

**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
January 9, 2020**

The January 9, 2020 meeting was called to order by Supervisor Eltzroth at 6:30 pm. Roll Call was taken. Present: Mc Neary, Eltzroth, Gillam, Hass, Kirstein.

Meeting was opened with the Pledge to the Flag.

**PUBLIC COMMENTS:** Tom Jerdon from Southwestern Michigan College Board of Trustees introduced new president Dr. Joseph Odenwald.

**CORRESPONDENCE:** None.

**APPROVAL OF MINUTES:** Motion by Mc Neary, seconded Kirstein to approve the January 9, 2020 minutes as presented. Motion approved.

**TREASURER'S REPORT:** Treasurer's Report presented for January 9, 2020 showed the following: General Fund Balance \$39,577.62. Deposit: \$3,114.00; Disbursement: \$27,000.84, Balance of \$15,690.78. Motion by Mc Neary, seconded by Eltzroth to accept Treasurer's Report as presented. Motion approved.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from **January 6-8, 2020** in the amount of \$41,614.37. Motion by Eltzroth, seconded by Hass to approved payment as presented. Motion approved.

**OLD BUSINESS:**

- Discussion on Jacqueline Kerwin property situation.
- Audit review/Mike Layher.
- Proposed road spending submitted by Eltzroth. Motion by Eltzroth, seconded Mc Neary to approve as presented.

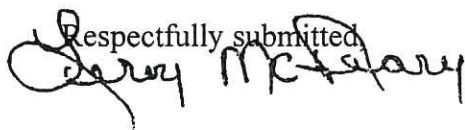
**PRESENT:**

Aye Eltzroth  
Aye Mc Neary  
Aye Gillam  
Aye Kirstein  
No Hass

- UTVs-County road use as proposed by Cass County Road Commission. Motion by Eltzroth, seconded Hass to approve use of UTVs in Jefferson Township.

**NEW BUSINESS**

- Cass County Road Commission yearly trash removal fee of \$250.00. Invoice received dated 12/26/2019. Motion by Eltzroth, seconded Hass to approve use of this program in Jefferson Township.
- Cass County Road Commission Dangerous Tree Removal Program. Motion by Eltzroth, seconded Hass to approve use of this program in Jefferson Township.

Respectfully submitted,  


Leroy Mc Neary

**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
January 9, 2020**

**REPORTS:**

**Emergency Services:**

Central Cass Ambulance: Pride Care to assume coverage April 1, 2020.

Central Cass Inter-Local Fire Department: √

Edwardsburg Fire Department: √

CAUA: √

**Zoning Board of Appeals:**

**Planning Commission:**

**Board of Review:**

**Other Business:**

With no other business to come before the Board, motion to adjourn was made Eltzroth, seconded by Gillam. Motion carried, and the meeting was adjourned at 7:20pm.

Respectfully submitted,

Leroy Mc Neary

**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
February 13, 2020**

The February 13, 2020 meeting was called to order by Supervisor Eltzroth at 6:30 pm. Roll Call was taken. Present: Eltzroth, Gillam, Hass, Kirstein. Absent: McNeary

Meeting was opened with the Pledge to the Flag.

**PUBLIC COMMENTS:** Les McClelland-Appointed Chair Economic Development Commission, Mike Grice- Commissioner, Jeff Locke- Would like Cass County Road Commission to pave Cassopolis Fire Department.

**CORRESPONDENCE:** Michigan Township Association bulletin.

**APPROVAL OF MINUTES:** Motion by Kirstein, seconded Gillam to approve the January 9, 2020 minutes as presented. Motion approved.

**TREASURER'S REPORT:** Treasurer's Report presented for February 13, 2020 showed the following: General Fund Balance \$15,690.78, Deposit: \$68,175.92 Disbursement: \$58,789.62, Balance of \$9,386.30. Motion by Hass, seconded by Gillam to accept Treasurer's Report as presented. Motion approved.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from **February 7-12, 2020** in the amount of \$17,797.70. Motion by Haas, seconded by Kirstein to approved payment as presented. Motion approved.

**OLD BUSINESS:**

- ORV-Going to Cass Co. Comm. to discuss, Supervisors voted 6 favor, 5 oppose.
- Paving- Oil City @ \$260,000 (248 vea) or Hess @ 191,000 (314 vea). Motion by Haas to pave Hess Road/RR grade to Pine Lake Street for estimate of \$191,000. Seconded by Kirstein.

Role call vote:

**PRESENT:**

Aye Eltzroth  
Aye Gillam  
Aye Kirstein  
Aye Hass

**ABSENT:**

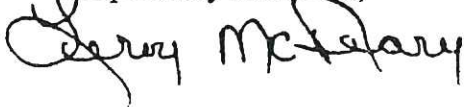
McNeary

Motion carried.

**NEW BUSINESS**

- Cassopolis Public Schools – sale of Red Brick building- Did not attend.
- Review Haas security system contact – Go on month to month contract.

Respectfully submitted,



Leroy McNeary

**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
February 13, 2020**

- Resolutions:  
2020-1 Poverty Exemption Guidelines. Motion by Kirstein, seconded by Haas.  
Roll call vote:

**PRESENT:**

Aye Eltzroth  
Aye Gillam  
Aye Kirstein  
Aye Hass

**ABSENT:**

McNeary

Motion carried.

2020-2 Alternate Date to July Board of Review. Motion by Kirstein, seconded by Haas.

Roll call vote:

**PRESENT:**

Aye Eltzroth  
Aye Gillam  
Aye Kirstein  
Aye Hass

**ABSENT:**

McNeary

Motion carried.

2020-3 Alternate Date to December Board of Review. Motion by Haas, seconded by Eltzroth.

Roll call vote:

**PRESENT:**

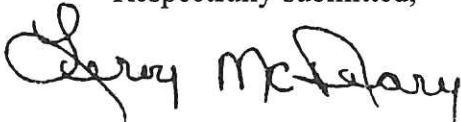
Aye Eltzroth  
Aye Gillam  
Aye Kirstein  
Aye Hass

**ABSENT:**

McNeary

Motion carried.

Respectfully submitted,



Leroy McNeary

**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
February 13, 2020**

2020-4 Adopt Ballot Language for New Road Millage. Motion by Haas, seconded by Gillam.

Roll call vote:

**PRESENT:**

Aye Eltzroth  
Aye Gillam  
Aye Kirstein  
Aye Hass

**ABSENT:**

Mc Neary

Motion carried.

**REPORTS:**

**Emergency Services:**

Central Cass Ambulance: √

Central Cass Inter-Local Fire Department: √

Edwardsburg Fire Department: √

CAUA: √

**Zoning Board of Appeals:**

**Planning Commission:**

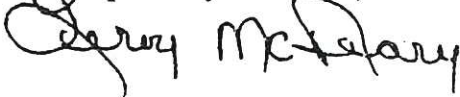
**Board of Review:** Barb Focht, Board Chairperson, submitted her letter of resignation January 2020. Eltzroth asked Jennifer Ray to move from alternate to regular board member. Della Bundle volunteered to join the board as alternate member. Eltzroth asked her to serve as Secretary. Eltzroth will ask Jason Bentzer to serve as Chairperson.

March 3, 2020 organizational meeting 12:30pm. Review meetings March 11, 2020 9:00am-4:00pm & March 16, 2020 2:00pm-9:00pm at the township hall.

**Other Business:**

Presidential Primary Election – Tuesday, March 10, 2020.

Respectfully submitted,

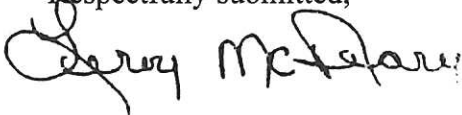


Leroy McNeary

**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
February 13, 2020**

With no other business to come before the Board, motion to adjourn was made Kirstein, seconded by Haas. Motion carried, and the meeting was adjourned at 7:10pm.

Respectfully submitted,



Leroy McNeary



**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
March 12, 2020**

The March 12, 2020 meeting was called to order by Supervisor Eltzroth at 6:30 pm. Roll Call was taken. Present: Eltzroth, Gillam, Hass, Kirstein. Absent: McNeary

Meeting was opened with the Pledge to the Flag.

**PUBLIC COMMENTS:**

**CORRESPONDENCE:** None.

**APPROVAL OF MINUTES:** Motion by McNeary, seconded Eltzroth to approve the February 13, 2020 minutes as presented. Motion approved.

**TREASURER'S REPORT:** Treasurer's Report presented for February 13, 2020 showed the following: General Fund Balance \$9,386.30, Deposit: \$53,652.02, Disbursement: \$19,600.80, Balance of \$43,437.52. Motion by Hass, seconded by Eltzroth to accept Treasurer's Report as presented. Motion approved.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from **March 2-12, 2020** in the amount of \$13,848.66. Motion by Haas, seconded by Gillam to approved payment as presented. Motion approved.

**OLD BUSINESS:**

- Cassopolis Public Schools/Red Brick School- continued discussion with P & Z, public hearing scheduled for April 14,2020.

**NEW BUSINESS**

- Gless Farms Resolution 2020-5- Motion by Haas, seconded by McNeary. Motion carried.
- Gless Farms Resolution 2020-6- Motion by McNeary, seconded by Eltzroth. Motion carried.
- Dust control contract- Motion by Eltzroth, seconded by Hass. Motion carried.

**REPORTS:**

**Emergency Services:**

Central Cass Ambulance: ✓

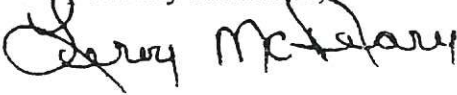
Central Cass Inter-Local Fire Department: ✓

Edwardsburg Fire Department: MTS 03/23/2020

CAUA: ✓

**Zoning Board of Appeals:**

Respectfully submitted,



Leroy McNeary

**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
March 12, 2020**

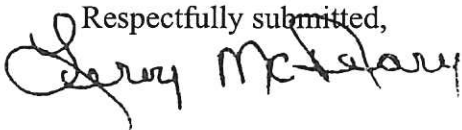
**Planning Commission: Public Hearings-James Williams, Lynette Joseph, Cassopolis  
Public Schools/R&R Harvesting, Inc.- April 14, 2020  
7:30pm.**

**Board of Review:**

**Other Business:**

With no other business to come before the Board, motion to adjourn was made Kirstein, seconded by Haas. Motion carried, and the meeting was adjourned at 7:02pm.

Respectfully submitted,



Leroy McNeary



**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
April 9, 2020**

The April 9, 2020 ZOOM teleconference meeting was called to order by Supervisor Eltzroth at 6:30 pm. Roll Call was taken. Present: Eltzroth, Gillam, Hass, Kirstein, McNeary.

Additional attendees: Della Bundle, Beth Pompey, Jason Pompey

Pledge to the Flag omitted.

**PUBLIC COMMENTS:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF MINUTES:** Motion by McNeary, seconded Hass to approve the March 12, 2020 minutes as presented. Motion approved.

**TREASURER'S REPORT:** Treasurer's Report presented for March 12, 2020 showed the following: General Fund Balance \$73,437.52 Deposit: \$2,541.00, Disbursement: \$16,088.34 Balance of \$59,815.18. Motion by McNeary, seconded by Eltzroth to accept Treasurer's Report as presented. Motion approved.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from **April 4-8, 2020** in the amount of \$20,575.46 Motion by Haas, seconded by Eltzroth to approved payment as presented. Motion approved. Per McNeary, outstanding bills paid in April but not included in report: Sara Senica, Midwest Energy and Communication, Staples.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

- Discussion of additional payments to Della Bundle, Jenny Brunner and Liz Gillam during coronavirus pandemic restrictions was tabled to be determined at closed Board meeting.
- Determination made to cancel annual clean-up day on May 9, 2020. No make-up date scheduled for this year.
- Determination made not to schedule any hall rentals until further notice due to coronavirus pandemic restrictions. All persons that had been scheduled were contacted and payments will be refunded, or alternate dates scheduled when possible.

**REPORTS:**

**Emergency Services:**

Central Cass Ambulance: Zoom meeting scheduled for April 16, 2020 6:30pm.

Central Cass Inter-Local Fire Department: Meeting cancelled.

Edwardsburg Fire Department: Meeting cancelled

CAUA: Meeting cancelled.

**Zoning Board of Appeals:** None.

**Planning Commission:**

- Public Hearings for James Williams, Lynette Joseph Cassopolis Public Schools/R&R Harvesting, Inc. were rescheduled for June 25, 2020 at 6:30pm. Work sessions for April 21 and May 5, 2020 were cancelled.

**Board of Review:**

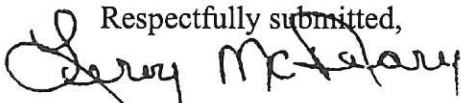
- Six residents were heard by the Board in March.

**Other Business:**

- Jason Pompey recommended roll call vote for all motions made during Zoom calls to identify by voice.

With no other business to come before the Board, motion to adjourn was made Hass, seconded by Gillam. Motion carried, and the meeting was adjourned at 6:52pm.

Respectfully submitted,



Leroy McNeary  
Township Clerk

**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
May 14, 2020**

The May 14, 2020 ZOOM teleconference meeting was called to order by Supervisor Eltzroth at 6:30 pm. Roll Call was taken. Present: Eltzroth, Gillam, Hass, Kirstein, McNeary.

Additional attendees: Della Bundle, Jason Pompey, Doug Knapman

Pledge to the Flag omitted.

**PUBLIC COMMENTS:** Doug Knapman of Yankee Lane asked when township ordinances would be available on the website. No date of completion known.

**CORRESPONDENCE:** None.

**APPROVAL OF MINUTES:** Motion by Kirstein, seconded Hass to approve the April 9, 2020 minutes as presented. Roll call vote. Motion approved.

**TREASURER'S REPORT:** Treasurer's Report presented for May 14, 2020 showed the following: General Fund Balance \$29,860.18 Deposit: \$12,032.00, Disbursement: \$34,725.41. Balance of \$7,166.77. Motion by Eltzroth, seconded by McNeary to accept Treasurer's Report as presented with correction as observed by Hass. Roll call vote. Motion approved.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from **May 1-11, 2020** in the amount of \$99,972.20. Motion by Hass, seconded by Gillam to approved payment as presented. Roll call vote. Motion approved.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

- Hall rental request for June 27 discussed. Decided not to allow hall to be used but will allow use of tables and chairs outside on the township grounds. Extra sanitation will be required. Hass suggested \$50 additional fee. Gillam stated he would speak to Liz Gillam about the extra cleaning needs. Bundle will confirm with residents if they wish to go ahead with rental.

**REPORTS:**

**Emergency Services:**

- Central Cass Ambulance-Eltzroth reported about Pride care. They are learning the area, cleaned up dispatch, response times are good, provided a report.
- Central Cass Inter-local Fire Department-Eltzroth reported. Budget \$9,000 approximate increase, with \$4,000 for Jefferson. Motion by Hass, seconded by McNeary to accept report. Roll call vote. Motion approved.
- Edwardsburg Fire Department-Eltzroth reported, cancelled meeting, no other meeting called yet.
- CAUA-Hass reported no meeting, approval to pay bills.

**Planning Commission:**

- Regular meeting-May 20<sup>th</sup> cancelled
- Work sessions-None scheduled
- Public hearings-June 25, 2020 at 6:30pm. Pompey reports re: Cassopolis Schools, Sara Senica, Township Attorney, suggests we not meet via Zoom in case someone was unable to log on, the meeting would have to be repeated. R & R Harvesting will not be in town for the meeting.

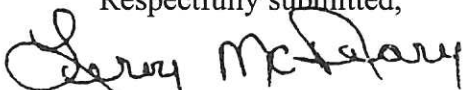
**Board of Review:** None.

**Zoning Board of Appeals:** None.

**Other Business:**

With no other business to come before the Board, motion to adjourn was made McNeary, seconded by Hass. Motion carried, and the meeting was adjourned at 7:04pm.

Respectfully submitted,



Leroy McNeary  
Township Clerk

**MINUTES OF THE SPECIAL MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
June 11, 2020**

The June 11, 2020 meeting was called to order by Supervisor Eltzroth at 6:30 pm. Roll Call was taken. Present: Eltzroth, Gillam, Hass, Kirstein, McNeary.

Additional attendees: Della Bundle, Jeff Carmen

Pledge to the Flag omitted.

**PUBLIC COMMENTS:** Jeff Carmen- send regards from Sherriff Beneke. Historical courthouse construction paused. Currently reviewing next steps.

**CORRESPONDENCE:** None.

**APPROVAL OF MINUTES:** Motion by McNeary, seconded Hass to approve the May 14, 2020 & May 25, 2020 minutes as presented. Roll call vote. Motion approved.

**TREASURER'S REPORT:** Treasurer's Report presented for June 11, 2020 showed the following: General Fund Balance \$7, 166.77. Deposit: \$103,034.00. Disbursement: \$106,395.97. Balance of \$3,804.80. Motion by McNeary, seconded by Eltzroth to accept Treasurer's Report as presented. Roll call. Motion approved.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from **June 2-9, 2020** in the amount of \$135,775.16. Motion by Eltzroth, seconded by Hass to approved payment as presented. Roll call vote. Motion approved.

**OLD BUSINESS:**

- Hall rentals cancelled for summer. Re-visit for September-December rentals at future meeting.

**NEW BUSINESS:**

- Reviewed Proposed 2020-2021 Post at township with revision.
- Established date for Public Hearing on 2020-2021 Budget, June 24, 2020 6:30 pm. This Public Hearing will be an in-person meeting at the township hall, meeting all social distancing requirements. Post public hearing notice on at township.
- Discussed "Truth in Taxation" hearing- \$4,394 back to our budget. Taxable value went up more than inflation. This triggered the need for the meeting.
- Adopted Resolution 2020-08 to Establish Absent Voter Counting Boards. Motion by McNeary, seconded by Gillam. Roll call vote. Motion approved.

**EMERGENCY SERVICES/UTILITIES:**

- Central Cass Ambulance-Eltzroth reports the transition to Pride Care services is still going well.
- Central Cass Inter-local Fire Department- Eltzroth reports the budget has been modified and our board needs to approve again. LaGrange did not support proposed increase. Will stay at last year's budget \$78,776.99. Chief's wages did increase by \$1,000.
- Edwardsburg Fire Department-Zoom meeting last week. All new siding and flashing on current building \$112,000. Within cap improvement portion of the budget.
- CAUA- Hass reports, meeting next week.

**BOARD OF REVIEW:** July meetings will be held if needed.

**PLANNING & ZONING COMMISSION**

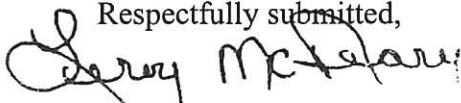
- Regular meeting-July 15. Cancelled.
- Work sessions-None scheduled
- Public hearings-Update on meetings plans: Cassopolis Public Schools called/emailed to request their hearing with R&R Harvesting be cancelled. Not cancelled due to no official written notification. All three hearings (CPS/R&R, Joseph & Williams) to be held in-person on June 25.

**ZONING BOARD OF APPEALS: NONE.**

**OTHER BUSINESS:**

With no other business to come before the Board, motion to adjourn was made by Hass, seconded by Gillam. Motion carried, and the meeting was adjourned at 6:59pm.

Respectfully submitted,



Leroy McNeary  
Township Clerk



**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
July 9, 2020**

The July 9, 2020 meeting was called to order via Zoom by Supervisor Eltzroth at 6:36 pm. Roll Call was taken. Present: Eltzroth, Gillam, Hass, Kirstein, McNeary.

Additional attendees: Della Bundle, Beth Pompey, Jason Pompey

Pledge to the Flag omitted.

**PUBLIC COMMENTS:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF MINUTES:** Motion by Hass, seconded McNeary to approve the June 11 & 24, minutes as presented. Roll call vote. Unanimous. Motion approved.

**TREASURER'S REPORT:** Treasurer's Report presented for July 9, 2020 showed the following: General Fund Balance \$3,804.80. Deposit: \$131,664.00. Disbursement: \$139,871.57. Balance of \$4,402.77. Motion by McNeary, seconded by Eltzroth to accept Treasurer's Report as presented. Roll call vote. Unanimous. Motion approved.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from **July 1-7, 2020** in the amount of \$21,893.17. Motion by Hass, seconded by Eltzroth to approved payment as presented. Roll call vote. Unanimous. Motion approved.

**OLD BUSINESS**

**NEW BUSINESS:**

- Statement addressing Diamond Lake Sandbar July 4, 2020 party tabled.
- Adopted Declaration/Resolution 2020-13 of Intent to Make Public Improvements- Diamond Lake weed control. Motion by Hass, seconded by Gillam. Roll call vote. Unanimous. Motion approved.
- Adopted COVID-19 Preparedness Plan. Motion by Eltzroth, seconded by McNeary. Roll call vote. Unanimous. Motion approved.
- Township log in sheet for use during COVID-19 sanitation reviewed and approved.
- Public hearing status of Cassopolis Public Schools/R&R Harvesting. No acceptable paperwork received from either party to cancel hearing. The hearing will be held and then dismissed.
- Township construction update. M62 between Hess Road and Yankee Street beginning August 3<sup>rd</sup>. Hess Road being prepared for blacktop.

**EMERGENCY SERVICES/UTILITIES:**

- Central Cass Ambulance-No report given.
- Central Cass Inter-local Fire Department-No report given.
- Edwardsburg Fire Department-No report given.
- CAUA-Meet 3<sup>rd</sup> Monday of the month.

**BOARD OF REVIEW:** Meeting held July 23<sup>rd</sup> at the township.

**PLANNING & ZONING COMMISSION:**

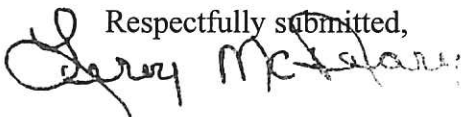
- Regular meeting-July 15<sup>th</sup>
- Work sessions-None scheduled.
- Public hearings-July 15<sup>th</sup>-Cassopolis Public Schools/R&R Harvesting, Joseph and Williams to be held outside (COVID-19 restrictions preventing indoor meeting in compliance with expected number of people) in-person. Motion by Kirstein to test speaker equipment before meeting, seconded by Eltzroth. Roll call vote. Unanimous. Motion approved.

**ZONING BOARD OF APPEALS:**

- Relator Paul Delano submitted variance application for sale of 22052 Lake Street, Cassopolis, property. Committee will be contacted to set up meeting date.

**OTHER BUSINESS:**

With no other business to come before the Board, motion to adjourn was made by McNeary, seconded by Eltzroth. Motion approved, and the meeting was adjourned at 6:56pm.

Respectfully submitted,  
  
Leroy McNeary  
Township Clerk

**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
August 13, 2020**

The August 13, 2020 meeting was called to order via Zoom by Supervisor Eltzroth at 6:36 pm. Roll Call was taken. Present: Eltzroth, Gillam, Hass, Kirstein, McNeary.

Additional attendees: Della Bundle, Paul Hausler.

Pledge to the Flag omitted.

**PUBLIC COMMENTS:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF MINUTES:** Motion by McNeary, seconded Gillam to approve the July 9, 2020 minutes as presented. Roll call vote. Unanimous. Motion approved.

**TREASURER'S REPORT:** Treasurer's Report presented for August 13, 2020 showed the following: General Fund Balance \$4,402.77. Deposit: \$51,275.00. Disbursement: \$34,445.50. Balance of \$21,232.27. Motion by McNeary, seconded by Hass to accept Treasurer's Report as presented. Roll call vote. Unanimous. Motion approved.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from **August 3-12** in the amount of \$15,826.76. Motion by Hass, seconded by Eltzroth to approved payment as presented. Roll call vote. Unanimous. Motion approved.

**OLD BUSINESS:**

- Diamond Lake Sandbar statement. Decision to table further action unless a need arises to share with the public.

**NEW BUSINESS:**

- Paul Hausler of Progressive AE presented the information concerning the resolution and answered questions. Adopted Declaration/Resolution 2020-14 of Intent to Make Public Improvements-Diamond Lake weed control. Motion by Hass, seconded by Gillam. Roll call vote. Unanimous. Motion approved.
- Reviewed Zoning Approval Application submitted by Zoning Solutions, LLC. Proposed \$50 fee charge per application to recover time costs for work. Discussed 85% township/15% Zoning Solutions, LLC split of the \$50 fee in accordance with all other township inspector payments. Also noted there should be a resolution to adopt inspector fees. Need to create a flow chart to establish path of work. Zoning Solutions, LLC will submit a more comprehensive form. This form will replace the existing zoning certification form. Motion by Eltzroth, seconded by McNeary to approved payment split as discussed. Roll call vote. Unanimous. Motion approved.

**EMERGENCY SERVICES/UTILITIES:**

- Central Cass Ambulance-Hass reported concern of running in the red.
- Central Cass Inter-local Fire Department-Eltzroth reported new truck is in.
- Edwardsburg Fire Department-Eltzroth reported entire building has been re-sided.
- CAUA-Hass reported water towers ahead of schedule. Rate increases due. Contract renegotiation coming up.

**BOARD OF REVIEW:**

- Eltzroth reported meeting held July 23, 2020 at the township. A few corrections were made.

**PLANNING & ZONING COMMISSION:**

- Regular meeting-September 16, 2020 at 7:30pm.
- Work sessions-None scheduled.
- Public hearings-Held during September 16<sup>th</sup> meeting. Continuation for Joseph (shrimp farm) and Williams (dog kennel).

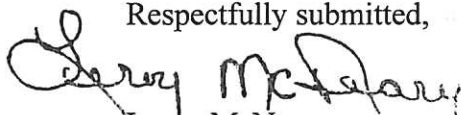
**ZONING BOARD OF APPEALS:**

- None scheduled

**OTHER BUSINESS:**

With no other business to come before the Board, motion to adjourn was made by Hass, seconded by Eltzroth. Motion approved, and the meeting was adjourned at 7:25pm.

Respectfully submitted,

  
Leroy McNeary  
Township Clerk

**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
September 10, 2020**

The September 10, 2020 meeting was called to order via Zoom by Supervisor Eltzroth at 6:36 pm. Roll Call was taken. Present: Eltzroth, Gillam, Hass, Kirstein, McNeary.

Additional attendees: Della Bundle, Shalice Northrup

Pledge to the Flag omitted.

**PUBLIC COMMENTS:** None.

**CORRESPONDENCE:** Invasive species and winterization help emailed to Township. Post on building for resident information.

**APPROVAL OF MINUTES:** Motion by McNeary, seconded Kirstein to approve the August 13, 2020 minutes as presented. Roll call vote. Unanimous. Motion approved.

**TREASURER'S REPORT:** Treasurer's Report presented for August 13, 2020 showed the following: General Fund Balance \$19,44.50. Deposit: \$13,360.77. Disbursement: \$25,592.86. Balance of \$7,209.41. Motion by Eltzroth, seconded by McNeary to accept Treasurer's Report as presented. Roll call vote. Unanimous. Motion approved.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from **September 4-9** in the amount of \$115,097.05. Motion by Kirstein, seconded by Hass to approved payment as presented. Roll call vote. Unanimous. Motion approved.

**OLD BUSINESS:**

- Zoning Solutions revised form for Zoning Approval Application. Beth Pompey will forward with discussed revisions. Will be posted to website and available in office.

**NEW BUSINESS:**

- Adopted Declaration/Resolution 2020-15 of Intent to Make Public Improvements-Diamond Lake weed control. Motion by Eltzroth, seconded by Hass. Roll call vote. Unanimous. Motion approved.
- Bridges property on Hess Road. Report by Zoning Solutions-continue to demolition.

**EMERGENCY SERVICES/UTILITIES:**

- Central Cass Ambulance-Scheduled quarterly meeting
- Central Cass Inter-local Fire Department-Scheduled meeting September 23
- Edwardsburg Fire Department-Scheduled meeting October 6
- CAUA-Scheduled meeting 2<sup>nd</sup> Monday of each month

**BOARD OF REVIEW**

**PLANNING & ZONING COMMISSION:**

- Regular meeting-September 16, 2020 at 7:30pm
- Work sessions-None scheduled
- Public hearings-Held during September 16<sup>th</sup> meeting. Continuation for Joseph (shrimp farm) and Williams (dog kennel).

**ZONING BOARD OF APPEALS:**

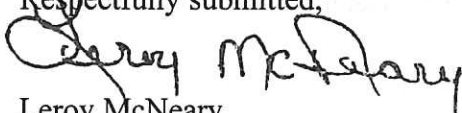
- No secretary appointed yet

**OTHER BUSINESS:**

- Resident inquiry about rental of gazebo. Consensus there would be no charge.

With no other business to come before the Board, motion to adjourn was made by Hass, seconded by Gillam. Motion approved, and the meeting was adjourned at 6:59pm.

Respectfully submitted,



Leroy McNeary  
Township Clerk



**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
October 8, 2020**

The October 8, 2020 meeting was called to order via Zoom by Supervisor Eltzroth at 6:30 pm. Roll Call was taken. Present: Eltzroth, Gillam, Hass, Kirstein, McNeary.

Additional attendees

Pledge to the Flag omitted.

**PUBLIC COMMENTS:** None.

**CORRESPONDENCE:** Resident on Indigan Lane inquired about becoming a gated community. Eltzroth spoke with Attorney Senica. She advised to contact Cass County Road Commission and their attorney.

**APPROVAL OF MINUTES:** Motion by Hass, seconded McNeary to approve the September 10, 2020 minutes as presented. Roll call vote. Unanimous. Motion approved.

**TREASURER'S REPORT:** No Treasurer's Report presented.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from **October 1-7** in the amount of \$13,432.47. Motion by Gillam, seconded by Eltzroth to approved payment as presented. Roll call vote. Unanimous. Motion approved.

**OLD BUSINESS:**

- Zoning Approval Application approved. Motion by Eltzroth, seconded by Gillam to approved as presented. Roll call vote. Unanimous. Motion approved.

**NEW BUSINESS:**

- Public Notice form revision: In house form, revised. Motion by Eltzroth, seconded by McNeary to approved as presented. Roll call vote. Unanimous. Motion approved.
- Executive Order amendment regarding indoor meetings effective 10/09/2020. Board discussion. No further action.
- County Assessor information: State mandate to appoint County Assessor, Anthony Meyard. Board discussion. Did not make a motion.
- Hall rental status- No rentals until COVID-19 resolved.
- JA Wagner. Need motion to authorize to proceed with site plan review with Planning Commission. Motion by McNeary, seconded by Eltzroth to approved payment as presented. Roll call vote. Unanimous. Motion approved.
- JA Wagner will need to contact Planning Commission to be put on November agenda. Eltzroth to contact to proceed with site plan. JA Wagner to contact Planning Commission for November agenda.

**EMERGENCY SERVICES/UTILITIES:**

- Central Cass Ambulance-Meeting October 22 6:30pm
- Central Cass Inter-local Fire Department-Chief Locke received VFW Firefighter of the Year Award. Hass will attend October 15 7:00pm and deliver card from township.
- Edwardsburg Fire Department- Meeting October 6. Getting 800 mhz radios.
- CAUA-Scheduled meeting 2<sup>nd</sup> Monday of each month

## **BOARD OF REVIEW**

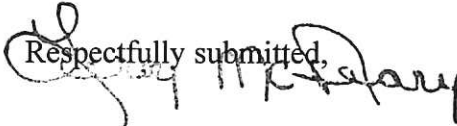
### **PLANNING & ZONING COMMISSION:**

- Regular meeting-November 18, 2020 at 7:30pm
- Work sessions-None scheduled
- Public hearings-Conditional Use Application for Joseph (shrimp farm) on October 21, 7:30pm, in person meeting.

## **ZONING BOARD OF APPEALS**

### **OTHER BUSINESS:**

With no other business to come before the Board, motion to adjourn was made by Hass, seconded by Kirstein. Motion approved, and the meeting was adjourned at 7:04pm.

Respectfully submitted,  


Leroy McNeary  
Township Clerk

**MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
November 12, 2020**

The November 12, 2020 meeting was called to order via Zoom by Supervisor Eltzroth at 6:30 PM. Roll Call was taken. Present: Eltzroth, Gillam, Hass, Kirstein, McNeary

Additional attendees: Mr. VanderWerf, Monica Mc Michael, Liz Gillam, Jason Pompey, Mike Grice, Dean Hass family, Jenny Brunner, Della Bundle, Della Bundle family.

Pledge to the Flag by all.

**PUBLIC COMMENTS:** Mike Grice. Monica Mc Michael, Liz Gillam, Della Bundle regarding Leroy McNeary's service to the Township.

**CORRESPONDENCE:** None.

**APPROVAL OF MINUTES:** Motion by Hass, seconded McNeary to approve the November 12, 2020 minutes as presented. Roll call vote. Unanimous. Motion approved.

**TREASURER'S REPORT:** No Treasurer's Report presented.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from **November 3-13** in the amount of \$16,247.24. Motion by Gillam, seconded by Eltzroth to approved payment as presented. Roll call vote. Unanimous. Motion approved.

**OLD BUSINESS:**

**NEW BUSINESS:**

- New elected officials sworn in by Cass County Clerk Monia Mc Michael: Dean Hass, Supervisor, Jennifer Brunner, Clerk, Della Bundle, Trustee, Jeff Gillam, Trustee.
- Township Zoning Ordinance Book will remain \$40 for binder hard copy or PDF. New ordinance book will be available on the web site.
- Adopted Resolution 2020-17 Virtual Meetings. Motion by Eltzroth seconded by McNeary. Roll call vote. Unanimous. Motion approved.
- Adoption of Zoning Solutions LLC Indemnity and Hold Harmless Agreement- tabled.

**EMERGENCY SERVICES/UTILITIES:**

- Central Cass Ambulance
- Central Cass Inter-local Fire Department- Purchase of new fire truck.
- Edwardsburg Fire Department- New radios were purchased and cover wide range in Michigan and even into Indiana.
- CAUA-Scheduled meeting 2<sup>nd</sup> Monday of each month

**BOARD OF REVIEW:**

- December meetings will be scheduled by Assessor Northrop

**PLANNING & ZONING COMMISSION:**

- Regular meeting-November 18, 2020 at 7:30pm
- Work sessions-None scheduled

- Public hearings-Conditional Use Application for Joseph (shrimp farm) on November 18 at 7:30PM.

**ZONING BOARD OF APPEALS:**

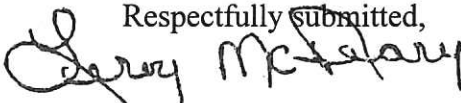
- Current vacancy for secretary.

**OTHER BUSINESS:**

- Mike Grice-County Commissioner had remarks.

With no other business to come before the Board, motion to adjourn was made by Hass, seconded by Eltzroth. Motion approved, and the meeting was adjourned at 6:46PM.

Respectfully submitted,



Leroy McNeary  
Township Clerk



MINUTES OF THE MEETING OF THE  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES  
December 10, 2020

The December 10, 2020 meeting was called to order via Zoom by Supervisor Hass at 6:30 p.m. Roll Call was taken. Present: Bundle, Brunner, Gillam, Hass, Kirstein

Additional Attendees: Jason Pompey, Beth Pompey, Willie Eltzroth, Debbie Glaze.

Pledge to the Flag by all.

**PUBLIC COMMENTS:** None

**CORRESPONDENCE:** None

**APPROVAL OF MINUTES:** Motion by Brunner, seconded by Hass to approve the November 12, 2020 minutes as presented with correction of Brunner being in attendance for November meeting and Central Cass Fire Department not Central Cass Ambulance purchasing a new fire truck.

**TREASURER'S REPORT:** Motion by Bundle, seconded by Gillam to approve Treasurer's report as presented. Roll Call Vote. Unanimous. Motion approved.

**PAYMENT OF BILLS:** Payment of Bills report showing checks from December 10, 2020 in the amount of \$29,300.38. Motion by Gillam, seconded by Brunner 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:**

- Harold Eltzroth appointed Deputy Supervisor at an hourly rate of \$16. Della Bundle appointed Deputy Clerk at her previous hourly rate of \$20.
- 2021 Board of Trustees meeting dates approved: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 11, December 9. All meetings held at 6:30 p.m.
- Zoning Solutions LLC Indemnity and Hold Harmless Agreement addressed under Old Business.
- Road millage discussed, and all agree to put 2-year millage renewal on May 2021 ballot.

Respectfully submitted,

Jennifer Brunner  
Clerk

- Bundle presented new phone system proposal to Board. This system will allow residents to be directly connected to the township employee they need to reach. Discussion was held. Motion by Hass, seconded by Brunner to approve new phone system. Roll Call Vote. Unanimous. Motion approved.
- Discussion held for snow plowing at the township hall for upcoming season. Agreed Hass will reach out to Gordie Bruens to see if he is available this year.

#### **NEW BUSINESS (CONT):**

- Resident Kevin Orth proposed a new plan for bay storage rental to Bundle and Hass. Proposed we charge by square foot rather than by item. Discussion led to agreement in change and new charge/agreement will be set up before fall 2021 rentals.

#### **EMERGENCY SERVICES/UTILITIES:**

- Central Cass Ambulance – source out
- Central Cass Inter-local Fire Department
- Edwardsburg Fire Department
- CAUA-Scheduled meeting 2<sup>nd</sup> Monday of each month

**BOARD OF REVIEW:** Bundle submitted resignation to the Board as she can no longer serve in her new capacity as Jefferson Township Board Trustee. Next meeting set for December 14, 2020 at 9:00 a.m. via Zoom.

**PLANNING & ZONING COMMISSION:** Reorganizational Meeting and Public hearing for Conditional Use application for Dave Kieffer, Park Shore Properties, LLC will be held January 6<sup>th</sup>, 2021 at 7:30 p.m. via Zoom.

**ZONING BOARD OF APPEALS:** Secretary vacancy filled by Debbie Glaze. Debbie introduced herself to the Board and shared her background. Motion by Bundle, seconded by Brunner to approve her appointment. Motion approved.

#### **OTHER BUSINESS:**

- Beth Pompey of Zoning Solutions LLC gave a report on zoning and blight issues:
  1. Barn Swallow Apartments- Heating issues, turned over to Inspectors Hardin, Bellaire and Spromberg.
  2. Hess Road property- Attorney Senica submitting to court, waiting on magistrate for contempt of court order, demolition.
  3. Sheds ticketed on Hess Road, Road Commission or Midwest Energy may remove from right of way. If not, township will remove.
  4. Red Brick building-permit issued for garage door.
  5. Work done on land split/lot line adjustment for several owners on Daily Road. Hass and Kirstein questioned by land split not handled by Assessor Northrup.

Respectfully submitted,

Jennifer Brunner  
Clerk



- Harold Eltzroth has agreed to stay on as Township representative for Edwardsburg Fire Department.

With no other business to come before the Board, motion to adjourn was made by Bundle, seconded by Hass. Motion approved, and meeting adjourned 8:00 p.m.

Respectfully submitted,

Jennifer Brunner  
Clerk