

**COURTLAND TOWNSHIP
COUNTY OF KENT, MICHIGAN**

**RESOLUTION NO. 2015-07
RESOLUTION FOR PUBLIC INSPECTION OF ASSESSING RECORDS**

WHEREAS, the adoption of guidelines for public inspections is required by the Township Board; and

WHEREAS, pursuant to The General Property Tax Act 206 of 1893 under section 211.10a assessment rolls and appraisal cards; inspection and copying;

POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS DURING CUSTOMARY BUSINESS HOURS

1. Requests for public inspection and copying of public records may be made verbally and/or in writing.
2. Any requests made pursuant to Michigan's Freedom of Information Act, shall be made in writing and shall be subject to the statutory requirements of FOIA.
3. The requesting party shall be billed for the copies and preparation time, if applicable, at the rate of \$16.50 per hour (current hourly deputy/clerical wage) and \$0.10 per copy.
4. If the request is for inspection of a public record, the township supervisor or authorized individual shall respond in a timely manner. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
5. The establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the township supervisor or authorized individual. The place designated for the requested inspection shall be the Township Hall.
6. The responding township supervisor or authorized individual shall allow such inspection between the hours of 9:00 a.m. and 4:30 p.m., Monday through Thursday, unless mutually agreed to by the responding township supervisor or authorized individual and the requesting party.

NOW, THEREFORE, BE IT HEREBY RESOLVED the assessor shall follow the above stated policy guidelines in regards to public inspections and copying of public records.

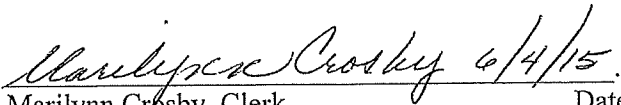
The foregoing resolution offered by Township Board Member Krygier and supported by Board Member McConnon.

Ayes: Andersen, Brown, Crosby, Krygier, McConnon, McIntyre, Porter.

Nays: None

Absent: None

RESOLUTION DECLARED ADOPTED


Marilynn Crosby, Clerk 6/4/15.
Date

1. The meeting was called to order at 7:00 P.M. by Supervisor Porter. Members present: Andersen, Brown, Crosby, Krygier, McConnon, McIntyre, Porter. Members absent: None. Also present: Chief Mickey Davis and 14 spectators.
2. Public Comment: Robert Post (Shaner Ave.) read a statement from the Post family regarding the Township Board's decision to deny the request by Sable Developing for Special Land Use for Mineral Extraction on Shaner Ave., and asked that it be included in the minutes (attached). Chris Bergeron (Arbor Ridge) took issue with Post's statement regarding lies told by the Prevent the Pit group. Dennis Heffron (Grattan Township) briefly summarized the progress of the Kent County Agricultural Preservation program, stating that over 4,000 acres of farmland have been preserved to date.
3. Motion by McIntyre, McConnon supported to approve the agenda. CARRIED.
4. Consent Agenda: Motion by McConnon, McIntyre supported, to approve the Consent Agenda. CARRIED.
 - A. Approval of Minutes – May 6, 2015 Regular Board meeting.
 - B. Treasurer's Report /Approval of bills for payment – General Fund, Sewer, and Fire Department.
5. Supervisor's Report/Building Permits/Correspondence: Building permits were issued in May for 6 new residences @ \$1,173,000, bringing the 2015 total to 23 homes, compared to 10 last year. Last month's spring clean-up went well and there is a possibility of a Saturday clean-up in the fall. Marty Patterson is building two book boxes for our "Pop-Up" libraries, one to be placed at the Township Hall and one at Fire Station #2. John Bitely has signed an agreement to reclaim the two sites on Shaner Ave. and begin the basements for two homes. There is a timetable to be met in order to receive building and occupancy permits. GVMC – McConnon reported the Metro Council supports the Restore the Rapids project. Cedar Springs Parks and RACE – no meetings. Courtland Park – McIntyre reported that the ERMS students have finished the community park survey and are compiling results. Advisor Casey Munger would like to continue working on the project with next year's 8th graders. McIntyre hopes to hold a Parks & Recreation Committee meeting soon.
6. Fire Board Report: Chief Mickey Davis reported 22 runs for May. The department is averaging about 330 per year. The emergency siren at Myers Lake Ave. and 15 Mile Rd. suffered damage from a falling limb, but has been repaired. Chief Davis hopes to have bids for the new fire truck go out in June and be returned in July.
7. Zoning Board of Appeals Report: McIntyre reported that the Yakes (Tefft Ave.) setback variance was denied. Two requests for June.
8. Planning Commission Report: Krygier reported that the Planning Commission recommended rezoning 1.81 acres on Northland Dr. owned by George Gilbert from R-R to C. Motion by Krygier, Andersen supported, to adopt Ordinance No. 2015-02Z to Amend the Courtland Township Zoning Ordinance/Map to rezone the property at 10720 Northland Dr. from R-R Residential to C – Commercial. Ordinance Adopted – All Ayes. The Planning Commission also formed a subcommittee to study and make recommendations on our mining ordinance.
9. Township FOIA Procedures and Guidelines. Crosby summarized the written Township Procedures and Guidelines to implement the new Michigan Freedom of Information Act. A Public Summary will be available on the Township website and at the Township Hall, as well as information for requesting documents and applicable fees. Motion by McIntyre, Brown supported, to adopt the Courtland Township FOIA Procedures and Guidelines. CARRIED. Resolution 2015-07: Resolution for Public Inspection of Assessing Records. Motion by Krygier, McConnon supported, to adopt Resolution No. 2015-07. RESOLUTION ADOPTED – All Ayes.
10. Kent County Dispatch Agreement. The agreement provides for the Township to share the cost for fire dispatch services with Kent County for the next three years, based on the number of calls per year. Motion by Andersen, McConnon supported, to approve the Dispatch Agreement. CARRIED – All Ayes. The estimated cost is \$2,006 for 2015, \$4,013 for 2016, and \$6,019 for 2017. Motion by Krygier, Brown supported, to fund the 2015 cost from the General Fund. CARRIED. This item will be revisited during budget discussions for the next fiscal year.
11. Board Rules Discussion. Porter asked board members for input on adopting rules of conduct for Township Board meetings, based on rules adopted by Cannon Township. Further discussion and/or adoption will take place at the next Board meeting.

Board Member Comments: Crosby reported that KDL will conduct three free programs at the township hall this summer, two for children and one for adult technology assistance.

As there was no further business to be considered, the meeting was adjourned at 8:04 P.M.

Submitted by,

Marilynn Crosby, Clerk