

**TOWNSHIP OF CONCORD
121 GROVE STREET
PO BOX 236
CONCORD, MICHIGAN 49237**

(517) 524-6804

February 8, 2021

Concord Township Board Meeting Agenda

- 1) Meeting called to order at 5:30 P.M.
- 2) Pledge of Allegiance
- 3) Minutes for February
- 4) Budget Revision
- 5) Bills
- 6) Reports
 - a. Treasurer's Report
 - b. Fire Report
 - c. Police Report
 - d. Planning Commission Report
- 7) Unfinished Business
 - a. Deputy Supervisor
 - b. New desktop computer/programs
- 8) New Business
 - a. Assessor's annual report
 - b. Covid-19 Preparedness and Response Plan
 - c. Updates to Poverty Exemption Resolution
- 9) Board Members' Comments
 - a. Bohl
 - b. Clark
 - c. Colburn
 - d. Dishaw
- 9) Supervisor's Comments
- 10) Public Comments



The Concord Township Board met virtually on Monday, January 11, 2021 for a regularly scheduled meeting.

Members present were: Clerk Sheryll Dishaw, Treasurer Judy Clark, Supervisor Al Cavasin, Trustee Colburn and Trustee Bohl.

Also present: Ken Wyatt, and County Commissioner Earl Poleski.

Supervisor Al Cavasin called the meeting to order at 5:30 pm.

Pledge of Allegiance was honored led by Supervisor Cavasin.

Minutes from the December were approved by consent.

Public Comments:

- County Commissioner Poleski updated the Board on the COVID vaccine status in the County. 800 doses were available at the Health Department and 3000 at the hospital. The doses are being administered as quickly as possible while the supply lasts. Currently, the only ones receiving the vaccination are front line workers. The number to call at the health department is 517-817-4496 to receive information on the vaccine.
- Ken Wyatt asked about if the State was going to insist on Zoom meetings. Supervisor believes that at least for the foreseeable future Zoom meetings will be required.

The monthly bills were presented by Clerk Dishaw in the amount of \$23,691.28. Bills were approved for payment by consent of the Board.

Reports:

- Treasurer Clark presented the December Revenue and Expenditure Report. Revenues were \$29,131.27 and expenditures were \$19,325.44. The bank balances were not available at the time of the meeting.
- Trustee Colburn gave the December Fire Department Report. Total of November runs were 18 (9 in the Township, 3 in the Village, 4 Mutual Aid and 2 Training. Total bills for November were \$19,399.17 including payroll. Chief Mosher reported that there was a possibility of a Labor Merger between Concord Fire Department and Pulaski Fire Department. More information to come. Also, Chief Mosher is looking into financing to replace Engine 1.
- As the meeting was held virtually Deputy Jacobson was not present to give the December Police Blotter and the yearly report. Board members had copies of the reports. Total dispatches for December were 58 with 24 in the Township, 267 in the Village and 8 Out of Area/Back up calls. Calls of Note involved a minor farming incident, a vehicle crash on Hanover St., a utility trailer being stolen from the storage lot on Railroad St, blight in the township, a child custody dispute, domestic disturbances and another box trailer being stolen. The Yearly Report stated 630 total dispatches (21 up from 2019), Township had 279 (19 up from 2019), Village had 267 (5 down from 2019) and Back up calls were 84.
- Trustee Bohl stated that the Planning Commission did not meet in January.

Reports were approved by consent.

Old Business: None.

New Business:

- Motioned by Clark, supported by Bohl to approve the resolution allowing local residents of the Township to request a Board of Review appeal via the mail. Roll Call Vote: Ayes – Clark, Dishaw, Colburn, Bohl and Cavašin. Nays: None. Resolution was approved.
- Motioned by Bohl, supported by Colburn to change the first meeting of the March Board of Review from Monday, to Tuesday. In 2021, that will be March 9th. Roll Call Vote: Ayes – Clark, Dishaw, Colburn, Bohl and Cavašin. Nays: None. Resolution was approved.
- A resignation letter was submitted by Assessor Dishaw effective April 1st. Motioned by Bohl, supported by Colburn to accept the resignation of the Assessor. Ayes: 5, Nays: None. Motion was approved.
- A resignation letter was submitted by Planning Commission Member Cindy Franssen effective immediately. Motioned by Clark, supported by Dishaw to accept the resignation of the Planning Commission Member. Ayes: 5, Nays: None. Motion was approved.

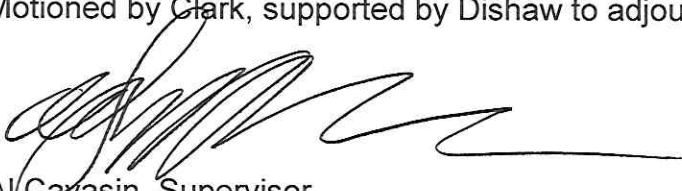
Board Comments:

- Bohl – None.
- Clark – Asked if the Supervisor had contacted JDOT about the guardrail on Parsons Road.
- Dishaw – None.
- Colburn – None.

Supervisor Comments:

- Extended conversation with JDOT about the gravel roads in the Township. JDOT did exactly what they said they would do and what they got paid for. However, due to weather more work will be done on Cornell Road with no cost to the Township.
- Recommends the hiring of a Deputy Supervisor, purchasing Adobe Printing Software for \$439.99, Microsoft for \$139.99, a new desktop computer with Windows for around \$1200.

Motioned by Clark, supported by Dishaw to adjourn at 6:00 pm. Motion was approved.


Al Cavašin, Supervisor

Date: January 12, 2021

The Concord Township Board met virtually on Monday, February 8, 2021 for a regularly scheduled meeting.

Members present were: Clerk Sheryll Dishaw, Treasurer Judy Clark, Supervisor Al Cavasin, Trustee Colburn and Trustee Bohl.

Also present: County Commissioner Earl Poleski.

Supervisor Al Cavasin called the meeting to order at 5:30 pm.

Pledge of Allegiance was honored led by Trustee Colburn.

Minutes from the January meeting were approved by consent.

Motioned by Dishaw, supported by Clark to approve the presented budget revisions. Ayes: 5, Nays: None. Motion was approved.

The monthly bills were presented by Clerk Dishaw in the amount of \$11,877.69.

Reports:

- Treasurer Clark presented the January Revenue and Expenditure Report. Revenues were \$102,228.94 and expenditures were \$30,379.87. The bank balances were: General Fund-\$241,613.16, Roads-\$51,960.34 and Combined Cemetery-\$43202.19.
- Trustee Colburn gave the January Fire Department Report. Due to COVID restrictions the board did not meet, so minutes were not available. Total of December runs were 27 (8 in the Township, 5 in the Village, 7 Mutual Aid, 3 cancelled in-route, 1 false call and 3 Training. Stabilization fund balance on December 31, 2020 was \$148,633.03 and on January 31, 2021 \$173,979.29.
- As the meeting was held virtually Deputy Jacobson was not present to give the January Police Blotter. Board members had copies of the report. Total dispatches for January were 53 with 20 in the Township, 19 in the Village and 14 Out of Area/Back up calls. Calls of Note involved 4 car crashes during the January 1st ice storm, domestic disturbance, a larceny report and report of men walking around a garage looking for something to steal.
- Trustee Bohl presented the February 3rd Planning Commission report. The commission approved Brian Kessman as vice president and moved to quarterly meetings from the first Wednesday of the month to the last Wednesday.

Bills and reports were approved by consent of the Board.

Old Business:

- Motioned by Clark, and supported by Bohl to approve the Supervisor to hire a Deputy Supervisor at the rate of \$15.00 an hour. Ayes: 5, Nays: None. Motion was approved.

- Motioned by Clark, and supported by Bohl to approve the purchase of a new desktop computer and the necessary programs for an approximate cost of \$2000. Ayes: 5; Nays: None. Motion was approved.

New Business:

- Assessor Dishaw present the annual assessing report: the CPI for 2021 is 1.014. All the classes will have an assessing increase, except for the commercial class. These changes affect the classes as a whole, individual parcels will either increase or decrease depending on their own particular circumstances. These changes only affect assessing values, not taxable. The Board of Review must meet virtually due to the MDHHS order on February 4th. Details will be on the website and on the change notices which are expected to be in the mail on February 17th.
- Supervisor Cavasin presented the COVID-19 Preparedness and Response Plan that is required by the State, it will be published on the website.
- The Board was presented with the changes made to the Poverty Exemption guidelines by PA 253 of 2020, and a resolution enacting those changes.

Motioned by Colburn and supported by Clark to approve the annual assessing report, the COVID-19 plan as presented and the resolution enacting the changes to the Poverty Exemption guidelines as required by PA 253 of 2020. Roll Call Vote: Ayes-Dishaw, Colburn, Clark, Bohl and Cavasin. Nays-None. Motion was approved.

Board Comments:

- Bohl – None.
- Clark – None.
- Colburn – None.
- Dishaw – None.

Supervisor Comments:

- Even though there was not a grant from the Community Foundation in 2020 for money for the Light-up Concord contest, the Township did receive a check for \$500. This will be used for the 2021 contest.
- Negotiations with Greenstone on our building lease is almost complete with the rent staying the same, the lease being extended until November 2024 and a 60 day termination clause being added. Should be available next month for adoption by the Board.
- Thanks to the Jackson County Health Department on the gift of KN95 masks to the township office and to the Road Commission on their ongoing work on the roads.

Public Comments:

- County Commissioner Poleski informed the Board that 5 new sheriff vehicles have been purchased at a cost of \$180,000. 23,000+ vaccines have been

available in the County with about 21,000+ being distributed, which comes to about 10% of the county residents being vaccinated.

Motioned by Clark, supported by Bohl to adjourn at 5:55 pm. Motion was approved.

A handwritten signature in blue ink, appearing to read 'Al Cavasin', with a long horizontal flourish extending to the right.

Al Cavasin, Supervisor

Date: February 10, 2021

Harry Thomas DBA Harry Thomas Electric

10600 Geneesee Rd.

MI 49252

517-542-3543

Invoice

Date	Invoice #
2/2/2021	293

Bill To
Concord Township Clerk P.O. Box 236 Concord, Mi. 49237

Due Date

2/27/2021

Quantity	Description	Rate	Amount
1	1/05/21 # E20-37 15205 Homer Rd. Donnie Partin App. service 1st. Insp.	60.00	60.00
1	1/08/21 #E20-37 15205 Homer Rd. Donnie Partin App. final Insp.	60.00	60.00
1	1/08/21 #E20-25 12725 King Rd. (Jason Childs) Jack Horosko App. rough-in 2nd. Insp.	60.00	60.00
1	1/19/21 #4-E-21 13600 King Rd. Kellie Prater App. 3 A.c. units final	60.00	60.00
1	1/26/21 #3-E-21 5138 Mann Rd. Richard Darnel Denied service 1st. Insp.	60.00	60.00
	Total Billing for the Month of January 2021		
Thank you for your business.		Total	\$300.00

GL NUMBER DESCRIPTION AMENDED BUDGET 2020-21 YTD BALANCE 01/31/2021 ACTIVITY FOR MONTH 01/31/2021 AVAILABLE BALANCE % BDT USED
 INCREASE (DECREASE) NORMAL (ABNORMAL) NORMAL (ABNORMAL)

GL NUMBER	DESCRIPTION	AMENDED BUDGET	2020-21	YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021	AVAILABLE BALANCE	% BDT USED
					INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND							
Dept 000							
101-000-402.000	PROPERTY TAX REVENUE	66,500.00	38,413.48	27,440.70	28,086.52	57.76	
101-000-434.000	TRAILER FEES	200.00	140.00	20.50	60.00	70.00	
101-000-447.000	ADMINISTRATION FEE	28,000.00	19,830.38	7,901.94	8,169.62	70.82	
101-000-451.000	1 MILL - ROAD	75,000.00	43,540.48	31,100.71	31,459.52	58.05	
101-000-475.000	BUILDING PERMITS	10,500.00	10,605.00	2,310.00	(105.00)	101.00	
101-000-477.000	CABLE FRANCHISE FEE	800.00	300.02	0.00	499.98	37.50	
101-000-478.000	LIQUOR FEES	350.00	385.00	0.00	(35.00)	110.00	
101-000-502.000	STATE FUNDS	134,000.00	78,671.00	28,114.00	55,329.00	58.71	
101-000-503.000	STATE ED BILLING FEE	4,200.00	4,175.00	0.00	25.00	99.40	
101-000-573.000	STABILIZATION FUND (STATE)	0.00	0.00	0.00	0.00	0.00	
101-000-629.000	ZONING AND BOARD OF APPEALS HEARINGS	0.00	0.00	0.00	0.00	0.00	
101-000-630.000	ELECTIONS	4,000.00	1,885.10	0.00	2,114.90	47.13	
101-000-631.000	LAND SPLITS	500.00	1,105.00	85.00	(605.00)	221.00	
101-000-657.000	POLICE FINES	0.00	0.00	0.00	0.00	0.00	
101-000-658.000	ORDINANCE FEES	100.00	0.00	0.00	100.00	0.00	
101-000-665.000	INTEREST	3,500.00	833.21	6.09	2,666.79	23.81	
101-000-665.001	SULLIVAN FUND INTEREST	0.00	0.00	0.00	0.00	0.00	
101-000-677.000	MISCELLANEOUS	1,000.00	3,713.53	0.00	(2,713.53)	371.35	
101-000-678.000	COMMUNITY PROMOTION PROCEEDS	2,500.00	1,315.00	500.00	1,185.00	52.60	
101-000-691.000	TO BALANCE BUDGET-USE OF FUND BALANCE	53,218.00	0.00	0.00	53,218.00	0.00	
101-000-693.000	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	
101-000-699.151	CEMETERY	20,000.00	17,572.00	4,750.00	2,428.00	87.86	
Net - Dept 000		404,368.00	222,484.20	102,228.94	181,883.80		

Dept 101 - TOWNSHIP BOARD	BOARD						
101-101-704.000	TOWNSHIP BOARD	3,120.00	1,690.00	260.00	1,430.00	54.17	
101-101-709.000	FICA	194.00	104.78	16.12	89.22	54.01	
101-101-711.000	MEDICARE	46.00	24.51	3.78	21.49	53.28	
101-101-801.000	ATTORNEY	2,000.00	501.40	0.00	1,498.60	25.07	
101-101-801.001	AUDIT	600.00	600.00	0.00	0.00	100.00	
101-101-802.000	OFFICE LEASE	7,200.00	4,200.00	600.00	3,000.00	58.33	
101-101-880.000	COMMUNITY PROMOTION	2,500.00	615.00	0.00	1,885.00	24.60	
101-101-900.000	PRINTING AND PUBLISHING	1,348.00	200.69	0.00	1,147.31	14.89	
101-101-911.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00	
101-101-915.000	MEMBERSHIPS	3,040.00	3,031.88	0.00	8.12	99.73	
101-101-933.000	SOFTWARE MAINTENANCE AGREEMENT	495.00	0.00	0.00	495.00	0.00	
101-101-935.000	PROPERTY LIABILITY INSURANCE	2,900.00	2,790.00	0.00	110.00	96.21	
101-101-935.100	WORKERS COMPENSATION INSURANCE	100.00	0.00	0.00	100.00	0.00	
101-101-985.000	CAPITAL EXPENSES	5,690.00	5,681.08	0.00	8.92	99.84	
Net - Dept 101 - TOWNSHIP BOARD		(29,233.00)	(19,439.34)	(879.90)	(9,793.66)		

Dept 171 - SUPERVISOR	SUPERVISOR						
101-171-703.000	SUPERVISOR	10,000.00	5,833.31	833.33	4,166.69	58.33	
101-171-709.000	FICA	620.00	361.67	51.67	258.33	58.33	
101-171-711.000	MEDICARE	145.00	84.58	12.08	60.42	58.33	
101-171-752.000	SUPPLIES	200.00	48.80	0.00	151.20	24.40	
101-171-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	
101-171-861.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	
101-171-911.000	CONFERENCES/TRAINING	200.00	0.00	0.00	200.00	0.00	
101-171-912.000	MEETINGS	240.00	0.00	0.00	240.00	0.00	
101-171-915.000	MEMBERSHIPS	25.00	0.00	0.00	25.00	0.00	

- PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021	AVAILABLE BALANCE	% BDC USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL FUND							
Net - Dept 171 - SUPERVISOR							
		(11,430.00)		(6,328.36)	(897.08)	(5,101.64)	
Dept 215 - CLERK							
101-215-703.002	CLERK	17,300.00	10,091.69	1,441.67	7,208.31	58.33	
101-215-704.002	DEPUTY CLERK	3,000.00	1,350.00	183.75	1,650.00	45.00	
101-215-709.000	FICA	1,260.00	709.36	100.77	550.64	56.30	
101-215-711.000	MEDICARE	295.00	165.91	23.57	129.09	56.24	
101-215-752.000	SUPPLIES	205.00	19.22	0.00	185.78	9.38	
101-215-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	
101-215-851.000	MAIL/POSTAGE	250.00	125.00	0.00	125.00	50.00	
101-215-861.000	MILEAGE REIMBURSEMENT	250.00	8.05	0.00	241.95	3.22	
101-215-911.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00	
101-215-912.000	MEETINGS	264.00	24.00	0.00	240.00	9.09	
101-215-915.000	MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00	
101-215-933.000	SOFTWARE MAINTENANCE AGREEMENT	800.00	0.00	0.00	800.00	0.00	
Net - Dept 215 - CLERK							
		(23,624.00)	(12,493.23)	(1,749.76)	(11,130.77)		
Dept 223 - AUDITOR							
101-223-801.001	AUDIT	0.00	0.00	0.00	0.00	0.00	
Net - Dept 223 - AUDITOR							
		0.00	0.00	0.00	0.00	0.00	
Dept 247 - BOARD OF REVIEW							
101-247-704.008	BOARD OF REVIEW	1,900.00	565.00	0.00	1,335.00	29.74	
101-247-709.000	FICA	118.00	35.03	0.00	82.97	29.69	
101-247-711.000	MEDICARE	28.00	8.19	0.00	19.81	29.25	
101-247-861.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	
101-247-911.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00	
Net - Dept 247 - BOARD OF REVIEW							
		(2,046.00)	(608.22)	0.00	(1,437.78)		
Dept 253 - TREASURER							
101-253-703.003	TREASURER	17,300.00	10,091.69	1,441.67	7,208.31	58.33	
101-253-704.003	DEPUTY TREASURER	1,700.00	0.00	0.00	1,700.00	0.00	
101-253-709.000	FICA	1,200.00	625.68	89.38	574.32	52.14	
101-253-711.000	MEDICARE	280.00	146.31	20.90	133.69	52.25	
101-253-752.000	SUPPLIES	1,500.00	1,225.15	18.03	274.85	81.68	
101-253-801.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	
101-253-851.000	MAIL/POSTAGE	1,400.00	1,364.40	0.00	35.60	97.46	
101-253-861.000	MILEAGE REIMBURSEMENT	200.00	55.49	0.00	144.51	27.75	
101-253-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	
101-253-911.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00	
101-253-912.000	MEETINGS	150.00	12.07	0.00	137.93	8.05	
101-253-915.000	MEMBERSHIPS	10.00	0.00	0.00	10.00	0.00	
101-253-933.000	SOFTWARE MAINTENANCE AGREEMENT	1,600.00	388.00	0.00	1,212.00	24.25	
Net - Dept 253 - TREASURER							
		(25,340.00)	(13,908.79)	(1,569.98)	(11,431.21)		
Dept 257 - ASSESSOR							
101-257-703.001	ASSESSOR	20,780.00	12,121.69	1,731.67	8,658.31	58.33	

User: JUDY
DB: Concord

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND								
101-257-704.001	DEPUTY ASSESSOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-709.000	FICA	1,290.00	751.57	107.37	538.43	58.26	58.26	
101-257-711.000	MEDICARE	302.00	175.77	25.11	126.23	58.20	58.20	
101-257-752.000	SUPPLIES	200.00	2.25	2.25	197.75	1.13	1.13	
101-257-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00	0.00	0.00	660.00	7.69	0.00	
101-257-851.000	MAIL/POSTAGE	715.00	55.00	0.00	0.00	0.00	0.00	
101-257-861.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
101-257-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	
101-257-911.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	
101-257-912.000	MEETINGS	25.00	0.00	0.00	25.00	0.00	0.00	
101-257-915.000	MEMBERSHIPS	265.00	265.00	90.00	0.00	100.00	100.00	
101-257-933.000	SOFTWARE MAINTENANCE AGREEMENT	1,200.00	862.00	0.00	338.00	71.83	71.83	
Net - Dept 257 - ASSESSOR		(24,777.00)	(14,233.28)	(1,956.40)	(10,543.72)			
Dept 262 - ELECTIONS								
101-262-707.000	ELECTION WORKERS	3,500.00	4,761.25	0.00	(1,261.25)	136.04	136.04	
101-262-709.000	FICA	190.00	87.26	0.00	102.74	45.93	45.93	
101-262-711.000	MEDICARE	90.00	20.39	0.00	69.61	22.66	22.66	
101-262-752.000	SUPPLIES	2,800.00	1,134.17	0.00	1,665.83	40.51	40.51	
101-262-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	
101-262-851.000	MAIL/POSTAGE	1,200.00	556.00	0.00	644.00	46.33	46.33	
101-262-861.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
101-262-900.000	PRINTING AND PUBLISHING	150.00	74.10	0.00	75.90	49.40	49.40	
101-262-911.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	
101-262-933.000	SOFTWARE MAINTENANCE AGREEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
101-262-934.000	OTHER REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	
Net - Dept 262 - ELECTIONS		(7,930.00)	(6,633.17)	0.00	(1,296.83)			
Dept 265 - BUILDING & GROUNDS								
101-265-704.006	BUILDING & PLANNING	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-709.000	FICA	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-711.000	MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-752.000	SUPPLIES	2,500.00	772.77	66.64	1,727.23	30.91	30.91	
101-265-810.000	PERMIT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-852.000	INTERNET/PHONE	2,000.00	1,166.76	169.44	833.24	58.34	58.34	
101-265-854.000	SERVER EXPENSES	1,800.00	0.00	0.00	1,800.00	0.00	0.00	
101-265-918.000	UTILITIES	3,600.00	2,136.51	314.85	1,463.49	59.35	59.35	
101-265-934.000	OTHER REPAIRS AND MAINTENANCE	600.00	425.00	0.00	175.00	70.83	70.83	
101-265-985.000	CAPITAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
Net - Dept 265 - BUILDING & GROUNDS		(10,500.00)	(4,501.04)	(550.93)	(5,998.96)			
Dept 266 - ATTORNEY								
101-266-801.000	ATTORNEY	0.00	0.00	0.00	0.00	0.00	0.00	
Net - Dept 266 - ATTORNEY		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 268 - PERMITS								
101-268-704.010	EMPLOYEE INSPECTOR	4,000.00	2,647.51	146.18	1,352.49	66.19	66.19	
101-268-709.000	FICA	186.00	164.14	9.06	21.86	88.25	88.25	
101-268-711.000	MEDICARE	44.00	38.39	2.12	5.61	87.25	87.25	

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)	(ABNORMAL)		
Fund 101 - GENERAL FUND								
101-702-709.000	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-702-711.000	MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-702-851.000	MAIL/POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-702-861.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-702-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-702-911.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 702 - APPEALS BOARD		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		404,368.00	222,484.20	102,228.94	181,883.80	55.02		
TOTAL EXPENDITURES		404,368.00	242,924.03	30,379.87	161,443.97	60.07		
NET OF REVENUES & EXPENDITURES		0.00	(20,439.83)	71,849.07	20,439.83	100.00		

FINANCIAL STATEMENT ENDING 01/31/2021

BANK BALANCE	\$56,597.66
MONEY MKT	\$115,567.78
CD - 7113	\$121,408.06

	\$293,573.50
LESS ROAD FUNDS	\$51,960.34
GENERAL FUND BALANCE	\$241,613.16

CEMETERY FUNDS - RESTRICTED

COUNTY NATL - CEMETERY FD	7328	4194.21
COUNTY NATL - CHAPEL FD	8336	18313.16
COUNTY NATL - CEMETERY FD	7664	20694.82
COUNTY NATL - CEM FDS	TOTAL	43202.19
		=====

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CONCORD TOWNSHIP

JOURNAL ENTRY

JE: 1413

Post Date: 02/02/2021

Entered By: JUDY

Entry Date: 02/02/2021

Journal: BA

Description: BUDGET ADJUSTMENT

GL #	Description	DR	CR
101-262-752.000	SUPPLIES		2,100.00
101-265-752.000	SUPPLIES	1,000.00	
101-253-704.003	DEPUTY TREASURER	1,100.00	
101-262-707.000	ELECTION WORKERS		1,300.00
101-262-752.000	SUPPLIES	1,300.00	
	Journal Total:	3,400.00	3,400.00

APPROVED BY: _____

FEBRUARY 2021	
VENDOR	DESCRIPTION
AL CAVASIN	JULY 2020 THRU JAN 2021 ZONING INSPECTIONS
ALLEGRA	ENVELOPES FOR CHANGE NOTICES
BUTTERS EXCAVATING	MONTHLY FEE
CONSUMERS ENERGY	JANUARY USAGE FOR OFFICE
GREENSTONE FARM CREDIT	FEBRUARY RENT
H. THOMAS ELECTRIC	JANUARY INSPECTIONS
JACKSON COUNTY TREASURER	JANUARY POLICE SERVICE
JACKSON COUNTY TREASURER	AERIAL IMAGERY CONTRIBUTION
JUDY CLARK	POSTAGE/BLD SUPPLIES/MILEAGE REIMBURSEMENT
LIBERTY BROTHERS	10 YARD ROLL OFF BOX FOR CEMETERY
PRECISE MACHINING UNLIMITED	JANUARY SALTING AND SHOVELING OF CEMETERY SIDEWALK
PRINTER SOURCE PLUS	JANUARY MAINTENANCE
SELECTIVE DATA SYSTEMS	DEC 20 & JAN 21 ANTIVIRUS
SEMCO ENERGY	JANUARY USAGE FOR OFFICE
SCHOLL ELECTRIC	REIMBURSEMENT FOR INVALID PERMIT
SHERYLL DISHAW	REIMBURSEMENT FOR SPEAKERS FOR TREASURER'S COMPUTER
THE WATER STORE INC	BOTTLED WATER FOR COOLER
UNITED STATES POST OFFICE	STAMPS FOR CHANGE NOTICES/VOTER ID CARDS
VILLAGE OF CONCORD	JANUARY USAGE FOR OFFICE
VILLAGE OF CONCORD	JANUARY USAGE FOR CEMETERY
WOW	INTERNET & PHONE CHARGES
	TOTAL

AMOUNT
\$375.00
\$89.75
\$2,500.00
\$128.62
\$600.00
\$300.00
\$3,510.50
\$2,110.00
\$109.22
\$255.00
\$262.50
\$17.19
\$360.00
\$104.53
\$75.00
\$70.34
\$5.00
\$695.00
\$86.87
\$52.61
\$170.56
\$11,877.69

ASSESSING DEPARTMENT REPORT

The assessing department completed 122 site inspections in 2020. 79 of them were in the residential class, 19 agricultural class, 11 commercial and 8 industrial.

The CPI for 2021 is 1.014, which is higher than last's year 1.019. So most property owners will see an increase in their taxable value, unless the assessment goes down below the taxable value. The CPI is received from the State of Michigan, which is based on the cost of living per federal guidelines.

Per the County's Equalization analyses, the assessment of the township properties have to be changed approximately by:

Agricultural class	an increase of 1%,
Commercial class	a decrease of 3%,
Industrial class	an increase of 6%,
Residential class	an increase of 8%.

These changes are for the classes as a whole and affect assessed values, not taxable values. Individual parcels will increase or decrease depending on their own particular circumstances.

Due to sales, residential land in rural areas of the Township and the Village of Concord increased. Tillable land stayed the same. However, most of the economic condition factors (difference between cost manual and actual sales) went up, which resulted in assessed values increasing because of the ECF's and the increase in land value.

The assessed and taxable values have increased over last year, with the tentative assessed value including personal property \$133,457,000 (difference of \$8,823,100) and the tentative taxable value \$86,837,317 (difference of \$3,589,651.00) but the numbers won't be finalized until after the March Board of Review.

The March Board of Review will meet on Tuesday, March 9th from 3 pm to 9 pm and on Wednesday, March 10th from 9 am to 3 pm in the Concord Township Office. Once again appointments are being scheduled with walk-ins to be seen between scheduled times. Expected mail dates for change notices is February 17th. At this time, the plan is to meet in person, but the meetings could be set up for virtual if the State requires it. More information will be forthcoming if that happens. Social distancing, limited persons and masks will be required.

Sheryll A. Dishaw
Concord Township Assessor



CONCORD BLOTTER

Jackson County Office of the Sheriff – Concord Detachment Monthly Report

JANUARY 2021

PATROL DAYS IN JANUARY: 22

PATROL HOURS WORKED : 176

TOTAL DISPATCHES:	53
Concord TOWNSHIP:	20
Concord VILLAGE:	19
Calls Out of Area or as Back-up	14

	<i>Village</i>	<i>Township</i>	<i>TOTAL</i>
Calls for Service	19	20	39
Through 911 Dispatch	5	9	14
Thru Local Means	9	6	15
On Patrol	5	5	10
Traffic Stops	9	6	15
Citations	0	0	0
Verbal Warnings	8	4	12
Motorist Assists	1	2	3
FULL Reports	0	1	1
CHARGE Packages	0	2	2
'Add Narratives'	18	8	26
Full Custody Arrests	0	0	0
Citation Arrests	0	0	0
Warrant / Admin. Arrests	1	0	1
CIVIL CITATIONS	1	2	3
Charges AUTHORIZED	1	0	1
Charges DECLINED	1	0	1
Prop. & Vacation checks	8	16	24
PARKING TICKETS	0	--	0
COURT Appearances	0	0	0

<i>Type of complaints</i>	<i>Village</i>	<i>Township</i>	<i>TOTAL</i>
Larceny Complaints	0	0	0
Simple Assaults	0	0	0
Fraud / I.D Theft Complaints	0	0	0
Verbal Arguments	0	0	0
Domestic Situations	3	0	3
MDOP Complaints	0	1	1
Traffic Crashes	3	3	6
Animal Complaints (Conservation)	0	5	5
Child Custody / CPS Complaints	0	1	1
Trouble w/ subjects / Harassment	0	0	0
Traffic Issues (Trees, lines)	0	0	0
Illegal Dumping Complaints	0	0	0
Trespassing Issues	0	0	0
Alarms	0	1	1
Drug Complaints	0	0	0
Suspicious Situations (BOL's)	2	1	3
Mental Evaluations / Assists (Fire)	0	1	1
B&E (Burglary)	0	0	0
Personal Welfare Checks	2	3	5
Peace Officer / Neighbor Disputes	2	0	2
Lost/Found Property	0	0	0
Tagged vehicles (48 hrs to tow)	1	0	1
VIN Inspections	0	0	0
Natural Deaths	0	0	0
Computer Crimes & Scams	0	0	0
Noise Complaints	1	0	1
Landlord / Tenant Disputes	0	0	0
Ordinance Complaints (NEW)	2	1	3
Runaway Juveniles	0	0	0
Threats	1	0	1
Weapons Complaints	0	0	0
Property Checks w/ inc. numbers	2	4	6
Stolen Vehicles (UDAA's)	0	0	0
Sexual oriented crimes	0	0	0



OFF DUTY POLICE RELATED SITUATIONS HANDLED

4 in the village and 7 in the township – 11 TOTAL

((No incident numbers are drawn for these))

CALLS OF NOTE



1/01/2021 – I rang in the New Year by handling 4 car crashes during the ice storm that hit Pulaski Rd. very hard. All 4 came within five minutes of each other and, although I came perilously close on several occasions, I never lost my footing and fell.



1/05/2021 - I assisted another county unit on a domestic disturbance call on Goose Lake Rd.



1/11/2021- Myself and other county units handled 6x 911 personal welfare check calls in a 24-hour span from a township resident on Warner Rd. This subject was calling random hospitals and medical facilities, screaming uncontrollably and then hanging up. On 1/29 a court order was signed by a judge to transport that subject to the hospital for mental health treatment. She was transported peacefully.



1/15/2021- A subject was seen doing donuts in a field on Allman Rd. in his vehicle prior to getting stuck. He was eventually assisted by some friends in getting out but, when questioned, his friends quickly gave up his name and information. The property-owner was contacted and the subject promised never to do this again.



1/19/2021- In October of 2020 I handled a larceny report in which a local resident's hunting bow was stolen from his vehicle. On 1/19 that bow – although damaged from weather exposure – was returned to the victim by the suspect with an apology. A charge package was compiled and sent to the Prosecutor's Office for review.



1/28/2021- A resident on Elm Row Rd. reported a pair of men were seen walking around their garage and shed looking for things to steal. When confronted, the men said they were looking for a lost dog. These men were never identified. LOCK YOUR PROPERTY UP AND PUT UP CAMERAS!



1/29/2021- I assisted another county unit with a suicidal subject in Spring Arbor.

Deputy Larry Jacobson / Badge# 5606 – Concord Detachment

Concord Fire Department
Incident Summary Listing

December 2020

No.	Date	Time	Type of Run	Address	Municipality	Amount
R20-247	12/1/2020	239	Cancelled Enroute	5395 albion Rd	TWP	\$60.00
R20-248	12/2/2020	1801	Assist JCA	13888 Hutchisson Rd	TWP	\$105.00
F20-249	12/4/2020	402	Mutual Aid- Cancelled Enroute	13800 Howard Rd	Pulaski Twp	\$150.00
R20-250	12/4/2020	2316	Lift Assist	582 Mill St	Village	\$75.00
F20-251	12/5/2020	1124	Mutual Aid- Cancelled Enroute	7491 Wheeler Rd	Pulaski Twp	\$120.00
F20-252	12/5/2020	1730	False Call	10697 Keeler Rd	TWP	\$165.00
R20-253	12/6/2020	742	Lift Assist	582 Mill St	Village	\$120.00
R20-254	12/6/2020	2033	Emergency Medical	108 N Main St	Village	\$135.00
R20-255	12/7/2020	1328	Emergency Medical	414 Elizabeth Ct	Village	\$90.00
TRAIN	12/7/2020	1900	Training	428 Homer Rd	TWP/ Village	\$360.00
R20-256	12/8/2020	1044	Emergency Medical	14441 E Erie Rd	TWP	\$90.00
R20-257	12/8/2020	1230	Emergency Medical	695 Albion Rd	TWP	\$45.00
R20-258	12/9/2020	1054	Emergency Medical	511 Homer Apt 3	Village	\$75.00
R20-259	12/13/2020	829	Emergency Medical	500 Hanover St	Village	\$90.00
R20-260	12/13/2020	956	Lift Assist	582 Mill St	Village	\$90.00
R20-261	12/13/2020	1036	Emergency Medical	4743 Riverbend Dr	TWP	\$90.00
R20-262	12/15/2020	1323	Emergency Medical	15980 Behling Rd	TWP	\$45.00
TRAIN	12/19/2020	900	Training/ Address checks	428 Homer Rd	TWP/ Village	\$300.00
R20-263	12/19/2020	1626	Lift Assist	582 Mill St	Village	\$120.00
R20-264	12/20/2020	938	Assist JCA	M60 & N Concord	TWP	\$90.00
R20-265	12/22/2020	1637	Assist JCA	136 N Main St	Village	\$120.00
F20-266	12/23/2020	2046	MVA	Erie & Finley rd	TWP	\$195.00
F20-267	12/25/2020	1914	Structure Fire	13333 Hutchisson Rd	TWP	\$1,068.75
TRAIN	12/26/2020	1100	Work Bee	428 Homer Rd	TWP/ Village	\$160.00
R20-268	12/29/2020	744	Emergency Medical	12700 King Rd	TWP	\$60.00
R20-269	12/30/2020	809	Emergency Medical	2892 Litle Rd	TWP	\$75.00
R20-270	12/30/2020	839	Emergency Medical	215 Hanover St	Village	\$60.00

					Village Total Cost	\$975.00
					TWP Total Cost	\$2,088.75
					Twp/ Village	\$820.00
					Mutual Aid	\$270.00
					Total	\$4,153.75
6	Twp Medicals					
5	Village Medicals					
1	Vehicle Accidents(Twp.)					
0	Vehicle Accidents(Village.)					
0	Village Fire calls					
7	Public Service Assist- JCA—PD					
1	Twp Fire calls					
0	Mutual Aids					
3	Cancelled Enroute					
3	Training			2019 Year Total Calls	238	
1	False Call			2018 Year Total Calls	258	
0	Hazard/ Weather					

Fire Stabilization December 31, 2020

Beginning Balance 2020	137,614.73
January Interest	119.72
February Interest	180.67
March Interest	171.43
April Interest	139.08
May Interest	90.55
June Interest	48.65
July Interest	32.99
August Interest	37.30
September Interest	33.25
October Interest	38.39
November Interest	29.69
December Interest	25.89
Public Donations	50.00
1st Quarter Payments	31,028.38
2nd Quarter Payments	31,028.38
3rd Quarter Payments	31,028.38
4th Quarter Payments	31,029.92
Worker's Comp Refund	0.00
Cost Recovery Income	0.00
MML Refund (Liability +Property Pool)	0.00
Miscellaneous	17,005.00
Total Beginning Balance + Revenues	279,732.40
January Expenses	6,128.60
February Expenses	10,240.27
March Expenses	6,421.15
April Expenses	16,340.66
May Expenses	19,292.38
June Expenses	3,087.68
July Expenses	18,765.48
August Expenses	3,826.37
September Expenses	861.09
October Expenses	13,899.58
November Expenses	19,399.17
December Expenses	12,836.94
Total Expenses	131,099.37
Balance as of December 31, 2020	148,633.03

Fire Stabilization January 31, 2021

Beginning Balance 2021	148,633.03
January Interest	21.34
February Interest	
March Interest	
April Interest	
May Interest	
June Interest	
July Interest	
August Interest	
September Interest	
October Interest	
November Interest	
December Interest	
Public Donations	
1st Quarter Payments	31,028.38
2nd Quarter Payments	
3rd Quarter Payments	
4th Quarter Payments	
Worker's Comp Refund	
Cost Recovery Income	
MML Refund (Liability +Property Pool)	
Miscellaneous	75.00
Total Beginning Balance + Revenues	179,757.75
January Expenses	5,778.46
February Expenses	
March Expenses	
April Expenses	
May Expenses	
June Expenses	
July Expenses	
August Expenses	
September Expenses	
October Expenses	
November Expenses	
December Expenses	
Total Expenses	5,778.46
Balance as of January 31, 2021	173,979.29

**Concord Township
Board Resolution to
Adopt Poverty Exemption Income Guidelines and Asset Test**

WHEREAS, the General Property Tax Act, MCL 211.7u, states that the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, a township board is required by MCL 211.7u to adopt guidelines for the poverty exemption;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that Concord Township, Jackson County, Michigan, adopts the following guidelines for the supervisor and board of review to implement.

The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household.

To be eligible for exemption under this section, a person must do all of the following on an annual basis

- 1) Own and occupy as a principal residence the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing a form prescribed by the state tax commission with the local assessing unit.
- 2) File a claim with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, and an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return.
- 3) Produce a valid driver license or other form of identification if requested by the supervisor or board of review.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.
- 5) Meet **the Federal poverty income guidelines** as defined and determined annually by the United States Office of Management and Budget.
- 6) Meet additional eligibility requirements as determined by the township board, including: Maximum Asset Value of **\$20,000.00** (Twenty Thousand Dollars & No Cents) with no more than **\$2,000.00** (Two Thousand Dollars and No Cents) available cash-on-hand.
- 7) If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value OR a partial exemption equal to 25% or 50% reduction in taxable value OR any other percentage reduction in taxable value approved by the STC.

BE IT ALSO RESOLVED that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

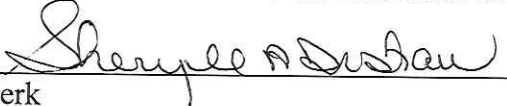
The foregoing resolution offered by Board Member Guthrie Colburn and supported by Board Member Judy Clark.

Upon roll call vote, the following voted


"Aye:" Dishaw, Colburn, Clark, Bohl and Cavasin.

"Nay:" None.

The Supervisor declared the resolution adopted.


Clerk

I, Sheryll A. Dishaw, the duly elected and acting Clerk of Concord Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on February 8th, 2021, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.


Clerk

**CONCORD TOWNSHIP
COVID-19 Preparedness and Response Plan**

Date Implemented: February 8th, 2021

Concord Township COVID-19 Preparedness and Response Plan Table of Contents

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COVID-19 Preparedness and Response Plan

In order to respond to the coronavirus disease 2019 (“COVID-19”) and to comply with relevant state and local orders and in accordance with MIOSHA Emergency Rules for COVID-19, Concord Township (“Township”) has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2. The plan will be made readily available to our employees and/or their representatives via website and hard copy. This Plan may be updated by the Township Supervisor as this situation evolves or as state or local orders and/or MIOSHA rules related to COVID-19 are issued or amended.

The Township’s governmental departments are considered critical infrastructure. As such, government activities and services must continue.

Definitions

As used in this plan:

“Close contact” means someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated.

“COVID-19” means coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, and death.

“Known cases of COVID-19” means persons who have been confirmed through diagnostic testing to have COVID-19.

“SARS-CoV-2” means severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19.

“Suspected cases of COVID-19” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

COVID-19 Safety Coordinator

The Township has been designated to oversee and report on the COVID-19 control strategies developed in this plan, where required. The Township Supervisor may, at his sole discretion, designate another person to act in his absence.

Exposure Determination

The Township has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2.

Lower Exposure Risk Jobs: These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the

general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Medium Exposure Risk Jobs: These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

The Township has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
Township Supervisor	Medium	Public/Co-Worker Contact
Township Treasurer/Finance Dir.	Medium	Public/Co-Worker Contact
Township Clerk	Medium	Public/Co-Worker Contact

Engineering Controls

The Township has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2.

The following engineering controls have been implemented:

Job/Task	Engineering Control
Township Supervisor	Restricted Access To General Public - Social Distancing Required. 1/31/2021
Township Treasurer/Finance Director	Restricted Access To General Public - Social Distancing Required. 1/31/2021
Township Clerk	Restricted Access To General Public - Social Distancing Required. 1/31/2021

Administrative Controls

The following administrative controls have been established for the Township:

Job/Task	Administrative Control
All associates	Maintain proper social distancing.
All employees	Provide employees with non-medical grade face coverings on request.
Township Treasurer, Township Clerk, Deputy Clerk/Treasurer	Promote remote work (telecommuting) as appropriate.
All employees	Request employees wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All employees	Request customers and the public to wear cloth face coverings.
All employees	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.
All employees	Provide customers and the public with tissues and trash receptacles.
All employees	Encourage customers to conduct their business through the phone or web.
All employees	Promote the use of the Township Office drop box to minimize contact with customers.
All employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows or tissue rather than hands.
All employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.

Remote Work Policy

An employee that can feasibly complete their work activities remotely is prohibited from in-person work to the extent they will come into contact with a co-worker, visitor or general public in a Township-owned building until April 14, 2021. Exceptions will be made for occasions when in-person contact is necessary to maintain critical infrastructure.

These Jobs/Tasks cannot feasibly complete their work activities remotely and will report for in-person work for the following reasons:

Job/Task	Reason Cannot Work Remotely
Township Supervisor	Designated COVID-19 Safety Coordinator should be on site.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. Appointments are encouraged. All visitors should be screened before entering the building. A screening questionnaire (Appendix A) may be utilized for the visitors that enter the workplace. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, they should not be allowed into the workplace. All visitors that are permitted to enter the workplace are encouraged to wear all appropriate personal protective equipment. Visitors and customers are asked to attest that they have performed and passed the self-screening questions. The Township requires that any member of the public able to medically tolerate a face covering should wear a covering over his or her nose and mouth, such as a scarf, bandana, handkerchief, or homemade mask, while present in any enclosed public space within a Township-owned building.

Social Distancing

Employees are encouraged to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where requested, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate.

Hygiene

Employees are encouraged to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, the Township shall provide employees with antiseptic hand sanitizers or towelettes. The Township will provide time for employees to wash hands frequently and to use hand sanitizer.

The Township shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand

sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol. Employees will also be provided with access to tissues and to places to properly dispose of them.

Disinfection of Environmental Surfaces

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly using disinfectant products with EPA-approved emerging viral pathogens claims, to the extent available. Employees will be provided with access to disposable disinfectant wipes, when they are available, so that any commonly used surfaces can be wiped down before each use. In the absence of disinfectant wipes, approved disinfecting sprays and paper towels will be used.

Concord Township will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed.

The sharing of tools and equipment (including, but not limited to, desks, telephones, and office equipment) among in-person employees should be avoided as much as possible. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. The Township will provide employees with disinfectant wipes and/or other disinfecting products for this purpose.

Personal Protective Equipment (PPE)

The Township shall make available to all employees performing in-person work, personal protective equipment (PPE) such as face masks, as appropriate for the activity. PPE shall be consistently and properly worn, shall be regularly inspected, maintained, and replaced, as necessary, and shall be properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment. All in-person workers able to medically tolerate a face covering that is within six feet of other individuals must wear a covering over his or her nose and mouth when in any enclosed public space. It is also required that all Township employees able to medically tolerate a face covering wear a cloth face covering whenever they are interacting within six feet of a member of the public or any other individual. Acceptable examples of cloth face masks include, but are not limited to, bandanas, homemade cloth facemasks, and gaiter scarves. The Township will make available cloth face coverings for use by any employee who notifies the Township Supervisor that they are not able to procure their own cloth face covering.

Health Surveillance

An Employee Entry Screening Questionnaire is attached as Appendix A. The screening questionnaire should be reviewed by all Township employees before entering their workplace. Employees may also be required to comply with any additional screening process required by applicable state or county authorities. If an employee fails any

screening process, he or she will be sent home. Employees who are sick shall not report to work or work in any isolated location. In person employees are asked to attest that they have performed and have passed the self-screening questions by signing a daily log. The log shall be kept for one year. Employees are to promptly report any signs and symptoms of COVID-19 to their immediate supervisor or Township Supervisor before or during the work shift. Concord Township will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, the Township Supervisor will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, as soon as it practicable under the circumstances. When notifying coworkers, contractors, and suppliers, the Township will not reveal the name or identity of the confirmed case.

The Township will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

The Township will maintain records of when an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19 for one year.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.OR
- They are experiencing at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat and/or
 - New loss of taste or smell
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify the Township Supervisor;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then the Township will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify the Township Supervisor of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then the Township will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

APPENDIX A

COVID-19 WORKPLACE HEALTH SCREENING QUESTIONNAIRE

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): Yes _____ No _____

New or worsening cough: Yes _____ No _____

Shortness of breath: Yes _____ No _____

Sore throat: Yes _____ No _____

Diarrhea: Yes _____ No _____

Current temperature: _____

If you answer “yes” to any of the symptoms listed above, or if your temperature is 100.4°F or higher, please do not go into work. Contact the Township Supervisor and Department Supervisor to discuss your symptoms and to decide further actions the employee should take. If necessary follow directions below:

- Self-isolate at home and contact your primary care physician’s office for direction.
- You should isolate at home for a minimum of 7 days from when symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory systems.

In the past 14 days have you:

Had close contact with an individual diagnosed with COVID-19? Yes _____ No _____

Traveled internationally Yes _____ No _____

If you answer “yes” to either of these questions, please do not go into work (unless exempt). Self-quarantine at home for 14 days.

APPENDIX B

EMPLOYEE RETURN TO WORK PLAN

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until both 3 days have passed since their symptoms have resolved *and* 14 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result.

Employees who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 should not be permitted to return to work until 14 days have passed since the last close contact with the sick or symptomatic individual.

In order to maintain critical infrastructure, certain in person workers may be permitted to continue working following exposure to a person with suspected or confirmed COVID-19 provided they remain asymptomatic and have not tested positive. Additionally, the following risk mitigation precautions will be implemented prior to and during the work shift:

- Pre-Screen: Employees must pre-screen at home prior to coming on-site. Employees should not attempt to enter the workplace if any of the following are present: symptoms of COVID-19; temperature equal to or higher than 100.4* F; or are waiting for the results of a viral test.
- Screen at the workplace: The employee’s supervisor should conduct an onsite symptom assessment, including temperature screening, prior to each work shift.
- Wear a cloth mask: All employees must wear a cloth mask in accordance with CDC and OSHA guidance and any state or local requirements.
- Social Distance: The employee should stay at least 6 feet apart from others and practice social distancing as work duties permit in the workplace.
- Clean and disinfect workspaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared equipment routinely.

If the employee becomes sick during the day, they should be [sent home immediately](#). Surfaces in their workspace should be [cleaned and disinfected](#). Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

SIGNS FOR BUILDINGS



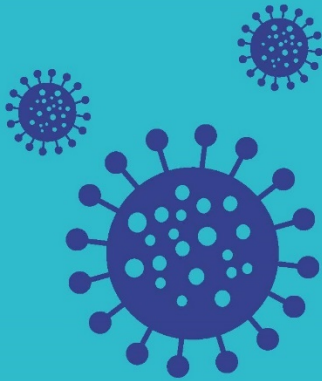
Only Enter This Building If You:

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS



RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.*
If your symptoms are life-threatening, call 911.

**Free screening available for all individuals in the state of Michigan.*

For more information visit spectrumhealth.org/covid19.

X23507 RMD5458 © Spectrum Health 3.10.2020

APPENDIX D

**Concord Township
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by COVID-19 PREPAREDNESS AND RESPONSE PLAN

This is to certify that I have reviewed the Concord Township COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. The plan is consistent with MDHHS Emergency Order- October 2020.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19 and Michigan Occupational Safety and Health Administration emergency rules related to Coronavirus Disease 2019 (COVID-19) filed with the secretary of state on October 14, 2020.
3. The plan is available on the Township website at www.concordtownshipmi.org and by request.

I declare that the foregoing is true and correct.

This COVID-19 Preparedness and Response Plan formally adopted at the regular meeting of the Concord Township Board on Monday, February 8th, 2021.

Respectfully submitted,

Sheryll Dishaw, Clerk
Concord Township

Al Cavasin, Supervisor
Concord Township

Act No. 253
Public Acts of 2020
Approved by the Governor
December 22, 2020
Filed with the Secretary of State
December 22, 2020
EFFECTIVE DATE: December 22, 2020

**STATE OF MICHIGAN
100TH LEGISLATURE
REGULAR SESSION OF 2020**

Introduced by Senators Runestad and Chang

ENROLLED SENATE BILL No. 1234

AN ACT to amend 1893 PA 206, entitled “An act to provide for the assessment of rights and interests, including leasehold interests, in property and the levy and collection of taxes on property, and for the collection of taxes levied; making those taxes a lien on the property taxed, establishing and continuing the lien, providing for the sale or forfeiture and conveyance of property delinquent for taxes, and for the inspection and disposition of lands bid off to the state and not redeemed or purchased; to provide for the establishment of a delinquent tax revolving fund and the borrowing of money by counties and the issuance of notes; to define and limit the jurisdiction of the courts in proceedings in connection with property delinquent for taxes; to limit the time within which actions may be brought; to prescribe certain limitations with respect to rates of taxation; to prescribe certain powers and duties of certain officers, departments, agencies, and political subdivisions of this state; to provide for certain reimbursements of certain expenses incurred by units of local government; to provide penalties for the violation of this act; and to repeal acts and parts of acts,” by amending section 7u (MCL 211.7u), as amended by 2012 PA 135.

The People of the State of Michigan enact:

Sec. 7u. (1) The principal residence of a person who, in the judgment of the supervisor and board of review, by reason of poverty, is unable to contribute toward the public charges is eligible for exemption in whole or in part from the collection of taxes under this act. This section does not apply to the property of a corporation.

(2) To be eligible for exemption under this section, a person shall, subject to subsections (6) and (8), do all of the following on an annual basis:

(a) Own and occupy as a principal residence the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing a form prescribed by the state tax commission with the local assessing unit.

(b) File a claim with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year. If a person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return. The filing of a claim under this subsection constitutes an appearance before the board of review for the purpose of preserving the claimant’s right to appeal the decision of the board of review regarding the claim.

(c) Produce a valid driver license or other form of identification if requested by the supervisor or board of review.

(d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.

(e) Meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.

(3) The application for an exemption under this section must be filed after January 1 but before the day prior to the last day of the board of review.

(4) The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under this section. If the local assessing unit maintains a website, the local assessing unit shall make the policy and guidelines, and the form described in subsection (2)(b), available to the public on the website. The guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets.

(5) The board of review shall follow the policy and guidelines of the local assessing unit in granting or denying an exemption under this section. If a person claiming an exemption under this section is qualified under the eligibility requirements in subsection (2), the board of review shall grant the exemption in whole or in part, as follows:

(a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.

(b) A partial exemption equal to 1 of the following:

(i) A 50% or 25% reduction in taxable value for the tax year in which the exemption is granted.

(ii) As approved by the state tax commission, any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the state tax commission.

(6) Notwithstanding any provision of this section to the contrary, a local assessing unit may permit by resolution a principal residence exempt from the collection of taxes under this section in tax year 2019 or 2020, or both, to remain exempt under this section in tax years 2021, 2022, and 2023 without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection (2), and may permit a principal residence exempt for the first time from the collection of taxes under this section in tax year 2021, 2022, or 2023 to remain exempt under this section for up to 3 additional years after its initial year of exempt status without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection (2), if the person who establishes initial eligibility under subsection (2) receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits. Both of the following apply to a person who obtains an extended exemption under this subsection:

(a) The person shall file with the local assessing unit, in a form and manner prescribed by the state tax commission, an affidavit rescinding the exemption as extended under this subsection within 45 days after either of the following, if applicable:

(i) The person ceases to own or occupy the principal residence for which the exemption was extended.

(ii) The person experiences a change in household assets or income that defeats eligibility for the exemption under subsection (2).

(b) If the person fails to file a rescission as required under subdivision (a) and the property is later determined to be ineligible for the exemption under this section, the person is subject to repayment of any additional taxes with interest as described in this subdivision. Upon discovery that the property is no longer eligible for the exemption under this section, the assessor shall remove the exemption of that property and, if the tax roll is in the local tax collecting unit's possession, amend the tax roll to reflect the removal of the exemption, and the local treasurer shall, within 30 days of the date of the discovery, issue a corrected tax bill for any additional taxes with interest at the rate of 1% per month or fraction of a month computed from the date the taxes were last payable without interest. If the tax roll is in the county treasurer's possession, the tax roll must be amended to reflect the removal of the exemption and the county treasurer shall, within 30 days of the date of the removal, prepare and submit a supplemental tax bill for any additional taxes, together with interest at the rate of 1% per month or fraction of a month computed from the date the taxes were last payable without interest. Interest on any tax set forth in a corrected or supplemental tax bill again begins to accrue 60 days after the date the corrected or supplemental tax bill is issued at the rate of 1% per month or fraction of a month. Taxes levied in a corrected or supplemental tax bill must be returned as delinquent on the March 1 in the year immediately succeeding the year in which the corrected or supplemental tax bill is issued.

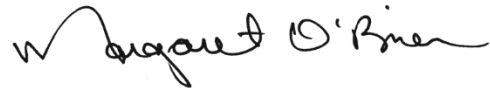
(7) A person who files a claim under this section is not prohibited from also appealing the assessment on the property for which that claim is made before the board of review in the same year.

(8) Notwithstanding any provision of this section to the contrary, if the assessor determines that a principal residence of a person by reason of poverty is still eligible for this exemption and the property was exempt from the collection of taxes under this section in tax year 2019 or 2020, or both, the property shall remain exempt from the collection of taxes under this section through tax year 2021 if, on or before February 15, 2021, the governing body of the local assessing unit in which the principal residence is located adopts a resolution that continues the exemption through tax year 2021 for all principal residences within the local assessing unit that were exempt from the collection of taxes under this section in tax year 2019 or 2020, or both. The local assessing unit may require the owner of a principal residence exempt from the collection of taxes under this subsection to affirm ownership, poverty, and occupancy status in writing by filing with the local assessing unit the form prescribed by the state tax commission under subsection (2)(a).

(9) A local assessing unit that adopts a resolution under subsection (6) or (8) must develop and implement an audit program that includes, but is not limited to, the audit of all information filed under subsection (2). If property is determined to be ineligible for exemption as a result of an audit, the person who filed for the exemption under subsection (2) is subject to repayment of additional taxes including interest to be paid as provided in subsection (6)(b). The state tax commission shall issue a bulletin providing further guidance to local assessing units on the development and implementation of an audit program under this subsection.

(10) As used in this section, "principal residence" means principal residence or qualified agricultural property as those terms are defined in section 7dd.

This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

Approved _____

Governor



Jackson
Community Foundation
For Jackson. For good. For ever.

December 21, 2020

Al Cavasin
Concord Township
121 Grove street
Concord, MI 49237

Dear Mr. Cavasin,

The Consumers Energy Endowment Fund, a component fund of the Jackson Community Foundation, envisions a Jackson County that is livable and lovable with active residents, attractive public assets, great neighborhoods, and vibrant downtowns. To that end, we are awarding \$500.00 mini-grants to each of Jackson County's townships and villages and the City of Jackson's six wards.

Enclosed, please find check #19844 to use toward efforts in your community that deliberately involve citizens in identifying, planning, and implementing community events, beautification efforts, recreational improvements, arts and cultural activities...whatever your citizens think is important!

After you spend the grant award, please send an email to dashlock@jacksoncf.org and:

- Describe what you accomplished.
- Tell us how many community residents/volunteers were involved.
- And, send along a few pictures!

We know that 2020 has been a strange and difficult year. We wish you all the best in 2021 and hope this mini-grant helps start it out right!

Sincerely,



President & CEO



100 S. Jackson St. Suite 206B, Jackson, MI 49201
tel. (517) 787-1321 fax (517) 787-4333 email jcf@jacksoncf.org
web www.jacksoncf.org



Excellence. Accountability. Impact.™

Concord Township, Jackson County is seeking a part time assessor, 20 hr./wk. MCAO w/valid MI DL required. Township is a rural community with 1840 parcels and SEV of \$132,733,500. Thorough knowledge of BS&A software required. Must attend to ALL typical Assessor functions. Position reports to Township Supervisor, office hours are Monday through Wednesday.

Submit resume with salary requirements to: Concord Township Supervisor, PO Box 236 Concord, MI 49237 or via email: supervisor@concordtownshipmi.org by March 1, 2021. (517) 524-6804.