

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP,
BOARD OF TRUSTEES
January 14, 2021

The January 14, 2021 meeting was called to order via Zoom by Supervisor Hass at 6:30 p.m. Roll Call was taken. Present: Bundle, Brunner, Gillam, Hass

Additional Attendees: Brian VanderWerf

No pledge

PUBLIC COMMENTS: None

CORRESPONDENCE: None

APPROVAL OF MINUTES: Motion by Gillam, seconded by Bundle to approve the December 10, 2020 minutes as presented. Motion Approved.

TREASURER'S REPORT: No Report, Treasurer Kirstein absent.

PAYMENT OF BILLS: Payment of Bills report showing checks from December 11-January 14 in the amount of \$13,520.47. Motion by Bundle, seconded by Hass to approve payments as presented. Roll Call Vote. Unanimous. Motion Approved.

OLD BUSINESS:

- Red Brick school – not resolved yet.
- Adoption of Zoning Solutions LLC Indemnity and Hold Harmless Agreement tabled. Township attorney Senica has not had a chance to review. Will table until next meeting.

NEW BUSINESS:

- Road millage ballot proposal language from Attorney Senica presented for May 4, 2021 Election. The board discussed a 2 year road millage at December 10, 2020 meeting and all agreed to place on ballot for May election. Dean Hass to contact Assessor Northrup to get current property valuation for final ballot wording. Roll Call Vote to approve ballot proposal language. Unanimous. Motion Approved.
- Discussion of Township Hall storage rental proposal by Kevin Orth as presented by Della Bundle. Mr. Orth offered to handle the rental transactions for the township. All agreed to the new rental guidelines but township officials will handle the rental transactions.
- Brunner presented option of direct deposit of payroll through 5/3 bank. Discussion had. Motion by Brunner, seconded by Bundle. Motion Approved.
- Zoning Solutions LLC zoning and blight report. Hass requests monthly report so we can answer resident questions. Report reviewed.

EMERGENCY SERVICES/UTILITIES:

- Central Cass Ambulance
- Central Cass Inter-local Fire Department
- Edwardsburg Fire Department
- CAUA – Dean attended meeting. They are in their new building, things are going well.

BOARD OF REVIEW: December 10, 2020 meeting held. Assessor Northrup mentioned board members: Randle and Bentzler need to be sworn in as terms are almost up. March 2021 meeting date will be set soon.

PLANNING & ZONING COMMISSION: January 6th meeting approved 2021 meeting schedule. Dates are as follows and will be held at 7:30 PM: March 17, May 19, July 21, September 15, November 17th. Next Reorganizational meeting set for January 5, 2022. No work sessions or Public hearings scheduled.

ZONING BOARD OF APPEALS: Township resident, Debbie Glaze appointed Secretary at December 10, 2020 township board meeting. She will need to be sworn in.

OTHER BUSINESS:

- Discussion regarding roads in the township. Supervisor Hass and Deputy Supervisor Eltzroth will plan to schedule a time to meet with road commission to examine roads. Hass will look into cost list.

With no other business to come before the Board, motion to adjourn was made by Gillam, seconded by Hass. Motion approved, and meeting adjourned 7:19 pm.

Respectfully submitted,

Jennifer Brunner

Clerk

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP
BOARD OF TRUSTEES
February 11, 2021

The February 11, 2021, meeting was called to by Supervisor Hass at 6:30 p.m. Roll Call was taken.
Present: Bundle, Brunner, Gillam, Glaze, Hass.

Additional Attendees: Harold Eltzroth

Pledge of Allegiance by all.

PUBLIC COMMENTS: None

CORRESPONDENCE: Joe Bellina-Cass County Road Commission emailed response to Resident Freeland's letter about Indigan Lane road work.

APPROVAL OF MINUTES: Motion by Bundle, seconded by Glaze to approve the March 11, 2021, minutes as presented. Motion approved.

TREASURER'S REPORT: Treasurer's report for Old National Bank accounts given by Glaze. Motion by Brunner, seconded by Gillam to approve the report as presented. Motion Approved.

PAYMENT OF BILLS: Payment of Bills report showing checks in the amount of \$22,716.87. Motion by Bundle, seconded by Hass to approve payments as presented. Motion approved.

OLD BUSINESS:

- Red Brick school – Sold in November 2020 per Geri Vlasticak, Cassopolis Public Schools Business Manager.
- The board based on recommendation of Township Attorney Senica, Board will not adopt Zoning Solutions request for Indemnity and Hold Harmless Agreement. The Board has tabled signing 2021 contract until further discussion is had.

NEW BUSINESS:

- Assessor Northrop presented the following resolutions to the Board for consideration:
 - 2021-2 Authorization to Allow Local Residents to Protest in Writing to Board of Review
 - 2021-3 Set an Alternate Date for the July Board of Review 2021
 - 2021-4 Allow Extension of Poverty Exemption through 2023 Tax Year
 - 2021-5 Set an Alternate Date for the December Board of Review 2021
 - 2021-6 Poverty Exemption Income Guidelines and Asset Level Test
- Motion by Gillam, seconded by Bundle to vote on resolutions. Roll Call Vote.
Unanimous. 2021-2, 2021-3, 2021-5, 2021-6 Approved. 2021-4 Not Approved.

Respectfully submitted,

Jennifer Brunner
Clerk

- The Board received and accepted Lotte Kirstein's letter of resignation as Jefferson Township Treasurer. With the treasurer's resignation, there was discussion to have a secondary Board member listed on the Old National Bank accounts. The Board discussed and agreed to add Jennifer Brunner to all bank accounts at Old National Bank. Motion by Gillam, Seconded by Hass. Roll Call Vote. Unanimous. Motion Approved.
- Discussion of enrolling in Paycor payroll service for township payroll. Motion by Brunner, seconded by Bundle to utilize Paycor payroll service. Motion passed.
- The Board reviewed auditor's recommendation to adopt policy of Board approval of payables prior to issuance of payment to vendors to replace the current system of approval after the fact. Motion by Gillam, seconded by Bundle. Roll Call Vote. Unanimous. Motion Approved.
- Zoning Solutions LLC zoning and blight report. Reviewed property on Hess Rd. Court ordered demo of home and removal of vehicles from property. Zoning Solutions requested permission to seek bids to complete the work. Motion by Brunner, seconded by Bundle. Roll Call Vote. Unanimous. Motion Approved

EMERGENCY SERVICES/UTILITIES:

- Central Cass Ambulance -Mrs. Pompey reported response times and that repair had been made to the ambulance barn. May 6th is the next scheduled board meeting.
- Central Cass Inter-local Fire Department
- Edwardsburg Fire Department
- CAUA – Mr. Hass reported that sewer and water rates will remain the same.

BOARD OF REVIEW: March 2, 2021, Organizational meeting scheduled for 10:00 via Zoom. Board of Review scheduled for March 8th 9 am-3 pm and March 10th 3 pm-9 pm.

PLANNING & ZONING COMMISSION: Regular meeting scheduled March 17, 2021, at 7:00 via Zoom. No work sessions or Public hearings scheduled at this time.

ZONING BOARD OF APPEALS: No business to report.

OTHER BUSINESS:

- We will post and except resumes for new Treasurer until February 20, 2020. Interviews to be held as resumes are returned.
- Mr. Grice gave update for Board of Commissioners.
- Discussion was had to take a collection by those interested in contributing to purchase a retirement gift to be presented to Ms. Kirstein. Ms. Bundle will receive donations and make the purchase.

With no other business before the board, Gillam moved to close the meeting, seconded by Bundle. At 7:30 pm Hass adjourned the meeting.
Respectfully submitted,

Jennifer Brunner
Clerk

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP
BOARD OF TRUSTEES
March 11, 2021

The March 11, 2021 meeting was called to order via Zoom by Supervisor Hass at 6:30 p.m. Roll call taken. Present: Bundle, Brunner, Gillam, Glaze, Hass

Additional Attendees: Harold Eltzroth, Les McClelland

No Pledge

PUBLIC COMMENTS: Mr. McClelland introduced himself as a resident of Jefferson Township and a member of the Economic Development Corp. in Cass County which is tasked with understanding townships and their revenue sources. They can offer input on potential revenue streams and how to help struggling businesses.

CORRESPONDANCE: None

APPROVAL OF MINUTES: Motion by Gillam, seconded by Hass to approve the February 11, 2021 minutes as presented. Motion Approved.

TREASURER'S REPORT: Treasurer Glaze reported she is working with the County Equalization Department as well as LaGrange Township treasurer Criswell and deputy treasurer Brown to finalize tax payment receipts and reporting. She will then begin working on disbursement checks.

PAYMENT OF BILLS: Payment of Bills report showing bills received February 11th - March 10th to be paid as well as March payroll in the amount of \$2,4133.57. Motion by Bundle, seconded by Hass to approve payments as presented. Roll Call Vote. Unanimous. Motion Approved.

OLD BUSINESS:

- Discussion on Hess Rd. bids and the cost to the township. Bids would be an approximate \$20,000 obligation to the township. Mr. McClelland suggested their may be funds to help defray costs through the Brownfield and Land Bank. Hope Anderson may be good point of contact. It was decided more information needs to be obtained and options explored before moving forward with demolition and removal. Motion to table made by Brunner, seconded by Bundle. Roll Call Vote. Unanimous. Motion Approved.

NEW BUSINESS:

- Clean up Day set for Saturday, May 8th. Hass recommended changing the date to May 1st as May 9th is Mother's Day. It was agreed to hold the Clean up Day on May 8th from 8:00 a.m. to 2:00 p.m. The township will also be open until 4:00 p.m. for residents to

Register to vote or vote absentee as it is the weekend before the May 4th election.

- Kirkdorfer Pavilion Plaque: discussion to get bids for a plaque to be paid for by board Members.

- Indigan Lane letter from residents requesting road be re-paved. Letter to be Forwarded to Bob Thompson as the County Road Commission. Della will draft a Response that letter was received and that the road will be looked at.

EMERGENCIES SERVICES/UTILITIES:

- Central Cass Ambulance:** met by zoom March 10th, accepted Lotte Kirstein's resignation as treasurer. Beth Pompey serving as interim treasurer. Keith Carter and Jason Pompey to be added to bank account to accept payments. Actively looking for new treasurer.

- Central Cass Inter-local Fire Department:** no report

- Edwardsburg Fire Department:** meets in April

- CAUA:** meets March 22nd

BOARD OF REVIEW: One appeal and a couple of Poverty and VA exemptions signed March 23rd. Mr. Eltzroth has minutes.

PLANNING & ZONING COMMISION:

- Work sessions to continue working on Ordinance updates set for Wednesdays March 31st, April 14th, and April 28th at 6:30 p.m. The last work session scheduled for Tuesday, May 4th will need to be cancelled or rescheduled because it is an election day at the Township.

ZONING BOARD OF APPEALS: no business

OTHER BUSINESS: Discussed when to drop off Lotte's retirement plaque. Della will coordinate With Angie Burt to set a date/time.

With no other business before the board, Brunner moved to close the meeting, seconded by Glaze. At 7:41 Hass adjourned the meeting.

Respectfully submitted,

Jennifer Brunner
Clerk

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP
BOARD OF TRUSTEES
April 8, 2021

The April 8, 2021, meeting was called to by Supervisor Hass at 6:30 p.m. Roll Call was taken.
Present: Bundle, Brunner, Gillam, Glaze, Hass.

Additional Attendees: Harold Eltzroth

Pledge of Allegiance by all.

PUBLIC COMMENTS: None

CORRESPONDENCE: Joe Bellina-Cass County Road Commission email.

APPROVAL OF MINUTES: Motion by Bundle, seconded by Glaze to approve the March 11, 2021, minutes as presented. Motion approved.

TREASURER'S REPORT: Treasurer's report given by Glaze. Motion by Brunner, seconded by Gillam to approve the report as presented. Motion Approved.

PAYMENT OF BILLS: Payment of Bills report showing checks in the amount of \$22,716.87. Discussion to pay Mary Brown \$150 and Naomi Crisswell \$200 for assisting Glaze in the transition to Treasurer. Motion by Bundle, seconded by Hass to approve payments as presented with the addition of these additional checks. Motion approved.

OLD BUSINESS:

- Fifth Third Bank/Paycor update - Brunner stated we are completing the process of setting up direct deposit with some areas of concern with our representative.
- Clean-up Day update - Will be held Saturday, May 1st from 8:00 am to 2:00 pm. Brunner confirmed American Waste will be there. Tires will be received for fees. No hazardous waste.
- Kirkdorffer Pavillion/Joe Broussard garden signs - Discussion held about township funds not being used for this purpose. Board understands that we or other community members could contribute toward this recognition. No decision made. Quotes will be presented at the next meeting. Hass will check with attorney for guidance.
- Hess Road demolition - Board decision to hold on demolition. Resident needs to comply regarding removing the motor home from the front of the property. Hass will update Zoning Solutions. General discussion about how blight should be handled. Hass will contact Zoning Solutions to state that the Board supports property investigation be complaint based or upon observation of extreme blight.

Respectfully submitted,

Jennifer Brunner, Clerk

NEW BUSINESS:

- Dust control quote - Presented by Hass. Southwestern Michigan Dust Control submitted \$15,000 quote for June 2021 and September 2021 applications. Motion by Brunner, seconded by Bundle to approve the quote. Motion approved. Hass will contact to schedule.
- Assessor Shalice Northrup employment status/fees - Brunner and Hass met with Northrup to discuss. She is now incorporated and has requested to be an independent contractor. The Board has been legally advised by our attorney and auditor that an Assessor must be an employee of the township not an independent contractor. Determined that we will decline the request to become an independent contractor. Motion by Bundle, seconded by Gillam. Motion approved.
- Mr. Freeland/Indigan Lane update - Joe Bellina-Cass County Road Commission emailed response to Resident Freeland's letter about Indigan Lane road work.
- Hall rental fee increase - Discussion about increasing the fees to \$100 for township residents and \$125 for non-residents. Motion by Gillam, seconded by Brunner. Motion approved.
- Seasonal Storage fee change, to square footage from flat fee - Discussion about how to determine square footage fee. Possibility of rental for summer months. Should Township require proof of insurance? Tabled until fees are established. Hass will research.
- New flag - Hass will locate a new flag.
- Business cards - Authorized for Glaze from Preferred Printing.

EMERGENCY SERVICES/UTILITIES:

- Central Cass Ambulance - Hass reported.
- Central Cass Inter-local Fire Department - Hass reported January 27 meeting information. Next scheduled meeting May 27.
- Edwardsburg Fire Department - Eltzroth reported April 6 meeting information.
- CAUA - Hass reported next meeting April 19th at 2:30 pm.

BOARD OF REVIEW: No business to report.

PLANNING & ZONING COMMISSION: Regular meeting on March 17 held. Work sessions on April 15 and April 28 held to continue work on ordinance revisions.

ZONING BOARD OF APPEALS: No business to report.

OTHER BUSINESS:

Respectfully submitted,

Jennifer Brunner, Clerk

- Kerry Collins will work on restoring desk top computer used by Bundle at home, which is having issues. Agreement that a new computer may be purchased if needed.
- No food will be purchased for clean-up day on May 1.
- Special election May 4 for Edwardsburg Schools and road millage. Bundle will put together a flyer with Road Commission/Township information regarding plans for road repair to inform residents on clean-up day.
- Glaze will need to run for Treasurer at mid-term election in 2022 because she was appointed to fill a vacancy during a current term.

With no other business before the Board, Gillam moved to close the meeting, seconded by Bundle. At 8:15 pm. Hass adjourned the meeting.

Respectfully submitted,

Jennifer Brunner, Clerk

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP
BOARD OF TRUSTEES
May 13, 2021

The May 13, 2021, meeting was called to by Supervisor Hass at 6:30 p.m. Roll Call was taken.
Present: Brunner, Bundle, Gillam, Glaze, Hass.

Pledge of Allegiance by all.

PUBLIC COMMENTS: Moriah Holloway, Deputy Clerk introduction.

CORRESPONDENCE:

Glaze submitted letter from Tami Stewart at the Equalization Office for the township to submit for millage to be on the summer tax assessments. Assessor Northrup stated that we do not levy in the summer, so this is not due until September.

APPROVAL OF MINUTES:

Motion by Gillam, seconded by Glaze to approve the April 8, 2021, minutes as presented. Motion approved.

TREASURER'S REPORT:

Treasurer's report given by Glaze. Motion by Bundle, seconded by Hass to approve the report as presented. Motion approved.

PAYMENT OF BILLS:

Payment of Bills report showing checks in the amount of **\$26,684.29**. Motion by Glaze, seconded by Gillam to approve payments as presented. Motion approved.

OLD BUSINESS:

Clean-up Day update - Held Saturday, May 1st from 8:00 am to 2:00 pm. Hass reported there were many residents who came and the fee to American Waste was \$8591.57.

Kirkdorffer Pavillion - Hass stated the Attorney Senica authorized use of Township funds to purchase the sign. Bundle shared photo of suggestion from Bolt Industries and reminded that Les McClellan stated he would like to contribute. Price will be provided at next meeting.

Respectfully submitted,

Jennifer Brunner, Clerk

May Election review - Bundle stated that voter turnout was low. Edwardsburg School District and road millage both passed. 170 total voters combined, in person and absentee. The Board of Canvassers completed their work with County Clerk McMichael and the election should be officially certified shortly.

Seasonal Storage fee change - Determination that new fee will be \$10 per linear foot per vehicle stored beginning with the fall 2021 season. Current storage persons will be contacted with the new rates.

NEW BUSINESS:

Ordinance addition - Hass stated that it is necessary to add an addition to the ordinance revisions regarding storage per Attorney Senica. Senica stated that nowhere in our ordinances does it reference mini-storage and that verbiage should be added for approved usages.

EMERGENCY SERVICES/UTILITIES:

Central Cass Ambulance - Hass reported on meeting with Pride Care. Full report given to Board members.

Central Cass Inter-local Fire Department - Hass reported new brush fire truck is being set up. Would like a new side by side truck, looking for good price or donation of it.

Edwardsburg Fire Department - Gillam reported on approval of new pickup truck.

CAUA - Hass reported some repairs and replacing 30-year-old lift stations, being upgraded to new electronics. Will paint water tower this summer.

BLIGHT/ZONING:

Bundle provided monthly reports from Inspector Jason Pompey. Office Manager Beth Pompey informed the Board that there was a building permit that was not signed off by Building Inspector Wayne Hardin and stated concern about that. Hass will discuss with Zoning Board and Attorney Senica nonfunctional vehicle violations.

BOARD OF REVIEW:

Per Assessor Northrup the next meeting July 22 at 3:00 pm.

PLANNING & ZONING COMMISSION:

Respectfully submitted,

Jennifer Brunner, Clerk

Gillam reported that the ordinance book revision has been completed. Submission to LANDPLAN-Mark Eidelson is the next step. Gillam will submit mini-storage addition requirement from Attorney Senica. Next regular meeting is May 19 at 7:30 pm.

ZONING BOARD OF APPEALS:

No business to report.

OTHER BUSINESS:

Assessor Shalice Northrup stated that she would like the Board to consider using her daughter, Courtney Northrup, for Assessor of Record, working with her oversight. Will decide on this request when Northrup's contract comes up for renewal in July 2021. Board will take it under advisement as Clerk Brunner was absent.

Indigan Lane residents expressed continued concern about the conditions of that road and maintenance. Photos of conditions and a Power Point were presented together with a petition signed by all residents on the road except one (out of town) to resurface Indigan Lane. Hass stated that the extra money initially paid by residents was to bring the road up to County specs (pavement) and thereafter the County would maintain. Chip and seal treatments have been applied. Residents stated that Joe Belina, Cass County Road Commission Engineer, was part of the original discussion. Hass stated how the Township uses millage money and general funds and what projection dates are to continue maintenance of all roads. Hass stated that the conditions will be taken under consideration in future discussion with the Road Commission.

With no other business before the Board, Bundle moved to close the meeting, seconded by Glaze. At 7:15 pm. Hass adjourned the meeting.

Respectfully submitted,

Jennifer Brunner, Clerk

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP
BOARD OF TRUSTEES
June 10, 2021

The June 10, 2021, meeting was called to by Supervisor Hass at 6:30 p.m. Roll Call was taken.
Present: Brunner, Bundle, Gillam, Glaze, Hass.

Pledge of Allegiance by all.

PUBLIC COMMENTS: Moriah Holloway, Deputy Clerk introduction.

CORRESPONDENCE:

Poverty Exemption information/application/affirmation received by County Treasurer's office. Required to be posted on Township website. Was done by Bundle and communicated to County of completion.

Brunner received email from County Prosecutor Fitz's office requesting the monthly Trustee's meeting agenda. Will email as requested.

APPROVAL OF MINUTES:

Motion by Brunner, seconded Hass by to approve the May 13, 2021, minutes as presented. Motion approved. Auditor working on simplification to help understand where funds should be. Brunner and Glaze will coordinate receipting and recording of funds. Will also coordinate what can be done in Quick Books for Clerk and Treasurer.

TREASURER'S REPORT:

Treasurer's report given by Glaze. Motion by Brunner, seconded Bundle by to approve the report as presented. Motion approved.

Clerk will reimburse tax account for checks written by Treasurer.

PAYMENT OF BILLS:

Payment of Bills report showing checks from June 2021 in the amount of **\$135,775.16**. Motion by Bundle, seconded by Hass to approve payments as presented. Motion approved.

Brunner requested Board approve Paycor payroll be run prior to the monthly meeting so that the report can include the tax liability. Board agreement exists to cover this request.

Respectfully submitted,

Jennifer Brunner, Clerk

OLD BUSINESS:

Kirkdorfer Pavilion - Bundle stated she is waiting for the price quote. Will present at the next meeting.

NEW BUSINESS:

Approve Central Cass Inter-Local Fire Department Budget - Hass stated we must approve the annual budget increase. The Board approved the submitted increase.

Yankee Street rebuild - Cass County Road Commission will do the rebuild, 1.13 miles. Road will be graded before. Board provided contract/pricing. Motion by Brunner, seconded by Bundle to approve the contract. Roll call vote. Motion approved.

Elections - Brunner stated she received complaints about not knowing of the most recent election. Township provided the required notifications. She suggested we purchase yard signs to place in strategic places within the Township before elections. Could also have signs made for Clean-up Day.

BLIGHT/ZONING:

Bundle provided monthly reports from Inspector Jason Pompey.

Brunner stated Zoning Solutions requested decision be made on blight cases that had exceeded their timeline to comply. Had been holding off for Board approval at meetings. Board supports Pompey's authority to move ahead with compliance process. Hass will speak to Pompey to confirm. Board would like Pompey to attend meetings for clarification.

EMERGENCY SERVICES/UTILITIES:

Central Cass Ambulance - Hass reported. Budget in the red but was expected with less calls due to COVID-19. Improvements on Pride Care ambulance barn.

Central Cass Inter-Local Fire Department - Hass reported. Looking for new equipment.

Edwardsburg Fire Department - Eltzroth reported. 22 volunteers, systems running well.

CAUA - Hass reported. Will paint water tower this summer which is budgeted in the capital expenditures.

Respectfully submitted,

Jennifer Brunner, Clerk

BOARD OF REVIEW:

Per Assessor Northrup the next meeting July 22 at 3:00 pm.

PLANNING & ZONING COMMISSION:

Gillam reported. Submission of revision to LANDPLAN-Mark Eidelson then Commission approval. Next regular meeting is July 21 at 7:30 pm.

ZONING BOARD OF APPEALS:

No business to report.

OTHER BUSINESS:

With no other business before the Board, Bundle moved to close the meeting, seconded by Brunner. At 7:33 pm. Hass adjourned the meeting.

Respectfully submitted,

Jennifer Brunner, Clerk

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP
BOARD OF TRUSTEES
July 8, 2021

The July 8, 2021, meeting was called to by Supervisor Hass at 6:30 p.m. Roll Call was taken.
Present: Brunner, Bundle, Gillam, Glaze, Hass.

Pledge of Allegiance by all.

PUBLIC COMMENTS:

Nick Mitchell - New resident east end of Davis Lake Road. Interested in MEC broadband service to his residence. Asked if township would apply for the American Rescue Act and if fund awards could be used for expansion on Davis Lake Road.

Mike Grice - 6th District Commissioner - County is working to with grants and other resources to help MEC broadband expansion.

CORRESPONDENCE:

Poverty Exemption information/application/affirmation received by County Treasurer's office. Required to be posted on Township website. Was done by Bundle and communicated to County of completion.

Brunner received email from County Prosecutor Fitz's office requesting the monthly Trustee's meeting agenda. Will email as requested.

APPROVAL OF MINUTES:

June 10 meeting - Correction of Moriah Holloway listed as Deputy Clerk not Deputy Treasurer. Motion by Glaze, seconded by Gillam. Approved.

TREASURER'S REPORT:

Glaze provided accounts/transactions report which is on record. Continued support to move away from Old National to Fifth Third Bank after tax season. Motion by Brunner, seconded by Hass. Approved.

PAYMENT OF BILLS:

Brunner reviewed report, which is on record. Motion by Bundle, seconded by Glaze. Approved.

OLD BUSINESS:

Respectfully submitted,

Jennifer Brunner, Clerk

Kirkdorfer Pavilion Sign- Bundle provided material sample and cost \$228, no installation. Motion by Gillam, seconded by Hass. Approved.

NEW BUSINESS:

Diamond Lake Association - Ted Ferris, Mr. Gardner, Diamond Lake residents concerning goose control on Diamond Lake. Wanted township to approve nest destruction to control population. Board unanimously voted against the request.

Joel Spybrook - an owner of Camp Wildwood. Phillips Street, Edwardsburg, private street. Needs brush hogging to clear tree line. Hass spoke to Joe Belina at the county road commission. They will bill us for the service, and the township will bill the camp owners. Camp needs to contact road commission to assess need and obtain pricing.

INSPECTORS REPORTS

Zoning Solutions LLC: Zoning Administrator Jason Pompey provided open cases documents and gave update. Hospital Street (Backus) update. Moving forward to hearing with Planning and Zoning to review site plan. Multi-jurisdictional solar energy plant that will include Jefferson, process just beginning. Blight cases are in process. Pompey asked for clarification. Hass stated the Board is in consensus that he tickets blight properties but that he notifies the Board before court action. Pompey explained there are rules and regulations addressing selective enforcement and that the court understands that townships have limited budgets to deal with buildings determined to required demolition. Properties that are out of compliance are known. Board will plan to budget for such situations. Pompey will work with the township in timing to address situations. Pompey left copy of new contract for services.

Rezoning form needed by Zoning Solutions. A Lagrange township form was provided to use as an example if needed. Hass stated he recalls we have this form. Bundle will review existing hard copies, found nothing on her One Drive.

Building: Wayne Hardin submits individual permits as received. Provides quarterly report.

Mechanical/Plumbing: Bill Spomberg submits permits each month though nothing received for July.

Electrical: Ron Bellaire submits permits each month. July report submitted to Board.

EMERGENCY SERVICES, UTILITIES:

Cass Ambulance- Supervisor Hass reported.

Cass Fire- Supervisor Hass reported.

Edwardsburg Fire-Deputy Supervisor Eltzroth reported.

CAUA- Supervisor Hass reported. Possible rate increase and painting water tower.

Respectfully submitted,

Jennifer Brunner, Clerk

PLANNING AND ZONING COMMISSION:

Status of ordinance review- Gillam reported. Ordinance book revision is complete. Will move on to LANDPLAN for production of final book.

Report by Hass. Residents want to use a hard pool cover instead of building a fence. Michigan regulation allows for the hard covers, but the township ordinance does not because there weren't such covers when zoning was done. Hass stated that the resident will present to Planning and Zoning to submit that the ordinance be amended to allow the hard cover.

Next regular meeting is July 21 at 7:30 pm.

Public hearings - none scheduled.

ZONING BOARD OF APPEALS:

No business to report.

OTHER BUSINESS:

FOIA request - Grants monies that were offered through Facebook to support election costs, we did not apply. Asked for extension and provided estimate for cost. Have no response back.

With no other business before the Board, Gillam moved to close the meeting, seconded by Brunner. At 7:15 pm. Hass adjourned the meeting.

Respectfully submitted,

Jennifer Brunner, Clerk

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP
BOARD OF TRUSTEES
August 12, 2021

The August 12, 2021 meeting was called to order by Supervisor Hass at 6:30 p.m. Roll call taken. Present: Brunner, Gillam, Glaze, Hass

Additional Attendees: Dominique Cruz, Ron Bellaire, Harold Eltzroth

Pledge of Allegiance

PUBLIC COMMENTS: Mr. Bellaire voiced concern with the home near him that burned down and has not been cleaned up. Children have been observed playing in that area. Mr. Eltzroth advised that Edwardsburg Fire Department has an insurance policy that may be able to assist with removal of debris.

Mr. Cruz in attendance for township consideration of opting in on a marijuana ordinance. He represents Hospital Farms, LLC

CORRESPONDANCE: None

APPROVAL OF MINUTES: Motion by Gillam, seconded by Hass to approve the July 8, 2021 minutes as presented. Motion Approved.

TREASURER'S REPORT: Motion by Brunner, seconded by Hass to approve the treasurer's report as presented. Motion Approved.

PAYMENT OF BILLS: Motion by Glaze, seconded by Gillam to approve payment of bills as presented. Motion Approved.

OLD BUSINESS:

- Hass and Bundle submitted application for ARPA funds to the state.

NEW BUSINESS:

- Pilot Broadband Project. Hass shared that Midwest Energy and Communications had Brought the idea of a Broadband Pilot Project to the County Commissioners and Supervisors meeting. The County agreed to pay for half of the project if the township Would pay the other half. BOT discussed and agreed that it is important to make Broadband available in areas that have little other option. It was agreed to use ARPA Funds in the amount of \$65,000 to support this project. Motion by Brunner, seconded By Glaze, Motion approved to pay half of the Pilot project cost with ARPA funds.

EMERGENCIES SERVICES/UTILITIES:

- Central Cass Ambulance: had quarterly meeting
- Central Cass Inter-local Fire Department: several calls, things going well
- Edwardsburg Fire Department: audit back. May fire complaint for response time. Dispatch showed response time was reasonable. The complainant wants a full time fire department.
- CAUA: ready to move forward painting the water tower. Looking at rate increase.

BOARD OF REVIEW: None

PLANNING & ZONING COMMISSION:

- Large Solar Project with Clenara in the works. Will need to contact Sara for legal.

ZONING BOARD OF APPEALS: no business

OTHER BUSINESS: None

With no other business before the board, Brunner moved to close the meeting, seconded by Glaze. At 7:46 meeting adjourned.

Respectfully submitted,

Jennifer Brunner
Clerk

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP
BOARD OF TRUSTEES
September 9, 2021

The September 9, 2021, meeting was called to by Supervisor Hass at 6:30 pm. Roll Call was taken.
Present: Brunner, Bundle, Glaze, Hass. Absent: Gillam.

Pledge of Allegiance by all.

PUBLIC COMMENTS:

Dominique De Cruz, Rick Williams, Kwesi Huffman of Hospital Farms & Co. – Interested in minority inclusion regarding cannabis crop. Will return for October board meeting with business plan.

CORRESPONDENCE:

Heritage Southwest IDS formerly Lewis Cass IDS sent letter to update our records on name change.

Mechanicsburg 4-Club has requested to resume monthly meetings at the township hall every 2nd Tuesday at 6:30 pm. Key Leader Jenna Rickett stated the members would be interested in leading the pledge at board meetings again.

MEC letter of rate increase.

APPROVAL OF MINUTES:

July 8, 2021, minutes – Motion by Brunner, seconded by Glaze. Approved.

August 12, 2021, minutes – Not available.

TREASURER'S REPORT:

Glaze provided accounts/transactions report which is on record. Motion by Brunner, seconded by Bundle. Approved.

PAYMENT OF BILLS:

Brunner reviewed report, which is on record. Motion by Hass, seconded by Glaze. Approved.

OLD BUSINESS:

Internet project update – County will approve partnership at September meeting. \$62,500 with County and township funds combined.

Respectfully submitted,

Jennifer Brunner, Clerk

NEW BUSINESS:

Building Renovation – Discussion about possible/necessary updating to the building, specifically the hall. Bundle will list items for next meeting.

Hiring Custodian – Board agreed to hire Jerrell Roberston. Initially agreed that the building will be cleaned once a month and possibly before, after and between rentals as necessary. Possible to use Mr. Robertson for other maintenance needs.

Security Camera – Bundle will contact Haas Security Systems to obtain quote for security cameras (entry, hall, bay areas) and monitoring screen in the office.

Outside key box for hall rental – Discussion about usage of key box with rotating codes for the rental party to use to obtain key. Board will research pricing and installation.

Review of ordinance regarding marijuana growth – Board will address at October meeting.

INSPECTORS REPORTS

Zoning Solutions LLC: Zoning Administrator Jason Pompey provided open cases documents and gave update. Continued discussion about direction of blight control. Pompey will write citations but will not move forward with non-compliant court filings without Board being informed.

Building: Wayne Hardin submits individual permits as received. Provides quarterly report.

Mechanical/Plumbing: Bill Spomberg submits permits each month. August report submitted to Board.

Electrical: Ron Bellaire submits permits each month. August report submitted to Board.

EMERGENCY SERVICES, UTILITIES:

Cass Ambulance- Hass reported on ambulance barn and new Pride Care manager.

Cass Fire- Hass reported on gator equipment for fires off road.

Edwardsburg Fire- Eltzroth reported meeting to be held end of September.

CAUA- Hass reported on water tower painting project.

PLANNING AND ZONING COMMISSION:

Gillam absent. No report from July meeting available.

Next regular meeting is September 15th at 7:30 pm.

Public hearings - none scheduled.

ZONING BOARD OF APPEALS:

Respectfully submitted,

Jennifer Brunner, Clerk

No business to report.

OTHER BUSINESS:

Clerk Brunner – Brunner will continue as clerk. Bundle moved to rescind her previous resignation submission and accept her decision to continue. Glaze seconded. Approved.

Truth in Taxation Meeting – Assessor Northrup called meeting on September 27th at 6:30 PM at the township. Board members required to attend.

With no other business before the Board, Bundle moved to close the meeting, seconded by Brunner 7:15 pm. Hass adjourned the meeting.

Respectfully submitted,

Jennifer Brunner, Clerk

**MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP
BOARD OF TRUSTEES
October 14, 2021**

The September 9, 2021, meeting was called to by Supervisor Hass at 6:30 pm. Roll Call was taken. Present: Brunner, Bundle, Glaze, Hass. Absent: Gillam.

Pledge to the Flag

Public Comments

Joni Burkett – Chicken waste on property and on son's shoes. Odor, unruly chickens on neighbor's property impacting their lives. Contacted CCSO, animal control. Said twp. responsibility. Resident states twp. has not enforced ordinance.

Leslie Mc Gregor – Resident. Flag displaying f*** in the township at M62 and Yankee. Resident has concern about this display. Desires flag be removed. Is there any ordinance? Wants one drafted and approved. Hass will check with township attorney. Update at November meeting.

Attorney Senica states flags political in nature can be flown, federal law. Twp. has no judication. People have constitutional property rights. Private citizen can hire an attorney.

Hospital Farms & Co. – Dominique Da Cruz provided proposal summary handout. *"Our mission is applying advance plant science to build an agriculturally focused investment fund starting with cannabis as our main crop, the quickly scaling to other crops."* General partners have licenses in Wayne Co., Muskegon, Marshall. Kevin Williams is township property owner offering 5 acres for this project. Requesting township reconsider existing marijuana opt out ordinance.

Da Cruz states when considering the change, who do we want recreational vs. medical?

Correspondence – Comcast. Work with our residents to set up internet services. Need information on letterhead. Attorney approved.

Approval of Minutes – September 9, 2021, meeting. Motion by Glaze, supported by Gillam to approved as presented. Approved.

Treasurer's Report – Old National service charges being addressed by Glaze. Motion by Bundle, supported by Hass to approve report as presented. Approved.
Presented. Motion by Bundle, supported by Hass to approve report as presented. Approved.

Respectfully submitted,

Jennifer Brunner, Clerk

Payment of Bills – Brunner presented payment of bills. Glaze, Bundle. Motion by Glaze, supported by Bundle to approved as presented. Approved.

Approval to issue refund for Howard Twp. -\$170 deducted from Bill Spromberg's paycheck. Sent to Jefferson Twp. in error. Hass, Gillam. Approved.

OLD BUSINESS

Town Hall Improvements – Assigned to board members to provide additional information and/or quotes for goods and services at November meeting.

Bundle presented Haas Security Systems for cameras.

American Rescue Plan Act (ARPA) application update – County passed approved for MEC broadband installation. Need invoice for matching funds. MEC will start as soon as payment has been received. MEC will contact residents in the area to discuss connection.

Believe check has been received, there was a deposit from the State of Michigan. Glaze will verify.

NEW BUSINESS

Board member training – Glaze and Hass will attend MTA training. \$1200 for both. Brunner will attend in 2022.

Hiring of Jerrell Robertson for custodial position - \$16.00 per hour according to current budget. Brunner, Glaze. Motion by Brunner, supported by Glaze to approve hire. Approved. Will ask if he would consider code enforcement.

Determine how to reconsider marijuana zoning – Brunner reached out to township attorney to understand consideration of changing existing ordinance that doesn't not currently allow cannabis activity. First step, opt back in and then work on zoning ordinance. State of Michigan had very few rules and now there are guidelines to help with restrictions. Discussion in November to vote opting in. Hospital Farms & Co. invited to be available for questions and answers. Will publicize to community.

Attorney Senica states the two types of marijuana: medical and recreational use. Twp can limit retailers, grow operations, micro business (grow & sell out of a home), processors. Grow should be located where it does not impact residents. The board will decide which is allowed. There are classes A, B and C. Highly regulated by the State for safety. Secured transporter, "Brinks" truck to transport the product. Designated consumption facility for use in food products or smoking. Special event license for temporary events. From retail shops in twp. can receive money from the State, not guaranteed. Zoning change is before ordinance change. Special use permit to P&Z to grow in Ag, possible to be heard at January 2022 meeting. Licenses have strict requirements. Benefit to allowing is tax base. March or April meeting we could probably move forward. Attorney will send information to review before we make a change to the ordinance.

Respectfully submitted,

Jennifer Brunner, Clerk

Approve Wayne Hardin as Zoning Inspector. Brunner, Glaze. Wayne has potential person from another twp.

Zoning – Beth Pompey presented intent to resign on October 14, 2021, to adhere to 30-day notice. Presented open blight cases and turned over zoning and special land use files.

Building – Inspector Wayne Hardin's reports are presented quarterly.

Plumbing – Inspector Bill Spromberg's monthly report presented.

Electrical – Inspector Ron Bellaire's monthly report presented.

EMERGENCY SERVICES, UTILITIES

Cass Ambulance- Hass reported. Next meeting December 16th

Cass Fire – Next meeting November 17th

Edwardsburg Fire – Next meeting December 7th

Planning and Zoning – November 17th & December public hearings for Clenera to install a solar facility. Need special land use. Nine parcels being considered. Presented the handout from the public meeting.

Other Business – Current Quick Books program still has Lotte Kirstein as administrator, not able to be accessed correctly. Brunner would like to purchase new Quick Books for clerk and treasurer. Hass, Gillam. Approved.

Next regular meeting November 11, 2021

Adjournment – Gillam moved to adjourn; Glaze supported. Meeting adjourned by Hass at 7:34 PM.

Respectfully submitted,

Jennifer Brunner, Clerk

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

Board of Trustees Meeting Minutes
November 11, 2021, 6:30 PM

Call to Order & Roll Call: Hass, Bruner, Glaze, Bundle, Gillam

Pledge of allegiance.

Public Comments:

Sherriff Richard Behnke update.

Correspondence:

AG Nessel Opinion: Meeting Attendance Accommodations Required under ADA
Market Van Buren Local Unit Government Summit – March 11, 2022

Approval of Minutes:

Bundle presented October 14, 2021, meeting minutes. Motion by Glaze, supported by Gillam to approved as presented. Approved.

Treasurer's Report:

Glaze presented report. Old National service charges were partially refunded. Motion by Bundle, supported by Hass to approve as presented. Approved.

Payment of Bills:

Brunner presented payment of bills. Glaze, Bundle. Motion by Glaze, supported by Bundle to approved as presented. Approved.

Additional approval to issue refund for Howard Township. \$170 deducted from Bill Spormberg's paycheck. Sent to Jefferson Township in error. Motion by Hass, supported by Gillam. Approved.

OLD BUSINESS

- **Town Hall improvements** - Assigned to board members to provide additional information and/or quotes for goods and services. Bundle presented Haas Security Systems quote for cameras. Discussion resulted in less need than original quote. Bundle will ask for re-quote for next meeting.
- **American Rescue Plan Act (ARPA) funds update** - County passed approval for MEC broadband installation. Need invoice for matching funds. MEC will start as soon as payment has been received. MEC will contact residents in the area to discuss connection. Glaze will verify check has been received, there was a deposit from the State of Michigan.

Respectfully submitted,
Jennifer Brunner, Clerk

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

Board of Trustees Meeting Minutes
November 11, 2021, 6:30 PM

- **Newsletter** – Bundle finalized. Will be included in winter tax mailing.

NEW BUSINESS

- **Determine how to reconsider marijuana zoning** – Attorney Senica presented information on changing existing ordinance that does not allow cannabis activity. Senica states the two types of marijuana: medical and recreational. Senica states that at the March or April meeting the board could probably move forward with its decision. Senica will send information to review regarding a change to the ordinance.
- **Approve Wayne Hardin as Zoning Administrator** -. Motion by Brunner, supported by Glaze to approve hire. Approved.
- **Code enforcement** - Hardin has potential person for Code Enforcement. Hardin will oversee issues.
- **Board member training** – Glaze and Hass will attend 2021 MTA training. \$1200 for both. Brunner will attend in 2022.
- **Hiring of Jerrell Robertson for custodial position** – Position pays \$16.00 per hour according to current budget. Can address increase for the next budget year. Motion by Brunner, supported by Glaze to approve hire. Approved. Will ask if Robertson would consider code enforcement.

INSPECTORS REPORTS

- **Zoning** - Resident complaint: Verna Fry, 26564 Hospital St. Overgrowth on adjacent property. Bundle stated that property is not under Fry's name. No action taken.
- **Building** - Inspector Wayne Hardin's reports are presented quarterly.
- **Plumbing/Mechanical** - Inspector Bill Spromberg's monthly report presented.
- **Electrical** - Inspector Ron Bellaire's monthly report presented.

EMERGENCY SERVICES, UTILITIES

Cass Ambulance- Hass reported. Next meeting December 16th.

Cass Fire – Next meeting November 17th.

Edwardsburg Fire – Next meeting December 7th.

Planning and Zoning – November 17th and December public hearings for Clenera to install a solar facility. Need special land use. Nine parcels being considered. Bundle presented the handout from the public meeting at MEC.

Respectfully submitted,
Jennifer Brunner, Clerk

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

Board of Trustees Meeting Minutes
November 11, 2021, 6:30 PM

Other Business: Brunner stated the current Quick Books program still has Lotte Kirstein as administrator, not able to be accessed correctly. Brunner would like to purchase new Quick Books for clerk and treasurer. Motion by Hass, supported by Gillam. Approved.

Next regular meeting January 13, 2022

Adjournment: Gillam moved to adjourn; Glaze supported. Meeting adjourned by Hass at 7:34 PM.

Respectfully submitted,
Jennifer Brunner, Clerk

MINUTES OF THE MEETING OF THE
JEFFERSON TOWNSHIP
BOARD OF TRUSTEES
December 9, 2021

The December 9, 2021 meeting was called to order by Supervisor Hass via Zoom at 6:30 p.m. Roll call taken. Present: Brunner, Gillam, Glaze, Hass

Additional Attendees: Dominique Cruz, Kwesi Huffman, Harold Eltzroth, Val Locke

Pledge of Allegiance - no

PUBLIC COMMENTS: none

CORRESPONDANCE: None

APPROVAL OF MINUTES: Motion by Brunner, seconded by Bundle to approve the November 11, 2021 minutes as presented. Roll call vote- all yes. Motion Approved.

TREASURER'S REPORT: Debra announced her new deputy treasurer, Rose Kelsheimer who has been sworn in. Wilson Channel (Kamp Kozy) payment to be made to Old National account from settlement last March. Motion by Brunner, seconded by Hass to approve the treasurer's report as presented. Roll call vote – all yes. Motion Approved.

PAYMENT OF BILLS: Motion by Bundle, seconded by Glaze to approve payment of bills as presented. Roll call vote – all yes. Motion Approved.

OLD BUSINESS:

- Bathroom fixtures- will consider updating. Bill Spromberg feels the plumbing is still in good working order. We will address slow water flow in women's restroom sink. Bill repaired the toilet. Discussion to pay him for his time and labor. Recommended \$100. Motion by Bundle, seconded by Brunner to approve the \$100 payment. Roll call vote – all yes. Motion approved.
- Changing tables – Della suggested installing into both restrooms for the convenience of our hall rentals. It was agreed we would install in both restrooms.
- Security camera updated quote- tabled until next meeting

NEW BUSINESS:

- Wayne Hardin as zoning administrator will be compensated the \$6500.00/year that Approved at last budget hearing. He will direct a portion of that as needed to his code Enforcement official. Motion to accept made by Gillam, seconded by Bundle. Roll call Vote – all yes. Motion Approved.
- Reviewed County Off Road vehicles ordinance
- Discussed stipend for Susan Smith and her work with the large number of mailings for The Solar project hearing. Brunner recommended \$150.00. Motion by Bundle, Seconded by Gillam to pay the one time \$150.00 stipend. Roll call vote – all yes. Motion Approved.
- Debra requested a Summer Tax Admin Fee to be paid to her. Brunner recommended a

Fee of \$1000.00 based on past precedence. Hass feels this fee is no longer needed as it was intended to help offset costs for time and supplies when the county first passed Tax on to townships. He recommended a one time payment and to review salaries During the budget hearing in June. Motion by Brunner, seconded by Gillam to approve The one time payment. Roll call vote – all yes. Motion Approved.

•1/2 of the ARPA funds have been deposited. The second half will be deposited Sometime in 2022.

EMERGENCIES SERVICES/UTILITIES:

- Central Cass Ambulance:** meeting next week
- Central Cass Inter-local Fire Department:** meeting next week
- Edwardsburg Fire Department:** Gillam reported that calendar is set for next year, turn Out gear recently purchased and looking to purchase new equipment for the trucks.
- CAUA:** Hass reported water tower has been painted and inspected.

INSPECTORS REPORTS:

- Zoning:**
- Building:**
- Plumbing/Mechanical:**
- Electrical:**

BOARD OF REVIEW: None

PLANNING & ZONING COMMISSION:

- Public hearing set for January 5th at 7:30 for Gemstone Solar/Clenar

ZONING BOARD OF APPEALS: no business

OTHER BUSINESS: None

With no other business before the board, Brunner moved to close the meeting, seconded by Glaze. At 7:26 meeting adjourned.

Respectfully submitted,

Jennifer Brunner
Clerk