

Arcadia Township Board Meeting

April 10, 2025

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; Laurie Mason, Trustee.
3. **Motion** by Trustee Matteson to approve the agenda, 2nd by Clerk Catlin. AIF, passed.
4. **Fire Department.** Bryan Opdyke reported 5 medical and 5 fire runs since last meeting. There have been 2 applicants with required experience and training who will join the fire department. The trucks have been prepared for grass fires. **Motion** by Trustee Matteson to raise the discretionary spending limit for the fire department to \$1000, 2nd by Treasurer Berkshire. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.
5. **Treasurer's Report.** Treasurer Berkshire presented the year-end (March 31) budget figures. He noted that the county has taken over collection of past-due property taxes for Arcadia at this point, which will be forwarded to Arcadia later in the year. **Motion** by Clerk Catlin to approve the treasurer's report, 2nd by Trustee Matteson. AIF, passed.
6. **Clerk's Report/Listing of the Bills.** Clerk Catlin presented the listing of bills for March 2025, noting large expenses for attorney fees as well as the cost of required publishing of the proposed zoning text amendments in the Manistee News Advocate. **Motion** by Treasurer Berkshire to approve Clerk's Report/Listing of the Bills, 2nd by Trustee Matteson. AIF, passed.
7. **Approve 3/13/2025 Board Meeting Minutes.** **Motion** by Clerk Catlin to approve the 3/13/2025 board meeting minutes, 2nd by Trustee Matteson. AIF, passed.
8. **Correspondence.** None of note.
9. **Planning Commission.** Brad Hopwood reported that the commission's text amendments have been passed and are now being reviewed by the Manistee County Planning Commission for a 30-day period. They will thereafter be presented for board review and adoption. He also mentioned the upcoming prospects of a cell tower application and a new 4-year Master Plan.
10. **Historical Committee.** Nothing currently to report.
11. **Cemetery Committee.** Roger Anderson discussed obtaining a survey and will have further information for the board at the next meeting. He also said that the committee

has decided against the purchase of a computer program to manage cemetery affairs, as this is already being handled sufficiently.

- 12. Marina Committee.** Treasurer Berkshire presented the new contract for the Harbormaster for the 2025/26 season. **Motion** by Treasurer Berkshire to approve the harbormaster contract for the 2025/2026 season, 2nd by Clerk Catlin. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.
- 13. Parks and Recreation Committee.** Matt Catlin described an active start to the season, including new benches purchased with returnables, Dumpster Day coming up on Saturday, May 10 from 8 to 11 a.m., and the next meeting moved to Tuesday, May 13 (as May 6 is voting day). Four new swings are to be placed in sites yet to be determined. Once the weather is favorable, the beach snow fences will be removed and the mobi mats will be put into position; Matt said the committee will advertise when help is needed. Trustee Matteson will be the board representative on this committee.
- 14. Public Comment:** On Agenda Items as Addressed.
- 15. New Business.**
 - a. Guests – Carmen Kott, CEO and Andrew Stafford, Economic Development Director– Manistee County Chamber of Commerce.** These two guests gave brief presentations about the goals of the Chamber of Commerce and some of the ways it can be helpful to Arcadia businesses and development.
 - b. M22 Summer Road Work.** Resurfacing to begin on April 14 and estimated to end June 27 from 8 Mile in Onekama to Norman Road, north of Arcadia.
 - c. Arcadia Daze Resolution for Finch Park and Road Closures.** This request was received from the Arcadia Lions, as in previous years. **Motion** by Trustee Mason to adopt **Resolution 2025-007 to approve road closures and arrangements as in past years for this year’s Arcadia Daze from July 25 to July 27, 2025**, 2nd by Clerk Catlin. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.
 - d. Resolution for Arcadia Bluffs Liquor License.** **Motion** by Clerk Catlin to approve **Resolution 2025-008, in support of the application by Arcadia Bluffs for a liquor license**, 2nd by Trustee Mason. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.
 - e. Election Update.** Clerk Catlin noted that an election will be held on Tuesday, May 6, 2025, the sample ballot for which is posted at the township hall. She reminded residents who are on the permanent list of absentee voters to notify her of any temporary changes in address during the run-up to elections so that they will receive their ballots in a timely fashion. (The post office is unable to forward official election mail.)

- f. **Marina Contract.** The contract proposed for the Marina Harbormaster was distributed for the 2025/2026 season. **Motion** by Treasurer Berkshire to approve the Marina Harbormaster contract for the 2025/2026 season, 2nd by Clerk Catlin. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.
- g. **Yard Waste Site.** As the yard waste deposited at this site has grown and has had to be pushed back again and again, Al Gilbert has been asked for a proposal/plan for how to open the site up; information to be shared at the next board meeting.
- h. **FOIA Policy and Procedures Update.** A proposed revision to the FOIA fee schedule (last approved in 2015) was distributed and discussed. **Motion** by Clerk Catlin to approve revised costs for FOIA requests, 2nd by Trustee Matteson. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.
- i. **Text Amendments for Zoning Ordinances Update.** As noted by Brad Hopwood above, these amendments have been submitted to the county for their 30-day review. They will be returned by May 7, and at the next board meeting on May 8 the board will ask for public comment and consider them for approval. Property owner Erik Smith has requested to be heard at that meeting. A copy of the amendments is available in the township office.

16. Old Business.

- a. **Noise Ordinance.** There was discussion among the board members and the public about this proposal, which is similar to that of other townships in the region and would be enforced by the county sheriff. This ordinance has been requested over the past 4 years or so by Arcadia residents wishing to have some protection from unreasonable noise and disturbance. It was especially prompted by complaints from neighbors of STRs about behavior of temporary tenants. The township board reiterated its openness to public comments at its meetings about how the ordinance may need to be adjusted in the future, especially given the variety of both positive and negative comments at tonight's meeting. **Motion** by Trustee Matteson to adopt the **Township of Arcadia Noise Disturbance and Public Nuisance Ordinance**, 2ND by Trustee Mason. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.
- b. **STR Update.** Applications for licenses and license renewals have been received and are in process; about 22 currently.
- c. **Arcadia Lake Park Update.** A quote has been received to remove the dock planks, as discussed at earlier meetings, for about \$4500, to be paid with bond funds. **Motion** by Treasurer Berkshire to accept the bid of \$4500 to remove the dock planks at the Arcadia Lake Park, 2nd by Clerk Catlin. Trustee Matteson aye; Clerk Catlin aye;

Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.

Also noted were the possibilities of installing swings and of removing wire fencing.

17. Public Comment/Other Items.

Janice McCraner announced that the medical care facility is well underway and that there is an apprenticeship program for deputy sheriffs; please contact her for more information.

Dredging of the channel by the Army Corps of Engineers has not yet been scheduled for Arcadia. There is a 5-foot section on the south side near the end of the pier that is just over 5 feet deep, the dredging cost of which will be borne by the township if necessary.

18. Motion by Clerk Catlin to adjourn the meeting, 2nd by Treasurer Berkshire. AIF, passed.

Meeting adjourned at 8:17 p.m.