Arcadia Township Board Meeting

July 9, 2026

Arcadia Township Hall
3422 Lake Street, Arcadia, Michigan 49613

Township Board Minutes – Proposed

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; Mike Matteson, Trustee; Josiah (Jo-Jo) Chacon-Lontin, Trustee; Brad Berkshire, Treasurer.
3. **Approve/Amend Agenda. Motion** by Clerk Catlin to approve the agenda with the additions of Streets and Roads and Flags, 2nd by Trustee Matteson. AIF, passed.
4. **Fire Department.** Chief Hull reported 6 medical and 4 fire runs for the month. Yesterday the department reviewed its new Polaris vehicle so it will be ready to be used. Next week Wes will attend a county meeting at the Sheriff's Department to revisit the possibility of consolidating all of the fire departments in the county into one joint fire district for Manistee County. Some of the implications of this idea were discussed. This is not expected to develop any time soon.
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.
7. **Approve 6/11/2026 Board Meeting Minutes. Motion** by Clerk Catlin to approve the 6/11/2026 Board Meeting Minutes, 2nd by Trustee Matteson. AIF, passed.
8. **Correspondence.** None noted.
9. **Planning Commission.** Last month's meeting included discussion about a possible condominium project, which would involve several steps by the

commission and subsequent actions and public hearings by the board. It is nowhere near formal consideration at this point.

10. **Cemetery Committee.** Appreciation was expressed for the work by many individuals to make the cemetery look nice.
11. **Parks and Recreation Committee.** New way-finding signs are being placed around town, for which the committee was applauded. The new tennis court is under warranty, and cracks that have appeared will be repaired hopefully by the end of the month.
12. **Museum.** The museum has reopened! There was a public presentation yesterday, attended by some 90 people, and the Declaration of Independence was read in full by Jeanne Sitter. Trustee Matteson clarified that the purpose of the museum committee is to act as liaison between the museum (owned by the township) and the Historical Society. There are openings on the museum committee; applications can be found on line.
13. **Marina.** An application has been received from Josiah (Jo-Jo) Chacon-Lontin to serve on the marina committee. **Motion** by Treasurer Berkshire to approve Jo-Jo Chacon-Lontin's application to join the marina committee, 2nd by Clerk Catlin. AIF with Trustee Chacon-Lontin abstaining. Passed.
14. **Public Comment: On Agenda Items as Addressed.**
15. **New Business: Board of Review Applicant.** An application was received and reviewed by the board from Scott Gilbertson to serve on the Board of Review. **Motion** by Clerk Catlin to approve Scott Gilbertson's application to join the Board of Review, 2nd by Treasurer Berkshire. AIF, passed.
16. **Old Business**
    a. **Streets and Roads.** Work continues and is expected to be completed before Arcadia Daze, weather permitting. Striping of the parking lot at the beach will also be done. In an effort to better control speeding on Lake Street, the idea was floated of establishing a 4-way stop sign at 3rd Street and Lake Street. Discussion ensued.
    b. **Flags.** Supervisor Brown reviewed the board's agreement during last month's meeting that the American flag will be removed from the beach because the township does not have the resources to treat it properly,

especially meeting the requirement of raising and lowering it daily. Replacement suggestions include an Arcadia flag or a wind sock.

c. **Short-Term Rentals Update and Cap.** As a result of the board's decision at last month's meeting, the township attorney has prepared an amendment to our existing ordinance, placing a cap of 30 on allowed STR licenses in the township, with the primary residence exception. A wait list will be created once that number is reached. There will be a window for annual renewal of licenses. The cap can be altered at any time by action of the board. **Motion** by Trustee Matteson to approve amendment to township ordinance 188 as presented to the board by the township attorney, 2nd by Treasurer Berkshire. Trustee Matteson aye; Clerk Catlin aye; Trustee Chacon-Lontin aye; Treasurer Berkshire aye; Supervisor Brown aye. Motion passed.

   The cap described above will take effect 30 days after board approval. **Motion** by Clerk Catlin to adopt a 30-day moratorium on STR applications, 2nd by Trustee Chacon-Lontin. AIF, passed.

d. **Yard Waste Site.** The township budget allows for one more "push-back" this year. Suggestions are welcome about how best to control access to this site.

e. **Grebe Park.** The project by the Garden Club to beautify this area is in progress and completion is anticipated before Arcadia Daze. It is funded in total by donations, currently amounting to $13,000.

f. **Boat Ramp Hours.** In an effort to assure quiet enjoyment of Lake Arcadia for residents, boat slip owners and visitors, the marina committee is in the process of having a boat ramp gate installed that will be locked from 11 p.m. to 5 a.m. There seems to be general public support for this measure.

g. **Arcadia Beach Natural Area.** Reductions in federal funding could reduce our chances of receiving an EGLE grant for the phase II plans, including a boardwalk and dune restoration. (There is no longer grant approval for metal and/or rocks as means to combat beach erosion;

dune vegetation and sand only.) The board is looking at alternative plans to deal with high water, should our grant not materialize.

17. Public Comment. The museum will be open on weekend days from 1 to 4 p.m. During Arcadia Daze it will host a planetarium show; sign-up details are available on flyers and website.

County Commissioner Janice McCraner gave updates as follows: There has been initial approval by federal sources to move the railroad crossings to the east side of Manistee Lake, where industry is located; Medical Care Facility construction continues, with another 40-bed wing; a minimal Dial-A-Ride millage increase will be on the August primary ballot.

There were several expressions of appreciation for the many improvements initiated by the township board to enhance life in this community.

16. Adjourn. Motion by Clerk Catlin to adjourn, 2nd by Trustee Chacon-Lontin. AIF, passed. Meeting adjourned at 8:22 p.m.