

Township of Arcadia Board Meeting

July 13, 2023

Arcadia Township Hall

3422 Lake Street, Arcadia, Michigan 49613

Township Board Meeting Minutes - Proposed

1. **Call to order.** The meeting was called to order at 7:00 p.m.
2. **Roll Call. Present:** Paul Brown, Supervisor; Jojo Chacon-Lontin, Trustee; Brad Berkshire, Treasurer; Laurie Mason, Trustee; Tracy Catlin, Clerk
3. **Motion** to approve the agenda by Trustee Mason, 2nd by Treasurer Berkshire. AIF, passed.
4. **Treasurer's Report.** Treasurer Berkshire presented report of fund balances. Audit is currently ongoing, which is very time-consuming. July tax bills were mailed early this month. We have some 1300 parcels, and nearly 100 tax payments have already been received. Deputy Treasurer Kelly Campbell was recognized for her work on this important process. **Motion** to approve Treasurer's report by Clerk Catlin, 2nd by Trustee Chacon-Lontin. AIF, passed.
5. **Clerk's Report/Listing of the Bills.** Supervisor Brown noted that each month's listing of bills is available for review at the township office or upon request. Most notable recently was the purchase of a printer to replace the old one as per a special meeting of the board on 6/23/23. The new printer is handling the substantial work of the financial audit very well. **Motion** by Trustee Mason to approve Clerk's Report/Listing of the Bills, 2nd by Treasurer Berkshire. AIF, passed.
6. **Motion** by Trustee Chacon-Lontin to approve 6/8/2023 Board Meeting Minutes and 6/23/2023 Special Board Meeting Minutes, 2nd by Clerk Catlin. AIF, passed. Reminder: These meeting minutes are posted on the Township of Arcadia website.
7. **Correspondence.** Clerk Catlin announced that the next Dumpster Day will be on September 16, 2023. Details to be posted on the website.
8. **Planning Commission.** Meeting was held to approve site plan for MT Plate Diner, which will be a welcome addition to our community.
9. **Fire Department.** Wes Hull returned after being called away to respond to a call. He reported 5 medical runs since the last meeting and noted that grief counseling is available in appropriate cases. He also reported that one fire truck participated in the Bear Lake parade. Reminder: Please use the life jacket station at the beach.
10. **Historical Commission.** An opening is available on the commission for interested persons.
11. **Cemetery Committee.** No report.
12. **Marina Committee.** Dredging of the channel has been completed. It is now 12 feet deep and 50 feet wide. Since the channel has been open again, marina revenues have increased substantially: for example, last year's daily ramp fees totaled approximately \$1000; thus far this year nearly \$2000. Seasonal ramp fee income has also nearly doubled.
13. **Parks and Recreation Committee.** Matt Catlin noted that a meeting was held on 6/26/23, at which their many projects were discussed and moved forward. Several smaller ones have been

accomplished, including installation of the life jacket station at Sunset Station and lights at Finch Park. The larger projects are being researched for future presentation. It was noted that the kids' fishing dock is designated for children, and some restraint regarding smoking and foul language would be appreciated. The idea of a sign to that effect was mentioned.

14. Manistee County Commission Report. No report.

15. Public Comment on Agenda Items – to be requested as the items are raised.

16. New Business

- a. Contacting the Board. Please contact board members through email, website, letter or phone call to the township, and not at the board members' personal residences. In case of emergency, please call 911.
- b. Increase Pre-Approved Discretionary Spending Limit. The purpose of this action would be to avoid the necessity of special meetings for purchases which fall within and adhere to the township budget. **Motion** by Treasurer Berkshire to increase to \$1000 the pre-approved spending limit by the township board, staying within the formal township budget guidelines, 2nd by Trustee Mason. Trustee Chacon-Lontin aye; Clerk Catlin aye; Supervisor Brown aye; Trustee Mason aye; Treasurer Berkshire aye. AIF, passed.
- c. Approve Quote for Fuel Gauge Repair at Marina. Treasurer Berkshire explained that the current underground diesel tank at the marina was "red-tagged" and had to be repaired. It was proposed and approved to fix the tank for less than \$2000, and it subsequently met state qualifications and passed testing requirements. Since then the electronic fuel monitoring system has failed. Although it is being monitored manually, the system is required by the state. It ensures that there is no leaking into the outer wall of the tank. A new system would cost nearly \$20,000. Joe Hamilton, Harbormaster, has researched and found a used system TLS 300 with two probes and necessary wiring and installation, re-manufactured with warranty, for \$6100. This could be installed by the end of the month. It could be used with an above-ground tank as well, which the marina may eventually wish to purchase. Note was made of the fact that the marina's budget is separate and distinct from the township budget. It is funded solely by revenue generated by the marina. **Motion** by Treasurer Berkshire to approve up to \$6100 from the marina budget for the purchase and installation of a fuel gauge monitor at the marina, 2nd by Trustee Chacon-Lontin. Trustee Chacon-Lontin aye; Clerk Catlin aye; Supervisor Brown aye; Trustee Mason aye; Treasurer Berkshire aye. AIF, passed.
- d. M-22/Glover Lake Road Speeding. Trustee Mason has secured our place in line for a trailer with speed reading to be placed on M-22. We are next in line after Onekama. She also brought up the fact that the speed limit on Glover's Lake Road west all the way to M-22 is 55 mph. She will have information posted on the website regarding letter-writing from community members about reducing this speed limit to perhaps 35 mph once Glover's Lake approaches the two businesses closest to M-22 (medical office and PVCC).
- e. Recycling. Tires and hazardous household waste will be accepted (tires for a small fee) at a locale to be posted on the website. Dates and requirements will be available there as well.
- f. Federal Grant Program for Winterizing Local Residences. Trustee Chacon-Lontin presented handouts (also available at the township office) regarding this weatherization assistance program, qualifications to apply and how to apply. He said that this is a federal program

administered by a non-profit agency and that the staff are very helpful on the phone. It is a first, apparently, for Manistee County, and applicants will be welcomed.

17. Old Business

a. Golf Carts. Copies of the Michigan state law regarding operation of golf carts were available at the meeting. It was noted that the township does have its own ordinance about golf carts, but we nonetheless must follow the state law as well. Especially relevant points were: one must be 16 years old and licensed to operate a motor vehicle; speed limit 15 mph; golf carts must be driven on the right-hand side of the roadway. They are not permitted on M-22. They are not permitted before dawn and after dark. For further information, please see link on the website.

b. **Motion** by Clerk Catlin to approve Proposed Ordinance #185 (Zoning Text Amendments), 2nd by Trustee Chacon-Lontin. Trustee Chacon-Lontin aye; Clerk Catlin aye; Supervisor Brown aye; Trustee Mason aye; Treasurer Berkshire aye. AIF, passed.

Motion by Treasurer Berkshire to approve Proposed Ordinance #186 (Rezoning), 2nd by Trustee Mason. Clerk Catlin recused because of a pecuniary interest in this issue. Trustee Chacon-Lontin aye; Supervisor Brown aye; Trustee Mason aye; Treasurer Berkshire aye. AIF, passed.

c. STR Property Registration Proposed Ordinance. **Motion** by Trustee Chacon-Lontin was made to approve the STR Property Registration Ordinance, 2nd by Treasurer Berkshire. Trustee Chacon-Lontin aye; Clerk Catlin aye; Supervisor Brown aye; Trustee Mason aye; Treasurer Berkshire aye. AIF, passed.

d. Lake Weed Project – Next 5-Year Plan. Rick Butyn from Progressive AE attended this meeting and reviewed Arcadia’s Lake Improvement Program, which has been implemented over the last 15 years in 5-year segments. We are in the final year of the current 5-year plan. The board has initiated efforts to plan for the next 5 to 7 years of lake management/weed control. This is a targeted program to maintain a healthy Arcadia Lake by controlling the spread of invasive plant species which can destroy fish habitat and severely interfere with recreation, among other ill effects. Rick described elements of the program, including aquatic herbicides, survey and treatment schedules, and the three primary invasive plant species targeted for control. He also described the cost and what it includes. Handouts were provided and will continue to be available at the township hall with detailed information. This was the first of three public meetings to discuss this project, to determine how exactly to proceed, and to decide to cover either the next 5 or 7 years, beginning in 2024. **Motion** by Trustee Chacon-Lontin, 2nd by Trustee Mason, to adopt resolution entitled “Resolution of Tentative Intent to Proceed with a Continuation Program and setting Public Hearing for August 10, 2023 on Plans and Cost Estimates (No. 2023-6) for 2024-2028 OR 2024-2030 Arcadia Lake Improvement Project Continuation Program (Aquatic Vegetation Eradication and Control)”, as read at length by Clerk Catlin. Trustee Chacon-Lontin aye; Clerk Catlin aye; Supervisor Brown aye; Trustee Mason aye; Treasurer Berkshire aye. AIF, passed.

e. Big Apple. This issue remains; county enforcement officer has talked to the magistrate about court action. Details to follow.

f. Arcadia Daze. Roger Brown described the herculean efforts undertaken by the Lions and the many volunteers who are working to put together this 42nd gala. He indicated that about 5 more volunteers are needed specifically for kids’ activities from 10:30 am until 1:30 pm on Saturday (7/22).

Author Don Dahler, who wrote the book Fearless, about Harriet Quimby, will speak at the PVCC on Saturday 7/22 from 1 to 3 pm, with books available for sale. Appropriately, Chief Wes Hull will be the Grand Marshall. Roger also shared a secret having to do with a possible flying object at the beginning of the parade on Sunday 7/23. Thank you to ALL who make this event possible!

18. Public Comments. Trustee Mason raised concerns about an increase in the incidents of dog bites in the community.

19. Motion to adjourn by Trustee Mason, 2nd by Treasurer Berkshire. AIF, passed. Meeting adjourned at 8:05 p.m.