

AGENDA

COURTLAND TOWNSHIP BOARD REGULAR MEETING

February 14, 2024 at 7:00 PM

1. Meeting Called to Order
Pledge of Allegiance and Invocation
2. Approval of Agenda
3. Presentation: Ryan Wilemski, Kent Conservation District
4. Public Comments – Agenda Related
5. Approval of Consent Agenda:
 - A. Approval of Minutes –January 3, 2024, Regular Board Meeting
 - B. Treasurer’s Report / Approval of bills for payment – General, Sewer & Fire Funds
6. 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
7. Old Business:
 - A. CASSA Soccer Field Proposal (Tabled)
8. New Business:
 - A. Resolution 2024-04 Draft Master Plan –
 - B. Resolution 2024-05 Amendment to Special Land Use – 10860 Northland Dr
 - C. Proposal: Sewer Pump Stations 2,3,4,5,7,8 & 10 Improvements
9. Public Comment
10. Board Member Comments
11. Adjournment

UNAPPROVED

MINUTES
COURTLAND TOWNSHIP
REGULAR BOARD MEETING
January 3, 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, Frandsen, Hartman, McConnon, McIntyre and Porter.
Also present: Fire Chief, Steve Mojzuk, Attorney Jim Scales and 16 spectators.

APPROVAL OF AGENDA: McConnon added Public Hearing to item F. and item H. Sale of Fire Truck. Approval of agenda - A motion by McIntyre, Brown seconded to approve the agenda, as amended. All yes, motion carried.

PUBLIC COMMENT:

A resident commented that the proposed development (item F) was too dense. His subdivision has 35 homes with 1 acre each. Also felt notices should be sent to residents in line of sight.

APPROVAL OF CONSENT AGENDA:

Consent Agenda- A motion by Porter, Brown seconded to approve the consent agenda. McIntyre asked to have the invoices from the engineers and attorney brought to the board meeting each month. Roll call vote; All yes; motion carried.

Approval of Minutes: December 6, 2023, Regular Board Meeting

Treasurer's Report: Approval of December bills for payment- General, Sewer, Lake, and Fire Funds. A motion by Porter, seconded by Brown 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- no numbers available

NKSA: Passed the Annual Budget

GVMC: No meeting

GGTC: No Meeting

Rockford Area Community Foundation: Rockford's Got Talent will be February 3rd at Rockford High School. \$5,000 in proceeds will be retained by the foundation and the remainder will be donated to the Library Building Fund.

Courtland Township Park & Trails: Committee discussed signage at Township Hall, Annis Fish Hatchery Preserve and the Courtland Cemetery.

Fire Chief's Report: Number of calls for December was 40 for a total of 520 calls year to date. (Full report included in Board Packet)

Zoning Board of Appeals: A variance was granted to a property on Loveless Dr. that was too close to the road.

Planning Commission Report: McIntyre reported frustration with pace of the Master Plan and would like to find a way to increase participation.

OLD BUSINESS:

- A. Re-Insulate Township Office proposal (Tabled) McConnon reported that after an inspection instead of re-insulating, the heat duct will need to be sealed for leakage. We will provide quotes for this when received.
- B. CASSA Soccer Field Proposal (Tabled)

NEW BUSINESS:

- A. Township Board Meeting Schedule- Motion made by McIntyre, seconded by Fransen to move the regular township board meetings to the second Wednesday of each month with a 6:00 pm start time. After discussion, McIntyre amended the motion to leave the start time at 7:00 pm. seconded by Frandsen. All yes, motion carried.
- B. Planning Commission Appointment-Motion made by Porter, Brown seconded that the Planning Commission Appointment of Kimberly McIntyre be extended to the end of 2024. All yes, motion carried.
- C. Budget Amendments- Motion made by McIntyre, Porter seconded that an amendment be made to the budget to correct retirement contributions for the Treasurer, Deputy Treasurer, Zoning Administrator, Clerk and Deputy Clerk. All yes, motion carried.
- D. Resolution 2024-01 Board of Review Granting Poverty Exemptions- A motion was made by Andersen, McIntyre seconded that Resolution 2024-01 be approved as presented. All yes, motion carried.
- E. Ordinance 2024-02Z To Amend the Zoning Ordinance of the Township -Smith 4850-14 Mile Court- A motion was made by McIntyre, Brown seconded to approve Ordinance 2024-02Z rezoning the property from RR to R2 with conditions that stipulate no more than 8 units will be built unless a new application was brought to the Planning commission. All yes, motion carried.
- F. Resolution 2024-03 to Recommend planned unit development sketch plan approval- KleMac Meadows- McIntyre recused herself. After a presentation of the project a motion was made by Fransen, Porter seconded to open the Public Hearing on the KleMac Meadows. All yes. Several attendees asked questions and provided comments. Board closed Public Hearing. A motion was made by Brown, Andersen seconded to approve KleMac Meadows sketch plan. Porter, Brown, Hartman, Andersen, McConnon, voted yes. Frandsen voted no. Motion carried.
- G. New Microphone System Bids- A motion was made by Porter, Andersen seconded that the bid of \$20,573 from Buist Electric be accepted for a new sound system. All yes, motion carried.
- H. Sale of Fire/Brush Truck- A motion was made by Frandsen, Porter seconded to approve using Ranger Bid Auctions to sell the old fire/brush truck. All yes, motion passed.

PUBLIC COMMENT:

A resident asked a question about placement of soccer fields.

Another resident mentioned that the property owned by Rockford Public Schools next to Fire Station #2 was being surveyed, but not sure why.

This resident also stated that he has had a difficult time getting multiple bids from contractors and business.

BOARD MEMBER COMMENTS:

Porter- Was inquiring if property 14 Mile east of Northland was rezoned to commercial?

Brown- The next Planning Commission Meeting is scheduled for January 16th. On the agenda is the Adult Foster Care home's request to go from 16 to 20 residents.

Fransen- Her church announced the Friends of the Cemetery meeting.

Hartman- Friends of the Cemetery meeting, January 11th at 5:30pm

Andersen- Rockford's Got Talent continues to seek sponsors.

McIntyre- no comment

McConnon- no comment

Next Regular Board Meeting will be Wednesday, February 14, 2024 at 7:00 PM.

ADJOURNMENT:

With no further business the board meeting was adjourned at 8:57 PM.

Respectfully submitted,

Dated: _____

Susan K. Hartman, Clerk

Dated: _____

Matt McConnon, Supervisor

COURTLAND TOWNSHIP TREASURER REPORT

December 31, 2023

December 31, 2022

GENERAL FUND	TOTAL	3,495,140.41	3,200,579.75
CHOICE ONE CHECKING.....	999,432.67		
CHOICE ONE NEW CD.....	516,707.50		
MI CLASS	1,052,957.65		
LAKE MI CU CD #2.....	621,525.76		
KENT CO INV POOL.....	304,316.83		
CASH BOX.....	200.00		
GENERAL ESCROW.....			
ARPA FUND	TOTAL	636,755.01	910,064.40
CHOICE ONE ARPA FUND	65,390.72		
MI CLASS	571,364.29		
FIRE FUND	TOTAL	684,904.46	574,301.52
CHOICE ONE CHECKING.....	58,316.26		
KENT CO INV POOL.....	225,638.82		
MI CLASS.....	400,949.38		
SPECIAL ASSESSMENT LAKES	TOTAL	62,463.47	66,368.22
BIG BROWER # 897/232.....	11,187.26		
LITTLE BROWER # 898/233....	1,599.76		
MYERS LAKE # 899/234.....	49,676.45		
SEWER	TOTAL	698,837.25	379,400.58
CHOICE ONE CHECKING.....	698,837.25		
TAX COLLECTION	TOTAL	2,041,774.92	1,819,630.69
CHOICE ONE CHECKING.....	547,332.32		
MI CLASS	1,494,442.60		
Tax collection not included in totals		5,578,100.60	5,130,714.47

TREASURER'S 2023 - 2024 MONTHLY INTEREST

GENERAL FUND

GENERAL FUND CHECKING CHOICE ONE 1%
 MI CLASS GENERAL FUND 5.5512%
 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 5.5512%
 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 5.5512%

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 5.5512%

MONTHLY TOTALS

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	24-Mar	YTD
GENERAL FUND	889.11	1,116.29	1,084.19	939.70	836.35	901.09	829.20	847.42	763.92				8,207.27
MI CLASS GENERAL FUND 5.5512%	0.00	3,467.02	4,388.73	4,598.95	4,768.23	4,657.92	4,851.04	4,764.07	4,951.96				36,447.92
KENT COUNTY FUND LEDGER 3.77%	1,755.28	1,779.14	1,395.51	743.35	770.38	831.16	893.87	968.15	996.54				10,133.38
CHOICE ONE CD NEW 5.125% matures 5/24	858.34	0.00	2,058.90	2,067.39	2,075.89	2,084.44	2,093.03	2,101.65	2,115.90				15,455.54
LMCU CD #2 5.252% matures 9/24	323.03	333.97	334.34	1,375.44	2,712.14	2,636.36	2,736.00	2,659.55	2,760.07				15,870.90
TOTAL INTEREST ON INVESTMENTS	3,825.76	6,696.42	9,261.67	9,724.83	11,162.99	11,110.97	11,403.14	11,340.84	11,588.39	0.00	0.00	0.00	86,115.01
ARPA FUND	32.79	54.35	119.74	60.48	74.67	58.26	54.56	53.65	55.49	0.00	0.00	0.00	563.99
MI CLASS ARPA 5.5512%	3,536.72	3,626.16	2,808.79	2,768.94	2,587.49	2,527.59	2,632.42	2,585.23	2,687.18				25,760.52
TOTAL INTEREST ARPA FUND	3,569.51	3,680.51	2,928.53	2,829.42	2,662.16	2,585.85	2,686.98	2,638.88	2,742.67	0.00	0.00	0.00	26,324.51
FIRE SPECIAL REVENUE FUND	121.02	89.36	61.90	52.65	46.13	33.92	22.56	72.36	62.98				562.88
FIRE FUND CHECKING CHOICE ONE 1%	171.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				171.67
FIRE LMCU CD .995 matured 5/4/23 to MI CLASS	486.81	493.43	539.84	551.16	571.21	616.27	662.77	717.84	738.90				5,378.23
KENT COUNTY FUND LEDGER 3.77%	1,454.98	2,359.09	2,405.75	2,521.01	2,613.80	2,553.34	2,659.22	2,189.22	1,885.62				20,642.03
MI CLASS FIRE FUND 5.5512%	2,234.48	2,941.88	3,007.49	3,124.82	3,231.14	3,203.53	3,344.55	2,979.42	2,687.50	0.00	0.00	0.00	26,754.81
TOTAL INTEREST ON INVESTMENTS	18.22	19.83	17.29	12.75	11.19	10.49	9.96	9.95	10.29				119.97
INLAND LAKES SPECIAL REVENUE FUND	18.73	20.37	17.78	13.11	11.50	10.79	10.24	10.23	10.57				123.32
INLAND LAKES CHOICE ONE BANK - BB	60.70	66.02	57.61	42.48	37.26	34.96	33.18	33.16	34.27				399.64
INLAND LAKES CHOICE ONE BANK - LB	97.65	106.22	92.68	68.34	59.95	56.24	53.38	53.34	55.13	0.00	0.00	0.00	642.93
INLAND LAKES CHOICE ONE BANK - ML													
GRAND TOTAL FOR ALL LAKES 1%	383.80	439.35	440.63	427.43	534.01	517.85	558.55	599.44	599.06	0.00	0.00	0.00	4,500.12
SEWER ENTERPRISE FUND													
SEWER FUND CHECKING CHOICE ONE BANK 1%	11.87	5.31	5.27	419.26	816.25	2,579.23	1,888.55	47.13	395.07	0.00	0.00	0.00	6,167.94
CHOICE TAX FUND INTEREST (NOT INCLUDED IN YTD)	0.31	0.01	0.00	0.00	0.00	12,758.11	2,257.12	3.44	683.74				15,702.73
MI CLASS 5.5512%	10,111.20	13,864.38	15,731.00	16,174.84	17,650.25	17,474.44	18,046.60	17,611.92	17,672.75	0.00	0.00	0.00	144,337.38

User: SUE

DB: Courtland

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank FFUND FIRE FUND					
01/10/2024	FFUND	6299	AUTO	AUTO-WARES GROUP	49.80
01/10/2024	FFUND	6300	CINTAS	CINTAS	61.30
01/10/2024	FFUND	6301	CONSUMERS	CONSUMERS ENERGY	32.93
01/10/2024	FFUND	6302	COURTLAND	COURTLAND TOWNSHIP	330.00
01/10/2024	FFUND	6303	HARDWARE	GREAT LAKES ACE	24.57
01/10/2024	FFUND	6304	KCEMS	K.C.E.M.S.	231.76
01/10/2024	FFUND	6305	KENT FIRE	KENT COUNTY FIRE CHIEF'S	40.00
01/10/2024	FFUND	6306	MISC	SPECTRUM	59.99
01/10/2024	FFUND	6307	STRATUS	STRATUS BUILDING SOLUTIONS	195.00
01/10/2024	FFUND	6308	MISC	WESTERN SAFETY PRODUCTS	4,515.80
01/18/2024	FFUND	6309	DTE	DTE ENERGY	882.31
01/18/2024	FFUND	6310	MICHWAVE	MICHWAVE TECHNOLOGIES INC	15.00
01/18/2024	FFUND	6311	WEX	WEX BANK	636.92
01/18/2024	FFUND	6312	WITMER	WITMER PUBLIC SAFETY GROUP INC	544.43
01/31/2024	FFUND	6313	CONSUMERS	CONSUMERS ENERGY	562.34
01/31/2024	FFUND	6314	COURTLAND	COURTLAND TOWNSHIP	6,379.11
01/31/2024	FFUND	6315	FIRST	FIRST NATIONAL BANK OF OMAHA	1,570.77
01/31/2024	FFUND	6316	KLEYN	KLEYN MOBILE REPAIR, LLC	931.44
01/31/2024	FFUND	6317	VC3 INC	VC3, INC	1,198.00

FFUND TOTALS:

Total of 19 Checks:

18,261.47

Less 0 Void Checks:

0.00

Total of 19 Disbursements:

18,261.47

Check Date	Bank	Check	Vendor	Vendor Name	Amount	
Bank GFUND GENERAL FUND						
01/10/2024	GFUND	31179		Void Reason: OVER PRINTED CHECK PROOF REPORT	0.00	V
01/10/2024	GFUND	31180		Void Reason: OVER PRINTED CHECK PROOF REPORT	0.00	V
01/10/2024	GFUND	31181	MISC	CARRIE CHAPA	125.00	
01/10/2024	GFUND	31182	CINTAS	CINTAS	93.79	
01/10/2024	GFUND	31183	CONSUMERS	CONSUMERS ENERGY	562.98	
01/10/2024	GFUND	31184	ELECTION	ELECTION SOURCE	2,709.50	
01/10/2024	GFUND	31185	KCTA	KENT COUNTY TREASURER'S ASSOCIATION	50.00	
01/10/2024	GFUND	31186	MISC	MELVIN WAINWRIGHT	125.00	
01/10/2024	GFUND	31187	MISC	PIVOT POINT PARTNERS LLC	1,262.45	
01/10/2024	GFUND	31188	PLUMMERS	PLUMMERS DISPOSAL SERVICE	270.00	
01/10/2024	GFUND	31189	PSI	PRINTING SYSTEMS, INC.	851.66	
01/10/2024	GFUND	31190	QUILL	QUILL CORPORATION	230.89	
01/10/2024	GFUND	31191	SQUIRE	ROCKFORD SQUIRE NEWSPAPER	390.00	
01/10/2024	GFUND	31192	STRATUS	STRATUS BUILDING SOLUTIONS	315.00	
01/10/2024	GFUND	31193	VENMANS	VENMAN'S LANDSCAPE SERV.	1,925.00	
01/10/2024	GFUND	31194	VERIZON	VERIZON	737.69	
01/11/2024	GFUND	31195	AMAZON	AMAZON CAPITAL SERVICES	107.95	
01/11/2024	GFUND	31196	MISC	LARRY PFEIFER	176.20	
01/11/2024	GFUND	31197	MASTERS	MASTERS TELECOM LLC	16.39	
01/11/2024	GFUND	31198	VC3 INC	VC3, INC	136.50	
01/11/2024	GFUND	31199	VENMANS	VENMAN'S LANDSCAPE SERV.	860.00	
01/18/2024	GFUND	31200	APPLIED	APPLIED INNOVATION	91.51	
01/18/2024	GFUND	31201	MISC	AUBRIE FRENCH	448.00	
01/18/2024	GFUND	31202	CITY OF RO	CITY OF ROCKFORD	5,000.00	
01/18/2024	GFUND	31203	CONSUMERS	CONSUMERS ENERGY	554.71	
01/18/2024	GFUND	31204	DTE	DTE ENERGY	685.72	V
				Void Reason: WRONG AMOUNT		
01/18/2024	GFUND	31205	MICHWAVE	MICHWAVE TECHNOLOGIES INC	125.00	
01/18/2024	GFUND	31206	PLUMMERS	PLUMMERS DISPOSAL SERVICE	270.00	
01/18/2024	GFUND	31207	PSI	PRINTING SYSTEMS, INC.	80.36	
01/18/2024	GFUND	31208	RSCC	ROCKFORD SPRINGS COMMUNITY CHURCH	120.00	
01/19/2024	GFUND	31209	DTE	DTE ENERGY	374.13	

GFUND TOTALS:

Total of 31 Checks:	18,695.43
Less 3 Void Checks:	685.72
Total of 28 Disbursements:	<u>18,009.71</u>

02/08/2024 12:33 PM
User: SUE
DB: Courtland

CHECK REGISTER FOR COURTLAND TOWNSHIP
CHECK DATE FROM 01/01/2024 - 01/31/2024

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LFUND SPECIAL ASSESSMENTS FUND					
01/18/2024	LFUND	2577	CONSUMERS	CONSUMERS ENERGY	<u>29.24</u>
LFUND TOTALS:					
Total of 1 Checks:					29.24
Less 0 Void Checks:					<u>0.00</u>
Total of 1 Disbursements:					<u>29.24</u>

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank SFUND SEWER FUND					
01/02/2024	SFUND	4152	MISC	POSTMASTER	283.05
01/10/2024	SFUND	4153	F&V	F&V OPERATIONS	12,518.22
01/11/2024	SFUND	4154	F&V	F&V OPERATIONS	4,608.58
01/18/2024	SFUND	4155	SEWER CE	CONSUMERS ENERGY	1,962.16
01/18/2024	SFUND	4156	SF DTE	DTE ENERGY	254.21
01/31/2024	SFUND	4157	COURTLAND	COURTLAND TOWNSHIP	358.80
01/31/2024	SFUND	4158	F&V	F&V OPERATIONS	4,608.58 V
			Void Reason: DUPLICATE PAYMENT		
01/31/2024	SFUND	4159	PREIN	PREIN & NEWHOF	<u>4,070.50</u>
SFUND TOTALS:					
Total of 8 Checks:					28,664.10
Less 1 Void Checks:					<u>4,608.58</u>
Total of 7 Disbursements:					<u>24,055.52</u>

Receipt #	Date	Cashier	Wkstn	Received Of	Amour
C 14682	01/02/2024	ASHLEE		CARRIE CHAPA	125.00
C 14683	01/02/2024	ASHLEE		PATRICK LAMORRE	250.00
C 14684	01/02/2024	ASHLEE		TRISHA FRENCH	100.00
C 14685	01/02/2024	ASHLEE		TIMOTHY RECKER	50.00
C 14686	01/02/2024	ASHLEE		DYKEMA EXCAVATORS	4,000.00
C 14687	01/02/2024	ASHLEE		PLAISER FUNERAL HOME	1,965.00
C 14688	01/03/2024	ASHLEE		ADDRESS SIGN	30.00
C 14689	01/08/2024	ASHLEE		COREY JARRETT	100.00
C 14690	01/08/2024	ASHLEE		WILLIAM MASON	100.00
C 14691	01/08/2024	ASHLEE		STEPHEN & KATHLEEN ELLIS	300.00
C 14692	01/08/2024	ASHLEE		MARJORIE GOULET	225.00
C 14693	01/08/2024	ASHLEE		PAUL STOUTJESDYK	500.00
C 14694	01/08/2024	ASHLEE		IMPERIAL MUNICIPAL SERVICES	540.05
C 14695	01/08/2024	ASHLEE		KATHERINE LINIEWSKI	100.00
C 14696	01/08/2024	ASHLEE		JULIE DAY	100.00
C 14697	01/08/2024	ASHLEE		DAVID & JUDITH DIEPHOUSE	300.00
C 14698	01/08/2024	ASHLEE		CURRENT TAX FUND	33,417.51
C 14699	01/10/2024	ASHLEE		CURRENT TAX FUND	7,661.00
C 14700	01/10/2024	ASHLEE		PLAISER FUNERAL HOME	870.00
C 14701	01/10/2024	ASHLEE		CURRENT TAX FUND	26,552.15
C 14702	01/22/2024	ASHLEE		KENT INTERMEDIATE SCHOOL DISTRICT	13,292.50
C 14703	01/22/2024	ASHLEE		OAKS OF ROCKFORD	1,050.00
C 14704	01/23/2024	ASHLEE		MARY EGAN	100.00
C 14705	01/23/2024	ASHLEE		THOMAS SHRADER	50.00
C 14706	01/23/2024	ASHLEE		NICHOLAS MCINTYRE	50.00
C 14707	01/24/2024	ASHLEE		MICHAEL BAUMANN	300.00
C 14708	01/29/2024	ASHLEE		GRACE JURGES	150.00
C 14709	01/29/2024	ASHLEE		DAN MCINTYRE	100.00
C 14710	01/29/2024	ASHLEE		CURRENT TAX FUND	191,952.59
C 14711	01/29/2024	ASHLEE		CURRENT TAX FUND	25,621.35
C 14712	01/29/2024	ASHLEE		CURRENT TAX FUND	25,909.60
C 14713	01/30/2024	ASHLEE		DIRECTV, LLC	101.27
C 14714	01/30/2024	ASHLEE		VICKIE HOVEY	100.00
C 14715	01/30/2024	ASHLEE		KEITH NORMAN	225.00
C 14716	01/30/2024	ASHLEE		CURRENT TAX FUND	241,312.69
C 14717	01/31/2024	ASHLEE		RENEE WILKINSON	10.00
Total of 36 Receipts					577,610.71

*** TOTAL BY GL DISTRIBUTION ***

101-000-23000	DUE TO COUNTY MHC TAXES	175.00
101-000-23000	MHC STATE TAXES	700.00
101-000-23800	ESCROW - SITE PLAN	4,000.00
101-000-24000	SECURITY DEPOSIT	475.00
101-000-40100	CURRENT PROPERTY TAX	26,359.34
101-000-40100	CURRENT PROPERTY TAX - TOWNSHIP OPER	190,345.84
101-000-42400	STREET LIGHTS - ARROWCREST	192.81
101-000-42400	STREET LIGHTS ARROWCREST	1,606.75
101-000-43000	DUE TO COUNTY MHC TAXES - TOWNSHIP	175.00
101-000-47400	CABLE TV FRANCHISE F	101.27
101-000-47700	BUILDING PERMITS	295.30
101-000-47800	ELECTRICAL PERMITS	79.60
101-000-47900	PLUMBING PERMITS	30.15
101-000-48000	MECHANICAL PERMITS	135.00
101-000-60702	LAND DIVISION FEES	150.00
101-000-60800	APPEALS BOARD FEES	500.00
101-000-62600	SUMMER TAX COLLECTION FEES	13,292.50
101-000-63400	GRAVE OPENINGS	2,835.00
101-000-64300	SALE OF CEMETERY LOT	850.00
101-000-66700	RENT	1,050.00
206-000-40100	CURRENT PROPERTY TAX	33,417.51
206-000-40100	CURRENT PROPERTY TAX 12/16/23-1/15/24	241,312.69
206-000-69000	911 ADDRESS SIGNS	40.00
232-000-42300	CURRENT TAXES - 12/16/23-1/15/24	6,290.00
232-000-42300	CURRENT TAXES - 896/897 BB	1,530.00
233-000-42300	CURRENT TAXES	2,200.00
233-000-42300	CURRENT TAXES - 898 LB	2,600.00
234-000-42300	CURRENT TAXES	17,419.60
234-000-42300	CURRENT TAXES - 895/899 ML	3,531.00
590-000-40200	SEWER ON TAX ROLL WINTER TAX	25,621.35
590-000-47600	PERMITS	300.00
TOTAL - ALL GL NUMBERS:		577,610.71

*** TOTAL BY FUND ***

101	GENERAL FUND	243,348.56
206	FIRE DEPT FUND	274,770.20
232	BIG BROWER LAKE S-A	7,820.00
233	LITTLE BROWER LK S-A	4,800.00
234	MYERS LAKE S-A	20,950.60
590	SEWER FUND	25,921.35

02/08/2024 12:34 PM

RECEIPT REGISTER FOR COURTLAND TOWNSHIP

User: SUE

Post Date from 01/01/2024 - 01/31/2024 Open And Completed Receipts

DB: Courtland

Receipt #

Date

Cashier

Wkstn

Received Of

Amour

TOTAL - ALL FUNDS:

577,610.71

Rockford Area Community Foundation

January 10, 2024

Minutes

The regular meeting of the Rockford Area Community Endowment was called to order by vice president, Ed Ross, at 4:01 pm at the Rockford City Hall.

Those in attendance were board members, Dave Spencer, Jack Hagedorn, Neil Blakeslee, Mary Ann Andersen, Tracie Rich, Greg Doerr, Jake Himmelspach, and Jennifer Folsom,. Also present was Jean Katt and Dale Dalman. A quorum was declared.

President Ross introduced Dale Dalman. Dale is a Rockford City Councilmember and was previously awarded a grant to pay a speaker fee at the Martin Luther King Junior Holiday presentation. The planned speaker has to be replaced and Dale asked if he could use the grant money to take the replacement speaker and related support staff to dinner. The new speaker is Grand Rapids City Manager, Mark Washington. Neil Blakeslee moved to approve the request. The motion was seconded by Mary Ann Andersen and approved.

Jean Katt presented a summary of her activities for the board in the last month. Most of her time has been with Rockford's Got Talent. Jean is working with Ed Ross to put together the Playbill. Jean also mentioned the meetings with Tracie, Gordon and Neil to pick a new RACF logo as designed by Nimble Creative.

Dave Spencer moved the minutes of November and December be approved and Jack Hagedorn seconded the motion. The motion was passed without comment.

Acting chair, Ed Ross, asked for approval of the financial statements. Jack Hagedorn moved approval and Neil Blakeslee seconded. The motion passed.

Standing Committees.

Finance - Jack Hagedorn noted that the investment account for 2023 year end had improved by 16.89% and now the investment account was at \$724,948.75. That number was not reflected on the balance sheet.

Fund Raising – Jake Himmelspach asked some questions about the spring banquet catering, expected attendance and order of events.

Grants – There were no grant requests.

Publicity – Neil Blakeslee had previously submitted a press release regarding nomination requests for Recognition Plaza. With some corrections it will be submitted to the Rockford Squire.

Recognition Plaza – It was noted that we have nominations that were carried over from 2 years ago. The nomination procedure was briefly discussed.

Repository – no action

REF - no action

Rockford's Got Talent - Jack reported the sponsorships were now at \$34,000.00

Old Business

Jack reported that we have met the requirements for a bond and he has been quoted a three year premium of \$1077.00. Some of specifications were discussed and there is no deductible. It was moved by Neil Blakeslee and seconded by Jack Hagedorn that the bond be purchased. The motion carried.

New Business

The name change from "Rockford Area Community Endowment" to "Rockford Area Community Foundation" was revisited and discussed. The question was whether to add "Greater" to the name. After discussion no action was taken. Neil Blakeslee volunteered to contact attorney Jim Scales regarding the name change, tax id status and 501c 3 issues.

Miscellaneous

Jennifer Folsom asked if the press release would be circulated on social media. Upon learning that RACF does not have a Facebook page Jennifer offered to create one. It was moved by Neil Blakeslee that Jennifer be authorized to create a Facebook page for RACF with a budget of \$150.00. Tracie Rich seconded the motion and it was approved.

The meeting was adjourned at 4:55. Next meeting will be at Algoma Township on February 14th.

Neil Blakeslee, secretary

COURTLAND TOWNSHIP FIRE DEPARTMENT

To the Township Board and Interested Parties

~~This shall serve as your formal and official notification from the Fire Chief.~~

February 14,2024

Treasurer's Report	\$684,904.46	Total Money
Financial Report	\$94,181.97	Total Budget Left

Bills from January 2024 =\$18,261.47

Numbers of Calls:48 for the month of January.
48 calls for the year.

We had a Fire Advisory meeting to discuss our upcoming Fire Millage for 2025. We will have more information after the township meeting.

Our old Brush / Plow truck is on Ranger bid and the auction date is February 20th.

We had all our SCBA's (Air Packs) flow tested, and all of our firefighters have been fit tested,

The engineering company came out and did soil boring on the 5th so we should be seeing something from them soon.

~~The Ladies auxiliary reports their checking account balance of \$2,957.28.~~

COURTLAND FIRE DEPARTMENT

January 31, 2024

STEVE MOJZUK	703	CHIEFS WAGES	\$ 5,587.75
STEVE MOJZUK	71600	RETIREMENT CONTRIBUTION	\$ 279.39
STEVE MOJZUK	920	PHONE	\$ 110.00
GABRIEL SKELONC	920	PHONE	\$ 30.00
JERRY WINELAND	920	PHONE	\$ 30.00
<i>Auto-Wares</i>	97701	Wire for 81	\$ 49.80
CINTAS	930	Floor mats Station 1	\$ 61.30
CONSUMERS ENERGY	934	Siren Electric Bill	\$ 32.93
CONSUMERS ENERGY	920	Station 1 Electric Bill	\$ 384.06
CONSUMERS ENERGY	920	Station 2 Electric Bill	\$ 178.28
Courtland Twp	920	Station 2 sewer bill	\$ 330.00
DTE	920	Station 1 Natural Gas Bill	\$ 311.59
DTE	920	Station 2 Natural Gas Bill	\$ 570.72
FIREFIGHTER SALARY	715	SOC. SEC TWP. SHARE	\$ 277.15
FIREFIGHTER SALARY	719	MEDICARE TWP. SHARE	\$ 64.82
FIRST BANK	959	See attached sheet	\$ 1,570.77
GREAT LAKES ACE	939	cable ties / connectors	\$ 24.57
KCEMS	82801	Quartley assessment	\$ 231.76
Kent County Fire Chiefs Association	958	Kent County Fire Chiefs Dues	\$ 40.00
Kleyn Mobile Repair	939	Battery box on 21	\$ 931.44
Michwave	920	Sta.1 Internet	\$ 15.00
Specirum	920	Sta.2 internet	\$ 59.99
STRATUS BUILDING SOLUTIONS	930	JANITORIAL SERVICES STA.1	\$ 195.00
VC3	977	Fire fighters computer Sta. 1	\$ 1,198.00
Western Safety Products	977	Battery powered ventilation fan	\$ 4,515.80
Wex Bank	771	Fuel (EXXON)	\$ 636.92
Witmer Public Safety	977	LED Safety Wands	\$ 544.43
TOTAL			\$ 18,261.47

FIRST BANK CARD

12/14/2023	AED Superstore	AED Pads	755	\$204.00
12/22/2023	Top Gear auto sport	Running boards 81	97701	\$383.39
12/24/2023	Sub Way	Training Food	959	\$85.51
12/26/2023	Family Fare	Training Food	959	\$17.18
12/28/2023	Sams Club	Paper products	930	\$165.71
12/28/2023	Office Max	White board sta. 2	930	\$261.28
01/08/2024	Shenzhen/Paypal	2 Pulse Oximeter	977	\$369.98
01/09/2024	Fatzos Pizza	Training Food	959	\$83.72

Total =\$1,570.77

755=\$204.00

~~930=\$426.99~~

959=\$186.41

977=\$369.98

97701=\$383.39



Courtland Township Fire Department
Rockford, MI

INCIDENT TYPE

INCIDENTS

300 - Rescue, EMS incident, other	1
311 - Medical assist, assist EMS crew	15
320 - Emergency medical service, other	5
321 - EMS call, excluding vehicle accident with injury	1
324 - Motor vehicle accident with no injuries.	3
331 - Lock-in (if lock out , use 511)	1
381 - Rescue or EMS standby	1
444 - Power line down	3
460 - Accident, potential accident, other	1
500 - Service call, other	1
561 - Unauthorized burning	1
600 - Good intent call, other	1
611 - Dispatched and cancelled en route	3
652 - Steam, vapor, fog or dust thought to be smoke	1
661 - EMS call, party transported by non-fire agency	8
743 - Smoke detector activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1
Total:	48

Report Criteria

Agency Name: Is Equal To Courtland Fire Department
Basic Incident Date Time: Is Equal To This Year

Jan 24

Elfile core01

Alarm Analysis by District - Time of Day

Basic Incident Zone/District Number (FD1.32)	Basic Incident Four-Hour Range Of Day 24	Number of Incidents
*NA	00:00:00 - 03:59:59	1
	04:00:00 - 07:59:59	3
	08:00:00 - 11:59:59	13
	12:00:00 - 15:59:59	12
	16:00:00 - 19:59:59	10
	20:00:00 - 23:59:59	9
	Total:	48

Report Filters

Basic Incident Date - Derived (Fd1.3): Is between '1/1/2024' and '1/31/2024'
Agency Name: is in 'Courtland Fire Department'

Elfile core01

NFIRS Run Data Report - Day of Week

Day of Week	Number of Incidents
01 - Sunday	7
02 - Monday	9
03 - Tuesday	11
04 - Wednesday	6
05 - Thursday	5
06 - Friday	6
07 - Saturday	4
	Total:
	48

Courtland Township Planning Commission

Minutes

January 16, 2024

Pledge of Allegiance and Roll Call: Wood, Pfeifer, Miedema, and McIntyre were all present. Moore was excused for absence. Attorney Jim Scales and Zoning Administrator Colleen Brown were also present, as were two members of the public.

1. Agenda: Motion to approve was made by McIntyre with adding the dates for PC meetings for 2024 under agenda item #2.5. The motion was supported by Pfeifer and carried 4-0.

2. Election of Officers: Chairman – Motion made by McIntyre, supported by Pfeifer, to nominate Rock Wood, Chairman. Hearing no other nominations. Motion carried. All yes.

Vice-Chairman – Motion made by Miedema, supported by McIntyre, to nominate Larry Pfeifer as Vice-Chairman. Hearing no other nominations. Motion carried. All yes.

Secretary – Motion made by Wood, supported by McIntyre, to nominate Andrew Moore as secretary. Hearing no other nominations. Motion carried. All yes.

2.5 PC Meeting Dates 2024: Motion by McIntyre, support by Pfeifer, to adopt the meeting dates for 2024 to be presented and posted on website. Motion carried. All yes.

3. Minutes from 12-19-23: Motion to approve by McIntyre with one change to #3 to correct motion count of 4-0, not 5-0. The motion was supported by Pfeifer and carried 4-0.

4. Public Comments for Items not on the Agenda: None.

5. Public Hearing: Amendment to Special Land Use Permit & Site Plan review, Adult Foster Care Home, Mike Dykstra & Joshua Schaub, 10860 Northland Dr., R-1 Single Family Res., 2.5 acres

A letter from the Township Attorney dated Jan. 8, 2024 reviewing the request was noted and placed on file. Attorney Scales highlighted the history and areas of consideration for the proposed increase to 20 residents to the facility and the proposed addition of 2400 sq ft to the building which requires site plan review. The surrounding area being mostly commercial was also noted. The size and setbacks requirements are being met. Parking for the facility was verified to have at least 8 spaces. The applicant stated they have 12 spaces available now. The applicant further explained they wanted to put an addition to the building to allow for more private rooms, private bathrooms, with more appeal for residents and visitors. Currently they are sharing rooms with two residents. The KCHHealth Dept. will have to review the changes, but had given approval for 20 residents back in 2018 as well. IMS will have authority to do inspections to ensure the addition is built to code noting egress windows, exists sites, etc. Eight residents will have to share a room still with 12 private rooms being available with the new plan.

Public hearing was opened by Chairman Wood @ 7:21 pm. Hearing no comments from the audience. Zoning Admin. Brown noted the neighboring apartments' owner to the south, Kim, Next Door Properties, had called to state she had no objections and that the AFC Facility has been a great neighbor, no complaints. A letter dated Jan. 12, 2024 from the Township Engineer, Kevin Gritters of Prein &

Newhof, was noted and placed on file. He stated it appears all engineering review comments can be addressed without significant change to the schematic site plan except if a Stormwater Management System may be required. Public hearing was closed by Chairman Wood @ 7:30 pm

Motion was made by Miedema, supported by Pfeifer, to approve the resolution recommending approval to the Township Board of the amendment to the Special Land Use Permit to allow for up to 20 residents at the facility as requested and to approve of the site plan as presented. All members voting yes. Motion carried 4-0

6. Old Business:

Master Plan Update. The Commission reviewed suggested updates by McIntyre with Tanya to wrap up the draft portion of the Master Plan to be released to the public and Township Board for consideration. There were discussions related to the Rogue River Watershed language, the country residential designation and others. Upon Twp Bd approval the plan will be released for 63 days. **Motion was made by Wood, supported by McIntyre, to recommend to the Township Board the draft of the Master Plan to be approved for distribution for 63 days to be open for public comment and neighboring municipalities consideration. All yes, 4-0 Motion carried.**

7. Zoning Administrator Report. No meeting for February 20, 2024. Discussion about new BIGGBY on Northland Dr. building being placed, when ready to open and landscaping plan to be enforced.

8. Township Attorney Report. No report.

9. Township Board Representative Report. McIntyre provided a brief summary of how the Parks & Rec. committee are working on the new "Davis Park" proposal for a walking path, drainage, signage for showing the name, etc. Wood suggests pavement for the trail as it is necessary for ADA.

10. ZBA Representatives Report. Next meeting to be February 7, 2024, application for a new deck addition to a lake front home.

11. Adjournment. Motion by McIntyre to adjourn. The motion was supported by Pfeifer and carried 4-0.

The meeting was adjourned at 8:20 PM.

Respectfully Submitted,

Colleen Brown, Recording Secretary

**COURTLAND TOWNSHIP
KENT COUNTY, MICHIGAN
RESOLUTION NO. 2024-04**

At a regular meeting of the Township Board of the Township of Courtland held on Wednesday, February 14, 2024 at the Courtland Township Hall, the following Resolution was offered for adoption by _____ and was seconded by _____:

**A RESOLUTION APPROVING THE DRAFT MASTER PLAN
FOR DISTRIBUTION AND ASSERTING THE TOWNSHIP
BOARD’S RIGHT TO ADOPT THE TOWNSHIP MASTER
PLAN**

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3801 *et seq.* (“MPEA”) authorizes the Planning Commission to prepare a Master Plan for the use, development, and preservation of all lands in the Township; and

WHEREAS, the Courtland Township Planning Commission has undertaken an effort to evaluate and develop the Township’s Master Plan and has assembled a revised draft Master Plan; and

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3842, requires the Township Board to authorize distribution of the Master Plan to the notice group entities identified in the MPEA; and

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3843, provides the Township Board with the option to assert their right to adopt the Master Plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. ***Intent to Adopt Master Plan.*** Pursuant to MCL 125.3843, the Township Board hereby asserts its right and intention to adopt a new Master Plan.

2. ***Distribution of Draft Plan to Notice Group.*** Pursuant to MCL 125.3842, the Township Board hereby approves distribution of the draft updated Master Plan to the Notice Group outlined in MPEA for review and comment.

YEAS: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of a resolution adopted by the Township Board of Courtland Township at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Date: _____

Susan K. Hartman
Courtland 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

January 18, 2024

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

Re: Special Land Use Amendment - 10860 Northland Drive
Adult Foster Care Facility for up to 20 Adults

Dear Officers and Trustees:

New Haven Senior Living has applied for an amendment to an existing special land use to increase the capacity of its adult foster care facility at 10860 Northland Drive from 16 to 20 adults. The increased capacity would be accommodated by an addition to the existing building.

The property has been used as an adult foster care facility beginning as early as 1983. At one point it lost its lawful non-conforming status, so in 2018 the Township rezoned the property to the R-1 District, and gave special land use approval for an adult foster care facility with a capacity of 16 residents.

The Planning Commission held a public hearing at its January meeting, and recommended amendment of the special land use to allow for the increased capacity. The Township Board has final approving authority for special land use requests. The Planning Commission also approved a site plan for the addition, conditioned on Township Board approval of the special land use amendment. The Planning Commission has final approval authority for site plans.

A proposed approving resolution for the Township Board is enclosed. This can be considered at the Township Board's February meeting. No public hearing is required by the Township Board and no notice of adoption is necessary if approved.

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. Below the signature is the printed name "James F. Scales".

James F. Scales

jll
Enclosures

**TOWNSHIP OF COURTLAND
COUNTY OF KENT, MICHIGAN**

RESOLUTION NO. 2024-05

RESOLUTION APPROVING AMENDMENT TO SPECIAL LAND USE

**NEW HAVEN ASSISTED LIVING ADULT FOSTER CARE
[10860 Northland Drive]**

Minutes of a regular meeting of the Township Board of the Township of Courtland, Kent County, Michigan, held at the Township Hall on the 14th day of February, 2024, at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, New Haven Assisted Living has requested amendment of an existing special land use for property located at 10860 Northland Drive, to increase the capacity of the existing adult foster care facility to 20 residents; and

WHEREAS, the Township has previously granted special land use approval for an adult foster care facility for 16 residents on the property; and

WHEREAS, the Planning Commission held a public hearing on the special land use request, and has recommended approval of the amendment of the special land use and has approved the site plan submitted in connection with the proposed expanded capacity, subject to approval of the special land use amendment by the Township Board.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. Subject to the terms and conditions of this resolution, the Township Board approves an amendment to the special land use for the existing adult foster care facility to allow a maximum of 20 residents.

2. The special land use, if conducted in compliance with the conditions imposed by this resolution, will satisfy the specific standards for state licensed residential facilities in Section 12.07.G and the general standards for special land uses in Section 12.03.A.1 of the Zoning Ordinance, based upon the application and materials submitted, view of the subject property, the presentation made by the applicant and comments made by the public for the following reasons, among others:

(a) The parcel is located more than 1,500 feet from any existing or proposed similar state licensed residential facility.

(b) The property has been used for adult foster care for many years, and in 2018 the Township granted special land use approval for an adult foster care facility at this location for up to 16 residents.

(c) The property is abutted on the north, south and west by properties zoned and used for commercial and multi-family residential purposes.

(d) As a result of these factors, the proposed use is harmonious with, and would not change the essential character of the surrounding area.

(e) If operated in compliance with the conditions of this resolution, the proposed use would not cause noise, traffic, glare or other factors which would be detrimental to the area.

(f) If conducted in accordance with the conditions imposed by this resolution, the proposed use would not place demands on public service or facilities in excess of current capacity to serve.

3. Special land use approval is subject to the following conditions:

(a) The facility shall provide care for not more than 20 residents.

(b) Off-street parking in appropriately surfaced areas shall be provided for not less than eight vehicles.

(c) The facility shall obtain and maintain appropriate State licensing.

(d) The well and septic systems on the property shall be approved by the County Health Department for the expanded building and capacity.

(e) All conditions of site plan approval shall be satisfied.

YEAS: Members: _____

NAYS: Members: _____

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, 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 _____, 2024, 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 my official signature this _____ day of _____, 2024.

Susan K. Hartman, Clerk
Township of Courtland

December 4, 2023

Mr. Matt McConnon, Supervisor
Courtland Township
7450 14 Mile Rd NE
Rockford, MI 49341

RE: **Pump Stations No. 2, 3, 4, 5, 7, 8, 9, and 10 Improvements**
Proposal for Design and Construction Engineering Services

Dear Mr. McConnon,

Thank you for giving us the opportunity to provide a proposal for professional engineering services for the Pump Stations No. 2, 3, 4, 5, 7, 8, 9, and 10 improvements project. It is our understanding that the Township wishes to improve the stations per the recommendations made in the March 2022 Pump Station Evaluations report prepared by Prein&Newhof. Engineering design and construction services are proposed as part of the project. Based on this information, we are proposing the following:

Scope of Work

1. Complete topographical survey of sites.
2. Confirm easement locations.
3. Complete lift station retrofit design, including pump selection, valve and piping layout, raising structure lids as necessary, structure repairs, electrical, controls and instrumentation. Design will be based on equipment preferences established for Pump Stations No. 1 & 6.
4. Develop lift station construction plans and project specifications for use in contract documents.
5. Compile and assist Township with submittal of EGLE permit application.
6. Provide bidding assistance including answering bidding questions, issuing addenda, accepting bids, reviewing bids, and recommendation of award.
7. Construction services including project administration, payment applications, shop drawing review, RFI responses, and record drawings.
8. Engineering field services to verify general conformance with contract documents including installation of bypass system, structure modifications, pumps, valves and piping installation, control panel foundation, concrete slab on grade, and lift station startup.
9. Contract documents will require that all materials be on site prior to commencement of construction for each pump station. The construction schedule is assumed to be a twenty four-week period. Construction engineering services are based on that period.

Excavation for the proposed improvements is limited and therefore soil borings are excluded from the scope of work. It is assumed that the documentation for the easements is available, and that the easements are adequate for the proposed improvements.

Fee Structure and Schedule

We propose to perform these services on a time and material basis with a cost not to exceed \$229,000, based on the following breakdown:

Design	\$129,000 (\$16,125 per station)
Construction	<u>\$100,000 (\$12,500 per station)</u>
	\$229,000 (\$28,625 per station)

Construction services assume that only one pump station is under construction at a time. If the contractor elects to work on multiple pump station concurrently, then there will be a savings based on economies of scale.

Upon receipt of notice to proceed, we will commence design engineering services this winter, working toward the Township's goal of having construction complete in late 2025.

We appreciate the opportunity to submit this proposal and look forward to being able to serve Courtland Township in this capacity. Should you accept this proposal, work will be completed in accordance with our Master Agreement for Engineering Services. If you have any questions on the proposal, please do not hesitate to contact our office.

Sincerely,
Prein&Newhof


Mark R. Prein, P.E.


Kevin Gritters, P.E.

MRP/nvh