Park Township Board of Trustees Regular Meeting Minutes

Wednesday, November 11, 2026, 7:00 p.m.

Location: 53640 Parkville Rd. Three Rivers, MI 49093

1. Call to Order
Ed English called the meeting to order at 7:00 P.M.

2. Roll Call
Roll call was taken and members present were:

- Bill Brislen
- Ed English
- Cindy Fenwick
- Lari Roberts

Tom Springer – absent, excused

3. Pledge of Allegiance
Ed English asked all present to stand and Pledge Allegiance to the flag.

4. Set/amend agenda
Ed English made the following addition to the agenda. Under New Business, G, add Short Term Rental Ordinance

Motion was made by Bill Brislen with support from Cindy Fenwick to accept agenda as amended. The motion carried.

5. Invited Representatives/Speakers

a. Assessor, Dale Hutson
Mr. Hutson noted that the State requirements for poverty guidelines and asset test have changed. The changes in the requirements compared to the Township's current resolution were reviewed. He noted that any updated changes to the Township's Poverty Exemption Income Guidelines and Asset Test must be reviewed, edited and sent to him prior to the Board of Review meeting in March, 2027.

b. Zoning Administrator: Matt Jorgensen
Mr. Jorgensen reported that he has an automated system for use with Short Term Rental Renewal applications and explained the process in place. Septic inspection timeframes were questioned and it was decided that they will be from January til December and current inspections will be good until the end of the year.

He noted that there will be a Planning Commission special meeting regarding two site plans. These meetings do not require Special Meeting Notices.

Question was raised regarding non-licensed Short Term Rentals and Mr. Jorgensen noted that it is hard to find these locations as various on-line sites hide the addresses of these locations until they are rented. He is working on a system that will show these.

c. Visitors:
None

6. Public Comments

Regina Chapman introduced Olivia Kurajian, local attorney in Park Township. She congratulated the winners in the election and noted training classes that are available for free.

Olivia Kurajian - questioned stop signs needed on various roads and rumble strips. Mr. English noted the steps currently being taken to purchase signs and have them installed. He also complimented the County Road Commission.

7. Approval of minutes from the October 14, 2026 Regular meeting

A motion was made by Lari Roberts with support from Bill Brislen to approve the minutes of the October 14, 2026 regular meeting The motion carried.

8. Treasurer's Report - Cindy Fenwick

Cindy Fenwick reviewed the Treasurer's Report and noted there is $1,119,133.37 in the General Account.

A motion was made by Lari Roberts with support from Ed English to accept the Treasurer's Report. The motion carried.

9. Correspondence

a. Review of Building Inspectors Report
The Board reviewed the Building Inspector's Report

b. Review of Mike Haydon, Code Violation Report
The Board reviewed the Code Violation Report

10. Unfinished Business

None

11. New Business

A. AEP Franchise Agreement
Mr. English noted that this agreement is the same one given to Consumers which gives the Indiana Michigan Power Company rite of way in our roads to run power lines. This will be good for 30 years and has been reviewed by the township's attorney who has approved it.

A motion was made by Ed English with support from Lari Roberts to approve Ordinance 26-06 Indiana Michigan Power Company Franchise Ordinance. The motion carried.

B. Appointment for Planning Commission Opening
Mr. English noted there is an opening on the Planning Commission which was posted on the Township's website. Craig Eberstein was the only individual who applied for the position left vacant by Becky Meyers.

A motion was made by Bill Brislen with support from Cindy Fenwick to appoint Craig Eberstein to the Planning Commission. The motion carried.

C. Road Commission Review
Mr. English reported that the township board met with the Road Commission last Thursday to discuss county road work. The roads the township is responsible for versus the county were reviewed as well as future projects. He reported that overall the township's roads are in good shape and with the 50/50 agreement should get a lot done.

D. Election Outcome
Lari Roberts reported the township had 588 in person people voting, 421 Absentee ballots, 133 Early voters to Centreville, Park township has 2,056 registered voters which resulted in 50% residents voting.

Results are posted on the township window.

E. Board of Review Appointments
Mr. English reported there are two openings on the Board of Review. Sandy Brown and Rosalyn Miller have agreed to fill those positions for a two year term. A motion was made by Ed English with support from Lari Roberts to appoint Sandy Brown and Rosalyn Miller to the Board of Review for a two year term.

The motion carried.

F. Clean Up Hampton/Parkville Road
Mr. English reported that a demo sign has been placed on this parcel and the area should be cleaned up by December, 2026. There were two bids one for $10,000 and a second for$12,500. Both are good companies and he felt the township should accept the bid from Royce Excavating for $10,000.

A motion was made by Ed English with support from Bill Brislen to hire Royce Excavating to clean up the property on Hampton and Parkville Road for the sum of $10,000. The motion carried.

G. Short Term Rental
Mr. English reported that a wrong number was put on the original Ordinance. He ensured that nothing in the ordinance will change except the number. It will be limited to 5 short term rentals and the correct number put in. The corrected Ordinance number will be 26-05. A motion was made by Lari Roberts with support from Cindy Fenwick to approve correcting Short Term Rental Ordinance number to 26-05. The motion carried.

H. Trustee resignation
Mr. English announced that the Township has received a letter from Mr. Brislen resigning his position on the Board of Trustees due to other commitments. Mr. English noted that he is saddened to accept Mr. Brislen's resignation and thanked him for his years of service. He noted that Mr. Brislen will remain on the Planning Commission.

A motion was made by Ed English with support from Lari Roberts to accept the resignation of Bill Brislen as Township Trustee. The motion carried. Mr. English noted that the Board has 45 days in which to fill the position.

12. Board Reports

a. Governmental Relations – Cindy Fenwick

Chamber Update – Christy Trammel

- Coffee and Connections are always the first Thursday of the month from 8 – 9:30 am at the Chamber. Everyone is welcome
- The Chamber Christmas Party open house will be on Wednesday, December 9 from 4 – 6 p.m. at the Chamber with food and drinks.
- The deadline to register for the Switzerland trip which is November 25. The trip will be April 2027.

Three Rivers Hospital (Beacon Health) – Maria Behr (Hospital Administrator)

- The Emergency Department has been busier since the close of Sturgis Hospital. Their average was between 48 and 55 patients daily. But now the average is about 75-76 patients daily. Their highest day was 102 patients. They have hired another PA and more traveling nurses.
- They had an end of the summer cookout for all associates.
- Beacon Health has approximately 450 employees
- Maria is planning to do a weekly newsletter for the staff
- Beacon Health is giving 4 scholarships for Radiologist Technician students at Glen Oaks, who will work for 3 years at Beacon Health after they receive their degree.
- The Wound Clinic is gone and the ProMed Building will be taken down this week.

St. Joe County Clerk – (Gina Everson) - absent

St. Joe County – (Jarad Hoffmaster) - absent

Centreville – (Pattie Bender)

- Veteran's Day celebration will begin at Yoder's in Centreville (Wednesday, September 11)
- The Hometown Christmas Event will be Saturday, December 5 from 4:00 – 7:30. The parade will begin at 7:30p.m.
- Leaf pick up has begun
- 6 resumes have been received for the DPW Supervisor position (Department of Public Works)
- The Little League is anxious to begin working on a new ball field.

Constantine – (Jim Bontrager – interim Village manager for the next 6 months) – absent

Lockport Township - absent

City of Three Rivers – Mayor Angel Johnston - absent

Fabius Township – (April Wooden, trustee) - absent

Flowerfield Township – absent

The next Government Relations meeting will be on Tuesday, December 1 at 8:00 a.m.

c. Fire Board – Ed English

There has been a change with the chief position. Josh Judson would like to switch positions with Landon Hackenburg and become Assistant Chief. The board will consider this and tabled discussion until the next meeting.

Three companies have been contacted for bids on security cameras. They received one quote for $5,805 and Mr. Landon will get another quote. Next month's meeting will be on Tuesday December 1st 6 p.m.

13. Approval of bills for payment

A motion was made by Cindy Fenwick with support from Bill brislen to approve the Bills for payment. The motion carried.

14. Adjournment

A motion was made by Ed English with support from Cindy Fenwick to adjourn the meeting at 8:10 pm.

Arlene Brislen

Recording Secretary