

**Township of Arcadia Board Meeting**  
**January 11, 2024**  
**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; Laurie Mason, Trustee; Tracy Catlin, Clerk; Jojo Chacon-Lontin, Trustee. **Absent:** Brad Berkshire, Treasurer.
3. **Motion** by Trustee Mason to approve the agenda, 2<sup>nd</sup> by Trustee Chacon-Lontin. AIF, passed.
4. **Fire Department.** Wes Hull reported 4 medical runs and 3 fire runs since the last meeting, and a total of 75 fire runs in 2023 and 105 in 2022. Upcoming events: On January 17 the Manistee County Fire Fighters and Fire Chiefs will meet in our township hall. There will be a dinner at the South Course for the Manistee County Sheriff Department and State troopers.
5. **Treasurer's Report.** On behalf of Treasurer Berkshire, Supervisor Brown reported that the budget numbers are tracking as expected. **Motion** to approve Treasurer's report by Clerk Catlin, 2<sup>nd</sup> by Trustee Chacon-Lontin. AIF, passed.
6. **Clerk's Report/Listing of the Bills.** **Motion** by Trustee Chacon-Lontin to approve Clerk's Report/Listing of the Bills, 2<sup>nd</sup> by Clerk Catlin. AIF, passed.
7. **Approve 12/14/2023 Board Meeting Minutes.** **Motion** by Clerk Catlin to approve the 12/14/2023 Board Meeting minutes, 2<sup>nd</sup> by Trustee Chacon-Lontin. AIF, passed.
8. **Correspondence.** Supervisor Brown noted a recent MSU and U of M zoom call regarding renewable energy legislation which has been passed by the state of Michigan legislature, and that Manistee County will need to take the lead in coordinating participation of localities. Interested persons may contact Supervisor Brown.
9. **Planning Commission.** No report.
10. **Historical Commission.** Congratulations were extended to the Historical Museum for the beautiful Christmas display and lights. Jeanne Sitter gave an overview of efforts and activities underway for the new year, including reorganizing displays, plans for cracker barrel events, and the donation of a rock collection by a Michigan lapidarian. She expressed appreciation to the board on its cooperation in resolving budget matters last year. **Motion** was made by Clerk Catlin to change the Historical Commission into the Historical Committee to better reflect its operation vis-à-vis the township board, 2<sup>nd</sup> by Trustee Mason. AIF, passed.
11. **Cemetery Committee.** No report, although the committee will be considering slight increases in the cost of burials to be more in line with surrounding communities.
12. **Marina Committee.** No report.
13. **Parks and Recreation Committee.** No meeting in December. Upcoming meeting on January 22, 2024.
14. **Public Comment on Agenda Items** – on items as addressed.
15. **New Business**
  - a. **Compensation for Township Officials.** Supervisor Brown indicated that the board would like to move forward with the recommendations made by an ad hoc community committee, as

described on the corresponding handout, to be effective in April 2024. A motion will be made to approve this action at the next board meeting.

- b. 2024 Budget.** A work session/public meeting on the budget will be held around the time of next month's board meeting, to be led by Treasurer Berkshire and Clerk Catlin. The meeting particulars and the ensuing minutes will be posted. The official public meeting on the budget will be held in March.

## **16. Old Business**

- a. Election Update.** Clerk Catlin reported that Absentee Voter applications for ballots will be mailed tomorrow; choices are Democrat, Republican or Millage Only ballots. The township office hours during the weekend prior to the February 27 election date will be Saturday 9 am to 1 pm and Sunday 11:30 am to 3:30 pm. These will be posted.

- b. Sunset Station Update.** The first phase of the plan outlined at the last board meeting is expected to begin by April 1. Next week the Manistee County Road Commission will be contacted regarding the permit(s) needed for this project.

- c. M-22 Pure Michigan Byways.** This non-governmental group whose purpose is to promote M-22 will be meeting on January 22 from 2 to 3 pm via computer. Please contact Supervisor Brown if interested in participating. We wish to be sure that Arcadia is included!

- d. STR Updates and License Ordinance.** Registrations are to be completed by March 31, 2024. In response to a question, it was reiterated that there is no need to register if premises are rented for less than 2 weeks within a year.

- e. Tree Committee.** Roger Brown went over the purpose and goals of this committee that he presented at last month's board meeting. In addition, he noted that the committee met on January 9, 2024, when they heard from Josh Shields, Manistee Conservation District Forester, and Jim Grabowski, who has been a key part of Frankfort tree planting for 16 years. Josh provided leads for Urban Forestry grants, a list of certified arborists, a 40-page presentation on planting native trees and shrubs in urban and suburban landscapes, advised that the best time to trim trees is fall through winter, and gave insights on types of trees to plant. Jim gave excellent insights for proceeding with the project based on his experience in Frankfort. The committee is considering Jim's company as the potential company for the purchase and planting of trees.

Roger Brown also reported that the tree committee chairperson, Steve Utic, determined that Consumers provides annual grants of around \$200 per tree for 15 trees, which Frankfort has been receiving. The next meeting will be February 6, at which the committee will determine which 5 trees will be offered for planting. The plan is still to plant 5 to 7 trees in the spring on Lake Street and to develop a written plan for Arcadia residents to review and to participate in for the tree planting program starting in the fall and continuing for spring and fall plantings.

**17. Public Comment – Other Items.** The art exhibit at the PVCC opens tomorrow at 5:30 pm. Wes Hull reminded community residents that the township hall can be available for warming in the event of power loss during upcoming winter storms.

**18. Adjourn. Motion to adjourn** by Clerk Catlin, 2<sup>nd</sup> by Trustee Chacon-Lontin. All in favor, passed. Meeting adjourned at 7:37 p.m.