

Township of Arcadia Board Meeting
February 8, 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; Tracy Catlin, Clerk; Jo-Jo Chacon-Lontin, Trustee; Brad Berkshire, Treasurer. Absent: Laurie Mason, Trustee.
3. **Motion** by Clerk Catlin to approve the agenda, 2nd by Trustee Chacon-Lontin. AIF, passed.
4. **Fire Department.** Wes Hull reported 4 medical runs and one fire run since the last meeting. There was a flood at Arcadia Bluffs North Course due to a valve malfunction. A very generous donation with a thank you letter to the Fire Department was received from a community member in appreciation of fire department staff who responded to an emergency call. The note will be posted in the Fire Hall.
5. **Treasurer's Report. Motion** by Trustee Chacon-Lontin to approve Treasurer's report, 2nd by Clerk Catlin. AIF, passed.
6. **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. Clerk Catlin will hold open office hours, as required by law, on the weekend days prior to the 2/27/2024 presidential primary election. Those hours will be on Saturday 2/24/2024 from 9:00 a.m. to 1:00 p.m. and on Sunday 2/25/2024 from 11:30 a.m. to 3:30 p.m. Clerk Catlin also made note of the 9 days of early voting that will be available from 2/17/2024 through 2/25/2024 at the Township of Manistee Town Hall. Voting on the day of the election will take place as usual at the Arcadia Township Hall.
7. **Approve 1/11/2024 Board Meeting Minutes. Motion** by Clerk Catlin to approve the 1/11/2024 Board Meeting minutes as well as those of 2/6/2024 for the Election Commission Meeting and the Special Board Meeting, 2nd by Trustee Chacon-Lontin. AIF, passed.
8. **Correspondence.** The Board received a request to again support a liquor license for the Minnehaha Music Festival this summer. Motion by Clerk Catlin to adopt **Resolution to support the Minnehaha Brewhaha Music Festival to be held on Friday, August 30 and Saturday, August 31, 2024 at 17073 Northwood Hwy and to acknowledge Music Moves Me, Inc. as a non-profit organization operating in the community**, 2nd by Treasurer Berkshire. Trustee Chacon-Lontin aye; Clerk Catlin aye; Treasurer Berkshire aye; Supervisor Brown aye. AIF, passed.
9. **Planning Commission.** Brad Hopwood announced that plans for The 12 Arcadia Bluffs will be reviewed at a public hearing on March 7, 2024. These plans are available for review in the clerk's office. Following public review, the planning commission will take action as to approval of this application. He also mentioned that a strip of land along the south channel has been acquired and that the planning commission may become involved in determining/approving its use.
10. **Historical Committee.** Jeanne Sitter reported that summer plans are continuing for the museum as well as its reorganization. Kelly Campbell and Kathleen Mohring were recognized and thanked for a donation they made to the historical museum.

11. Cemetery Committee. Mike Matteson reported that work continues on the budget for this next year.

12. Marina Committee. Treasurer Berkshire noted that he and Joe Hamilton are working on the marina budget for FY25, which will be finalized along with the township budget.

13. Parks and Recreation Committee. Bubblers at the marina have been fixed; there is to be no winter fishing off that pier because the lines can get caught in the bubblers and break the seals, which are costly to repair. The meeting scheduled for Monday 2/26/2024 will not be held in the township hall because it will be occupied with setup for the election the following day.

14. Public Comment on Agenda Items – on items as addressed.

15. New Business

a. Authorized Signatures – Township Bank Accounts. Motion by Treasurer Berkshire to approve Clerk Tracy Catlin, Treasurer Bradley Berkshire, Deputy Clerk Amy Cyr and Deputy Treasurer Kelly Campbell as authorized signers for the West Shore bank accounts, 2nd by Clerk Catlin. AIF, passed.

b. Board of Review Opening. This group approves such things as tax exemptions for poverty and other related issues. The position requires training and a lesser time commitment than those of other groups. Please contact Supervisor Brown if interested.

c. Community Visioning. Shannon Westgate is spearheading this effort to envision initiatives, priorities and funding opportunities for our area, along with the Manistee County Tourism Authority and other organizations. She is working on grant applications associated with the community foundation – the deadlines are March 1 and September 1. She described Grebe Park as a priority that could be compatible with the idea of a kayak rental kiosk and with the state of Michigan’s goal to develop water trails. The Parks and Recreation Committee will provide further information about the kiosk idea. They are also planning a “Borrow a Bike” program for Arcadia residents/visitors. These are the types of community thoughts sought by Community Visioning. **Motion** by Clerk Catlin declaring the Township of Arcadia Board’s support of application for a grant in pursuit of the ideas put forth through community visioning, 2nd by Trustee Chacon-Lontin. AIF, passed.

d. 2024 Budget. Treasurer Berkshire reviewed the township’s general fund revenues and expenses as presented on handouts. He elicited community opinions about projected costs in general and one-time expenditures in particular. He noted that salary increases for certain board positions as recommended by the independent committee of community residents were included in the projections. Less complex sub-budgets (marina, fire, roads, lights) will be added to the overall budget presentation at a public meeting the first week in March, with anticipated board approval on March 14, 2024, for this budget to take effect on April 1, 2024.

16. Old Business

a. Compensation for Township Officials and Employees. Board members expressed appreciation and positive opinions about recommendations of the independent committee for salary increases, reflecting workload, 10-year absence of any increases, recognition of hard work, and the ability of the township to attract qualified applicants for these positions in the future. Motion by Clerk Catlin to adopt **Resolution to adjust the annual salary of the Treasurer to \$20,000, effective April 1, 2024,** 2nd by Trustee Chacon-Lontin. Trustee Chacon-Lontin aye; Clerk Catlin aye; Treasurer Berkshire aye;

Supervisor Brown aye. AIF, passed. Motion by Treasurer Berkshire to adopt **Resolution to adjust the annual salary of the Supervisor to \$20,000, effective April 1, 2024**, 2nd by Clerk Catlin. Trustee Chacon-Lontin aye; Clerk Catlin aye; Treasurer Berkshire aye; Supervisor Brown aye. AIF, passed. Motion by Trustee Chacon-Lontin to adopt **Resolution to adjust the annual salary of the Clerk to \$24,000, effective April 1, 2024**, 2nd by Treasurer Berkshire. Trustee Chacon-Lontin aye; Clerk Catlin aye; Treasurer Berkshire aye; Supervisor Brown aye. AIF, passed.

b. Sunset Station Update. The Manistee County Road Commission permit required for the first phase of the plan to restore a usable beach at Sunset Station (with removal of the metal, new set of rails, natural trail to the beach, as outlined at the last board meeting) is expected in the next week or two, with a goal to complete the first phase of this project before summer.

c. STR Updates and License Ordinance. This ordinance is now in effect; first inspections of rental properties will take place Tuesday morning. It was noted from the community that VBRO and Air B&B companies are cooperating by notifying their clientele that licenses are required in the township of Arcadia.

d. Tree Committee Update. Roger Brown announced plans for 14 trees to be planted on Lake Street, hopefully in April, subject to each homeowner's desire to have this done. The types of trees will be per Consumer's Power recommendations vis-à-vis power lines. Roger also reviewed credentials of the members of the tree committee and their efforts to make this a successful, long-term endeavor. The board expressed its appreciation.

17. Public Comment – Other Items. Janice McCraner noted Manistee County events: resignation of County Clerk Lindsey Marquardt in March; replacement to be appointed by Judge Thompson; railroad relocation and bridge reconstruction anticipated to take longer than expected; "Old Michiganders' Day" in early March in Lansing; tripling of cost for medical facility over the last 3 to 4 years – hence restructuring of these plans. Also she mentioned that the Historical Society in Manistee is quite active.

18. Adjourn. **Motion to adjourn** by Clerk Catlin, 2nd by Treasurer Berkshire. All in favor, passed. Meeting adjourned at 8:06 p.m.