Approved
Concord Township Board Meeting
Minutes
February 9, 2026

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:
Earl Poleski, Richard Kline, Russ Carson, Jennifer & Nick Shirk, Janis Caruso-Russell, Naomi & Bill Carr, Teresa Karr 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. Clerk Terri Butts made a motion to accept and Trustee Guthrie Colburn seconded.
Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried.***

Public Comments: Commissioner Poleski was present. Soup for Seniors Fund Raiser, March 10th at Fairgrounds. He stated the Sheriff will work with Federal Authorities/ICE; If sheriff arrests someone in Jackson County and the Federal Authority want the person, Sheriff will hold for 48 hours. You can visit the County website at https://www.mijackson.org/365/Jackson-County-Commissioners for additional information. Jennifer Shirk from the Planning Commission respectively stated that the Concord Board should not approve the Carr Brothers application for Special Use Permit at this meeting. She stated "the Planning Commission had not completed their review and we have Ordinances that should be followed". Teresa Karr does not want a dog park in Concord Township.

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

Approval Agenda - General Fund Bills for February 2026: The General Fund bills were presented by Clerk Terri Butts in amount of $15,523.16. Motion was made by Trustee Guthrie 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 – No Report
- Elections Report - Clerk Butts
- Assessing Report - No Report
- Fire Reports - No Report

- Police Blotter Report - Deputy Jacobson
- Planning Commission – no report only minutes attached

Old Business/Unfinished Business:

a. Budget amendment from Township Supervisor.
$500.00 from surplus to Building and Grounds. No vote under $500.

New Business:

a. Resolution to increase Planning Commission Meeting Fees.
Tabled - need additional information and pay rates for Fireboard and Township meeting fees. Motion was made by Trustee Guthrie Colburn and seconded by Clerk Terri Butts to Table. Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried.***

b. Carr Brother's 2025 Special Use Permit.
Tabled - Planning Commission in their voting processes had no seconds. There were not enough members at the meetings to vote. Chair, Russ Carson of the planning commission abstained from voting due to conflict of interests. Dave stated he talked with our Attorney today 02/9/2026 and said Dave has everything in place to present vote to Concord Board. Reason being no votes/seconds from Planning Commission meetings are considered denials and only recommendations.
Motion was made by Supervisor David Saenz and seconded by Trustee Guthrie Colburn to Table. Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried.***

c. FOIA - Recommendation to designate Janis, Deputy Clerk. Supervisor David Saenz is recommending Janis, but Janis unaware of this recommendation. Motion was made by Clerk Terri Butts and seconded by Trustee Guthrie Colburn to table. Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried.***

d, e, f - Remaining new business on the agenda tabled. No motion per Supervisor Saenz and can move to unfinished business.

Board Comments:

Butts – Where is the quote for replacement LED lights for the inside of the office.
Supervisor Saenz stated he needed to get with Greenstone before proceeding with replacing light bulbs in our office.
Do you have typed description/information about hiring a Township Office Manager that has been on the agenda for 2 months.
Clark - Absent
Colburn - None
Finegan - Absent
Saenz - Stated he has talked with our attorney for clarification/compliance for duties of the Treasurer and Deputy Treasurer about writing checks and statutory duties for Treasurer. He talked about signatures on Township checks; and how many signatures required on the checks. He stated Treasurer Clark was on leave. All other board members unaware she was on leave.
We have a Trustee no show causing problems with the Planning Commission and the Concord Township Board meetings.
Parma Planning Commission now has 7 members.
Parma Township new Web Site is .gov.

Adjournment:

A motioned by Clerk Butts, seconded by Trustee Colburn to adjourn at 6:07pm.
Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried***

Terri Butts, Concord Township Clerk 02/11/2026.

Minutes approved at the March 2026 Regular Board Meeting.