

Arcadia Township Board Meeting

March 13, 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 Mason to approve the agenda, 2nd by Treasurer Berkshire. AIF, passed.
4. **Fire Department.** Chief Hull reported 8 medical and 5 fire runs since last meeting, along with the purchase of medical supplies, and a new 4-gas meter. He noted the need for replacement of 4 truck tires on a 2012 vehicle and obtained a bid for these. **Motion** by Clerk Catlin to approve the purchase of 4 new tires for the above-mentioned fire department vehicle, 2nd by Trustee Matteson. AIF, passed. Also noted was the good turnout last month for the First on the Scene emergency medical training for Arcadians, which received excellent reviews and will probably be offered again in the fall.
5. **Treasurer's Report.** Treasurer Berkshire distributed and discussed the end-February report, noting that it reflects ongoing winter tax collection. **Motion** by Trustee Matteson to approve the treasurer's report, 2nd by Trustee Mason. AIF, passed.
6. **Clerk's Report/Listing of the Bills.** Clerk Catlin presented the listing of bills for February 2025, which includes purchase of stamps to be used in conjunction with upcoming elections, before the increase in the cost of stamps expected in July. **Motion** by Treasurer Berkshire to approve Clerk's Report/Listing of the Bills, 2nd by Trustee Mason. AIF, passed.
7. **Approve 2/13/2025 Board Meeting Minutes and 3/11/2025 Special Board Meeting Minutes.** **Motion** by Trustee Mason to approve the 2/13/2025 Board Meeting Minutes and 3/11/2025 Special Board Meeting Minutes, 2nd by Clerk Catlin. AIF, passed.
8. **Correspondence.** Supervisor Brown announced that Dumpster Day this spring will be on May 10 from 8 a.m. until 11 a.m. or full. The hours have been slightly reduced because of past experience and because there are hourly charges for the truck. Supervisor Brown also acknowledged recent receipt of a resolution request regarding Arcadia Daze, which he distributed to the board. This will be addressed at the next board meeting.
9. **Planning Commission.** Treasurer Berkshire reported that the commission has wrapped up its work on text amendments and will hold a public hearing on these during the regular Planning Commission meeting on April 3, 2025. The package will thereafter be presented to the board for review and adoption.

10. Parks and Recreation Committee. Matt Catlin relayed that 4 swings have been ordered from Legacy Furniture. Note that 1 of them is being donated, and 3 are being purchased at a reduced price. The first committee meeting of the year will be held in the township hall on April 1, 2025, at 7 p.m.

11. Public Comment: On Agenda Items as Addressed.

12. New Business.

- a. Noise Ordinance – Draft.** The Sheriff’s Department, who will enforce the noise ordinance, has requested that Arcadia’s ordinance be similar to those of other jurisdictions in the county. Supervisor Brown distributed a proposed ordinance for the township, with a view to finalizing and adopting it at the next board meeting. Copies of the draft ordinance will be posted on the website and be available in the township office for public review.
- b. Fire Department Millage and Lights Millage.** These items were addressed in order to assure their placement on the November 2025 ballot. The fire department millage currently in effect will expire this year and the millage for streetlights is also up for renewal this year. Because there is a surplus in the millage for lights, and because of the probable need for costly fire department expenses in the future, it is proposed that the millage for streetlights be reduced and the fire department millage increased, thereby maintaining taxes at the current level while building up a reserve for the fire department. **Motion** by Clerk Catlin to place renewal and increase of fire protection millage on the November 2025 ballot, 2nd by Trustee Mason. **RESOLUTION (2025-001)** to place on the November 2025 ballot a proposal to renew and increase to not more than 1.2 mills, to be levied for 5 years in 2026-2030, inclusive, the millage for the purpose of fire protection. Treasurer Berkshire aye; Trustee Mason aye; Clerk Catlin aye; Trustee Matteson aye; Supervisor Brown aye. AIF, adopted. **Motion** by Clerk Catlin to place renewal and reduction of street light millage on the November 2025 ballot, 2nd by Trustee Mason. **RESOLUTION (2025-002)** to place on the November 2025 ballot a proposal to use the existing surplus to be applied to the costs of the street light program in 2026-2029 and to renew and further reduce at not more than 0.1 mill, to be levied in 2030, the millage for the purpose of street lighting. Treasurer Berkshire aye; Trustee Mason aye; Clerk Catlin aye; Trustee Matteson aye; Supervisor Brown aye. AIF, adopted.

13. Old Business.

- a. Budget – Public Hearing.** The proposed fiscal year 2026 budget was distributed and the public given an opportunity to comment. There were only a few small modifications from the budget presented and discussed at the last board meeting and the March 11 public hearing. Those items, as well as some overall discussion of the budget, were covered. **Motion** by Treasurer Berkshire to increase annual compensation of the clerk by \$2,000, effective April 1, 2025, 2nd by Trustee Matteson. **RESOLUTION (2025-003)** to increase the annual compensation of the

clerk by \$2,000, effective April 1, 2025. Treasurer Berkshire aye; Trustee Mason aye; Trustee Matteson aye; Supervisor Brown aye. Clerk Catlin abstained. AIF, adopted. **Motion** by Treasurer Berkshire to adopt the fiscal year 2025-2026 budget as presented and discussed, 2nd by Trustee Mason. **RESOLUTION (2025-004)** to adopt the fiscal year 2025-2026 budget as presented and discussed. Treasurer Berkshire aye; Trustee Mason aye; Clerk Catlin aye; Trustee Matteson aye; Supervisor Brown aye. AIF, adopted.

- b. Roads Update.** Immediately following Arcadia Daze, road work will begin in town. Timing of the county budget year versus the township budget year is in our favor, and we will be able to make road work installment payments over the next two years consistent with our budget and millage revenue without having to use money from the general fund.
- c. Grant Update.** Thanks to Shannon Westgate for her continued work in applying for grant funds for the township to use for recreational purposes. This year's grant will be for Phase 2 at Sunset Station and an extensive signage project to help people discover more of what Arcadia has to offer. The Township matching funds for this grant are built into the budget. **Motion** by Clerk Catlin to approve and support the submission of an application to the Manistee County Community Foundation for the grant described above and to agree to pay the required matching funds if the grant is given, 2nd by Trustee Mason. **RESOLUTION (2025-005)** to approve and support the submission of an application to the Manistee County Community Foundation for the grant described above and to agree to pay the required matching funds if the grant is given. Treasurer Berkshire aye; Trustee Mason aye; Clerk Catlin aye; Trustee Matteson aye; Supervisor Brown aye. AIF, adopted.
- d. Dredging Update.** The board remains hopeful that the U.S. Army Corps of Engineers releases the schedule for dredging our channel soon and that this will take place before June. As a contingency, there are some funds in the budget for the Township to do the dredging, but that would be less desirable.
- e. Beach Phase 2 Update.** As part of the beach grant application referenced above, a schematic was requested showing the proposed buildup of dune with vegetation to protect the beach area from high water. This drawing was distributed to the board and the public. It was noted that EGLE is not approving hard structures on the beach any longer. Comments were made about the feasibility of using sand buildup to protect the beach. It was also mentioned that the sand from the lake bottom dredged up from the channel is often re-routed toward the beach, which helps with the problem of erosion.
- f. STR Update.** There were 25 licenses issued last year, 16 have been renewed and one new application has been received.
- g. Arcadia Lake Park Update.** This name is being used for now to designate the property recently acquired by the township. Approximately \$13,600 is available for

expenses which will include removal of some, or all, of the old docks. Also, the board asks that the Starke Point Homeowners' Association coordinate with the Board for any dune restoration efforts on the new Township land.

h. Big Apple Update. Motion by Clerk Catlin to support moving forward with legal means to address the blight issue at the Big Apple, 2nd by Trustee Matteson. AIF, passed. Efforts continue by several community members to get in touch with the owner.

14. Public Comment/Other Items. Janice McCraner announced a \$116,000 fund for the treatment and prevention of opiate abuse, to be renewed yearly for 3 years and distributed in the form of grants. She also mentioned the MSU/4-H Club fair planned for August 12-16, 2025. Fire Chief Hull reported that the new Arcadia Bluffs golf course and the MT Plate Diner both underwent fire and building inspections recently and passed.

15. Motion by Treasurer Berkshire to adjourn the meeting, 2nd by Trustee Mason. AIF, passed. Meeting adjourned at 7:52 p.m.