

Draft

Three Oaks Township Board of Trustees

Regular Meeting Minutes
May 11, 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: A resident inquired about a wind-measuring device visible in a field on Phillips Road. A second resident raised the question of transparency, asking how the township communicates decisions and ongoing activities to the public.

Motion to approve the meeting agenda was made by Trustee Mitchell and seconded by Trustee Miles. Motion Passed 5-0 (Osburn – Yes, Mitchell – Yes, Swanstrom – Yes, Miles – Yes, Smith – Yes).

Motion to approve the Consent Agenda was made by Trustee Mitchell and seconded by Trustee Miles. Motion Passed 5-0 (Mitchell – Yes, Osburn – Yes, Miles – Yes, Swanstrom – Yes, Smith – Yes).

Motion to approve the April 13, 2026 meeting minutes with a noted correction to the next meeting date by Swanstrom and seconded by Mitchell. Motion Passed (voice vote, no opposition noted).

The treasurer reported on investment activity. The board approved the purchase of tax bill envelopes in the amount of \$2,254.65 to include the Planning Commission survey for the Master Plan. Motion Passed 5-0 (Mitchell – Yes, Osburn – Yes, Miles – Yes, Swanstrom – Yes, Smith – Yes).

Motion to pay the bills for May in the amount of \$22,222.96. by Swanstrom and seconded by Miles. Motion Passed 5-0 (Mitchell – Yes, Osburn – Yes, Miles – Yes, Swanstrom – Yes, Smith – Yes).

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. Planning: Report submitted.
6. Police: Report submitted.
7. Ambulance: Report submitted.
8. Economic Development: Erin Hahn accepted the position offered.

CORRESPONDENCE: None

OLD BUSINESS:

1. Spring Creek School House: No issues reported.
2. Berrien County Road Dept. Supervisor Smith reported that the Spring Creek Road repaving project has been deferred to 26-27.
3. Forest Lawn Annual Clean-up will proceed.
4. Architectural Contract: The township attorney reviewed the proposed contract and found it to be standard.

NEW BUSINESS:

1. Motion to approve the \$5,000 architectural contract with Brooks Architectural was made by Smith. The motion failed for lack of a second.
2. Motion to approve the road millage renewal (0.3511 mill, 10 years) for placement on the ballot was made by Mitchell and seconded by Miles. Motion Passed 4-1 (Osburn – Yes, Mitchell – Yes, Miles – Yes, Swanstrom – No, Smith – Yes).
3. Motion to approve the road millage increase for placement on the ballot was made by Mitchell and seconded by Smith. Motion Passed 4-1 (Miles – Yes, Swanstrom – No, Mitchell – Yes, Osburn – Yes, Smith – Yes).
4. Motion to approve the Forest Lawn Cemetery millage proposal (0.5 mill, 4 years) for placement on the ballot was made by Miles and seconded by Smith. Motion Failed 1-4 (Mitchell – No, Osburn – No, Swanstrom – No, Miles – No, Smith – Yes).
5. Motion to approve the fire station millage (0.2 mill, 20 years) for placement on the ballot was made by Miles and seconded by Mitchell. Motion Passed 3-2 (Osburn – No, Mitchell – Yes, Swanstrom – No, Miles – Yes, Smith – Yes).
6. Motion to engage the township attorney to provide a written opinion on whether the positions of Township Supervisor and Ambulance Director constitute incompatible offices was made by Swanstrom and seconded by Smith. Motion Passed (voice vote, no opposition noted).

The township office will be closed on May 25, 2026 in observance of Memorial Day.

Final comment: None

Next regular scheduled meeting June 8, 2026 at 7:00 p.m.

Meeting adjourned by Supervisor Smith at 8:21 p.m.

Minutes Submitted by:

Marcie Miles
Three Oaks Township Clerk