

**Township of Arcadia Board Meeting**  
**October 10, 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 (Josiah) Chacon-Lontin, Trustee; 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 6 medical and 1 fire run since the last meeting, 2 in the same day. Changing of the brush truck to medical use will be postponed until this area's fire danger is over.
5. **Treasurer's Report.** Treasurer Berkshire reported that this year's audit has been completed, and submitted a report comparing audited balances from last year to this year. **Motion** by Clerk Catlin to approve Treasurer's report, 2<sup>nd</sup> by Trustee Mason. AIF, passed.
6. **Clerk's Report/Listing of the Bills.** Clerk Catlin presented the listing of bills for September. **Motion** by Trustee Mason to approve Clerk's Report/Listing of the Bills, 2<sup>nd</sup> by Treasurer Berkshire. AIF, passed.
7. **Motion** by Clerk Catlin to approve the 9/12/2024 Board Meeting Minutes, 2<sup>nd</sup> by Trustee Mason. AIF, passed.
8. **Correspondence.** As noted below.
9. **Planning Commission.** Work continues on text amendments. Recent vacancy as noted below.
10. **Historical Committee.** Jean Sitter expressed thanks to Matt Catlin for installing a threshold to allow easier access at the museum entrance, noting that the first guest to use it was a relative of Harriett Quimby! Tomorrow (October 11) the museum will host third-graders from Onekama for hands-on learning from seasoned Arcadians. Thanks also to Terri Klifman for her sustained effort on behalf of the museum.
11. **Cemetery Committee.** Roger A and Roger B had nothing to update.
12. **Marina Committee.** The marina closed on September 30 after a very successful year. Next month the board will have some financial data on the marina.
13. **Parks and Recreation Committee.** As Matt Catlin noted, the last meeting of the year for this committee was held earlier this month. He and his committee members and volunteers were recognized with appreciation for the fine job they have done this spring and summer for Arcadia. They are winding up smaller projects this fall and will resume operations in the new year.
14. **Public Comment on Agenda Items** – on items as addressed.
15. **New Business**
  - a. **Library Update.** Jessica Hopkins, Arcadia Branch Librarian, reviewed the many services and events available to residents through this branch of the Manistee County Library. The library continues to be a partner with various parts of the community; the Michigan History Program, for example, collaborates with the Arcadia Museum. She noted that the library hosted some 4000 visitors over the course of 2023. She was warmly welcomed by the board and the public.
  - b. **Minnehaha Brewhaha.** **Motion** was made by Treasurer Berkshire to approve a resolution in support of the Minnehaha Brewhaha Music Festival in Arcadia next summer on Labor Day

Weekend, 2<sup>nd</sup> by Trustee Mason. Trustee Chacon-Lontin aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye; Supervisor Brown aye. Motion passed.

- c. **Land Division, Boundary Line Adjustment, and Land Combination Applications and Fees.** An ordinance was passed in 2020; however, the application forms and fees were not established at that time. **Motion** by Clerk Catlin to formalize the presented applications for land division, boundary line adjustment and land combination with designation of Barbara Eaton as administrator and fees of \$100 for the first parcel/adjustment/combination and \$50 each thereafter, 2<sup>nd</sup> by Trustee Chacon-Lontin. Trustee Chacon-Lontin aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye; Supervisor Brown aye. Motion passed.
- d. **Polystyrene.** Arcadia is the only township in the area that recycles polystyrene, according to Karla Smith-Kasten from BARC. She said that about 2 to 4 cubic yards per week are generated by Arcadia for recycling. Beginning on October 18, polystyrene may be deposited directly into the green recycling bins adjacent to the township hall. The cost to our township for its recycling service is \$18/household unit per year. **Motion** by Trustee Mason to approve the 2-year contract renewal reflecting this cost for recycling, 2<sup>nd</sup> by Trustee Chacon-Lontin. Trustee Chacon-Lontin aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye; Supervisor Brown aye. Motion passed. The contract was signed at tonight's meeting. Trustee Mason and Karla Smith-Kasten were praised and shown appreciation for their work on this project.
- e. **Planning Commission Open Position.** Phil Kluesner has tendered his resignation from the Planning Commission. **Motion** by Clerk Catlin to accept the resignation of Phil Kluesner from the Planning Commission, 2<sup>nd</sup> by Trustee Chacon-Lontin. AIF, passed. Roger Anderson has applied for this vacancy on the Planning Commission. He introduced himself to the board and the public. **Motion** by Treasurer Berkshire to appoint Roger Anderson to assume Phil Kluesner's term on the Planning Commission, 2<sup>nd</sup> by Trustee Mason. AIF, passed.

## 16. Old Business

a. **Recycling Contract.** Please see 16d above, "Polystyrene."

b. **Winter Marina Storage.** The tentative agreement for this has been reviewed by the marina harbormaster Joe Hamilton, by Trustee Chacon-Lontin, and by attorney Jim Van Dam. This agreement will generate a minimum of \$2000 for the township during the off-season of the marina. It was suggested by Trustee Chacon-Lontin that a provision be added allowing for oil change/fuel filter work to be done only on in-board engines, so as to assure no leakage of oil on the parking lot. With this modification, a **motion** was made by Treasurer Berkshire to approve the one-year parking lot arrangement with Arcadia Marine for winter storage, 2<sup>nd</sup> by Trustee Chacon-Lontin. Trustee Chacon-Lontin aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye; Supervisor Brown aye. Motion passed.

c. **Tree Trimming.** Fifteen locations were approved for tree trimming, as requested by residents as of September 30. They were visited and reviewed with Mark Thompson from Bear Lake, who offered to do this work for approximately \$5000. The source of funds for this work is a federal grant, which must be spent. **Motion** by Trustee Mason to approve an expenditure not to exceed \$6000 for Mark Thompson to do the designated tree trimming in Arcadia, 2<sup>nd</sup> by Treasurer Berkshire. Trustee Chacon-Lontin aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye; Supervisor Brown aye. Motion passed.

d. **Big Apple.** There is an upcoming court date next week as part of this ongoing process.

**e. Election Update.** Clerk Catlin explained ways in which registered voters can vote their ballots (straight party, split ticket, mixed ticket) as well as where and when early voting is available prior to election day on November 5. She reminded us to vote both sides of the ballot. Sample ballots are now posted at various sites in the township hall.

**f. Roads.** Tentative plans are being developed by the Manistee Road Commissioner to work on as many roads as possible and as soon as possible, finishing next year.

**g. Community Visioning.** Signs for PVCC and Grebe Park have been finalized and should be posted within the next month.

**h. Potential Land Acquisition.** Much information was distributed at the meeting on this topic. Discussion was held with public participation on the subject, which is a bond issue on the ballot this November for the people to decide. There is information posted on the township website.

**17. Public Comment – Other Items.** Baseline water testing in Lake Arcadia and a possible noise ordinance are items which will be taken up early next year.

**18. Motion to adjourn** by Clerk Catlin, 2<sup>nd</sup> by Treasurer Berkshire. AIF, passed. Meeting adjourned at 8:17 p.m.