

Township of Arcadia Board Meeting
December 12, 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; Brad Berkshire, Treasurer; Mike Matteson, Trustee. Mike was welcomed as a new member of the board.
3. **Motion** by Clerk Catlin to approve the agenda, with the removal of item 11b (Planning Commission Nominations), 2nd by Treasurer Berkshire. AIF, passed.
4. **Fire Department.** Wes Hull reported 4 medical runs and 1 fire run since the last meeting, provision of transportation for Santa Claus in his annual trek through the village, and the welcome application of Evan Scott for membership in the Fire Department. Evan has all of the requisite licenses. **Motion** by Clerk Catlin to approve the hiring of Evan Scott to the Fire Department, 2nd by Trustee Matteson. AIF, passed. Representative Danny from Mobile Medical Response presented the “First on the Scene” (FOTS) program being offered to the public free of charge. This consists of a 4-hour class covering actions that can be taken by members of the public in case of emergencies while waiting for emergency responders to arrive. It will be available in Arcadia for about 30 to 35 participants in early February. Further details will be provided in a flyer. **Motion** by Clerk Catlin to support the Mobile Medical Response session at the township hall in Arcadia, 2nd by Treasurer Berkshire. AIF, passed.
5. **Treasurer’s Report.** Treasurer Berkshire reported that November’s balances are as expected. He and Deputy Treasurer Kelly Campbell will be in the office on December 30 from 9 am to 5 pm to accept tax payments for residents who wish to pay their taxes in person. He also noted that the auditors have recommended that the marina funds be kept in the same bank account with township funds; that there is no need for separate bank accounts, as long as each is posted with specificity. This is administratively easier and will be adopted hopefully by the end of the year. **Motion** by Clerk Catlin to approve the treasurer’s report, 2nd by Trustee Mason. AIF, passed.
6. **Clerk’s Report/Listing of the Bills.** Clerk Catlin presented the listing of bills for November. **Motion** by Trustee Matteson to approve Clerk’s Report/Listing of the Bills, 2nd by Treasurer Berkshire. AIF, passed.
7. **Motion** by Treasurer Berkshire to approve the 11/14/2024 Board Meeting Minutes, 2nd by Trustee Mason. AIF, passed.
8. **Correspondence.** As noted below.
9. **Planning Commission.** Meetings were approved to be held on the first Thursday of each month.
10. **Public Comment on Agenda Items** – on items as addressed.
11. **New Business**
 - a. **Friends of the Pool – Tim Kalina, Marina McGee.** Mr. Kalina discussed the goal of this group as preservation of the swimming pool at West Shore Community College. This pool is open to all members of the college district, which includes Arcadia. He reviewed the benefits of such a facility and discussed the renovations that are necessary and for which funds are available. He distributed flyers and requested that individuals e-mail the trustees of the college to support this endeavor.
 - b. **Township Board Meeting Schedule – 2025.** This schedule, which shall be posted, reflects the practice of convening township board meetings on the second Thursday of each month. **Motion** by Treasurer Berkshire to approve the proposed township board meeting schedule for 2025, 2nd by Trustee Mason. AIF, passed.

- c. **Tax Services Provided by County – Invoice 2024/Contract 2025.** Copies were distributed and discussed of this invoice for 2024 and contract for 2025 which reflects a nominal increase in this tax service. **Motion** by Treasurer Berkshire to approve paying this year’s bill and to sign the contract for next year’s tax service by the County of Manistee, 2nd by Trustee Mason. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye; Supervisor Brown aye. Motion passed.
- d. **Bond for Property Acquisition Resolution.** Copies of the resolution regarding this bond were distributed and discussed. The goal to have completed this purchase is January 31, 2025. **Motion by Clerk Catlin to approve Resolution Authorizing 2025 Unlimited Tax General Obligation Bonds per Election Results of November 5, 2024, 2nd by Treasurer Berkshire.** Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye; Supervisor Brown aye. Resolution adopted.
- e. **Private Road Application Packet.** This application packet was distributed and reviewed. It needs finalization only by addition of the previously approved fee to be entered on the second page of the package. **Motion by Treasurer Berkshire to adopt Resolution to use the Township of Arcadia Private Road Construction Permit Application and Information Packet, 2nd by Clerk Catlin.** Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye; Supervisor Brown aye. Resolution adopted.
- f. **STR Renewals.** Short-term rental application forms have been updated for 2025. No need for new inspections if there have been no major property changes. Deadline for applications March 31, 2025.

12. Old Business

- a. **Road Deposit.** The agreement for next year’s road work by the Manistee Road Commission was discussed along with financial arrangements to pay for it. These include road millage revenue, unused ARPA funds which need to be spent by the end of the year, and installment payment options. **Motion** by Clerk Catlin to approve the Agreement for Local Road Improvement with the Manistee County Road Commission, 2nd by Treasurer Berkshire. AIF, passed. **Motion** by Treasurer Berkshire to approve the use of \$20,200 remaining in the ARPA fund toward this road project downpayment, 2nd by Clerk Catlin. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye; Supervisor Brown aye. Motion passed.
- b. **Land Acquisition Updates.**
 - 1) **Remove segment of docks for safety.** An estimate has been received by Gilbert Excavating to remove the first and second sections of the docks in the interest of safety. The cost would be \$1,800, to come out of the bond funds. **Motion** by Treasurer Berkshire to approve the estimate from Gilbert Excavating to remove the first and second sections of docks (about 30 feet) for \$1800, 2nd by Trustee Matteson. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye; Supervisor Brown aye. Motion passed.
 - 2) **Environmental Study.** Supervisor Brown described the process of this study, which is part of the township’s purchase agreement. Consulting Engineers Otwell Mawby, P.C., has provided a proposal and contract to conduct the expected follow up “Due Care Sampling Activities” on this property in the amount of \$8,850.00. **Motion** by Treasurer Berkshire to approve the proposal and contract from Otwell Mawby for the activities of due care sampling on this property, 2nd by Trustee Mason. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye; Supervisor Brown aye. Motion passed.

13. Public Comment – Other Items. A court compliance order has been issued for renovation of the Big Apple. The goal of the plan is to have renovation completed by November 2025.

14. Motion to adjourn by Trustee Matteson, 2nd by Trustee Mason. AIF, passed. Meeting adjourned at 7:50 p.m.