

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

**(517) 524-6804**

October 14, 2019

**Concord Township Board Meeting Agenda**

- 1) Meeting called to order at 6:00 P.M.
- 2) Pledge of Allegiance
- 3) Minutes for September
- 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. Codification of Ordinances
- 10) Board Member Comments
- 11) Supervisor Comments

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

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

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

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

Pledge of Allegiance was honored led by Trustee Carr.

Minutes from the September 9<sup>th</sup> meeting were approved by consent.

Public Comment:

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

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

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

Reports:

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

- Trustee Carr gave a report on the Planning Commission October 2<sup>nd</sup> meeting. The will be a Public Meeting on October 15<sup>th</sup> to review the Joint Master Plan. Members Snow and Bohl will attend. Agreed to recommend to the Board to use American Legal to complete the challenge of converting the Ordinances to a digital format for Web viewing. The Commission also discussed establishing a Parks and Recreational Exploratory Work Group.

Reports accepted by consent.

Unfinished Business:

None.

New Business:

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

Board Comments:

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

Supervisor's comments:

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

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

Al Cavasin, Supervisor

Date:

BUDGET REVISION 10/14/2019

		DR	CR
To Balance Budget - Use of Fund Balance			
101-000-691.000			\$3,000.00
Township Board			
101-101-915.000	Memberships	\$200.00	
101-101-985.000	Capital Expense	\$1,500.00	
Building & Grounds			
101-265-854.000	Server Expenses	\$1,300.00	

To Increase Annual Budget for additional expenses for memberships, capital expense & server expenses.

Concord Township Planning Commission Meeting  
2 October 2019 Minutes

- I. Meeting called to order at 7:27 by Kilburn Snow.
  - II. All stood and recited the Pledge of Allegiance.
  - III. Members present: Brian Kessman, Cindy Franssen, Kilburn Snow, Naomi Carr and Kevin Bohl
  - IV. Brian Kessman moved to approve the agenda and Naomi Carr seconded. The motion passed.
  - V. Brian Kessman moved to approve September minutes with Cindy Franssen supporting. Motion passed
  - VI. Old Business, there was none.
  - VII. New business:
    - A. Consideration of the Master plan: There will be a public meeting on 15 October 2019 in which Kilburn Snow and Kevin Bohl will attend to answer question.
    - B. Discussion on how to merge the Web Pages from the Township, The Village and the school into one calendar that would be accessible to all. Cindy Franssen suggested calling Jackson Community College for assistance. Kevin Bohl agreed to do this.
    - C. Digitization of Township Ordinances: Al Cavasin discussed the challenges that are involved in converting Ordinances to a digital format, and upon recommendations from other township supervisors to use either American Legal or Muni Code. Cost for this project would be spread out over two years, and would take approximately one year to complete.
    - D. Brian Kessman motioned for using American Legal, Naomi Carr second. Motion passed.
    - E. Establishing a Parks and Recreational Exploratory Work Group :  
To assist in the development of the bike trail through Concord Township, Kilburn Snow made a motion to create an Exploratory Work Group for a Parks and Recreation Department, with Kevin Bohl as the chair. Brian Kessman second motion passed.
  - VIII. There were no member comments
  - IX. Kilburn Snow moved to adjourn the meeting with Naomi Carr supporting. Meeting adjourned at 8:12
- Meeting Minutes submitted by Kevin Bohl, secretary.



# AMERICAN LEGAL PUBLISHING

## WHY AMERICAN LEGAL PUBLISHING?

### QUALIFICATIONS

- American Legal Publishing Corporation began as the codification division of the Anderson Publishing Company of Cincinnati in 1934. We became a separate corporation in 1979 and are now [employee-owned](#).
- American Legal currently serves more than 2,100 local government clients across the country. Our municipal clients range in size from Los Angeles, Philadelphia, Chicago, Dallas, New York City, Boston, Cleveland, Tucson, Honolulu, San Francisco and Louisville-Jefferson County, to villages with populations under 500; we also serve counties of all sizes and populations.
- We are the codification consultants to the International Municipal Lawyers Association and numerous state municipal leagues.

### LEGAL ANALYSIS

- Our legal staff's unique Editorial and Legal Report details internal code inconsistencies as well as inconsistencies between your ordinances and state statutes and federal law.
- We provide the most comprehensive analysis in the codification industry, outlining problems, providing you with alternatives, and allowing you to implement desired improvements.
- You receive the Editorial and Legal report in addition to the draft of your code, allowing you to review your code with the assistance of our detailed, written editorial analysis, which can ultimately be reviewed with you at a conference in your municipality.

### SUBJECT MATTER FORMAT

- We will arrange your ordinances according to subject matter. We group all of your land use ordinances together in one section, your business regulations together in one section, your administrative ordinances in another section, and so on.
- We can offer you free Model Ordinances covering nearly any municipal topic to replace an outdated ordinance or to cover an area where you may not have an ordinance.

### TABLE OF SPECIAL ORDINANCES, PARALLEL REFERENCES AND INDEXING

- As part of your new code, we will create Tables of Special Ordinances covering such topics as annexations, zoning map changes, franchises, easements, and so on. These ordinances will be listed in tabular form by ordinance number and date of passage, and will include a brief description of each ordinance.
- Your code will include Parallel Reference Tables that indicate which code sections are based on state statutes and where prior code sections appear in your new code. These tables also contain a cross-reference listing of ordinance numbers to code section numbers.
- Our comprehensive index includes no dead ends when you search for a topic.



*AMERICA'S CODIFICATION PROFESSIONALS*

## STYLE OPTIONS

- We offer various font type styles for your code, single or dual column printing and numerous types of binders.

## TIMELY DELIVERY AND FLEXIBLE BILLING

- We will complete your code within 9 months (excluding review time)
- We can work with you to schedule the project so that it meets your budgetary needs, including budgeting over two fiscal years.
- We will ship codes to various locations within your municipality at no extra charge.

## RE-ORDERS AND PAMPHLETS

- We have no minimum or maximum orders of extra copies of your code. You can call us at any time and order 1 or 1,000 additional copies.
- You can order only as many codes as you need without having to worry about buying, storing and updating copies that you don't need.
- You can receive reprints of specific chapters for your police department, zoning department, etc.

## CD-ROM AND INTERNET PUBLISHING SERVICES

- You can receive your code on CD-ROM in Microsoft Word, WordPerfect, or PDF at no additional charge.
- We can place your code in the award-winning Folio Views® search-and-retrieval program, which provides instant access to any word or phrase that appears in the code. Folio offers fast, full-text searching, an electronic table of contents, and hypertext links to cross references and section listings.
- Folio users can customize their code by creating color highlights, bookmarks, notes, and pop-up notes without affecting the original text.
- American Legal offers the latest version of Folio Views and provides installation, training, and free phone support.
- We can also place your code on the Internet on our secure, reliable NXT® Web hosting server. Internal (city) and external (public) users can quickly search for information in the code at any time in any place.

## SUBSCRIBERS SERVICE

- American Legal can sell copies of your code (printed and CD-ROM versions) via our toll-free "800" number directly to law firms, developers and other outside parties.
- Our service relieves you of the burden of maintaining and updating inventory of codes and processing individual payments.

## SUPPLEMENT SERVICE

- Our fast and efficient supplement service will keep your code current in future years.
- You can supplement as often as necessary - even after every council meeting.



## CODIFICATION AGREEMENT

October 11, 2020

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

### I. THE PUBLISHER SHALL:

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

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



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

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

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

**II. THE TOWNSHIP SHALL:**

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

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

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

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

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

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

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

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

### III. OPTIONAL SERVICES.

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

INITIAL

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

(a) Single-column format

(b) Dual-column format



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



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

- (3) Five year supplemental service plan:



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

- (a) The Publisher shall:

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

- (b) The Township shall:

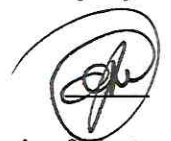
1. Provide a copy of ordinances or resolutions passed subsequent to publication of the previous code supplement;
2. Pay to the Publisher the sum of \$19.50 per reprinted single column page or \$23.50 per reprinted dual column page, plus shipping and handling.

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

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

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

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



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

(5) Subscribers Service: \_\_\_\_\_

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

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

(6) Pamphlets:

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

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


(b) Cost:

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

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

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

(7) Web Based Search and Retrieval program:

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

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

# \_\_\_\_\_ of additional copies on Flash-drive or CD Rom

Additional copies downloadable (no charge) \_\_\_\_\_

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

Web Updates: \_\_\_\_\_ annually \_\_\_\_\_ six months \_\_\_\_\_ quarterly PA as ordinances pass

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

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

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

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

(f) Access and Search other codes on American Legal Publishing's Website

No charge

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

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

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

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

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


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

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

**IV. TRANSMITTAL AS OFFER.**

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

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

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

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



# AMERICAN LEGAL Publishing Corporation

## WHAT IS CODIFICATION?

- *Codification defined*

*Webster* says that codification is the arrangement of laws systematically. A municipal code is an organization of local legislation by subject matter, from the general to the specific.

- *Evolution of codification*

Codification was historically a printing press industry, which simply printed “old words on new pages.” The industry standard is now focused on local government consulting. The insightful codification firm recognizes that the municipal attorney is very busy, and offers assistance with the content, not just the printed page. The firm acts as a quasi-assistant to the municipal attorney, performing routine cite checks, editing checks and comparisons to state and federal law.

- *Codification vs. compilation*

*Compilation* is the organizing of existing ordinances, usually by subject matter, and then placing the ordinances in chronological order within each subject. Compilation is the first step in codification.

*Codification* finishes the job. Codifying includes removing repealed or obsolete ordinances and editing for proper grammar, consistency and clarity. Codifying also encompasses formatting the material into user-friendly titles, chapters and sections, and supplementing with new ordinances. The result is one body of current, enforceable law.

## WHY CODIFY?

- *Efficient government*

Municipal employees can function more efficiently with the current law between two covers, organized, indexed and at their finger tips.

## WHY CODIFY? (cont'd)

- *Public access to current law*

The public must have access to the law in order to determine the standard of conduct required.

- *Ease of enforcement*

All current ordinances on a given subject are contained in one portion of the code, such as a chapter or section. The administration of the regulations and the penalties are set out clearly within that portion of the code.

- Good government

Furthermore, codification is a method of good government. With the erosion of sovereign immunity, municipalities are now facing multitudes of civil rights lawsuits. It is more important than ever that the municipality have up-to-date, clearly written, accessible laws.

- *Acts as roadmap for legislative body*

Codification helps to deter the municipal legislative body from enacting redundant or inconsistent new ordinances, and lets the council or board view the body of law as a whole and note any gaps in coverage which may need legislation.

## THE CODE OF ORDINANCES

- *Elements of a code*

Every element of the code should enhance the ability of code users to locate what they are searching for, whether a user is the city attorney, a council member, or Jane citizen wanting to start a home business.

A typical code should be loose-leaf for ease of supplementation and should consist of the following components:

- ✓ Cover page, indicating the most recently enacted legislation included
- ✓ Table of contents
- ✓ Charter, if any
- ✓ Body of code
- ✓ Parallel reference tables
- ✓ Index



- *Size of the code*

Many codes used to be printed on 6 x 9 inch paper, now incompatible with the latest office equipment like copiers and fax machines. Modern codes are printed on 8½ x 11 inch paper, are enclosed in a three-ring binder, and are easier to access and use.

## THE CODIFICATION PROCESS

Municipalities considering codification of their ordinances can expect the process to take a minimum of six months. The average project time, from the date we receive the city's ordinances to the time the final version is shipped, is one year. During that time, the municipality should expect the following to occur:

- ✓ The codifier will receive copies of all legislation enacted by the municipality.
- ✓ The codifier will review the legislation to determine that which is current, amended, and repealed in order to eliminate conflicts between ordinances as well as replication.
- ✓ The codifier will organize the legislation by subject matter from the general to the specific into chapters and sections according to a numbering system.
- ✓ The municipality will receive a draft manuscript of the code.
- ✓ The municipality will receive a written legal and editorial review and report which will indicate discrepancies between local ordinances and state and federal law as well as internal inconsistencies and gaps in coverage.
- ✓ The codifier's staff attorney will meet with municipal officials, if requested, to review the draft manuscript and to address concerns raised in the legal review and report.
- ✓ The municipality will receive the final printing of the code with binders.

## SUPPLEMENTATION

- A municipality may begin the supplementation process immediately after initial codification by regularly sending in new ordinances. Supplements may be published as often as necessary: monthly, quarterly, or annually, or on any other schedule that suits the municipality's needs.

- Supplementation may also include statutory updates by the codified. State and federal citations are checked for accuracy; repealed or replaced laws are removed or brought to the attention of the city attorney.

## BEYOND CODIFICATION

- *Information management systems*

A municipality can request a codifier to convert its code or other frequently used records, such as meeting minutes or attorney opinions into Folio VIEWS® search and retrieval software, affording instant subject matter access, similar in concept to West law or Lexis. Older documents can be scanned into a searchable format.

- *On-line user access*

All municipalities may request an on-line access system for their codes. This allows users throughout the municipality 24-hour access to the code through a computer modem. Such a system can also be established for access to other public records, such as meeting minutes and attorney opinions.

- *Subscribers service*

Once a code was printed, municipalities used to have to order a minimum number of copies and maintain their own inventories and bookkeeping for any copies they sold. Codification firms now offer subscribers services, which saves the municipalities money and personnel time. There is no minimum code order. The city does not have to maintain an inventory; instead, people may order directly from the codification firm. All billing and collecting is done by the firm. If the city so desires, it can specify the price the firm charges and generate revenue from code sales. The revenue can be sent directly to the city or credited to its account for future supplement or recodification costs.

<b>OCTOBER 2019</b>		
<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
BRIGHAM HARDWARE	TOILET BOWL CLEANER	\$2.99
BUTTERS EXCAVATING	MONTHLY FEE/CREMATION	\$2,533.33
CONCORD FIREMAN'S CLUB	2019 CLEAN UP DAY PROCEEDS	\$552.00
CONSUMERS ENERGY	SEPTEMBER USAGE FOR OFFICE	\$122.84
CONSUMERS ENERGY	SEPTEMBER USAGE FOR CEMETERY	\$4.72
CREDIT CARD	TRAINING FOR ASSESSOR/WINDOWS 10 SOFTWARE	\$674.97
DOMINION VOTING	NEW TABULATOR AND BOX	\$5,866.11
GREENSTONE FARM CREDIT	OCTOBER RENT	\$600.00
H.THOMAS ELECTRIC	SEPTEMBER INSPECTIONS	\$300.00
JKN CTY TRANSPORTATION	PARTIAL PAYMENT ON ROAD REPAIR	\$34,000.00
JACKSON COUNTY TREASURER	SEPTEMBER POLICE SERVICES	\$3,414.77
JUDY CLARK	POSTAGE/ MILEAGE REIMBURSEMENT/TREASURER'S MEETING	\$95.09
LESTER BROTHERS EXCAVATING	SEPTEMBER PORTABLE TOILET SERVICE	\$75.00
MICHIGAN MUNICIPAL LEAGUE	MML WORKERS COMPENSATION MEMBERSHIP DUES	\$200.00
PRINTER SOURCE PLUS	SEPTEMBER MAINTENANCE	\$19.27
REGION 2 PLANNING	2020 MEMBERSHIP DUES	\$451.71
SELECTIVE DATA SYSTEMS	SERVER REPAIR/QUARTERLY ANTIVIRUS/NEW ROUTER/POINT	\$1,151.84
SEMCO ENERGY	SEPTEMBER USAGE FOR OFFICE	\$14.81
SHERYLL DISHAW	CLERKS' MEETING/MILEAGE/ELECTION SUPPLIES	\$166.93
THE SALESMAN	PLUMBING ORDINANCE PUBLICATION	\$55.68
VILLAGE OF CONCORD	QUARTERLY FIRE PAYMENT	\$15,139.38
VILLAGE OF CONCORD	SEPTEMBER USAGE FOR CEMETERY	\$52.51
VILLAGE OF CONCORD	SEPTEMBER USAGE FOR OFFICE	\$125.66
WOW	INTERNET & PHONE CHARGES	\$149.14
	<b>TOTAL</b>	<b>\$65,768.75</b>