

1. The meeting was called to order at 7:00 PM by Supervisor McConnon. Members present: Andersen, Bartels, Brown, Frandsen, McConnon, McIntyre and Mojzuk. Members absent: none. Also present: Chief Mojzuk & 5 spectators.
2. Public Comment: Rob VerHeulen introduced himself as the district director for the 48th District from Senator Peter MacGregor's office.
3. Approval of Agenda- McConnon noted that we needed to add under New Business E Water Softener Bids. Motion by Brown, McIntyre supported to approve agenda as presented with addition under New Business. All yes. CARRIED.
4. Consent Agenda-
 - a. Approval of Minutes/ January 2, 2019 Regular Board Meeting.
 - b. Treasurer's Report/Approval of bills for payment- General, Sewer, and Fire Funds. Motion by McIntyre, Frandsen supported to approve Consent Agenda. Roll call vote: Andersen-yes, Frandsen- yes, Brown- yes, McIntyre- yes, Mojzuk- yes, Bartels- yes, & McConnon yes. CARRIED.
5. Supervisor's Report/Building Permits/Board Member Reports: No report given for Building permits. NKSA- The next meeting is February 7th, McConnon will be attending. Main-Tech Service bill dated 2/4/19 is \$4,994.50. GVMC- McConnon reported their January meeting was cancelled, next meeting is February 7th. Rockford Community Endowment: Andersen reported they don't have much going on at this time. Their next meeting is February 20th. Cedar Springs Area Park & Rec- Lisa Rodgers reported they had a February 4th meeting. Their Daddy Daughter Dance was on February 2nd at Cedar Springs Middle School. They are working on their social media to be able to stretch out and get a broader coverage. Their background check capabilities have been updated. Next meeting is March 4th. Courtland Park & Trails: McConnon reported we have a couple of people who are interested in serving on this committee. McConnon spoke of working on the open space area on the south side of the township office. He shared he would like to improve and move forward with our parks and trails.
6. Fire Chief's Report: Chief Mojzuk reported 39 calls from December 31, 2018 to January 31, 2019, making 39 calls for the year. Jerry Wineland has resigned from the department. He has not been very active for over 3 years since he was in a bad car accident on his way to work. Jerry turned in his gear on February 6th. We are going to two training nights a month to train our staff better. We have been working on the 2019/2020 Budget. Mojzuk is proposing to increase the Education Budget from \$20,000.00 to \$30,000.00. Please mark your calendar for March 23rd. We will be having our annual Pancake Breakfast at 8am till 11am. Chief Mojzuk introduced Christopher Farr as a new candidate to our Fire Department Staff. Mojzuk endorsed Farr to be hired by our Township. After a brief interview from board members, Motion by McIntyre, Bartels supported to hire Farr as a Courtland Township Fire Fighter. Roll call vote: Andersen- yes, Frandsen- yes, Brown- yes, McIntyre- yes, Mojzuk- yes, Bartels- yes, McConnon- yes. CARRIED.
7. Zoning Board of Appeals Report: McIntyre reported there was no meeting for the month of January. McConnon shared that property owner D.J. Hammingh at 7275 Peninsula Drive received a \$10,000.00 fine for not being in compliance for his side yard setbacks. Courtland Township received half and the Kent County Court received half. After this experience going forward, foundation surveys will be done on each site.
8. Planning Commission Report: Brown reported they had no January meeting. Their next meeting is February 19 when they will be considering a 4 site condo review on 13 Mile Road at Shaner Ave.
9. New Business:
 - A. Poverty Exemption Resolution 2019-01- Motion by Andersen, McIntyre supported to approve Resolution 2019-01. Roll call vote: Andersen- yes, Frandsen- yes, Brown- yes, McIntyre- yes, Mojzuk- yes, Bartels- yes, McConnon- yes. CARRIED.
 - B. Review of General Fund, Sewer Fund, & Fire Fund Budget- McConnon reviewed Payroll Budget. The sewer quarterly bill will go from \$165.00 to \$170.00 per quarter. Recommending that the Sewer Administrator receive a salary of \$3,300.00 per year instead of the current \$5.75 per customer. There was discussion on the Election Budget, with the proposed hourly rate increases for Election Chairs, Election Inspectors, & Receiving Board. McConnon shared when talking about the General Fund proposed budget that the office computers are

out dated. He would like to replace two office computers each year. He would also like to invest in Office 365 software. The exterior camera system is outdated, would like to look into the possibility of purchasing something more up to date. Board members will review the proposed 2019/2020 Budget before the Public Hearing prior to the March 6th Regular Board Meeting.

- C. Cedar Springs Area Parks & Recreation By Laws- McConnon shared that he attended their last meeting and is making the following recommendations, to pay \$6,400.00 this year for Courtland's yearly contribution which is an increase of \$400.00 from last year. That we support CSAPR for 1 more year. He would like to review their financial records and audit documents prior to committing beyond 2019. For informational purposes CSAPR is changing their name from Cedar Springs Area Park & Recreation to Northern Kent Community Enrichment in hopes that this will include more of Northern Kent County area rather than just Cedar Springs. McIntyre mentioned that CSAPR has a really informative website. Brown mentioned that the Courtland Township website has a link to CSAPR website. Motion by McIntyre, Mojzuk supported to approve McConnon's recommendation. Roll call vote: Andersen- yes, Frandsen- yes, Brown- yes, McIntyre- yes, Mojzuk- yes, Bartels- yes, & McConnon-yes. CARRIED.

- D. Budget Amendments- Little Brower & Myers Lake
Sewer Fund- Professional Services
Electrical Inspections.

Motion by Frandsen, Brown supported to make the following budget amendments. Little Brower Lake \$3,000.00, Myers Lake \$2,000.00, Sewer Fund- Professional Services \$3,000.00 & Electrical Inspections \$5,000.00. Roll call vote: Andersen- yes, Frandsen- yes, Brown- yes, McIntyre-yes, Mojzuk- yes, Bartels- yes, & McConnon-yes. CARRIED.

- E. Water Softener Bids: McConnon recommended that we go with Bayes Water Treatment to replace our current equipment at our Township office building. The cost will be \$1,595.00. Motion by Andersen, Brown supported. Roll call vote: Andersen- yes, Frandsen- yes, Brown- yes, McIntyre- yes, Mojzuk- yes, Bartels- yes, McConnon- yes. CARRIED.

10. Public Comments: Chief Mojzuk shared he received a very nice thank you card from a resident.

11. Board Member Comments: Andersen shared that at their May 3rd Banquet they will be looping a 15 minute video highlighting the various things that RACE has supported. The Dog Park in Rockford, the 10 Mile Archery Center, Eagle Scout Projects & NOW the Courtland Disc Golf Course. Disc Golf Course pictures courtesy of Al Rau. McIntyre suggested that our Township consider another agency to do our permit work rather than IMS. McConnon asked for two volunteers to attend a Kent District Library Planning Meeting at the City Hall of Rockford on February 12th at 2PM. Andersen and McIntyre volunteered to attend.

12. Motion by McIntyre, Brown supported to adjourn meeting at 8:15 PM.

Respectfully submitted,

Sandy Frandsen, Clerk

User: ANDREA

Post Date from 01/01/2019 - 01/31/2019 Open And Completed Receipts

DB: Courtland
Receipt #

Receipt #	Date	Cashier	Wkstn	Received Of	Amount
C	13128	01/02/2019	ANDREA	MARLENE TOMPKINS	100.00
C	13129	01/02/2019	ANDREA	BILL MUCINSKI	10.00
C	13130	01/02/2019	ANDREA	LANDSCAPE RENOVATIONS	1,170.00
C	13131	01/02/2019	ANDREA	PEDERSON FUNERAL HOME	120.00
C	13132	01/02/2019	ANDREA	MELINDA HEYDENBURG	100.00
C	13135	01/09/2019	ANDREA	JAMES HINTON	150.00
C	13136	01/09/2019	ANDREA	HERMINA FEIKEMA	100.00
C	13137	01/09/2019	ANDREA	RAYMOND DAUCHY	100.00
C	13138	01/09/2019	ANDREA	BECKY COUTCHIE	100.00
C	13139	01/09/2019	ANDREA	BARRY WEBER	10.00
C	13140	01/09/2019	ANDREA	IMPERIAL MUNICIPAL SERVICES	205.70
C	13141	01/09/2019	ANDREA	KEITH NORMAN	2,550.00
C	13142	01/09/2019	ANDREA	HANK JENSEN	20.00
C	13143	01/28/2019	ANDREA	CORNELIUS KALEE	2,504.00
C	13144	01/30/2019	ANDREA	Kent County Treasurer	199.48
C	13145	01/30/2019	ANDREA	DESTINY TOTTEN	100.00
C	13146	01/30/2019	ANDREA	TREVEOR ROBINSON	200.00
C	13147	01/30/2019	ANDREA	RICH HELD	125.00
C	13148	01/30/2019	ANDREA	ROGER BONGA	125.00
C	13149	01/30/2019	ANDREA	FIRE FUND	5,923.67
C	13150	01/30/2019	ANDREA	SEWER FUND	284.74
C	13151	01/30/2019	ANDREA	MICHIGAN FINANCE AUTHORITY	3,718.95
C	13152	01/30/2019	ANDREA	BARBARA FLATER	100.00
C	13153	01/30/2019	ANDREA	JOHN DODGE	10.00
C	13154	01/30/2019	ANDREA	PEDERSON FUNERAL HOME	775.00
C	13155	01/30/2019	ANDREA	PEDERSON FUNERAL HOME	775.00
C	13156	01/30/2019	ANDREA	MILES BUILDERS	5,000.00
C	13157	01/30/2019	ANDREA	MICHIGAN BELL TELEPHONE	197.70
C	13158	01/30/2019	ANDREA	CURRENT TAX FUND	146,975.10
C	13159	01/30/2019	ANDREA	CURRENT TAX FUND	116,852.02
C	13160	01/30/2019	ANDREA	CURRENT TAX FUND	11,972.72
C	13161	01/30/2019	ANDREA	CURRENT TAX FUND	21,174.52
Total of 32 Receipts					321,748.60

*** TOTAL BY GL DISTRIBUTION ***

101-000-08400	DUE FROM OTHER FUNDS	6,208.41
101-000-23800	ESCROW - SITE PLAN	2,000.00
101-000-24000	SECURITY DEPOSIT	375.00
101-000-40100	CURRENT PROPERTY TAX	115,945.54
101-000-42400	STREET LIGHTS	906.48
101-000-47400	CABLE TV FRANCHISE F	197.70
101-000-47700	BUILDING PERMITS	62.80
101-000-47800	ELECTRICAL PERMITS	2,504.00
101-000-47900	PLUMBING PERMITS	15.50
101-000-48000	MECHANICAL PERMITS	127.40
101-000-60800	APPEALS BOARD FEES	550.00
101-000-63400	GRAVE OPENINGS	1,670.00
101-000-64300	SALE OF CEMETERY LOT	150.00
101-000-65700	ORDINANCE FINES & COSTS	5,000.00
101-000-66500	INTEREST ON TAXES	199.48
101-000-66700	RENT	775.00
101-000-67100	MISCELLANEOUS	1,170.00
206-000-40100	CURRENT PROPERTY TAX	146,975.10
206-000-69000	911 ADDRESS SIGNS	50.00
590-000-40200	SEWER ON TAX ROLL	11,972.72
590-527-99100	SAW GRANT	3,718.95
897-000-42300	CURRENT TAXES	3,490.00
898-000-42300	CURRENT TAXES	3,400.00
899-000-42300	CURRENT TAXES	14,284.52
TOTAL - ALL GL NUMBERS:		321,748.60

*** TOTAL BY FUND ***

101	GENERAL FUND	137,857.31
206	FIRE DEPT FUND	147,025.10
590	SEWER FUND	15,691.67
897	BIG BROWER LAKE S-A	3,490.00
898	LITTLE BROWER LK S-A	3,400.00
899	MYERS LAKE S-A	14,284.52
TOTAL - ALL FUNDS:		321,748.60

Check Date	Check	Vendor Name	Amount
Bank GENF GENERAL FUND			
01/03/2019	28050	AT&T	1,028.74
01/03/2019	28051	CREATIVE CONCEPTS	24.94
01/03/2019	28052	LISA SCHICHTEL	125.00
01/03/2019	28053	ROCKFORD ACE	16.99
01/10/2019	28054	CEDAR SPRINGS POST	158.40
01/10/2019	28055	CONSUMERS ENERGY	291.99
01/10/2019	28056	MELINDA HEYDENBURG	125.00
01/10/2019	28057	PETERSEN OIL CO., INC.	649.76
01/10/2019	28058	ROCKFORD SQUIRE NEWSPAPER	73.50
01/10/2019	28059	SANDY FRANDSEN	25.80
01/28/2019	28066	ADDORIO TECHNOLOGIES	339.40
01/28/2019	28067	4IMPRINT	184.34 V
01/28/2019	28068	AT&T	72.08
01/28/2019	28069	CONSUMERS ENERGY	447.08
01/30/2019	28070	AT&T	1,026.76
01/30/2019	28071	CONSUMERS ENERGY	25.40
01/30/2019	28072	FIRST BANKCARD	184.34
01/30/2019	28073	JANE KOLBE	99.81
01/30/2019	28074	KENT COUNTY SUPERVISOR'S ASSOCIATIO	75.00
01/30/2019	28075	KENT COUNTY TREASURER'S ASSOCIATION	50.00
01/30/2019	28076	MARY EGAN	125.00
01/30/2019	28077	MIKA MEYERS BECKETT & JONES PLC	3,707.45
01/30/2019	28078	QUILL CORPORATION	458.28
01/30/2019	28079	RICHARD HELD	100.00
01/30/2019	28080	ROGER BONGA	100.00
01/30/2019	28081	US BANK EQUIPMENT FINANCE	228.60
01/30/2019	28082	VENMAN'S LANDSCAPE SERV.	1,530.00

GENF TOTALS:

Total of 27 Checks:	11,273.66
Less 1 Void Checks:	184.34
Total of 26 Disbursements:	11,089.32

Check Date	Check	Vendor Name	Amount
Bank FIREF FIRE FUND			
01/03/2019	4665	CARROT-TOP INDUSTRIES INC	184.28
01/10/2019	4666	CONSUMERS ENERGY	26.53
01/10/2019	4667	DOUGLASS SAFETY SYSTEMS, LLC	2,689.09
01/10/2019	4668	ED KOEHN CHEVROLET	83.85
01/10/2019	4669	K.C.E.M.S.	249.09
01/10/2019	4670	PETERSEN OIL CO., INC.	571.69
01/28/2019	4671	COURTLAND TOWNSHIP	5,923.67
01/28/2019	4672	CONSUMERS ENERGY	443.24
01/28/2019	4673	DTE ENERGY	607.83
01/28/2019	4674	FREIGHTLINER OF GRAND RAPIDS	106.00
01/28/2019	4675	KENT COUNTY FIRE CHIEF'S	35.00
01/28/2019	4676	LAURA WERKEMA	31.50
01/28/2019	4677	MOORE MEDICAL LLC	828.75
01/28/2019	4678	NORTHSTAR AED	565.50
01/28/2019	4679	NYE UNIFORM COMPANY	525.90
01/28/2019	4680	ROBERT PASTOOR	36.00
01/28/2019	4681	WEX BANK	540.70
01/30/2019	4682	FIRST BANKCARD	633.35
01/30/2019	4683	PHIL SCHEER	30.00

FIREF TOTALS:

Total of 19 Checks:	14,111.97
Less 0 Void Checks:	0.00
Total of 19 Disbursements:	<u>14,111.97</u>