

**JEFFERSON TOWNSHIP**  
24725 Jefferson Center Street  
Cassopolis, MI 49031

**Board of Trustees Meeting Minutes**

February 13, 2025

**Call to Order:** Supervisor Hass called the meeting to order at 6:30 p.m.

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

**Additional attendees:** Dallas Austin, Mike Grice, Tom Stephenson, Diane Stephenson, Hazel Stephenson, Jeff Locke

**Pledge to the flag:** Recited

**Correspondence:** None

**Public Comment:** Mike Grice introduced himself as our County Commissioner elected in November

**Approval of Agenda:** Moved by Brunner, seconded by Mendenhall, to approve the agenda with the addition of new business to consider approval of Cass Fire contract amendments and funding mechanism. Motion approved.

**Approval of Minutes:** Moved by Gillam, seconded by Brunner to approve the minutes of January 9, 2025. Motion approved.

**Treasurer's Report:** Moved by Brunner, seconded by Gillam to approve the treasurer's report as presented. Motion approved.

**Payment of Bills:** Moved by Mendenhall, seconded by Gillam to approve the payment of bills as presented. Motion approved.

**Old Business:** None

**New Business:**

1. Diamond Lake Condos Final Site Plan: Discussion and review of project documents including Planning Commission minutes. Moved by Brunner, seconded by Mendenhall to approve the Final Site Plan. Roll Call Vote: Mendenhall-yes, Hass-yes, Gillam-yes, Brunner-yes. Motion approved.
2. Moonrise Farms LLC SLUP: Discussion and review of project documents including Planning Commission minutes. Moved by Hass, seconded by Gillam to approve the Special Land Use Permit with added conditions as laid out in the Planning Commission minutes. Roll Call Vote: Brunner-yes, Hass-yes, Mendenhall-yes, Gillam-yes. Motion approved.
3. Clerk Brunner gave an update on Earned Sick Time Leave. An amended bill is set before the Michigan Senate for consideration.
4. Cass County Road Commission Dust Control Program: Mr. Hass questioned how many applications and moved to table until we received clarification on the number of applications before considering the contract, seconded by Mendenhall. Motion to table approved.
5. Cass County Road Commission Pavement Marking Plan: Discussion. Moved by Hass, seconded by Mendenhall to pass on participating in this program. Motion approved.

6. Election Update: Clerk Brunner shared that Jefferson would have two elections in 2025, May and November. Our township was audited for the November 2024 election and the results of the hand count matched exactly to the reported election night results.
7. Resolution to adopt Cass County Hazard Mitigation Plan: Discussion. Moved by Brunner, seconded by Mendenhall to adopt Resolution 2025-2 Jefferson Township Cass County Hazard Mitigation Plan. Roll Call Vote: Hass-yes, Gillam-yes, Mendenhall-yes, Brunner-yes.

Resolution #2025-2

## Jefferson Township

### Cass County Hazard Mitigation Plan

- WHEREAS,** Jefferson Township, Cass County, Michigan is at risk from hazards that could damage commercial, residential, and public properties, displace citizens, businesses, close transportation routes, and present public health and safety concerns; and
- WHEREAS,** members of this community were invited to participate in the review, update, and development of the 2024 Cass County Hazard Mitigation Plan that addresses local hazards including those affecting Jefferson Township and the community's options to reduce overall damage and impact from natural and technological hazards; and
- WHEREAS,** an adopted Hazard Mitigation Plan is required as a condition for local units of government to receive funding for hazard mitigation projects; and
- WHEREAS,** the Michigan State Police Emergency Management/Homeland Security Division and Federal Emergency Management Agency, Region 5 officials have reviewed the Hazard Mitigation Plan and approved it contingent upon this official adoption by the participating jurisdictions of this plan;
- NOW, THEREFORE BE IT RESOLVED,** that the Jefferson Township Board hereby adopts the 2024 Cass County Hazard Mitigation Plan as an official plan of Jefferson Township.

8. Meeting Dates for Board of Trustees for 2025 are January 9, February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, December 11 at 6:30 pm. Moved by Brunner, seconded by Mendenhall to approve the BOT calendar. Motion approved.
9. Proposed Cass Fire Amendments: Discussion to change Quorum to 3 as long as one representative from each township is present for meetings and to change the funding mechanism from a percentage of proposed budget to 1.15 mils of each fire district's previous year's taxable value. The mil percentage may be revisited at the request of either township or the Fire Board at any time. Moved by Mendenhall, seconded by Brunner to approve these amendments. Roll Call Vote: Gillam-yes, Brunner-yes, Hass-yes, Mendenhall-yes.

**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:** Next meeting February 18<sup>th</sup> to review feasibility study and proposed contract
2. **Central Cass Fire Department:** Chief Locke reported 217 calls in 2024.
3. **Edwardsburg Fire Department:** Reports provided by Mr. Eltzroth
4. **CAUA:** Meeting set for February 18<sup>th</sup>.

**Township Board Reports:**

1. **Planning & Zoning Commission:** Next meeting April 16<sup>th</sup> at 7:00 pm
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. Meeting dates posted.

**Public Comment:** None

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

With no other business before the Board at 7:16 p.m. Moved by Brunner, seconded by Mendenhall to adjourn. Motion approved. Meeting adjourned.

Respectfully submitted,



Jennifer Brunner, Clerk