

JEFFERSON TOWNSHIP
24725 Jefferson Center Street
Cassopolis, MI 49031
Board of Trustees Meeting Minutes
August 14, 2025

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

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

Additional attendees: Jeff Locke

Pledge to the flag: Recited

Correspondence: Clerk Brunner presented a flyer for a Cass County hazardous waste collection on September 24, 2025, at the Cass County Road Commission and a Memo from Prosecuting Attorney Victor Fitz on Clarifications of the Open Meetings Act.

Public Comment (Agenda Items): None

Approval of Agenda: Moved by Brunner, seconded by Bundle to approve the agenda with the addition of a quote from Elmer's Locksmith for the replacement of five (5) doors. Voice vote. Motion approved.

Approval of Minutes: Moved Bundle, seconded by Mendenhall to approve the minutes of July 10, 2025. Voice vote. Motion approved.

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

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

Unfinished Business:

1. Planning & Zoning Commission amendment clarification of maximum size for accessory buildings in the RR district. Discussion. Moved by Brunner, seconded by Bundle to request a recommendation from the Planning & Zoning Commission for a maximum size accessory building in the RR district as well as Maximum Building Coverages in Residential districts. Brunner requested a roll call vote.
Bundle-yes, Brunner-yes, Hass-no, Mendenhall-no, Gillam-yes. Motion approved.

2. Ambulance Service. Discussion on options for ambulance service in the township. Moved by Bundle, seconded by Mendenhall to stay with the Central Cass Ambulance Authority and contract with SMCAS for service. Voice vote. Motion approved.
3. Building maintenance projects update.
 - a. Brunner shared two (2) new interior office entry doors installed. Quote received by Elmer's Locksmith for two (2) new bathroom doors, two (2) new kitchen doors, and one (1) door between entry way and meeting room area for a total cost of \$6245.00. Moved by Bundle, seconded by Gillam to approve the quote. Voice vote. Motion approved.
 - b. Gillam met with Quality Masonry to repair the cracks in the cinderblock walls in the meeting area. They will be sending a quote for the repair.
 - c. Bundle is getting measurements for replacing the carpeting in the meeting area as well as the hallways and will be getting quotes.
4. MTA Professional Development Retreats. Brunner recommended sending Gerry and Della Bundle representing the Planning & Zoning Commission and Zoning Board of Appeals to the Planning & Zoning Team Retreat October 29 & 30, 2025. Moved by Hass, seconded by Brunner to approve their attendance and payment for registration, hotel stay, and mileage. Voice vote. Motion approved.

New Business:

- 1). Resolution to adopt Special Assessment District and approval to proceed with the project.

JEFFERSON TOWNSHIP

CASS COUNTY, MICHIGAN

DIAMOND LAKE IMPROVEMENT PROJECT (AQUATIC VEGETATION CONTROL)

**RESOLUTION CREATING SPECIAL ASSESSMENT DISTRICT AND GRANTING APPROVAL TO PROCEED
WITH PROJECT**

Resolution #2025-10

WHEREAS, owners of property with frontage on and abutting to Diamond Lake have requested for the creation of a special assessment district for the purpose of eradicating and controlling aquatic vegetation in Diamond Lake; and

WHEREAS, the plans for the proposed project for 2025-2030, the estimate of the cost of the project totaling approximately \$4,154.00 per year, a description of the proposed Special Assessment District in Jefferson, and

Notice of a public hearing thereon was published, mailed and posted in accordance with applicable law, as shown by Affidavits pertaining thereto on file, with the Township Clerk; and

WHEREAS, in accordance with the Notice the Township Boards held public hearing on August 14, 2025, at a special meeting and gave consideration to the oral comments from all persons at the hearing and such written comments as may have been received prior to or at the hearing; and,

WHEREAS, as a result of all the foregoing the Jefferson Township Board believe it is appropriate to proceed with the proposed project and finance same by special assessments upon the benefited properties within the Special Assessment District as created herein;

NOW THEREFORE, THE JEFFERSON TOWNSHIP BOARD HEREBY RESOLVES THE FOLLOWING:

The current plans and cost estimates for the project totaling approximately \$4,154.00 per year for years 2025-2030 are hereby approved.

A special assessment district to be known as the 2025 Jefferson Township Diamond Lake Improvement Project Special Assessment District (Aquatic Vegetation Control) is hereby created for an indefinite term, within which the Jefferson Township cost of the project shall be assessed as provided below, consisting of the area described as follows:

All lots/parcels or portions thereof in land of Jefferson Township on Diamond Lake.

The Supervisor/Assessing Officer of the Township is hereby directed to make a proposed annual special assessment roll totaling \$4,154.00 and in which shall be entered and described all the lots/parcels of land within the 2025 Jefferson Township Lake Improvement Project Special Assessment District, with the names of the respective owners thereof if known, and the total amount to be assessed against each lot/parcel of land therein, shall be payable in a specified annual installment of \$72.00.

The Township Board shall conduct a further public hearing at a future date at a special meeting of the Township Board to review and hear any objections to the proposed special assessment roll and the individual assessments therein.

The Township Clerk (or her designee) shall give the proper notice of such hearing by posting, publication and mailing in accordance with applicable law.

IT IS FURTHER RESOLVED that because the actual costs for the planned aquatic vegetation control program may vary from year to year based on the effectiveness of the prior year's treatment program and other variables, the nature of the improvement to be made to Diamond Lake is such that a redetermination of costs may be necessary on an annual basis, without a change in the special assessment district boundaries. The Township Board shall therefore make any such necessary redetermination of costs and the amount to be specially assessed in years 2025-2030 at the regular October or November Board meeting in each such year. This annual redetermination of costs/special assessments will be made by the Township Board without further public hearing or notice, except as may be required by law or as may be further determined by the Township Board; provided that in each instance the allocation of individual special assessments resulting from any such annual redetermination shall be based on the same allocation of costs used for the original approved 2025-2030 special assessment roll.

IT IS FURTHER RESOLVED that all Resolutions and part of Resolutions conflicting with the provision of the Resolution are hereby rescinded.

Upon roll call vote, the following voted Aye:

Gillam-yes, Mendenhall-yes, Bundle-yes, Hass-yes, Brunner-yes

The following voted Nay:

The Supervisor declared the motion carried and the resolution was duly adopted.

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 August 14, 2025, and that the meeting was held in accordance with the Open Meetings Act of the State of Michigan.

Jennifer Brunner



Jefferson Township Clerk

2. Election Update: There will be a Countywide Election on November 4, 2025.

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:** Next meeting September 25, 2025, at 6:30 p.m.
2. **Central Cass Fire Department:** Chief Locke shared that they will be purchasing 15 new 800 mgHertz radios and pagers and are looking to order new fire truck to lock in current pricing. They will be billing the apartment complex in Cassopolis for 22 calls due to inadequate/faulty fire alarms. There were 32 calls last month for the township. Next meeting September 17, 2025.
3. **Edwardsburg Fire Department:** Next meeting October 7, 2025, at 6:30 p.m.
4. **CAUA:** Supervisor Hass shared they will be contracting with a new engineering company to address issues in the lines. Next meeting August 18, 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: None

Next regular Board of Trustees meeting: September 11, 2025, at 6:30 pm

With no other business before the Board at 7:55 p.m. Moved by Mendenhall, seconded by Bundle to adjourn. Voice vote. Motion approved. Meeting adjourned.

Respectfully submitted,

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

Jennifer Brunner, Clerk