

JEFFERSON TOWNSHIP
24725 Jefferson Center Street
Cassopolis, MI 49031

Board of Trustees Meeting Minutes

January 9, 2025

Call to Order: Supervisor Hass called the meeting to order at 6:32 p.m.

Roll Call: Brunner-present, Bundle-present, Gillam-present, Hass-present, Mendenhall-present.

Additional attendees: Dallas Austin

Pledge to the flag: Recited

Correspondence: None

Public Comment: Ms. Bundle asked for recognition that today is a day of national mourning for former President Jimmy Carter. She shared that he started the Department of Education and had long been involved with Habitat for Humanity.

Approval of Agenda: Moved by Brunner, supported by Bundle, to approve the agenda. Motion approved.

Approval of Minutes: Moved by Mendenhall, supported by Hass to approve the minutes of December 12, 2024. Motion approved.

Treasurer's Report: Moved by Brunner, supported by Bundle to approve the treasurer's report as presented. Motion approved.

Payment of Bills: Moved by Bundle, supported by Gillam to approve the payment of bills as presented. Motion approved.

Old Business: None

New Business:

1. Consideration of new conference tables for use by various township boards. Brunner asked the board to consider the purchase of conference tables that can be positioned in a more "U" shape to make communication between board members more inclusive. Discussion. Moved by Brunner, supported by Bundle to get quotes for new tables. Motion passed
2. Policy for compensation for ZBA, Planning & Zoning, Board of Review members time for required continuing education. Brunner asked if the board should consider compensating board members who complete training outside of a meeting. The board discussed this and would like to table this until budget discussions for the next fiscal year. Moved by Brunner, supported by Bundle to table further discussion until budget discussions. Motion passed.
3. MTA Annual Conference: Bundle provided a copy of the various courses and events to be held at the conference in Grand Rapids March 31-April 3, 2025. Several board members are interested in attending. Any board member who would like to register will contact the Clerk to register. All agreed that the board would cover a one-night stay for any member who would like to attend multiple days. Moved by Bundle, supported by Mendenhall. Motion approved.
4. Proposed budget amendments:
 - a. Increase Election inspector pay under Salary and Wages (this includes township tax liability). Brunner expressed that she had extra election inspectors in August and November to cover an expected high voter turnout. Brunner asked that the board approve moving \$1885.00 from Election Expenses to cover these

costs. Moved by Mendenhall, supported by Hass to approve shifting the requested funds from the Election Expenses to Wages and tax liability. Roll Call Vote: Bundle – yes, Brunner – yes, Hass – yes, Mendenhall – yes, Gillam – yes. Motion approved.

- b. Brunner asked that the board to increase her salary by \$0.04 to cover how it is calculated by ADP to make each monthly payment the same. Moved by Hass, supported by Bundle to make this change. Motion approved.
 - c. Brunner shared that the Treasurer’s fund is close to exceeding the budgeted amount. Recommend transferring \$2000.00 from the Township Hall fund to the Treasurer’s fund. Mendenhall asked where the increased costs came from. Brunner explained there was a large payment to the County for Tax Administration Costs that used most of her allocated budget. Moved by Brunner, supported by Mendenhall to approve this transfer. Roll Call Vote: Gillam – yes, Hass – yes, Mendenhall -yes, Brunner -yes, Bundle -yes. Motion approved.
5. Emergency Service Millage increase. Discussion about placing a ballot measure on the upcoming May ballot to request up to an additional .75 mils to offset the substantial increase in funding for ambulance service. This fiscal year, the board voted to allocate \$50,000 in funds from the General Fund to the Emergency Services Fund and we will still have a shortfall. We will need to vote to move more General Fund monies to cover the remaining allocation for this fiscal year. Discussion about using some General Fund monies annually just as we do with roads but that’s not sustainable long-term to cover the increase to funding. With this millage, we can assess annually what we need to cover the costs, which may not require the entire .75 mils.
- A. **Resolution 2025-1 – Resolution to Adopt Ballot Language for Emergency Medical Services (Ambulance) Millage proposed for adoption.** Moved by Bundle, supported by Mendenhall to approve language to be placed on the ballot for the upcoming May 6, 2025, Special Election. Roll Call Vote: Brunner -yes, Bundle -yes, Gillam -yes, Hass -yes, Mendenhall -yes. Motion approved.

Inspectors Reports:

1. **Zoning/Code Enforcement:** Steve Allen, code enforcement officer, submitted his monthly report.
2. **Building:** No report submitted.
3. **Plumbing/Mechanical:** No report submitted.
4. **Electrical:** No report submitted.

Emergency Services/Utilities Reports:

1. **Cass Ambulance:** Meeting set for January 23, 2025, at 6:30 pm.
2. **Central Cass Fire Department:** Meeting set for January 22, 2025.
3. **Edwardsburg Fire Department:** Next meeting scheduled for February 4th.
4. **CAUA:** Nothing to report

Township Board Reports:

1. **Planning & Zoning Commission:** Organizational meeting scheduled for January 15, 2025, at 7:00 pm. They will also be considering the Final Site Plan for Stephenson’s Garage Condos
2. **Zoning Board of Appeals:** No business
3. **Construction Board of Appeals:** No business.
4. **Board of Review:** Will meet in March for organizational meeting and hearings. Mr. Bentzer has resigned his position on the board. Hass proposed the appointment of Michele Harlow in his place. Moved by Brunner, supported by Bundle to appoint Ms. Harlow to the Board of Review. Motion approved.

Public Comment: Trustee Gillam asked about the status of the Gemstone Solar Project. Supervisor Hass informed there has not been much progress

Next regular Board of Trustees meeting: February 13, 2025, at 6:30 pm

With no other business before the Board at 7:41 p.m. Moved by Mendenhall, supported by Bundle to adjourn. Motion approved. Meeting adjourned.

Respectfully submitted,

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

Jennifer Brunner, Clerk

APPROVED