

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

(517) 524-6804

November 11, 2019

Concord Township Board Meeting Agenda

- 1) Meeting called to order at 6:00 P.M.
- 2) Pledge of Allegiance
- 3) Minutes for October
- 4) Public Comment
- 5) Bills
- 6) Reports
 - a. Treasurer's Report
 - b. Fire Report
 - c. Police Report
 - d. Planning Commission
- 7) Unfinished Business
 - a. Approval of Joint Master Plan
 - b. Status of Codification of Ordinances
- 8) New Business
 - a. Adoption of 2020 Fire Budget
 - b. Letter of Intent for Aerial Fly-over
- 9) Board Member Comments
- 10) Supervisor Comments



Happy Thanksgiving

The Concord Township Board met in the Township Office at 121 Grove Street, Concord on Monday, October 14, 2019 for a regularly scheduled meeting.

Members present: Treasurer Judy Clark, Clerk Sheryll Dishaw, Supervisor Al Cavasin, Trustee Jim Bush and Trustee Naomi Carr.

Also present: Aaron Losey, Kilbourn Snow, Ken Wyatt, Kevin Bohl, Edgar Root and Deputy Larry Jacobson.

Supervisor Cavasin called the meeting to order at 6:00 pm.

Pledge of Allegiance was honored led by Trustee Carr.

Minutes from the September 9th meeting were approved by consent.

Public Comment:

- Mr. Wyatt asked about the Joint Master Plan between the Village of Concord and the Township, about the survey and little houses.

Treasurer Clark presented budget revisions. Motioned by Clark, supported by Dishaw to approve the budget revisions. Roll Call Vote: Ayes – Carr, Dishaw, Bush, Clark and Cavasin; Nays – None; Motion was approved.

Clerk Dishaw submitted the monthly bills to be paid in the amount of \$65,768.75. Motioned by Dishaw, supported by Clark to approve payment of the bills. Motion was approved.

Reports:

- Treasurer Clark gave the financial condition of the township, revenues for September were \$32,891.36 with expenditures of \$22,445.39.
- Trustee Bush gave the September 2019 Fire Board Report. Runs for August 2019 consisted of 20 runs (5 in the Township, 11 in the Village, 2 Mutual Aids and 2 training sessions. Total bills including payroll was \$3,359.86. Fire Stabilization report had a balance of \$193,549.99 at the end of September. Proposed new budget will be presented in October. Chief Mosher stated that the Department is up to date on all reports that are required by the State. The Fireman's Club is holding off on purchasing the Lucas Device, because there might be the possibility of a grant for the entire County to purchase such devices.
- Deputy Jacobson gave the September 2019 Police Report. Total Dispatches were 26 for the Township, 23 for the Village and 6 for Out of Area/Backups. A warrant has been issued for the owner of the illegal dog kennel that was on Warner Road. Work is being done on some of the blight issues. Deputy Jacobson was not the County Officer involved in the car wreck at M-60 and North Main Street on Monday, October 22nd.
- Trustee Carr gave a report on the Planning Commission October 2nd meeting. There will be a Public Meeting on October 15th to review the Joint Master Plan.

Members Snow and Bohl will attend. Agreed to recommend to the Board to use American Legal to complete the challenge of converting the Ordinances to a digital format for Web viewing. The Commission also discussed establishing a Parks and Recreational Exploratory Work Group.

Reports accepted by consent.

Unfinished Business:

None.

New Business:

- Discussion was held on the Codification of the Ordinances. Quote was received from American Legal in the amount of \$7,500, with \$400.00 to place the code online, with a \$495.00 per year. The process will take approximately one year and the payment can be divided into two budget years. Motioned by Cavasin, supported by Clark to accept the quote. Roll Call Vote – Ayes: Carr, Dishaw, Bush, Clark and Cavasin; Nays: None. Motion was carried.

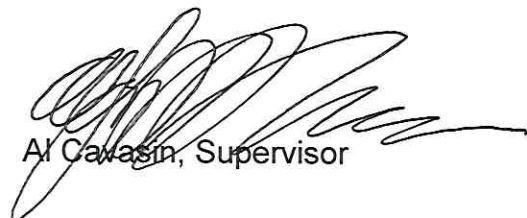
Board Comments:

- Bush – none.
- Clark – Remarked how nice Parsons Road is now that the County has finished the stone chipping and sealing.
- Dishaw – Informed the Board of a Traffic Summit meeting being held on October 29th at Blackman Township to present construction programs and coordinate construction projects between MDOT and local agencies.
- Carr – none.

Supervisor's comments:

- The McGuire/Humphrey problem appears to be resolved.
- Update was given on the Plumbing Inspector issue. The State Bureau of Construction Codes has granted permission to the township to do the plumbing inspections, contingent on paperwork being submitted to the State.

Motion by Bush, supported by Dishaw to adjourn at 6:55 pm. Motion was approved.


Al Cavasin, Supervisor

Date: 11/11/19.

Concord Township Planning Commission Meeting
6 November 2019 Minutes

- I. Meeting called to order at 7:30 by Kilburn Snow.
- II. All stood and recited the Pledge of Allegiance
- III. Members present: Cindy Franssen, Kilburn Snow, Naomi Carr and Kevin Bohl. Brian Kessman was absent.
- IV. Guest present was Sheri Hurst.
- V. Naomi Carr moved to approve the October Minutes, Cindy Franssen second the motion. Motion passed.
- VI. Cindy Franssen motioned to approve the November agenda, Naomi Carr seconded. Motion passed.
- VII. Old business, there was none.
- VIII. New business; discussion of the approval of the New Master Plan that was approved by the Village of Concord. Cindy Franssen expressed concern for information laid out in the current format, as it was difficult to match addendums, maps and references with the current goals and objectives. Al Cavasin clarified the situation, explaining The Village has been reviewing the situation and making the proper corrections.
 - A. Naomi Carr motioned for the approval of The Master Plan, pending corrections. Cindy Franssen second the motion. Roll call vote was taken. Votes are as follows:
 - Kilburn Snow, Yes
 - Naomi Carr, Yes
 - Cindy Franssen, Yea
 - Kevin Bohl, Yes
 - Brian Kessman, absent.
- IX. Naomi Carr made a motion to move the winter meetings from 7:30 to 5:30. Cindy Franssen second the motion. Voting will take place when all members are present.
- X. Naomi Carr moved to adjourn the meeting, with Cindy Franssen supporting. Meeting was adjourned at 8:11

Meeting minutes submitted by Kevin Bohl, secretary.

Kevin Bohl
Kilburn Snow
Planning Commission Chair

NOVEMBER 2019		
VENDOR	DESCRIPTION	AMOUNT
BRIGHAM HARDWARE	IRON OUT RUST REMOVER/FLAGS	\$29.97
BUTTERS EXCAVATING	MONTHLY FEE/CREMATION	\$3,917.93
CONSUMERS ENERGY	OCTOBER USAGE FOR OFFICE	\$125.26
CONSUMERS ENERGY	OCTOBER USAGE FOR CEMETERY	\$32.34
CREDIT CARD	POSTAGE	\$6.85
DAUGHERTY TREE SERVICE	REMOVAL OF DAMAGE TREE AND STUMP GRINDING	\$2,800.00
DBI	BOOK ENDS/RECEIPT BOOKS	\$44.39
GREENSTONE FARM CREDIT	NOVEMBER RENT	\$600.00
H.THOMAS ELECTRIC	OCTOBER INSPECTIONS	\$240.00
JACKSON CTY SUPERVISORS	ANNUAL MEMBERSHIP DUES	\$25.00
JACKSON COUNTY TREASURER	OCTOBER POLICE SERVICES	\$3,414.77
JUDY CLARK	MILEAGE/TREASURER'S MEETING/ELECTION UPDATE MTG	\$70.52
KEVIN BOHL	MATERIALS TO FIX MAST AT CEMETERY BUILDING	\$90.60
LESTER BROTHERS EXCAVATING	OCTOBER PORTABLE TOILET SERVICE	\$75.00
PRINTER SOURCE PLUS	OCTOBER MAINTENANCE	\$46.54
SEMCO ENERGY	OCTOBER USAGE FOR OFFICE	\$25.19
SHERYLL DISHAW	CLERKS' MEETING/MILEAGE	\$26.89
VILLAGE OF CONCORD	OCTOBER USAGE FOR CEMETERY	\$52.51
VILLAGE OF CONCORD	OCTOBER USAGE FOR OFFICE	\$88.46
WOW	INTERNET & PHONE CHARGES	\$178.74
	TOTAL	\$11,890.96

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 10/31/2019	ACTIVITY FOR MONTH 10/31/2019		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)		

Fund 101 - GENERAL FUND								
Dept 000								
101-000-402.000	PROPERTY TAX REVENUE	66,500.00	6,333	66,493.67	0.00	66,493.67	0.01	
101-000-434.000	TRAILER FEES	200.00	74.50	125.50	18.50	125.50	37.25	
101-000-447.000	ADMINISTRATION FEE	28,000.00	8,209.69	19,790.31	382.21	19,790.31	29.32	
101-000-451.000	1 MILL - ROAD	75,000.00	7.18	74,992.82	0.00	74,992.82	0.01	
101-000-475.000	BUILDING PERMITS	10,500.00	3,525.00	6,975.00	495.00	6,975.00	33.57	
101-000-477.000	CABLE FRANCHISE FEE	800.00	189.70	610.30	0.00	610.30	23.71	
101-000-478.000	LIQUOR FEES	350.00	398.75	(48.75)	0.00	(48.75)	113.93	
101-000-502.000	STATE FUNDS	154,800.00	25,132.00	129,668.00	0.00	129,668.00	16.24	
101-000-503.000	STATE ED BILLING FEE	4,200.00	4,182.50	17.50	4,182.50	17.50	99.58	
101-000-573.000	STABILIZATION FUND (STATE)	0.00	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	0.00	
101-000-630.000	ELECTIONS	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	
101-000-631.000	LAND SPLITS	800.00	220.00	580.00	0.00	580.00	27.50	
101-000-657.000	POLICE FINES	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-658.000	ORDINANCE FEES	100.00	0.00	100.00	0.00	100.00	0.00	
101-000-665.000	INTEREST	4,900.00	882.32	4,017.68	25.15	4,017.68	18.01	
101-000-665.001	SULLIVAN FUND INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-673.000	POLICE ASSETS SOLD	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-677.000	MISCELLANEOUS	3,000.00	90.00	2,910.00	0.00	2,910.00	3.00	
101-000-678.000	COMMUNITY PROMOTION PROCEEDS	2,500.00	1,161.61	1,338.39	0.00	1,338.39	46.46	
101-000-691.000	TO BALANCE BUDGET-USE OF FUND BALANCE	20,258.00	0.00	20,258.00	0.00	20,258.00	0.00	
101-000-693.000	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-699.151	CEMETERY	18,000.00	4,615.00	13,385.00	2,459.00	13,385.00	25.64	
Net - Dept 000		391,908.00	48,694.58	7,562.36	343,213.42			

Dept 101 - TOWNSHIP BOARD								
TOWNSHIP BOARD								
101-101-704.000	FCFA	194.00	56.42	137.58	29.08	137.58	29.08	
101-101-711.000	MEDICARE	46.00	13.20	32.80	28.70	32.80	23.44	
101-101-801.000	ATTORNEY	4,500.00	1,055.00	3,445.00	0.00	3,445.00	100.00	
101-101-801.001	AUDIT	4,800.00	4,800.00	0.00	0.00	4,800.00	33.33	
101-101-880.000	OFFICE LEASE	7,200.00	2,400.00	4,800.00	600.00	4,800.00	22.08	
101-101-900.000	COMMUNITY PROMOTION	2,500.00	552.00	1,948.00	55.68	1,948.00	6.19	
101-101-915.000	PRINTING AND PUBLISHING	1,800.00	111.36	1,688.64	651.71	1,688.64	96.51	
101-101-935.000	MEMBERSHIPS	2,178.00	2,101.90	76.10	0.00	76.10	96.23	
101-101-935.100	PROPERTY LIABILITY INSURANCE	3,500.00	3,368.00	132.00	0.00	132.00	72.00	
101-101-985.000	WORKERS COMPENSATION INSURANCE	100.00	72.00	28.00	0.00	28.00	63.30	
	CAPITAL EXPENSES	12,900.00	8,166.07	4,733.93	6,466.08	4,733.93		
Net - Dept 101 - TOWNSHIP BOARD		(42,838.00)	(23,605.95)	(8,605.37)	(19,232.05)			

Dept 171 - SUPERVISOR								
SUPERVISOR								
101-171-703.000	FCFA	620.00	206.67	413.33	33.33	413.33	33.33	
101-171-711.000	MEDICARE	145.00	48.33	96.67	33.33	96.67	27.50	
101-171-752.000	SUPPLIES	200.00	55.00	145.00	0.00	145.00	0.00	
101-171-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00	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	0.00	
101-171-911.000	CONFERENCES/TRAINING	400.00	0.00	400.00	0.00	400.00	0.00	
101-171-912.000	MEETINGS	240.00	0.00	240.00	0.00	240.00	0.00	
101-171-915.000	MEMBERSHIPS	25.00	0.00	25.00	0.00	25.00	0.00	

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	10/31/2019	(ABNORMAL)	MONTH 10/31/2019	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND										
Net - Dept 171 - SUPERVISOR										
		(11,630.00)		(3,643.32)		(897.08)		(7,986.68)		
Dept 215 - CLERK										
101-215-703.002	CLERK	17,300.00		5,766.68		1,441.67		11,533.32		33.33
101-215-704.002	DEPUTY CLERK	3,000.00		531.00		54.00		2,469.00		17.70
101-215-709.000	FICA	1,260.00		390.44		92.72		869.56		30.99
101-215-711.000	MEDICARE	295.00		91.31		21.68		203.69		30.95
101-215-752.000	SUPPLIES	205.00		55.00		0.00		150.00		26.83
101-215-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00		0.00		0.00		0.00		0.00
101-215-861.000	MILEAGE REIMBURSEMENT	200.00		15.89		15.89		184.11		7.95
101-215-911.000	CONFERENCES/TRAINING	0.00		0.00		0.00		0.00		0.00
101-215-912.000	MEETINGS	264.00		44.00		22.00		220.00		16.67
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										
		(23,324.00)		(6,894.32)		(1,647.96)		(16,429.68)		
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		
Dept 247 - BOARD OF REVIEW										
101-247-704.008	BOARD OF REVIEW	950.00		60.00		0.00		890.00		6.32
101-247-709.000	FICA	59.00		3.72		0.00		55.28		6.31
101-247-711.000	MEDICARE	14.00		0.86		0.00		13.14		6.14
101-247-861.000	MILEAGE REIMBURSEMENT	200.00		0.00		0.00		200.00		0.00
101-247-911.000	CONFERENCES/TRAINING	200.00		0.00		0.00		200.00		0.00
Net - Dept 247 - BOARD OF REVIEW										
		(1,423.00)		(64.58)		0.00		(1,358.42)		
Dept 253 - TREASURER										
101-253-703.003	TREASURER	17,300.00		5,766.68		1,441.67		11,533.32		33.33
101-253-704.003	DEPUTY TREASURER	3,000.00		0.00		0.00		3,000.00		0.00
101-253-709.000	FICA	1,260.00		357.53		89.38		902.47		28.38
101-253-711.000	MEDICARE	295.00		83.60		20.90		211.40		28.34
101-253-752.000	SUPPLIES	600.00		422.97		0.00		177.03		70.50
101-253-801.000	SUBSCRIPTIONS AND PUBLICATIONS	465.00		0.00		0.00		465.00		0.00
101-253-851.000	MAIL/POSTAGE	1,320.00		692.90		1.15		627.10		52.49
101-253-861.000	MILEAGE REIMBURSEMENT	500.00		152.54		82.94		347.46		30.51
101-253-900.000	PRINTING AND PUBLISHING	0.00		0.00		0.00		0.00		0.00
101-253-911.000	CONFERENCES/TRAINING	1,000.00		0.00		0.00		1,000.00		0.00
101-253-912.000	MEETINGS	150.00		22.01		11.00		127.99		14.67
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		0.00		0.00		1,600.00		0.00
Net - Dept 253 - TREASURER										
		(27,500.00)		(7,498.23)		(1,647.04)		(20,001.77)		
Dept 257 - ASSESSOR										
101-257-703.001	ASSESSOR	20,780.00		6,926.68		1,731.67		13,853.32		33.33
101-257-704.001	DEPUTY ASSESSOR	0.00		0.00		0.00		0.00		0.00
101-257-709.000	FICA	1,290.00		429.47		107.37		860.53		33.29

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 10/31/2019	ACTIVITY FOR MONTH 10/31/2019		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND								
101-257-711.000	MEDICARE	302.00	100.44	25.11	201.56	33.26		
101-257-752.000	SUPPLIES	100.00	11.76	0.00	88.24	11.76		
101-257-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00	0.00	0.00	0.00	0.00		
101-257-851.000	MAIL/POSTAGE	715.00	0.00	0.00	715.00	0.00		
101-257-861.000	MILEAGE REIMBURSEMENT	100.00	46.57	46.57	53.43	46.57		
101-257-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00		
101-257-911.000	CONFERENCES/TRAINING	205.00	75.00	75.00	130.00	36.59		
101-257-912.000	MEETINGS	25.00	0.00	0.00	25.00	0.00		
101-257-915.000	MEMBERSHIPS	265.00	0.00	0.00	265.00	0.00		
101-257-933.000	SOFTWARE MAINTENANCE AGREEMENT	1,200.00	846.00	0.00	354.00	70.50		
Net - Dept 257 - ASSESSOR		(24,982.00)	(8,435.92)	(1,985.72)	(16,546.08)			
Dept 262 - ELECTIONS								
101-262-707.000	ELECTION WORKERS	3,300.00	0.00	0.00	3,300.00	0.00		
101-262-709.000	FICA	190.00	0.00	0.00	190.00	0.00		
101-262-711.000	MEDICARE	90.00	0.00	0.00	90.00	0.00		
101-262-752.000	SUPPLIES	2,800.00	23.31	23.31	2,776.69	0.83		
101-262-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00	0.00	0.00	0.00	0.00		
101-262-851.000	MAIL/POSTAGE	1,200.00	35.00	0.00	1,165.00	2.92		
101-262-861.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00		
101-262-900.000	PRINTING AND PUBLISHING	150.00	0.00	0.00	150.00	0.00		
101-262-911.000	CONFERENCES/TRAINING	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		
101-262-934.000	OTHER REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00		
Net - Dept 262 - ELECTIONS		(7,730.00)	(58.31)	(23.31)	(7,671.69)			
Dept 265 - BUILDING & GROUNDS								
101-265-704.006	BUILDING & PLANNING	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		
101-265-711.000	MEDICARE	0.00	0.00	0.00	0.00	0.00		
101-265-752.000	SUPPLIES	4,000.00	372.57	22.26	3,627.43	9.31		
101-265-810.000	PERMIT EXPENSE	0.00	0.00	0.00	0.00	0.00		
101-265-852.000	INTERNET/PHONE	1,700.00	578.88	149.14	1,121.12	34.05		
101-265-854.000	SERVER EXPENSES	1,800.00	1,489.84	1,151.84	310.16	82.77		
101-265-918.000	UTILITIES	3,600.00	1,141.53	263.31	2,458.47	31.71		
101-265-934.000	OTHER REPAIRS AND MAINTENANCE	500.00	0.00	0.00	500.00	0.00		
101-265-985.000	CAPITAL EXPENSES	0.00	0.00	0.00	0.00	0.00		
Net - Dept 265 - BUILDING & GROUNDS		(11,600.00)	(3,582.82)	(1,586.55)	(8,017.18)			
Dept 266 - ATTORNEY								
101-266-801.000	ATTORNEY	0.00	0.00	0.00	0.00	0.00		
Net - Dept 266 - ATTORNEY		0.00	0.00	0.00	0.00			
Dept 268 - PERMITS								
101-268-704.010	EMPLOYEE INSPECTOR	3,000.00	1,754.18	406.06	1,245.82	58.47		
101-268-709.000	FICA	186.00	108.76	25.17	77.24	58.47		
101-268-711.000	MEDICARE	44.00	25.44	5.89	18.56	57.82		
101-268-752.000	SUPPLIES	1,200.00	59.16	59.16	1,140.84	4.93		
101-268-810.000	CONTRACTED INSPECTORS	4,000.00	783.33	300.00	3,216.67	19.58		

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	ACTIVITY FOR MONTH 10/31/2019	AVAILABLE BALANCE	% BDGT USED
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Net - Dept 268 - PERMITS						
		(8,430.00)	(2,730.87)	(796.28)	(5,699.13)	
Dept 301 - POLICE						
101-301-804.000	POLICE CONTRACTED SERVICES	41,000.00	13,559.63	3,414.77	27,440.37	33.07
Net - Dept 301 - POLICE						
		(41,000.00)	(13,559.63)	(3,414.77)	(27,440.37)	
Dept 336 - FIRE						
101-336-704.004	FIRE BOARD MEMBER	1,440.00	360.00	0.00	1,080.00	25.00
101-336-709.000	FICA	90.00	22.32	0.00	67.68	24.80
101-336-711.000	MEDICARE	21.00	5.22	0.00	15.78	24.86
101-336-807.000	CONTRACTED	61,000.00	30,278.76	15,139.38	30,721.24	49.64
Net - Dept 336 - FIRE						
		(62,551.00)	(30,666.30)	(15,139.38)	(31,884.70)	
Dept 446 - ROADS						
101-446-806.000	ROADS	75,000.00	34,000.00	34,000.00	41,000.00	45.33
Net - Dept 446 - ROADS						
		(75,000.00)	(34,000.00)	(34,000.00)	(41,000.00)	
Dept 567 - CEMETERY						
101-567-704.005	SEXTON	2,100.00	700.00	175.00	1,400.00	33.33
101-567-709.000	FICA	160.00	43.40	10.85	116.60	27.13
101-567-711.000	MEDICARE	40.00	10.16	2.54	29.84	25.40
101-567-752.000	SUPPLIES	100.00	0.00	0.00	100.00	0.00
101-567-807.000	CONTRACTED	36,000.00	16,210.72	2,533.33	19,789.28	45.03
101-567-918.000	UTILITIES	1,100.00	538.16	132.23	561.84	48.92
101-567-933.000	SOFTWARE MAINTENANCE AGREEMENT	400.00	344.00	0.00	56.00	86.00
101-567-934.000	OTHER REPAIRS AND MAINTENANCE	7,500.00	0.00	0.00	7,500.00	0.00
101-567-985.000	CAPITAL EXPENSES	0.00	0.00	0.00	0.00	0.00
Net - Dept 567 - CEMETERY						
		(47,400.00)	(17,846.44)	(2,853.95)	(29,553.56)	
Dept 701 - PLANNING						
101-701-704.009	PLANNING MEMBERS	4,500.00	975.00	0.00	3,525.00	21.67
101-701-709.000	FICA	280.00	60.45	0.00	219.55	21.59
101-701-711.000	MEDICARE	70.00	14.14	0.00	55.86	20.20
101-701-791.000	SUBSCRIPTIONS AND PUBLICATIONS	0.00	0.00	0.00	0.00	0.00
101-701-851.000	MAIL/POSTAGE	100.00	0.00	0.00	100.00	0.00
101-701-861.000	MILEAGE REIMBURSEMENT	300.00	65.54	0.00	234.46	21.85
101-701-900.000	PRINTING AND PUBLISHING	250.00	0.00	0.00	250.00	0.00
101-701-911.000	CONFERENCES/TRAINING	1,000.00	188.00	0.00	812.00	18.80
Net - Dept 701 - PLANNING						
		(6,500.00)	(1,303.13)	0.00	(5,196.87)	
Dept 702 - APPEALS BOARD						
101-702-704.007	APPEALS BOARD MEMBERS	0.00	0.00	0.00	0.00	0.00
101-702-709.000	FICA	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
101-702-851.000	MAIL/POSTAGE	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CONCORD TOWNSHIP
 PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 10/31/2019	ACTIVITY FOR MONTH 10/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL FUND							
101-702-861.000	MILEAGE REIMBURSEMENT	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
101-702-911.000	CONFERENCES/TRAINING	0.00		0.00	0.00	0.00	0.00
Net - Dept 702 - APPEALS BOARD		0.00		0.00	0.00	0.00	
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		391,908.00		48,694.58	7,562.36	343,213.42	12.43
TOTAL EXPENDITURES		391,908.00		153,889.82	72,597.41	238,018.18	39.27
NET OF REVENUES & EXPENDITURES		0.00		(105,195.24)	(65,035.05)	105,195.24	100.00

CONCORD TOWNSHIP								
REGULAR ACCOUNT DEPOSITS								
OCTOBER 31, 2019								
10/2/2019		\$ 4,182.50						
10/7/2019		\$ 25.00						
10/7/2019		\$ 358.49						
10/15/2019		\$ 756.00						
10/21/2019		\$ 378.00						
10/21/2019		\$ 150.00						
10/21/2019		\$ 23.72						
10/21/2019		\$ 18.50						
10/28/2019		\$ 550.00						
10/28/2019		\$ 100.00						
10/28/2019		\$ 345.00						
10/30/2019		\$ 650.00						
10/31/2019		\$ 24.88	SAVINGS INT					
10/31/2019		\$ 0.27	CHECKING INT					
		\$ -	CD INT					
TOTAL		\$ 7,562.36						
		\$ -	REVENUE SHARING					
		\$ 25.00	CEMTERY DEED TRANSFERS					
		\$ 550.00	CEMETERY BURIAL & CREMATION FEES					
		\$ 650.00	CEMETERY LOTS					
		\$ 495.00	BLDG & MISC PERMITS					
		\$ 1,134.00	CEMETERY FOUNDATIONS					
		\$ 24.88	SAVINGS INTEREST					
		\$ 0.27	CHECKING ACCT INT					
		\$ -	CD INTEREST					
		\$ 16.50	THREE OAKS TRAILER FEES- JUNE					
		\$ 2.00	LILLY BANK LANE -MAY					
		\$ -	WOW 1ST QTR 2019 FRANCHISE FEE					
		\$ -	2018 PROPERTY TAXES - TWP					
		\$ -	2018 PROPERTY TAXES - ROADS					
		\$ -	2018 ADMIN FEES					
		\$ 382.21	2019 ADMIN FEES					
		\$ -	LAND SPLIT					
		\$ 4,182.50	SET REIMBUREMENT					
		\$ -	SALE OF CEMETERY EQUIPMENT					
		\$ 100.00	MISCELLEANEOUS					
TOTAL		\$ 7,562.36						

OCTOBER FINANCIAL REPORT

BANK BALANCE	\$1,726.59
MONEY MKT	\$100,385.80
CD - 7113	\$117,304.09

	\$219,416.48
LESS ROAD FUNDS	\$1,145.79
GENERAL FUND BALANCE	\$218,270.69

CEMETERY FUNDS - RESTRICTED

COUNTY NATL - CEMETERY FD	7328	\$4,040.83
COUNTY NATL - CHAPEL FD	4259	\$18,092.39
COUNTY NATL - CEMETERY FD	7664	\$20,014.16
COUNTY NATL - CEM FDS	TOTAL	\$42,147.38



OCTOBER 2019 BY THE NUMBERS



PATROL DAYS IN OCTOBER : 23

PATROL HOURS WORKED : 184

TOTAL DISPATCHES:	55
Concord VILLAGE:	30
Concord TOWNSHIP:	23
Calls OOA (Out of Area / Back-up)	3

	<i>Village</i>	<i>Township</i>	<i>TOTAL</i>
Calls for Service	30	23	53
Through 911 Dispatch	10	15	25
Thru Local Means	20	8	28
Traffic Stops	6	5	11
Citations	0	1	1
Verbal Warnings	4	2	6
Motorist Assists	2	2	4
FULL Reports	3	2	5
CHARGE Packages	1	0	1
'Add Narratives'	22	16	38
In-Custody Arrests	0	0	0
Citation Arrests	0	0	0
Warrant / Admin. Arrests	1	0	1
CIVIL CITATIONS	0	2	2
Charges AUTHORIZED	0	1	1
Charges DECLINED	1	0	1
Prop. & Vacation checks	11	12	23
Ordinance Visits	11	16	27
PARKING TICKETS	0	---	0
COURT Appearances	0	1	1

- 911 calls when I was NOT on-duty - 9 (5 village / 4 township)

<i>Type of complaints</i>	<i>Village</i>	<i>Township</i>	<i>TOTAL</i>
Larceny Complaints	2	0	2
Simple Assaults	0	0	0
Fraud / I.D Theft Complaints	0	2	2
Animal Complaints / Conservation	3	5	8
Verbal Arguments (TWS)	2	1	3
Domestic Situations	2	1	3
Child Custody / CPS Complaints	1	1	2
Drug Complaints	1	0	1
MDOP Complaints	0	1	1
Trespassing Issues	2	0	2
Alarms	0	0	0
Illegal Dumping Complaints	1	0	1
Traffic Crashes	0	6	6
Traffic Issues (Trees, lines)	1	1	2
B&E (Burglary)	1	1	2
Personal Welfare Checks	3	1	4
Suspicious Situations (BOL's)	3	0	3
Peace Officer / Neighbor Disputes	3	0	3
Lost/Found Property	1	0	1
Tagged vehicles (48 hrs to tow)	0	0	0
VIN Inspections	0	0	0
Computer Crimes & Scams	0	1	1
Natural Deaths	0	0	0
Landlord / Tenant Disputes	1	0	0
Ordinance Complaints (NEW)	1	1	2
Noise Complaints	0	0	1
Runaways (Juveniles)	1	0	1
<i>Misc. Disp. (Assists)</i>	1	1	2



OFF DUTY POLICE RELATED CALLS

((These are phone calls, text messages or chat conversations about police related needs while I'm NOT on duty))

5 Village / 3 Township – 8 TOTAL...

Deputy Larry Jacobson / Badge# 5606 – Concord Detachment

CONCORD BLOTTER

*DEER STRIKE BACK / SCIENTISTS BAFFLED;
ANIMALS LAUNCH OFFENSIVE AGAINST CARS
AND TRUCKS ALIKE!*



BEWARE THE GIFT CARD SCAM

A township resident was doing a home-security computer check with a company that he thought reputable. Soon, however, they duped him into providing bank information and falsified a rather large 'accidental' deposit into his account and demanded immediate payback. The resident vowed to work with the company to rectify



This rendering shows a young buck throwing itself in front of an oncoming car. Scientists theorize these acts may not be random! Watch your speed, stay alert, vehicle/deer collisions increase dramatically in October and November.

DUCK (HUNTERS) ON THE POND

See Ducks below....

FROM FRAUD ABOVE:

the situation. (ALERT!) The company demanded ‘their money’ – well over \$3,000 – in the form of gift cards.

The resident did as they asked and later learned the ‘erroneous deposit’ was a mistake and the money was actually from HIS OWN SAVINGS ACCOUNT! At the moment ANYONE starts speaking about gift cards or wire transfers as a means of repayment, go on full alert! IT IS A SCAM! Contact your bank or financial institution directly and they’ll verify the situation. You can even call 911 or Deputy Jacobson through the Concord Village or Township offices. Take the extra time and don’t provide any personal and/or financial information to people on the phone. STAY VIGILANT!



Provide personal and financial information to NO ONE!



Village residents – you can get copies of the local ordinances on snow plowing, sidewalk shoveling and leaf removal at the village office!

DUCK HUNTERS CONT...

A common baseball phrase, surely heard during this year’s World Series, is ‘ducks on the pond,’ meaning there are runners on the base paths just waiting to be knocked home by a timely hit. In Concord in October, that phrase took on a literal meaning when Deputy Jacobson responded to several calls of duck hunters – in canoes, kayaks and camouflage boats on the mill pond but WITHIN village limits, duck hunting. Several residents reported having buckshot pellets rain down on their homes and vehicles. As a reminder, there is NO HUNTING WITHIN VILLAGE LIMITS and several groups were contacted and told to move farther out on the pond.

If anyone sees hunters and believes that they are within the village, or getting close – please call 911. (At least the age old Bugs Bunny question has been answered – it IS duck season.)

**HUNTERS -
STAY ALERT /
STAY SAFE!**



A CONCORD RESIDENT SUSTAINED SERIOUS INJURIES WHEN HE FELL FROM A DEER TREE STAND WHILE HUNTING NEAR SEARS & KASSOCK ROADS. CONCORD FIRE CHIEF LLOYD MOSHER REMINDS HUNTERS THIS SEASON TO BE EXTRA CAUTIOUS AND USE SAFETY STRAPS WHEN UP IN STANDS, WHICH CAN BE WET AND SLIPPERY.



In a shocking display of selfishness and utter disregard for the good deeds of others, unknown subjects continue to pile garbage and other useless items at the Salvation Army bins at the old Concord Station. A resident caught two females tearing into bags that were stacked next to the bins and discarding unwanted items in disarray. When he asked them to stop doing that, they merely ignored him and continued. A license plate number was written down and a message delivered to the registered owner of the vehicle – from Battle Creek – but there’s no real way of knowing whether the message was received. If you see anyone doing this, or dumping items, and can safely get a license plate number, please call it in to the village office.



Lots of messages of concern were tossed out regarding the car crash at Main St. & M-60 regarding the sheriff’s patrol vehicle. The deputy involved was Deputy Archie Wickham and – fortunately – no one suffered serious injuries in the accident. Deputy Wickham was back on the job a week later.

THERE BE THIEVES HERE!



Two Concord Township residents were victimized by what may turn out to be the same perpetrator in a pair of burglaries towards the end of the month. One of the victims, due to some luck and some police footwork in the mud, rain and woods, received all of his property back with the exception of a weed trimmer. The second subject has not been as lucky and the search continues... A suspect has been identified as part of a larger operation and the investigation continues. **SECURE YOUR PROPERTY AND PUT CAMERAS UP!!**

Fire Stabilization October 31, 2019

Beginning Balance 2019	143,964.26
January Interest	43.52
February Interest	49.96
March Interest	50.71
April Interest	151.34
May Interest	149.88
June Interest	46.65
July Interest	49.40
August Interest	149.69
September Interest	39.05
October Interest	41.85
November Interest	
December Interest	
Public Donations	
1st Quarter Payments	30,279.38
2nd Quarter Payments	30,279.38
3rd Quarter Payments	30,279.38
4th Quarter Payments	30,276.88
Worker's Comp Refund	
Cost Recovery Income	
MML Refund (Liability +Property Pool)	
Miscellaneous	505.00
Total Beginning Balance + Revenues	266,356.33
January Expenses	4,838.16
February Expenses	1,559.50
March Expenses	2,437.15
April Expenses	13,326.72
May Expenses	2,811.02
June Expenses	1,801.99
July Expenses	11,548.33
August Expenses	3,359.86
September Expenses	804.88
October Expenses	58,083.35
November Expenses	
December Expenses	
Total Expenses	100,570.96
Balance as of October 31, 2019	165,785.37

Concord Fire Department
Incident Summary Listing

September 2019

<u>No.</u>	<u>Date</u>	<u>Time</u>	<u>Type of Run</u>	<u>Address</u>	<u>Municipality</u>	<u>Amount</u>
R19-155	9/1/2019	2046	Assist JCA	212 Hanover ST	Village	\$165.00
R19-156	9/5/2019	1641	Emergency Medical	303 W Center St	Village	\$90.00
R19-157	9/6/2019	1145	Lift Assist	1613 Albion Rd	Twp	\$90.00
R19-158	9/6/2019	2017	Emergency Medical	219 Monroe St	Village	\$75.00
F19-159	9/10/2019	728	Assist Albion Twp	Albion Rd	Albion Twp	\$90.00
F19-160	9/12/2019	1847	Remove Hazard From Roadway	N Concord/ Elm Row Rd	Twp	\$60.00
R19-161	9/12/2019	2121	Motorcyle PI	584 Homer Rd	Village	\$210.00
R19-162	9/13/2019	1537	Emergency Medical	219 Monroe St	Village	\$75.00
R19-163	9/13/2019	2107	Emergency Medical	202 E Jackson Rd	Village	\$90.00
R19-164	9/14/2019	58	Assist JCA	318 S Main St	Village	\$60.00
F19-165	9/14/2019	1829	Remove Hazard From Roadway	Warner Rd E of Mann	Twp	\$75.00
TRAIN	9/15/2019	900	Training	428 Homer Rd	Twp/ Village	\$380.00
R19-166	9/18/2019	2204	Emergency Medical	12120 Spring Arbor	Twp	\$90.00
R19-167	9/22/2019	2202	Emergency Medical	219 Main St	Village	\$90.00
R19-168	9/24/2019	935	Emergency Medical	7534 Three Oaks Dr	Village	\$30.00
R19-169	9/24/2019	2148	Emergency Medical	312 Monroe St	Village	\$60.00
F19-170	9/27/2019	1814	Wires Down	226 S Main St	Village	\$195.00
R19-171	9/27/2019	2106	Emergency Medical	7534 Three Oaks Dr	Village	\$45.00
F19-172	9/28/2019	2007	Mutual Aid	9965 Pulaski Rd	Pulaski Twp	\$75.00
F19-173	9/29/2019	1648	Wires Down	4421 Albion Rd	Twp	\$165.00
F19-174	9/30/2019	1410	Mutual Aid	3137 Earl Dr	Spring Arbor Twp	\$105.00

					Village Total Cost	\$1,185.00
					TWP Total Cost	\$480.00
					Twp/ Village	\$380.00
					Mutual Aid	\$270.00
					Total	\$2,315.00
1			Twp Medicals			
8			Village Medicals			
0			Vehicle Accidents(Twp.)			
1			Vehicle Accidents(Village.)			
1			Village Fire calls			
4			Public Service Assist- JCA---PD			
1			Twp Fire calls			
2			Mutual Aids			
0			Cancelled Enroute			
1			Training			
0			False Call			
2			Hazard/ Weather			

Concord Fire

2020 Proposed Budget

REVENUES	VILLAGE	62057.5
	TOWNSHIP	62057.5
	TOTAL REVENUE	124115
EXPENSES		
206-336-704.000	SALARIES- FIREFIGHTERS	25000
206-336-706.000	SALARIES- OFFICERS	11500
206-336-707.000	SALARIES- TRAINING	7000
206-336-710.000	SOCIAL SECURITY	3265
206-336-727.000	OFFICE SUPPLIES	400
206-336-728.000	OPERATING SUPPLIES	1200
206-336-730.000	MATERIALS TRAINING	800
206-336-731.000	MEDICAL SUPPLIES	500
206-336-732.000	VEHICLE SUPPLIES- FUEL	2000
206-336-801.000	AUDIT	700
206-336-804.000	INSURANCE-BLDGS	200
206-336-805.000	INSURANCE- AUTO & LIAB	3900
206-336-806.000	WORKMENS COMP.	1600
206-336-808.000	DUES & TRAINING	5000
206-336-835.000	HEALTH SERVICES	500
206-336-855.000	INTERNET	1000
206-336-920.000	ELECTRIC	1750
206-336-921.000	NATURAL GAS	1500
206-336-922.000	WATER/SEWER/GARBAGE	1400
206-336-925.000	BIULDING MAINTENANCE	4500
206-336-930.000	REPAIRS AND MAINTENANCE	2500
206-336-931.000	EQUIPMENT MAINTENANCE	5500
206-336-955.000	MISCELLANEOUS	500
206-336-965.000	MIOSHA REQUIREMENTS	500
206-336-970.000	CAPITAL EXPENSE	10000
206-336-971.000	LOAN PRINCIPLE	0
206-336-971.100	APPARATUS FUND	31400
206-336-995.000	INTEREST ON LOAN	0
	TOTAL OPERATING EXPENSE	124115

JACKSON COUNTY



JACKSON COUNTY GEOGRAPHIC INFORMATION SYSTEM

120 W. Michigan Avenue

Jackson, Michigan 49201

Phone 517.768.6691

Fax

517.768.6693

2020 Jackson County Aerial Imagery Acquisition Project

November 05, 2019

Greetings,

Almost five years have passed since we last contracted to acquire county-wide aerial imagery and our current set of aerials from 2015 are becoming less and less reliable for supporting the countless applications in which they are used. Therefore, Jackson County GIS is coordinating the acquisition of a Spring 2020 leaf off countywide 4' resolution vertical digital aerial photography and orthoimagery, 3D "true" positions countywide building footprint mapping, and 4" with 4-way 45 degree digital aerial oblique imagery for the whole county with viewing/application software. We have talked with BS&A and the software vendor for the oblique imagery and we are assured you will be able to view the imagery from within BS&A.

As we did in 2015, we once again are requesting local units of government to partner with the county in this aerial acquisition. For its part, the county has budgeted direct funds, plus the labor costs (project management, contract administration, and ensuring quality control on the deliverables) for a total project cost of \$237,600.00.

Within county departments, there is no question about the necessity of up-to-date imagery as it is used daily by staff in Central Dispatch, Equalization, the Sheriff's Office, Health Department, Drain Commission, Treasury and GIS among others. In Jackson County we have issued almost 900 addresses for new construction since the 2015 aerials were flown. For local units of government that use the 2015 imagery, it has proven a very useful tool for conducting daily business. For participating units, we will also make available our 2011 and 2015 ortho imagery giving you a 3 year progression at no additional cost. Since each year of imagery represents a "snapshot in time," your assessor can ascertain the existence of building improvements and your zoning administrator can determine if junked automobiles are new or have been there for some time. There are many other applications from easily measuring the size of a parking lot that needs to be repaved to verifying the property class assignments for properties in the tax roll to name a few.

All local units of government within the county participated in the 2015 aerial flight. I would hope that little convincing is needed on either the usefulness of up-to-date imagery or the low cost of partnership that is being achieved by pooling government resources.

Clearly, I hope that you will chose to participate in this imagery acquisition project based on the benefits of having and using up-to-date imagery, encouraged by the savings to be achieved by sharing the cost. While participation in the project is voluntary, there are several disadvantages to a "let's wait and see if we need it" approach that are worth pointing out. First, once the imagery becomes publicly available, we will be charging 25% more to local

units than the cost being offered through this partnership opportunity. Second, the new imagery will be made available to all partnering local units first. Finally, though the possibility is remote, lack of broad participation may force the county to not execute a contract for a spring 2020 aerial imagery flight.

Since there has been some turnover among officials, staff and contractors within local government, I would encourage you to discuss this project with your assessor, zoning administrator, code inspector, public safety, planning commission, engineering firm and/or public works/utility department if you have any doubts about the usefulness of the imagery in meeting your local business needs. If you have any questions or want to discuss the project further, please do not hesitate to give me a call (517) 768-6691.

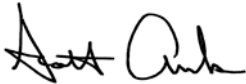
As to a timeline, we will be asking the County Board to enter into a contract around the first of the year. Once the contract is finalized, the imagery flight will take place this coming spring once the last snow/ice has melted and any spring flooding has receded but before the leaves appear so that features on the ground have maximum visibility. The imagery will be processed and corrected over the summer and should be delivered by fall or sooner along with the building outlines.

The cost to participate in the 2020 imagery project for Concord Township is \$2,110.00. You will not be billed until the total project has been delivered to Jackson County.

Given the short timeline for moving things forward we are currently seeking an indication of your intent to participate in this imagery project. We will use these to substantiate the project budget when we bring it before the County Board for approval. As such, **please fill out the attached Letter of Intent as soon as possible and e-mail to sambs@co.jackson.mi.us or fax to 517.768.6693.**

I thank you for your unit's past participation in aerial imagery acquisition and I look forward to working with you to complete another successful project.

Sincerely,



Scott Ambs, Manager
Jackson County Geographic Information Services
sambs@mijackson.org

2020 Jackson County Aerial Imagery Acquisition Project

LETTER OF INTENT

STATEMENT OF INTENT: As a representative and key decision maker for your local unit of government, please check one of the boxes below that you feel best reflects the likelihood of your unit's participation in this Imagery Acquisition Project.

- We wish to partner in this project, have the funds available in our budget and are ready to sign a Memorandum of Understanding upon receipt.
- We are more than likely to partner in this project, but will require a formal decision from the Township Board or City Commission before signing a Memorandum of Understanding.
- We do not wish to partner in this project for the following reason(s):

PRIMARY CONTACT: Please indicate who should be our primary contact regarding this project.

Name	Title/Position	Email

PROJECT COMMUNICATIONS: In addition to the primary contact listed above, please list any other officials, staff or contractors that should be kept abreast of developments (project updates will be sent via email).

Name	Title/Position	Email

Please e-mail this form to sambs@co.jackson.mi.us or fax (517) 768-6693.

CODIFICATION AGREEMENT

October 11, 2020

The Concord Township, a municipal corporation in the State of Michigan ("Township") and American Legal Publishing Corporation, ("Publisher"), an Ohio corporation, agree as follows:

I. THE PUBLISHER SHALL:

- (1) Examine the Township's Charter (if any), and prior code of ordinances (if any), and all ordinances or resolutions provided by the Township and determine which materials are to be codified.
- (2) Utilize its staff of attorneys to review all materials to be codified and prepare a written report for the municipal attorney.
 - (a) The report may include notice of and suggestions for resolving the following:
 - Apparent conflicts with referenced state and federal statutes and administrative regulations;
 - Repealed, renumbered, or obsolete state and federal statutes and administrative regulations;
 - Apparent conflicts with prominent federal case law; and Internal discrepancies such as duplications, ambiguities, and obsolete terminology.
 - (b) Suggest new provisions which the Township should consider including in the new code, and delete old provisions which are no longer necessary or which might be improper or unlawful.
 - (c) The review will not involve re-drafting of entire chapters by the Publisher. However, the Publisher will provide model ordinances to the Township upon request if available.
 - (d) At the option of the Township, hold a manuscript conference with municipal representatives to review the report. The Township will not be billed for time of the American Legal staff attorney if it chooses this option, but will be billed for travel expenses.

Note: The review performed by the Publisher should not be considered as a substitute for the competent advice of your Municipal Attorney, especially based on his/her in-depth knowledge of the municipal practices and procedures, and American Legal Publishing is in no way assuming the role of attorney for the Township. Land Use sections of the code are especially specific to the locality and are thus only subject to cursory review and comparison with the rest of the code. (A sample Report is attached to indicate the type of comments that are likely to be contained in the report for Concord.)
- (3) Classify all ordinances and resolutions which are of a general and permanent nature into titles, chapters, and sections, according to subject matter.
- (4) Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the Municipal Attorney.

- (5) Prepare:
- (a) Title, chapter, and section headings.
 - (b) A table of contents and sectional analysis for each chapter.
 - (c) A legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Publisher.
 - (d) Statutory cross-references to sections of the state statutes and to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.
 - (e) Tables of Special Ordinances listing chronologically those ordinances in certain subject areas that the Township finds to be pertinent.
 - (f) Parallel Reference Tables showing:
 - 1. The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
 - 2. A listing of code sections based on state statutes (Statute to Code).
 - 3. A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).
 - (g) An index (which will be created after the first draft of the Code is submitted).
- (6) Provide the Township with model or sample ordinances when available and upon request, at no additional charge.
- (7) Deliver to the Township, within 6 months from receipt of the materials deemed necessary by the Publisher to begin the codification (prior code, ordinances and new code questionnaire), one copy of a draft of the Code for the Township's examination.
- (8) If necessary, hold a conference to make final corrections, additions, and deletions to the Code. The Township will be billed for the travel expenses of the American Legal staff attorney. The Township may present changes to pages of the draft at the conference. After the final conference, no additional changes are to be made. Any further changes, additions, or deletions shall be made in the future supplements to the Code in accordance with III(3) of this Agreement. When the draft, and any changes thereto made by the Township, is returned to the Publisher, such return of the draft shall be deemed final authorization by the Township to publish the Code as returned. If additional conferences are requested by the Township which require the travel of a member of the staff of the Publisher, then the Township shall be advised what the additional cost, if any, for such conference will be.
- (9) Deliver to the Township, within 3 months of receipt of the corrected draft, 5 printed copies of the Code meeting the following specifications:
- (a) Type to be single or dual column, at the option of the Township
 - (b) Page size to be 8½" x 11"
 - (c) Printed on high quality paper

- (d) All copies to be in hard-covered, 3-ring, loose leaf binders. All binders shall have the Township's name stamped in gold and shall contain divider tabs.

(10) Provide a sample adopting ordinance to the Township.

II. THE TOWNSHIP SHALL:

- (1) The Township will provide clear copies of all materials necessary to perform the codification, including an up to date copy of any previously published code of ordinances, copies of ordinances and pertinent resolutions not previously codified, and a completed New Code Questionnaire (provided by the Publisher). (If the Township provides meeting minutes to the Publisher to review for legislation contained therein rather than actual ordinances or resolutions, there will be an additional charge of \$45.00 an hour to extract ordinances or resolutions from the minutes for use in the new code.)
- (2) After receipt of the draft of the code and legal report described in paragraph I (2), the Township shall have 60 days to review the draft and report and to return to the Publisher its comments about the draft and its answers to the legal report. In the alternative, if the Township opts for the legal conference described in paragraph I (9), it must contact the Publisher within 60 days to set up a meeting date. The meeting, itself, need not occur within the same 60 day period. If the Township fails to either return its comments and answers to the legal report within 60 days or, if applicable, to set up a meeting date, the Township may request that the Publisher extend the deadline in writing. The Publisher may adjust the contract price to cover any increased costs due to the Township's delay.
- (3) The Publisher agrees to include in the final version of the Code all ordinances adopted by the Township up to the time the manuscript is originally due back to the Publisher under the provisions of (2) above. The Township agrees that any ordinances adopted after this date shall be included at the Publishers' supplement rates (as set out in paragraph III(3)(b)) at the time of the inclusion of these ordinances into the code.
- (4) (a) Pay to the Publisher for shipping of the final code order as a base price, the sum of \$7,500.00 for its services set out in Section I, payable as follows:

Forty percent (40%) due upon acceptance of this agreement;

Forty percent (40%) within 30 days after submission of the manuscript and invoice;

The balance 30 days after receiving and reviewing the legal report and final delivery of the printed Code books plus invoice.

If the code page contains an image (diagram, photograph, chart, graph, etc.) or table, there is an additional \$10.00 per page rate.

- (b) The price above is based upon a code of the following number of pages according to the format option chosen by the Township. Should the final page count of the code be fewer or more pages than this estimate, the base price will increase accordingly at the time of the final invoice:

FORMAT	NUMBER OF PAGES	INCREASE
8½" x 11" Single-column page	350	\$18.00 per page
8½" x 11" Dual-column page	300	\$21.00 per page

- (5) Pay any invoices within 30 days of the invoice date. Invoices outstanding beyond the 30 day period shall be subject to a late payment equal to 1.5% of the unpaid balance per month, or part thereof.

III. OPTIONAL SERVICES.

The Township, by the initials of the person executing the agreement on its behalf, exercises the following options:

INITIAL

- (1) Code Format: (Initial one only)

(a) Single-column format

(b) Dual-column format



- (2) Additional Copies of Code: number of copies _____ (with binders: Yes or No)



The Township may purchase additional codes at (*circle one:*) \$80 per copy or \$60 without a binder.

- (3) Five year supplemental service plan:



For a period of five years after delivery of the code:

- (a) The Publisher shall:

1. Incorporate into the code new pertinent ordinances submitted by the Township.
2. Revise or make additional entries to the table of contents, parallel reference tables, and index as necessary to reflect the incorporation of additional, changed or deleted material.
3. Within 45 days, deliver to the Township 5 printed copies of supplemental pages with an instruction sheet for directing the placement of the new pages in the code.

- (b) The Township shall:

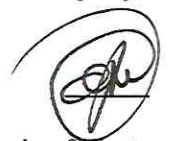
1. Provide a copy of ordinances or resolutions passed subsequent to publication of the previous code supplement;
2. Pay to the Publisher the sum of \$19.50 per reprinted single column page or \$23.50 per reprinted dual column page, plus shipping and handling.

The prices above are for a five-year period and cannot be changed except for adjustments in the second, third, fourth, and fifth years of this agreement to reflect any decrease or increase in the United States Consumer Price Index calculable from the month of delivery of the Code.

If the code page contains an image (diagram, photograph, graph, etc.) or table, there is an additional \$10.00 per page charge.

- (c) Upon completion of the five-year period, this agreement shall automatically renew itself from year to year except that either party may alter or cancel the terms of this agreement at any time upon ninety days written notice.

- (4) Code on CD-ROM (word processing program):



At no additional charge, the Publisher will provide the code on CD-ROM in one of the following formats (*circle one*): WordPerfect or Microsoft Word compatible

(5) Subscribers Service: _____

The Publisher will operate a subscription service upon the Township's request as follows:

- (a) After the Publisher determines production cost and shipping and handling charges, the Township has the right to set the total price of the codes for the subscribers. The difference will be credited to the Township's future supplement invoices.
- (b) Subscribers can be charged in advance or at time of shipment if they wish to subscribe to the supplements. The total cost for this subscription will be for a year's worth of supplements.
- (c) Subscribers of the complete code will be required to pay in advance of shipment by check or credit card.
- (d) The Publisher will incur all mailing costs for the marketing of the code. Order forms with an announcement of the codes and supplement service availability will be included in this mailing.
- (e) Any law firms, realtors, businesses, libraries or other interested parties contacted may inquire about code orders by using the Publisher's toll-free number.
- (f) The Publisher will print subscribers' orders as needed, and will not require the Township to either pre-purchase copies or store extra copies.

(6) Pamphlets:

- (a) Pamphlets, sized for 8½" x 11" copy, containing component parts of a Code, with a cardstock cover, may be ordered: *(circle desired topic and insert number of copies):*

Charter	# of copies	_____
Traffic/General Offenses Code	# of copies	_____
Zoning Code	# of copies	_____
Subdivision	# of copies	_____
All Land Use Regulations	# of copies	_____
Other _____	# of copies	_____


(b) Cost:

1-50	copies of pamphlet	— .075 per printed page
51-99	copies of pamphlet	— .070 per printed page
100 or more	copies of pamphlet	— .065 per printed page

- (c) Optional 3-ring pamphlet binders (\$11.50 each) _____

- (d) Pocket sized pamphlets are available at rates to be agreed upon.

(7) Web Based Search and Retrieval program:

- (a) The Publisher shall build the Township's code in on the Web with jump links and hyper links with complete instructions and one copy of a manual for \$400.00. (This is a one time fee) 

- (b) Additional copies of the code in Word or WordPerfect (\$75 each) _____

_____ of additional copies on Flash-drive or CD Rom

Additional copies downloadable (no charge) _____

(c) Future Supplements on the Web (cost is included in editing charge for printed pages): _____

Web Updates: _____ annually _____ six months _____ quarterly PA as ordinances pass

Printed Books Updates: PA annually _____ six months _____ quarterly _____ as ordinances pass

(d) Optional On-Site Installation & Training (not necessary) _____
at \$695.00/day + Travel Expenses.

Optional Web based training (Go-To-Meetings) _____
at \$95.00/ an hour or \$250.00 minimum charge.

(e) Code on the Web at \$495.00 per year. PA _____

(f) Access and Search other codes on American Legal Publishing's Website _____ No charge

(g) Advance Legislative Service (PDF): As new ordinances are passed they will be added to the New Ordinance List. This list will have the latest ordinances listed by date passed. Once ordinances are supplemented this list will be cleared. An ordinance can post on the same day. The cost for this service is \$7.00 per ordinance. If the entire ordinance needs to stay online then chose our other service called Comprehensive Ordinance List. All ordinances can be listed for \$300.00 a year. _____

(h) New Ordinance Notification Service: As new ordinances are passed, American Legal will place a New Ordinance Notice that this code section has been amended. Once the ordinance is supplemented into the code of ordinances the Notice will be removed. The cost for this service is \$8.00 per notice. This service is usually combine this service with the Advance legislative Service or the Comprehensive Ordinance List. _____

(i) Comprehensive Ordinance List: As new ordinances are passed they will be added to the Comprehensive Ordinance List. This list will have the latest ordinances listed by year. The ordinances will be highlighted in yellow until they are added to the code book. All ordinances can be listed, even ones that are not usually codified such as annexation, variances, budget, and other miscellaneous ordinances. The ordinance is linked to a pdf copy of the original ordinance. The price for this service is \$15.00 an ordinance or charged a maximum fee of \$300.00 per year for all ordinances placed online. If you store the ordinances on the Township website there is no storage cost. If ordinances are stored on ALP website a price of \$100.00 per year for storage. _____

(j) Definition Links Service: American Legal will build defined term links or pop up boxes to any word requested by the Township. Many Township like this service so that a user can see the definition of the word without going back to the defined terms section of the code. This service is available for the Code of Ordinances and the Land Development Code. The cost for this service is \$95.00 an hour. _____

(k) Archived Codes Online Service: American Legal Publishing can store previous versions of your code and or supplements online for research purposes. The cost for this service is \$45.00 for each supplement per year. The maximum yearly cost is \$300.00 a year. _____

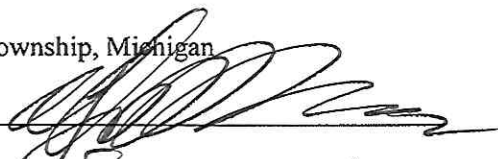
(l) Translation Software Services: American Legal can place your code of ordinances in 90 languages for one low annual fee of \$75.00 a year. This service will allow citizens to view and read the code in many different languages. _____

- (m) Custom Banner Services: American Legal can make your online code look just like the Township website. The cost for this service is based on the files that are provided by the Township. The one time fee is anywhere from \$200.00 and up. Please send the files for an actual price.
- (n) Online Meeting Minutes Service: American Legal can store meeting minutes as well as other documents online. Your minutes, resolutions, contracts, annexations can all be placed online and indexed for as little as 75¢ per page, with a yearly \$100.00 yearly storage fee. _____
(must review how minutes are presented to Publisher before providing a price)
- (o) **Package Deal:** The Township can chose to get all of the above additional online services h, i, k, l, m, n for a yearly cost of \$700.00 a year. Definition links (j) are not included in the package. Minutes would start from January 2019 and going forward. Older minutes from 2018 and previous years would be charged 75¢ per page. _____

IV. TRANSMITTAL AS OFFER.

The transmittal of this Agreement to the Township is an offer by the Publisher to perform the stated services at the prices and terms referenced within the Agreement. This offer will expire if not executed by the Township by December 31, 2018, unless such date is extended in writing by the Publisher.

IN WITNESS WHEREOF the parties to this contract have hereunto set their hands on the date(s) indicated:

Concord Township, Michigan
 By 
 Title Supervisor
 Date 4/9/19

American Legal Publishing Corporation
 By _____
 Title Stephen G. Wolf, President
 Date _____