

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

(517) 524-6804

March 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
- 7) Unfinished Business
 - a. Reminder of Board of Review Hearings-done virtually and now in person.
- 8) New Business
 - a. Hiring new Assessor
 - b. Approving new lease
- 9) Board Members' Comments
 - a. Bohl
 - b. Clark
 - c. Colburn
 - d. Dishaw
- 9) Supervisor's Comments
- 10) Public Comments



The Concord Township Board met in person and virtually on Monday, March 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, Ken Wyatt and Deputy Jacobson.

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

Pledge of Allegiance was honored led by Trustee Bohl.

Minutes from the February meeting were approved by consent.

Motioned by Dishaw, supported by Bohl 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 \$64,560.71.

Reports:

- Treasurer Clark presented the February Revenue and Expenditure Report. Revenues were \$67,035.64 and expenditures were \$19,243.48. The bank balances were: General Fund-\$258397.38, Roads-\$83,205.02 and Combined Cemetery-\$43,233.69.
- Trustee Colburn gave the February Fire Department Report. Total of January runs were 24 (9 in the Township, 9 in the Village, 3 Mutual Aid, and 3 Training. Total bills for January with payroll was \$8,538.46. Chief Mosher reported that Pulaski was not interested in a labor merger with Concord Fire Department. He will also be bringing information on a loan for the replacement of Engine 1 and a resolution to recuperate costs from Consumers Energy. Stabilization fund balance on February 28, 2021 was \$172,080.75.
- Deputy Jacobson was present to give the February Police Blotter. Total dispatches for February were 49 with 19 in the Township, 22 in the Village and 8 Out of Area/Back up calls. Calls of Note involved car accidents due to icy roads, domestic situation involving a stabbing victim and a possible kidnapped victim, and six phone calls involving a registered private investigator doing work in the village.

Bills and reports were approved by consent of the Board.

Old Business:

- Reminder that Board of Review would be in person as well as virtual.

New Business:

- The only bid that came in for the new assessor was from the Jackson County Equalization Department. Motioned Dishaw, supported by Clark to contract with the Jackson County Equalization Department for 5 years at a cost of \$32,000

with a 4% cost index factor each year. Roll call vote: Ayes: Colburn, Clark, Bohl, Dishaw and Cavasin. Nays: None. Motion was adopted.

- Motioned by Clark, supported by Bohl to extend the lease for the Township Office. Ayes: 5, Nays: None. Motion was adopted.

Board Comments:

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


Supervisor Comments:

- The community spring clean-up day is in the process of being scheduled, as well as the annual office cleaning. Gravel road work is being done by the County.

Public Comments:

- County Commissioner Poleski informed the Board an emergency training will be held on March 16, a tornado drill on March 24 and an emergency agricultural training on June 19. He was asked a question about how much park millage money was spent on the fairgrounds, he will bring back an answer next meeting.
- Ken Wyatt asked an assessing question, which was answered by the assessor.

Motioned by Clark, supported by Colburn to adjourn at 5:58 pm. Motion was approved.



Al Cavasin, Supervisor

Date: March 9, 2021

MARCH 2021	
VENDOR	DESCRIPTION
ACCUSHRED	QUARTERLY SHREDDING
BASORE INSPECTIONS LLC	FEBRUARY PLUMBING INSPECTIONS
BEACON FORMS	GENERAL FUND CHECKS
BUTTERS EXCAVATING	MONTHLY FEE /CREMATION
CONCORD FIREFIGHTERS CLUB	METAL PROCEEDS
CONSUMERS ENERGY	FEBRUARY USAGE FOR OFFICE
CONSUMERS ENERGY	FEBRUARY USAGE FOR CEMETERY
DBI	HANGING FILES AND MANILLA ENVELOPES
FAHEY SCHULTZ BURZYCH RHODES	TELEPHONE CONFERENCE CONCERNING MARIHUANA
GREENSTONE FARM CREDIT	MARCH RENT
HARRY THOMAS ELECTRIC	FEBRUARY INSPECTIONS
JACKSON COUNTY DEPT OF TRANSP.	2020 PROJECT-GRAVEL ROADS
JACKSON COUNTY TREASURER	FEBRUARY POLICE SERVICE
JUDY CLARK	FEBRUARY MILEAGE REIMBURSEMENT
PRECISE MACHINING UNLIMITED	FEBRUARY SNOWPLOWING & SIDEWALK
PRINTER SOURCE PLUS	FEBRUARY MAINTENANCE
SELECTIVE DATA SERVICES	MONTHLY ANTIVIRUS
SEMCO ENERGY	FEBRUARY USAGE FOR OFFICE
SPRING ARBOR TOWNSHIP	BOR AD
THE RECORDER	YEARLY NEWSPAPER SUBSCRIPTION
THE SALESMAN INC	AD FOR ASSESSOR
THE WATER STORE INC	BOTTLED WATER FOR COOLER
VILLAGE OF CONCORD	FEBRUARY USAGE FOR OFFICE
VILLAGE OF CONCORD	FEBRUARY USAGE FOR CEMETERY
WOW	INTERNET & PHONE CHARGES
	TOTAL

AMOUNT
\$55.00
\$60.00
\$193.86
\$2,825.00
\$550.00
\$137.40
\$29.85
\$68.37
\$45.00
\$600.00
\$155.00
\$55,138.26
\$3,510.50
\$84.00
\$375.00
\$29.90
\$30.00
\$104.26
\$158.06
\$48.00
\$135.85
\$10.75
\$87.72
\$52.94
\$75.99
\$64,560.71

February 28, 2021 Financials

BANK BALANCE	\$104,618.52
MONEY MKT	\$115,575.82
CD - 7113	\$121,408.06
	-----,-
	\$341,602.40
LESS ROAD	\$83,205.02
GENERAL FUND BALAN	\$258,397.38

CEMETERY FUNDS - RESTRICTED

COUNTY NATL - CEME	7328	4225.71
COUNTY NATL - CHAPE	4259	18313.16
COUNTY NATL - CEME	7664	20694.82
COUNTY NATL - CEM FDS	TOTAL	43233.69

User: JUDY
 DB: Concord
 PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 02/28/2021	ACTIVITY FOR MONTH 02/28/2021		AVAILABLE BALANCE	% BGD USED
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND								
Dept 000								
101-000-402.000	PROPERTY TAX REVENUE	66,500.00		63,716.35	25,302.87		2,783.65	95.81
101-000-434.000	TRAILER FEES	200.00		160.50	20.50		39.50	80.25
101-000-447.000	ADMINISTRATION FEE	28,000.00		28,272.02	8,441.64		(272.02)	100.97
101-000-451.000	1 MILL - ROAD	75,000.00		74,785.16	31,244.68		214.84	99.71
101-000-475.000	BUILDING PERMITS	10,500.00		11,400.00	795.00		(900.00)	108.57
101-000-477.000	CABLE FRANCHISE FEE	800.00		413.99	113.97		386.01	51.75
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	0.00		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	0.00		(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		841.71	8.50		2,658.29	24.05
101-000-673.000	SULLIVAN FUND INTEREST	0.00		0.00	0.00		0.00	0.00
101-000-677.000	POLICE ASSETS SOLD	0.00		0.00	0.00		0.00	0.00
101-000-678.000	MISCELLANEOUS	1,000.00		3,713.53	0.00		(2,713.53)	371.35
101-000-691.000	COMMUNITY PROMOTION PROCEEDS	2,500.00		1,948.48	633.48		551.52	77.94
101-000-693.000	TO BALANCE BUDGET-USE OF FUND BALANCE	53,218.00		0.00	0.00		53,218.00	0.00
101-000-699.151	SALE OF ASSETS	0.00		0.00	0.00		0.00	0.00
101-000-699.151	CEMETERY	20,000.00		18,047.00	475.00		1,953.00	90.24
Net - Dept 000		404,368.00		289,519.84	67,035.64		114,848.16	

Dept 101 - TOWNSHIP BOARD

101-101-704.000	TOWNSHIP BOARD	3,120.00		1,950.00	260.00		1,170.00	62.50
101-101-709.000	FICA	194.00		120.90	16.12		73.10	62.32
101-101-711.000	MEDICARE	46.00		28.27	3.76		17.73	61.46
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		4,800.00	0.00		2,400.00	66.67
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)		(20,319.22)	(879.88)		(8,913.78)	

Dept 171 - SUPERVISOR								
101-171-703.000	SUPERVISOR	10,000.00		6,666.64	833.33		3,333.36	66.67
101-171-709.000	FICA	620.00		413.33	51.66		206.67	66.67
101-171-711.000	MEDICARE	145.00		96.67	12.09		48.33	66.67
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

User: JUDY
DB: Concord

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 02/28/2021	ACTIVITY FOR MONTH 02/28/2021	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				

Fund 101 - GENERAL FUND

Net - Dept 171 - SUPERVISOR

		(11,430.00)		(7,225.44)	(897.08)	(4,204.56)	
Dept 215 - CLERK							
101-215-703.002	CLERK	17,300.00	11,533.36	1,441.67	5,766.64	66.67	
101-215-704.002	DEPUTY CLERK	3,000.00	1,436.25	86.25	1,563.75	47.88	
101-215-709.000	FICA	1,260.00	804.09	94.73	455.91	63.82	
101-215-711.000	MEDICARE	295.00	188.07	22.16	106.93	63.75	
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	160.00	35.00	90.00	64.00	
101-215-861.000	MILEAGE REIMBURSEMENT	250.00	25.41	17.36	224.59	10.16	
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)	(14,190.40)	(1,697.17)	(9,433.60)		

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	11,533.36	1,441.67	5,766.64	66.67
101-253-704.003	DEPUTY TREASURER	600.00	0.00	0.00	600.00	0.00
101-253-709.000	FICA	1,200.00	715.07	89.39	484.93	59.59
101-253-711.000	MEDICARE	280.00	167.21	20.90	112.79	59.72
101-253-752.000	SUPPLIES	1,500.00	1,278.13	52.98	221.87	85.21
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	1,367.00	2.60	33.00	97.64
101-253-861.000	MILEAGE REIMBURSEMENT	200.00	157.79	102.30	42.21	78.90
101-253-911.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
101-253-912.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00
101-253-915.000	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		(24,240.00)	(15,618.63)	(1,709.84)	(8,621.37)	

Dept 257 - ASSESSOR

101-257-703.001	ASSESSOR	20,780.00	13,853.36	1,731.67	6,926.64	66.67
-----------------	----------	-----------	-----------	----------	----------	-------

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 02/28/2021	ACTIVITY FOR MONTH 02/28/2021		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	858.93	107.36	431.07	66.58	66.52	66.52
101-257-711.000	MEDICARE	302.00	200.88	25.11	101.12	66.52	1,101.00	1,101.00
101-257-752.000	SUPPLIES	200.00	2,202.00	2,199.75	(2,002.00)	1,101.00	0.00	100.00
101-257-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-851.000	MAIL/POSTAGE	715.00	715.00	660.00	0.00	100.00	0.00	0.00
101-257-861.000	MILEAGE REIMBURSEMENT	0.00	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	0.00
101-257-911.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-912.000	MEETINGS	25.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-915.000	MEMBERSHIPS	265.00	265.00	0.00	0.00	0.00	0.00	100.00
101-257-933.000	SOFTWARE MAINTENANCE AGREEMENT	1,200.00	862.00	0.00	338.00	71.83	0.00	71.83
Net - Dept 257 - ASSESSOR		(24,777.00)	(18,957.17)	(4,723.89)	(5,819.83)			
Dept 262 - ELECTIONS								
101-262-707.000	ELECTION WORKERS	4,800.00	4,761.25	0.00	38.75	99.19	45.93	45.93
101-262-709.000	FICA	190.00	87.26	0.00	102.74	22.66	69.61	31.50
101-262-711.000	MEDICARE	90.00	20.39	0.00	69.61	22.66	31.50	31.50
101-262-752.000	SUPPLIES	3,600.00	1,134.17	0.00	2,465.83	0.00	0.00	0.00
101-262-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00	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	0.00	46.33
101-262-861.000	MILEAGE REIMBURSEMENT	0.00	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	0.00	49.40
101-262-911.000	CONFERENCES/TRAINING	0.00	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	0.00
101-262-934.000	OTHER REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 262 - ELECTIONS		(10,030.00)	(6,633.17)	0.00	(3,396.83)			
Dept 265 - BUILDING & GROUNDS								
101-265-704.006	BUILDING & PLANNING	0.00	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	0.00
101-265-711.000	MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-752.000	SUPPLIES	1,500.00	799.28	26.51	700.72	53.29	0.00	53.29
101-265-810.000	PERMIT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-852.000	INTERNET/PHONE	2,000.00	1,516.76	350.00	483.24	75.84	20.00	20.00
101-265-854.000	SERVER EXPENSES	1,800.00	360.00	360.00	1,440.00	68.24	175.00	70.83
101-265-918.000	UTILITIES	3,600.00	2,456.53	320.02	1,143.47	70.83	0.00	0.00
101-265-934.000	OTHER REPAIRS AND MAINTENANCE	600.00	425.00	0.00	175.00	0.00	0.00	0.00
101-265-985.000	CAPITAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 265 - BUILDING & GROUNDS		(9,500.00)	(5,557.57)	(1,056.53)	(3,942.43)			
Dept 266 - ATTORNEY								
101-266-801.000	ATTORNEY	0.00	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	3,053.57	406.06	946.43	76.34	101.78	101.78
101-268-709.000	FICA	186.00	189.32	25.18	(3.32)	101.78	100.64	100.64
101-268-711.000	MEDICARE	44.00	44.28	5.89	(0.28)	100.64	100.64	100.64

User: JUDY
DB: Concord

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 02/28/2021	ACTIVITY FOR MONTH 02/28/2021 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDC % USRD
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL FUND							
101-268-752.000	SUPPLIES	600.00		75.00	75.00	525.00	12.50
101-268-810.000	CONTRACTED INSPECTORS	3,000.00		2,560.00	675.00	440.00	85.33
Net - Dept 268 - PERMITS		(7,830.00)		(5,922.17)	(1,187.13)	(1,907.83)	
Dept 301 - POLICE							
101-301-804.000	POLICE CONTRACTED SERVICES	42,500.00		27,676.27	3,510.50	14,823.73	65.12
Net - Dept 301 - POLICE		(42,500.00)		(27,676.27)	(3,510.50)	(14,823.73)	
Dept 336 - FIRE							
101-336-704.004	FIRE BOARD MEMBER	1,800.00		600.00	0.00	1,200.00	33.33
101-336-709.000	FICA	120.00		37.20	0.00	82.80	31.00
101-336-711.000	MEDICARE	30.00		8.71	0.00	21.29	29.03
101-336-807.000	CONTRACTED	62,058.00		46,543.18	0.00	15,514.82	75.00
Net - Dept 336 - FIRE		(64,008.00)		(47,189.09)	0.00	(16,818.91)	
Dept 446 - ROADS							
101-446-806.000	ROADS	100,000.00		55,138.25	0.00	44,861.75	55.14
Net - Dept 446 - ROADS		(100,000.00)		(55,138.25)	0.00	(44,861.75)	
Dept 567 - CEMETERY							
101-567-704.005	SEXTON	2,100.00		1,400.00	175.00	700.00	66.67
101-567-709.000	FICA	160.00		86.80	10.85	73.20	54.25
101-567-711.000	MEDICARE	40.00		20.32	2.54	19.68	50.80
101-567-752.000	SUPPLIES	1,000.00		255.00	255.00	745.00	25.50
101-567-807.000	CONTRACTED	30,000.00		20,000.00	2,500.00	10,000.00	66.67
101-567-808.000	BURIALS	6,000.00		4,050.00	0.00	1,950.00	67.50
101-567-918.000	UTILITIES	1,500.00		1,278.22	52.61	221.78	85.21
101-567-933.000	SOFTWARE MAINTENANCE AGREEMENT	400.00		351.00	0.00	49.00	87.75
101-567-934.000	OTHER REPAIRS AND MAINTENANCE	8,500.00		6,912.50	262.50	1,587.50	81.32
101-567-985.000	CAPITAL EXPENSES	0.00		0.00	0.00	0.00	0.00
Net - Dept 567 - CEMETERY		(49,700.00)		(34,353.84)	(3,258.50)	(15,346.16)	
Dept 701 - PLANNING							
101-701-704.009	PLANNING MEMBERS	4,500.00		2,250.00	300.00	2,250.00	50.00
101-701-709.000	FICA	280.00		139.50	18.60	140.50	49.82
101-701-711.000	MEDICARE	70.00		32.65	4.36	37.35	46.64
101-701-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00		0.00	0.00	0.00	0.00
101-701-851.000	MATL/POSTAGE	100.00		0.00	0.00	100.00	0.00
101-701-861.000	MILEAGE REIMBURSEMENT	0.00		0.00	0.00	0.00	0.00
101-701-900.000	PRINTING AND PUBLISHING	500.00		355.92	0.00	144.08	71.18
101-701-911.000	CONFERENCES/TRAINING	0.00		0.00	0.00	0.00	0.00
Net - Dept 701 - PLANNING		(5,450.00)		(2,778.07)	(322.96)	(2,671.93)	
Dept 702 - APPEALS BOARD							
101-702-704.007	APPEALS BOARD MEMBERS	0.00		0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CONCORD TOWNSHIP

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 02/28/2021	ACTIVITY FOR MONTH 02/28/2021		AVAILABLE BALANCE	% BDC USED
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)	NORMAL (ABNORMAL)		

Fund 101 - GENERAL FUND

101-702-709.000 FICA 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

101-702-851.000 MAIL/POSTAGE 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

101-702-900.000 PRINTING AND PUBLISHING 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

Net - Dept 702 - APPEALS BOARD 0.00 0.00 0.00 0.00 0.00 0.00

Fund 101 - GENERAL FUND:

TOTAL REVENUES 404,368.00 289,519.84 67,035.64 114,848.16 71.60

TOTAL EXPENDITURES 404,368.00 262,167.51 19,243.48 142,200.49 64.83

NET OF REVENUES & EXPENDITURES 0.00 27,352.33 47,792.16 (27,352.33) 100.00

CONCORD TOWNSHIP

JOURNAL ENTRY

JE: 1441

Post Date: 03/03/2021

Entered By: JUDY

Entry Date: 03/03/2021

Journal: BA

Description: TO INCREASE ROAD BUDGET

GL #	Description	DR	CR
101-446-806.000	ROADS		10,300.00
101-000-691.000	TO BALANCE BUDGET-USE OF FUND BALANCE	10,300.00	
	Journal Total:	10,300.00	10,300.00

APPROVED BY: _____



CONCORD BLOTTER

Jackson County Office of the Sheriff – Concord Detachment Monthly Report

FEBRUARY 2021

PATROL DAYS IN FEBRUARY: 20

PATROL HOURS WORKED : 160

TOTAL DISPATCHES:	49
Concord VILLAGE:	22
Concord TOWNSHIP:	19
Calls Out of Area or as Back-up	8

	<i>Village</i>	<i>Township</i>	<i>TOTAL</i>
Calls for Service	22	19	41
Through 911 Dispatch	5	10	15
Thru Local Means	12	5	17
On Patrol	5	4	9
Traffic Stops	12	8	20
Citations	2	1	3
Verbal Warnings	8	4	12
Motorist Assists	2	3	5
FULL Reports	2	1	3
Supplement Reports	1	1	2
CHARGE Packages	0	1	1
'Add Narratives'	16	9	25
Full Custody Arrests	0	0	0
Citation Arrests	0	0	0
Warrant / Admin. Arrests	1	0	1
CIVIL CITATIONS	3	0	3
Charges AUTHORIZED	1	0	1
Charges DECLINED	0	1	1
Prop. & Vacation checks	8	13	21
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	1	0	1
Verbal Arguments	0	0	0
Domestic Situations	2	2	4
MDOP Complaints	0	0	0
Traffic Crashes	0	6	6
Animal Complaints (Conservation)	0	5	5
Child Custody / CPS Complaints	0	0	0
Trouble w/ subjects / Harassment	2	0	2
Traffic Issues (Trees, lines)	1	0	1
Illegal Dumping Complaints	1	0	1
Trespassing Issues	0	0	0
Alarms	1	0	1
Drug Complaints	0	0	0
Suspicious Situations (BOL's)	2	0	2
Mental Evaluations / Assists (Fire)	2	0	2
B&E (Burglary)	0	0	0
Personal Welfare Checks	2	1	3
Peace Officer / Neighbor Disputes	0	1	1
Lost/Found Property	0	0	0
Tagged vehicles (48 hrs to tow)	2	1	3
VIN Inspections	1	0	1
Natural Deaths	0	1	1
Computer Crimes & Scams	0	0	0
Noise Complaints	0	0	0
Landlord / Tenant Disputes	1	0	1
Ordinance Complaints (NEW)	2	0	2
Runaway Juveniles	0	0	0
Threats	0	0	0
Weapons Complaints	0	0	0
Property Checks w/ inc. numbers	2	2	4
Stolen Vehicles (UDAA's)	0	0	0
Sexual oriented crimes	0	0	0



OFF DUTY POLICE RELATED SITUATIONS HANDLED

6 in the village and 3 in the township – 9 TOTAL

((No incident numbers are drawn for these))

CALLS OF NOTE



2/03/2021 – I was first on-scene at an injury accident on M-60 neat S. Dearing Rd. in Spring Arbor. One subject was hospitalized.



2/04/2021 - Six phone calls came in regarding a registered private investigator doing some work in the village. He was legitimate and had notified Central Dispatch prior to coming out.



2/09/2021- I backed up other deputies (including those from Calhoun County) on a domestic situation involving multiple subjects, a stabbing victim and possibly a kidnapping on Athena Dr. in Parma.



2/11/2021- A vehicle rolled over and ended up on its' roof on Albion Rd. at the 'S' curves during icy conditions.



2/18/2021- During snowy and icy conditions – a helluva morning – while driving to Concord I came across and handled 3x accidents in Spring Arbor.



2/19/2021- I assisted with traffic during a police pursuit that ended up being a serious car crash in Spring Arbor.

TALES FROM THE RADAR GUN



47/25 on S. Main St. in the village: *'But I'm going to the post office...'*

49/25 on Hanover St. in the village: *'Wow – that's a nice ticket...!'*

Deputy Larry Jacobson / Badge# 5606 – Concord Detachment

Concord Fire Department
Incident Summary Listing

January 2021

<u>No.</u>	<u>Date</u>	<u>Time</u>	<u>Type of Run</u>	<u>Address</u>	<u>Municipality</u>	<u>Amount</u>
F21-001	1/1/2021	1248	Cancelled Enroute	Pulaski Rd & Hanover Rd	Pulaski Twp	\$30.00
R21-002	1/2/2021	1616	Emergency Medical	13446 Cornell Rd	TWP	\$135.00
F21-003	1/2/2021	2235	Wires Down	E Center St & Michigan St	Village	\$135.00
TRAIN	1/4/2021	1830	Training	428 Homer Rd	Twp/ Village	\$360.00
R21-004	1/5/2021	2105	Assist JCA	11723 King Rd	TWP	\$90.00
R21-005	1/9/2021	805	Emergency Medical	510 Hanover St	Village	\$60.00
TRAIN	1/10/2021	1800	Training	428 Homer Rd	Twp/ Village	\$360.00
R21-006	1/11/2021	1604	Emergency Medical	121 Coxon St	Village	\$105.00
R21-007	1/12/2021	1232	Emergency Medical	10518 Sears Rd	TWP	\$60.00
F21-008	1/12/2021	1718	Cancelled Enroute	5038 Hicks Rd	Parma Twp	\$120.00
F21-009	1/15/2021	1638	PI Accident	Homer St & Spring St	Village	\$150.00
TRAIN	1/17/2021	900	Training	428 Homer Rd	Twp/ Village	\$240.00
R21-010	1/18/2021	1842	Assist JCA	2892 Little Rd	TWP	\$135.00
R21-011	1/21/2021	1118	Assist JCA	16221 Erie Rd	TWP	\$45.00
R21-012	1/22/2021	1639	Assist JCA	4336 Mann Rd	TWP	\$75.00
F21-013	1/23/2021	2025	Vehicle Fire	13380 W Jackson Rd	TWP	\$165.00
R21-014	1/24/2021	1111	Assist JCA	4743 Riverbend Dr	TWP	\$45.00
R21-015	1/25/2021	1622	Emergency Medical	275 Michigan St	Village	\$75.00
R21-016	1/27/2021	1135	Emergency Medical	112 N Concord St	Village	\$60.00
R21-017	1/28/2021	1055	Mutual Aid- EMS	285 Lakehills Dr	Pulaski Twp	\$45.00
R21-018	1/28/2021	1200	Emergency Medical	10760 Keeler Rd	TWP	\$45.00
R21-019	1/28/2021	2034	Assist JCA	121 Coxon St	Village	\$90.00
R21-020	1/29/2021	1953	Emergency Medical	517 Aldrich St	Village	\$75.00
R21-021	1/30/2021	1816	Assist JCA	121 Coxon St	Village	\$60.00

3 Twp Medicals	Village Total Cost	\$810.00
5 Village Medicals	TWP Total Cost	\$795.00
0 Vehicle Accidents(Twp.)	Twp/ Village	\$960.00
1 Vehicle Accidents(Village.)	Mutual Aid	\$195.00
1 Village Fire calls	Total	\$2,760.00
7 Public Service Assist- JCA---PD		
1 Twp Fire calls		
1 Mutual Aids		
2 Cancelled Enroute		
3 Training		
0 False Call		
0 Hazard/ Weather		

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

Fire Stabilization February 28, 2021

Beginning Balance 2021	148,633.03
January Interest	21.34
February Interest	20.36
March Interest	
April Interest	
May Interest	
June Interest	
July Interest	
August Interest	
September Interest	
October Interest	
November Interest	
December Interest	
Public Donations	1,000.00
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	180,778.11
January Expenses	5,778.46
February Expenses	2,918.90
March Expenses	
April Expenses	
May Expenses	
June Expenses	
July Expenses	
August Expenses	
September Expenses	
October Expenses	
November Expenses	
December Expenses	
Total Expenses	8,697.36
Balance as of February 28, 2021	172,080.75

Concord Fire Board Minutes – February 17, 2021

Board Members Present: Meeks, Norris, Lauer, Bush & Clark

Board Members Absent: None

Other Present: Bobbi Jo & Riley & Sharon Reiniche

The Virtual Fire Board Meeting was held on February 17, 2021. Meeting was call to order at 6:00 pm. The Pledge of Allegiance was honored, a quorum declared and agenda approved. Minutes for the December 2020 meeting were approved. Norris made a motion to approve the minutes. Colburn supported. Motion carried.

Chief's Agenda for January 2021:

Review of runs for the month of December 2020: 27 Runs (12 Township, 10 Village, 2 Mutual Aid & 3 training) with a payroll of \$4,153.75.

Review of bills for December 2020

Salaries – Firefighters – 6375.00

Salaries – Officers – 2930.00

Salaries – Training – 1610.00

Social Security – 835.01

Vehicle Supplies – 219.60

Internet/phone – 85.59

Dues & Training – 72.00

Internet – 86.06

Electric – 72.19

Natural Gas – 116.59

Water/Sewer/Garbage – 120.49

Building Maintenance – 400.00

Total Bills Paid: \$12,836.94

Chief's Agenda for February 2021

Review of runs for month of January 2021: 24 Runs (9 Township, 9 Village, 3 Mutual Aid & 3 Trainings) with payroll of \$2,760.00.

Review of bills for January 2021

Vehicle Supplies – 108.84

Audit – 700.00

Insurance Buildings – 346.00

Insurance – Auto & Liability – 3706.60

Internet – 86.54

Electric – 83.69

Natural Gas – 199.06

Water/Sewer/Garbage – 120.49

Building Maintenance – 247.23

Equipment Maintenance – 29.96

Miosha Requirements – 150.00

Total Bills Paid: \$5,778.46

Fire Stabilization report showed \$173,979.29 at the end of January 2021.

Old Business:

Mosher reported that Pulaski was not interested in a labor merger with Concord Fire Department. They consider it Mutual Aid. Pulaski has hired an Interim Chief and he doesn't have any experience so they have also hire Lloyd to be a mentor and work with the new Chief. Chief Mosher also reported that the Engine to replace Engine 1 will cost about \$272,000. Mosher will bring the truck loan information to the March 2021 meeting.

New Business:

Chief Moser is also asking the Village and Township do Resolutions so the when the fire department is manning electrical wire and downed trees which helps Consumers, Consumers will pay for the labor. Lloyd is to get a Resolution from Tekonsha so that the Village and Township doesn't have to start from scratch.

Next meeting is to be held on March 27, 2021 at 6:00 pm. Colburn made a motion to adjourn. Lauer supported. Motion carried. Meeting adjourned at 6:50 pm.

Submitted by:

Judy Clark, Secretary

FIRST AGREEMENT TO EXTEND LEASE

AGREEMENT made this 10th day of March 2021, by and between GreenStone Farm Credit Services, ACA (“Landlord”) and Concord Township of Michigan (“Tenant”):

WHEREAS, Landlord and Tenant are the parties to a Lease Agreement dated June 14, 2016, for premises located at 121 Grove Street, Concord, Michigan, and more particularly described in said Lease Agreement; and

WHEREAS, the term of the Lease Agreement expires on June 30, 2021; and

WHEREAS, Landlord and Tenant desire to extend the term of the lease for an additional period of forty-one (41) months; and

WHEREAS, Landlord and Tenant further desire to memorialize and make a record of their agreement to extend the term of the lease under terms and conditions specifically set forth in this Agreement;

NOW, THEREFORE, Landlord and Tenant agree as follows:

1. The Lease shall be and hereby is extended for an additional period of forty-one (41) months beginning on July 1, 2021 and ending on November 30, 2024.

2. Pursuant to Section 2.10 of the Lease Agreement, the rent payable for the leased premises shall be and hereby is established for the First Renewal Period at \$7,200.00 per year, payable monthly in advance in the amount of \$600.00 per month due on the first day of each month beginning with July 1, 2021, and continuing through and including the month of November 2024, to the order of Landlord at 3515 West Road, East Lansing, MI 48823, or in person at the GreenStone FCS – Concord branch.

3. The Lease Extension Agreement can be cancelled at any point, for any reason and by either party with a 60-day written notice to the opposite party. Notice of cancellation should follow the terms outlined in Section 35.10 of the Lease Agreement.

4. This Agreement to Extend Lease represents the agreement of the parties to extend the Lease under its present terms as amended by this document. The parties hereby agree that all requirements for notice as to the extension of the initial base term of the lease and increase in rent only are hereby deemed to have been satisfied.

5. All of the terms and provisions of the Lease Agreement, as amended by this document, shall remain in full force and effect until further modified by a written agreement signed by the parties.

Signed in duplicate by the parties this 10th day of March 2021 to be effective July 1, 2021:

Landlord: GreenStone Farm Credit Services, ACA

Tenant: Concord Township of Michigan

By: _____

Travis Jones
EVP/CFO

Al Cvasin
Supervisor

**AGREEMENT BETWEEN THE TOWNSHIP OF CONCORD
AND
JACKSON COUNTY BOARD OF COMMISSIONERS**

THIS AGREEMENT, entered into as of the 1st day of April, 2021 between the Township of Concord, hereinafter referred to as "Township", and the County of Jackson, by its Board of Commissioners, hereinafter referred to as the "County", is as follows:

PURPOSE

The purpose of this Agreement is to provide for a property assessment administration program to be administered by the County Equalization Director, or designated representative, which will list, appraise, and maintain a complete set of records for all real and personal property, subject to ad valorem taxation, specific taxes, in-lieu-of tax agreements, and exempt properties within the limits of the Township.

TERM AND TERMINATION

The agreement shall commence April 1 of 2021, and terminate March 31, 2026, provided that either party may terminate the Agreement on April 1st of each year upon ninety (90) days prior written notice. The notice shall be sent by certified mail to the County Equalization Director if terminated by the Township. The notice shall be sent by certified mail to the Township Supervisor if terminated by the County.

- I. The County agrees to perform the following services and provide the materials set forth herein:
 - A. **Scope of Service** - To classify and appraise, according to the constitution and laws of the State of Michigan, each parcel of real property which lies within the confines of the Township, and to process all assessable personal property that is in such Township, and use the methods prescribed by the Michigan State Tax Commission. The Equalization Department will provide an assessment roll that will equal the tentative State Equalized Values for each classification of property. The final factor will be determined by the action of the Township's Board of Review and the process of state equalization as determined by the State Tax Commission.
 - B. **Qualified Staff** - All County employees engaged in the performance of this Agreement shall be professional in manner and appearance, and be trained in property appraisal techniques. The assessor shall be certified by the State Tax Commission, as required for the Township's size and State Equalized Value.
 - C. **Equipment and Supplies** - The Township shall provide supplies and paper needed for the routine performance of assessing duties. The Township shall be responsible for the costs associated with statutory noticing and correspondence on behalf of the Township. Mailing of assessment notices

PROPERTY ASSESSMENT ADMINISTRATION AGREEMENT

Township of Concord

may be outsourced at the discretion of the Equalization Director, with the consultation of the supervisor, if the cost is comparable to processing in house. All supplies and equipment purchased by the township shall be the property of the township.

- D. **Maps and Records** - The Township shall provide current land use maps, zoning maps, plats, sewer and water maps, and shall make available any records or data which may be of use in making the appraisal, without cost to the County. The GIS system is addressed in sub-point "N" of this agreement.
- E. **Appraisal Manuals/Schedules** - The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.
- F. **Record Cards** - The County will maintain the master file on the county server. The local database at the township shall be updated weekly during office hours. The database is the property of Concord Township.
- G. **Public Relations** - Both parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, County employees shall endeavor to promote understanding and amicable relations with all members of the public. County Staff will be assigned by the Equalization Director to report at the Township Hall to meet with residents, conduct office duties and interact with Township staff at a minimum of one half day per week. The Township will provide adequate office area and operational infrastructure, such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with County information protocols and standards.

When systems or resources are scheduled to be shutdown, notice shall be relayed in advance to the County to allow for substitute assignments for any staff. When possible, system maintenance should not be scheduled during regular business hours. When possible, any maintenance that is performed on the computer equipment will be reviewed by County and Township staff to assure the quality of the records.

- H. **Property Owner Notification and Official Statements** - It shall be the responsibility of the County to notify the property owners of increased

PROPERTY ASSESSMENT ADMINISTRATION AGREEMENT

Township of Concord

assessed and taxable values, as provided by law, as well as distribute personal property statements and other official forms.

- I. **Assessment Roll** - The County shall prepare the assessment roll and certify the same for the Municipality in a timely manner.
- J. **Board of Review** - County Staff will advise and assist the Township's Board of Review in preparing for, conducting, and implementing any changes resulting from the required meeting of the Board.
- K. **Appeals** - The County Equalization Director, or designated representative, shall represent the Township in all property assessment appeals and in proceedings before the Tax Tribunal concerning properties under this Agreement. The Township shall designate and provide the legal services for such appeals or proceedings. Costs or expenses which may be incurred by the County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions shall be paid by the Township provided that the Equalization Director seeks and obtains approval from the Township prior to incurring such costs or expenses. Additionally, should either party terminate this agreement, the County, or designated representative, shall represent the Township in all property assessment appeals and in proceedings filed during the existence of this agreement. The fee shall be \$50.00 per hour for preparation, appearance, and travel after termination of the agreement.
- L. **Computerized Appraisals and Information Technology** – The Township will provide equipment, and software to maintain electronic property records using a computer assisted mass appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software shall be prescribed by the County. All property information shall adhere to the requirements of the Cama Data Standards and its specifications. The records will be utilized for annual valuation updates. The County may request the assistance of designated staff of the Township to determine proper neighborhoods for market value determinations. The County will ensure that the assessment records reflect the property's true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with applicable General Property Tax Law requirements. The computer assisted mass appraisal system and its attributes shall be the property of the Township.

Additionally, the County and Township shall participate in an electronic building permit system that will transfer such data to the computer aided

PROPERTY ASSESSMENT ADMINISTRATION AGREEMENT

Township of Concord

assessment administration system. The system and its attributes shall be determined by the County.

- M. **Special Assessments**- Special assessment benefit analyses, roll preparation, processing, and related reports will be provided by the County when formally requested. The fee shall be \$50.00 per hour.
- N. **Geographical Information Systems** – The County has implemented a geographical information system. An independent formal mutual agreement shall govern this function.
- O. **Postage** – The Township shall pay actual postage costs whether mailed from the township offices or through the county bulk mail system.

II. The County will perform all the above services, subject to costs and expenses set forth, for the township under the terms and conditions below:

- A. **Terms** - For each year of this agreement the annual fee shall be calculated in the following manner: The initial period shall be from April 1, 2021, to March 31, 2026, and the fee shall be \$32,000. The base Annual Fee of \$32,000 shall be multiplied by the Cost Index Factor which shall be the estimated cost increase for labor, transportation and materials effective April 1, 2022, and annually on this date for every year thereafter. The Cost Index Factor shall be compounded annually and for the term of this agreement shall be as follows:

<u>Date</u>	<u>Factor</u>	<u>Percentage</u>
April 1, 2022	1.04	4%
April 1, 2023	1.04	4%
April 1, 2024	1.04	4%
April 1, 2025	1.04	4%

- B. **Payments** - The Township shall remit the annual fee in equal quarterly payments commencing April 1, 2021 for the duration of this agreement.

III. Miscellaneous

- A. **Section Headings** - The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
- B. **Severability** - If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining

PROPERTY ASSESSMENT ADMINISTRATION AGREEMENT

Township of Concord

provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

- C. **Entire Agreement and Amendment** - In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.
- D. **Successors and Assigns** - All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- E. **Terms and Conditions** - The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.
- F. **Execution of Counterparts** - This Agreement may be executed in any number of counterparts and each such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

PROPERTY ASSESSMENT ADMINISTRATION AGREEMENT

Township of Concord

ACKNOWLEDGEMENTS

Township of Concord:

By: _____

Its: Supervisor

By: _____

Its: Clerk

Approved as to Form:

Township Attorney

County of Jackson:

By: _____

James E. Shotwell, Jr.
Its: Chairman Board of Commissioners

By: _____

Amanda Riska
Its: Clerk

Approved as to Form:

County Administrator or Counsel

Proposal for Assessing Services for Concord Township

The Jackson County Equalization Department proposes to provide a property assessment administration program to be administered by the County Equalization Director, which will list, appraise and maintain a complete set of records for all real and personal property, subject to ad valorem taxation, specific taxes, in-lieu-of-taxes agreements, and exempt properties within the limits of the township.

A county employee will be assigned to Concord Township. This employee will hold office hours a minimum of one half day per week within the Concord Township Hall. The Equalization staff at the Jackson County Tower Building at 120 W Michigan Avenue, Jackson will be available during normal business hours Monday through Friday for assistance to Concord Township and its residents.

The county employee assigned to Concord Township will be trained in property appraisal techniques. The assessor shall be certified by the Michigan State Tax Commission, as required for the township's size and state equalized value.

The County will maintain the master assessing database which is backed up nightly. Records shall be updated at the township weekly. Concord Township will be responsible for the licensing of the assessing software and support fees associated with that software. The database is the property of Concord Township.

The current Michigan State Tax Commission Assessors' Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day (December 31st).

The County will be responsible for the notification of all property owners of a change in assessed and/or taxable values, as provided by law, as well as distribution of personal property statements and other official forms.

The County shall prepare the assessment roll and certify the same for the township in a timely manner.

The County will process all name and address changes, splits of property as approved by the Township's Land Division process, enter all Principle Residence Exemption changes, and the uncapping of recorded and unrecorded instruments.

The County will prepare a vacant land study in accordance with the Michigan State Tax Commission guidelines. The County will prepare Economic Condition Factors (ECF's) for each neighborhood as determined to display the ECF's in accordance with the Michigan State Tax Commission guidelines.

The County will advise and assist the Township's Board of Review in preparing for and conducting March, July, and December Board of Review meetings and implementing any changes required.

The County shall deliver to the Township Treasurer a warrant prior to July 1st and December 1st of each year. The County shall deliver to the Township Treasurer a revised warrant after the appropriate Board of Review changes and corrections have been made to the assessment roll.

The County will assist the Township Treasurer with the preparation of the July and December tax roll by providing assistance with the balancing of taxable values and the input of correct millage rates for all tax rolls.

The County will prepare a monthly report for the Township Board meeting with an overview of the past month's activities performed by the assessor.

The County Equalization Director, or designated representative, shall represent the Township in all property assessment appeals and in the proceedings before the Michigan Tax Tribunal concerning properties under this Agreement. The Township shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses which may be incurred by the County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings or other functions shall be paid by the Township provided that the Equalization Director seeks and obtains approval from the Township board prior to incurring such costs or expenses.

The County would ask the Township to expedite the installation of .net format for assessing, tax and building permit system that will transfer such data to the computer aided assessment administration system without modification or hesitation.

The County will prepare special assessment benefit analyses, roll preparation, processing, and related reports when formally requested by the Township. The fee shall be \$50 per hour.

The County will perform all the above services, subject to costs and expenses set forth, for the Township under the terms and conditions below:

- A. **Terms:** For the year of this agreement the annual fee shall be \$32,000
- B. **Payment:** The Township shall remit the annual fee in equal quarterly payments.

Respectfully submitted,

Ruth A Scott, MMAO
Jackson County Equalization Director

Date

Michael Overton
Jackson County Administrator/Controller

Date