

AGENDA
COURTLAND TOWNSHIP BOARD REGULAR MEETING

January 3, 2024 at 7:00 PM

1. Meeting Called to Order
Pledge of Allegiance and Invocation
2. Approval of Agenda
3. Public Comments – Agenda Related
4. Approval of Consent Agenda:
 - A. Approval of Minutes –December 6, 2023, Regular Board Meeting
 - B. Treasurer’s Report / Approval of bills for payment – General, Sewer & Fire Funds
5. Standing Reports:
 - A. Supervisor’s Report: Building Permits, NKSA, GVMC and GGTC
 - B. Rockford Area Community Foundation Report
 - C. Parks and Trails Report
 - D. Fire Chief’s Report
 - E. Zoning Board of Appeals Report
 - F. Planning Commission Report
6. Old Business:
 - A. Re-Insulate Township Office proposal (Tabled)
 - B. CASSA Soccer Field Proposal (Tabled)
7. New Business:
 - A. Township Board Meeting Schedule
 - B. Planning Commission Appointment
 - C. Budget Amendments – Add Zoning Administer Retirement Contribution
Correcting Adjustment to Clerk, Treasurer & Deputies Retirement Contributions
 - D. Resolution 2024-01 Board of Review Granting Poverty Exemptions
 - E. Ordinance 2024-02Z To Amend the Zoning Ordinance of the Township - Smith 4850
– 14 Mile Court
 - F. Resolution 2024-03 Resolution to recommend planned unit development sketch plan
approval – Kle-Mac Meadows
 - G. New Microphone System Bids
8. Public Comment
9. Board Member Comments
10. Adjournment

UNAPPROVED

MINUTES
COURTLAND TOWNSHIP
REGULAR BOARD MEETING
December 6, 2023 - 7:00 p.m.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

The meeting was called to order at 7:00 p.m. by Supervisor McConnon.

ROLL CALL:

Board Members present: Andersen, Brown, Hartman, McConnon, McIntyre and Porter.

Members absent: Frandsen

Also present: Fire Chief, Steve Mojzuk, Attorney James Scales and 12 spectators.

APPROVAL OF AGENDA:

Approval of agenda -Agenda item was added to New Business by McConnon, G. New Hire Firefighter. A motion by McIntyre, Andersen seconded to approve the agenda, as amended. All yes, motion carried.

PUBLIC COMMENT: A resident supported adult physical fitness equipment being added to the park /playground area. A resident supported ideas for new playground equipment.

APPROVAL OF CONSENT AGENDA:

Consent Agenda- A motion by McIntyre, Porter seconded to approve the consent agenda.

Roll call vote; All yes; motion carried.

Approval of Minutes: November 1, 2023 Regular Board meeting with correction to Planning Commission Report; Braeside meeting is December 6th not the 12th.

Treasurer's Report: Approval of November bills for payment- General, Sewer, Lake, and Fire Funds. A motion by McIntyre, seconded by Porter to approve Treasurer's report and pay bills. All yes, motion carried.

STANDING REPORTS:

Supervisor's Report/ Building Permits/NKSA, GVMC and GGTC –

Building Permits- 1 new build, 6 manufactured homes YTD 27 new, 38 manufactured

NKSA: Next meeting December 7th.

GVMC: no meeting held.

GGTC: no meeting held.

Rockford Area Community Foundation: Rockford's Got Talent, February 3 at Rockford H.S. They are still looking for more sponsors.

Courtland Township Park & Trails: proposals on agenda

Fire Chief's Report: Number of calls through November was 40 for a total of 448 calls year to date. (Full report included in Board Packet)

Zoning Board of Appeals: Next meeting December 12th.

Planning Commission Report: Braeside presentation on agenda. A meeting on the Master Plan is scheduled for Tuesday, December 19th at 7:00.

OLD BUSINESS:

- A. Re-Insulate Township Office proposal (Tabled)
- B. CASSA Soccer Field Proposal (Tabled)
- C. Annis Fish Hatchery Preserve trail extension proposal –The artesian well was tested and found to be potable. A hand operated well pump is being considered for installation. Motion to approve the proposal from South Peat Environmental to extend the walking trail to connect with existing trail and improve native habitat, total cost \$151,149.70. Moved by McIntyre, seconded by Porter. All yes, motion carried.

NEW BUSINESS:

- A. Resolution 2023-11 NKSA Expansion of Algoma Service Area- Motion made by Hartman, seconded by McIntyre to approve Resolution 2023-11 as presented. All yes, motion carried.
- B. Public Hearing: Braeside development - Motion by Porter, seconded by McIntyre, to open Public Hearing on Braeside PUD. All yes, motion carried. Presentation by developer. Question and answer period followed. Public meeting closed.
- C. Resolution 2023-12 Braeside Estates Phases 3 and Future- Motion made by McIntyre, seconded by Porter to approve 2023-12 Resolution of Braeside Phase 3 and future development with amendment to provide cul-du-sac large enough for a Fire Engine to turn around until road construction is completed. All yes, motion carried.
- D. Playground & Fitness Equipment Proposal- Motion made by Hartman, seconded by McIntyre to approve Great Lakes bid totaling \$410,307.00 for new playground and outdoor fitness equipment. All yes, motion carried.
- E. Rogue River Watershed Partners Annual Membership- Motion by McIntyre, seconded by Brown to approve renewal of annual membership to Rogue River Watershed Partners. All yes, motion carried.
- F. New Hire – Grounds- Motion made by McIntyre, seconded by Hartman to hire Scott Spencer as Groundskeeper/Maintenance staff. All yes, motion carried.
- G. New Hire – Fire Department- Motion made by Porter, seconded by McIntyre to hire Alex Fera as a Medical Fire Fighter. All yes, motion carried.

PUBLIC COMMENT:

Several residents thanked the Park Committee members for all their efforts and expressed their appreciation for committing to continue to improve the township parks.

BOARD MEMBER COMMENTS:

Porter- Resolution was defeated in the legislature to keep control local over land use.

Brown- Taxes and newsletter have been mailed to residents.

Hartman- Proud that 5 Courtland Township election workers assisted Kent County Board of Elections with recounts.

Andersen- Good newsletter!

McIntyre- Good newsletter!

McConnon- Asked the Board to consider moving the regular board meeting to the 2nd Wednesday of each month and starting time to 6:00 p.m. The Loveless Dr. Special Assessment District issue is no longer being considered. Charter Internet will be extending their services through parts of the township with grant money they have received. We asked them to provide a map showing their internet coverage. Sound system bids will be in for next month's meeting. Sewer system odor is being checked to locate the problem.

Next Regular Board Meeting will be January 3, 2024, at 7:00 PM.

ADJOURNMENT:

With no further business the board meeting was adjourned at 8:44 PM.

Respectfully submitted,

Dated: _____

Susan K. Hartman, Clerk

Dated: _____

Matt McConnon, Supervisor

COURTLAND TOWNSHIP TREASURER REPORT

November 30, 2023

11/30/2022*

GENERAL FUND	TOTAL	3,357,760.61	3,282,409.32
CHOICE ONE CHECKING.....	867,543.11		
CHOICE ONE NEW CD	514,591.60		
MI CLASS.....	1,048,005.69		
LAKE MI CU CD #2.....	618,765.69		
KENT CO INV POOL.....	303,320.29		
CASH BOX.....	200.00		
GENERAL ESCROW.....	5,334.23		
ARPA FUND	TOTAL	634,032.34	909,292.13
CHOICE ONE ARPA FUND	65,335.23		
MI CLASS	568,697.11		
FIRE FUND	TOTAL	705,462.00	586,112.71
CHOICE ONE CHECKING.....	81,498.32		
KENT CO INV POOL.....	224,899.92		
MI CLASS.....	399,063.76		
SPECIAL ASSESSMENT LAKES	TOTAL	64,912.14	66,341.14
BIG BROWER # 897/232.....	12,051.97		
LITTLE BROWER # 898/233....	2,017.99		
MYERS LAKE # 899/234.....	50,842.18		
SEWER	TOTAL	706,772.53	389,420.97
CHOICE ONE CHECKING.....	706,772.53		
TAX COLLECTION	TOTAL	55,531.49	18,052.36
CHOICE ONE CHECKING.....	54,772.63		
MI CLASS	758.86		
Tax collection not included in totals		5,468,939.62	5,233,576.27

TREASURER'S 2023 - 2024 MONTHLY INTEREST

GENERAL FUND

GENERAL FUND CHECKING CHOICE ONE 1%
MI CLASS GENERAL FUND 5.5439%
KENT COUNTY FUND LEDGER 3.77%
CHOICE ONE CD NEW 5.125% matures 5/24
LMCU CD #2 5.252% matures 9/24
TOTAL INTEREST ON INVESTMENTS

ARPA FUND

ARPA FUND CHOICE ONE INTEREST 1%
MI CLASS ARPA 5.5439%
TOTAL INTEREST ARPA FUND

FIRE SPECIAL REVENUE FUND

FIRE FUND CHECKING CHOICE ONE 1%
FIRE LMCU CD .995 matured 5/4/23 to MI CLASS
KENT COUNTY FUND LEDGER 3.77%
MI CLASS FIRE FUND 5.5439%

TOTAL INTEREST ON INVESTMENTS

INLAND LAKES SPECIAL REVENUE FUND

232 INLAND LAKES CHOICE ONE BANK - BB
233 INLAND LAKES CHOICE ONE BANK - LB
234 INLAND LAKES CHOICE ONE BANK - ML

GRAND TOTAL FOR ALL LAKES 1%

SEWER ENTERPRISE FUND

2224 SEWER FUND CHECKING CHOICE ONE BANK 1%

CHOICE TAX FUND INTEREST (NOT INCLUDED IN YTD)

MI CLASS 5.5439%

MONTHLY TOTALS

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	24-Mar	YTD
	889.11	1,116.29	1,084.19	939.70	836.35	901.09	829.20	847.42					7,443.35
	0.00	3,467.02	4,388.73	4,598.95	4,768.23	4,657.92	4,851.04	4,764.07					31,495.96
	1,755.28	1,779.14	1,395.51	743.35	770.38	831.16	893.87	968.15					9,136.84
	858.34	0.00	2,058.90	2,067.39	2,075.89	2,084.44	2,093.03	2,101.65					13,339.64
	323.03	333.97	334.34	1,375.44	2,712.14	2,636.36	2,736.00	2,659.55					13,110.83
	3,825.76	6,696.42	9,261.67	9,724.83	11,162.99	11,110.97	11,403.14	11,340.84	0.00	0.00	0.00	0.00	74,526.62
	32.79	54.35	119.74	60.48	74.67	58.26	54.56	53.65	0.00	0.00	0.00	0.00	508.50
	3,536.72	3,626.16	2,808.79	2,768.94	2,587.49	2,527.59	2,632.42	2,585.23					23,073.34
	3,569.51	3,680.51	2,928.53	2,829.42	2,662.16	2,585.85	2,686.98	2,638.88	0.00	0.00	0.00	0.00	23,581.84
	121.02	89.36	61.90	52.65	46.13	33.92	22.56	72.36					499.90
	171.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00					171.67
	486.81	493.43	539.84	551.16	571.21	616.27	662.77	717.84					4,639.33
	1,454.98	2,359.09	2,405.75	2,521.01	2,613.80	2,553.34	2,659.22	2,189.22					18,756.41
	2,234.48	2,941.88	3,007.49	3,124.82	3,231.14	3,203.53	3,344.55	2,979.42	0.00	0.00	0.00	0.00	24,067.31
	18.22	19.83	17.29	12.75	11.19	10.49	9.96	9.95					109.68
	18.73	20.37	17.78	13.11	11.50	10.79	10.24	10.23					112.75
	60.70	66.02	57.61	42.48	37.26	34.96	33.18	33.16					365.37
	97.65	106.22	92.68	68.34	59.95	56.24	53.38	53.34	0.00	0.00	0.00	0.00	587.80
	383.80	439.35	440.63	427.43	534.01	517.85	558.55	599.44	0.00	0.00	0.00	0.00	3,901.06
	11.87	5.31	5.27	419.26	816.25	2,579.23	1,888.55	47.13	0.00	0.00	0.00	0.00	5,772.87
	0.31	0.01	0.00	0.00	0.00	12,758.11	2,257.12	3.44					15,018.99
	10,111.20	13,864.38	15,731.00	16,174.84	17,650.25	17,474.44	18,046.60	17,611.92	0.00	0.00	0.00	0.00	126,664.63

Sue's Credit Card Statement

Date	Vendor	Purpose	GL #	Amount
11/27/2023	Hopcat East Beltline	KCCA meeting	101-215-87000	20.76

Statement Total 20.76
101-215-87000 20.76
Grand Totals 20.76

Statement date: 14-Dec-23



**Your FNBO
Credit Card Statement**

COURTLAND TOWNSHIP
Account number ending in 3242
For billing cycle ending 12/14/2023

New Balance
\$20.76

Minimum Payment
\$20.76

Payment Due
01/11/2024

Your Account Summary

Previous Balance \$170.42
Payments -\$170.42
Other Credits \$0.00
Purchases \$20.76
Balance Transfers \$0.00
Cash Advances \$0.00
Fees Charged \$0.00
Interest Charged \$0.00
New Balance \$20.76

Statement Closing Date 12/14/23
Days in Billing Cycle 30

Total Credit Limit \$5,000.00
Available Credit \$4,979.00
Cash Limit \$1,000.00
Available Cash \$1,000.00

Your Payment Information

New Balance \$20.76
Minimum Payment Due \$20.76
Past Due Amount \$0.00
Payment Due Date 01/11/2024

Manage your business expenses with convenient online access.



- Make secure online payments
- Access current and historical statements, up to 7 years old
- Monitor monthly expenses

Log in today to explore all the online possibilities!

Issued by First National Bank of Omaha (FNBO®).

01/02/2024 01:37 PM

User: SUE

DB: Courtland

CHECK REGISTER FOR COURTLAND TOWNSHIP
CHECK DATE FROM 12/01/2023 - 12/31/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank SFUND SEWER FUND					
12/13/2023	SFUND	4145	SF DTE	DTE ENERGY	224.72
12/13/2023	SFUND	4146	NKSA	NORTH KENT SEWER AUTHORITY	6,143.59
12/13/2023	SFUND	4147	PREIN	PREIN & NEWHOF	1,001.00
12/21/2023	SFUND	4148	SEWER CE	CONSUMERS ENERGY	1,896.05
12/21/2023	SFUND	4149	COURTLAND	COURTLAND TOWNSHIP	358.80
12/21/2023	SFUND	4150	PREIN	PREIN & NEWHOF	857.20
12/27/2023	SFUND	4151	PSI	PRINTING SYSTEMS, INC.	223.28

SFUND TOTALS:

Total of 7 Checks:	10,704.64
Less 0 Void Checks:	0.00
Total of 7 Disbursements:	10,704.64

01/02/2024 01:38 PM

User: SUE

DB: Courtland

CHECK REGISTER FOR COURTLAND TOWNSHIP
CHECK DATE FROM 12/01/2023 - 12/31/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LFUND SPECIAL ASSESSMENTS FUND					
12/14/2023	LFUND	2572	MISC	STATE OF MICHIGAN	875.00
12/14/2023	LFUND	2573	MISC	STATE OF MICHIGAN	800.00
12/14/2023	LFUND	2574	MISC	STATE OF MICHIGAN	400.00
12/14/2023	LFUND	2575	MISC	STATE OF MICHIGAN	400.00
12/21/2023	LFUND	2576	CONSUMERS	CONSUMERS ENERGY	28.79

LFUND TOTALS:

Total of 5 Checks:	2,503.79
Less 0 Void Checks:	0.00
Total of 5 Disbursements:	2,503.79

Check Date	Bank	Check	Vendor	Vendor Name	Amount	
Bank GFUND GENERAL FUND						
12/14/2023	GFUND	31138	APPLIED	APPLIED INNOVATION Void Reason: Voided Check Range Void Utility	225.96	V
12/14/2023	GFUND	31139	CINTAS	CINTAS Void Reason: Voided Check Range Void Utility	93.79	V
12/14/2023	GFUND	31140	CONSUMERS	CONSUMERS ENERGY	558.76	
12/14/2023	GFUND	31141	COURTLAND	COURTLAND TOWNSHIP	1,333.58	
12/14/2023	GFUND	31142	DTE	DTE ENERGY	369.51	
12/14/2023	GFUND	31143	MISC	GRACE MOSHER	125.00	
12/14/2023	GFUND	31144	MISC	JEAN MILLER	125.00	
12/14/2023	GFUND	31145	KCCA	KCCA	20.00	
12/14/2023	GFUND	31146	MIKA	MIKA MEYERS BECKETT & JONES PLC	4,208.50	
12/14/2023	GFUND	31147	MISC	NATIONAL PEN CO LLC	145.64	
12/14/2023	GFUND	31148	PITNEY	PITNEY BOWES GLOBAL	223.56	
12/14/2023	GFUND	31149	PLUMMERS	PLUMMERS DISPOSAL SERVICE	135.00	
12/14/2023	GFUND	31150	PREIN	PREIN & NEWHOF	3,107.30	
12/14/2023	GFUND	31151	QUILL	QUILL CORPORATION	980.31	
12/14/2023	GFUND	31152	SQUIRE	ROCKFORD SQUIRE NEWSPAPER	470.00	
12/14/2023	GFUND	31153	MISC	ROGUE RIVER WATERSHED PARTNERS	125.00	
12/14/2023	GFUND	31154	MISC	SARAH STURTEVANT	125.00	
12/14/2023	GFUND	31155	SOUTH PEAT	SOUTH PEAT ENVIROMENTAL LLC	2,300.00	
12/14/2023	GFUND	31156	STRATUS	STRATUS BUILDING SOLUTIONS	315.00	
12/14/2023	GFUND	31157	VC3 INC	VC3, INC	956.00	
12/14/2023	GFUND	31158	VENMANS	VENMAN'S LANDSCAPE SERV.	1,580.00	
12/14/2023	GFUND	31159	VERIZON	VERIZON	737.69	
12/14/2023	GFUND	31160	WAM	WAM	2,566.82	
12/14/2023	GFUND	31161	MISC	WILLIAM MASON	125.00	
12/14/2023	GFUND	31162	WILLIAMS	WILLIAMS & WORKS	392.50	
12/14/2023	GFUND	31163	APPLIED	APPLIED INNOVATION	225.96	
12/14/2023	GFUND	31164	CINTAS	CINTAS	93.79	
12/21/2023	GFUND	31165	MISC	CATHY WORKMAN	125.00	
12/21/2023	GFUND	31166	CONSUMERS	CONSUMERS ENERGY	545.08	
12/21/2023	GFUND	31167	FIRST	FIRST NATIONAL BANK OF OMAHA	20.76	
12/21/2023	GFUND	31168	MISC	GREG KASBOHM	125.00	
12/21/2023	GFUND	31169	KOLBE	JANE KOLBE	32.46	
12/21/2023	GFUND	31170	KCOTREAS1	KENT COUNTY TREASURER	870.00	
12/21/2023	GFUND	31171	MASTERS	MASTERS TELECOM LLC	16.39	
12/21/2023	GFUND	31172	MICHWAVE	MICHWAVE TECHNOLOGIES INC	125.00	
12/21/2023	GFUND	31173	PREIN	PREIN & NEWHOF	25.00	
12/21/2023	GFUND	31174	VENMANS	VENMAN'S LANDSCAPE SERV.	3,300.00	
12/21/2023	GFUND	31175	WILLIAMS	WILLIAMS & WORKS	315.00	
12/27/2023	GFUND	31176	MISC	MICHAEL GUNNESON	125.00	
12/27/2023	GFUND	31177	PSI	PRINTING SYSTEMS, INC.	1,364.33	
12/27/2023	GFUND	31178	MISC	RALPH MORALES	125.00	

GFUND TOTALS:

Total of 41 Checks:

28,778.69

Less 2 Void Checks:

319.75

Total of 39 Disbursements:

28,458.94

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank FFUND FIRE FUND					
12/14/2023	FFUND	6278	CINTAS	CINTAS	61.30
12/14/2023	FFUND	6279	CONSUMERS	CONSUMERS ENERGY	31.09
12/14/2023	FFUND	6280	DTE	DTE ENERGY	240.37
12/14/2023	FFUND	6281	HARDWARE	GREAT LAKES ACE	150.27
12/14/2023	FFUND	6282	O'DOWD	O'DOWD LLC	120.00
12/14/2023	FFUND	6283	MISC	SPECTRUM	59.99
12/14/2023	FFUND	6284	STRATUS	STRATUS BUILDING SOLUTIONS	195.00
12/14/2023	FFUND	6285	TELERAD	TELE-RAD, INC.	79.90
12/14/2023	FFUND	6286	WEINGARTZ	WEINGARTZ SUPPLY CO., INC	9,840.43
12/14/2023	FFUND	6287	WEX	WEX BANK	847.44
12/14/2023	FFUND	6288	MISC	ZIEBART	525.00
12/21/2023	FFUND	6289	CONSUMERS	CONSUMERS ENERGY	517.60
12/21/2023	FFUND	6290	FIRST	FIRST NATIONAL BANK OF OMAHA	986.91
12/21/2023	FFUND	6291	MISC	H & H PLUMBING & HEATING	149.00
12/21/2023	FFUND	6292	SEWING	LAURA WERKEMA	33.00
12/21/2023	FFUND	6293	MICHWAVE	MICHWAVE TECHNOLOGIES INC	15.00
12/21/2023	FFUND	6294	NYE	NYE UNIFORM COMPANY	97.00
12/21/2023	FFUND	6295	COURTLAND	COURTLAND TOWNSHIP	6,379.12
12/21/2023	FFUND	6296	MISC	180 DESIGNS LLC	1,800.00
12/21/2023	FFUND	6297	DTE	DTE ENERGY	516.63
12/27/2023	FFUND	6298	OLIVER	DAVID A. OLIVER	599.99

FFUND TOTALS:

Total of 21 Checks:

23,245.04

Less 0 Void Checks:

0.00

Total of 21 Disbursements:

23,245.04

01/02/2024 01:36 PM

RECEIPT REGISTER FOR COURTLAND TOWNSHIP

User: SUE

Post Date from 12/01/2023 - 12/31/2023 Open And Completed Receipts

DB: Courtland
Receipt #

	Date	Cashier	Wkstn	Received Of	Amour
C	14657	12/04/2023	ASHLEE	WILLIAM MASON	125.00
C	14658	12/04/2023	ASHLEE	BECKY SIMKINS	100.00
C	14659	12/04/2023	ASHLEE	RALPH MORALES	100.00
C	14660	12/04/2023	ASHLEE	ELLA ENDEAVORS	3,100.00
C	14661	12/05/2023	ASHLEE	MARCIA MORGAN	100.00
C	14662	12/05/2023	ASHLEE	AMANDA VAUGHN	100.00
C	14663	12/06/2023	ASHLEE	MILA REASON	100.00
C	14664	12/06/2023	ASHLEE	IMPERIAL MUNICIPAL SERVICES	698.30
C	14665	12/07/2023	ASHLEE	CARRIE CHAPA	100.00
C	14666	12/07/2023	ASHLEE	MICHELLE LONG	100.00
C	14667	12/07/2023	ASHLEE	JEAN MILLER	125.00
C	14668	12/12/2023	ASHLEE	PIKE FUNERAL HOME	820.00
C	14669	12/12/2023	ASHLEE	CARL & KAY LONSWAY	250.00
C	14670	12/12/2023	ASHLEE	REBECCA BRAY	150.00
C	14671	12/12/2023	ASHLEE	DAVID & JUDITH DUNAVEN	300.00
C	14672	12/18/2023	ASHLEE	CATHY WORKMAN	125.00
C	14673	12/18/2023	ASHLEE	GREG KASBOHM	125.00
C	14674	12/20/2023	ASHLEE	RALPH MORALES	125.00
C	14675	12/20/2023	ASHLEE	PLAISER FUNERAL HOME	290.00
C	14676	12/20/2023	ASHLEE	OAKS OF ROCKFORD	1,044.00
C	14677	12/26/2023	ASHLEE	KIMBERLY GEROW	100.00
C	14678	12/26/2023	ASHLEE	FIRE FUND	6,379.12
C	14679	12/26/2023	ASHLEE	SEWER FUND	358.80
C	14680	12/28/2023	ASHLEE	STATE OF MICHIGAN	181,879.00
C	14681	12/28/2023	ASHLEE	MARCIA MORGAN	125.00
Total of 25 Receipts					196,819.22

*** TOTAL BY GL DISTRIBUTION ***

101-000-08400 DUE FROM OTHER FUNDS	6,737.92
101-000-23000 DUE TO COUNTY MHC TAXES	174.00
101-000-23000 MHC STATE TAXES	696.00
101-000-23800 ESCROW - SITE PLAN	2,000.00
101-000-24000 SECURITY DEPOSIT	750.00
101-000-43000 DUE TO COUNTY MHC TAXES - TOWNSHIP	174.00
101-000-47700 BUILDING PERMITS	283.25
101-000-47800 ELECTRICAL PERMITS	189.05
101-000-47900 PLUMBING PERMITS	44.25
101-000-48000 MECHANICAL PERMITS	181.75
101-000-57300 LOCAL COMMUNITY STABILIZATION SHARE	5,039.00
101-000-57400 STATE SHARED REVENUE	176,744.00
101-000-57500 STATE SHARING PUBLIC SAFETY	96.00
101-000-60900 PLANNING COMMISSION	1,100.00
101-000-63400 GRAVE OPENINGS	1,110.00
101-000-64300 SALE OF CEMETERY LOT	550.00
101-000-66700 RENT	950.00
TOTAL - ALL GL NUMBERS:	196,819.22

*** TOTAL BY FUND ***

101 GENERAL FUND	196,819.22
TOTAL - ALL FUNDS:	196,819.22

BUDGET AMENDMENT FOR COURTLAND TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 APPROVED BUDGET	2023-24 APPROVED BUDGET	5% of salary Contribution	Deficit
Dept 206 - GENERAL ADMINISTRATION					
101-206-70900	ZONING ADMINISTRATOR		14059.50		
101-206-	RETIREMENT CONTRIBUTION - ZA		0	702.98	(702.98)
Dept 215 - CLERK					
101-215-70300	SALARY	38,110.00	40,015.50		
101-215-70400	DEPUTY	33,000.00	35,610.00		
101-215-71600	RETIREMENT CONTRIBUTION -CLERK	1,905.50	1,200.47	2000.78	(800.31)
101-215-71601	RETIREMENT CONTRIBUTION - DEPUTY	1,287.50	1,068.30	1780.50	(712.20)
Dept 253 - TREASURER					
101-253-70300	SALARY	38,110.00	40,015.50		
101-253-70400	DEPUTY	20,000.00	25,000.00		
101-253-71600	RETIREMENT CONTRIBUTION - TREASURER	1,905.50	1,200.47	2000.78	(800.31)
101-253-71601	RETIREMENT CONTRIBUTION - DEPUTY	1,030.00	750.00	1250.00	(500.00)

TOWNSHIP OF COURTLAND
COUNTY OF KENT, MICHIGAN

RESOLUTION 2024-01

RESOLUTION TO ESTABLISH POLICY AND GUIDELINES
FOR USE BY THE BOARD OF REVIEW FOR GRANTING POVERTY EXEMPTIONS

WHEREAS, Act 191 of the Michigan Public Acts of 2023, amends Act 206 of 1893 with an effective date of November 7, 2023 (MCL 211.7u) requires the governing body of the local assessment unit to determine the policy and guidelines for granting poverty exemptions, and

WHEREAS, said Act, as directed by the State Tax Commission (STC, Bulletin No. 3 of 2021, February 9, 2021), imposes requirements of and limitations to any policy and guidelines, and

WHEREAS, the Courtland Township Board desires to comply with said Act and said State Tax Commission bulletin, now therefore,

BE IT RESOLVED that the following policy and guidelines are hereby adopted and shall be followed by the Courtland Township Board of Review in granting any poverty exemptions:

1. The Total Assets, other than a vehicle, personal property and the homestead being claimed, should not exceed:
 - a. \$6,321 for the claimant and
 - b. \$12,642 for the household seeking exemption
2. Total annual income shall not exceed the following amounts according to household size for Courtland Township 2024 (Federal Poverty Guidelines from Bulletin 18 of 2023):

Courtland Township 2024 Federal Minimum 2024

a.	Claimant, as sole householder:	\$19,003	14,580
b.	Two persons:	\$21,922	19,720
c.	Three persons:	\$26,132	24,860
d.	Four persons:	\$30,899	30,000
e.	Five persons:	\$35,956	35,140
f.	Six persons:	\$41,470	40,280
g.	Seven persons:	\$47,272	45,420
h.	Eight persons:	\$52,291	50,560
i.	For each additional person, add:		5,140

3. The dollar amounts in item numbered 1 above, being asset limits, shall, beginning with the 2018 assessments, be changed to reflect changes in the cost of living, as published by the State Tax Commission. The changes are reflected above.
4. The dollar amounts in item numbered 2 above, being income limits, shall, beginning with the 2018 assessments, be changed to reflect changes in the cost of living, as published by the State Tax Commission or equal the Federal Minimum amount if the local unit amount is lower than the Federal minimum amount. The changes are reflected above.

5. The Board of Review shall follow the above policy and guidelines when granting or denying a poverty exemption. The same standards shall apply to each claimant in the unit for the assessment year and, if granted, shall be at 100%.
6. Applicants, except as stated above, shall satisfy all requirements of said Public Act and the said State Tax Commission bulletin, both of which are adopted herein and made a part of this Resolution.

Offered by:

Supported by:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Susan K. Hartman, Clerk

I, Susan K. Hartman, Clerk of the Township of Courtland, Kent County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution offered at the regular Courtland Township Board Meeting held on the 3rd day of January 2024, and that public notice of such meeting was given as provided by law.

Susan K. Hartman, Clerk

TOWNSHIP OF COURTLAND
COUNTY OF KENT, MICHIGAN

At a regular meeting of the Township Board of the Township of Courtland, held at the Township Hall, on the 3rd day of January, 2024, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following ordinance was offered by _____ and supported by

_____.

ORDINANCE NO. 2024-02Z

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE
OF THE TOWNSHIP OF COURTLAND**

[4850-14 Mile Court]

THE TOWNSHIP OF COURTLAND ORDAINS:

Section 1. The Zoning Ordinance of the Township of Courtland is hereby amended by the amendment of Section 3.2 thereof, the Zoning Map, to rezone the following described lands from the R-R Rural Residential District to the R-2 Two-Family and Multi-Family Residential District:

W 330 FT OF N 660 FT OF NWFRL 1/4 EX THAT PART LYING NLY OF FOL
DESC LINE - COM 300 FT SLY ALONG CL OF NORTHLAND DR FROM N
LINE OF SEC 13 T9N R11W TH NELY TO A PT 75 FT S OF N SEC LINE
ALONG A LINE WHICH EXT WOULD INT N SEC LINE AT A PT 200 FT E OF
SD CL TH E PAR WITH N SEC LINE TO E LINE THEREOF * SEC 18 T9N
R10W.

Section 2. Condition of Rezoning. Pursuant to the written offer voluntarily made by the applicant, the rezoning of the subject property to the R-2 Two-Family and Multi-Family Residential District is made subject to the following condition unless modified or eliminated by the Township by way of amendment of this ordinance: The number of dwelling units on the property will not exceed eight.

Section 3. This Ordinance shall become effective seven days after its publication or seven days after the publication of a summary of its provisions in a local newspaper of general circulation.

AYES: _____

NAYS: _____

ORDINANCE DECLARED ADOPTED.

Susan K. Hartman, Township Clerk

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Township Board of the Township of Courtland at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Susan K. Hartman, Township Clerk



900 MONROE AVE NW
GRAND RAPIDS, MI 49503

PHONE (616) 632-8000
FAX (616) 632-8002
MIKAMEYERS.COM

James F. Scales

Direct Dial/Fax (616) 632-8047

E-mail jscales@mikameyers.com

December 20, 2023

Township Board
Township of Courtland
7050 - 14 Mile Road
Rockford, Michigan 49341

Re: Smith Rezoning Request: 4850-14 Mile Court NE

Dear Officers and Trustees:

Following public hearing, the Planning Commission has recommended adoption of an ordinance rezoning the property at 4850-14 Mile Court NE from the R-R Rural Residential District to the R-2 Two Family and Multiple Family Residential District.

This is a 4.22-acre property located at the Southeast corner of 14-Mile Court and Northland Drive. The applicant states that the immediate reason for the request is to allow conversion of an existing single-family dwelling on the property to a duplex, the bottom unit of which will be occupied by Ms. Smith. The applicant does also want the flexibility to further develop the property in the future.

The R-2 rezoning would permit the construction of multifamily dwellings containing three or more units on the property with special land use approval. Under the Zoning Ordinance, up to 16 units could be approved for this property.

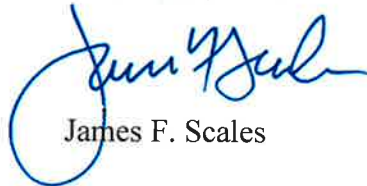
In response to concerns about the potential number of units the property owner voluntarily offered to limit the number of dwelling units which could be permitted to not more than eight. The Michigan Zoning Enabling Act permits conditions like this to be included in a rezoning Ordinance. Section 2 of the enclosed ordinance incorporates this condition.

This Ordinance may be considered and approved by the Township Board at its January meeting. This is not a planned unit development, so no notice or public hearing is required before Township Board action. If adopted, notice of adoption must be published in the Rockford Squire. Please let us know if this is adopted and if you would like us to handle the publication.

Township Board
December 20, 2023
Page 2

Thank you.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Jim Scales", with a large circular flourish on the left side.

James F. Scales

jll
By E-mail Only
Enclosures

Courtland Township Planning Commission

Minutes

December 19, 2023

1. **Pledge of Allegiance and Roll Call:** Wood, Pfeifer, McIntyre, and Moore were all present. Travis Meidema was absent with notice. Also present were Attorney Jim Scales, Zoning Administrator Colleen Brown, Master Plan consultant Tanya DeOliveira from Williams & Works, and nine members of the public.
2. **Agenda: Motion to approve as presented by McIntyre. The motion was supported by Pfeifer and carried 4-0.**
3. **Minutes from 11-21-2023: Motion to approve as presented by McIntyre. The motion was supported by Pfeifer and carried 5-0.**
4. **Public Comments for Items Not on the Agenda:**
 - a. Dan Durst 5047 Russell Resident had a question about Biggby Coffee Shop. According to ZA Brown they are planning to locate the building on the site on December 21.
5. **Public Hearings:**
 - a. **Patricia Smith – 4850 14 Mile Ct: Proposed rezoning from RR to R2.** Attorney Jim Scales provided an overview. The property is at 14 Mile Ct. and Northland Drive. The applicant is asking for rezoning from RR to R2, Two Family & Multiple family, which allows for 2 family and multi-family developments. For a property of that size, there is potential for 16 units, but there are limitations to the property that would probably limit them such as water/sewer and topography. The applicant offered conditions to the rezoning. It is planned for Country Residential but near other commercial zoning districts. Previously the PC tabled the item to allow the applicant to offer conditions, which they have done. They have limited the number of units on the site to eight, and Scales has provided a rezoning ordinance to that effect. Wood noted that there are two septic systems on the site and a large well and a legal non-conforming Mobile home that is currently occupied as well.

Wood opened the floor for public comments related to the application, adding that the noticed hearing was held last month.

- 1) Mary Ann Anderson asked how many acres the property was. Scales said it was 4.22 acres.
- 2) Dan Durst asked what happens if they sell the property, does it stay R2? Wood stated that yes, the rezoning runs with the land.

After discussion, there was a **motion by Wood to recommend approval of the conditional rezoning ordinance for 4850 14 Mile Court as presented. The motion was supported by McIntyre and carried 4-0.**

6. Old Business

- a. **Master Plan Update.** Tanya DeOliveira from Williams & Works reviewed the draft zoning ordinance. They have been working on the project for more than a year. She summarized the public input process and work completed to date. The plan contains information and analysis related to demographics, natural features, community facilities, goals and objectives, a future land use plan, and implementation strategies. Wood opened the floor for public comments.
- b. Matt Cheney 9025 Parmeter. Had a question on the process and asked about some examples for what is in the draft Master Plan.
- c. Mary Ann Andersen 9488 Myers Lake asked about the public engagement process and asked about the public engagement report and the input received. Moore provided a summary.
- d. Andy Hagenow 8411 Peterson asked about the survey results. Wood stated that we had received more than 300 comments on the survey, which we felt was a pretty good response.
- e. Dan Durst asked about manufactured housing parks, and if there would be another. Wood stated that we already have a park on 14 Mile Road and no other areas are planned for this type of land use.
- f. Another person asked about the number of responses and how it relates to the total population.
- g. Arn McIntyre 9571 Courtland Dr. asked about the designations noting that country residential and AG is most of the township, and asked what the difference was between Country Residential and Low Density Residential. He was concerned that the Country Residential densities of 2-5 acres could lead to downzoning in the R- R district in the future, which would affect the property rights of those who own a lot of property in those areas.

McIntyre, Wood, and Moore had a handful of changes and questions related to the draft plan. Several changes were made to the plan. DeOliveira will provide an updated plan with changes highlighted for discussion at the January 16, 2024 meeting.

7. **Zoning Administrator Report.** Brown reported that the adult foster care facility on Northland Drive north of 13 Mile will be seeking to expand to accommodate 20 people, and will be coming to a future meeting for special land use and site plan review.
8. **Township Attorney Report.** Jim Scales provided an overview of the Clean and Renewable Energy and Waste Reduction Act and how it affects the Township. After discussion, the PC considered asking Jim Scales to draft a solar ordinance for smaller facilities and utility-scale facilities less than 50 acres in area. The PC ultimately decided to wait on this for now. **Motion by Wood to revisit this topic in three months when we have more information available. The motion was supported by Pfeifer and carried with all members voting yes.**
9. **Township Board Representative Report.** Kimberly McIntyre provided an update on some of the recreational projects the Township is working on.

10. ZBA Representatives Report. Brown reported that at the December meeting a variance was approved, and another meeting is upcoming to consider a variance for a deck on a lakefront property.

11. Adjournment. Motion by Pfeifer to adjourn. The motion was supported by McIntyre and carried with all members voting yes.

The meeting was adjourned at 8:59 PM.

Respectfully Submitted,

Andy Moore, Secretary

TOWNSHIP OF COURTLAND
COUNTY OF KENT, MICHIGAN

At a regular meeting of the Township Board of the Township of Courtland, held at the Township Hall, on the 3rd day of January, 2024, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and seconded by _____.

RESOLUTION 2024-03

**RESOLUTION TO APPROVE PLANNED UNIT
DEVELOPMENT SKETCH PLAN**

[Klemac Meadows]

WHEREAS, Kle-Mac Farms LLC, (the “Applicant”), has made application for planned unit development approval, residential cluster option, for a site condominium to be located on approximately 162.34 acres on Courtland Drive between 12-Mile and 13-Mile Roads;

WHEREAS, the Applicant has submitted a plan dated August 28, 2023, (the “Plan”) and has requested sketch plan approval for the planned unit development pursuant to Section 9.03.A of the Township Zoning Ordinance:

WHEREAS, the Planning Commission has held a public hearing, and has recommended sketch plan approval on the terms and conditions of this resolutions; and

WHEREAS, the Township Board, following public hearing, has determined to approve the sketch plan on the terms and conditions of this resolution.

NOW THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. **Findings.** The Township Board makes the following findings with respect to the Development:

- a. The Development will not substantially alter the character of the general neighborhood for which it is proposed.
- b. The location of buildings does not unduly impact other single-family uses in the vicinity.
- c. The Development will preserve, in perpetuity, large open spaces that the applicant has demonstrated would otherwise be capable of development under existing zoning.
- d. The Development can accommodate adequate and safe disposal of sanitary sewage.
- e. The Development meets the standards for size, density, and open space pursuant to Chapter 9 of the zoning ordinance.
- f. The Township finds that the benefits of the provision of open space is sufficient to justify the addition of five more units than depicted on the parallel plan.

2. **Layout; Units.** Sketch plan approval is given for a street, unit, and open space layout as shown on the Plan, subject to the terms and conditions of this resolution.

3. **Unit Width Modification.** The Township Board hereby determines that units 46 and 52 provide adequate building area to meet required setbacks and promote the efficient use of land, and pursuant to Section 2.05.B. hereby waives the requirement that minimum lot width be maintained to the rear setback line for these units.

4. **Use.** The lands in the Development may be used for 75 units, each for the construction of one single-family dwelling and permitted accessory buildings as provided by ordinance.

5. **Site Condominium.** The units within the Development shall be located within one or more site condominiums. The condominium master deed shall be reviewed and approved by the Township Attorney prior to recording.

6. **Roads.**

a. The roads within the development shall all be public roads, dedicated to and accepted by the Kent County Road Commission. The roads shall be installed and constructed at the locations and in the manner shown by the construction plans. The roads shall be constructed by the Developer at no cost to the Township or County and offered for dedication to the County upon completion. Road names shall be approved by the Kent County Road Commission ("KCRC").

b. The island in the cul-de-sac on Kletis Court shall be removed if so required by the KCRC and this shall be deemed a minor amendment of the PUD.

7. **Open Space.**

a. Open space shall be provided at the locations shown in the plan. No improvements shall be constructed within the designated open space except construction of storm water management facilities, or as provided below. The open space shall not be used for the temporary or permanent storage of boats, campers, recreational vehicles, or similar items. These restrictions will be included in an applicable deed or homeowners' association bylaws. Trails, playgrounds, athletic fields, courts, or other improvements may be constructed within the open space, or it may be used for agricultural purposes as approved by the Zoning Administrator, who may refer the matter to the Planning Commission. These shall not be considered major amendments to the Plan if such improvements are consistent with the functions and purpose of the open space.

b. Native, non-nuisance species of trees greater than four inches in diameter shall not be removed from the open space, except as necessary for construction of storm water

management facilities, connecting trails or other improvements permitted by the Township as described above.

c. The open space shall be available for owners of all units within the Development. The open space shall be owned by a homeowner's association or similar organization. Bylaws for use of the open space shall be reviewed and approved by the Township attorney to ensure compliance with Township ordinance and the provisions of this resolution.

d. Any lease of the open space for agricultural use shall have a term not greater than one year, renewable for successive periods not to exceed one year each if approved annually by the Developer, or the Board of the Condominium Association after the transitional control date.

8. **Storm Water/Retention/Grading.**

a. Provision for storm water management, grading and soil erosion and sedimentation control shall be as approved by the Kent County Drain Commission and Township Engineer during the process of final site plan approval or subdivision approval. Storm water shall be managed so as not to cause ponding or excessive runoff on neighboring properties or sedimentation in receiving streams, and to minimize the temperature differential to the receiving stream.

b. Storm water management facilities, storm sewers and other drainage routes must be included within drainage easements, if not located in the open space, and in easements in favor of the Kent County Drain Commission if so required.

c. The KCRC must review and approve any road drainage improvements within all public rights-of-way.

d. After the project is completed, the Developer's engineer shall provide a letter certifying that the site was built in accordance with the approvals issued by Courtland Township.

e. The Township may require additional modifications or improvements to storm water management facilities based upon their performance after or during construction. If storm water management facilities, as constructed, result in an increase in rate or volume of flow onto neighboring properties, or cause ponding or excessive runoff on neighboring properties, public rights-of-way, or within the Development, or otherwise are reasonably unsatisfactory, the Developer shall make modifications as approved by the Township engineer to correct the situation.

9. **No Removal of Soils.** No topsoil, sand, gravel, or other soil materials shall be removed from the site, except as permitted by the Zoning Ordinance.

10. **Soil Erosion and Sedimentation Control.** Prior to commencing any clearing, grading or construction of any type, the Developer shall receive a storm water permit from the Township of Courtland, as well as the KCRC, if applicable. In accordance with the Township storm water ordinance, a financial guarantee in an amount of at least \$10,000 will be required as a condition of issuing that permit.

11. **Utilities.** All utilities shall be installed underground and located within public rights-of-way or private easements to be shown on the final Construction Plans.

12. **Street Lighting.** No streetlights shall be installed within the development, except that a streetlight may be installed at the intersections with Courtland Drive.

13. **Units; Setbacks; Shared Driveways.** All dwellings constructed on units within the Development shall have at least the following setbacks and limitations, as provided by Township Ordinance to be measured as provided by the Township Zoning Ordinance:

- a. Front Yard – 50 feet for units abutting Courtland Drive (including corner units); 25 feet for other units.
- b. Side Yard – 10 foot minimum each side.
- c. Rear Yard – 20 feet.

- d. Maximum Lot Coverage – 25 percent.

Building height, uses, size and location of accessory buildings and other improvements and provisions shall be governed by Township Ordinance, unless more stringent provisions are made by applicable private deed restrictions.

To reduce the number of driveway connections to Courtland Drive, units 4 and 5 and units 6 and 7 shall use a shared driveway connection to Courtland Drive.

14. **Sewage Disposal and Water Systems.** Each unit shall be served by an individual sewage disposal system and individual water well, approved by the Kent County Health Department.

15. **Signage.** One sign identifying the development may be installed at each entrance to the Development on Courtland Drive when that entrance is constructed. Each sign shall have an area no greater than 32 square feet and height to the top of the sign not more than six above grade. If lighted, the sign shall be internally illuminated, or if externally illuminated, the source of light shall be enclosed and directed to prevent the source of light from shining directly onto traffic or neighboring property.

16. **Sidewalks.**

a. Sidewalks separated from the travelled roadway surface shall be installed along one side of the internal streets.

b. Sidewalks shall be installed across those portions of the Development not adjacent to units when the adjacent road or road connection is constructed. Sidewalks shall be constructed across each unit prior to issuance of a certificate of occupancy for the building on a unit; provided, however, that the sidewalk system for a phase shall be installed in its entirety not later than five years after issuance of a certificate of occupancy for the first unit in that phase. A mechanism, satisfactory to the Township attorney, shall be provided such that the obligation to complete

sidewalks will be secured, such as posting of a letter of credit or other security, guaranteed by the developer and/or another party separate from the entity which is the developer to ensure completion of the sidewalks.

17. **Recreational Trail.** An easement not less than 20 feet in width for pedestrian and non-motorized traffic shall be granted, along the frontage of Courtland Drive and Tefft Avenue. The easement shall permit the construction and use of a public non-motorized trail and include a temporary easement as necessary for construction and maintenance of the trail.

18. **Engineer's Requirements.** All requirements of the Township Engineer's letter dated October 4, 2023 must be satisfied.

19. **Phasing.**

a. **Order of Phases.** The Development may be constructed in three phases, as identified on the plan.

b. **Common Areas.** Planned Unit Development approval has been given for the layout of units and open spaces for the project as a whole. If the Developer exercises this option to construct the Development in phases, the area shown in future phases as open space shall be deed restricted in such a manner as to ensure that the open space requirements of the ordinance are met pending construction of future phases in a manner reviewed and approved by the Township attorney.

c. **Prerequisites to Issuance of Building Permits and Certificates of Occupancy.**

i. **Phase 2.** No certificate of occupancy shall be granted for any building within Phase 2 of the Development until (1) the road within Phase 2 has been completed and accepted by the KCRC and sidewalk sections installed as required; (2) all utilities have been installed throughout the Phase; (3) other facilities necessary to the occupation of Phase 2 have been completed (regardless of whether such facilities are located within Phase 2 or another phase), in

compliance with this Resolution and other applicable ordinances and laws to the satisfaction of the Township; (4) construction has been reviewed and approved by the Township engineer; (5) any amounts owed to the Township for professional fees or other fees for the project have been paid in full; and (6) as built drawings have been submitted to and approved by the Township engineer. Building permits (but not certificates of occupancy) may be issued in the discretion of the Township for up to five units in Phase 2, prior to completion of these requirements, if: (1) the Township determines that the existing road provides safe access to the building site for emergency vehicles and other vehicles; (2) all storm water facilities have been completed and soil stabilization measures taken and approved by the Township engineer; (3) the Developer deposits security with the Township in compliance with Section 15.08 of the Township Ordinance, to ensure completion of the remaining improvements within Phase 2, in an amount determined by the Township in consultation with its engineers based upon the estimated cost of completion of the project; and (4) the Developer is then in compliance with all provisions of this resolution and applicable laws and ordinances, and is current in payment of all required fees.

ii. **Phase 3.** No certificate of occupancy shall be granted for Phase 3 of the Development until (1) the public road has been completed and accepted by the Kent County Road Commission; (2) all utilities have been installed throughout that Phase; (3) other facilities necessary to the occupation of that Phase have been completed (regardless of whether such facilities are located within that Phase), in compliance with this Resolution and other applicable ordinances and laws to the satisfaction of the Township; (4) construction has been reviewed and approved by the Township engineer; (5) any amounts owed to the Township for professional fees or other fees for the project have been paid in full; and (6) as built drawings have been submitted to and approved by the Township engineer. Building permits (but not certificates of occupancy) may be issued in the

discretion of the Township for up to three units in a phase, prior to completion of the project, if: (1) the Township determines that the existing road provides safe access to the building site for emergency vehicles and other vehicles; (2) all storm water facilities have been completed and soil stabilization measures taken and approved by the Township engineer; (3) the Developer deposits security to the Township in compliance with Section 15.08 of the Township Ordinance, to ensure completion of the remaining improvements within that Phase, in an amount determined by the Township in consultation with its engineers based upon the estimated cost of completion of the project; and (4) all improvements required for the prior Phase have been completed and approved by the Township; and (5) the Developer is then in compliance with all provisions of this resolution and applicable laws and ordinances.

d. **Limitation on Development of Future Phases.** Grading and clearing work in future phases, significantly in advance of the time when units in that phase will be offered for sale, has the potential to cause sedimentation and dust control and other problems and is to be discouraged. Accordingly, no grading or paving shall take place within future phases until all improvements within the prior Phase have been completed and the Developer certifies to the Township that at least one-half of the units in the prior Phase have been sold to persons or entities not related to the Developer. This requirement may be relaxed or waived by the Zoning Administrator if satisfied that disturbed soils will be stabilized and if developer's past performance has been satisfactory in this regard.

e. **Grading Limitations; Soil Stabilization and Sedimentation Provisions.** Grading activities shall not take place from December 1 to April 1 in order to limit runoff and sedimentation concerns during months where heavy rainfall or runoff is generally expected, unless the Zoning Administrator determines that favorable weather conditions exist, or other safeguards are

in place. The Township may also permit grading outside of that time period, subject to approval by the Zoning Administrator, if it is determined that the terrain is such that runoff and sedimentation is not likely to cause sedimentation problems, or if extraordinary measures are taken to limit runoff and sedimentation. Construction shall be scheduled so that effective stabilization will occur in the same construction season in which grading occurs. The applicant shall notify the Zoning Administrator prior to commencing any grading activities within the Development. The Zoning Administrator may, in consultation with its engineers, order the deferral or suspension of grading or other activities during periods of heavy precipitation or winds as reasonable to avoid sedimentation and to provide appropriate dust control.

The Developer shall schedule construction such that all roads or parts of roads shall be paved within 60 days after grading commences on those roads. All areas disturbed by grading will be stabilized by use of the soil stabilization methods approved by the Township engineer. Stabilization methods shall be in place within 30 days after grading is complete in an area, and shall be re-seeded or replaced and maintained to provide an effective stabilization of disturbed soils. The Zoning Administer may waive the requirement for seeding of a particular unit if a building permit has been issued for that unit and if construction of a home commences within thirty days after disturbance of the grade. In addition, the unit owner shall establish a lawn or other appropriate cover on a unit within 90 days after issuance of certificate of occupancy for the unit, except if weather conditions do not permit, and this will be a requirement of the deed or similar restrictions for the subdivision. The Township may impose other additional measures to provide for minimization of sedimentation or dust or runoff, based upon construction progress and performance.

20. **Final Site Plan.** Within one year after receiving sketch plan approval from the Township Board, the applicant shall submit a final site plan to the Planning Commission for review in accordance with the zoning ordinance.

21. **Violation; Penalties.** The conditions imposed by this resolution are conditions upon site plan approval, violation of which shall constitute a violation of the zoning ordinance. All penalties and remedies available for violation of zoning ordinance shall be available for any failure to comply with this resolution site plan, including but not limited to, withholding or revocation of building permits for units within the development.

YEAS: _____.

NAYS: _____.

ABSTAIN: _____.

RESOLUTION DECLARED ADOPTED.

Susan K. Hartman, Clerk
Township of Courtland

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

I, Susan K. Hartman, the duly qualified and acting Clerk of the Township of Courtland, Kent County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board at the regular meeting thereof held on the ____ day of _____, 20____, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed by official signature this _____ day of _____, 20____.

Susan K. Hartman, Clerk
Township of Courtland



900 MONROE AVE NW
GRAND RAPIDS, MI 49503

PHONE (616) 632-8000
FAX (616) 632-8002
MIKAMEYERS.COM

James F. Scales

Direct Dial/Fax (616) 632-8047
E-mail jscales@mikameyers.com

November 28, 2023

Township Board
Courtland Township
7050 - 14 Mile Road
Rockford, Michigan 49341

Re: Klemac Meadows: Planned Unit Development Sketch Plan Approval

Dear Officers and Trustees:

Klemac Meadows is a proposed 75-unit site condominium development located on approximately 162 acres on the east side of Courtland Drive between 12 and 13 Mile Roads.

The development is proposed for approval as a PUD, under the residential cluster option. The Planning Commission conducted a public hearing at its October meeting and recommended sketch plan approval at its November meeting. The next step in the process is for the Township Board to hold a public hearing, which is scheduled for the January 2024 meeting due to notice requirements, and consider sketch plan approval. Following sketch plan approval, after final engineering work is done, the project is reviewed for final site plan approval by the Planning Commission, without further Township Board action.

Summary of Plan. The plan satisfies the specific objective requirements for approval under the Zoning Ordinance including: (1) the number of lots proposed is within the maximum permitted by the ordinance; (2) each lot contains the minimum area and lot width required by the ordinance; and (3) the percentage of the project devoted to open space exceeds the minimum 40 percent required by the ordinance. In addition, the Planning Commission determined that the plan satisfied the discretionary standards of compatibility with the surrounding area, and that the lands left as open space justified the smaller lots permitted under the cluster option.

Recommended Conditions. Conditions of the proposed approving resolution include the following:

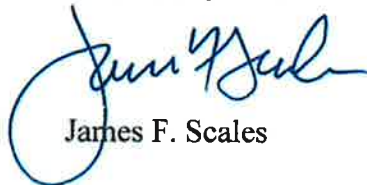
- Approval is based on compliance of the layout of the units and open space as shown on the plan submitted to the Township.
- Each unit may only be used for one single family dwelling and accessory buildings as permitted by Zoning Ordinance.

- All internal streets within the development will be public roads, constructed at the expense of the developer and dedicated to the Kent County Road Commission.
- The project will be developed on a site condominium basis with a homeowner's association responsible for the open space within the development.
- The designated open space must be protected by the condominium documents and may not be used for construction of any improvements except for permitted stormwater management facilities or, with Township approval, trails, playgrounds, or similar features for the benefit of the property owners. As permitted by the Zoning Ordinance, the open space may be used for agricultural purposes with a condition that any agricultural lease must be on an annual basis only.
- Street lighting is prohibited.
- A larger setback of 50 feet is required for the units on Courtland Drive.
- Units 4 and 5 and Units 6 and 7 must use a shared driveway.
- Each unit must be served by an individual septic system and water well approved by the Kent County Health Department.
- Sidewalks are required along one side of the streets within the development.
- Phasing requirements for construction are included to ensure that all required improvements within a phase are constructed before a certificate of occupancy is given for any dwelling within that phase.

Following the public hearing at the January meeting, the Township Board may consider adoption of this resolution.

I plan to be at the January meeting to answer any questions the Board may have. Thank you.

Very truly yours,

A handwritten signature in blue ink, appearing to read "James F. Scales", is written over a circular blue ink stamp.

James F. Scales

jll
Encl.

Courtland Township Planning Commission

Minutes

November 21, 2023

1. **Pledge of Allegiance and Roll Call:** Wood, Pfeifer, Miedema, McIntyre, and Moore were all present. Also present was Attorney Jim Scales, Zoning Administrator Colleen Brown, and approximately 20 members of the public.
2. **Agenda: Motion to approve as presented by McIntyre.** The motion was supported by Pfeifer and carried 5-0.
3. **Minutes from 10-17-2023: Motion to approve was made by Meidema as noted to include the addition of Andersen letter for Braeside Estates and the list 5 comments phoned into the Township Hall regarding inquiries for KleMac Farms.** The motion was supported by Pfeifer and carried 5-0.
4. **Public Comments for Items not on the Agenda:** None
5. **Public Hearings:**

- a. **Patricia Smith – 4850 14 Mile Ct: Proposed rezoning from RR to R2.** Attorney Jim Scales provided an overview. The property is located at the SE corner of 14 Mile Ct and Northland Drive. The applicant desires to construct a duplex on the site which would be allowed under R2. Multi-family would also be permissible there under R-2, although it is not clear how many units could be accommodated. The Master Plan designates this property as Country Residential which does not contemplate duplexes, but it is along Northland Drive and the impact of the rezoning may be limited. The Zoning Ordinance requires a minimum of 750 square feet per unit, which doesn't seem possible with the current building and the PC should ensure that is feasible on the site.

Aaron Smith 8353 Lamplight Drive in Jenison (son of the applicant) was present. The downstairs of the house is unfinished with a bathroom. The upstairs is finished with 1,600 square feet. The downstairs would also have 1,600 square feet and the garage space would be finished. There are two electrical and two gas meters on the site. The plan is to rent the downstairs with a unit or two. The applicants want at least three units on the property and do not want to limit the site to just a duplex. He is willing to remove the trailer. There are two septic systems on the site and a large well. Someone is living in the trailer currently. The site is nonconforming due to the extra dwelling. Mr. Smith stated that up to 4 units could be located on the property under the existing well and septic system.

Wood opened the public hearing at 7:15 PM

1. One resident asked how large the property was. Applicant stated it was about 4 acres.
2. Chris Heckman 5615 Courtland Meadows Court. Asked if this is a slippery slope where they can do more than what is intended or expanded development?
3. Bob Stager 13140 Redmond Avenue. Asked about the nonconforming situation on the site with the trailer.

Wood closed the public hearing at 7:18 PM

Moore felt that splitting up the house into two units would not be allowed unless the trailer was removed. Scales thought the trailer would be nonconforming and could stay, in addition to the house being divided into two units.

Zoning Administrator Colleen Brown stated that anything more than a duplex requires special land use approval.

McIntyre felt that the health department would limit any large-scale development on the property.

The applicant stated he would be willing to limit himself to 8 units on the property through a conditional rezoning offer. Anything more than 3 units would be subject to special land use approval.

After discussion timing there was a **motion by Wood/Meidema to table the application to the next meeting to allow the applicant to draft an offer of conditions as indicated above. The motion carried 5-0.**

6. Old Business

At this time Kim McIntyre recused herself from the meeting due to a conflict of interest.

- a. **Kle-Mac Farms LLC – Proposed PUD (10280 Courtland Drive).** Dan Hula representing Kle-Mac farms provided an overview of the site. 75 lots are proposed as a site condominium. The site is roughly 50% open space. The layout is unchanged from the last meeting.

Arn McIntyre stated that they talked to the KCRC about sight distances, and they provided a letter to that effect that states that the two entrances greatly exceeded the sight distance requirements.

Wood asked about the locations of other houses on the west side of Courtland Drive.

McIntyre stated that they are trying to have as many homes as possible about areas of open space, and the plan accomplishes that for all but approximately eight lots. The homes built along Courtland Drive are proposed across from existing houses. He said they are trying to minimize the earthwork on the site and are following the existing lay of the land as much as possible. Low points are going to be located in common areas, so they are preserved naturally.

McIntyre also said that they are willing to increase setbacks along Courtland Drive as much as possible.

Hula provided a series of sketch plans for individual lots along Courtland Drive showing most of them 150-180 feet or more from the right of way, with a few around 50 feet from Courtland Drive to the north.

McIntyre provided additional information related to why the development is located where it is and stated that they sought to find the best soil and follow the land as much as possible. They have checked the soil and had the KCHD check the site to make sure they are suitable for drain fields. All of the sites were suitable.

This was not a public hearing, but Wood opened the floor for public comments.

1. Tony Henges 10222 Tefft. Asked the difference between a public hearing and public comments. Wood stated that a hearing requires notice.
2. Chris Hekman 5615 Courtland Meadows Court. Wanted to see the parallel plan again. Scales stated that 75 lots meet the requirements of the Zoning Ordinance.
3. Joel McCullough 5831 Terrace Ridge. Asked about the size and price point of the homes. McIntyre said these would be mid-level move up homes. They want houses that fit the neighborhood. Sizes would range from 1,200 to 1,900 square feet.
4. Rod Sager 13140 Redmond Avenue. Question on phasing and timing. McIntyre it would be three phases starting next summer.
5. Steve Despres 11094 Tefft. Thought it made sense to bring one of the roads out to Tefft to minimize the impact on Courtland.
6. Ron Moore lives on Courtland near 13 Mile Road. States that traffic is heaviest on 12 Mile and 13 Mile Road. Concerned about traffic on Courtland Drive. And the potential for additional houses off the west side of Courtland Drive and was concerned about drainage. Arn McIntyre stated that it is designed so that no water would leave the property. There will be roadside ditches.
7. Rod Sager 13140 Redmond Ave asked who will build the homes? McIntyre will be the builders and there will be semi-custom homes.
8. Jane Borduin 5610 Courtland Meadows Court. They live behind lots 72-73. During a hard rain there is standing water. They are concerned about possibly more standing water. McIntyre stated that the pond they have proposed is intended to keep all the water on the site and would not affect that; if anything, it may improve that situation.
9. Ann McIntyre Herrington. Her family has owned the property for more than 100 years. Arn knows the property and has done a ton of work to make it a good project. They are not just a cookie cutter builder coming in to build homes. They are trying to make it as nice as possible. They will make the best use of the land as much as possible.
10. Chris Hekman 5615 Courtland Meadows Court. Asked Scales if this plan is still a permissive approval; the PC does not have to approve it. Noted that with the lots along Courtland won't be able to have any trees near the street.

Wood closed public comments.

Hula said that the amount of traffic generated is a drop in the bucket relative to what the AASHTO book requires. Usually, they don't worry too much until we are looking at 2,000 trips per day and this project would add about 750 trips a day.

Meidema asked about some of the fill proposed on the south side of the project.

Pfeifer was concerned about the lots fronting Courtland. Could they be made into 2 acre lots? He felt that the lots on Courtland should be on the neighborhood streets. McIntyre offered to have shared driveways for those lots if the Commission thought that would work.

Moore felt that the project was probably as good as they were going to get. Despite concerns as to whether or not the project was a good idea, it appeared that the applicant was doing everything possible to preserve open space and minimize earthwork.

Scales reviewed his approving resolution that was provided at the last meeting. It was generally accepted as is except that the PC wanted anything facing Courtland to have a setback of at least 50 feet from Courtland Drive.

PC agreed to have shared drives for lots 4-5, and 6-7 share a driveway.

Wood made a motion to adopt a resolution recommending approval of the proposed Kle-Mac Farms LLC Planned Unit Development to the Township Board with the following changes:

- **Paragraph 5 changed to refer to Site Condo.**
- **Condo docs to be reviewed and approved by the Township attorney.**
- **Open space can be used for agricultural purposes subject to one-year lease negotiated annually.**
- **7b would be amended to allow for the removal of nuisance and invasive trees.**
- **Item 9 would add "except as permitted by Zoning Ordinance."**
- **Homes shall have a minimum 50' setback from Courtland Drive.**
- **Units 4-5 share a driveway and units 6-7 will share a driveway.**
- **Sidewalks are required on one side of the street.**
- **Open space for the complete project must be set aside starting with phase 1.**

Motion was seconded by Miedema and carried 5-0.

At this point, Kim McIntyre rejoined the meeting.

- b. **Master Plan Update.** Williams & Works provided a draft Master Plan document last month for review. PC members want to review it at the December 19 meeting to work out any final details.
- 7. Zoning Administrator Report.** No new business to report.
- 8. Township Attorney Report.** Scales noted that the state approved legislation that preempts local authority to regulate wind/solar and battery facilities over a certain size. It will not go into effect for a year. The Township can adopt a "compatible" ordinance, and Mika Meyers is working on one. It is unclear what our next steps are at this time.
- 9. Township Board Representative Report.** McIntyre provided a report regarding new recreational improvements in the community.
- 10. ZBA Representatives Report.** Brown stated there will be a meeting on December 13 for a setback variance.
- 11. Adjournment. Motion by Pfeifer to adjourn. The motion was supported by McIntyre and carried 5-0.**

The meeting was adjourned at 9:36 PM.

Respectfully Submitted,

Andy Moore, Secretary



AUDIO VISUAL | AUTOMATION | COMMUNICATIONS | CONTRACTING | ENGINEERING | MEDIUM VOLTAGE | OUTDOOR UTILITIES | SERVICE | TESTING

November 20, 2023

Quotation #: **Q-230209**

Matt Mcconnon
Courtland Township
7450 14 Mile Road NE
Rockford, MI 49341

RE: New Microphone System

Matt:

Buist Audio Visual has reviewed the requirements of the project and will provide labor, material, and equipment to complete the work per plans and specifications as follows:

Gooseneck Microphones

- Provide and install (7) Shure MXW8 Wireless Desktop Base Transceivers for gooseneck microphones.
- Provide and install (7) Shure MX410LP/C 10" Gooseneck microphones to for connection into the base transceivers.
- Provide and install (1) Shure MXW2/SM58 Wireless handheld microphone.
- Provide and install (2) Shure MXWNCS8 8-CH Networked Charging station to charge all base transceivers and handheld.
 - Each charging station can fit 4 base transceivers.
- Provide and install (1) Shure WXWAP8+P300 DSP. This includes an 8-channel wireless transceiver antenna that will be ceiling mounted in the room. It also includes a P300 DSP for audio processing.
- Provide and install (1) Powersoft Mezzo 322A audio amplifier to power the existing ceiling speakers in the room.
- Provide and install (1) Ubiquiti ES-8-150 PoE network switch for network audio traffic.
- Provide and install (1) Middle Atlantic EWR-10-17 10RU Wall rack to house the new AV equipment.
 - Provide and install (2) Middle Atlantic U1 vented rack shelf.
 - Provide and install (1) Middle Atlantic PWR-9-RP rack mounted power conditioner.
 - Provide and install (1) Shure CRT1 Rack tray for the P300 DSP.
- Provide and install (1) AtlasIED AT100D 70V 100W Volume controller. This will be wall mounted next to the light switches near the entrance to the room.
- Provide and install new speaker cabling from amplifier to existing speakers.
- Provide and install new cabling to incorporate the projector audio into the system.

Total **Bid** Price: **\$20,573.00**

Boundary Microphones

- Provide and install (5) Shure MXW6 Wireless Boundary microphones for voice amplification in the room.
- Provide and install (1) Shure MXW2/SM58 Wireless handheld microphone.
- Provide and install (1) Shure MXWNCS8 8-CH Networked Charging station to charge all base transceivers and handheld.
- Provide and install (1) Shure WXWAP8+P300 DSP. This includes an 8-channel wireless transceiver antenna that will be ceiling mounted in the room. It also includes a P300 DSP for audio processing.
- Provide and install (1) Powersoft Mezzo 322A audio amplifier to power the existing ceiling speakers in the room.
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 - Provide and install (1) Shure CRT1 Rack tray for the P300 DSP.
- Provide and install (1) AtlasIED AT100D 70V 100W Volume controller. This will be wall mounted next to the light switches near the entrance to the room.
- Provide and install new speaker cabling from amplifier to existing speakers.
- Provide and install new cabling to incorporate the projector audio into the system.

Total **Bid** Price: **\$16,294.00**

Price assumes all work to be completed Monday - Friday from 7:00 AM to 4:30 PM.

Warranty

- Buist Electric warrants to Client that it will repair or replace, at its sole discretion, defects within (1) year when such defect results from Buist Electric's defective workmanship, and Client has notified Buist Electric within (30) days of discovering said defect. In the event that products installed by Buist Electric are in any way misused, altered, or repaired by someone other than a representative of Buist Electric, which within the sole judgement of Buist Electric results in an adverse effect, the warranty and Buist Electric's obligations shall terminate without notice to the client. This includes, but is not limited to, third party software updates, firmware upgrades, and any other alterations or updates to software or operating systems. Any subsequent services provided by Buist Electric will be billed at Buist Electric's standard time and material billing rate at the time of service.
- Any warranty mentioned above shall not apply to any repairs or replacement caused by accidents or damage resulting from fire, wind, water, hail, lightening, earthquake, acts of God, or similar causes originating outside the components and unless such accident or damages were within the control of Buist Electric or caused by the negligence of Buist Electric or its employees. The equipment specified may have additional manufacturer hardware warranties that would be honored directly by the manufacturer.
- Buist Electric can work with you to develop a service and/or maintenance agreement that can be as simple as purchasing yearly block time hours or custom plans that can provide monthly, quarterly, or yearly maintenance and service on your equipment.

Due to current supply chain challenges, material costs are subject to review until a PO/contract is received/signed, at which time we will secure all available materials. For longer lead time items, we are seeing shorter expiration dates on supplier/manufacture quotes, as well as price escalation in the interim between PO issuance and date of shipment. We will make every effort to keep you informed and be transparent with any costs we need to pass along on these items. We regret the necessity of this addition to our quote letters and will continue to work diligently to keep these costs in check - looking forward to the day this statement can be removed. We appreciate your understanding and thank you for the opportunity to submit this quotation. Please feel free to contact me directly at (616) 219-9580 or via email at ddeal@buistav.com with any questions.

Respectfully,

BUIST AUDIO VISUAL

Devin Deal

Devin Deal
AV Solution Architect

DD/kl

Notice to Proceed

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified.

Date Accepted: _____ Signature: _____ P.O. #: _____
(Please sign and email back)



PROPOSAL

Courtland Township

Town Hall Room Audio Updates

DATE

Tuesday, 19 December 2023

PREPARED BY

John Lawrence

Design Consultant

Overview and Goals

At CTI, we ensure our technology, processes, and people are the most knowledgeable and efficient resource to serve you as your solutions partner.

Dear Matt McConnon,

It was a pleasure to speak with you regarding your upcoming project. Thank you for the time to review your needs and identify your requirements. Based on our needs analysis we have developed a recommended solution for you. Conference Technologies, Inc. has the industry experience to create customized solutions to meet today's technology challenges. These solutions include consulting, design, implementation, and service.

Enclosed is a project proposal for your review and consideration that outlines scope, timelines, deliverables, and our support plan to care for your investment. After review I will contact you to discuss any questions you or your team may have about this solution. Our team is excited about the opportunity to provide you with a fantastic experience and making your project a success.

Sincerely,

John Lawrence
Design Consultant
CTI

john.lawrence@cti.com

Scope of Work

Proposal Number: J23230226

Proposal Date: 12/19/2023

Prepared for: Courtland Township

Attn: Matt McConnon

Phone: (616) 824-3596

Email: supervisor@courtlandtwp.gov

Prepared by: John Lawrence

Phone: (269) 330-8820

Email: john.lawrence@cti.com

Bill to: Courtland Township
7450 14 Mile Rd NE
Rockford, MI 49341

Ship to: Courtland Township
7450 14 Mile Rd NE
Rockford, MI 49341

CTI to install updated audio equipment to improve the audio experience for those presenting and attending.

Eight new ceiling tile speakers will be installed to provide better sound for the front and center of the room. The speakers will distribute through a Crestron amplifier. Seven wireless tabletop microphones are provided for the members at the panel table. A rechargeable base is available for the microphones. A wireless handheld and wireless lapel microphone are also included for audience or extra participation. Receiver gear will be stored in an AV rack in the closet.

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

Description	Price
Equipment	\$13,119.56
Implementation Services	\$8,373.33
Subtotal	\$21,492.89
Tax	\$0.00
Grand Total	\$21,492.89

Recommended

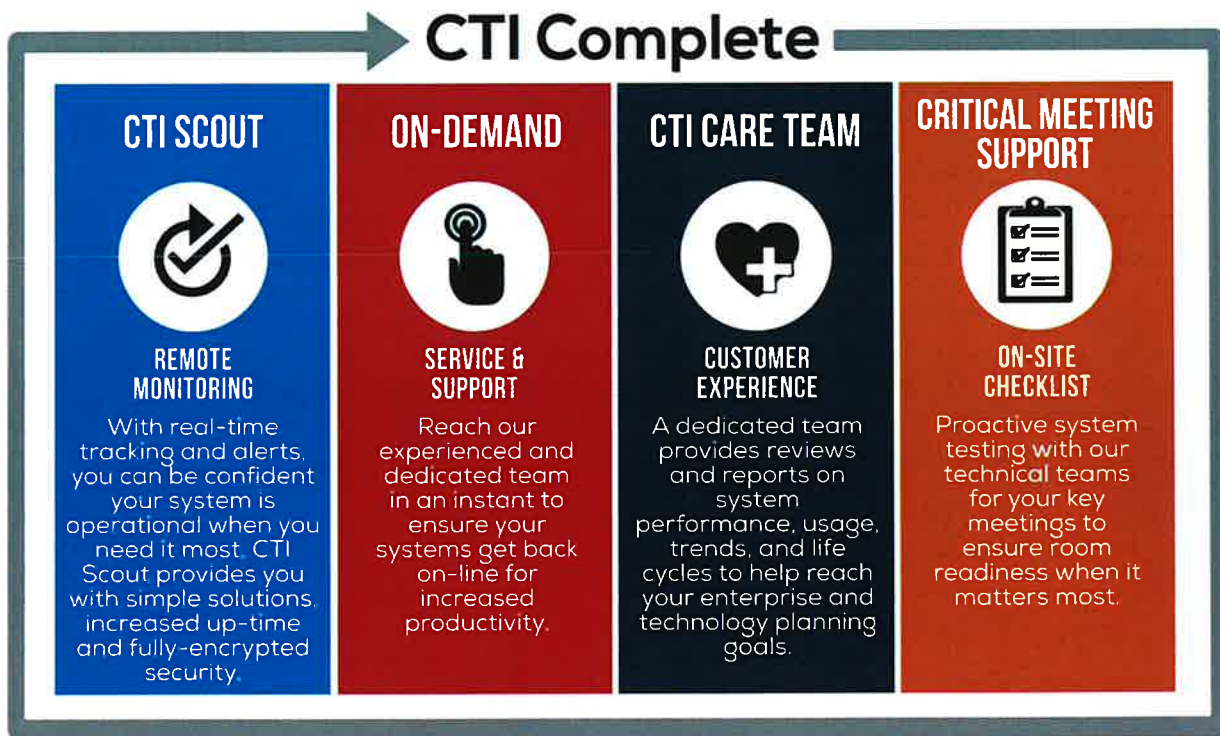
Description	Price
2 Additional Years CTI Complete Service Agreement	\$1,834.44
4 Additional Years CTI Complete Service Agreement	\$3,668.88

Down Payment Requirements

Down payment of 60% required to initiate order.

Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



Bill of Materials

Audio Update

Manufacturer	Description	Qty	Unit Price	Ext. Price
Audio Systems Equipment: \$12,761.73				
Yamaha	Remote Conference Processor - RM-CR	1	\$1,623.61	\$1,623.61
Yamaha	RM Wireless Gooseneck 12" Tabletop Microphone - RM-WGL	7	\$577.50	\$4,042.50
Yamaha	RM Wireless Microphone Charger Base for up to 8 microphones - RM-WCH8	1	\$808.75	\$808.75
Yamaha	RM Wireless Access Point for up to 8 microphones	1	\$3,868.75	\$3,868.75
JBL	Control 26C with Transformer. For use on a 70.7V or 100V Distributed Line, Switchable Taps at 60W, 30W and 15W (Plus 7.5W at 70.7V only), No SonicGuard. Priced as Each, Packed as Pairs. Master Pack Quantity: 4 Pieces.	8	\$166.61	\$1,332.88
Crestron	X-Series Amplifier, 300 W	1	\$530.12	\$530.12
Shure	BLX1288 COMBO W/CVL AND PG58	1	\$555.12	\$555.12
Rack Accessories and Furniture: \$357.83				
MIDDLE ATLANTIC	8SP/17D ECONO WALRK,BK,DR	1	\$357.83	\$357.83

Standard Disclaimer

CTI provides for twelve (12) months of **CTI Complete** on all system purchases. CTI warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Installation Description and Requirements

Provided by CTI: If installation is purchased, CTI will install all A/V components. CTI will also perform all programming, alignments, and end-user training. CTI will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in CTI Scope of Work.

Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of Courtland Township for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor, or CTI competitor without the written consent of CTI. Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.
2. If you have questions about the process as we move forward, please contact me at john.lawrence@cti.com or .
3. You will be contacted by a CTI Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total

J23230226 - \$21,492.89

Customer Signature

CTI Signature

Printed Name

Printed Name

Title

Title

Date

Date



PROPOSAL

Courtland Township

Meeting room updates

DATE

Tuesday, 19 December 2023

PREPARED BY

John Lawrence

Design Consultant

Overview and Goals

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Dear Matt McConnon,

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John Lawrence
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CTI to install new TVs to provide a better viewing experience for the in-room participants.

One 65" Samsung TV will be installed on each side of the room. The TVs will be installed on Chief mounts with slide out racks and pull out adapters. A Barco Clickshare will be the source input allowing a laptop to wirelessly connect to the TVs. A Crestron HDMI extender will send the content signal to the other TV so they mirror the same content.

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

Description	Price
Equipment	\$4,745.91
Implementation Services	\$3,873.00
Subtotal	\$8,618.91
Tax	\$0.00
Grand Total	\$8,618.91

Recommended

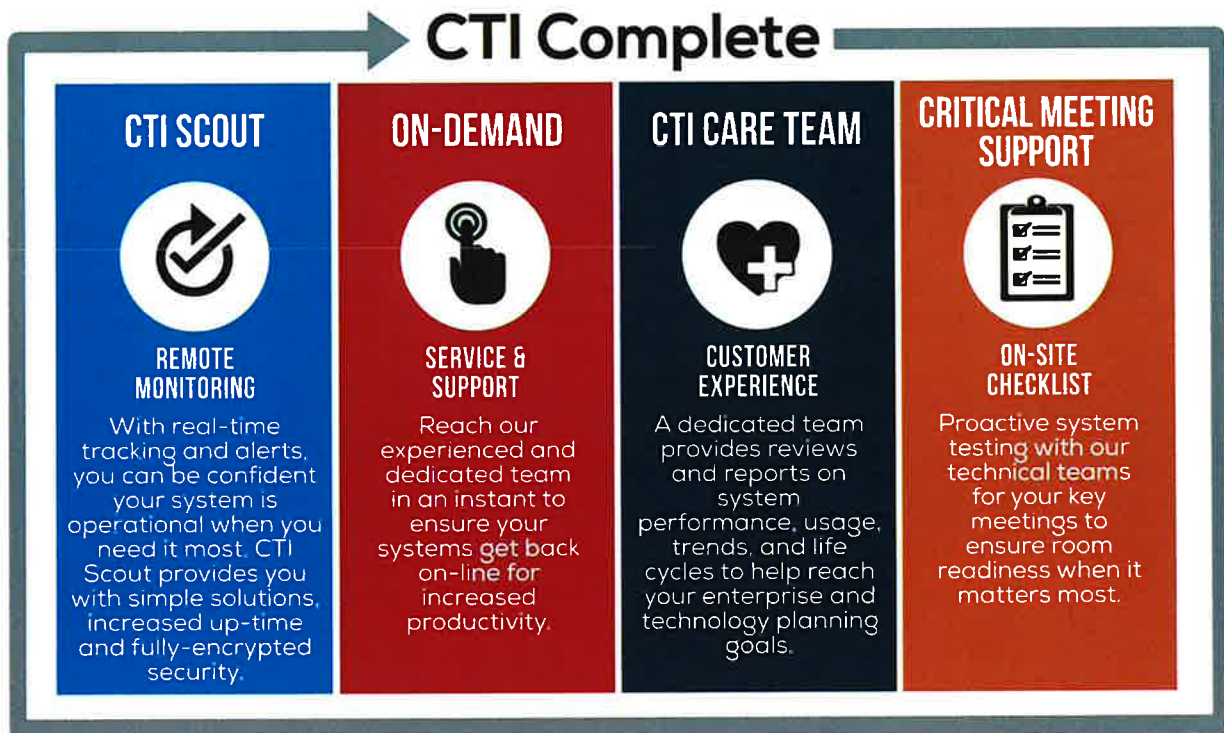
Description	Price
2 Additional Years CTI Complete Service Agreement	\$738.13
4 Additional Years CTI Complete Service Agreement	\$1,476.27

Down Payment Requirements

Down payment of 60% required to initiate order.

Why Us?

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Bill of Materials

Display Update

Manufacturer	Description	Qty	Unit Price	Ext. Price
Display Systems Equipment: \$1,285.58				
CHIEF	Micro-Adjust Fixed Wall Mount, Large	2	\$186.11	\$372.22
CHIEF	PROXIMITY,SLIDE LOCKING PLATE,15X10	2	\$146.96	\$293.92
CHIEF	FUSION PULLOUT	2	\$309.72	\$619.44
Video Systems Equipment: \$3,460.33				
Samsung	65IN BEC SERIES COMMERCIAL TV MNTR UHD DISPLAY 250 NIT 16/7 3YRS Country of Origin: MX Weight: 60.00 Dim Weight: 16,668.75	2	\$687.39	\$1,374.78
Crestron	4K HDMI over HDBaseT Extender w/IR & RS-232, Black	1	\$728.92	\$728.92
Barco	C-10 GEN 2 ClickShare Base Uni	1	\$1,356.63	\$1,356.63

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Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of Courtland Township for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor, or CTI competitor without the written consent of CTI. Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.
2. If you have questions about the process as we move forward, please contact me at john.lawrence@cti.com or .
3. You will be contacted by a CTI Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total

J23230226 - \$8,618.91

Customer Signature

CTI Signature

Printed Name

Printed Name

Title

Title

Date

Date