



JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
January 12, 2023
6:30 PM

Call to Order & Roll Call: Hass, Brunner, Mendenhall, Bundle, Gillam

Pledge to the Flag

Public Comments

Correspondence

Approval of Minutes: December 15, 2022, meeting

Treasurer's Report

Payment of Bills

OLD BUSINESS

Change of Old National accounts to Fifth Third Bank

Approve BOT meeting dates:

February 9

August 10

March 9

September 14

April 13

October 12

May 11

November 9

June 8

December 14

July 13

NEW BUSINESS

Appoint new Planning & Zoning Commission member

New Deputy Clerk

INSPECTORS REPORTS

Building

Electrical

Mechanical/Plumbing

Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance

Central Cass Fire Department

Edwardsburg Fire Department

CAUA

PLANNING & ZONING COMMISSION

2023-24 meeting dates, Wednesdays at 7:00 PM:

April 19, July 19, October 18, January 17, 2024

ZONING BOARD OF APPEALS

Next Board of Trustees meeting: February 9, 2023

Adjourn

JEFFERSON TOWNSHIP
Cass County, Michigan
24725 Jefferson Center Street
Cassopolis, MI 49031

Board of Trustees Minutes
December 15, 2022, 6:30 PM

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 6:31 PM.
Present: Hass, Brunner, Mendenhall, Bundle, Gillam.

Additional attendees: Jeff Locke - Fire Chief, Kevin and Rose Kelsheimer, Barry Kantz.

Pledge to the flag

Public Comments: None.

Correspondence: Resignation letter from Tom Stephenson, Planning & Zoning Commission.

Approval of Minutes:

November 11, 2022, meeting minutes were presented. Motion by Brunner, supported by Gillam to approve as presented. Motion approved.

Treasurer's Report:

Mendenhall presented reports. Motion by Brunner, supported by Bundle to approve as presented. Motion approved.

Payment of Bills:

Brunner presented payment of bills. Motion by Bundle, supported by Hass to approve as presented. Motion approved.

Old Business:

Marijuana (Marihuana) ordinance revision. Township Planning & Zoning Commission struck out Section One, Article III #15 addressing processing in commercial and industrial areas. The amended version was approved by Cass County Planning Commission. Board discussion to determine allowing grow operation and indoor processing after harvesting in agricultural districts. Motion by Mendenhall, supported by Bundle to re-instate Section One, Article III #15.

Roll call vote:

Aye: Hass, Brunner, Mendenhall, Bundle, Gillam.

Nye: None.

Motion approved.

New Business:

Karla Mendenhall elected Treasurer at the November 8, 2022, General Election. She will be added to all bank accounts as a signatory. Former Treasurer Debra Glaze will be removed from all accounts as a signatory.

Move Old National bank accounts to Fifth Third. Motion by Hass, supported by Brunner to move accounts. Motion approved. General funds in the tax savings account will also be moved to a money market account with Fifth Third.

Jennifer Ray application for the Planning & Zoning Commission recording secretary. Ms. Ray is also interested in filling the position vacated by Tom Stephenson. Rate of pay will be \$100 per meeting. Motion by Hass, supported by Brunner to install Ms. Ray for both positions. Motion approved.

Permanent absentee voter list. Brunner reported that there were over 100 people on the list that have never voted or have not voted in the last four elections. She will send letters that they are being removed to save time and money. Removed voters may request they be added back to the list at any time.

Update on ordinance revisions. Gillam reported LAND PLAN will provide 2nd draft to Planning & Commission to approve final decisions.

Cass Ambulance quarterly meeting date conflicts with Thursday Board meetings. Hass will ask if they can change their meeting night. All townships can have a representative at meetings. There are not many expenditures however, Brunner stated concern that the township cannot have a representative when the township meeting is on the same date. Township doesn't currently have a Cass Ambulance budget line. Will add a specific line into the next budget.

2023 Board meeting dates. Board approved the following dates:

January 12, 2023

February 9, 2023

Based on the Cass Ambulance date change possibility, Board will determine the rest of the meeting dates for 2023.

Proposal to restore full 1.0 millage amount on 2023 election. Currently at .77. The Headley Rollback has reduced the millage each year. Motion by Hass, supported by Brunner that we add a proposal to May or November 2023 ballot. Brunner will verify which election the proposal should be on.

Inspectors Reports:

- **Zoning:** No permits submitted.
- **Building:** No permits submitted.
- **Plumbing/Mechanical:** No permits submitted
- **Electrical:** No permits submitted.

- **Blight Enforcement:** Report provided by Code Enforcement Officer Steve Allen to Brunner. Conrad Street demolition in process. Hardin will follow up on permit.

Emergency Services/Utilities:

- **Cass Ambulance:** Hass reported Pride Care is providing good service.
- **Central Cass Fire Department:**
- **Edwardsburg Fire Department:**
- **CAUA:**

Planning & Zoning Commission:

Next regular meeting:

January 4, 2023 - Re-organizational meeting

Zoning Board of Appeals: No business.

Other Business:

Hass drove around the township with Cass County Road Commission. Commission will do more patches and address the end of Indigan Lane; will grate, put gravel, and cut down trees on Short Street; work also to be done on Pine Lake Street and Monette Street.

Next regular Board of Trustees meeting January 12, 2023.

With no other business before the Board, meeting adjourned at 7:14 PM. Motion by Mendenhall, supported by Brunner to adjourn. Meeting adjourned.

Respectfully submitted,
Jennifer Brunner, Clerk





JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
February 9, 2023
6:30 PM

Call to Order & Roll Call: Hass, Brunner, Mendenhall, Bundle, Gillam

Pledge to the Flag

Public Comments

Correspondence

Approval of Minutes: January 12, 2022, meeting

Treasurer's Report

Payment of Bills

OLD BUSINESS

Appoint new Planning & Zoning Commission member – Shannon Birk

NEW BUSINESS

Board of Review resolutions

Naomi Criswell – Stipend for assisting Karla Mendenhall as new Treasurer

Seasonal Storage – Township residents only

MTA Annual Conference or online MTA subscription

Updated township zoning map

INSPECTORS REPORTS

Building

Electrical

Mechanical/Plumbing

Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance

Central Cass Fire Department

Edwardsburg Fire Department

CAUA

PLANNING & ZONING COMMISSION

ZONING BOARD OF APPEALS

Next Board of Trustees meeting: March 9, 2023

Adjourn

JEFFERSON TOWNSHIP
Cass County, Michigan
24725 Jefferson Center Street
Cassopolis, MI 49031

Board of Trustees Minutes
January 12, 2023, 6:30 PM

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 6:30 PM.
Present: Hass, Brunner, Mendenhall, Bundle, Gillam.

Additional attendees: Karee Krause – Director of Cass County Veterans Affairs, Kevin and Rose Kelsheimer, Kevin Stotler.

Pledge to the flag

Public Comments: Karee Krause – Director of Cass County Veterans Affairs. Her job is to connect veterans with available benefits. Rose Kelsheimer asked for clarity on Headlee Rollback.

Correspondence: None.

Approval of Minutes:

December 10, 2022, meeting minutes were presented. Motion by Hass, supported by Brunner to approve as presented. Motion approved.

Treasurer's Report:

Mendenhall presented reports. Motion by Bundle, supported by Hass to approve as presented. Motion approved.

Payment of Bills:

Brunner presented payment of bills. Motion by Mendenhall, supported by Bundle to approve as presented. Motion approved.

Old Business:

Change of Old National accounts to Fifth Third Bank. Accounts have been moved to Fifth Third.

Approve BOT meeting dates:

February 9
March 9
April 13
May 11
June 8
July 13
August 10
September 14
October 12
November 9
December 1

Motion by Brunner, supported by Mendenhall to approve as presented. Motion approved.

New Business:

Roads Special Assessment proposal and proposal to restore 1 mill for operations to go on the May 2023 ballot. Special board meeting to review proposal verbiage and approve resolutions, January 26th or February 2nd. Brunner will confirm date after speaking with Attorney Senica. Verbiage due February 7th to County Clerk Monica Mc Michael.

Appoint new Planning & Zoning Commission member – Hass appointed Shannon Birk. Board must approve at next meeting.

New Deputy Clerk – Michele Harlow sworn in January 10, 2023.

Inspectors Reports:

- **Zoning:** No permits submitted.
- **Building:** No permits submitted.
- **Plumbing/Mechanical:** No permits submitted.
- **Electrical:** No permits submitted.
- **Blight Enforcement:** Printed report provided by Code Enforcement Officer Allen to Brunner.

Emergency Services/Utilities:

- **Cass Ambulance:** Meets quarterly.
- **Central Cass Fire Department:** Next meeting is January 25th.
- **Edwardsburg Fire Department:** Next meeting is February 7th.
- **CAUA:** Hass provided copy of minutes from December 19, 2022.

Planning & Zoning Commission:

Brunner stated Land Plan is working on the new mapping and revision documents. Expected week of January 16th.

January 4th meeting – Gerry Bundle appointed Chair. Shannon Birk appointed to fill vacancy.

2023-24 meeting dates approved:

Wednesdays at 7:00 PM:

April 19

July 19

October 18

January 17, 2024

Additional meetings may be held as necessary.

Zoning Board of Appeals: No business.

Other Business:

Next regular Board of Trustees meeting February 9, 2023.

With no other business before the Board, meeting adjourned at 7:02PM. Motion by Brunner, supported by to adjourn Gillam. Meeting adjourned.

Respectfully submitted,

Jennifer Brunner, Clerk



JEFFERSON TOWNSHIP
Cass County, Michigan
24725 Jefferson Center Street
Cassopolis, MI 49031

Special Meeting of Board of Trustees Minutes
January 26, 2023, 6:30 PM

Call to order & Roll Call: Supervisor Hass called the meeting to order at 6:35 PM. Present: Hass, Brunner, Mendenhall, Bundle, Gillam.

New Business:

Adoption of Resolution 2023-1 to adopt ballot language for renewal of road millage. Motion to adopt by Brunner, Bundle supported.

Roll Call vote:

Hass: Aye
Brunner: Aye
Mendenhall: Aye
Bundle: Aye
Gillam: Aye

Motion approved.

Adoption of Resolution 2023-2 to adopt ballot language for new operating millage. Motion to adopt by Mendenhall, Gillam supported.

Roll Call vote:

Hass: Aye
Brunner: Aye
Mendenhall: Aye
Bundle: Aye
Gillam: Aye

Motion approved.

Ambrosia Neldon emailed Brunner from Cass County regarding application for the My Hope grant for \$500,000 to help homeowners through Cass County Land Bank. Neldon requested township support by February 9th. Options for support: Give from our ARPA funds, create resolution of support or letter of support. Brunner will reply that we will supply letter of support.

MTA Annual Conference April 17-20, 2023. Discussion of board attending. Will vote on during February meeting.

With no other business before the Board, meeting adjourned at 6:59 PM. Motion by Brunner, supported by Mendenhall to adjourn Mendenhall. Meeting adjourned.

Respectfully submitted,

Jennifer Brunner, Clerk



JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
March 9, 2023
6:30 PM

Call to Order & Roll Call: Hass, Brunner, Mendenhall, Bundle, Gillam

Pledge to the Flag

Public Comments

Correspondence

Approval of Minutes: February 9, 2022, meeting

Treasurer's Report

Payment of Bills

OLD BUSINESS

NEW BUSINESS

Credit card payments for tax bills

Resolution for email fraud

Election update

Approval of dust control contract

Proposed contracts for road work with CCRC

Approval of CCRC contract for 16.02 miles 50% cost share

Submission of two properties to the Michigan State Land Bank Authority grant

Approval of re-adoption of marihuana (marijuana) resolution

Approval of general law marihuana (marijuana) ordinance resolutions

Hire Nina Robertson for building cleaning

INSPECTORS REPORTS

Building

Electrical

Mechanical/Plumbing

Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance

Central Cass Fire Department

Edwardsburg Fire Department

CAUA

PLANNING & ZONING COMMISSION

ZONING BOARD OF APPEALS

Next Board of Trustees meeting: April 13, 2023

Adjourn

JEFFERSON TOWNSHIP
Cass County, Michigan
24725 Jefferson Center Street
Cassopolis, MI 49031

Board of Trustees Minutes
February 9, 2023, 6:30 PM

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 6:30 PM.

Present: Hass, Brunner, Mendenhall, Bundle, Gillam.

Additional attendees: Harold Eltzroth, Kevin Kelsheimer, Jennifer Ray, Paul Harris, Steve Allen, Jeff Locke, Brent Brocksma, Mary Howie.

Pledge to the flag

Public Comments:

Paul Harris asked if Pride Care ambulance service is leaving the township. Jeff Locke stated the service is underfunded and understands they may not continue. Unsure what the future is for Cass County. Ambulance service would come from another service from 911 calls if Pride Care stops. Other services are much more expensive. Extra costs would first come from township general fund. Increase is divided among all four townships (Calvin, Jefferson, LaGrange, Penn).

Correspondence:

Hass presented Market Van Buren Cass County Quarterly update.

Approval of Minutes:

January 12 and January 26, 2023, meeting minutes were presented. Motion by Brunner, supported by Gillam to approve as presented. Motion approved.

Treasurer's Report:

Mendenhall presented reports. Motion by Bundle, supported by Gillam to approve as presented. Motion approved.

Payment of Bills:

Brunner presented payment of bills. Motion by Mendenhall, supported by Bundle to approve as presented. Motion approved. Profit and Loss Report presented without inspector reports.

Old Business:

Appoint new Planning and Zoning Commission Member – Shannon Birk. Birk approved by all board members.

New Business:

Approve Resolution 2023-3 to set an alternative date for the December Board of Review 2023. Motion by Brunner, supported by Hass to approve. Upon roll call vote the following voted "Yes": Brunner, Bundle, Hass, Gillam, Mendenhall. Motion approved.

Approve Resolution 2023-4 to set an alternative date for the July Board of Review 2023. Motion by Brunner, supported by Bundle to approve. Upon roll call vote the following voted "Yes": Brunner, Bundle, Hass, Gillam, Mendenhall. Motion approved.

Approved Resolution 2023-5 Poverty Exemption Income Guidelines and Asset Level Test. Motion by Brunner, supported by Bundle to approve. Upon roll call vote the following voted "Yes": Brunner, Bundle, Hass, Gillam, Mendenhall. Motion approved.

\$250 stipend to Naomi Criswell for helping the new treasurer. Motion by Brunner, supported by Bundle to approve amount. Motion approved.

Seasonal Storage. Will be offered to township residents first and if space is left, will be offered to previous non-resident rentals. Motion by Hass, supported by Mendenhall. Motion approved.

MTA Annual Conference or online MTA subscription. Discussion about attending in person. Could also purchase a subscription for online training which would include new Planning & Zoning members. Purchase on July 1, 2023 will cover a full year. Subscription also includes discount on services and some in person classes. Motion by Brunner, supported by Hass to purchase the year's subscription. Motion approved.

Inspectors Reports:

- **Zoning:** No reports submitted.
- **Building:** No reports submitted.
- **Plumbing/Mechanical:** No reports submitted.
- **Electrical:** No reports submitted.

Blight Enforcement:

Printed report provided and presented by Code Enforcement Officer Allen to Brunner. Due notice/citation issued to property owner with police escort and filed with court. If non-compliant after stated amount of time, township can bill for clean-up and fee will be applied to tax bill. North Shore Dr. should proceed with demolition after 60-day notice. No movement toward repair or sale. Allen will call the owner again. Brent Brocksma, 66741 Conrad, stated there would be demolition progress by the end of March.

Emergency Services/Utilities:

- **Cass Ambulance:** Meets quarterly.
- **Central Cass Fire Department:** Hass reported 219 calls in 2022. Audit was \$6500, all work was done online and not in person. Budget \$216,000. \$8200 to upgrade Cascade system.
- **Edwardsburg Fire Department:** Harold Eltzroth provided report which included 2023-24 proposed budget, \$12,000 study by independent agency to address public concerns. Approximately 25 volunteer force. Paid on points system. Township does not need to approve budget, paid by special assessment. 300 runs in 2022.
- **CAUA:** Hass presented minutes from January 17, 2023.

Planning & Zoning Commission:

Land Plan provided another draft of new mapping and revision documents. Planning & Zoning will review for accuracy/corrections/changes. Next steps will include adoption of final draft, approval by the county, public hearings, approval by township board.

Zoning Board of Appeals:

Marvin Glover, Dave Hammang, Kevin Kelsheimer are current members.

Other Business:

Next regular Board of Trustees meeting March 9, 2023.

With no other business before the Board, meeting adjourned at 7:15 PM. Motion by Brunner, supported by Hass.
Meeting adjourned.

Respectfully submitted,

Jennifer Brunner, Clerk

A handwritten signature in cursive script, reading "Jennifer Brunner".



JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
April 13, 2023
6:30 PM

Call to Order & Roll Call: Hass, Brunner, Mendenhall, Bundle, Gillam

Pledge to the Flag

Public Comments

Correspondence

Approval of Minutes: March 9, 2023, meeting

Treasurer's Report

Payment of Bills

OLD BUSINESS

Re-approve road commission work contracts

NEW BUSINESS

Approve Central Cass Fire Board Budget

Approved Construction Board of Appeals for Troy Adams property

Appoint Construction Board of Appeals

Email from Ron Bellaire 26228 Yankee St. – Duane and Ruthann Adams

Explanation of road projects

Audit report

INSPECTORS REPORTS

Building

Electrical

Mechanical/Plumbing

Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance

Central Cass Fire Department

Edwardsburg Fire Department

CAUA

PLANNING & ZONING COMMISSION

BOARD OF REVIEW

ZONING BOARD OF APPEALS

Next Board of Trustees meeting: May 11, 2023

Adjourn

JEFFERSON TOWNSHIP
Cass County, Michigan
24725 Jefferson Center Street
Cassopolis, MI 49031

Board of Trustees Minutes
March 9, 2023, 6:30 PM

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 6:30 PM.

Present: Hass, Brunner, Mendenhall, Bundle, Gillam.

Additional attendees: Kevin and Rose Kelsheimer, Steve Allen, Jeff Locke, Mark & Mary Howie, Troy Adams, Camron Mendenhall.

Pledge to the flag

Public Comments:

Mary Howie – Presented flyer for county refuse drop off days in April.

Troy Adams – 67135 M 62 – He reviewed status of his situation. Application for construction board of appeals should have been done at the township level.

Correspondence: None

Approval of Minutes:

February 9, 2023, meeting minutes were presented. Motion by Brunner, supported by Mendenhall to approve as presented. Motion approved.

Treasurer's Report:

Mendenhall presented reports. Motion by Bundle, supported by Brunner to approve as presented. Motion approved.

Payment of Bills:

Brunner presented payment of bills. Motion by Hass, supported by Mendenhall to approve as presented. Motion approved. Profit and Loss Report presented.

Old Business:

New Business:

Credit card payments for tax bills – Mendenhall wants to set up. Submitted AllPaid vendor information, no cost to township, small fee for property owner. Motion by Brunner, supported by Hass to approve as presented. Motion approved.

Resolution for email fraud – Brunner is writing because an email to the township tried to obtain fraudulent payment through wire transfer. Will bring draft to next meeting.

Election update – Proposition 2 passed regarding elections, begins in 2024. May election, will have two proposals 1) increase operation budget to 1 mil, 2) road repair. No early voting in May.

Approval of dust control contract – Approximately \$13,000 through the county who grades before the application. Motion by Hass, supported by Bundle to approve as presented. Motion approved.

Approval of road work with Cass County Road Commission – 16.02 miles 50% cost share. ARPA funds will be used, and we will be able to fund all the projects. County gives discount to use their services which make it the same as other bids. Motion by Brunner, supported by Hass to approve as presented. Motion approved.

Submission of two properties to the Michigan State Land Bank Authority grant – Submit houses for blight/demo assistance. Submissions are due by April 28th. We currently have two properties. Must take photos and submit costs. Motion by Mendenhall, supported by Hass to approve as presented. Motion approved.

Approval of re-adoption of marihuana (marijuana) resolution – Resolution 2023-6 had to be re-adopted because of publication reasons. Motion by Bundle, supported by Mendenhall to approve as presented. Motion approved.

Approval of general law marihuana (marijuana) ordinance resolutions – Motion by Hass, supported by Bundle to approve resolutions 2023-7 Adult use, 2023-8 Medical use as presented. Motion approved.

Hire Nina Robertson for building cleaning – Either Jerrell Robertson or Nina Robertson will clean the township as needed.

Inspectors Reports:

- **Zoning:** No reports submitted.
- **Building:** No reports submitted.
- **Plumbing/Mechanical:** No reports submitted.
- **Electrical:** No reports submitted.

Blight Enforcement:

Report submitted by Steve Allen. One property considered for Land Bank option, resident requested more time to sell, have until April 28th. March 31st is the deadline for March inspections.

Emergency Services/Utilities:

- **Cass Ambulance:** Hass provided meeting minutes. Will continue to provide services here. After contact expires there will be an increase in costs.
- **Central Cass Fire Department:** March 22nd meeting at 6:30 PM.
- **Edwardsburg Fire Department:** Special meeting in March.
- **CAUA:**

Planning & Zoning Commission:

Next meeting April 19TH. Chair Gerry Bundle stated at the next meeting the members will review new revisions.

Zoning Board of Appeals: No business

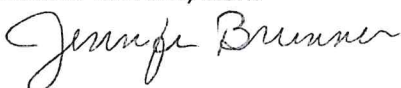
Other Business:

Next regular Board of Trustees meeting April 13, 2023.

With no other business before the Board, meeting adjourned at 7:32 PM. Motion by Bundle, supported by Brunner. Meeting adjourned.

Respectfully submitted,

Jennifer Brunner, Clerk





JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
May 11, 2023
6:30 PM

Call to Order & Roll Call: Hass, Brunner, Mendenhall, Bundle, Gillam

Pledge to the Flag

Public Comments

Correspondence

Approval of Minutes: April 13, 2022, meeting

Treasurer's Report

Payment of Bills

OLD BUSINESS

Decision on purchase of new software program for Assessor Northrup

NEW BUSINESS

Set June dates for budget meetings

INSPECTORS REPORTS

Building

Electrical

Mechanical/Plumbing

Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance

Central Cass Fire Department

Edwardsburg Fire Department

CAUA

PLANNING & ZONING COMMISSION

BOARD OF REVIEW

ZONING BOARD OF APPEALS

Next Board of Trustees meeting: June 8, 2023

Adjourn

JEFFERSON TOWNSHIP
Cass County, Michigan
24725 Jefferson Center Street
Cassopolis, MI 49031

Board of Trustees Minutes
April 13, 2023, 6:30 PM

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 6:34 PM.
Present: Hass, Brunner, Mendenhall, Bundle, Gillam.

Additional attendees: Kevin and Rose Kelsheimer, Steve Allen, Jeff Locke, Mary Howie, Troy Adams, Dr. John Ritzler, Dallas Austin and Amanda (no last name given).

Pledge to the flag

Public Comments:

John Ritzler – Cassopolis Public Schools – Operational millage proposal on May 2, 2023, ballot.

Mary Howie – Cassopolis beach snack shack summer help needed. \$12.50 hourly, must be at least 16 years old. Provided information on ticks from MDHHS.

Troy Adams – 67135 M 62 – Asked for update on his legal situation. Advised that we are unable to answer questions because resident has retained counsel. Attorney Senica communicating with Attorney LeBre.

Correspondence: None

Approval of Minutes:

March 9, 2023, meeting minutes were presented. Motion by Brunner, supported by Mendenhall to approve as presented. Motion approved.

Treasurer's Report:

Mendenhall presented reports. Motion by Bundle, supported by Hass to approve as presented. Motion approved.

Payment of Bills:

Brunner presented payment of bills. Motion by Gillam, supported by Mendenhall to approve as presented. Motion approved. Profit and Loss Report presented.

Old Business:

Re-approve Road Commission work contracts. Original contract totals changed with the township's portion being more. The township has enough to cover it. Motion by Bundle, supported by Hass to approve as presented. Motion approved.

New Business:

Approve Central Cass Fire Board budget. Motion by Brunner, supported by Gillam to approve as presented. Motion approved.

Approve Construction Board of Appeals. Attorney Senica recommended we use the committee she uses with other townships. This will be a permanent committee. Also recommended the \$125 per member meeting fee. Motion by Hass, supported by Mendenhall to approve as presented. Motion approved.

Email from Ron Bellaire re: 26228 Yankee. No other action required.

Explanation of road projects. Hass stated the types of application and repairs that the township pays for. Brunner read the areas of roads that the contracts will cover. The County is responsible for the primary roads. Roads are generally funded by roads special assessment and general fund. Most ARPA funds went to road repairs.

Audit report. Audit is required every other year. Completed this year, the last one was in 2018 due to COVID. The General Fund Balance Sheet Report stated balances from past years that need to be forgiven. There are no funds to pay back the general fund. Many of these discrepancies were before current board members. Wilson Bond balance should be disbursed back to residents unless they want another proposal on a ballot soon. Motion by Hass, supported by Gillam to approve as presented. Motion approved.

Inspectors Reports:

- **Zoning:** No reports submitted.
- **Building:** No reports submitted.
- **Plumbing/Mechanical:** No reports submitted.
- **Electrical:** No reports submitted.

Blight Enforcement: Report provided by Steve Allen. Conrad Road property has been demolished. Pine Lake property received final inspection and was approved and closed. White Road needs approval to go to court. Motion by Mendenhall, supported by Brunner to approve as presented. Motion approved. Hass will follow up with Allen.

Emergency Services/Utilities:

- **Cass Ambulance:** Hass provided meeting minutes. The company will continue to provide services here. After the contract expires, there will be an increase in costs.
- **Central Cass Fire Department:** Hass reported last meeting was discussion of budget. The new Cassopolis Village representative is Todd Mc Michael upon resignation of Tex Shetron.
- **Edwardsburg Fire Department:** Gillam reported purchase of new air tanks for \$15,450.00 and \$1500 for freight.
- **CAUA:** Hass reported on April 17th meeting, proposing increases in the next few years. Under discussion.

Planning & Zoning Commission: Next meeting changed from April 19th to April 26th for review new ordinance revisions.

Board of Review: Few residents present at recent meetings. Most came for uncapped tax changes through sale.

Zoning Board of Appeals: No business

Other Business:

PivotPoint: Assessor Northrup is asking for the township to pay an annual license fee of \$806.00. The program helps to automate her manual input. The cost would fall within her assessor's budget but would leave no room for any other expenses. Will this be part of her compensation? Could negotiate her contract to include Pivot Point or she will pay it herself. Discussion tabled to get additional information from her.

Next regular Board of Trustees meeting May 11, 2023.

With no other business before the Board, meeting adjourned at 7:46 PM. Motion by Mendenhall, supported by Brunner. Meeting adjournment.

Respectfully submitted,

Jennifer Brunner, Clerk



Special Meeting of the Jefferson Township Board of Trustees
Friday, April 21, 2023

Meeting called to order at 8:30 a.m. by Mr. Hass.

Members present: Mr. Hass, Ms. Bundle, Ms. Mendenhall, Ms. Brunner

Members absent: Mr. Gillam

New Business:

1. Consideration to appoint Ken Simpson, Electrical Inspector, to the Construction Board of appeals. Mr. Simpson was recommended by Brad Mattner. Ms. Brunner clarified that Mr. Simpson would sit as the 3rd member of the Construction Board of Appeals in specific appeals regarding electrical issues and in other cases that do not pertain specifically to mechanical or plumbing issues. With no other discussion, Ms. Brunner moved to appoint Ken Simpson to the Construction Board of Appeals, seconded by Ms. Mendenhall. Motion approved.
2. Consideration of a new application for the Construction Board of Appeals. This is the application that the CBA uses for the various jurisdictions they represent as a Construction Board of Appeals. This application was approved by Attorney Senica. With no other discussion, Ms. Mendenhall moved to adopt the new application, seconded by Ms. Bundle. Motion approved.

With no other business before the board, the meeting was adjourned at 8:35 a.m.

Respectfully submitted,

Jennifer Brunner, Clerk



JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
June 8, 2023
6:30 PM

Call to Order & Roll Call: Hass, Brunner, Mendenhall, Bundle, Gillam
Pledge to the Flag
Public Comments
Correspondence
Approval of Minutes: May 11, 2022, meeting
Treasurer's Report
Payment of Bills

OLD BUSINESS

NEW BUSINESS

Discontinuation of hall rentals
New vacuum cleaner purchase

INSPECTORS REPORTS

Building
Electrical
Mechanical/Plumbing
Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance
Central Cass Fire Department
Edwardsburg Fire Department
CAUA

PLANNING & ZONING COMMISSION

BOARD OF REVIEW

ZONING BOARD OF APPEALS

Next Board of Trustees meeting: July 13, 2023

Adjourn

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP BOARD OF TRUSTEES
May 11, 2023

The May 11th meeting was called to order by Clerk Brunner at 6:31 p.m. Roll call taken.
Present: Brunner, Bundle, Gillam, Mendenhall. Absent: Hass

Additional Attendees: Kevin and Rose Kelsheimer, Mary Howie, Merry Clark, Troy Adams, Dallas Austin, Dan Nowak, Jeff Carmen.

Pledge to the Flag – pledge led by Kevin Kelsheimer.

Supervisor Hass arrived at 6:46. Clerk Brunner turned the meeting over to Supervisor Hass.

PUBLIC COMMENTS: Mr. Carmen and Mr. Nowak asked the board for assistance with resolving a penalty that Mr. Nowak had received due to a PRE issue. Mr. Nowak had met with Assessor, Shalice Northrop and Supervisor Hass and felt there had been no resolution in waiving the penalty for claiming homestead on two residences. There were questions as to where responsibility lies as Bill Kays was the assessor at the time. Clerk Brunner will follow up with Assessor, Shalice Northrop to get final determination.

Troy Adams asked for clarification about funds being owed to other funds found during the audit process as discussed at the last meeting. Clerk Brunner explained that these funds were once kept all together in one account and over a number of years money had been borrowed from the general fund most likely because expenses outweighed revenue in those accounts. This is something that occurred during a period of years under the previous board and the auditor had brought it to the boards attention. We are now settling accounts. No special assessment accounts have been shorted funds.

CORRESPONDANCE: None

APPROVAL OF MINUTES: Moved by Brunner, supported by Mendenhall to approve the minutes as presented. Motion Approved.

TREASURER'S REPORT: Mendenhall presented report. Moved by Gillam, supported by Brunner to approve the treasurer's report as presented. Motion Approved.

PAYMENT OF BILLS: Brunner presented payment of bills. Moved by Bundle, supported by Mendenhall to approve payment of bills as presented. Motion Approved.

OLD BUSINESS:

1. Discussion on whether to approve purchasing Pivot Point assessing software as requested by Shalice Northrop to improve efficiency of working in the field. There is money in the assessor's budget to cover the expense. Questions were raised by as

to whether she could use the software for other townships. The licensing is for a specified number of parcels within a specific jurisdiction. Another question was if we chose to discontinue the use of the software, would we lose the data? There is a hard copy and data is imported into BSA so there is no risk to losing the data. Moved by Hass, seconded by Bundle to approve the purchase. Motion Approved.

NEW BUSINESS:

1. The meeting for the annual budget hearing set for Monday, June 26, 2023 at 6:30 pm.

EMERGENCIES SERVICES/UTILITIES:

- **Central Cass Ambulance:** Emergency meeting scheduled for Friday, May 12, 2023 at 7:00 pm.
- **Central Cass Inter-local Fire Department:** No report
- **Edwardsburg Fire Department:** No report
- **CAUA:** Next Meeting set for May 15, 2023.

INSPECTORS REPORTS:

- **Zoning/Code Enforcement:** Steve Allen emailed report for board to review.
- **Building:** No report
- **Plumbing/Mechanical:** No report
- **Electrical:** No report

BOARD OF REVIEW: hearings went well, a few residents questioned tax increase since the cap was removed.

PLANNING & ZONING COMMISSION: Meeting held April 26, 2023 to review the revised zoning ordinance draft. They were to send questions and further changes to Mark Eidelson for review. Dallas Austin asked about public access to the draft. Brunner advised he could pay for a physical copy or he could review a copy in the township office.

ZONING BOARD OF APPEALS: None

CONSTRUCTION BOARD OF APPEALS: Organizational meeting held on April 24, 2023. Mr. Adams stated he couldn't believe that the township had never held a CBA before. Hass explained most issue involve zoning issues and those are brought before the Zoning Board of Appeals.

OTHER BUSINESS: None

Budget meeting: June 21, 2022 at 6:30 pm

Next regular meeting: June 8, 2022 at 6:30 pm

With no other business before the board, meeting adjourned at 6:58.

Respectfully submitted,

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

Jennifer Brunner

Clerk



JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
July 13, 2023
6:30 PM

Call to Order

Roll Call: Brunner, Bundle, Gillam, Hass, Mendenhall

Pledge to the Flag

Correspondence

Approval of Agenda – Township Board Business (with any additions/deletions)

Approval of Minutes: June 8th BOT mtg, June 26th and July 10th budget meetings

Public Comments – Agenda items only

Approval of Minutes

Treasurer's Report

Payment of Bills

OLD BUSINESS

NEW BUSINESS

Quote from Kerry Collins for camera on exit driveway

Cassopolis Rocket Football license form approval

Discussion of the email regarding giving residents the opportunity to be hired for township needs

INSPECTORS REPORTS

Building

Electrical

Mechanical/Plumbing

Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance

Central Cass Fire Department

Edwardsburg Fire Department

CAUA

PLANNING & ZONING COMMISSION

BOARD OF REVIEW

CONSTRUCTION BOARD OF APPEALS

ZONING BOARD OF APPEALS

Public Comments – General items

Next Board of Trustees meeting: August 10, 2023

Adjourn

JEFFERSON TOWNSHIP
24725 Jefferson Center Street
Cassopolis, MI 49031

Board of Trustees Minutes
June 8, 2023

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 6:30 PM.
Present: Hass, Brunner, Mendenhall, Bundle. Absent: Gillam

Additional attendees: Attorney Sara Senica, Willie & Karalee Eltzroth, Dallas Austin, Ron Bellaire, Gerry Bundle, Jennifer Ray, Rose & Kevin Kelsheimer.

Pledge to the flag

Adoption of Public Meeting Policy: Attorney Senica presented a policy to address the proper order of public meetings and public participation in meetings. The board reviewed the policy and made minor changes. Moved by Mendenhall to approve adoption of policy, supported by Hass. Roll call vote: Bundle-yes, Brunner-yes, Hass-yes, Mendenhall-yes, Gillam-absent. Motion approved. The policy will be made available on the website.

Approval of Agenda: Moved by Brunner, seconded by Bundle to approve the agenda with the addition of a second public comment at the end of the meeting and addition of Construction Board of Appeals to the Reports section. Motion Approved.

Public Comment: Dallas Austin-Library Rd. is concerned that the township website is being blocked from the public by MEC. We verified that it is not as the township and several board members and residents also have internet service through MEC and are able to access the website. Hass suggested he look at his router as a possible issue.

Correspondence: None

Approval of Minutes:

May 11, 2023, meeting minutes were presented. Moved by Bundle, supported by Mendenhall to approve as presented. Motion approved.

Treasurer's Report:

Mendenhall presented treasurer's reports. Moved by Brunner, supported by Hass to approve as presented. Motion approved.

Payment of Bills:

Brunner presented payment of bills. Moved by Hass, supported by Bundle to approve as presented. Motion approved.

Old Business: None

New Business:

1. Discussion to discontinue hall rentals. Bundle shared there has been a decrease in hall rentals and issues with rentals leaving appliances on, hot water running as well as alot of follow up to resolve cleaning issues, returning township property. Revenue does not make up for the cost of Della's time and custodial costs. We have four upcoming rentals. Moved by Brunner to allow the currently reserved rentals and but to discontinue further hall rentals, supported by Bundle. Motion approved.
2. Bundle reported that the township vacuum cleaner is no longer working. Wayne Hardin tried to repair it but was unable to do so. Discussion to approve funds to purchase a new vacuum cleaner. Brunner noted a new vacuum can be purchased for less than \$300. Moved by Brunner, supported by Bundle to purchase a new vacuum. Motion approved.

Inspectors Reports:

1. **Zoning/Code Enforcement:** Steve Allen submitted his report. Judgement of fines for property at 27064 White St., the house as 66490 N. Shore St. has been demolished. State Farm has issued funds to hold in escrow for the home on M-62 with the chimney fire.
2. **Building:** No report submitted.
3. **Plumbing/Mechanical:** No report submitted.
4. **Electrical:** Mr. Bellaire gave an update on workload in the township. It has been steady.

Emergency Services/Utilities Reports:

1. **Cass Ambulance:** Hass reported Pride Care will continue providing services. They are downsizing and consolidating resources in SW Michigan.
2. **Central Cass Fire Department:**
3. **Edwardsburg Fire Department:** Mr. Eltzroth provided meeting minutes and budget.
4. **CAUA:** Hass reported that there will be no rate changes for the upcoming year.

Township Board Reports:

1. **Planning & Zoning Commission:** Mr. Bundle reported that the board will be meeting with Mark Eidelson to review ordinance revisions and resolve questions about tiny homes and large solar projects. Meeting dates have not been set.
Next regular meeting: July 19, 2023, at 7:00 p.m.
2. **Zoning Board of Appeals:** No business.
3. **Construction Board of Appeals:** No business

Public Comment: Mr. Bundle shared that the road work being done on Pine Lake St. from M-62 to Hess Rd. is being funded by the Road Task Force.

Next regular Board of Trustees meeting: July 13, 2023 at 6:30 p.m.
Special Meeting for FY 2023-2024 Budget: June 26, 2023 at 6:30 p.m.

With no other business before the Board at 7:44 p.m. Moved by Mendenhall, supported by Brunner to adjourn. Meeting adjourned.

Respectfully submitted,

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

Jennifer Brunner, Clerk



JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
August 10, 2023
6:30 PM

Call to Order

Roll Call: Brunner, Bundle, Gillam, Hass, Mendenhall

Pledge to the Flag

Correspondence

Public Comments – Agenda items only

Approval of Agenda – Township Board Business (with any additions/deletions)

Approval of Minutes: July 13, 2023

Approval of Minutes

Treasurer's Report

Payment of Bills

OLD BUSINESS

Review quote from Kerry Collins for camera on exit driveway

NEW BUSINESS

Bi-annual financial audit

Cass Ambulance subsidy payment

Donation of metal chairs to Jerrell & Nina Robertson – Community Builders ministry

INSPECTORS REPORTS

Building

Electrical

Mechanical/Plumbing

Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance

Central Cass Fire Department

Edwardsburg Fire Department

CAUA

PLANNING & ZONING COMMISSION

BOARD OF REVIEW

CONSTRUCTION BOARD OF APPEALS

ZONING BOARD OF APPEALS

Public Comments – General items

Next Board of Trustees meeting: September 14, 2023

Adjourn

JEFFERSON TOWNSHIP
24725 Jefferson Center Street
Cassopolis, MI 49031

Board of Trustees Minutes
July 13, 2023

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 6:30 PM.
Present: Gillam, Mendenhall, Hass, Brunner, Bundle

Additional attendees: Willie Eltzroth, Ron Bellaire, Jennifer Ray, Jeff Locke, Mike Guinane, Nick Durkhammer

Pledge to the flag: Led by Willie Eltzroth

Approval of Agenda: Brunner asked to add an item to new business to adopt Assessor's Policy & Procedure presented by Shalice Northrop. Moved by Mendenhall, seconded by Bundle to approve the agenda as amended above. Motion passed.

Public Comment: Nick Durkhammer, supervisor of Pride Care (Ambulance service) gave an update on the financial status of the ambulance service. Pride Care is undergoing restructuring to consolidate resources due to rising costs and a shortage of emergency care responders. They have been trying to keep business afloat but may be required to re-negotiate their contract which is set to renew next year. They believe they will need double the current subsidies that Jefferson, LaGrange, Calvin and Penn townships are paying to keep ambulance services to our residents. It is very complicated as they provide ASL services to the Cass Ambulance Authority but are required to also provide those services to outside areas when called to do so. He is looking at several options to try to restructure and increase financial responsibility to certain communities who do not pay subsidies. He hopes to have more information for us at the next Cass Ambulance Authority meeting.

Mike Guinane represents several residents of Diamond Lake who are requesting that the township purchase an additional 2 speed limit signs in Jefferson Township around the lake. The township approved one and it was installed last year. Road studies have been completed and the signs would be appropriately placed. Hass will contact Joe at the road commission to get an estimate for board discussion and approval.

Correspondence: Mendenhall shared an email that a resident sent requesting the township to consider notifying all residents by email, text and on the website when there are opportunities for contract bids, job openings or volunteer positions. The board discussed this and agreed that we have no way to email or text all residents but that it would be appropriate to place these opportunities on the website and to post at the township hall. We do our best to keep services local.

Approval of Minutes:

June 8, 2023, meeting minutes were presented. Moved by Bundle, supported by Mendenhall to approve as presented. Motion approved.

June 26, 2023, budget workshop minutes presented. Moved by Hass, supported by Brunner to approve as presented. Motion approved.

July 10, 2023, budget hearing minutes presented. Moved by Gillam, supported by Bundle to approve as presented. Motion approved.

Treasurer's Report:

Mendenhall presented treasurer's reports. Moved by Brunner, supported by Hass to approve as presented. Motion approved.

Payment of Bills:

Brunner presented payment of bills. Moved by Bundle, supported by Gillam to approve as presented. Motion approved.

Old Business: None**New Business:**

1. Quote from Kerry Collins for additional security camera for placement on exit of driveway presented and discussed. Moved by Hass, supported by Bundle to approve purchase of security camera. Motion passed.
2. Brunner presented an update to the Resolution passed last year to approve charitable gaming licenses to the Cassopolis Rocket Football & Cheerleading. "Cheerleading" had been left off the original resolution. Roll call vote to approve the amended Name of Organization. Hass-yes, Gillam-yes, Brunner-yes, Mendenhall-yes, Bundle-yes.

Inspectors Reports:

1. **Zoning/Code Enforcement:** Steve Allen submitted his report. No significant process on blight clean-up at 27064. Not sure if resident has paid court fines. Resident has been in contact with Supervisor Hass with no real commitment to clear up blight issues. Rec. Steve proceed with the next step. The swimming pool at 67041 has had the liner cut and it is drained. Supervisor Hass has been in contact with the property owner who is considering selling the property. Lawn excessively overgrown and trees need to be trimmed back. Supervisor Hass contacted Gordie's lawncare to ask for a quote. They will contact the homeowner if they are able to provide lawncare. The trees will need to be addressed.
2. **Building:** No report submitted.
3. **Plumbing/Mechanical:** No report submitted.
4. **Electrical:** Mr. Bellaire gave an update on workload in the township. It has been fairly slow. Mr. Bellaire will be attending the State Construction Code Appeal for Troy Adams on July 19th in Lansing.

Emergency Services/Utilities Reports:

1. **Cass Ambulance:** Nick Durkhammer spoke during public comment.
2. **Central Cass Fire Department:** Jefferson Township applied for the Fire Grant through the State treasury. We should hear something in August if approved for the purchase of up to \$10,000 in new gear.
3. **Edwardsburg Fire Department:** No update
4. **CAUA:** Next meeting is set for July 17, 2023

Township Board Reports:

1. **Planning & Zoning Commission:** Jennifer Ray confirmed that they will not be meeting in July but will be meeting August 2nd and August 16th to finalize new zoning ordinance. Supervisor Hass asked that Attorney Senica attend one of the meetings when they discuss the solar ordinance and tiny homes. These meetings will be with Mark Eidelson.
2. **Zoning Board of Appeals:** No business.
3. **Construction Board of Appeals:** No business

Public Comment: None

Next regular Board of Trustees meeting: August 10, 2023, at 6:30 p.m.

With no other business before the Board at 7:46 p.m. Moved by Brunner, supported by Mendenhall to adjourn. Meeting adjourned.

Respectfully submitted,



Jennifer Brunner, Clerk



JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
September 14, 2023
6:30 PM

Call to Order

Roll Call: Brunner, Bundle, Gillam, Hass, Mendenhall

Pledge to the Flag

Correspondence

Public Comments – Agenda items only

Approval of Agenda – Township Board Business (with any additions/deletions)

Approval of Minutes: August 10, 2023

Treasurer's Report

Payment of Bills

OLD BUSINESS

NEW BUSINESS

Consider resolution for paying necessary emergency service bills without approval at a Board meeting

Trustee Bundle's notary commission renewal/Bond premium \$55 for 6 years

INSPECTORS REPORTS

Building

Electrical

Mechanical/Plumbing

Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance

Central Cass Fire Department

Edwardsburg Fire Department

CAUA

PLANNING & ZONING COMMISSION

BOARD OF REVIEW

CONSTRUCTION BOARD OF APPEALS

ZONING BOARD OF APPEALS

Public Comments – General items

Next Board of Trustees meeting: October 12, 2023

Adjourn

JEFFERSON TOWNSHIP
24725 Jefferson Center Street
Cassopolis, MI 49031

Board of Trustees Minutes
August 10, 2023

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 6:30 PM.
Present: Gillam, Mendenhall, Hass, Brunner, Bundle

Additional attendees: Willie Eltzroth, Karalee Eltzroth, Ron Bellaire, Mike Guinane, Dallas Austin, Amanda Welzy

Pledge to the flag: Led by Dallas Austin

Public Comment: Mr. Guinane asked if the board had decided to fund the purchase of the two new stop signs along Diamond Lake in the township.

Approval of Agenda: Moved by Brunner, supported by Mendenhall to add agenda item to consider purchasing two new stop signs along Diamond Lake within the township under Old Business. Motion passed.

Correspondence: None

Approval of Minutes: The board reviewed the minutes of the July 13, 2023, BOT meeting. Moved by Hass, supported by Bundle to approve as presented. Motion passed.

Treasurer's Report:

Mendenhall presented treasurer's reports. Moved by Brunner, supported by Hass to approve as presented. Motion approved.

Payment of Bills:

Brunner presented payment of bills. Moved by Mendenhall, supported by Hass to approve as presented. Motion approved.

Old Business:

1. New Stop Signs to be placed along Diamond Lake within the township. The Board discussed information provided by Mr. Guinane about the need for two new stop signs along Diamond Lake due to heavy traffic, pedestrians, and the use of golf carts on roadways posing potential for accidents. Moved by Brunner, supported by Bundle to fund the purchase of two new stop signs for a total cost of \$550.00. Motion approved.
2. Kerry Collins has agreed to install the new security camera at the front corner of the building facing the driveway as voted on at the last BOT meeting.

New Business:

1. The board discussed the engagement letter and quote for the Bi-annual financial audit from Kruggel, Lawton & Co, LLC. They are raising their fees and the board discussed the need to get estimates from other accounting firms for the next audit. As our audit is due at the end of this calendar year and our current auditor is familiar with our township finances, the board agreed to sign with them to complete this year's audit. We will consider a new firm for future audits. Moved by Bundle, supported by Mendenhall to sign engagement letter with Kruggel, Lawton & Co, LLC for the 2022-2023 Fiscal Year Financial audit. Motion approved.
2. Update on Cass Ambulance Authority. Hass and Brunner attended a meeting with multiple jurisdictions about the future of ambulance services in the township and surrounding areas. Pridecare is not responding to requests for a meeting or to provide financial updates. They are saying that they are losing money due to the increased cost of payroll and supplies as well as decreased revenue from Medicare/Medicaid. They hope that consolidating resources in Cass County will help even out their financial situation. At the meeting it was also discussed that we consolidate jurisdictions into one big contract instead of several smaller ones. We have a meeting scheduled August 21, 2023 to discuss further options available to us with Pridecare or an alternative if they can no longer provide services. In the meantime, Brunner recommends paying our ambulance subsidy on a monthly basis instead of quarterly until we have a new contract with Pridecare. We are paid through September. Moved by Hass, supported by Gillam to move to monthly payments. Motion approved.
3. Donation of metal folding chairs to Community Builders ministry in Elkhart. Jerrell and Nina Robertson who provide custodial services to Jefferson Township asked for the donation of 25 metal folding chairs for their ministry events. Brunner suggested loaning out the chairs instead of donating as they are township property. This will make them available to future requests from other residents. Bundle has a township property form that we will use to document the loan. Moved by Brunner, supported by Mendenhall to approve the loan of 25 chairs. Motion approved.

Inspectors Reports:

1. **Zoning/Code Enforcement:** Steve Allen submitted his report. He has identified two properties with abandoned vehicles at: 25851 Yankee St, 25911 Davis Lake St. Both residents have received abandoned vehicle violation letters. A third abandoned vehicle is located next to a garage on Hess Rd. Steve has not been able to determine the exact property address. Hass has continued to receive complaints about the property on White St. The board will be contacting Mr. Allen to find out the status of the properties on M-62 and White St. that he has been working with homeowners to get resolution.
2. **Building:** No report submitted.
3. **Plumbing/Mechanical:** No report submitted.

4. **Electrical:** Mr. Bellaire gave an update on the Adams Electrical Appeal with the State. He attended a hearing earlier in the day before the State Electrical Commission who heard the appeal Mr. Adams submitted for his solar project. It was ruled that Mr. Adams is to receive an electrical permit. Mr. Bellaire met with Mr. Adams and his attorney to make a plan to move forward. Mr. Bellaire requested from Mr. Adams that he be allowed to contact the electrical engineer who drew up the plans for his solar project so he can get clarification on areas that he feels would violate code as drawn. Once those issues are resolved, Mr. Bellaire will hire another inspector to complete the inspections. Mr. Bellaire also shared that he has been busy working within the township.

Emergency Services/Utilities Reports:

1. **Cass Ambulance:** Discussed during New Business
2. **Central Cass Fire Department:** Hass informed the board that Elizabeth Waldschmidt has resigned as treasurer. The village of Cassopolis has volunteered to take over the responsibilities of the treasurer.
3. **Edwardsburg Fire Department:** Mr. Eltzroth provided the June 6th meeting minutes and financial reports. The fire board is investigating what resources would be needed to staff the department with part-time/full-time firefighters as it is difficult to find volunteers.
4. **CAUA:** No update

Township Board Reports:

1. **Planning & Zoning Commission:** Gillam reported that the planning commission met on August 2nd and discussed questions they had about "tiny homes" and solar. Mr. Eidelson participated in the discussion. They will be meeting on August 16th to review further revisions. Attorney Senica plans to attend the meeting as well.
2. **Zoning Board of Appeals:** No business.
3. **Construction Board of Appeals:** No business

Public Comment: None

Next regular Board of Trustees meeting: September 14, 2023, at 6:30 p.m.

With no other business before the Board at 7:38 p.m. Moved by Brunner, supported by Mendenhall to adjourn. Meeting adjourned.

Respectfully submitted,



Jennifer Brunner, Clerk

JEFFERSON TOWNSHIP
24725 Jefferson Center Street
Cassopolis, MI 49031

Board of Trustees Minutes
August 28, 2023

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 7:00 PM.
Present: Gillam, Mendenhall, Hass, Brunner, Bundle

Additional attendees: None

Pledge to the flag:

Public Comment: None

Correspondence: None

Old Business: None

New Business:

1. The board met to consider a temporary contract to provide ambulance service to Jefferson Township as a member of the Central Cass Ambulance Authority. On August 17th, our contracted ambulance provider, Pride Care, gave notice that they would be breaking our contract and ceasing operation in Cass County as of 7:00 am on August 18th. SMCAS, Edwardsburg Ambulance and Life Care have been handling our emergency ambulance needs. At a meeting with members of the Central Cass Ambulance Authority and Cass Van Buren Emergency Services Authority held August 21, 2023, many options were discussed to address the immediate need for ambulance coverage as well as long term options to provide ambulance services. SMCAS offered to provide a single ALS ambulance to cover both Authorities for \$6000 a week or \$24,000 a month split between the participating municipalities based on taxable value. Kevin Anderson, manager of the City of Dowagiac, provided each township with a breakdown of their weekly/monthly allotment. Jefferson Township would pay \$2764.48 per month. It was also decided that Frank Butts, Chair of the Cass Van Buren Emergency Services Authority, Keith Carter, Chair of the Central Cass Ambulance Authority and Jason Pompey, member of the Central Cass Ambulance Authority Board would comprise the committee tasked with soliciting a temporary contract with SMCAS as detailed above and to elicit contract proposals for long term services. Brunner shared the draft contract as provided by Mr. Carter to review as well as the breakdown of each municipality's financial obligation for the contract. Brunner shared that under the temporary contract our township obligation would fall in line with the allocated amount we were paying to Pride Care. Because emergency services are seeing a marked increase in costs and a shortage of paramedics and EMT's, we can expect a much

higher subsidy payment for any new long-term contract. SMCAS and Life Care shared at the August 21st meeting to expect to pay between \$600,000 and \$800,000 per ambulance and that the cost may even be higher. The board will need to consider a ballot measure to increase our Emergency Services Special Assessment. That would most likely happen in 2024. In the meantime, Brunner recommended that the board consider a re-allocation of part or all the \$300,000 in the money market general fund account that was voted for roads to be used until a ballot measure can be voted on to cover an increase in subsidy payments should we enter into a long-term contract. We used most of our ARPA funds on road projects and can spare the funds for this emergency funding. The board discussed the information presented and considered alternatives. Bundle moved to authorize Keith Carter to sign the temporary service contract with SMCAS as presented on behalf of Jefferson Township (as a member of the Central Cass Ambulance Authority) and to re-allocate the above township funds to cover increased subsidy payments with a long-term ambulance contract if needed. Mendenhall seconded the motion. Motion approved.

Public Comment: None

Next regular Board of Trustees meeting: September 14, 2023, at 6:30 p.m.

With no other business before the Board at 7:32 p.m. Moved by Brunner, supported by Hass to adjourn. Meeting adjourned.

Respectfully submitted,



Jennifer Brunner, Clerk



JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
October 12, 2023
6:30 PM

Call to Order

Roll Call: Brunner, Bundle, Gillam, Hass, Mendenhall

Pledge to the Flag

Correspondence

Public Comments – Agenda items only

Approval of Agenda – Township Board Business (with any additions/deletions)

Approval of Minutes: September 14, 2023

Treasurer's Report

Payment of Bills

OLD BUSINESS

NEW BUSINESS

Clenera request for site plan extension

Cass County Land Bank/MI Hope program opportunities

Explosive targets discussion

Treasurer's reminder about payments only made in her home office, by mail or on line

Elections – discuss agreement with County for early voting

Increase Deputy Clerk's monthly hours

Open seasonal storage to all township residents

Date of annual clean-up day

INSPECTORS REPORTS

Building

Electrical

Mechanical/Plumbing

Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance

Central Cass Fire Department

Edwardsburg Fire Department

CAUA

PLANNING & ZONING COMMISSION

BOARD OF REVIEW

CONSTRUCTION BOARD OF APPEALS

ZONING BOARD OF APPEALS

Public Comments – General items

Next Board of Trustees meeting: November 9, 2023

Adjourn

JEFFERSON TOWNSHIP
24725 Jefferson Center Street
Cassopolis, MI 49031

Board of Trustees Meeting Minutes
September 14, 2023

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 6:30 PM.

Present: Gillam, Hass, Brunner, Bundle Absent: Mendenhall

Additional attendees: Jennifer Ray, Jeff Locke, Rose Kelsheimer, Mary Howie, Mark Howie, Amanda Welzy, Dallas Austin, Wendy Glosser, Jeff Nelson, Kathy Nelson, Gerry Bundle

Pledge to the flag: led by Supervisor Hass

Correspondence: None

Public Comment:

Rose Kelsheimer and Wendy Glosser (resident from the City of Dowagiac) voiced concerns regarding "15 Minute Cities" and potential impact on communities like Jefferson Township. They informed us that the County Commissioners voted to study the impact of these developments on communities. Rose asked that the Jefferson Township Board also investigate this issue as well. There is a developer looking to build a development in neighboring Ontwa Township. Wendy spoke on UN agenda 2030 and provided a manual distributed by Project 2020 Vision with their view on this agenda.

Jeff Nelson voiced concern about exploding targets. These are commonly known by the name brand, Tana Rite. He has a neighbor who often sets these off. They are very loud and disruptive to those living near them. He is also concerned about safety and risks to those living around them. Gerry Bundle also spoke up as a representative of the township planning and zoning commission. They were advised by Mark Eidelson, a zoning consultant, that the township board address this issue. The board agreed to speak to Sara Senica, township attorney to get her input as the components to make these exploding targets are legal to buy and use.

Approval of Agenda: Brunner moved, seconded by Gillam to add discussions of Payroll Policy Resolution and removal of outdoor flag to the agenda under New Business. Motion approved.

Old Business: None

New Business:

1. Resolution 2023-13 Jefferson Township Policy for Board of Trustees Approval of Payables. Discussion. Moved by Bundle, seconded by Hass to approve resolution. Roll call vote: Bundle-yes, Brunner-yes, Gillam-yes, Hass-yes, Mendenhall-absent. Motion approved.

2. Resolution 2023-14 Jefferson Township Policy for Payroll Payments. Discussion. Moved by Gillam, seconded by Brunner to approve resolution. Roll call vote: Gillam-yes, Hass-yes, Brunner-yes, Bundle-yes, Mendenhall-absent. Motion approved.
3. Renewal of Trustee Bundle's notary commission. Bundle shared that her commission renewal bond premium costs \$55.00 for 6 years and that there is a \$10.00 fee to the county clerk and \$10.00 fee to the state to renew her commission. The board discussed the township paying for her renewal and to provide notary services to our residents through the township office at a cost of \$10.00. Moved by Hass, seconded by Brunner to approve the township covering the notary renewal costs and to provide this service to residents for a \$10.00 fee. Motion approved.
4. Bundle shared that she had taken down the Flag from the outdoor flagpole as it had been shredded by tree branches. She will get the flag to the VFW for disposal. We have replaced several flags because of the proximity of tree branches catching the flag. Discussion as to whether we replace the flag. Hass recommends we purchase a new flag. Moved by Hass, seconded by Gillam to purchase a new flag. Motion approved.

Inspectors Reports:

1. **Zoning/Code Enforcement:** No report submitted.
2. **Building:** No report submitted.
3. **Plumbing/Mechanical:** No report submitted.
4. **Electrical:** No report submitted.

Emergency Services/Utilities Reports:

1. **Cass Ambulance:** August 28th meeting there was discussion about a County Millage for emergency services and getting proposals from area ambulance services for providing long term service to our area. There is a shortage of EMT's and paramedics which makes staffing additional ambulances a challenge. A temporary contract was signed for one ALS ambulance to cover Central Cass Ambulance Authority and Cass/VanBuren Emergency Services Authority. Next meeting to be held October 2, 2023, to review long term proposals from SMCAS, Life Care and Edwardsburg Ambulance.
2. **Central Cass Fire Department:** Chief Locke announced that the fire department received a fire grant through the state for the purchase of new equipment. Funds will be distributed through LaGrange Township as they filed the grant application.
3. **Edwardsburg Fire Department:** Next meeting will be in October. Still have staffing concerns.
4. **CAUA:** CAUA voted not to increase rates. Next meeting is October 16th.

Township Board Reports:

1. **Planning & Zoning Commission:** They met August 16th with Mark Eidelson and are working on final details for the revised zoning ordinance. Next meeting is October 18th.
2. **Zoning Board of Appeals:** No business.
3. **Construction Board of Appeals:** No business.

Public Comment:

Mary Howie, County Commissioner, expressed her concern about "15 minute cities" and potential eminent domain.

Jeff Locke asked about the status of the Gemstone Solar project. The board informed him that they are still within the yearlong extension for the Special Land Use Permit that was granted in April 2023 for construction to begin. As to date, no construction has begun.

Next regular Board of Trustees meeting: October 12, 2023, at 6:30 p.m.

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

Respectfully submitted,



Jennifer Brunner, Clerk



JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
November 9, 2023
6:30 PM

Call to Order

Roll Call: Brunner, Bundle, Gillam, Hass, Mendenhall

Pledge to the Flag

Correspondence

Public Comments: Agenda items only

Approval of Agenda: Township Board Business (with any additions/deletions)

Approval of Minutes: October 12, 2023

Treasurer's Report

Payment of Bills

OLD BUSINESS

NEW BUSINESS

Board of Review vacancy applicants

INSPECTORS REPORTS

Building

Electrical

Mechanical/Plumbing

Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance

Central Cass Fire Department

Edwardsburg Fire Department

CAUA

PLANNING & ZONING COMMISSION

BOARD OF REVIEW

CONSTRUCTION BOARD OF APPEALS

ZONING BOARD OF APPEALS

Public Comments: General items

Next Board of Trustees meeting: November 9, 2023

Adjourn

JEFFERSON TOWNSHIP

24725 Jefferson Center Street

Cassopolis, MI 49031

Board of Trustees Meeting Minutes

October 12, 2023

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 6:30 PM.

Present: Gillam, Mendenhall, Hass, Brunner, Bundle

Additional attendees: Jennifer Ray, Jeff Locke, Willie Eltzroth, Rose Kelsheimer, Mary Howie, Mark Howie, Jeff Nelson, Aaron Mendenhall, Gerry Bundle

Pledge to the flag: led by Trustee Bundle

Correspondence: None

Public Comment: None

Approval of Agenda: Brunner moved, seconded by Bundle to approve agenda. Motion approved.

Approval of Minutes: Gillam moved, seconded by Mendenhall to approve the September 14, 2023, BOT meeting minutes. Motion approved.

Treasurer's Report: Mendenhall presented reports. Bundle moved, seconded by Hass to approve the treasurer's reports. Motion approved.

Payment of Bills: Brunner presented payment of bills from the General, Emergency Services and Diamond Lake Water Debt Funds. Hass moved, seconded by Bundle to approve the payment of bills. Motion approved.

Old Business: None

New Business:

1. Aaron Mendenhall requested a 60-day site plan extension for the Gemstone Solar project. He cited unforeseen delays caused by the upgrade to the Kenzie Substation and with PJM completing their facility study and interconnection service agreement. They are in the fast lane for the study to be completed but they cannot secure financing without it. Discussion among board members and agreement that these issues meet the criteria for a site plan extension. Moved by Brunner, seconded by Mendenhall to approve the extension which will expire December 13, 2023. Motion approved.
2. Bundle shared information about the Land Bank/MI Hope program opportunities. The county is encouraging residents to apply as they have had a low response rate. There are more projects that qualify now than under the original program requirements. We will have information at the township hall for residents and ask Steve Allen to help identify properties.
3. At our last meeting Jeff Nelson asked the Board to consider addressing concerns regarding explosive targets, such as Tana Rite. Brunner spoke with Attorney Senica for legal guidance. She said it is legal for people to purchase the components and use them on their property. She said we could enact an ordinance addressing noise and/or noise and set requirements such as property size minimum and must be so far from property lines. She said this may be difficult to enforce because it is hard to prove it meets a decibel threshold or where it was set off after the fact. The Board discussed options and Hass recommended we address this in the winter newsletter and ask residents to be considerate of neighbors when using these devices, seconded by Brunner. Motion approved.
4. Mendenhall would like to remind residents that tax payments are only accepted at her office by mail, in person or online through credit card payment. Payments should not be mailed to the township P.O. Box or dropped off at the township hall.
5. Brunner shared that the County Clerk, Monica McMichael, held a meeting in September to discuss Early Voting as approved with the passage of Prop-2 2022. Cass County municipalities have the option of holding early voting either singularly, combined with other municipalities or enter a contract with the county to administer. All local clerks voted to enter into a contract with the county clerk's office. Brunner asked the Board to consider supporting this decision as the benefits include reduced costs versus the township holding early voting at the township hall as well as a consolidated county early voting place simplifies things for voters. Hass moved, seconded by Bundle to approve entering into a contract with the county to administer early voting for State and Federal elections. Motion approved.
6. Brunner requested an amendment to the budget to reduce the administrative assistant approved monthly hours from 30 to 25 and to increase the deputy clerk's monthly hours from 15 to 20. This would be a slight decrease to overall expected wages paid for fiscal year 2023-2024. Moved by Gillam, seconded by Hass to approve the request. Motion approved.
7. Hass reported that the township is offering winter storage to residents only. Anyone interested in renting space should contact the Supervisor to inquire about availability.
8. The annual spring clean up date is set for Saturday, May 18, 2024, from 8 am to noon. There will be dumpsters available for residents to use. A list of items not allowed can be found on the township website prior to that date.

Inspectors Reports:

1. **Zoning/Code Enforcement:** Steve Allend, 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:** October 2nd meeting at Wayne Township Hall. Short term contract signed between SMCAS and Central Cass Ambulance Authority and Cass/VanBuren Emergency Authority. They are working on getting a second ambulance staffed by November. Next meeting is set for November.
2. **Central Cass Fire Department:** Hass shared that with the Fire Grant monies, the fire department was able to purchase 2 new turnout gear and 4 new boots.
3. **Edwardsburg Fire Department:** Mr. Eltzroth provided the October meeting minutes and financial reports as well as their annual audit report. 300 calls reported for 2022 calendar year.
4. **CAUA:** Next meeting is set for October 16th.

Township Board Reports:

1. **Planning & Zoning Commission:** Next meeting is set for October 18th.
2. **Zoning Board of Appeals:** No business.
3. **Construction Board of Appeals:** No business.

Public Comment:

Mary Howie, County Commissioner, shared that the county commissioners passed a resolution opposing Michigan legislation aimed at taking control of large Solar and Wind energy projects from local control to State control.

Hass shared there is a county leader's meeting scheduled for October 18th at 6:00 pm to discuss ambulance service and potential for a county millage for emergency services.

Hass also announced the resignation of Sandy Randle from the Board of Review. We will post a notice on the website seeking candidates to replace her. The board is appreciative of her years of service to the township.

Next regular Board of Trustees meeting: November 9, 2023, at 6:30 p.m.

With no other business before the Board at 7:13 p.m. Moved by Mendenhall, supported by Bundle to adjourn. Motion approved. Meeting adjourned.

Respectfully submitted,



Jennifer Brunner, Clerk

APPROVED



JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda
December 14, 2023
6:30 PM

Call to Order

Roll Call: Brunner, Bundle, Gillam, Hass, Mendenhall

Pledge to the Flag

Correspondence

Public Comments: Agenda items only

Approval of Agenda: Township Board Business (with any additions/deletions)

Approval of Minutes: November 9, 2023

Treasurer's Report

Payment of Bills

OLD BUSINESS

Burning ban on Diamond Lake

NEW BUSINESS

Cass County Public Transit – Gerry Bundle

Appointment of Zoning Board of Appeals members

Dry wall kitchen off in fire room plan

Quote for removal of two trees front of property - \$2150 both trees, grind stumps, remove all debris.

INSPECTORS REPORTS

Building

Electrical

Mechanical/Plumbing

Zoning/Code Enforcement

EMERGENCY SERVICES/UTILITIES

Cass Ambulance

Central Cass Fire Department

Edwardsburg Fire Department

CAUA

PLANNING & ZONING COMMISSION

BOARD OF REVIEW

CONSTRUCTION BOARD OF APPEALS

ZONING BOARD OF APPEALS

Public Comments: General items

Next Board of Trustees meeting: January 11, 2024

Adjourn

JEFFERSON TOWNSHIP

24725 Jefferson Center Street

Cassopolis, MI 49031

Board of Trustees Meeting Minutes

November 9, 2023

Call to Order & Roll Call: Supervisor Hass called the meeting to order at 6:30 PM.

Present: Brunner, Bundle, Gillam, Hass, Mendenhall

Additional attendees: Aaron Mendenhall, Ryan Cook, Dallas Austin, Jeff Locke, Mark Howie, Mary Howie, Gerry Bundle

Pledge to the flag: led by Supervisor Hass

Correspondence: None

Public Comment: Jeff Locke shared concerns that the Gemstone Solar Project has not begun construction. He wanted to know what the next steps were and if they were to be granted any further extensions. The board shared that no further extensions of the site plan or SLUP were to be granted and then turned the floor over to Aaron Mendenhall to explain where they are in the process. Aaron Mendenhall and Ryan Cook representing Clenera explained they had met with building inspector, Wayne Hardin and electrical inspector, Ron Bellaire earlier in the day to review their proposed Phase I demo of buildings and re-model of existing home on the Roseland Organic property that will serve as headquarters for the Gemstone Solar Project in Jefferson Township. They plan to start in December once granted a building permit. Once the building permit is granted and work continues, the site plan and SLUP remain active.

Approval of Agenda: Brunner moved, seconded by Mendenhall to add agenda item regarding the Gemstone Solar Decommissioning Bond. Motion approved. Hass moved, seconded by Brunner to add agenda item to consider Gemstone PA 116 approvals for the Roseland Organic and Boyd properties. Motion approved unanimously.

Approval of Minutes: Gillam moved, seconded by Hass to approve the October 12, 2023, BOT meeting minutes. Motion approved unanimously.

Treasurer's Report: Mendenhall presented reports. Brunner moved, seconded by Bundle to approve the treasurer's reports. Motion approved unanimously.

Payment of Bills: Brunner presented payment of bills from the General Fund. Mendenhall moved, seconded by Hass to approve the payment of bills. Motion approved unanimously.

Old Business: None

New Business:

1. The board discussed the appointment of applicant Dallas Austin to the Board of Review. He was the only resident to apply and is very interested in getting involved in local government by serving on the Board of Review. The board discussed his email outlining his qualifications and interest. Moved by Hass, seconded by Bundle to appoint Dallas Austin to the Board of Review. Motion passed unanimously.
2. Brunner presented the PA 116 application forms for the Roseland Organic Farm property and the Boyd property. These forms need township approval to move on to the state for final consideration. Brunner asked attorney Senica to review the application forms and contact the state to verify all requirements were met at the local level. She verified that everything was in order. Moved by Hass, seconded by Brunner to approve and sign off on the PA 116 applications. Motion passed unanimously.
3. Consideration of approval of Gemstone Decommissioning Bond. Aaron Mendenhall explained that the state requires a decommissioning bond for the land included in the Rural Properties Program. That comprises about 40% of the solar project. Based on estimated decommissioning costs, they would be taking out a bond for approximately \$926,000 for the township. As the project has not been completed, attorney Senica felt it would be appropriate for the township to approve this bond. The township is authorized by the zoning ordinance to reassess the bond every 3 years. Moved by Brunner, seconded by Mendenhall to approve the bond. Motion passed unanimously.

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 is scheduled for December 4, 2023, at 5:30 pm at the Wayne Township Hall
2. **Central Cass Fire Department:** Chief Locke asked if it is possible for the board to consider implementing a leaf burning ban around Diamond Lake. The fire department has received a high volume of calls complaining of burning leaves. The board will see what action can be taken.
3. **Edwardsburg Fire Department:** No report
4. **CAUA:** No report

Township Board Reports:

1. **Planning & Zoning Commission:** All revisions have been approved by the Commission. The next meeting will be a public hearing for the new Zoning Ordinance to be held January 17, 2024.
2. **Zoning Board of Appeals:** No business.
3. **Construction Board of Appeals:** No business.

Public Comment:

Next regular Board of Trustees meeting: December 14, 2023, at 6:30 p.m.

With no other business before the Board at 7:00 p.m. Moved by Brunner, supported by Bundle to adjourn. Motion approved. Meeting adjourned.

Respectfully submitted,



Jennifer Brunner, Clerk

