



**REGULAR MEETING OF THE  
CHARTER TOWNSHIP OF COMSTOCK TOWNSHIP  
BOARD**

**MONDAY, DECEMBER 16, 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 places 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:**

- Township Board Meeting Minutes-December 2, 2024
- Bills Payable: December 17, 2024

**VII. Presentation(s)**

**VIII. Business**

**Planning & Zoning**

Second Reading of Ordinance No. 548 - 4191 N. 26th St. Rezoning Request

**Fire & Rescue**

**Clerk**

**Treasurer**

## **Supervisor**

Water Testing Discussion

## **Finance**

## **Superintendent**

### **IX. Reports**

- November 2024 Sheriff's Reports
- November 2024 KABA Reports
- Bills Paid: December 4-12, 2024

### **X. Informational/Future Action Items**

- Accounting Engagement Letter
- FOIA Requests

### **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 December 16, 2024

**From:** Kelly Sims, Deputy Clerk

**Re:** Township Board Meeting Minutes-December 2, 2024

Please see attached.

**Attachments:**

[12-02-2024\\_Township Board Meeting Minutes\\_DRAFT.pdf](#)

**MINUTES OF THE REGULAR MEETING OF  
THE CHARTER TOWNSHIP OF COMSTOCK  
TOWNSHIP BOARD  
KALAMAZOO COUNTY, MICHIGAN  
DECEMBER 2, 2024**

**CALL TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Supervisor Ben Martin	Supervisor	Present
Clerk Nicole Beauchamp	Clerk	Present
Treasurer Sandy Bloomfield	Treasurer	Present
Trustee Jerry Amos	Trustee	Present
Trustee Kristie Cherry	Trustee	Present
Trustee Terry McIver	Trustee	Present
Trustee Bob Pratt	Trustee	Present
Scott Hess	Superintendent	Present
Catherine Kaufman	Attorney	Present

Also in attendance were approximately 42 people.

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

The Pledge of Allegiance was recited.

**APPROVAL OF AGENDA**

Treasurer Bloomfield asked for the Minutes from the November 18, 2024 Township Board meeting to be removed to make adjustments.

Attorney Kaufman clarified Treasurer Bloomfield's request by asking if the request was to remove the Minutes from the Consent Agenda and move them perhaps under Clerk for further discussion. Treasurer Bloomfield replied in the affirmative. Clerk Beauchamp stated that the Minutes could be the third item under Clerk.

Attorney Kaufman briefly explained the purpose of the Consent Agenda.

Clerk Beauchamp made a motion to approve the Agenda as amended.

**RESULT:** PASSED [UNANIMOUS]  
**MOVER:** Clerk Nicole Beauchamp  
**SECONDER:** Trustee Terry McIver  
**AYES:** Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

## **PUBLIC COMMENTS(S) ON AGENDA AND NON-AGENDA ITEMS**

Public comment was heard.

## **ANNOUNCEMENTS FOR DEPARTMENTS/BOARDS/COMMISSIONS**

Kalamazoo County Commissioner John Gisler shared announcements and updates from the County.

Larry Stehouwer, liaison from the Road Commission of Kalamazoo County, introduced himself and welcomed the new Board members.

## **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 Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

- 2025 DDA Budget
- Bills Payable: December 3, 2024
- ~~Township Board Meeting Minutes: November 18, 2024~~  
Moved to third item under Clerk for adjustments.

## **PRESENTATION(S)**

None.

## **BUSINESS**

### **PLANNING & ZONING**

#### **Resolution to Honor Ron Sportel, Planning Commissioner**

Clerk Beauchamp explained that the Township Board is going to present a Resolution to Ron Sportel for his 16 years of service on the Planning Commission. The Resolution is in the Agenda packet.

Treasurer Bloomfield made a motion to move forward with the Resolution for Rob Sportel for his service for the Planning Commission.

A roll call vote was completed.

Clerk Beauchamp read the Resolution and Planning Commission Chair Jennifer Jones-Newton presented the framed Resolution to Mr. Sportel.

**RESULT:** PASSED [UNANIMOUS]  
**MOVER:** Treasurer Sandy Bloomfield  
**SECONDER:** Trustee Jerry Amos  
**AYES:** Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

### **Second Reading of Ordinance No. 545 - 5768 E Michigan Ave Rezoning Request**

Attorney Kaufman shared the request for approval of Second Reading of Ordinance No. 545-5768 E. Michigan Ave. Rezoning Request.

Attorney Kaufman explained the process for ordinance adoption.

Additional information for this request is included in the Agenda packet. This is to rezone a small piece of property, (.39 acres on the south side of East Michigan Avenue from Comstock Center (CC) zoning district to Light Manufacturing (LM). The Planning Commission held the public hearing on this and they have made a recommendation that this rezoning be adopted.

Questions were asked and answered.

Clerk Beauchamp made a motion to approve Second Reading of Ordinance Number 545-5768 East Michigan Avenue Rezoning Request.

A roll call vote was completed.

**RESULT:** PASSED [UNANIMOUS]  
**MOVER:** Clerk Nicole Beauchamp  
**SECONDER:** Trustee Terry McIver  
**AYES:** Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

### **Second Reading of Ordinance No. 546 - 1287 N 33rd St. Rezoning Request**

Attorney Kaufman explained Ordinance number 546-1287 North 33rd Street rezoning request. The 10.58-acre parcel is currently R1, single family residential. The property owner, Mr. Whitney requested that it be rezoned to AGR, Agricultural residential district. He briefly explained his request. Attorney Kaufman stated that the Planning Commission recommends approval of the request. Additional information is included in the Agenda Packet.

Clerk Beauchamp made a motion to approve Second Reading of Ordinance Number 546-1287 North 33rd Street Rezoning Request.

A roll call vote was completed.

**RESULT:** PASSED [UNANIMOUS]  
**MOVER:** Clerk Nicole Beauchamp  
**SECONDER:** Treasurer Sandy Bloomfield  
**AYES:** Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

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

Attorney Kaufman shared the request for approval of Second Reading of Ordinance No. 547-Leigh Avenue parcel rezoning request. The parcel is 31.21 acres and currently is R1-A, single family residential. The request is to rezone to R1-C, Cluster Housing District.

Public Hearing was held at the Planning Commission and First Reading was approved at the November 18th Township Board meeting. The Planning Commission recommends approval of this rezoning request. Additional information is included in the Agenda Packet.

The applicant, Matt Watts answered Board member questions related to the difference between the two types of zoning.

Discussion took place and questions were asked and answered.

Supervisor Martin made a motion to table this request.

Attorney Kaufman asked for clarification regarding the motion. Supervisor Martin stated that he would like feedback from Khayci and indicated that there was not much information for the new board members to make a decision that is important for our community. Treasurer Bloomfield added that she would like to hear from the residents that are living next to this development.

Mr. Watts stated that the Planning Commission had already heard from the residents in the area at the Public Hearing. He added that Khayci and her group (McKenna) and the Planning Commission have recommended approval. The Township Board approved the First Reading unanimously.

Discussion took place and additional questions were asked and answered.

Supervisor Martin made a motion to table this until January 6th.  
A roll call vote was completed.

**RESULT:** FAILED [3 TO 4]  
**MOVER:** Supervisor Ben Martin  
**SECONDER:** Trustee Jerry Amos  
**AYES:** Supervisor Ben Martin, Treasurer Sandy Bloomfield, Trustee Jerry Amos  
**NAYS:** Clerk Nicole Beauchamp, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

Clerk Beauchamp made a motion to approve Second Reading of Ordinance number 547 - Leigh Avenue Parcel Rezoning Request.

A roll call vote was completed.

**RESULT:** PASSED [4 TO 3]  
**MOVER:** Clerk Nicole Beauchamp  
**SECONDER:** Trustee Kristie Cherry  
**AYES:** Clerk Nicole Beauchamp, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt  
**NAYS:** Supervisor Ben Martin, Treasurer Sandy Bloomfield, Trustee Jerry Amos

### **First Reading of Ordinance No. 548 – 4191 N. 26<sup>th</sup> St. Rezoning Request**

During the November 14th Planning Commission meeting, a rezoning request for 4191 North 26th Street was discussed. The request is to rezone the parcel from B-2 (Community Business District) to B-3 (General Business District). This request is to allow for an automotive repair facility to perform work on engines and transmissions.

Additional information is included in the Agenda Packet. The Planning Commission held a public hearing and recommends approval of this request.

Questions were asked and answered.

Clerk Beauchamp made a motion to approve First Reading of Ordinance number 548 - 4191 North 26th Street Rezone.

A roll call vote was completed.

**RESULT:** PASSED [UNANIMOUS]  
**MOVER:** Clerk Nicole Beauchamp  
**SECONDER:** Trustee Bob Pratt  
**AYES:** Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

### **First Reading of Ordinance No. 549- 7600 E Main Rezoning Request**

During the November 14th Planning Commission Meeting, the commissioners discussed a rezoning request for 7600 East Main. The 74.5-acre parcel is currently zoned B-2 (Community Business District) and has requested a rezone to AGR (Agricultural Residential District)

Additional information is in the Agenda Packet and the Planning Commission recommends approval of this request.

Clerk Beauchamp made a motion to approve First Reading of Ordinance number 549 - 7600 East Main Rezoning Request.

A roll call vote was completed.

**RESULT:** PASSED [4 TO 3]  
**MOVER:** Clerk Nicole Beauchamp  
**SECONDER:** Trustee Terry McIver  
**AYES:** Clerk Nicole Beauchamp, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt  
**NAYS:** Supervisor Ben Martin, Treasurer Sandy Bloomfield, Trustee Jerry Amos

## **FIRE & RESCUE**

No business at this time.

## **CLERK**

### **CCTA Services in Precinct 1**

Clerk Beauchamp introduced Sean McBride, Executive Director from Metro, the public transit provider for Kalamazoo County, to discuss CCTA services in Precinct 1. Mr. McBride shared a presentation about Metro services and the current millage overview. Precinct 1 was removed from the millage from 2021-2025 because a fixed route bus system had light ridership. With the addition of the Metro Link service, it needs to be decided whether or not to add Precinct 1 back into the service area.

Questions were asked and answered.

### **Discussion on Mandatory Water Connection**

Tom Wheat spoke about mandatory water connection. He explained that the City of Kalamazoo, which runs the water system, and the townships entered into a new water agreement in 2023. As part of that agreement, they set up a UPC, Utilities Policy Committee. The UPC put together capital improvement plans for the townships. Mr. Wheat explained some of the potential projects in the Township.

Attorney Kaufman indicated that she spoke with Attorney Thall regarding the mandatory water connection and shared additional information.

Discussion took place and questions were asked and answered.

### **Adjustment to the Minutes of the November 18, 2024 Meeting**

Treasurer Bloomfield noted that Treasurer Bub Sherwood and Trustee Knight were not listed in the attendance of the November 18, 2024 meeting and asked that their attendance be noted. Clerk Beauchamp stated that the correction would be made.

**TREASURER**

No business at this time.

**SUPERVISOR**

**Appointment of Township Board Member - Planning Commission Member/Liaison**

Supervisor Martin explained that per our bylaws, we must have one Township Board member on the Planning Commission. He made the appointment of Sandra Bloomfield to the Planning Commission.

Supervisor Martin made a motion to add Sandra Bloomfield as the Township Planning Commission member liaison.

Discussion took place and questions were asked and answered. Attorney Kaufman provided additional information on the process of the appointments, stating that the Supervisor appoints, and the Board confirms.

Supervisor Martin stated for the record that all applications to appointments that he needs to make, he needs to receive a copy of those applications.

Additional comments were heard.

<b>RESULT:</b>	<b>PASSED [6 TO 1]</b>
<b>MOVER:</b>	Supervisor Ben Martin
<b>SECONDER:</b>	Trustee Jerry Amos
<b>AYES:</b>	Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Terry McIver, Trustee Bob Pratt
<b>NAYS:</b>	Trustee Kristie Cherry

**Appointment of DDA Resident Member**

Supervisor Martin recommends the appointment of Keith Wilcher to the DDA Board as a resident.

Clerk Beauchamp made a motion to approve the appointment of DDA resident, Keith Wilcher to the DDA Board.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Clerk Nicole Beauchamp
<b>SECONDER:</b>	Treasurer Sandy Bloomfield
<b>AYES:</b>	Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

**Resolution # 2024-28 Regarding Township Attorney Communication**

Supervisor Martin presented Resolution number 2024-28 regarding Township/Attorney communication. Attorney Kaufman provided additional information. If approved, Superintendent Hess, Supervisor Martin or Clerk Beauchamp would be the only individuals from the office allowed to contact the attorney's office. All calls to the attorney's office would have to go through one of those three.

Board member comments were heard, and discussion took place.

Trustee McIver made a motion regarding Resolution number 2024-28 Regarding Township Attorney Communication, just the Supervisor, the Superintendent, and the Clerk communicating directly with our attorneys, that rather than going to a new configuration, that we leave the functioning of the use of our attorneys as it has been in the past.

Clerk Beauchamp asked if the motion was to not support Resolution 2024-28. Trustee McIver answered in the affirmative and reiterated that it was to not support it.

Clerk Beauchamp then asked Attorney Kaufman if the motion was needed. Attorney Kaufman stated that we do not need a motion if we are going to do nothing. She added that if somebody wants to move this resolution, they should move this resolution and vote on that. Otherwise, there is nothing to vote on.

Trustee McIver's motion did not have a second and was deemed unneeded.

Treasurer Bloomfield made a motion to move this resolution with the changes that it would include this Township Board, along with Scott Hess.

<b>RESULT:</b>	<b>FAILED [3 TO 4]</b>
<b>MOVER:</b>	Treasurer Sandy Bloomfield
<b>SECONDER:</b>	Trustee Jerry Amos
<b>AYES:</b>	Supervisor Ben Martin, Treasurer Sandy Bloomfield, Trustee Jerry Amos
<b>NAYS:</b>	Clerk Nicole Beauchamp, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

**FINANCE**

**Resolution #2024-27 to Allocate CLFRF Funds**

Finance Director Bret Padgett provided some background information to the new Board members regarding ARPA funds. The Board previously approved CLFRF funds to be used for the Neal Street Park project. However, bids will not be awarded until January, with the work being completed next year. Federal rules require that a contract be in place for the funds to be considered allocated. This Resolution will allocate the remainder of our unspent CLFRF funds to money previously spent. This allows the Township to comply with the CLFRF guidelines while still completing the intended project.

Attorney Kaufman provided additional information.

Clerk Beauchamp made a motion to approve Resolution 2024-27 to Allocate the remaining CLFRF Funds as presented.

**RESULT:** PASSED [UNANIMOUS]  
**MOVER:** Clerk Nicole Beauchamp  
**SECONDER:** Trustee Bob Pratt  
**AYES:** Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

### **SUPERINTENDENT**

Agreement between Comstock Township Board and Comstock Library for the use and maintenance of the building at 6138 King Hwy.

Superintendent Hess requested approval of the agreement between Comstock Township Board and Comstock Library for the use and maintenance of the building at 6138 King Highway.

Questions were asked and answered.

Trustee Amos made a motion to approve the Agreement between Comstock Township Board and Comstock Library for the use and maintenance of the building at 6138 King Highway.

**RESULT:** PASSED [UNANIMOUS]  
**MOVER:** Trustee Jerry Amos  
**SECONDER:** Clerk Nicole Beauchamp  
**AYES:** Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

### **Superintendent Report**

Superintendent Hess shared information about upcoming changes to the finance policy and the employee handbook and policy manual.

Superintendent Hess encouraged all members of the board, especially the new Board members, to come into the office if they have any questions.

**REPORTS**

Supervisor Martin reviewed the reports.

- Cash Summary by Fund - October 2024
- Cash Summary by Bank Account - October 2024
- Bills Paid: November 20-26, 2024

**INFORMATIONAL/FUTURE ACTION ITEMS**

- FOIA Requests

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

Public comment was heard.

**Approval of Amended Minutes of the November 18, 2024 Meeting**

It was noted that while discussion of the adjustments needed to the Minutes of the November 18<sup>th</sup> meeting took place, the Minutes were removed from the Consent Agenda and therefore need to be approved separately. Clerk Beauchamp made a motion to approve the Minutes from the November 18, 2024 as amended.

**RESULT:** PASSED [UNANIMOUS]  
**MOVER:** Clerk Nicole Beauchamp  
**SECONDER:** Trustee Terry McIver  
**AYES:** Supervisor Ben Martin, Clerk Nicole Beauchamp, Treasurer Sandy Bloomfield, Trustee Jerry Amos, Trustee Kristie Cherry, Trustee Terry McIver, Trustee Bob Pratt

**MEMBERS COMMENTS**

Board member comments were heard.

**ADJOURNMENT**

The meeting was adjourned at approximately 8:33 PM.

Minutes signatures

Attested:

\_\_\_\_\_  
Nicole Beauchamp, Township Clerk

\_\_\_\_\_  
Ben Martin, Township Supervisor



# MEMO

## Charter Township of Comstock Township Board December 16, 2024

**From:** Kelly Sims, Deputy Clerk

**Re:** Bills Payable: December 17, 2024

Please see attached.

**Attachments:**

[Bills Payable-Dec 17 2024.pdf](#)

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000 GENERAL					
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	SIGN CENTER	NAMEPLATES	36.00	162686
			Total For Dept 000 GENERAL	36.00	
Dept 171 SUPERVISOR					
101-171-960.000	EDUCATION & TRAINING	MICHIGAN TOWNSHIPS ASSOCI	NEW OFFICIALS TRAINING	244.50	162685
			Total For Dept 171 SUPERVISOR	244.50	
Dept 253 TREASURER					
101-253-960.000	EDUCATION & TRAINING	MICHIGAN TOWNSHIPS ASSOCI	NEW OFFICIALS TRAINING	244.50	162685
			Total For Dept 253 TREASURER	244.50	
Dept 262 ELECTIONS					
101-262-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	ELECTIONSOURCE	BALLOT BAGS	211.81	162682
			Total For Dept 262 ELECTIONS	211.81	
			Total For Fund 101 GENERAL FUND	736.81	
Fund 206 FIRE OPERATING FUND					
Dept 000 GENERAL					
206-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	BOUND TREE MEDICAL	SUPPLIES	139.25	162681
206-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	BOUND TREE MEDICAL	SUPPLIES	21.64	162681
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	FORGET-ME-NOT LANDSCAPE & CLEAN UP	FF MEMORIAL/MULCH	430.00	162684
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	VEHICLE MAINTENANCE	528.11	162683
			Total For Dept 000 GENERAL	1,119.00	
			Total For Fund 206 FIRE OPERATING FUND	1,119.00	
Fund 211 FIRE CAPITAL IMPROVEMENT FUND					
Dept 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	ACETECH CORP	SUPPLIES	2,509.24	162680
			Total For Dept 000 GENERAL	2,509.24	
			Total For Fund 211 FIRE CAPITAL IMPROVEMENT FUND	2,509.24	
			Total For All Funds:	4,365.05	
--- FUND TOTALS BY VENDOR ---					
Fund 101 GENERAL FUND					
		00130940	- MICHIGAN TOWNSHIPS ASSOCIATION	489.00	
		0019030	- SIGN CENTER	36.00	
			ELECTIONS - ELECTIONSOURCE	211.81	
			TOTAL FUND 101 GENERAL FUND	736.81	
Fund 206 FIRE OPERATING FUND					
		00021578	- BOUND TREE MEDICAL	160.89	
		00051358	- EMERGENCY VEHICLE PRODUCT	528.11	
		00060130	- FORGET-ME-NOT LANDSCAPE & NURSERY	430.00	
			TOTAL FUND 206 FIRE OPERATING FUND	1,119.00	
Fund 211 FIRE CAPITAL IMPROVEMENT FUND					
		ACETECH	- ACETECH CORP	2,509.24	
			TOTAL FUND 211 FIRE CAPITAL IMPROVEMENT F	2,509.24	



# MEMO

## Charter Township of Comstock Township Board December 16, 2024

**From:** Khayci Bryant, Assistant Planner

**Re:** Second Reading of Ordinance No. 548 - 4191 N. 26th St.  
Rezoning Request

During the November 14, 2024 Planning Commission Meeting the commissioners discussed a rezoning request for 4191 N. 26th St. The parcel is currently zoned B-2 (Community Business District) with hopes to rezone to B-3 (General Business 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.

First Reading was approved by the Township Board on December 2, 2024.

**Attachments:**

[4191 N 26th St Rezoning Request.pdf](#)  
[Ord\\_548\\_Rezone\\_4191\\_N\\_26.doc](#)



# Memorandum

**TO:** Comstock Charter Township Planning Commission

**FROM:** Kyle Mucha, AICP, Senior Planner – Township Planning Consultant

**SUBJECT:** Review of Proposed Rezoning for 4191 N. 26<sup>th</sup> Street (07-06-280-084)  
B-2, Community Business (Existing) to B-3, General Business (Proposed)

**DATE:** November 4, 2024

Dear Comstock Township Planning Commission:

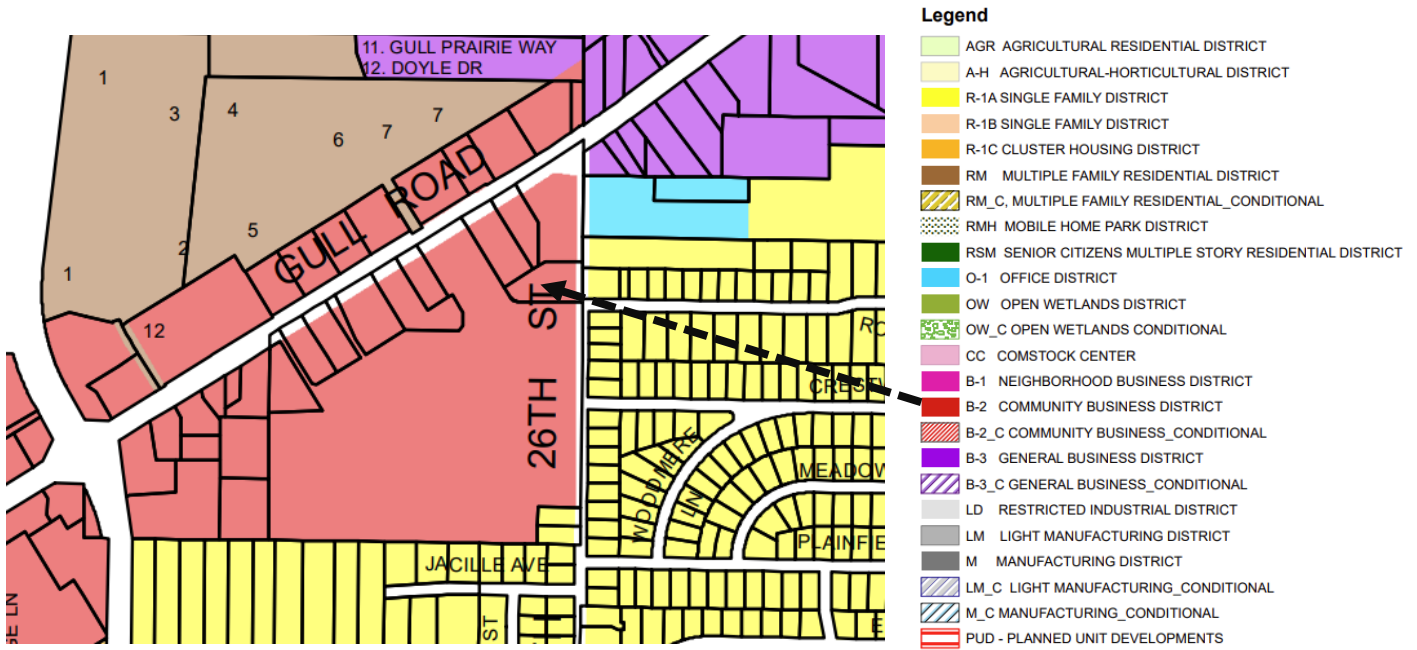
The Township has received an application from LaToya Moten, Christian Brothers Automotive Corporation, to rezone the parcel at 4191 N. 26<sup>th</sup> Street, from B-2, Community Business to B-3, General Business in order to facilitate the development of an automotive repair facility. The subject parcel is approximately 1.70 acres in size and is located south of Gull Road and west of Twilight Avenue.



**HEADQUARTERS**  
 235 East Main Street  
 Suite 105  
 Northville, Michigan 48167

☎ 248.596.0920  
 ☎ 248.596.0930  
 MCKA.COM

Communities for real life.

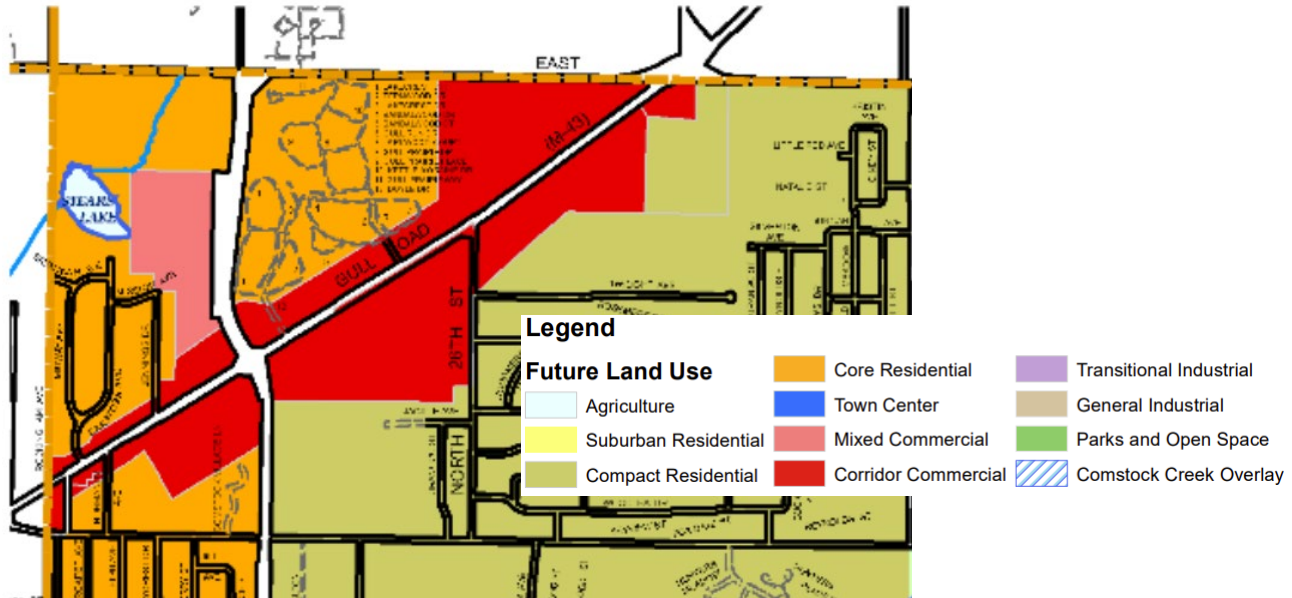


Above – Zoning Map

Should the rezoning be approved, any permitted uses within the B-3 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
<b>Subject Site</b>	Vacant Parcel	B-2, Community Business	Corridor Commercial
<b>North</b>	Restaurant & Service Establishments	B-2, Community Business	Corridor Commercial
<b>South</b>	Retail Market	B-2, Community Business	Corridor Commercial
<b>East</b>	Single-Family Residential	R-1A, Single Family District; Baseball field	Compact Residential
<b>West</b>	Service Establishments	B-2, Community Business	Corridor Commercial



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 current Master Plan designates the future land use of this property and most of the surrounding properties ‘Corridor Commercial’. As indicated in the Township’s Master Plan, this category is:

*This land use designation is intended to provide goods and services to meet the needs of the Greater Kalamazoo Area as well as those traversing Kalamazoo County for work or recreation along Gull Road, Sprinkle Road, and Interstate 94. Corridor Commercial uses may include large-scale retail, eating and drinking establishments, personal service establishments, professional and support offices, and medical facilities. Corridor Commercial areas that contain regional commercial and office facilities must accommodate considerable vehicular travel; however, the Township should stress shared access, enhanced pedestrian facilities and attractive landscaping to soften development and make these corridors more inviting and attractive. This may be accomplished with landscape standards, mandatory but rewarded shared access provisions, options for reduced or shared parking areas, and site and building design requirements that work to balance the vehicular and pedestrian circulation patterns with*



*aesthetics. Parking areas should be placed behind new development when possible and buildings should be built out to the street with limited setbacks to encourage the calming of traffic and pedestrian safety.*

The proposed rezoning to B-3, General Commercial is consistent with the Township’s 2030 Master Plan as the proposed use – automotive repair facility – would be situated in close proximity to Gull Road.

**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 an automotive repair facility. However, as previously stated, any permitted and/or special land use in the B-3, General Business District would be acceptable, subject to all applicable reviews and approvals.

The Planning Commission should consider whether the uses permitted in the B-3, General Business are compatible with uses in the surrounding area. The following graphics detail the permitted and special land uses permissible within the B-3, General Business District.

**Permitted uses**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>a. Offices and office buildings<sup>(1)</sup> §4.33</li> <li>b. Medical or dental clinics</li> <li>c. Financial establishments<sup>(1)</sup></li> <li>d. Public utility<sup>(1)</sup> and municipal buildings §4.41</li> <li>e. Educational institutions, vocational and technical §4.58</li> <li>f. Educational institutions, private §4.58</li> <li>g. Photographic studios</li> <li>h. Funeral homes</li> <li>i. Insurance offices, brokerage houses and real estate offices</li> <li>j. Child care centers<sup>(1)</sup> §4.13</li> <li>k. Places of worship §4.36</li> <li>l. Retail establishments<sup>(1)</sup></li> <li>m. Personal service establishments<sup>(1)</sup></li> <li>n. Laundry or dry cleaning customer outlets<sup>(1)</sup> §4.28</li> <li>o. Laundry/laundromats,<sup>(1)</sup> self-service</li> <li>p. Brewpubs<sup>(1)</sup></li> <li>q. Restaurants,<sup>(1)</sup> carry out<sup>(1)</sup> §4.44</li> <li>r. Restaurants,<sup>(1)</sup> fast food<sup>(1)</sup> §4.44</li> <li>s. Restaurants,<sup>(1)</sup> sit down<sup>(1)</sup> §4.44</li> <li>t. Accessory buildings<sup>(1)</sup> and uses<sup>(1)</sup></li> <li>u. Private service clubs, fraternal organizations, and lodge halls §4.38</li> <li>v. Temporary outdoor sales and service §4.49</li> <li>w. Any retail business whose principal activity is the sale or rental of merchandise within a completely enclosed building</li> <li>x. Business service establishments<sup>(1)</sup></li> <li>y. Craft and trade service establishments<sup>(1)</sup></li> <li>z. Photographic film developing and processing</li> </ul> | <ul style="list-style-type: none"> <li>aa. Physical culture establishments<sup>(1)</sup></li> <li>ab. Veterinary offices, hospitals, and clinics §4.57</li> <li>ac. Other similar uses<sup>(1)</sup> §4.35</li> <li>ad. Recreational facilities,<sup>(1)</sup> indoor<sup>(1)</sup></li> <li>ae. ATMs (Automated Teller Machines)</li> <li>af. Vehicle wash establishments §4.56</li> <li>ag. Outdoor display and sale of garages, swimming pools, and similar uses</li> <li>ah. Recreational facilities,<sup>(1)</sup> outdoor<sup>(1)</sup></li> <li>ai. Lumber yards</li> <li>aj. Hotels, motels, and motor courts<sup>(1)</sup> §4.23</li> <li>ak. Mini-storage facility<sup>(1)</sup> §4.30</li> <li>al. Restaurants,<sup>(1)</sup> drive-in<sup>(1)</sup> and drive-thru<sup>(1)</sup> §4.44</li> </ul> |
|--|---|



### Special land uses

- a. Automobile repair facilities<sup>Ⓜ</sup> §4.1
- b. Kennels<sup>Ⓜ</sup> and shelters, with or without crematories §4.27
- c. Automobile service stations<sup>Ⓜ</sup> §4.7
- d. Open air businesses<sup>Ⓜ</sup> §4.34
- e. Essential services<sup>Ⓜ</sup> §4.18
- f. Heavy equipment sales and storage incidental thereto
- g. Roofing business establishments
- h. Distribution centers used for storage purposes only §4.16
- i. Single-family dwellings<sup>Ⓜ</sup> §4.17
- j. Tool and die shops §4.54
- k. Micro breweries<sup>Ⓜ</sup>
- l. Telecommunication antennas<sup>Ⓜ</sup> located on structures other than telecommunication towers<sup>Ⓜ</sup> §4.60
- m. Places of worship in preexisting office or commercial buildings §4.36
- n. Temporary outdoor festivals and similar events §4.48
- o. Temporary use for anemometers and supporting towers §4.51

For full reference regarding the B-3, General Business District, see Section 3.1.M. of the Comstock Charter Township Zoning Ordinance.

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

The subject parcel is adjacent to intensive retail establishments. Further, North 26<sup>th</sup> Street provides a sewer main line from East H Avenue to Gull Road. The subject parcel is also within proximity to water main connections. Therefore, given the existing public services in terms of utilities, the proposed rezoning is not anticipated to significantly adversely impact the region. Site specific review of utilities – water, sewer, storm water management – would be conducted during site plan analysis. The subject parcel is also within close proximity to a major thoroughfare, which provides emergency service routes.



**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?**

Permitted and special land uses in the B-3, General Business District are intended for higher intensity uses than what the B-2, Community Business permits. Developing the parcel under the proposed zoning designation, B-3 General Business, would be better suited than the B-2 Community District. The B-2 District does not permit automotive repair facilities. Development of the subject parcel would still be subject to further review and approval, in accordance with the Township's Zoning Ordinance.

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.

<b>Future Land Use Designation</b>	<b>Primary Compatible Zoning District(s)</b>	<b>Potentially Compatible Zoning District</b>
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
<b>Comstock Center</b>	<b>Comstock Center</b>	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



## **FINDINGS**

Per the above analysis of the rezoning request for the vacant parcel at 4191 N. 26<sup>th</sup> Street, from B-2 Community Business to B-3, General Business, the following is offered for consideration by the Comstock Township Planning Commission.

1. The proposed rezoning is consistent with the 2030 Comstock Charter Township Master Plan's Future Land Use.
2. The proposed use, if the rezoning is approved, and all subsequent permitted and special land uses for the B-3 General Business District would be compatible with the uses to the north, west and south of the subject site. As referenced, the uses in the immediate vicinity of the subject parcel are auto-oriented and intensive in terms of land use. The proposed establishment of an automotive repair facility would be compliment the uses located south of Gull Road and west of N. 26<sup>th</sup> Street.
3. The proposed rezoning and development of the subject site is not anticipated to adversely affect the public services in the area, nor require a substantial upgrade to those services. Further analysis of this provision would be conducted during the formal site plan review process.

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 for 4191 N. 26<sup>th</sup> Street.

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

Respectfully,

Kyle Mucha, AICP  
Senior Planner  
Comstock Township Planning & Zoning



# 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:** Christian Brothers Automotive  
4191 N 26th St, Kalamazoo, MI 49048

#### APPLICANT:

Name LaToya Moten  
Company Christian Brothers Automotive Corporation  
Address 17725 Katy Freeway  
Houston, TX 77094  
Email LaToya.Moten@cbac.com  
Phone 832-712-6114 Fax \_\_\_\_\_  
Interest in the Property Property is under contract for purchase

*Township Use:*  
Fee:  
\$ \_\_\_\_\_  
Escrow:  
\$ \_\_\_\_\_  
Date Paid:  
\_\_\_\_\_  
cash/credit card  
check # \_\_\_\_\_

#### OWNER\*:

Name Timothy F Shank  
Company \_\_\_\_\_  
Address PO Box 437  
Richland, MI 49083  
Email TFShank@aol.com  
Phone 269-352-4554 Fax \_\_\_\_\_

\*If different

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Site Plan Review      | <input checked="" type="checkbox"/> Rezoning   |
| <input type="checkbox"/> Administrative Site Plan Review  | <input type="checkbox"/> Master Plan Amendment |
| <input checked="" type="checkbox"/> Special Exception Use | <input type="checkbox"/> Text Amendment        |
| <input type="checkbox"/> Site Condominium                 | <input type="checkbox"/> Variance              |
| <input type="checkbox"/> Subdivision Plat Review          | <input type="checkbox"/> Interpretation        |
| <input type="checkbox"/> PUD/PURD/PMUD                    | <input type="checkbox"/> Planning Escrow       |
| <input type="checkbox"/> Other _____                      |  |

#### BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary):

The owner proposes to develop and construct a +/- 5,850 square foot automotive service center at 4191 N 26th St in the Charter Township of Comstock, MI. The development includes a 38-space parking lot, drive connections on Twilight Ave, and other associated improvements.

**LEGAL DESCRIPTION OF PROPERTY** *(Use Attachments if Necessary):*

Please refer to the attached C101-TOPOGRAPHIC SURVEY for the legal description of the property.

**PARCEL NUMBER:** 3907 - 06-280-084 \_\_\_\_\_

**ADDRESS OF PROPERTY:** 4191 N 26th St, Kalamazoo, MI 49048 \_\_\_\_\_

**PRESENT USE OF THE PROPERTY:** Vacant / Undeveloped \_\_\_\_\_

**PRESENT ZONING:** B-2 Community Business **SIZE OF PROPERTY:** 1.66 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)
_____	_____
_____	_____

***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**

\_\_\_\_\_  
**Date**

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

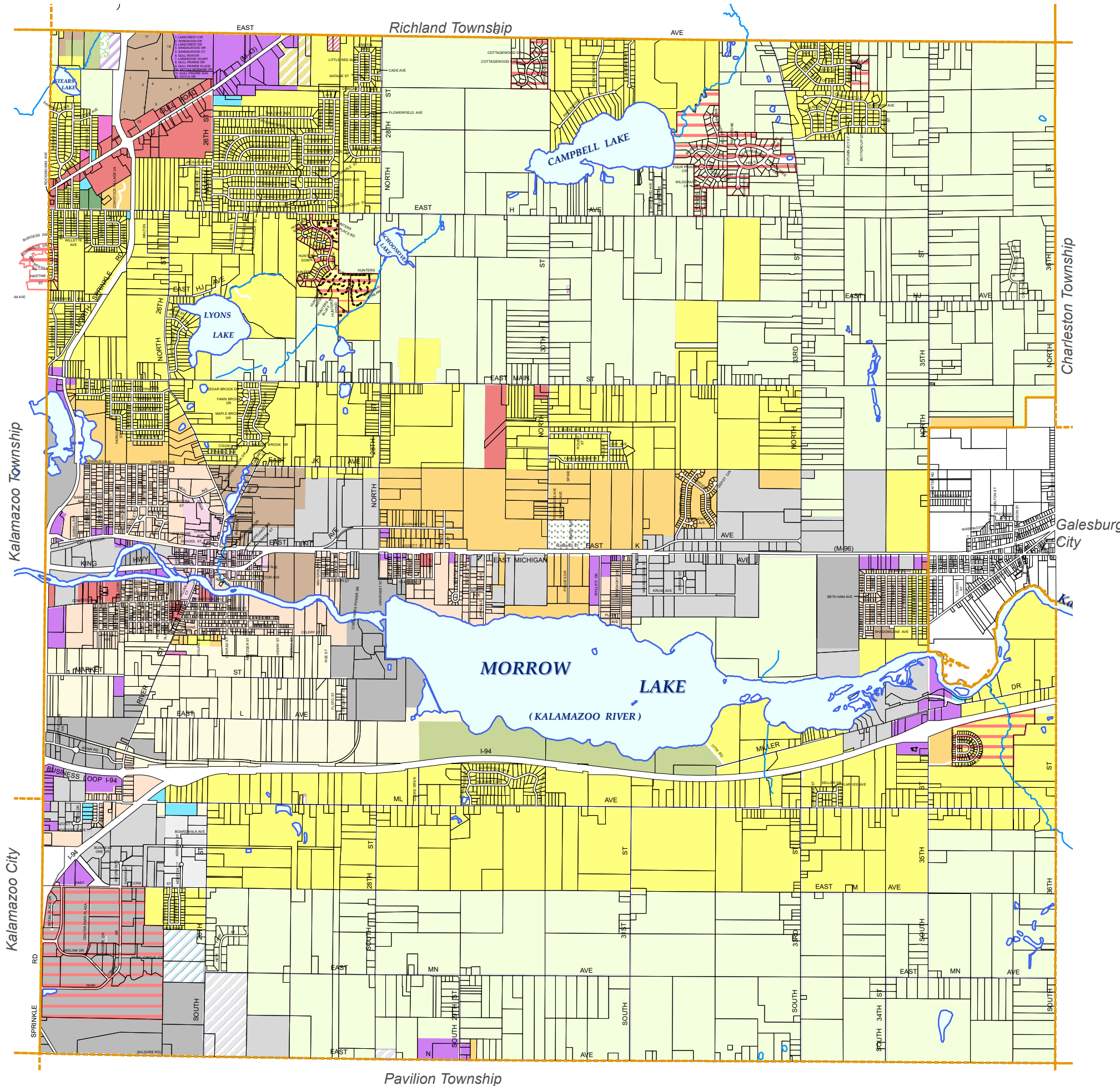
\_\_\_\_\_  
**Date**

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

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

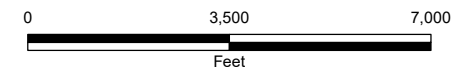
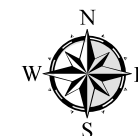
# Comstock Charter Township ZONING MAP

Last Revision Per Ordinance 536 Adopted March 18, 2024



## Legend

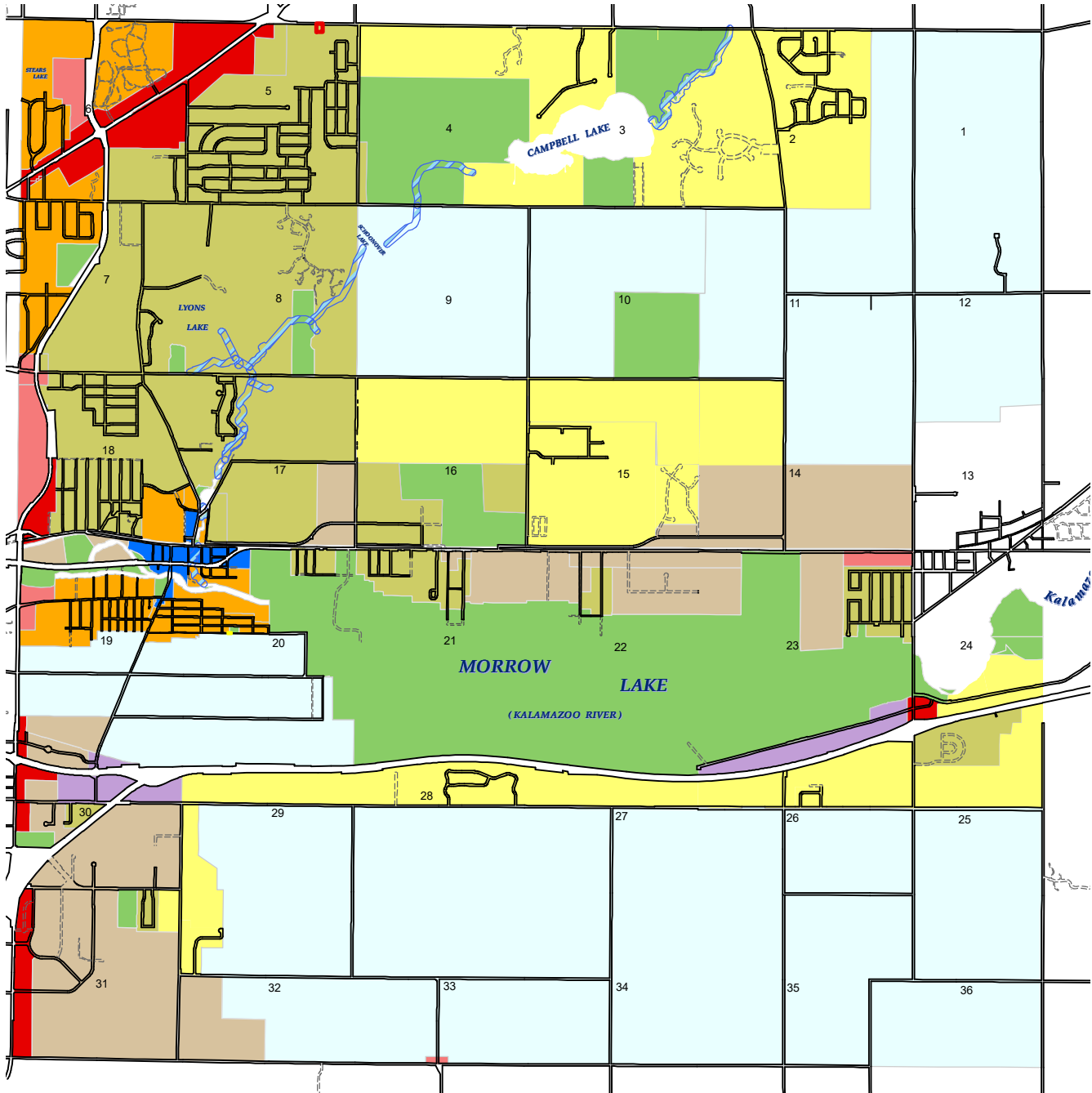
- AGR AGRICULTURAL RESIDENTIAL DISTRICT
- A-H AGRICULTURAL-HORTICULTURAL DISTRICT
- R-1A SINGLE FAMILY DISTRICT
- R-1B SINGLE FAMILY DISTRICT
- R-1C CLUSTER HOUSING DISTRICT
- RM MULTIPLE FAMILY RESIDENTIAL DISTRICT
- RM\_C MULTIPLE FAMILY RESIDENTIAL\_CONDITIONAL
- RMH MOBILE HOME PARK DISTRICT
- RSM SENIOR CITIZENS MULTIPLE STORY RESIDENTIAL DISTRICT
- O-1 OFFICE DISTRICT
- OW OPEN WETLANDS DISTRICT
- OW\_C OPEN WETLANDS CONDITIONAL
- CC COMSTOCK CENTER
- B-1 NEIGHBORHOOD BUSINESS DISTRICT
- B-2 COMMUNITY BUSINESS DISTRICT
- B-2\_C COMMUNITY BUSINESS\_CONDITIONAL
- B-3 GENERAL BUSINESS DISTRICT
- B-3\_C GENERAL BUSINESS\_CONDITIONAL
- LD RESTRICTED INDUSTRIAL DISTRICT
- LM LIGHT MANUFACTURING DISTRICT
- M MANUFACTURING DISTRICT
- LM\_C LIGHT MANUFACTURING\_CONDITIONAL
- M\_C MANUFACTURING\_CONDITIONAL
- PUD - PLANNED UNIT DEVELOPMENTS



Map Prepared March 2024

# FUTURE LAND USE MAP

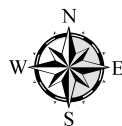
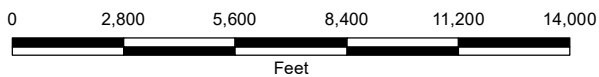
## Charter Township of Comstock



### Legend

#### Future Land Use

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



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

**CHARTER TOWNSHIP OF COMSTOCK**

**ORDINANCE NO. 548**

**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 6 from "B-2" Community Business District zoning classification to "B-3" General Business 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 6**

The Zoning Map, as incorporated by reference in the Comstock Charter Township Zoning Ordinance, is hereby amended by rezoning a 1.7 acre parcel on North 26<sup>th</sup> Street, South of Gull Road, in Land Section 6, tax parcel #3907-06-280-084, which is further described herein, from "B-2" Community Business District zoning classification to the "B-3" General Business Zoning District zoning classification:

SEC 6-2-10 BEG ON A PNT ON THE E LN OF SD SEC 6 A DIST OF 320.69 FT N 00DEG 01MIN 51SEC E OF THE E 1/4 POST OF SD SEC 6, TH N 89DEG 58MIN 20SEC W 341.56 FT, TH NORTHWESTERLY 48.69FT ON A 48 FT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS N 60DEG 54MIN 55SEC W 46.63 FT, TH N 31DEG 51MIN 30SEC W 64.26 FT, TH N 58DEG 08MIN 30SEC E 262.75 FT, TH S 89DEG 58MIN 20SEC E 193.17 FT TO THE E LN OF SD SEC 6, TH S 00DEG 01MIN 51SEC W ON SD E SEC LN 216 FT TO THE POB. CONT 1.66 AC +/- SPLIT ON 07/30/2001 FROM 07-06-280-080;

**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 December 16, 2024

**From:** Ben Martin, Supervisor

**Re:** Water Testing Discussion

**Attachments:**

[2024-12-10 Kalamazoo Regional FTC MPART Summary.pdf](#)

[2024-12-10 North 30th St AOI MPART PFAS AOI Web Summary.pdf](#)

# Kalamazoo Regional Fire Training Center Area of Interest Kalamazoo, Kalamazoo County

**EGLE Site Lead:** Miranda Triolet  
**Email:** [TrioletM@Michigan.gov](mailto:TrioletM@Michigan.gov)  
**Phone Number:** 517-290-2201

**Date Posted:** December 2024

## **Site Background:**

Investigations conducted by the Michigan PFAS Action Response Team (MPART) have found numerous sites contaminated by PFAS due to the use of aqueous film-forming foam (AFFF). MPART evaluated Michigan fire training centers and found several have used AFFF containing PFAS during historical training exercises, including the Kalamazoo Fire Training Center. Michigan law now prohibits training with AFFF containing PFAS.

Given the historical use of AFFF and the potential for groundwater to be impacted and reach nearby drinking water wells, MPART will be sampling drinking water wells near the Kalamazoo Regional Fire Training Center to protect public health.

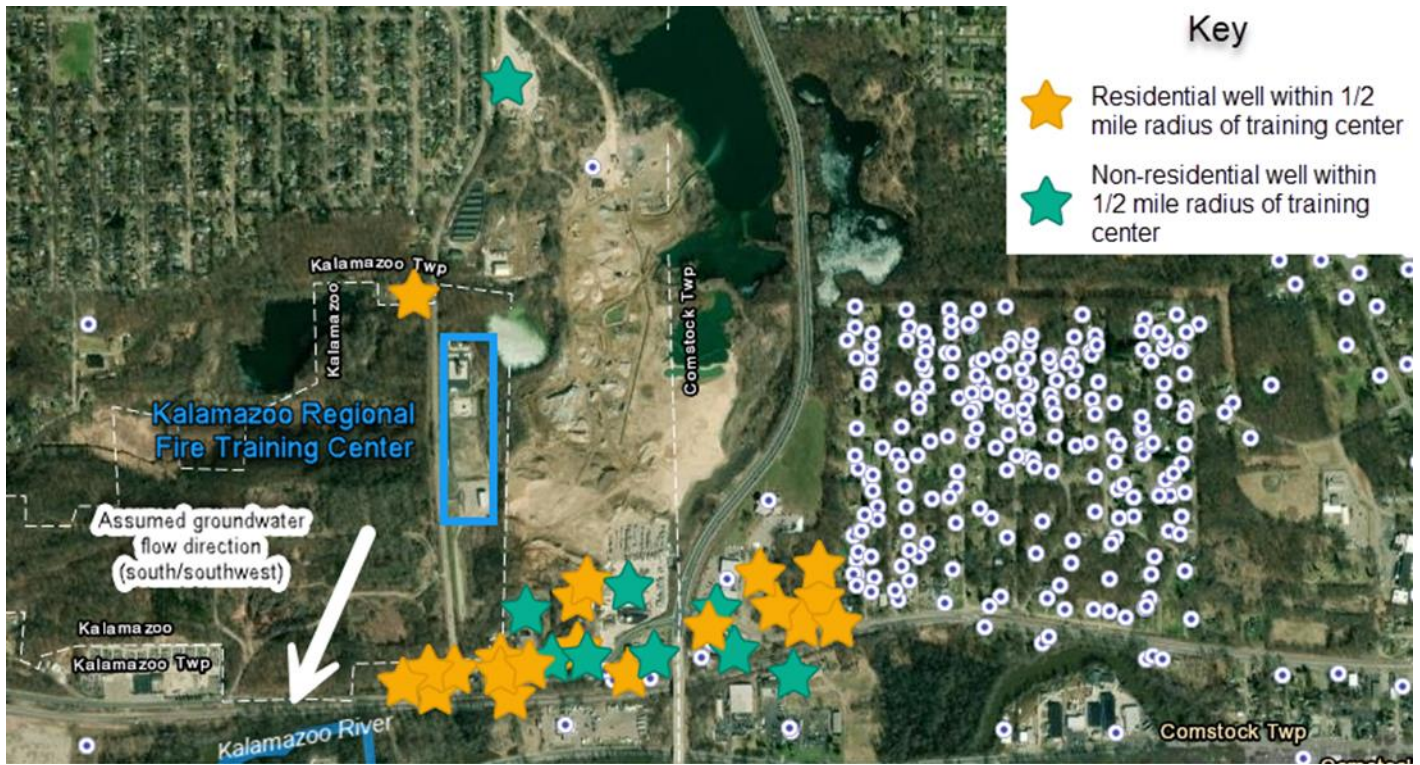
The direction of groundwater flow is not known but is likely south/southwest towards the Kalamazoo River.

## **Drinking Water Information:**

EGLE, DHHS, and local health (project team) identified roughly 20 residential wells and 9 commercial wells within a 0.5-mile radius of the fire training center to sample. MPART will send letters to properties identified in the 0.5-mile radius to request access and start sampling drinking water wells.

## **Anticipated Activities:**

Homeowners and businesses that allow access to sample drinking water will be provided with their results and will receive information on how to reduce exposure if there are PFAS detections. The project team will evaluate results and expand the sampling area outward if data suggests the need to do so.



Proposed drinking water wells are denoted by yellow and green stars. White circles with dots in the middle are wells not part of the initial sampling area.

## **North 30<sup>th</sup> Street Area of Interest Kalamazoo, Kalamazoo County**

**EGLE Site Lead:** Miranda Triolet

**Email:** [TrioletM@Michigan.gov](mailto:TrioletM@Michigan.gov)

**Phone Number:** 517-290-2201

**Date:** December 2024

### **Site Background:**

During routine compliance monitoring, a water supply at a business near North 30<sup>th</sup> Street and East H Avenue in Kalamazoo began to repeatedly show elevated levels of PFAS. While the business has not yet exceeded Michigan drinking water criteria (determined based on running annual average of detections) individual detections as high as 20 ppt PFOS (compared to Part 201 criteria of 16 ppt) prompted a closer look at wells in the surrounding area. Because no clear source could be identified, an investigation of the surrounding area began.

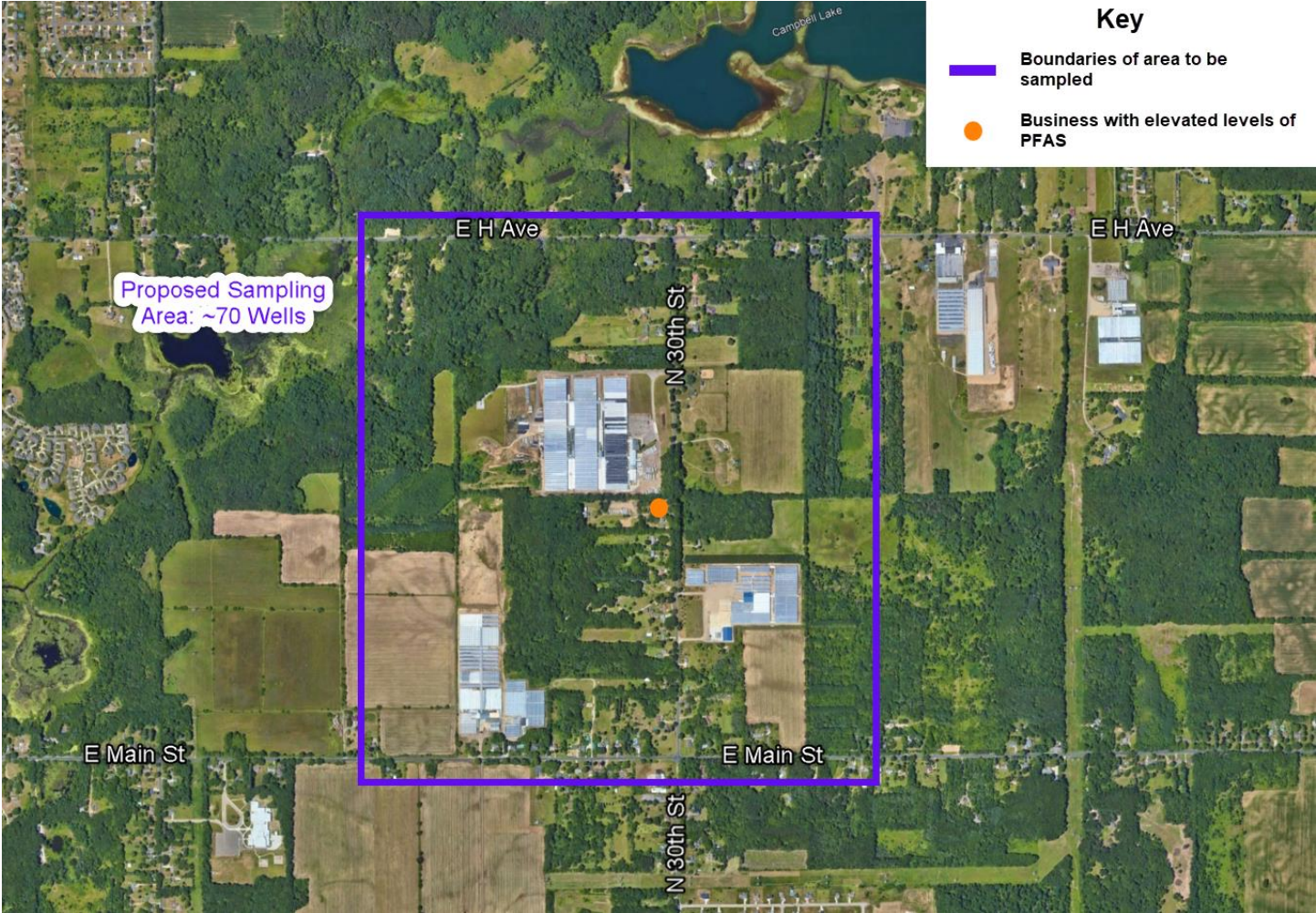
Groundwater flow is likely to the north towards Campbell Lake; however, groundwater flow direction may be impacted by the number of high-capacity irrigation wells in the area.

### **Drinking Water Information:**

The homes and businesses in the area use private drinking water wells. EGLE, DHHS, and local health have evaluated nearby drinking water wells and developed a sampling plan which includes approximately 70 drinking water wells.

### **Anticipated Activities:**

Due to the uncertain groundwater flow direction, nearby drinking water wells will be sampled in early 2025.





# MEMO

## Charter Township of Comstock Township Board December 16, 2024

**From:** Clerk Nicole Beauchamp, Township Clerk

**Re:** November 2024 Sheriff's Reports

**Attachments:**

[November-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 the specified month.

Call Source / Call Type Description	CHARLESTON	COMSTOCK	OSHTEMO	PAVILION	RICHLAND	ROSS
<b>Citizen Initiated</b>	<b>48</b>	<b>641</b>	<b>1101</b>	<b>116</b>	<b>126</b>	<b>40</b>
Suspicious	5	84	106	9	10	5
Alarm	4	51	43	3	7	7
Check Welfare	2	51	61	6	6	4
PD Accident	10	42	73	9	19	4
Trouble with Subject		40	63	12	8	2
Retail Fraud		39	42			
Assist Person	2	19	47	7	5	
Trespassing		18	21	2	3	
Motorist Assist	4	18	14	1	2	
Burglary/Illegal Entry		16	7	4	4	
911 Hangup/Misdial	3	16	50	10	6	1
Larceny		14	22	2	2	
Fraud		13	14	1	4	
Assault/DV	1	12	26	9	4	
Hit & Run Accident	1	12	11			
Warrant Service		11	8	1	1	
Follow up		11	32	5	1	1
Health & Safety	1	10	7	1	5	3
MDP	1	10	15		2	
Traffic Hazard	1	9	12	1	4	2
Assist Other Department		8	6	2	2	
Civil Calls		7	15	1	2	2
Peace Officer	1	7	28	1	1	
Disturbance/Fight		6	16	2	2	
Drugs/VCSA		6	6		1	
Priority 1 Medical		6	8	1		1
Harassing TX/Texts	1	6	11		5	
Vehicle Theft (UDAA)		6	5	2	1	2
Known PI Accident	2	6	13	1	1	1
Felonious Assault	1	5	4			
Recover Stolen Vehicle		5	3			
Accident with Unknown Injuries		5	5		1	2
B&E/Larceny From Veh		5	15		1	1
BOL	1	4	2		1	
Panhandler/Vagrant/Solicitor	1	4	11		1	
Abandoned Vehicle-Private Property		4	53	2		
Harrassment/Misc Criminal		3	8		1	
ECHO Priority Medical		3	2	1		
Noise Complaint		3	14	2	1	
Obs Justice		2	4			
Embezzlement		2				
Juvenile Mischief		2		3		
Missing Person		2	3			
Child Abuse/Neglect		2	3			

Priority 2 Medical		2	3	2		
Traffic Mishap/Accidental Damage	1	2	7			1
R&O/Fleeing		2				
Vehicle Inspection		2	2	1		1
Abandoned Vehicle	1	2	1	4		
VRDL/TICKETS		2	2	1		
Shots Fired	1	2	2	2		1
Structure Fire - Commercial/Multi-Family		2				
OWI/OUID	1	2	3			1
Structure Fire - Residential		1				
Runaway		1	4	1		
Property Check - Commercial		1				
Arson		1				
Fire Alarm - Commercial		1				
Other Criminal Complaint		1				
Brush/Grass Fire - No Exposure		1				
Animal Complaint		1	2			2
Disorderly		1				
CSC		1	3			1
Service For Department		1	4			
Death Investigation		1	6			2
Special Service		1				
PI - Entrapment		1				1
Lost/Found Property		1	5			1
Assist Fire Dept	1	1	7	1		
Priority 3 Medical		1	1			
Money Escort		1				
Indecent Exposure/Peeping			2			
Property Check - Residential			14			
Vehicle Fire	1					
FOIA Request			86			
Behavioral Health Petition			3	1		
ATL LEIN/Officer			1			
Message Delivery				1		
Natural Gas Leak - Outside			1			
Repossession			1			
Forgery/U&P/Counterfeit			1			
Suicide/Attempt			5			1
Directed Patrol				1		1
Test Call Only			3			
Shooting			1			
>Choose Call Type<			1			
PD Rollover Accident			1			
Parking Complaint			4			
Crowd			4			
Misd Traffic (DWLS)			1			
Stalking			2			
Fire Alarm - Test			1			
Background Investigation			1			
Weapons			3			

Road Commission/MDOT Notify			2		1	
Robbery			2			
<b>Officer Initiated</b>	<b>65</b>	<b>328</b>	<b>338</b>	<b>78</b>	<b>83</b>	<b>13</b>
Traffic Stop	22	139	147	20	39	9
Directed Patrol	30	78	44	52	34	2
Suspicious	1	38	10	1	2	1
Follow up		15	37	1	3	
Motorist Assist	3	12	29	2		
Misd Traffic (DWLS)	1	8	11			
Trespassing	1	5				
Warrant Service		4	6			
Arrest On Warrant (Other Dept)		3	1			1
Property Check - Commercial		3	15	1		
PR/PRB/PRS		3	1			
PD Accident	1	3	2		1	
Abandoned Vehicle		2	1			
Check Welfare		2	3			
Service For Department		2	6			
Assist Other Department		2	3	1		
Drugs/VCSA	3	1				
Weapons		1				
Assist Person		1	1			
Forgery/U&P/Counterfeit		1				
Trouble with Subject		1				
Larceny		1				
Assault/DV		1			1	
Community Policing/Crime Prev		1				
OWI/OUID		1	1			
Traffic Mishap/Accidental Damage			1			
Peace Officer			1			
Lockouts					1	
Property Check - Residential	1		6			
Hit & Run Accident					1	
Recover Stolen Vehicle			2			
Behavioral Health Petition	1		1			
Health & Safety			2			
Lost/Found Property			3			
Special Service			1			
MDP	1					
Other Criminal Complaint			1			
Traffic Hazard			2		1	
<b>Other</b>		<b>1</b>	<b>1</b>			
Assist Other Department		1	1			
<b>Top 10 Calls for Service in Comstock Twp</b>						



# MEMO

## Charter Township of Comstock Township Board December 16, 2024

**From:** Clerk Nicole Beauchamp, Township Clerk

**Re:** November 2024 KABA Reports

**Attachments:**

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

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

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

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

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

**Building**

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB24-07-519	6708 E G AVE	07-05-205-049	PLANET PARTNERS LLC	Sign Art, Inc.	11/15/2024	\$182.00	\$0
<b>Work Description:</b> Install 1 internally illuminated pylon sign and one internally illuminated wall sign per plans.							
PB24-07-524	6093 E L AVE	07-20-355-113	KLIMP JOHN C & JONIC	Penters LLC	11/18/2024	\$108.00	\$0
<b>Work Description:</b> Install 302 panel ground mounted solar array per plans							
PB24-07-525	5886 MARKET ST	07-19-478-070	GARDEN OF EDEN LLC	Penters LLC	11/18/2024	\$108.00	\$0
<b>Work Description:</b> Install 324 panel ground mounted solar array per plans. 201kW							

**Total Permits For Type: 3**

**Total Fees For Type: \$398.00**

**Total Const. Value For Type: \$0**

**Report Summary**

Population: All Records  
 Permit.DateIssued Between  
 11/1/2024 12:00:00 AM AND  
 11/30/2024 11:59:59 PM AND  
 Permit.PermitType = Building  
 AND  
 Permit.BasicUsage = Commercial  
 AND  
 GovernmentUnitList.UnitCode =

**Grand Total Fees: \$398.00**

**Grand Total Permits: 3**

**Grand Total Const. Value:**



**Building**

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB24-07-512	5437 COMSTOCK AVE	07-19-180-187	BELL JOHN C & DEBOR	Glas Associates	11/01/2024	\$182.00	\$0
<b>Work Description:</b> Repair wall damage to structure due to vehicle impact							
PB24-07-513	8870 E MAIN ST	07-15-230-060	POPE JODIE TRUST		11/01/2024	\$269.00	\$0
<b>Work Description:</b> Completion of 480 s/f addition with 1 bedroom and 1 bathroom begun under permit PB24-07-350. Must meet 2015 MRC code requirements.							
PB24-07-516	5581 E MAIN ST	07-07-455-022	CR SELECT INVESTMEN		11/06/2024	\$375.00	\$62,256
<b>Work Description:</b> Complete interior and exterior renovation to existing dwelling and remove existing detached garage and construct new 24' x 40' detached garage per plans.							
PB24-07-532	4726 BATTENKILL DR	07-02-202-590	BARRCIKOSKI MICHAEL	Tichenor Inc	11/20/2024	\$182.00	\$0
<b>Work Description:</b> REMOVE FRONT DOOR, REFRAME OPENING TO ACCEPT REPLACEMENT DOOR							
PB24-07-551	370 LEENHOUTS ST	07-18-388-490	SINGH GAGANDEEP	Tyler Home Improve	11/27/2024	\$231.00	\$0
<b>Work Description:</b> Remove pitched roof over back porch, construct flat deck roof accessible as second floor deck per plans. MUST MEET GUARD RAIL REQUIREMENTS 2015 MRC							
PB24-07-552	3362 N 35TH ST	07-01-380-051	THOMPSON EDWARD A	Pennings & Sons INC	11/22/2024	\$278.00	\$55,000
<b>Work Description:</b> Remodel of the existing sunroom that includes; new roof framing, new roof, new windows, new exterior door, insulation, and shoring existing footings. Also, new retaining walls, new roof, new siding on existing building and new railing system on existing concrete staircase per plans.							

**Total Permits For Type: 6**

**Total Fees For Type: \$1,517.00**

**Total Const. Value For Type: \$117,256**

# Report Summary

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Population: All Records  
Permit.DateIssued Between  
11/1/2024 12:00:00 AM AND  
11/30/2024 11:59:59 PM AND  
Permit.PermitType = Building  
AND  
Permit.BasicUsage = Residential  
AND  
GovernmentUnitList.UnitCode =

**Grand Total Fees:** **\$1,517.00**

**Grand Total Permits:** **6**

**Grand Total Const. Value:** **\$117,256**

## Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS24-07-098	250 WORDEN AVE	07-17-368-045	SHROUT WILLIAM DOU	11/27/2024	\$60.00
<b>Work Description:</b>	Meter socket inspection				
<b>Inspections:</b>	12/02/2024	Meter Socket Inspection	Approved		

**Total Permits For Type: 1**  
**Total Fees For Type: \$60.00**

## Report Summary

**Grand Total Fees: \$60.00**

**Grand Total Permits: 1**

Population: All Records  
 Permit.DateIssued Between  
 11/1/2024 12:00:00 AM AND  
 11/30/2024 11:59:59 PM AND  
 GovernmentUnitList.UnitCode =  
 7  
 AND  
 Permit.Category = Meter Socket  
 Inspection OR  
 Permit.Category = Hood  
 Suppression OR  
 Permit.Category = Special Permit  
 OR

**Special Permit**

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS23-07-080	675 REX AVE	07-18-376-341	HAYES MARGARET E		12/05/2023	300.00
<b>Work Description:</b> Property Maintenance request from Comstock						
	Court Appearance	Completed: <u>11/26/2024</u>				
✓	Property Maintenance Inspectio	Completed: <u>11/26/2024</u>				
	Court Appearance	Completed: <u>11/18/2024</u>				
	Property Maintenance Inspectio	Completed: <u>12/07/2023</u>				
PS24-07-048	5892 COMSTOCK AVE	07-19-290-430	PECK LARRY & TERRY		06/03/2024	100.00
<b>Work Description:</b> Property Maintenance request from Comstock						
	Property Maint. Re-inspection	Completed: <u>11/12/2024</u>				
✓	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>				

**Total Permits: 2**

**Total Fees Due: \$400.00**

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 NOVEMBER 2024

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	9	1,915.00
COMSTOCK	ELECTRICAL	13	3,177.00
COMSTOCK	MECHANICAL	22	4,683.00
COMSTOCK	PLUMBING	12	3,072.00
COMSTOCK	SPECIAL - JURISDICTION	4	400.00
COMSTOCK	SPECIAL - HOMEOWNER	1	60.00
<b>TOTAL COMSTOCK</b>		<b>61</b>	<b>\$ 13,307.00</b>
KALAMAZOO	BUILDING	10	2,413.00
KALAMAZOO	ELECTRICAL	10	1,774.00
KALAMAZOO	MECHANICAL	30	4,505.00
KALAMAZOO	PLUMBING	11	1,443.00
KALAMAZOO	SPECIAL - JURISDICTION	3	300.00
KALAMAZOO	SPECIAL - HOMEOWNER	2	120.00
<b>TOTAL KALAMAZOO</b>		<b>66</b>	<b>\$ 10,555.00</b>
PARCHMENT	BUILDING	-	-
PARCHMENT	ELECTRICAL	-	-
PARCHMENT	MECHANICAL	1	140.00
PARCHMENT	PLUMBING	1	115.00
PARCHMENT	SPECIAL - JURISDICTION	-	-
PARCHMENT	SPECIAL - HOMEOWNER	-	-
<b>TOTAL PARCHMENT</b>		<b>2</b>	<b>\$ 255.00</b>
PINE GROVE	BUILDING	1	373.00
PINE GROVE	ELECTRICAL	3	736.00
PINE GROVE	MECHANICAL	7	945.00
PINE GROVE	PLUMBING	-	-
PINE GROVE	SPECIAL - JURISDICTION	-	-
PINE GROVE	SPECIAL - HOMEOWNER	1	60.00
<b>TOTAL PINE GROVE</b>		<b>12</b>	<b>\$ 2,114.00</b>
RICHLAND	BUILDING	15	13,053.00
RICHLAND	ELECTRICAL	13	3,372.00
RICHLAND	MECHANICAL	12	2,311.00
RICHLAND	PLUMBING	20	3,853.00
RICHLAND	SPECIAL - JURISDICTION	-	-
RICHLAND	SPECIAL - HOMEOWNER	1	60.00
<b>TOTAL RICHLAND</b>		<b>61</b>	<b>\$ 22,649.00</b>
RICHLAND VILLAGE	BUILDING	-	-
RICHLAND VILLAGE	ELECTRICAL	1	125.00
RICHLAND VILLAGE	MECHANICAL	1	140.00
RICHLAND VILLAGE	PLUMBING	-	-
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	-
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	-
<b>TOTAL RICHLAND VILLAGE</b>		<b>2</b>	<b>\$ 265.00</b>
<b>TOTAL</b>		<b>204</b>	<b>\$ 49,145.00</b>

REVENUE	REVENUE
<b>NOVEMBER 2023</b>	<b>% PREV YEAR MONTH</b>
<b>\$ 107,179.50</b>	<b>45.9%</b>

PERMITS	PERMITS
<b>NOVEMBER 2023</b>	<b>% 2023 - YTD</b>
<b>239</b>	<b>85%</b>

2024 MONTHLY PERMITS BY JURISDICTION

**YEAR TO DATE AS OF: NOVEMBER**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	163	79,565.00
COMSTOCK	ELECTRICAL	177	37,987.00
COMSTOCK	MECHANICAL	315	73,918.30
COMSTOCK	PLUMBING	162	30,411.00
COMSTOCK	SPECIAL - JURISDICTION	28	2,800.00
COMSTOCK	SPECIAL - HOMEOWNER	6	340.00
<b>TOTAL COMSTOCK</b>		<b>851</b>	<b>\$ 225,021.30</b>
KALAMAZOO	BUILDING	160	38,217.00
KALAMAZOO	ELECTRICAL	163	30,695.00
KALAMAZOO	MECHANICAL	300	50,897.75
KALAMAZOO	PLUMBING	138	19,095.00
KALAMAZOO	SPECIAL - JURISDICTION	42	4,050.00
KALAMAZOO	SPECIAL - HOMEOWNER	41	2,325.00
<b>TOTAL KALAMAZOO</b>		<b>844</b>	<b>\$ 145,279.75</b>
PARCHMENT	BUILDING	13	1,513.00
PARCHMENT	ELECTRICAL	14	2,095.00
PARCHMENT	MECHANICAL	22	2,785.00
PARCHMENT	PLUMBING	6	535.00
PARCHMENT	SPECIAL - JURISDICTION	5	500.00
PARCHMENT	SPECIAL - HOMEOWNER	0	-
<b>TOTAL PARCHMENT</b>		<b>60</b>	<b>\$ 7,428.00</b>
PINE GROVE	BUILDING	36	15,679.00
PINE GROVE	ELECTRICAL	48	8,194.00
PINE GROVE	MECHANICAL	54	8,934.00
PINE GROVE	PLUMBING	15	3,352.00
PINE GROVE	SPECIAL - JURISDICTION	1	100.00
PINE GROVE	SPECIAL - HOMEOWNER	3	170.00
<b>TOTAL PINE GROVE</b>		<b>157</b>	<b>\$ 36,429.00</b>
RICHLAND	BUILDING	137	91,483.00
RICHLAND	ELECTRICAL	136	29,809.00
RICHLAND	MECHANICAL	201	38,560.50
RICHLAND	PLUMBING	96	19,385.00
RICHLAND	SPECIAL - JURISDICTION	2	200.00
RICHLAND	SPECIAL - HOMEOWNER	4	220.00
<b>TOTAL RICHLAND</b>		<b>576</b>	<b>\$ 179,657.50</b>
RICHLAND VILLAGE	BUILDING	7	1,196.00
RICHLAND VILLAGE	ELECTRICAL	7	901.00
RICHLAND VILLAGE	MECHANICAL	17	2,469.50
RICHLAND VILLAGE	PLUMBING	7	813.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	1	100.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	-
<b>TOTAL RICHLAND VILLAGE</b>		<b>39</b>	<b>\$ 5,479.50</b>
<b>TOTAL KABA</b>	<b>YTD</b>	<b>2527</b>	<b>\$ 599,295.05</b>

REVENUE	REVENUE
YTD - NOVEMBER 2023	% 2023 - YTD
<b>\$ 937,621.10</b>	<b>63.9%</b>

REVENUE
% 2024 YTD BUDGET
<b>86%</b>

PERMITS	PERMITS
YTD - NOVEMBER 2023	% 2023 - YTD
<b>2810</b>	<b>89.9%</b>

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	
204	\$ 49,145.00	NOV	
-	\$ -	DEC	
<b>2,527</b>	<b>\$ 599,295.05</b>		



# MEMO

## Charter Township of Comstock Township Board December 16, 2024

**From:** Kelly Sims, Deputy Clerk

**Re:** Bills Paid: December 4-12, 2024

Please see attached.

**Attachments:**

[Bills Paid-Dec 4-12 2024.pdf](#)

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP  
 POST DATES 12/04/2024 - 12/12/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000 GENERAL					
101-000-231.100	PAYROLL DEDUCTIONS (COMBINED INS	COMBINED INSURANCE	MONTHLY PREMIUM: NOV-DEC 2024	294.24	162660
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	HI-TECH	HP LASER JET PRINTERS	2,998.00	162664
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	HI-TECH	LAPTOP/KEYBOARD	1,070.00	162664
101-000-801.000	CONTRACTED SERVICES	DATA GUARDIAN	CONTAINER FEES	30.00	162632
101-000-801.000	CONTRACTED SERVICES	MOLLY MAID	OFFICE CLEANING	150.00	162644
101-000-801.000	CONTRACTED SERVICES	CINTAS CORP	MATS FOR TWP HALL-NOV 2024	299.36	162658
101-000-801.000	CONTRACTED SERVICES	MOLLY MAID	OFFICE CLEANING	150.00	162670
101-000-801.000	CONTRACTED SERVICES	PREIN & NEWHOF	PROFESSIONAL SERVICES-112024	1,268.50	162673
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	BACKUP SERVICE-DEC 2024	260.00	162637
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	10 HOURS PREPAID IT SUPPORT	1,200.00	162664
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	ZULTYS USER LICENSE	414.00	162664
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	WINDOWS/WORKSTATION IT/NETWORKING/PHONE	950.00	162664
101-000-850.000	COMMUNICATIONS	METRONET	FIBER INTERNET	422.25	162667
101-000-900.000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	ORD POSTINGS/AFFIDAVITS	1,411.68	162669
101-000-925.000	UTILITIES	CITY OF KALAMAZOO TREASURY	WATER/SEWER @ 5852 KING HWY	120.47	162641
101-000-931.000	EQUIPMENT REPAIRS AND MAINTENANC	D.L. GALLIVAN	COPIER USAGE: 10/27/2024-11/26/2024	289.94	162631
101-000-942.000	LEASED EQUIPMENT	QUADIENT LEASING USA, INC.	LEASE PAYMENT:	725.94	162674
Total For Dept 000 GENERAL				12,054.38	
Dept 101 BOARD TRUSTEES					
101-101-960.000	EDUCATION & TRAINING	MICHIGAN TOWNSHIPS ASSOCIATION	NEW OFFICIALS TRAINING/BOOKS	528.00	162672
Total For Dept 101 BOARD TRUSTEES				528.00	
Dept 171 SUPERVISOR					
101-171-861.000	MILEAGE REIMBURSEMENT	RANDY THOMPSON	MILEAGE REIMBURSEMENT 3RD QTR 2024	131.73	162647
101-171-861.000	MILEAGE REIMBURSEMENT	RANDY THOMPSON	MILEAGE REIMBURSEMENT 4TH QTR 2024	31.23	162647
Total For Dept 171 SUPERVISOR				162.96	
Dept 172 ADMINISTRATIVE SERVICES					
101-172-725.000	FRINGE BENEFITS - SUPERINTENDENT	MUTUAL OF OMAHA	STD & LTD FOR PERIOD: 12/01/2024-12/31/	87.91	162645
Total For Dept 172 ADMINISTRATIVE SERVICES				87.91	
Dept 209 FINANCE DEPARTMENT					
101-209-725.000	FRINGE BENEFITS - FINANCE	MUTUAL OF OMAHA	STD & LTD FOR PERIOD: 12/01/2024-12/31/	73.52	162645
Total For Dept 209 FINANCE DEPARTMENT				73.52	
Dept 215 CLERK'S DEPARTMENT					
101-215-725.000	FRINGE BENEFITS - CLERK	MUTUAL OF OMAHA	STD & LTD FOR PERIOD: 12/01/2024-12/31/	236.28	162645
Total For Dept 215 CLERK'S DEPARTMENT				236.28	
Dept 257 ASSESSING					
101-257-801.000	CONTRACTED SERVICES	APPRAISALS PLUS GROUP LLC	ASSESSING SERVICES-DEC 2024	10,666.67	162627
Total For Dept 257 ASSESSING				10,666.67	
Dept 265 MAINTENANCE					
101-265-725.000	FRINGE BENEFITS - MAINTENANCE	MUTUAL OF OMAHA	STD & LTD FOR PERIOD: 12/01/2024-12/31/	57.67	162645
101-265-733.000	SUPPLIES/EQUIPMENT - FACILITIES	J & J LOCKSMITHS	KEYS	42.75	162638
101-265-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	MOWING & FALL CLEAN UP-PARKS & CEMETERI	8,395.00	162628
101-265-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	MOWING: PARKS/CEMETERIES/TWP	4,570.00	162656
101-265-932.000	VEHICLE REPAIRS AND MAINTENANCE	STEENSMA LAWN & POWER EQUIPMENT	MAINTENANCE TRUCK REPAIR	649.96	162652
101-265-955.000	MISCELLANEOUS	COMSTOCK TOWNSHIP TREASURY	DRAIN ASSESSMENT AT MAINTENANCE BUILDIN	93.78	162662
Total For Dept 265 MAINTENANCE				13,809.16	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 ORDINANCE ENFORCEMENT					
101-301-801.000	CONTRACTED SERVICES	KABA	PROPERTY MAINTENANCE INSPECTIONS/COURT	400.00	162639
Total For Dept 301 ORDINANCE ENFORCEMENT				400.00	
Dept 528 RUBBISH COLLECTION/DISPOSAL					
101-528-801.000	CONTRACTED SERVICES	KCH&CS	HHW QUARTERLY FEES	2,843.69	162642
101-528-801.000	CONTRACTED SERVICES	BEST WAY DISPOSAL	TRANSFER STATION BINS	4,992.09	162655
101-528-850.000	COMMUNICATIONS	VERIZON WIRELESS	TRANSFER STATION PHONE: OCT 24-NOV 23 2	34.57	162654
Total For Dept 528 RUBBISH COLLECTION/DISPOSAL				7,870.35	
Dept 567 CEMETERIES					
101-567-733.000	SUPPLIES/EQUIPMENT - FACILITIES	SIGN CENTER	SIGN FOR COMSTOCK CEMETERY	36.00	162650
101-567-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	MOWING & FALL CLEAN UP-PARKS & CEMETERI	7,015.00	162628
101-567-801.000	CONTRACTED SERVICES	ROB STAFFORD	BURIALS	2,200.00	162649
101-567-925.000	UTILITIES	CITY OF KALAMAZOO TREASURY	WATER/SEWER @ 2661 SPRINKLE RD	36.32	162641
Total For Dept 567 CEMETERIES				9,287.32	
Dept 703 COMMUNITY DEVELOPMENT					
101-703-255.087	PROJECT ESCROW - SHERWIN WILLIAM	PREIN & NEWHOF	PROFESSIONAL SERVICES-112024	955.00	162673
101-703-255.088	PROJECT ESCROW - ROI-CCI	PREIN & NEWHOF	PROFESSIONAL SERVICES-112024	500.50	162673
101-703-725.000	FRINGE BENEFITS - PLANNING & ZON	MUTUAL OF OMAHA	STD & LTD FOR PERIOD: 12/01/2024-12/31/	81.98	162645
101-703-900.000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	NOTICES/AFFIDAVITS	383.34	162669
Total For Dept 703 COMMUNITY DEVELOPMENT				1,920.82	
Dept 751 PARKS & RECREATION DEPARTMENT					
101-751-725.000	FRINGE BENEFITS - PARKS & REC	MUTUAL OF OMAHA	STD & LTD FOR PERIOD: 12/01/2024-12/31/	199.17	162645
101-751-741.000	PROGRAM SUPPLIES/EQUIPMENT	HELDERS' FORAGE STORAGE, I	ICE RINK LINER	245.00	162636
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	MERRILL ALARM	194.13	162634
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	WENKE ALARM	190.98	162634
101-751-801.000	CONTRACTED SERVICES	BEST WAY DISPOSAL	TRASH & PORTABLE RESTROOM SERVICE	270.16	162655
101-751-900.000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	ORD POSTINGS/AFFIDAVITS	317.04	162669
101-751-925.000	UTILITIES	CITY OF KALAMAZOO TREASURY	WATER/SEWER @ 5819 COMSTOCK AVE	75.79	162641
101-751-931.000	EQUIPMENT REPAIRS AND MAINTENANC	STEENSMA LAWN & POWER EQUI	GATOR TUNE UP KIT	60.38	162652
101-751-931.000	EQUIPMENT REPAIRS AND MAINTENANC	STEENSMA LAWN & POWER EQUI	GATOR WINTERIZED	265.93	162677
Total For Dept 751 PARKS & RECREATION DEPARTMENT				1,818.58	
Total For Fund 101 GENERAL FUND				58,915.95	
Fund 204 MUNICIPAL STREET FUND					
Dept 000 GENERAL					
204-000-801.000	CONTRACTED SERVICES-54627-MORROW	ROAD COMMISSION OF KALAMA	Z ROAD PROJECTS	97,717.29	162648
204-000-801.000	CONTRACTED SERVICES-54653-MORROW	ROAD COMMISSION OF KALAMA	Z ROAD PROJECTS	317,629.54	162675
Total For Dept 000 GENERAL				415,346.83	
Total For Fund 204 MUNICIPAL STREET FUND				415,346.83	
Fund 206 FIRE OPERATING FUND					
Dept 000 GENERAL					
206-000-725.000	FRINGE BENEFITS - FIRE	MUTUAL OF OMAHA	STD & LTD FOR PERIOD: 12/01/2024-12/31/	1,107.58	162645
206-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	MICHAEL FLICK I	DEPARTMENT UNIFORM REIMBURSEMENT	250.00	162668
206-000-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	MOWING & FALL CLEAN UP-FD	1,675.00	162628
206-000-801.000	CONTRACTED SERVICES	SKILLQUEST	10 PANELS	44.00	162651
206-000-815.000	TECHNOLOGY SERVICES	HI-TECH	MONTHLY MANAGED SERVICES	540.00	162664
206-000-850.000	COMMUNICATIONS	HI-TECH	ZULTYS USER LICENSE	572.50	1626

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 FIRE OPERATING FUND					
Dept 000 GENERAL					
206-000-925.000	UTILITIES	CITY OF KALAMAZOO	TREASUREWATER/SEWER @ 5947 E. H AVE.08/28/2024-	249.62	162666
206-000-925.000	UTILITIES	CITY OF KALAMAZOO	TREASUREWATER/SEWER @ 8700 E. MICHIGAN ; 08/28/	103.53	162666
206-000-925.000	UTILITIES	CITY OF KALAMAZOO	TREASUREWATER/SEWER @ 1960 RIVER ST: 08/28/2024	217.99	162666
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	HARROUN FIRE PROTECTION	ANNUAL SPRINKLER INSPECTION	570.00	162635
206-000-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	CERTASITE, LLC	FIRE EXTINGUISHER SERVICE	102.52	162657
206-000-960.000	EDUCATION & TRAINING	CITY OF KALAMAZOO	FIRE TRAINING CENTER	1,200.00	162630
Total For Dept 000 GENERAL				6,632.74	
Total For Fund 206 FIRE OPERATING FUND				6,632.74	
Fund 225 SEWER SYSTEM FUND					
Dept 000 GENERAL					
225-000-801.000	CONTRACTED SERVICES	PREIN & NEWHOF	PROFESSIONAL SERVICES-112024	1,946.50	162673
225-000-801.000	CONTRACTED SERVICES	TAPLIN GROUP, LLC	CLEAN & TELEWISE SANITARY SEWERS	1,155.55	162678
Total For Dept 000 GENERAL				3,102.05	
Total For Fund 225 SEWER SYSTEM FUND				3,102.05	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 000 GENERAL					
248-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	STEVE DEISLER	REIMBURSEMENT FOR BATTERIES FOR GARLANI	67.80	162653
248-000-801.000	CONTRACTED SERVICES	MOWCO	BRIDGE DECORATIONS	750.00	162671
248-000-900.000	PRINTING & PUBLISHING	KAL-BLUE, INC.	BOARD MEETING HANDOUTS	82.03	162640
Total For Dept 000 GENERAL				899.83	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				899.83	
Fund 271 LIBRARY FUND					
Dept 790 LIBRARY ADMIN					
271-790-725.000	BENEFITS - LIBRARY ADMIN	MUTUAL OF OMAHA	STD & LTD FOR PERIOD: 12/01/2024-12/31/	185.40	162645
271-790-727.000	OFFICE SUPPLIES/EQUIPMENT	INTEGRITY BUSINESS SOLUTIONS	TOILET PAPER & TRASH LINERS	132.40	162665
271-790-801.000	CONTRACTED SERVICES	COMMERCIAL BLDG. SERVICES,	JANITORIAL SERVICE	1,161.48	162661
271-790-801.000	CONTRACTED SERVICES	CORNERSTONE TECHNOLOGIES	COPIES & PRINTS	439.98	162663
271-790-815.000	TECHNOLOGY SERVICES	CLARK TECHNICAL SERVICES	IT SUPPORT	1,572.50	162659
271-790-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	DEMCO, INC.	STORAGE CABINETS	1,714.14	162633
271-790-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	HARROUN FIRE PROTECTION	ANNUAL SPRINKLER INSPECTION	330.00	162635
271-790-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	R.W. LAPINE INC.	HVAC MAINTENANCE	460.00	162646
271-790-963.000	CONTINGENCY	CDW GOVERNMENT	LAPTOP SERVICE PLAN	119.94	162629
271-790-963.000	CONTINGENCY	CDW GOVERNMENT	LAPTOP COMPUTER	776.09	162629
271-790-963.000	CONTINGENCY	SIGN CENTER	SIGNAGE UPDATE DEPOSIT	11,515.00	162676
Total For Dept 790 LIBRARY ADMIN				18,406.93	
Dept 792 LIBRARY - ADULT SERVICES					
271-792-731.200	AUDIOVISUAL	MIDWEST TAPE	DVDS	108.71	162643
271-792-801.000	CONTRACTED SERVICES	TRANSPARENT LANGUAGE INC	LANGUAGE LEARNING DIGITAL SERVICE	1,188.00	162679
Total For Dept 792 LIBRARY - ADULT SERVICES				1,296.71	
Dept 793 LIBRARY - YOUTH SERVICES					
271-793-731.200	AUDIOVISUAL	MIDWEST TAPE	DVDS	26.24	162643
Total For Dept 793 LIBRARY - YOUTH SERVICES				26.24	
Total For Fund 271 LIBRARY FUND				19,729.88	
Fund 401 CAPITAL PROJECT FUND					

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP  
POST DATES 12/04/2024 - 12/12/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 CAPITAL PROJECT FUND					
Dept 000 GENERAL					
401-000-806.000	ENGINEERING SERVICES	PREIN & NEWHOF	PROFESSIONAL SERVICES-112024	1,591.85	162673
Total For Dept 000 GENERAL				1,591.85	
Total For Fund 401 CAPITAL PROJECT FUND				1,591.85	
Fund 701 GENERAL CUSTODIAL FUND					
Dept 000 GENERAL					
701-000-214.101	DUE TO GENERAL FUND	COMSTOCK TOWNSHIP TREASURER	TRAILER PARK FEES-DEC 2024	22.00	2302423
701-000-222.000	DUE TO KALAMAZOO COUNTY	KALAMAZOO COUNTY TREASURER	TRAILER PARK FEES DEC 2024	110.00	2302424
Total For Dept 000 GENERAL				132.00	
Total For Fund 701 GENERAL CUSTODIAL FUND				132.00	
Total For All Funds:				506,351.13	

--- FUND TOTALS BY VENDOR ---

Fund 101 GENERAL FUND					
000223040	- BEST WAY DISPOSAL			5,262.25	
00030041	- CD LAWN MAINTENANCE			19,980.00	
00031575	- COMSTOCK TOWNSHIP TREASURER			93.78	
00041041	- RANDY THOMPSON			162.96	
00041072	- DATA GUARDIAN			30.00	
00050016	- EPS SECURITY			385.11	
00100030	- J & J LOCKSMITHS			42.75	
00110106	- CITY OF KALAMAZOO TREASURER			232.58	
00130940	- MICHIGAN TOWNSHIPS ASSOCIATION			528.00	
00161810	- PREIN & NEWHOF			2,724.00	
0019030	- SIGN CENTER			36.00	
00192010	- ROB STAFFORD			2,200.00	
00192191	- STEENSMA LAWN & POWER EQUIPMENT			976.27	
058246	- MUTUAL OF OMAHA			736.53	
0879321	- QUADIENT LEASING USA, INC.			725.94	
124562	- VERIZON WIRELESS			34.57	
154278	- KABA			400.00	
973514	- MLIVE MEDIA GROUP			2,112.06	
APG	- APPRAISALS PLUS GROUP LLC			10,666.67	
CINTAS	- CINTAS CORP			299.36	
COMBINED	- COMBINED INSURANCE			294.24	
DLG	- D.L. GALLIVAN			289.94	
HELDERS	- HELDERS' FORAGE STORAGE, LLC			245.00	
HITECH	- HI-TECH			6,892.00	
KCHCS-HHW	- KCH&CS			2,843.69	
METRONET	- METRONET			422.25	
MOLLYMAID	- MOLLY MAID			300.00	
TOTAL FUND 101 GENERAL FUND				58,915.95	
Fund 204 MUNICIPAL STREET FUND					
00110123	- ROAD COMMISSION OF KALAMAZOO COUNTY			415,346.83	
TOTAL FUND 204 MUNICIPAL STREET FUND				415,346.83	
Fund 206 FIRE OPERATING FUND					
00011625	- CERTASITE, LLC			102.52	
00030041	- CD LAWN MAINTENANCE			1,675.00	
00110106	- CITY OF KALAMAZOO TREASURER			571.14	
058246	- MUTUAL OF OMAHA			1,107.58	
1546321	- SKILLQUEST			44.00	

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP  
 POST DATES 12/04/2024 - 12/12/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
		CITYOFKZOO - CITY OF KALAMAZOO		1,200.00	
		F.D.-15975 - MICHAEL FLICK I		250.00	
		HARROUN - HARROUN FIRE PROTECTION		570.00	
		HITECH - HI-TECH		1,112.50	
		TOTAL FUND 206 FIRE OPERATING FUND		<u>6,632.74</u>	
		Fund 225 SEWER SYSTEM FUND			
		00161810 - PREIN & NEWHOF		1,946.50	
		TAPLIN - TAPLIN GROUP, LLC		1,155.55	
		TOTAL FUND 225 SEWER SYSTEM FUND		<u>3,102.05</u>	
		Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY F			
		00110101 - KAL-BLUE, INC.		82.03	
		MISC - MISC VENDOR		67.80	
		MOWCO - MOWCO		750.00	
		TOTAL FUND 248 DOWNTOWN DEVELOPMENT AUTHC		<u>899.83</u>	
		Fund 271 LIBRARY FUND			
		00040550 - DEMCO, INC.		1,714.14	
		00091464 - INTEGRITY BUSINESS SOLUTIONS		132.40	
		00130905 - MIDWEST TAPE		134.95	
		0019030 - SIGN CENTER		11,515.00	
		058246 - MUTUAL OF OMAHA		185.40	
		CDWGOVE - CDW GOVERNMENT		896.03	
		CLARKTECH - CLARK TECHNICAL SERVICES		1,572.50	
		CTECH - CORNERSTONE TECHNOLOGIES		439.98	
		HARROUN - HARROUN FIRE PROTECTION		330.00	
		LAPINE - R.W. LAPINE INC.		460.00	
		LIB-951234 - COMMERCIAL BLDG. SERVICES, LLC		1,161.48	
		TLANG - TRANSPARENT LANGUAGE INC		1,188.00	
		TOTAL FUND 271 LIBRARY FUND		<u>19,729.88</u>	
		Fund 401 CAPITAL PROJECT FUND			
		00161810 - PREIN & NEWHOF		1,591.85	
		TOTAL FUND 401 CAPITAL PROJECT FUND		<u>1,591.85</u>	
		Fund 701 GENERAL CUSTODIAL FUND			
		TX031552 - COMSTOCK TOWNSHIP TREASURER		22.00	
		TX110150 - KALAMAZOO COUNTY TREASURER		110.00	
		TOTAL FUND 701 GENERAL CUSTODIAL FUND		<u>132.00</u>	



# MEMO

## Charter Township of Comstock Township Board December 16, 2024

**From:** Bret Padgett

**Re:** Accounting Engagement Letter

Attached is annual service engagement letter from Siegfried Crandall.

**Attachments:**

[2024 Engagement Letter - Siegfried Crandall.pdf](#)

# SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road  
Portage, MI 49002-5599  
www.siegfriedcrandall.com

Telephone 269-381-4970  
800-876-0979  
Fax 269-349-1344

December 10, 2024

Members of the Township Board  
Charter Township of Comstock  
6138 King Highway  
Comstock, MI 49041-0449

We are pleased to confirm our understanding of the services we are to provide to the Charter Township of Comstock. This engagement letter sets forth the engagement's objective and scope of services, identifies management's responsibilities during the engagement, explains the limitations of the engagement, and presents the fees for our services.

## Engagement Objective

The objective of our engagement is to provide the Charter Township of Comstock with ongoing accounting services.

## Scope of Services

We will provide the following services, from information you have provided to us, for the fiscal year ending December 31, 2024:

- Preparation of financial statements, including the related notes to the financial statements, and supporting work papers to be provided to the Township's independent auditor
- Assistance with the preparation of the Management's Discussion and Analysis
- Preparation and filing of forms for submission to the State, including Form F-65 and Form 5047

We will also provide accounting assistance, as needed throughout the year, which includes the following: special projects, review of budgets, cash receipts, cash disbursements, payroll, and provide assistance to the Township's clerk, treasurer, and supervisor.

## Limitations

None of the services described above can be relied upon to disclose errors, fraud, or illegal acts. However, we will inform you of any material errors and of any evidence or information that comes to our attention during the performance of these services. In addition, we will inform you of any evidence or information that comes to our attention during the performance of these services regarding illegal acts that may have occurred. We have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

## Management's Responsibilities

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities. Management is also responsible for making all management decisions and for performing all management functions. You are required to designate a competent individual with the following specific responsibilities regarding the services we will perform in connection with this engagement:

1. Oversee the services we will perform
2. Evaluate the adequacy and results of the services
3. Accept responsibility for the results of the services

Members of the Township Board  
 Charter Township of Comstock  
 Page 2  
 December 10, 2024

### Engagement Administration, Fees, and Other

Our fees for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to this engagement. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

The hourly rates for our governmental team are as follows:

Shareholder	\$220
Manager	\$170
Associate	\$145
Staff Accountant	\$135
Other Staff	\$115

We will be available throughout the contract period to provide the Township with advice and guidance on financial accounting and reporting issues. Josh Gabrielse and Jeff Rood will be responsible for responding to the Township's phone calls and e-mail communications, which will not be billed separately, in a timely manner.

We appreciate the opportunity to be of service to the Charter Township of Comstock and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

The terms communicated in this letter will remain in effect until mutually modified or canceled by either party.

Sincerely,

SIEGFRIED CRANDALL P.C.



Joshua H. Gabrielse, Shareholder

### RESPONSE:

This letter correctly sets forth the understanding of the Charter Township of Comstock.

By:  \_\_\_\_\_

Title: Finance Director

Date: 12-11-2024



# MEMO

## Charter Township of Comstock Township Board December 16, 2024

**From:** Nicole Shook, FOIA Coordinator

**Re:** FOIA Requests

FOIA Requests completed from December 2, 2024 through December 11, 2024.

**Attachments:**

[FOIA Request #24-065.pdf](#)

[FOIA Request #24-066.pdf](#)

[FOIA Request #24-067.pdf](#)

[FOIA Request #24-068.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.: 24-065 Date Received: 11/21/24 Check if received via:  Email  Fax  Other Electronic Method  
11/22/24 Completed: 12/3/24 Date delivered to junk/spam folder: \_\_\_\_\_  
(Please Print or Type) Date discovered in junk/spam folder: \_\_\_\_\_

Name	Eric Ruckert	Phone	[REDACTED]
Firm/Organization	KECK Consulting Services	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:

KECK requests a copy of the information in the township files regarding the following Property.

2980 Interstate Parkway, Kalamazoo, MI 49048 (Parcel #:07-30-390-030).

The type of information that would be applicable to our FOIA request would be tax assessment records (especially any old assessor cards that have drawings of the Property), dates of connection to municipal sewer and/or water, Fire Department Records, and building permits. If available KECK also requests any environmental permits (waste water, storm water, etc.), community right-to-know plans, site assessment reports, etc, pertaining to the property. The time period for my request is from 1936 or first development to present.

Please let me know if a separate FOIA request needs to be submitted for Fire Department Records.

This FOIA request is pertaining to a Phase I Environmental Site Assessment, if you have questions concerning my request please contact me via my mobile phone. [REDACTED]

Thank You

**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	11/21/24
-----------------------	---	------	----------

(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.: 24-066 Date Received: 11/26/2024 Check if received via:  Email  Fax  Other Electronic Method  
1st Day: 11/26/24 Completed: 12/3/24 Date delivered to junk/spam folder: \_\_\_\_\_  
(Please Print or Type) Date discovered in junk/spam folder: \_\_\_\_\_

Name	Alex Wallace	Phone	[REDACTED]
Firm/Organization	Terracon Consultants, Inc	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:

<p>Requesting dates of construction and utility connection dates for the current and any previous buildings for the property located at: <b>5802 Gull Road, Comstock Township, MI 49048</b></p> <p>Also requesting a copy of current building plan if available.</p>
--

**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 Alexander S. Wallace

Date 11/25/2024

(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  
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.: 24-067 Date Received: 11/26/24 Check if received via:  Email  Fax  Other Electronic Method  
Completed: 12/3/24  
(Please Print or Type) Date delivered to junk/spam folder: \_\_\_\_\_  
Date discovered in junk/spam folder: \_\_\_\_\_

Name	Alex Wallace	Phone	[REDACTED]
Firm/Organization	Terracon Consultants, Inc	Fax	[REDACTED]
Street	[REDACTED]	Email	[REDACTED]
City	[REDACTED]	State MI	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:

Requesting any records of underground storage tanks, hazardous materials, or other reported incidents for the property located at: **5802 Gull Road, Comstock Township, 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 Alexander S. Wallace Date 11/25/2024

(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  
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. #24-068 Date Received: 12/3/24 Check if received via:  Email  Fax  Other Electronic Method  
1st Day: 12/4/24 Completed: 12/9/24 Date delivered to junk/spam folder: \_\_\_\_\_  
(Please Print or Type) Date discovered in junk/spam folder: \_\_\_\_\_

Name	<u>Janet Ossianka</u>	Phone	[Redacted]
Firm/Organization	<u>Fire Findings</u>	Fax	[Redacted]
Street	[Redacted]	Email	[Redacted]
City	[Redacted]	State	<u>MI</u>
		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:

Please provide a copy of a fire report. The fire occurred at 5886 Market St. Kalamazoo, MI on 11/30/24. Fire Findings represents Auto Owners Insurance on behalf of Wenke Greenhouses

Thank You.

**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 Janet Ossianka Date 12-3-24

(Complete both sides)