Three Oaks Township Board of Trustees

Regular Meeting Minutes — September 14, 2026

The regular meeting was called to order at 7:00 p.m. by Supervisor Smith.

Pledge to the Flag

Roll Call

- **Present:** Miles, Swanstrom, Osburn, Smith
- **Absent:** Mitchell

Public Comment: None

Approval of Agenda

Motion by Swanstrom, supported by Miles, to approve the Agenda as presented. Motion carried, 4-0-1.

Approval of Consent Agenda

Motion by Swanstrom, supported by Mitchell, to approve the Consent Agenda as presented. Motion carried, 4-0-1.

Approval of Prior Minutes

Motion by Mitchell, supported by Swanstrom, to approve the July 13, 2026 meeting minutes. Motion carried, 4-0-1.

Approval of Bills

Motion by Miles, supported by Mitchell, to approve the payment of August bills in the amount of $31,093.34. Roll call—Ayes: Miles, Mitchell, Swanstrom, Osburn, Smith; Nays: None. Absent: Mitchell Motion carried, 4-0-1.

Committee Reports

Committee reports were submitted. Swanstrom mentioned the conservation area on Forest Lawn Rd needs attention as well as the bird viewing area. Mowing, trimming and trash cans added.

Old Business

Election Laptop: Received.

Mow Park: Motion by Miles, supported by Swanstrom, to have Gary Martin mow the pathway at the Park for not more than $300. Ayes: Osburn, Swanstrom, Miles, Smith; Nays: None. Absent: Mitchell Motion carried, 4-0-1.

Bird Watching Platform: Will get a bid for next month from Jessie Brewster.

Window Watching: Began today. John Swanstrom mentioned that we must have a W9 and liability insurance before any work can begin for the Township.

New Business

Ad for Cement Mason: Motion by Swanstrom, supported by Miles, to approve putting an ad in the paper for a cement mason, assistant sexton and possible sexton. Motion carried, 4-0-1.

Cemetery Grant: Motion by Smith, supported by Swanstrom, to allow clerk Miles to apply for the William J. Deputy Endowment Fund Grant. Motion carried, 4-0-1.

Appoint Planning Commission Alternate: Motion by Smith, supported by Swanstrom to appoint Melissa Scurek to the Planning Commission as an alternate member. Motion carried, 4-0-1.

Snowmobile Club Contract: Motion by Smith, supported by Swanstrom, to accept the Snowbusters Snowmobile Club contract allowing the trail on Parcel #11-20-0015-0010-00-7, the North end of the Forest Lawn Cemetery along Stickles Road, for a $75.00 a year fee. The two year contract will be for the 26/27 and 27/28 season.

Explore the Library Separation: Motion by Smith, supported by Osburn, to allow Clerk Miles and Treasurer Osburn to join committee with the library to further explore separation between the library and the township. Motion carried, 3-1-1.

Steve Mann Response: Banks are reluctant to offer terms over 15 years. USDA will finance these types of improvements for up to 30 years. Supervisor Smith has been in contact with Horizon bank but has not gotten back with a response. USDA and Everwise have not returned his calls.

Minutes and Resolution Amendment: Motion by Miles, supported by Swanstrom, to amend the approved minutes of May 11, 2026, to correct a clerical error regarding the millage resolution, changing the text from ‘0.2 mills for 20 years’ to the correct amount of ‘1.2 mills for 20 years’ as stated in the passed resolution.” Motion approved 4-0-1.

Motion by Miles, supported by Swanstrom, to amend the text of the August ballot millage resolution adopted on May 11, 2026, to correct a clerical error, changing the document’s date from April 11, 2026, to the true adoption date of May 11, 2026.” Motion approved 4-0-1.

Appointment of Members to Advisory Committee: Motion by Miles, supported by Swanstrom, to hereby approve the appointments of the following individuals to the Policy and Procedure Advisory Committee, effective immediately. **Debbie Schutt, Jennica Jaspering, Melissa Scurek, Robin Snyder and Sherry Trucks.** Ayes: Miles, Swanstrom, Osburn, Smith; Nays: None. Absent: Mitchell Motion carried, 4-0-1.

CGA Director Introduction and CLG Discussion: Amy Paul was introduced as the new Chamber Growth Alliance Director. There was discussion about Three Oaks becoming a Certified Local Government (CLG)

Election Security Attendance: Motion by Smith, supported by Miles, to approve Clerk Miles to attend Election Security Preparedness Class in Roscommon County. The cost would be the travel and hotel only. Roll call—Ayes: Osburn, Swanstrom, Miles, Smith; Nays: None. Absent: Mitchell Motion carried, 4-0-1.

Regional Meeting: Motion by Smith, supported by Miles, to approve Trustee Swanstrom to attend the MTA Fall Regional Meeting at the cost of $125 plus hotel and travel.

Cemetery Coordinator Pay: Cemetery Coordinator Pay for foundations through the end of the season as discussed in the previous meeting.

Chuck Sittig Regarding Millage: Resident Charles Sittig presented a formal letter of complaint regarding the Three Oaks Township Fire Station Millage Proposal. **The formal letter of complaint and its attached documents were officially filed and are on file with the Township Clerk.** Mr. Sittig requested that the Township proceed to invalidate and void the millage proposal. Supervisor Smith responded that based on legal review, the Township believes there is no legal merit to the claims.

Public Comments

- Residents Steve Nallenwag, George Mangold, Julie Sittig made comments concerning the Ambulance/Fire Station
- Information was received by Ed Scurek concerning the Public Transportation Authority Act and the Berrien County Road Commission.
- Public comment was received by a resident concerning the bird watching area.
- Christina Zebell showed her appreciation for the Ambulance/Fire Department.

Adjournment

The meeting was adjourned by Supervisor Smith at 8:15 p.m.The next regular meeting will be held Monday, October 12, 2026, at 7:00 p.m. at the Three Oaks Township Hall.

Minutes Submitted by:

Marcie Miles, Three Oaks Township Clerk