

Arcadia Township Board Meeting

March 12, 2026

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. Absent: Laurie Mason, Trustee.
3. **Approve/Amend Agenda.** Supervisor Brown proposed an addition to the agenda of a resolution of support for the Arcadia Community Center's application for federal funds. **Motion** by Clerk Catlin to approve the agenda with the addition of ACC resolution, 2nd by Treasurer Berkshire. AIF, passed.
4. **Fire Department.** Chief Hull reported one fire and one medical run in February, and one fire and 2 medical runs thus far in March. The department is getting ready for spring. An inspection of a new short-term rental property was conducted this week.
5. **Treasurer's Report.** **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 Treasurer Berkshire to approve Clerk's Report/Listing of the Bills, 2nd by Trustee Matteson. AIF, passed.
7. **Approve 1/8/2026 Board Meeting and 3/10/2026 Special Board Meeting Minutes.** **Motion** by Trustee Matteson to approve the 1/8/2026 Board Meeting and 3/10/2026 Special Board Meeting Minutes, 2nd by Clerk Catlin. AIF, passed.
8. **Correspondence.** Treasurer Berkshire received a call from a representative of Music Moves Me with news that a quartet of players will be making music at various locations in Arcadia during the week of June 21-28, 2026.
9. **Planning Commission.** Brad Hopwood noted that at the commission's March meeting there was review of a site plan for expansion of Arcadia Marine. A community survey is currently underway as part of work on the master plan. The public is encouraged to participate in this survey, to be made available on the township website or on paper by request.
10. **Cemetery Committee.** Two lots were sold this week.
11. **Parks and Recreation Committee.** Matt Catlin announced that the kick-off meeting for this year will take place on April 7 at 7 p.m. He also noted that the M22 Byway Committee (whose members include all local units of government along M22) will have a meeting on May 19 in Beulah. This is open to the public.
12. **Public Comment: On Agenda Items as Addressed.**
13. **New Business**
 - a. **Manistee County Contract and Support – Katie Gruenberg.** Katie Gruenberg addressed the board regarding this contract and the ways the county supports the township. Consideration of contract provisions will be ongoing throughout the year, including zoning and code enforcement services, possible STR license enforcement, etc. The contract comes up for renewal in the fall.
 - b. **Lake Weed Treatment Contract.** This pricing update has largely to do with the cost of herbicides that are used. **Motion** by Treasurer Berkshire to approve the updated lake weed contract, 2nd by Clerk Catlin. Trustee Matteson aye; Clerk Catlin aye; Treasurer Berkshire aye; Supervisor Brown aye.
 - c. **MDOT – Resolution to Maintain Wayfarer Signs.** This resolution commits the township in perpetuity to maintain and look after the upkeep of way-finding signs in our area. **Motion** by Clerk Catlin to approve the **MDOT Resolution to Maintain Wayfarer Signs**, 2nd by Trustee Matteson. Trustee Matteson aye; Clerk Catlin aye; Treasurer Berkshire aye; Supervisor Brown aye. Resolution adopted.
 - d. **Minehaha Resolution of Support.** This applies to the Minnehaha Brewhaha Festival to be held on September 4 and 5, 2026, and also acknowledges Music Moves Me as a non-profit organization operating in the township of Arcadia. **Motion** by Trustee Matteson to approve **Resolution of Support for Minehaha**

Brewhaha Festival and Music Moves Me as a Non-Profit Organization, 2nd by Clerk Catlin. Trustee Matteson aye; Clerk Catlin aye; Treasurer Berkshire aye; Supervisor Brown aye. Resolution adopted.

- e. **Arcadia Community Center Letter of Support.** The Arcadia Community Center plans to apply for federal funds to make improvements to its facility and has requested a letter of support from the board. Said letter was provided for the board's consideration. **Motion** by Treasurer Berkshire to approve letter of support for Arcadia Community Center application, 2nd by Clerk Catlin. AIF, passed.
- f. **Dumpster Day.** May 16, 2026, from 8 to 11 a.m. or earlier if full. Please: no contractor equipment or hazardous waste!
- g. **Arcadia Beach Natural Area – New Grant Opportunity.** The engineers with whom the board is working will initiate an application for this grant, which would offer an 80/20 match as opposed to 50/50. This would generate considerable savings for the township.

14. Old Business

- a. **Seasonal Staffing and Committee/Board Members.** The township is actively seeking bathroom cleaners for the beach and Grebe Park this season. The job pays \$20/hour. There are also vacancies on the marina committee and the Board of Review. Applications are encouraged.
- b. **FY 2027 Budget.** As he detailed at the public meeting on March 10, 2026, Treasurer Berkshire gave an overview of the proposed budget for the coming fiscal year, which maintains the carrying forward of a healthy fund balance. It was noted that the marina supports itself and has been managed in an excellent manner by the current harbormaster. **Motion** by Treasurer Berkshire to increase by \$2000 the salary of the harbormaster, 2nd by Clerk Catlin. Trustee Matteson aye; Clerk Catlin aye; Treasurer Berkshire aye; Supervisor Brown aye. **Motion** by Treasurer Berkshire to approve the **Resolution to Adopt the Proposed Fiscal Year 2027 Budget**, 2nd by Trustee Matteson. Trustee Matteson aye; Clerk Catlin aye; Treasurer Berkshire aye; Supervisor Brown aye. Resolution adopted.
- c. **Short-Term Rentals.** About half of the licensees from last year have applied for renewal thus far. If someone wishes to operate an STR this year, they need to submit their applications now. A list of STR addresses is available upon request.

15. Public Comment. A question was asked about sidewalk repair. There is no current cost-sharing arrangement between township and homeowner for sidewalk repair. Should a homeowner wish to undertake a sidewalk repair on his/her property, the county road commission website has information about any necessary requirements. Treasurer Berkshire was once again commended on his excellent work on our budget.

16. Adjourn. Motion by Clerk Catlin to adjourn, 2nd by Treasurer Berkshire. AIF, passed. Meeting adjourned at 7:45 p.m.