

MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
January 13, 2022

The January 13th meeting was called to order by Supervisor Hass at 6:30 p.m. Roll call taken. Present: Brunner, Gillam, Glaze, Hass. Absent: Bundle.

Additional Attendees: Kevin and Rose Kelsheimer, Harold Eltzroth, Val Locke, Karen Nelson

Pledge of Allegiance - yes

**PUBLIC COMMENTS:** Karen Nelson representing the Cass Co Conservation District left a poster and leaflets.

**CORRESPONDANCE:** None

**APPROVAL OF MINUTES:** Motion by Gillam, seconded by Brunner to approve the December 9, 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 Gillam, seconded by Hass to approve payment of bills as presented. Motion Approved.

**OLD BUSINESS:**

- Marijuana (Cannabis) Ordinance- Brunner suggested holding a public forum for residents to voice their opinions and ask questions before we have discussion of whether to proceed with creating an ordinance. We will ask township attorney to be in attendance. Board members agree that we should proceed with a public forum.
- Changing tables – Motion by Gillam, seconded by Glaze to use ARPA funds to pay for the changing tables to be installed in both restrooms. Motion Approved.
- Security camera – 2<sup>nd</sup> Vendor Quote. Hass found a Ring Security System at Costco for around \$1000.00 that appears to meet our needs. He will get further information regarding this.

**NEW BUSINESS:**

- Resolution to refinance water and sewer bond. This will lower our overall payout. Motion by Hass, seconded by Glaze to sign the resolution to refinance. Roll call vote – all yes. Motion Approved.
- Board of Review Proposals: #2022-1 Alternate December 2022 Hearing date, #2022-2 Alternate July 2022 Hearing Date, #2022-3 Poverty Exemption. Motion by Hass, seconded by Brunner To adopt all 3 proposals as presented. Roll call vote – all yes. Motion Approved.
- Approval of Board of Trustees and Planning & Zoning Commission 2022 meeting schedules. Motion by Brunner, seconded by Glaze to approve. Motion Approved.

**EMERGENCIES SERVICES/UTILITIES:**

- **Central Cass Ambulance:** Dean reported that longest response time in December was 13 min 4 sec. in Jefferson Township. This falls within the expected response time.
- **Central Cass Inter-local Fire Department:** no new business
- **Edwardsburg Fire Department:** no new business
- **CAUA:** no new business

**INSPECTORS REPORTS:**

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

**BOARD OF REVIEW:** None

**PLANNING & ZONING COMMISSION:**

- January 5<sup>th</sup> re-zoning of county property as part of Solar Project was tabled by D. Majewski as No county representative present to answer questions. Many township residents in attendance. Meeting has been rescheduled to March 16<sup>th</sup>.

**ZONING BOARD OF APPEALS:** no business

**OTHER BUSINESS:** None

With no other business before the board, Gillam moved to close the meeting, seconded by Glaze. At 7:06 meeting adjourned.

Respectfully submitted,

Jennifer Brunner  
Clerk

JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda  
January 13, 2022  
6:30 PM

Call to order & Roll Call: Hass, Brunner, Glaze, Bundle, Gillam

Pledge to the Flag

Public Comments

Correspondence

Approval of Minutes: December 8, 2021, meeting

Treasurer's Report

Payment of Bills

**OLD BUSINESS**

Marijuana ordinance update

Town Hall Improvements

1. Bathroom fixtures – quote from Bill Spromberg
2. Changing tables – from Della Bundle
3. Security camera - 2<sup>nd</sup> vendor quote – from Dean Hass
4. Other – from Board Members

**NEW BUSINESS**

Resolution to refinance water and sewer

Board of Review proposals

Susan Smith - Stipend for solar project work

Approval of Board of Trustees and Planning and Zoning Commission meeting schedules

**INSPECTORS REPORTS**

Zoning

Building

Plumbing/Mechanical

Electrical

**EMERGENCY SERVICES, UTILITIES**

Cass Ambulance

Cass Fire

Edwardsburg Fire

Planning and Zoning

Next regular meeting February 9, 2022

ADJOURN

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

**Board of Trustees Meeting Minutes**  
February 10, 2022, 6:30 PM

**Call to Order & Roll Call:** Supervisor Hass called the meeting to order at 6:37 pm. Present: Hass, Brunner, Glaze, Bundle, Gillam.

**Pledge to the flag.**

**Public Comments:**

Cass County Sheriff Office update given by Sheriff Behnke; COVID outbreak in the jail and cannabis legalization outcomes. State has regulatory authority not the county.

**Correspondence:**

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

**Approval of Minutes:**

Bundle presented January 13, 2021, meeting minutes. Motion by Brunner, supported by Glaze to approved as presented. Approved.

**Treasurer's Report:**

Residents concerned about receiving receipt for tax payments. Will place statement that receipts are available upon request on website and in newsletter.

Glaze presented report. Motion by Brunner, supported by Gillam to approve as presented. Approved.

**Payment of Bills:**

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

**OLD BUSINESS**

- Marijuana/cannabis ordinance updates – Public Forum February 24, 2022, 6:30 pm.  
Hass informed residents that the forum date will not include final decision about changes to marijuana/cannabis ordinance updates.
- Town Hall Improvements
  1. Costco security system: Purchased for installation.
  2. Other: Update on previous assignments, any new items. No decision. Items will be addressed in the spring.

Respectfully submitted,  
Jennifer Brunner, Clerk



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

**Board of Trustees Meeting Minutes**  
February 10, 2022, 6:30 PM

**NEW BUSINESS**

- Pay off Fire Department loans  
Hass suggested we pay off the loan through Lagrange Township; can get the amount from Treasurer Criswell. Jeff Locke states no interest benefit for early pay off. Glaze will call about payments fire truck and fire station.
- New drop off ballot box  
Brunner states we have three elections in 2022. Concerns about secure access. Wants to have a separate box for ballots. Eltzroth states there is a specific requirement for ballot box. Brunner will verify and will investigate ordering.
- Outside key box for hall rentals  
Randy from Elmer's Locksmith will provide quote for March meeting.
- MEC pole lights in parking lot  
Bundle will get quote from MEC for installation and monthly fee for March meeting.
- Mileage reimbursement  
IRS standard mileage rates 58.5 cents per mile driven for business use. Mileage from township from destination and back for trip calculations. Motion by Bundle, supported by Glaze to approve. Approved.

**INSPECTORS REPORTS**

- Zoning - No report. Inspector Hardin will notify Board if code enforcement person does any work.
- Building - No permits submitted.
- Plumbing/Mechanical - No permits submitted.
- Electrical - Inspector Bellaire's monthly report had two permits.

**EMERGENCY SERVICES, UTILITIES**

- Cass Ambulance- No meeting.
- Cass Fire – No meeting.
- Edwardsburg Fire – Gillam states they are still waiting on radios.
- Planning and Zoning – Regular meeting on March 16 at 7:30pm will also be continued public hearing for solar project.

Next BOT regular meeting March 10, 2022

**Adjournment:** Brunner moved to adjourn; Bundle supported. Meeting adjourned by Hass at 7:35 PM.

Respectfully submitted,  
Jennifer Brunner, Clerk

JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda  
February 10, 2022  
6:30 PM

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

Pledge to the Flag  
Public Comments  
Correspondence (2)

Approval of Minutes: January 13, 2021, meeting

Treasurer's Report

Payment of Bills

**OLD BUSINESS**

Marijuana/cannabis ordinance updates – Public Forum February 24, 2022, 6:30 pm  
Town Hall Improvements  
1. Costco security system – purchase/installation  
2. Other – update on previous assignments, any new items

**NEW BUSINESS**

Pay off Fire Department loans  
New drop off ballot box  
Key box for hall rentals  
MEC pole lights in parking lot  
Mileage reimbursement

**INSPECTORS REPORTS**

Zoning  
Building  
Plumbing/Mechanical  
Electrical

**EMERGENCY SERVICES, UTILITIES**

Cass Ambulance  
Cass Fire  
Edwardsburg Fire  
Planning and Zoning

Next regular meeting March 10, 2022

Adjourn

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

**Board of Trustees Meeting Notes**  
March 10, 2022, 6:30 PM

**Call to Order & Roll Call:** Hass, Bruner, Glaze, Bundle, Gillam 6:31pm

**Pledge of allegiance.**

**Public Comments:**

Community members introduced themselves.

Jennifer Ray – in favor of solar project. Dual use management strategies. Submitted a letter with her views to BOT and P&Z.

Lori Locke – requested summary of Public Forum for cannabis uses. Hass reviewed. P&Z will decide what zones will be allowed. No retail will be allowed. Indoor grow facilities only. Delete current ordinance and replace with new ordinance with stipulations.

Hospital Farms partner - Opportunity zone included in the township. Will forward to us.

**Correspondence:**

Thank you from Lois McNeary in the passing of Leroy McNeary, former Clerk.

**Approval of Minutes:**

Bundle presented February 10, 2022, meeting minutes. Motion by Gillam, supported by Glaze to approved as presented. Approved.

**Treasurer's Report:**

Glaze presented report. Motion by Brunner, supported by Gillam to approve as presented. Approved.

**Payment of Bills:**

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

**OLD BUSINESS**

Marijuana/cannabis ordinance updates

Town Hall Improvements

1. Costco security system – purchase/installation – Kerry Collins, found 8 camera system: clerk and treasurer entrance doors, inside main door, both ends of parking lot, corner by where drop box is. \$2500 installation includes a smartphone app. Motion activated recording. Hass/Glaze.
2. Order chairs for BOT conference table – Brunner will follow up with quote.
3. Order plastic chairs to replace metal ones for rentals – Bundle will follow up

Respectfully submitted,  
Jennifer Brunner, Clerk

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

**Board of Trustees Meeting Notes**

March 10, 2022, 6:30 PM

4. Order additional 8 'plastic banquet tables for rentals
5. Installation of changing tables

MEC pole lights in parking lot – update. Called Runkle to see what he has done. MEC service order placed 3/9 to check two lights on property that belong to them. No charge. If they are not MEC, we can request a quote. \$100 engineering fee, non-refundable, not applied to anything. If we opt for new lights, they will tell additional monthly fees. G. Bundle has reported pole numbers to MEC.

**NEW BUSINESS**

Cass County Road Commission's 2022 Infrastructure Match and Township Dust Control Programs - Will contract with County and not Southwest Dust Control.

Kevin Kelsheimer as alternate on Board of Review. Board agrees that he will be the alternate member. Zoning Administrator/Code Enforcement – Hardin will initially speak to code enforcement issues. Have someone else in mind that services the area if there are additional issues. \$200 monthly, \$341.67 set aside for actual enforcement.

**INSPECTORS REPORTS**

- Zoning - No report. Inspector Hardin will notify Board if code enforcement person does work.
- Building - No permits submitted.
- Plumbing/Mechanical - No permits submitted.
- Electrical - Inspector Bellaire's monthly report had two permits.

**EMERGENCY SERVICES, UTILITIES**

- Cass Ambulance- Hass reported and submitted written report.
- Cass Fire – Chief Locke has not had meeting for the last four months. Present to answer questions.
- Edwardsburg Fire – No meeting. April next meeting.
- Planning and Zoning – Regular meeting on March 16 will also be continued public hearing for solar project. Informational regarding tax decrease available to residents.

Next regular meeting April 14, 2022

**Adjournment:** Brunner moved to adjourn; Glaze supported. Meeting adjourned by Hass at 7:08 PM.

Respectfully submitted,  
Jennifer Brunner, Clerk



1:12 PM

04/14/22

Accrual Basis

# Jefferson Township General Fund Transaction Detail by Account March 21 through April 15, 2022

Type	Date	Num	Name	Memo	Split	Amount
Fifth Third Checking-8410135						
Deposit	03/22/2022			Deposit	-SPLIT-	808.00
Check	03/30/2022	EFT	Jefferson Emergency Se...	Refund of 3/10/22 payments (should have come fro...	-SPLIT-	-30,107.00
Deposit	04/05/2022			Transfer from GF Savings - State Revenue Sharing ...	000-574 · 101-State Rev...	44,857.00
Check	04/13/2022			Deposit	000-678 · 101-Other Inc...	38,982.19
Check	04/14/2022	19547	VOID	Voided check-sent to ADP for setup	9000 · Voided Checks	0.00
Check	04/14/2022	19548	Midwest Energy & Com...	Electric Bill-acct # 1873901	265-920 · 101-Utilities	-213.87
Check	04/14/2022	19549	Midwest Energy & Com...	Phone & Internet-acct # 888007373	265-920 · 101-Utilities	-188.34
Check	04/14/2022	19550	DataCruz	Monthly Voicemail-acct # 147138-12184	265-920 · 101-Utilities	-39.71
Check	04/14/2022	19551	Midwest Energy & Com...	3 Utility light poles-installation-acct # 1873901	265-930 · 101-Repairs/M...	-2,946.13
Check	04/14/2022	19552	Global Industrial	Invoice #118893736 (Outdoor Ashtray & security kit)	265-726 · 101-Township ...	-92.16
Check	04/14/2022	19553	Elmer's Locksmith	Outdoor key box & installation	265-930 · 101-Repairs/M...	-132.00
Check	04/14/2022	19554	Creative Vinyl Signs	Receiving door magnet	265-726 · 101-Township ...	-29.00
Check	04/14/2022	19555	Kevin Kelsheimer	Reimbursement for BOR training & guide book	247-960 · 101-Board of ...	-162.50
Check	04/14/2022	19556	Fifth Third Bank	Acct # 9639 (Electric Stove and Election Supplies)	-SPLIT-	-723.75
Check	04/14/2022	19557	Staples Credit Plan	Board of Review Notice	247-900 · 101-Board of ...	-193.92
Check	04/14/2022	19558	Apex Software	Acct # 2143 (toilet paper)	265-726 · 101-Township ...	-9.00
Check	04/14/2022	19559	Himco Waste-Away Serv...	Sketching Software-Annual Maint. 5/1/22-5/1/23	257-726 · 101-Assessor ...	-235.00
Check	04/14/2022	19560	Griffin Pest Control	Acct # 225055 Monthly Waste Service	265-920 · 101-Utilities	-57.00
Check	04/14/2022	19561	Hawkins Water Tech.	Acct # 1202030 (Bottled Water)	265-930 · 101-Repairs/M...	-30.50
Check	04/14/2022	19562	Della Bundle	Mileage reimbursement-post office runs (March)	265-960 · 101-Miscellan...	-11.00
Check	04/14/2022	19563	Jennifer Brunner	Mileage reimburse for postage for 1099's & post offic...	265-960 · 101-Miscellan...	-54.76
Check	04/14/2022	19564	Willie Elzroth	Parts to re-build round table stands	-SPLIT-	-21.11
Check	04/14/2022	19565	Senco Energy	Gas Bill (2/14/22-3/16/22)	265-930 · 101-Repairs/M...	-37.87
Check	04/15/2022	DD	Dean Hass	Supervisor Salary	265-920 · 101-Utilities	-297.79
Check	04/15/2022	DD	William Spromberg	Mechanical & Plumbing Inspector Fee	171-702 · 101-Superviso...	-1,321.50
Check	04/15/2022	DD	Shallice Northrop	Assessor Salary	371-803 · 101-Plumbing ...	-1,071.00
Check	04/15/2022	DD	Jennifer Brunner	Clerk Salary	257-702 · 101-Assessor ...	-1,539.74
Check	04/15/2022	DD	Jerrrell Robertson	custodial wages	215-702 · 101-Clerk Salary	-1,541.76
Check	04/15/2022	DD	Sandra Randle	BOR reorganizational meeting & 2 BOR-March	265-704 · 101-Sanitation...	-112.76
Check	04/15/2022	DD	Wayne Hardin	Building Inspector Fee & Zoning Admin Fee	247-702 · 101-Board of ...	-330.37
Check	04/15/2022	DD	Rose Kelsheimer	Deputy Treasurer Wages	-SPLIT-	-780.55
Check	04/15/2022	DD	David Meljowski	P & Z meetings 3/16/22 & 3/30/22	253-704 · 101-Deputy Tr...	-109.24
Check	04/15/2022	DD	Jeffory Nelson	P & Z meetings 3/16/22 & 3/30/22	720-704 · 101-P & Z Wa...	-132.15
Check	04/15/2022	DD	Susan Smith	P & Z meetings 3/16/22 & 3/30/22	720-704 · 101-P & Z Wa...	-132.15
Check	04/15/2022	DD	Tom Stephenson	P & Z meetings 3/16/22 & 3/30/22	720-704 · 101-P & Z Wa...	-132.15
Check	04/15/2022	DD	Sandy Tomciak	P & Z meetings 3/16/22 & 3/30/22	720-704 · 101-P & Z Wa...	-132.15
Check	04/15/2022	DD	Kathleen Wischart	P & Z meeting 3/30/22	720-704 · 101-P & Z Wa...	-66.07
Check	04/15/2022	DD	Debra Glaze	Treasurer Salary	253-702 · 101-Treasurer ...	-1,405.08
Check	04/15/2022	DD	Harold Elzroth	Deputy Supervisor Wages	171-704 · 101-Deputy S...	-70.48
Check	04/15/2022	DD	Jason Benitzer	Reorganizational mtg. & 2 BOR	247-702 · 101-Board of ...	-330.37
Check	04/15/2022	DD	Jennifer Ray	Reorganizational mtg. & 1 BOR-March	247-702 · 101-Board of ...	-198.23
Check	04/15/2022	DD	Della Bundle	Trustee, Deputy Clerk & Admin Wages	-SPLIT-	-1,022.98
Check	04/15/2022	DD	Jeffrey Gilliam	Trustee Salary	299-704 · 101-Trustee S...	-477.19
Check	04/15/2022	DD	ADP-Jefferson Tax Acct.	Employee Payroll Taxes & Township Tax Liability	-SPLIT-	-2,369.49
Total Fifth Third Checking-8410135						35,621.98

1:12 PM

04/14/22

Accrual Basis

# Jefferson Township General Fund Transaction Detail by Account March 21 through April 15, 2022

Type	Date	Num	Name	Memo	Split	Amount
<b>Fifth Third Savings-8171459</b>						
Deposit	03/31/2022			Deposit	-SPLIT-	2.64
Check	04/05/2022	Transfer	General fund Checking	Transfer State Revenue Sharing - February to GF che...	9200 - GF deposit transf...	-44,857.00
Check	04/13/2022	EFT	General fund Checking	Transfer Remaining Balance of General Funds from ...	9200 - GF deposit transf...	-38,982.19
<b>Total Fifth Third Savings-8171459</b>						
<b>000-490 - 101-Building Permit</b>						
Deposit	03/22/2022		Ambrosen Construction	Wayne Hardin - permit # 2244 Welsch (April Payable)	Fifth Third Checking-841...	-250.00
Deposit	03/22/2022		J & B West Enterprises	Wayne Hardin - permit # 2245 Jones (April Payable)	Fifth Third Checking-841...	-183.00
<b>Total 000-490 - 101-Building Permit</b>						
<b>000-574 - 101-State Revenue Sharing</b>						
Deposit	04/05/2022		Fifth Third Bank Center	State Revenue Sharing - February disbursement (tra...	Fifth Third Checking-841...	-44,857.00
<b>Total 000-574 - 101-State Revenue Sharing</b>						
<b>000-607 - 101-Land Split/Combination</b>						
Deposit	03/22/2022		Jeremy Jankoviak	Shalice Northrop - Land Combination - Jankoviak (M...	Fifth Third Checking-841...	-150.00
<b>Total 000-607 - 101-Land Split/Combination</b>						
<b>000-675 - 101-Hall Rental &amp; Storage</b>						
Deposit	03/22/2022		Penny Stringfellow	Hall Rental (Resident) Stringfellow	Fifth Third Checking-841...	-100.00
Deposit	03/22/2022		Melanie Buck	Hall Rental (non-resident) Buck	Fifth Third Checking-841...	-125.00
<b>Total 000-675 - 101-Hall Rental &amp; Storage</b>						
<b>000-678 - 101-Other Income</b>						
Deposit	03/31/2022		Fifth Third Bank Center	Interest Earned	Fifth Third Savings-8171...	-1.32
Deposit	03/31/2022		Fifth Third Bank Center	Relationship Interest Benefit	Fifth Third Savings-8171...	-1.32
Deposit	04/13/2022		General Fund Savings	Remaining Balance of GF monies from GF savings	Fifth Third Checking-841...	-38,982.19
<b>Total 000-678 - 101-Other Income</b>						
<b>171-700 - 101-Supervisor</b>						
<b>171-702 - 101-Supervisor Salary</b>						
Check	04/15/2022	DD	Dean Hass	Supervisor Salary	Fifth Third Checking-841...	1,321.50
<b>Total 171-702 - 101-Supervisor Salary</b>						
<b>171-704 - 101-Deputy Supervisor Wages</b>						
Check	04/15/2022	DD	Harold Elitzroth	Deputy Supervisor Wages	Fifth Third Checking-841...	70.48
<b>Total 171-704 - 101-Deputy Supervisor Wages</b>						
<b>Total 171-700 - 101-Supervisor</b>						
<b>Total 171-702 - 101-Supervisor Salary</b>						
<b>Total 171-704 - 101-Deputy Supervisor Wages</b>						
<b>Total 171-700 - 101-Supervisor</b>						



1:12 PM

04/14/22

Accrual Basis

# Jefferson Township General Fund Transaction Detail by Account March 21 through April 15, 2022

Type	Date	Num	Name	Memo	Split	Amount
<b>192-700 · 101-Twp. Payroll Expenses</b>						
<b>192-720 · 101-Twp. Payroll Tax Liability</b>						
Check	04/15/2022	DD	ADP-Jefferson Tax Acct.	Township Tax Liability	Fifth Third Checking-841...	872.58
Total 192-720 · 101-Twp. Payroll Tax Liability						
<b>192-721 · 101-Employee Payroll Taxes</b>						
Check	04/15/2022	DD	ADP-Jefferson Tax Acct.	Employee Payroll Taxes	Fifth Third Checking-841...	1,496.91
Total 192-721 · 101-Employee Payroll Taxes						
<b>Total 192-700 · 101-Twp. Payroll Expenses</b>						
Total 192-700 · 101-Twp. Payroll Expenses						
<b>200-801 · 101-Special Assess/Bonds/Debt</b>						
Check	03/30/2022	EFT	Jefferson Emergency Se...	Central Cass Fire-refund to ES acct to correct balance	Fifth Third Checking-841...	20,820.75
Check	03/30/2022	EFT	Jefferson Emergency Se...	Central Cass Ambulance-refund to ES acct to correc...	Fifth Third Checking-841...	9,286.25
Total 200-801 · 101-Special Assess/Bonds/Debt						
Total 200-801 · 101-Special Assess/Bonds/Debt						
<b>215-700 · 101-Clerk</b>						
<b>215-702 · 101-Clerk Salary</b>						
Check	04/15/2022	DD	Jennifer Brunner	Clerk Salary	Fifth Third Checking-841...	1,541.76
Total 215-702 · 101-Clerk Salary						
Total 215-702 · 101-Clerk Salary						
<b>215-704 · 101-Deputy Clerk Wages</b>						
Check	04/15/2022	DD	Della Bundle	Deputy Clerk (4.5 hours)	Fifth Third Checking-841...	75.00
Total 215-704 · 101-Deputy Clerk Wages						
Total 215-704 · 101-Deputy Clerk Wages						
<b>Total 215-700 · 101-Clerk</b>						
Total 215-700 · 101-Clerk						
<b>247-700 · 101-Board of Review</b>						
<b>247-702 · 101-Board of Review Wages</b>						
Check	04/15/2022	DD	Sandra Randle	BOR reorganizational meeting & 2 BOR-March	Fifth Third Checking-841...	330.37
Check	04/15/2022	DD	Jason Bentzer	Reorganizational mtg & 2 BOR	Fifth Third Checking-841...	330.37
Check	04/15/2022	DD	Jennifer Ray	Reorganizational mtg. & 1 BOR-March	Fifth Third Checking-841...	198.23
Total 247-702 · 101-Board of Review Wages						
Total 247-702 · 101-Board of Review Wages						
<b>247-900 · 101-Board of Review Publication</b>						
Check	04/14/2022	19557	Leader Publications, LLC	Board of Review Notice	Fifth Third Checking-841...	193.92
Total 247-900 · 101-Board of Review Publication						
Total 247-900 · 101-Board of Review Publication						
<b>247-960 · 101-Board of Review Misc.</b>						
Check	04/14/2022	19555	Kevin Kelsheimer	Reimbursement for BOR training & guide book	Fifth Third Checking-841...	162.50
Total 247-960 · 101-Board of Review Misc.						
Total 247-960 · 101-Board of Review Misc.						
Total 247-700 · 101-Board of Review						
Total 247-700 · 101-Board of Review						

1:12 PM

04/14/22

Accrual Basis

# Jefferson Township General Fund Transaction Detail by Account March 21 through April 15, 2022

Type	Date	Num	Name	Memo	Split	Amount
<b>253-700 · 101-Treasurer</b>						
<b>253-702 · 101-Treasurer Salary</b>						
Check	04/15/2022	DD	Debra Glaze	Treasurer Salary	Fifth Third Checking-841...	1,405.08
Total 253-702 · 101-Treasurer Salary						1,405.08
<b>253-704 · 101-Deputy Treasurer Wages</b>						
Check	04/15/2022	DD	Rose Keisheimer	Deputy Treasurer Wages	Fifth Third Checking-841...	109.24
Total 253-704 · 101-Deputy Treasurer Wages						109.24
<b>Total 253-700 · 101-Treasurer</b>						
						1,514.32
<b>257-700 · 101-Assessor</b>						
<b>257-702 · 101-Assessor Salary</b>						
Check	04/15/2022	DD	Shalice Northrop	Assessor Salary	Fifth Third Checking-841...	1,539.74
Total 257-702 · 101-Assessor Salary						1,539.74
<b>257-726 · 101-Assessor Supplies</b>						
Check	04/14/2022	19559	Apex Software	Sketching Software-Annual Maint. 5/1/22-5/1/23	Fifth Third Checking-841...	235.00
Total 257-726 · 101-Assessor Supplies						235.00
<b>Total 257-700 · 101-Assessor</b>						
						1,774.74
<b>262-700 · 101-Elections</b>						
<b>262-726 · 101-Election Supplies</b>						
Check	04/14/2022	19556	Fifth Third Bank	Voter stickers, Voter ID cards, Accuracy test bag	Fifth Third Checking-841...	104.56
Total 262-726 · 101-Election Supplies						104.56
<b>Total 262-700 · 101-Elections</b>						
						104.56
<b>265-700 · 101-Township Hall &amp; Grounds</b>						
<b>265-704 · 101-Sanitation Wages</b>						
Check	04/15/2022	DD	Jerrell Robertson	custodial wages	Fifth Third Checking-841...	112.76
Total 265-704 · 101-Sanitation Wages						112.76
<b>265-706 · 101-Administrative Wages</b>						
Check	04/15/2022	DD	Della Burdette	Administrative Wages (27 hours)	Fifth Third Checking-841...	470.79
Total 265-706 · 101-Administrative Wages						470.79
<b>265-726 · 101-Township Hall Supplies</b>						
Check	04/14/2022	19552	Global Industrial	Invoice #118893756 (Outdoor Ashtray & security kit)	Fifth Third Checking-841...	92.16
Check	04/14/2022	19554	Creative Vinyl Signs	Receiving door magnet	Fifth Third Checking-841...	29.00
Check	04/14/2022	19558	Staples Credit Plan	Acct # 2143 (toilet paper)	Fifth Third Checking-841...	9.00
Total 265-726 · 101-Township Hall Supplies						130.16

1:12 PM

04/14/22

Accrual Basis

# Jefferson Township General Fund Transaction Detail by Account March 21 through April 15, 2022

Type	Date	Num	Name	Memo	Split	Amount
<b>265-920 - 101-Utilities</b>						
Check	04/14/2022	19548	Midwest Energy & Com...	Electric Bill-acct # 1873901	Fifth Third Checking-841...	213.87
Check	04/14/2022	19549	Midwest Energy & Com...	Phone & Internet-acct # 888007373	Fifth Third Checking-841...	188.34
Check	04/14/2022	19550	DataCruz	Monthly Voicemail-acct # 147138-12184	Fifth Third Checking-841...	39.71
Check	04/14/2022	19560	Himco Waste-Away Serv...	Acct # 264950 Monthly Waste Service	Fifth Third Checking-841...	57.00
Check	04/14/2022	EFT	Semco Energy	Gas Bill (2/14/22-3/16/22)	Fifth Third Checking-841...	297.79
Total 265-920 - 101-Utilities						
<b>265-930 - 101-Repairs/Maintenance</b>						
Check	04/14/2022	19551	Midwest Energy & Com...	3 Utility light poles-installation-acct # 1873901	Fifth Third Checking-841...	2,946.13
Check	04/14/2022	19553	Elmer's Locksmith	Outdoor key box & installation	Fifth Third Checking-841...	132.00
Check	04/14/2022	19556	Fifth Third Bank	electric stove	Fifth Third Checking-841...	619.19
Check	04/14/2022	19561	Griffin Pest Control	Acct # 225055 Monthly Pest Service	Fifth Third Checking-841...	30.50
Check	04/14/2022	19565	Willie Elzroth	Parts to re-build round table stands	Fifth Third Checking-841...	37.87
Total 265-930 - 101-Repairs/Maintenance						
<b>265-960 - 101-Miscellaneous</b>						
Check	04/14/2022	19562	Hawkins Water Tech.	Acct # 1202030 (Bottled Water)	Fifth Third Checking-841...	11.00
Check	04/14/2022	19563	Della Bundle	Mileage Reimbursement-post office runs (March)	Fifth Third Checking-841...	54.76
Check	04/14/2022	19564	Jennifer Brunner	postage to mail 1099's to IRS	Fifth Third Checking-841...	8.95
Check	04/14/2022	19564	Jennifer Brunner	2 post office mail runs (March)	Fifth Third Checking-841...	12.16
Total 265-960 - 101-Miscellaneous						
Total 265-700 - 101-Township Hall & Grounds						
<b>299-700 - 101-Township Board</b>						
<b>299-704 - 101-Trustee Salary</b>						
Check	04/15/2022	DD	Della Bundle	Trustee Salary	Fifth Third Checking-841...	477.19
Check	04/15/2022	DD	Jeffrey Gillam	Trustee Salary	Fifth Third Checking-841...	477.19
Total 299-704 - 101-Trustee Salary						
Total 299-700 - 101-Township Board						
<b>371-700 - 101-Building Inspection Dept.</b>						
<b>371-801 - 101-Building Inspector Fee</b>						
Check	04/15/2022	DD	Wayne Hardin	Building Inspector Fee	Fifth Third Checking-841...	580.55
Total 371-801 - 101-Building Inspector Fee						
<b>371-803 - 101-Plumbing &amp; Mechanical Fee</b>						
Check	04/15/2022	DD	William Spromberg	Mechanical & Plumbing Inspector Fee	Fifth Third Checking-841...	1,071.00
Total 371-803 - 101-Plumbing & Mechanical Fee						
Total 371-700 - 101-Building Inspection Dept.						
Total 371-700 - 101-Building Inspection Dept.						



1:12 PM

04/14/22

Accrual Basis

# Jefferson Township General Fund Transaction Detail by Account March 21 through April 15, 2022

Type	Date	Num	Name	Memo	Split	Amount
<b>702-700 - 101-Zoning &amp; Code Enforcement</b>						
<b>702-801 - 101-Zoning &amp; Code Officer Fee</b>						
Check	04/15/2022	DD	Wayne Hardin	Zoning Admin Fee	Fifth Third Checking-841...	200.00
Total 702-801 - 101-Zoning & Code Officer Fee						
Total 702-700 - 101-Zoning & Code Enforcement						
<b>720-700 - 101-Panning &amp; Zoning Commission</b>						
<b>720-704 - 101-P &amp; Z Wages</b>						
Check	04/15/2022	DD	David Majewski	P & Z meetings 3/16/22 & 3/30/22	Fifth Third Checking-841...	132.15
Check	04/15/2022	DD	Jeffory Nelson	P & Z meetings 3/16/22 & 3/30/22	Fifth Third Checking-841...	132.15
Check	04/15/2022	DD	Susan Smith	P & Z meetings 3/16/22 & 3/30/22	Fifth Third Checking-841...	167.39
Check	04/15/2022	DD	Tom Stephenson	P & Z meetings 3/16/22 & 3/30/22	Fifth Third Checking-841...	132.15
Check	04/15/2022	DD	Sandy Tomoliak	P & Z meetings 3/16/22 & 3/30/22	Fifth Third Checking-841...	132.15
Check	04/15/2022	DD	Kathleen Wishart	P & Z meeting 3/30/22	Fifth Third Checking-841...	66.07
Total 720-704 - 101-P & Z Wages						
Total 720-700 - 101-Panning & Zoning Commission						
<b>9000 - Voided Checks</b>						
Check	04/14/2022	19547	VOID	Voided check-sent to ADP for setup	Fifth Third Checking-841...	0.00
Total 9000 - Voided Checks						
<b>9200 - GF deposit transfer to checking</b>						
Check	04/05/2022	Transfer	General fund Checking	Transfer State Revenue Sharing - February to GF che...	Fifth Third Savings-8171...	44,857.00
Check	04/13/2022	EFT	General fund Checking	Transfer Remaining Balance of General Funds from ...	Fifth Third Savings-8171...	38,982.19
Total 9200 - GF deposit transfer to checking						
<b>TOTAL</b>						
						83,839.19
						0.00

JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda  
March 10, 2022  
6:30 PM

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

Pledge to the Flag

Public Comments

Correspondence

Approval of Minutes: February 10, 2022, meeting

Treasurer's Report

Payment of Bills

**OLD BUSINESS**

Marijuana/cannabis ordinance updates

Town Hall Improvements

1. Costco security system – purchase/installation
2. Order chairs for BOT conference table
3. Order plastic chairs to replace metal ones for rentals
4. Order additional 8 'plastic banquet tables for rentals
5. Installation of changing tables

MEC pole lights in parking lot - update

**NEW BUSINESS**

Cass County Road Commission's 2022 Infrastructure Match and Township Dust Control Programs

Kevin Kelsheimer as alternate on Board of Review

**INSPECTORS REPORTS**

Zoning

Building

Plumbing/Mechanical

Electrical

**EMERGENCY SERVICES, UTILITIES**

Cass Ambulance

Cass Fire

Edwardsburg Fire

Planning and Zoning

Next regular meeting April 14, 2022

Adjourn

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

**Board of Trustees Meeting Notes**  
April 14, 2022, 6:30 PM

**Call to Order & Roll Call:** Supervisor Hass called the meeting to order at 6:31pm. Present: Hass, Bruner, Glaze, Bundle, Gillam.

**Pledge to the flag**

**Special presentation:** Lois McNeary family - plaque presentation from Bolt Industries in memory of Leroy McNeary, former Clerk & Trustee.

**Public Comments:** Representative Steve Carra.

**Correspondence:** Cass County Clean-up Day. Flyer posted.

**Approval of Minutes:**

Bundle presented March 10, 2022, meeting minutes. Motion by Gilliam, supported by Brunner to approved as presented. Approved.

**Treasurer's Report:**

Glaze presented report. Motion by Brunner, supported by Bundle to approve as presented. Approved.

**Payment of Bills:**

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

**OLD BUSINESS**

1. **Marijuana/cannabis ordinance updates:** Board to draw up revised ordinance. Attorney Senica explained uses to Planning & Zoning members. Reported by Gillam, no dispensaries to be approved. Proposed operation will be inside with proper ventilation. No facilities in residential areas. Senica suggested touring Galen facility.
2. **ARPA funds update:** \$62,500 spent, half of total amount awarded. Other half due next year. Preparing to report usage to the State of Michigan.
3. **Town Hall Improvements:**
  - Security system – Kerry Collins ran wires on April 14 for system. State of Michigan is offering grants for election expense. \$1500 would be applied toward security system costs. Brunner will apply.



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

**Board of Trustees Meeting Notes**  
April 14, 2022, 6:30 PM

- **Order chairs for BOT conference table:** Pricing from Amazon. Motion by Glaze, supported by Gillam to approve purchase. Approved.
  - **Order plastic chairs to replace metal ones for rentals:** Next meeting Board will review pricing.
  - **Order additional 8 'plastic banquet tables for rentals:** Next meeting Board will review pricing.
4. **MEC pole lights in parking lot:** Engineering came and gave quote. Installation fee paid. Monthly increase of approximately \$7.00 per month. Hold Harmless Agreement to be signed along with notarized signature.
  5. **ORV requirements from Cass County Road Commission:** Commission would like a resolution to be drafted by township. Motion by Hass, supported by Bundle to approve new resolution. Approved.
  6. **Clean-up Day May 14:** Community bake sale to be held during the Clean-up Day. Glaze will organize. Suggested that proceeds pay SMC student for logo creation. Tire collection fee: Rim off \$5, rim on \$7. No tractor tires, large truck tires. Lunch will be provided for workers from tire fees. Hass will confirm collection services with Republic Waste.

**NEW BUSINESS**

1. **CAUA wastewater agreement:** Signed by Board.
2. **Regional water bill:** Clerk Brunner paid.
3. **Zoning Administrator/Code Enforcement:** Inspector Hardin will initially address code enforcement issues. He has someone else in mind that currently enforces in the area if there are additional issues. \$200 monthly allotment, \$341.67 set aside for actual enforcement.
4. **Budget Central Cass Fire Department approval:** Based on last year's SEB is how new taxes are calculated. The budget increase went up enough to cover increased taxes. Discussion on use of \$20,000 of ARPA funds to go toward replacement equipment. Equipment life is approximately 15 years. Current packs are 18 years old. \$102, 000 for 15 packs. Board will continue to put funds away incrementally for the future. Motion by Hass, supported by Brunner to approve budget and ARPA funds use for equipment. Approved.

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

**Board of Trustees Meeting Notes**  
April 14, 2022, 6:30 PM

5. **Board of Appeals vacancy:** Sharon Majewski passed in March 2022. Val Locke will consider filling the vacancy.
6. **New Township logo:** SMC student will provide final logos for approval.

**INSPECTORS REPORTS**

1. **Zoning:** No report. Inspector Hardin will notify Board if code enforcement person does any work.
2. **Building:** No permits submitted.
3. **Plumbing/Mechanical:** No permits submitted.
4. **Electrical:** No permits submitted.

**EMERGENCY SERVICES/UTILITIES**

1. **Cass Ambulance:** Hass reported and submitted written report.
2. **Cass Fire:** Chief Locke reported. Annual meeting held in March. 219 calls in 2021. Need additional volunteer firefighters.
3. **Edwardsburg Fire:** Gillam reported. Reviewed new furnace quotes at special meeting.
4. **Planning and Zoning Commission:** Public hearing on March 30, where solar farm Special Land Use was approved. Commission members can review the current ordinance for future interest. Motion by Brunner, supported by Glaze to approve the option for a six-month moratorium on solar applications for medium and large projects. Approved. Fire Chief Locke would like Clenera to purchase side by sides for possible of fires in the solar farm area. Special meeting called on April 13 to approve minutes March 30 minutes. Next regular meeting May 18.

Next regular Board of Trustees meeting May 12, 2022

**Adjournment:** Brunner moved to adjourn; Glaze supported. Meeting adjourned by Hass at 7:38 pm.

JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda  
April 14, 2022  
6:30 PM

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

Pledge to the Flag

Presentation to Lois McNeary

Public Comments

Correspondence

Approval of Minutes: March 10, 2022, meeting

Treasurer's Report

Payment of Bills

**OLD BUSINESS**

Marijuana/cannabis ordinance updates

APRA funds use update

Town Hall Improvements

1. Security system installation update
2. Quote for chairs for BOT conference table/office
3. Quote for plastic chairs to replace metal ones for rentals
4. Quote for 4 additional 8 'plastic banquet tables for rentals

MEC pole lights in parking lot – update

**NEW BUSINESS**

Wastewater agreement

Regional water bill

Approve Fire Board budget – Use \$10,000 of ARPA funds for breathing apparatus equipment

Appointment to Board of Appeals

New logo submissions

Update on Clean-up Day May 14, 2022

**INSPECTORS REPORTS**

Zoning

Building

Plumbing/Mechanical

Electrical

**EMERGENCY SERVICES, UTILITIES**

Cass Ambulance

Cass Fire

Edwardsburg Fire

Planning and Zoning – Next meeting July 20 7:30 pm

Next regular meeting May 12, 2022

Adjourn

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

**Board of Trustees Meeting Notes**  
May 12, 2022, 6:30 PM

**Call to Order & Roll Call:** Supervisor Hass called the meeting to order at 6:31pm. Present: Hass, Bruner, Glaze, Bundle, Gillam.

**Pledge to the flag**

**Public Comments:** None.

**Correspondence:** None.

**Approval of Minutes:**

Bundle presented April 14, 2022, meeting minutes. Motion by Gillam, supported by Glaze to approved as presented. Approved.

**Treasurer's Report:**

Glaze presented report. Motion by Bruner, supported by Bundle to approve as presented. Approved.

**Payment of Bills:**

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

**OLD BUSINESS**

1. **ARPA funds update:** Brunner reported able to submit report after confusion with another Jefferson Township in Michigan. Documents still need to be submitted to complete this reporting cycle.
2. **Town Hall Improvements:**
  - **Security system** – Kerry Collins still in process of installing equipment.
  - **Order plastic chairs and banquet tables** – Motion by Gillam, supported by Hass to purchase. Approved.
3. **MEC pole lights in parking lot:** Installed.
4. **Clean-up Day May 14:** Community bake sale to be held during the Clean-up Day. Glaze will organize. Lunch will be pizza and soda.

Respectfully submitted,  
Jennifer Brunner, Clerk

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

**Board of Trustees Meeting Notes**  
May 12, 2022, 6:30 PM

**NEW BUSINESS**

1. **Election update:** Edwardsburg milage passed. Abou 10% of voters voted. August primary and November general election are upcoming.
2. **Motion to approve Cass County Road Commission contract for road work on Oil City Road for \$265,921.49:** Motion by Bundle, supported by Brunner. Approved.

**INSPECTORS REPORTS**

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

**EMERGENCY SERVICES/UTILITIES**

1. **Cass Ambulance:** No meeting.
2. **Cass Fire:** No meeting.
3. **Edwardsburg Fire:** No meeting.
4. **Planning and Zoning Commission:** Next regular meeting May 18. Commission will work on cannabis and solar farm ordinances.
5. **Board Of Appeals:** Still needs new member.
6. **Board of Trustees Annual Budget Meeting:** June 21, 2022 at 6:30 pm.

Next regular Board of Trustees meeting June 9, 2022

**Adjournment:** Glaze moved to adjourn; Hass supported. Meeting adjourned by Hass at 7:26pm.

Respectfully submitted,  
Jennifer Brunner, Clerk

JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda  
May 12, 2022  
6:30 PM

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

Pledge to the Flag  
Public Comments  
Correspondence

Approval of Minutes: April 14, 2022, meeting

Treasurer's Report  
Payment of Bills

**OLD BUSINESS**

ARPA Funds update  
Town Hall Improvements  
MEC pole lights  
Clean-up Day

**NEW BUSINESS**

Election update  
Motion to approve Cass County Road Commission for work on Oil City Rd.

**INSPECTORS REPORTS**

Zoning  
Building  
Plumbing/Mechanical  
Electrical

**EMERGENCY SERVICES/UTILITIES**

Cass Ambulance  
Cass Fire  
Edwardsburg Fire  
Planning and Zoning Commission

Next regular meeting: June 9, 2022

Adjourn



MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
June 9, 2022

The June 9th meeting was called to order by Clerk Brunner at 6:30 p.m. Roll call taken. Present: Brunner, Gillam, Glaze. Absent: Bundle, Hass.

Additional Attendees: Kevin and Rose Kelsheimer, Harold Eltzroth, Scott McGraw, Ron Bellaire, Mary Howie, Leslie Hoffman and Jeff Locke.

Pledge to the Flag – pledge led by Harold Eltzroth.

**PUBLIC COMMENTS:** Scott McGraw, candidate for State Representative for the 36<sup>th</sup> district introduced himself to the Board and meeting attendees. Ron Bellaire came to give a second update on his neighbor's property. The home at 66741 Conrad Rd. burned last year and has yet to be cleaned up. Mr. Bellaire is concerned as children have been playing in the area and the structure is at risk of collapse. The Board agreed to ask Wayne Hardin to contact the homeowner and issue citation. Jeff Locke asked when the township would be paying the \$20,000.00 in ARPA funds it voted to give to the Central Cass Fire Department to assist in the purchase of new equipment. Mrs. Brunner advised we had not received an invoice from them and would need something in writing requesting the funds for documentation purposes. Mr. Locke will have Elizabeth email that request.

**CORRESPONDANCE:** None

**APPROVAL OF MINUTES:** Brunner presented the May 12, 2022 minutes as prepared by Bundle. Motion by Glaze, supported by Gillam to approve the as presented. Motion Approved.

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

**PAYMENT OF BILLS:** Brunner present payment of bills. Motion by Gillam, supported by Glaze to approve payment of bills as presented. Motion Approved.

**OLD BUSINESS:**

- Brunner presented the final township logo and letterhead design by Makenzie Tomlin. the Board previously voted to award Makenzie the proceeds from the bake sale held during the Township clean-up day. We collected \$170 dollars from the bake sale. Bundle suggested we use \$30 of the tire collection monies to make the award \$200. Brunner brought the suggestion to the Board. Glaze made a motion to approve the additional \$30, supported by Gillam. Motion Approved.

**NEW BUSINESS:**

- No New Business

**EMERGENCIES SERVICES/UTILITIES:**

- Central Cass Ambulance: No report
- Central Cass Inter-local Fire Department: No report
- Edwardsburg Fire Department: No report
- CAUA: No report

**INSPECTORS REPORTS:**

- Zoning: No report
- Building: No report
- Plumbing/Mechanical: No report
- Electrical: Mr. Bellaire informed the Board that there are issues with compliance from solar companies installing solar panels for private residences as they often use 3<sup>rd</sup> party installers. Brunner asked if there was something the township could put together to give to parties when applying for electrical permits pertaining to solar panels outlining expectations and the law. Brunner will speak with Supervisor Hass about this. Mr. Bellaire also informed the Board that the GIS mapping system is now supported by Beacon Mapping. It looks different and those using it will need to familiarize themselves with the changes.

**BOARD OF REVIEW:** None

**PLANNING & ZONING COMMISSION:**

- May 18<sup>th</sup> regular meeting. Will be holding a special meeting on June 15<sup>th</sup> to discuss the solar ordinance and to set zoning for marijuana ordinance.

**ZONING BOARD OF APPEALS:** no business

**OTHER BUSINESS:** None

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

Next regular meeting: July 14, 2022 at 6:30 pm

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

Respectfully submitted,

Jennifer Brunner  
Clerk

JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda  
June 9, 2022  
6:30 PM

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

Pledge to the Flag  
Public Comments  
Correspondence

Approval of Minutes: May 12, 2022, meeting

Treasurer's Report  
Payment of Bills

**OLD BUSINESS**

Appreciation gift for SMC student Makenzie Tomlin for creating logo and letterhead

**NEW BUSINESS**

**INSPECTORS REPORTS**

Zoning  
Building  
Plumbing/Mechanical  
Electrical

**EMERGENCY SERVICES/UTILITIES**

Cass Ambulance  
Cass Fire  
Edwardsburg Fire  
Planning and Zoning Commission: Next meetings: June 15 and July 20 7:30 pm

Next regular meeting: July 14, 2022

Adjourn

1:34 PM

03/24/23

Accrual Basis

# Jefferson Township General Fund

## Balance Sheet

As of June 30, 2022

	Jun 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking-8410135	
5/3 checking	10,965.32
Fifth Third Checking-8410135 - Other	409,831.18
Total Fifth Third Checking-8410135	420,796.50
Fifth Third Savings-8171459	72,795.26
Old National Bank 7360	888,989.70
000000 · Fifth Third Bank	-1.58
Total Checking/Savings	1,382,579.88
Other Current Assets	
084.204 · Due from roads	35,729.07
084.205 · Due from Emergency Services	77,888.40
084.303 · Due from Wilson Channel Debt	731.93
084.304 · Due from Diam Lake Debt Serv	32,577.54
Total Other Current Assets	146,926.94
Total Current Assets	1,529,506.82
<b>TOTAL ASSETS</b>	<b>1,529,506.82</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
000-258 · Payroll tax payable	1,811.00
000-339 · Unearned Revenue	205,882.99
214.213 · Due to Weed Control S.A.	6,968.35
Total Other Current Liabilities	214,662.34
Total Current Liabilities	214,662.34
Total Liabilities	214,662.34
Equity	
30000 · Opening Balance Equity	907,205.72
32000 · Retained Earnings	362,108.26
Net Income	45,530.50
Total Equity	1,314,844.48
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,529,506.82</b>

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

**Board of Trustees Minutes**  
July 14, 2022, 6:30 PM

**Call to Order & Roll Call:** Supervisor Hass called the meeting to order at 6:30 p.m.  
Present: Hass, Bruner, Glaze, Bundle, Gillam.

**Additional attendees:** Mr. and Mrs. Steve Allen, Wayne Hardin, Barbara Gordon, Dr. John Ritzler, Jeff Locke, Barry Kantz.

**Pledge to the flag**

**Public Comments:** Barbara Gordon, Cass District Library, Dr. John Ritzler, Cassopolis Public Schools, both gave information on proposals on the August 2, 2022, ballot. Wayne Hardin introduced Steve Allen as a candidate for the Township Code Enforcement Officer. A resident voiced concerns about a property.

**Correspondence:** None

**Approval of Minutes:**

June 9, 2022, and June 21, 2022, meeting minutes were presented. Motion by Gillam, supported by Glaze to approved as presented. Motion approved.

**Treasurer's Report:**

Glaze presented report. Motion by Bruner, supported by Bundle to approve as presented. Motion approved.

**Payment of Bills:**

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

**Old Business:** No Old Business

**New Business:**

Brunner reported primary election to be held on August 2, 2022.

**Inspectors Reports:**

- **Zoning:** Wayne Hardin addressed resident concerns and stated his association with Steve Allen in another municipality.
- **Building:** No permits submitted
- **Plumbing/Mechanical:** No permits submitted
- **Electrical:** No permits submitted

**Emergency Services/Utilities:**

- **Cass Central Ambulance:** Hass reported.
- **Central Cass Inter-local Fire Department:** No meeting
- **Edwardsburg Fire Department:** Gillam reported.
- **CAUA:** No report

**Planning & Zoning Commission:**

Work continues on cannabis ordinance. Next regular meeting September 12, 2022.

**Zoning Board of Appeals:** No Business

**Other Business:** No Other Business

Next regular Board of Trustees meeting August 11, 2022

With no other business before the Board, meeting adjourned at 7:10 pm.



JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda  
July 14, 2022  
6:30 PM

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

Pledge to the Flag  
Public Comments  
Correspondence

Approval of Minutes: June 8, 2022, meeting  
Treasurer's Report  
Payment of Bills

**OLD BUSINESS**

**NEW BUSINESS**

Elections update

**INSPECTORS REPORTS**

Zoning  
Building  
Plumbing/Mechanical  
Electrical

**EMERGENCY SERVICES/UTILITIES**

Cass Ambulance  
Cass Fire  
Edwardsburg Fire  
Planning and Zoning Commission: Next meetings: September 12, November 16, January 4, 2023 –  
Reorganizational Meeting 7:00 pm

Next regular meeting: August 11, 2022

Adjourn

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

**Board of Trustees Minutes**  
August 11, 2022, 6:30 PM

**Call to Order & Roll Call:** Supervisor Hass called the meeting to order at 6:30 p.m.  
Present: Hass, Bruner, Glaze, Bundle. Absent: Gillam.

**Additional attendees:** Kevin and Rose Kelshimer, Amy Pike, Vanderwerf family

**Pledge to the flag**

**Public Comments:** Resolution 2022- Amy Pike presented the request for Cassopolis Rocket Football to be approved as a non-profit for fundraising. Motion by Brunner, supported by Hass. Motion approved.

**Correspondence:** Cassopolis Schools Superintendent Ritzler appreciated opportunity to speak last month regarding the Sinking Fund.

**Approval of Minutes:**

July 14, 2022, meeting minutes were presented. Motion by Glaze, supported Brunner by to approved as presented. Motion approved.

**Treasurer's Report:**

Glaze presented report. Motion by Brunner, supported by Hass to approve as presented. Motion approved.

**Payment of Bills:**

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

**Old Business:**

Steven Allen new Code enforcement Office accepted \$4800 per year for up to 20 per month. Hardin will take reduction of \$100 per month from \$200. Bruner will create document. \$41.67 per month paid forward into account. Motion by Hass, supported by Bundle. Motion approved.

**New Business:**

Primary election August 2, 2022. Steady stream of voters. Just under 1/3 of registered voters came. County Clerk offered several trainings. Brunner recommended the public attend to understand the process.

Township operating funds. We are short on the Headly Fund so should restore to 1mil. Currently operating at ¾ of a mil. Assessor Northrup will begin the process and Attorney Senica will write the verbiage.

Replacement of Secretary Susan Smith on Planning & Zoning Commission. Other members can rotate taking minutes, so the new member does not need to be the secretary. We will take applications.

Unauthorized activity on grounds with adult supervision. Security camera captured youth displacing picnic tables in the pavilion. Will order signs to advise.

Vanderwerf family stated they might want to cut the tree for wood that fell on the property during a storm.

**Inspectors Reports:**

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

**Emergency Services/Utilities:**

- **Cass Ambulance:** Hass reported, no meeting. Meeting is once a quarter.
- **Central Cass Fire Department:** Eltzroth reported and provided minutes and the audit for the file.
- **Edwardsburg Fire Department:** Eltzroth reported and provided minutes and audit for the file.
- **CAUA:** Hass reported meeting is the next Monday.

**Planning & Zoning Commission:**

Work continues on cannabis ordinance. Next regular meeting September 21, 2022.

**Zoning Board of Appeals:** No Business

**Other Business:** No Other Business

Next regular Board of Trustees meeting September 8, 2022

With no other business before the Board, meeting adjourned at 7:00 p.m.

Respectfully submitted,  
Jennifer Brunner, Clerk

# Publisher's Certificate of Publication

## STATE OF MICHIGAN COUNTY OF CASS

Rich Cains, being duly sworn, says:  
That he is Publisher of the Dowagiac Daily News, a daily newspaper of general circulation, printed and published in Dowagiac, Cass County, Michigan; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

08/20/22

That said newspaper was regularly issued and circulated on those dates.

The sum charged by the Newspaper for said publication does not exceed the lowest rate paid by commercial customers for an advertisement of similar size and frequency in the same newspaper in which the public notice appeared.

There are no agreements between the Dowagiac Daily News and the officer or attorney charged with the duty of placing the attached legal advertising notices whereby any advantage, gain or profit accrued to said officer or attorney.

SIGNED:



Rich Cains, Publisher

Subscribed and sworn to before me this  
20th Day of August, 2022



Donna Knight  
Notary Public, State of Michigan,  
County of Berrien  
My commission expires 6/20/2028

## PUBLIC NOTICE

Jefferson Township Board  
of Trustees August 11, 2022  
Regular Meeting Synopsis

Supervisor Hass called the August 11, 2022, meeting to order at 6:30 p.m. with board members present: Brunner, Glaze, Hass, Bundle. Absent: Giliam.  
REGULAR MEETING BOARD ACTION

- July 14, 2022, meeting minutes were approved.
- Treasurer's Report was given.
- Payment of bills was authorized.

Respectfully submitted,  
Jennifer Brunner, Clerk

Dowagiac Daily News:  
Aug. 11, 2022  
AUG 11 SYNOPSIS

Account # 144589  
Ad # 1497848

JEFFERSON TOWNSHIP  
PO BOX 188  
CASSOPOLIS MI 49031

JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda  
August 11, 2022  
6:30 PM

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

Pledge to the Flag

Public Comments

Correspondence

Approval of Minutes: July 14, 2022, meeting

Treasurer's Report

Payment of Bills

**OLD BUSINESS**

**NEW BUSINESS**

Election update

Add proposal to the May ballot to restore the Township operating costs to 1 mil.

Board decision about replacing Secretary Susan Smith on Planning & Zoning Commission

Unauthorized activity on Township grounds without adults present

**INSPECTORS REPORTS**

Zoning

Building

Plumbing/Mechanical

Electrical

**EMERGENCY SERVICES/UTILITIES**

Cass Ambulance

Cass Fire

Edwardsburg Fire

Planning and Zoning Commission: Next meetings: September 12, November 16, January 4, 2023 –  
Reorganizational Meeting. All meetings at 7:00 pm

Next regular meeting: September 8, 2022

Adjourn

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

**Board of Trustees Minutes**  
September 8, 2022, 6:30 PM

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

**Additional attendees:** Kevin and Rose Kelsheimer, Mr. and Mrs. Eric Cosolack, Mr. and Mrs. Robert Wilson, Mark and Merry Howie.

**Pledge to the flag**

**Public Comments:** Robert Wilson, requesting road work on Short Street. Hass will contact CC Road Commission.

**Correspondence:** Letter from Land Plan Mark Eidelson. Requesting completion of ordinance revisions. Could be finished in three work sessions before the end of the year. Motion by Hass, supported by Brunner to recommend to Planning & Zoning Commission complete revision by the end of 2022. Motion approved.

**Approval of Minutes:**

August 11, 2022, meeting minutes were presented. Motion by Gillam, supported Hass by to approved as presented. Motion approved.

**Treasurer's Report:**

Glaze presented report. Motion by Brunner, supported Bundle by to approve as presented. Motion approved.

**Payment of Bills:**

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

**Old Business:**

**New Business:**

1. Introduction of new officials: Steve Allen - Blight Enforcement, Carla Mendenhall - Treasurer
2. Township cleanup date set: May 20, 2023, 8:00 AM to 12:00 PM.
3. Elections dates: November 8<sup>th</sup>, 2022, May 2<sup>nd</sup>, 2023.
4. Township hall improvements: Will wait until spring 2023. Brunner applied for election grant to help pay for security system.
5. Surveillance signs: Hass will put up signs advising people there are security cameras and to be on property at own risk.



6. Hall rental changes: \$125 for all rentals, resident and non-resident.
7. Township opportunities (Planning & Zoning, Zoning Board of Appeals vacancies): Gerry Bundle nominated as interim. Motion by Brunner to appoint to serve until January 2023, Hass supported. Motion approved. Kevin Kelsheimer volunteered to fill vacancy on Zoning Board of Appeals. Motion by Hass, supported by Brunner. Motion approved.
8. Contract of pavement marking on Oil City Road, \$1466.14.
9. CAUA adoption of sewer usage and connection charges. Resolution 2022-14. Motion by Hass, supported by Gillam. Upon a roll call vote, the following voted:

	<b>Yea;</b>	<b>Nays;</b>	<b>Absent;</b>
<b>Hass</b>	<b>Y</b>		
<b>Brunner</b>	<b>Y</b>		
<b>Glaze</b>			<b>A</b>
<b>Gillam</b>	<b>Y</b>		
<b>Bundle</b>	<b>Y</b>		

Motion approved.

#### **Inspectors Reports:**

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

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

- **Cass Ambulance:** Hass reported meeting 9/8 at 6:30 PM. He will get a copy of the minutes.
- **Central Cass Fire Department:** Hass reported they meet quarterly.
- **Edwardsburg Fire Department:** Gillam reported meeting to be held.
- **CAUA:** Hass reported meeting is once a month on Monday.

#### **Planning & Zoning Commission:**

Next regular meeting September 21, 2022.

**Zoning Board of Appeals:** No Business

**Other Business:** No Other Business

Next regular Board of Trustees meeting October 13, 2022

With no other business before the Board, meeting adjourned at 7:05 PM.

Respectfully submitted,  
Jennifer Brunner, Clerk

Original budget listed one Trustee Salary-need to approve allocation of \$6500 + \$500 (tax liability) from another account to payroll to cover this expense.

We voted to allocate \$300,000 from tax investment account to roads. We should transfer those funds into the roads account.

We voted to allocate \$250,000 from tax investment account to township hall improvements. We should transfer those funds to general fund savings for those improvements.

Original budget lists an expenditure line for ARPA township improvements. We voted to place 2<sup>nd</sup> ARPA payment into this line item. We voted later to allocate those funds to roads. \$133,923.50.

Still have balance of 1<sup>st</sup> ARPA payment of \$ in general fund savings



## JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda  
September 8, 2022  
6:30 PM

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

Pledge to the Flag  
Public Comments  
Correspondence

Approval of Minutes: August 11, 2022, meeting  
Treasurer's Report  
Payment of Bills

### OLD BUSINESS

### NEW BUSINESS

Introduce new officials: Steve Allen - Code Enforcement, Carla Mendenhall - Treasurer  
Township cleanup date  
Elections dates  
Planned township hall updates  
New security system  
Hall rental changes  
Township opportunities (Planning & Zoning, Zoning Board of Appeals vacancies)

### 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

Next meeting: September 21 at 7:30pm

### ZONING BOARD OF APPEALS

Next Board of Trustees meeting: October 13, 2022

Adjourn

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

**Board of Trustees Minutes**  
October 13, 2022, 6:30 PM

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

**Additional attendees:** Tammy Niemier – Edwardsburg School Board, Kevin and Rose Kelsheimer, Mike Grice - Commissioner, Aaron Mendenhall – Gemstone Solar, Bob and Nancy Wilson, Steve Allen, Wayne Hardin, Jeff Locke – Fire Chief, Merry Howie.

**Pledge to the flag**

**Public Comments:** Mr. Wilson – He wanted an update on his road repair request. Hass spoke with Cass County Road Commission; cannot repair private property on the turnaround but will maintain the road. Mike Grice – Cass County Land Bank, State of MI blight elimination program. \$200,000 per county available, may apply for more. Can apply to any type of building. Hass and Hardin have discussed possibilities. 84 inmates reported by Cass County Sheriff Office.

Merry Howie – Candidate for Commissioner.

Tammy Niemier – Presented Edwardsburg Public Schools new bond proposal for November 8<sup>th</sup> election.

**Correspondence:** None.

**Approval of Minutes:**

September 8, 2022, meeting minutes were presented. Motion by Hass, supported Brunner by to approved as presented. Motion approved.

**Treasurer's Report:**

Glaze absent. Reports not presented.

**Payment of Bills:**

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

**Old Business:**

**New Business:**

Gemstone Solar – Approval of final site plans. Motion by Hass, supported by Brunner to approved. Motion approved.

Hire recording secretary for Planning & Zoning Commission – Susan Smith resigned. Tom Stephenson volunteered to replace her. Commission required to have Chairperson and Secretary. Township has had a

recording secretary in the past. Brunner submitted that we provide a recording secretary for other public hearings and mailings. Posting for position will be on township building and website. Commission required to meet four times a year. \$75 per meeting, mailings come out of Commission budget. Motion by Brunner, supported by Bundle to hire a recording secretary. Motion approved.

2022-2023 budget amendments –

1. Funds from Building and Grounds to cover 2<sup>nd</sup> Trustee position
2. Code Enforcement Steve Allen's salary of \$2400. Zoning Administrator Wayne Hardin's monthly payment of \$200 reduced to \$100 to help cover. May also come from Deputy Supervisor's wage due to resignation of Harold Eltzroth.
3. Planning and Zoning Commission Recording Secretary may also be covered by Deputy Supervisor wage and Commission budget.

Motion by Hass, supported by Bundle to approved budget amendments. Motion approved.

Newsletter for winter tax mailing – Newsletter is ready. Township will print and provide to Cass County to prepare for mailing with tax bills.

Incoming Treasurer Mendenhall – Brunner spoke to Mendenhall in preparation for assuming the responsibilities. Rose Kelsheimer will stay on as Deputy Treasurer. Mendenhall will be sworn in on November 21<sup>st</sup>.

Donation of conference/other tables – Board agreed to donate to Jerrell Robertson's company. They will pick up.

**Inspectors Reports:**

- **Zoning:** No permits submitted
- **Building:** Hardin had one permit.
- **Plumbing/Mechanical:** No permits submitted
- **Electrical:** Report submitted by Bellaire.
- **Blight Enforcement:** Allen provided reported to Brunner for inspections for September and October.

**Emergency Services/Utilities:**

- **Cass Ambulance:** Hass reported meeting held 9/8 at 6:30 PM. He will get a copy of the minutes.
- **Central Cass Fire Department:** Hass reported they meet quarterly. Chief Locke reported 176 calls to date.
- **Edwardsburg Fire Department:** Hass reported. Discussed pumper painted with proper lettering. Met with consultant for improvement. Eltzroth will provide written report.
- **CAUA:** Hass reported meeting is once a month on Monday. Last meeting it was determined that there will be no rate increases.

**Planning & Zoning Commission:**

Next meetings to complete zoning book revisions with Land Plan/Mark Eidelson and regular meeting:

Respectfully submitted,  
Jennifer Brunner, Clerk

October 25<sup>th</sup>, 26<sup>th</sup>, November 16<sup>th</sup> (regular), 29<sup>th</sup>, 30<sup>th</sup> and December 7<sup>th</sup>, 2022.

**Zoning Board of Appeals:** No Business

**Other Business:** Brunner reported upcoming midterm election on November 8<sup>th</sup>. State of Michigan new pre-processing of absentee ballots change does not apply to Cass County, no townships in the county meet population requirements.

Next regular Board of Trustees meeting November 10, 2022

With no other business before the Board, meeting adjourned at 7:11 PM. Motion by Brunner, supported by Hass to adjourn.

Respectfully submitted,  
Jennifer Brunner, Clerk





## JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda  
October 13, 2022  
6:30 PM

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

Pledge to the Flag  
Public Comments  
Correspondence

Approval of Minutes: September 13, 2022, meeting  
Treasurer's Report  
Payment of Bills

### OLD BUSINESS

### NEW BUSINESS

Gemstone Solar – Approval of final site plans  
Hire recording secretary for Planning & Zoning Commission  
Budget amendments  
Newsletter for winter tax mailing  
Donation of conference/other tables

### 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

Next meetings to complete zoning book revisions with Land Plan/Mark Eidelson and regular meeting:  
October 25, 26, November 16 (regular), 29, 30 and December 7, 2022

### ZONING BOARD OF APPEALS

Next Board of Trustees meeting: November 10, 2022

Adjourn

# Publisher's Certificate of Publication

## STATE OF MICHIGAN COUNTY OF CASS

Rich Cains, being duly sworn, says:  
That he is Publisher of the Dowagiac Daily News, a daily newspaper of general circulation, printed and published in Dowagiac, Cass County, Michigan; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

10/22/22

That said newspaper was regularly issued and circulated on those dates.

The sum charged by the Newspaper for said publication does not exceed the lowest rate paid by commercial customers for an advertisement of similar size and frequency in the same newspaper in which the public notice appeared.

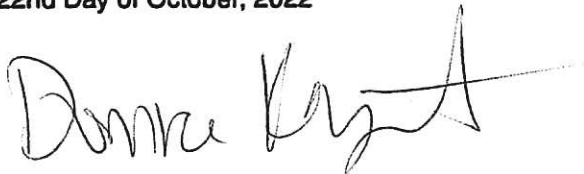
There are no agreements between the Dowagiac Daily News and the officer or attorney charged with the duty of placing the attached legal advertising notices whereby any advantage, gain or profit accrued to said officer or attorney.

SIGNED:



Rich Cains, Publisher

Subscribed and sworn to before me this  
22nd Day of October, 2022



Donna Knight  
Notary Public, State of Michigan,  
County of Berrien  
My commission expires 6/20/2028

## PUBLIC NOTICE

Jefferson Township Board of Trustees October 13, 2022  
Regular Meeting Synopsis Supervisor Hass called the October 13, 2022, meeting to order at 6:30 PM with board members present: Brunner, Hass, Bundle. Absent: Glaze, Gillam.

### REGULAR MEETING

#### BOARD ACTION

- September 8, 2022, meeting minutes were approved.
- Treasurer's Report was not given.
- Payment of bills was authorized.

Respectfully submitted,  
Jennifer Brunner, Clerk

Dowagiac Daily News:  
Oct. 22, 2022  
10.13 SYNOPSIS

Account # 144589  
Ad # 1531970

JEFFERSON TOWNSHIP  
PO BOX 188  
CASSOPOLIS MI 49031

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

**Board of Trustees Minutes**  
November 10, 2022, 6:30 PM

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

**Additional attendees:** Harold Eltzroth, Mike Grice - Commissioner, Jeff Locke- Fire Chief.

**Pledge to the flag**

**Public Comments:** None.

**Correspondence:** None.

**Approval of Minutes:**

October 13, 2022, meeting minutes were presented. Motion by Gillam, supported Brunner by to approved as presented. Motion approved.

**Treasurer's Report:**

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

**Payment of Bills:**

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

**Old Business:** None.

**New Business:**

November 8<sup>th</sup> General Election had the largest turn out for any election, 50% of registered voters. 669 in person, another 300 in absentee ballots. Cass County was certified by the board of canvassers.

**Inspectors Reports:**

- **Zoning:** No permits submitted.
- **Building:** Hardin had one permit.
- **Plumbing/Mechanical:** No permits submitted
- **Electrical:** Permit rejected by Bellaire.
- **Blight Enforcement:** Allen provided reported to Brunner: 66490 N. Shore Dr., burned out property. No money to re-build or demolish. Will sell next spring. 66742 Conrad Rd., has been abandoned and owner received insurance payment and doesn't intend to do anything more

with it. Township should receive funds in escrow to pay for clean up rather than add to property tax. Will have to find out the process to get the funds. Will check with Hardin.

**Emergency Services/Utilities:**

- **Cass Ambulance:** Hass reported meeting held 10/13 at 6:30 PM. He will get a copy of the minutes.
- **Central Cass Fire Department:** Hass reported Secretary issues resolved. Chief Locke reported 197 calls to date. Locke has requested that Board request a side-by-side vehicle from Gemstone/Clenera for maintenance.
- **Edwardsburg Fire Department:** Gillam reported on December meeting.
- **CAUA:** Hass reported meeting is once a month on Monday.

**Planning & Zoning Commission:**

Next regular meetings and work session to complete zoning book revisions with Land Plan/Mark Eidelson:

November 16<sup>th</sup> - regular meeting (will be a work session without business to come before the Commission)

November 29<sup>th</sup>, 30<sup>th</sup> and December 7<sup>th</sup>, 2022 - work sessions

January 4<sup>th</sup>, 2023 - re-organizational meeting

**Zoning Board of Appeals:** No business.

**Other Business:**

Next regular Board of Trustees meeting December 8, 2022

With no other business before the Board, meeting adjourned at 7:01 PM. Motion by Brunner, supported by Hass to adjourn.

Respectfully submitted,  
Jennifer Brunner, Clerk

- **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  
November 10, 2022  
6:30 PM

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

Pledge to the Flag  
Public Comments  
Correspondence

Approval of Minutes: October 13, 2022, meeting  
Treasurer's Report  
Payment of Bills

### **OLD BUSINESS**

### **NEW BUSINESS**

### **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**

Next meetings to complete zoning book revisions with Land Plan/Mark Eidelson and regular meeting:  
November 16 (regular/work session), 29, 30 and December 7, 2022.

### **ZONING BOARD OF APPEALS**

Next Board of Trustees meeting: December 8, 2022

Adjourn



6:21 PM

11/10/22

Accrual Basis

# Jefferson Township General Fund Transaction Detail by Account October 22 through November 21, 2022

No item	Type	Date	Num	Name	Memo	Clr	Split	Amount
Check		11/10/2022	19664	VOID	missprint void check		9000 - Voided ...	0.00
Check		11/10/2022	19665	VOID	missprint void check		9000 - Voided ...	0.00
Check		11/10/2022	19666	VOID	missprint void check		9000 - Voided ...	0.00
Check		11/10/2022	19667	VOID	missprint void check		9000 - Voided ...	0.00
Check		11/10/2022	19668	Midwest Energy & C...	Acct #888007373 Phone & Internet		265-920 - 101-...	-190.80
Check		11/10/2022	19669	Midwest Energy & C...	Acct #1873901 Electric Service		265-920 - 101-...	-268.13
Check		11/10/2022	19670	DataCruz	Invoice #2655061 monthly voicemail service		265-920 - 101-...	-40.82
Check		11/10/2022	19671	Gordie's Lawncare			-SPLIT-	-132.00
Check		11/10/2022	19672	Della Bundle	mileage reimbursement for mail run		299-960 - 101-...	-6.08
Check		11/10/2022	19673	Jennifer Brunner	reimbursement for mail runs & election business		299-960 - 101-...	-42.59
Check		11/10/2022	19674	Fifth Third Bank	township & clerk supplies		-SPLIT-	-38.43
Check		11/10/2022	19675	Spectrum Printers	election supplies		262-726 - 101-...	-614.69
Check		11/10/2022	19676	Leader Publications,...	BOT synopsis for 10/13/22 meeting		299-900 - 101-...	-45.00
Check		11/10/2022	19677	Preferred Printing	winter tax envelopes		253-728 - 101-...	-1,880.12
Check		11/10/2022	19678	Himco Waste-Away ...	monthly trash service		265-920 - 101-...	-57.00
Check		11/10/2022	19679	Griffin Pest Control	monthly pest control		265-930 - 101-...	-30.50
Check		11/10/2022	EFT	Semco Energy	Gas bill for 9/15/22-10/17/22		265-920 - 101-...	-89.23
Check		11/10/2022	19680	Debra Glaze	bank runs for October mileage reimbursement		299-960 - 101-...	-68.09
Total no item								-3,503.48
TOTAL								-3,503.48

*Payroll \$16,939.96*

6:03 PM

11/10/22

Accrual Basis

Diamond Lake Weed Control Fund  
Custom Transaction Detail Report  
July 1, 2021 through November 25, 2022

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Jul 1, '21 - Nov 25, 22									
Deposit	03/09/2022			Deposit	Diamond Lake Weed ...		570-402 - 220-T...	1,732.65	1,732.65
Deposit	05/05/2022			Deposit/Winter 2021 Tax Settlement	Diamond Lake Weed ...		570-402 - 220-T...	3,968.00	5,700.65
Check	05/10/2022		Jefferson Township G...	Online Transfer to GF to pay Progressive ...	Diamond Lake Weed ...		570-801 - 220-D...	-630.00	5,070.65
Deposit	05/24/2022			Deposit	Diamond Lake Weed ...		570-402 - 220-T...	186.00	5,256.65
Check	11/10/2022	10000	Progressive AE	Invoice #00189433, Project #58260102.0	Diamond Lake Weed ...		570-801 - 220-D...	-630.00	4,626.65
Jul 1, '21 - Nov 25, 22								4,626.65	4,626.65

For the period 10/13/ 2 - 11/09/2022

5/3rd Bank (Account 0008410135)

\$195,428.70

Deposits				
Date	Check/Cash	Deposit	Description	Amount
10/20/22	Check/Cash	Deposit		1,246.00
10/21/22	EFT	Deposit	adjustment	360.65
10/31/22	EFT	Deposit	State of MI Refund	51,777.00
11/02/22	Check/Cash	Deposit		125.00
11/02/22	Check/Cash	Deposit		1,407.00
11/07/22	Check/Cash	Deposit		1,925.00

Total 56,840.65

Expenses (checks that cleared the bank)

Date	Check	Payable to/comment	Description	Amount
10/13/22	19620	Jennifer Brunner	Mileage reimbursement	57.88
10/14/22	19660	Della Bundle	Mileage reimbursement	14.04
10/14/22	EFT	Semco Energy	Gas	29.35
10/17/22	19662	Griffin Pest Control	Monthly pest control	35.00
10/17/22	19659	Gordie's Lawncare	Township Hall & Cemetery grounds	288.00
10/18/22	19657	Krugle, Lawton	Audit work & IRS 2019 W2 Filing	2,700.00
10/18/22	19656	Midwest Energy	Phone and internet	190.80
10/18/22	19655	Midwest Energy	Electric Service	317.47
10/19/22	19661	Himco Waste-Away	Monthly trash service	57.00
10/20/22	EFT	ADP	Wages	10,516.54
10/20/22	EFT	ADP	Taxes	2,290.64
10/20/22	19654	Leader Publications	Aug election notice	272.14
10/20/22	19653	US Business Systems	Copier contract	235.87
10/21/22	EFT	ADP	Invoice	175.95
10/25/22	19658	Data Cruz	Voicemail monthly service	40.82
11/04/22	50010	Gerry Bundle	payroll	66.07

Total 17,287.57

5/3rd General Account ending balance (balances to bank)

234,981.78

# **Old National Tax account beginning balance**

For the period 10/13/22 -11/09/22

\$910,431.76

## Deposits

Date	Check/Cash	Deposit	Description	Amount
10/20/22	Checks	Deposit	Tax	10,504.46
10/31/22		Auto	Interest	7.57
11/07/22	Checks	Deposit	Tax	15,638.95

Total 26,150.98

## Expenses (checks that cleared the bank)

Date	Check	Payable to/comment	Description	Amount
10/17/22			Service Charge	116.50
10/19/22	1831	Cass County Treasurer	Chargeback from 4/22 - 8/22	6.50

Total 123.00

**Old National Tax account ending balance (balances to bank)**

936,459.74



## JEFFERSON TOWNSHIP BOARD OF TRUSTEES MEETING

Agenda  
December 15, 2022  
6:30 PM

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

Pledge to the Flag

Public Comments

Correspondence

Approval of Minutes: November 10, 2022, meeting

Treasurer's Report

Payment of Bills

### OLD BUSINESS

### NEW BUSINESS

1. Required documentation in official minutes of Karla Mendenhall being elected Treasurer at the November 8, 2022, General Election to enable her to be added to all bank accounts as a signatory.
2. Discuss whether to move the tax accounts from Old National Bank to another bank.
3. Consider applicant Jennifer Ray for the Planning Commission Recording Secretary vacancy.
4. Propose a permanent absentee voter list policy.
5. Update on Planning Commission's ordinance revision work sessions.
6. Status of Cass County Planning Commission approval of Township marihuana amendment.
7. Accept Tom Stephenson's resignation from Planning Commission
8. Discuss Cass Ambulance meeting date conflict with BOT meeting
9. Approval of BOT 2023 meeting dates
10. Restore full mil amount in May 2023 election

### 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

Next meeting: Re-organization meeting on January 4, 2023.

### ZONING BOARD OF APPEALS

Next Board of Trustees meeting: January 12, 2023

Adjourn

**12/15/22 Jefferson Township Meeting  
2022 Property Taxes**

**Winter Taxes**

Expected taxes to collect for winter 2022	\$ 2,878,254.33
Winter taxes collected 12/6/22 - 12/15/22	\$ (269,091.60)
Winter taxes left to collect	<u>\$ 2,609,162.73</u>

**Summer Taxes**

Expected taxes to collect for Summer 2022	\$ 1,500,663.52
Summer taxes collected	\$ (1,404,516.72)
Summer taxes left to collect	<u>\$ 96,146.80</u>



**12/15/22 Jefferson Township Meeting**  
**Bank Balance**

Bank Statement Balanace as of 11/30/22	\$ 18,049.79
Uncleared checks - that I know for sure	\$ (17,705.48)
12/15/22 - Deposits from taxes collected since 11/20/22	\$ 20,257.54
	\$ 66,645.21
	\$ 54,995.52
	\$ 77,248.97
	\$ 10,510.91
Current bank total	<u>\$ 230,002.46</u>
Deposits on hand from 12/15/22 to be deposited	\$ 71,484.74
Bank total after deposit	<u>\$ 301,487.20</u>

12:21 PM

12/14/22

Accrual Basis

# Jefferson Township General Fund Transaction Detail by Account

December 1 - 23, 2022

No Item	Type	Date	Num	Name	Memo	Cir	Split	Amount
Check		12/07/2022	19681	Creative Vinyl Signs	number decals for clean up day banner		265-960 · 101-...	-9.00
Check		12/07/2022	19682	VOID	missprint		9000 · Voided ...	0.00
Check		12/07/2022	19683	Rose Keisheimer	MTA treasurer training hotel & mileage reimbursement		-SPLIT-	-221.19
Check		12/07/2022	19684	Delta Bundle	mileage reimbursement-mail & preferred printing/Creativ...		265-960 · 101-...	-20.12
Check		12/07/2022	19685	Jennifer Brunner	mileage reimbursement mail & deliver election night mat...		299-960 · 101-...	-18.25
Check		12/07/2022	19686	Cass County Treasu...	Winter Tax & Newsletter folding		-SPLIT-	-66.92
Check		12/07/2022	19687	Sara Senica	Account # 6130.00 Legal Services		720-804 · 101-...	-3,650.00
Check		12/07/2022	19688	DataCruz	monthly voicemail service		265-920 · 101-...	-40.82
Check		12/07/2022	19689	Gordie's Lawncare	Township & Cemetery Grounds-leaf removal/snow remo...		-SPLIT-	-710.00
Check		12/07/2022	19690	Midwest Energy & C...	Acct #1873901 Electric service 11/1/22-12/1/22		265-920 · 101-...	-311.99
Check		12/07/2022	19691	Midwest Energy & C...	Acct #888007373 Internet & Phone Service		265-920 · 101-...	-190.80
Check		12/07/2022	19692	Leader Publications,...	BOT November Mng. Synopsis		299-900 · 101-...	-26.55
Check		12/07/2022	19693	Election Source	Nov 2022 Election Tabulator programming		262-727 · 101-...	-1,160.00
Check		12/07/2022	19694	Preferred Printing	Envelopes for Clerk and Township		-SPLIT-	-587.60
Check		12/07/2022	19695	Fifth Third Bank	#9639 Treasurer training, office supplies, late fee		265-920 · 101-...	-446.14
Check		12/07/2022	EFT	Semco Energy	Gas Service 10/17/22-11/14/22		253-960 · 101-...	-83.18
Check		12/07/2022	19696	Karla Mendenhall	MTA training hotel reimbursement		265-930 · 101-...	-30.50
Check		12/07/2022	19697	Griffin Pest Control	monthly pest control		299-805 · 101-...	-4,000.00
Check		12/14/2022	19698	Krugger, Lawton & C...	Finalized 6/30/21 Audit		192-702 · 101-...	-1,615.16
Check		12/16/2022	DD	Dean Hass	Supervisor Salary		192-712 · 101-...	-220.25
Check		12/16/2022	DD	Emma Brunner	Election Inspector-Nov 2022		192-712 · 101-...	-220.24
Check		12/16/2022	DD	Olivia Brunner	Election Inspector-Nov 2022		192-712 · 101-...	-220.24
Check		12/16/2022	DD	Judy Glover	Election Inspector-Nov 2022		192-712 · 101-...	-220.25
Check		12/16/2022	DD	Michele Harlow	Election Inspector-Nov 2022		192-712 · 101-...	-220.24
Check		12/16/2022	DD	Sharon McKnight	Election Inspector-Nov 2022		192-712 · 101-...	-220.24
Check		12/16/2022	DD	Julie Sells	Election Inspector-Nov 2022		192-712 · 101-...	-220.25
Check		12/16/2022	ADP ...	John Watson	Election Inspector-Nov 2022		192-712 · 101-...	-220.24
Check		12/16/2022	ADP ...	Tracey Watson	Election Inspector-Nov 2022		192-712 · 101-...	-220.25
Check		12/16/2022	ADP ...	Erin Weststrate	Election Inspector-Nov 2022		192-712 · 101-...	-220.25
Check		12/16/2022	DD	Shallice Northrop	Assessor Salary		192-710 · 101-...	-1,539.41
Check		12/16/2022	DD	Jennifer Brunner	Clerk Salary		192-706 · 101-...	-1,835.41
Check		12/16/2022	DD	Wayne Hardin	custodial wages		192-709 · 101-...	-87.22
Check		12/16/2022	DD	Steven Allen	Building Inspector Fees & Zoning Admin Fee		-SPLIT-	-3,699.75
Check		12/16/2022	DD	Rose Keisheimer	Code Enforcement Officer		702-801 · 101-...	-352.40
Check		12/16/2022	DD	Ronald Bellaire	Deputy Treasurer Wages		192-705 · 101-...	-126.86
Check		12/16/2022	DD	Gerry Bundle	Electrical Inspector Fees		371-802 · 101-...	-148.40
Check		12/16/2022	DD	David Majewski	P & Z meeting 11/29 and 11/30		192-713 · 101-...	-132.14
Check		12/16/2022	DD	Jeffery Nelson	P & Z meeting 11/29 and 11/30		192-713 · 101-...	-132.15
Check		12/16/2022	DD	Tom Stephenson	P & Z meeting 11/29 and 11/30		192-713 · 101-...	-132.14
Check		12/16/2022	DD	Kathleen Wishart	P & Z meeting 11/29 and 11/30		192-713 · 101-...	-132.15
Check		12/16/2022	DD	Sandy Tomoliak	P & Z meeting 11/29		192-713 · 101-...	-66.07
Check		12/16/2022	DD	Karla Mendenhall	Election Inspector Nov 2022 & P&Z mgs 11/29, 11/30		-SPLIT-	-352.40
Check		12/16/2022	DD	Delta Bundle	Treasurer Salary-partial Nov and December		192-704 · 101-...	-2,385.27
Check		12/16/2022	DD		December Payroll		-SPLIT-	-1,144.83

12:21 PM

12/14/22

Accrual Basis

Jefferson Township General Fund  
Transaction Detail by Account  
December 1 - 23, 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount
Check	12/16/2022	DD	Jeffrey Gillam	Trustee Salary		192.711 - 101-...	-477.22
Check	12/16/2022	EFT	ADP-Jefferson Tax ...			-SPLIT-	-2,970.76
Total no item							-32,392.21
TOTAL							-32,392.21

## Jenny Brunner

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**From:** steven1500@myyahoo.com  
**Sent:** Thursday, December 08, 2022 1:02 PM  
**To:** Jenny Brunner  
**Subject:** Monthly Report

Good afternoon Jenny,

The following activities are for last month.

I spoke with Wayne about the Conrad st, house that is burned, there has been no permit issued for demolishing.

11-14-2022 talk to the home owner of 67041 M 62. he stated that it will be for sale in the spring of 2023. The front door appears to be open but it is not. There is a second door about ten feet from the front storm door.

11-26-2022 Re-inspection of 66490 N Shore Dr. no progress.

12-3-2022 Re-inspection of 27064 White St, some progress has been made about 10%. I will continue to monitor.

12-6-2022 Drive-by route inspections were pine Lake St, Monette St, and Robinson St,

Thanks  
Steve,

Edwardsburg Fire Department  
Board of Directors Meeting  
December 6, 2022 @ 6:30 PM

Call Meeting to Order

Roll Call

Jacque Tighe (Ontwa) \_\_, Eric Renken (Milton) \_\_, John Hanson (Ontwa) \_\_,  
Susan Flowers (Milton) \_\_, Willie Eltzroth (Jefferson) \_\_, Jeff Gillam (Jefferson) \_\_  
Jim Robinson (At Large) \_\_, Chief Bruce Stack \_\_, Beth Groulx (Bookkeeper) \_\_

Public Comments

Approval of Agenda

Approval of Minutes

- **October 4, 2022**

Business with Attendees

Financial Reports

Chief's Report

Old Business

New Business

Announcements

Adjourn

Next regular meeting February 7, 2022 @ 6:30 PM



# Publisher's Certificate of Publication

## STATE OF MICHIGAN COUNTY OF CASS

Rich Cains, being duly sworn, says:  
That he is Publisher of the Dowagiac Daily News, a daily newspaper of general circulation, printed and published in Dowagiac, Cass County, Michigan; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

12/24/22

That said newspaper was regularly issued and circulated on those dates.

The sum charged by the Newspaper for said publication does not exceed the lowest rate paid by commercial customers for an advertisement of similar size and frequency in the same newspaper in which the public notice appeared.

There are no agreements between the Dowagiac Daily News and the officer or attorney charged with the duty of placing the attached legal advertising notices whereby any advantage, gain or profit accrued to said officer or attorney.

SIGNED:



Rich Cains, Publisher

Subscribed and sworn to before me this  
24th Day of December, 2022



Donna Knight  
Notary Public, State of Michigan,  
County of Berrien  
My commission expires 6/20/2028

## PUBLIC NOTICE

Jefferson Township Board  
of Trustees  
December 16, 2022  
Regular Meeting Synopsis

Supervisor Hass called the December 15, 2022, meeting to order at 6:30 PM with board members present: Brunner, Hass, Mendenhall, Bundle, Gillam.  
**REGULAR MEETING BOARD ACTION**

- November 10, 2022, meeting minutes were approved.
- Treasurer's Report was given.
- Payment of bills was authorized.

Respectfully submitted,  
Jennifer Brunner, Clerk

Dowagiac Daily News:  
Dec. 24, 2022  
DEC 15 SYNOPSIS

Account # 144589  
Ad # 1567178

JEFFERSON TOWNSHIP  
PO BOX 188  
CASSOPOLIS MI 49031