Arcadia Township Board Meeting

June 11, 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 Trustee Matteson to approve the agenda, 2nd by Trustee Chacon-Lontin. AIF, passed.
4. **Fire Department.** Chief Hull reported an extremely busy month with the recent severe storms, downed power lines and trees. In addition, there were 11 fire runs and 7 medical runs. He also took note of the time- and labor-consuming necessity of cleaning and restoring vehicles and equipment following each run.
5. **Treasurer's Report.** Report was presented of fund balances; township is currently undergoing its annual audit. Treasurer Berkshire noted that the first bond payment for the Arcadia Beach Natural Area purchase was made in April. **Motion** by Clerk Catlin to approve Treasurer's Report, 2nd by Trustee Matteson. AIF, passed.
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 5/14/2026 Board Meeting Minutes. Motion** by Trustee Chacon-Lontin to approve the 5/14/2026 Board Meeting Minutes, 2nd by Clerk Catlin. AIF, passed.
8. **Correspondence.** None noted.

9. **Planning Commission.** Brad Hopwood noted that work continues with Networks Northwest on the 5-year master plan and that there is a public engagement session scheduled for Wednesday, June 24, at the community center from 4 to 7 p.m. Attendees may either drop in or stay through the duration. This is another chance for community members to have a say in plans for the future of this community. The associated survey is still online for all individual residents to complete.
10. **Cemetery Committee.** Mowing duties were recently completed by Treasurer Berkshire; much appreciated.
11. **Parks and Recreation Committee.** It was reiterated by Matt Catlin that the public trash cans are not for household garbage; residents are expected to make their own arrangement for garbage disposal. Bryan Opdyke was thanked for mowing the new park grounds.
12. **Marina.** The marina committee is still one member short. There was recent storm damage to the shower building, which is being evaluated for repair or replacement. Scheduled aquatic spraying will be completed on June 15.
13. **Public Comment: On Agenda Items as Addressed.**
14. **New Business**
    a. **Manistee County Services Contract – Katie Gruenberg.** As the 3-year zoning services contract is due for renewal, Katie Gruenberg from Manistee County presented proposed changes to the board, including a 3% increase overall and an increase in mass mailings from $1/envelope to $1.25/envelope. There was also discussion of the county performing STR enforcement (not administration of licenses) for one year, to be reevaluated at that time. **Motion** by Treasurer Berkshire to accept proposed Manistee County services contract pending the short-term rental adjustment, 2nd by Trustee Chacon-Lontin. Trustee Matteson aye; Clerk Catlin aye; Trustee Chacon-Lontin aye; Treasurer Berkshire aye; Supervisor Brown aye. Motion passed.

Katie Gruenberg also announced that her office will have a new staff member in October. Jodi Lynch will still be our primary point of contact for zoning and blight enforcement.

b. **Roads Update.** Our township is the first in the county to undergo road resurfacing. Soon after the work is complete, the beach parking lot will be restriped.

c. **Township Banners and Flags.** Four of the banners in town are torn, and the township will replace them. It was suggested that in the future there be an entity in control of this matter, which was initiated by the Garden Club and Lions Club. This will be brought up at the next meeting.

   Supervisor Brown noted that the U.S. flag at the beach is not being flown properly (e.g., lighting, daily raising and lowering, half-mast requirements). Out of respect for the flag and because we lack the resources to manage it properly, we may fly a seasonal flag at the beach, or no flag. The board is open to suggestions.

d. **Arcadia Sign Removal.** The Wayfinding signs will be available soon to install. **Motion** by Treasurer Berkshire to have Brad Hopwood remove the existing Arcadia signs at no cost to the township and donate them to the community center, 2nd by Trustee Chacon-Lontin. AIF, passed.

15. Old Business

a. **Yard Waste Site.** There are recurrent issues with people dumping debris near the road, blocking others' use of this site and requiring additional push back at the expense of the taxpayers. Signs and/or a gate are possible, as is additional push back of the debris to handle this problem.

b. **Grebe Park Update.** Terri Klifman from the Garden Club described the proposed Grebe Park renovation. Completion date to be determined; possibly in the fall. **Motion** by Clerk Catlin to approve the Garden Club's project for Grebe Park, 2nd by Trustee Matteson. Trustee Matteson aye; Clerk Catlin aye; Trustee Chacon-Lontin aye;

Supervisor Brown aye. Treasurer Berkshire abstention. Motion passed.

c. **Noise and Lights on Lake Arcadia – Boat Ramp Hours.** Because of continuing complaints from local residents and seasonal dock slip holders about disturbing noise and lights on the lake during the night, the Marina Committee will limit access to the boat ramp by installing a gate, to be closed from 11 p.m. to 5 a.m.

d. **Arcadia Beach Natural Area Update.** The board reiterated that this area is for residents to enjoy!

e. **Short-Term Rentals Update and Proposed Cap.** With 28 current STR licenses (25 last year), it was suggested that the STR ordinance be amended to include a cap on the number of STR licenses issued in any given year by the township. After much discussion, a **motion** was made by Clerk Catlin to authorize the township attorney to draft an amended STR ordinance to limit STR licenses to a cap of 30, 2nd by Trustee Matteson. AIF, passed.

16. **Public Comment.** A representative from Music Moves Me, which partners with Interlochen Public Radio, announced that they will conduct 3 concerts and various pop-ups in Arcadia during the period June 22-27. These will take place at MT Plate Diner, Grebe Park, Camp Arcadia and Arcadia Marsh/Ketch 22.
17. **Adjourn. Motion** by Clerk Catlin to adjourn, 2nd by Trustee Chacon-Lontin. AIF, passed. Meeting adjourned at 8:32 p.m.