

**Township of Arcadia Board Meeting**  
**April 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; Brad Berkshire, Treasurer. **Absent:** Jojo Chacon-Lontin, Trustee.
3. **Motion** by Trustee Mason to approve the agenda with amendments concerning order of items on agenda and the addition of a speaker from Networks Northwest, 2<sup>nd</sup> by Treasurer Berkshire. AIF, passed.
4. **Fire Department.** Bryan Opdyke reported 3 fire runs since the last meeting: 2 involved downed trees and one a porch fire.
5. **Treasurer's Report.** Treasurer Berkshire noted that our fiscal year ended March 31, 2024, and that we are now in the new fiscal year 2025. Also, winter property taxes that were due at the end of February are now being collected directly by the county. **Motion** to approve Treasurer's report by Clerk Catlin, 2<sup>nd</sup> by Trustee Mason. AIF, passed.
6. **Clerk's Report/Listing of the Bills.** **Motion** by Treasurer Berkshire to approve Clerk's Report/Listing of the Bills, 2<sup>nd</sup> by Trustee Mason. AIF, passed.
7. **Approve 3/21/2024 Board Meeting Minutes and 4/4/2024 Special Board Budget Meeting Minutes.** **Motion** by Clerk Catlin to approve the 3/21/2024 Board Meeting Minutes and 4/4/2024 Special Board Budget Meeting Minutes, 2<sup>nd</sup> by Trustee Mason. AIF, passed.
8. **Correspondence.** None to report.
9. **Planning Commission.** Bryan Opdyke reported the extension of permits for a year for the MT Plate Diner.
10. **Historical Committee.** Nothing to report.
11. **Cemetery Committee.** Nothing to report.
12. **Marina Committee.** Treasurer Berkshire reported about the first meeting of the year, which was held on April 9. Members are Jim Stoops, Jim VanDam, Ross Kladder, Tom McCraner and Treasurer Berkshire, with Joe Hamilton, Harbor Master, in attendance. The committee's focus will be on 3 strategic areas: 1) keeping the channel open, including awareness that we have two more years of millage funds for this purpose, and maintaining contact with federal representatives regarding the importance of our harbor; 2) enhancing marina revenue; 3) a long-term view to keeping the buildings and docks in good working order. The next meeting will be on Tuesday, May 7, at 5 p.m. in the township hall. This will be an open meeting with encouragement of public participation.
13. **Parks and Recreation Committee.** Matt Catlin reported on the myriad of activities ongoing and planned by this committee. The kayak launch has been repaired and is in service. A new sign has been posted for the handicapped part of the launch. A dock problem is being addressed with a new railing to be installed. Tom Dunn obtained and placed more sand under playground equipment. Plates are ready for benches. Dumpster Day will be on Saturday, May 11, from 8 a.m. until noon or

the point at which the dumpster is full. That afternoon the Mobi-Mats will be placed. Committee meetings are to occur on the first Tuesday of each month at 7 p.m. The public is invited to attend.

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

**15. New Business**

- a. **Arcadia Grit and Gravel Bike Race.** Special guest Tad Peacock described this event, which includes Land Conservancy trails. He thanked the fire department and the PVCC for their support. They are hoping for 450 riders this year, to cap at 500 next year. This year's race will be on May 18. More information is available either from Tad Peacock or on the internet at MGRS (Michigan Gravel Race Series). That evening there will be an event at the PVCC: Spring Fling Dance.
- b. **Private Use of Township Facilities.** Discussion was held regarding how to handle requests for private use. Clerk Catlin is in the midst of researching what other townships do – some allow use on a first-come, first-serve basis, others charge fees based on residency, some require a cleaning deposit. Issues such as who opens and locks the hall, liability, food, alcohol and contracting were raised and will be revisited at the next meeting.
- c. **Recycling Styrofoam.** Special Guest Karla, Recycling Coordinator for Bay Area Recycling for Community (BARC) in Kaleva, spoke about her group's accomplishments and upcoming events: Tire Recycling on July 27 in Kaleva; Household Hazardous Waste Disposal at the Manistee County Road Commission on August 17. She also noted that Arcadia provides the second-largest amount of recycling in the county. She proposed a trial 6-month program of collecting polystyrene (frequently referred to as brand name Styrofoam) at the Arcadia recycling site. This will be financed with discretionary funds from BARC, and thereafter the board, if it chooses to continue the program, will consider making it part of the township budget. **Motion** by Trustee Mason to have a trial of polystyrene collection for recycling, with consideration for renewing our contract in the fall and including this collection in our budget, 2<sup>nd</sup> by Clerk Catlin. AIF, passed. Karla also asked us to remind Arcadia Daze vendors that the recycle bins are not designed for garbage. She will ensure that the recycling dumpsters are emptied the day before and the day after Arcadia Daze.
- d. **Complaint Process.** Discussion was held regarding the current Township policy that complainants do not need to identify themselves on complaint forms. It was noted that the process for complaints includes forwarding them to the Manistee County enforcement officer, who is responsible to ensure that the complaints are valid. Because of this validation by the county, residents are allowed to submit anonymous complaints. **Motion** by Clerk Catlin to reaffirm township policy to allow residents to submit complaints without identifying themselves, 2<sup>nd</sup> by Treasurer Berkshire. AIF, passed.
- e. **FOIA Policy.** The township's Freedom of Information Act policy can be located on the township website ([www.townshipofarcadia.org](http://www.townshipofarcadia.org)). It is based on recommendations from the Michigan Township Association.
- f. **Upcoming Elections.** Trustee Mason was recognized and appreciated for all of her good work on the board. She will not be running for reelection this year. Individuals who are interested in running for elective positions have until April 23 to register if they are running as partisan candidates, and until July if running as non-partisan candidates.

- g. Potential Land Acquisition.** The township board is interested in two parcels of land between Lake Arcadia and Lake Street. It needs to be confirmed that there are no issues with the title to the properties. This will be ascertained before initiating a commercial appraisal. **Motion** by Treasurer Berkshire to spend up to \$5,000 for a commercial appraisal of this property for consideration of purchase by the township, assuming there are no issues with the deed, 2<sup>nd</sup> by Clerk Catlin. Treasurer Berkshire aye; Trustee Mason aye; Clerk Catlin aye; Supervisor Brown aye. AIF, passed.
- h. Aquatic Vegetation Control.** Tyler Dula, Conservation Specialist with the Manistee Conservation District, contacted the board with an interest in participating with a yet-to-be-established watershed group for Arcadia. This group could investigate ways to treat the cause of the lake's vegetation problems, as opposed to treating the results with chemicals, as is our current process. It was noted that the Conservancy might also have an interest in participating, as the Arcadia Marsh, Arcadia Lake and Lake Michigan are all part of the ecological system. The public will hopefully be involved as this group gets started.
- i. Michigan Clean Energy – Local Control.** Jim Evans (231-871-0044), long-time resident of the area, described the recent appointment of a 3-person board in Lansing empowered with the decisions regarding where to site clean-energy plants/equipment in Michigan, without any provision for control by local entities. He indicated that there are county captains throughout the 83 Michigan counties gathering signatures on petitions to protest this provision. May 22 is the last day to submit signatures; 500,000 is the target goal, with 365,000 being mandatory to place this issue on the ballot. He asked that questions or volunteers be directed to him at his number above. His group is called Citizens for Local Choice; more information on the internet.
- j. Networks Northwest.** Zach Vega described Manistee County's consideration of a single-county zoning ordinance/master plan to supplant the current plans of each individual jurisdiction. Public hearings are being held in April, May, and June about this issue. The Planning Commission chairman's input will be sought by the board. More information is available at [nwm.org/manistee2024](http://nwm.org/manistee2024). Supervisor Brown expressed his opinion that the current county enforcement staff are excellent and that he does not want them overloaded if the county takes on enforcement for more townships in the county. In addition, the single-county ordinance project would surely require additional staff to administer properly.

## 16. Old Business

- a. Board of Review Opening(s).** The public was encouraged and invited to explore this position for the township.
- b. Onkama School CleanUp Planning for May 10.** Clerk Catlin attended the April 5 planning meeting for this event, which will involve all students participating in this community service day. Attendees were asked for a list of things needed that would be appropriate. It is hoped that this will become an annual event.
- c. Community Visioning.** The township hosted a visit by the entity considering a \$72,000 grant to Arcadia for various projects. These include, but are not limited to, beach work, fishing dock, improvements at Grebe Park, work at Finch Park, a kiosk at PVCC. We await word on the grant by May 1.

**d. Sunset Station Update.** Eight bids were received and considered at last week's special board meeting for this work. The work was awarded to Gilbert Excavating and the contract was signed today, which clears the way for the necessary Manistee County Road Commission permit. The contract calls for the work to be done between May 1 and May 26. There is apparently a shortage of dune grass plugs, so this planting may not be done until fall.

**e. Dredging.** As the mouth of the channel is again shallow, the board has contracted with Viking for a "touch-up job" to deepen it, including inspections before and after the dredging. This is scheduled to be done in May.

**f. STR Updates and License Ordinance.** Applications received: 16. Licenses issued thus far: 7. In response to a question about how the proceeds from license fees will be spent: costs of establishing the ordinance and related processes; hiring costs to Manistee County for enforcement; potential legal fees. Supervisor Brown encouraged all STR owners to apply for licenses as soon as possible, if they have not already.

**g. Tree Committee Update.** Roger Brown reported that, with the \$10,000 donated by the Arcadia Lions, 16 trees have been planted, with one being held until Arbor Day to plant in Finch Park, when a proclamation will be read by the township supervisor, notwithstanding the fact that he believes this is not in his bailiwick.

**17. Public Comment – Other Items.** Janice McCraner gave updates on Manistee County progress on the medical care facility and three new Dial-A-Ride buses.

**18. Adjourn. Motion to adjourn** by Clerk Catlin, 2<sup>nd</sup> by Trustee Mason. All in favor, passed. Meeting adjourned at 8:14 p.m.