



REGULAR MEETING OF THE CHARTER TOWNSHIP OF COMSTOCK TOWNSHIP BOARD

MONDAY, NOVEMBER 18, 2024 at 6:00 PM

NOTICE AND AGENDA

COMSTOCK TOWNSHIP HALL 5858 KING HIGHWAY, KALAMAZOO, MI 49048

I. Call to Order

II. Pledge of Allegiance to the Flag of the United States of America

III. Approval of Agenda

- Motion to Approve Agenda

IV. Public Comments(s) on Agenda and Non-Agenda Items

A citizen shall state his/her name and address and may speak only one time, for no more than three (3) minutes. This time may not be given to another citizen to extend their time. During this time, you will be making statements to the Board, without discussion from the Board members, but you are welcome to make an appointment with the Supervisor or Superintendent to discuss your comments further (their contact information is located by the door).

Approved by the Township Board on April 16, 2018.

V. Announcements for Departments/Boards/Commissions

VI. Consent Agenda

The purpose of the Consent Agenda is to expedite Business by grouping non-controversial items together to be dealt with in one Board Motion without discussion. Any member of the public, board, or staff may ask that any item of the Consent Agenda be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. Approval of all of the items on the Consent Agenda shall be accomplished by a single majority vote.

A. Approval Of:

- Budget Adjustments
- Employee promotion
- Bills Payable: November 19, 2024
- Minutes of the Township Board Meeting: October 21, 2024
- Proposed 2025 Holiday and Meeting Schedule

VII. Presentation(s)

- PRIME Award Presentation

VIII. Business

Planning & Zoning

First Reading of Ordinance No. 545- 5768 E Michigan Ave Rezoning Request

First Reading of Ordinance No. 546 - 1287 N 33rd St. Rezoning Request

First Reading of Ordinance No. 547 - Leigh Ave Parcel Rezoning Request

Fire & Rescue

2024 FEMA Assistance to Firefighters Grant Program (AFG) - Training Request

Request to hire Part-time/Paid-On-Call Probationary Firefighters

Clerk

Election Report

Second Reading of Ordinance 544

Cemetery Rate Increase for 2025

Treasurer

Supervisor

Mandatory Water Discussion

Planning Commission Resignation

Planning Commission Appointment

CCTA services in Precinct 1 - Continuation of Discussion

Finance

Superintendent

2025 Sheriff Contract

FOIA Fee Appeal Request

Superintendent Report

IX. Reports

- Fire Chief Report - October 2024
- Fire Department Public Relations Events - October 2024
- Bills Paid: October 23-November 14, 2024
- October 2024 KABA Reports
- October 2024 Sheriff's Reports

X. Informational/Future Action Items

- FOIA Requests

- 2025 CIP Update
- Resident Correspondence

XI. Public Comment(s) on Agenda and Non-Agenda Items

A citizen shall state his/her name and address and may speak only one time, for no more than three (3) minutes. This time may not be given to another citizen to extend their time. During this time, you will be making statements to the Board, without discussion from the Board members, but you are welcome to make an appointment with the Supervisor or Superintendent to discuss your comments further (their contact information is located by the door).

Approved by the Township Board on April 16, 2018.

XII. Members Comments

XIII. Adjournment



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Bret Padgett

Re: Budget Adjustments

See attached for a budget adjustment that needs to be made.

Attachments:

[Budget Adjustments 10-21-24.pdf](#)

Purpose	Account number	Account Description	Amount
Create new accounts for interfund services	101-000-699.000	INTERFUND TRANSFERS IN	(10,133.00)
	101-000-630.000	INTERFUND SERVICES	10,133.00
	271-790-995.000	TRANSFERS (OUT)	(6,500.00)
	271-790-830.000	ADMINISTRATIVE FEES	6,500.00
	223-000-995.000	TRANSFERS (OUT)	(2,000.00)
	223-000-830.000	ADMINISTRATIVE FEES	2,000.00
	225-000-995.000	TRANSFERS (OUT)	(2,000.00)
	225-000-830.000	ADMINISTRATIVE FEES	2,000.00
Housing grant and work moved to 2025	101-724-678.000	COUNTY GRANTS	(368,000.00)
	101-724-801.000	CONTRACTED SERVICES	(368,000.00)
Neal Street improvements moved to 2025	101-000-528.000	FEDERAL GRANTS - OTHER	(375,000.00)
	101-751-970.000	CAPITAL OUTLAY	(345,000.00)
Expenditure accounts projected to be over budget	101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	10,000.00
	101-000-801.000	CONTRACTED SERVICES	25,000.00
	101-000-815.000	TECHNOLOGY	10,000.00
	101-209-960.000	EDUCATION AND TRAINING	2,000.00
	101-253-702.000	SALARIES AND WAGES	5,000.00
	101-253-716.000	PENSION	1,000.00
	101-253-900.000	PRINTING & PUBLISHING	1,500.00
	101-253-957.000	POSTAGE/SHIPPING	1,000.00
	101-301-725.000	FRINGE BENEFITS - ORDINANCE	15,000.00
	101-448-925.000	UTILITIES	100,000.00
	101-528-702.000	SALARIES AND WAGES	5,000.00
	101-528-801.000	CONTRACTED SERVICES	40,000.00
	101-528-931.000	EQUIPMENT REPAIRS & MAINTENANCE	14,000.00
	101-567-733.000	SUPPLIES/EQUIPMENT - FACILITIES	4,000.00
	101-567-801.000	CONTRACTED SERVICES	100,000.00
	101-703-702.000	SALARIES AND WAGES	10,000.00
	101-751-725.000	FRINGE BENEFITS - PARKS & RECREATION	12,000.00
	206-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	30,000.00
	206-000-931.000	EQUIPMENT REPAIRS & MAINTENANCE	5,000.00
	206-000-932.000	VEHICLE REPAIRS & MAINTENANCE	10,000.00
	206-000-960.000	EDUCATION AND TRAINING	85,000.00
	206-000-961.000	MEMBERSHIPS	1,000.00
	249-000-957.000	POSTAGE/SHIPPING	40.00
To finish 26th St sewer extension	225-000-801.000	CONTRACTED SERVICES	75,000.00
Transfer for first bond payment	225-000-955.000	TRANSFERS (OUT)	34,000.00
	365-000-699.000	INTERFUND TRANSFERS IN	34,000.00
	365-538-993.000	DEBT SERVICE - INTEREST	34,000.00



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Scott Hess, Superintendent

Re: Employee promotion

Motion to promote Frank Sherwood to lead ordinance officer

Attachments:

[Sherwood.doc](#)

Randy L. Thompson, Supervisor
Nicole Beauchamp, Clerk
Clyde "Bub" Sherwood, Treasurer



Jerry T. Amos, Trustee
Jason Knight, Trustee
Terrance G. McIver, Trustee
Robert Pratt, Trustee

MEMO

October 21, 2024

RE: Promotion

This memo is to Promote Frank Sherwood to Lead Ordnance officer. This position will be Exempt with an annual salary of \$45,000. The current benefit Package will remain the same as outlined in our employee manual.

Scott Hess
Township Superintendent
Charter Township of Comstock
shess@comstockmi.gov
(269) 381-2360

Office: 5858 King Highway, Kalamazoo, Michigan 49048
Mailing: P.O. Box 449, Comstock, Michigan 49041-0449
Phone (269) 381-2360 ♦ FAX (269) 381-4328



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Kelly Sims, Deputy Clerk

Re: Bills Payable: November 19, 2024

Please see attached.

Attachments:

[Bills Payable_Nov 19 2024.pdf](#)

11/14/2024 12:20 PM
User: KSIMS
DB: Comstock

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
POST DATES 11/19/2024 - 11/19/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000 GENERAL					
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	ULINE	OFFICE FIXTURES/FURNITURE	189.00	162596
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	ZEMLICK OFFICE PRODUCTS	OFFICE SUPPLIES	48.90	162599
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	ZEMLICK OFFICE PRODUCTS	OFFICE SUPPLIES	93.16	162599
101-000-733.000	SUPPLIES/EQUIPMENT - FACILITIES	ULINE	OFFICE FIXTURES/FURNITURE	627.00	162596
101-000-751.000	FURNITURE & FIXTURES	ULINE	OFFICE FIXTURES/FURNITURE	5,645.00	162596
101-000-751.000	FURNITURE & FIXTURES	ULINE	SOAP DISPENSERS	106.13	162596
101-000-804.000	LEGAL SERVICES	BAUCKHAM, THALL, SEEGER,	PROFESSIONAL SERVICES: OCT 2024	5,121.45	162586
101-000-900.000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	AFFIDAVITS/POSTINGS	889.45	162593
101-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	DALE W. HUBBARD, INC.	DRAIN CLEANING	550.00	162587
101-000-957.000	POSTAGE/SHIPPING	ULINE	OFFICE FIXTURES/FURNITURE	326.15	162596
Total For Dept 000 GENERAL				13,596.24	
Dept 257 ASSESSING					
101-257-727.000	OFFICE SUPPLIES/EQUIPMENT	ZEMLICK OFFICE PRODUCTS	OFFICE SUPPLIES	119.99	162599
Total For Dept 257 ASSESSING				119.99	
Dept 262 ELECTIONS					
101-262-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	ELECTIONSOURCE	ELECTION PRIVACY SCREENS FOR VOTING BOC	431.81	162588
Total For Dept 262 ELECTIONS				431.81	
Dept 301 ORDINANCE ENFORCEMENT					
101-301-804.000	LEGAL SERVICES	BAUCKHAM, THALL, SEEGER,	PROFESSIONAL SERVICES: OCT 2024	3,193.56	162586
Total For Dept 301 ORDINANCE ENFORCEMENT				3,193.56	
Dept 567 CEMETERIES					
101-567-727.000	OFFICE SUPPLIES/EQUIPMENT	ZEMLICK OFFICE PRODUCTS	OFFICE SUPPLIES	21.33	162599
Total For Dept 567 CEMETERIES				21.33	
Dept 703 COMMUNITY DEVELOPMENT					
101-703-804.000	LEGAL SERVICES	BAUCKHAM, THALL, SEEGER,	PROFESSIONAL SERVICES: OCT 2024	1,128.30	162586
101-703-900.000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	AFFIDAVITS/POSTINGS	336.23	162593
Total For Dept 703 COMMUNITY DEVELOPMENT				1,464.53	
Dept 751 PARKS & RECREATION DEPARTMENT					
101-751-727.000	OFFICE SUPPLIES/EQUIPMENT	ZEMLICK OFFICE PRODUCTS	OFFICE SUPPLIES	56.45	162599
101-751-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	WEST MICHIGAN BUSINESS FOF	ANNUAL PASS STICKERS	547.90	162598
Total For Dept 751 PARKS & RECREATION DEPARTMENT				604.35	
Total For Fund 101 GENERAL FUND				19,431.81	
Fund 206 FIRE OPERATING FUND					
Dept 000 GENERAL					
206-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	WARSAW SUPPLY	SUPPLIES	230.00	162597
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	ESPER ELECTRIC, LTD	REPLACED 2 EXTERIOR WALL PACKS	738.74	162590
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	ESPER ELECTRIC, LTD	REPLACED VANDALIZED FLOOD LIGHT	389.93	162590
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	FADER EQUIPMENT, INC	PARTS	13.50	162591
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	FORGET-ME-NOT LANDSCAPE & M	LANDSCAPING	957.00	162592
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	VEHICLE MAINTENANCE	813.83	162589
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	RESTORATION DIESEL LLC	VEHICLE MAINTENANCE	5,083.43	162594
206-000-960.000	EDUCATION & TRAINING	STRYKER SALES, LLC	TRAINING SUPPLIES	832.00	162595
Total For Dept 000 GENERAL				9,058.43	
Total For Fund 206 FIRE OPERATING FUND				9,058.43	

					Total For All Funds:	28,490.24
--- FUND TOTALS BY VENDOR ---						
Fund 101 GENERAL FUND						
00020195 - BAUCKHAM, THALL, SEEBER,						9,443.31
00082103 - DALE W. HUBBARD, INC.						550.00
00230566 - WEST MICHIGAN BUSINESS FORMS						547.90
00260522 - ZEMLICK OFFICE PRODUCTS						339.83
973514 - MLIVE MEDIA GROUP						1,225.68
ELECTIONS - ELECTIONSOURCE						431.81
ULINE - ULINE						6,893.28
TOTAL FUND 101 GENERAL FUND						19,431.81
Fund 206 FIRE OPERATING FUND						
0005050 - ESPER ELECTRIC, LTD						1,128.67
00051358 - EMERGENCY VEHICLE PRODUCT						813.83
00060115 - FADER EQUIPMENT, INC						13.50
00060130 - FORGET-ME-NOT LANSCAPE & NURSERY						957.00
00230160 - WARSAW SUPPLY						230.00
RESTDIESEL - RESTORATION DIESEL LLC						5,083.43
STRYKER - STRYKER SALES, LLC						832.00
TOTAL FUND 206 FIRE OPERATING FUND						9,058.43



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Kelly Sims, Deputy Clerk

Re: Minutes of the Township Board Meeting: October 21, 2024

Please see attached.

Attachments:

[10-21-2024_Township Board Meeting Minutes_DRAFT.pdf](#)

**MINUTES OF THE JOINT MEETING WITH DOWNTOWN DEVELOPMENT
AUTHORITY AND THE
CHARTER TOWNSHIP OF COMSTOCK
TOWNSHIP BOARD
KALAMAZOO COUNTY, MICHIGAN
OCTOBER 21, 2024**

CALL TO ORDER

Attendee Name	Title	Status
Supervisor Randy Thompson	Supervisor	Present
Clerk Nicole Beauchamp	Clerk	Present
Treasurer Bub Sherwood	Treasurer	Present
Trustee Jerry Amos	Trustee	Present
Trustee Terry McIver	Trustee	Present
Trustee Jason Knight	Trustee	Present
Trustee Bob Pratt	Trustee	Present
Scott Hess	Superintendent	Present
Rob Thall	Attorney	Present
41 individuals were also present. On behalf of the Downtown Development Authority, the following individuals were present: Steve Deisler, Executive Director, Sandra Katje, Chairperson, Jonathan Koets, Vice Chair, Jeffrey Townsend, Secretary/Treasurer, Randy Thompson, Township Supervisor, John Gisler, Kalamazoo County Commission Liaison, Evan Kowalski Board Member, Andy Schippers, Board Member, Anne Summerfield Board Member.		

At approximately 6:00 PM, Supervisor Thompson called the Township Board meeting to order.

DDA Chairperson, Sandra Katje called the DDA meeting to order directly after.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Clerk Beauchamp made a motion to approve the Agenda.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clerk Nicole Beauchamp
SECONDER:	Trustee Jerry Amos
AYES:	Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

PUBLIC COMMENT(S) ON AGENDA AND NON-AGENDA ITEMS

Public comments were heard.

ANNOUNCEMENTS FOR DEPARTMENTS/BOARDS/COMMISSIONS

Kalamazoo County Commissioner John Gisler shared updates and announcements from the County. In addition, he answered questions from residents.

Supervisor Thompson introduced Captain Logan Bishop the Township's new Kalamazoo County Sheriff Department's liaison. Captain Bishop shared information on calls received in September in the Township. The report is included in the Agenda Packet. Captain Bishop mentioned an increase in fraud and scams. He also mentioned that parcel theft will go up as people begin to shop for the holidays. Conversations are ongoing between the Sheriff Department and the Township Ordinance Officers with regard to the homeless. Captain Bishop stated that criminal justice reform has limited their ability to make an arrest, and that Integrated Services of Kalamazoo is utilized to offer appropriate resources to try and help those that are homeless.

Captain Bishop answered questions from residents.

Supervisor Thompson commented that the Township is working very closely with the Sheriff Department and expressed appreciation in doing so.

Trustee Knight congratulated Captain Bishop on his promotion.

DDA MEETING BUSINESS

The DDA held their meeting and conducted business.

PRESENTATIONS

Riverfront Redevelopment Market Assessments and Concept Site Plan Presentation

DDA Chairperson Sandra Katje reiterated that this is a conceptual project.

Executive Director Steve Deisler shared a PowerPoint presentation outlining the DDA district, DDA goals and objectives and the Comstock Center Plan. The presentation is included in the Agenda Packet.

Those in attendance had an opportunity to make comments and ask questions.

DDA ACTION ITEMS AND ADJOURNMENT

The DDA Board approved the Riverfront Redevelopment Concept Resolution.

The DDA Board meeting was adjourned at approximately 7:58 PM.

A 15-minute recess was taken. The meeting resumed at approximately 8:13 PM.

CONSENT AGENDA

Clerk Beauchamp made a motion to approve the Consent Agenda as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clerk Nicole Beauchamp
SECONDER:	Trustee Bob Pratt
AYES:	Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

BUSINESS

PLANNING & ZONING

First Reading- 5768 E Michigan Ave. Rezoning Request

During the October 10, 2024 Planning Commission meeting, the commissioners discussed a rezoning request for 5768 E Michigan Ave. The parcel is currently zoned CC (Comstock Center) with request to rezone to LM (Light Manufacturing). The Planning Commission is recommending the approval of this rezoning request.

Attorney Thall mentioned that although this is scheduled for a First Reading, it does not have an ordinance attached to it. The request can be considered tonight and brought back for First Reading to the next meeting with an ordinance attached to it.

Trustee Knight made a motion to move forward on this proposal and give direction to the attorney to draw up the ordinance for First Reading for the next meeting.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Trustee Jason Knight
SECONDER:	Treasurer Bub Sherwood
AYES:	Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

FIRE & RESCUE

No business at this time.

CLERK

November 5th Election Report

Clerk Beauchamp shared an election report. As of today, we've issued 3748 absentee ballots, 1903 or 50% have been returned.

Voters can be issued an absentee ballot up until the Monday before the election, but the last day for them to be mailed is Friday, November 1st.

Early Voting starts this Saturday, October 26th and runs through Sunday, November 3rd. All four sites are open 9 AM-5PM each day. Comstock voters can vote at any of the four sites which include: Kalamazoo Expo Center, Douglass Community Association, Fetzer Center and the Portage Parks & Rec Department.

Starting tomorrow, voters can register to vote in person at the Clerk's office with proof of residency ONLY, today was the last day to register online to be eligible to vote in November.

She stated that voters should be prepared to wait in long lines if they choose to vote on election day.

First Reading of amendment of Ordinance 524

Clerk Beauchamp stated that this amendment is to further explain the requirements of the cremation-only section of the Comstock Cemetery expansion. She shared that the purpose of the ribbon foundation that is to be poured in this area is to provide cost savings to owners and ease of maintenance.

Trustee Knight made a motion to approve the First Reading of amendment of Ordinance 524.

Clerk Beauchamp asked Attorney Thall if a new Ordinance number was required. He stated that for First Reading, the current number would suffice, but for Second Reading, a new number would be needed.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Trustee Jason Knight
SECONDER:	Treasurer Bub Sherwood
AYES:	Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

SUPERINTENDENT

Superintendent Report

Superintendent Hess shared that he is working with Macy from the County Brownfield Development on a Coalition Grant for \$1.2 million. Comstock. the County and the City are partnering together to get that grant. If awarded, there will be \$400,000 to use or pass along to neighboring communities for Brownfield projects.

Superintendent Hess shared updates on housing grants that are in the works.

Clara Robinson and Tim Smith have left Comstock Township for other opportunities. He will be filling those positions and will bring it to the board when that is done.

Consumers Energy is bringing a gas line into Merrill Park, under River Street and across the park. There will be construction materials in the park but shouldn't affect Boo Bash, which should have a good turnout.

The Parks Department is working on McKenna's five-year master plan draft and that should be available mid-November.

The Neal Street Park Project is still un the works; bids should be ready in November 2025.

A grant was received to replace the playground equipment at Fleetwood Park in 2025.

Public Hearing for the Creation of an Industrial Development District

IDD request for properties at 3586 S. 26th Street and vacant land on S. 26th Street

Riley Lukomski from Southwest Michigan First shared a map of the current IDD around the Midlink Business Park, which was done when GM still occupied the site, and two parcels of 48 acres to the west that they would like to include in an IDD for smoother development in the future.

At approximately 8:26 PM, Clerk Beauchamp made a motion to open the Public Hearing for the 26th Street IDD-Resolution 2024-19.

A roll call vote was completed.

Questions were asked and answered.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clerk Nicole Beauchamp
SECONDER:	Treasurer Bub Sherwood
AYES:	Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

Close IDD Public Hearing

At 8:27 PM, Clerk Beauchamp made a motion to close the Public Hearing for the 26th Street IDD, Resolution 2024-19.

A roll call vote was completed.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clerk Nicole Beauchamp
SECONDER:	Treasurer Bub Sherwood
AYES:	Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

Resolution 2024-19 Establishing an Industrial Development District

Clerk Beauchamp made a motion to approve Resolution number 2024-19 to establish an Industrial Development District at 3856 S. 26th Street and vacant land.

A roll call vote was completed.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clerk Nicole Beauchamp
SECONDER:	Treasurer Bub Sherwood
AYES:	Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub

Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

TREASURER

No business at this time.

FINANCE

Public Hearing - 2025 General Fund Budget

Finance Director Bret Padgett summarized the memo for the General Fund Budget and the public hearing process.

Clerk Beauchamp asked for clarification on resolution number versus resolution name. They will be adopted by name this year, but going forward, Finance Director Padgett will attach a number to each budget resolution.

At 8:30 PM, Trustee Knight made a motion to open the Public Hearing on the 2025 General Fund Budget.

RESULT: **PASSED [UNANIMOUS]**
MOVER: Trustee Jason Knight
SECONDER: Trustee Bob Pratt
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

At approximately 8:31 PM, Clerk Beauchamp made a motion to close the public Hearing on the 2025 General Fund Budget with no comments from the public.

RESULT: **PASSED [UNANIMOUS]**
MOVER: Clerk Nicole Beauchamp
SECONDER: Treasurer Bub Sherwood
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

2025 General Fund Budget Resolution

Clerk Beauchamp made a motion to approve the 2025 General Fund Budget Resolution.

A roll call vote was held.

RESULT: **PASSED [UNANIMOUS]**
MOVER: Clerk Nicole Beauchamp
SECONDER: Trustee Pratt
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub

Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

Public Hearing-2025 Fire Operating Budget

Trustee Knight asked for clarification that the Fire Fund Budget Resolution includes both Fire Operating and Fire Capital. Finance Director Padgett and Supervisor Thompson verified that this is true.

At approximately 8:32 PM Trustee Knight made a motion to open the Public Hearing on the 2025 Fire Operating Budget.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Jason Knight
SECONDER: Treasurer Bub Sherwood
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

At approximately 8:34 PM, Clerk Beauchamp made a motion to close the public hearing on the 2025 Fire Operating Budget.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Nicole Beauchamp
SECONDER: Treasurer Bub Sherwood
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

Public Hearing - 2025 Fire Capital Budget

Trustee Jason Knight made a motion to approve Trustee Knight made a motion to open the public hearing on the 2025 Fire Capital Budget at 8:34 PM.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Jason Knight
SECONDER: Trustee Jerry Amos
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

At 8:35 PM, Treasurer Sherwood made a motion to close the Public Hearing on the 2025 Fire Capital Budget.

RESULT: PASSED [UNANIMOUS]

MOVER: Treasurer Bub Sherwood
SECONDER: Trustee Jerry Amos
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

2025 Fire Fund Budget Resolution

Trustee Knight made a motion to approve the 2025 Fire Fund Budget Resolution.

A roll call vote was completed.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Jason Knight
SECONDER: Trustee Jerry Amos
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

Public Hearing - 2025 Police Fund Budget

At 8:36 PM Trustee Knight made a motion to open the Public Hearing on the 2025 Police Fund Budget.

Questions were asked and answered, and public comment was heard.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Jason Knight
SECONDER: Trustee Jerry Amos
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

Clerk Beauchamp made a motion to close the public hearing on the 2025 Police Fund Budget at 8:38 PM.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Nicole Beauchamp
SECONDER: Trustee Bob Pratt
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

2025 Police Fund Budget Resolution

Trustee Knight made a motion to approve the 2025 Police Fund Budget Resolution.

A roll call vote was held.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Trustee Jason Knight
SECONDER:	Trustee Jerry Amos
AYES:	Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

Public Hearing-2025 Municipal Streets Fund Budget

At 8:39 PM, Clerk Beauchamp made a motion to open the Public Hearing on the 2025 Municipal Streets Fund Budget.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clerk Nicole Beauchamp
SECONDER:	Trustee Terry McIver
AYES:	Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

No public comment was heard.

At 8:40 PM Clerk Beauchamp made a motion to close the Public Hearing on the 2025 Municipal Streets Fund Budget.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clerk Nicole Beauchamp
SECONDER:	Trustee Terry McIver
AYES:	Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

2025 Municipal Streets Fund Budget Resolution

Clerk Beauchamp made a motion to approve the 2025 Municipal Streets Fund Budget Resolution.

A roll call vote was completed.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Nicole Beauchamp
SECONDER: Trustee Jerry Amos
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

Public Hearing - 2025 Senior Services Budget

At 8:41 PM Trustee Knight made a motion to open the Public Hearing on the 2025 Senior Services Budget.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Jason Knight
SECONDER: Trustee Jerry Amos
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

Clerk Beauchamp made a motion to close the Public Hearing on the 2025 Senior Services Budget at 8:41 PM.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Nicole Beauchamp
SECONDER: Trustee Pratt
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

2025 Senior Services Fund Budget Resolution

Clerk Beauchamp made a motion to approve the 2025 Senior Services Fund Budget Resolution.

A roll call vote was completed.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Nicole Beauchamp
SECONDER: Treasurer Sherwood
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

Public Hearing - 2025 Library Budget

At 8:42 PM Trustee Knight made a motion to open the Public Hearing on the 2025 Library Budget.

Finance Director Padgett stated that the Library Board approved the budget at their October 14th meeting.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Jason Knight
SECONDER: Treasurer Bub Sherwood
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

At 8:43PM Clerk Beauchamp made a motion to close the Public Hearing on the 2025 Library Budget.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Nicole Beauchamp
SECONDER: Trustee Terry McIver
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

2025 Library Fund Budget Resolution

Clerk Beauchamp made a motion to approve the 2025 Library Fund Budget Resolution.

A roll call vote was completed.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Nicole Beauchamp
SECONDER: Trustee Bob Pratt
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

2025 Water Fund Budget | Sewer Fund Budget | Debt Service Fund Budget

At the direction of Attorney Thall, the 2025 Water Fund Budget, the 2025 Sewer Fund Budget, and the 2025 Debt Service Fund Budget can be voted on together.

Trustee Knight made a motion to approve the 2025 Water Fund, Sewer Fund , and Debt Service Fund Budgets.

A roll call vote was completed.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Jason Knight
SECONDER: Trustee Amos
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

SUPERVISOR

Resolution #3034-20 to Support Riverfront Redevelopment Project

Discussion took place regarding the Riverfront Redevelopment Project. Attorney Thall provided clarification that the Board can either approve the Resolution or not, if it needs more discussion.

DDA Executive Director Steve Deisler provided some additional information.

Discussion took place and questions were asked and answered.

Board member comments were also heard.

Trustee Pratt made a motion to approve the Board's support of Resolution #2024-20 Riverfront Redevelopment Project.

A roll call vote was held.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Bob Pratt
SECONDER: Treasurer Bub Sherwood
AYES: Supervisor Randy Thompson, Clerk Nicole Beauchamp, Treasurer Bub Sherwood, Trustee Jerry Amos, Trustee Terry McIver, Trustee Jason Knight, Trustee Bob Pratt

REPORTS

Supervisor Thompson Reviewed the reports.

INFORMATIONAL/FUTURE ACTION ITEMS

- FOIA Requests
FOIA Requests completed from October 7, 2024; through October 17, 2024.

PUBLIC COMMENT(S) ON AGENDA AND NON-AGENDA ITEMS

Public comment was heard.

MEMBER COMMENTS

Board member comments were heard.

ADJOURNMENT

The meeting was adjourned at 9:06 PM.

Minutes signatures

Attested:

Nicole Beauchamp, Township Clerk

Randy Thompson, Township Supervisor

DRAFT



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Clerk Nicole Beauchamp, Township Clerk
Re: Proposed 2025 Holiday and Meeting Schedule

Attached is the proposed 2025 holiday and meeting schedule for approval.

Attachments:
[2025 Holiday & Mtg Schedule.pdf](#)

COMSTOCK CHARTER TOWNSHIP BOARDS AND COMMISSIONS
MEETINGS AND HOLIDAY SCHEDULE FOR 2024
HELD AT COMSTOCK TOWNSHIP HALL 5858 KING HIGHWAY
269-381-2360

LIST OF PROPOSED HOLIDAYS		
New Year's Day	Wednesday	January 1, 2025
Martin Luther King Jr. Day	Monday	January 20, 2025
President's Day	Monday	February 17, 2025
Memorial Day	Monday	May 26, 2025
Juneteenth	Thursday	June 19, 2025
Independence Day	Friday	July 4,2025
Labor Day	Monday	September 1, 2025
Veterans Day	Tuesday	November 11, 2025
Thanksgiving Day	Thursday	November 27, 2025
Day After Thanksgiving	Friday	November 28, 2025
Christmas Eve	Wednesday	December 24, 2025
Christmas Day	Thursday	December 25, 2025
Floating Holiday	Friday	December 26,2025

All meetings are scheduled to be held at Township Hall meeting room, unless otherwise noted.

TOWNSHIP BOARD REGULAR MEETINGS	
The Township Board meets the first and third Monday of each month. All meetings are normally scheduled to begin at 6:00 PM,	
January 6, 2025 Febuary 3, 2025 February 24, 2025 March 3, 2025 March 17, 2025 April 7, 2025 April 21, 2025 May 19, 2025 June 2, 2024 June 16, 2025	July 7,2025 July 21, 2025 August 18, 2025 September 15, 2025 September 29,2025 October 6, 2025 October 20, 2025 November 17, 2025 December 1, 2025 December 15,2025

PLANNING COMMISSION	
The Planning Commission meets on the second and fourth Thursday of each month. All meetings are normally scheduled to begin at 6:00 PM, however, dates and times are subject to change.	
January 9, 2025 January 23, 2025 February 13, 2025 February 27, 2025 March 13, 2025 March 27, 2025 April 10, 2025 April 24, 2025 May 8, 2025 May 22, 2025 June 12, 2025	June 26, 2025 July 10, 2025 July 24, 2025 August 14, 2025 August 28, 2025 September 11, 2025 September 25, 2025 October 9, 2025 October 23, 2025 November 13, 2025 December 11, 2025

DOWNTOWN DEVELOPMENT AUTHORITY	
The Downtown Development Authority meets on the fourth Wednesday of each month. All meetings are normally scheduled to begin at 5:30 PM, however, dates and times are subject to change.	
January 22, 2025 February 26, 2025 March 26, 2025 April 23, 2025 May 28, 2025 June 25, 2025	July 23, 2025 August 27, 2025 September 24, 2025 October 22, 2025 November 19, 2025 December 17, 2025

ZONING BOARD OF APPEALS	
The Zoning Board of Appeals meets on the fourth Tuesday of each month. All meetings are normally scheduled to begin at 4:00 PM, however, dates and times are subject to change.	
January 28, 2025 February 25, 2025 March 25, 2025 April 22, 2025 May 27, 2025 June 24, 2025	July 22, 2025 August 26, 2025 September 23, 2025 October 28, 2025 November 25, 2025 December 23, 2025

PARKS & RECREATION	
The Parks Board meets the second Monday of each month at 6:00 P.M.	
January 13, 2025 February 10, 2025 March 10, 2025 April 14, 2025 May 12, 2025 June 9, 2025	July 14, 2025 August 11, 2025 September 8, 2025 October 13, 2025 November 10, 2025 December 8, 2025
*To be held at Fire Station 9-1 on River Street	



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Bret Padgett

Re: PRIME Award Presentation

Representatives from the Michigan Municipal Treasurers Association will be on hand to present the 2024 Professional Recognition in Municipal Excellence (PRIME) Award to Finance Director Bret Padgett.



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Khayci Bryant, Assistant Planner

Re: First Reading of Ordinance No. 545- 5768 E Michigan Ave
Rezoning Request

During the October 10, 2024 Planning Commission meeting, the commissioners discussed a rezoning request for 5768 E Michigan Ave. The parcel is currently zoned CC (Comstock Center) with hopes to rezone to LM (Light Manufacturing).

I have attached a memorandum written for the Planning Commission that discusses, amongst many things, the alignment of this rezone with our current and future land use map.

The planning commission is recommending the approval of this rezoning request.

Attachments:

[5768 E Michigan Rezone Request.pdf](#)
[Ord Rezone 5768 E Michigan_.doc](#)



Memorandum

TO: Comstock Charter Township Planning Commission

FROM: Kyle Mucha, AICP, Senior Planner – Township Planning Consultant
Alicia Warren, Assistant Planner

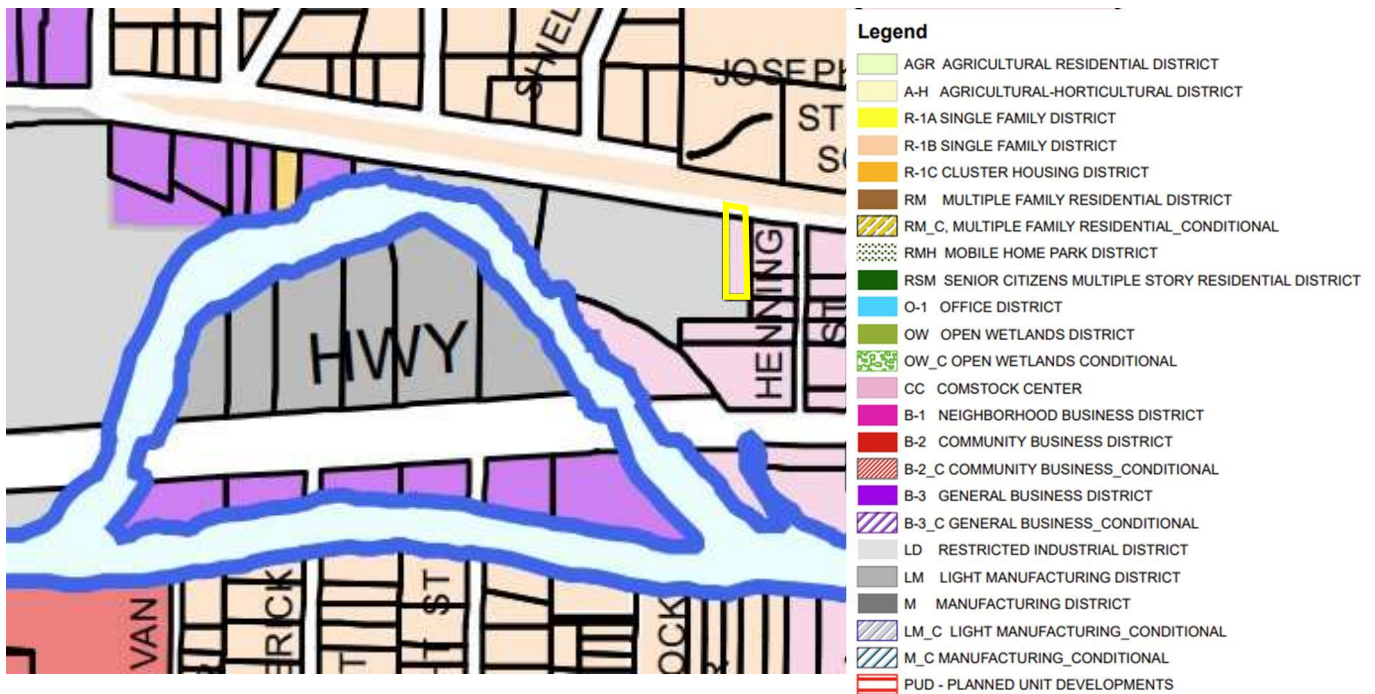
SUBJECT: **Review of Proposed Rezoning for 5768 E Michigan Avenue (07-18-490-020)**
CC, Community Center (Existing) to LM, Light Manufacturing District (Proposed)

DATE: September 30, 2024

Dear Comstock Township Planning Commission:

The Township has received an application from Jason Johnson, to rezone the property at 5768 E Michigan Avenue, from B-2 Community Business District to LM Light Manufacturing District. The subject site is approximately 0.39 acres. The subject site is currently vacant property. The applicants proposed use of the property would include storing recreational vehicles and excavating equipment. While not directly applicable to this review, the applicant and Planning Commission are advised that site plan review is required for LM Districts, in accordance with the provisions of Section 22.01 of the Comstock Charter Township Zoning Ordinance.



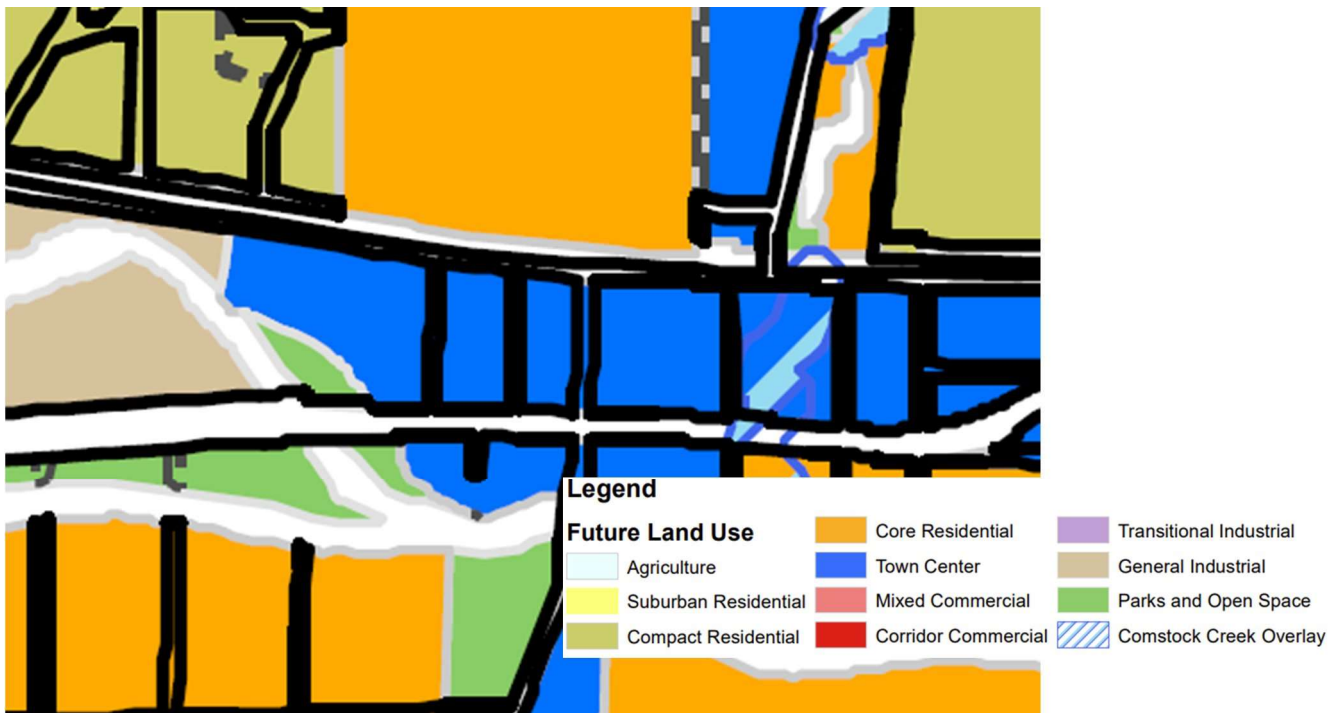


Above – Zoning Map

Should the rezoning be approved, any permitted uses within the LM, Light Manufacturing, District and those listed as special exceptions would have the potential for incorporation on this property – subject to receiving all applicable approvals and compliance with the Comstock Charter Township Zoning Ordinance.

Below is a table showing the existing land use, current zoning designations, and future land use designations of the parcels surrounding the property.

LOCATION	EXISTING LAND USE	CURRENT ZONING	FUTURE LAND USE DESIGNATION
Subject Site	Vacant	CC, Comstock Center	Town Center
North	Single-Family Residential	R-1B, Single Family District	Core Residential
South	Single-Family Residential	LM, Light Manufacturing & CC, Comstock Center	Town Center
East	Single-Family Residential	CC, Comstock Center	Town Center
West	Single-Family Residential	LM, Light Manufacturing	Town Center



Above – 2025 Master Plan Future Land Use Map

The following review contains our comments on the proposed rezoning per the Comstock Township Zoning Ordinance, Master Plan, and sound planning and zoning principles. In reviewing a rezoning request, the following shall be considered:

1. Whether the rezoning is consistent with the policies and uses proposed for that area in the Township's Master Land Use Plan?

The current Master Plan designates the future land use of this property and surrounding properties 'Town Center', the designation intended to address the desire for an identifiable focal point of the Township. It is intended to provide a walkable mixed-use development pattern where residents within and from adjacent neighborhoods can obtain goods and services as well as provide for a place to attract those from outside the Township. This area is intended to be served with public water and sewer systems.

Desired building types: Single-family homes on 1/8 acre lots or smaller, condominiums, duplexes, multi-family townhouses, small and large multi-plexes, rowhouses, and mixed-use structures with retail, and offices.

The proposed rezoning to LM, Light Manufacturing is not supported by the 2030 Master Plan. A zoning district which supports the vision of the Town Center future land use designation did not exist at the time of the Master Plan writing, but is included as an implementation step in the Sub Area Plan. The Planning



Commission is encouraged to review the proposed use in conjunction with established land uses to determine compatibility.

2. Whether all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area?

The permitted uses under the requested rezoning designation are described below. The proposed rezoning represents a more intense use of the land than the existing designation. However, the land as proposed does not represent a significant conflict with the surrounding property. The proposed rezoning would facilitate the development of a light manufacturing business, which is listed as a permitted use within the district being sought.

While the applicant seeks a rezoning to facilitate the development of light manufacturing, any permitted use and special exception use listed within the proposed district would be permissible, subject to meeting all the requirements of the Township Zoning Ordinance and subsequent approvals for the regulating review bodies. As referenced previously, the Planning Commission should consider whether the uses permitted in the LM District are compatible with uses in the surrounding area.

300.1802 - Uses permitted.

Sec. 18.02. (See also Article 22 for site plan review requirements.) In all LM Districts, no buildings or land shall be erected or used, except as otherwise provided for in this Ordinance, for other than the following uses:

- a. Wholesale and Warehousing: The sale at wholesale or warehousing of automotive equipment; dry goods and apparel; groceries and related products; raw farm products except livestock; electrical goods; hardware, plumbing, heating equipment and supplies including fuel; machinery and equipment; tobacco and tobacco products; beer, wine and distilled alcoholic beverages, paper and paper products; furniture and home furnishings, and any commodity the manufacture of which is permitted in this District.
- b. Industrial Establishments:
 - 1. The assembly, fabrication, manufacture, packaging or treatment of such products as food projects, candy, drugs, cosmetics and toiletries, musical instruments, optical goods, toys, novelties, electrical instruments and appliances; radio and phonographs; pottery and figurines or other similar ceramic products using only previously pulverized clay.
 - 2. The assembly, fabrication, manufacture or treatment of such products from the following previously prepared materials: bone, canvas, cellophane, cloth, cork, felt, fiber glass, horn, leather, paper, plastics, precious or semi-precious metals or stones, sheet metal (excluding large stampings such as automobile fenders or bodies), shell, textiles, wax, wire, wood (excluding saw and planing mills) and yarns.
 - 3. Tool and die shops; metal working machine shops involving the use of grinding or cutting tools: manufacturing of tools, dies, jigs, and fixtures; sandblasting, metal buffing and bump shops; publishing, printing or forming of box, carton, and cardboard products.
- c. Public Utility and municipal buildings.



- d. Retail and Service Establishments such as but not limited to the following:
 - 1. Barber shops.
 - 2. Truck, tractor and trailer sales, rental and repair including outdoor display.
 - 3. Dog kennels and dog training facilities. (See Article 21.00, Section 21.15a and 21.15c.)
 - 4. Automobile repair facilities and tire vulcanizing and recapping businesses.
 - 5. Outdoor drive-in theaters. (See Article 21.00, Section 21.03.)e. Accessory buildings and uses normally incidental for any of the above uses.
- e. Accessory buildings and uses normally incidental for any of the above uses.
- f. Childcare centers. (See Article 21.00, Section 21.06).
- g. Microbreweries, breweries, cideries, distilleries and wineries.
- h. Mini-storage facility with or without outdoor storage.
- i. Medical and dental appliance laboratory, tool laboratory or production facility with associated administrative offices.
- j. Temporary outdoor sales and service.
- k. Recreational facilities.

300.1803 - Uses permitted only by special exception.

Sec. 18.03. (See also Article 22.00 for site plan review requirements.)

- a. Municipal waste treatment or water treatment facilities.
- b. Airports, heliports, landing fields and platforms, helipads, hangars, masts and other facilities for the operation of aircraft (see Article 21.00, Section 21.16).
- c. Reserved.
- d. Automobile service stations. (See Article 21.00, Section 21.11.)
- e. Essential services, subject to the conditions and limitations contained in Section 9.03 (q).
- f. Single-Family dwellings under the following terms and conditions:
 - 1. Said structure may be constructed only on a lot or parcel of land exceeding five acres in size.
 - 2. Said structure may only be constructed in connection with an existing permitted use or special exception use on the parcel.
 - 3. Said residence shall only be used by the owner of said parcel or a resident caretaker or watchman.
 - 4. A restriction recorded in the office of the Register of Deeds for Kalamazoo County be placed on the title to said parcel providing that for a period of at least 20 years from the date of the grant of



the special exception use permit for said single family dwelling, said structure may not be sold separately from the permitted use or special exception use to which it is accessory.

- g. Eating and drinking establishments when food or beverage is consumed within a completely enclosed building.
- h. Offices.
- i. Heavy equipment contractor's equipment yard.
- j. Telecommunication antennas located on structures other than telecommunication towers (see Section 4.19).
- k. Telecommunication towers (see Section 4.19).
- l. Primary Caregivers, pursuant to Section 21.28.

3. Whether any public services and facilities would be significantly adversely impacted by a development or use allowed under the requested rezoning?

The proposed rezoning would not significantly adversely impact any public services or facilities. Further review of such services would be conducted during a site plan review analysis to ensure proper compliance and harmonious connection to public services. Such review would focus on water and sewer connections, stormwater management of the subject site, and any other applicable service needed in order to utilize the site for a permitted or special land use purpose.

4. Whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land?

Developing the parcel under the proposed zoning designation (i.e., for light manufacturing use) would not be better suited than the current zoning classification of a community business use. A redevelopment of the site would require site plan approval for the proposal, which would include an impact review on the surrounding area and infrastructure. The Comstock Center (CC) is designed with the following in mind:

- A. Promote economic development opportunities by allowing a wider range of potential uses and creative redevelopment techniques that will expand the variety of businesses in the area and the value of land.
- B. Promote mixed-use development in both a horizontal and vertical form.
- C. Ensure that development is of human scale, primarily pedestrian-oriented and designed to create attractive streetscapes and pedestrian spaces.
- D. Provide a simple, predictable, efficient way to allow innovative development that would otherwise require special planning procedures.
- E. Encourage the expansion of the residential element within Comstock Center to build upon the mixed use environment.



- F. Allow for a development pattern in which new buildings and building modifications enhance and improve upon the character of the built environment and work toward implementing the Vision 2025 Master Plan and Comstock Center Place Plan for Redevelopment and Prosperity.
- G. Orient building entrances and storefronts to the street to add visual interest, increase pedestrian traffic, create outdoor spaces and for place-making.
- H. Enhance a sense of place and contribute to the sustainability of Comstock Center and the Township.

Future Land Use Designation	Primary Compatible Zoning District(s)	Potentially Compatible Zoning District
Suburban Residential	R1-A Single Family	Agriculture-Residential R1-B Single Family*
Compact Residential	R1-B Single Family R1-C Single Family Multiple-Family	R1-A Single Family Multiple Family Mobile Home Park District
Core Residential	R1-C Single Family Multiple Family Senior Citizen Multi-Story Residential	R1-B Single Family
Comstock Center	Comstock Center	None
Mixed Commercial	Neighborhood Business	Community Business
Corridor Commercial	Community Business General Business	Neighborhood Business Office
Transitional Industrial	Restricted Industrial Light Manufacturing Office	General Business Multiple Family
General Industrial	Manufacturing Light Manufacturing	Restricted Industrial Office
Agricultural/Agri-Business/ Horticulture/Farmland	Agriculture-Residential Agriculture- Horticulture	Open Wetlands
Parks and Open Space	Open Wetlands	Agriculture-Residential
Creek Protection Overlay	Any district	Any district



RECOMMENDATION

Based on the above analysis of the rezoning request for 5768 Michigan Ave, from CC, Comstock Center, to LM Light Manufacturing District, the following were noted:

1. The Comstock Charter Township's 2030 Vision Master Plan classifies the subject site and surrounding land as Town Center and not that of industrial use as proposed by the applicant.
2. The permitted uses, and more specifically the special exception uses, in the LM District may not be compatible with the surrounding existing land uses, should the rezoning be approved.

Subject to any and all public comments received prior to and during the Public Hearing on this request, we would further recommend that the Planning Commission evaluate the staff report, public comments, information supplied by the applicant and any other pertinent information prior to making a determination to support or deny the rezoning request at parcel 5768 Michigan Ave.

If you have any questions, please feel free to contact us.

Respectfully,

Kyle Mucha, AICP
Senior Planner
Comstock Township Planning & Zoning

Alicia Warren
Assistant Planner



CHARTER TOWNSHIP OF COMSTOCK PLANNING & ZONING APPLICATION

Shipping: 6138 King Highway, Kal., MI 49048
Mailing: PO Box 449, Comstock MI 49041-0449
Phone: 269-381-2360 Fax: 269-381-4328

PLEASE PRINT

PROJECT NAME AND ADDRESS: _____

APPLICANT:

Name JASON JOHNSON
Company -
Address 10005 MOZART ST
PORTAGE, MI 49024
Email JASONLEE.JJ88@GMAIL.COM
Phone 506-850-4721 Fax -
Interest in the Property _____

Township Use:

Fee:
\$ _____

Escrow:
\$ _____

Date Paid:

cash/credit card
check # _____

OWNER*:

Name N/A
Company _____
Address _____

Email _____
Phone _____ Fax _____

*If different

NATURE OF REQUEST: (Please check all the appropriate item(s))

- | | |
|--|--|
| ☐ Site Plan Review | ☒ Rezoning |
| ☐ Administrative Site Plan Review | ☐ Master Plan Amendment |
| ☐ Special Exception Use | ☐ Text Amendment |
| ☐ Site Condominium | ☐ Variance |
| ☐ Subdivision Plat Review | ☐ Interpretation |
| ☐ PUD/PURD/PMUD | ☐ Planning Escrow |
| ☐ Other _____ | |

BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary):

REZONE TO MATCH ADJACENT PROPERTY IN ORDER
TO INCORPORATE INTO ONE PIECE.

(5672 E. MICHIGAN AVE.)

Revised: September 2020

LEGAL DESCRIPTION OF PROPERTY (Use Attachments if Necessary):

SEC 18 & 19-2-10 BEG SLY LI US # 12A AT NW COR OF
 RECD PLAT OF PRICE ADDITION TH S 228 FT TH W 72 FT TH N
 237.65 FT TO SLY LISD HWY TH S 83 DEG 30 MIN E THEREON
 72.46 FT TO BEG # 38 A

PARCEL NUMBER: 3907 - 07-18-490-020

ADDRESS OF PROPERTY: 5768 E. MICHIGAN AVE.

PRESENT USE OF THE PROPERTY: VACANT

PRESENT ZONING: _____ SIZE OF PROPERTY: .38 A.

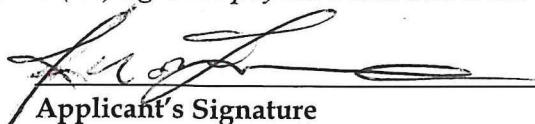
**NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR
 FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:**

Name(s)

Address(es)

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. By submitting this Planning & Zoning Application, I (we) grant permission for Comstock Township officials and agents to enter the subject property of the applicant as part of completing the reviews necessary to process the application. I (we) as Applicant(s), understand that I (we) am responsible for the reimbursement to the Township of its actual expenses in connection with my (our) application, under the Township's Escrow Fee Policy, and I (we) agree to pay such amounts under the terms of that policy.


 Applicant's Signature

9/11/24
 Date

 Owner's Signature authorizing submission of Application
 (* If different from Applicant)

 Date

**** PLEASE ATTACH ALL REQUIRED DOCUMENTS ****

Copies to:
 Planning & Zoning - 1
 Applicant - 1
 Treasurer - 1
 Assessor - 1
 Administrative Assistant - Original

Revised: September 2020

CHARTER TOWNSHIP OF COMSTOCK

ORDINANCE NO. 545

ADOPTED: _____

**EIGHT DAYS FOLLOWING
PUBLICATION AFTER ADOPTION**

An Ordinance to amend the Comstock Charter Township Zoning Ordinance by rezoning certain property located in Land Section 18 from "B-2" Community Business District zoning classification to "LM" Light Manufacturing District zoning classification; to provide an effective date and to repeal all ordinances or parts of ordinances in conflict herewith.

**CHARTER TOWNSHIP OF COMSTOCK
KALAMAZOO COUNTY, MICHIGAN**

ORDAINS:

**SECTION I
REZONING OF PROPERTY IN LAND SECTION 18**

The Zoning Map, as incorporated by reference in the Comstock Charter Township Zoning Ordinance, is hereby amended by rezoning a .38 acre parcel at 5768 E Michigan Avenue in Land Section 18, tax parcel #3907-18-490-020, which is further described herein, from "B-2" Community Business District zoning classification to the "LM" Light Manufacturing zoning classification:

SEC 18&19-2-10 BEG SLY LI US #12A AT NW COR OF RECD PLAT OF PRICE
ADDITION TH S 228 FT TH W 72 FT TH N 237.65 FT TO SLY LI SD HWY TH S
83DEG 30MIN E THEREON 72.46 FT TO BEG .38 A

**SECTION II
SEVERABILITY**

Should any section, clause or provision of this Ordinance be declared unconstitutional, illegal or of no force and effect by a court of competent jurisdiction, then and in that event, such portion thereof shall not be deemed to affect the validity of any other part or portion of this Ordinance.

**SECTION III
REPEAL OF CONFLICTING ORDINANCES**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION IV
EFFECTIVE DATE

This Ordinance shall take effect eight (8) days following publication after adoption.

Nicole Beauchamp, Clerk
Charter Township of Comstock



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Khayci Bryant, Assistant Planner

Re: First Reading of Ordinance No. 546 - 1287 N 33rd St. Rezoning Request

During the October 24, 2024 Planning Commission meeting, the commissioners discussed a rezoning request for 1287 N 33rd St. The parcel is currently zoned R1-A (Single Family District) with hopes to rezone to AGR (Agricultural Residential District).

I have attached a memorandum written for the Planning Commission that discusses, amongst many things, the alignment of this rezone with our current and future land use map.

The planning commission is recommending the approval of this rezoning request.

Attachments:

[N 33rd Rezone Request.pdf](#)
[Ord Rezone 1287 N 33rd_.doc](#)



Memorandum

TO: Comstock Charter Township Planning Commission

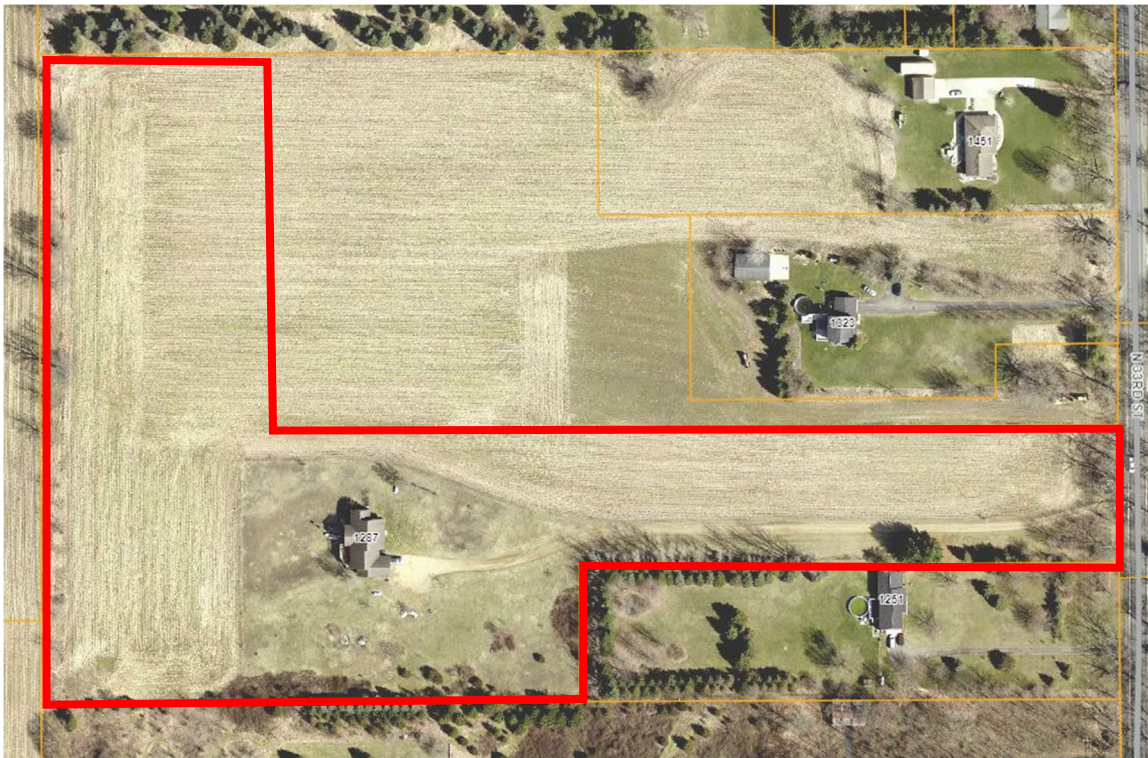
FROM: Kyle Mucha, AICP, Senior Planner – Township Planning Consultant
Alicia Warren, Assistant Planner

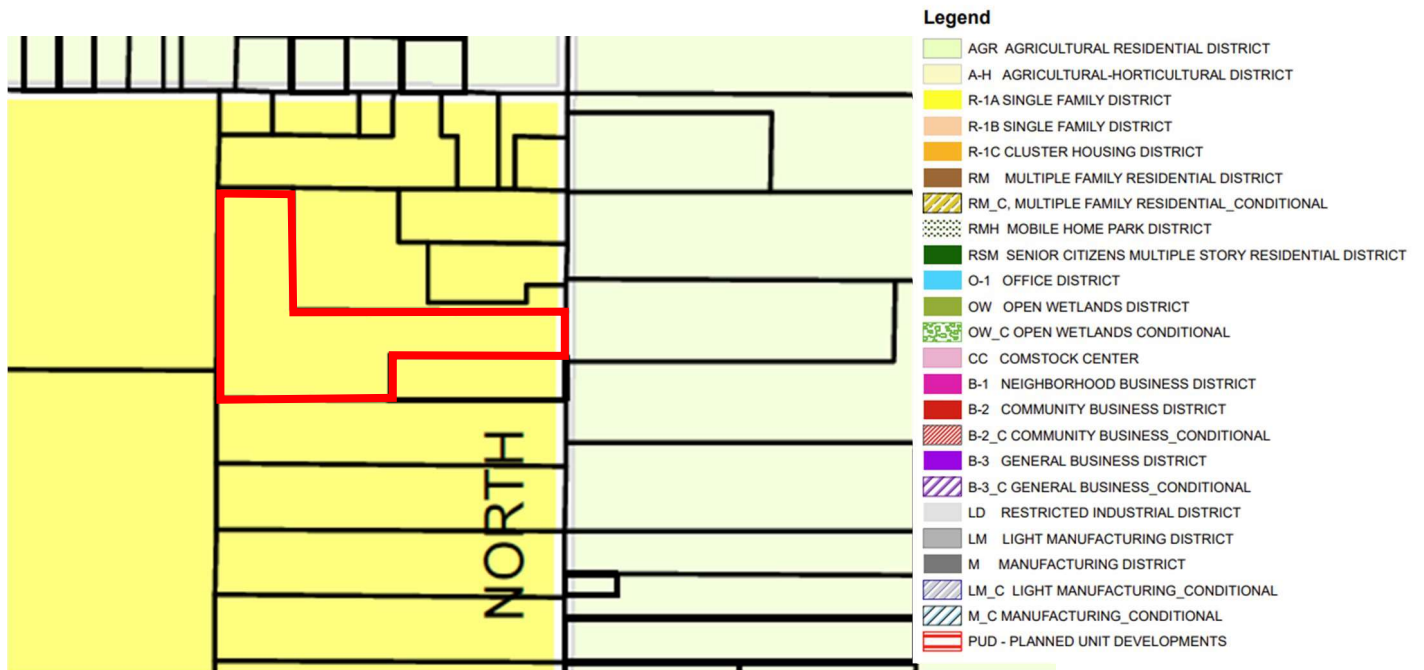
SUBJECT: **Review of Proposed Rezoning for 1287 N 33rd Street (07-14-130-097)**
R-1A Single Family District (Existing) to AGR Agricultural Residential District (Proposed)

DATE: October 14, 2024

Dear Comstock Township Planning Commission:

The Township has received an application from Ronald Whitney, property owner, to rezone the property at 1287 N 33rd Street, from R-1A Single Family District to AGR Agricultural Residential District. The subject site is approximately 10.58 acres (Kalamazoo County Parcel Viewer map). The subject site currently houses a single-family residence.



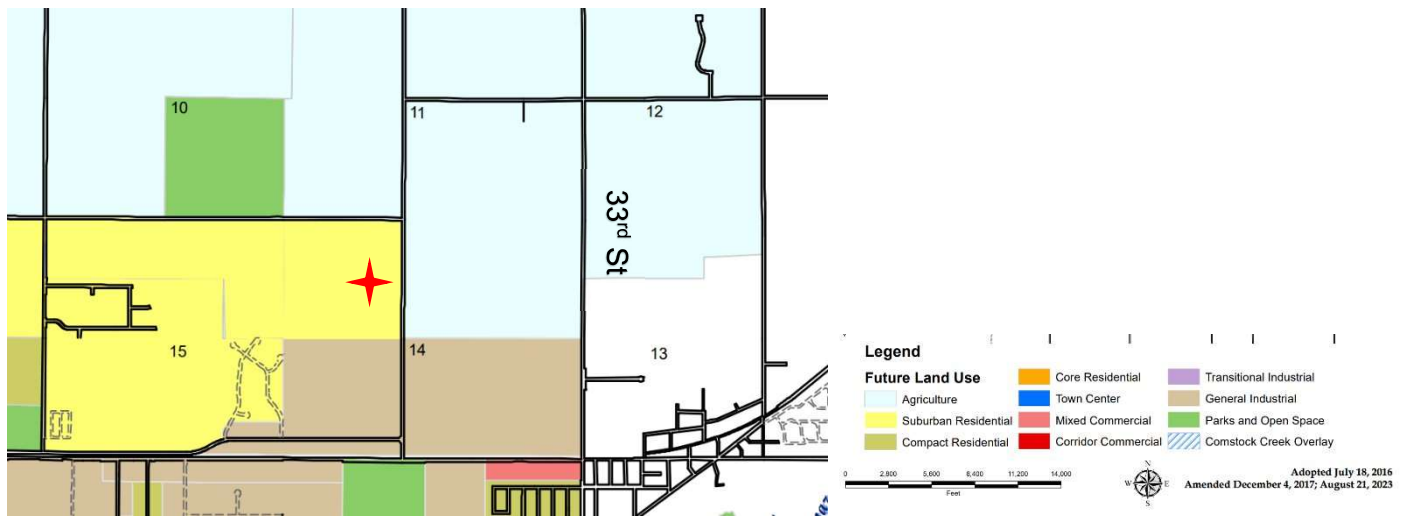


Above – Zoning Map

Should the rezoning be approved, any permitted uses within the AGR District and those listed as special exceptions would have the potential for incorporation on this property – subject to receiving all applicable approvals and compliance with the Comstock Charter Township Zoning Ordinance.

Below is a table showing the existing land use, current zoning designations, and future land use designations of the parcels surrounding the property.

LOCATION	EXISTING LAND USE	CURRENT ZONING	FUTURE LAND USE DESIGNATION
Subject Site	Single-Family Residential	R-1A, Single Family District	Suburban Residential
North	Single-Family Residential	R-1A, Single Family District	Suburban Residential
South	Single-Family Residential	R-1A, Single Family District	Suburban Residential
East	Single-Family Residential	ARG, Agricultural Residential District	Agriculture
West	Single-Family Residential	R-1A, Single Family District	Suburban Residential



Above – 2030 Master Plan Future Land Use Map

The following review contains our comments on the proposed rezoning per the Comstock Township Zoning Ordinance, Master Plan, and sound planning and zoning principles. In reviewing a rezoning request, the following shall be considered:

1. Whether the rezoning is consistent with the policies and uses proposed for that area in the Township's Master Land Use Plan?

The 2030 Master Plan designates the future land use of this property and most of the adjacent property as “suburban residential”, with “agricultural” to the east (across N. 33rd Street). The intent of the suburban residential classification is to:

*Address the need and desire for single-family development in a low density suburban pattern. These areas are not intended to be served with public sewer systems and may be only served by water.
Described building types: single-family homes on half-acre or larger lots.*

The applicant proposes to “down-zone” the subject parcel from its current residential classification to that of agricultural. “Down zoning” is an action that changes the existing classification of a parcel of land from a more intensive use to a less intensive use. The proposed rezoning is not consistent with the 2030 Comstock Charter Township Master Plan.



2. Whether all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area?

The permitted uses under the requested rezoning designation are described below. The Planning Commission should consider whether the uses permitted in the AGR are compatible with uses in the surrounding area.

300.902 - Uses permitted.

- a. All uses permitted in the Single-Family Residential Districts.*
- b. Farms, including livestock and poultry raising, dairying, horticulture, sod, farm forestry, truck gardening and nurseries, and similar bona fide agricultural enterprises or use of land and structures, except not including: (i) farms operated wholly or in part for the disposal of garbage, sewage, rubbish, offal or wastes from rendering plants or slaughter houses, and (ii) farms regulated under Section 9.02(f).*
- c. Roadside stands for the display and sale of produce raised on the same premises. Maximum of one (1) stand per premises.*
- d. Accessory buildings and uses.*
- e. Private stables, pursuant to Section 21.20.*
- f. Concentrated animal feeding operations, subject to the following conditions:*
 - 1. Manure tanks, animal confinement structures or pads, holding areas and feed areas (excluding grazing areas) shall be setback a minimum of 750 feet from a concentrated residentially developed area. ²*
 - 2. No manure generated from the concentrated animal feeding operation shall be spread within the above referenced setback area unless it is injected or incorporated into the soil.*
 - 3. Sketch Plan Approval.*
- g. Family child care homes licensed or registered under Act No. 116 of the Public Acts of 1973*
- h. Adult foster care family home*
- i. Adult day care family home*

300.903 - Uses permitted only by special exception.

- a. Office of veterinarian and animal clinics.*
- b. Public stables and riding academies, pursuant to Section 21.25.*
- c. Public utility and municipal buildings.*
- d. Dog parks, kennels and/or boarding kennels.*
- e. Private schools.*
- f. Airports, heliports, landing fields and platforms, helipads, hangars, masts and other facilities for the operation of aircraft.*
- g. Wineries, including tasting rooms and sales.*
- h. Home occupations, other than agriculture and only as an incidental use to the primary residential use.*
- i. Public and private cemeteries, when occupying a site of ten (10) acres or more in area.*
- j. Hospitals, convalescent homes, adult day care centers, and nursing homes, but not including institutions whose primary function is for the care of mentally ill persons.*
- k. Golf courses and country clubs.*
- l. Radio or television station.*
- m. Private recreational facilities whether operated for profit or not.*



- n. Temporary buildings or trailer offices incidental to construction.*
- o. Commercial quarry excavation.*
- p. Farm ponds subject to requirements of Section 4.04.B.*
- q. Essential services which are compatible in appearance and design with the development of the area and with the zoning classification in which the essential service is located. Buildings for essential services shall not be materially larger than other buildings in the area in which they are located.*
- r. Campgrounds.*
- s. Attached two-family dwellings (duplexes) under the following conditions:*
 - A. Each dwelling unit shall contain a minimum of 840 square feet for two bedrooms or less and a minimum of 960 square feet for three bedrooms or more.*
 - B. Only one two-family dwelling or duplex shall be allowed or permitted on any one lot.*
 - C. At least two off-street parking spaces shall be provided per dwelling unit with at least one space in an enclosed garage per dwelling unit.*
 - D. The main floor of and the primary entrance to each dwelling unit shall be built following Universal Design principles including the provision of at least one full bathroom and bedroom on the main floor of the dwelling. The Township shall maintain a list of Universal Design features to be incorporated.*
- t. Sanitary landfill and solid waste disposal facilities, subject, however, to all conditions imposed by this Zoning Ordinance including those contained in Section 21.26.*
- u. Planned Unit Developments.*
- v. Child care centers.*
- w. Telecommunication towers*
- x. Telecommunication antennas located on structures other than telecommunication towers.*
- y. Group child care homes licensed or registered under Act No. 116 of the Public Acts of 1973.*
- z. Adult foster care small group home (See Section 2.01.1e).*
- aa. Adult day care group home (See Section 2.01.1c).*
- bb. Detached Accessory Dwelling Unit, subject to Section 21.09.*
- cc. Event barn, pursuant to Section 21.24.*

3. Whether any public services and facilities would be significantly adversely impacted by a development or use allowed under the requested rezoning?

As the subject site and adjacent properties being used as single-family homes, we believe that the existing utilities are adequate for development. However, further analysis and review of the existing facilities will be conducted during a site plan review phase of any proposed projects, if a site plan is required. Such review analysis will include consideration of water/sewer, stormwater management and other applicable utilities.

It is anticipated that the applicant would collaborate with the Township and other reviewing agencies to ensure adequate public services are in existence to support the proposed rezoning.

4. Whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land?

The applicant notes that the predominate use of the property is agriculture in nature. Agricultural uses are listed within the AG District classifications and not that of the R1-A classifications. Therefore, the Planning Commission should consider if the existing use and all those uses permitted within the proposed rezoning classification are better suited to the area than the current zoning designation.



For reference, the zoning plan of the 2030 Master Plan is shown below. We find that this provision can be satisfied, subject to any additional consideration by the Planning Commission, after a public hearing is held regarding the request.

Future Land Use Designation	Primary Compatible Zoning District(s)	Potentially Compatible Zoning District
Suburban Residential	R1-A Single Family	Agriculture-Residential R1-B Single Family*
Compact Residential	R1-B Single Family R1-C Single Family Multiple-Family	R1-A Single Family Multiple Family Mobile Home Park District
Core Residential	R1-C Single Family Multiple Family Senior Citizen Multi-Story Residential	R1-B Single Family
Comstock Center	Comstock Center	None
Mixed Commercial	Neighborhood Business	Community Business
Corridor Commercial	Community Business General Business	Neighborhood Business Office
Transitional Industrial	Restricted Industrial Light Manufacturing Office	General Business Multiple Family
General Industrial	Manufacturing Light Manufacturing	Restricted Industrial Office
Agricultural/Agri-Business/ Horticulture/Farmland	Agriculture-Residential Agriculture- Horticulture	Open Wetlands
Parks and Open Space	Open Wetlands	Agriculture-Residential
Creek Protection Overlay	Any district	Any district



RECOMMENDATION

Based on the above analysis of the rezoning request for the vacant parcel extending from 1287 N 33rd Street, from R-1A, Single Family Residential District to AGR Agricultural Residential District, the Planning Commission should consider the following findings:

1. The Township's 2030 Master Plan designates this area as suburban residential and not that of agriculture. The proposed rezoning would not be consistent with the Future Land Use of the 2030 Master Plan.
2. The surrounding land uses to the north, west and south are currently zoned R-1 and are predominately residential (large lot) in nature.

Subject to any and all public comments received prior to and during the Public Hearing on this request, we would further recommend that the Planning Commission evaluate the staff report, public comments, information supplied by the applicant and any other pertinent information prior to making a determination to support or deny the rezoning request at 1287 N 33rd Street.

If you have any questions, please feel free to contact us.

Respectfully,

Kyle Mucha, AICP
Senior Planner
Comstock Township Planning & Zoning

Alicia Warren
Assistant Planner



CHARTER TOWNSHIP OF COMSTOCK PLANNING & ZONING APPLICATION

Shipping: 5858 King Highway, Kal., MI 49048
Mailing: PO Box 449, Comstock MI 49041-0449
Phone: 269-381-2360 Fax: 269-381-4328

PLEASE PRINT

PROJECT NAME AND ADDRESS: REZONING 1287^N 33RD ST

APPLICANT:

Name RONALD WHITNEY

Company NONE

Address 1287 N 33RD ST Galesburg, MI

Email RONALDWHITNEY@AOL.COM

Phone 269-806-9521 Fax NONE

Interest in the Property OWNER

Township Use:

Fee:

\$ _____

Escrow:

\$ _____

Date Paid:

cash/credit card
check # _____

OWNER*:

Name RONALD S WHITNEY

Company NONE

Address 1287 N. 33RD ST Galesburg, MI

Email RONALDWHITNEY@AOL.COM

Phone 269-806-9521 Fax NONE

*If different

NATURE OF REQUEST: (Please check all the appropriate item(s))

- | | |
|--|--|
| ☐ Site Plan Review | ☒ Rezoning |
| ☐ Administrative Site Plan Review | ☐ Master Plan Amendment |
| ☐ Special Exception Use | ☐ Text Amendment |
| ☐ Site Condominium | ☐ Variance |
| ☐ Subdivision Plat Review | ☐ Interpretation |
| ☐ PUD/PURD/PMUD | ☐ Planning Escrow |
| ☐ Other _____ | |

BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary):

To Rezone property to A1 from R-1
AS THIS PROPERTY IS 90% FARM LAND
TOTAL USE 11.7 ACRES

Revised: September 2020

LEGAL DESCRIPTION OF PROPERTY (Use Attachments if Necessary):

PARCEL NUMBER: 3907 - 07-14-130-097
 ADDRESS OF PROPERTY: 1287 N 33RD ST
 PRESENT USE OF THE PROPERTY: farming crops yearly
 PRESENT ZONING: R-1 SIZE OF PROPERTY: 10.5 Acres

NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:

Name(s)	Address(es)
<u>NONE</u>	<u>NONE</u>
<u> </u>	<u> </u>

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. By submitting this Planning & Zoning Application, I (we) grant permission for Comstock Township officials and agents to enter the subject property of the applicant as part of completing the reviews necessary to process the application. I (we) as Applicant(s), understand that I (we) am responsible for the reimbursement to the Township of its actual expenses in connection with my (our) application, under the Township's Escrow Fee Policy, and I (we) agree to pay such amounts under the terms of that policy.

Ronald S. Whiting
 Applicant's Signature

9-30-2024
 Date

Ronald S. Whiting
 Owner's Signature authorizing submission of Application
 (* If different from Applicant)

9-30-24
 Date

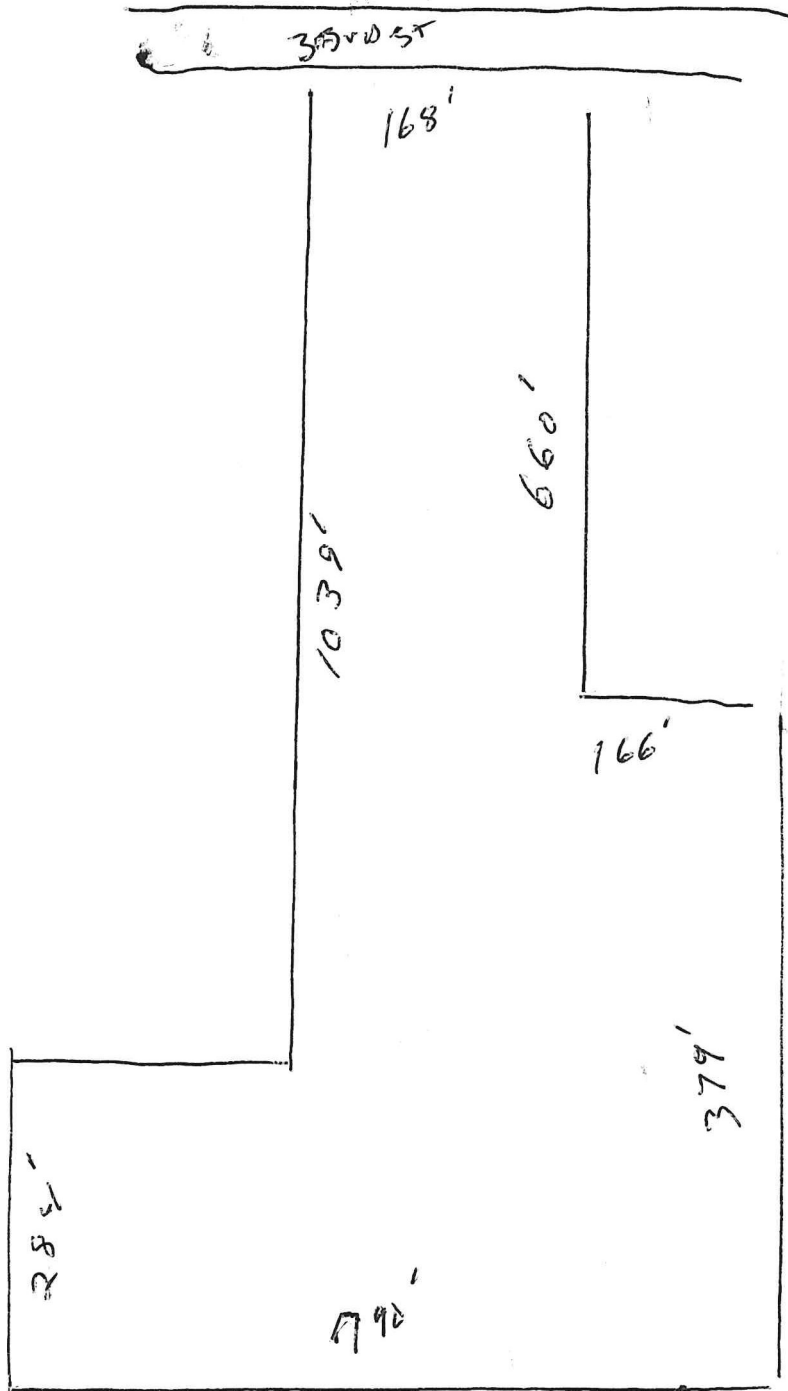
**** PLEASE ATTACH ALL REQUIRED DOCUMENTS ****

Copies to:
 Planning & Zoning - 1
 Applicant - 1
 Treasurer - 1
 Assessor - 1
 Administrative Assistant - Original

Revised: September 2024

1287 N 33rd St
Galesburg mi 49053

17



51

CHARTER TOWNSHIP OF COMSTOCK

ORDINANCE NO. 546

ADOPTED: _____

**EIGHT DAYS FOLLOWING
PUBLICATION AFTER ADOPTION**

An Ordinance to amend the Comstock Charter Township Zoning Ordinance by rezoning certain property located in Land Section 14 from "R1-A" Single Family Residential District zoning classification to "AGR" Agriculture-Residential District zoning classification; to provide an effective date and to repeal all ordinances or parts of ordinances in conflict herewith.

**CHARTER TOWNSHIP OF COMSTOCK
KALAMAZOO COUNTY, MICHIGAN**

ORDAINS:

**SECTION I
REZONING OF PROPERTY IN LAND SECTION 14**

The Zoning Map, as incorporated by reference in the Comstock Charter Township Zoning Ordinance, is hereby amended by rezoning a 10.51 acre parcel at 1287 North 33rd Street in Land Section 14, tax parcel #3907-14-130-097, which is further described herein, from "R1-A" Single Family Residential District zoning classification to the "AGR" Agriculture-Residential zoning classification:

SEC 14-2-10 E1/2 NW1/4 SEC 14 EXC S 45 A ALSO EXC N 365 FT ALSO
EXC S 459 FT OF N 824 FT OF E 1036 FT ALSO EXC E 660 FT S 166 FT N
1155 FT

**SECTION II
SEVERABILITY**

Should any section, clause or provision of this Ordinance be declared unconstitutional, illegal or of no force and effect by a court of competent jurisdiction, then and in that event, such portion thereof shall not be deemed to affect the validity of any other part or portion of this Ordinance.

**SECTION III
REPEAL OF CONFLICTING ORDINANCES**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION IV
EFFECTIVE DATE

This Ordinance shall take effect eight (8) days following publication after adoption.

Nicole Beauchamp, Clerk
Charter Township of Comstock



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Khayci Bryant, Assistant Planner

Re: First Reading of Ordinance No. 547 - Leigh Ave Parcel Rezoning Request

During the October 24, 2024 Planning Commission meeting, the commissioners discussed a rezoning request for parcel number 3907-07-155-020. The parcel is currently zoned R1-A (Single Family District) with hopes to rezone to R1-C (Cluster Housing District).

I have attached a memorandum written for the Planning Commission that discusses, amongst many things, the alignment of this rezone with our current and future land use map.

The planning commission is recommending the approval of this rezoning request.

Attachments:

[Leigh Ave Parcel Rezone Request.pdf](#)
[Ord Rezone Leigh Ave Watts_.doc](#)



Memorandum

TO: Comstock Charter Township Planning Commission

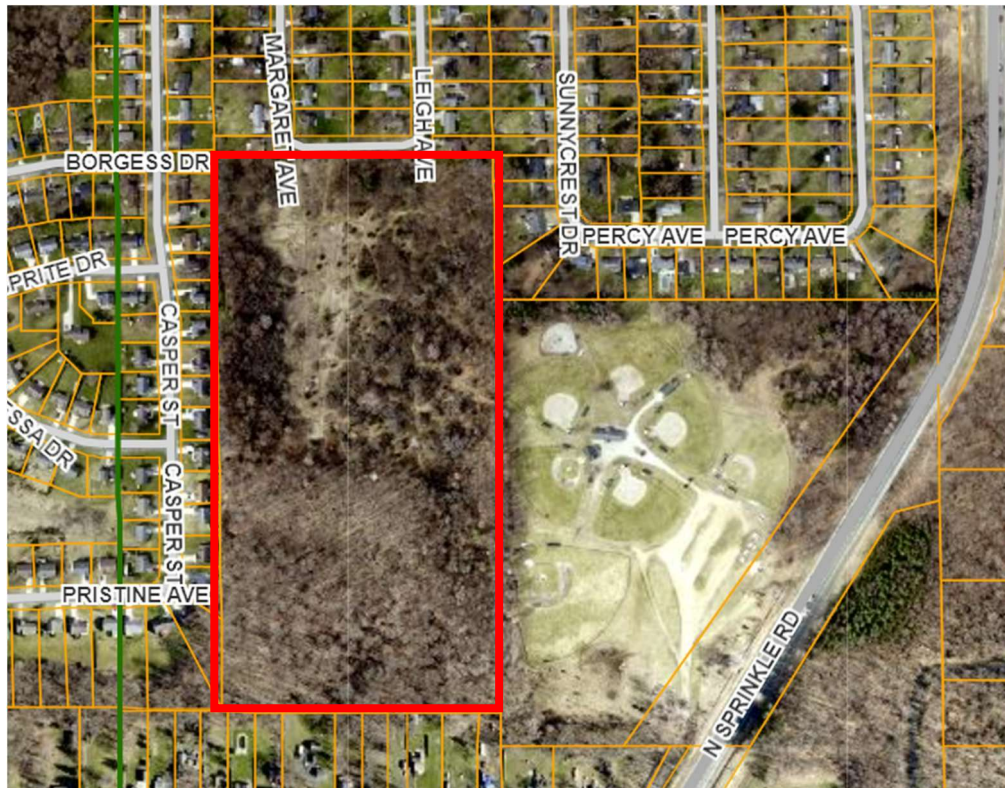
FROM: Kyle Mucha, AICP, Senior Planner – Township Planning Consultant
Alicia Warren, Assistant Planner

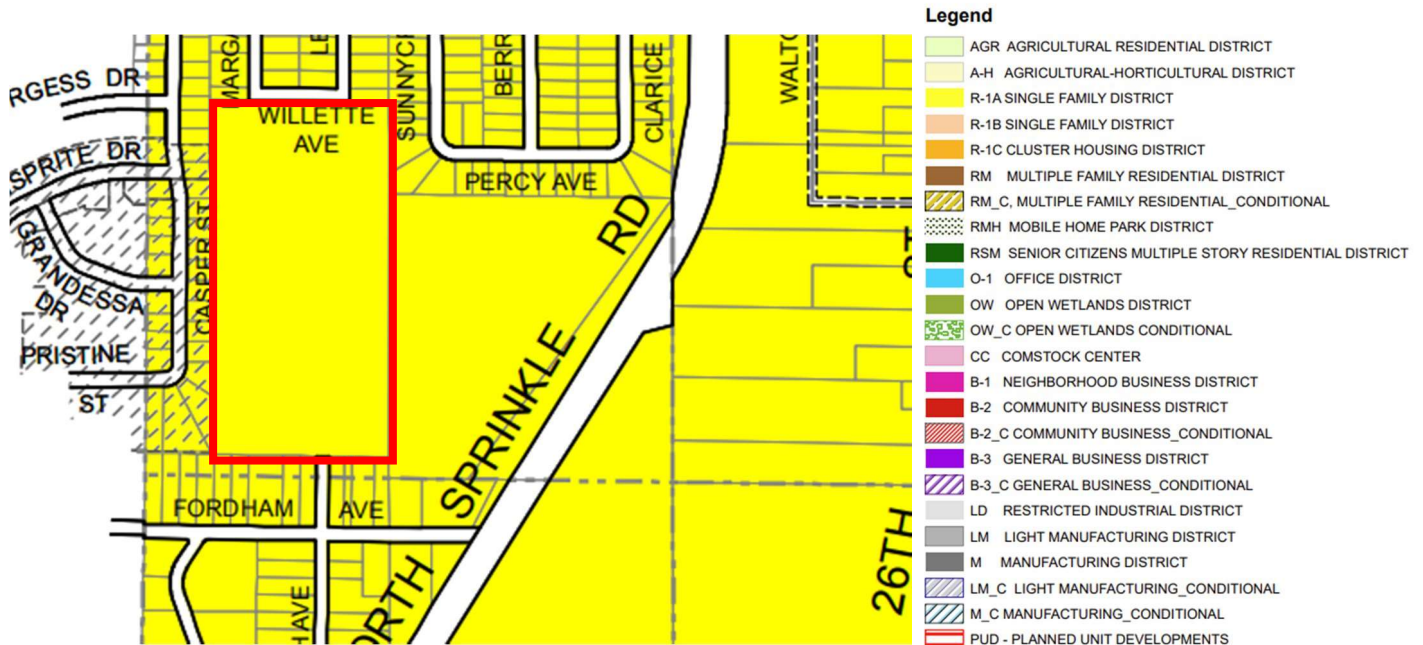
SUBJECT: Review of Proposed Rezoning for Leigh Avenue Property (07-07-155-020)
R-1A Single Family District (Existing) to R-1C Cluster Housing District (Proposed)

DATE: September 30, 2024

Dear Comstock Township Planning Commission:

The Township has received an application from Matt Watts, Watt Construction, to rezone the property at PN 07-07-155-020, extending from Leigh Avenue, from R-1A Single Family District to R-1C Cluster Housing District. The subject site is approximately 31.21 acres. The subject site is currently vacant property.



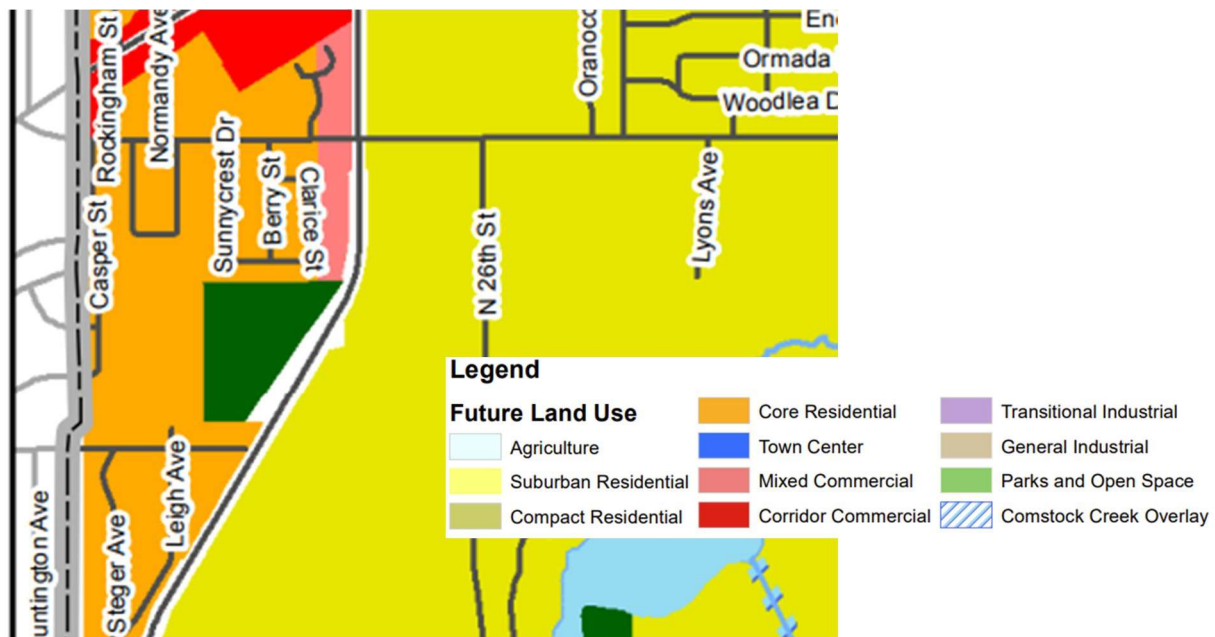


Above – Zoning Map

Should the rezoning be approved, any permitted uses within the R-1C District and those listed as special exceptions would have the potential for incorporation on this property – subject to receiving all applicable approvals and compliance with the Comstock Charter Township Zoning Ordinance.

Below is a table showing the existing land use, current zoning designations, and future land use designations of the parcels surrounding the property.

LOCATION	EXISTING LAND USE	CURRENT ZONING	FUTURE LAND USE DESIGNATION
Subject Site	Vacant Building	R-1A, Single Family District	Core Residential
North	Single-Family Residential	R-1A, Single Family District	Core Residential
South	Single-Family Residential	R-1A, Single Family District	Core Residential
East	Single-Family Residential	R-1A, Single Family District; Baseball field	Core Residential; Parks and Open Space
West	Single-Family Residential	R-1A, Single Family District	Core Residential



Above – 2025 Master Plan Future Land Use Map

The following review contains our comments on the proposed rezoning per the Comstock Township Zoning Ordinance, Master Plan, and sound planning and zoning principles. In reviewing a rezoning request, the following shall be considered:

1. Whether the rezoning is consistent with the policies and uses proposed for that area in the Township's Master Land Use Plan?

The current Master Plan designates the future land use of this property and most of the surrounding properties 'Core Residential', the designation is intended to address the need for walkable, mixed-density, and mixed-income neighborhoods adjacent to the Town Center and existing commercial corridors. These areas are intended to be served with public water and sewer systems.

Desired building types: Single-family homes on quarter acre lots or smaller, condominiums, duplexes, multi-family townhouses and small multi-plexes, and rowhouses. Roughly 4-12 dwelling units per acre.

The proposed rezoning to R-1C, Cluster Housing is supported by the 2030 Master Plan. Further, the surrounding land uses are predominately residential in nature. The Planning Commission is encouraged to review the proposed use in conjunction with established land uses to determine compatibility.



2. Whether all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area?

The permitted uses under the requested rezoning designation are described below. The proposed rezoning represents a more intense use of the land than the existing designation. However, the land as proposed does not represent a significant conflict with the surrounding property. While conceptual in nature, the proposed rezoning would facilitate the development of residential units on the subject parcel. However, as previously stated, any permitted and/or special land use in the R-1C would be acceptable, subject to all applicable reviews and approvals.

As referenced previously, the Planning Commission should consider whether the uses permitted in the R-1C are compatible with uses in the surrounding area.

300.1102 - Uses permitted.

- a. All uses permitted in the R1-A & R1-B Single Family District.*
- b. Two-family dwellings.*
- c. Multiple-family dwellings containing not more than four dwelling units on a single lot or parcel. Each dwelling unit shall be constructed so that it enters and exits directly onto the ground level of the exterior of the multiple family dwelling building.*

300.1103 - Uses permitted only by special exception.

- a. All uses permitted by special exception in the R1-A and R1-B Single Family Districts.*
- b. Multiple family dwellings containing in excess of four but not exceeding ten dwelling units on a single lot or parcel. Each dwelling unit shall be constructed so that it enters and exits directly onto the ground level of the exterior of the multiple family dwelling building.*
- c. Planned Unit Developments*
- d. Convalescent homes, adult day care centers, and homes for the elderly.*
- e. Telecommunication antennas located on structures other than telecommunication towers (see Section 4.19).*

3. Whether any public services and facilities would be significantly adversely impacted by a development or use allowed under the requested rezoning?

As the subject site has adjacent property being used in a manner consistent with the proposed zoning designation, we believe that the existing utilities are adequate for development. However, further analysis and review of the existing facilities will be conducted during a site plan review phase of any proposed projects. Such review analysis will include consideration of water/sewer, stormwater management and other applicable utilities. It is anticipated that the applicant would collaborate with the Township and other reviewing agencies to ensure adequate public services are in existence to support the proposed rezoning.

4. Whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land?

Developing the parcel under the proposed zoning designation, cluster housing (R-1C) would be better suited than the current zoning classification of single family residential use (R-1A). A redevelopment of the site would necessitate further review and analysis by the Township and other reviewing agencies.



For reference, the zoning plan of the 2030 Master Plan is shown below. We find that this provision can be satisfied, subject to any additional consideration by the Planning Commission, after a public hearing is held regarding the request.

Future Land Use Designation	Primary Compatible Zoning District(s)	Potentially Compatible Zoning District
Suburban Residential	R1-A Single Family	Agriculture-Residential R1-B Single Family*
Compact Residential	R1-B Single Family R1-C Single Family Multiple-Family	R1-A Single Family Multiple Family Mobile Home Park District
Core Residential	R1-C Single Family Multiple Family Senior Citizen Multi-Story Residential	R1-B Single Family
Comstock Center	Comstock Center	None
Mixed Commercial	Neighborhood Business	Community Business
Corridor Commercial	Community Business General Business	Neighborhood Business Office
Transitional Industrial	Restricted Industrial Light Manufacturing Office	General Business Multiple Family
General Industrial	Manufacturing Light Manufacturing	Restricted Industrial Office
Agricultural/Agri-Business/ Horticulture/Farmland	Agriculture-Residential Agriculture- Horticulture	Open Wetlands
Parks and Open Space	Open Wetlands	Agriculture-Residential
Creek Protection Overlay	Any district	Any district



RECOMMENDATION

Based on the above analysis of the rezoning request for the vacant parcel extending from Leigh Avenue (PN: 07-07-155-020), from R-1A, Single Family Residential District to R-1C Cluster Housing District, we find that the request can be supported for the following reasons:

1. The Township's Master Plan designates this area as Core Residential. The Core Residential classification notes a housing density of 4-12 units per acre. The Township's Future Land Use map was first adopted in 2016, and amended in 2023.
2. The surrounding land uses are predominately residential in nature; the proposed rezoning is for a residential use.
3. Existing sanitary sewer is within the vicinity of the subject parcel, allowing for potential connections to public sewer.

Subject to any and all public comments received prior to and during the Public Hearing on this request, we would further recommend that the Planning Commission evaluate the staff report, public comments, information supplied by the applicant and any other pertinent information prior to making a determination to support or deny the rezoning request at parcel #07-07-155-020.

If you have any questions, please feel free to contact us.

Respectfully,

Kyle Mucha, AICP
Senior Planner
Comstock Township Planning & Zoning

Alicia Warren
Assistant Planner



CHARTER TOWNSHIP OF COMSTOCK PLANNING & ZONING APPLICATION

Shipping: 5858 King Highway, Kal., MI 49048
Mailing: PO Box 449, Comstock MI 49041-0449
Phone: 269-381-2360 Fax: 269-381-4328

PLEASE PRINT

PROJECT NAME AND ADDRESS: LEIGH / MARGARET RD zone

APPLICANT:

Name MATT WATTS
Company WATT CONSTRUCTION
Address 5071 Bull Run
Kalamazoo MI 49048
Email MATT@WATTCONSTRUCTION.COM
Phone 269 345-3859 Fax 269 345-1570
Interest in the Property OWNER

Township Use:

Fee:

\$ _____

Escrow:

\$ _____

Date Paid:

cash/ credit card
check # _____

OWNER*:

Name JOYCE and DON WATTS
Company JOYCE & DON LLC
Address 5071 Bull Run
Kalamazoo MI 49048
Email MATT@WATTCONSTRUCTION.COM
Phone 269 345-3859 Fax 269 345-1570

*If different

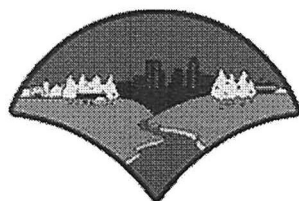
NATURE OF REQUEST: (Please check all the appropriate item(s))

- | | |
|--|--|
| ☐ Site Plan Review | ☒ Rezoning |
| ☐ Administrative Site Plan Review | ☐ Master Plan Amendment |
| ☐ Special Exception Use | ☐ Text Amendment |
| ☐ Site Condominium | ☐ Variance |
| ☐ Subdivision Plat Review | ☐ Interpretation |
| ☐ PUD/PURD/PMUD | ☐ Planning Escrow |
| ☐ Other _____ | |

BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary):

Rezone from R1A to R1C cluster housing
which is what the future land use plan
is showing

Revised: September 2020



KALAMAZOO COUNTY GOVERNMENT

In pursuit of extraordinary governance

2024 Elections ☎

Equalization Department

Property Summary Details

🏠 / Equalization Department / Property Summary Details of Parcel Search

Data is ONLY updated annually. **Last updated June 26, 2024.**

For current information contact **local assessor** - Refer to List of Assessors page

Tax information contact **Treasurer (269-384-8124)**

Recorded documents contact **Register of Deeds (269-383-8970)**

Property Summary

Parcel:	07-07-155-020	Property Class:	402 - Residential
Gov. Unit:	07 - COMSTOCK TWP	Previous Class:	402 - Residential
School:	39030 - Comstock Community		
Property Address:	LEIGH AVE KALAMAZOO, MI 49048		
Owner's Name:	JOYCE & DON LLC		

Owners Mailing Address:

5071 GULL RD
KALAMAZOO, MI 49048

Physical Property Characteristics

2024 S.E.V.:	71,400	Taxable:	50,706
2023 S.E.V.:	68,000	Taxable:	48,292
PRE:	0%	Acreage:	31.21
Legal Description:	SEC 7-2-10 THE E 50 R OF N 154 R OF WFR1/2 NWFR1/4 EXC THERE FROM N 893 FT 31.21 ACRES		

Data is ONLY updated annually. **Last updated June 26, 2024.**

For current information contact **local assessor** - Refer to List of Assessors page

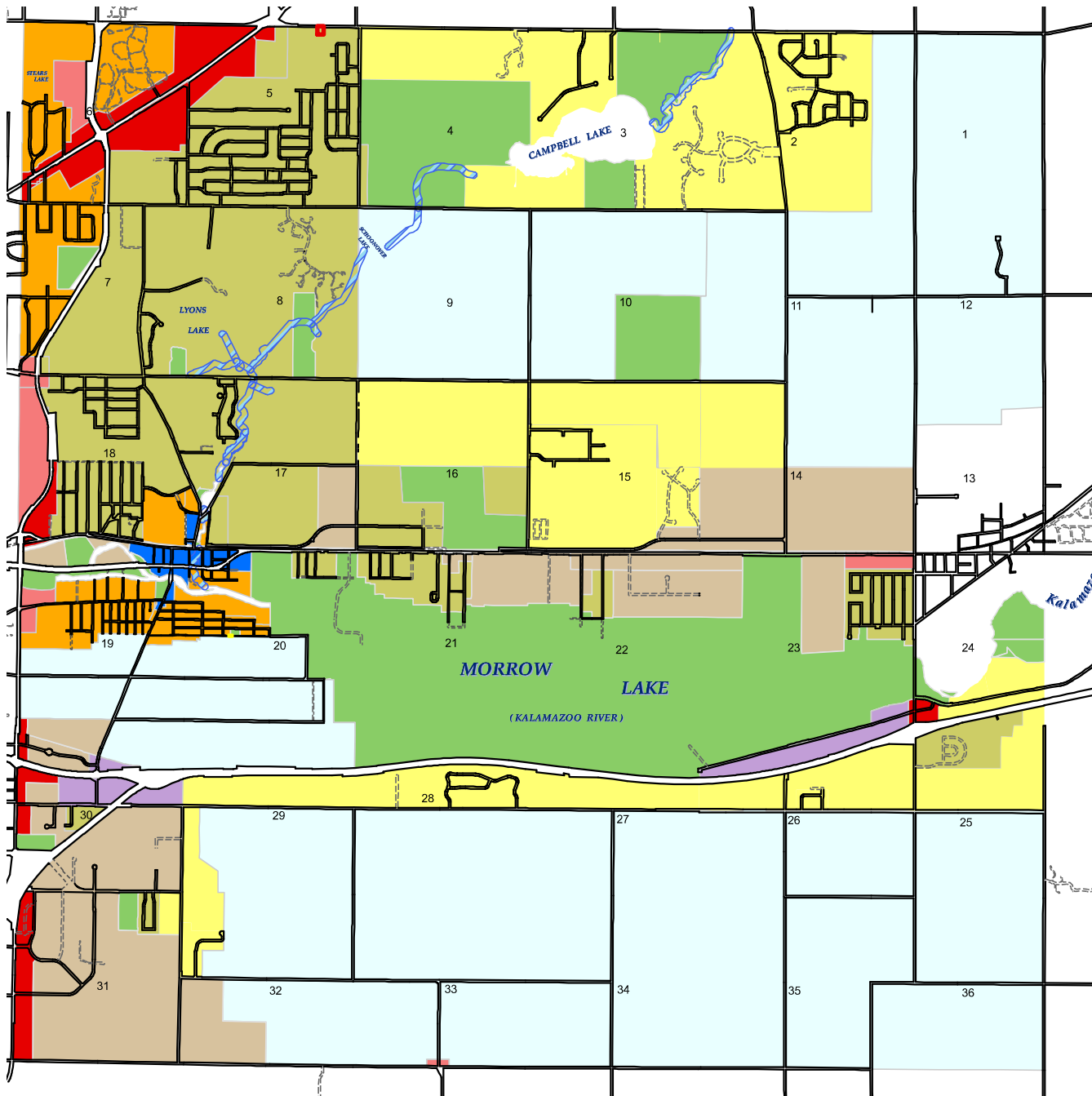
Tax information contact **Treasurer (269-384-8124)**

Recorded documents contact **Register of Deeds (269-383-8970)**

© 1995-2023 County of Kalamazoo

FUTURE LAND USE MAP

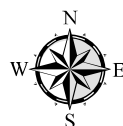
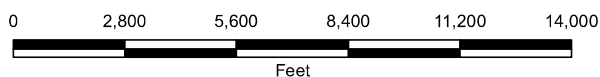
Charter Township of Comstock



Legend

Future Land Use

	Agriculture		Core Residential		Transitional Industrial
	Suburban Residential		Town Center		General Industrial
	Compact Residential		Mixed Commercial		Parks and Open Space
			Corridor Commercial		Comstock Creek Overlay



Adopted July 18, 2016
Amended December 4, 2017; August 21, 2023

CHARTER TOWNSHIP OF COMSTOCK

ORDINANCE NO. 546

ADOPTED: _____

**EIGHT DAYS FOLLOWING
PUBLICATION AFTER ADOPTION**

An Ordinance to amend the Comstock Charter Township Zoning Ordinance by rezoning certain property located in Land Section 7 from "R1-A" Single Family Residential District zoning classification to "R1-C" Cluster Housing District zoning classification; to provide an effective date and to repeal all ordinances or parts of ordinances in conflict herewith.

**CHARTER TOWNSHIP OF COMSTOCK
KALAMAZOO COUNTY, MICHIGAN**

ORDAINS:

**SECTION I
REZONING OF PROPERTY IN LAND SECTION 7**

The Zoning Map, as incorporated by reference in the Comstock Charter Township Zoning Ordinance, is hereby amended by rezoning a 31.2 acre parcel on Leigh Avenue in Land Section 7, tax parcel #3907-07-155-020, which is further described herein, from "R1-A" Single Family Residential District zoning classification to the "R1-C" Cluster Housing zoning classification:

EC 7-2-10 THE E 50 R OF N 154 R OF WFR1/2 NWFR1/4 EXC THERE FROM N 893
FT 31.21 ACRES

**SECTION II
SEVERABILITY**

Should any section, clause or provision of this Ordinance be declared unconstitutional, illegal or of no force and effect by a court of competent jurisdiction, then and in that event, such portion thereof shall not be deemed to affect the validity of any other part or portion of this Ordinance.

**SECTION III
REPEAL OF CONFLICTING ORDINANCES**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION IV
EFFECTIVE DATE**

This Ordinance shall take effect eight (8) days following publication after adoption.

Nicole Beauchamp, Clerk
Charter Township of Comstock



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Kerrie Beauchamp, Executive Assistant

Re: 2024 FEMA Assistance to Firefighters Grant Program (AFG) -
Training Request

Requesting to submit an application for the 2024 FEMA Assistance to Firefighters Grant Program (AFG) for \$325,000 worth of training. If awarded, the fire department would have to match 5% (\$16,250). The training programs in this grant request are driver-operator engine training, driver-operator aerial training, firefighter safety & survival training and infectious control training.



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Kerrie Beauchamp, Executive Assistant

Re: Request to hire Part-time/Paid-On-Call Probationary Firefighters

Comstock Fire & Rescue is requesting the Board's approval to hire 3 Part-time/Paid-On-Call Probationary Firefighters (Joshua Delong, Caden Smeltzer, and Kael Lewicki).

The addition of these personnel will return the active roster to 48 personnel.

The candidates have successfully passed the oral interview process and are pending background checks and medical physicals (including drug screening), as required.



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Clerk Nicole Beauchamp, Township Clerk

Re: Election Report

To be presented at the meeting



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Clerk Nicole Beauchamp, Township Clerk

Re: Second Reading of Ordinance 544

Ordinance 544 addresses regulations for the cremation-only section of Comstock Cemetery.

Recommended motion: I move that we approve the 2nd reading of ordinance 544, Amendment to Cemetery Ordinance

Attachments:

[Cemetery Ordinance 544 November 2024 Update.docx](#)

CHARTER TOWNSHIP OF COMSTOCK

ORDINANCE NO. 544

ADOPTED: _____

EFFECTIVE: UPON PUBLICATION

An Ordinance to amend Cemetery Regulations which are compiled at Section 140.000 of the General Compilation of Township Ordinances Charter Township of Comstock, to provide for severability, to repeal all ordinances or parts of ordinances in conflict herewith, and to provide an effective date.

**CHARTER TOWNSHIP OF COMSTOCK
KALAMAZOO COUNTY, MICHIGAN**

ORDAINS:

SECTION I

**AMENDMENT TO SECTION 140.007.A PARAGRAPH C. OF THE CEMETERY
REGULATIONS GENERAL COMPILATION OF TOWNSHIP ORDINANCES**

Section 140.007.A paragraph C. of the Cemetery Regulations, of the Compilation of General Ordinances Charter Township of Comstock, is hereby amended to read as follows:

C. A pre-poured ribbon foundation will be provided by the Township. Only one (1) permanent marker, memorial or monument may be placed on said burial space, on the provided foundation. All markers, memorials or monuments must meet specification determined by the Township Board regarding quality, size, shape, and type. In addition, markers, memorials and monuments must be flat and restricted in size 24" side to side, 12" front to back, and 4" high.

SECTION II

**AMENDMENT TO SECTION 140.008 PARAGRAPH G. OF THE CEMETERY
REGULATIONS GENERAL COMPILATION OF TOWNSHIP ORDINANCES**

Section 140.008 paragraph G. of the Cemetery Regulations, of the Compilation of General Ordinances Charter Township of Comstock, is hereby amended to read as follows:

There shall be no jars or glass used on the premises for the holding of cut flowers; however, the inclusion of permanent receptacles as part of the permanent marker, memorial, monument, or foundation for use of holding of cut flowers is permitted. One (1) decorative item per gravesite is permitted including a container to hold cut flowers, artificial flowers or any other not season specific items that can fit within the container. The item shall be placed on the side of the

monument on a patio stone, or on the provided ribbon foundation in cremation-only section. One (1) shepherd's hook for hanging flower baskets is allowed per monument, if it is erected so the base is flush to the foundation with the exception of the cremation-only plots, where shepherd's hooks are prohibited. Cones for holding artificial flowers are not allowed nor are artificial flowers to be placed directly in the ground. All permitted items must be in-line with the marker, memorial or monument and cannot be placed in front or back or exceed the width of the lot.

SECTION III **SEVERABILITY**

Should any provision or part of the within Ordinance be declared by any court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the enforceability of the balance of this Ordinance which shall remain in full force and effect.

SECTION IV **REPEAL**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION V **EFFECTIVE DATE**

This Ordinance shall take effect upon publication after adoption.

Nicole Beauchamp, Clerk
Charter Township of Comstock



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Clerk Nicole Beauchamp, Township Clerk

Re: Cemetery Rate Increase for 2025

Requesting an increase in cemetery rates for 2025 to reflect the increase in rates from our contractor. Attached is a comparison of current 2024 rates and suggested 2025 rates.

Attachments:

[Updated Cemetery Rates 2024.doc](#)

[Proposed Cemetery Rates 2025.doc](#)



COMSTOCK TOWNSHIP CEMETERY RATES AS OF 01/01/2024

WEEKDAY GRAVES

<u>Service</u>	<u>Rates</u>	<u>Winter Rates</u>
Regular Burial	\$900	\$1150
Child or Baby Burial	\$800	\$1050
Standard Cremation	\$650	\$650
Cremation-large vault	\$750	\$950
Drop-Off Cremation	\$375	\$375
Drop-Off Cremation-large Vault	\$475	\$675
Cremains Placed in a Headstone	\$250	
Service Scheduled after 2:30 pm	\$100 additional charge	\$100 additional charge

- All Monday burials (or Tuesday burials if Monday is a holiday) must be ordered by 12:00pm on the previous Thursday. All burials will be closed the same day as the funeral service.
- Short-notice burial requests are at our excavator's discretion and may be charged extra fees.

SATURDAY GRAVES (No Sunday Burials)

<u>Service</u>	<u>Rates</u>	<u>Winter Rates</u>
Regular Burial	\$1275	\$1500
Child or Baby Burial	\$1150	\$1400
Standard Cremation	\$1000	\$1000
Cremation w/large vault	\$1150	\$1250
Cremains Placed in a Headstone	\$250	
Service Scheduled after 11:30 am	\$100 additional charge	\$100 additional charge

- Large Vault shall be defined as a container with outside measurements larger than **12"X12"** at the base.
- Winter rates in effect December 1 thru March 15.
- There will be no burials on holidays including New Year's Day, MLK Jr Birthday, President's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Columbus Day/Day After, Veteran's Day, Day Before/Day of/Day After Thanksgiving, Christmas Eve and Christmas Day/Day After.
- Snow plowing request or use of hydraulic hammer due to frozen ground will be billed at \$300 per hour.
- Additional cemetery work with Bobcat will be billed at \$185 per hour.

FULL CEMETERY LOT PRICING

Resident - \$250
Non-Resident - \$500

CREMATION-ONLY PLOTS

Resident - \$125
Non-Resident - \$250

COLUMBARIUM NICHES

Resident - \$900
Non-resident - \$1100
Opening/Closing - \$100

FOUNDATIONS

\$.60/sq. inch

*Columbarium includes engraved plaque, an additional fee may be assessed if there is a price difference in plaque from time of purchase to time of need. No columbarium openings and closings on weekends, holidays or evenings.

*Payment plans can be arranged and must be paid in full by the time of interment or setting of foundation or plaque.

Maple Grove Cemetery– 5240 Azo Ct., Comstock Cemetery – 5900 Neal Ave

Township Board Approved 12/18/2023



COMSTOCK TOWNSHIP CEMETERY RATES AS OF 1/1/2025

WEEKDAY GRAVES

<u>Service</u>	<u>Rates</u>	<u>Winter Rates</u>
Regular Burial	\$1000	\$1225
Child or Baby Burial	\$875	\$1125
Standard Cremation	\$700	\$700
Cremation-large vault	\$800	\$1000
Drop-Off Cremation	\$375	\$375
Drop-Off Cremation-large Vault	\$475	\$675
Cremains Placed in a Headstone	\$250	
Service Scheduled after 2:30 pm	\$200 additional charge	\$200 additional charge
Columbarium Opening/Closing	\$150	\$150

- All Monday burials (or Tuesday burials if Monday is a holiday) must be ordered by 12:00pm on the previous Thursday.
- Short-notice burial requests are at our excavator's discretion and may be charged extra fees.

SATURDAY GRAVES (No Sunday Burials)

<u>Service</u>	<u>Rates</u>	<u>Winter Rates</u>
Regular Burial	\$1350	\$1575
Child or Baby Burial	\$1225	\$1475
Standard Cremation	\$1050	\$1050
Cremation w/large vault	\$1150	\$1350
Cremains Placed in a Headstone	\$300	
Service Scheduled after 11:30 am	\$200 additional charge	\$200 additional charge
Columbarium Opening/Closing	\$200	\$200

- Large Vault shall be defined as a container with outside measurements larger than **12"X12"** at the base.
- Winter rates in effect December 1 thru March 15.
- There will be an additional charge of \$450 for burials on a day prior to a holiday and no burials on holidays including New Year's Day, MLK Jr Birthday, President's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Columbus Day, Veteran's Day, Day Before/Day of/Day After Thanksgiving, Christmas Eve and Christmas Day.
- Snow plowing request or use of hydraulic hammer due to frozen ground will be billed at \$300 per hour.
- Additional cemetery work with Bobcat will be billed at \$195 per hour.

FULL CEMETERY PLOT PRICING

Resident - \$300
Non-Resident - \$600

CREMATION-ONLY PLOTS

Resident - \$325
Non-Resident - \$650

COLUMBARIUM NICHES

Resident - \$1000
Non-resident - \$1500

FOUNDATIONS

\$.65/sq. inch

*Columbarium includes engraved plaque, an additional fee may be assessed if there is a price difference in plaque from time of purchase to time of need. No columbarium openings and closings on weekends, holidays or evenings.
Cremation-only plots include foundation.

Maple Grove Cemetery– 5240 Azo Ct., Comstock Cemetery – 5900 Oran Ave

Township Board Approved 11/18/2024



MEMO

**Charter Township of Comstock Township Board
November 18, 2024**

From: Supervisor Randy Thompson, Township Supervisor
Re: Mandatory Water Discussion



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Supervisor Randy Thompson, Township Supervisor

Re: Planning Commission Resignation

Suggested motion: I move that we accept the resignation of Ron Sportel from the Planning Commission.

Attachments:

[Sportel Resignation.pdf](#)

Randy Thompson

From: ron sportelgreenhouses.com <ron@sportelgreenhouses.com>
Sent: Friday, October 25, 2024 7:14 AM
To: Randy Thompson; Scott Hess
Subject: Planning Commission

Gentlemen,

This is my official letter of resignation from the Planning Commission effective today 10/25/2024. It has been a pleasure to serve on this committee.

Ron Sportel
Sportel Greenhouses
5912 East L Ave
Kalamazoo Mi 49048
269-342-1257



MEMO

Charter Township of Comstock Township Board November 18, 2024

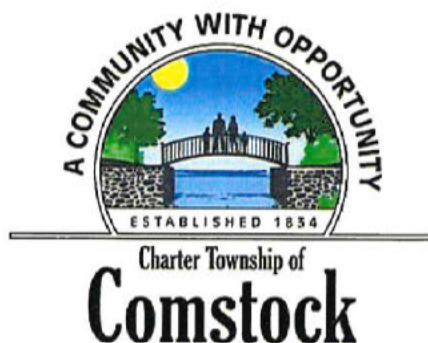
From: Supervisor Randy Thompson, Township Supervisor

Re: Planning Commission Appointment

Suggested motion: I move that we approve the appointment of Bub Sherwood to the Planning Commission to replace Ron Sportel, term ending 12/31/2026.

Attachments:

[Planning Commission- Bub Sherwood.pdf](#)



APPLICATION TO SERVE ON A BOARD OR COMMISSION

A separate application is required for each board or commission you wish to be considered for appointment. Applications remain active for one year from the date of submittal. Resumes are encouraged and may be attached to your application.

Name of Board or Commission for which you are applying: <u>PLANNING COMMISSION</u>	
Name: <u>CLYDE SHERWOOD III Bub</u>	
Home Address: [REDACTED]	Work Address: [REDACTED]
Home Phone: [REDACTED]	Work Phone: [REDACTED]
Cell Phone: [REDACTED]	Email: [REDACTED]
Please note your preferred method(s) to be contacted. <u>Cell - TEXT - Email</u>	
Residency is required for most boards and commissions. ☒ I am a resident. If so, for how many years? <u>69</u>	

Describe any experiences that led to your desire to serve the community.

I got sited for incomplete site plan when I first opened my business in 2002. Had to come in front of ZBA BOARD for sign.

Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission.

I have been in the community my whole life, I know the township very well, have served on Parks and Recreation Board, Sat on ZBA Board, Was a Township Trustee, Appointed To Treasurer, Sit on the planning Commission, I am the Liason between the boards and have been a business owner for over 20 years

Employment: List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description
08-2002 - CURRENT	Bub Sherwood's AUTO Repair INC 8360 East MICH 49053	OWNER	Manage- Repair
08-1977 - 08-2002	Gull Road Automotive 5242 Gull Road	Manager	ATTENDANT- MANAGER TECHNICIAN

Education: List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Area(s) of Study
Comstock High School	GRADUATE 1973	

Supplemental Information: Please review the document "Planning Commission, Zoning Board of Appeals & Downtown Development Authority Board Roles, Responsibilities and the Appointment Application Process" for more information about the various boards and commission. **Initial here to indicate that you have read the document and understand the time commitment necessary to serve on a board or commission.** _____

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Everyone is encouraged to apply as the community needs citizens with diverse backgrounds on its boards and commissions.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Township Clerk at (269) 381-2360 if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that the information disclosed on this form will be publicly available as part of a Freedom of Information Act request.

Clayde Sherwood III
Applicant Signature

10-31-2024
Date

Return completed forms to: Comstock Township Supervisor (or, drop it off at the Township Hall)
PO Box 449
Comstock, MI 49041



MEMO

**Charter Township of Comstock Township Board
November 18, 2024**

From: Supervisor Randy Thompson, Township Supervisor
Re: CCTA services in Precinct 1 - Continuation of Discussion



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Scott Hess, Superintendent

Re: 2025 Sheriff Contract

Approval of the 2025 Sherriff Contract

Attachments:

[2025 Police Services Contract.pdf](#)

**EXTENSION OF
POLICE PROTECTION AGREEMENT
BETWEEN
THE KALAMAZOO COUNTY SHERIFF'S OFFICE AND
TOWNSHIP OF COMSTOCK
(2025)**

THIS EXTENSION AGREEMENT ("First Extension") dated as of January 1, 2025 (the "Effective Date"), by and between the County of Kalamazoo, a municipal corporation and political subdivision of the State of Michigan, on behalf of the Kalamazoo County Sheriff's office (the "Sheriff"), and the Township of Comstock, a Michigan municipal corporation (the "Township"), collectively known as the "Parties, extends and amends the Police Protection Agreement entered into between the Parties on November 16, 2021.

WHEREAS, the Parties entered into a contract on November 16, 2021, whereby the Sheriff agreed to provide police services for the Township for the period of January 1, 2022, through December 31, 2024 (the "Original Contract"); and

WHEREAS, the term of the Original Contract expires on December 31, 2024; and

WHEREAS, the Parties hereby agree to extend the term of the Original Contract, in accordance with the terms of the Original Contract and the Memorandum of Understanding, as well as the terms provided herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties mutually covenant and agree as follows:

1. The Original Contract and the Memorandum of Understanding is extended for an additional one-year period, which will begin on January 1, 2025, immediately upon the expiration of the Original Contract and the Memorandum of Understanding and will end on December 31, 2025. The parties may further extend the Original Contract and the Memorandum of Understanding for one additional one-year period by mutual agreement.
2. The Contracting Rate Schedule 2024 referenced in Paragraph 3 of the Original Contract, as amended, a copy of which is attached as Exhibit A and incorporated by reference.
3. Paragraph 5 of the Original Contract is amended to state as follows:

If the Township intends to further extend this Agreement, it shall notify the Sheriff in writing on or before September 1, 2025, and submit a request describing the police services desired. As soon as practical after receiving the Township's request, the Sheriff shall provide the Township with a written statement of the costs for such services. The Parties will work in good faith to enter into a new Agreement for the subsequent year.

4. All other terms and conditions of the Original Contract and the Memorandum of Understanding remain unchanged.

5. This Extension binds and benefits both Parties and any successors or assigns. This document, including the attached Original Contract, is the entire agreement between the Parties.

COUNTY OF KALAMAZOO

By: *Tami Rey*

Tami Rey, Chairperson
Kalamazoo County Board of Commissioners

Date: 10.15.24

TOWNSHIP OF COMSTOCK

By: _____

Randy Thompson, Township Supervisor

Date: _____

COUNTY OF KALAMAZOO

By: _____

Richard Fuller, Sheriff

Date: _____

APPROVED AS TO FORM FOR COUNTY OF KALAMAZOO:
CORPORATION COUNSEL

By: Edward F Winkler, Asst. Corporation Counsel

Date: September 24, 2024 _CC_ Approved _09/24/2024

EXHIBIT A

Township Contracting Rate Schedule 2024

Base Cost Per Position

This base amount per position increased 3% from previous year. Will be billed quarterly instead of monthly.

	Quarterly Rate
Officer equipment	\$ 449.35
Additional direct costs (fuel, training, maint.)	\$ 1,153.63
Equipped car*	\$ -
Clerical costs	\$ -
Supervisory costs	\$ -
Indirect cost (ins, departmental, admin.)	\$ -
Total Base Cost Per Position	\$ 1,602.98

If an additional car is required, the Township will be required to pay a one-time charge of \$16,720.

Rate Schedule Per Position - Per Collective Bargaining Agreement effective 1/1/2024.

The total hourly rate to be billed will be adjusted as salaries are determined with each collective bargaining agreement.

Deputy Position	Hourly Base Pay	Overtime (10%)	Benefit Allocation	Total Hourly Rate
D19 - A Step	\$ 26.17	\$ 2.62	\$ 14.13	\$ 42.92
D19 - B Step	\$ 27.65	\$ 2.76	\$ 14.93	\$ 45.34
D19 - C Step	\$ 29.13	\$ 2.91	\$ 15.73	\$ 47.77
D19 - D Step	\$ 30.62	\$ 3.06	\$ 16.54	\$ 50.22
D19 - E Step	\$ 32.08	\$ 3.21	\$ 17.33	\$ 52.62
D19 - F Step	\$ 33.58	\$ 3.36	\$ 18.13	\$ 55.07
D19 - G Step	\$ 35.06	\$ 3.51	\$ 18.93	\$ 57.50
D19 - H Step	\$ 38.95	\$ 3.90	\$ 21.04	\$ 63.88

Rate Schedule Per Position - Per Collective Bargaining Agreement effective 1/1/2024.

The total hourly rate to be billed will be adjusted as salaries are determined with each collective bargaining agreement.

Sergeant Position	Hourly Base Pay	Overtime (10%)	Benefit Allocation	Total Hourly Rate
E22 - A Step	\$ 30.18	\$ 3.02	\$ 16.30	\$ 49.49
E22 - B Step	\$ 31.93	\$ 3.19	\$ 17.24	\$ 52.37
E22 - C Step	\$ 33.69	\$ 3.37	\$ 18.19	\$ 55.25
E22 - D Step	\$ 35.43	\$ 3.54	\$ 19.13	\$ 58.11
E22 - E Step	\$ 37.19	\$ 3.72	\$ 20.08	\$ 60.99
E22 - F Step	\$ 38.92	\$ 3.89	\$ 21.02	\$ 63.83
E22 - G Step	\$ 40.69	\$ 4.07	\$ 21.97	\$ 66.72
E22 - H Step	\$ 45.21	\$ 4.52	\$ 24.41	\$ 74.14



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Scott Hess, Superintendent

Re: FOIA Fee Appeal Request

Resident William Knight is requesting an appeal for the fee for a requested FOIA.

Attachments:

[Appeal Request for FOIA Request #24-055.pdf](#)

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Comstock Charter Township, Kalamazoo County
6138 King Highway, Kalamazoo, MI 49048
PO Box 449, Comstock, Michigan 49041-0449
Phone: (269) 381-2360

Request Form

Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: #24-055 **Date Received:** 10/16/24
Inperson Submission
(Please Print or Type)

Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date delivered to junk/spam folder: _____
Date discovered in junk/spam folder: _____

Name	William Knight			Phone	[REDACTED]
Firm/Organization	[REDACTED]			Fax	[REDACTED]
Street	[REDACTED]			Email	[REDACTED]
City	[REDACTED]	State	[REDACTED]	Zip	[REDACTED]

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☒ Email to address above
☐ Deliver on digital media provided by the township: _____

Note: The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

SEE ATTACHED

RECEIVED
 OCT 16 2024
 CHARTER TOWNSHIP
 OF COMSTOCK

Consent to Non-Statutory Extension of Township's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).

Requestor's Signature

[Handwritten Signature]

Date

10/16/24

(Complete both sides)

William Knight

October 16, 2024

Freedom of Information Officer
Comstock Township
6138 King Highway
Kalamazoo, MI 49048

Dear FOIA Officer:

Pursuant to the Michigan Freedom of Information Act, MCL 15.231 et seq., I am requesting access to and copies of records related to the allocation of legal fees for litigation involving or against "Soil Friends." Specifically, I am requesting the following:

1. Total legal fees allocated to litigation involving "Soil Friends" from October 1, 2022, to the present date.
2. A breakdown of these legal fees, if available, including internal and external legal costs.
3. Any records or documentation outlining the scope of legal actions taken against "Soil Friends."
4. Any local correspondence between Comstock Township and any officials at the Kalamazoo Area Building Authority (KABA) related to this matter.
5. All complaints filed against "Soil Friends" in 2022.

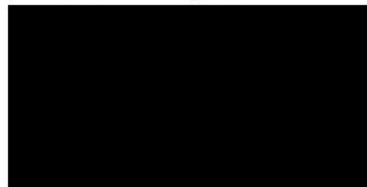
Please provide the requested information in electronic format, if possible. If the cost of fulfilling this request exceeds \$25, please notify me before proceeding.

If you have any questions or need clarification regarding this request, please feel free to contact me at [REDACTED] or via email at [REDACTED]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
William Knight

William Knight



Date: November 13, 2024

Nicole Shook

FOIA Coordinator

Comstock Charter Township

5585 King Highway

Kalamazoo, MI 49048

Subject: Appeal for Fee Waiver for FOIA Request 24-055

Dear Ms. Shook,

I am writing to formally appeal for a waiver of the fees associated with my FOIA Request 24-055. Michigan's FOIA statutes allow for fee waivers when the information requested is primarily in the public interest. Additionally, the \$1,948.08 fee poses a significant financial burden due to my status as a 100% disabled veteran on a fixed income.

Given these considerations, I respectfully request that the Township Board grant a waiver or substantial reduction of the fee, allowing access to this information without undue financial strain. This request aligns with FOIA's purpose of transparency and public engagement.

Thank you for your attention to this matter. I look forward to your response and am hopeful for a resolution that upholds FOIA's principles of accessibility and fairness.

Sincerely,

William Knight

SGT, USA, Retired

Randy L. Thompson, Supervisor
 Nicole Beauchamp, Clerk
 Clyde (Bub) Sherwood, Treasurer



Jerry T. Amos, Trustee
 Terrance G. McIver, Trustee
 Jason Knight, Trustee
 Robert Pratt, Trustee

11/5/2024

William Knight
 6087 Wright St.
 Kalamazoo, MI 49048

Re: FOIA request 24-055

Dear Requestor:

Comstock Charter Township is in receipt of your FOIA requests dated 5/7/2024 for the following:

- "1. Total legal fees allocated to litigation involving "Soil Friends" from October 1, 2022, to the present date.*
- 2. A breakdown of these legal fees, if available, including internal and external legal costs.*
- 3. Any records or documentation outlining the scope of legal actions taken against "Soil Friends"*
- 4. Any local correspondence between Comstock Township and any officials at the Kalamazoo Area Building Authority (KABA) related to this matter.*
- 5. All complaints filed against "Soil Friends" in 2022."*

Your request is *granted in part and denied in part*. Your request is granted to the extent the Township has records as described. Your request is denied to the extent that those records contain information exempt from disclosure under MCL 15.243, in particular: MCL 15.243(1)(a) unwarranted invasion of personal privacy; MCL 15.243(1)(g) attorney-client privilege; and any other relevant exemptions that may be applicable.

Pursuant to MCL 15.234, the Township may charge a fee to defray certain costs related to FOIA requests. The cost to fulfill your request is \$1948.00. A cost estimate detailing this fee is attached. The Township requires a deposit of 50% of the total fee (\$974.00) before it will begin searching for and redacting responsive records. Failure to pay the deposit within 48 days will result in your request being considered abandoned. Information regarding your right to appeal this fee is included at the end of this letter.

If you have any questions regarding any of the above, please reach out to our office.

Sincerely,
Nicole Shook



FOIA Coordinator
Comstock Charter Township

RIGHT TO APPEAL FEE AND RECOVER ATTORNEY'S FEES

15.240a Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.

Sec. 10a.

(1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Waive the fee.

(b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.

(d) Issue a notice extending for not more than 10 business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce

the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office

of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

2. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** requires searching invoices, emails from at least 21 past and present board members and staff. All 2022 complaints

The township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$19.00

Charge per increment: \$4.75

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

OR

Multiply the hourly wage by the percentage multiplier: _____%

(up to 50% of the hourly wage) and add to the

hourly wage for a total per hour rate.

Charge per increment: \$ _____

☐ Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the *number of minutes*: 1260, divide by 15-minute increments, and round down. Enter below:

Number of increments

x 84 =

2. Labor Cost

\$399.00

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a township employee. If contracted, use No. 3b instead).

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:

This is the cost of labor of a **township employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **township's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$19.00

Charge per increment: \$4.75

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

OR

Multiply the hourly wage by the percentage multiplier: _____%

(up to 50% of the hourly wage) and add to the

hourly wage for a total per hour rate.

Charge per increment: \$ _____

☐ Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the *number of minutes*: 0, divide by 15-minute increments, and round down. Enter below:

Number of increments

x 0 =

3a. Labor Cost

\$0.00

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting): <i>(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)</i> The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession. This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: Large volume of records including many confidential materials As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of 10.33. Name of contracted person or firm: Bauckham Thall These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i> Hourly Cost Charged: \$61.96 Charge per increment: \$15.49	To figure the number of increments, take the <i>number of minutes</i>: 1500, divide by 15-minute increments Enter below: Number of increments x 100 =	3b. Labor Cost \$1549.00
4. Copying / Duplication Cost: Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection). No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10 cents per sheet</u> for: - Letter (8 1/2 x 11-inch, single and double-sided): _____ cents per sheet - Legal (8 1/2 x 14-inch, single and double-sided): _____ cents per sheet No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes: - Other paper sizes (single and double-sided): _____ cents / dollars per sheet <u>Actual and most reasonably economical</u> cost of <u>non-paper physical digital media</u>: Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: _____ The cost of paper copies must be calculated as a total cost per <u>sheet</u> of paper. The fee cannot exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. <u>A township must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.</u>	Number of Sheets: x _____ = \$ _____ x _____ = \$ _____ x _____ = \$ _____ No. of Items: x _____ = \$ _____	Costs: \$ _____ \$ _____ \$ _____ 4. Total Copy Cost \$ _____

5. Mailing Cost:

The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The township **may** charge for the least expensive form of postal delivery confirmation.
- The township **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp
\$ _____ per pound
\$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

☐ * Requestor has requested expedited shipping or insurance

Number of
Envelopes or
Packages:

Costs:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

5. Total
Mailing Cost

\$ _____

6a. Copying/Duplicating Cost for Records Already on Township's Website:

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the township will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 ½ x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided): _____ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

☐ Requestor has stipulated that some / all of the requested records that are already available on the township's website be provided in a paper or non-paper physical digital medium.

Number of
Sheets:

Costs:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

No. of Items:

x _____ = \$ _____

6a. Web
Copy Cost

\$ _____

6b. Labor Cost for Copying/Duplicating Records Already on Township's Website: This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in ____-minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge. Hourly Wage Charged: \$ _____ Charge per increment: \$ _____ <u>OR</u> Hourly Wage with Fringe Benefit Cost: \$ _____ <u>OR</u> Multiply the hourly wage by the percentage multiplier: _____ % and add to the hourly wage for a total per hour rate. The township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format. ☐ Overtime rate charged as stipulated by Requestor	To figure the number of increments, take the number of minutes: ____, divide by ____-minute increments, and round down. Enter below:	6b. Web Labor Cost Number of increments _____ x _____ = \$ _____																									
6c. Mailing Cost for Records Already on Township's Website: Actual Cost of Envelope or Packaging: \$ _____ Actual Cost of Postage: \$ _____ per stamp / per pound / per package Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____ *Expedited Shipping or Insurance as Requested: \$ _____ ☐ * Requestor has requested expedited shipping or insurance	Number: x _____ = \$ _____ x _____ = \$ _____ x _____ = \$ _____ x _____ = \$ _____	Costs: 6c. Web Mailing Cost \$ _____																									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Subtotal Fees Before Waivers, Discounts or Deposits:</u> Estimated Time Frame to Provide Records: 30 business days. This estimate is non-binding on the Township. It is provided in good-faith. </td> <td style="width: 10%; vertical-align: top; border: 1px solid black; padding: 2px;"> ☒ Cost estimate ☐ Bill </td> <td style="width: 40%; vertical-align: top;"> <table style="width: 100%; border: none;"> <tr><td>1. Labor Cost for Copying:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>2. Labor Cost to Locate:</td><td style="text-align: right;">\$399.00</td></tr> <tr><td>3a. Labor Cost to Redact:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>3b. Contract Labor Cost to Redact:</td><td style="text-align: right;">\$1549.00</td></tr> <tr><td>4. Copying/Duplication Cost:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>5. Mailing Cost:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>6a. Copying/Duplication of Records on Website:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>6b. Labor Cost for Copying Records on Website:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>6c. Mailing Costs for Records on Website:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td colspan="2" style="text-align: right;">Subtotal Fees:</td></tr> <tr><td colspan="2" style="text-align: right;">\$1948.00</td></tr> </table> </td> </tr> </table>			<u>Subtotal Fees Before Waivers, Discounts or Deposits:</u> Estimated Time Frame to Provide Records: 30 business days. This estimate is non-binding on the Township. It is provided in good-faith.	☒ Cost estimate ☐ Bill	<table style="width: 100%; border: none;"> <tr><td>1. Labor Cost for Copying:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>2. Labor Cost to Locate:</td><td style="text-align: right;">\$399.00</td></tr> <tr><td>3a. Labor Cost to Redact:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>3b. Contract Labor Cost to Redact:</td><td style="text-align: right;">\$1549.00</td></tr> <tr><td>4. Copying/Duplication Cost:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>5. Mailing Cost:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>6a. Copying/Duplication of Records on Website:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>6b. Labor Cost for Copying Records on Website:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>6c. Mailing Costs for Records on Website:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td colspan="2" style="text-align: right;">Subtotal Fees:</td></tr> <tr><td colspan="2" style="text-align: right;">\$1948.00</td></tr> </table>	1. Labor Cost for Copying:	\$0.00	2. Labor Cost to Locate:	\$399.00	3a. Labor Cost to Redact:	\$0.00	3b. Contract Labor Cost to Redact:	\$1549.00	4. Copying/Duplication Cost:	\$ _____	5. Mailing Cost:	\$ _____	6a. Copying/Duplication of Records on Website:	\$ _____	6b. Labor Cost for Copying Records on Website:	\$ _____	6c. Mailing Costs for Records on Website:	\$ _____	Subtotal Fees:		\$1948.00	
<u>Subtotal Fees Before Waivers, Discounts or Deposits:</u> Estimated Time Frame to Provide Records: 30 business days. This estimate is non-binding on the Township. It is provided in good-faith.	☒ Cost estimate ☐ Bill	<table style="width: 100%; border: none;"> <tr><td>1. Labor Cost for Copying:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>2. Labor Cost to Locate:</td><td style="text-align: right;">\$399.00</td></tr> <tr><td>3a. Labor Cost to Redact:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>3b. Contract Labor Cost to Redact:</td><td style="text-align: right;">\$1549.00</td></tr> <tr><td>4. Copying/Duplication Cost:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>5. Mailing Cost:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>6a. Copying/Duplication of Records on Website:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>6b. Labor Cost for Copying Records on Website:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>6c. Mailing Costs for Records on Website:</td><td style="text-align: right;">\$ _____</td></tr> <tr><td colspan="2" style="text-align: right;">Subtotal Fees:</td></tr> <tr><td colspan="2" style="text-align: right;">\$1948.00</td></tr> </table>	1. Labor Cost for Copying:	\$0.00	2. Labor Cost to Locate:	\$399.00	3a. Labor Cost to Redact:	\$0.00	3b. Contract Labor Cost to Redact:	\$1549.00	4. Copying/Duplication Cost:	\$ _____	5. Mailing Cost:	\$ _____	6a. Copying/Duplication of Records on Website:	\$ _____	6b. Labor Cost for Copying Records on Website:	\$ _____	6c. Mailing Costs for Records on Website:	\$ _____	Subtotal Fees:		\$1948.00				
1. Labor Cost for Copying:	\$0.00																										
2. Labor Cost to Locate:	\$399.00																										
3a. Labor Cost to Redact:	\$0.00																										
3b. Contract Labor Cost to Redact:	\$1549.00																										
4. Copying/Duplication Cost:	\$ _____																										
5. Mailing Cost:	\$ _____																										
6a. Copying/Duplication of Records on Website:	\$ _____																										
6b. Labor Cost for Copying Records on Website:	\$ _____																										
6c. Mailing Costs for Records on Website:	\$ _____																										
Subtotal Fees:																											
\$1948.00																											
Waiver: Public Interest A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. ☐ All fees are waived <u>OR</u> ☐ All fees are reduced by: _____ %	Subtotal Fees After Waiver: \$ _____	Subtotal Fees After Waiver: \$ _____																									

Discount: Indigence A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who: 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence. If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply: (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. ☐ Eligible for Indigence Discount	Subtotal Fees After Discount (subtract \$20):	\$ _____
Discount: Nonprofit Organization A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements: (i) Is made directly on behalf of the organization or its clients. (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931. (iii) Is accompanied by documentation of its designation by the state, if requested by the township. ☐ Eligible for Nonprofit Discount	Subtotal Fees After Discount (subtract \$20):	\$ _____
Deposit: Good Faith The township may require a good-faith deposit in <u>either its initial response or a subsequent response before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00</u>, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit: 50% Date by Which Deposit Must be Received: 12/22/2024 (48 days after this notice was sent)	Date Paid: _____	Deposit Amount Required: \$974.00

Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full

After a township has granted and fulfilled a written request from an individual under this act, if the township has not been paid in full the total amount of fees for the copies of public records that the township made available to the individual as a result of that written request, **the township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:**

- (a) The final fee for the prior written request was not more than 105% of the estimated fee.
- (b) The public records made available contained the information being sought in the prior written request and are still in the township's possession.
- (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.
- (d) Ninety (90) days have passed since the township notified the individual in writing that the public records were available for pickup or mailing.
- (e) The individual is unable to show proof of prior payment to the township.
- (f) The township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.

A township can no longer require an increased estimated fee deposit from an individual if **ANY** of the following apply:

- (a) The individual is able to show proof of prior payment in full to the township, **OR**
- (b) The township is subsequently paid in full for the applicable prior written request, **OR**
- (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the township.

Date by Which Deposit Must be Received: _____ (48 days after this notice is sent)

Percent
Deposit
Required:

_____ %

Deposit
Required:

\$ _____

Date Paid:

Late Response Labor Costs Reduction

If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township **must** do the following:

- (a) **Reduce the charges for labor costs** otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, **with a maximum 50% reduction**, if **EITHER** of the following applies:

(i) The late response was willful and intentional, **OR**

(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

Number of
Days Over
Required
Response
Time:

Multiply by 5%

= Total Percent
Reduction:

Total Labor
Costs

\$ _____

Minus
Reduction

\$ _____

= Reduced
Total Labor
Costs

\$ _____

The Public Summary of the township's FOIA Procedures and Guidelines is available free of charge from:

Website: www.comstockmi.gov Email: foia@comstockmi.gov

Phone: 269-381-2360 Address: 5858 King Highway, Kalamazoo, MI 49048 PO Box 449, Comstock, MI 49041

Request Will Be Processed,

But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed

Date Paid:

Total
Balance
Due:

\$1948.00



MEMO

**Charter Township of Comstock Township Board
November 18, 2024**

From: Scott Hess, Superintendent

Re: Superintendent Report



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Kerrie Beauchamp, Executive Assistant

Re: Fire Chief Report - October 2024

Incident Type Report - October 2024

Attachments:

[October 2024.pdf](#)



INCIDENT TYPE REPORT

October 2024



Basic Incident Type Code and Description	Total Incidents	Percentage of Incidents	Total Property Loss	Total Content Loss	Total Loss	Percent of Total Loss
INCIDENT TYPE CATEGORY: 1 - FIRE						
100- Fire, other	0	0.00%				
111- Building Fire	3	1.84%	\$21,720.00	\$11,445.00	\$33,165.00	75.09%
112 - Fire in structure, other	0	0.00%				
113- Cooking Fire, confined to container	0	0.00%				
114- Chimney or flue fire, confined to chimney or flue	0	0.00%				
118-Trash or rubbish fire, contained	0	0.00%				
121-Fire in mobile home used as fixed residence	0	0.00%				
130-Mobile property (vehicle) fire, other	0	0.00%				
131-Passenger vehicle fire	1	0.61%	\$10,000.00	\$1,000.00	\$11,000.00	24.91%
132 - Road freight or transport vehicle fire	0	0.00%				
134-Water vehicle fire	0	0.00%				
137- Camper or recreational vehicle fire	0	0.00%				
140 - Natural vegetation fire, other	0	0.00%				
141-Forest, woods or wildland fire	0	0.00%				
142 - Brush or brush-and grass mixture fire	0	0.00%				
143 - Grass fire	0	0.00%				
150-Outside rubbish, trash or waste fire	0					
151-Outside rubbish, trash or waste fire	2	1.23%				
154-Dumpster or other outside trash receptacle fire	1	0.61%				
160-Special outside fire, other	1	0.61%				
161-Outside storage fire	0	0.00%				
162-Outside equipment fire	0	0.00%				
TOTAL:	8	4.91%	\$31,720.00	\$12,445.00	\$44,165.00	100.00%
INCIDENT TYPE CATEGORY: 2 - OVERPRESSURE RUPTURE, EXPLOSION, OVERHEAT (NO FIRES)						
221 - Overpressure rupture of air or gas pipe/pipeline	0	0.00%				
243- Fireworks explosion (no fire)	0					
251 - Excessive heat, scorch burns with no ignition	0	0.00%				
TOTAL:	0	0.00%				
INCIDENT TYPE CATEGORY: 3 - RESCUE & EMERGENCY MEDICAL SERVICE INCIDENT						
300 - Rescue, EMS incident, other	2	1.23%				
311- Medical assist, assist EMS crew	17	10.43%				

320 - Emergency medical service incident, other	3	1.84%
321 - EMS call, excluding vehicle accident with injury	46	28.22%
322 - Motor vehicle accident with injuries	13	7.98%
323 - Motor vehicle/pedestrian accident	1	0.61%
324 - Motor vehicle accident with no injuries	3	1.84%
351 - Extrication of victim(s) from building/structure	0	0.00%
352 - Extrication of victim(s) from vehicle	0	0.00%
353 - Removal victim(s) from stalled elevator	0	0.00%
355- Confined space rescue	0	0.00%
363- Swift water rescue	0	0.00%
365-Watercraft rescue	0	0.00%
381 -Rescue or EMS Standby	0	0.00%

TOTAL:	85	52.15%	\$0.00	\$0	\$0.00	0.00%
---------------	-----------	---------------	---------------	------------	---------------	--------------

INCIDENT TYPE CATEGORY: 4 - HAZARDOUS CONDITION (NO FIRE)

400 - Hazardous condition, other	0	0.00%
410 - Combustible/flammable gas/liquid condition, other	0	0.00%
411 - Gasoline or other flammable liquid spill	0	0.00%
412 - Gas leak (natural gas or LPG)	1	0.61%
413-Oil or other combustible liquid	0	0.00%
422 - Chemical spill or leak	0	0.00%
424-Carbon Monoxide incident	0	0.00%
440 - Electrical wiring/equipment problem, other	1	0.61%
441 - Heat from short circuit (wiring), defective/worn	0	0.00%
442 - Overheated motor	0	0.00%
443 - Breakdown of light ballast	0	0.00%
444 - Power line down	2	1.23%
445-Arching, shorted electrical equipment	0	0.00%
461- Building or structure weakened or collapsed	1	0.61%
462 - Aircraft standby	0	0.00%
463 - Vehicle Accident, general cleanup	1	0.61%

TOTAL:	6	3.68%	\$0.00	\$0	\$0.00	0.00%
---------------	----------	--------------	---------------	------------	---------------	--------------

INCIDENT TYPE CATEGORY: 5 - SERVICE CALL

500 - Service Call, other	0	0.00%
511 - Lock-out	1	0.61%
512-Ring or jewelry removal	0	0.00%
520 - Water problem, other	0	0.00%

522 - Water or steam leak	1	0.61%
531 - Smoke or odor removal	0	0.00%
542 - Animal Rescue	0	0.00%
550 - Public Service assistance, other	3	1.84%
551 - Assist police or other governmental age	0	0.00%
552 - Police matter	1	0.61%
553 - Public service	13	7.98%
554 - Assist invalid	0	0.00%
561 - Unauthorized burning	3	1.84%
571 - Cover assignment, standby, moveup	2	1.23%

TOTAL:	24	14.72%
---------------	-----------	---------------

INCIDENT TYPE CATEGORY: 6 - GOOD INTENT CALL

600 - Good intent call, other	0	0.00%
611 - Dispatched & canceled en route	10	6.13%
621- Wrong location	0	0.00%
622 - No incident found on arrival at dispatch address	13	7.98%
631 - Authorized controlled burning	2	1.23%
651 - Smoke scare, odor of smoke	2	1.23%
661 - EMS call, party transported by non-fire Agency	0	0.00%
671-HazMat release investigation w/no HazMat	0	0.00%

TOTAL:	27	16.56%
---------------	-----------	---------------

INCIDENT TYPE CATEGORY: 7 - FALSE ALARM & FALSE CALL

700 - False alarm or false call, other	3	1.84%
710 - Malicious, mischievous false call, other	0	0.00%
711 - Municipal alarm systems, malicious false alarm	0	0.00%
714 - Central station, malicious false alarm	0	0.00%
715 - Local alarm system, malicious false alarm	0	0.00%
732-Extinguishing system activation due to malfunction	0	0.00%
733 - Smoke detector activation due to malfunction	0	0.00%
734-Heat detector activation due to malfunction	0	0.00%
735 - Alarm system sounded due to malfunction	6	3.68%
736 - CO detector activation due to malfunction	0	0.00%
740 - Unintentional transmission of alarm, other	0	0.00%

741 - Sprinkler activation, no fire - unintentional	0	0.00%
743 - Smoke detector activation, no fire - unintentional	0	0.00%
744 - Detector activation, no fire - Unintentional	0	0.00%
745 - Alarm system activation, no fire - unintentional	3	1.84%
746 - Carbon monoxide detector activation, no CO	0	0.00%

TOTAL:	12	7.36%
---------------	-----------	--------------

INCIDENT TYPE CATEGORY: 8 - SEVERE WEATHER & NATURAL DISASTER

800 - Severe weather or natural disaster, other	0	0.00%
814 - Lightning Strike (no fire)	0	0.00%

TOTAL:	0	0.00%
---------------	----------	--------------

INCIDENT TYPE CATEGORY: 9 - SPECIAL INCIDENT TYPE

900 - Special type of incident, other	0	0.00%
911 - Citizen complaint	1	0.61%

TOTAL:	1	0.61%
---------------	----------	--------------

TOTAL:	163	100%	\$31,720	\$12,445	\$44,165	100%
---------------	------------	-------------	-----------------	-----------------	-----------------	-------------



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Kerrie Beauchamp, Executive Assistant

Re: Fire Department Public Relations Events - October 2024

Fire Department Public Relations Report for October 2024

Attachments:

[PR EVENT REPORT - OCTOBER 2024.pdf](#)



Fire Department Public Relations Events October 2024



Event Details	Date of Event	Smoke Alarms Installed	CO Alarms Installed	Duration (Hours)	Number in attendance	Number of Personnel
SMOKE/CO ALARMS INSTALLATION						
Casper Street	10/5/2024	0	1	1		2
Packard Street	10/5/2024	0	1	1		2
Packard Street	10/5/2024	6	1	1		2
E. G Ave	10/12/2024	7	1	1		2
Francis Street	10/12/2024	4	1	1		2
Merry Brook Drive	10/12/2024	7	1	1		2
Miah	10/12/2024	6	1	1		2
Miah	10/12/2024	5	1	1		2
E. H Ave	10/19/2024	7	1	1		2
TOTAL:	9	42	9	9		18
COMMUNITY HANDS ONLY CPR						
TOTAL:	0	N/A	N/A			
CPR CLASS						
	0					
TOTAL:	0	N/A	N/A			
OTHER ACTIVITIES:						
Comstock High School Homecoming Parade	10/11/2024	N/A	N/A	1	100	2
Fire Prevention Open House - Station 9-1	10/12/2024	N/A	N/A	3	250	10
Talons Flight Out with Engine 913	10/12/2024	N/A	N/A	1.5	100	2
Bells Company Picnic	10/13/2024	N/A	N/A	4	150	2
Comstock Learning Center	10/16/2024	N/A	N/A	1	75	2
Comstock Early Learning Academy	10/21/2024	N/A	N/A	1	75	2
Tractor Supply "Touch a Truck" event	10/26/2024	N/A	N/A	2	30	2
Neighborhood Fall Festival	10/26/2024	N/A	N/A	2	75	2
Nikos Express Trunk or Treat	10/26/2024	N/A	N/A	2	800	2
Clean Earth Trunk or Treat	10/26/2024	N/A	N/A	2	400	2
Kalamazoo Community Church Trunk or Treat	10/27/2024	N/A	N/A	2	200	2
Comstock Elementary Trunk or Treat	10/29/2024	N/A	N/A	2	500	2
Trick or Treating in Neighborhoods with Engines	10/31/2024	N/A	N/A	3	800	6
TOTAL:				26.5	3,555	38
CAR SEAT INSTALLATION/EVENTS						
Car Seat Check	10/23/2024	N/A	N/A	1	3	2
Host Safe Kids Car Seat Check Event	10/23/2024	N/A	N/A	3	15	4
Car Seat Check	10/28/2024	N/A	N/A	1	2	2
Car Seat Check	10/30/2024	N/A	N/A	1	4	2
TOTAL:				6	24	10
TOTAL:				42	3,579	66



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Kelly Sims, Deputy Clerk

Re: Bills Paid: October 23-November 14, 2024

Please see attached.

Attachments:

[Bills Paid_Oct 23-Nov 14 2024.pdf](#)

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
 POST DATES 10/23/2024 - 11/14/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000 GENERAL					
101-000-231.000	PAYROLL DEDUCTIONS (AFLAC)	AFLAC	AFLAC - OCT 2024	597.60	673
101-000-231.200	PAYROLL DEDUCTIONS (FIRE DUES)	ADVIA CREDIT UNION	FIRE DUES - 10/31/24 PAYROLL	204.00	677
101-000-231.300	PAYROLL DEDUCTIONS (HSA ACH)	AVIDIA BANK	HSA PAYMENTS - 10/31/24 PAYROLL	2,241.19	676
101-000-231.300	PAYROLL DEDUCTIONS (HSA ACH)	AVIDIA BANK	HSA PAYMENTS - 11/14/24 PAYROLL	2,139.27	
101-000-231.400	PAYROLL DEDUCTIONS (PENSION)	JOHN HANCOCK	PENSION PAYMENTS - 10/17/24 PAYROLL	20,779.33	674
101-000-231.400	PAYROLL DEDUCTIONS (PENSION)	JOHN HANCOCK	PENSION PAYMENTS - 10/31/24 PAYROLL	19,350.12	681
101-000-402.000	CURRENT PROPERTY TAXES	KALAMAZOO COUNTY TREASURER	REFUND-LOCAL ADJUSTMENT TV DECREASE	303.75	162532
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	KALAMAZOO COUNTY TREASURER	REFUND-LOCAL ADJUSTMENT TV DECREASE	90.04	162532
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	HI-TECH	ORD. LAPTOP HARD DRIVE	93.85	162506
101-000-733.000	SUPPLIES/EQUIPMENT - FACILITIES	CINTAS	FIRST AID/MED SUPPLIES:	37.88	162570
101-000-801.000	CONTRACTED SERVICES	MOLLY MAID	OFFICE CLEANING	300.00	162513
101-000-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	MOWING FOR PARKS, TWP AND CEMETERIES	150.00	162522
101-000-801.000	CONTRACTED SERVICES	CINTAS CORP	MATS FOR TWP HALL	299.36	162523
101-000-801.000	CONTRACTED SERVICES	FISH WINDOW CLEANING	WINDOW CLEANING-TWP HALL	175.00	162530
101-000-801.000	CONTRACTED SERVICES	CINTAS CORP	MATS FOR TWP HALL	149.68	162545
101-000-801.000	CONTRACTED SERVICES	DATA GUARDIAN	SHREDDING CONTAINER FEE:	30.00	162550
101-000-801.000	CONTRACTED SERVICES	EPS SECURITY	ACCESS CONTROL SERVICE AGREEMENT	213.00	162551
101-000-801.000	CONTRACTED SERVICES	EPS SECURITY	VIDEO SERVICE	105.00	162551
101-000-801.000	CONTRACTED SERVICES	MOLLY MAID	OFFICE CLEANING	150.00	162559
101-000-801.000	CONTRACTED SERVICES	PREIN & NEWHOF	PROFESSIONAL SERVICES	2,783.10	162561
101-000-801.000	CONTRACTED SERVICES	CERTASITE, LLC	INSPECTIONS: FIRE ALARM PANEL/FIRE EXTI	350.41	162569
101-000-801.000	CONTRACTED SERVICES	LEWIS REED & ALLEN PC	CONDOMINIUM DEVELOPMENT/OLD TWP HALL	1,430.00	162577
101-000-801.000	CONTRACTED SERVICES	MOLLY MAID	OFFICE CLEANING	300.00	162581
101-000-805.000	INSURANCE	RLI SURETY	SURETY BOND	298.00	162562
101-000-805.000	INSURANCE	ACCIDENT FUND INSURANCE CO	WC INSURANCE PREMIUM	8,332.27	
101-000-815.000	TECHNOLOGY SERVICES	B S & A SOFTWARE	ANNUAL SERVICE/SUPPORT FEE	7,450.00	162498
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	UTM BUNDLE/NEBULA PRO LICENSE/SUPPORT	1,065.00	162506
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	ZULTYS USER LICENS	414.00	162531
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	IT/WORKSTATION/NETWORKING/PHONE SUPPORT	950.00	162531
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	BACKUP AS A SERVICE-NOV 2024	260.00	162552
101-000-815.000	TECHNOLOGY SERVICES	INVOICE CLOUD INC	INVOICE CLOUD OCT 2024	240.00	680
101-000-850.000	COMMUNICATIONS	AT&T	AT&T BILL - OCT 2024 (TWP)	552.80	675
101-000-850.000	COMMUNICATIONS	CLEARFLY	CLEARFLY BILL - NOV 2024	194.09	679
101-000-850.000	COMMUNICATIONS	METRONET	FIBER INTERNET: 11/04/2024-12/03/2024	422.25	162578
101-000-925.000	UTILITIES	CITY OF KALAMAZOO TREASURER	WATER/SEWER @ 5852 KING HWY	112.46	162554
101-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	BAILTEK CARPET CLEANING	CARPET CLEANING	1,800.00	162499
101-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	MAPLE HILL SPRINKLING	WINTERIZE SPRINKLER SYSTEM	101.00	162512
101-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	MAPLE HILL SPRINKLING	WINTERIZE SPRINKLER SYSTEM	140.00	162558
101-000-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	D.L. GALLIVAN	COPIER MAINTENANCE: 09/27/2024-10/26/2024	518.23	162524
101-000-942.000	LEASED EQUIPMENT	WELLS FARGO FINANCIAL LEASING	COPIER LEASE - NOV 2024	175.00	682
101-000-957.000	MAIL/POSTAGE	QUADIENT FINANCE USA, INC.	POSTAGE	4,000.00	162539
101-000-961.000	MEMBERSHIPS	KALAMAZOO AREA TRANSPORTATION	MEMBERSHIP DUES: 10/01/2024-09/30/2025	120.00	162576
101-000-970.000	CAPITAL OUTLAY	ESPER ELECTRIC, LTD	TWP SIGN	5,890.00	162529
101-000-970.000	CAPITAL OUTLAY	SIGN CENTER	SIGN FOR TWP HALL	19,426.80	162565
Total For Dept 000 GENERAL				104,734.48	
Dept 172 ADMINISTRATIVE SERVICES					
101-172-725.000	FRINGE BENEFITS - ADMIN	BLUE CARE NETWORK OF MICHIGAN	HEALTH INSURANCE PREMIUMS FOR PERIOD: 1	1,965.64	162501
101-172-725.000	FRINGE BENEFITS - SUPERINTENDENT	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:11/01/2024-11/30/2024	87.91	162535
Total For Dept 172 ADMINISTRATIVE SERVICES				2,053.55	
Dept 209 FINANCE DEPARTMENT					
101-209-725.000	FRINGE BENEFITS - FINANCE	BLUE CARE NETWORK OF MICHIGAN	HEALTH INSURANCE PREMIUMS FOR PERIOD: 1	2,180.82	162512

11/14/2024 12:34 PM
User: KSIMS
DB: Comstock

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
POST DATES 10/23/2024 - 11/14/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 209 FINANCE DEPARTMENT					
101-209-725.000	FRINGE BENEFITS - FINANCE	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:11/01/2024-11/30/2	73.52	162535
Total For Dept 209 FINANCE DEPARTMENT				2,254.34	
Dept 215 CLERK'S DEPARTMENT					
101-215-725.000	FRINGE BENEFITS - CLERK	BLUE CARE NETWORK OF MICH1	HEALTH INSURANCE PREMIUMS FOR PERIOD: 1	5,040.64	162501
101-215-725.000	FRINGE BENEFITS - CLERK	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:11/01/2024-11/30/2	236.28	162535
Total For Dept 215 CLERK'S DEPARTMENT				5,276.92	
Dept 253 TREASURER					
101-253-725.000	FRINGE BENEFITS - TREASURER	BLUE CARE NETWORK OF MICH1	HEALTH INSURANCE PREMIUMS FOR PERIOD: 1	1,904.23	162501
101-253-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	WEST MICHIGAN BUSINESS FOF	LOGO APPAREL	167.78	162516
Total For Dept 253 TREASURER				2,072.01	
Dept 257 ASSESSING					
101-257-801.000	CONTRACTED SERVICES	APPRAISALS PLUS GROUP LLC	ASSESSING SERVICES: NOVEMBER 2024	10,666.67	162519
Total For Dept 257 ASSESSING				10,666.67	
Dept 262 ELECTIONS					
101-262-727.000	OFFICE SUPPLIES/EQUIPMENT	ZEMLICK OFFICE PRODUCTS	OFFICE SUPPLIES	40.33	162518
101-262-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	KENT COMMUNICATIONS INC.	FUTURE VOTER STICKERS	27.00	162533
101-262-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	PRINTING SYSTEMS, INC	ELECTION ENVELOPES	1,186.05	162538
101-262-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	KENT COMMUNICATIONS INC.	ELECTION SUPPLIES	15.20	162556
Total For Dept 262 ELECTIONS				1,268.58	
Dept 265 MAINTENANCE					
101-265-725.000	FRINGE BENEFITS - MAINTENANCE	BLUE CARE NETWORK OF MICH1	HEALTH INSURANCE PREMIUMS FOR PERIOD: 1	2,020.73	162501
101-265-725.000	FRINGE BENEFITS - MAINTENANCE	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:11/01/2024-11/30/2	57.67	162535
101-265-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	BUB SHERWOOD AUTO REPAIR	LOCK OUT TOOL FOR MAINTENANCE	135.89	162521
101-265-735.000	SUPPLIES/EQUIPMENT - VEHICLES	WEX BANK	SPEEDWAY BILL - NOV 2024	341.96	683
101-265-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	MOWING FOR PARKS, TWP AND CEMETERIES	3,955.00	162522
101-265-801.000	CONTRACTED SERVICES	KNIGHT WATCH	MONTHLY MONITORING-5242 AZO COURT	147.00	162557
101-265-925.000	UTILITIES	CITY OF KALAMAZOO TREASURE	WATER/SEWER: 5242 AZO COURT	89.10	162509
101-265-932.000	VEHICLE REPAIRS AND MAINTENANCE	BUB SHERWOOD AUTO REPAIR	VEHICLE MAINTENANCE-2018 FORD TRUCK	403.57	162521
101-265-932.000	VEHICLE REPAIRS AND MAINTENANCE	DYER AUTO BODY	BODY WORK-2018 FORD TRUCK	2,798.63	162527
Total For Dept 265 MAINTENANCE				9,949.55	
Dept 301 ORDINANCE ENFORCEMENT					
101-301-725.000	FRINGE BENEFITS - ORDINANCE	BLUE CARE NETWORK OF MICH1	HEALTH INSURANCE PREMIUMS FOR PERIOD: 1	1,925.20	162501
101-301-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	WEST MICHIGAN BUSINESS FOF	BUSINESS CARDS	48.00	162516
101-301-735.000	SUPPLIES/EQUIPMENT - VEHICLES	WEX BANK	SPEEDWAY BILL - NOV 2024	129.67	683
101-301-801.000	CONTRACTED SERVICES	JUNK KING GRAND RAPIDS	PROPERTY CLEAN UP	323.10	162508
101-301-801.000	CONTRACTED SERVICES	KABA	PROPERTY MAINT INSPECTIONS/COURT APPEAF	350.00	162575
Total For Dept 301 ORDINANCE ENFORCEMENT				2,775.97	
Dept 528 RUBBISH COLLECTION/DISPOSAL					
101-528-801.000	CONTRACTED SERVICES	COBALT HOLDINGS LLC	TIRE RECYCLING	616.00	162503
101-528-801.000	CONTRACTED SERVICES	BEST WAY DISPOSAL	TRANSFER STATION BINS: OCTOBER 2024	7,072.92	162543
101-528-850.000	COMMUNICATIONS	VERIZON WIRELESS	TRANSFER STATION PHONE:SEPT 24-OCT 23 2	33.51	162568
Total For Dept 528 RUBBISH COLLECTION/DISPOSAL				7,722.43	
Dept 567 CEMETERIES					
101-567-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	MOWING FOR PARKS, TWP AND CEMETERIES	3,280.00	162522
101-567-801.000	CONTRACTED SERVICES	ROB STAFFORD	BURIALS 7 FOUNDATIONS	2,905.40	162

11/14/2024 12:34 PM
User: KSIMS
DB: Comstock

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
POST DATES 10/23/2024 - 11/14/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 567 CEMETERIES					
101-567-925.000	UTILITIES	CITY OF KALAMAZOO TREASURE	WATER/SEWER @ 2661 SPRINKLE RD	36.32	162554
Total For Dept 567 CEMETERIES				6,221.72	
Dept 703 COMMUNITY DEVELOPMENT					
101-703-255.087	PROJECT ESCROW - SHERWIN WILLIAM PREIN & NEWHOF		PROFESSIONAL SERVICES	715.00	162561
101-703-725.000	FRINGE BENEFITS - PLANNING & ZON	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS FOR PERIOD: 1	358.99	162501
Total For Dept 703 COMMUNITY DEVELOPMENT				1,073.99	
Dept 751 PARKS & RECREATION DEPARTMENT					
101-751-725.000	FRINGE BENEFITS - PARKS & REC	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS FOR PERIOD: 1	3,485.99	162501
101-751-725.000	FRINGE BENEFITS - PARKS & REC	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:11/01/2024-11/30/2	199.17	162535
101-751-733.000	SUPPLIES/EQUIPMENT - FACILITIES	WARSAW SUPPLY	JANITORIAL SUPPLIES	388.28	162515
101-751-733.000	SUPPLIES/EQUIPMENT - FACILITIES	WARSAW SUPPLY	JANITORIAL SUPPLIES	117.36	162515
101-751-733.000	SUPPLIES/EQUIPMENT - FACILITIES	NELSON HARDWARE OF PORTAGE	PARK SUPPLIES	17.28	162573
101-751-733.000	SUPPLIES/EQUIPMENT - FACILITIES	SITE ONE LANDSCAPE SUPPLY	CLAY BRICKS FOR WENKE	44.42	162583
101-751-735.000	SUPPLIES/EQUIPMENT - VEHICLES	WEX BANK	SPEEDWAY BILL - NOV 2024	163.05	683
101-751-801.000	CONTRACTED SERVICES	EGLE	NON-COMMUNITY PUBLIC WATER SUPPLY FEE	137.42	162528
101-751-801.000	CONTRACTED SERVICES	BEST WAY DISPOSAL	TRASH & PORTABLE RESTROOM SERVICE	457.56	162543
101-751-801.000	CONTRACTED SERVICES	DALE W. HUBBARD, INC.	WINTERIZE MERRILL	343.66	162549
101-751-801.000	CONTRACTED SERVICES	DALE W. HUBBARD, INC.	WINTERIZE RMP	1,098.07	162549
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	VIDEO FOR MERRILL	82.74	162551
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	ALARM FOR RMP	217.71	162551
101-751-801.000	CONTRACTED SERVICES	TOWERPINKSTER	NEAL ST PARK	2,457.00	162567
101-751-805.000	INSURANCE	ACCIDENT FUND INSURANCE CC	WC INSURANCE PREMIUM	4,761.30	
101-751-861.000	MILEAGE REIMBURSEMENT	DANIELLE MYRKLE	MILEAGE REIMBURSEMENT-MPARKS MEETINGS	186.93	162525
101-751-925.000	UTILITIES	CITY OF KALAMAZOO TREASURE	WATER/SEWER @ 5819 COMSTOCK AVE	180.69	162554
101-751-970.000	CAPITAL OUTLAY	GAMETIME	FLEETWOOD PARK PLAYGROUND EQUIPMENT	79,695.88	162502
Total For Dept 751 PARKS & RECREATION DEPARTMENT				94,034.51	
Total For Fund 101 GENERAL FUND				250,104.72	
Fund 204 MUNICIPAL STREET FUND					
Dept 000 GENERAL					
204-000-403.000	CURRENT PROPERTY TAXES - EXTRA O	KALAMAZOO COUNTY TREASURE	REFUND-LOCAL ADJUSTMENT TV DECREASE	253.12	162532
204-000-801.000	CONTRACTED SERVICES-54598	ROAD COMMISSION OF KALAMA	ROAD PROJECTS	14,403.37	162540
Total For Dept 000 GENERAL				14,656.49	
Total For Fund 204 MUNICIPAL STREET FUND				14,656.49	
Fund 206 FIRE OPERATING FUND					
Dept 000 GENERAL					
206-000-427.000	COMMUNITY-WIDE SPECIAL ASSESSMEN	KALAMAZOO COUNTY TREASURE	REFUND-LOCAL ADJUSTMENT TV DECREASE	1,012.50	162532
206-000-725.000	FRINGE BENEFITS - FIRE	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS FOR PERIOD: 1	17,002.98	162501
206-000-725.000	FRINGE BENEFITS - FIRE	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:11/01/2024-11/30/2	1,107.58	162535
206-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	MFE, INC. (MOSES FIRE EQUI	PARTS	309.53	162534
206-000-735.000	SUPPLIES/EQUIPMENT - VEHICLES	WEX BANK	SPEEDWAY BILL - NOV 2024	2,751.52	683
206-000-801.000	CONTRACTED SERVICES	KCH&CS	IMMUNIZATIONS	274.00	162511
206-000-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	FD MOWING	550.00	162522
206-000-801.000	CONTRACTED SERVICES	XEROX FINANCIAL SERVICES	COPIERS	435.34	162542
206-000-805.000	INSURANCE	ACCIDENT FUND INSURANCE CC	WC INSURANCE PREMIUM	25,393.60	
206-000-805.000	INSURANCE	EMC INSURANCE COMPANIES	INSURANCE PREMIUM	427.00	162572
206-000-815.000	TECHNOLOGY SERVICES	HI-TECH	PRE-PAID AGREEMENT RENEWAL/IT SUPPORT	1,200.00	162531
206-000-815.000	TECHNOLOGY SERVICES	HI-TECH	MONTHLY MANAGED SERVICES	540.00	162531

11/14/2024 12:34 PM
User: KSIMS
DB: Comstock

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
POST DATES 10/23/2024 - 11/14/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 FIRE OPERATING FUND					
Dept 000 GENERAL					
206-000-850.000	COMMUNICATIONS	HI-TECH	ZULTYS USER LICENSE	572.50	162531
206-000-850.000	COMMUNICATIONS	METRONET	FIRE DEPT INTERNET SERVICE - NOV 2024	427.25	
206-000-925.000	UTILITIES-8700	CITY OF KALAMAZOO TREASURER	WATER/SEWER BILLS-FD:	858.27	162555
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	JOSHUA DIEDRICH SCULPTOR	THIRD INSTALLMENT-BRONZE STATUE	20,000.00	162507
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	OVERHEAD DOOR OF KALAMAZOO	REPLACEMENT OF CIRCUIT BOARD	539.00	162536
206-000-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	PREMIER SAFETY	REPAIR PAKS	1,064.82	162537
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	VEHICLE MAINTENANCE	145.00	162504
206-000-960.000	EDUCATION & TRAINING	WMU HOMER STRYKER M.D. SCH	BLS CARD	6.00	162517
Total For Dept 000 GENERAL				74,616.89	
Total For Fund 206 FIRE OPERATING FUND				74,616.89	
Fund 207 POLICE FUND					
Dept 000 GENERAL					
207-000-403.000	CURRENT PROPERTY TAXES - EXTRA	KALAMAZOO COUNTY TREASURER	REFUND-LOCAL ADJUSTMENT TV DECREASE	121.50	162532
207-000-801.000	COUNTY SHERIFF	KALAMAZOO COUNTY	POLICE PROTECTION: 3RD QTR 2024	118,183.56	162510
Total For Dept 000 GENERAL				118,305.06	
Total For Fund 207 POLICE FUND				118,305.06	
Fund 211 FIRE CAPITAL IMPROVEMENT FUND					
Dept 000 GENERAL					
211-000-427.000	COMMUNITY-WIDE SPECIAL ASSESSMENT	KALAMAZOO COUNTY TREASURER	REFUND-LOCAL ADJUSTMENT TV DECREASE	455.62	162532
Total For Dept 000 GENERAL				455.62	
Total For Fund 211 FIRE CAPITAL IMPROVEMENT FUND				455.62	
Fund 223 WATER SYSTEM FUND					
Dept 000 GENERAL					
223-000-801.000	CONTRACTED SERVICES	PREIN & NEWHOF	PROFESSIONAL SERVICES	145.50	162561
Total For Dept 000 GENERAL				145.50	
Total For Fund 223 WATER SYSTEM FUND				145.50	
Fund 225 SEWER SYSTEM FUND					
Dept 000 GENERAL					
225-000-801.000	CONTRACTED SERVICES	PREIN & NEWHOF	PROFESSIONAL SERVICES	1,567.90	162561
225-000-801.000	CONTRACTED SERVICES	TAPLIN GROUP, LLC	CLEAN & TELEWISE SANITARY SEWERS	436.41	162566
Total For Dept 000 GENERAL				2,004.31	
Total For Fund 225 SEWER SYSTEM FUND				2,004.31	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 000 GENERAL					
248-000-801.000	CONTRACTED SERVICES	SHARON WOODS	UPDATED RETAIL & RESIDENTIAL MARKET ASSESSMENT	1,500.00	162514
248-000-801.000	CONTRACTED SERVICES	MOWCO	MAINT CONTRACT	2,506.43	162560
248-000-960.000	EDUCATION & TRAINING	STEVE DEISLER	PARKING FOR MDA CONFERENCE	22.20	162584
248-000-960.000	EDUCATION & TRAINING	STEVE DEISLER	MILEAGE REIMBURSEMENT-MDA CONFERENCE	120.60	162584
Total For Dept 000 GENERAL				4,149.23	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				4,149.23	
Fund 271 LIBRARY FUND					
Dept 000 GENERAL					

11/14/2024 12:34 PM
User: KSIMS
DB: Comstock

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
POST DATES 10/23/2024 - 11/14/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 5/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 271 LIBRARY FUND					
Dept 000 GENERAL					
271-000-403.000	CURRENT PROPERTY TAXES - EXTRA O	KALAMAZOO COUNTY TREASURER	TV DECREASE	298.34	162532
Total For Dept 000 GENERAL				298.34	
Dept 790 LIBRARY ADMIN					
271-790-725.000	BENEFITS - LIBRARY ADMIN	BLUE CARE NETWORK OF MICHIGAN	HEALTH INSURANCE PREMIUMS FOR PERIOD: 1	2,438.98	162501
271-790-725.000	BENEFITS - LIBRARY ADMIN	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:11/01/2024-11/30/2	185.40	162535
271-790-727.000	OFFICE SUPPLIES/EQUIPMENT	DEMCO, INC.	EASELS & PROCESSING SUPPLIES	1,091.06	162526
271-790-727.000	OFFICE SUPPLIES/EQUIPMENT	INTEGRITY BUSINESS SOLUTIONS	TOILET PAPER, KLEENEX	116.83	162553
271-790-801.000	CONTRACTED SERVICES	COMMERCIAL BLDG. SERVICES,	JANITORIAL SERVICE	1,161.48	162547
271-790-801.000	CONTRACTED SERVICES	CORNERSTONE TECHNOLOGIES	COPIES & PRINTS	668.72	162548
271-790-805.000	INSURANCE	ACCIDENT FUND INSURANCE CO	WC INSURANCE PREMIUM	1,190.33	
271-790-815.000	TECHNOLOGY SERVICES	CLARK TECHNICAL SERVICES	IT SUPPORT	980.00	162546
271-790-850.000	COMMUNICATIONS	CHARTER COMMUNICATIONS	NOV CHARTER BILL - LIBRARY	199.96	678
271-790-861.000	MILEAGE REIMBURSEMENT	BETH DOWSON	CONFERENCE MILEAGE REIMBURSEMENT	440.06	162520
271-790-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	SACKETTS FLOORING SOLUTION	CARPET REPAIR	864.92	162564
271-790-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	J & J LOCKSMITHS	SERVICE CALL	112.00	162574
271-790-963.000	CONTINGENCY	TRAVERSE AREA DISTRICT LIAISON	LOST MEL BOOK	18.99	162541
Total For Dept 790 LIBRARY ADMIN				9,468.73	
Dept 791 LIBRARY BOARD					
271-791-804.000	LEGAL SERVICES	FOSTER, SWIFT, COLLINS & ASSOCIATES	LEGAL REVIEW	1,372.00	162505
Total For Dept 791 LIBRARY BOARD				1,372.00	
Dept 792 LIBRARY - ADULT SERVICES					
271-792-731.000	BOOKS	BAKER & TAYLOR	BOOK CONTINUATIONS	64.57	162500
271-792-731.000	BOOKS	BAKER & TAYLOR	BOOKS	2,808.57	162500
271-792-731.000	BOOKS	CENTER POINT LARGE PRINT	LP BOOKS	293.64	162544
271-792-731.000	BOOKS	MICHIGAN EDUCATION DIRECTOR	REFERENCE BOOK	32.95	162579
271-792-731.100	PERIODICALS	EBSCO INFORMATION SERVICES	MAGAZINE RENEWALS	2,575.52	162571
271-792-731.200	AUDIOVISUAL	MIDWEST TAPE	AV	176.18	162580
271-792-741.000	PROGRAM SUPPLIES/EQUIPMENT	SELKIE LLC	OPEN HOUSE MUSIC	650.00	162582
271-792-741.000	PROGRAM SUPPLIES/EQUIPMENT	SUE SMINK	ADULT CARD PROGRAM	400.00	162585
Total For Dept 792 LIBRARY - ADULT SERVICES				7,001.43	
Dept 793 LIBRARY - YOUTH SERVICES					
271-793-731.000	BOOKS	BAKER & TAYLOR	BOOKS	761.80	162500
271-793-731.200	AUDIOVISUAL	MIDWEST TAPE	AV	26.99	162580
Total For Dept 793 LIBRARY - YOUTH SERVICES				788.79	
Total For Fund 271 LIBRARY FUND				18,929.29	
Fund 296 SENIOR SERVICES FUND					
Dept 000 GENERAL					
296-000-403.000	CURRENT PROPERTY TAXES - EXTRA O	KALAMAZOO COUNTY TREASURER	REFUND-LOCAL ADJUSTMENT TV DECREASE	202.50	162532
Total For Dept 000 GENERAL				202.50	
Total For Fund 296 SENIOR SERVICES FUND				202.50	
Fund 401 CAPITAL PROJECT FUND					
Dept 000 GENERAL					
401-000-806.000	ENGINEERING SERVICES	PREIN & NEWHOF	PROFESSIONAL SERVICES	2,567.75	162561
Total For Dept 000 GENERAL				2,567.75	

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
 POST DATES 10/23/2024 - 11/14/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 CAPITAL PROJECT FUND		Total For Fund 401 CAPITAL PROJECT FUND			2,567.75
Fund 701 GENERAL CUSTODIAL FUND					
Dept 000 GENERAL					
701-000-214.101	DUE TO GENERAL FUND	COMSTOCK TOWNSHIP TREASURER	TRAILER PARK FEES: NOV 2024 (44 TRAILER	22.00	2302415
701-000-222.000	DUE TO KALAMAZOO COUNTY	KALAMAZOO COUNTY TREASURER	TRAILER PARK FEES-NOV 2024 (44 TRAILERS	110.00	2302416
701-000-237.000	DUE TO OTHERS	ANTON LORENTZ	REIMBURSEMENT-PA 495 ESCROW/INS PAYOUT	15,009.00	2302414
Total For Dept 000 GENERAL				15,141.00	
Total For Fund 701 GENERAL CUSTODIAL FUND				15,141.00	
Fund 703 CURRENT TAX COLLECTION FUND					
Dept 000 GENERAL					
703-000-214.101	DUE TO GENERAL FUND	COMSTOCK TOWNSHIP TREASURER	TAX COLLECTION 10/15-10/31/2024	289.99	2176735
703-000-222.000	DUE TO KALAMAZOO COUNTY	KALAMAZOO COUNTY TREASURER	TAX COLLECTION 10/15-10/31/2024	13,609.25	2176736
703-000-225.032	DUE TO COMSTOCK SCHOOLS	COMSTOCK PUBLIC SCHOOLS	TAX COLLECTION 10/15-10/31/2024	9,577.50	2176734
703-000-234.000	DUE TO KRESA	KALAMAZOO RESA/REMC 12	TAX COLLECTION 10/15-10/31/2024	6,402.14	2176737
703-000-275.000	DUE TO TAXPAYERS - DUPLICATE/OVE	BERNARD OR KRISTIN LOCKREY	VET EXEMPTION REFUND 3907-04-240-060	1,103.17	2176733
Total For Dept 000 GENERAL				30,982.05	
Total For Fund 703 CURRENT TAX COLLECTION FUND				30,982.05	
Total For All Funds:				532,260.41	
--- FUND TOTALS BY VENDOR ---					
Fund 101 GENERAL FUND					
00010070	- AT&T			552.80	
00010660	- AFLAC			597.60	
00011625	- CERTASITE, LLC			350.41	
00020070	- B S & A SOFTWARE			7,450.00	
000223040	- BEST WAY DISPOSAL			7,530.48	
00030041	- CD LAWN MAINTENANCE			7,385.00	
00041072	- DATA GUARDIAN			30.00	
00042505	- DYER AUTO BODY			2,798.63	
00050016	- EPS SECURITY			618.45	
0005050	- ESPEER ELECTRIC, LTD			5,890.00	
00070156	- NELSON HARDWARE OF PORTAGE			17.28	
00082103	- DALE W. HUBBARD, INC.			1,441.73	
00101509	- SITE ONE LANDSCAPE SUPPLY			44.42	
00110106	- CITY OF KALAMAZOO TREASURER			418.57	
00110129	- KALAMAZOO COUNTY TREASURER			393.79	
00130150	- MAPLE HILL SPRINKLING			241.00	
00130178	- WEX BANK			634.68	
00161810	- PREIN & NEWHOF			3,498.10	
0019030	- SIGN CENTER			19,426.80	
00190823	- BUB SHERWOOD AUTO REPAIR			539.46	
00192010	- ROB STAFFORD			2,905.40	
00230160	- WARSAW SUPPLY			505.64	
00230566	- WEST MICHIGAN BUSINESS FORMS			215.78	
00260522	- ZEMLICK OFFICE PRODUCTS			40.33	
058246	- MUTUAL OF OMAHA			654.55	
124562	- VERIZON WIRELESS			33.51	
154278	- KABA			350.00	
794613	- COBALT HOLDINGS LLC			616.00	
ADVIA	- ADVIA CREDIT UNION			204.00	
AF GROUP	- ACCIDENT FUND INSURANCE COMPANY			13,093.57	
APG	- APPRAISALS PLUS GROUP LLC			10,666.67	

11/14/2024 12:34 PM
User: KSIMS
DB: Comstock

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
POST DATES 10/23/2024 - 11/14/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 7/9

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
		AVIDIA	- AVIDIA BANK	4,380.46	
		BAILTEK	- BAILTEK CARPET CLEANING	1,800.00	
		BCN OF MI	- BLUE CARE NETWORK OF MICHIGAN	18,882.24	
		CINTAS	- CINTAS CORP	449.04	
		CINTAS FA	- CINTAS	37.88	
		CLEARFLY	- CLEARFLY	194.09	
		DLG	- D.L. GALLIVAN	518.23	
		EGL	- EGL	137.42	
		FISH	- FISH WINDOW CLEANING	175.00	
		GAMETIME S	- GAMETIME	79,695.88	
		HANCOCK	- JOHN HANCOCK	40,129.45	
		HITECH	- HI-TECH	2,782.85	
		INVCLOUD	- INVOICE CLOUD INC	240.00	
		JUNK KING	- JUNK KING GRAND RAPIDS	323.10	
		KCI	- KENT COMMUNICATIONS INC.	42.20	
		LEWISREED	- LEWIS REED & ALLEN PC	1,430.00	
		METRONET	- METRONET	422.25	
		MISC	- MISC VENDOR	186.93	
		MOLLYMAID	- MOLLY MAID	750.00	
		P.R.159852	- KNIGHT WATCH	147.00	
		PSI	- PRINTING SYSTEMS, INC	1,186.05	
		QUADFIN	- QUADIENT FINANCE USA, INC.	4,000.00	
		RLI SURETY	- RLI SURETY	298.00	
		TPINKSTER	- TOWERPINKSTER	2,457.00	
		TWP-15478	- KALAMAZOO AREA TRANSPORATION STUDY	120.00	
		WF	- WELLS FARGO FINANCIAL LEASING	175.00	
		TOTAL FUND 101	GENERAL FUND	250,104.72	
		Fund 204	MUNICIPAL STREET FUND		
		00110123	- ROAD COMMISSION OF KALAMAZOO COUNTY	14,403.37	
		00110129	- KALAMAZOO COUNTY TREASURER	253.12	
		TOTAL FUND 204	MUNICIPAL STREET FUND	14,656.49	
		Fund 206	FIRE OPERATING FUND		
		00030041	- CD LAWN MAINTENANCE	550.00	
		00051358	- EMERGENCY VEHICLE PRODUCT	145.00	
		00110106	- CITY OF KALAMAZOO TREASURER	858.27	
		00110129	- KALAMAZOO COUNTY TREASURER	1,012.50	
		00130178	- WEX BANK	2,751.52	
		00152208	- OVERHEAD DOOR OF KALAMAZOO	539.00	
		058246	- MUTUAL OF OMAHA	1,107.58	
		156478	- WMU HOMER STRYKER M.D. SCHOOL OF ME	6.00	
		AF GROUP	- ACCIDENT FUND INSURANCE COMPANY	25,393.60	
		BCN OF MI	- BLUE CARE NETWORK OF MICHIGAN	17,002.98	
		EMC INS	- EMC INSURANCE COMPANIES	427.00	
		F.D.154963	- MFE, INC. (MOSES FIRE EQUIPMENT)	309.53	
		HITECH	- HI-TECH	2,312.50	
		JDIEDRICH	- JOSHUA DIEDRICH SCULPTOR	20,000.00	
		KCHCS-HHW	- KCH&CS	274.00	
		METRONET	- METRONET	427.25	
		PREMSAFETY	- PREMIER SAFETY	1,064.82	
		TWP-981354	- XEROX FINANCIAL SERVICES	435.34	
		TOTAL FUND 206	FIRE OPERATING FUND	74,616.89	
		Fund 207	POLICE FUND		
		00110129	- KALAMAZOO COUNTY TREASURER	121.50	
		SHERIFF	- KALAMAZOO COUNTY	118,183.56	
		TOTAL FUND 207	POLICE FUND	118,305.06	

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
 POST DATES 10/23/2024 - 11/14/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
		Fund 211 FIRE CAPITAL IMPROVEMENT FUND			
	00110129	- KALAMAZOO COUNTY TREASURER		455.62	
	TOTAL FUND 211	FIRE CAPITAL IMPROVEMENT F		455.62	
		Fund 223 WATER SYSTEM FUND			
	00161810	- PREIN & NEWHOF		145.50	
	TOTAL FUND 223	WATER SYSTEM FUND		145.50	
		Fund 225 SEWER SYSTEM FUND			
	00161810	- PREIN & NEWHOF		1,567.90	
	TAPLIN	- TAPLIN GROUP, LLC		436.41	
	TOTAL FUND 225	SEWER SYSTEM FUND		2,004.31	
		Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY F			
	MISC	- MISC VENDOR		1,642.80	
	MOWCO	- MOWCO		2,506.43	
	TOTAL FUND 248	DOWNTOWN DEVELOPMENT AUTHC		4,149.23	
		Fund 271 LIBRARY FUND			
	00020111	- BAKER & TAYLOR		3,634.94	
	00030559	- CENTER POINT LARGE PRINT		293.64	
	00030810	- CHARTER COMMUNICATIONS		199.96	
	00040550	- DEMCO, INC.		1,091.06	
	00050260	- EBSCO INFORMATION SERVICES		2,575.52	
	00091464	- INTEGRITY BUSINESS SOLUTIONS		116.83	
	00100030	- J & J LOCKSMITHS		112.00	
	00110129	- KALAMAZOO COUNTY TREASURER		298.34	
	00130905	- MIDWEST TAPE		203.17	
	00130910	- MICHIGAN EDUCATION DIRECTORY, INC.		32.95	
	058246	- MUTUAL OF OMAHA		185.40	
	581394	- SACKETTS FLOORING SOLUTIONS		864.92	
	AF GROUP	- ACCIDENT FUND INSURANCE COMPANY		1,190.33	
	BCN OF MI	- BLUE CARE NETWORK OF MICHIGAN		2,438.98	
	CLARKTECH	- CLARK TECHNICAL SERVICES		980.00	
	CTECH	- CORNERSTONE TECHNOLOGIES		668.72	
	F SWIFT	- FOSTER, SWIFT, COLLINS & SMITH, PC		1,372.00	
	LIB-951234	- COMMERCIAL BLDG. SERVICES, LLC		1,161.48	
	MISC	- MISC VENDOR		1,509.05	
	TOTAL FUND 271	LIBRARY FUND		18,929.29	
		Fund 296 SENIOR SERVICES FUND			
	00110129	- KALAMAZOO COUNTY TREASURER		202.50	
	TOTAL FUND 296	SENIOR SERVICES FUND		202.50	
		Fund 401 CAPITAL PROJECT FUND			
	00161810	- PREIN & NEWHOF		2,567.75	
	TOTAL FUND 401	CAPITAL PROJECT FUND		2,567.75	
		Fund 701 GENERAL CUSTODIAL FUND			
	00031575	- COMSTOCK TOWNSHIP TREASURER		22.00	
	MISC	- MISC VENDOR		15,009.00	
	TX110150	- KALAMAZOO COUNTY TREASURER		110.00	
	TOTAL FUND 701	GENERAL CUSTODIAL FUND		15,141.00	
		Fund 703 CURRENT TAX COLLECTION FUND			
	MISC	- MISC VENDOR		1,103.17	
	TX000070	- KALAMAZOO RESA/REMC 12		6,402.14	
	TX031550	- COMSTOCK PUBLIC SCHOOLS		9,577.50	
	TX031552	- COMSTOCK TOWNSHIP TREASURER		289.99	



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Clerk Nicole Beauchamp, Township Clerk

Re: October 2024 KABA Reports

Attachments:

[Comstock Township October 2024 Commercial Permit List.pdf](#)

[Comstock Township October 2024 Residential Permit List.pdf](#)

[Comstock Township October 2024 Special Permit \(Owner Request\).pdf](#)

[Comstock Township October 2024 Special Permit \(Property Maintenance\).pdf](#)

[October 2024 & YTD Permits & Revenue by Jurisdiction.pdf](#)

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB24-07-424	5688 E ML AVE	07-30-405-013	HUIZINGA PROPERTIES	Miedema Metal Build	10/07/2024	\$5,407.00	\$916,537
Work Description: New 11250 s.f. 1 story slab on grade pre engineered metal building per plans. FIRE SUPPRESSION NOT REQUIRED NOT PROVIDED SOIL, CONCRETE AND STEEL SPECIAL INSPECTION REPORTS TO BE SUBMITTED TO KABA OFFICE UPON RECIEPT.							
PB24-07-425	5688 E ML AVE	07-30-405-013	HUIZINGA PROPERTIES	Miedema Metal Build	10/07/2024	\$1,634.00	\$276,998
Work Description: NEW 3400 S.F. 1 story slab on grade addition to existing building per plans. FIRE SUPPRESSION REUQUIRED AND PROVIDED SOIL, CONCRETE AND STEEL SPECIAL INSPECTION REPORTS TO BE SUBMITTED TO KABA OFFICE UPON RECEIPT.							
PB24-07-486	6708 E G AVE	07-05-205-049	PLANET PARTNERS LLC	Squarefit LLC	10/24/2024	\$10,788.00	\$1,912,872
Work Description: Build out for new 20,000 s.f. 1 story Planet Fitness facility per plans. BUILDING PERMIT ISSUED 10/24/24							

Total Permits For Type:	3
Total Fees For Type:	\$17,829.00
Total Const. Value For Type:	\$3,106,407

Report Summary

Grand Total Fees:	\$17,829.00
Grand Total Permits:	3

10/31/2024 11:59:59 PM AND
Permit.PermitType = Building
AND
Permit.BasicUsage = Commercial
AND
GovernmentUnitList.UnitCode =

Grand Total Const. Value:

\$3,106,407

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB24-07-412	10040 E HJ AVE	07-12-305-020	DEKOEKOEK TYLER ,	Visser Construction I	10/11/2024	\$1,205.00	\$204,248
Work Description: New 5128 s.f. unconditioned shell detached accessory structure per plans. MAX. HEIGHT TO BE 22' TO PEAK FROM GRADE.							
PB24-07-440	9465 SUMAC AVE	07-02-202-400	MACEK MICHAEL R & S	DeHaan Remodel Sp	10/04/2024	\$176.00	\$3,990
Work Description: Remove existing 19' x 14' deck and reconstruct new deck of same dimensions							
PB24-07-446	10355 CRAVEN WAY	07-25-125-016	WESTVIEW CAPITAL LL	Allen Edwin Homes	10/07/2024	\$1,308.00	\$221,694
Work Description: New 1814 s.f. 2 story 4 bed 2.5 bath single family dwelling. Unfinished basement, 400 s.f. garage per plans.							
PB24-07-454	9145 E MAIN ST	07-11-355-080	ZANOTTI MARK A		10/03/2024	\$104.00	\$7,680
Work Description: Place used 16' x 32' shed on 1' thick stone foundation per plans. NOTE: SHED MUST BE ANCHORED TO SOIL BELOW STONE FOUNDATION							
PB24-07-469	528 MILDRED ST	07-23-280-440	FARRELL ANDREANA A	Ayers Basement Syste	10/09/2024	\$182.00	\$0
Work Description: Install subfloor foundation drainage system and sump per plans.							
PB24-07-478	4145 PRAIRIE HILL ST	07-05-281-101	WAGNER SANDRA & JA	Hutcherson Construc	10/22/2024	\$231.00	\$6,961
Work Description: Construct 17' x 13' self supporting shed roof over existing deck per plans.							
PB24-07-479	180 LEVEL ST	07-21-108-170	MCHPERSON TRAVIS TF	Andrew Vlietstra	10/16/2024	\$108.00	\$0
Work Description: Install basement egress window and well on north side of basement per plans.							
PB24-07-481	10325 CRAVEN WAY	07-25-125-013	WESTVIEW CAPITAL LL	Allen Edwin Homes	10/25/2024	\$1,411.00	\$361,818
Work Description: New 1860 s.f. 2 story 4 bed, 2.5 bath single family dwelling, unfinished basement, 400 s.f. attached garage per plans.							

PB24-07-482	10295 CRAVEN WAY	07-25-125-011	WESTVIEW CAPITAL LL	Allen Edwin Homes	10/25/2024	\$1,411.00	\$361,818
Work Description: New 1860 s.f. 2 story 4 bed, 2.5 bath single family dwelling, unfinished basement, 400 s.f. attached garage per plans.							
PB24-07-489	7851 GLENEAGLE N DR	07-28-276-110	BUSH RICHARD S & MAI	Ayers Basement Syste	10/23/2024	\$182.00	\$0
Work Description: Add subfloor foundation drainage system to existing system per plans.							
PB24-07-490	10305 CRAVEN WAY	07-25-125-012	WESTVIEW CAPITAL LL	Allen Edwin Homes	10/25/2024	\$1,395.00	\$357,753
Work Description: New 1812 s.f. 2 story 4 bed, 2.5 bath single family dwelling, unfinished basement, 400 s.f. attached garage per plans.							
PB24-07-492	10335 CRAVEN WAY	07-25-125-014	WESTVIEW CAPITAL LL	Allen Edwin Homes	10/25/2024	\$1,411.00	\$361,818
Work Description: New 1860 s.f. 4 bed, 2.5 bath single family dwelling, unfinished basement, 400 s.f. attached garage per plans.							
PB24-07-493	10345 CRAVEN WAY	07-25-125-015	WESTVIEW CAPITAL LL	Allen Edwin Homes	10/25/2024	\$1,395.00	\$357,753
Work Description: New 1812 s.f. 2 story 4 bed, 2.5 bath single family dwelling, unfinished basement, 400 s.f. attached garage per plans.							
PB24-07-495	112 FAIRMONT AVE	07-15-481-580	SEAGER JACOB & TAMA	Upston Contracting I	10/22/2024	\$182.00	\$0
Work Description: Finish approx 1400 s.f. of basement for living room, sleeping room and full bath per plans.							
PB24-07-498	9163 WEATHERVANE TRL	07-02-335-070	RILEY JONATHAN G & S	Property Revolution	10/30/2024	\$182.00	\$8,064
Work Description: Remove existing 642 s.f. wood deck and construct new 16'x16' attached deck with stairs to grade.							
PB24-07-506	383 COURTNEY ST	07-24-108-110	ZASTKO JACOB & TERIS	Tony The Homesteac	10/30/2024	\$231.00	\$11,864
Work Description: Construct 10'x12' 3 season room and 10'x12' deck per plans. BEAMS SUPPORTING SCREENED PORCH LOAD BEARING WALLS TO BE LET INTO EXTERIOR BEARING WALL OF HOUSE.							

Total Permits For Type: 16

Total Fees For Type: \$11,114.00

Total Const. Value For Type: \$2,265,461

Report Summary

Population: All Records

Permit.DateIssued Between
10/1/2024 12:00:00 AM AND
10/31/2024 11:59:59 PM AND
Permit.PermitType = Building
AND
Permit.BasicUsage = Residential
AND
GovernmentUnitList.UnitCode =

Grand Total Fees:

\$11,114.00

Grand Total Permits:

16

Grand Total Const. Value:

\$2,265,461

Monthly Special Permit - Owner Request

11/01/2024

Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS24-07-089	84 HENNING ST	07-19-226-330	DATA MORTGAGE INC	10/18/2024	\$60.00
Work Description:	Meter socket inspection				
Inspections:	10/23/2024	Meter Socket Inspection	Approved		

Total Permits For Type: 1

Total Fees For Type: \$60.00

Report Summary

Population: All Records

Permit.DateIssued Between
10/01/2024 AND 10/31/2024 AND
GovernmentUnitList.UnitCode =
7
AND
Permit.Category = Meter Socket
Inspection OR
Permit.Category = Hood
Suppression OR
Permit.Category = Special Permit
OR

Grand Total Fees: \$60.00

Grand Total Permits: 1

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS24-07-023	598 FERRIS ST	07-19-252-040	BEATY NATHAN		04/02/2024	<u>50.00</u>
Work Description: Property Maintenance request from Comstock ✓ Court Appearance Completed: <u>10/28/2024</u> Property Maintenance Inspectio Completed: <u>06/06/2024</u> Property Maintenance Inspectio Completed: <u>04/04/2024</u>						
PS24-07-048	5892 COMSTOCK AVE	07-19-290-430	PECK LARRY & TERRY		06/03/2024	<u>200.00</u>
Work Description: Property Maintenance request from Comstock ✓ Property Maint. Re-inspection Completed: <u>10/29/2024</u> Property Maint. Re-inspection Completed: <u>10/04/2024</u> Property Maintenance Inspectio Completed: <u>06/05/2024</u>						
PS24-07-088	6399 E JK AVE	07-17-180-060	JOHN BOSCO PROPERT		10/18/2024	<u>100.00</u>
Work Description: Property Maintenance request from Comstock ✓ Property Maintenance Inspectio Completed: <u>10/22/2024</u>						

Court Appear

Total Permits: 3

Total Fees Due: \$350.00

Population: All Records

Permit.PermiTType = Special

Permit AND

Permit.Status = HOLD (FEE)

AND

Permit.Category = Jurisdiction

Request AND

GovernmentUnitList.UnitCode = 7

2024 MONTHLY PERMITS BY JURISDICTION

MONTH OF OCTOBER 2024

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	19	28,943.00
COMSTOCK	ELECTRICAL	18	3,976.00
COMSTOCK	MECHANICAL	20	6,858.00
COMSTOCK	PLUMBING	17	2,486.00
COMSTOCK	SPECIAL - JURISDICTION	3	350.00
COMSTOCK	SPECIAL - HOMEOWNER	1	60.00
TOTAL COMSTOCK		78	\$ 42,673.00
KALAMAZOO	BUILDING	15	2,659.00
KALAMAZOO	ELECTRICAL	15	2,527.00
KALAMAZOO	MECHANICAL	27	3,988.00
KALAMAZOO	PLUMBING	8	1,181.00
KALAMAZOO	SPECIAL - JURISDICTION	5	400.00
KALAMAZOO	SPECIAL - HOMEOWNER	1	60.00
TOTAL KALAMAZOO		71	\$ 10,815.00
PARCHMENT	BUILDING	2	280.00
PARCHMENT	ELECTRICAL	1	120.00
PARCHMENT	MECHANICAL	-	-
PARCHMENT	PLUMBING	-	-
PARCHMENT	SPECIAL - JURISDICTION	-	-
PARCHMENT	SPECIAL - HOMEOWNER	-	-
TOTAL PARCHMENT		3	\$ 400.00
PINE GROVE	BUILDING	4	879.00
PINE GROVE	ELECTRICAL	11	1,371.00
PINE GROVE	MECHANICAL	8	1,510.00
PINE GROVE	PLUMBING	2	421.00
PINE GROVE	SPECIAL - JURISDICTION	-	-
PINE GROVE	SPECIAL - HOMEOWNER	-	-
TOTAL PINE GROVE		25	\$ 4,181.00
RICHLAND	BUILDING	12	17,144.00
RICHLAND	ELECTRICAL	6	1,172.00
RICHLAND	MECHANICAL	23	4,194.00
RICHLAND	PLUMBING	7	1,565.00
RICHLAND	SPECIAL - JURISDICTION	-	-
RICHLAND	SPECIAL - HOMEOWNER	-	-
TOTAL RICHLAND		48	\$ 24,075.00
RICHLAND VILLAGE	BUILDING	2	460.00
RICHLAND VILLAGE	ELECTRICAL	3	388.00
RICHLAND VILLAGE	MECHANICAL	3	521.50
RICHLAND VILLAGE	PLUMBING	1	115.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	-
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	-
TOTAL RICHLAND VILLAGE		9	1,484.50
TOTAL		234	\$ 83,628.50

REVENUE	REVENUE
OCTOBER 2023	% PREV YEAR MONTH
\$ 106,656.60	78.4%

PERMITS	PERMITS
OCTOBER 2023	% 2023 - YTD
302	77%

2024 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: OCTOBER

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	154	77,650.00
COMSTOCK	ELECTRICAL	164	34,810.00
COMSTOCK	MECHANICAL	293	69,235.30
COMSTOCK	PLUMBING	150	27,339.00
COMSTOCK	SPECIAL - JURISDICTION	24	2,400.00
COMSTOCK	SPECIAL - HOMEOWNER	5	280.00
TOTAL COMSTOCK		790	\$ 211,714.30
KALAMAZOO	BUILDING	150	35,804.00
KALAMAZOO	ELECTRICAL	153	28,921.00
KALAMAZOO	MECHANICAL	270	46,392.75
KALAMAZOO	PLUMBING	127	17,652.00
KALAMAZOO	SPECIAL - JURISDICTION	39	3,750.00
KALAMAZOO	SPECIAL - HOMEOWNER	39	2,205.00
TOTAL KALAMAZOO		778	\$ 134,724.75
PARCHMENT	BUILDING	13	1,513.00
PARCHMENT	ELECTRICAL	14	2,095.00
PARCHMENT	MECHANICAL	21	2,645.00
PARCHMENT	PLUMBING	5	420.00
PARCHMENT	SPECIAL - JURISDICTION	5	500.00
PARCHMENT	SPECIAL - HOMEOWNER	0	-
TOTAL PARCHMENT		58	\$ 7,173.00
PINE GROVE	BUILDING	35	15,306.00
PINE GROVE	ELECTRICAL	45	7,458.00
PINE GROVE	MECHANICAL	47	7,989.00
PINE GROVE	PLUMBING	15	3,352.00
PINE GROVE	SPECIAL - JURISDICTION	1	100.00
PINE GROVE	SPECIAL - HOMEOWNER	2	110.00
TOTAL PINE GROVE		145	\$ 34,315.00
RICHLAND	BUILDING	122	78,430.00
RICHLAND	ELECTRICAL	123	26,437.00
RICHLAND	MECHANICAL	189	36,249.50
RICHLAND	PLUMBING	76	15,532.00
RICHLAND	SPECIAL - JURISDICTION	2	200.00
RICHLAND	SPECIAL - HOMEOWNER	3	160.00
TOTAL RICHLAND		515	\$ 157,008.50
RICHLAND VILLAGE	BUILDING	7	1,196.00
RICHLAND VILLAGE	ELECTRICAL	6	776.00
RICHLAND VILLAGE	MECHANICAL	16	2,329.50
RICHLAND VILLAGE	PLUMBING	7	813.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	1	100.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	-
TOTAL RICHLAND VILLAGE		37	\$ 5,214.50
TOTAL KABA	YTD	2323	\$ 550,150.05

REVENUE	REVENUE
YTD - OCTOBER 2023	% 2023 - YTD
\$ 830,441.60	66.2%

REVENUE
% 2024 YTD BUDGET
72%

PERMITS	PERMITS
YTD - OCTOBER 2023	% 2023 - YTD
2571	90.4%

2024 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
204	\$	38,815.00	JAN
232	\$	56,847.50	FEB
258	\$	68,773.80	MAR
203	\$	47,519.65	APR
306	\$	64,501.00	MAY
218	\$	50,490.80	JUN
242	\$	54,285.00	JUL
229	\$	47,401.30	AUG
197	\$	37,887.50	SEP
234	\$	83,628.50	OCT
-	\$	-	NOV
-	\$	-	DEC
2,323	\$	550,150.05	



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Clerk Nicole Beauchamp, Township Clerk

Re: October 2024 Sheriff's Reports

Attachments:

[October CFS by Call Source and Venue.pdf](#)

[October Comparison Report - CFS by Call Source and Venue.pdf](#)

Dispatched CFS by Call Source & Venue

Description: This report shows all Law Enforcement events dispatched by the Kalamazoo County Consolidated Dispatch Authority within the specified township(s) for October, 2024.

Call Source / Call Type Description	COMSTOCK
Citizen Initiated	583
Suspicious	60
Check Welfare	48
PD Accident	45
Trouble with Subject	43
Alarm	36
911 Hangup/Misdial	30
Assist Person	22
Larceny	15
Trespassing	15
Disturbance/Fight	14
Hit & Run Accident	14
Retail Fraud	13
Known PI Accident	12
Assault/DV	11
Warrant Service	10
Motorist Assist	10
Fraud	10
Burglary/Illegal Entry	10
Follow up	10
Traffic Hazard	9
Peace Officer	9
Civil Calls	8
Assist Other Department	7
Panhandler/Vagrant/Solicitor	7
Noise Complaint	7
Animal Complaint	6
Parking Complaint	5
B&E/Larceny From Veh	5
Juvenile Mischief	5
Abandoned Vehicle	4
Harrassment/Misc Criminal	4
Abandoned Vehicle-Private Property	4
Vehicle Inspection	3
Accident with Unknown Injuries	3
Directed Patrol	3
Harassing TX/Texts	3
Felonious Assault	3
Traffic Mishap/Accidental Damage	3
Priority 1 Medical	3
Obs Justice	3
Priority 2 Medical	3



Vehicle Theft (UDAA)	3
Lost/Found Property	3
Suicide/Attempt	3
MDP	3
Forgery/U&P/Counterfeit	2
Traffic Stop	2
Conservation/Littering	2
Priority 3 Medical	2
Ordinance Violation	2
BOL	2
Sex Offense-Not CSC	2
Behavioral Health Petition	1
Assist Fire Dept	1
OWI/OUID	1
Property Check - Commercial	1
PI - Entrapment	1
R&O/Fleeing	1
Open Door/Window	1
Recover Stolen Vehicle	1
Weapons	1
Child Abuse/Neglect	1
Missing Person	1
Runaway	1
PR/PRB/PRS	1
Service For Department	1
Crowd	1
Death Investigation	1
Embezzlement	1
Shots Fired	1
CSC	1
Stalking	1
Indecent Exposure/Peeping	1
Structure Fire - Residential	1
Officer Initiated	365
Traffic Stop	195
Directed Patrol	67
Follow up	27
Suspicious	25
Motorist Assist	11
Property Check - Commercial	5
Misd Traffic (DWLS)	4
Warrant Service	4
Trouble with Subject	3
Assist Person	2
Traffic Hazard	2
Arrest On Warrant (Other Dept)	2
Abandoned Vehicle	2
Obs Justice	2



Larceny	1
Hit & Run Accident	1
PR/PRB/PRS	1
Check Welfare	1
Assist Other Department	1
Vehicle Inspection	1
Peace Officer	1
Fraud	1
Trespassing	1
VRDL/TICKETS	1
Assault/DV	1
Behavioral Health Petition	1
OWI/OUID	1
PD Accident	1
Other	3
Assist Other Department	3
Top 10 Calls for Service - October, 2024	



Dispatched CFS by Call Source & Venue (Twp Comparison)

Description: This report shows all Law Enforcement events dispatched by the Kalamazoo County Consolidated Dispatch Authority within the specified township(s) for the specified month.

Call Source / Call Type Description	BRADY	CHARLESTON	CLIMAX	COMSTOCK	COOPER	OSHTEMO	PAVILION	RICHLAND	SCHOOLCRAFT	TEXAS
Citizen Initiated	41	68	16	583	233	1226	107	122	107	218
Suspicious	1	6	3	60	32	86	13	10	8	25
Check Welfare		11	1	48	11	62	4	2	10	18
PD Accident	4	11		45	6	54	1	12	11	17
Trouble with Subject	2	1		43	16	63	9	9	4	22
Alarm	3	1		36	13	40	5	2	6	18
911 Hangup/Misdial	2	2		30	14	43	5	11	8	11
Assist Person		2	2	22	13	49	4	7	3	8
Larceny		1		15	6	19		4		6
Trespassing	2			15	3	33	6	2	1	3
Hit & Run Accident	1	5		14	1	22	2	1	2	4
Disturbance/Fight		1		14	5	22	2	2		
Retail Fraud				13		44			1	
Known PI Accident	2	2		12	2	6	1	4	3	
Assault/DV	1		1	11	4	20	1	2	3	3
Fraud	1	1		10	6	17	8	3		5
Burglary/Illegal Entry				10	3	11	1	1	1	1
Warrant Service				10	1	6	1	1	1	1
Follow up	1	1		10	9	31	1	1	3	5
Motorist Assist		5		10		12		2	2	4
Traffic Hazard	4	1		9	4	14	1	4	4	11
Peace Officer				9	3	30	4	2	2	4
Civil Calls				8	2	13	1	3	1	2
Noise Complaint				7	6	24	1	1		2
Panhandler/Vagrant/Solicitor				7		21	2	2		1
Assist Other Department	1	1	1	7	4	17	4	4	1	3
Animal Complaint		1		6	2		1		1	1
B&E/Larceny From Veh			2	5	1	16	2			1
Parking Complaint		1		5	1	3	1	1		1
Juvenile Mischief				5	1	5		1	1	1
Harrassment/Misc Criminal			1	4	6	8	2		1	2
Abandoned Vehicle				4		10	3	2		3
Abandoned Vehicle-Private Property				4	2	97	5	1	1	
Felonious Assault		1		3	3	5	1			
Suicide/Attempt	1			3		6		4		2
Priority 1 Medical			2	3		6			2	1
Lost/Found Property	1			3		3	1	1		2
Accident with Unknown Injuries	1	3		3		2		3	2	1

MDP	2			3	7	15	1	1	3	
Vehicle Inspection				3	1	4	2	1	2	
Directed Patrol				3	3	3	1	2	1	
Priority 2 Medical		1		3	3	7	1			
Obs Justice				3	2	7				3
Traffic Mishap/Accidental Damage				3	1	7				
Vehicle Theft (UDAA)	1			3	3	8	1	1	1	1
Harassing TX/Texts			1	3	3	13			3	1
Priority 3 Medical	1			2	2	4				1
Sex Offense-Not CSC				2	2					
Traffic Stop		1	1	2		1				1
Conservation/Littering				2	1	2	1		1	
Forgery/U&P/Counterfeit				2						2
BOL				2		2				1
Ordinance Violation			1	2						
Service For Department				1		8				
Structure Fire - Residential				1						
Shots Fired		2		1	1	4		1		
Embezzlement				1		1				
Missing Person				1		1				2
Death Investigation	1			1	3	4			2	2
Assist Fire Dept	2			1	4	7			1	3
Crowd				1		3				
Stalking				1						
Weapons				1		2				1
Open Door/Window				1						
Recover Stolen Vehicle	1	2		1	2	15				
Behavioral Health Petition	1			1	4	2			1	
Runaway				1	1	6		1		1
Property Check - Commercial				1		1				
Indecent Exposure/Peeping				1		1				
R&O/Fleeing				1		2				
PI - Entrapment				1						1
CSC				1	1	2		1		
PR/PRB/PRS				1						
Child Abuse/Neglect				1	1	4				
OWI/OUID	2			1		3	2			
Property Check - Residential					2					1
Brush/Grass Fire - No Exposure							1			
Recover Stolen Property						2				
FOIA Request						139				
ECHO Priority Medical						1	1			
Health & Safety	1	3			3	4	3	8	1	2

Vehicle Fire									1	
Background Investigation						3				
VRDL/TICKETS						6		1	1	2
Shooting						1				
Drugs/VCSA					1	2			2	
PD Rollover Accident		1								
Fire Alarm - Test						1				
Special Service						2			1	1
Outside Fire - with Exposure										1
Misd Traffic (DWLS)	1								2	
Vehicle Fire - Commercial										1
Structure Fire - Commercial/Multi-Family						1				
Lockouts					1					
Homicide						1				
Repossession						1				
Arrest On Warrant (Other Dept)						1			1	
Arson						1				
MIP/Open Intox/Liquor Violation					1	1				1
Officer Initiated	21	59	31	365	40	364	93	145	39	91
Traffic Stop	14	20	12	195	8	160	17	80	16	39
Directed Patrol	4	27	18	67	15	53	68	32	3	17
Follow up	1	2		27	7	36	1	9	1	8
Suspicious		1		25	1	16		6	1	3
Motorist Assist		2		11		11	1			4
Property Check - Commercial				5		10			1	
Warrant Service				4	2	2	1	2		1
Misd Traffic (DWLS)				4	1	4		1		
Trouble with Subject				3		2				
Traffic Hazard	2			2						
Assist Person		1		2		4				
Abandoned Vehicle				2		4				1
Arrest On Warrant (Other Dept)				2		4				
Obs Justice				2					1	
OWI/OUID				1						1
Vehicle Inspection				1						
Peace Officer				1						
Assist Other Department		1	1	1	1	4		1		
Trespassing				1			1			
Fraud				1	2		1	2		1
PD Accident				1		2		1		
Hit & Run Accident				1						
PR/PRB/PRS				1		2				2
Larceny				1		1		1		

Assault/DV				1		1			
Behavioral Health Petition				1	1			1	
Check Welfare		1		1		3			1
VRDL/TICKETS				1					1
Community Policing/Crime Prev						2			1
Special Check									1
Health & Safety									1
Lockouts						1			
Suicide/Attempt								1	
Lost/Found Property						5	1		1
Animal Complaint								1	
Panhandler/Vagrant/Solicitor						2			
Shots Fired									1
R&O/Fleeing		1			1	4		1	
Special Service								1	
Recover Stolen Property						1			
Civil Calls							1	2	
Recover Stolen Vehicle						1			
Crossing Guard									16
Retail Fraud						1			
CSC						2		1	
Service For Department						20	1		
Sex Offense-Not CSC								1	
Child Abuse/Neglect					1	2		1	
Drugs/VCSA		1							
Property Check - Residential		2				4			7
Other				3	2	1			
Assist Other Department				3	2				
ATL LEIN/Officer						1			



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Nicole Shook, FOIA Coordinator

Re: FOIA Requests

FOIA Requests completed from October 21, 2024 through November 14, 2024

Attachments:

[FOIA Request #24-056.pdf](#)
[FOIA Request #24-057.pdf](#)
[FOIA Request #24-058.pdf](#)
[FOIA Request #24-059.pdf](#)
[FOIA Request #24-060.pdf](#)
[FOIA Request #24-061.pdf](#)
[FOIA Request #24-062.pdf](#)
[FOIA Request #24-063.pdf](#)

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Comstock Charter Township, Kalamazoo County
5858 King Highway PO Box 449
Comstock, MI 49041
Phone: 269-381-2360

Request Form
Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: #24-0510 Date Received: 10/21/24 Check if received via: ☒ Email ☐ Fax ☐ Other Electronic Method
Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____
1st Day 10/22/24 Completed: 10/28/24

Name	Dan Jones		Phone	[REDACTED]
Firm/Organization	[REDACTED]		Fax	
Street	[REDACTED]		Email	[REDACTED]
City	[REDACTED]	State	[REDACTED]	Zip

Request for: ☐ Copy ☐ Certified copy ☒ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Mail to address above ☒ Email to address above
☐ Deliver on digital media provided by the township: _____

Note: The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

Certificates of Occupancy and open code violations for the following property:
Gull Prairie Apartments, 4495 Gull Run Drive, Comstock, MI 49048

Consent to Non-Statutory Extension of Township's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).

Requestor's Signature

Dan Jones

Date

10/21/2024

(Complete both sides)

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Comstock Charter Township, Kalamazoo County
6138 King Highway, Kalamazoo, MI 49048
PO Box 449, Comstock, Michigan 49041-0449
Phone: (269) 381-2360

Request Form
Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: #24-057 Date Received: 10/23/24
Inperson Completed: 10/23/24
(Please Print or Type)

Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date delivered to junk/spam folder: _____
Date discovered in junk/spam folder: _____

Name	<u>Kathleen Demetren</u>			Phone	[REDACTED]
Firm/Organization	<u>N/A</u>			Fax	
Street	[REDACTED]			Email	[REDACTED]
City	[REDACTED]	State	[REDACTED]	Zip	[REDACTED]

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☒ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above
☐ Deliver on digital media provided by the township: _____

Note: The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets.

8024-362

Need a fire report for residence at
240 W. Battle Creek St. Galesburg, MI. On 9-25-24
Home owner is Joseph L. Weaver and Sunny Weaver
you can contact them at [REDACTED] if needed.
We need this report to finish a claim
with Progressive renters insurance. If not
submitted by 11-5-24 the claim will be closed
and we will have to start all over again.

Consent to Non-Statutory Extension of Township's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).

Requestor's Signature

Date

(Complete both sides)

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Comstock Charter Township, Kalamazoo County
5858 King Highway PO Box 449
Comstock, MI 49041
Phone: 269-381-2360

Request Form
Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: 24-058 Date Received: 10/24/24 Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Completed 11/14/24 Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	<u>William Knight</u>			Phone	[REDACTED]
Firm/Organization				Fax	
Street	[REDACTED]			Email	[REDACTED]
City	[REDACTED]	State	[REDACTED]	Zip	[REDACTED]

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Mail to address above ☒ Email to address above
☐ Deliver on digital media provided by the township: _____

Note: The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

<u>See Attached</u>	
RECEIVED OCT 24 2024 CHARTER TOWNSHIP OF COMSTOCK	
Consent to Non-Statutory Extension of Township's Response Time I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).	
Requestor's Signature	Date
<u>William R. Knight</u>	<u>10/24/2024</u>

(Complete both sides)

William Knight

October 24, 2024

Freedom of Information Officer

Comstock Township
6138 King Highway
Kalamazoo, MI 49048

Dear FOIA Officer:

Pursuant to the Michigan Freedom of Information Act (MCL 15.231 et seq.), I am requesting access to and copies of records pertaining to any correspondence between Comstock Township and the Michigan Liquor Control Commission (MLCC) regarding "Soil Friends." Specifically, I am requesting the following:

1. **All emails, letters, memos, and other written communication** exchanged between Comstock Township officials, employees, or representatives and the MLCC that mention or involve "Soil Friends."
2. **Records of phone calls, meeting notes, or any other documented interactions** between Comstock Township and the MLCC concerning "Soil Friends."

The timeframe for this request is from **January 1, 2024, to the present**. Please provide the requested information in electronic format, if possible. If the cost of fulfilling this request exceeds \$25, please notify me before proceeding.

If you require any further clarification or have questions regarding this request, please feel free to contact me at [REDACTED] or via email at [REDACTED]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

William Knight

A handwritten signature in black ink, appearing to read "Will Knight", with a stylized flourish at the end.

#24-059 1st Day Nov 1st, 24 Completed: 11/7/24

144

Nicole Shook

From: Mark Overhuel [REDACTED]
Sent: Thursday, October 31, 2024 8:13 PM
To: FOIA
Subject: FOIA Request Ordinance Complaint Form

You don't often get email from [REDACTED] [Learn why this is important](#)

Hello, can you please provide any ordinance complaint forms submitted against 3968 Ivy St. in the last year?

I'm trying to understand the complaint, and how I am in violation of 114.000.

Thanks,
-Mark

Mark Overhuel
[REDACTED]

Nicole Shook

From: Ken Deloian [REDACTED]
Sent: Tuesday, November 05, 2024 9:01 AM
To: FOIA
Subject: SmartProcure Public Records Request to Charter Township of Comstock For PO/Vendor Information

[You don't often get email from [REDACTED] Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Dear Winkie (Winifred) Kurtz or Custodian of Public Records,

SmartProcure is submitting a public records request to the Charter Township of Comstock for any and all purchasing records from 8/1/2024 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record-keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwRncyaFIBQyZzdD1NSSZvcmc9Q2hhcnRlclRvd25zaGlwT2ZDb21zdG9jayZvaWQ9MTQ1NjE%3D>

If this request was misrouted, please forward it to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email, or I can be reached at the phone number below in my signature.

Regards,

Ken Deloian
[REDACTED]

Nicole Shook

Denied

From: [REDACTED]
Sent: Friday, November 08, 2024 2:25 PM
To: FOIA
Subject: FOIA----Residential Solar/Electrical permits

You don't often get email from [REDACTED] [learn why this is important](#)

Hello,

I am writing to request access to public records for electrical/building/zoning applications for permits for solar energy within your jurisdiction.

Specifically, I am interested in obtaining the following information:

- Copies of all applications/permits for electrical permits relating to solar installation on residential homes within the specified timeframe of Oct 1 2024 -present

If possible, please provide the records in electronic format and email to pete@solarbrokersus.com expedite the process.

Thank you for your attention to this matter.

Sincerely,

Pete Warren

Thank you!

Please add me to your Monthly Report-Pete

FOIA Request #24-062 1st Day 11/12/2024 Completed: 11/14/24
Denied

147

Nicole Shook

From: Joseph Kniss [REDACTED]
Sent: Monday, November 11, 2024 4:05 PM
To: FOIA
Subject: FOIA request: 230 Lamoreaux Dr. NE, Comstock Park, MI 49321

You don't often get email from [REDACTED] [Learn why this is important](#)
Hello,

Please accept this FOIA request for building/zoning/assessing records for 230 Lamoreaux Dr. NE, Comstock Park, MI 49321 pertaining to:

-Permits and records for site use, occupancy, historical report cards, etc...

I have a particular interest in primary heating updates (coal, natural gas, heating oil), and historic occupants that might have handled hazardous substances (e.g. drycleaners).

I am completing an environmental history review for this site.

Thank you,

Joe Kniss

[REDACTED]

CONFIDENTIALITY NOTICE: This email message (including all attachments) is for the sole use of the intended recipient(s) and may contain confidential information. Any unauthorized review, use, disclosure, copying, or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Comstock Charter Township, Kalamazoo County
5858 King Highway PO Box 449
Comstock, MI 49041
Phone: 269-381-2360

Request Form
Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: 24-063 Date Received: 11/12/24
Inperson submission
(Please Print or Type) Completed: 11/14/24

Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method

Date delivered to junk/spam folder: _____

Date discovered in junk/spam folder: _____

Name	<u>Angel Bradshaw</u>			Phone	[REDACTED]
Firm/Organization	[REDACTED]			Fax	[REDACTED]
Street	[REDACTED]			Email	[REDACTED]
City	[REDACTED]	State	[REDACTED]	Zip	[REDACTED]

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Mail to address above ☒ Email to address above

☐ Deliver on digital media provided by the township: _____

Note: The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

<u>6505 Market St Kalamazoo MI 49048</u>	
<u>about 7pm on Oct 7th</u>	
<u>Fire Report</u>	
RECEIVED NOV 12 2024 CHARTER TOWNSHIP OF COMSTOCK	
Consent to Non-Statutory Extension of Township's Response Time I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).	
Requestor's Signature <u>[Signature]</u>	Date <u>11-12-24</u>

(Complete both sides)



MEMO

Charter Township of Comstock Township Board November 18, 2024

From: Scott Hess, Superintendent

Re: 2025 CIP Update

Updated CIP for information

Attachments:
[2024-2029 CIP final.pdf](#)

COMSTOCK
CHARTER TOWNSHIP
2024 - 2029
CAPITAL
IMPROVEMENT
PROGRAM

ADOPTED OCTOBER 16, 2023

Contents

INTRODUCTION	3
MISSION STATEMENT	4
CIP AND THE BUDGET PROCESS	4
<i>Capital Improvements Plan Policy Group</i>	5
<i>Administrative Group</i>	5
<i>Planning Commission</i>	5
<i>Township Board</i>	5
<i>Residents</i>	5
WHAT ARE CAPITAL IMPROVEMENTS	5
CAPITAL IMPROVEMENT PROGRAM FUNDING	6
CAPITAL IMPROVEMENT PROGRAMMING	8
BENEFITS OF THE CIP PROCESS	9
SCHEDULE PERIOD	9
ANNUAL UPDATE & PROCESS CHANGES	9
ANNUAL REVIEW OF TOWNSHIP ASSETS	10
ROADS	10
SANITARY SEWER MAINS	10
WATER MAINS	11
STATUS OF 2021 PROJECTS	12
2022 – 2027 PROJECT SUMMARIES	14
PROJECTS WITH NO YEAR IDENTIFIED IN THE CIP	26
APPENDIX	30
A. CIP Project List	32
B. Comstock Center Downtown Development Authority Capital Improvement Program	31
C. Comstock Township Fire Department Capital Improvement Program	33
D. Comstock Library Capital Improvement Program	35
E. List of Township Assets and Their Condition	42
F. Local Road Capital Improvement Plan 2024 – 2026	44
G. Sanitary Sewer Asset Management Plan	56
H. 2022 - 2026 IT Planning / Replacement Timetable	59
I. Capital Improvement Program Policy Group Assumptions	64
J. Project Application Form	67
K. Future Water Main Extension Areas	70

ACKNOWLEDGEMENT

Charter Township of Comstock Board of Trustees

Randy Thompson, Township Supervisor
Nicole Beauchamp, Township Clerk
Bret Padgett, Township Treasurer
Jerry Amos, Trustee
Jason Knight, Trustee
Terry McIver, Trustee
Bub Sherwood, Trustee

Charter Township of Comstock Planning Commission

Jennifer Jones-Newton, Chair
Ron Sportel, Vice Chair
Allan Faust, Secretary
Jeff Ampey
Patrick Hanna
Larry Nichols
Bub Sherwood, Township Board Liaison

Others Contributing to this CIP

Scott Hess, Township Superintendent
Jodi Stefforia, Community Development Director
Danielle Myrkle, Parks Director
Steve Deisler, DDA Director

Preparation and Adoption of the 2024-2029 CIP

Preparing the 2024-2029 CIP followed the process as described within and was adopted by the Comstock Township Planning Commission, following a public hearing, on October 12, 2023 and by the Comstock Township Board on October 16, 2023.

INTRODUCTION

A Capital Improvements Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements to maintain, preserve and protect Comstock Township's existing infrastructure system and to provide for the acquisition of scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the Township Board and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical and economic wellbeing of the community. The process is a necessary step in an organized effort to strengthen the quality of public facilities and services, provide a framework for the realization of community goals and objectives and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs Comstock Township residents and stakeholders on how the Township plans to address significant capital needs over the next six years. The CIP provides visual representation of the Township's needs including maps and images that detail the timing, sequence, and location of capital projects. The CIP also influences growth because infrastructure can impact development patterns.

Some of the many benefits that the CIP provides for the residents and stakeholders include the following:

- Optimize use of revenues
- Focus attention on community goals, needs and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the Planning Commission, Township Board and administration.

Plans and policies include the following:

- Vision 2030 Master Plan
- Comstock Center Place Plan for Redevelopment and Prosperity
- Downtown Development and Tax Increment Financing Plan
- Parks and Recreation Strategic Plan 2020-2024
- Comstock Township Strategic Vision 2014
- Goals and Objectives of the Township Board
- Administrative policies

This plan is the prioritized 6-year investment in public structures and improvements as recommended by the Comstock CIP Committee and the Planning Commission to the Township Board and has been developed under the guidelines and provisions of the plans and policies of the Township. The DDA CIP is included in the Appendix, however, the list of projects is included 2024-2029 CIP Project list found in Appendix A along with the rest of Township projects as the DDA relies heavily on the Township General Fund. The Fire Department is separately funded and has a separately prepared CIP that is included as an Appendix. The Comstock Library CIP is included as an Appendix as the Library is funded by a designated millage not through the General Fund of Township. Future sanitary sewer extension projects are not included as they are either not funded in the same manner as the projects in this plan and/or are still being identified.

MISSION STATEMENT

Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act (PA 33 of 2008). The goal of the CIP is to implement the master plan and other adopted plans of the Township to assist the community's financial planning.

The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects issued, and adjustments made to existing projects arising from changes in the amount of funding required, conditions or timeline. A new year of programming is also added each year to replace the year funded in the annual operating budget.

The CIP program should continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention will be devoted to providing more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies and developing debt strategy.

CIP AND THE BUDGET PROCESS

The CIP plays a significant role in the implementation of a master plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital projects portion of the annual budget. Approval of the CIP does not mean that the Township Board grants final approval of all projects contained within the plan. Rather, by approving the CIP, the Township Board acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan – potentially to a lesser extent than proposed – are suitable for inclusion in the upcoming budget as resources allow.

Comstock Township should strive to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents as there should be in a strategic planning environment. Budget appropriations lapse at the end of the fiscal year as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees and interest income.

The receipt of American Rescue Plan Act (ARPA) funds beginning in 2021 added a twist to the CIP and budgeting processes by infusing significant funds into the Township coffers for use on capital and non-capital projects. To an extent, use of ARPA funds for non-capital projects frees up funds for capital projects. As this CIP is written, approximately \$350,000 in ARPA funds remain for assignment to projects – some or all of which may be a capital project identified in the 2024-2029 CIP. Remaining ARPA funds must be obligated by the end of 2024 and spent by the end of 2026. These remaining ARPA funds will be available for CIP projects, the extent of which has not been determined by the Township Board.

Capital Improvements Plan Policy Group

This group reviews the policy, develops the project rating and weighting criteria, rates and weighs project applications, reviews funding options and presents the recommendation to the Administrative Group for preparation of the CIP document.

Township Superintendent
Community Development Director
Parks Director
DDA Director
Township Supervisor
Township Treasurer
Township Board representative (in 2023, Terry McIver)
Planning Commission representative (in 2023, Patrick Hanna)

Administrative Group

This group clarifies any issues, finalizes the ratings and brings the CIP draft forward to the Planning Commission and presents the CIP at the public hearing.

Township Superintendent
Community Development Director

Planning Commission

The Planning Commission, through its representative, works with the policy group during the plan development, reviews the group's recommendation, receives public input, conducts public hearings, adopts the plan, and requests the Township Board to consider incorporating funding for the first-year projects into the budget plan.

Township Board

As the governing body, the Township Board adopts the CIP and is encouraged to use the CIP as a tool in the adoption of the annual budget process in accordance with the governing body goals and objectives.

Residents

Township residents are encouraged to participate in plan development by attending the Planning Commission public hearings and the Township Board's budget workshops and public hearings. As always, communication is open between residents, the Township Board members, Planning Commissioners and staff.

WHAT ARE CAPITAL IMPROVEMENTS

As used in this CIP, a capital improvement project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e., a public building, water/sanitary sewer mains, local roadways, cemetery, recreational facilities), an addition to or extension of such a facility, provided that the cost is \$10,000 or more and that the improvements will have a useful life of three years or more.
2. Any nonrecurring rehabilitation of all or a part of a building, its grounds, a facility, or equipment provided that the cost is \$10,000 or more and will be coded to a capital asset account.
3. Any purchase or replacement of major equipment to support community programs provided that the cost is \$5,000 or more and will be coded to a capital asset account.

4. Any planning, feasibility, engineering or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects provided that the cost is \$10,000 or more and will have a useful life of three years or more.
5. Any planning, feasibility, engineering or design study that costs \$20,000 or more that is not part of an individual capital improvement project or a program that is implemented through individual capital improvement projects.
6. Any acquisition of land for a public purpose that is not part of an individual capital improvement project or a program that is implemented through individual capital improvement projects provided that the cost is \$20,000 or more.

CAPITAL IMPROVEMENT PROGRAM FUNDING

Because the capital improvement projects involve the outlay of substantial funds, numerous sources are necessary to provide financing over the life of the program. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. For example, funds raised by the Township's road millage may only be used for local road projects. The CIP has to be prepared with some projections as to the amount of money available. The following is a summary of the funding sources for projects included in a capital improvements program.

General Funds Assigned to Capital Projects

It is Township policy that funds in excess of an amount equivalent to 20% of the annual budget expenditures be assigned, by Resolution of the Township Board, to capital projects. The amount each year varies but has typically been around \$700,000.

ARPA Funds

In 2021, the Township received \$816,100 in American Rescue Plan Act (ARPA) funds and an additional \$822,653 the following year. In 2022, the first ARPA installment was used to acquire an existing building to be renovated into a new Township Hall – which had been listed as a CIP project for many years. In 2023, funds were allocated to the Fire Department for chest compression devices, the Parks and Recreation Department for picnic tables, trash cans and recycling bins for the various parks, and to the Clerk's Office for a columbarium to be placed at Maple Grove Cemetery and for an expansion of the Comstock Cemetery. Additionally, the North Wenke Park parking lot was paved and Green Meadow Park parking lot will be paved with ARPA funds.

Approximately \$352,000 in ARPA funds remain as of the writing of this CIP that must be obligated by the end of 2024 and spent by the end of 2026. These remaining ARPA funds will be available for CIP projects, the extent of which has not been determined.

Enterprise (reserve) funds

In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases in capital expenditures for sewer mains, for example, could result in a surcharge on the quarterly sewage bill. Enterprise fund dollars can only be used on projects related to that particular enterprise fund, i.e., sewer system funds can only be used on sewer system projects.

Bonds

When Comstock Township sells bonds, purchasers are, in effect, lending the community money. The money is repaid with interest from taxes and/or fees over the years. The logic behind issuing bonds (or 'floating a bond issue') for capital projects is that the citizens that benefit from the capital improvements over a period of time should help the community pay for them. Comstock may issue bonds in two forms:

General Obligation (G.O.) bonds

Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the Township is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies and the amount is included in Comstock's state-imposed debt limits. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. G.O. bonds are authorized by a variety of state statutes.

Revenue bonds

Revenue bonds are sold for projects that produce revenues, such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O. bonds, revenue bonds are not included in the community state-imposed debt limits because the full faith and credit of the community backs them. Revenue bonds are authorized by Public Act 94 of 1933, the Revenue Bond Act.

Tax Increment Financing (TIF)

Tax Increment Financing (TIF) is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. In 2019, a Downtown Development Authority (DDA) was established. The DDA prepared and the Township Board adopted a Downtown Development and Tax Increment Financing Plan. The DDA captures tax increments in the Comstock Center area and uses those funds to undertake projects in the CIP and the Downtown Development and Tax Increment Financing Plan.

Millages

The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property's net value, following the application of all exemptions and a 50% equalization ratio. Millages are voter-approved taxes that are specifically earmarked for a particular purpose. Comstock is also authorized to utilize millages under Public Act 206 of 1893, the General Property Tax Act.

In 2016, the Township enacted a road millage covering the entire township. It is collected with the winter taxes and used on road projects. The millage rate for 2024 has not yet been set by the Township Board; it is anticipated to be 1.45 mill which is the same rate as 2023.

The Comstock Library has a voter-approved millage. The millage is 1.4733 mills in 2023 for operations and capital expenditures.

Special Assessments

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment, i.e., by those who directly benefit. Local improvements often financed by this method include sanitary sewers and water mains.

In Comstock Township, the fire department operates with funds generated through township-wide special assessments. In 2023, the Fire Department special assessment for operations and maintenance was 4.75 mills and 2.0 mills for capital expenditures and improvements. The 2024 special assessment rate is unknown as this CIP is written.

Federal and State Funds

Federal and state governments make funds available to communities through numerous grants and aid programs. Some funds are tied directly to a specific program. The community has discretion (within certain guidelines) over the expenditure of others. For the most part, the community has no direct control over the amount of money received under these programs.

Developer Contributions

There are occasions when capital improvements are required to serve new development. Where funding is not available for the community to construct the improvements, developers may agree to voluntarily contribute their share or install the facilities themselves so the development may go ahead.

Utility Bill Surcharge

The Township imposes a surcharge on the quarterly usage bill of the public water and/or sewer customers. In 2018, the Township Board voted to increase the surcharge on sewer usage bills from 3% to 25%. It is anticipated to raise approximately \$390,000 in 2024 which funds will be targeted toward repairs to the existing sanitary sewer system as identified in the SAW Grant Wastewater Asset Management Plan summarized in Appendix G.

CAPITAL IMPROVEMENT PROGRAMMING

The Township will prepare and update a proposed schedule of capital projects and equipment to be built or purchased within a six-year period. The CIP will list future projects in order of construction or acquisition priority and as can be achieved financially along with cost estimates.

Comstock's first year of scheduled projects will be referred to as the capital budget and include those projects scheduled to be funded in the upcoming year. These projects will be included in the Township's legally adopted budget, as determined by the Township Board based upon available resources and budgetary limitations.

BENEFITS OF THE CIP PROCESS

Here are a few of the benefits the Township may realize:

- Focused attention on the community's goals, needs, and capabilities. This will involve keeping projects in line with community objectives, anticipated growth and financial capabilities. This information will be obtained from the various adopted plans and policies referenced earlier.
- Optimum Use of Taxpayer's Dollar. Advanced planning and programming will help avoid costly mistakes. This program will also aid the Township Board in making sound annual budget decisions. The listing of anticipated projects may encourage the purchase of land well in advance of construction, at a lower present cost, rather than maybe a higher future cost.
- More Efficient Government Administration. Coordination of capital improvements programming by township, county and state agencies can reduce scheduling problems and conflicting or overlapping projects. For example, utilizing a CIP may avoid paving a street one year and tearing it up the next year to install sanitary sewer.
- Improved Intergovernmental and Regional Cooperation. It may be possible to share needed facilities between local units of government or between the municipality and a school district. Examples would be sewer pretreatment facilities or utilizing classroom space for recreation programs.
- Maintaining a Sound and Stable Financial Program. When ample time has been provided for planning, the most economical means of financing each project can be selected in advance. Keeping projects within the financial capacity of the community will help to preserve Comstock's credit rating and enhance the Township's attractiveness to business and industry.
- Enhance Opportunities for Participation in Federal and State Grant Programs. Most grant applications require the need for programs to be well documented, with a clear statement of goals and objectives. This documentation has already been developed in the CIP.

SCHEDULE PERIOD

As indicated above, a six-year period is considered to be the most suitable. Two or three years is too short of a time frame for effective programming due to planning and financing of major facilities usually takes longer. Periods of seven years or more may schedule a project too far into the future to be of practical value.

ANNUAL UPDATE & PROCESS CHANGES

The CIP will be updated annually in order to fine tune the capital budget to reflect changing economic conditions or Township needs. The CIP program will also be adjusted to reflect the need for additional projects and set different priorities, if necessary. Some of the CIP projects included in the 2023 Township Budget did not get accomplished as planned. In some instances, the funds were needed for a different CIP project of higher priority, an unanticipated expense/opportunity or to allow for coordination between projects.

This is the seventh CIP to be prepared by the Township with the first being the 2018-2023 CIP. The Policy Group continues to learn from this process. The 2023 call for projects for the 2024-2029 CIP resulted in the addition of eight new projects.

ANNUAL REVIEW OF TOWNSHIP ASSETS

A list of assets owned by the Township, not including those of the Fire Department, and their condition was created in 2018 and is updated each year. A subcommittee of the Policy Group reviewed each asset owned by the Township and made observations as to the asset's condition: *Good, Fair, Poor* or in *Immediate need of attention, repair, removal and/or replacement*. Other observations were also provided for some of the assets. The spreadsheet identifying township assets and their condition as of August 2023 can be found in Appendix E.

ROADS

Primary roads are maintained and improved by the Road Commission of Kalamazoo County (RCKC) at their expense. Local roads in the Township are also maintained and improved by the RCKC but the cost is shared by the Township. Local Road Participation Funds (PAR) Funds are dedicated by the RCKC to be used in the Townships of Kalamazoo County based on the amount of road mileage. The PAR Funds must be matched locally, however, to be used. The Township has traditionally over matched the available funds. With the use of road fund money, the Township is committing \$926,000 in 2024 to the maintenance and improvement of local roads. Approximately nine miles of local roads can be addressed in a typical year.

Annual Local Road Improvements

Project Years: 2024 – 2024

Project Cost: \$926,000 in 2023

Funding Source: Road Fund	\$656,000
PAR Funds (est.)	\$270,000

The RCKC has a 5-year CIP for Local Roads, however it is a fluid list. Annually, the Township works with the RCKC engineers to review the list which can result in modifications to the planned projects in any given year due to changing priorities, local road conditions and/or opportunities to coordinate local road work with other infrastructure projects. The current version of the 2024 – 2026 Local Road Capital Improvement Plan is found in Appendix F.

SANITARY SEWER MAINS

An Asset Management Plan (AMP) for all the sanitary sewers, force mains and pump stations within the Township was completed in 2018. It identifies those areas of the system that need maintenance presently or will need future maintenance. Any sanitary sewer work will be funded through water and sewer funds and not compete with other CIP projects. Appendix G contains a list of planned sanitary sewer work resulting from the Asset Management Plan through 2026.

Construction of new sanitary sewer mains will be triggered by development or done in response to a special assessment district petition. The cost of such extensions will be borne by the requesting party with possibly some Township participation. As this plan is written, sanitary sewer is being installed in in South 26th Street between N Avenue and MN Avenue at the cost of the owners of abutting land proposed for industrial development. The

Township is cost sharing in this sewer project in order to oversize the sewer main in South 26th Street and to extend it north to East MN Avenue to facilitate future extension to the north and east.

WATER MAINS

Construction of new water mains will typically be triggered by development or done in response to a special assessment district petition. The cost of such extensions is borne by the requesting party with possibly some Township participation. However, as part of the Kalamazoo Regional Water and Wastewater Commission, numerous areas for future water main extensions, often to loop existing pressure districts, have tentatively been identified; the list along with neighborhood-level projects within is in Appendix K . These projects will be accomplished over the years; no specific year for any of the projects have been identified as of this plan. Any water main work will be funded through special assessments, the Township's water funds or by the City of Kalamazoo and will not compete with other CIP projects.

STATUS OF 2023 PROJECTS

Descriptions and status of the 9 projects submitted to the Township Board for inclusion in the 2023 Operating Budget including ongoing/annually requested projects from previous years are provided below.

Project Name: Tree removal and plantings throughout the parks		
Timeline for completion: ongoing		Cost: \$30,000

Description: Continue environmental stewardship in the parks by replacing trees lost to disease, age or storms to provide for storm water management, shade and natural beauty. Loss of trees over the last 10+ years has resulted in washouts causing erosion of unpaved areas compromising the paved areas.

Status: Tree removal work has been accomplished over last several years.

Project Name: New Picnic Tables		
Timeline for completion: 2023		Cost: \$30,000

Description: Acquire new picnic tables to replace old tables throughout parks that can no longer be repaired. Handicap accessible tables will be among the new tables acquired. Grants will be sought which will offset the cost of replacing tables.

Status: Sixty-eight (68) tables were acquired and placed at Merrill Park and Robert Morris Park as well as 26 trash cans.

Project Name: Beautify Comstock Center Initiative 2023 and ongoing years		
Timeline for completion: ongoing		Cost: \$50,000

Description: Additional work toward implementing the *Beautify Comstock Center* initiative which works toward realizing the Comstock Center Design Plan for Prosperity and Redevelopment and the Downtown Development and Tax Increment Financing Plan.

Status: Additional gateway sign installed with landscaping at River Street and Comstock Avenue. Thirty planters professionally prepared, placed and maintained along with gateway plantings. Planters for placement on the bridge railing secured and placed. Four trash cans placed in core downtown area. Mural at 5922 King Highway restored.

Project Name: Comstock Center Land Acquisition 2023 and ongoing years		
Timeline for completion: 2023		Cost: \$50,000

Description: Continue setting aside (earmarking) money for future land acquisition in the Comstock Center Area as opportunities arise and as part of implementing the 2014 Strategic Vision, Vision 2025 Master Plan, Comstock Center Place Plan for Redevelopment and Prosperity and the Downtown Development and Tax Increment Financing Plan. This is the fifth year that this set aside.

Status: Funds transferred to DDA Fund where they may accrue for a future land acquisition if an appropriate opportunity presents.

Project Name: Comstock Cemetery expansion		
Timeline for completion: 2023		Cost: \$80,000

Description: Expand Comstock Cemetery to establish additional plots. This work will include paving the drive and a new access to Neal Avenue. This work will be designed to allow for future shared drive with Neal Avenue Park.

Status: The expansion is underway and will be complete Fall 2023 at a cost of approximately \$175,000.

Project Name: Neal Avenue Park Design		
Timeline for completion: 2023		Cost: \$15,000

Description: Coordinate access with Comstock Cemetery expansion to establish a new park within and serving the Shields Plat. In addition to providing a park to a largely underserved area of the Township, this new park will allow for the removal of noncompliant and unsafe play equipment at Cooper Park. Grants will be sought to help provide for a new play structure and other recreational amenities. Design in 2023 with build in 2024.

Status: Park has been designed and a grant sought. If grant is not awarded, ARPA funds may be used.

Project Name: New Truck for Park Maintenance		
Timeline for completion: 2023		Cost: \$30,000

Description: Replace truck driven by park maintenance staff person so that a single truck can be used for year-round maintenance of the Township's parks. Presently, park maintenance staff person drives a 2013 Ford 150 for daily tasks but has to switch to a 2009 Chevy Silverado 2500 in the winter months for plowing. The 2009 Chevy Silverado will be sold; the 2013 Ford 150 will be retained for use by office and general park staff as a backup.

Status: Township Superintendent was not able to locate a truck via MiDEAL vehicle purchasing program.

Project Name: Modernize the Zoning Ordinance		
Timeline for completion: 2023		Cost: \$42,950 (\$20K grant; \$10K match)

Description: With grant from MEDC and 25% local match, hire a consulting firm to audit and transform the Zoning Ordinance into a user-friendly online code. Provide clear organizational structure, illustrations and searchable words and terms making the ordinance easier to understand for residents and developers.

Status: Giffels Webster hired with grant funds secured from MEDC. Zoning Ordinance update and modernization is underway. Project cost is \$42,950 which includes an interactive Zoning Map; grant is for \$32,212.50.

Project Name: Renovate & Furnish New Township Hall		
Timeline for completion: 2023		Cost: \$500,000

Description: Remodel former Niko's Landing into a new Township Hall including new furnishings and re-use of furnishing in use at the current Township Hall.

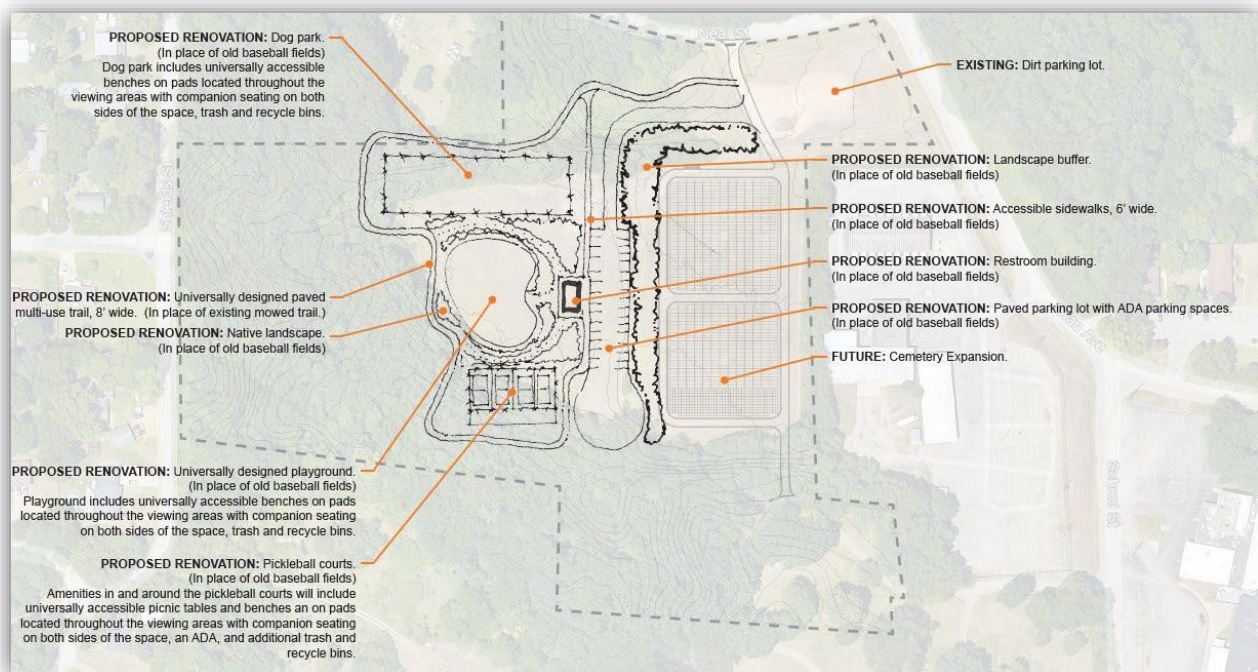
Status: Project is complete.

2024 – 2029 PROJECT SUMMARIES

Descriptions of the 30 projects included in the 2024 -2029 CIP are provided below. The projects are generally grouped by year funding is requested. The multi-year projects are grouped in this CIP with the specific years identified. The Policy Group members individually rated submitted projects in the past. Only a few new projects were added to this CIP and were not scored or rated. Only the projects identified for undertaking in 2024 are recommended to the Township Board for inclusion in the 2024 General Fund Budget or Downtown Development Authority Fund Budget. There is project proposing funds be set aside (earmarked) over the life of the CIP for land acquisition. If approved by the Township Board, these funds will have to be tracked so that they are available in the future when the acquisition opportunity presents.

Project Name: Neal Avenue Park & modify Cooper Park	
Timeline for completion: 2024	Cost: \$165,000

Description: Coordinate access with recent Comstock Cemetery expansion to establish a new park within and serving the Shields Plat. In addition to providing a park to a largely underserved area of the Township, this new park will allow for the removal of noncompliant and unsafe play equipment at Cooper Park. A \$1M Spark Grant has been sought to help build the park with a local match of \$165,000. Designed in 2023.



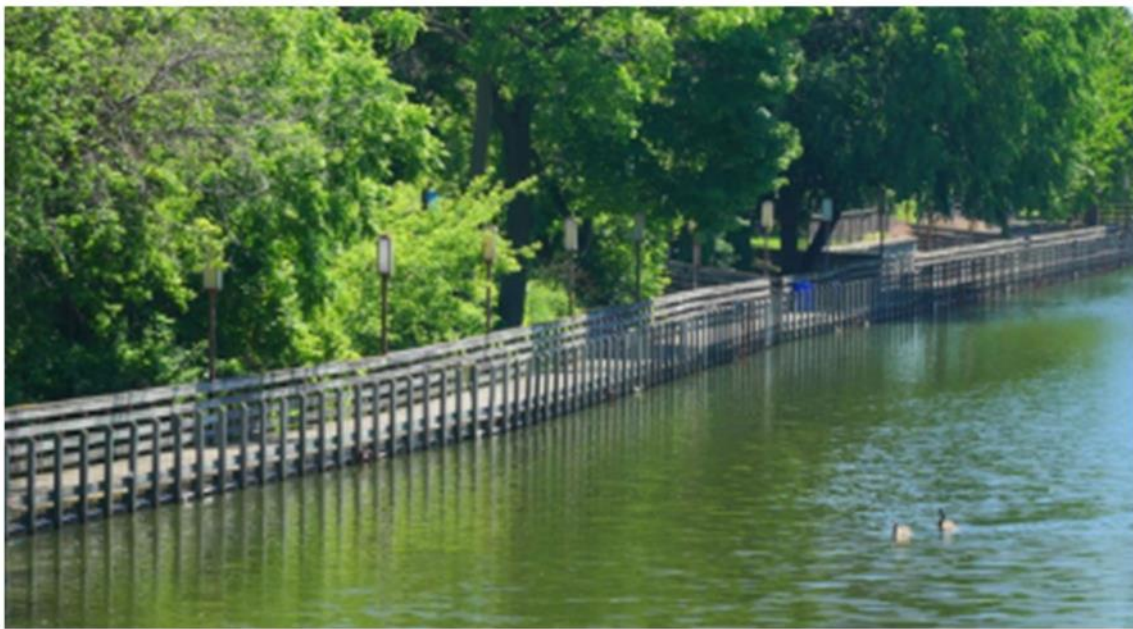
Conceptual plan for Neal Avenue Park.

Project Name: Downtown Riverwalk design, secure permits, build

Timeline for completion: 2024, 2025

**Cost:
\$1,050,000**

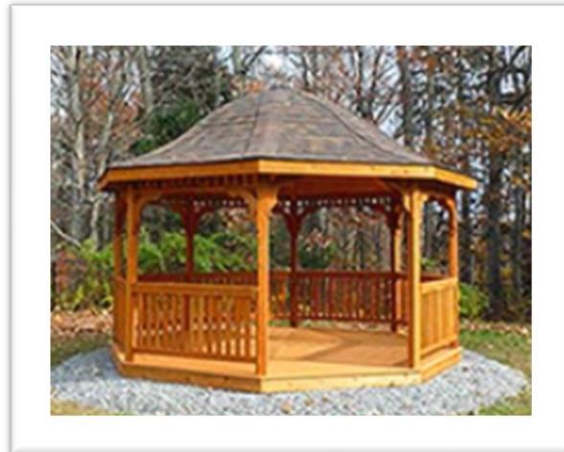
Description: Engage engineering services in 2024 to design and secure permits to build in 2025 a boardwalk along the Kalamazoo River in Comstock Center for future construction, shown in red on the image below. This will be a group project by the Township, DDA and Parks and Recreation.



Example of potential riverwalk design.

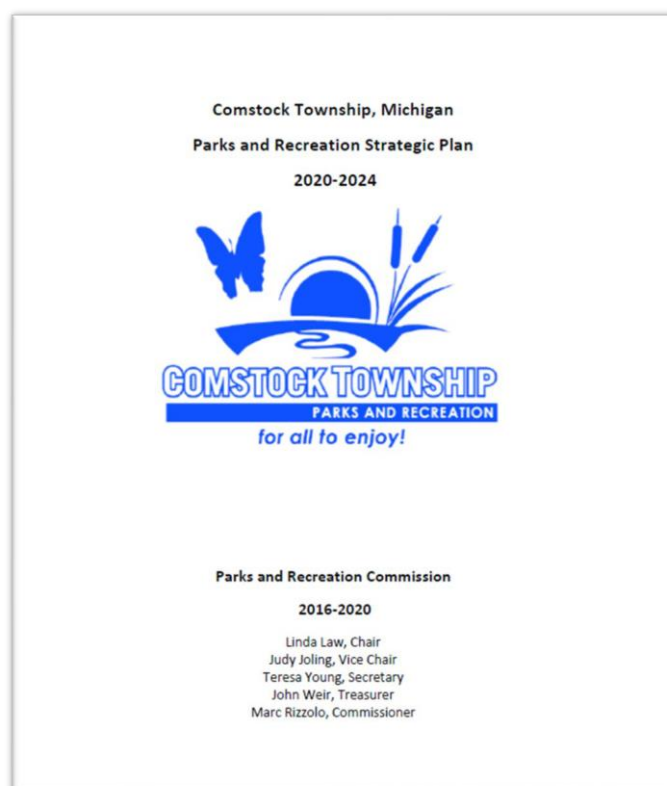
Project Name: South Wenke Park Gazebo		
Timeline for completion: 2024		Cost: \$20,000

Description: Build a gazebo at South Wenke Park.



Project Name: Parks and Recreation Strategic Plan		
Timeline for completion: 2024		Cost: \$40,000

Description: Hire a consultant to prepare a new Parks and Recreation Strategic Plan. Current plan, although updated every five years, warrants a complete overhaul to reflect current trends in recreation and the needs and interests of the residents.

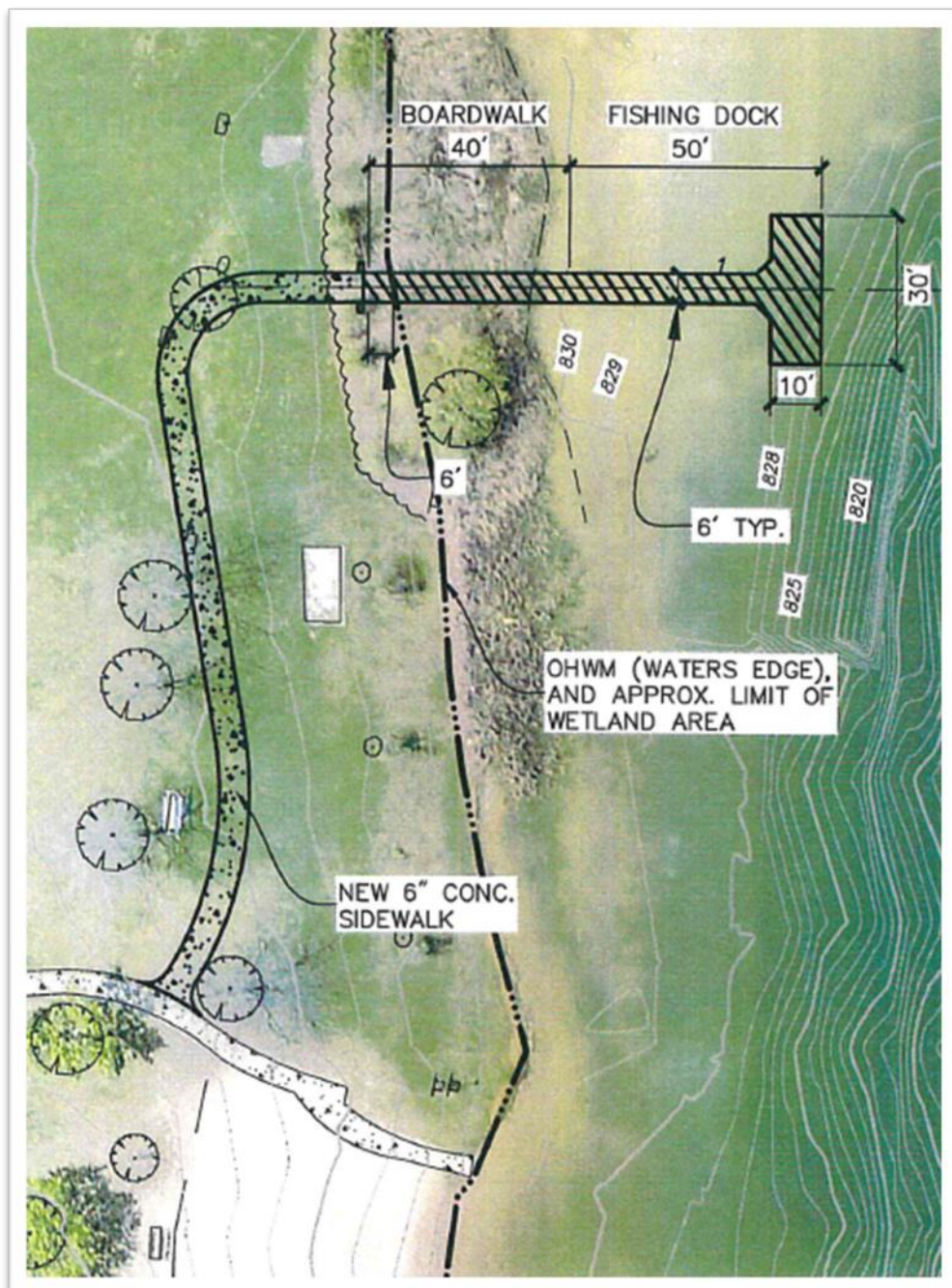


Project Name: Robert Morris Park Fishing Pier

Timeline for completion: 2024

Cost: \$200,000

Description: Build ADA compliant facility including 40 feet of boardwalk over wetlands and 50 feet of fishing pier. The DEQ permit for the project expires on 2/27/2024 and will have to be renewed. This project addresses the loss of shoreline fishing areas due to control measures directed at correcting the geese problems given their impact on E. coli levels in Campbell Lake. This project also adds a needed accessible recreation feature for Comstock Parks. As of the writing of this CIP, the Township is waiting to hear if a MNRTF grant has been awarded.



Project Name: Robert Morris Park – new universal design play structure for children aged 2 to 5 years old

Timeline for completion: 2024

Cost: \$30,000

Description: Upgrade the playground at Robert Morris Park for children 2 to 5 years old to add a universally accessible play structure. This project is partially grant funded and is also contingent on a Spark Grant being awarded for Neal Avenue Park.

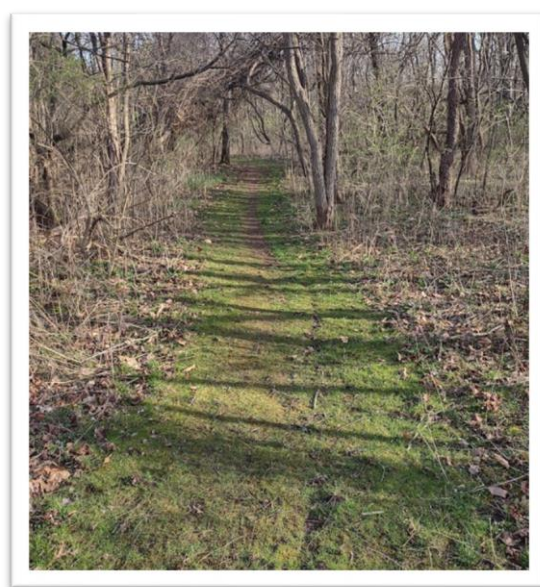


Project Name: Jan Schau Wildflower Walk signage and upgrades

Timeline for completion: 2024

Cost: \$30,000

Description: Upgrade the Jan Schau Wildflower Walk trail, including the addition of trail signage and development of a trail map.



Project Name: Design, secure permits and dredge Cooper Park pond

Timeline for completion: 2024, 2025

Cost: \$30,000

Description: Hire engineering team to design plans for future dredging of the pond at Cooper Park and secure necessary environmental permits and approvals in 2024 for the work to be done in 2025. Dredging will be done to address the sludge and plant overgrowth.

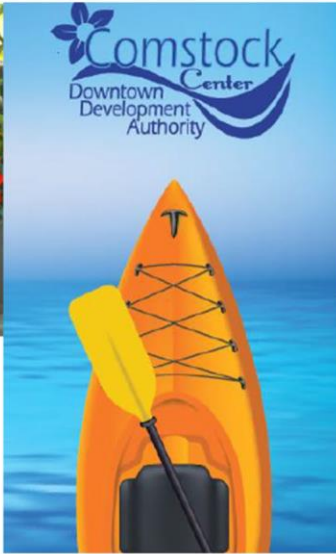


Project Name: Beautify Comstock Center

Timeline for completion: ongoing

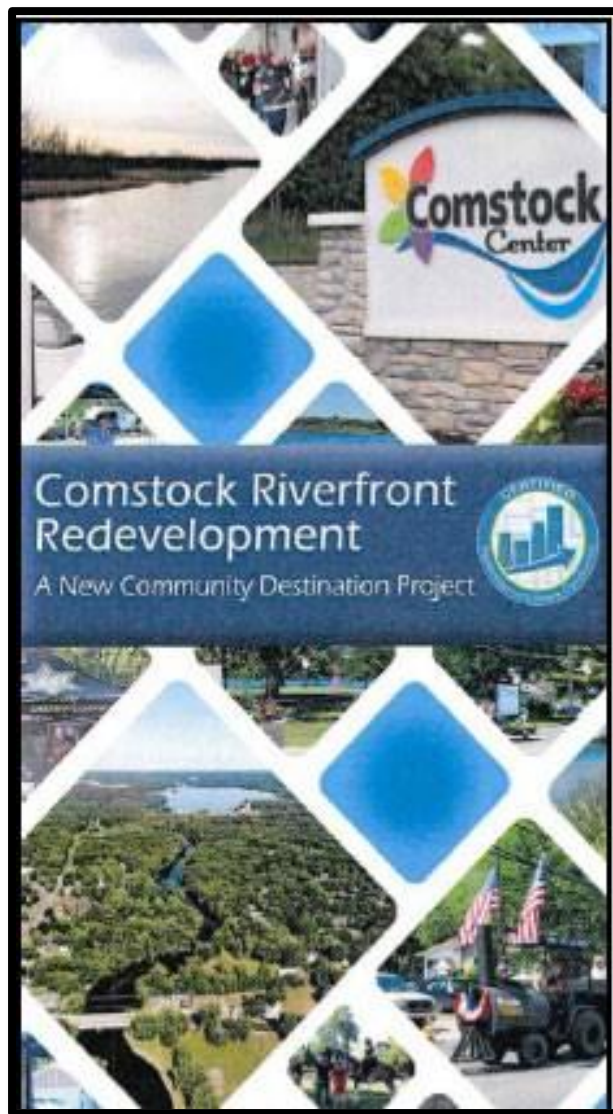
Cost: \$80,000+

Description: Build on momentum already generated in Comstock Center with continued implementation of the *Beautify Comstock Center* initiative. This work helps realize the Comstock Center Design Plan for Prosperity and Redevelopment and the Downtown Development and Tax Increment Financing Plan. Request is \$80,000 in 2024 and then increasing amounts proposed for the remaining years of this CIP.



Project Name: Economic Development & Marketing – Comstock Center DDA	
Timeline for completion: ongoing	Cost: \$150,000+

Description: Begin significant economic development and marketing projects and programs to expand businesses, draw visitors and residents to Comstock Center and increase tax base, preserve history and create a community destination. Ask for 2024 is \$150,00; 2025 is \$970,000 and then \$75,000 outyears of this CIP. Grants, ARPA and Tax Increment Financing (TIF) funds are targeted.



Project Name: Housing Needs Assessment

Timeline for completion: 2024

Cost: \$20,000

Description: Hire Upjohn Institute through the South Central Michigan Planning Council to prepare a housing needs assessment for the Township. This will include recommendations regarding new policies and/or policy changes needed to meet the current and future demand for housing of all types and at all price points. Michigan's Statewide Housing Plan and the MSHDA Michigan Statewide Housing Needs Assessment will be important reference and companion documents to this effort.



Project Name: Non-Motorized Transportation Plan

Timeline for completion: 2025

Cost: \$30,000

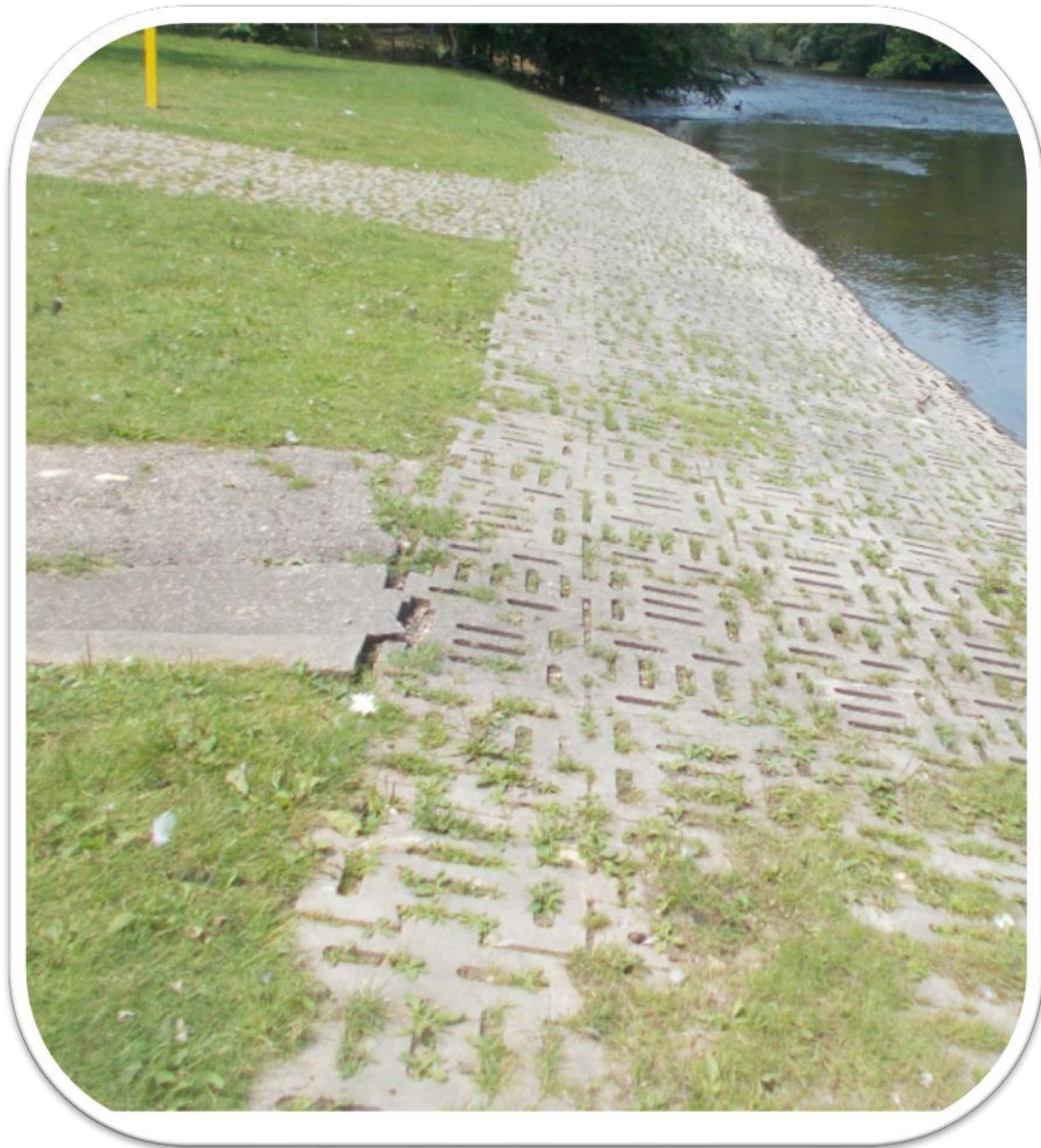
Description: Hire a consultant to prepare a Non-Motorized Transportation Plan taking a comprehensive look at the need for sidewalks, bike lanes and/or bike paths in the Township. A public planning process, similar to that undertaken by Kalamazoo Township in 2014, will be followed. Having this plan will open up additional grant opportunities for the Township to build non-motorized facilities.

KALAMAZOO CHARTER TOWNSHIP
**NON-MOTORIZED TRANSPORTATION
MASTER PLAN**



Project Name: Merrill Park Phase 2 – launch and river’s edge		
Timeline for completion: 2025		Cost: \$100,000

Description: Replace the crumbling rip-wrap to restore the shoreline and address safety concerns. A \$300,000 grant from the MNRTF will be sought with a \$100,000 local match. The grant application will be presented as Phase 2 of the previously awarded \$300,000 grant for the 2019 redevelopment of Merrill Park. To be coordinated with the riverwalk project described earlier.



Project Name: Connect South Wenke Park to new township hall and close driveway

Timeline for completion: 2025

Cost: 300,000

Description: Close King Highway driveway once South Wenke Park is connected to Township Hall via riverwalk described earlier.



Project Name: Sidewalks – various places

Timeline for completion: 2026, 2027, 2028

Cost: TBD

Description: Install sidewalks at various locations in the Township per a yet-to-be prepared comprehensive Non-Motorized Plan for the Township. New segments and filling gaps in existing sidewalk networks will be included in the work.



Comstock Avenue, west of River Street



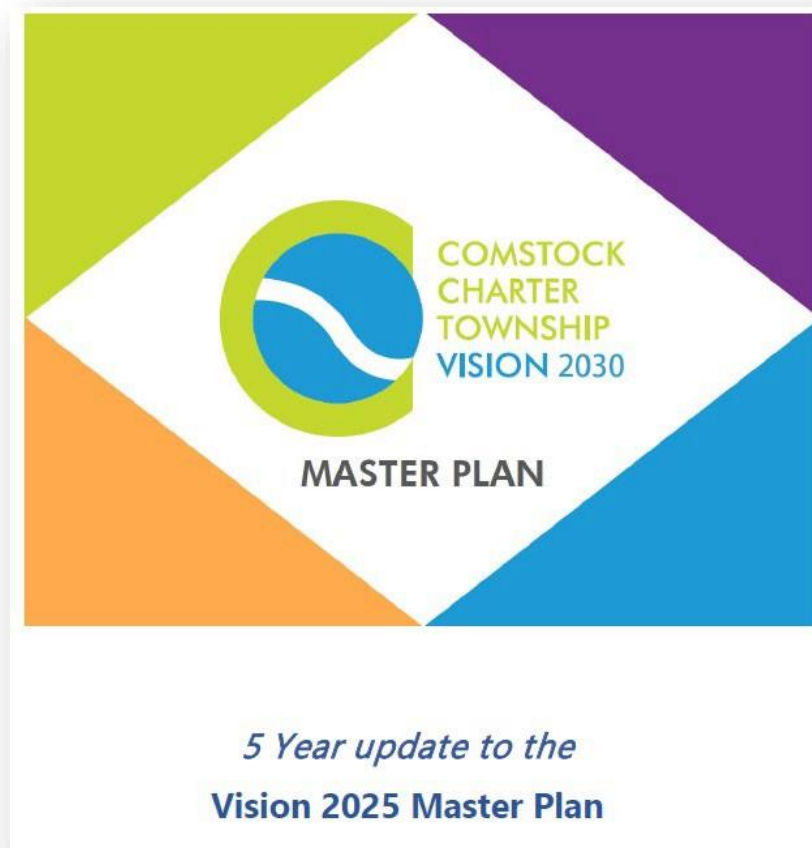
H Avenue, west of Gull Road

Project Name: Prepare a new Master Plan

Timeline for completion: 2028

Cost: \$80,000

Description: Hire a planning consulting firm to prepare a new Master Plan for the Township. It is anticipated that there will be meaningful changes in the Township since the last update was adopted in 2023 that warrant a revisit of the entire Township with significant public input.

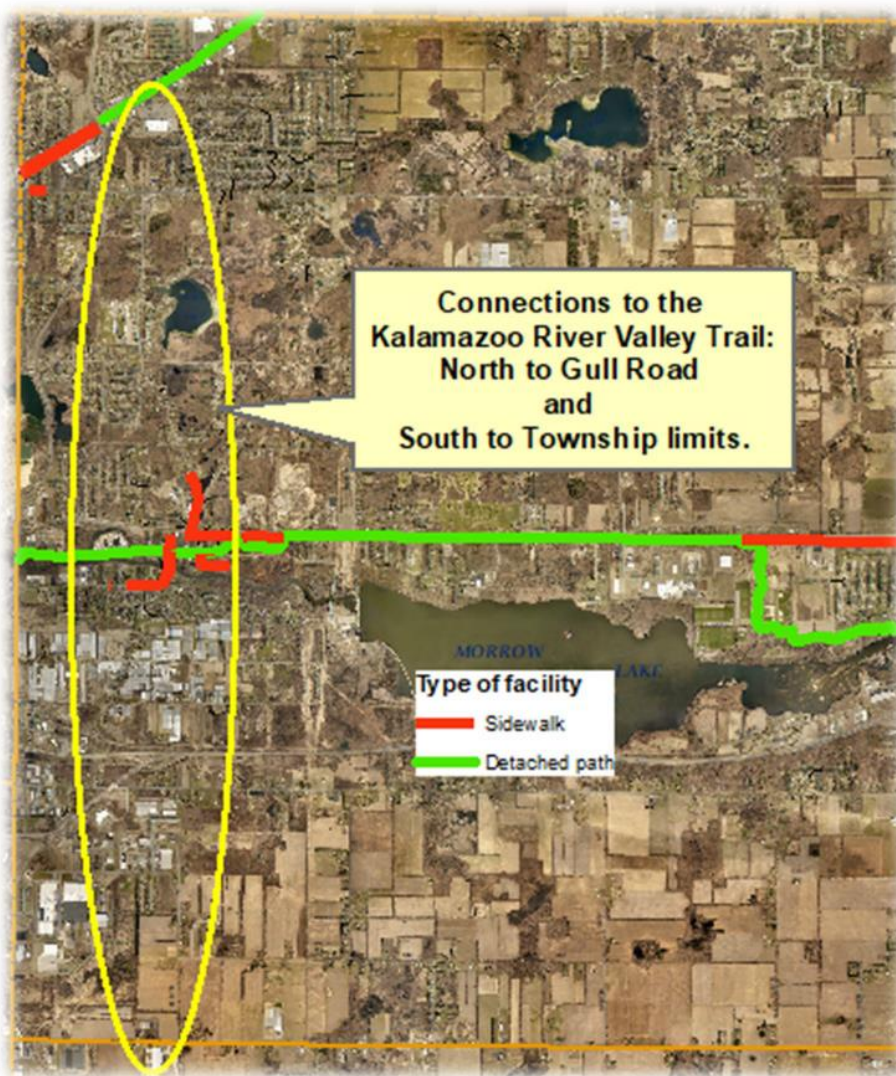


PROJECTS WITH NO YEAR IDENTIFIED IN THE CIP

The below projects were submitted and reviewed by the committee without a year identified as to when the project will be accomplished. The projects below can be considered illustrative in the sense that no year is identified, however, as grant and other funding opportunities present, any of the below projects can be brought forward.

Project Name: Connector Bike Path		
Timeline for completion: TBD		Cost: TBD

Description: Provide nonmotorized connections to the Kalamazoo River Valley Trail (KRVT) and the Gull Road walking/bike path and to the south Township limits to connect with the trail system in the City of Portage through and in cooperation with Pavilion Township.



Project Name: Wenke Ballfield MNRTF Grant Match

Timeline for completion: TBD

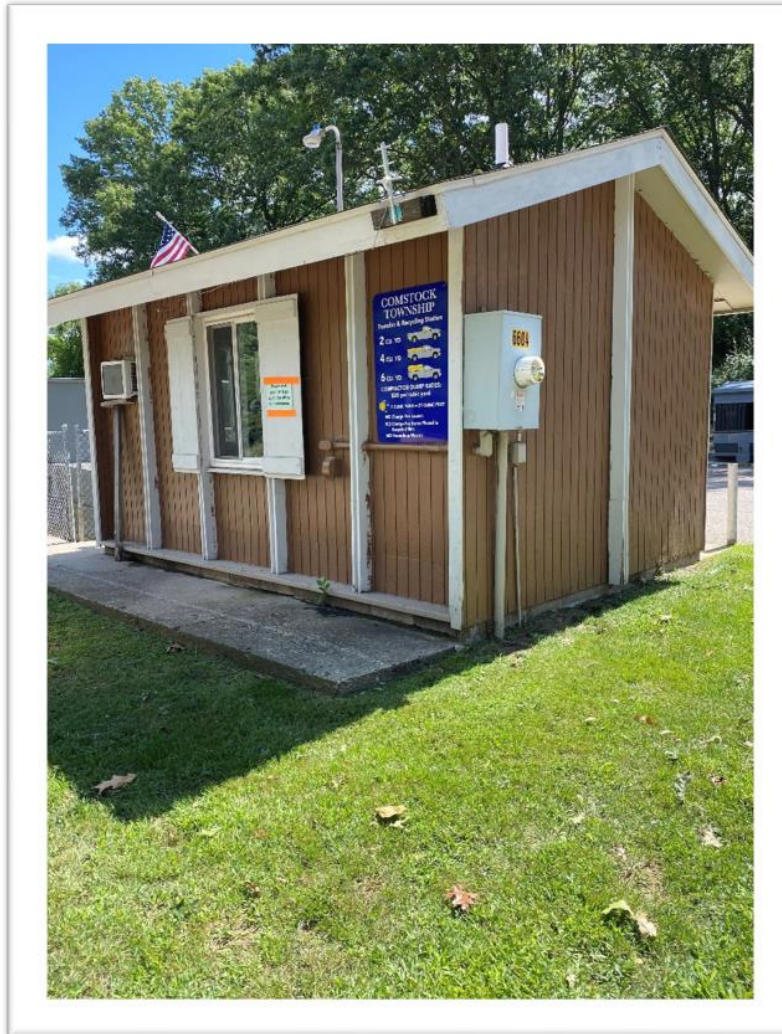
Cost: TBD

Description: Twenty-five percent match for an anticipated \$300,000 grant application with award and expenditure of \$400,000 the following year for field lights and pole replacement, an additional field, parking lot paving and lighting, restroom refurbishment and a new storage building. This project will be coordinated with Kalamazoo County, the park owner.



Project Name: Transfer Station new office	
Timeline for completion: TBD	Cost: TBD

Description: Remodel or rebuild the Transfer Station office. Existing building is old, outdated and has inefficient heating and electrical service. New configuration needed to allow attendant to better serve customers. Building should be connected to public water with this project.



APPENDIX

- A. CIP Project List 2024 - 2029
- B. Comstock Center Downtown Development Authority CIP 2024 - 2028
- C. Comstock Township Fire Department Capital Improvement Program
- D. Comstock Library Capital Improvement Program
- E. List of Township Assets and Their Condition
- F. Local Road Capital Improvement Plan 2024 – 2026
- G. Sanitary Sewer Asset Management Plan
- H. IT Planning / Replacement Timetable 2022 -2026
- I. Capital Improvement Program Policy Group Assumptions
- J. Project Application Form
- K. Future water main extension areas

APPENDIX A

2024 - 2029 CAPITAL IMPROVEMENT PLAN LIST OF PROJECTS

2024 - 2029 CIP Projects				
Project	Project Cost	Year in Previous CIP	Year in this CIP	Notes
Downtown riverwalk: both sides, design, secure permits	\$50,000	n/a	2024	joint project of Twp, DDA and Parks
S Wenke gazebo	\$20,000	2026	2024	
Robert Morris Park Fishing Pier	\$300,000	2021, 2023	2024	SPARK grant pending; in 2021 TB approved \$200,000
New playground at RMP for 2-5 year olds	\$30,000	n/a	2024	grant funded - contingent on SPARK grant for Neal Avenue park
Jan Schau Wildflower Walk trail signage and upgrades	\$30,000	n/a	2024	grants will be sought
Dredge pond at Cooper Park - design, secure permits	\$30,000	n/a	2024	
Beautify Comstock Center '24	\$90,000	2024	2024	grants also will be sought
Economic Development & Marketing DDA	\$150,000	n/a	2024	TIF, donations, grants and ARPA. Refer to DDA's CIP
Housing Needs Assessment	\$20,000	n/a	2024	MEDC/MSHDA funds may be possible
Housing Rehab Program	\$200,000	n/a	2024	County Housing Millage and MSHDA funds will be sought
Prepare a Non-Motorized Plan	\$30,000	2025	2025	grant will be sought
S Wenke Park - connect to twp hall, boardwalk, close driveway	\$300,000	2026	2025	
Merrill Park Phase 2 - launch & rivers edge work project with DDA	\$100,000	2022	2025	with MNRTF grant and other grants sought by Park and DDA
Housing Rehab Program	\$200,000	n/a	2025	County Housing Millage and MSHDA funds will be sought
New playground at RMP for 2-5 year olds	\$30,000	n/a	2025	grant funded - contingent on SPARK grant for Neal Avenue park
Park & Recreation Strategic Plan	\$40,000	2024	2025	
Build Neal Avenue park & modify Cooper Park	\$1,165,000		n/a	2025 SPARK grant being sought, ARPA
Extend sidewalks, construct new areas phase 1	\$20,000	2026	2026	grants will be sought
Housing Rehab Program	\$200,000	n/a	2026	County Housing Millage and MSHDA funds will be sought
Extend sidewalks, construct new areas phase 2	\$20,000	2027	2027	grants will be sought
Housing Rehab Program	\$200,000	n/a	2027	County Housing Millage and MSHDA funds will be sought
Economic Development & Marketing DDA	\$75,000	n/a	2027	see DDA CIP in Appendix, TIF, donations, grants will be added to supplement
Prepare a new Master Plan	\$80,000	n/a	2028	
Housing Rehab Program	\$200,000	n/a	2028	County Housing Millage and MSHDA funds will be sought
Extend sidewalks, construct new areas phase 3	\$20,000	2028	2028	grants will be sought
Economic Development & Marketing DDA	\$75,000	n/a	2028	see DDA CIP in Appendix, TIF, donations, grants will be added to supplement
Housing Rehab Program	\$200,000	n/a	2029	County Housing Millage and MSHDA funds will be sought
Economic Development & Marketing DDA	\$75,000	n/a	2029	see DDA CIP in Appendix, TIF, donations, grants will be added to supplement
Projects with No Year Identified				
Connector bike path	tbd	n/a	tbd	
Wenke Ballfield Improvements	tbd	2024	tbd	
Transfer Station new office	tbd	n/a	tbd	

APPENDIX B

COMSTOCK CENTER DOWNTOWN DEVELOPMENT AUTHORITY CAPITAL IMPROVEMENT PROGRAM

Proposed 2024-2028 CIP

Updated 8/16/23

	2023 TIF	2023 Donations	2023 CIP	2024 CIP Request	2025	2026	2027	2028		
	\$14,424	\$20,000	\$100,000							
BEAUTIFY COMSTOCK				\$50,000	base contracts MowCo, Flowers	\$80,000	\$120,000	\$260,000	\$260,000	\$100,000
Enhancements										
Banners										
Gateways										
Additional Planters/Flowers					\$10,000					
Mural Restoration				4000						
Maintenance/Blight Abatement										
Staffing (part time)/Security					\$10,000	\$10,000	\$10,000	\$10,000	\$20,000	
Trash Removal										
Code Enforcement										
Infrastructure / Streetscape										
Trash Containers				3000						
Bridge Flowers/Irrigated in 2024				5000	\$10,000	\$10,000				
Streetscape Improvements - sidewalks, curbs, lights...					King Hwy / River St. for design & Engineering, construction	\$50,000	\$200,000	\$200,000		
ECONOMIC DEVELOPMENT					\$150,000	\$1,000,000	\$1,060,000	\$200,000	\$105,000	
Projects										
Comstock Riverfront Redevelopment					Due Diligence-Environmental, Market Study, Plan Redesign, Appraisal, Land Acquisition Design/Engineering/Land Acquisition, Easements, Demolition, Construction, annual maintenance	\$40,000	\$400,000	\$500,000	\$100,000	
Kalamazoo Riverfront Improvements						\$25,000	\$300,000	\$300,000	\$20,000	\$20,000
Comstock House Historic Preservation Center					Plan, design, acquisition, construction, annual fees/maintenance	\$10,000	\$250,000	\$200,000	\$20,000	\$20,000
Programs										
Façade Improvement Program		\$10,000	\$5,000		\$15,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Marketing		\$2,000			\$5,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Events/Arts					\$5,000	\$10,000	\$20,000	\$20,000	\$20,000	\$25,000

APPENDIX C

COMSTOCK TOWNSHIP FIRE DEPARTMENT CAPITAL IMPROVEMENT PROGRAM



2025-2029 Fire Department Capital Improvement Program Detail

Fiscal Year 2025

Project Name: Replace Vehicle 980

Timeline for Replacement: 2025

Total cost \$115,000.

Description: Replace support vehicle 980 primarily used by the fire chief. The current vehicle would be used as a utility pick-up truck.

Project Name: Road Safety Driving Hardware:

Timeline for Replacement: 2025

Total cost \$50,000

Description: Replace Road Safety Driving Hardware

Fiscal Year 2026

Project Name: Replace SCBA and Fill Station/Compressor:

Timeline for Replacement: 2026

Total cost \$750,000

Description: Replace Self-Contained Breathing Apparatus (SCBA) and fill station/air compressor used to fill the cylinders. The project also includes face pieces and rapid intervention packs.

Fiscal Year 2027

Project Name: Replace Station 9-3

Timeline for Replacement: 2027

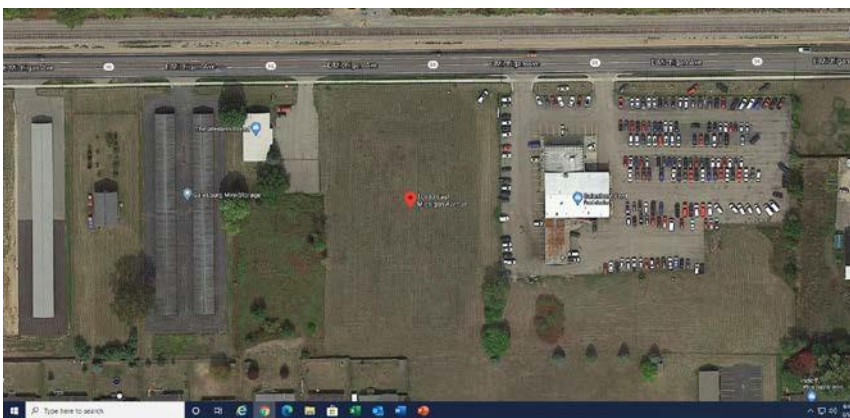
Project Cost: \$11,500,000

Description: Replace Station 9-3; 8700 E. Michigan Ave. The current station is landlocked and outgrown in living quarters/offices and apparatus bay. Would re-locate the station to land purchased at 10080 E. Michigan Ave which is located on 2.85 acres which is 1.5 miles to the east of the current station. This land adjoins the Fleetwood neighborhood and is a better location for not only East/West but North/South coverage especially the Northeast and Southeast corners of the township. Additionally, our training room at 9-1 is too small to host training events. The current training room at 9-1 needs to be converted into living quarters for an additional bedroom and bathroom with the addition of full-time staff.

Current Station 9-3: 8700 E Michigan Ave



Proposed Site of New Station 9-3: 10080 E. Michigan Ave



Fiscal Year 2029

Fiscal Year 2028

Project Name: Renovations Station 9-1

Timeline for Constrution: 2028

Total cost \$150,000

Description: Convert training room to additional sleeping quarters and bedroom. The remainder of the room would be used as a “day room.” The current day room to be used as a conference room.

Project Name: Utility 981 Replacement

Timeline for Replacement: 2028

Total cost \$135,000

Description: Replace Utility 981. This vehicle is primarily driven by the Deputy Fire Chief. The current vehicle would be used as a utility pick-up truck.

Fiscal Year 2029

Project Name: Replace Utility Vehicle 982:

Timeline for Replacement: 2029

Total cost \$150,000

Description: Replace support vehicle 982 used primarily by the Assistant Fire Chief. The current vehicle would be used as a utility pick-up truck.

APPENDIX D

COMSTOCK LIBRARY CAPITAL IMPROVEMENT PROGRAM

COMSTOCK TOWNSHIP LIBRARY

CAPITAL IMPROVEMENT PROJECTS

Project Name: Refresh furniture - Adult Services Department	
Timeline for completion: 2024	Cost: \$ TBD

Description:

Refresh casual seating furniture in Adult Services Department and evaluate adding study rooms or pods.

Project Name: Staff Computers and Monitors	
Timeline for completion: 2024	Cost: \$ TBD

Description:

Update all staff computers and monitors.

Project Name: First Floor Assessment - public spaces	
Timeline for completion: 202	Cost: \$ TBD

Description:

Conduct a space planning assessment of first floor public spaces.

APPENDIX E

LIST OF TOWNSHIP ASSETS AND THEIR CONDITION

LIST OF TOWNSHIP ASSETS AND THEIR CONDITION - AUGUST 2023

Condition and Maintenance Needs					
	Good (10+ Yrs)	Fair (5- 10 Yrs)	Poor (1-5 Yrs)	Immediate	Comments and/or observations
TOWNSHIP OFFICES & LIBRARY					
6130 King Hwy (Library)					constructed 1984
6138 King Hwy (Twp. Hall)					selling near end of 2023
6130/6138 Building: January, 1967. Remodel 1973.					Paint & caulking where welded address & twp ltrs painted. Bldg trim painted in 2013 (\$9,500)
Boiler		X			
Flooring		X			2015 New Carpet, flooring inc. stairwell=\$33120. Floor repair \$2633
Sign(s)	X				
Roof	X				Repaired over employee entrance 2013. Reroofed Twp Hall portion of bldg in 2015 (\$34,600)
Parking Lot	X				
Fencing (between upper & lower level parking lots)	X				wood
5858 King Hwy new Township Hall	X				renovated in 2023
Furnace		X			
Roof	X				
Sign	X				new in 2023
Parking Lot	X				
Deck on back of bldg		X			
COMPACTOR/TRANSFER STATION					
6604 E Main-Compactor/Transf Station Office			X		need one more recycling bin
Driveway		X			
Parking/Entrance/Exit		X			
Concrete Slabs for Bins	X				
Maintenance Building (+ Former Oil Collection Shed)			X		Pole barn bldg needs paint.
MAINTENANCE GARAGE-5242 Azo Ct					
Office/Storage	X				new roof in 2022
Parking Lot		X			
Sign		X			
PARKS & RECREATION					
Celery Street-6294 Wright St					
Fencing	X	X			new privacy fence near basketball court in 2022/2023
Basketball Court	X				New in 2021
Playground Equipment	X				New in 2019
Cooper Park-450 N 26TH ST					
Parking Area		X			
Playground Equipment			X		
Historical monument			X		Needs maintenance.
Dam (Middle Comstock Dam ID 137)		X			Dam evaluation done in 2015. Recommended qtrly monitoring. Bridge repainted in 2022

LIST OF TOWNSHIP ASSETS AND THEIR CONDITION - AUGUST 2023

Condition and Maintenance Needs					
	Good (10+ Yrs)	Fair (5- 10 Yrs)	Poor (1-5 Yrs)	Immediate	Comments and/or observations
Fleetwood Park-9950 Shadowlane					
Concrete Walkway(s)		X			Patched in 2021
Gazebo			X		ADA
Playground Equipment & Fencing		X			Need more sand under swings
Benches	X				
Picnic tables		X			
Green Meadow-5650 E CORK ST					
Bleachers & benches		X			
Fencing		X			
Ball Diamonds	X				
Parking lot		X			needs to be re-graded - on-hold due to possible sale
Merrill Park-5845 Comstock Ave					
Playground Equipment	X				New 2019
Pavilions	X				New 2019
Picnic Tablaes	X				New in 2023
Parking Lot	X				Repaired in 2020 and 2021
Fencing	X				New fencing installed along east and south 2015
Firefighter Memorial-5817 Comstock Ave	X				
Memorial	X				Nearly done.
Storage/Restrooms-5817 Comstock Ave	X				New restroom in 2020; former restroom bldg converted for storage in 2021. Other bldgs remain.
Neal Street-5900 Neal Ave					
Ball Diamonds			X		
Fencing			X		
North Wenke-King Hwy					
Parking Area	X				paved in 2022
Peer Park-58 N 26TH ST					
Historical monument		X			
Benches	X				
River Villa-6500 KING HWY					
Jan Schau Flower Walk-6450 KING HWY					
River Villa Preserve-6550 KING HWY					
River Oaks (Leased Property)-9400 E Michigan					
Dugouts (4)	X				
Concession Stand-Bathrooms			X		Needs attention. Roof appears in poor condition.
Contents in Concession Bldg	X				
Bleachers	X				Replaced in 2019.
Field Lighting			X		
Playground Equipment		X			

LIST OF TOWNSHIP ASSETS AND THEIR CONDITION - AUGUST 2023

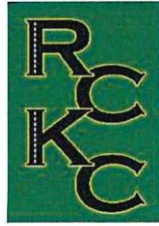
Condition and Maintenance Needs					
	Good (10+ Yrs)	Fair (5- 10 Yrs)	Poor (1-5 Yrs)	Immediate	Comments and/or observations
Fencing		X			
Shelter/Pavilion		X			
Ball Diamonds	X				
Property in general			X		Oak tree in sitting area in trouble
Robert Morris Park-8415 E H Ave					
Restrooms/Concession Building	X				
Office/Restrooms (Lower Garage)			X		Roof poor condition
Storage Building (Upper Garage)			X		Roof questionable, fascia in rough shape.
Parking Lot	X				Resurfaced in 2021
Parking Lot Lighting		X			
Pavilion #1-East	X				new roof 2020
Pavilion #2-West	X				new roof 2020
Picnic tables	X				new in 2023
Playground/Playstructure	X	X			one new in 2021
Fencing		X			
Badminton/Volleyball Ct		X			
Emergency Call Box	X				
Ticket Booth	X				new in 2022
South Wenke-King Hwy					
Gravel Parking Area		X			paint posts as needed; may need to be regraded
Fencing			X		
Lighthouse	X				needs paint and light
CEMETERIES					
Comstock-5900 ORAN AVE					
Storage		X			Needs to be painted
Fencing			X		
Maple Grove-5240 AZO CT					
Roadway-New Section	X				New road 2019.
Roadway-Old Section		X			
8x8 Storage Building			X		Very Poor shape, should be replaced. Historic? Has been painted.
Fencing			X		
VEHICLES					
2022 Ford Explorer (Floater)	X				
2020 Ford Explorer (Ordinance Officer)	X				
2018 Ford Explorer (Ordinance Officer)	X				
2009 Chevy Tahoe (Floater)		X			
2013 Ford F-150 4x4 (Parks & Recreation)		X			
2018 Chevy Silverado 2500 (Maintenance)	X				
2009 Chevy Silverado 2500 (Maintenance)		X			

LIST OF TOWNSHIP ASSETS AND THEIR CONDITION - AUGUST 2023

Condition and Maintenance Needs					
	Good (10+ Yrs)	Fair (5- 10 Yrs)	Poor (1-5 Yrs)	Immediate	Comments and/or observations
MAINTENANCE EQUIPMENT					
Western Plow	X				
Western Plow		X			
Western Plow		X			
Gator T5	X				
Gator T5		X			
2016 Skag 61" Turf Mower		X			
Exmark Zero turn Mower			X		
2019 United XLV Enclosed Trailer	X				
2014 Integrity 16' Utility Trailer		X			
Utility Trailer		X			
PUMP STATIONS (SEE SAW GRANT MAINTENANCE SCHEDULE)					
1200 S 35th St (LS #13)	X				update will be complete in 2024
Sprinkle Rd (LS #14)		X			
Hunters Pond (LS #29)		X			
Proctor St (LS #43)		X			
Francis Ct (LS #41)	X				rebuilt in 2022
Kersten Ct (LS #3)		X			
King Highway (LS #42)		X			
King Highway (LS #6)		X			
28th St-Meadowood Estates (LS #12)		X			
2107 N 26th St (LS #57)		X			
VACANT LAND					
Phillips Ave-Possible Future PS/Lift Station Site					03-415-421
Gull Rd-N 26th St Ext					06-270-035
10080 E Michigan Ave					future firestation site 9-3
5862 Neal Vacant Parcel					2023 new cemetery drive and acces to future Neal Avenue park
55 School St Vacant Parcel					former CPS Football Field
5200 King Hwy Vacant Parcel					in floodplain
5375 King Hwy Vacant Parcel					mostly in floodplain
King Hwy-DNR Landing					19-140-010
Frederick St-DNR Landing					19-202-140
King Hwy Vacant Parcel					19-202-180 in floodplain
Knight Street Vacant Parcel					19-212-120 in floodplain (actually King Hwy)
Knight Street Vacant Parcel					19-212-160 in floodplain (actually King Hwy)
King Hwy Vacant Parcel					19-220-010 in floodplain (actually King Hwy)
Parcel SW of Transfer Station					17-130-050

APPENDIX F

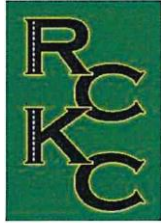
LOCAL ROAD CAPITAL IMPROVEMENT PLAN 2024 - 2026



Road Commission of Kalamazoo County

Local Road Capital Improvement Plan (CIP) 2022-2026 Comstock Township

PASER Rating	Road Name	From	To	Treatment	Estimated Project Cost	Miles
2024						
Preventive Maintenance						
9	Claxton Street	1,159' south of M Avenue	MAvenue	Chip Seal, Fog Seal (1-2 Year)	\$6,300.00	0.21
9	Senne Street	1,159' south of M Avenue	MAvenue	Chip Seal, Fog Seal (1-2 Year)	\$6,300.00	0.21
9	Heath Avenue	166' west of Senne Street	166' east of Claxton Street	Chip Seal, Fog Seal (1-2 Year)	\$3,600.00	0.12
9	Hunt Street	200' south of Gleason Street	M-96	Chip Seal, Fog Seal (1-2 Year)	\$5,700.00	0.19
9	Bailey Street	Liggett Street	Saginaw Drive	Chip Seal, Fog Seal (1-2 Year)	\$4,500.00	0.15
9	Liggett Street	28th Street	Bailey Street	Chip Seal, Fog Seal (1-2 Year)	\$11,400.00	0.38
9	Saginaw Drive	28th Street	Bailey Street	Chip Seal, Fog Seal (1-2 Year)	\$11,400.00	0.38
9	Kincaid Street	Josephine Street	1,320' north of Electra Street	Chip Seal, Fog Seal (1-2 Year)	\$12,600.00	0.42
9	Collette Avenue	Josephine Street	Electra Street	Chip Seal, Fog Seal (1-2 Year)	\$5,400.00	0.18
9	Collette Avenue	Electra Street	1,320' north of Electra Street	Chip Seal, Fog Seal (1-2 Year)	\$7,500.00	0.25
9	Benedict Avenue	Collette Avenue	1,320' north of Electra Street	Chip Seal, Fog Seal (1-2 Year)	\$11,400.00	0.38
9	Daniel Street	Electra Street	Charles Avenue	Chip Seal, Fog Seal (1-2 Year)	\$7,500.00	0.25
9	Josephine Street	Leenhouts Street	Shields Street	Chip Seal, Fog Seal (1-2 Year)	\$8,700.00	0.29
9	Cross Street	Benedict Avenue	Shields Street	Chip Seal, Fog Seal (1-2 Year)	\$3,600.00	0.12
6	Sunnycrest Drive	Percy Avenue	H Avenue	Crackfill, Chip Seal, Fog Seal	\$11,200.00	0.28
6	Berry Street	Percy Avenue	H Avenue	Crackfill, Chip Seal, Fog Seal	\$8,400.00	0.21
6	Clarice Street	Percy Avenue	Jill Avenue	Crackfill, Chip Seal, Fog Seal	\$5,200.00	0.13
6	Percy Avenue	Sunnycrest Drive	Clarice Street	Crackfill, Chip Seal, Fog Seal	\$2,800.00	0.07
6	Jill Avenue	Berry Street	Clarice Street	Crackfill, Chip Seal, Fog Seal	\$2,800.00	0.07
Rehabilitation						
1	Shields Street	East Main Street	Charles Avenue	Pulverize, HMA Base, Surface Paving	\$112,500.00	0.45
2	Leigh Avenue	East Main Street	Fordham Avenue	Milling, HMA Paving	\$80,000.00	0.50
2	Steger Avenue	Leigh Avenue	Fordham Avenue	Milling, HMA Paving	\$54,400.00	0.34
2	Fordham Avenue	260' west of Steger Avenue	699' east of Leigh Avenue	Milling, HMA Paving	\$44,800.00	0.28
2	Larch Avenue	Ripley Street	Comstock Avenue	Milling, HMA Paving	\$25,600.00	0.16
2	Azuba Avenue	Ripley Street	Comstock Avenue	Milling, HMA Paving	\$25,600.00	0.16
2	Harway Avenue	250' south of Ripley Street	Comstock Avenue	Milling, HMA Paving	\$33,600.00	0.21
2	Ripley Street	153' west of Larch Avenue	Harway Avenue	Milling, HMA Paving	\$24,000.00	0.15



Road Commission of Kalamazoo County

Local Road Capital Improvement Plan (CIP) 2022-2026 Comstock Township

PASER Rating	Road Name	From	To	Treatment	Estimated Project Cost	Miles
1	East M Avenue	33rd Street	35th Street	Pulverize, HMA Base, Surface Paving	\$187,500.00	0.75
2	Pingree Street	368' south of Higgins Street	Comstock Avenue	Milling, HMA Paving	\$30,400.00	0.19
2	Sleeper Street	310' south of Higgins Street	Comstock Avenue	Milling, HMA Paving	\$28,800.00	0.18
2	Marine Court	250' south of Comstock Avenue	Comstock Avenue	Milling, HMA Paving	\$6,400.00	0.04
2	Higgins Street	Ferris Street	River Street	Milling, HMA Paving	\$46,400.00	0.29
Reconstruct						
1	Electra Street	Kincaid Street	Shields Street	Pulverize, HMA Base, Surface Paving	\$62,500.00	0.25
1	Neal Street	Shields Street	26th Street	Pulverize, HMA Base, Surface Paving	\$65,000.00	0.26
3	Henning Street	M-96	East Michigan Avenue	Pulverize, HMA Base, Surface Paving	\$30,000.00	0.12
2	33rd Street	ML Avenue	1,320' north of ML Avenue	Pulverize, HMA Base, Surface Paving	\$62,500.00	0.25

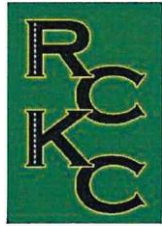
(Remaining funds to be used on Crack Fill)

Total **\$1,056,300.00**

2025

Preventive Maintenance

9	Leenhouts Street	East Michigan Avenue	2,220' north of East Michigan Avenue	1-2 Year Chip Seal	\$12,600.00	0.42
9	Electra Street	Kincaid Street	Shields Street	Chip Seal, Fog Seal	\$7,500.00	0.25
9	Neal Street	Shields Street	26th Street	Chip Seal, Fog Seal	\$7,800.00	0.26
9	Henning Street	M-96	East Michigan Avenue	Chip Seal, Fog Seal	\$3,600.00	0.12
9	33rd Street	ML Avenue	1,320' north of ML Avenue	Chip Seal, Fog Seal	\$7,500.00	0.25
6	Silverton Avenue	165' west of Durango Street	Country Meadows Drive	Crackfill, Chip Seal, Fog Seal	\$7,200.00	0.18
7	Ringling Avenue	Country Meadows Drive	28th Street	Crackfill, Chip Seal, Fog Seal	\$7,600.00	0.19
6	Flowerfield Avenue	Country Meadows Drive	Prairie Hill Street	Crackfill, Chip Seal, Fog Seal	\$4,800.00	0.12
7	Duncan Avenue	Country Meadows Drive	28th Street	Crackfill, Chip Seal, Fog Seal	\$7,600.00	0.19
6	Country Meadows Drive	Duncan Avenue	28th Street	Crackfill, Chip Seal, Fog Seal	\$21,600.00	0.54
7	Wild Meadow Street	Ringling Avenue	Kristin Avenue	Crackfill, Chip Seal, Fog Seal	\$21,600.00	0.54
6	Prairie Hill Street	Ringling Avenue	Duncan Avenue	Crackfill, Chip Seal, Fog Seal	\$12,000.00	0.30
7	Cindy Street	Natalie Street	Kristin Avenue	Crackfill, Chip Seal, Fog Seal	\$6,400.00	0.16
6	Natalie Street	Wild Meadow Street	Cindy Street	Crackfill, Chip Seal, Fog Seal	\$2,400.00	0.06
7	Kristin Avenue	Wild Meadow Street	Cindy Street	Crackfill, Chip Seal, Fog Seal	\$2,400.00	0.06



Road Commission of Kalamazoo County

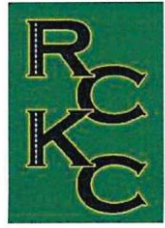
Local Road Capital Improvement Plan (CIP) 2022-2026 Comstock Township

PASER Rating	Road Name	From	To	Treatment	Estimated Project Cost	Miles
6	Cade Avenue	Cindy Street	28th Street	Crackfill, Chip Seal, Fog Seal	\$2,400.00	0.06
5,6	31st Street	N Avenue	ML Avenue	Crackfill, Chip Seal, Fog Seal	\$60,000.00	1.50
6	Margaret Avenue	Willette Avenue	H Avenue	Crackfill, Chip Seal, Fog Seal	\$6,400.00	0.16
6	Leigh Avenue	Willette Avenue	H Avenue	Crackfill, Chip Seal, Fog Seal	\$6,400.00	0.16
6	Willette Avenue	Margaret Avenue	Leigh Avenue	Crackfill, Chip Seal, Fog Seal	\$2,800.00	0.07
7	Casper Street	Pristine Avenue	H Avenue	Crackfill, Chip Seal, Fog Seal	\$16,400.00	0.41
7	Pristine Street	140' west of Casper Street	Casper Street	Crackfill, Chip Seal, Fog Seal	\$800.00	0.02
7	Grandessa Drive	153' west of Casper Street	Casper Street	Crackfill, Chip Seal, Fog Seal	\$800.00	0.02
7	Sunsprite Drive	134' west of Casper Street	Casper Street	Crackfill, Chip Seal, Fog Seal	\$800.00	0.02
7	Borgess Drive	118' west of Casper Street	Casper Street	Crackfill, Chip Seal, Fog Seal	\$800.00	0.02
Rehabilitation						
2	Ferris Street	360' south of Higgins Street	Comstock Avenue	Milling, HMA Paving	\$27,200.00	0.17
2	Alger Street	315' south of Higgins Street	Comstock Avenue	Milling, HMA Paving	\$27,200.00	0.17
2	Blair Street	320' south of Higgins Street	Comstock Avenue	Milling, HMA Paving	\$28,800.00	0.18
2	Cass Street	375' south of Higgins Street	Comstock Avenue	Milling, HMA Paving	\$30,400.00	0.19
2	Pingree Street	368' south of Higgins Street	Comstock Avenue	Milling, HMA Paving	\$30,400.00	0.19
2	Sleeper Street	310' south of Higgins Street	Comstock Avenue	Milling, HMA Paving	\$28,800.00	0.18
2	Marine Court	250' south of Comstock	Comstock Avenue	Milling, HMA Paving	\$6,400.00	0.04
2	Higgins Street	Ferris Street	River Street	Milling, HMA Paving	\$46,400.00	0.29
3	Homer Street	Gleason Street	M-96	Milling, HMA Paving	\$24,000.00	0.15
Reconstruct						
2	Miller Drive	7,430' West of 35th Street	35th Street	Pulverize, HMA Base, Surface Paving	\$350,000.00	1.40
1	Charles Avenue	Daniel Street	Shields Street	Pulverize, HMA Base, Surface Paving	\$15,000.00	0.06
1	Roe street	Market Street	Celery Street	Pulverize, HMA Base, Surface Paving	\$60,000.00	0.24

(Remaining funds to be used as Crack Fill)

Total

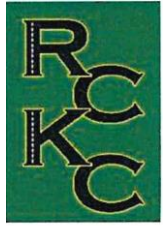
\$904,800.00



Road Commission of Kalamazoo County

Local Road Capital Improvement Plan (CIP) 2022-2026 Comstock Township

PASER Rating	Road Name	From	To	Treatment	Estimated Project Cost	Miles
2026						
Preventive Maintenance						
8	28th	H Avenue	G Avenue	Crackfill, Chip Seal, Fog Seal	\$40,000.00	1.00
8	H Avenue	26th Street	33rd Street	Crackfill, Chip Seal, Fog Seal	\$150,000.00	3.50
8	Brown Addition	Whole Plat	Whole Plat	Crackfill, Chip Seal, Fog Seal	\$100,000.00	1.36
8	Midway Avenue	Saratoga Avenue	Saratoga Avenue	Crackfill, Chip Seal, Fog Seal	\$18,000.00	0.40
8	Saratoga Avenue	M-343	233' north of Midway Avenue	Crackfill, Chip Seal, Fog Seal	\$20,000.00	0.50
8	Jennings Drive	M-343	Mission Avenue	Crackfill, Chip Seal, Fog Seal	\$15,000.00	0.28
8	Mission Avenue	Saratoga Avenue	Jennings Drive	Crackfill, Chip Seal, Fog Seal	\$10,000.00	0.11
8	Savannah Avenue	320' west of Midway Avenue	Midway Avenue	Crackfill, Chip Seal, Fog Seal	\$8,000.00	0.06
7	Chestnut Trail	HJ Avenue	581' north of HJ Avenue	Crackfill, Chip Seal, Fog Seal	\$10,000.00	0.11
7	Wild Coyote Trail	48' east of Chestnut Trail	1482' north of Chestnut Trail	Crackfill, Chip Seal, Fog Seal	\$12,000.00	0.28
8	30th Street	East Main Street	H Avenue	Crackfill, Chip Seal, Fog Seal	\$40,000.00	1.00
8	K Avenue	900' West of 30th Street	33rd Street	Crackfill, Chip Seal, Fog Seal	\$75,000.00	1.68
8	Market Street	River Street	Stalwart Street	Crackfill, Chip Seal, Fog Seal	\$55,000.00	1.13
8	Stalwart Street	L Avenue	Market Street	Crackfill, Chip Seal, Fog Seal	\$10,000.00	0.25
8	L Avenue	River Street	Stalwart Street	Crackfill, Chip Seal, Fog Seal	\$60,000.00	1.23
8	MN Avenue	29th Street	31st Street	Crackfill, Chip Seal, Fog Seal	\$40,000.00	1.00
8	Brookview Street	Procter Avenue	East Michigan Avenue	Crackfill, Chip Seal, Fog Seal	\$10,000.00	0.16
8	Shirley Drive	Procter Avenue	M-96	Crackfill, Chip Seal, Fog Seal	\$7,500.00	0.05
8	Shirley Drive	M-96	East Michigan Avenue	Crackfill, Chip Seal, Fog Seal	\$7,500.00	0.10
8	Ermine Avenue	Procter Avenue	M-96	Crackfill, Chip Seal, Fog Seal	\$7,500.00	0.11
8	Ermine Avenue	M-96	East Michigan Avenue	Crackfill, Chip Seal, Fog Seal	\$7,500.00	0.05
8	Procter Avenue	Brookview street	265' east of Ermine Avenue	Crackfill, Chip Seal, Fog Seal	\$10,000.00	0.23
8	Grange Avenue	Shirely Drive	265' east of Ermine Avenue	Crackfill, Chip Seal, Fog Seal	\$10,000.00	0.23
8	Copeland Avenue	Shirely Drive	Ermine Avenue	Crackfill, Chip Seal, Fog Seal	\$7,500.00	0.09
8	Parcom Street	280' south of M-96	M-96	Crackfill, Chip Seal, Fog Seal	\$7,500.00	0.05
8	Parcom Street	M-96	East Michigan Avenue	Crackfill, Chip Seal, Fog Seal	\$7,500.00	0.10
8	Winterburn Street	650' south of M-96	M-96	Crackfill, Chip Seal, Fog Seal	\$8,000.00	0.12

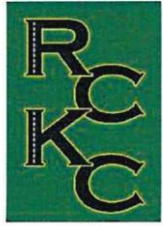


Road Commission of Kalamazoo County

Local Road Capital Improvement Plan (CIP) 2022-2026 Comstock Township

PASER Rating	Road Name	From	To	Treatment	Estimated Project Cost	Miles
8	Ocum Street	Gleason Street	M-96	Crackfill, Chip Seal, Fog Seal	\$10,000.00	0.15
8	Blalock Street	Gleason Street	M-96	Crackfill, Chip Seal, Fog Seal	\$10,000.00	0.15
8	Gleason Street	Ocum Street	902' east of Ocum Street	Crackfill, Chip Seal, Fog Seal	\$10,000.00	0.17
9	Rex Avenue	East Michigan	Charles Avenue	Crackfill, Chip Seal, Fog Seal	\$20,000.00	0.42
9	Pickard Street	East Michigan	Charles Avenue	Crackfill, Chip Seal, Fog Seal	\$20,000.00	0.42
9	Charles avenue	Rex Avenue	Pickard Street	Crackfill, Chip Seal, Fog Seal	\$7,500.00	0.07
9	ML Avenue	35th Street	36th Street	Crackfill, Chip Seal, Fog Seal	\$30,000.00	0.75
9	Park Circle Drive	Sprinkle Road	Old Cork Street	Crackfill, Chip Seal, Fog Seal	\$40,000.00	1.00
8	Old Cork Street	2500" West of Park Circle Dr.	Park Circle Drive	Crackfill, Chip Seal, Fog Seal	\$20,000.00	0.46
Rehabilitation						
3	Construction Drive	Wynn Road	415' South of Wynn Road	Milling, HMA Paving	\$20,000.00	0.08
3	Lillian Court	182' south of M-96	M-96	Milling, HMA Paving	\$7,500.00	0.03
<i>(Remaining funds to be used on Crack Fill)</i>						
Total					\$948,500.00	

2022-2026 Total	\$5,236,800.00
------------------------	-----------------------



Road Commission of Kalamazoo County

Local Road Capital Improvement Plan (CIP) 2022-2026 Comstock Township

PASER Rating	Road Name	From	To	Treatment	Estimated Project Cost	Miles
Unmet Needs						
Preventive Maintenance						
8	28th	H Avenue	G Avenue	No Treatment Needed	\$0.00	1.00
8	Savannah Avenue	320' west of Midway Avenue	Midway Avenue	No Treatment Needed	\$0.00	0.06
7	Wild Coyote Trail	48' east of Chestnut Trail	1482' north of Chestnut Trail	No Treatment Needed	\$0.00	0.28
8	Stalwart Street	L Avenue	Market Street	No Treatment Needed	\$0.00	0.25
8	Shirley Drive	Procter Avenue	M-96	No Treatment Needed	\$0.00	0.05
8	Shirley Drive	M-96	East Michigan Avenue	No Treatment Needed	\$0.00	0.10
8	Procter Avenue	Brookview street	265' east of Ermine Avenue	No Treatment Needed	\$0.00	0.23
8	Parcom Street	280' south of M-96	M-96	No Treatment Needed	\$0.00	0.05
8	Paream Street	M-96	East Michigan Avenue	No Treatment Needed	\$0.00	0.10
8	Winterburn Street	650' south of M-96	M-96	No Treatment Needed	\$0.00	0.12
9	Rex Avenue	East Michigan	Charles Avenue	No Treatment Needed	\$0.00	0.42
9	Pickard Street	East Michigan	Charles Avenue	No Treatment Needed	\$0.00	0.42
9	ML Avenue	35th Street	36th Street	No Treatment Needed	\$0.00	0.75
9	Park Circle Drive	Sprinkle Road	Cork Street	No Treatment Needed	\$0.00	1.00
Unmet Needs Total					\$0.00	

Bridges/ Culverts						
Condition	Inventory ID (if available)	Road Name	Location	Size	Notes	Year to Replace
TBD	TBD	TBD	TBD	TBD		TBD

Disclaimer: The CJP is a planning document. Projects identified are subject to change due to funding, budget and other unforeseen infrastructure issues. Project estimates are based on approximate calculations for planning purposes only. This CJP will be annually reviewed by both the township and RCKC.

APPENDIX G

SANITARY SEWER ASSET MANAGEMENT PLAN

Year	Sanitary Sewer CIP Expenses	Forcemain CIP Expenses	Pump Stations CIP Expenses	Total Amount CIP Expenses
2017	\$0	\$0	\$0	\$0
2018	\$61,659	\$0	\$0	\$61,659
2019	\$111,323	\$0	\$0	\$111,323
2020	\$506,196	\$0	\$0	\$506,196
2021	\$66,570	\$0	\$0	\$66,570
2022	\$175,549	\$0	\$0	\$175,549
2023	\$224,106	\$0	\$0	\$224,106
2024	\$1,125,712	\$0	\$0	\$1,125,712
2025	\$194,495	\$0	\$0	\$194,495
2026	\$260,530	\$0	\$0	\$260,530
2027	\$0	\$781,454	\$0	\$781,454
2028	\$0	\$0	\$287,061	\$287,061
2029	\$1,841,252	\$0	\$253,453	\$2,094,706
2030	\$184,416	\$0	\$0	\$184,416
2031	\$48,412	\$0	\$0	\$48,412
2032	\$477,938	\$0	\$0	\$477,938
2033	\$376,022	\$161,500	\$317,436	\$854,958
2034	\$1,597,485	\$0	\$65,392	\$1,662,877
2035	\$0	\$0	\$2,731,446	\$2,731,446
2036	\$0	\$211,522	\$753,365	\$964,887
2037	\$0	\$0	\$0	\$0
2038	\$0	\$0	\$0	\$0
2039	\$0	\$0	\$133,569	\$133,569
2040	\$0	\$0	\$0	\$0
Sanitary sewer expenses includes pump stations				

CHARTER TOWNSHIP OF COMSTOCK

CAPITAL IMPROVEMENT PLAN - 2017 EDITION

Implementation Timeline

Planned Year¹¹¹	ID	Project Title	Total Est. Cost¹²¹
2018	1	E ML Ave (Sanitary Point Repair - Infiltration)	\$30,000
2018	2	Bell's Brewery (Sanitary Point Repair - Infiltration)	\$18,000
2018	3	26th Street Lift Station	\$2,750
2018	4	Francis Street Lift Station	\$500
2018	5	Roto Rooter Lift Station	\$8,000
2018	6	Sprinkle Road Lift Station	\$1,200
2019	7	East Michigan (Sanitary Point Repair- External Utility)	\$31,000
2019	8	Bert's Bakery (Sanitary Point Repair- External Utility)	\$13,000
2019	9	East Michigan Ave (Sanitary Point Repair)	\$13,000
2019	10	Hunter's Pond Lift Station	\$50,000
2020	11	Gull Road and G Avenue (Sanitary Point)	\$20,000
2020	12	Comstock Village Lane (Sanitary Point Repair)	\$11,000
2020	13	35th Street Lift Station	\$446,000
2021	14	Azuba Avenue (Sanitary Point Repair)	\$31,000
2021	15	Sprinkle Road (Sanitary Point Repair)	\$13,000
2021	16	Kersten Court Lift Station	\$17,500
2022	17	E H Avenue (Sanitary Point Repair)	\$37,000
2022	18	Kersten Court (Sanitary Point Repair)	\$13,000
2022	19	Menards (Sanitary Point Repair)	\$17,000
2022	20	King Highway Lift Station	\$100,000
2023	21	River Street (Sanitary Point Repair)	\$38,000
2023	22	Gull Road (Sanitary Point Repair)	\$23,000
2023	23	Proctor Lift Station	\$140,000
2024	24	NW Area Lining	\$980,000
2025	25	Lining Project	\$166,000
2026	26	ML Area Lining	\$218,000

Notes:

¹¹¹ Unplanned repairs may necessitate adjustments in priority.¹²¹ All costs estimated in 2017 dollars.

APPENDIX HH

2022– 2026

IT PLANNING / REPLACEMENT TIME TABLE

1. Scope of Project

1.1. Desktop Systems – Budget Year 2022

Item	Qty	Description	Price	Total
1.1.1	6	Dell OptiPlex 7090 Micro BTX, Includes: • 11th Generation Intel® Core™ i7-11700T (8 Cores, 16MB Cache, 1.4GHz to 4.6GHz, 35W) • 16GB 2666MHz DDR4 Memory • m.2 256GB Class 40 SSD Storage • Dell Wireless Keyboard/Mouse • 6 USB 3.1 ports, DP port, HDMI port, Thunderbolt • Microsoft Windows 10 Professional • 3 Year Dell Pro-Support w/NBD Onsite Service 	\$ 1,375.00	\$ 8,250.00
Total				\$ 8,250.00

1.2. Laptop Systems – Budget Year 2022

Item	Qty	Description	Price	Total
1.2.1	3	Dell Latitude 7520, Includes: • 11th Generation Intel® Core™ i5-1135G7 (4 Core, 8M cache, base 2.4GHz, up to 4.2GHz) • 16GB 2666MHz DDR4 Memory • m.2 256GB Class 40 SSD Storage • 15.6" FHD (1920x1080) AG, Non-Touch, WVA, 250nits, FHD IR Camera +Mic, WLAN, CF • Microsoft Windows 10 Professional • 3 Year Dell Support w/NBD Onsite Service 	\$ 1,795.00	\$ 5,385.00
Total				\$ 5,385.00

1.3. Server Upgrade – Budget Year 2022

Item	Qty	Description	Price	Total
1.3.1	1	Windows Server 2019 (2022) upgrade	\$ 970.00	\$ 970.00
Total				\$ 970.00

1.4. Labor – IT Services – 24 hours – Budget Year 2022

Item	Qty	Description	Price	Total
1.3.1	20	Setup/configure 6 OptiPlex 7090 desktop and 3 Latitude 7520 laptops	\$ 115.00	\$ 2,300.00
1.3.2	4	In-place upgrade Server 2016 to 2019 (2022)	115.00	460.00
Total				\$ 2,760.00

2. Cost Proposal

TOTAL T&M COST ESTIMATE FOR THE ABOVE SCOPE OF WORK..... \$ 17,365.00
Seventeen Thousand Three Hundred Sixty-Five Dollars and 00/100

Charter Township of Comstock

System Replacement Schedule

Workstations and Laptops

Device Name	Model	OS Edition	Purchased Date	End of Warranty	Budget Year
CTD-BPADGETT	HP EliteDesk 800 G1 SFF	Microsoft Windows 10 Pro x64	12/21/2013	1/14/2017	2022
CTD-NSHOOK	HP EliteDesk 800 G1 SFF	Microsoft Windows 10 Pro x64	12/21/2013	1/14/2017	2022
CTD-CONFERENCE	HP EliteDesk 800 G2 SFF	Microsoft Windows 10 Pro x64	3/27/2015	4/20/2018	2021
CTD-ASSTORDANCE	HP ProDesk 400 G1 SFF	Microsoft Windows 10 Pro x64	5/27/2015	4/20/2018	2021
CTD-PARKS	HP ProDesk 400 G1 SFF	Microsoft Windows 10 Pro x64	3/27/2015	4/20/2018	2022
CTD-ZONING	HP Z240 Tower Workstation	Microsoft Windows 10 Pro x64	6/10/2016	7/17/2019	2022
CTD-SHESS	HP EliteDesk 800 G2 SFF	Microsoft Windows 10 Pro x64	9/29/2016	10/23/2019	2022
CTLW10-HP	HP ZBook 15u G3	Microsoft Windows 10 Pro x64	5/31/2016	5/30/2021	2022
CTD-PARKSASST	HP ProDesk 600 G2 SFF	Microsoft Windows 10 Pro x64	3/10/2017	3/9/2020	2022
CTLW10-Projecto	HP ProBook 450 G2	Microsoft Windows 10 Pro x64	1/20/2016	2/23/2017	2022
4ZT5SJ2	Latitude 3580	Microsoft Windows 10 Pro x64	11/7/2017	11/8/2018	2022
7VV09L2	Inspiron 5579	Microsoft Windows 10 Pro x64	3/28/2018	6/27/2019	2023
B3X09L2	Inspiron 5579	Microsoft Windows 10 Pro x64	4/6/2018	7/6/2019	2023
JQPP7L2	Inspiron 5579	Microsoft Windows 10 Pro x64	4/23/2018	7/23/2019	2023
DESKTOP-VBUB3KQ	Inspiron 5579	Microsoft Windows 10 Home	1/3/2019	1/4/2020	2023
CTL-CEMETERY	Inspiron 5579	Microsoft Windows 10 Pro x64	1/3/2019	1/4/2020	2023
DESKTOP-DSRKLBF	Inspiron 5579	Microsoft Windows 10 Pro x64	1/3/2019	1/4/2020	2023
CTD-CSTIRTON	OptiPlex 7050	Microsoft Windows 10 Pro x64	1/24/2018	1/25/2021	2024
CTD-CROBINSON	OptiPlex 7050	Microsoft Windows 10 Pro x64	1/24/2018	1/25/2021	2024
CTD-KSIMS	OptiPlex 7050	Microsoft Windows 10 Pro x64	1/24/2018	1/25/2021	2024
CTD-MMOHNEY	OptiPlex 7050	Microsoft Windows 10 Pro x64	1/24/2018	1/25/2021	2024
CTD-RTHOMPSON	OptiPlex 7050	Microsoft Windows 10 Pro x64	1/24/2018	1/25/2021	2024
CTD-WKURTZ	OptiPlex 7050	Microsoft Windows 10 Pro x64	1/24/2018	1/25/2021	2024
CTD-DEPKEY	Latitude 3580	Microsoft Windows 10 Pro x64	1/29/2019	2/1/2021	2025
VSTREET-LC	Inspiron 5591 2n1	Microsoft Windows 10 Home	7/14/2020	7/15/2021	2025
RROON-LT	Inspiron 5591 2n1	Microsoft Windows 10 Pro x64	7/14/2020	7/15/2021	2025
CT-ASSESSOR	OptiPlex 7060	Microsoft Windows 10 Pro x64	1/23/2019	1/23/2022	2025
CTD-JFIGHTER	Latitude 5510	Microsoft Windows 10 Pro x64	5/11/2021	5/13/2024	2026
CTD-CONFROOM	OptiPlex 5080	Microsoft Windows 10 Pro x64	5/3/2021	6/4/2024	2026

Servers

Device Name	Model	OS Edition	Purchased Date	End of Warranty	Budget Year
VMHOST	PowerEdge R730	Microsoft Windows Server 2016 Standard	1/25/2018	1/25/2021	2023
CT-DC	Virtual Machine	Microsoft Windows Server 2016 Standard	1/25/2018	1/25/2021	2023
CT-BSA	Virtual Machine	Microsoft Windows Server 2016 Standard	1/25/2018	1/25/2021	2023
CT-FS	PowerEdge R740xd	Microsoft Windows Server 2019 Standard	8/14/2020	8/15/2023	2026

Printers

Device Name	Model	Location	Purchased Date	End of Warranty	Budget Year
LaserJet 4200	Q2428A	Kelly - Clerk	1/20/2004	2/18/2005	2022
LaserJet P4515	CB516A	Clara - Tax	12/17/2010	12/16/2011	2022
LaserJet P3010	CE528A	Scott - Office	3/5/2012	3/4/2013	2022
Brother HL Series	3170CDW	Bret - Office	8/14/2012	8/15/2013	2022
LaserJet P3010	CE528A	Assessor - Office	10/29/2013	10/28/2014	2022

Charter Township of Comstock 5 Year IT Planning

Budget Year 2021

- ~~Install new CAT6 cabling/jacks~~
- ~~Install new cable termination block on lower level~~
- ~~Install new ZyXEL security appliance, switches~~
- ~~Install new Dell backup target server~~
- ~~Move Server and security enclosure to lower level~~
- ~~Install new laptops/workstations – conference room/assist ordinance~~
- ~~Transition to Office 365 from on-site Exchange Server~~
- ~~Consider implementing a password policy/two-factor authentication~~

Budget Year 2022 - **\$17,365.00** (does not include \$5,565.00 for laser printers)*

- Replace 6 Dell OptiPlex desktop systems - \$8,250.00 + \$1,610.00 labor
- Replace 3 Dell Latitude laptop systems - \$5,385.00 + \$690.00 labor
- Upgrade server operating systems to current version - \$970.00 + \$460.00 labor
- **Consider adding Workgroup printer – Elections - \$2,660.00 + \$115.00 labor*
- **Consider replacing 5 laser printers - \$2,500.00 + \$290.00 labor*
- Test cloud and on-site backup systems for disaster recovery

Budget Year 2023 - **\$22,480.00**

- Replace 6 Dell Inspiron 2-in-1 laptop systems - \$4,800.00 + \$1,380.00 labor
- Replace R730 Server - \$14,000.00 + \$2,300.00 labor
- Test cloud and on-site backup systems for disaster recovery

Budget Year 2024 - **\$9,660.00**

- Replace 6 Dell OptiPlex Desktop systems - \$8,250.00 + \$1,380.00 labor
- Test cloud and on-site backup systems for disaster recovery

Budget Year 2025 - **\$5,690.00**

- Replace 2 Dell Inspiron laptops - \$1,600.00 + \$460.00 labor
- 1 Dell Latitude Laptop - \$1,795.00 + \$230.00 labor
- 1 Dell OptiPlex Desktop system - \$1,375.00 + \$230.00 labor
- Test cloud and on-site backup systems for disaster recovery

Budget Year 2026 - **\$19,930.00**

- Replace 1 Dell Latitude Laptop system - \$1,795.00 + \$230.00 labor
- 1 Dell OptiPlex Desktop system - \$1,375.00 + \$230.00 labor
- Replace Dell PowerEdge R740xd Server - \$14,000.00 + \$2,300.00 labor
- Test cloud and on-site backup systems for disaster recovery

APPENDIX I

CAPITAL IMPROVEMENT PROGRAM POLICY GROUP ASSUMPTIONS

Randy Thompson, Supervisor
Michelle Mohney, Clerk
Bret Padgett, Treasurer



Jerry Amos, Trustee
Chris Daniels, Trustee
Terry McIver, Trustee
Bob Pratt, Trustee

CAPITAL IMPROVEMENT PROGRAM
POLICY GROUP ASSUMPTIONS
Updated April 2019

- 'CIP ID #' is just a number assigned by department/applicant for identification purposes and does not reflect department priority as projects may be moved around as the budgeting process dictates and/or allows. Example: BG-01 is a Buildings and Grounds CIP project but not necessarily the top priority where project BG-07 may be funded a year or more ahead of BG-01 in the 6 year CIP.
- 'Priority Community-wide', Section 1G of the Project Application Form, means identified through a public process ranging from public comment received at a board meeting to frequent comments made by park patrons to the responses received through a public input survey.
- 'Nonrecurring expenditure' in the *What are Capital Improvements* section of the CIP document means an expense that is highly unlikely to occur more than once in the lifetime of the CIP.
- 'Nonrecurring rehabilitation' means a rehabilitation not expected to be repeated in the lifetime of the CIP (i.e., not a regular maintenance expense).
- The CIP will be updated annually beginning with a call for projects late-winter/early-spring with associated deadlines from the Township Superintendent.
- If a lower scored project is funded before a higher project it will only be due to an emergency (health, safety, welfare concern).
- A Project Status Sheet will be completed annually for every project listed in the CIP for funding in the previous year beginning with the 2019-2024 which will have a status sheet for each 2018 project.
- While helpful and needed, the inventory of Township equipment and capital assets resulting from this process is not the same as the CIP.
- An Illustrative list of projects identified as 7 – 10 years beyond the lifetime of the CIP may be included in the Appendix.
- \$5,000 will be the minimum cost (versus \$10,000) for purchase or replacement of major equipment to be included in the CIP.
- Equipment and Capital assets will be inspected/evaluated annually by the Township Superintendent and Maintenance Supervisor.

- The CIP Policy Committee will meet quarterly for purpose of updates to the current year projects as well as the following year's projects. The first meeting of the year will coincide with the annual call for projects in late winter/early spring.
- Section 3 of the Project Application Form, Equipment, applies to any CIP project that involves the purchase of equipment, not just maintenance equipment.
- Each member of the Policy Group will individually score and then rank the project applications.
- The Policy Group will be made up of the Township Supervisor, Township Treasurer, Parks Director or Park Board Chair, a Township Board representative, a Planning Commission representative, Township Superintendent and the Planning & Zoning Administrator.
- The Managerial Group will compile the scores of the Policy Group members on the Needs Assessment Forms and consists of the Township Superintendent and Planning & Zoning Administrator.
- The Managerial Group will clarify any issues, finalize the ratings and bring the CIP to the CIP Policy Group and then the Planning Commission to present it at the public hearing. (Modified April 2019)
- Any project funded one year but not *started* will have to compete again against other project applications in the next round/next CIP preparation. (Added 2018)
- It is okay to move up or move around projects identified in the CIP to/from a later year within budgeted dollars as a swap for a project that will not get underway – ex. Funds for Comstock Cemetery work in 2018 operating budget will be spent on Maple Grove cemetery instead. (Added 2018)
- Projects involving water or sewer mains will not compete with other general fund projects as they have a separate pot of money. But they will be included in the CIP so that document is comprehensive. (Added 2018)
- A presentation by the applicant to the CIP Policy Committee will be made for each application submitted following the annual call for projects for the next CIP and before the projects are scored. (Added April 2019)

APPENDIX J J

PROJECT APROJECT APPLICATION FORM

Section 1A

Project title: _____ Department: _____
Prepared by: _____ Date prepared: _____
CIP ID#: _____ Anticipated start date: _____

Section 1B

Project description: Provide a brief (1-2) paragraph description of the project:

Section 1C

Planning context: Is the project part of an adopted program, policy or plan?

☐

NO

☐

YES (must identify): _____

Must list the adopted program or policy, and how this project directly or indirectly meets these objectives:

Section 1D

Planning context: Is the community legally obligated to perform this service?

☐

NO

☐

YES

If Yes, please describe the community's legal obligation:

Section 1E

Project timeline: Estimated project beginning and ending dates. Be sure to include any work being done in prior years, including studies or other planning:

Section 1F

Coordination: Please identify if this project is dependent upon one or more other CIP projects and please describe the relationship:

Section 1G

Project priority: low, medium, high

Priority within department: _____

Priority community-wide: _____

Section 2A

Prior approval: Is this project included in the 2019 adopted or prior year's budget? Has this project been approved by any board, commission or governing body?

☐ YES Please check all appropriate box(es)

☐ Governing Body

☐ Planning Commission

☐ _____ budget

☐ NO

Section 2B

Total estimated cost: in _____ dollars: \$ _____

List all funding options available for this project:

Recommended funding option(s) to be used? (i.e.: operating revenues, fund balance, bond issue, etc.)

Section 2C

Basis of cost estimate: Please check one of the following?

☐ Cost of comparable facility/equipment

☐ Cost estimate from engineer/architect

☐ Rule of thumb indicator/unit cost

☐ Preliminary estimate

☐ Ball park "guesstimate"

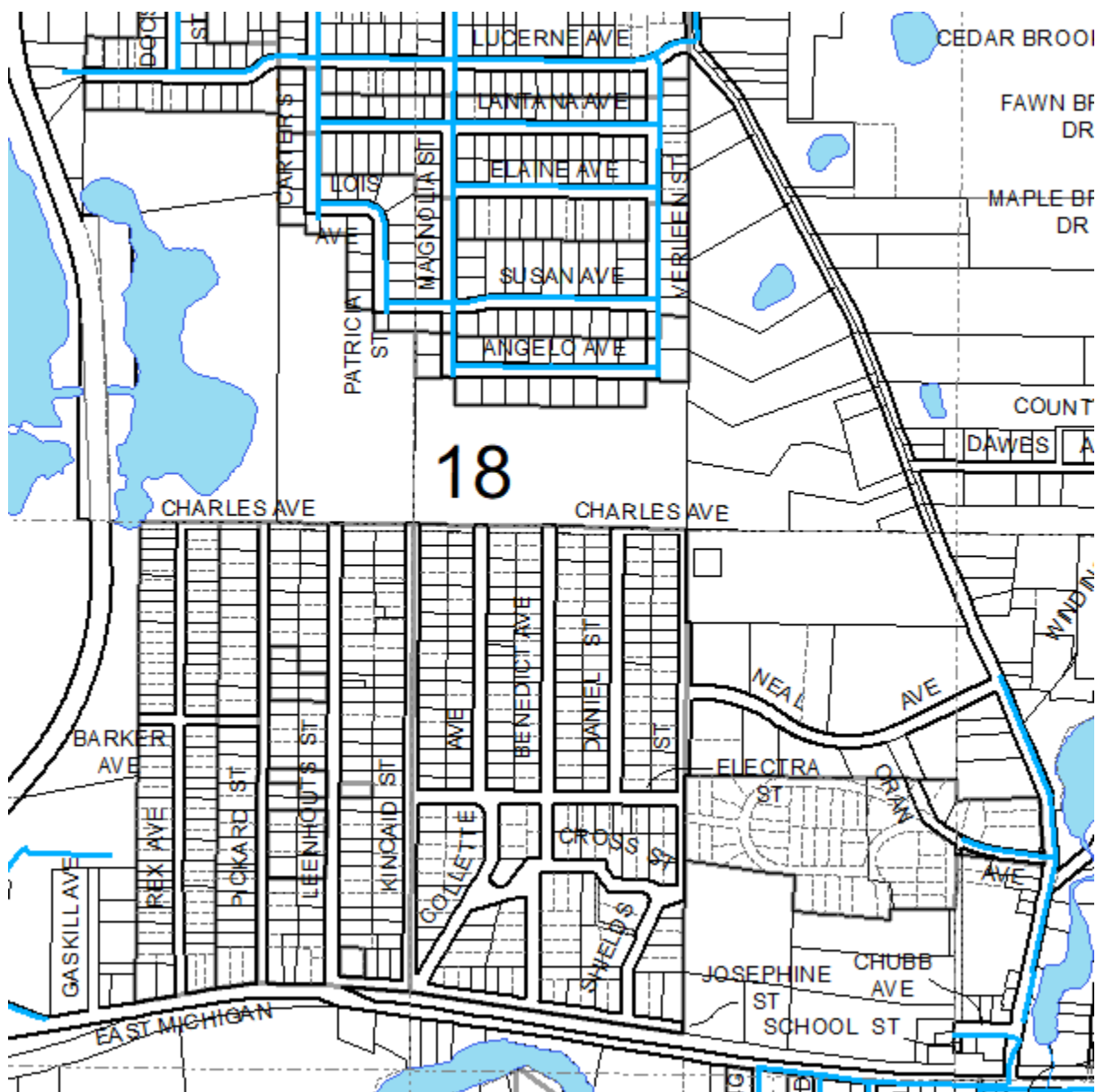
APPENDIX K

FUTUFUTURE WATER MAIN EXTENSION AREASAS

Project Name: 26th Street Loop

Project Description: To connect water transmission main from N. 26th Street to E. Michigan Ave., looping together three water pressure districts. As part of the project, add water distribution to parcels along the main, including two neighborhoods. Project will make public water service available to approximately 350 parcels.

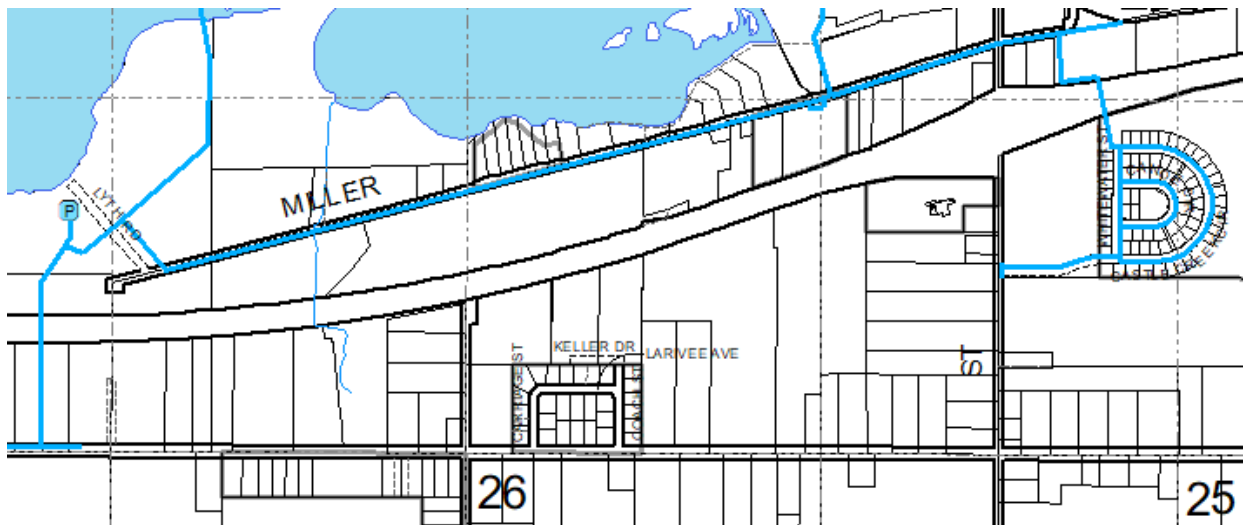
Project Benefits: Looping the pressure districts will improve service quality. In addition, approximately 300 of the properties that would be served by the project are small lots that do not have public sewer available. This makes it very difficult to locate a septic tank the required distance from a water well. Public water service would provide more flexibility for septic location. The addition of fire hydrants will also make water readily available to for fighting fires.



Project Name: ML Avenue Loop

Project Description: To connect water transmission main from S. 35th St. to E. ML Ave., looping together two water pressure districts. As part of the project, add water distribution to parcels along the main, including one neighborhood. The project will make public water service available to approximately 80 parcels.

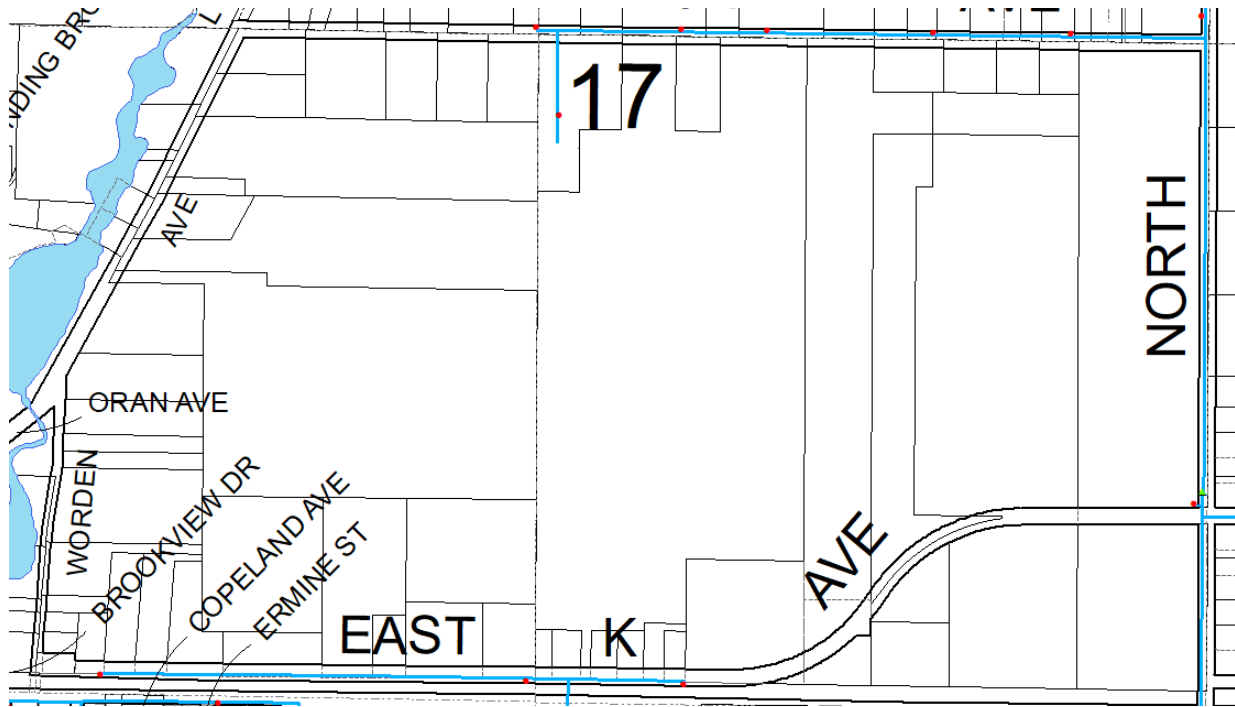
Project Benefits: Looping the pressure districts will improve service quality. In addition, residents from some of the properties that would be served by the project have reported low quality well water and have requested public water.



Project Name: Worden Avenue/East K Avenue Loop

Project Description: To connect water transmission main from E. JK Ave. to E. K Ave., and from E. K Ave. to N. 28th St., looping together two water pressure districts. As part of the project, add water distribution to parcels along the main. The project will make public water service available to approximately 30 parcels.

Project Benefits: Looping the pressure districts will improve service quality.





MEMO

**Charter Township of Comstock Township Board
November 18, 2024**

From: Supervisor Randy Thompson, Township Supervisor

Re: Resident Correspondence

Attachments:

[Letter to Comstock Township RE water connection.pdf](#)

**Letter to the Comstock Township Board regarding mandatory connection to public water system
October 20, 2024**

Dear Township Board,

My name is Katie Galler and I am a home-owner in Comstock Township. I am unable to attend meetings because of my work schedule but I do listen to all of the meetings once they are posted online.

I recently listened to the meeting from October 7 where you discussed mandatory connection to public water, and I am writing to share my opinion as a homeowner in the township. I am opposed to mandatory water connection. When I bought my home I considered the private well and septic to be a selling point. I prefer to own and maintain these utilities myself and I would be extremely disappointed if I were required to switch over to public water at some point, which could happen as I plan to grow old in the house I currently own.

If the township thinks that getting more residents on the public water system is important I would like to see a more flexible transition, for example, maybe the requirement to switch over doesn't begin until the home changes ownership. This way people who already own their home and planned on having their well can continue to do so. People who are buying a new home will know that things might change for them in the future and can take that into consideration before buying. I'm not sure if something like this is possible but don't want existing homeowners to be forced to change how they operate their own homes.

I don't know that I see the benefit in cost (or water quality) for homeowners either and might like to hear more discussion about that. My well company told me a new well on my property would cost between \$4,000 and \$5,000. It would cost more to connect to the public system even with the subsidy, in addition to that I would spend more annually on water bills than electricity to run my pump, and in addition to the bills, I would still have to own my own filtration system because in my experience the public water is not great. During the operating lifetime of my well I could set aside the equivalent of the water bill each quarter and have enough to cover maintenance and replacement costs.

If I'm understanding what was discussed correctly - It seems like if the public water system can't count on enough residents to connect voluntarily even with a big cost subsidy - then perhaps people really don't want to connect - or aren't seeing enough of a benefit. To me it doesn't really seem right for the township to force residents to purchase public water against their wishes in order to keep the system in business.

I understand that some people do want or need access to public water, and it is not my desire that these people be left behind or without water - but personally I would prefer to help my neighbor pay for their connection in order to maintain my freedom to keep my well rather than be forced onto public water because my neighbor wants it. Not totally sure how that can be applied legally...

I'm interested to hear more discussion on this topic from the board, and hope that you will take my input into consideration.

Thank you for your time,

Katie Galler