

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

(517) 524-6804

November 9, 2020

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) Budget Revision
- 6) Bills
- 7) Reports
 - a. Treasurer's Report
 - b. Fire Report
 - c. Police Report
 - d. Planning Commission
- 8) Unfinished Business
- 9) New Business
 - a. McGuire Complaint
 - b. Pardee Rezoning
 - c. County Designated Assessor
 - d. Codification Ordinance
 - e. Changing Meeting Time
- 10) Board Member Comments
 - a. Bush
 - b. Clark
 - c. Dishaw
 - d. Carr
- 11) Supervisor Comments



The Concord Township Board met on Monday, November 9, 2020 for a regularly scheduled meeting with social distancing rules implemented.

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

Also present: Kevin Bohl, Ken Wyatt, County Commissioner Earl Poleski, Aaron Losey, Guthrie Colburn, and Kristina Mandrelle.

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

Pledge of Allegiance was honored led by Clerk Sheryll Dishaw.

Minutes from the October meeting were approved by consent.

Public Comments:

- Ken Wyatt had a question about the Falling Water Trail dead ending in the Village and if the Township was concerned about that issue.
- County Commissioner Poleski also commented on the Falling Water Trail and he is meeting with Representatives from Calhoun County, Region II and the Village to hopefully prevent Concord's part of the trail from becoming a spur that just ends. He also informed the Board that COVID is on the increase in Jackson County and to remind people to practice social distance and the wearing of masks.

Treasurer Clark explained the need for a budget revision due to an increase in capital expenses because the codification of the ordinances came in higher than expected and to add mileage reimbursement back to the budget. Motioned by Cavasin, supported by Dishaw to approve the budget revision. Roll Call Vote: Ayes – Bush, Clark, Cavasin and Dishaw. Nays – None. Motion was approved.

The monthly bills were presented by Clerk Dishaw in the amount of \$11,156.64. Bills were approved for payment by consent of the Board.

Reports:

- Treasurer Clark presented the October financial condition of the Township: Revenues for October were \$6,966.45 and expenditures were \$35,663.32. General Fund Balance was \$198,514.07. Road Fund Balance was \$8,454.41 and the combined Cemetery Fund Balances were \$43,024.43.
- Trustee Bush gave the October Fire Department Report. September Runs consisted of 17 total – 10 Township, 3 Village, 3 Mutual Aids, and 1 Training. With payroll, bills for September came to \$3,336.09. Discussion was held on the pad out front of the station, the cost will be \$19,000 and will come out of the stabilization fund. Truck 1 had a pump rebuild and motor service. Chief Mosher asked that a thank you be sent to Vic and Karen Face for storing the fire trucks at Wolverine Steel during the construction of the pad. The Stabilization fund had a balance of \$180,813.56 as of October 31st.
- Deputy Jacobson was not present to give the October Police Blotter. Board members had copies of the report. Total dispatches were 54 with 17 in the

Township, 27 in the Village and 10 Out of Area/Back up calls. Calls of Note involved a serious car crash, speeding, reckless driving at the ballfields, duck hunters on the millpond, and a computer scam.

- Supervisor Cavasin gave the November 4th Planning Commission report: Rezoning request for the Pardee property split was approved, Bi-laws were distributed and Kristina Mandrelle was introduced as a possible new member.

Reports were approved by consent.

Old Business: None.

New Business:

- Motioned by Cavasin, supported by Clark to appoint Kristina Mandrelle to the Planning Commission to replace the member at large Kevin Bohl because of his recent election to the Township Board. Ayes: 4, Nays: 0. Motion was carried.
- Supervisor Cavasin submitted copies of a recent email he had received from Mr. John McGuire concerning a mannequin being used as a lawn ornament and Mr. McGuire's request that an ordinance be created to prevent such lawn ornaments. The complaint was read by board members, but at this time no action was taken on the request.
- Motioned Bush, supported by Clark to accept the recommendation of the Planning Commission to rezone the new parcel being created from the splitting of parcel #000-11-26-100-001-01 from Agricultural to Residential. Roll Call Vote: Ayes – Bush, Clark, Cavasin and Dishaw; Nays – None. Motion was approved.
- Motioned by Dishaw, supported by Clark to appoint Ruth Scott the Jackson County Equalization Director as the Designated Assessor for Jackson County. Roll Call Vote: Ayes – Bush, Clark, Cavasin and Dishaw; Nays – None. Motion was approved.
- Motioned by Bush, supported by Dishaw to adopt Ordinance #35 Rev: "A" to enact a Code of Ordinances for the Township of Concord. Roll Call Vote: Ayes – Bush, Clark, Cavasin and Dishaw; Nays – None. Motion was approved.
- Motioned by Clark, supported by Dishaw to change the meeting time of the meetings to 5:30 pm. Ayes – 3, Nays – 1. Motion was approved.

Board Comments:

- Bush – None.
- Clark – Explained that the Township got a check for \$3,028.58 from a CARES grant the County had completed for police protection and that was our half due to the Township/Village police contract.

- Dishaw – The November 3rd election went smoothly for the Township, 1615 citizens of the Township voted, 924 in the polling place and 691 absentee ballots, which came to a 74% voter turn-out.

Supervisor Comments:

- Extended congratulations to our new Trustees Kevin Bohl and Guthrie Colburn.
- Extended appreciation to the election workers for their hard work and dedication to accuracy in the November 3rd election and the residents of the township for their patience, cooperation and decorum when waiting in line and voting.
- Updated Board members of the Light- up Concord contest that will happen this year, but with some changes. He will be having virtual meetings with the other committee members.
- Extended gratitude to Trustee Bush for his years of service to the Township.

Motioned by Bush, supported by Clark to adjourn at 6:43 pm. Motion was approved.



Al Cavasin, Supervisor

Date: November 10, 2020

Concord Township Planning Commission Meeting
4 November 2020

- I. Meeting called to Order 5:30
- II. Everyone stood for the Pledge of Allegiance
- III. Members present: Kilburn Snow, Cindy Franssen, Brian Kessman and Kevin Bohl. Naomi Carr was absent.
- IV. Approval of Agenda. Brian Kessman motioned and Kevin Bohl second.
- V. Approval of September minutes. Cindy Franssen motioned. Brian Kessman second.
- VI. Recognition of guests: Kristina Mandrelle and Al Cavin.
- VII. Business:
 - A. Kristina Mandrelle was introduced to the Board as a candidate to the Board of the Planning Commission. She and her family currently reside in the township and is employed by Consumers Energy. Her background is impressive and would be a great asset to the Planning Commission. Cindy Franssen motioned for her approval with Brian Kessman second. A vote was taken and all members present approved the motion for her approval.
 - B. Concord Planning Commission Bi-Laws were distributed to all members present for review, as some changes need to bring them current. Board members recommendations will be present at the December meeting for review and approval.
 - C. Business Development: Kilburn Snow presented to the Board the suggestion of a quarter or biannual meeting between the Township and the Village for business expansion and development.
 - D. Pardee Property split of changing a parcel from Agriculture to Residential on which a house currently sits. Cindy Franssen motioned for the approval of the change and Brian Kessman seconded. All present voted for the approval.
 - E. McGuire complaint: After reviewing the complaint and much discussion, The Board has decided that it will take no action. Kilburn Snow made the motion and Cindy Franssen seconded. Vote was taken and all approved the No Action motion.
- VIII. Meeting was adjourned at 6:40.

Minutes submitted by Kevin Bohl



CONCORD BLOTTER OCTOBER 2020

Concord

Jackson Co. Sheriff's Office Report - Concord Detachment O C T O B E R 2020

PATROL DAYS IN OCTOBER: 22

PATROL HOURS WORKED : 176

TOTAL DISPATCHES:	54
Concord VILLAGE:	27
Concord TOWNSHIP:	17
Calls 00A (Out of Area / Back-up)	10

	<i>Village</i>	<i>Township</i>	<i>TOTAL</i>
Calls for Service	27	17	44
Through 911 Dispatch	5	7	12
Thru Local Means	22	10	32
Traffic Stops	16	10	26
Citations	7	2	9
Verbal Warnings	8	5	13
Motorist Assists	1	3	4
FULL Reports	3	2	5
CHARGE Packages	2	1	3
'Add Narratives'	17	11	28
Full Custody Arrests	0	0	0
Citation Arrests	0	0	0
Warrant / Admin. Arrests	0	0	0
CIVIL CITATIONS	0	0	0
Charges AUTHORIZED	0	1	1
Charges DECLINED	0	1	1
Prop. & Vacation checks	9	12	21
PARKING TICKETS	0	--	0
COURT Appearances	0	1	1

911 Dispatch took 16 Concord calls in October when I was NOT on-duty...

4 occurred after I' d gone home for the day and 12 came in on one of my off-days. Of these 16 calls, 9 of them were vehicle/deer crashes.

<i>Type of complaints</i>	<i>Village</i>	<i>Township</i>	<i>TOTAL</i>
Larceny Complaints	3	1	4
Simple Assaults	0	0	0
Fraud / I.D Theft Complaints	2	0	2
Verbal Arguments	1	0	0
Domestic Situations	1	4	5
MDOP Complaints	2	0	2
Traffic Crashes	0	4	4
Animal Complaints (Conservation)	2	2	4
Child Custody / CPS Complaints	3	0	3
Trouble w/ subjects / Harassment	2	0	2
Traffic Issues (Trees, lines)	0	0	0
Illegal Dumping Complaints	1	0	1
Trespassing Issues	0	0	0
Alarms	0	1	1
Drug Complaints	0	0	0
Suspicious Situations (BOL' s)	1	1	2
Mental Evaluations / Assists (Fire)	0	1	1
B&E (Burglary)	0	0	0
Personal Welfare Checks	3	0	3
Peace Officer / Neighbor Disputes	1	2	3
Lost/Found Property	1	0	1
Tagged vehicles (48 hrs to tow)	2	1	3
VIN Inspections	0	0	0
Natural Deaths	0	0	0
Computer Crimes & Scams	1	0	1
Noise Complaints	0	0	0
Landlord / Tenant Disputes	0	0	0
Ordinance Complaints (NEW)	0	1	1
Runaway Juveniles	0	0	0
Threats	1	0	1
Weapons Complaints	0	0	0
Property Checks w/ inc. numbers	0	0	0
Stolen Vehicles (UDAA' s)	0	0	0
<i>Backup unit elsewhere</i>			<i>10</i>



OFF DUTY POLICE RELATED CALLS

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

6 Village / 3 Township - 9 TOTAL...

CALLS OF NOTE



10/1- I was first on-scene to a serious car crash at Moscow Rd. & Hatch Rd. in Horton.



10/2- A local resident spotted a subject driving recklessly on the millings at the ballfields and provided me with a license plate. Contact was made with a subject out of Albion who admitted to the act. Charges were filed with the prosecutor' s office.



10/8- I assisted other county units on a domestic assault on Goose Lake Rd. in Pulaski involving a mother and son.



10/10- I am currently working with CPS, Napoleon Police and authorities in Ohio on a case involving a 28 y/o male currently dating a 15 y/o girl. No one is receiving any cooperation from the subjects involved at this point.



10/11- From the department of IT' S RAINING PELLETS - contact made with duck hunters on the millpond (happens every year) shooting towards the village and peppering rooftops with pellets.



10/17- A citizen alerted me to an injured deer on the side of Luttenton Rd. south of Sears Rd. He said it looked like a fawn, 'curled up into a ball. Someone must have hit it.' I responded to find a large rock matching that description - but no deer. The rock was deceased.



10/20- A village resident fell for the 'your computer is locked' scam and ultimately was defrauded out of almost \$7,000 before the damage was stopped. DO NOT ALLOW ANYONE TO ACCESS YOUR INFORMATION! If your computer locks up, disconnect the power source, let it set for a minute and then try to power it back up. If that doesn't work, take it to an official computer repair person!



10/22- I assisted the state police on a domestic violence call on E. Allen St. in Hanover.



10/27- While driving to work near S. Sandstone Rd. and McCain Rd, I responded to the Sandstone Con. Church for a subject inexplicably yelling at pre-schoolers there. When I arrived, I made contact with the subject and talked to him. He provided his driver's license (which was suspended) and apologized for yelling. Before I could return his license to him and tell him to go home, he shockingly drove off at a high rate of speed and a pursuit ensued. The pursuit was terminated on M-50 near N. Parma Rd for safety reasons and he got away... However, he was arrested two nights later.



From the department of 'impossible to make up' :

Westbound on Hanover St. near Michigan St on that nice smooth pavement - 53/25. *** The driver said 'all of the signs are confusing.'

Same area - 52/25 *** The driver initially provided a Mexican license (I located a perfectly fine MICHIGAN license in the computer) and managed to say he didn't understand English. "No habla..." When I went back up to his truck - WITH HIS CITATION - he frowned and said, in perfect English, 'where do I pay this?'

Deputy Larry Jacobson / Badge# 5606 - Concord Detachment

Concord Fire Board Minutes – October 21, 2020

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

Board Members Absent: None

Other Present: None

The October 21, 2020 meeting was call to order at 6:00 pm. The Pledge of Allegiance was honored, a quorum declared and agenda approved. Minutes for the September 2020 meeting were approved. Bush made a motion to approve the minutes. Lauer supported. Motion carried.

Chief's Agenda:

Review of runs for the month of September 2020: 17 Runs (10 Township, 3 Village, 3 Mutual Aid & 1 training) with a payroll of \$2,475.00.

Review of bills for September 2020

Internet/phone – 85.56

Electric – 71.64

Natural Gas – 28.13

Water/Sewer/Garbage – 119.74

Equipment Maintenance – 556.02

Total Bills Paid: \$861.09

Fire Stabilization report showed \$163,644.83 at the end of September 2020.

Old Business:

None

New Business:

Our meeting was held with social distancing of 6 feet apart and masks were worn by all with less than 10 people. Discussion on the pad out in front of the Fire Station. The cost was \$19,000. It will be paid out of the stabilization fund. The \$3,200 that was paid for the air conditioner will be coming back to the fire department. Truck 1 had a pump rebuild and motor service. The fire trucks have been stored at Wolverine Steel during the construction of the pad. Chief Mosher asked that a thank you be sent to Vic & Karen Face. Also would like Supervisor Cavasin to put something in his Connection to thank them.

Next meeting is to be held on November 18, 2020 at 6:00 pm. Bush made a motion to adjourn. Meeks supported. Motion carried. Meeting adjourned at 6:32 pm.

Submitted by:

Judy Clark, Secretary

FINANCIAL REPORT AS OF 10/31/2020

BANK BALANCE	\$12,595.77
MONEY MKT	\$65,549.91
CD - 7113	<u>\$120,368.39</u>

	\$198,514.07
LESS ROAD FUNDS	\$8,454.41

GENERAL FUND BALANCE	<u><u>\$190,059.66</u></u>
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CEMETERY FUNDS - RESTRICTED

COUNTY NATL - CEMETERY FD	7328	\$4,162.94
COUNTY NATL - CHAPEL FD	4259	\$18,304.03
COUNTY NATL - CEMETERY FD	7664	\$20,557.46

COUNTY NATL - CEM FDS	TOTAL	\$43,024.43
		=====

NOVEMBER 2020	
VENDOR	DESCRIPTION
AMERICAN LEGAL	FINAL FOR CODIFACTION
BASORE PLUMBING INSPECTIONS	OCTOBER INSPECTIONS
BUTTERS EXCAVATING	MONTHLY FEE AND BURIALS
CONSUMERS ENERGY	OCTOBER USAGE FOR OFFICE
CREDIT CARD	MAILING AND STAMPS FOR SUPERVISOR/ELECTIONS/CLERK
GREENSTONE FARM CREDIT	NOVEMBER RENT
JACKSON COUNTY TREASURER	OCTOBER CONTRACT
JUDY CLARK	REIMBURSEMENT FOR POSTAGE AND TREASURER'S MTG
LESTER BROTHERS	PORTABLE TOILET FOR CEMETERY
PRINTER SOURCE PLUS	OCTOBER MAINTENANCE
REGION 2 PLANNING COMMISSION	2021 MEMBERSHIP DUES
SEMCO ENERGY	OCTOBER USAGE FOR OFFICE
THE SALESMAN INC	AD FOR PUBLIC ACCURACY TEST AND PLANNING COMMISSION
VILLAGE OF CONCORD	OCTOBER USAGE FOR OFFICE
VILLAGE OF CONCORD	OCTOBER USAGE FOR CEMETERY
WOW	INTERNET & PHONE CHARGES
	TOTAL

AMOUNT
\$2,763.00
\$60.00
\$2,950.00
\$116.04
\$194.90
\$600.00
\$3,458.50
\$12.47
\$75.00
\$17.13
\$451.71
\$28.74
\$122.27
\$86.22
\$52.32
\$168.34
\$11,156.64

REVENUE AND EXPENDITURE REPORT FOR CONCORD TOWNSHIP

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USED
Fund 101 - GENERAL FUND						
Dept 000						
101-000-402.000	PROPERTY TAX REVENUE	66,500.00	30.47	0.00	66,469.53	0.05
101-000-434.000	TRAILER FEES	200.00	78.50	20.00	121.50	39.25
101-000-447.000	ADMINISTRATION FEE	28,000.00	8,430.67	206.13	19,569.33	30.11
101-000-451.000	1 MILL - ROAD	75,000.00	34.55	0.00	74,965.45	0.05
101-000-475.000	BUILDING PERMITS	10,500.00	7,605.00	1,125.00	2,895.00	72.43
101-000-477.000	CABLE FRANCHISE FEE	800.00	161.72	0.00	638.28	20.22
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	21,145.00	0.00	112,855.00	15.78
101-000-503.000	STATE ED BILLING FEE	4,200.00	4,175.00	4,175.00	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	525.00	110.00	(25.00)	105.00
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	814.31	7.32	2,685.69	23.27
101-000-665.001	SULLIVAN FUND INTEREST	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
101-000-677.000	MISCELLANEOUS	1,000.00	470.00	0.00	530.00	47.00
101-000-678.000	COMMUNITY PROMOTION PROCEEDS	2,500.00	0.00	0.00	2,500.00	0.00
101-000-691.000	TO BALANCE BUDGET-USE OF FUND BALANCE	51,868.00	0.00	0.00	51,868.00	0.00
101-000-693.000	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00
101-000-699.151	CEMETERY	20,000.00	11,097.00	1,323.00	8,903.00	55.49
Net - Dept 000						
		403,018.00	56,837.32	6,966.45	346,180.68	
Dept 101 - TOWNSHIP BOARD						
TOWNSHIP BOARD						
101-101-704.000	FICA	3,120.00	1,040.00	260.00	2,080.00	33.33
101-101-709.000	MEDICARE	194.00	64.48	16.12	129.52	33.24
101-101-711.000	ATTORNEY	46.00	15.07	3.76	30.93	32.76
101-101-801.000	AUDIT	2,000.00	343.90	0.00	1,656.10	17.20
101-101-802.000	OFFICE LEASE	600.00	600.00	0.00	0.00	100.00
101-101-880.000	COMMUNITY PROMOTION	7,200.00	2,400.00	600.00	4,800.00	33.33
101-101-900.000	PRINTING AND PUBLISHING	2,500.00	0.00	0.00	2,500.00	0.00
101-101-911.000	MEMBERSHIPS	1,800.00	200.69	80.28	1,599.31	11.15
101-101-915.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00
101-101-915.000	MEMBERSHIPS	2,588.00	2,580.17	859.50	7.83	99.70
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	4,590.00	2,918.08	2,739.56	1,671.92	63.57
Net - Dept 101 - TOWNSHIP BOARD						
		(28,133.00)	(12,952.39)	(4,559.22)	(15,180.61)	
Dept 171 - SUPERVISOR						
SUPERVISOR						
101-171-703.000	FICA	10,000.00	3,333.32	833.33	6,666.68	33.33
101-171-709.000	MEDICARE	620.00	206.66	51.66	413.34	33.33
101-171-711.000	SUPPLIES	145.00	48.33	12.08	96.67	33.33
101-171-752.000	SUBSCRIPTIONS AND PUBLICATIONS	200.00	6.95	0.00	193.05	3.48
101-171-791.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
101-171-861.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00
101-171-911.000	MEETINGS	200.00	0.00	0.00	200.00	0.00
101-171-912.000	MEMBERSHIPS	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

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DB: Concord

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Net - Dept 171 - SUPERVISOR		(11,430.00)	(3,595.26)	(897.07)	(7,834.74)	
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	547.50	300.00	2,452.50	18.25
101-215-709.000	FICA	1,260.00	391.47	107.98	868.53	31.07
101-215-711.000	MEDICARE	295.00	91.56	25.25	203.44	31.04
101-215-752.000	SUPPLIES	205.00	0.00	0.00	205.00	0.00
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	35.00	35.00	215.00	14.00
101-215-861.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
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		(23,374.00)	(6,856.21)	(1,909.90)	(16,517.79)	
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	1,900.00	320.00	0.00	1,580.00	16.84
101-247-709.000	FICA	118.00	19.84	0.00	98.16	16.81
101-247-711.000	MEDICARE	28.00	4.65	0.00	23.35	16.61
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)	(344.49)	0.00	(1,701.51)	
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	2,000.00	0.00	0.00	2,000.00	0.00
101-253-709.000	FICA	1,200.00	357.53	89.38	842.47	29.79
101-253-711.000	MEDICARE	280.00	83.60	20.90	196.40	29.86
101-253-752.000	SUPPLIES	1,200.00	572.90	0.00	627.10	47.74
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	663.00	0.00	737.00	47.36
101-253-861.000	MILEAGE REIMBURSEMENT	200.00	0.00	0.00	200.00	0.00
101-253-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
101-253-911.000	CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00
101-253-912.000	MEETINGS	150.00	0.00	0.00	150.00	0.00
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

User: JUDY
DB: Concord

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2020	NORMAL (ABNORMAL)	INCREASE (DECREASE)	BALANCE	
Fund 101 - GENERAL FUND							
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
101-257-711.000	MEDICARE	302.00	100.44		25.11	201.56	33.26
101-257-752.000	SUPPLIES	200.00	0.00		0.00	200.00	0.00
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	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
101-257-911.000	CONFERENCES/TRAINING	0.00	0.00		0.00	0.00	0.00
101-257-912.000	MEETINGS	25.00	0.00		0.00	25.00	0.00
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	862.00		0.00	338.00	71.83
Net - Dept 257 - ASSESSOR		(24,777.00)	(8,318.59)	(1,864.15)		(16,458.41)	
Dept 262 - ELECTIONS							
101-262-707.000	ELECTION WORKERS	3,500.00	2,296.25		0.00	1,203.75	65.61
101-262-709.000	FICA	190.00	51.30		0.00	138.70	27.00
101-262-711.000	MEDICARE	90.00	11.99		0.00	78.01	13.32
101-262-752.000	SUPPLIES	2,800.00	447.48		0.00	2,352.52	15.98
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	500.00		0.00	700.00	41.67
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		(7,930.00)	(3,307.02)	(280.00)		(4,622.98)	
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	2,500.00	264.16		0.00	2,235.84	10.57
101-265-810.000	PERMIT EXPENSE	0.00	0.00		0.00	0.00	0.00
101-265-852.000	INTERNET/PHONE	2,000.00	660.64		168.28	1,339.36	33.03
101-265-854.000	SERVER EXPENSES	1,800.00	0.00		0.00	1,800.00	0.00
101-265-918.000	UTILITIES	3,600.00	1,337.63		332.43	2,262.37	37.16
101-265-934.000	OTHER REPAIRS AND MAINTENANCE	600.00	425.00		0.00	175.00	70.83
101-265-985.000	CAPITAL EXPENSES	0.00	0.00		0.00	0.00	0.00
Net - Dept 265 - BUILDING & GROUNDS		(10,500.00)	(2,687.43)	(518.49)		(7,812.57)	
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	4,000.00	2,144.00		406.06	1,856.00	53.60
101-268-709.000	FICA	186.00	132.93		25.18	53.07	71.47
101-268-711.000	MEDICARE	44.00	31.09		5.89	12.91	70.66

User: JUDY
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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	10/31/2020	(ABNORMAL)	MONTH 10/31/2020	(DECREASE)	BALANCE	(ABNORMAL)	

Fund 101 - GENERAL FUND	SUPPLIES	600.00		0.00		0.00		600.00		0.00
101-268-752.000	CONTRACTED INSPECTORS	3,000.00		1,140.00		420.00		1,860.00		38.00

Net - Dept 268 - PERMITS

(7,830.00) (3,448.02) (857.13) (4,381.98)

Dept 301 - POLICE

POLICE CONTRACTED SERVICES

42,500.00 13,790.27 3,458.50 28,709.73 32.45

Net - Dept 301 - POLICE

(42,500.00) (13,790.27) (3,458.50) (28,709.73)

Dept 336 - FIRE

FIRE BOARD MEMBER

101-336-704.004	FICA	1,800.00		225.00		0.00		1,575.00		12.50
101-336-709.000	MEDICARE	120.00		13.95		0.00		106.05		11.63
101-336-711.000	CONTRACTED	30.00		3.27		0.00		26.73		10.90
101-336-807.000		62,058.00		31,028.80		15,514.42		31,029.20		50.00

Net - Dept 336 - FIRE

(64,008.00) (31,271.02) (15,514.42) (32,736.98)

Dept 446 - ROADS

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		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	1,000.00		0.00		0.00		1,000.00		0.00
101-567-807.000	CONTRACTED	30,000.00		10,000.00		2,500.00		20,000.00		33.33
101-567-808.000	BURIALS	6,000.00		2,150.00		175.00		3,850.00		35.83
101-567-918.000	UTILITIES	1,500.00		896.91		202.70		603.09		59.79
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		6,650.00		1,186.40		1,850.00		78.24
101-567-985.000	CAPITAL EXPENSES	0.00		0.00		0.00		0.00		0.00

Net - Dept 567 - CEMETERY

(49,700.00) (20,801.47) (4,252.49) (28,898.53)

Dept 701 - PLANNING

101-701-704.009	PLANNING MEMBERS	4,500.00		900.00		0.00		3,600.00		20.00
101-701-709.000	FICA	280.00		55.80		0.00		224.20		19.93
101-701-711.000	MEDICARE	70.00		13.06		0.00		56.94		18.66
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	0.00		0.00		0.00		0.00		0.00
101-701-900.000	PRINTING AND PUBLISHING	500.00		0.00		0.00		500.00		0.00
101-701-911.000	CONFERENCES/TRAINING	0.00		0.00		0.00		0.00		0.00

Net - Dept 701 - PLANNING

(5,450.00) (968.86) 0.00 (4,481.14)

Dept 702 - APPEALS BOARD

APPEALS BOARD MEMBERS

0.00 0.00 0.00 0.00 0.00

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 10/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
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
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		403,018.00	56,837.32	6,966.45	346,180.68	14.10
TOTAL EXPENDITURES		403,018.00	171,310.99	35,663.32	231,707.01	42.51
NET OF REVENUES & EXPENDITURES		0.00	(114,473.67)	(28,696.87)	114,473.67	100.00

Concord Fire Department
Incident Summary Listing

September 2020

<u>No.</u>	<u>Date</u>	<u>Time</u>	<u>Type of Run</u>	<u>Address</u>	<u>Municipality</u>	<u>Amount</u>
R20-187	9/3/2020	1549	Assist JCA	3800 Bath Mills Rd	Twp	\$150.00
R20-188	9/3/2020	1559	Emergency Medical	14624 Elm Row Rd	Twp	\$150.00
F20-189	9/3/2020	1606	Wires on House	3605 Albion Rd	Twp	\$150.00
R20-190	9/4/2020	2302	Emergency Medical	114 W Center St	Village	\$60.00
F20-191	9/9/2020	852	PI Accident	N Concord & Erie Rd	Twp	\$75.00
F20-192	9/10/2020	540	Mutual Aid- PI Accident	Goose Lake Rd	Pulaski Twp	\$45.00
F20-193	9/13/2020	1928	PI Accident	S. Parma & McCain Rd	Twp	\$150.00
R20-194	9/17/2020	1342	False Alarm	5395 Albion Rd	Village	\$45.00
R20-195	9/17/2020	2107	Cancelled Enroute	4908 Parsons Rd	Twp	\$45.00
TRAIN	9/20/2020	900	Training	428 Homer Rd	Twp/ Village	\$480.00
R20-196	9/20/2020	1657	Emergency Medical	6801 Eckert Rd	Twp	\$75.00
F20-197	9/21/2020	1413	Mutual Aid- Cancelled Enroute	412 Richard St	Spring Arbor Twp	\$90.00
TRAIN	9/21/2020	1830	Training	Parma Fire	Parma Twp	\$240.00
F20-198	9/23/2020	1648	PI Accident	3230 Litle Rd	Twp	\$240.00
F20-199	9/23/2020	1720	PI Accident	M60 E Of Densmore Rd	Twp	\$240.00
F20-200	9/25/2020	2136	Traffic Hazard	Albion Rd @ Bath Mills	Twp	\$90.00
F20-201	9/28/2020	155	Vehicle Fire	Hanover St & Mill St	Village	\$150.00

2 Twp Medicals	Village Total Cost	\$255.00
1 Village Medicals	TWP Total Cost	\$1,365.00
4 Vehicle Accidents(Twp.)	Twp/ Village	\$720.00
0 Vehicle Accidents(Village.)	Mutual Aid	\$135.00
1 Village Fire calls	Total	\$2,475.00
1 Public Service Assist- JCA---PD		
1 Twp Fire calls		
1 Mutual Aids		
2 Cancelled Enroute		
2 Training		
1 False Call		
1 Hazard/ Weather		

**AN ORDINANCE
ENACTING A
CODE OF ORDINANCES
FOR THE
TOWNSHIP OF CONCORD,
STATE OF MICHIGAN;
Ordinance #35 Rev: "A" 11/09/2020**

REVISING, AMENDING, RESTATING, CODIFYING AND COMPILING CERTAIN EXISTING GENERAL ORDINANCES OF CONCORD TOWNSHIP DEALING WITH SUBJECTS EMBRACED IN SUCH CODE OF ORDINANCES, AND DECLARING AN EMERGENCY.

WHEREAS, the present general and permanent ordinances of the political subdivision are inadequately arranged and classified and are insufficient in form and substance for the complete preservation of the public peace, health, safety and general welfare of the municipality and for the proper conduct of its affairs; and

WHEREAS, the Acts of the Legislature of the State of MICHIGAN empower and authorize the political subdivision to revise, amend, restate, codify and compile any existing ordinances and all new ordinances not heretofore adopted or published and to incorporate such ordinances into one ordinance in book form; and

WHEREAS, the Legislative Authority of THE STATE OF MICHIGAN has authorized a general compilation, revision and codification of the ordinances of CONCORD TOWNSHIP of a general and permanent nature and publication of such ordinance in book form; and

WHEREAS, it is necessary to provide for the usual daily operation of CONCORD TOWNSHIP and for the immediate preservation of the public peace, health, safety and general welfare of CONCORD TOWNSHIP that this ordinance take effect immediately.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF CONCORD TOWNSHIP:

Section 1. The general ordinances of CONCORD TOWNSHIP as revised, amended, restated, codified, and compiled in book form are hereby adopted as and shall constitute the Code of Ordinances of CONCORD TOWNSHIP, CONCORD, MICHIGAN.

Section 2. Such Code of Ordinances as adopted in Section 1 shall consist of the following Titles:

Concord Township Overview

CONCORD TOWNSHIP, MICHIGAN CODE OF ORDINANCES

TITLE I: GENERAL PROVISIONS

CHAPTER 10: RULES OF CONSTRUCTION; GENERAL PENALTY

§ 10.01 HOW CODE DESIGNATED AND CITED.

§ 10.02 DEFINITIONS.

§ 10.03 SECTION CATCHLINES AND OTHER HEADINGS.

§ 10.04 CERTAIN ORDINANCES NOT AFFECTED BY CODE.

§ 10.05 CONTINUATION OF ORDINANCES.

§ 10.06 PRIOR RIGHTS, OFFENSES AND THE LIKE.
 § 10.07 ORDINANCES REPEALED NOT REENACTED.
 § 10.08 AMENDMENTS TO CODE.
 § 10.09 SUPPLEMENTATION OF CODE.
 § 10.10 APPEARANCE TICKETS.
 § 10.11 SEPARABILITY OF PROVISIONS.
 § 10.99 GENERAL PENALTY.
 TITLE III: ADMINISTRATION
 CHAPTER 30: GENERAL PROVISIONS
 CHAPTER 31: FIRE DEPARTMENT
 CHAPTER 32: BOARD AND ADMINISTRATIVE POLICIES MANUAL
 CHAPTER 33: MUNICIPAL CIVIL INFRACTIONS
 TITLE V: PUBLIC WORKS
 TITLE VII: TRAFFIC CODE
 TITLE IX: GENERAL REGULATIONS
 CHAPTER 90: ANIMALS
 CHAPTER 91: CEMETERY REGULATIONS
 CHAPTER 92: STORAGE OF INOPERABLE MOTOR VEHICLES
 CHAPTER 93: HEALTH AND SAFETY
 CHAPTER 94: FIRE PREVENTION
 TITLE XI: BUSINESS REGULATIONS
 CHAPTER 110: RECREATIONAL MARIJUANA
 CHAPTER 111: BASIC CABLE TELEVISION RATE REGULATIONS
 TITLE XIII: GENERAL OFFENSES
 CHAPTER 130: CONSUMPTION OF ALCOHOL BY MINORS
 TITLE XV: LAND USAGE
 CHAPTER 150: CONSTRUCTION REGULATIONS
 CHAPTER 151: LAND DIVISION
 CHAPTER 152: BLIGHT
 CHAPTER 153: FLOODPLAINS
 CHAPTER 154: ZONING
 CHAPTER 155: MASTER PLAN
 CHAPTER 156: MINERAL EXTRACTION AND GRAVEL PITS
 CHAPTER 157: RENEWABLE ENERGY
 TABLE OF SPECIAL ORDINANCES
 TABLE I: FRANCHISES
 TABLE II: REZONINGS
 PARALLEL REFERENCES
 REFERENCES TO MICHIGAN COMPILED LAWS ANNOTATED
 REFERENCES TO RESOLUTIONS
 REFERENCES TO ORDINANCES

Section 3. All prior ordinances pertaining to the subjects treated in such Code of Ordinances shall be deemed repealed from and after the effective date of this ordinance except as they are included and reordained in whole or in part in such Code; provided, such repeal shall not affect any offense committed or penalty incurred or any right established prior to the effective date of this ordinance, nor shall such repeal affect the provisions of ordinances levying taxes, appropriating money, annexing or detaching territory, establishing franchises, or granting special rights to certain persons, authorizing public improvements,

authorizing the issuance of bonds or borrowing of money, authorizing the purchase or sale of real or personal property, granting or accepting easements, plat or dedication of land to public use, vacating or setting the boundaries of streets or other public places; nor shall such repeal affect any other ordinance of a temporary or special nature or pertaining to subjects not contained in or covered by the Code.

Section 4. Such Code shall be deemed published as of the day of its adoption and approval by the Board of Trustees and the Clerk of CONCORD TOWNSHIP, MICHIGAN. CONCORD TOWNSHIP is hereby authorized and ordered to file a copy of such Code of Ordinances in the Office of the Clerk.

Section 5. Such Code shall be in full force and effect as provided in Section 6, and such Code shall be presumptive evidence in all courts and places of the ordinance and all provisions, sections, penalties and regulations therein contained and of the date of passage, and that the same is properly signed, attested, recorded, and approved and that any public hearings and notices thereof as required by law have been given.

Section 6. This ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety and general welfare of the people of this municipality, and shall take effect at the earliest date provided by law.

PASSED AND ADOPTED by a Voice Vote of the Board of Trustees of CONCORD TOWNSHIP, CONCORD, MICHIGAN on this 9th Day of November, 2020.

ATTEST: Sheryl D. Dishaw
Sheryl D. Dishaw, Clerk

Bush: Aye
~~Carr:~~
Cavasin: Aye
Clark: Aye
Dishaw: Aye



Jackson County EQUALIZATION DEPARTMENT

Ruth A Scott, Director

TO: Jackson County Board of Commissioners
Study Session

FROM: Ruth A. Scott
Equalization Director

SUBJECT: Designated Assessor Requirements
Interlocal Agreement

DATE: October 6, 2020

Assessment Reform – Appointment of Designated Assessor

I. Background

- A. Assessment Reform Law was passed in 2018 that created certain legal obligations for County and Local Governments. County Commissioners and Local Supervisors MUST come to an agreement and designate an “assessor of last resort” if you will, that will become the “Designated Assessor” for all local government bodies within the county.
- B. The deadline for this to be in place is December 31, 2020.
- C. The choice of Designated Assessor and the interlocal agreement must be submitted and approved by the State Tax Commission.

II. Current Situation

The County Board of Commissioners, Local Supervisors and Jackson City manager must meet and come to an agreement within the next month to assure time to gain approval from the State Tax Commission. Outline of the process is as follows:

- (4) Beginning December 31, 2020, every county shall have a designated assessor on file with the state tax commission, subject to all of the following:*
- (a) Subject to subdivision (d), to designate an assessor as a designated assessor, a county shall provide the state tax commission with an interlocal agreement that designates an individual who will serve as the county’s designated assessor and shall petition the state tax commission to approve of the individual as the designated assessor for that county. The interlocal agreement must be executed by the board of commissioners for that county, a majority of the assessing districts in that county, and the individual put forth as the proposed designated assessor. For purposes of this subdivision and subsection (5)(d), an assessing district is considered to be in the county where all of, or in the case of an assessing district that has state equalized value in multiple counties, the largest share of, that assessing district’s state equalized value is located.*
 - (b) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is capable of ensuring that contracting assessing*

districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall approve the petition.

- (c) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall reject the petition and request the submission of additional interlocal agreements under subdivision (a) until a suitable assessor has been presented.*
- (d) Except as otherwise provided in subdivision (e), an approved designated assessor designation shall not be revoked and no new designation shall be made under subdivision (a) earlier than 5 years following the date of the approved designation.*
- (e) The state tax commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a county's designated assessor and, if applicable, revoke the approved designation of the current designated assessor under the following circumstances and subject to the following time limit:*
 - (i) If the designated assessor dies or becomes incapacitated.*
 - (ii) If the designated assessor was designated and approved based on his or her employment status and that status materially changes.*
 - (iii) If it determines at any time that the designated assessor is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1).*
 - (iv) If, as of December 31, 2020, it has not been provided an interlocal agreement, executed as provided in subdivision (a), that presents a suitable individual to serve as the county's designated assessor.*
 - (v) An approved designation under this subdivision is effective only until a new assessor has been designated and approved under subdivisions (a) to (c).*

III. Analysis

- A. **Strategic** – An interlocal agreement mutually agreed upon by County Commissioners, Jackson County Townships and Jackson City will promote and foster the Key Performance Area of being a Trusted Government and partner to the governing bodies in Jackson County.
- B. **Financial** – No Impact
- C. **Legal/Policy** - The interlocal agreement and contracting of an approved Designated Assessor fulfills the legal, statutory responsibility of county and local officials.
- D. **Timing** – The approved agreement must be in place by December 31 of 20220.

IV. Recommendation

The Equalization Director recommends that the Board of County Commissioners meet with local leaders as soon as possible to discuss and decide the plan to move forward with this process.

ATT_SS_2020 STC 2018-PA-0660_10 2020

ATT_SS_2020 STC Property Assessing Reform Process_10 2020

ATT_SS_2020 Interlocal_Agreement_Template_10 2020

ATT_SS_2020 STC Form_5697_Approval_of_County_Designated_Assessor_10 2020

ATT_SS_2020 Sample RFP_10 2020

ATT_SS_2020-STC_Notice_of_Proposed_Guideline_-_Resolution_of_Disputes_10 2020

**Interlocal Agreement for _____ County to Approve the Designated
Assessor for the period January 1, ____ through December 31, ____**

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter "AGREEMENT") has been executed by the Board of Commissioners for _____ County, a majority of the assessing districts in _____ County, and the individual put forth as the proposed Designated Assessor. _____ County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the "Parties."

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of _____, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Members agree as follows:

BACKGROUND INFORMATION

_____ County proposes that _____ (R-____) serve as the Designated Assessor for the following assessing districts within _____ County: _____. Included as an addendum to this AGREEMENT are the _____ County SEV totals by class, including special act values, those properties deemed unique or complex by a local assessing district, and a listing of the total number of parcels, by classification, including special act rolls, within each assessing district.

Once the designated assessor process is invoked, the Parties agree that the Designated Assessor will perform the duties associated with being the assessor of record for an assessing district at the following location:_____ (i.e., administrative offices of the assessing district, designated assessor's office or other mutually agreeable location). The Parties further agree that specific hours will be negotiated as part of the employment contract to be executed in the event an assessing district is subject to the designated assessor process.

QUALIFICATIONS OF DESIGNATED ASSESSOR

Included as an addendum to this AGREEMENT, the _____ County Board of Commissioners has received and reviewed the following documents provided by the Designated Assessor:

1. Resume, curriculum vitae, or other documents providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor for _____ County.
2. Disclosure of any conflicts of the interest involving the proposed Designated Assessor, the County, or any assessing district, if applicable.

It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and when required to serve as the Designated Assessor for an assessing district in _____ County shall act as the Assessor of Record for that assessing district. When acting as the Assessor of Record for an assessing district, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR

The Designated Assessor, while serving as the assessor of record for an assessing district within _____ County, shall satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Within _____ days of being appointed as the Designated Assessor for the assessing district, the Designated Assessor shall prepare and transmit to the assessing district's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.

The Parties agree that the Designated Assessor, while serving as the assessor of record for an assessing district within _____ County, shall:

1. Attend all March, July and December Board of Review meetings.
2. [Description of property tax appeal responsibilities for small claims and entire tribunal appeals]
3. The Designated Assessor shall prepare the following reports for review by the supervisor, manager, chief executive, board, or council:_____.

For an assessing district employing assessing staff other than the assessor of record, assessing staff will conduct their duties as under the direction and supervision of the Designated Assessor, subject to the following limitations: _____.

While not acting in the capacity as the Designated Assessor for an assessing district, the Designated Assessor will have the following duties and responsibilities for ____ County and the assessing districts within _____ County:_____.

DUTIES AND RESPONSIBILITIES OF _____ COUNTY AND ASSESSING DISTRICTS WITHIN _____ COUNTY

The Parties to this AGREEMENT understand and agree that the assessing districts identified in this AGREEMENT required to utilize the services of the Designated Assessor will, during and throughout the term of this AGREEMENT, to the following:

1. Provide the Designated Assessor with reasonable access to records, documents, databases and information in order to allow the Designated Assessor to serve as the assessor of record for the assessing district and satisfy all requirements *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
2. Furnish the Designated Assessor with any applicable policies and procedures that the Designated Assessor may be subject to during the period of time the Designated Assessor serves as the assessing district's assessor of record.
3. Provide any technology, equipment, and workspace necessary for the Designated Assessor to carry out their requirements under this Agreement.

DESIGNATED ASSESSOR COMPENSATION

The Designated Assessor may charge an assessing district that is required to contract with the Designated Assessor and that assessing district shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the assessing district's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.

[Compensation, including payment terms and fee structure, payment responsibility, any applicable retainer or base rate information, cost reimbursement, as well as any other appropriate terms to be supplied by the Parties]

This interlocal agreement shall become effective upon the execution hereof by the parties hereto.

[Signatures]

Include a signature block for the Designated Assessor, the County Board of Commissioners (each Commissioner approving must sign) and the appropriate representative of each assessing district within the County.

[Addendum]

Reports detailing current SEV County totals by class, including special act values; total number of parcels, by classification, including special act rolls, within each local unit; and list of any unique, complex or high value properties within the County.

County Designated Assessor Sought

On behalf of its 11 townships and 3 incorporated villages, Leelanau County is seeking a qualified individual to serve as the **County Designated Assessor**, which will be designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County. The individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

The County Designated Assessor must be an individual qualified and certified by the State Tax Commission as an Advanced Assessing Officer or Master Assessing Officer. The appointment of an individual as Designated Assessor does not create an employment or paid contractual relationship with the County. The Designated Assessor shall have no responsibilities as Designated Assessor during the period in which he or she is not acting as an assessor of record for an Assessing District within the County, other than to remain certified and in good standing.

The County Designated Assessor may charge an Assessing District that is required to contract with the County Designated Assessor a reasonable rate of compensation (e.g., periodic payment on a per parcel basis) and reimbursement of costs. The Assessing District shall pay reasonable compensation to the Designated Assessor, and be responsible to pay the reasonable costs incurred by the County Designated Assessor in serving as the Assessing District's Assessor of record, including, but not limited to, the cost of overseeing and administering the annual assessment, preparing and defending the assessment roll, costs incurred in appeals to the Michigan Tax Tribunal (i.e., appraisal costs, expert witness fees and attorney fees), and operating the assessing office (including employment of additional staff necessary to bring the Assessing District into compliance).

The services to be provided by the Designated Assessor to the contracting Assessing District include: preparation of assessment rolls, establishing a plan to correct deficiencies found in the State Tax Commission audit, timely delivery of documents and execution of forms, attendance at Board of Review meetings, handling property tax appeals filed with the Michigan Tax Tribunal (either directly or through legal counsel), timely reporting and meetings with local officials of the Assessing District, and responsibility for overseeing assessing staff members of the Assessing District.

Applications for this contracted position will be taken until it is approved by a majority of the Assessing Districts.

Description of Position - Designated County Assessor

Kalkaska County Designated Assessor Sought

On behalf of its 12 townships and 1 incorporated villages, Kalkaska County is seeking a qualified individual to serve as the **County Designated Assessor**, which will be designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County. The individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

The County Designated Assessor must be an individual qualified and certified by the State Tax Commission as an Advanced Assessing Officer (MAAO) or Master Assessing Officer (MMAO). The appointment of an individual as Designated Assessor does not create an employment or paid contractual relationship with the County. The Designated Assessor shall have no responsibilities as Designated Assessor during the period in which he or she is not acting as an assessor of record for an Assessing District within the County, other than to remain certified and in good standing.

The County Designated Assessor may charge an Assessing District that is required to contract with the County Designated Assessor a reasonable rate of compensation (e.g., periodic payment on a per parcel basis) and reimbursement of costs. The Assessing District shall pay reasonable compensation to the Designated Assessor, and be responsible to pay the reasonable costs incurred by the County Designated Assessor in serving as the Assessing District's Assessor of record, including, but not limited to, the cost of overseeing and administering the annual assessment, preparing and defending the assessment roll, costs incurred in appeals to the Michigan Tax Tribunal (i.e., appraisal costs, expert witness fees and attorney fees), and operating the assessing office (including employment of additional staff necessary to bring the Assessing District into compliance).

The services to be provided by the Designated Assessor to the contracting Assessing District include: preparation of assessment rolls, establishing a plan to correct deficiencies found in the State Tax Commission audit, timely delivery of documents and execution of forms, attendance at Board of Review meetings, handling property tax appeals filed with the Michigan Tax Tribunal (either directly or through legal counsel), timely reporting and meetings with local officials of the Assessing District, and responsibility for overseeing assessing staff members of the Assessing District.

Applications for this contracted position will be taken until it is approved by a majority of the Assessing Districts.

Approved 9-16-2020.

**CHEBOYGAN COUNTY AND
CHEBOYGAN COUNTY MUNICIPAL
UNITS
REQUEST FOR PROPOSALS
FOR
COUNTY DESIGNATED ASSESSOR
SERVICES**

September 28, 2020



*Cheboygan County
P.O. Box 70
County Building
Cheboygan, MI 49721*

REQUEST FOR PROPOSALS

Michigan State Tax Commission's Bulletin 8 of 2020 states, "Public Act 660 of 2018 was approved by Governor Snyder on December 28, 2018 and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for substantial compliance with the General Property Tax Act provides timelines for audits {AMAR} and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review. The Designated Assessor is an integral part of that process."

On behalf of its 19 townships and 1 city and 2 villages, Cheboygan County is seeking a qualified individual to serve as the County Designated Assessor, which will be designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County. The individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

Mailed proposals must be sealed and will be received at 870 S. Main St. Cheboygan MI 49721 until 2:00 p.m. Monday, October 19, 2020 at which time they will be opened and examined by the Cheboygan County Administrator and or his designee(s).

Mailed proposals must be sealed and clearly marked on the outside of the envelope
"Cheboygan County Designated Assessor Services"

Proposals may be mailed to the above address attention County Administrator or hand delivered to the Cheboygan County Administrator Office, room 131, located at 870 S. Main St. Cheboygan MI 49721.

All RFB related questions should be directed to:

Elisabeth Zabik
County Equalization Director
870 S. Main St.
Cheboygan MI 49721
231-627-8828 ext. 828
@Ezabik@cheboygancounty.net

Cheboygan County hereby notifies all will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Cheboygan County and municipal units reserve the right to reject any or all proposals.

It is expected that the selected Designated Assessor should be ready to provide service when needed upon the County's and local municipal unit's execution of an interlocal agreement between the units and upon execution of a service agreement with the Designated Assessor and Assessing District Municipal Unit.

INFORMATION PACKET

Request for Designated Assessor Services

SCOPE OF SERVICES:

The Designated Assessor shall have no responsibilities as Designated Assessor during the period in which he or she is not acting as an assessor of record for an Assessing District Municipal Unit within the County, other than to remain certified and in good standing.

The appointment of an individual as Designated Assessor does not create a paid contractual relationship with the County or a Assessing District Municipal Unit within the County until the individual is also designated as the Assessor of Record by a Assessing District Municipal Unit subject to a written agreement or as may be required by the State Tax Commission, as a consequence of the Assessing District Municipal Unit receiving a notice of noncompliance from the State Tax Commission after an audit, under the terms and conditions set forth in MCL 211.10g.

A contracted County Designated Assessor shall be capable of ensuring that the contracting Assessing District Municipal Unit achieves and maintains substantial compliance with the requirements in MCL 211.10g(1). The Assessing District Municipal Unit shall provide the Designated Assessor with reasonable access to records, documents, and information. The Assessing District Municipal Unit shall advise the Designated Assessor of any applicable policies and procedures, including technology, equipment, and facilities.

A contracted Designated Assessor must be able to provide the following services for the Assessing Unit Municipal Unit:

Preparation of assessment rolls, establishing a plan to correct deficiencies found in the State Tax Commission audit, timely delivery of documents and execution of forms, attendance at Board of Review meetings, handling property tax appeals filed with the Michigan Tax Tribunal (either directly or through legal counsel), timely reporting and meetings with local officials of the Assessing District, and responsibility for overseeing assessing staff members of the Assessing District.

REQUIREMENTS:

The County Designated Assessor must be an individual qualified and certified by the State Tax Commission as an Advanced Assessing Officer or Master Assessing Officer.

FEES:

The County Designated Assessor may charge an Assessing District Municipal Unit that enters into a contract a reasonable rate of compensation (e.g., periodic payment on a per parcel basis) and reimbursement of costs. The Assessing District Municipal Unit shall pay reasonable compensation to the Designated Assessor, and be responsible to pay the reasonable costs incurred by the County Designated Assessor in serving as the Assessing District's Assessor of record, including, but not limited to, the cost of overseeing and administering the annual assessment, preparing and defending the assessment roll, costs incurred in appeals to the Michigan Tax Tribunal (i.e., appraisal costs, expert witness fees and attorney fees), and operating the assessing office.

DESIGNATED ASSESSOR TERM

If approved by the State Tax Commission, the County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, subject to potential revocation by the State Tax Commission.

Once an Assessing District Municipal Unit is under contract with the Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. However, the Assessing District Municipal Unit may petition the State Tax Commission to end the contract after the Designated Assessor has been in place for a minimum of three years.

RFP REQUIREMENTS TO BE INCLUDED IN ALL PROPOSALS

- Copy of the draft service contract that would be offered to the County and municipal units to identify terms, fees, charges and conditions upon entering into an agreement with Assessing District Municipal Unit.
- contact information and Assessor certification level

DISTRIBUTION OF RFP DOCUMENT

This document can be downloaded directly from the Cheboygan County web site at www.cheboygancounty.net

SUBMITTAL OF PROPOSAL

Sealed proposals will be received until Monday, October 19, 2020 at 2: 00 p.m. at which time they will be opened and publicly read.

Mailed proposals must be sealed and will be received at 870 S. Main St. Cheboygan MI 49721 until Monday, October 19, 2020 at which time they will be opened and publicly read by the Cheboygan County Administrator and or his designee(s).

Mailed proposals must be sealed and clearly marked on the outside of the envelope
“Cheboygan County Designated Assessor Services”

Proposals may be mailed to the above address attention County Administrator or hand delivered to the Cheboygan County Administrator Office, room 131, located at 870 S. Main St. Cheboygan MI 49721.

TENTATIVE TIMELINE

RFP issued	September 28, 2020
Start of question period	September 29, 2020
End of question period	October 16, 2020
Proposal submission date by	Monday, October 19, 2020 at 2:00 p.m.
Decision to Designate	By October 30, 2020
Designation	By December 23, 2020

ATTACHMENT I
Supplemental Requirements and Information

A. Insurance Required:

The service provider shall purchase and maintain such insurance as will protect Cheboygan County and municipal units from liability for claims set forth below, which may result from the service providers operation under the contract with the County and municipal units, whether such operations be conducted by the service provider or any subcontractor working for the service provider, or by any person directly or indirectly employed by the service provider and/or sub-contractor, or anyone for whose acts they may be liable.

1. Claims under workers compensation, disability benefit and other similar employee benefit acts or policies.
2. Claims for damages because of bodily injury, sickness or disease or death of any person or persons.
3. Claims for damages insured by usual personal injury liability coverage, which are sustained by (1) any person as the result of any offense directly or indirectly related to the employment of such person by the service provider, or (2) any other person.
4. Claims for damages other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting there from.
5. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or operation of any motor vehicle.
6. Claims for damages arising out of the performance of professional services caused by any errors, omissions or negligent acts. Minimum \$250,000.

The liability required shall include Liability coverage applicable to service provider's obligations.

Certificates of Insurance acceptable to the service provided shall be filed with the County prior to commencement service contract. Said certificates shall contain a provision that coverage afforded there under shall not be cancelled until at least thirty (30) days prior written notice has been provided to the County.

B. Incurring Costs:

Cheboygan County and municipal units shall not be liable for any costs incurred by consultants prior to approval and issuance of a contract, and then only for such costs incurred as are therein stipulated.

C. Rejection of Proposals:

Cheboygan County and municipal units reserves the right to reject any or all proposals received as a result of this request to insure that the best interests of the County and municipal units are served.

E. Independent Service Provider/Contractor Status:

- A. The service provider/ contractor is an independent provider/ contractor and not an employee of Cheboygan County or any municipal unit.

On behalf of _____, I hereby submit this proposal for your consideration. In submitting this proposal, it is understood that the right is reserved by the County and municipal units to reject any and all proposals, and waive any irregularities in the bidding process. The County and municipal units may award this contract based on any combination of the total proposal and/or alternates.

Dated and signed at _____ State of _____

This _____ day of _____, 20____.

Bidder

Witness:
_____ By/s/

Business Address

Signature

Title

Telephone

STATE TAX COMMISSION USE ONLY		
Date Received	Date Approved	Date Denied

State Tax Commission Petition for Approval of County Designated Assessor

Issued under authority of Public Act 206 of 1893, as amended by 660 of 2018. Filing is mandatory.

Following the enactment of Public Act 660 of 2018, every county must have a Designated Assessor on file with the State Tax Commission by December 31, 2020. To designate an assessor as a Designated Assessor, this petition, along with an interlocal agreement executed by the majority of the local units within the county, the County Board of Commissioners and the proposed Designated Assessor must be submitted to the State Tax Commission. In the event that a new Designated Assessor must be approved, the county shall submit a new petition and required interlocal agreement to the State Tax Commission.

The State Tax Commission will conduct a review of the petition and interlocal agreement to determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit within the county that contracts with them.

COUNTY INFORMATION						
Name of County	Required Certification Level of County (MAAO, MMAO)					
Name of County Board of Commissioners Chairperson	E-mail Address	Telephone Number				
Name of Current Equalization Director	Certificate Number R-	Certification Level (MAAO, MMAO)				
DESIGNATED ASSESSOR INFORMATION						
Name of Proposed Designated Assessor	Certificate Number R-	Certification Level (MAAO, MMAO)				
Mailing Address	City	State	ZIP Code			
Telephone Number	E-mail Address					
Current Place of Employment	Current Title/Position					
Past Assessing Experience (attach additional pages as necessary)						
REQUIRED INTERLOCAL AGREEMENT (attach agreement and check ALL appropriate boxes)						
<input type="checkbox"/> Interlocal Agreement designates the individual who will serve as the County's Designated Assessor						
<input type="checkbox"/> Interlocal Agreement executed by the County Board of Commissioners						
<input type="checkbox"/> Interlocal Agreement executed by a majority of assessing districts within the named county						
<input type="checkbox"/> Interlocal Agreement executed by the individual who will serve as the County's Designated Assessor						
CERTIFICATION						
<i>I hereby certify that all the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief.</i>						
Signature of Designated Assessor		Date				
Signature of County Equalization Director		Date				

Mail or E-mail the completed application and required documentation to:

State Tax Commission
Designated Assessor
PO Box 30471
Lansing, MI 48909

State-Tax-Commission@michigan.gov

Act No. 660
Public Acts of 2018
Approved by the Governor
December 28, 2018
Filed with the Secretary of State
December 28, 2018
EFFECTIVE DATE: December 28, 2018

**STATE OF MICHIGAN
99TH LEGISLATURE
REGULAR SESSION OF 2018**

Introduced by Rep. Lower

ENROLLED HOUSE BILL No. 6049

AN ACT to amend 1893 PA 206, entitled “An act to provide for the assessment of rights and interests, including leasehold interests, in property and the levy and collection of taxes on property, and for the collection of taxes levied; making those taxes a lien on the property taxed, establishing and continuing the lien, providing for the sale or forfeiture and conveyance of property delinquent for taxes, and for the inspection and disposition of lands bid off to the state and not redeemed or purchased; to provide for the establishment of a delinquent tax revolving fund and the borrowing of money by counties and the issuance of notes; to define and limit the jurisdiction of the courts in proceedings in connection with property delinquent for taxes; to limit the time within which actions may be brought; to prescribe certain limitations with respect to rates of taxation; to prescribe certain powers and duties of certain officers, departments, agencies, and political subdivisions of this state; to provide for certain reimbursements of certain expenses incurred by units of local government; to provide penalties for the violation of this act; and to repeal acts and parts of acts,” by amending sections 10d, 10e, and 28 (MCL 211.10d, 211.10e, and 211.28), section 10d as amended by 1984 PA 19, section 10e as added by 1986 PA 223, and section 28 as amended by 2006 PA 143, and by adding section 10g.

The People of the State of Michigan enact:

Sec. 10d. (1) The annual assessment of property shall be made by an assessor who has been certified as qualified by the state tax commission as having successfully completed training in a school of assessment practices or by the passage of a test approved by the state tax commission and conducted by the state tax commission or an agency approved by the state tax commission that will enable the individual to properly discharge the functions of the office. The school shall be established by an approved educational institution in conjunction with the state tax commission and be supervised by the state tax commission and its agents and employees. The state tax commission may determine that a director of a county tax or equalization department or an assessor who has not received the training possesses the necessary qualifications for performing the functions of the office by the passage of an approved examination.

(2) The state tax commission may also grant a conditional 6-month certification to a newly elected assessing officer or an assessing officer appointed to fill an unexpired term if all of the following criteria are met:

(a) The newly elected or appointed assessing officer applies for certification and pays the required filing fee.

(b) The governing body of the assessing district requests the state tax commission to conditionally certify the newly elected or appointed assessing officer.

(c) The newly elected or appointed assessing officer or the governing body of the assessing district submits a statement outlining the course of training he or she plans to pursue.

(d) The period of time for which the conditional certification is requested does not exceed 6 months after the date that he or she assumes office.

(3) Conditional certification under subsection (2) shall not be granted for any assessing district more than once in 4 years.

(4) Conditional certification under subsection (2) shall only be granted to a newly elected or appointed assessing officer in an assessing district that does not exceed a total state equalized valuation of \$125,000,000.00.

(5) Upon presentation of evidence of the successful completion of the qualifications, the assessor shall be certified as qualified by the state tax commission.

(6) An assessing district that does not have an assessor qualified by certification of the state tax commission may employ an assessor so qualified. If an assessing district does not have an assessor qualified by certification of the state tax commission, and has not employed a certified assessor, the assessment shall be made by the county tax or equalization department or the state tax commission and the cost of preparing the rolls shall be charged to the assessing district.

(7) Every lawful assessment roll shall have a certificate attached signed by the certified assessor who prepared or supervised the preparation of the roll. A village that is located in more than 1 assessing district may, in a form and manner prescribed by the state tax commission, request state tax commission approval that the assessment of property within the village be combined with the assessment of property in 1 of those assessing districts. A certificate attached to an assessment roll pursuant to this subsection shall be in the form prescribed by the state tax commission. If after completing the assessment roll the certified assessor for the assessing district dies or otherwise becomes incapable of certifying the assessment roll, the director of the county tax or equalization department or the state tax commission shall certify the completed assessment roll at no cost to the assessing district.

(8) The assessing district shall assume the cost of training, if a certification is awarded, to the extent of course fees and recognized travel expenditures.

(9) An assessor who certifies an assessment roll over which he or she did not have direct supervision is guilty of a misdemeanor.

(10) The state tax commission shall promulgate rules for the issuance or revocation of certification.

(11) The director of a county tax or equalization department required by section 34 of this act shall be certified by the state tax commission at the level determined to be necessary by the state tax commission before being appointed by the county board of commissioners pursuant to section 34 or before performing or, after March 29, 1985, continuing to perform, the functions of the director of a county tax or equalization department. The state tax commission may grant a conditional extension of 12 months to an individual who is serving as the director of a county tax or equalization department on March 29, 1985 if all of the following conditions are satisfied:

(a) At the time of applying for certification the individual is currently certified at not less than 1 level below the level required by the state tax commission for that county.

(b) The individual applies for certification and pays the required fee.

(c) The county board of commissioners requests the state tax commission to grant the extension.

(d) The individual submits a statement to the state tax commission outlining the course of study he or she intends to pursue to obtain certification.

(12) The state tax commission may grant an additional 6-month extension to the conditional extension described in subsection (11) if the extension is requested by the county board of commissioners and the applicant demonstrates satisfactory progress in the course of study outlined to the state tax commission under subsection (11). In a county in which a vacancy has been created in the position of director of a county tax or equalization department and in which the position was previously filled by an individual certified at the level required by the state tax commission pursuant to this subsection, an individual certified at 1 level below the level required by the state tax commission pursuant to this subsection may serve in the position for 12 months after the vacancy has been created.

Sec. 10e. All assessing officials whose duty it is to assess real or personal property on which real or personal property taxes are levied by any taxing unit of the state shall use only the official assessor's manual or a manual approved by the state tax commission consistent with the official assessor's manual, with their latest supplements, as prepared or approved by the state tax commission as a guide in preparing assessments. Beginning with the tax

assessing year 1978, all assessing officials shall maintain records relevant to the assessments, including appraisal record cards, personal property records, historical assessment data, tax maps, and, through calendar year 2018, land value maps, consistent with standards set forth in the assessor's manual published by the state tax commission.

Sec. 10g. (1) Pursuant to subsection (2), on and after December 31, 2021, the state tax commission shall audit the assessing districts in this state to determine if they do all of the following:

(a) Employ or contract with an assessor of record that oversees and administers an annual assessment of all property liable to taxation in the assessing district, as provided in section 10, in accordance with the constitution and laws of this state. For an assessing district that amends its corrective action plan pursuant to subsection (3)(c), its assessor of record must be an advanced assessing officer or a master assessing officer.

(b) Use a computer-assisted mass appraisal system that is approved by the state tax commission as having sufficient software capabilities to meet the requirements of this act and to store and back up necessary data.

(c) Subject to state tax commission guidelines, have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers. A policy under this subdivision must include, at a minimum, the items in subparagraphs (i) to (iv) and should include the item in subparagraph (v) as follows:

(i) A designation, by name, telephone number, and electronic mail address, of at least 1 official or employee in the assessor's office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail.

(ii) An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days.

(iii) Information about how a taxpayer may arrange a meeting with an official or employee of the assessor's office for purposes of discussing an inquiry in person.

(iv) Information about how requests for inspection or production of records maintained by the assessor's office should be made by a taxpayer and how those requests will be handled by the assessor's office.

(v) Information about any process that the assessor's office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the board of review.

(d) If a city or township building within the assessing district is in an area with broadband internet access, provide taxpayers online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors. As used in this subdivision, "area with broadband internet access" means an area determined by the connect Michigan broadband service industry survey to be served by fixed terrestrial service with advertised speeds of at least 25 megabits per second downstream and 3 megabits per second upstream in the most recent survey available.

(e) Include the contact information described in subdivision (c)(i) in notices to taxpayers concerning assessment changes and exemption determinations, including, but not limited to, notices issued under section 24c.

(f) Ensure that its support staff is sufficiently trained to respond to taxpayer inquiries, require that its assessors maintain their certification levels, and require that its board of review members receive board of review training and updates required and approved by the state tax commission.

(g) Comply with section 44(4) with respect to any property tax administration fee collected under section 44.

(h) Have all of the following:

(i) Properly developed and documented land values.

(ii) An assessment database for which not more than 1% of parcels are in override.

(iii) Properly developed and documented economic condition factors.

(iv) An annual personal property canvass and sufficient personal property records according to developed policy and statutory requirements.

(v) A board of review that operates in accordance with this act.

(vi) An adequate process for determining whether to grant or deny exemptions according to statutory requirements.

(vii) An adequate process for meeting the requirements outlined in the state tax commission's publication entitled, "Supervising Preparation of the Assessment Roll", as those requirements existed on October 1, 2018.

(i) Comply with any other requirement that the state tax commission lawfully promulgates under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, in the exercise of its authority under this act that expressly states that it is intended as an additional requirement under this subsection.

(2) The state tax commission shall develop and implement an audit program to determine whether an assessing district is in substantial compliance with the requirements in subsection (1). If, after December 31, 2021, the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1), the state tax commission may initiate the process described in subsection (3) to ensure that the assessing district achieves and maintains substantial compliance with those requirements.

(3) The state tax commission shall develop and implement a process to ensure that all assessing districts in the state achieve and maintain substantial compliance with the requirements in subsection (1). At a minimum, that process shall include all of the following actions and procedures:

(a) If the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1) and elects to initiate the process described in this subsection, the commission shall provide the assessing district with a notice of noncompliance setting forth the reasons the assessing district is not in substantial compliance with the requirements in subsection (1) and requesting that the assessing district develop a corrective action plan approved by its governing body to address those deficiencies. Except as otherwise provided in subdivision (g), an assessing district shall file a corrective action plan requested under this subdivision with the state tax commission within 60 days after receipt of the notice of noncompliance. The state tax commission shall approve a corrective action plan filed under this subdivision or request changes to the plan within 60 days after filing.

(b) No earlier than May 1 and no later than September 1 of the calendar year immediately following the year of the notice described in subdivision (a), or, in the case of a corrective action plan approved by the state tax commission that extends beyond 1 year, no earlier than May 1 and no later than September 1 of the calendar year that is the second calendar year following the year of the notice described in subdivision (a), the state tax commission shall conduct an initial follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(c) Except as otherwise provided in subdivisions (g) and (i), an assessing district that has received a notice of noncompliance as part of an initial follow-up review under subdivision (b) shall elect to either contract with the designated assessor for the county to serve as the district's assessor of record or amend its corrective action plan with the approval of the state tax commission to provide that the assessing district will employ or contract with a new assessor of record, who shall be an advanced assessing officer or a master assessing officer, to achieve and maintain substantial compliance with the requirements in subsection (1).

(d) If an assessing district amends its corrective action plan pursuant to subdivision (c), no earlier than May 1 and no later than September 1 of the following calendar year, the state tax commission shall conduct a second follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(e) If the state tax commission, pursuant to subdivision (b) or (d), provides an assessing district a notice of substantial compliance with the requirements in subsection (1), no further follow-up reviews are required under this subsection.

(f) Except as otherwise provided in subdivision (g), if the state tax commission provides an assessing district a notice of noncompliance pursuant to a second follow-up review under subdivision (d) or notifies an assessing district that it has fallen out of substantial compliance less than 5 calendar years after the calendar year a notice of substantial compliance was issued under this subsection, the state tax commission may require the assessing district to contract with the designated assessor for the county to serve as the district's assessor of record. If the state tax commission notifies an assessing district that it has fallen out of substantial compliance with the requirements in subsection (1) more than 4 calendar years after the calendar year a notice of substantial compliance was issued, that notice of noncompliance shall be treated as an initial determination of noncompliance under this subsection.

(g) Within 30 days after receiving a notice of noncompliance under subdivisions (a), (b), (d), or (f), an assessing district may file a written petition with the state tax commission challenging the determination. The state tax commission shall arbitrate the dispute based on the documented facts supporting the notice of noncompliance and the information contained in the written petition and may request additional information as needed from the assessing district. If a petition is properly filed under this subdivision, the requirements applicable to an assessing district under subdivisions (a), (c), and (f) do not apply until the state tax commission notifies the assessing district of the results of the arbitration. With respect to the corrective action plan filing requirement in subdivision (a), the 60-day window for filing the plan will run from the date of this notice.

(h) Unless earlier times are agreed to by the state tax commission and the designated assessor, an assessing district that is under contract with a designated assessor under this subsection may petition the state tax commission no sooner than 3 years after commencement of the contract to end its contract with the designated assessor and may subsequently terminate the contract, subject to state tax commission approval, no sooner than 5 years after commencement of the contract. The state tax commission shall approve termination of a contract under this subdivision if it determines that the assessing district can achieve and maintain substantial compliance with the requirements in subsection (1) using a different assessor of record.

(i) Notwithstanding any other provision of this subsection, the state tax commission may immediately require an assessing district to contract with the designated assessor for the county to serve as the district's assessor of record if after the expiration of 90 days following a second notice of noncompliance under subdivision (b) or the issuance of a notice of arbitration results under subdivision (g), whichever is later, the assessing district has not either contracted

with the designated assessor for the county or employed or contracted with a new assessor of record pursuant to subdivision (c) or if both of the following apply:

(i) The assessing district has failed to file an acceptable corrective action plan with the state tax commission under subdivision (a) within 180 days following an initial notice of noncompliance under subdivision (a) or has failed to make a good-faith effort to implement a corrective action plan approved by the state tax commission under subdivision (a) within 240 days following an initial notice of noncompliance under subdivision (a).

(ii) The failure is likely to result in assumption of the assessing district's assessment roll.

(j) A designated assessor may charge an assessing district that is required to contract with the designated assessor under this subsection, and that assessing district shall pay, for the reasonable costs incurred by the designated assessor in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The state tax commission shall develop guidelines, which, at a minimum, shall provide for the ability of an assessing district to protest a charge to the state tax commission and the ability of the state tax commission to resolve disputes between the designated assessor and the assessing district regarding costs and charges.

(k) A designated assessor is a local assessing unit for purposes of the provisions in section 44 concerning the division and use of any collected property tax administration fees.

(4) Beginning December 31, 2020, every county shall have a designated assessor on file with the state tax commission, subject to all of the following:

(a) Subject to subdivision (d), to designate an assessor as a designated assessor, a county shall provide the state tax commission with an interlocal agreement that designates an individual who will serve as the county's designated assessor and shall petition the state tax commission to approve of the individual as the designated assessor for that county. The interlocal agreement must be executed by the board of commissioners for that county, a majority of the assessing districts in that county, and the individual put forth as the proposed designated assessor. For purposes of this subdivision and subsection (5)(d), an assessing district is considered to be in the county where all of, or in the case of an assessing district that has state equalized value in multiple counties, the largest share of, that assessing district's state equalized value is located.

(b) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall approve the petition.

(c) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall reject the petition and request the submission of additional interlocal agreements under subdivision (a) until a suitable assessor has been presented.

(d) Except as otherwise provided in subdivision (e), an approved designated assessor designation shall not be revoked and no new designation shall be made under subdivision (a) earlier than 5 years following the date of the approved designation.

(e) The state tax commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a county's designated assessor and, if applicable, revoke the approved designation of the current designated assessor under the following circumstances and subject to the following time limit:

(i) If the designated assessor dies or becomes incapacitated.

(ii) If the designated assessor was designated and approved based on his or her employment status and that status materially changes.

(iii) If it determines at any time that the designated assessor is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1).

(iv) If, as of December 31, 2020, it has not been provided an interlocal agreement, executed as provided in subdivision (a), that presents a suitable individual to serve as the county's designated assessor.

(v) An approved designation under this subdivision is effective only until a new assessor has been designated and approved under subdivisions (a) to (c).

(5) As used in this section:

(a) "Advanced assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Advanced Assessing Officer(3) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Advanced Assessing Officer(3).

(b) "Assessing district" means a city, township, or joint assessing authority.

(c) "Corrective action plan" means a plan developed by an assessing district that specifically indicates how the assessing district will achieve substantial compliance with the requirements in subsection (1) and when substantial compliance will be achieved.

(d) "Designated assessor" means an individual designated and approved, as provided in subsection (4), to serve a county as the assessor of record for the assessing districts in that county that are required to contract with a designated assessor pursuant to the process specified in subsection (3).

(e) "Master assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Master Assessing Officer(4) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Master Assessing Officer(4).

(f) "Noncompliance" means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute. It is the opposite of substantial compliance and shall be determined based on a holistic evaluation of compliance with the requirements in subsection (1), taking into account the anticipated overall impact of the deficiencies on the assessing district's ability to perform the assessment function. A finding of noncompliance shall not be based on isolated technical deficiencies.

(g) "Substantial compliance" means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute. It is the opposite of noncompliance.

(6) Not later than 2 years after the effective date of the amendatory act that added this section, the state tax commission shall adopt and publish guidelines to implement this section. The guidelines shall include, at a minimum, minimum standards and model policies to be followed for substantial compliance with the requirements of subsection (1) and shall identify those deficiencies that may lead to a finding of noncompliance and those deficiencies that are technical. The state tax commission may update the guidelines as needed to implement this section.

Sec. 28. (1) The township board shall appoint those electors of the township who will constitute a board of review for the township. At least 2/3 of the members must be property taxpayers of the township. Members appointed to the board of review shall serve for terms of 2 years beginning at noon on January 1 of each odd-numbered year. Each member of the board of review shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the membership of the board of review. A member of the township board is not eligible to serve on the board or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve on the board or to fill any vacancy. A majority of the board of review constitutes a quorum for the transaction of business, but a lesser number may adjourn and a majority vote of those present will decide all questions. At least 2 members of a 3-member board of review shall be present to conduct any business or hearings of the board of review.

(2) The township board may appoint 3, 6, or 9 electors of the township, who will constitute a board of review for the township. If 6 or 9 members are appointed as provided in this subsection, the membership of the board of review must be divided into board of review committees consisting of 3 members each for the purpose of hearing and deciding issues protested pursuant to section 30. Two of the 3 members of a board of review committee constitute a quorum for the transaction of the business of the committee. All meetings of the members of the board of review and committees must be held during the same hours of the same day and at the same location.

(3) A township board may appoint not more than 2 alternate members for the same term as regular members of the board of review. Each alternate member must be a property taxpayer of the township. Alternate members shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the alternate membership of the board of review. A member of the township board is not eligible to serve as an alternate member or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve as an alternate member or to fill any vacancy. An alternate member may be called to perform the duties of a regular member of the board of review in the absence of a regular member. An alternate member may also be called to perform the duties of a regular member of the board of review for the purpose of reaching a decision in issues protested in which a regular member has abstained for reasons of conflict of interest.

(4) The size, composition, and manner of appointment of the board of review of a city may be prescribed by the charter of a city. In the absence of or in place of a charter provision, the governing body of the city, by ordinance, may establish the city board of review in the same manner and for the same purposes as provided by this section for townships.

(5) A majority of the entire board of review membership shall indorse the assessment roll as provided in section 30. The duties and responsibilities of the board contained in section 29 shall be carried out by the entire membership of the board of review and a majority of the membership constitutes a quorum for those purposes.

(6) The governing bodies of 2 or more contiguous cities or townships may, by agreement, appoint a single board of review to serve as the board of review for each of those cities or townships for purposes of this act. The provisions in

subsections (1) to (5) should serve as a guide in determining the size, composition, and manner of appointment of a board of review appointed under this subsection.

Enacting section 1. It is the intent of the legislature to appropriate sufficient money to address start-up and training costs associated with this amendatory act, including, but not limited to, necessary costs incurred to train board of review members, increase the number of assessors qualified to serve as assessors of record, facilitate initial designated assessor designations, respond to assessor requests for technical assistance, enhance staff and programming within the state tax commission to improve technical support for assessors of record, and transition some assessment services to designated assessors.

This act is ordered to take immediate effect.



Clerk of the House of Representatives

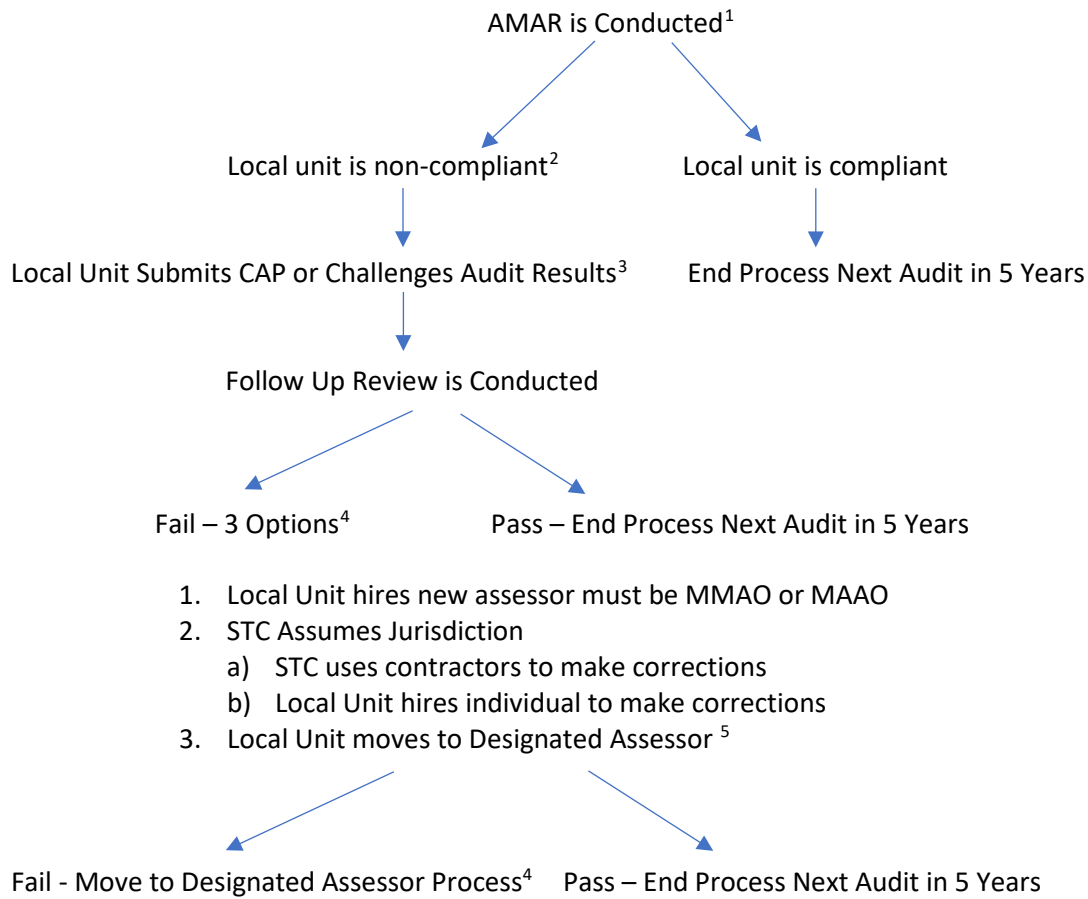


Secretary of the Senate

Approved

Governor

Property Assessing Reform Process



¹ Every 5 years. New AMAR will have 2 sections: Technical (items from statute) and Assessment Roll Analysis

² Any item that is a no in the Assessment Roll Analysis results in non-compliance

³ Form for Audit challenge will be developed. AMAR Sample CAP will be released

⁴ A local unit may follow the process to challenge the audit results

⁵ Local units that move to DA will remain in that process for 5 years. DA is the AOR for the Local Unit

Notice of Proposed Guideline

Issued pursuant to Section 10g, 2018 PA 660, being MCL 211.10g

STC Guideline 2020-2

GUIDELINE APPLICABLE TO RESOLUTION OF DISPUTES BETWEEN THE ASSESSING DISTRICT AND THE DESIGNATED ASSESSOR REGARDING COSTS AND CHARGES

(By authority conferred on the state tax commission by section 10g of 2018 PA 660, being MCL 211.10g of the Michigan Compiled Laws)

I) Statement of the terms or substance of the proposed guidelines, including the subjects and issues involved:

2018 PA 660, MCL 211.10g(6), provides that the State Tax Commission adopt and publish guidelines to implement this section. The guidelines shall include, at a minimum, minimum standards and model policies to be followed for substantial compliance with the requirements of subsection (1), MCL 211.10g(1), and shall identify those deficiencies that may lead to a finding of noncompliance and those deficiencies that are technical. The State Tax Commission may update the guidelines as needed to implement this section. These guidelines are to be adopted and published not later than 2 years after the effective date of the amendatory act that added this section, such date being December 28, 2018. MCL 211.10g(3)(j) provides that the State Tax Commission shall develop guidelines, which, at a minimum, shall provide for the ability of an assessing district to protest a charge to the State Tax Commission and the ability of the State Tax Commission to resolve disputes between the designated assessor and the assessing district regarding costs and charges. The Commission will request publication of the proposed guideline in the Michigan Register for October 1, 2020.

STC Guideline 2020-2

GUIDELINE APPLICABLE TO RESOLUTION OF DISPUTES BETWEEN THE ASSESSING DISTRICT AND THE DESIGNATED ASSESSOR REGARDING COSTS AND CHARGES

This guideline applies to the State Tax Commission's authority to resolve disputes between the assessing district and the designated assessor regarding cost and charges as provided in the General Property Tax Act, 1893 PA 206 as amended, Section 10g, Subsection 3, MCL 211.10g(3). The Commission shall utilize the following process for the filing and resolution of these disputes.

1. An assessing district that is required to contract with the designated assessor will be responsible for payment of the reasonable costs incurred by the designated assessor in serving as the assessor of record. These costs include, but are not limited to, the costs of overseeing and administering the annual assessment roll, preparing and defending the assessment roll, and operating the assessing office.
2. An assessing district who has contracted with the designated assessor and has been billed for costs incurred by the designated assessor may protest the costs charged by the designated assessor to the State Tax Commission. All protests of costs and charges must be submitted in writing to the State Tax Commission by the assessing district, must be dated and must be signed by the highest elected official of the assessing district.

3. The assessing district shall pay the uncontested portion of the costs charged by the designated assessor prior to filing a written protest with the State Tax Commission.
4. The assessing district must provide with their written protest adequate documentation to support the protest. The supporting documentation must include a signed copy of the interlocal agreement, a copy of any contract or other executed employment agreement between the assessing district and designated assessor, and a copy of the bill, invoice or other document from the designated assessor submitted to the assessing district stating the costs and charges in dispute.
5. A written protest shall be submitted by the assessing district to the State Tax Commission and must be received by the State Tax Commission within 60 days from the date of the bill, invoice or other document from the designated assessor submitted to the assessing district stating the costs and charges in dispute. Written protests received by the State Tax Commission more than 60 days from the date of the bill, invoice or other document from the designated assessor submitted to the assessing district will not be processed by the State Tax Commission.
6. The written protest must include an explanation of the reason(s) why the assessing district disputes the charge and support for an alternate charge the assessing district believes it should pay.
7. Written protests will be reviewed by State Tax Commission staff. If insufficient documentation was provided by the assessing district, the assessing district will be notified in writing and will be permitted to submit adequate documentation to the State Tax Commission within 30 days of the written notice. If adequate documentation is not submitted within the deadline, staff will recommend that the State Tax Commission dismiss the protest.
8. Once a protest with sufficient documentation is received, the designated assessor will be notified of the protest and provided an opportunity to submit a written response. The designated assessor will be provided a copy of the protest and supporting documentation submitted by the assessing district. The written response from the designated assessor shall be submitted to the State Tax Commission within 30 days of the date of notification. Failure of the designated assessor to submit a written response within 30 days of the date of notification will result in the matter being reviewed and recommended to the State Tax Commission for review and decision without information from the designated assessor.
9. Following receipt of the written protest and response, an informal hearing will be scheduled before a Designated Assessor Advisory Committee, comprised of the State Tax Commission Executive Director, two staff members and two certified assessors. The Designated Assessor Advisory Committee will meet with the representative for the local unit and the designated assessor to address the specific allegations made regarding the disputed costs and charges. Notice of the informal hearing shall be sent at least 28 days prior to the scheduled date.
10. After the informal hearing, the Designated Assessor Advisory Committee shall propose further action. The Designated Assessor Advisory Committee's proposed action will be sent to the local unit and the designated assessor within 21 days of the informal hearing in the form of a proposed consent agreement. The local unit and the designated assessor shall have 21 days to accept the proposal in writing or to present a written counter-proposal. If a proposed consent agreement is

reached, that proposed consent agreement shall be forwarded to the State Tax Commission for review and decision.

11. If no written response to the proposed action is received within 21 days, the lack of response will be treated as a rejection and the matter will be forwarded to the State Tax Commission for a decision.
12. If the local unit or the designated assessor rejects the proposal or presents a counter-proposal, State Tax Commission staff will prepare a recommendation and forward the matter to the State Tax Commission for a decision. The State Tax Commission may dismiss the protest, reject the proposed consent agreement, accept the counter-proposal, or refer the protest for a formal hearing. If no consent agreement is entered the State Tax Commission shall either dismiss the protest or refer the protest for a formal hearing before the Michigan Office of Administrative Hearings and Rules (MOAHR).
13. If the Commission refers the petition to MOAHR for a formal hearing, the Commission shall send MOAHR a request to hold the formal hearing as a contested case hearing.
14. The MOAHR Administrative Law Judge will schedule a hearing, hold a hearing and prepare a Proposal for Decision to the Commission. The Commission shall consider the petition, response, any staff recommendations, the facts and conclusions of law established at the MOAHR hearing, the recommendations from MOAHR, any timely exceptions to the Proposal for Decision submitted to MOAHR, and any proposed consent agreement and staff response before making a final decision at a Commission meeting.
15. The Commission's final decision shall be written and is subject to appeal as provided by the Administrative Procedures Act (APA) of 1969, MCL 24.201 to 24.328.

II) Proposed effective date

November 19, 2020

III) Interested parties may express any views regarding the proposed guideline or the guideline's effect on a person to the agency. Written comments may be sent to the following address

Written and e-mail comments may be filed with the Commission no later than 5:00 pm Eastern on November 12, 2020. All comments should reference 2020-2 Resolution of Disputes Guidelines. Written comments should be sent to: Executive Director, State Tax Commission, P.O. Box 30471, Lansing, Michigan 48909. Comments may also be e-mailed to: State-Tax-Commission@michigan.gov. All information submitted to the Commission in this matter will become public information and subject to disclosure and will not remain private.

IV) Deadline for comments (shall not be less than 35 days after mailing of notice)

November 12, 2020

V) The specific statutory provision about which the proposed guideline states a policy

MCL 211.10g

JCPC Case #: _____
(For JCPC Use Only)

REZONING WORKSHEET FORM



JACKSON COUNTY PLANNING COMMISSION (COORDINATING ZONING)

Return to: Jackson County Planning Commission • c/o Region 2 Planning Commission • 120 W. Michigan Avenue • Jackson, Michigan 49201

Please submit with the "Zoning Amendment Form" for a district boundary change (rezoning), not a text amendment.

Township of: Concord Township Case #: _____
Township official we may contact: AL Phone #: (____) ____ - ____
Applicant: William + Terri Pardee Phone #: (517) 262-3818
Rezoning Request: From: Ag (____) To: Residential (____)
Property Location: Section(s): 23 Quarter Section(s): ☐ NW ☐ NE ☐ SW ☐ SE
Legal Description and/or Survey Map/Tax Map (please attach) ☒ Yes ☐ No (Please do not use only the Parcel ID Number)
Parcel Size (if more than one parcel, label "A" - "Z"): 0.64 acres

Please attach location map ☒ Yes ☐ No
What is the existing use of the site? Residence

What is the proposed use of the site? Residence

What are the surrounding uses (e.g.: agriculture, single-family residential, highway commercial, etc.)?

North: Ag South: Ag
East: Ag West: Ag

What are the surrounding Zoning Districts?

North: (Ag) South: (Ag)
East: (Ag) West: (Ag)

What is the suggested use of the site on the Township's Land Use Plan map? _____

Is municipal water currently available? ☐ Yes ☒ No Will it be made available? ☐ Yes ☒ No If yes, when? _____

Is municipal sewer currently available? ☐ Yes ☒ No Will it be made available? ☐ Yes ☒ No If yes, when? _____

Does the site have access to a public street or road? ☒ Yes ☐ No If yes, name M-60 / SPRING ARBOR RD.

Are there any known environmental constraints on the site? ☐ Yes ☒ No
☐ Wetland(s) ☐ Floodplain(s) ☐ Brownfield(s) ☐ Soil(s) ☐ Other (please specify) _____

Please attach the minutes of the Planning Commission.

☐ Yes, the minutes are attached. ☐ No, the minutes are not attached.

Please attach copies of any reports, exhibits or other documented provided to the Planning Commission.

☐ Yes, copies of documentation are attached. ☐ No, copies of documentation are not attached.

Please attach any public comments, letters, or petitions.

☐ Yes, public comments are attached. ☐ No, public comments are not attached.

Please include any additional information or comments as an attachment.

Parcel Division Application

Concord Township Office
P.O. Box 236
Concord, Michigan 49237

You MUST answer all questions and include all attachments, or this will be returned to you. Bring or mail to the municipality's land division review official (often the zoning administrator). Telephone () - for the address.

Approval of a division of land is required before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment (§102(e&f)).

In the box, below, fill in where you want this form sent, when the review is completed.

William Pardee	name
12565 Spring Arbor	address
Concord, MI 49237	city, state, zip

This form is designed to comply with §108, 109, 109a, 109b of the Michigan Land Division Act (formerly the subdivision control act, P.A.288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et. seq.) December 31, 2012.

1. LOCATION of parent parcel to be split:

Address: 12533 Spring Arbor Rd
Parent parcel number: 000 - 11 - 26 - 100 - 001 - 01

Legal description of Parent Parcel (attach extra sheets if needed): BEG AT N 14 1/2' OF SEC 26 TH S 10 DEG 48' 25" E 96.51 FT TO GEN LN & HWY M-60 TH N 69 DEG 32' 10" E 635.42 FT TH S 20 DEG 41' 07" E 554.54 FT TH S 78 DEG 05' 10" W 572.5 FT TH S 55 DEG 52' 20" W 141 FT TH S 87 DEG 26' 05" W 212.5 FT TH N 11 DEG 58' 15" W 415.5 FT TO GEN LN & M-60 TH N 69 DEG 32' 10" E 388.9 FT

Township or Village Name: Concord

2. PROPERTY OWNER information:

Name: William + Terry Pardee
Address: 12565 Spring Arbor Phone: (517) 262-3818
City: Concord State: MI Zip Code 49237

3. APPLICANT information (if not the property owner)

Contact Person's Name: Property owner
Business Name: /
Address: / Road Name: / Phone: (/) /
City: / State: / Zip Code /

4. PROPOSAL: Describe the division(s) being proposed:

- A. Number of new Parcels Dividing existing parcel into 2 parcels
B. Intended use (residential, commercial, etc.) residential
C. The division of the parcel provides access to an existing public road by: (check one)

☒ Each new division has frontage on an existing public road.
A new public road, proposed road name: /

☐ A new private road, proposed road name: / (Road name can not duplicate an existing road name.)

☐ A recorded easement (driveway). (Can not service more than two potential sites) (Road name can not duplicate an existing road name.)

4A. Write here, or attach, a legal description of the proposed new road, easement or shared driveway (attach extra sheets if needed): N/A

4B. Write here, or attach, a legal description for each proposed new parcel (attach extra sheets if needed): /

5A. FUTURE DIVISIONS that may be allowed but not included in this application:

5B. Did the parent parcel have any unallocated divisions under the Land Division Act? None?

5C. Were any unallocated divisions transferred to the newly created parcel(s)? NO

5D. If so how many ("zero," "all," or specific number)? 0
Identify the other parcel(s) future divisions are transferred to: /

(See section 109(2) of the Statute. Make sure your deed includes both statements as required in section 190(3) and 109(4) of the Statute.)

5E. Jackson County Treasurer Tax Certification for last five years? Yes No Local Treasurer Submitted

6. DEVELOPMENT SITE LIMITS Check each that represents a condition which exists on the parent parcel. Any part of the parcel:

- N/A
- ☐ is in a DNR-designated critical sand dune area.
 - ☐ is riparian or littoral (it is a river or lake front parcel).
 - ☐ is affected by a Lake Michigan High Risk Erosion setback.
 - ☐ includes a wetland.
 - ☐ includes a beach.
 - ☐ is within a flood plain.
 - ☐ includes slopes more than twenty five percent (a 1:4 pitch or 14° angle) or steeper.
 - ☐ is on muck soils or soils known to have severe limitations for on site sewage systems.
 - ☐ is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

7. ATTACHMENTS (all attachments must be included). Letter each attachment as shown here.

- ☒ A. Map, drawn to scale of _____ (insert scale), of the proposed division(s) of the parent parcel showing:
- (1) boundaries as of March 31, 1997, and
 - (2) all previous divisions made after March 31, 1997 (indicate when made or none), and
 - (3) the proposed division(s), and
 - (4) dimensions of the proposed divisions, and
 - (5) existing and proposed road/easement rights-of-way, and
 - (6) easements for public utilities from each parcel to existing public utility facilities, and
 - (7) any existing improvements (buildings, wells, septic system, driveways, etc.)
 - (8) any of the features checked in question number 6.
 - (9) any cemetery which is adjacent to, or may have had access through this parcel.
- ☐ B. A copy of the proposed deed(s) which contains the following statement: "This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act."
- ☐ C. A copy of the proposed deed(s) which includes a statement which substantially reads: "The grantor grants to the grantee the right to make [insert a specific number or after March 13, 2018 "zero," "all," or a specific number] division(s) under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967" or the right to make further divisions stays with the parent parcel.
- ☐ D. A copy of the proposed deed(s) for any parcel that is 20, or more, acres in size and which is not accessible includes a statement which reads: "This parcel is not accessible as defined in the Land Division Act, 1967 PA 288, M.C.L. 560.101 to 560.293."
- ☐ E. Indication of approval, or permit from the County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway.
- ☒ F. If the division includes a new public or private road; a copy of approval by the County Addressing authority.
- ☐ G. A fee of \$ 110.00
- ☐ H. Other (please list) 10/28/2020

8. IMPROVEMENTS Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel, or indicate none (attach extra sheets if needed):

9. AFFIDAVIT and permission for county and state officials to enter the property for inspections:

I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the County and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify the information on the application is correct. Finally, I understand this is only a parcel division which conveys only certain rights under the a municipal land division ordinance, and the Michigan Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et. seq.), is not a representation or determination the resulting parcels comply with other ordinances or regulations, and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Further, I understand the municipality granting approval of this division(s) resulting in less than 1 acre in size is not liable if a building permit is not issued for the parcel due to non-approvable on-site water or on-site sewage disposal. Checking with the District Health Department for septic and water is the landowner's responsibility.

Finally even if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Property Owner's Signature

Date:

DO NOT WRITE BELOW THIS LINE:

Reviewer's Action

TOTAL \$ 110.00 Receipt #

Approved: Conditions, if any:

Denied: Reasons (cite §):

Signature and date:

C 1638-1 A

William Pardee and Terri Pardee
12533 Spring Arbor Road
Concord, MI 49237

PROPERTY DESCRIPTION-PARCEL 'A'

Land in the Township of Concord, Jackson County, Michigan, described as follows:

A parcel of land in the Northwest 1/4 of Section 26, Town 3 South, Range 3 West, Concord Township, Jackson County, Michigan, and being more specifically described as commencing at the North 1/4 post of said Section 26; thence South 02 degrees 10' 24" East 96.51 feet, along the North and South 1/4 line of said Section 26, to the centerline of State Highway M-60 (Spring Arbor Road); thence South 70 degrees 07' 08" West 135.04 feet, along the centerline of State Highway M-60, for the point of beginning of this description; thence South 11 degrees 23' 17" East 193.51 feet; thence South 70 degrees 07' 08" West 145.91 feet; thence North 11 degrees 23' 17" West 193.51 feet to the centerline of State Highway M-60; thence North 70 degrees 07' 08" East 145.91 feet, along the centerline of State Highway M-60, to the point of beginning.

Containing 0.64 acre of land, more or less. Subject to easements, restrictions and other pertinent instruments of record. Bearings are based on Geodetic North.

C 1638-1 B

William Pardee and Terri Pardee
12533 Spring Arbor Road
Concord, MI 49237

PROPERTY DESCRIPTION-PARCEL 'B'

Land in the Township of Concord, Jackson County, Michigan, described as follows:

A parcel of land in the South 1/2 of Section 23 and the North 1/2 of Section 26, Town 3 South, Range 3 West, Concord Township, Jackson County, Michigan, and being more specifically described as commencing at the 1/4 post common to said Section 23 and Section 26; thence South 02 degrees 10' 24" East 96.51 feet, along the North and South 1/4 line of said Section 26, to the centerline of State Highway M-60 (Spring Arbor Road) for the point of beginning of this description; thence North 70 degrees 07' 08" East 621.55 feet along the centerline of State Highway M-60; thence South 02 degrees 20' 29" East 554.17 feet; thence South 78 degrees 40' 08" West 574.84 feet; thence South 56 degrees 27' 18" West 141.00 feet; thence South 88 degrees 01' 03" West 212.50 feet; thence North 11 degrees 23' 17" West 415.50 feet to the centerline of State Highway M-60; thence North 70 degrees 07' 08" East 110.82 feet along the centerline of State Highway M-60; thence South 11 degrees 23' 17" East 193.51 feet; thence North 70 degrees 07' 08" East 145.91 feet; thence North 11 degrees 23' 17" West 193.51 feet to the centerline of State Highway M-60; thence North 70 degrees 07' 08" East 135.04 feet, along the centerline of State Highway M-60, to the point of beginning.

Containing 9.91 acres of land, more or less. Subject to easements, restrictions and other pertinent instruments of record. Bearings are based on Geodetic North.

000-11-26-100-001-01
Property Address: 12533 SPRING ARBOR RD
PARDEE WILLIAM C & TERRI L
12565 SPRING ARBOR ROAD
CONCORD MI 49237

	2020	2019	2018	2017	2016
TAXABLE	56,962	55,900	59,200	48,844	48,409
BOR/MTT	56,962	55,900	59,200	48,844	48,409
ASSESSED	64,200	55,900	59,200	55,900	58,450
BOR/MTT	64,200	55,900	59,200	55,900	58,450
PRE/MBT %	0.0000	0.0000	0.0000	0.0000	0.0000
BOR/MTT	0.0000	0.0000	0.0000	0.0000	0.0000
SCHOOL	38080	38080	38080	38080	38080
SUM TAXES	639.27	627.37	664.80	548.50	543.62
SUM INTRST	6.33	0.00	0.00	0.00	0.00
SUM PAID	645.60	627.37	664.80	548.50	543.62
SUM PMT DATE	09/16/2020	07/29/2019	09/14/2018	09/11/2017	09/14/2016
SUM RECPT NO	00001463	00000364	00001332	00001092	00001378
WIN TAXES	0.00	2,259.23	2,393.51	1,837.00	1,796.20
WIN INTRST	0.00	0.00	0.00	0.00	0.00
WIN PAID	0.00	2,259.23	2,393.51	1,837.00	1,796.20
WIN PMT DATE	/	01/27/2020	02/05/2019	02/12/2018	02/14/2017
WIN RECPT NO		00001094	00001351	00001237	00001291
VIL TAXES	0.00	0.00	0.00	0.00	0.00
VIL INTRST	0.00	0.00	0.00	0.00	0.00
VIL PAID	0.00	0.00	0.00	0.00	0.00
VIL PMT DATE	/	/	/	/	/
VIL RECPT NO					

CONCORD TOWNSHIP
PO BOX 236
CONCORD, MICHIGAN 49237
517-524-6804
517-895-6029 (FAX)
Website: <http://concordtownshipmi.org>

October 28, 2020

William and Terri Pardee
12565 Spring Arbor Road
Concord, MI 49237

RE: Notice of Public Hearing

Dear Mr. and Mrs. Pardee:

This is your copy of the notice that will be published concerning your rezoning request.

The Concord Township Planning Commission will hold a PUBLIC HEARING on Wednesday, November 4th, 2020 at 5:30 PM in the Township Offices at 121 Grove St., Concord, MI. 49237. The purpose of the meeting will be to review a request from William and Terri Pardee to Change the Zoning Class of a parcel of their property at 12533 Spring Arbor Rd. (M-60) from Agricultural to Residential.

Also, the cost of the rezoning request is \$300.

Al Cavasin, the Supervisor suggests that you be present, but it is not required. He can set up the meeting so you could zoom in. Please let us know on November 4th if you wish to participate by Zoom.

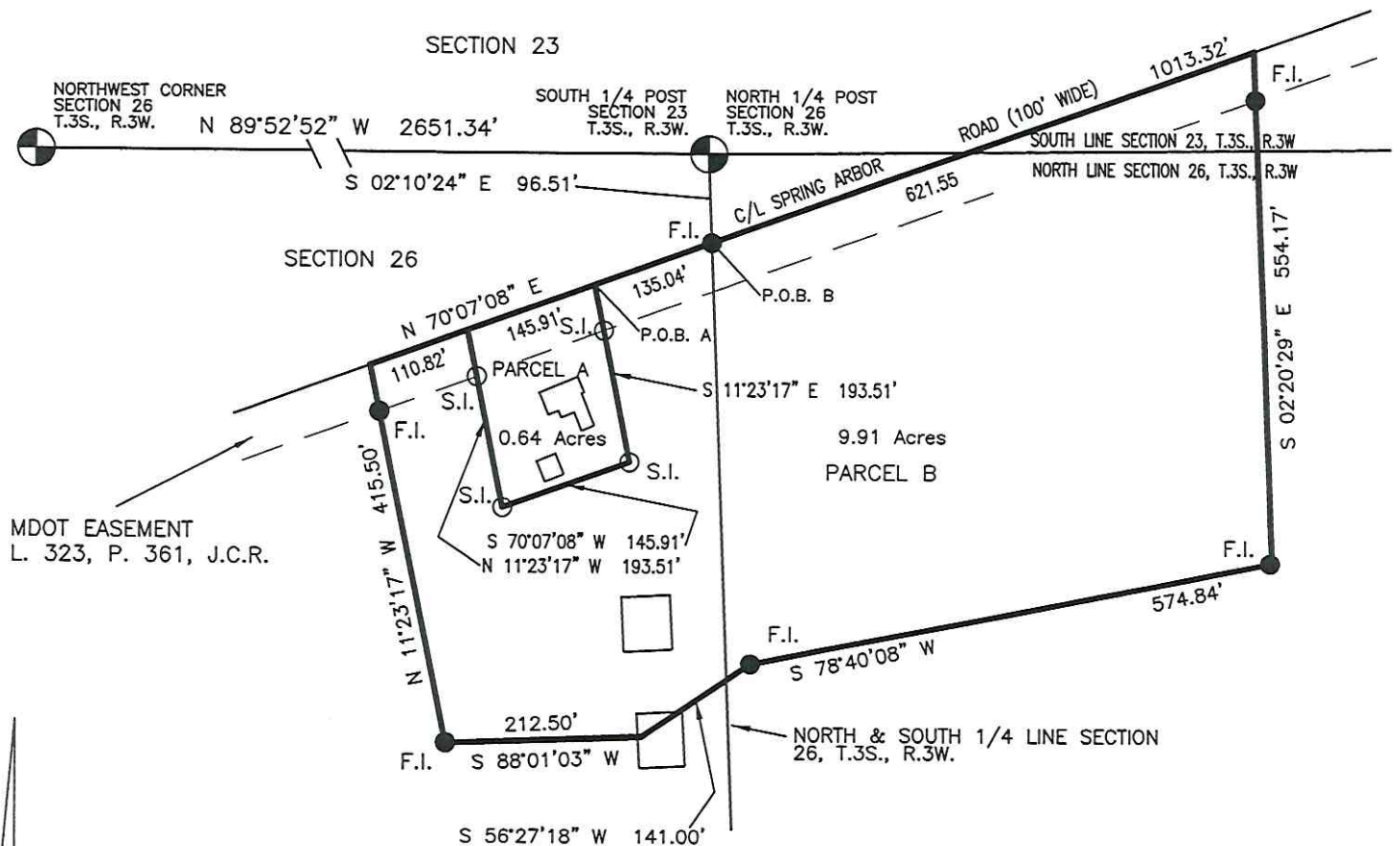
Sincerely;

Sheryll A. Dishaw
Concord Township Clerk





Certificate of Survey

PROPERTY DESCRIPTION

(SEE ATTACHED)



LEGEND

-  — SECTION CORNER
 -  F.M. — FOUND MONUMENT
 -  F.I. — FOUND IRON
 -  S.I. — SET IRON
- BEARINGS BASED ON GEODETIC NORTH

From: [Al Cavasin](#)
To: [Brian Kessman \(PCMember2@concordtownshipmi.org\)](#); [Cindy Sue Franssen](#); [Kevin Bohl \(PCSecretary@concordtownshipmi.org\)](#); [Kibby Snow \(pcchair@concordtownshipmi.org\)](#); [Judy Clark \(Treasurer@concordtownshipmi.org\)](#); [Naomi Carr \(trustee1@concordtownshipmi.org\)](#); [Concord Twp Clerk](#); [Jim Bush \(trustee2@concordtownshipmi.org\)](#)
Cc: [John \(jcmhoss@aol.com\)](#)
Subject: FW: Lawn Ornament Complaint
Date: Tuesday, October 27, 2020 12:33:00 PM
Attachments: [IMG_20200814_150101070_HDR.jpg](#)

Troops,

As you will see below, Mr. McGuire has insisted that I provide each of you a copy of his latest complaint for your review. This will be an agenda item at both the PC and Board meetings upcoming.

Enjoy.

Al Cavasin,
Supervisor,
Concord Township
121 Grove St. P.O. Box #231
Concord, MI. 49237
(517) 524-6804 Phone
(517) 895-6029
supervisor@concordtownshipmi.org
www.concordtownshipmi.org

From: John [mailto:jcmhoss@aol.com]
Sent: Wednesday, October 21, 2020 6:43 PM
To: supervisor@concordtownshipmi.org
Subject: RE: Lawn Ornament Complaint

Attn Township Supervisor,

My last email communication with you on 9-2-20, you informed me that the Township does not have any ordinance which would address the attached mannequin issue located on the Kenneth Belt property on South Parma Road.

I wish that I could appear in front of the township board to file my complaint, however my physical Disability prevents me from doing so.

Therefore, please accept this writing as my formal complaint in an attempt for the board to create a formal ordinance which would not allow this type of obscene lawn ornament to be installed.

I would appreciate if you would make a copy of my complaint and attached photo for each

board member for their review at the next board meeting and have it placed within the board minutes.

I trust that the board will take the proper action to create an acceptable ordinance so as to have the lawn ornament removed and never allowed to be installed again.

Sincerely,

John C. McGuire
2350 South Parma Road
Parma, Michigan 49269
Sent from my Verizon Moto type of Motorola Droid

