

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

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

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

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

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

**Pledge to the flag**

**Public Comments:**

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

**Correspondence:**

Hass presented Market Van Buren Cass County Quarterly update.

**Approval of Minutes:**

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

**Treasurer's Report:**

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

**Payment of Bills:**

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

**Old Business:**

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

**New Business:**

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

Respectfully submitted,

Jennifer Brunner, Clerk

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

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

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

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

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

#### **Inspectors Reports:**

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

#### **Blight Enforcement:**

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

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

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

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

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

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**Zoning Board of Appeals:**

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

**Other Business:**

Next regular Board of Trustees meeting March 9, 2023.

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

Respectfully submitted,

Jennifer Brunner, Clerk