

Three Oaks Township Board of Trustees

Regular Meeting Minutes
February 9, 2026

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

Pledge to the Flag.

Roll call, Present: Miles, Swanstrom, Mitchell, Osburn, Smith
Absent: None

Public Comment: None

Motion by Mitchell, supported by Swanstrom, to approve the Agenda as presented.
Motion Carried. 5-0

Motion by Mitchell, supported by Swanstrom, to approve the consent agenda as presented.
Motion carried. 5-0

Motion by Miles, supported by Mitchell, to approve the January 12, 2026 meeting minutes.
Motion carried 5-0.

Roll call to pay the bills for February in the amount of \$33,610.57. Motion by Miles supported by Mitchell. Roll Call. Ayes: Osburn, Mitchell, Miles, Swanstrom, Smith
Nays: None Motion carried.

COMMITTEE REPORTS:

1. Inspectors: Report submitted
2. Cemetery: Report submitted.
3. Fire: Report submitted.
4. Ambulance: Report submitted
5. Parks & Recreation (Village & Township Joint Committee): Nothing to report
6. Planning: Nothing to report.
7. Police: Report submitted.

CORRESPONDENCE: None

OLD BUSINESS:

1. Spring Creek School House: Nothing new

2. Swanstrom, Miles, Mitchell and Gonzales will be attending the MTA Conference in April.
3. The 2026/2027 township budget is still being finalized. The library and fire department have already submitted theirs.
4. The fire chief and the supervisor have been working on a loan for the fire department add on.

NEW BUSINESS:

5. Motion by Mitchell, supported by Swanstrom, to extend the ambulance contract for one year at a rate of \$8,400 per month, for a total annual cost of \$100,800. Roll Call. Ayes: Swanstrom, Mitchell, Osburn, Miles, Smith. Nays: None. Motion carried 5-0
6. Motion by Smith, supported by Mitchell, to approve the renewal of the Michigan Municipal Cemetery Association membership at a rate of \$45. Roll Call. Ayes: Mitchell, Osburn, Miles, Swanstrom, Smith. Nays: None. Motion carried 5-0
7. Motion by Mitchell, supported by Osburn, to approve the renewal of the mowing contract with Lawnscape Services at the 2025 rates. Roll Call: Ayes: Miles, Osburn, Mitchell, Swanstrom, Smith. Nays: None. Motion carried 5-0
8. Motion by Miles, supported by Mitchell, to approve the recommended salary increases for the 2026/2027 fiscal year. Roll Call: Ayes: Osburn, Swanstrom, Mitchell, Miles, Smith. Nays: None. Motion carried 5-0
9. Administrative Resolutions; A motion by Mitchell, supported by Swanstrom, to adopt the following Resolutions for 2026/2027; Post Audit Township Bills, Auditor, Attorney, Depositories, Township Investment & Depositories and Planning/Zoning Consultants. Motion carried. 5-0
10. Motion by Miles, supported by Swanstrom, to adopt the Poverty Exemption Income Guidelines and Asset Level Test Resolution #26-0209 as presented. Motion carried. 5-0
11. Motion by Mitchell, supported by Swanstrom, to adopt the Three Oaks Township Resolution to Set an Alternate Date for the July Board of Review 2026 as presented. Roll Call; Ayes: Mitchell, Osburn, Swanstrom, Miles, Smith Nays: None. Motion carried. 5-0
12. Motion by Mitchell, supported by Swanstrom, to adopt the Three Oaks Township Resolution to Set an Alternate Date for the December Board of Review 2026 as presented. Roll Call; Ayes: Swanstrom, Miles, Mitchell, Osburn, Smith Nays: None. Motion carried. 5-0
13. Motion by Mitchell, supported by Swanstrom, to adopt the Three Oaks Township Resolution for Municipal Emergency Coordinators. Motion Carried 5-0
14. Motion by Mitchell, supported by Miles, to adopt the Attendance at Educational Meetings Resolution as presented. Roll Call; Ayes: Osburn, Miles, Swanstrom, Mitchell, Smith. Nays: None. Motion Carried 5-0
15. Motion by Mitchell, supported by Miles, to adopt the Resolution Regarding Public Information Coordinator and Policy Charges for Public Information. Roll Call; Ayes: Swanstrom, Osburn, Miles, Mitchell, Smith. Nays: None. Motion Carried 5-0

16. Supervisor Smith reported of the Joint Board of Review for Galien and Three Oaks Townships. Assessment appeals will be heard at the Three Oaks Township Hall on Monday, March 9, 2026, from 9:00 a.m. to 3:00 p.m., and at the Galien Township Office on Wednesday, March 11, 2026, from 3:00p.m. to 9:00 p.m. Residents from either township may appeal their assessments on either date.
17. Motion by Miles, supported by Smith to approve an early voting site agreement with Berrien County. Motion carried. 5-0

Office will be closed Monday, February 16, 2026 to observe President's Day.

Special budget meeting scheduled for Monday, February 23, 2026 at 7:00 p.m.

Proposed budget hearing will be held Monday, March 9, 2026 at 7:00 p.m. with the regular scheduled meeting to follow.

Special meeting to amend the 2025/2026 budget and approve the 2026/2027 budget will be held on Monday, March 30, 2026.

Meeting adjourned by Supervisor Smith at 7:53 p.m.

Minutes Submitted by:

Marcie Miles
Three Oaks Township Clerk