

Arcadia Township Board Meeting

May 8, 2025

Arcadia Township Hall

3422 Lake Street, Arcadia, Michigan 49613

Township Board Minutes – Final

- 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 Clerk Catlin to approve the agenda with two additional items (grant funding and specific zoning action), 2nd by Treasurer Berkshire. AIF, passed.
- 4. Fire Department.** Wes Hull described the recent huge Onekama brush fire that necessitated 36 dips into Portage Lake by the helicopter to drop water on the fire, with dozens of acres burned. (Information about permission for burning in specific locations can be found on the Michigan DNR website. Should someone observe a violation of a burning ban, the appropriate action is to call 911 to report.) There have also been 3 medical runs since the last meeting. The fire department welcomed the receipt of two new applications. **Motion** by Clerk Catlin to appoint these applicants to the fire department staff, 2nd by Treasurer Berkshire. AIF, passed. Chief Hull also noted the need for an air primer for each of the two trucks. **Motion** by Trustee Matteson to approve the purchase of two air primers for the fire trucks at a cost of approximately \$2700 each, 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 a format showing the 3 previous year-end data, with only the 3/31/2025 yet to be audited. Budget spending, he said, is proceeding as expected. **Motion** by Clerk Catlin to approve the treasurer's report, 2nd by Trustee Mason. AIF, passed.
- 6. Clerk's Report/Listing of the Bills.** Clerk Catlin noted that the township hall boiler was in need of repair in the amount of \$750. **Motion** by Trustee Matteson to approve Clerk's Report/Listing of the Bills, 2nd by Trustee Mason. AIF, passed.
- 7. Approve 4/10/2025 Board Meeting Minutes and 4/10/2025 Election Commission Meeting Minutes.** **Motion** by Clerk Catlin to approve the 4/10/2025 board meeting minutes and the 4/10/2025 Election Commission Meeting Minutes, 2nd by Trustee Matteson. AIF, passed.
- 8. Correspondence.** None.

- 9. Planning Commission.** Brad Hopwood noted that the master plan review/update, required to be done every 5 years, has begun. The planning commission has opted to use Networks Northwest as its resource for this project. A representative will be at the next meeting, leading possibly to subsequent recommendations for the board.
- 10. Historical Committee. Motion** by Treasurer Berkshire to appoint Trustee Mike Matteson as the new member of the historical committee, 2nd by Clerk Catlin. AIF, passed. There will be a clean-up day at the museum prior to its opening for the season; details to be posted on Facebook. The Historical Society will hold a meeting in June, when a new president and vice president will be elected.
- 11. Cemetery Committee.** Spicer has proposed to survey Conway Cemetery for a bid of \$5000. This money would come from a separate capital expense fund for the cemetery. The survey would include topographic features and physical infrastructure and would contribute greatly to the effort to manage issues such as road encroachments that need the committee's attention. **Motion** by Treasurer Berkshire to approve the Spicer bid of \$5000 to perform a survey of Conway Cemetery, 2nd by Trustee Mason. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.
- 12. Marina Committee.** Although the U.S. Army Corps of Engineers has set a mid-August date for channel dredging, the board will make an attempt to procure an earlier date.
- 13. Parks and Recreation Committee.** Thanks went out to everyone who pitched in to help with placement of the Mobi Mat and removal of the snow fencing from the beach. The beach looks great! Next committee meeting is Tuesday, May 13.

New addition to agenda: Manistee County Foundation Grant was announced for Arcadia to build on what was accomplished last year. Shannon Westgate explained that the total grant is \$118,000, with 10% matching funds from the township. It will be used for enhancement of recreational resources and for Phase II of the Sunset Station revamping, including reinforcement of the natural dune area on the beach.

14. Public Comment: On Agenda Items as Addressed.

15. New Business.

- a. Arcadia Lake E. coli Testing Results.** Weekly monitoring of Arcadia Lake and Sunset Station beaches water during the summer of 2024 showed no discovery of E. coli elevations above the "codified limit," meaning that levels were considered safe for the public. Further details are available on the Michigan EGLE monitoring site called BeachGuard.
- b. Tennis Court Repair, Bike Work Stand, Concrete Pad for Kayaks/Bikes.** These parks and recreation items are among those proposed for the balance of last year's

grant. The bike work stand at a cost of about \$775 would have facilities to pump up tires and to make repairs. **Motion** by Treasurer Berkshire to install a public bike work stand in Grebe Park for approximately \$775, 2nd by Trustee Mason. AIF, passed. Also proposed is a concrete pad for the bike racks and kayaks at Grebe Park with grant funds as described above. **Motion** by Clerk Catlin to approve the expenditure of approximately \$2200 with grant funds for placement of a concrete slab under the bike rack and kayak station, 2nd by Treasurer Berkshire. AIF, passed. Discussion was held regarding the Finch Park tennis courts. Both the fence and the courts themselves present safety hazards, especially for children. A new fence would cost \$9825, which was noted by Treasurer Berkshire to be in the budget. **Motion** by Clerk Catlin to replace the fence at the tennis court, 2nd by Trustee Mason. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed. The court itself has several cracks and needs resurfacing as opposed to the short-term fix of simply filling in the cracks. The expense of \$18,500 for resurfacing the whole court is available in the budget and can be accomplished by Arcadia Daze if approved soon. **Motion** by Clerk Catlin to approve the expenditure of \$18,500 to resurface the tennis courts, 2nd by Treasurer Berkshire. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.

- c. **Thank You to the Lions for Donation to Community Efforts.** The generosity of the Lions – monetary, individual time spent, physical work and general good will – is recognized as integral to the grateful Arcadia community.

16. Old Business.

- a. **Sunset Station Phase 2.** This project is also to have funding from the grant described above. GEI will help manage it, with a target of kicking off the project in the fall, protecting the natural environment there that we all enjoy.
- b. **Yard Waste Site.** This area is currently full. The board is looking into excavating it all the way to where the trees are in the back. It is essential that people drop their yard waste as far back as possible.
- c. **STR Update.** Inspections continue.
- d. **Arcadia Lake Park Update.** Many thanks went out to Brad Hopwood for cleanup of the brush. The docks are to be removed next week by Gilbert Excavating. They will also remove some debris on the property. That latter work is expected to cost an additional \$2000, which is a part of the original loan for capital improvements. **Motion** by Treasurer Berkshire to approve an additional \$2000 expenditure during this clean-up effort, to remove debris from the site, using capital funds, 2nd by Clerk Catlin. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.

17. Text Amendments to Zoning Ordinances. This hearing was requested by Erk Smith and scheduled per Section 401 of the Michigan Zoning Enabling Act; however, Mr. Smith did not attend this meeting.

The board stated that the Planning Commission did a thorough job, and the board supports their work; there have been lots of public comments, resulting in some changes made.

Motion: It was proposed that the board adopt the proposed text amendments to the ordinance as received from the Planning Commission. Trustee Matteson aye; Clerk Catlin aye; Trustee Mason aye; Treasurer Berkshire aye, Supervisor Brown aye. AIF, passed.

18. Public Comment/Other Items. When a menu from MT Plate was displayed, there was enthusiastic applause in appreciation of the Catlins for creating this diner in the heart of Arcadia.

19. Motion by Clerk Catlin to adjourn the meeting, 2nd by Treasurer Berkshire. AIF, passed. Meeting adjourned at 7:55 p.m