

**JEFFERSON TOWNSHIP**  
24725 Jefferson Center Street  
Cassopolis, MI 49031

**Board of Trustees Meeting Minutes**  
April 10, 2025

**Call to Order:** Supervisor Hass called the meeting to order at 6:31 p.m.

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

**Additional attendees:** Dallas Austin, Mike Grice, Jeff Locke, Ron Bellaire

**Pledge to the flag:** Recited

**Correspondence:** Email from Karen Current representing Reames & Norton Cemetery requesting meeting to turn operation over to the township.

**Public Comment (Agenda Items):** None

**Approval of Agenda:** Moved by Brunner, seconded by Bundle to approve the agenda with the addition of agenda items: New proposed road projects for FY 2025-26, Closing GF Savings Acct.. Motion approved.

**Approval of Minutes:** Moved by Mendenhall, seconded by Gillam to approve the minutes of March 13, 2025. Motion approved.

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

**Payment of Bills:** Moved by Bundle, seconded by Mendenhall to approve the payment of bills as presented. Motion approved.

**Unfinished Business:**

1. BS&A Purchase Decision. Discussion. Moved by Bundle, seconded by Mendenhall to approve the purchase of the Accounts Payable & General Ledger software as well as upgrade of Tax & Assessing to Cloud based software for estimated cost of \$36,175.00 for set-up in the next FY budget.  
Roll Call Vote: Gillam-yes, Bundle-yes, Hass-yes, Mendenhall-yes, Brunner-yes. Motion approved.
2. Audit update- Clerk Brunner handed out the final copy of audit report for FY 2023-2024.
3. Update on Hess Road Property- Supervisor Hass verified that the property has gone into tax foreclosure. Taxes owed are \$11,000. There will be a tax sale auction in August. The State has the opportunity for 1<sup>st</sup> right of refusal and the Township has the 2<sup>nd</sup> right of refusal if the highest bid falls below \$11,000. Discussion. Moved by Brunner, seconded by Mendenhall to approve the Township Board exercise its right of refusal if the highest bid falls below the amount of taxes owed. Motion approved.

**New Business:**

1. Purchase of new Tabulator. Election Source is offering a trade-in offer of \$1000.00 and 4 years of licensing & maintenance costs for the purchase of a new ICP II to replace our current ICP I tabulator. Discussion. Moved by Gillam, seconded by Bundle to trade-in current ICP I tabulator for a new ICP II tabulator at a cost of \$5693.00 using funds appropriated to the Township Hall for Equipment and Software.  
Roll Call Vote: Bundle-yes, Mendenhall-yes, Brunner-yes, Gillam-yes, Hass-yes. Motion approved.

2. FY 2025-26 Budgeting Priorities. Clerk Brunner has been participating in Budgeting Webinars offered by MTA. It was suggested that townships can best serve their communities when they identify budgeting priorities. Discussion. The Board settled on: Roads, Ambulance (Emergency Svcs), and updating and improving Fund management with the purchase of BSA software to replace the current Quickbooks system being used now.
3. Consider Amendment recommendation to Planning & Zoning Commission to address Accessory Buildings in the RR district. Discussion. Board agreed to place this item agenda on the Planning & Zoning Commission's April 16<sup>th</sup> agenda.
4. Quote for blight cleanup - none
5. Supervisor Hass spoke with Joe Bellina at the Cass County Road Commission. Upon review of the Woodfield Hills roads, he proposed a new plan called Texas Underseal which he feels would not compromise the base of the roads. This will reduce the costs of repairing these roads and would allow us to complete the graveling of all of Mullen Rd. and repair Robinson Rd. to the Calvin Township boundary. He is preparing new contracts for the road projects for FY 2025-26. Discussion. Moved by Bundle, seconded by Gillam to approve the changes with no additional costs over the approved costs at the March BOT meeting.  
Roll Call Vote: Brunner-yes, Mendenhall-yes, Hass-yes, Gillam-yes, Bundle-yes. Motion approved.
6. Clerk Brunner recommends closing the GF savings account. There is very little money in the account as we use the GF Money Market account for savings. Discussion. Moved by Bundle, seconded by Mendenhall to move the monies in the GF savings account to the GF checking account and close the savings account. Motion approved.

#### **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:** Ron Bellaire had no significant information to report.

#### **Emergency Services/Utilities Reports:**

1. **Cass Ambulance:** Next meeting April 24, 2025, at 6:00 pm
2. **Central Cass Fire Department:** Chief Locke reported 36 runs last month. Next meeting May 28, 2025
3. **Edwardsburg Fire Department:** Reports provided by Trustee Gillam. Next meeting June.
4. **CAUA:** Next meeting April 21, 2025

#### **Township Board Reports:**

1. **Planning & Zoning Commission:** Next meeting April 16<sup>th</sup> at 7:00 pm
2. **Zoning Board of Appeals:** Application for variance received. Date for hearing to be determined.
3. **Construction Board of Appeals:** No business.
4. **Board of Review:** No business.

#### **Public Comment:**

1. County Commissioner Mike Grice shared that the County Hazardous Waste drop off at the Road Commission is set for April 23<sup>rd</sup> from 3:00-6:00 pm
2. Supervisor Hass announced the Township Clean-Up day is set for May 3<sup>rd</sup> from 8:00 am to noon.

**Next regular Board of Trustees meeting:** May 8, 2025, at 6:30 pm

With no other business before the Board at 7:25 p.m. Moved by Brunner, seconded by Bundle to adjourn. Motion approved. Meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jennifer Brunner".

Jennifer Brunner, Clerk

DRAFT