

Township of Arcadia Board Meeting
November 9, 2023
Arcadia Township Hall
3422 Lake Street, Arcadia, Michigan 49613
Township Board Meeting Minutes - Proposed

1. **Call to order.** The meeting was called to order at 7:00 p.m.
2. **Roll Call. Present:** Paul Brown, Supervisor; Brad Berkshire, Treasurer; Laurie Mason, Trustee; Tracy Catlin, Clerk; Jojo Chacon-Lontin, Trustee. Supervisor Brown acknowledged upcoming Veterans Day on November 11, 2023.
3. **Motion** by Trustee Chacon-Lontin to approve the agenda, 2nd by Clerk Catlin. AIF, passed.
4. **Treasurer's Report.** Treasurer Berkshire reviewed fund balances and noted that winter tax bills will be going out on December 1. **Motion** to approve Treasurer's report by Clerk Catlin, 2nd by Trustee Chacon-Lontin. AIF, passed.
5. **Clerk's Report/Listing of the Bills. Motion** by Trustee Chacon-Lontin to approve Clerk's Report/Listing of the Bills, 2nd by Trustee Mason. AIF, passed.
6. **10/12/2023 Board Meeting Minutes. Motion** by Trustee Chacon-Lontin to approve the 10/12/2023 Board Meeting minutes with the modifications that Brad Berkshire was wrongly identified as Clerk and that Trustee Mason did not note 3 street lights out; only that the postmistress had reported some outages to her, 2nd by Clerk Catlin. AIF, passed. Apologies from the Deputy Clerk.
7. **Correspondence.** Supervisor Brown acknowledged receipt of recommendations for increases in the compensation of township employees by a free-standing, self-appointed committee of Arcadia citizens. Brad Hopwood gave an overview of the committee's intention to convey its appreciation of the jobs being handled by the board, its research into comparisons with surrounding communities, and its recognition that these jobs are generally much more complex and demanding than they might have been in the past. Supervisor Brown thanked the committee for its efforts and indicated that this item will be addressed at future meetings.

Supervisor Brown also noted correspondence from Barbara Eaton and that the next Board of Review meeting (for disputes, exemptions, questions) will be on Monday, December 11. The exact time will be posted.
8. **Planning Commission.** Brad Hopwood gave an update on the "12" project being contemplated at St. Pierre and Bischoff roads; that a permit has been obtained to remove trees from that area. Public hearings are expected to begin in March of next year. He also noted that for special use permits, the planning commission acts as zoning administrator.
9. **Fire Department.** Wes Hull reported 3 medical runs since the last meeting. He also reported that the brush truck has been converted to a medical vehicle and licensed as such. A new high-pressure hose washer has been obtained. He demonstrated the advantages of 4 new handheld thermal imaging cameras, excellent tools for fire fighters. The Christmas parade with the fire department vehicles will occur this year on December 16. On Monday there will be the debriefing at the Sheriff's Department for those agencies that assisted in rescue efforts this summer during the tragic boating accident on Lake Michigan.
10. **Historical Commission.** No report.

11. **Cemetery Committee.** Mike Matteson said that a meeting had been held on November 2, with discussions about blocking off a trail on the west side of the cemetery from north to south; funds will be requested as needed.
12. **Marina Committee.** The marina is currently closed. The de-icer bubblers have been delivered and are ready once the weather dictates.
13. **Parks and Recreation Committee.** No meeting last month, but Matt Catlin reported that the committee is working on plans related to Finch Park, the fishing dock, the kayak launch, benches, with a goal to being ready for spring. A meeting is scheduled for Monday with GEI regarding Sunset Station.
14. **Public Comment on Agenda Items** – on agenda items as addressed.
15. **New Business**
 - a. **Manistee County Code Enforcement – Guests Katy Mehl and Glenn Zaring.** Katy Mehl, Interim Director of the Planning Department, and Glenn Zaring, Code Enforcement Officer, discussed their responsibilities and approach. Glenn noted that he enforces laws that the community itself has set, including court action if necessary. However, he prefers to resolve issues in as amicable a manner as possible, taking overall circumstances into account. He explained that his work begins when a complaint is filed with the township. A complaint does not necessarily require the naming of individuals doing the complaining or being complained about. He asks that the problem be defined as completely as possible, including details as well as which part(s) of the code are being violated. He mentioned the Land Bank Authority, federal funds that are available through grants to facilitate productive reuse of land. This might be a viable option for certain properties in Arcadia. Finally, Glenn described a monthly report that he issues describing his code enforcement work in various communities in Manistee County.
 - b. **EV Charging Station.** Offered through an EGLE grant, with no charge for Arcadia. Discussion was held regarding placement and advantages to the community. The planning commission has already given its approval. **Motion** by Clerk Catlin to proceed with this EV station as per memo from Bill Kennis, 2nd by Trustee Chacon-Lontin. AIF, passed.
 - c. **ORV Ordinance.** To be enforced by Sheriff or State Police. **Motion** by Trustee Chacon-Lontin to move forward with ORV Ordinance, 2nd by Treasurer Berkshire. Trustee Mason aye; Treasurer Berkshire aye; Clerk Catlin aye; Trustee Chacon-Lontin, aye; Supervisor Brown aye. AIF, passed.
 - d. **Next Year’s Board Meeting Schedule.** **Motion** by Trustee Mason to approve Regular Meeting Schedule of Township Board Meetings as offered (second Thursday of each month), 2nd by Trustee Chacon-Lontin. AIF, passed. This schedule will be posted.
 - e. **Snow Removal Bid.** **Motion** by Clerk Catlin to accept the snow removal bid from Jim Stoops for the 2023/2024 winter season, 2nd by Trustee Mason. AIF, passed.
 - f. **2023 Budget Reallocation.** Treasurer Berkshire and Clerk Catlin worked on reallocating certain costs within budget cost centers to reflect actual costs thus far in the fiscal year. No change in bottom line expenses was necessary. Treasurer Berkshire reported that the township is in good shape to meet its expense budget, as required by law.
 - g. **Nominate and Approve Planning Commission Members.** So as to meet statutory requirements for establishing and maintaining staggered terms for all planning commission members, Clerk Catlin moved to adopt **Resolution of Township Board Restating Planning Commission Terms of**

Office for the five current members, 2nd by Trustee Chacon-Lontin. Trustee Mason aye; Treasurer Berkshire aye; Clerk Catlin aye; Trustee Chacon-Lontin aye; Supervisor Brown aye. AIF, passed.

- h. Changing Historical Commission to Historical Committee.** Discussion held about the differences between a commission and a committee, a primary one being adherence to the Open Meetings Act, as well as adherence to statutory requirements governing a commission. With input from current historical commission members, this issue will be explored further at the next meeting.

16. Old Business

a. STR Updates and License Ordinance. There are now 25 registered and one unregistered STRs. The proposed STR Licensing Ordinance was discussed, with small modifications noted from the first draft. It was noted that the period for registration is to be extended to March 2024. There was concern expressed about the requirement that the local contact person be physically located within 50 miles of the STR during its occupation; that this distance could be too great for the person's being effective in case of a complaint. This will be monitored closely, and the ordinance amended if necessary. It was also reiterated that non-response can lead to citation and even loss of licensure and thus revenue. **Motion** by Clerk Catlin to approve the **Short-Term Rental Licensing Ordinance**, 2nd by Treasurer Berkshire. Trustee Mason aye; Treasurer Berkshire aye; Clerk Catlin aye; Supervisor Brown aye, Trustee Chacon-Lontin aye. AIF, passed.

b. Land Use Fees. Changes in township fees were proposed after researching what surrounding communities are charging. **Motion** by Trustee Chacon-Lontin to approve adjusted permit fees, effective November 10, 2023, 2nd by Clerk Catlin. Trustee Mason aye; Treasurer Berkshire aye; Clerk Catlin aye; Trustee Chacon-Lontin aye; Supervisor Brown aye. AIF, passed.

17. Public Comment – Other Items. None.

18. Adjourn. Motion by Treasurer Berkshire to adjourn, 2nd by Clerk Catlin. All in favor, passed.
Meeting adjourned at 8:10 p.m.