Arcadia Township Board Meeting

April 9, 2026

Arcadia Township Hall
3422 Lake Street, Arcadia, Michigan 49613

Township Board 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; Brad Berkshire, Treasurer; Mike Matteson, Trustee. Absent: Laurie Mason, Trustee.
3. **Approve/Amend Agenda.** Supervisor Brown requested an addition to the agenda of approval of minutes from today's special election commission meeting. **Motion** by Clerk Catlin to approve the amended agenda, 2nd by Treasurer Berkshire. AIF, passed.
4. **Fire Department.** Chief Hull reported 5 medical and 2 fire runs since last meeting. The fire trucks are being converted to meet the demands of spring and summer brush fires.
5. **Treasurer's Report. Motion** by Trustee Matteson to approve Treasurer's Report, 2nd by Clerk Catlin. AIF, passed. Treasurer reported that the township has made the transition to the cloud-based system (BS&A), which protects our data more securely than before. Also, it will be possible soon for the township to receive payments such as taxes by credit card, although there will be a service fee charged for this convenience.
6. **Clerk's Report/Listing of the Bills. Motion** by Trustee Matteson to approve Clerk's Report/Listing of the Bills, 2nd by Treasurer Berkshire. AIF, passed.
7. **Approve 3/12/2026 Board Meeting Minutes and 4/9/2026 Special Election Commission Meeting Minutes. Motion** by Clerk Catlin to approve the 3/12/2026 Board Meeting Minutes and 4/9/2026 Special Election Commission Meeting Minutes, 2nd by Treasurer Berkshire. AIF, passed.
8. **Correspondence.** None noted.
9. **Planning Commission.** Work continues with Networks Northwest on the 5-year master plan and on the zoning administrator contract. There is an Arcadia Township community survey online, which all residents are encouraged to complete; nearly 40 have been received thus far.
10. **Cemetery Committee.** Nothing new to report.
11. **Parks and Recreation Committee.** Monthly meetings have resumed (the first Tuesday of the month, except for May's meeting, to occur Monday, May 11, due to the May 5 election). Matt Catlin reported ongoing work on the Parks and Rec 5-year plan. There is a survey online regarding this Manistee County recreation plan, which all residents are asked to complete. Matt described plans for upcoming sand work, Mobi Mat placement, bikes and kayaks. He has written a letter of interest to obtain a playground grant through a program called Play It Forward. The township received a bid from Gilbert Excavating for removal and/or grading of sand where necessary on the beachfront. **Motion** by Treasurer Berkshire to accept the Gilbert bid of $3,250.00 for removal and grading of sand near the beach, 2nd by Clerk Catlin. Supervisor Brown aye; Clerk Catlin aye; Treasurer Berkshire aye; Trustee Matteson aye.
    The Grebe Park refresh and memorial project will be voted on at the next meeting; $6,900 has already been donated.
12. **Public Comment: On Agenda Items as Addressed.**

13. **New Business**
    a. **Child Care Zoning/Education – Networks Northwest.** Rob Carson of Networks Northwest recapped the full presentation available on the township website regarding an opportunity to make Arcadia a "child-care friendly community." The Planning Commission takes the lead on this as it works on the 5-year master plan.
    b. **Laurie Mason Stepping Down.** Laurie Mason has submitted her resignation from the board as trustee. Her long and valuable service is appreciated, especially her central role in establishing and expanding recycling for the township. **Motion** by Treasurer Berkshire to accept Laurie Mason's resignation, 2nd by Trustee Matteson. AIF, passed.
    c. **Open Township Board Position & Other Openings.** Applications for the board trustee position will be considered at a special board meeting on April 14, 2026, at 3 p.m. Other openings include a spot on the marina committee and a spot on the Board of Review. The township is also looking for applicants to cut the grass at the cemetery and to clean the lakeside bathrooms. Application forms are on the website.
    d. **ONE Onekama Day - School Community Service – May 8.** Onekama schools have instituted a day each spring for school children to volunteer in the community. This year it will take place on May 8. Terri Klifman attended the initial planning meeting for this year to represent Arcadia and had several ideas regarding projects that kids could be asked to do here. She will attend the next planning meeting.
    e. **Arcadia Daze – Finch Park and More. Motion** by Treasurer Berkshire to approve **Resolution to approve street closures and other arrangements as requested by the Arcadia Lions for the Arcadia Daze celebrations in July 2026,** 2nd by Clerk Catlin. Supervisor Brown aye; Clerk Catlin aye; Treasurer Berkshire aye; Trustee Matteson aye. Resolution adopted.
    f. **Yard Waste Site.** Supervisor Brown reminded us that the Erdman Road site is for Arcadia residents only and that Gilbert has pushed the waste back again from the entrance. Proper use of this site must include dumping yard waste as far back as possible and on one side or the other – not in the center.
    g. **Old Business**
        a. **Arcadia Beach Natural Area – Resolution of Support for New Beach Grant Application.** This is a new EGLE beach grant with an 80/20 match, committing the township to a local match of $66,008. **Motion** by Clerk Catlin to adopt **Resolution Approving Submission of Water Resources Division Grant Application for Lakeview Park Improvements,** 2nd by Treasurer Berkshire. Trustee Matteson aye; Clerk Catlin aye; Treasurer Berkshire aye, Supervisor Brown aye. Resolution adopted.
        b. **Short-Term Rentals Update.** There have been 21 approvals so far this year (compared to 27 last year). The board will consider restricting the number of people allowed per STR and the number of STRs themselves, depending on community input.

15. **Public Comment.** Harbor and channel dredging plans are yet to be determined and are dependent on the weather. Trustee Matteson noted that the noise ordinance has been in effect for a year, with no complaints filed.
16. **Adjourn. Motion** by Clerk Catlin to adjourn, 2nd by Trustee Matteson. AIF, passed. Meeting adjourned at 7:51 p.m.