to five (5) communities including Presque Isle Township. She indicated that once finalized, the application would be made available on the Emergency Management page on



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the PIC website, the Emergency Management Facebook page, and at the Rogers City Chamber of Commerce. Lang offered to share the information on the township's website.

Unfinished Business:

a. **1870 Parking Lot**
b. **10 Acres Trail**

1870 Parking Lot: Lang reported that wetlands had been discovered on the proposed site by Mark Straley of RS Scott Engineering. Lang noted that the finding could potentially lead to a rejection of the project by the Michigan State Historic Preservation Office (SHPO). He stated that Mr. Straley had recommended applying for a site analysis by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Lang indicated that Facilities and Projects Manager Matt Bedard would be overseeing the application. Lang added that Mr. Straley had also recommended switching the proposed parking lot direction to north/south or adding additional parking spots along the park's roads should the current plans be rejected.

10 Acres Trail: Lang informed the board that a survey would be conducted in the township park located at the end of Kauffman Blvd.

New Business:

a. **Approval of Payables**
b. **Salary Resolutions**
    i. **Supervisor**
    ii. **Clerk**
    iii. **Treasurer**
    iv. **Trustee Devers**
    v. **Trustee O'Neill**
c. **2025-2026 Budget**
    i. **General**
    ii. **Fire Department**
    iii. **Enterprise**
    iv. **Other**
    v. **Capital**
        a. **New BSA Software**
        b. **Cemetery Expansion**
        c. **Garrity Hall**
d. **Chart of Accounts**

Approval of Payables: Szydlowski presented an Invoice Register to the board which totaled $47,516.77. She also stated that she had additional items to be approved that were not in her submitted report:

1. A Nicolet credit card bill for $690.98
2. A Nicolet credit card bill for $5,132.67
3. A Home Depot credit card bill for $1,303.14
4. A Fitzpatrick's invoice for $263.96.
5. MHR Billing invoices for $108 and $54
6. A Miller invoice for $227.28
7. An Alpena Diesel invoice for $897.49
8. A Northeast Michigan Assessing invoice for $4,900.
9. A City of Alpena Ambulance Service bill for $350.
10. An MHR Billing invoice for $108
11. A reimbursement to Mary Santamore for $270
12. A reimbursement to Jean Peters for $135.43
13. Gift shop merchandise invoices for $16,402.31.



Lang inquired about the payment to Northeast Michigan Assessing. Szydlowski confirmed that the payment was for the wages of Township Assessor Laurie Spencer.

A motion was made by O'Neill, supported by Devers, to approve the payables. A roll call vote was taken. All ayes. Motion carried.

Salary Resolutions: Lang presented a Resolution to Establish Township Officers Salary to the board for the Township Supervisor ($15,170), Township Clerk ($24,560), Township Treasurer ($23,736), and Trustees ($2,105 each).

A motion was made by Wieczorkowski, supported by O'Neill, to approve the salary resolutions for the elected officials. A roll call vote was taken. All ayes. Motion carried.

2025-2026 Budget: Lang stated that there had been one change to the budget since the last budget meeting on May 13th, 2025. He indicated that a request for additional funds had been withdrawn. He also presented suggestions for capital projects including $40,000 for BS&A software, $25,000 for a cemetery expansion, and $2,500 for preliminary drawings of a proposed Garrity Hall addition. Lang noted that from the American Rescue Plan Act funds, $80,000 had been designated for a parking lot at the New Lighthouse and $30,000 had been allocated for a trail to be developed across from the township hall.

The board agreed to vote on the BS&A software and cemetery expansion at a later date when more information was provided.

The board next discussed the preliminary drawings for the proposed Garrity Hall addition. Lang reported that RS Scott Engineering had provided the $2,500 estimate. He stated that the drawings would be provided to SHPO for consideration of the project's approval.

A motion was made by Devers, supported by Lang, to spend $2,500 with RS Scott Engineering to do a conceptual drawing for a Maintenance addition to Garrity Hall.



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The board then continued its discussion of the proposed addition. Wieczorkowski remarked on the number of projects that had been planned for the coming fiscal year and recommended holding off on the conceptual drawings. Szydlowski agreed.

A roll call vote was taken. Aye: Lang and Devers. No: Wieczorkowski, Szydlowski and O'Neill. Motion failed.

Lang next confirmed that the board members had reviewed the general budget and asked if anyone had questions. None had.

A motion was made by O'Neill, supported by Wieczorkowski, to approve the general budget for the '25-'26 fiscal year beginning July 1st, 2025. A roll call vote was taken. All ayes. Motion carried.

Chart of Accounts: Szydlowski reported that she had received cost estimates for updating the chart of accounts. She recommended using the accounting firm of Schulze, Oswald, Miller, and Edwards who provided an estimate of $800.

A motion was made by Szydlowski, supported by Wieczorkowski, to approve the $800 expense to update the chart of accounts. A roll call vote was taken. All ayes. Motion carried.

Future Agenda Items:

None.

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

The board heard comments from one (1) audience member.

Executive Session:

a. **Request by Accessor to Become a Township Employee vs. Contractor**

At 4:41pm, a motion was made by Lang, supported by Devers, to enter an executive session to discuss an employment contract. All ayes. Motion carried.



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The audience was then instructed to leave the boardroom, and the Zoom audience was placed on mute. Lang recused himself from the executive session and left the boardroom.

When the executive session had ended, Lang was called back into the boardroom. At 5:29pm, Lang called the regular meeting of the Presque Isle Township Board of Trustees back to order. Devers indicated that further review of the matter was required.

Adjournment: 5:29pm.

Meeting Reminder: The next regular board meeting is scheduled for Monday, July 14th, 2025, at 4pm.



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July 14, 2025 - 4:00 p.m.

Call to Order — 4:00 PM

Pledge of Allegiance — Pledge was recited.

Roll Call — Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill.
Absent: None.

Consent Agenda

a. Approval of the 6/9/25 Meeting Minutes.	
b. Treasurer Report – Wieczorkowski	In packet.
c. Clerk Report – Szydlowski	No report.
d. PC Report - Wieczorkowski	In packet.
e. P&R Report – Szydlowski	In packet.
f. ZBA Report – O'Neill	In packet.
g. Zoning Report – Lang	In packet.
h. Assessors Report – Spencer	No report.
i. Museum Society Report – Milstein	No report.
j. Library Report – Rogers	In packet.
k. Facilities Report – Bedard	In packet.
l. Fire Dept. Report – LaCross	In packet.
m. EGLFD Report – Waterson	In packet.
n. Correspondence	

Approval of Consent Agenda: — A motion was made by Devers, supported by O'Neill, to approve the consent agenda. All ayes. Motion carried.

Approval of Agenda — A request was made by Lang to remove *BS&A Software* from *New Business*. He stated that more research was required, and the item would be addressed next month.

A motion was made by Wieczorkowski, supported by Devers, to approve the agenda with the removal of *BS&A*. All ayes. Motion carried.

Audience Comments: (3-minute limit) — The board heard comments from two (2) audience members.

Planning Commission Chair Lisa Larkin requested that a new Planning Commission email address be created, so that commissioners would no longer have to share their personal email addresses. She suggested that the new



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email address be accessible to the Planning Commission Chair and Township Supervisor. Lang agreed to add the request to the August 11th meeting agenda.

Board Comments:

None.

Items Pulled from Consent Agenda

None.

Unfinished Business:

a. **1870 Parking Lot**
b. **10 Acres Trail**

1870 Parking Lot: Lang informed the board that the Michigan Department of Environment, Great Lakes, and Energy (EGLE) would be conducting a wetland evaluation on the proposed parking lot site.

10 Acres Trail: Lang reported that the trail site was being surveyed. He also stated that the park at Kauffman Blvd. and Kauffman Rd. was also being surveyed.

The board then briefly discussed the Kauffman Rd. and Kauffman Blvd. special assessment district. Lang noted that Szydlowski would be sending a warrant to Wieczorkowski to initiate the collection process which would begin in December of 2025.

New Business:

a. **PIE&G Franchise Agreement**
b. **Approval of Payables**
c. **Nicolet Daily Limit Increase/Name Changes**
d. **Parks and Recreation Committee Appointment**
e. **Tower Climb Fee Waiver**
f. **Roads**
    1. **South Albany Point (Private)**
    2. **Lake Street and Fireside Hwy.**

PIE&G: Lang provided a summary of the Presque Isle Electric & Gas Co-op Natural Gas Franchise Agreement. A motion was made by Wieczorkowski, supported by Szydlowski, to approve the agreement. A roll call vote was taken. Aye: Wieczorkowski, Szydlowski, Devers, and O'Neill. No: Lang. Motion carried.

Approval of Payables: Szydlowski presented a Payables Report to the board which totaled $61,226.37. She also stated that there were additional items to be approved that were not included in her report:

1. $765.48 for the Fire Department.
2. $1,973.86 for the township.
3. $5,472.05 for the lighthouse gift shop.
4. $29,875 to Ted Hartleb Insurance Agency.
5. $200 to Cemetery Sexton Bob Torsch for a burial that would take place on July 19th, 2025.



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A motion was made by O'Neill, supported by Devers, to approve the payables. A roll call vote was taken. All ayes. Motion carried.

Nicolet: Wieczorkowski informed the board that the daily limit for the township's account had been increased to meet payroll. She also stated that Nicolet had not yet received signatures from Szydlowski, Deputy Clerk John Dolan and Deputy Treasurer Paula Crook and recommended obtaining wet signatures from the three officials.

Parks and Rec Appointment: Szydlowski briefly discussed the qualifications of Kelsey Mitchell, her recommendation for the Presque Isle Township Parks and Recreation Committee. A motion was made by Lang, supported by Wieczorkowski, to appoint Kelsey Mitchell to the Parks and Recreation Committee. All ayes. Motion carried.

Tower Climb Fee Waiver: Lang informed the board that the Presque Isle Township Museum Society (PITMS) Board of Directors was requesting that the Township waive the $4 tower climb fee for children accompanied by a paying adult during the upcoming Lighthouse Family Day event scheduled for August 2, 2025.

A motion was made by Lang, supported by Devers, to waive the tower climb fee for children accompanied by a paying adult (during the upcoming PITMS Lighthouse Family Day event).

Wieczorkowski noted that in the past, PITMS had gone to community partners to pay for the children's tower climbs. She questioned if other events and groups would also expect waived fees for children if the motion passed.

PITMS Secretary Sherry Milstein informed the board that the Museum Society was asking that fees be waived only during the hours of the event scheduled between 12pm and 4pm.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
July 14, 2025 - 4:00 p.m.

A roll call vote was taken. Aye: Szydlowski and Lang. No: Wieczorkowski, Devers, and O'Neill. Motion rejected.

Roads: Lang informed the board that residents of South Albany Point Rd. and Lake St. would seek to establish road improvement special assessment districts in the coming months.

Future Agenda Items:

Lang stated that the board would consider a request for a new Planning Commission email address at the next meeting scheduled for August 11th, 2025.

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

The board heard comments from three (3) audience members.

Executive Session:

a. **Request by Accessor to Become a Township Employee vs. Contractor**

At 4:35pm, Lang informed the audience that the board would be holding an executive session to discuss an employee contract. Lang added that he would be recusing himself due to his financial relationship with the employee.

A motion was made by O'Neill, supported by Szydlowski, to enter into an executive session. All ayes. Motion carried.

The audience was then instructed to leave the boardroom, and the Zoom audience was placed on mute. Lang also left the boardroom.

When the executive session had ended, the audience and Lang were called back into the boardroom. At 5:12pm, Lang called the regular meeting of the Presque Isle Township Board of Trustees back to order.

A motion was made by Szydlowski, supported by Devers, to hire Presque Isle Township Assessor Laurie Spencer as an employee of Presque Isle Township.

Wieczorkowski stated that the board was provided with an agreement from Spencer. Wieczorkowski also indicated that the board would be making modifications to the agreement which would be completed before the next meeting on August 11th.



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July 14, 2025 - 4:00 p.m.

Present for the motion was Township Assessor Spencer who agreed to send a copy of the contract to Lang for revision.

A roll call vote was taken. Ayes: Wieczorkowski, Szydlowski, Devers, and O'Neill. Abstention: Lang. Motion carried.

Adjournment: 5:15pm.

Meeting Reminder: The next regular board meeting is scheduled for Monday, August 11th, 2025, at 4pm.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
August 11, 2025 - 4:00 p.m.

Call to Order	4:00 PM
Pledge of Allegiance	Pledge was recited.
Roll Call	Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill. Absent: None.

Consent Agenda

a. Approval of the 7/14/25 Meeting Minutes.	
b. Treasurer Report – Wieczorkowski	In packet.
c. Clerk Report – Szydlowski	In packet.
d. PC Report - Wieczorkowski	In packet.
e. P&R Report – Szydlowski	In packet.
f. ZBA Report – O'Neill	No report.
g. Zoning Report – Lang	In packet.
h. Assessors Report – Spencer	No report.
i. Museum Society Report – Milstein	No report.
j. Library Report – Rogers	In packet.
k. Facilities Report – Bedard	No report.
l. Fire Dept. Report – LaCross	In packet.
m. EGLFD Report – Waterson	In packet.
n. Correspondence	None.

Approval of Consent Agenda:	A motion was made by O'Neill, supported by Devers, to approve the consent agenda. All ayes. Motion carried.
Approval of Agenda	A motion was made by Wieczorkowski, supported by Devers, to approve the agenda as submitted. All ayes. Motion carried.
Audience Comments: (3-minute limit)	The board heard comments from nineteen (19) audience members. Grievances were made by two (2) audience members regarding the board's refusal to cover children's tower climb fees during the Presque Isle Township Museum Society's Lighthouse Family Day event.



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August 11, 2025 - 4:00 p.m.

Presque Isle Township Planning Commission Vice Chair Stacy Holmén suggested implementing a text message notification system that could send out alerts to subscribed residents.

Six (6) audience members spoke in favor of repaving Lake Street, Fireside Highway, and a portion of Garner Highway and ten (10) attendees spoke against it.

Resident David McCoy informed the board that a benefactor's fund of $53,400 had been collected to go toward the cost of the repaving. He also stated that he had circulated a petition and collected signatures of landowners in favor of the repaving which constituted 64.5% of road frontage and 59% of lots within the proposed special assessment district.

Advocates for the repaving complained of mud and the amount of dust a gravel road can produce. Other grievances included the difficulty of plowing the rugged road and the dangers of walking on it.

Many objectors to the repaving voiced concerns that a paved road would cause drivers to go faster. Others expressed a preference for unpaved roads in rural areas.

After a brief discussion, the board agreed to vote on whether to proceed with the repaving project at the next meeting.

A motion was made by Wieczorkowski, supported by Szydlowski, to invite Mark Straley of R.S. Scott Engineering, David Kowalski of the Presque Isle County Road Commission, and attorney Tim Gulden to attend the next board meeting to fully explain to the board and public how to proceed in compliance with Act 188. A roll call vote was taken. Ayes: O'Neill, Lang, Szydlowski, and Wieczorkowski. No: Devers. Motion carried.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
August 11, 2025 - 4:00 p.m.

Board Comments:

a. **Lang**
   1. **Township Audit**
   2. **PITMS Grass Painting**
   3. **New PC email address**

Audit: Lang stated that the township was audited, and no issues were raised. Szydlowski and Wieczorkowski also remarked that the audit had gone well.

PITMS Grass Painting: Lang reported that the Presque Isle Township Museum Society had painted the grounds at the New Lighthouse Park for a Lighthouse Family Day event despite being told not to do so by the Township Facilities and Projects Manager. Lang asked the board to consider this when approving use of the lighthouse next year.

New PC Email Address: Lang informed the board and audience that the Presque Isle Township Planning Commission was issued its own email address: pitwppc@presqueisletwp.org.

Items Pulled from Consent Agenda

None.

Unfinished Business:

a. **BS&A Software**
b. **1870 Parking Lot – EGLE Report**
c. **10 Acres Trail**

BS&A Software: Lang reported that BS&A would be supporting .net for another year before transitioning to the cloud. Lang suggested that the board commit $40,000 for the estimated cost of the anticipated software upgrade. Wieczorkowski stated that the amount is currently in the 2025-2026 fiscal year budget as a line item and agreed to ensure the funds do not get reappropriated.

1870 Parking Lot: Lang informed the board that the Michigan Department of Environment, Great Lakes, and Energy conducted a survey of the proposed parking lot site at the New Lighthouse Park and did not find wetlands. He indicated that the project is now moving forward.

10 Acres Trail: Lang reported that the land across from the township hall had been surveyed, and the township would soon be seeking bids to cut the trail.



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August 11, 2025 - 4:00 p.m.

Devers next requested that the board hold an Executive Session to discuss unfinished business related to an employment contract. The board agreed to amend the agenda to include the session at the end of the meeting.

New Business:

a. **Approval of Payables**
b. **Lake St. and Fireside Hwy.**
c. **Bob Doyle Pay Increase**
d. **Cleaning Pay Increase**
e. **Parks and Recreation Committee Appointment**
f. **PITFD Plan for New Main Engine**

Approval of Payables: Szydlowski stated that there were additional items to be approved that were not included in her submitted report:

1. $630 for Northside Bookkeeping.
2. $350 for Alpena Ambulance Service.
3. $73.89 for Dean Arbor Ford.
4. $121.50 to Tammy Forbush for reimbursement.
5. $200 to Cemetery Sexton Bob Torsch.
6. $445.25 to Thunder Bay Press.
7. $2,071.90 to Home Depot.
8. $7,473.35 to Nicolet.
9. $970.08 to Nicolet.
10. $157.96 to Nicolet.

Lang explained to the audience that the township holds three (3) Nicolet credit cards for the General Fund, Enterprise Fund, and the Fire Department.

Szydlowski then took questions from the board and provided clarification on several invoices. Presque Isle Township Fire Department (PITFD) Chief Larry LaCross was also asked about a purchase from True North Threads. He explained that the fire department had ordered sweatshirts for new and existing members. He added that each member was allotted one sweatshirt, and those who ordered more would be reimbursing the township.

A motion was made by Devers, supported by O'Neill, to approve the payables. A roll call vote was taken. All ayes. Motion carried.

Lake St. and Fireside Hwy.: This item was previously addressed outside of the approved agenda order after audience comments.



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August 11, 2025 - 4:00 p.m.

Bob Doyle Pay Increase: The board discussed the job duties and expanded responsibilities of Maintenance employee Bob Doyle.

A motion was made by Lang, supported by Wieczorkowski, to increase the salary of Bob Doyle from $15.50 to $18 per hour. A roll call vote was taken. All ayes. Motion carried.

The board agreed that the pay increase would be effective August 1st, 2025.

Cleaning Pay Increase: After a brief discussion, the board agreed that Lang and Szydlowski would create a job description for the cleaning position and discuss the expected duties and responsibilities with the township's current cleaning contractor.

Parks and Rec Appointment: A motion was made by Lang, supported by Szydlowski, to appoint Karen Torsch to the Presque Isle Township Parks and Recreation Committee. All ayes. Motion carried.

PITFD: Presque Isle Township Fire Department Chief Larry LaCross asked the board to consider the future purchase of a new main engine. He stated that the current main engine is thirty years old and will eventually need to be replaced in the next few years. LaCross indicated that the department would require a category one engine with a minimum 1,000-gallon tank and a 1200-1500 gallon per minute pump. He also noted that at the end of next year, emissions requirements would be changing.

Lang informed LaCross that he had contacted Northeast Michigan Council of Governments (NEMCOG) Senior Planner Nico Tucker regarding grant opportunities for the new engine.

Wieczorkowski stated that the township would be able to assist the PITFD with an internal loan should they need it. She also suggested the department look into leasing a new engine with an option to buy.



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August 11, 2025 - 4:00 p.m.

Lang then asked about reimbursement for the ice storm in March. LaCross informed the board that reimbursement should come from the township. Lang and LaCross agreed to meet at a later date to discuss further.

Future Agenda Items:

None.

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

None.

Executive Session: Township Employee Contract Discussion

At 5:16pm, a motion was made by Devers, supported by O'Neill, to hold an Executive Session. Ayes: four (4). Abstention: one (1). Motion carried. The Zoom audience was placed on mute, and all audience members exited the boardroom. Lang recused himself and left the room.

When the Executive Session ended, Lang and the audience members were called back into the boardroom. At 5:27pm, Lang called the regular meeting back to order.

Devers reported that Township Assessor Laurie Spencer would no longer have a contract but would have a job description instead. He also stated that the effective starting date for the Assessor to begin working as a township staff employee would be September 1st.

A motion was made by Szydlowski, supported by Devers, to approve a payment of $4900 to Northeast Michigan Assessing for the August contracted services of Township Assessor Laurie Spencer. A roll call vote was taken. All ayes. Motion carried.

Adjournment:

5:32pm.

Meeting Reminder: The next regular board meeting is scheduled for Monday, September 8th, 2025, at 4pm.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
September 8, 2025 - 4:00 p.m.

Call to Order	4:00 PM
Pledge of Allegiance	Pledge was recited.
Roll Call	Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill. Absent: None.

Consent Agenda

a. Approval of the 8/11/25 Meeting Minutes.	In packet.
b. Treasurer Report – Wieczorkowski	In packet.
c. Clerk Report – Szydlowski	In packet.
d. PC Report - Wieczorkowski	No report.
e. P&R Report – Szydlowski	In packet.
f. ZBA Report – O'Neill	No report.
g. Zoning Report – Lang	In packet.
h. Assessors Report – Spencer	No report.
i. Museum Society Report – Milstein	No report.
j. Library Report – Rogers	In packet.
k. Facilities Report – Bedard	In packet.
l. Fire Dept. Report – LaCross	In packet.
m. EGLFD Report – Waterson	In packet.
n. Tree Committee	In packet.
o. Correspondence	None.

Approval of Consent Agenda:	A motion was made by Devers, supported by O'Neill, to approve the consent agenda as distributed. All ayes. Motion carried.
Approval of Agenda	A request was made by Lang to remove item F (*Parks and Recreation Appointment)* from New Business. Lang stated that the Parks and Recreation Committee would be considering candidates and making a recommendation to the board before an appointment is made. A motion was made by Wieczorkowski, supported by Devers, to approve the agenda with the deletion of item F. All ayes. Motion carried.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
September 8, 2025 - 4:00 p.m.

Audience Comments: (3-minute limit)

1. A representative for Friends of the Grand Lake Library asked to use the lighthouse grounds to host a *Story Walk* during the township's Autumn Lights Festival on October 11th. Szydlowski explained that the request should be brought to the Parks and Recreation Committee for consideration. She also indicated that the item would be added to the committee's September 29th meeting agenda.

2. A grievance was made about an unsightly cord hanging from the ceiling in the township hall gym. Lang stated that he would contact Maintenance staff.

3. A resident addressed the board regarding the phragmites cleanup in Lotus Pond. Lang indicated that comments about the phragmites could be made when the item is discussed during New Business.

4. Former Presque Isle Township Trustee Bart Hellmuth thanked the board for its service to the township.

Board Comments:

1. Speaking as Board Liaison, Szydlowski reported that the Parks and Recreation Committee would like to be more involved in the planning of the 10-acre trail.

2. Lang informed the board that he and Devers met with Facilities and Projects Manager Matt Bedard. Lang indicated that he would be receiving biweekly project status updates from Bedard and Maintenance employee Bob Doyle. He also stated that he, Devers, and Bedard would be developing and distributing requests for proposal for the 10-acre trail.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
September 8, 2025 - 4:00 p.m.

Items Pulled from Consent Agenda

None.

2024-25 Fiscal Year Audit Report: Some CPAs

Julia Oswald from the accounting firm Schulze, Oswald, Miller & Edwards PC (SOME CPAs) presented an overview of the township's 2024-25 fiscal year audit and took questions from the board.

A motion was made by O'Neill, supported by Szydlowski, to approve the audit report as submitted by Julia Oswald of SOME CPAs in Alpena. A roll call vote was taken. All ayes. Motion carried.

After a brief discussion, Wieczorkowski agreed to contact Kristy Schulze of SOME CPAs to inquire about how they used the MHR reports to arrive at the aged receivable figures.

The board also agreed that the audit report would be published on the township's website.

Unfinished Business:

a. **Lake St. and Fireside Hwy.**
b. **Amrize Rezoning (Lake Esau)**
c. **Cleaning Pay Increase Postponement**

Lake St. and Fireside Hwy: Lang reported that local benefactors would be covering the township's portion of the repaving cost, and the formation of a special assessment district would no longer be necessary.

Amrize Rezoning: Lang informed the board that he had received correspondence from Amrize Regional Land Manager Rob Hayes which indicated that Amrize was no longer seeking to rezone its property. Lang noted that the subject property would remain classified as Forest and Recreation for now.

Cleaning Pay Increase Postponement: Lang requested that the cleaning pay increase decision be postponed until after the board and current custodial contractor had reviewed the updated job description. The board agreed to consider the pay increase at the October meeting.

New Business:

a. **PITFD EMT Training**
b. **Approval of Payables**

EMT Training: Lang stated that Presque Isle Township Fire Department (PITFD) Chief Larry LaCross was requesting



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September 8, 2025 - 4:00 p.m.

- **c. Mass Notification App**
- **d. Lotus Pond Phragmites**
- **e. Custodian Job Description**

Emergency Medical Technician (EMT) training for five (5) new recruits. Lang noted that the cost per trainee would be $1,650 for a total of $8,250. He also indicated that the PITFD budget had sufficient funds to cover the training.

A motion was made by Wieczorkowski, supported by Devers, to approve up to $8,250 for the five (5) students' training. A roll call vote was taken. All ayes. Motion carried.

Approval of Payables: Szydlowski stated that there were additional invoices received that were not included in her submitted report:

1. $7,814.60 for SOME CPAs
2. $200 for Cemetery Sexton Bob Torsch
3. $2,354 for Modern Tech Solutions
4. $1,435.14 for Home Depot
5. $3,149.24 for Nicolet
6. $528.02 for Nicolet
7. $2,640.50 for Nicolet
8. $1,900 for Bauer, Florip and Wojda PLC
9. $121.68 for Ron Scudder.

A motion was made by O'Neill, supported by Devers, to approve the payables. A roll call vote was taken. All ayes. Motion carried.

Mass Notification App: Lang reported that he had received a $4,000 quote from Civic Plus for a mass notification app. He stated that the service would send text messages and emails from the township to residents who enrolled. Lang noted that residents can currently subscribe to *Code Red* which is a free emergency notification system offered by Presque Isle County.

A motion was made by Devers, supported by Wieczorkowski, to approve $4,000+ for the mass notification system.



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September 8, 2025 - 4:00 p.m.

Discussion:
The board discussed the possibility of developing a notification system in-house. Board members noted that the township already has several methods for sending out mass notifications including Facebook, presqueisletwp.org, and the electronic sign in front of the township hall.

A roll call vote was taken. No: 5. Yes: 0. Motion rejected.

Lotus Pond Phragmites: Planning Commission Vice Chair Stacy Holmén addressed the board regarding the phragmites infestation in Lotus Pond. She stated that since the treatment last October, 80-85% of the phragmites had been killed, but an additional application was needed to prevent the invasive species from potentially spreading further. Holmén indicated that the cost of the second phragmites treatment would be $5,975 and requested a contribution from the township.

Lang noted that the initial treatment from Savin Lake Services was $7,985, of which residents paid $5,985. He questioned why the second application for $5,975 could not be covered by property owners. Holmén argued that a contribution from the township would align with the Presque Isle Township Master Plan since it would be used toward the preservation of natural resources.

A motion was made by Lang, supported by Devers, to authorize a $1,000 contribution toward the elimination of the phragmites in Lotus Pond.

Discussion
Devers stated that when the board approved the $2,000 contribution last year, he was unaware it would be a recurring cost. He noted that the elimination of invasive species is the responsibility of property owners and expressed concern that an additional contribution from the township would set precedent.

Wieczorkowski stated that it was difficult to collect funds last year after the township had paid 50% of the total cost



up front. She agreed with Devers that the treatment should be the property owner's responsibility.

Szydlowski noted that there would always be an invasive species to treat.

Devers asked about cleanup of the dead phragmites since the initial treatment.

Holmén stated that once killed, the phragmites eventually disintegrate. She argued that while there would always be an invasive species to treat, early eradication would prevent the issue from becoming a bigger problem later.

Lang stated that he had spoken to both fire department chiefs about burning the dead phragmites, but they had warned against it. He also stated that he had consulted with the township attorney about funding the phragmites treatment as the township is limited in what endeavors it may contribute to.

Lang then asked to cancel his earlier motion.

A new motion was made by Lang, supported by Devers, to postpone the consideration of any funding until the October 13th meeting.

Discussion

Wieczorkowski noted that the phragmites treatment could not be conducted after the first frost. She expressed concern that the frost could come before the meeting on October 13th which would delay the project until next year. Wieczorkowski suggested that if property owners raised enough funds to cover the treatment, then the township could collect those funds and pay Savin Lake Services directly prior to the October meeting.

A vote was taken on the motion made by Lang. All ayes. Motion carried.

A second motion was made by Lang, supported by Devers, to pay for the phragmites treatment with the general fund



credit card should donations totaling the entire cost of the treatment be collected within the next three weeks.

Wieczorkowski then requested an amendment to the second motion which would state that if all funds were received by the end of September, the township would take part in receiving the funds and make the payment directly to Savin Lake Services. Devers supported the amendment.

A roll call vote was taken on Wieczorkowski's amendment. All ayes. Motion carried.

A vote was then taken on the second motion made by Lang. All ayes. Motion carried.

Custodian Job Description: Lang confirmed that all board members had reviewed the updated job description for Township Custodian. Wieczorkowski suggested adding more detail to the park restroom duties and requested that kitchen counters be wiped down weekly. The board agreed with the changes.

When there was no further discussion, Lang stated that he would speak with the current custodial contractor about the revised job description and noted that the board would consider a cleaning pay increase at the next meeting in October.

Future Agenda Items:

Two (2) residents voiced their concerns about dilapidated homes in the area. Lang stated that he was working with the county building inspector and Deputy Zoning Administrator Dennis Cleary to initiate condemnation proceedings on one of the properties and agreed to keep the public apprised of the situation. Lang also stated that he met with Presque Isle County Chief District Judge Michael Ekdahl to discuss the enforcement of municipal civil infractions.

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

Presque Isle Harbor Association Vice President Vickie Fields informed the board that flu shots would be available at the PIHA clubhouse on October 1st from noon – 2pm and requested that the township notify residents. She also



stated that PIHA would be having a blood drive on October 21st from 10am-2:30pm. Fields also asked about the proposed special assessment districts for Lake Esau and Grand Lake. Lang stated that he would be attending the court proceedings on September 22nd.

Wieczorkowski and Devers both stated that they would not be present at the regular monthly meeting on October 13th. The board agreed to discuss a new meeting date over email and notify the public once the new date has been determined.

Adjournment: 5:21pm.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
October 8, 2025 - 9:00 a.m.

Call to Order 9:00 AM

Pledge of Allegiance Pledge was recited.

Roll Call Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill.
Absent: None.

Consent Agenda

a. Approval of the 9/8/25 Meeting Minutes.	In packet.
b. Treasurer Report – Wieczorkowski	In packet.
c. Clerk Report – Szydlowski	In packet.
d. PC Report - Wieczorkowski	No report.
e. P&R Report – Szydlowski	In packet.
f. ZBA Report – O'Neill	In packet.
g. Zoning Report – Lang	In packet.
h. Assessors Report – Spencer	No report.
i. Museum Society Report – Milstein	No report.
j. Library Report – Rogers	No report.
k. Facilities Report – Bedard	In packet.
l. Fire Dept. Report – LaCross	In packet.
m. EGLFD Report – Waterson	In packet.
n. Tree Committee	No report.
o. Correspondence	None.

Approval of Consent Agenda: A motion was made by O'Neill, supported by Devers, to approve the consent agenda. All ayes. Motion carried.

Approval of Agenda A request was made by Lang to add three (3) items to New Business:

1. Tool Sale
2. Cemetery Maintenance
3. Budget Adjustments.

A motion was made by Wieczorkowski, supported by Szydlowski, to approve the agenda with the additions requested by Lang. All ayes. Motion carried.



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October 8, 2025 - 9:00 a.m.

Audience Comments: (3-minute limit)

Joe Kettler of the *God Loves You* Food Pantry informed the board that he had met with Sergeant Darin Rabeau of the Presque Isle Sheriff's Office to discuss solutions for the traffic congestion on East Grand Lake Road. He stated that beginning in November, cars will now line up on the shoulder of Lake Esau Highway, entering by way of Glenbush Drive. Kettler also said that his organization would be purchasing signs to direct drivers.

The board then discussed possible fundraising opportunities for *God Loves You* and agreed to allow the group to use the township hall at no charge. The board also agreed to publish a map detailing the new lineup on the township's website.

Board Comments:

1. Szydlowski noted that the Autumn Lights Festival would take place on Saturday, October 11th, 2025, from 11am to 2pm. She also stated that the petting zoo scheduled for the event had been cancelled.

2. Devers questioned whether the board would be discussing the issue of delayed bill payments. Lang stated that the item would be added to the November agenda.

3. Lang informed the board that volunteers had offered to drill holes around the cemetery where the split rail fence was falling. The volunteers also agreed to install a new fence if the township provided new split rails. Lang stated that Presque Isle Township Facilities and Projects Manager Matt Bedard had estimated that the new rails would cost $1,000. Lang also indicated that he would accept the volunteers' offer.

4. Lang stated that he and Devers had met with Presque Isle Township Fire Department Chief Larry LaCross regarding the Federal Emergency Management Agency (FEMA) reimbursement for storm damage costs incurred in the spring. Lang said that he and Devers had given LaCross



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
October 8, 2025 - 9:00 a.m.

permission to accept a $16,000 reimbursement, which covered approximately 85% of the expenses.

Items Pulled from Consent Agenda: None.

Unfinished Business:

a. **Cleaning Pay Increase**
b. **Phragmites Lotus Pond**

Cleaning Pay Increase: Lang reported that he had met with the township's cleaning contractor to discuss the revised job description which had been approved at the September board meeting. He also informed the board that the contractor had requested a 3.2% cost-of-living increase.

A motion was made by Lang, supported by Devers, to increase the cleaning contractor pay by 3.2%. A roll call vote was taken. All ayes. Motion carried.

Phragmites Lotus Pond: Lang stated that all payments for the second phragmites treatment on Lotus Pond had been made without any contribution from the township. Planning Commission Vice Chair Stacy Holmén informed the board that the second treatment was scheduled to take place the next day. (10/9/25.)

New Business:

a. **Approval of Payables**
b. **Parks and Rec Appointment**
c. **Tool Sale**
d. **Cemetery Maintenance**
e. **Budget Adjustments**

Approval of Payables: Szydlowski stated that there were additional invoices received that were not included in her submitted report:

1. $12 to Cindy Hudson.
2. $36.60 to Presque Isle Newspapers.
3. $1,440 to Bauer, Florip, and Wojda PLC
4. $15 to MMC
5. $27 to Mobile Health Resources
6. $350 to the City of Alpena
7. $270.04 to Channel Craft
8. $777.39 to Cape Shore
9. $1,446.12 to Home Depot.
10. $976 to Nicolet.
11. $3,980.76 to Nicolet.
12. $2,604.23 to Nicolet.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
October 8, 2025 - 9:00 a.m.

A motion was made by O'Neill, supported by Devers, to approve the payables. A roll call vote was taken. All ayes. Motion carried.

Parks and Rec Appointment: Speaking as Board Liaison, Szydlowski reported that the Presque Isle Township Parks and Recreation Committee was recommending that Presque Isle Township resident Paige Mead be appointed as a new member.

A motion was made by Szydlowski, supported by Wieczorkowski, to appoint Paige Mead to the Presque Isle Township Parks and Recreation Committee. All ayes. Motion carried.

Tool Sale: Lang informed the board that Presque Isle Township Facilities and Projects Manager Matt Bedard had requested to purchase tools from the estate of Jerry Campo. Lang stated that the tools could be utilized by Maintenance staff on future projects. Lang then went through a price list submitted by Bedard. Lang stated that the estimated total cost for all the requested tools came to $2,115.

A motion was made by Wieczorkowski, supported by Szydlowski, to give Facilities and Projects Manager Matt Bedard the authority to spend up to $2,000 on miscellaneous tools from the Jerry Campo estate.

Wieczorkowski then asked to amend her motion to include authorization for Szydlowski to generate payment for the tools prior to the next meeting. Devers suggested that the board reject the original motion and that Wieczorkowski then make a second motion.

A roll call vote was taken on the original motion made by Wieczorkowski. No: 5. Yes: 0. Motion defeated.

A second motion was made by Wieczorkowski, supported by Devers, to give Facilities and Project Manager Matt Bedard the authority to spend up to $2,000 on tools from the Jerry Campo estate and to allow Clerk Szydlowski to



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October 8, 2025 - 9:00 a.m.

approve payment upon receipt of an invoice. A roll call vote was taken. All ayes. Motion carried.

Cemetery Maintenance: Lang reported that the Presque Isle Township Cemetery's maintenance worker had resigned, and he had not yet found a replacement. Szydlowski suggested reaching out to H&D Services in Alpena. Lang agreed to contact H&D and stated that he would keep the board updated.

Budget Adjustments: Lang informed the board that he had moved $350 from General and Administrative Expenses (*Printing and Publishing)* and allocated $250 to the Planning Commission *(Printing and Publishing)* and $100 to the Zoning Board of Appeals *(Printing and Publishing*).

Future Agenda Items: None.

Audience Comments: (3-minute limit) Presque Isle Township Planning Commission Secretary Cynthia Paavola acknowledged the improvements to the township hall fireplace.

Adjournment 9:46 a.m.

Next Meeting: 11/10/25 at 4pm.



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

Call to Order — 4:00 PM

Pledge of Allegiance — Pledge was recited.

Roll Call — Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill.
Absent: None.

Approval of Agenda — Lang requested to add Time of Transfer Ordinance Amendment (item h) to New Business.

A motion was made by Wieczorkowski, supported by O'Neill, to approve the agenda with the addition. Motion carried unanimously.

Consent Agenda

a. Approval of the 10/13/25 Meeting Minutes.	
b. Treasurer Report – Wieczorkowski	In packet.
c. Clerk Report – Szydlowski	In packet.
d. PC Report - Wieczorkowski	In packet.
e. P&R Report – Szydlowski	In packet.
f. ZBA Report – O'Neill	No report.
g. Zoning Report – Lang	No report.
h. Assessors Report – Spencer	No report.
i. Museum Society Report – Milstein	No report.
j. Library Report – Rogers	In packet.
k. Facilities Report – Bedard	No report.
l. Fire Dept. Report – LaCross	In packet.
m. EGLFD Report – Waterson	In packet.
n. Tree Committee	No report.
o. Correspondence	None.

Approval of Consent Agenda: — Devers requested to pull the Treasurer report (b), and Clerk report (c) for discussion. Lang requested to pull the Fire Department report (l), and Correspondence (o). A motion was made by O'Neill, supported by Szydlowski, to approve the consent agenda with the four (4) items pulled. Motion carried unanimously.



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November 10, 2025 - 4:00 p.m.

Audience Comments (3-Minute Limit)

Presque Isle Harbor Association Vice President Vickie Fields noted that Christmas in Presque Isle activities would take place on December 6th. She also extended appreciation to local veterans in observance of Veterans Day.

Zoning Board of Appeals Vice Chair David Larkin acknowledged the 50th anniversary of the Edmund Fitzgerald sinking.

Board Comments

Lang reported that he was continuing efforts to schedule a meeting with Presque Isle County Chief District Judge Michael Ekdahl regarding the enforcement of municipal civil infractions. He also informed the board that the Township would be hosting the Michigan Townships Association's quarterly meeting on Tuesday, December 2, 2025, at 7:00 p.m. at the Township Hall, where refreshments would be provided.

Items Pulled from Consent Agenda

Treasurer's Report: Devers questioned the $6,987.11 miscellaneous item in the Treasurer's report. Wieczorkowski clarified that the amount corresponded to the phragmites treatment of Lotus Pond and that the item reflected reimbursements received from property owners. **(Clerical clarification: Of the $6,987.11, $1,247.76 was for the utility reimbursement (discussed below) and $50 was for a dividend check. The remainder was for the phragmites treatment reimbursement.)**

Devers asked for clarification regarding a $1,250 utility reimbursement. Wieczorkowski stated that the payment came from the Presque Isle Township Museum Society under its contracted agreement with the Township.

Clerk's Report: Devers inquired about the substantial balance in the Enterprise Fund. Wieczorkowski noted that the fund is intended for park improvement projects and that decisions regarding its use will be made by the board.



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November 10, 2025 - 4:00 p.m.

Fire Department Report: Lang stated that he had pulled the Fire Department report because it would be addressed as an agenda item under New Business.

Correspondence: Lang reported that Township Assessor Laurie Spencer received a certificate upon completing her continuing education requirements. He noted that as an employee, she will now be reimbursed for related expenses including mileage, meals and lodging.

Lang also stated that he received correspondence from the Alpena Area Chamber of Commerce inviting Board members to their annual banquet in February.

Unfinished Business

a. **FEMA Reimbursement**
b. **H&D Services**
c. **New Trails**
d. **BS&A Software**

FEMA Reimbursement: Lang reported that the Township expects to receive approximately $25,000 in Federal Emergency Management Agency (FEMA) reimbursement for the 2025 ice storm expenses, including previously excluded volunteer firefighter labor costs.

H&D Services: Lang informed the board that H&D Services would be unable to provide grave digging services for the Township. Lang stated that he is in negotiation with a local resident who had offered to provide the services at a cost of $650 per burial.

New Trail: Lang reported that the Township would accept a proposal to clear the trails for the cost of fuel only. He also stated that Amrize had agreed to provide fill for the trail's parking area at no cost. Lang noted that the entire budget for the new trails would be $32,000, funded through the American Rescue Plan Act.

BS&A Software: Lang stated that the transition to BS&A's cloud-based software would likely be delayed 3-4 years. He noted that the township had allocated $40,000 for the new software and recommended that the Township purchase .net modules for special assessment district and cemetery management systems. The board agreed to discuss the item at next month's meeting.



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

New Business

a. **Approval of Payables**
b. **Payables Schedule**
c. **Township Insurance**
d. **Citizen of the Year Award**
e. **Snow Plowing Contract**
f. **PITFD Requests – Surplus Radio Equipment Sale and Repair Approvals**
g. **KCI Quote**
h. **Time-of-Transfer Amendment**

Approval of Payables: Szydlowski provided clarification regarding a $2,000 contribution to the Presque Isle County Road Commission and a $5,985 payment for the phragmites treatment on Lotus Pond. When there were no further questions, a motion was made by O'Neill, supported by Devers to approve the Payables report. A roll call vote was taken. All ayes. Motion carried.

Payables Schedule: The board discussed adding a second monthly meeting from May through October to expedite the approval of payables. The board agreed to revisit the proposal at a future meeting.

Township Insurance: Lang reported that EMC Insurance had issued a cancellation notice to the Township due to safety and liability concerns identified during inspections. He noted that coverage has since been reinstated.

Township Maintenance employee Bob Doyle then discussed the corrective work which had been completed in response to the insurance inspectors' requirements. Lang added that the estimated cost for the required electrical upgrades at the lighthouses is between $40,000-$50,000.

The board expressed concern regarding EMC's inspection process and agreed to invite insurance agent Don Bourdeau to a future meeting for clarification. Lang also stated that he would contact the Michigan State Historical Preservation Office (SHPO) to seek authorization to proceed with the electrical upgrades.

Citizen of the Year Award: The board discussed reinstating the annual Citizen of the Year award for outstanding community service. The board agreed to invite public nominations in the winter tax newsletter.

Snow Plowing Contract: Lang reported that service provider Terry Ravitz had agreed to provide snow plowing services for the Township at a rate of $85 per hour, an increase of $5 from last year. A motion was made by Wieczorkowski,



supported by Szydlowski, to approve the new snow plowing contract at $85/hour. A roll call vote was taken. All ayes. Motion carried.

PITFD Requests: Presque Isle Township Fire Department (PITFD) Chief Larry LaCross informed the board that engine 902 would require approximately $2,000 in repairs to the power steering and rear transfer case. He also requested authorization to sell obsolete VHF radios for approximately $75 each, with proceeds to be turned over to the Treasurer.

A motion was made by Devers, supported by O'Neill, to allow up to $2,500 to fix engine number 902. A roll call vote was taken. All ayes. Motion carried.

A motion was made by Devers, supported by Szydlowski, to allow PITFD to sell excess VHF equipment providing it submits an itemized list of equipment to the board, and turns over all monies received to the Township Treasurer. A roll call vote was taken. All ayes. Motion carried.

KCI Quote: Wieczorkowski presented a cost estimate from KCI for winter tax bill processing. A motion was made by Wieczorkowski, supported by O'Neill, to approve $5,258.62 to process the Township 2025 winter tax bills. A roll call vote was taken. All ayes. Motion carried.

TOT Amendment: The board reviewed a proposed amendment to the Septic/Well Inspection and Property Transfer Ordinance, drafted by Township Attorney Tim Gulden, which would remove the escrow requirement for inspection fees when evaluations cannot be completed due to the weather (Paragraph E of Section 5).

Following a brief discussion, Lang agreed to contact Gulden for further clarification and to provide a summary of that conversation at the next meeting.

A motion was made by Devers, supported by Wieczorkowski, to postpone action on the amendment until the December Board meeting. Motion carried unanimously.



PRESQUE ISLE TOWNSHIP
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November 10, 2025 - 4:00 p.m.

Future Agenda Items	Time-of-Transfer Ordinance Amendment and BS&A to be discussed in December.
Audience Comments (3-Minute Limit)	Planning Commission Vice Chair Stacy Holmén recommended contacting Milton Township to learn how they manage septic system evaluations that cannot be conducted in the winter.
Adjournment	5:05pm

Next Meeting Date: 12/8/25 at 4pm.



PRESQUE ISLE TOWNSHIP
Board of Trustees
Special Meeting Minutes
December 4, 2025 - 9:00 a.m.

Call to Order 9:00 a.m.

Pledge of Allegiance Pledge was recited.

Roll Call Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Trustee Mark Devers, and Trustee Mary O'Neill.
Absent: Treasurer Jennifer Wieczorkowski

Approval of Agenda A motion was made by Devers, supported by O'Neill, to approve the agenda. All ayes. Motion carried.

Audience Comments None.

Unfinished Business

a. Electrical Repair Recommendations

The board reviewed estimates for electrical repairs required for reinstatement of EMC property insurance at the 1840 and 1870 Lighthouse Parks. Facilities and Projects Manager Matt Bedard went through the EMC report outlining which repairs had been completed and which were not necessary. Bill Mendenhall of Omega Electric and Sign Company, Inc. was also present to provide details on proposed repairs, estimated at $9,000 for the 1840 Lighthouse, $33,000 for the 1870 Lighthouse, and $19,000 for the Township Hall.

Based on the recommendations of Bedard, the board approved additional upgrades not included in the EMC recommendations:

1. Installation of outdoor GFI to the front and back of Garrity Hall to eliminate the need for extension cords.
2. Electrical repair of the streetlamp at the New Lighthouse Park.
3. Addition of two safety lights in the 1840 Lighthouse.

The board requested that all additional upgrades not included in the EMC recommendations be listed in a separate estimate. They also requested documentation that other electrical contractors had been contacted. The board also agreed that the cost of repairs would be taken



out of the Enterprise Fund which was created for lighthouse repairs and maintenance.

The board confirmed that the township property insurance had been fully reinstated until December 8th when alternative coverage would be required for the lighthouses. Devers noted that confirmation of active property insurance would be required before any electrical work begins.

A motion was made by Devers, supported by O'Neill, to proceed with Omega Electric and authorize a $43,000 reduction to the Enterprise Fund to complete all electrical work at the 1905 house, Garrity Hall, and the 1870 and 1840 parks. The motion is contingent upon receiving documentation of other electrical contractors contacted, and confirmation that property insurance will be in place prior to signing the contract.

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

New Business None.

Audience Comments None.

Adjournment 10:03 a.m.

Next Regular Meeting: Monday, December 8, 2025, 4:00 p.m.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
December 8, 2025 - 4:00 p.m.

Call to Order — 4:00 PM

Pledge of Allegiance — Pledge was recited.

Roll Call — Present: Supervisor Steve Lang, Clerk Kate Szydlowski, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill.
Absent: None.

Approval of Agenda — Szydlowski requested to add an item to New Business regarding the appointment of a new Deputy Clerk (item f).

A motion was made by Wieczorkowski, supported by Devers, to approve the agenda with the addition. Motion carried unanimously.

Consent Agenda

a. 11/10/25, 11/25/25, and 12/4/25 Meeting Minutes.	
b. Treasurer Report – Wieczorkowski	In packet.
c. Clerk Report – Szydlowski	In packet.
d. PC Report - Wieczorkowski	No report.
e. P&R Report – Szydlowski	No report.
f. ZBA Report – O'Neill	No report.
g. Zoning Report – Lang	No report.
h. Assessors Report – Spencer	No report.
i. Museum Society Report – Milstein	No report.
j. Library Report – Rogers	No report.
k. Facilities Report – Bedard	In packet.
l. Fire Dept. Report – LaCross	In packet.
m. EGLFD Report – Waterson	In packet.
n. Tree Committee	No report.
o. Correspondence	None.

Approval of Consent Agenda: — Lang requested to pull the 11/10/25 minutes (item a) and the Facilities report (item k) for discussion. Lang stated that the Facilities report would be addressed under Unfinished Business (item e).

Lang clarified that the "$6,987.11" referenced in the 11/10/25 minutes (under *Items Pulled from Consent Agenda –Treasurer's Report*) corresponded to the



phragmites treatment reimbursement, dividend check, and reimbursement of utilities. He noted that the phragmites treatment alone came to $5,985.

A motion was made by O'Neill, supported by Szydlowski, to approve the consent agenda with corrections to the November 10th minutes. Motion carried unanimously.

Audience Comments (3-Minute Limit)

The board heard comments from two (2) audience members.

Presque Isle Harbor Association Vice President Vickie Fields informed the board that there would be a blood drive at the clubhouse on Tuesday, December 16, 2025, from 10:00 a.m. to 2:00 p.m.

Board Comments

None.

Items Pulled from Consent Agenda

Facilities Report: Lang noted that work orders 5410126 and 5470124 related to lighthouse electrical upgrades and the 1870 parking lot, respectively, and would be discussed under Unfinished Business. He also reported that Facilities and Projects Manager Matt Bedard had contacted K&K Electric, Sunrise Electric, and Thunder Bay Electric for bids on lighthouse repairs, but only Omega Electric and Sign Company, Inc. had responded. Lang indicated that Bedard would submit a memo for the record documenting the dates each company was contacted.

Lang also reported that the corners for the new section of the Presque Isle Township Cemetery had been staked. He stated that the project is expected to take two to three years, requests for proposals (RFPs) would be issued for tree clearing, and that R.S. Scott would conduct a survey to mark individual grave sites.

Unfinished Business

a. **Township Insurance**
b. **1870 Parking Lot**
c. **BS&A Software**
d. **TOT Amendment**
e. **Facilities Report**

Township Insurance: Lang noted that the board had approved a $43,000 bid from Omega Electric and Sign Company for electrical repairs and upgrades required by EMC Insurance but had delayed signing the contract pending property insurance reinstatement. Lang reported



that the lighthouse property insurance had not yet been restored and that two bids for alternative coverage would be received the next day.

After a brief discussion of the estimate breakdown, a motion was made by Lang, supported by Devers, to sign the Omega contract for $43,000 and submit the required 50% down payment. Wieczorkowski requested that the motion specify that the funds will come from the Township's Enterprise Fund, and the board agreed.

A roll call vote was taken. Motion carried unanimously.

Wieczorkowski noted that no taxpayer funds would be used for the electrical work.

1870 Parking Lot: The board considered a $138,680 proposal submitted by Curtis Excavating for the completion of the 1870 parking lot. Lang noted that RFPs had been sent to nine (9) different companies, but only Curtis Excavating had responded with a complete bid.

Lang noted that the $80,000 of funds from the American Rescue Plan Act had been designated for the parking lot, leaving a funding deficit of $58,000. The board discussed available funding options, including the Lighthouse Restoration Fund which would require approval from the Presque Isle Township Museum Society. The board ultimately agreed that sufficient funds were available to proceed with the project.

Lang noted that Curtis Excavating estimated the work could begin in mid-January and be completed prior to the Memorial Day weekend opening of the lighthouses. He also agreed to contact the company to determine whether a deposit would be required.

With no further discussion, a motion was made by O'Neill, supported by Devers, to proceed with the bid of Curtis Excavating in the amount of $138,680 for the building of the parking lot at the 1870 Lighthouse park.



A roll call vote was taken. Motion carried unanimously.

BS&A Software: The board considered a $4,030 quote from BS&A Software for the purchase, implementation, and training of the .NET version of the cemetery maintenance software.

A motion was made by Wieczorkowski, supported by Szydlowski, to spend $4,030 on the .NET version of BS&A's cemetery maintenance software.

Concerns were raised regarding whether the .NET system would function independently if the township ever discontinued BS&A services and whether the data could be transferred if the township switched to the cloud version. Lang agreed to confirm data transfer capabilities and standalone functionality in an upcoming meeting with BS&A representatives.

A roll call vote was taken. Motion carried unanimously.

TOT Amendment: The board discussed a proposed amendment to the Septic/Well Inspection and Property Transfer Ordinance which would shift responsibility for inspection and repair costs to the buyer if a home is sold in the winter and an evaluation cannot be completed before closing. Members also discussed whether the process could be applied year-round.

Lang stated that he would consult Township Attorney Tim Gulden regarding whether the ordinance could allow property transfers to proceed after a failed septic system inspection, provided the buyer agrees to bring the system into compliance. The board agreed to postpone action until the January meeting, pending legal guidance.

Facilities Report: This item was previously discussed under *Items Pulled from Consent Agenda*.

New Business

a. **Approval of Payables**
b. **Committee Appointments**

Approval of Payables: The board reviewed an invoice register submitted by Szydlowski. Lang questioned an $858 expense to The Boat House, which was clarified as storage



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
December 8, 2025 - 4:00 p.m.

i. **Board of Review**
   1. **D. Zolnierek**
   2. **S. Beuter**
   3. **D. Cleary**
   4. **M. Bugenske**

ii. **Zoning Board of Appeals**
   1. **L. Fields**

iii. **Parks and Recreation**
   1. **R. Kauffman**

c. **Cemetery Ordinance Review**
d. **Cemetery Sexton Resignation**
e. **BOR Meeting Change Resolution**
f. **Deputy Clerk Appointment**

for the Presque Isle Township Fire Department's rescue boat.

A motion was made by O'Neill, supported by Wieczorkowski, to approve the payables. A roll call vote was taken. Motion carried unanimously.

Committee Appointments: The board next considered appointments to the Board of Review (BOR), Zoning Board of Appeals (ZBA) and Parks and Recreation Committee.

A motion was made by Lang, supported by Szydlowski to reappoint David Zolnierek, Sandra Beuter, Dennis Cleary, and Mike Bugenske to the Board of Review for a two-year term. Motion carried unanimously.

A motion was made by Lang, supported by O'Neill to reappoint Larry Fields to the Zoning Board of Appeals for a three-year term. Motion carried unanimously.

A motion was made by Lang, supported by Szydlowski, to reappoint Russ Kauffman to the Parks and Recreation Committee for a three-year term. Motion carried unanimously.

Cemetery Ordinance Review: The board agreed that O'Neill and Lang would review the current Cemetery Ordinance with staff in the coming weeks to ensure accuracy and address any issues.

Cemetery Sexton Resignation: Lang reported that Cemetery Sexton Robert Torsch had resigned and requested that members consider potential replacements.

BOR Meeting Change Resolution: The board considered Board of Review Meeting Change Resolution No. 7 of 2025, changing the BOR meetings to Tuesday, March 10, 2026, from 9:00 a.m. to 3:00 pm., and Wednesday, March 11, 2026, from 3:00 p.m. to 9:00 p.m. This change avoids conflict with the Board of Trustees meeting scheduled for Monday, March 9, 2026.



PRESQUE ISLE TOWNSHIP
Board of Trustees Minutes
December 8, 2025 - 4:00 p.m.

A motion was made by Devers, supported by Wieczorkowski, to adopt the resolution as presented. A roll call vote was taken. Motion carried unanimously.

Deputy Clerk Appointment: Szydlowski reported that former Deputy Clerk John Dolan must be removed from the Township's financial accounts and that newly appointed Deputy Clerk Lucille Bray should be added. She stated that a formal resolution would be presented at the next board meeting.

Future Agenda Items — TOT Amendment and Deputy Clerk Resolution

Audience Comments (3-Minute Limit) — The board heard questions and comments from four (4) audience members.

Adjournment — 5:12pm

Next Meeting Date: 1/12/26 at 4pm.



PRESQUE ISLE TOWNSHIP
Board of Trustees
Special Meeting Minutes
December 19, 2025 - 1:00 p.m.

Call to Order

1:00 p.m.

Pledge of Allegiance

Pledge was recited.

Roll Call

Present: Supervisor Steve Lang, Treasurer Jennifer Wieczorkowski, Trustee Mark Devers, and Trustee Mary O'Neill.
Absent: Clerk Kate Szydlowski

Approval of Agenda

Lang requested to add *Northside Bookkeeping* to the agenda.

A motion was made by O'Neill, supported by Devers, to approve the agenda with the addition. Motion carried unanimously.

Audience Comments

None.

<u>Unfinished Business</u>

a. **Property Insurance**

The board discussed two (2) financing options for temporary lighthouse property insurance coverage with Old Republic Union Insurance Company. The first proposal required a down payment of 4,296.44 with monthly payments of $1,152.57 starting in January. The second proposal required a down payment of $6,484.30, with no additional payments due until March.

Lang noted that upon completion of the lighthouses' electrical upgrades in March, the township would return to EMC Insurance coverage. He also stated that EMC would be refunding $2,064 for prepaid premiums, which could be applied toward the cost of the new coverage.

A motion was made Devers, supported by O'Neill to approve the first proposal with a down payment of $4,296.44 and monthly installments of $1,152.57 beginning in January.

A roll call vote was taken. Motion carried unanimously.



PRESQUE ISLE TOWNSHIP
Board of Trustees
Special Meeting Minutes
December 19, 2025 - 1:00 p.m.

New Business

a. Northside Bookkeeping

The board next considered a contract renewal with Northside Bookkeeping.

A motion was made by Wieczorkowski, supported by O'Neill to retain Northside Bookkeeping to do payroll services for the 2026 calendar year.

The board discussed the possibility of transitioning to a bi-weekly payroll schedule. Wieczorkowski suggested obtaining a cost estimate from Northside Bookkeeping for biweekly payroll services and comparing it to the cost of the current system.

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

Audience Comments None.

Adjournment 1:17 p.m.

Next Regular Meeting: Monday, January 12, 2026, 4:00 p.m.