

Arcadia Township Hall
August 10, 2017
Township Board Meeting Minutes
3422 Lake Street, Arcadia, Michigan 49613

Present: Janice McCraner/Supervisor, Debra Eckhout/Treasurer, Mike Cederholm/Trustee, Greg Wisner/Trustee, Craig Rolf/Township Attorney

Absent: None

Call to order by McCraner at 7:00 p.m. Pledge of Allegiance & Invocation

Public Comment on agenda items:

- Encourage the Township Board to take back the approval of all Planning Commission Decisions
- Concerns that the Township attorney is being used too much for making and approving decisions and that MTA should be called before calling Township attorney
- Jessie Williams, attorney representing Debra Eckhout; suggested she be taken off the agenda and to bring the matters up at a later date.

Approval/Amendments to the agenda: Wisner asked to add under Old Business: discussion of PA System and 3 road repair estimates. Eckhout asked to add under New Business: Township Office Behavior. **Motion** by Cederholm, second by Wisner to amend agenda-AIF/APPROVED

Treasurer's Report: Eckhout stated a report could not be given at this time due to the inability to get the programs up and running.

Clerk's Report: Due to recent resignation of Township clerk there was no report.

Listing of the Bills: Due to lack of clerk there was no report.

Approve minutes of July 26, 2017 Special Meeting:

McCraner asked to add under Old Business that Treasurer issues state concerns of citizens and paying CPA to work on our accounts to get ready for our audit.

Wisner asked to amend the minutes under New Business, Clerk's Report the term Balance Sheet be changed to read Balance Report.

Motion by Wisner, seconded by Cederholm to approve July 26, 2017 minutes as amended-AIF/APPROVED

Correspondence: Laural Mason submitted her resignation as Arcadia Township Deputy Clerk effective immediately and her letter of concern about Township Government.

Committee, Commission & Department Reports:

- **Marina/Harbor:** The committee had 3 meetings. Requesting a spending limit of \$500.00 on repairs. Approval from DNR for a rip-wall in front of the office received. Asked that a newsletter about the Marina be included in tax bills. Ramp issues were mentioned: ramp usage is not free, even to local tax payers, cost for ramp usage will be \$7.00 with a card system for loading/unloading, renting a slip would include free launching in/out, nonpaying users' numbers will be given to the Sheriff's Department at the end of the season to send a letter regarding unpaid ramp fees. **Motion:** Wisner moved, second by Cederholm to approve \$500.00 spending amount on repairs, letters of nonpaying ramp usage, and free launching with slip rental-AIF/APPROVED Eckhout inquired about the payment to the Assistant Harbormaster in the amount of \$9.25 per hour with free boat slip and a work record of accounting for his time was needed. It was explained to her that the agreement is for hours to be credited and worked against a boat slip cost. Our accountant is keeping track of this. If the cost of the slip is not worked off that amount will be owed by the assistant and if excess work is done then he will get paid for time worked. Proper tax recordings are being done regarding this matter.
- **Planning Commission:** Swan's special land use permit has been approved. A new site plan will be submitted for approval. Brad Hopwood submitted his resignation. **Motion:** Winer, second by Eckhout to accept Brad Hopwood's resignation from the Planning Commission-AIF/APPROVED Five applicants were received for the open Planning Commission position. **Motion:** McCraner moved, second by Wisner to appoint Bryon Photiades to fill the vacancy on the Planning Commission, Roll call vote: Yes votes; Wisner, McCraner. No votes: Cederholm, Eckhout. Due to lack of support the motion failed. **Motion:** McCraner moved, second by Wisner to appoint John Spence to fill the vacancy on the Planning Commission, Roll call vote: Yes votes; Cederholm, Eckhout, Wisner, McCraner-Motion carried
- **Fire Department:** Chief Hull reported 14 medical runs, and 3 fire runs. New equipment should be arriving soon. A joint grant with other townships is being considered.
- **Cemetery:** No report
- **Historical:** During Arcadia Daze over 200 visitors, \$700.00 in sales. Ben Johnson, Lakeshore Painting will start the exterior painting of the museum in September with an ending date late in October. The report from the

Manistee County Foundation reported the fund has grown to nearly \$29,000.00.

- **Roads:** Due to construction, the repair on 2nd Street is to be postponed.
Motion: by Cederholm, second by Wisner to re-gravel St. Pierre and Hull Roads. Roll call vote: Yes-Cederholm, Wisner, McCraner, Eckhout. AIF-APPROVED
- **Parks:** Mike Kwaiser was appointed to the Parks Commission. Some improvements to the fishing dock and pier slope were accomplished. The stairs to the beach was addressed and a grant to make them safe may be pursued. Township has posted a sign regarding dangerous access to the beach.
- **Junk and Blight:** Issues concerning un cut grass were discussed.

Old Business:

- **Revenue Sharing Grant New Cycle:** No report
- **Recycle Tire Grant:** Township not eligible for this grant
- **SAW Grant update:** A conference call with Fleiss & Vandenbrink will take place on Friday, August 11, 2017. Cederholm and McCraner will call in for update.
- **PA System:** A bid for \$1,612.76 received for a new PA system for Township Hall. **MOTION:** by Wisner, second by Cederholm to accept the bid of \$1,612.76 for a new PA System, Roll Call vote: Yes-Wisner, Eckhout, Cederholm, McCraner. AIF-APPROVED

New Business:

- **Clerk Resignation: MOTION:** by Wisner, second by Cederholm to accept clerk's resignation-AIF/APPROVED **MOTION:** by Eckhout, second by Wisner to accept applications from August 11, 2017 to August 14, 2017. AIF-APPROVED.
- **Issues Concerning Treasurer:** A previously passed township resolution concerning the unauthorized opening of a separate post office Box 118, by township treasurer Eckhout, stating that proof of closure of Box 118 will be given to township supervisor by March 10, 2017 and as of this meeting no documentation of closure of Box 118 has been given to the supervisor or any township board member. This box was not paid for or authorized by the township. **MOTION:** by Wisner, second by Cederholm for township treasurer Eckhout, to move into township office by September 14, 2017 AIF/APPROVED McCraner asked for volunteers to accomplish this move.

- **Reimbursement Mileage Form:** McCraner stated a log is required for mileage reimbursement. The log must contain date, destination, reason for travel and mileage. McCraner recommended all board members use the policy form. **Motion:** by Wisner, second by Cederholm that all board members use the form listed in the policy. Per the attorney, the policy manual states the proper reimbursement form is to be used to receive mileage compensation for township business.
- **July 13th Board Meeting:** McCraner stated the meeting was cancelled due to lack of quorum. The board members were notified and cancellation was posted. On July 13, 2017 at 7:00 pm Eckhout entered township hall called the meeting to order, no business was conducted and she closed the meeting. Presented minutes to the clerk.
- **Township Computers:** Eckhout contracted with a vendor to work on the computer the township provides for her use as treasurer. McCraner was copied on an email by Amy Plumstead, our accountant, that she received from Eckhout asking if Amy knew the passwords to gain entry to the computer system. McCraner emailed Eckhout letting her know the vendor was not known to the board and should not be given access to township computers. McCraner had requested G. Wisner to be at township hall when the vendor came to the office. Wisner expressed disconcert of him being in the office. Eckhout allowed the vendor to work on the computer the township provides for her. Eckhout read a letter from the vendor regarding Wisner's expression of disconcert. This was not approved or authorized by the township board.
- **MOTION:** by Eckhout, second by Wisner to add Melanie Cederholm, deputy treasurer, to the signature cards at the following banks; West Shore Bank, State Savings Bank, and Honor Bank. Roll Call vote: Yes-Wisner, McCraner, Eckhout.... Cederholm abstained due to conflict of interest.
Public Comment: More communication between board members. Concerns about attorney fees and township has many other needs. Once audit is done will the public be able to request copies? Concerns about minutes and the meetings should be recorded. Board members should not be related to each other. Letters concerning personnel should not be read to the public even if the person writing the letter request it be read at a board meeting. MTA should be used more because it is free.

Adjourn: Meeting was adjourned by the call of the supervisor McCraner at 9:40 pm.