

Three Oaks Township Board of Trustees

Regular Meeting Minutes January 12, 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:

Dan Faulkner (Village Manager) and Tracy Jones (Village Treasurer) showed concerns about being able to keep the police department in the Village because of funding and staffing issues. They would like to discuss getting help from the Township.

Kenneth Seifert Jr voiced his concerns in regards to the Township having their taxes increased to pay for the police department.

Motion by Swanstrom, supported by Mitchell, to approve the Agenda as presented.
Roll Call. Ayes: Osburn, Mitchell, Swanstrom, Miles, Smith Nays: None Motion carried.

Motion by Mitchell, supported by Swanstrom, to approve the consent agenda as presented.
Roll Call. Ayes: Miles, Swanstrom, Mitchell, Osburn, Smith Nays: None Motion carried

Motion by Swanstrom, supported by Mitchell, to approve the December 8, 2025 meeting minutes. Motion carried 5-0.

Bills to be paid for January in the amount of \$29,362.54. Motion by Miles supported by Swanstrom. Roll Call. Ayes: Mitchell,, Swanstrom, Miles, Osburn, Smith
Nays: None Motion carried.

COMMITTEE REPORTS:

1. Inspectors: Report submitted
2. Cemetery: Report submitted.
3. Fire: Report submitted.
4. Parks & Recreation (Village & Township Joint Committee): Nothing to report
5. Police: Report submitted.
6. Ambulance: Report submitted
7. Planning: Planning Commission chair Robin Snyder gave an update on the progress of the Master Plan.

CORRESPONDENCE: None

OLD BUSINESS:

1. Spring Creek School House: Proposal by Mitchell to get security cameras and fiber optic internet at the school house.
2. Budget: Supervisor is working on the budget and planning a work session/budget planning meeting.
3. Fire Department Addition: Supervisor is working on preliminary financing for the addition with Horizon Bank.
4. Bathroom: Toilets have been replaced.
5. ADA Website Compliance: The township has until April 26, 2027 to become compliant.
6. Election Drop Box Monitoring: The clerk has until February 19th to install video monitoring on the election drop box. Motion by Smith to approve the purchase and installation of the video monitoring equipment needed. Supported by Swanstrom. Roll Call. Ayes: Osburn, Miles, Swanstrom, Mitchell, Smith. Nays: None Motion carried.

NEW BUSINESS:

1. Winter Tax Extension Deadline: The deadline to pay property taxes from February 18, 2026 to March 2, 2026 before they go delinquent.
2. Appointments: Supervisor Smith would like to reappoint all members of all boards.
 - a. Planning Commission: Robin Snyder, Dan Versaw, Leslie Kaminski, Chris Mitchell, Mark Seifert, Karen Seifert, Joe Moore
 - b. Board of Review: Dave Thomas, Ken Seifert, John Kramer and Hannah Crumley from Galien
 - c. Board of Appeals: Joe Bardusk, Chris Mitchell, Robin Snyder, Terrie Newkirk and Hal Rockwell
 - d. Construction Board of Appeals: Dave Thomas, Matt Barrett, Matt Deeds.

Motion by Smith to approve, supported by Mitchell. Motion carried 5-0.

3. Tax Processing Agreement: Motion by Mitchell to go into agreement with the county for doing our tax rolls. Supported by Osburn. Roll Call. Ayes: Miles, Swanstrom, Osburn, Mitchell, Smith. Nays: None Motion carried.
4. Lake Michigan College would like to have us collect their taxes in the summer vs. in the winter. Motion by Swanstrom supported by Mitchell to deny LMC's request. Motion carried 5-0
5. Motion by Miles, supported by Swanstrom to approve Lauterbach & Amen, LLP as the township's Auditors. Roll Call. Ayes: Osburn, Mitchell, Miles, Swanstrom, Smith Nays: None
6. Office will be closed next Monday for Martin Luther King Day

Final Public Comment: None

Meeting adjourned by Supervisor Smith at 7:52pm.

The next meeting will be held Monday, February 9, 2026 at 7:00pm at the Three Oaks Township Hall.

Minutes Submitted by:

Marcie Miles
Three Oaks Township Clerk