Approved
Concord Township Board Meeting
Minutes
January 13, 2025

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

Board members present:
Treasurer Judy Clark, Supervisor David Saenz, Clerk Terri Butts, Trustee Guthrie Colburn.

Board members absent: Trustee Stephanie Finegan

Public Attendance:
Earl Poleski, Richard Kline, Russ Carson, Ken Wyatt, Jennifer Shirk and Deputy Jacobson.

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

Pledge of Allegiance was recited.

Approval of Agenda:
Meeting Agenda for this meeting was approved as printed. Colburn made a motion to accept and Clark seconded. Voice vote, All in Favor Aye, 4 Ayes, 0 No, 1 Absent. ***Motion carried.***

Public Comments:
Commissioner Poleski gave updates on the County and you can visit the County website at https://www.mijackson.org/365/Jackson-County-Commissioners for additional information.

Minutes:
Motion was made by Clark seconded by Colburn to accept the minutes from December 2024 as printed.
Voice vote, All in Favor Aye, 4 Ayes, 0 No, 1 Absent. ***Motion carried.***

Approval Agenda - General Fund Bills:
The General Fund bills were presented by Clerk Butts in the amount of $30,245.08.
Motion was made by Colburn and seconded by Clark to approve the disbursements.
Voice vote, All in Favor Aye, 4 Ayes, 0 No, 1 Absent. ***Motion carried.***

Consent Agenda:
Reports accepted by the Consent Agenda;

- Revenue and Expenditure Report and Financials Report - Treasurer Judy Clark.
- Fire Reports - Trustee Colburn
- Police Blotter Report - Deputy Jacobson
- Planning Commission - None
- Assessing Report - None

Old Business/Unfinished Business:

a. FOIA – Dave met with our Attorneys and clerk is not required to be FOIA Coordinator; but if no FOIA Coordinator designated then Clerk is required to handle FOIA requests. Treasurer to send email to Clerk on fees Treasurer is charging for FOIA requests she receives. Further discussions are needed.
b. Record Management and Record Disposal Dates – Clerk ask and Board members confirmed they are following the general schedule retention requirements.
c. Concord Fire Department 2025 Budget Proposal – Trustee Colburn presented the 2025 budget with zero increase. Colburn stated there was enough monies without a budget increase to give the Firefighters $3.00 an hour increase beginning January 2025. Motion was made by Colburn and seconded by Butts.

Roll Call Vote: 4 Ayes: Clark, Saenz, Butts, Colburn
0 Nays
1 Absent

Motion carried

New Business:

a. Building Lease Agreement - Saenz presented building lease from Landlord Green Stone Farm Credit Service for a period of 48 months (12/01/2024-11/30/2028). Motion was made by Saenz and seconded by Butts to approve new lease. Voice vote, All in Favor Aye, 4 Ayes, 0 No, 1 Absent. ***Motion carried.***
b. Concord Monthly Board Meetings falling on Holidays - Saenz ask who put this on the agenda because this falls under his office. He stated he would look this up.
c. Poverty Exemption Resolution - Clark presented an updated Concord Township Board Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test. A motion was made by Colburn and seconded by Saenz to adopt the resolution.

Roll Call Vote: 4 Ayes: Saenz, Butts, Clark, Colburn,
0 Nays
1 Absent

Motion carried

Board Comments:
Butts - none
Clark - none
Colburn - none
Finegan - absent
Saenz – Stated there was a meeting going around about what to do with downtown village.

Adjournment:
A motioned by Colburn, seconded by Clark to adjourn at 6:16pm.
Voice vote, All in Favor Aye, 4 Ayes, 0 No, 1 Absent. ***Motion carried***

Terri Butts, Concord Township Clerk 01/14/2025.

Minutes approved at the February 2025 Regular Board Meeting.