

JEFFERSON TOWNSHIP
24725 Jefferson Center Street
Cassopolis, MI 49031
Board of Trustees Meeting Minutes
September 11, 2025

Call to Order: Supervisor Hass called the meeting to order at 6:30 p.m.

Roll Call: Brunner-present, Bundle-present, Hass-present, Mendenhall-present.
Gillam-absent.

Additional attendees: Dustin Holland, Dallas Austin, Jeff Locke

Pledge to the flag: Recited

Correspondence: None

Public Comment (Agenda Items): None

Approval of Agenda: Moved by Brunner, seconded by Mendenhall to approve the agenda with the addition of a Resolution confirming the establishment of a five (5) year assessment roll for the Diamond Lake Weed Control. Voice vote. Motion approved.

Approval of Minutes: Moved Bundle, seconded by Mendenhall to approve the minutes of the August 14, 2025 Board of Trustees Regular Meeting. Voice vote. Motion approved.
Moved by Mendenhall, seconded by Brunner to approve the minutes of the August 14, 2025 Public Hearing for the Diamond Lake Weed Control Special Assessment Roll. Voice Vote. Motion approved.

Treasurer's Report: Moved by Brunner, seconded by Hass to approve the treasurer's report as presented. Voice vote. Motion approved.

Payment of Bills: Moved by Bundle, seconded by Mendenhall to approve the payment of bills from the General Fund, Roads Fund, and Diamond Lake Weed Control accounts as presented. Voice vote. Motion approved.

Unfinished Business: None

New Business:

1. Par Plan Security Grant. Review and discussion of grant proposal and Resolution of support to upgrade the security camera system and adding an additional 3 cameras.

Jefferson Township, Cass County, MI
Resolution of Support
Michigan Township Participating Plan Grant Application

Resolution 2025-11

WHEREAS the Jefferson Township Board of Trustees wishes to apply for a Risk Reduction Grant through the Michigan Township Participating Plan (Par Plan) to assist in purchasing/funding for additional security cameras: and

WHEREAS the Jefferson Township Board of Trustees is seeking a grant contribution of \$2719.96.

NOW, THEREFORE , BE IT RESOLVED, that the Jefferson Township Board of Trustees supports submittal of an application to the Michigan Township Participating Plan for a \$2,719.96 grant to assist in funding upgrading our security camera system.

Motion by Bundle, seconded by Mendenhall, the Supervisor, Dean Hass, declared the motion adopted. The following voted:

Yeas: Bundle, Hass, Mendenhall, Brunner

Nays:

Absent: Gillam

I, Jennifer Brunner, Jefferson Township Clerk, hereby certify that the foregoing is a true and original copy of the resolution adopted by the Jefferson Township Board of Trustees at a regular meeting on September 11, 2025, at 6:30 p.m., which was held in accordance with the Open Meetings Act of the State of Michigan.



Jefferson Township Clerk

2. Quote from Quality Masonry to repair the cracks in the concrete block walls in the township hall meeting room for an estimated \$1,800.00. Moved by Brunner, seconded by Bundle to approve the quote and work to be done by Quality Masonry. Voice Vote. Motion approved.
3. The Board approves the cancellation of the Amazon Prime Business Account beyond the free trial period.
4. Election Update: Clerk Brunner shared that County Clerk, Monica McMichael, working with the County IT department is offering an email service to keep registered voters up to date on upcoming elections and important election information. We will have a link to that sign up on our website.
5. Resolution presented for approval for the Confirmation of Five-Year Special Assessment Roll for the Diamond Lake Weed Control.

**JEFFERSON TOWNSHIP
CASS COUNTY, MICHIGAN
DIAMOND LAKE IMPROVEMENT PROJECT**

(AQUATIC VEGETATION CONTROL)
Resolution # 2025-12

RESOLUTION CONFIRMING FIVE-YEAR SPECIAL ASSESSMENT ROLL

WHEREAS, on August 14, 2025, the Jefferson Township Board approved a Resolution creating the indefinite 2025 Jefferson Township Diamond Lake Improvement Project Special Assessment District (Aquatic Vegetation Control), and established September 11, 2025, as the date for a public hearing to review and hear any objections to the proposed 2025-2029 special assessment roll allocating Jefferson Township the cost of the project to the various lots/parcels within the District; and

WHEREAS, the Township Board conducted such public hearing on September 11, 2025, preceded by proper published, mailed, and posted notices in accordance with applicable laws, as shown by affidavits pertaining thereto on file with the Township Clerk; and

WHEREAS, at the public hearing an opportunity was extended to all present to be heard in the matter, and any written comments that may have been received with respect to the proposed special assessment roll were noted; and

WHEREAS, it is the opinion of the Township Board that no further time need be granted for the consideration of this matter or for the filing of objections to the proposed special assessment roll; and

WHEREAS, pursuant to all the foregoing and any other appropriate considerations, the Township Board find the proposed special assessment roll as prepared by the Assessing Officer to be correct and appropriate.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The proposed special assessment roll submitted by the Assessing Officer of the Township in the estimated amount of \$4,154.00 per year is hereby confirmed and designated as the 2025-2029 Jefferson Township Diamond Lake Improvement Project (Aquatic Vegetation Control) Special Assessment Roll.
2. The assessments in the confirmed roll may be payable in not more than five installments over a period of five years, as follows:
 - Diamond Lake Property Owners: \$62.00
3. If any special assessment is not paid when due, the special assessment shall be considered delinquent and there shall be collected, in addition to interest as provided by the Resolution, a penalty at the rate of 1.0% for each month or fraction of a month that the special assessment remains unpaid before being reported to the Township Board for reassessment upon the Township Tax Roll, all in accordance with 1954 PA 188, as amended.
4. In accordance with 1954 PA 188, as amended, the special assessments in the confirmed special assessment roll shall from the date of confirmation of the roll constitute a lien upon the respective parcels of land specially assessed. Such lien shall be of the same character and effect as the lien created for Township taxes and shall include accrued interest and penalties.

5. The assessments in the confirmed special assessment roll are hereby ordered and directed to be collected by the Township Treasurer, and the Township Assessor shall deliver the confirmed special assessment roll to the Treasurer with her Warrant attached commanding the Treasurer to collect such assessments in accordance with the direction of the Township Board and 1954 PA 188, as amended.

BE IT FURTHER RESOLVED that to the extent any of the foregoing is altered by an amendment of any applicable statute, or by a binding judicial precedent, then said matter shall be considered subject to and governed by any such change in the law.

BE IT FURTHER RESOLVED that all prior Resolutions and parts of Resolutions be and the same hereby rescinded insofar as they conflict with the provisions of the Resolution within.

Moved by Hass, seconded by Bundle. Supervisor Hass, declared the Resolution adopted.

Yeas: Mendenhall, Hass, Bundle, Brunner

Nays:

Absent: Gillam

CERTIFICATE

I, Jenny Brunner, the Clerk of the Township of Jefferson, hereby certify that the foregoing Resolution was adopted at a regular meeting of the Jefferson Township Board, Cass County, Michigan, held on September 11, 2025, in accordance with the Open Meetings Act of the State of Michigan.



Jefferson Township Clerk

Inspectors Reports:

1. **Zoning/Code Enforcement:** Steve Allen, code enforcement officer, submitted his monthly report.
2. **Building:** No report submitted.
3. **Plumbing/Mechanical:** No report submitted.
4. **Electrical:** No report submitted

Emergency Services/Utilities Reports:

1. **Cass Ambulance:** Special meeting with SMCAS representative to be held September 15, 2025, at 4:00 p.m., and the next regular CCAA meeting will be September 25, 2025, at 6:30 p.m.
2. **Central Cass Fire Department:** Next meeting September 17, 2025, at 6:30 p.m.

3. **Edwardsburg Fire Department:** Next meeting October 7, 2025, at 6:30 p.m.
4. **CAUA:** Supervisor has met with other township supervisors on September 10th to discuss future options. The CAUA is 36 years into a 40-year contract. Need to be looking at what options are available moving forward and how contract negotiations with the Village of Cassopolis may be addressed. He also shared that the Village of Cassopolis received a loan to replace the water line that keeps breaking. The CAUA is responsible for half the costs. Next regular meeting is September 15, 2025.

Township Board Reports:

1. **Planning & Zoning Commission:** Next meeting October 15, 2025, at 7:00 p.m.
2. **Zoning Board of Appeals:** No business.
3. **Construction Board of Appeals:** No business.
4. **Board of Review:** No business.

Public Comment: Clerk Brunner shared that it is was National Firefighters Appreciation Month. The township is served by Central Cass and Edwardsburg fire departments.

Next regular Board of Trustees meeting: October 9, 2025, at 6:30 pm

With no other business before the Board at 6:57 p.m. Moved by Brunner, seconded by Bundle to adjourn. Voice vote. Motion approved. Meeting adjourned.

Respectfully submitted,



Jennifer Brunner, Clerk