Approved
Concord Township Board Meeting
Minutes
December 8, 2025

The Concord Township Board held a regular meeting at the Township Office at 121 Grove Street, Concord, Michigan, 49237.

Board members present: Supervisor David Saenz, Clerk Terri Butts and Trustee Guthrie Colburn.

Board members absent: Treasurer Judy Clark and Trustee Stephanie Finegan.

Public Attendance:
Ken Wyatt, Earl Poleski, Richard Kline, Jon Rokowski from DTE Energy and Deputy Larry Jacobson.

Supervisor David Saenz called the meeting to order at 5:30 pm.

Pledge of Allegiance was recited.

Approval of Agenda:
Meeting Agenda was approved as written. Trustee Guthrie Colburn made a motion to accept and Clerk Butts seconded.
Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried.***

Public Comments: Commissioner Poleski was present. You can visit the County website at https://www.mijackson.org/365/Jackson-County-Commissioners for additional information.

Board Minutes:
Motion was made by Trustee Guthrie Colburn and seconded by Supervisor David Saenz to accept the minutes from November as printed.
Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried.***

Approval Agenda - General Fund Bills for December 2025: The General Fund bills were presented by Clerk Butts in amount of $73,287.37. Motion was made by Trustee Colburn and seconded by Supervisor David Saenz to approve the disbursements.
Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried.***

Consent Agenda:
Reports accepted by the Consent Agenda;

- Revenue & Expenditure Report and Financials Report - Trustee Colburn.
- Elections Report - Clerk Butts
- Assessing Report - No Report
- Fire Reports - Trustee Colburn
- Police Blotter Report - Deputy Jacobson
- Planning Commission - Supervisor Saenz

Old Business/Unfinished Business:

a. Sexton position for care, mowing, leaf removal, tree branches, etc. Getting 3 bids for a March 1st date. Talking points only.

b. Cemetery Water Line Quote:
- We have time to go out for quotes per Supervisor Saenz.
- Who else can we get quotes besides Liberty Plumbing.
  Trustee Colburn suggested Jones Plumbing and Northwoods and Chad Gray Plumbing.
- Reducing water lines and faucets to 3.

New Business:

a. Agreement for Election Services between Concord, Parma and Pulaski Township for Early Voting. Clerk Terri Butts presented Agreement for approval from Board. Trustee Guthrie Colburn made a motion to accept and sign agreement and Supervisor David Saenz seconded.

Roll Call Vote: 3 Ayes: Saenz, Colburn, Butts
0 Nays
2 Absent: Clark, Finegan ***Motion carried.***

b. Budget amendment from net revenues to Deputy Clerk 101-215-704.002 in amount of $500.00 for training. Motion was made by Trustee Colburn and seconded by Supervisor David Saenz to approve.
Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried.***

c. Cemetery Management Pay - Burials, Plots Sales and Office task handling of cemetery management to be guaranteed 8 hours/$18.00 hour per month.
Motion was made by Trustee Colburn and seconded by Clerk Butts to approve the pay.
Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried.***

Following are talking points about the Cemetery:
Township Board oversees cemetery management
Supervisor oversees the Township Property
Sexton - Care of Cemetery Grounds are contractor.

Following 3 items are tabled at this meeting about Cemetery Management:
From the agenda - table d, e, and f.

2026-2027 budget session: Talking Points only.
Look at agenda #10, line items I, II, III for review.

Board Comments:

Butts - None
Clark - Absent
Colburn - None
Finegan - Absent
Saenz - Absent

Adjournment:

A motioned by Supervisor Saenz, seconded by Trustee Colburn to adjourn at 6:04pm.
Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried***

Terri Butts, Concord Township Clerk 12/09/2025.

Minutes approved at the January 2026 Regular Board Meeting.