

Township of Arcadia Board Meeting

October 12, 2023

Arcadia Township Hall

3422 Lake Street, Arcadia, Michigan 49613

Township Board Meeting Minutes

- 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
- 3. Motion** by Clerk Catlin to approve the agenda with three additional items (tree committee, street lights, township handyman), 2nd by Treasurer Berkshire. AIF, passed.
- 4. Treasurer's Report.** Treasurer Berkshire noted the 9/30 completion of the audit and filing of the audit with the State of Michigan. It is available for public review on the internet. (Please contact Treasurer Berkshire if difficulty is encountered trying to locate it.) He also noted that most fund balances are up. He reminded the board that we operate primarily with the tax revenues that are received in February, and that we continue to maintain a reserve fund balance. He also reported that a satisfactory funding arrangement has been put in place between the Historical Society and the township board so as to assure the continued operation of our extraordinary Arcadia Museum. **Motion** to approve Treasurer's report by Trustee Mason, 2nd by Clerk Catlin. AIF, passed.
- 5. Clerk's Report/Listing of the Bills. Motion** by Treasurer Berkshire to approve Clerk's Report/Listing of the Bills, 2nd by Trustee Chacon-Lontin. AIF, passed.
- 6. 9/14/2023 Board Meeting Minutes. Motion** by Clerk Catlin to approve the 9/14/2023 Board Meeting Minutes, 2nd by Trustee Chacon-Lontin. AIF, passed.
- 7. Correspondence.** Networks Northwest plans to hold a community engagement session for the MDOT North Region Active Transportation Plan at the PVCC on Monday, October 23 from 4 p.m. to 6 p.m.
- 8. Planning Commission.** No report.
- 9. Fire Department.** Wes Hull reported on several efforts which have taken place since the last township board meeting: 5 medical runs, 1 fire run; annual meeting with Superior Energy to review procedures for gas leaks, evacuations; Cleaning Bee for Wes's office; installation of new AED (automatic external defibrillator) battery; successful completion of pump test; upcoming debriefing/grief counseling for public safety participants in the Lake Michigan boat accident/tragedy this summer. Finch Park will have its annual Trunk or Treat on October 31. Flags throughout the village will be taken down early this year due to their becoming a bit ragged.
- 10. Historical Commission.** Following the treasurer's report about the Historical Society, Terri Klifman and Marilyn Argue presented an overview of efforts and accomplishments associated with the Arcadia Museum, especially since the devastating loss of Lyle Matteson, former director, whose knowledge of the area, hard work and passion have been acutely felt by all. Attempts to bring things back on track include the Historical Society's willingness to work with the township board so

that the museum can continue to operate successfully. Terri reassured the public that all donations of funds have been and will continue to be used for the historical museum, including its upkeep and displays. She also gave an overview of the past 20 years' worth of work that has gone into this project (securing of the lot, raising the house, moving a house, building from the ground up, hardscape, landscape, addition of carriage house, ramp, sprinkler system, roof, paint, not to mention artifacts and displays as well as upkeep). She noted that the Arcadia Museum is considered a benchmark of excellence in this state. She concluded on an upbeat note about upcoming events and displays for 2024. Ed Howard reminded the public of the Cracker Barrel event to be hosted at the Methodist Church on October 15 at 7 p.m. A Vietnam Veteran with a 27-year military career will give a talk about his experiences as a wartime F-4 pilot. Also, the final historical commission meeting of the year will be held on Thursday at 7 p.m.

- 11. Cemetery Committee.** Mike Matteson noted that it will be necessary next summer to block off a trail on the west side from north to south, as there have been incidences of people running over grave sites.
- 12. Marina Committee.** The season was over as of September 30. Joe Hamilton will be there through October 15 and on call throughout the winter. Treasurer Berkshire also described the need to replace 3 of the 15 bubblers at the marina. These are large commercial bubblers and the cost to replace is \$2989.65. The funds are in the marina budget. Henrietta Hills, a local company, will provide this service as well as a 3-year warranty. **Motion** by Treasurer Berkshire to approve the purchase of three ice-eaters (bubblers) from Harrietta Hills, 2nd by Trustee Chacon-Lontin. Trustee Mason aye; Treasurer Berkshire aye; Clerk Catlin aye; Supervisor Brown aye; Trustee Chacon-Lontin aye. AIF, passed.
- 13. Parks and Recreation Committee.** Matt Catlin reported that the mobi mats were removed and life jacket station closed down on October 1 with the help of several volunteers, which made short work of this project. A decision was made by the committee to leave the Grebe Park and one of the Sunset Station restrooms open throughout the year, as long as they were not vandalized. The kayak launch is being evaluated for repair, as is the fishing dock and its floating system. A focus will be Finch Park and how the community wants to develop it; details will be available on the website. The parks and recreation committee will be holding meetings throughout the winter. Much appreciation was expressed to Kelly Campbell for her willingness to step up and clean the bathrooms last summer, daily and sometimes more than daily. There is now a definite opening for this job next summer.
- 14. Manistee County Commission Report.** No report.
- 15. Public Comment on Agenda Items** – requested as the items were raised.
- 16. New Business**
 - a. Noise Ordinance.** This issue came up as part of the previous STR discussions. Supervisor Brown provided 4 different noise ordinances to review from surrounding communities. There was general agreement that a simple ordinance is preferable. The board and public were asked to e-mail comments to Supervisor Brown and to consider such items as: hours of quiet time; weekday versus weekend quiet times; penalties for infraction; concern about early construction equipment noise, snow blowers and late parties; exception for commercial areas such as golf

courses and their early morning maintenance; whether building permits include a noise clause. He will consult our attorney for a proposal following this feedback.

- b. ORV Ordinance.** Several examples of these were provided for consideration. The consensus seemed to be that Onekama's was the most clear and concise. **Motion** by Treasurer Berkshire to send to our attorney the Onekama ORV ordinance for legal review; 2nd by Trustee Mason. AIF, passed.
- c. Land Use Fees.** Treasurer Berkshire presented an overview of current and proposed land use fees. Arcadia's fees are very low in comparison with other townships. Since this represents 90% of the fees we collect, and since these fees offset a rather expensive contract with our zoning administrator, it was generally felt that an increase is appropriate. However, there were a couple of concerns to consider further, i.e., the need for a more expensive permit to build a simple shed, the desire to compare our fees with those of all other Manistee County townships, and the idea of a sliding scale for fees. These matters will be researched further and reported at the next meeting.
- d. Street Lights.** Laurie Mason noted that streetlights are out and need replacement. Clerk Catlin will contact Consumers Power to have this corrected.
- e. Township Maintenance Employee.** There is a current opening for this position. Please contact the township office if interested.
- f. Tree Committee Update.** Brad Berkshire reported that there is such a committee for Arcadia, the membership of which includes some professionals in this area. It has met twice so far and is contemplating a sample planting in the spring, especially along Lake Street and on township-owned properties. This effort will be a partnership among the township, Parks and Recreation, the Lions Club and Arcadia residents. Research is also being undertaken as to what other communities are doing and any guidance from the road commission. Tree stump removal will be starting by the end of this month, weather permitting.

17. Old Business

a. Lake Weed Project – Adjustment. **Motion** by Clerk Catlin to approve Resolution Correcting 2024-2030 Special Assessment Roll, 2nd by Trustee Chacon-Lontin. Trustee Mason aye; Treasurer Berkshire aye; Clerk Catlin aye; Trustee Chacon-Lontin aye; Supervisor Brown aye. AIF, passed.

b. Election Update. Clerk Catlin reported that the contract with Manistee Township to administer the 9-day early election voting is practically completed. The Manistee Township Clerk will coordinate this program and do the scheduling of election inspectors, but each township is to recruit individuals interested in this work. The schedule commitment will consist of one or more half days in Manistee Township (near Meijer's) at \$15/hour. High-school students are eligible to do this work if 16 years old. Some on-line training is involved, which is also paid. Please contact Clerk Catlin if interested.

c. STR Updates and License Ordinance. Twenty-three properties have been registered. Next step is the actual licensing, and the draft resolution of the detailed ordinance from the attorney was distributed. Issues raised included noise; needed clarification on what information we can collect that does not need to be made public; enforcement; cooperation of Air B&B; "Good Neighbor Rules" to be posted; license not transferable; fire safety inspections; annual fee of \$200. This must be finalized by next year, when licenses will begin to be issued.

d. Big Apple – Next Steps. Discussion as to whether this constitutes a “dangerous building” versus cosmetic eyesore (“disrepair”). Supervisor Brown will clarify citations from the county, and this will be revisited at the next meeting.

e. Compensation Review. Volunteer fire department compensation is being addressed by citizen committee.

18. Adjourn. Motion by Clerk Catlin to adjourn, 2nd by Trustee Chacon-Lontin. All in favor, passed.
Meeting adjourned at 8:30 p.m.