Approved
Concord Township Board Meeting
Minutes
October 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 and Trustee Stephanie Finegan.

Board members absent: Trustee Guthrie Colburn

Public Attendance:
Russ Carson, Ken Wyatt, Richard Kline, Deputy Larry Jacobson and Adriane Earl.

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

Pledge of Allegiance was recited.

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

Public Comments: Commissioner Poleski was not present. Earl will not be at the September or October meetings. You can visit the County website at https://www.mijackson.org/365/Jackson-County-Commissioners for additional information. Russ Carlson commented on how nice Mann Road is.

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

Board Minutes for Open Cemetery Meeting:
Motion was made by Treasurer Clark and seconded by Supervisor Saenz to accept the minutes from September removing Pledge of Allegiance recited. Pledge was not recited.
Voice vote, All in Favor Aye, 3 Ayes, 0 No, 2 Absent. ***Motion carried.***

Approval Agenda - General Fund Bills for October 2025: The General Fund bills were presented by Clerk Butts in amount of $37,218.74. Motion was made by Treasurer Clark and seconded by Supervisor 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 - Treasurer Clark.
- Elections Report - Clerk Butts

- Assessing Report - Supervisor Saenz - No Report
- Fire Reports - Treasurer Clark
- Police Blotter Report - Deputy Jacobson
- Planning Commission - Trustee Finegan

Old Business/Unfinished Business:

a. Verkada Camera System need a quote for additional cameras and pricing is going up in November 2025.

b. Hiring of Deputy Clerk position - Janis Caruso-Russell.
Supervisor Saenz wants an official vote for hiring for this position.
Treasurer Clark made a motion to accept and Supervisor Saenz seconded.
Voice vote, All in Favor 4 Aye, 0 No, 1 Absent. ***Motion carried.***

c. Liberty Plumbing Cemetery Water quotes - talking points from Supervisor Saenz to make sure we obtain bids/quotes from other Plumbing companies for the water leak and other water projects for next year.

New Business:

a. Planning Commission position - new planning commission selection. Introduced Adriane Earl as a selection and to become a new member. Treasurer Clark made a motion to accept and Supervisor Saenz seconded.
Voice vote, All in Favor 4 Aye, 0 No, 1 Absent. ***Motion carried.***

b. 2026 Fire Department Budget Proposal - for review only. Fireboard has not accepted as of this meeting.

c. Sexton position at Maple Grove Cemetery – Terri Butts Resignation as of December 31, 2025.

2026-2027 Budget Session begins next Board Meeting 11/10/2025.

Board Comments:

Butts - None
Clark - None
Colburn - absent
Finegan – 1. Carr Brother's renewal timeframe in question for their special use permit. Is it 3yrs or 5 yrs? Reviewing our ordinance's and how we have applied to Carr Brothers. Contract takes precedence over ordinance. 2. We have been waiting on the questionnaire for the Master Plan from Concord Village. Supervisor Saenz to ask at the meeting tomorrow at the Village? Russ Carson to attend meeting and ask about the questionnaire.
Saenz – State Budget has been signed.

Adjournment:

A motioned by Treasurer Clark, seconded by Clerk Butts to adjourn at 6:52pm.
Voice vote, All in Favor Aye, 4 Ayes, 0 No, 1 Absent. ***Motion carried***

Terri Butts, Concord Township Clerk 10/14/2025.

Minutes approved at the November 2025 Regular Board Meeting.