



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

**MONDAY, JANUARY 6, 2025 at 6:00 PM
NOTICE AND AGENDA
5858 KING HIGHWAY
KALAMAZOO, MI 49048**

I. Call to Order

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

III. Approval of Agenda

- Motion to Approve Agenda

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

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

Approved by the Township Board on April 16, 2018.

V. Announcements for Departments/Boards/Commissions

VI. Consent Agenda

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

A. Approval Of:

- Meeting Minutes from December 16, 2024 Township Board Meeting
- Bills Payable: January 7, 2025

VII. Presentation(s)

VIII. Business

Closed Session

Closed Session to discuss pending litigation

Planning & Zoning

Second Reading of Ordinance No. 549- 7600 E Main Rezoning Request

Fire & Rescue

Clerk

Seeking approval for the Township Board to adopt the Parks 2025-2029 Master Plan.

Recommendation of appointments to Election Commission

CCTA services in Precinct 1

Treasurer

Resolution #2025-1 to Support Local Control and Claim of Appeal Against Michigan Public Service Commission Order

Supervisor

Recommendation of appointment to Planning Commission

Discussion of appointments to Zoning Board of Appeals (ZBA) and Board of Review (BOR) for decision at February 3rd board meeting.

Water Testing Discussion

Finance

BS&A Cloud

Superintendent

Senior Millage Discussion

Engineering Services Letter of Engagement

Kalamazoo County Household Hazardous Waste Program

Superintendent Report

IX. Reports

- Cash Summary by Fund - November 2024
- Cash Summary by Bank Account - November 2024
- Bills Paid-December 18, 2024-January 2, 2025

X. Informational/Future Action Items

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 January 6, 2025

From: Clerk Nicole Beauchamp, Township Clerk

Re: Meeting Minutes from December 16, 2024 Township Board Meeting

Attachments:

[12-16-2024_Township Board Meeting Minutes_DRAFT2.docx](#)

MINUTES OF THE REGULAR MEETING OF
 THE CHARTER TOWNSHIP OF COMSTOCK
 TOWNSHIP BOARD
 KALAMAZOO COUNTY, MICHIGAN
 DECEMBER 16, 2024

CALL TO ORDER

Attendee Name	Title	Status
Supervisor Ben Martin	Supervisor	Present
Clerk Nicole Beauchamp	Clerk	Absent
Treasurer Sandy Bloomfield	Treasurer	Absent
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
There were 22 attendees present.		

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

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Supervisor Martin requested the addition of the appointment of an alternate to the KABA Board to the Agenda under Supervisor. He also requested the addition of the fire contract to the Agenda under Superintendent in addition to a Budget Adjustment to the Consent Agenda.

Trustee Pratt made a motion to approve the Agenda as stated.

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

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

None.

ANNOUNCEMENTS FOR DEPARTMENTS/BOARDS/COMMISSIONS

None.

CONSENT AGENDA

Trustee McIver made a motion to approve the Consent Agenda as stated.

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

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

*Added to the Approval of the Agenda

PRESENTATION(S)

None.

BUSINESS

PLANNING & ZONING

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

During the November 14th 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).

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

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

Trustee McIver made a motion to approve the Second Reading of Ordinance 548 – 4191 N. 26th St. to rezone from B-2 (Community Business District) to rezone to B-3 (General Business District).

A roll call vote was completed.

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

FIRE & RESCUE

No business at this time.

CLERK

No business at this time.

TREASURER

No business at this time.

SUPERVISOR

Water Testing Discussion

Supervisor Martin initiated discussion on water testing and shared information that he received from the County. He mentioned that the testing is related to PFAS contaminants in two areas: Nazareth and N. 30th St. Well testing will take place within half a mile of the 30th Street location. Supervisor Martin stated that at this time the levels do not exceed the threshold, and those levels will be monitored. EGLE will send notices prior to testing taking place.

Additional information is in the Agenda Packet.

Questions were asked and answered.

Superintendent Hess provided additional information.

Appointment of Alternate KABA Board Member

Supervisor Martin mentioned that Trustee McIver has been the Alternate for the KABA Board but that currently with his schedule, he does not have the time. Supervisor Martin stated that as part of our interlocal agreement with KABA, we have one Board member who is an alternate and one full board member. He recommends the appointment of Trustee Amos as an alternate to the KABA Board.

Trustee McIver asked if the appointment would be permanent. Supervisor Martin stated that it would be permanent.

Trustee McIver made a motion to approve the appointment of Trustee Amos to the KABA Board.

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

FINANCE

No business at this time.

SUPERINTENDENT

Superintendent Hess provided an update about the incident that occurred on eastbound I-94 on December 12th, at approximately 8:30 AM. Two fire department vehicles; 911 and 913 were damaged in addition to one of the pickup trucks. Timeline for repairs is 6-8 months. Two firefighters had minor injuries.

Our Fire Department is still fully staffed, and we still have units that will be able to provide the same service.

Oshtemo Fire Department was gracious enough to lend us one of their extra vehicles. Superintendent Hess stated that the Board needs to approve the Lease Agreement between Oshtemo Township and Comstock Township for the lease of one dollar a month. The vehicle will be put on the Township's insurance. The lease will be in place until both vehicles are returned.

Trustee Cherry made a motion to approve the Lease Agreement for the fire engine.

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

Superintendent Report

REPORTS

Supervisor Martin reviewed the reports.

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

INFORMATIONAL/FUTURE ACTION ITEMS

- Accounting Engagement Letter
- FOIA Requests

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

Public comment was heard.

MEMBERS COMMENTS

Board member comments were heard.

ADJOURNMENT

The meeting was adjourned at approximately 6:17 PM.

Minutes signatures

Attested:

Nicole Beauchamp, Township Clerk

Ben Martin, Township Supervisor



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Kelly Sims, Deputy Clerk

Re: Bills Payable: January 7, 2025

Please see attached.

Attachments:

[Bills Payable-Jan 7 2025.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	ZEMLUCK OFFICE PRODUCTS	OFFICE SUPPLIES	146.05	162741
101-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	GRAINGER, INC.	CARPET CLEANER & CAMERA BATTERIES	26.57	162736
101-000-804.000	LEGAL SERVICES	BAUCKHAM, THALL, SEEBER,	LEGAL FEES	9,474.43	162731
Total For Dept 000 GENERAL				9,647.05	
Dept 265 MAINTENANCE					
101-265-733.000	SUPPLIES/EQUIPMENT - FACILITIES	SITE ONE LANDSCAPE SUPPLY	SALT FOR TOWNSHIP HALL	472.48	162739
101-265-932.000	VEHICLE REPAIRS AND MAINTENANCE	BUB SHERWOOD AUTO REPAIR	OIL CHANGE 2018	137.74	162732
Total For Dept 265 MAINTENANCE				610.22	
Dept 301 ORDINANCE ENFORCEMENT					
101-301-801.000	CONTRACTED SERVICES	JUNK KING GRAND RAPIDS	5010 EAST G AVE CLEAN UP	1,431.90	162737
101-301-801.000	CONTRACTED SERVICES	JUNK KING GRAND RAPIDS	5010 EAST G AVE CLEAN UP	1,607.40	162737
101-301-801.000	CONTRACTED SERVICES	JUNK KING GRAND RAPIDS	PROPERTY CLEAN UP	730.35	162737
Total For Dept 301 ORDINANCE ENFORCEMENT				3,769.65	
Dept 751 PARKS & RECREATION DEPARTMENT					
101-751-804.000	LEGAL SERVICES	BAUCKHAM, THALL, SEEBER,	LEGAL FEES	350.00	162731
Total For Dept 751 PARKS & RECREATION DEPARTMENT				350.00	
Total For Fund 101 GENERAL FUND				14,376.92	
Fund 206 FIRE OPERATING FUND					
Dept 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	TARGETSOLUTIONS LEARNING,	MEMBERSHIP AND MAINTENANCE FEES	5,657.18	162740
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	ESPER ELECTRIC, LTD	LIGHT REPAIR	643.43	162735
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	OVERHEAD DOOR OF KALAMAZOC STATION 9-1	DOOR SUPPLIES AND SERVICE	2,146.00	162738
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	OVERHEAD DOOR OF KALAMAZOC STATION 9-2	SUPPLIES AND SERVICE	254.00	162738
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	OVERHEAD DOOR OF KALAMAZOC STATION 9-3	SUPPLIES AND SERVICE	232.00	162738
206-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	OVERHEAD DOOR OF KALAMAZOC STATION 9-1	SUPPLIES AND SERVICE	254.00	162738
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	VEHICLE MAINTENANCE	539.80	162734
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	VEHICLE MAINTENANCE	1,496.20	162734
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	922 SERVICE	930.31	162734
Total For Dept 000 GENERAL				12,152.92	
Total For Fund 206 FIRE OPERATING FUND				12,152.92	
Fund 211 FIRE CAPITAL IMPROVEMENT FUND					
Dept 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	CARTER LUMBER	BUILDING SUPPLIES	16,752.00	162733
Total For Dept 000 GENERAL				16,752.00	
Total For Fund 211 FIRE CAPITAL IMPROVEMENT FUND				16,752.00	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 000 GENERAL					
248-000-804.000	LEGAL SERVICES	BAUCKHAM, THALL, SEEBER,	LEGAL FEES	50.00	162731
Total For Dept 000 GENERAL				50.00	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				50.00	
Total For All Funds:				43,331.84	

--- FUND TOTALS BY VENDOR ---

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
 EXP CHECK RUN DATES 01/07/2025 - 01/07/2025
 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			
		00020195	- BAUCKHAM, THALL, SEEBER,	9,824.43	
		00071805	- GRAINGER, INC.	26.57	
		00101509	- SITE ONE LANDSCAPE SUPPLY	472.48	
		00190823	- BUB SHERWOOD AUTO REPAIR	137.74	
		00260522	- ZEMLICK OFFICE PRODUCTS	146.05	
		JUNK KING	- JUNK KING GRAND RAPIDS	3,769.65	
		TOTAL FUND 101 GENERAL FUND		<u>14,376.92</u>	
		Fund 206 FIRE OPERATING FUND			
		0005050	- ESPER ELECTRIC, LTD	643.43	
		00051358	- EMERGENCY VEHICLE PRODUCT	2,966.31	
		00152208	- OVERHEAD DOOR OF KALAMAZOO	2,886.00	
		TARGETSOL	- TARGETSOLUTIONS LEARNING, LLC	5,657.18	
		TOTAL FUND 206 FIRE OPERATING FUND		<u>12,152.92</u>	
		Fund 211 FIRE CAPITAL IMPROVEMENT FUND			
		00030180	- CARTER LUMBER	16,752.00	
		TOTAL FUND 211 FIRE CAPITAL IMPROVEMENT F		<u>16,752.00</u>	
		Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY F			
		00020195	- BAUCKHAM, THALL, SEEBER,	50.00	
		TOTAL FUND 248 DOWNTOWN DEVELOPMENT AUTHC		<u>50.00</u>	



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Scott Hess, Superintendent

Re: Closed Session to discuss pending litigation

Suggested motion: I move that the Board of Trustees of the Charter Township of Comstock assemble in closed session to consult with its litigation attorney in connection with the pending litigation of Soil Friends LLC, v Charter Township of Comstock, MI, United States Court of Appeals, Sixth Circuit, Case no. 24-1925, since the discussion of the trial or settlement strategy in open session regarding the pending litigation would have a detrimental financial effect on the litigating or settlement position of the Charter Township Comstock.
Resolution #2025-2

Attachments:

[Motion closed session pending litigation.docx](#)

CHARTER TOWNSHIP OF COMSTOCK
BOARD OF TRUSTEES
KALAMAZOO COUNTY, MICHIGAN
RESOLUTION TO ASSEMBLE IN CLOSED SESSION

January 6, 2025

WHEREAS, the Charter Township of Comstock Board of Trustees desires to consult with its litigation attorney in closed session regarding trial and/or settlement strategy in connection with the following specific pending litigation, since discussing the trial and settlement strategy for the pending case would have a detrimental financial effect on the litigating or settlement position of the Charter Township of Comstock, said specific pending litigation being identified as follows:

Soil Friends LLC, et al v Charter Township of Comstock, MI, et al, United States Court of Appeals, Sixth Circuit, Case No. 24-1925

WHEREAS, the Board of Trustees desires to comply with the Michigan Open Meetings Act, and specifically seeks to assemble in closed session pursuant to the provisions of MCL §15.268(e);

NOW THEREFORE, upon motion by _____ and supported by _____, the Board of Trustees of the Charter Township of Comstock resolves to assemble in closed session to consult with its litigation attorney in connection with the above identified pending litigation, since the discussion of the trial or settlement strategy in open session regarding the pending litigation described above, would have a detrimental financial effect on the litigating or settlement position of the Charter Township Comstock.

Aye

Nay

Abstain

Ben Martin
Nicole Beauchamp
Sandra Bloomfield
Jerry Amos
Kristie Cherry
Terry McIver
Bob Pratt



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Khayci Bryant, Assistant Planner

Re: Second Reading of Ordinance No. 549- 7600 E Main Rezoning Request

During the November 14, 2024 Planning Commission Meeting, the commissioners discussed a rezoning request for 7600 E Main. The parcel is currently zoned B-2 (Community Business District) with hopes to rezone to AGR (Agricultural Residential District).

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

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

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

Attachments:

[7600 E Main Rezoning Request.pdf](#)

[Ord_549_Rezone_7600_E_Main.doc](#)



Memorandum

TO: Comstock Charter Township Planning Commission
 Kyle Mucha, AICP, Senior Planner – Township Planning Consultant

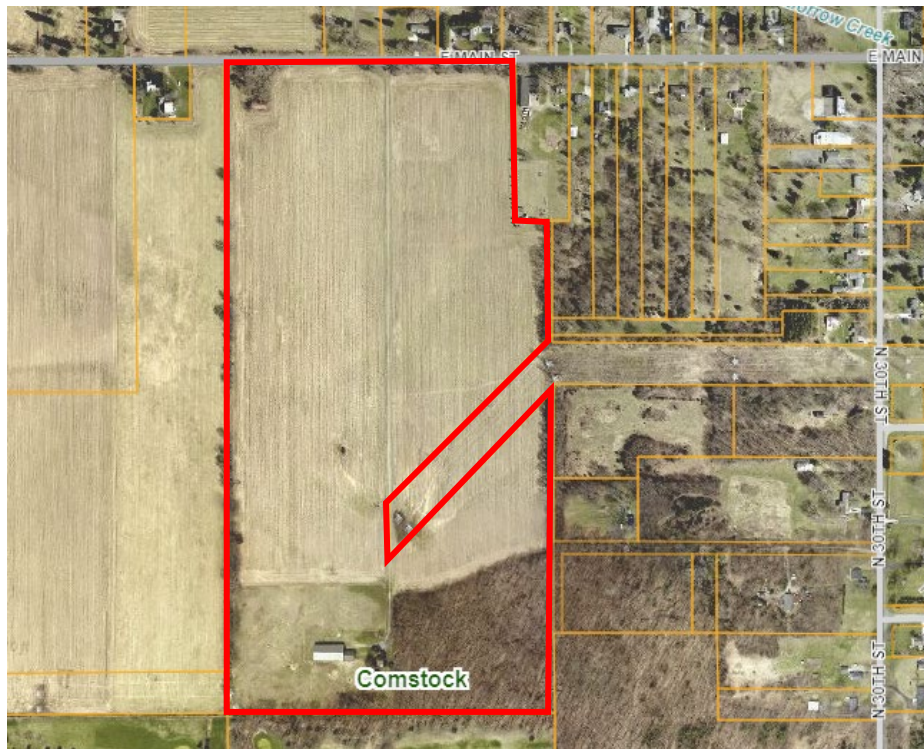
FROM: Alicia Warren, Assistant Planner, McKenna

SUBJECT: **Review of Proposed Rezoning for 7600 E Main Street (eastern portion) (07-16-205-015) B-2, Community Business (Existing) to, AGR, Agriculture-Residential District (Proposed)**

DATE: November 4, 2024

Dear Comstock Township Planning Commission:

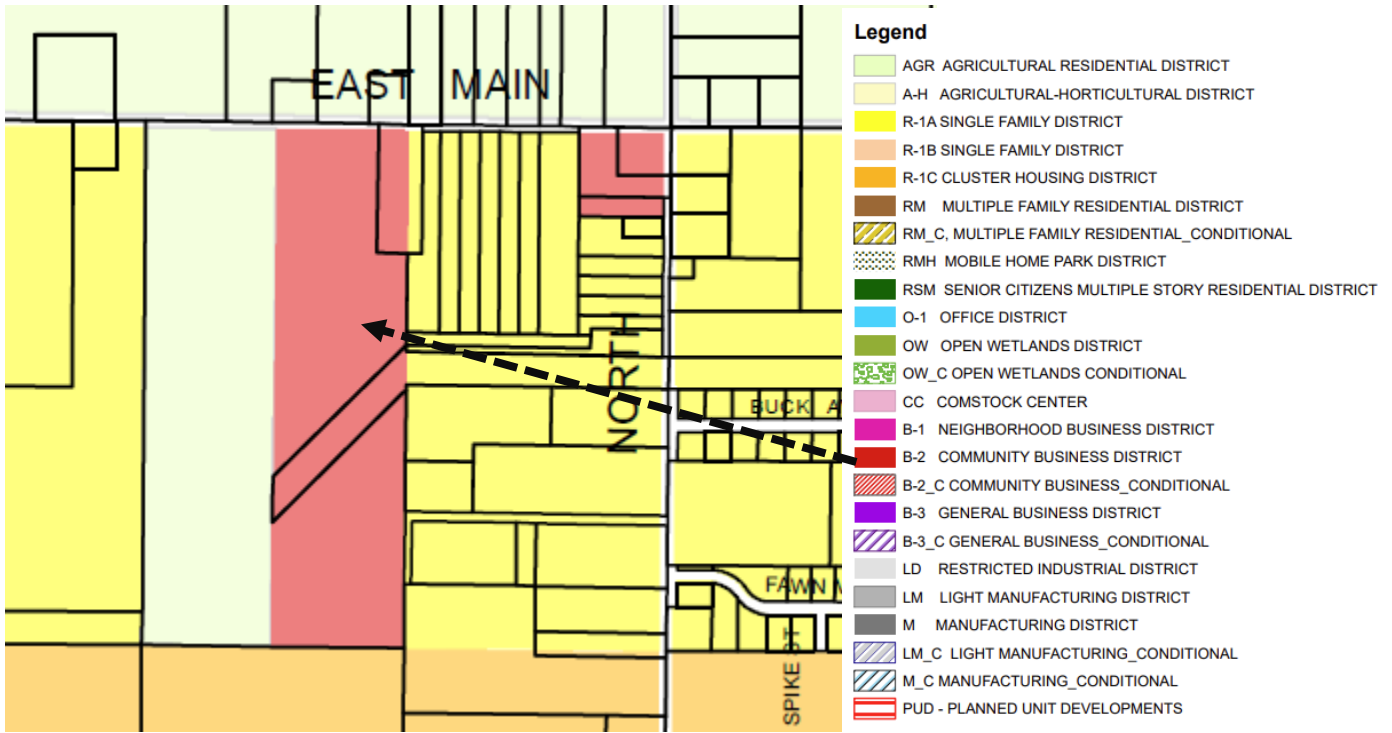
The Township has received an application from Jaqueline B. Strong Trust UAD / Swan Energy Storage LLC, to rezone the parcel at 7600 E Main Street, from B-2, Community Business to AGR, Agriculture-Residential in order to match the western portion of the parcel. The subject parcel is approximately 74.5 acres in size and is located south of Main Street, west of 30th Street, and east of 28th Street.



HEADQUARTERS
 235 East Main Street
 Suite 105
 Northville, Michigan 48167

☎ 248.596.0920
 ☎ 248.596.0930
 MCKA.COM

Communities for real life.

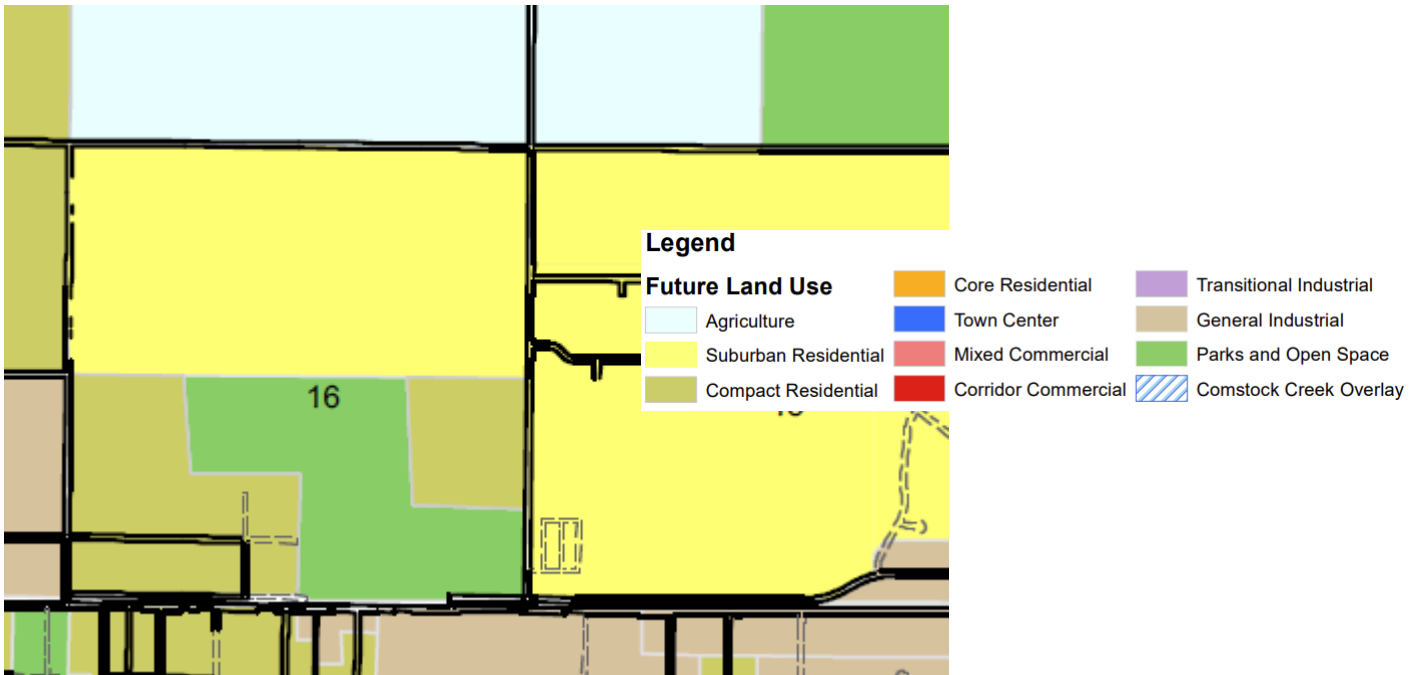


Above – Zoning Map

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

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

LOCATION	EXISTING LAND USE	CURRENT ZONING	FUTURE LAND USE DESIGNATION
Subject Site	Vacant Parcel	B-2, Community Business / AGR, Agriculture-Residential	Suburban Residential
North	Single-Family Residential & Greenhouses	AGR, Agriculture-Residential	Agriculture
South	Hickory Ridge Golf Course	R-1C, Cluster Residential	Parks and Open Space
East	Single-Family Residential	R-1A, Single Family District	Suburban Residential
West	Vacant	R-1A, Single Family District	Suburban Residential



Above – 2030 Master Plan Future Land Use Map

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

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

The current Master Plan designates the future land use of this property and most of the surrounding properties 'Agriculture' and 'Suburban Residential'. As indicated in the Township's Master Plan, these categories are:

Agriculture: This land use designation is intended to protect the Township's existing agricultural land as well as support the bedding plant and greenhouse industry in the Township. Greenhouses are likely to continue to concentrate in the western half of the Township near existing greenhouse establishments. Additional greenhouses may be ideally centrally located in the Township south of Campbell Lake.

Suburban Residential: This land use designation is intended to address the need and desire for single-family development in a low-density suburban pattern. These areas are not intended to be served with public sewer systems and may be only served by water.



The proposed rezoning to AGR, Agriculture Residential is partially consistent with the Township’s 2030 Master Plan. Properties to the north are future considered agriculture, while the principal area of the subject stie is noted for suburban residential. The Planning Commission should make the determination if the proposed rezoning is consistent with the Master Plan.

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

The permitted uses under the requested rezoning designation are described below. The proposed rezoning represents a less intense use of the land than the existing designation. Any permitted and/or special land use in the AGR, Agriculture Residential District would be acceptable, subject to all applicable reviews and approvals.

The Planning Commission should consider whether the uses permitted in the AGR, Agriculture Residential District are compatible with uses in the surrounding area. The following graphics detail the permitted and special land uses permissible within the AGR, Agriculture Residential District.

- | | |
|---|--|
| <p>2. Permitted uses</p> <ul style="list-style-type: none"> a. Single-family dwellings[□] §4.17 b. Parks, parkways and recreational facilities,[□] publicly owned and operated c. Educational institutions, public[□] d. Places of worship §4.36 e. Temporary sales office §4.50 f. Accessory dwelling units,[□] attached §4.1 g. Farms[□] h. Roadside stands[□] §4.46 i. Accessory buildings[□] and uses[□] j. Stables, private §4.39 k. Concentrated animal feeding operations §4.15 l. Family child care homes[□] §4.13 m. Adult foster care family home[□] n. Adult day care family home[□] <p>3. Special land uses</p> <ul style="list-style-type: none"> a. Veterinary offices, hospitals, and clinics §4.57 b. Stables, public and riding academies §4.42 c. Public utility[□] and municipal buildings §4.41 d. Dog parks e. Kennels[□] and/or boarding kennels[□] §4.27 f. Educational institutions, private §4.58 g. Airports, heliports, landing fields and platforms, helipads, hangars, masts and other facilities for the operation of aircraft §4.3 h. Wineries,[□] including tasting rooms and sales i. Home occupations §4.21 | <ul style="list-style-type: none"> j. Cemeteries, public and private §4.11 k. Human care, residential facilities for[□] §4.43 l. Hospitals §4.22 m. Adult day care centers[□] n. Golf courses and country clubs §4.20 o. Radio or television stations p. Recreational facilities,[□] private[□] q. Temporary buildings or trailer offices incidental to construction r. Commercial quarry excavation s. Farm ponds, subject to the requirements of §4.29 t. Essential services[□] §4.18 u. Camp grounds §4.10 v. Two-family dwellings,[□] attached (duplexes) §4.55, §4.17 w. Sanitary landfills §4.47 x. Planned unit developments[□] §3.24 y. Child care centers[□] §4.13 z. Telecommunication towers[□] §4.60 aa. Telecommunication antennas[□] located on structures other than telecommunication towers[□] §4.60 ab. Group child care homes[□] §4.13 ac. Adult foster care small group home[□] ad. Adult day care group home[□] ae. Accessory dwelling units,[□] detached §4.1 af. Event barn §4.19 ag. Temporary use for highway construction purposes §4.52 ah. Temporary outdoor festivals and similar events §4.48 ai. Temporary use for anemometers and supporting towers §4.51 |
|---|--|



For full reference regarding the AGR, Agriculture Residential District, see Section 3.1.A. 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 single family residential homes and a golf course. 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-2, Community Business District are intended for higher intensity uses than what the AGR, Agriculture Residential District permits. Developing the parcel under the proposed zoning designation, AGR, Agriculture Residential would be better suited than the B-2 Community District. 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.

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



FINDINGS

Per the above analysis of the rezoning request for the eastern portion of the vacant parcel at 7600 E Main Street, from B-2 Community Business to AGR Agriculture Residential, the following is offered for consideration by the Comstock Township Planning Commission.

1. The rezoning would be compatible with all subsequent permitted and special land uses for the AGR Agriculture Residential District and would be compatible with the current property uses in all directions of the subject site.
2. 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 7600 E Main Street.

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

Respectfully,

Kyle Mucha, AICP
Senior Planner
Comstock Township Planning & Zoning

Alicia Warren
Assistant Planner
McKenna



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: 7600 E MAIN ST

APPLICANT:

Name Jaqueline B. Strong Trust UAD / Swan Energy Storage LLC
Company c/o Terry Mesko
Address 391 Lind Drive
Traverse City, MI 49696
Email tmesko@tenaska.com
Phone (231) 218-7200 Fax n/a
Interest in the Property Purchase Option Agreement

Township Use:
Fee:
\$ _____
Escrow:
\$ _____
Date Paid:

cash/credit card
check # _____

OWNER*:

Name Jaqueline B. Strong Trust UAD
Company c/o William K. Kriekard (Acting Trustee)
Address 8051 Moorsbridge Road
Portage, MI 49024
Email dlayton@battlecreek-homes.com
Phone 269-323-3400 Fax 269-323-3418

*If different

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

- | | |
|--|--|
| <input type="checkbox"/> Site Plan Review | <input checked="" type="checkbox"/> Rezoning |
| <input type="checkbox"/> Administrative Site Plan Review | <input type="checkbox"/> Master Plan Amendment |
| <input 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 Applicant is requesting to rezone the parcel from B-2 to AGR.

See attached rezoning narrative.

LEGAL DESCRIPTION OF PROPERTY (Use Attachments if Necessary):

See attached sheet.

PARCEL NUMBER: 3907 - 16-205-015 (East Half only) +

ADDRESS OF PROPERTY: 7600 E MAIN ST

PRESENT USE OF THE PROPERTY: Agriculture (Soy Beans)


PRESENT ZONING: B-2 (West 1/2 is AGR) SIZE OF PROPERTY: 34.168 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
October 17, 2024

Wink Kaul, Trustee

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

Date

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

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

Revised: September 2024

LEGAL DESCRIPTION OF PROPERTY

The premises in the Township of Comstock, Kalamazoo County, Michigan, described as:

The East Half of the West Half of the Northeast Quarter of Section 16, Town 2 South, Range 10 West;

LESS AND EXCEPT a strip of land 10 rods wide running in a Northeasterly and Southwesterly direction across the East Half of the West Half of the Northeast Quarter of Section 16, being 5 rods wide on each side of the centerline, which said line is described as beginning on the East North and South eighth line of said Section at a point 5 rods North of the North, East, and West eighth line of said section, running thence Southwest in a straight line to the North and South quarter line of said Section 16, at a point 5 rods North of the East and West quarter line of said Section.

AND ALSO LESS AND EXCEPT commencing at the Northeast corner of Section 16, Town 2 South, Range 10 West, thence South 89 degrees 59 minutes 30 seconds West 1254.30 feet along the North line of the Northeast quarter of said section (previously recorded on the Plat of "Stack Acres" as 1253.99 feet) to the West line of "Stack Acres" and the place of beginning; said point being 66 feet East of the North and South eighth line (previously recorded as 66.95 feet on said Plat); thence South 00 degrees 06 minutes 12 seconds East (previously recorded as South 00 degrees 01 minutes 45 seconds East on said Plat) 660.00 feet along the West line of Lot 1 of said Plat; thence South 89 degrees 59 minutes 30 seconds West 220.00 feet parallel with said North line; thence North 00 degrees 06 minutes 12 seconds West 660.00 feet; thence North 89 degrees 59 minutes 30 seconds East 220.00 feet to the place of beginning.

Parcel 1 Tax ID No: 07-16-205-015 (part of)



ZAUSMER, P.C.
32255 Northwestern Highway, Suite 225
Farmington Hills, MI 48334-1574
(248) 851-4111 · Fax (248) 851-0100

STEPHEN R. ESTEY
Shareholder
sestey@zausmer.com

October 14, 2024

Comstock Township
ATTN: Chair of the Planning Commission
Chair of the Township Board
c/o Kyle Mucha, Zoning Administrator
5858 King Highway
Kalamazoo, MI 49048

Re: *Petition for Rezoning of Eastern Half (“Eastern Half”) of 7600 E. Main St., Kalamazoo, MI 49048, Tax Parcel: 07-16-205-015 (“Property”) by Swan Energy Storage LLC (“Applicant”)*

Dear Administrator Mucha:

Our firm represents the Applicant, who hereby submits the attached Application for Rezoning (“Application”) (**Exhibit 1**) for consideration by the Comstock Township (“Township”) Planning Commission and Township Board with the permission of the Owner of the Property. The Eastern Half of the Property is vacant land and is presently zoned B-2, Community Business District (“B-2 District”). The previous zoning for this Property was AGR, but ½ of it was previously rezoned to B-2. The Applicant now seeks to revert the Eastern Half of the Property back to AGR, Agriculture-Residential District (“AGR District”), which would down-zone the Property to a lesser intense use and conform the existing zoning of the Western Half of the Property so the entirety of the Property is a uniform AGR classification.

As shown in the relevant section of the Township Zoning Map featured on the following page, the Property is currently located within the light-green AGR District and the red B-2 District. A small portion of the East Half of the Property is irregularly shaped due to the Consumers Energy parcel presently used for an electric utility corridor which is also zoned B-2 District. Property across the street to the north is zoned AGR District and features farmland, homes, and greenhouses. Property to the east of the Eastern Half of the Property is shaded yellow and zoned R-1A, Single Family District and features residential uses. South of the Property is shaded orange and zoned R-1B, Single Family District and is presently a golf course. Therefore, rezoning of the Eastern Half of the Property to the AGR District is compatible with neighboring zoning and the uses available within the AGR District are compatible with those of the surrounding area. In addition, this rezoning is consistent with the Township’s Vision 2030 Master Plan (“Master Plan”) as discussed below.

Based on our review of the Comstock Township Zoning Ordinance (“Zoning Ordinance”) and the information provided below, the Applicant respectfully requests review and approval of the Application by the Planning Commission and Township Board. To that end, we request that the Application be reviewed and placed on the Planning Commission’s agenda at the first available date and notice provided as required by the Zoning Ordinance.

Re: Petition for Rezoning of Eastern Half (“Eastern Half”) of 7600 E. Main St., Kalamazoo, MI 49048, Tax Parcel: 07-16-205-015 (“Property”) by Swan Energy Storage LLC (“Applicant”)

October 14, 2024

Page 2

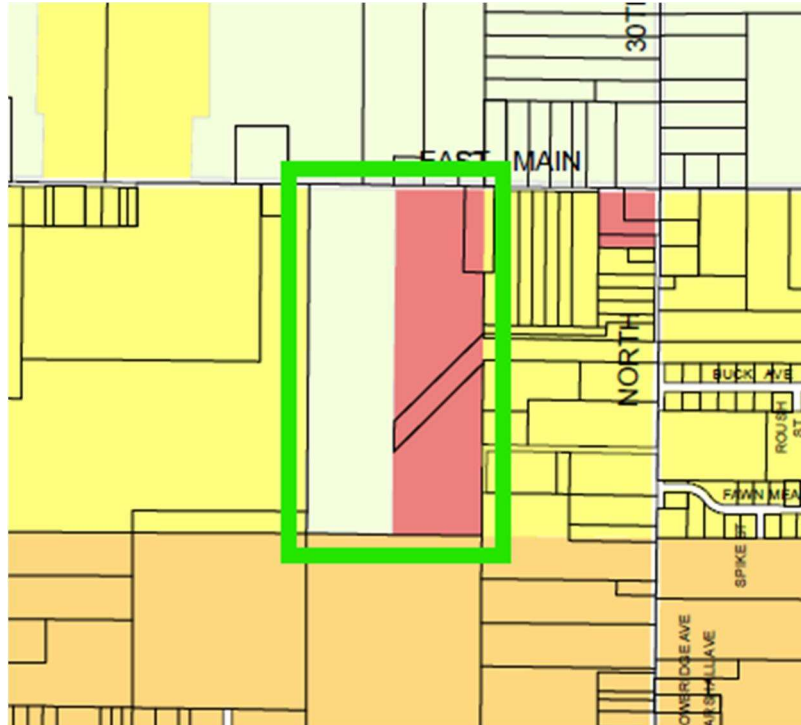


Figure 1: The Property, outlined in bright green.

The Property is depicted above within the green outline. As noted above the West side of the parcel is zoned AGR and the East side is zoned B-2. The attached Application for Rezoning and following responses demonstrate that the requested rezoning complies with all applicable requirements and meets or exceeds all applicable standards for approval:

I. Petition for Rezoning

300.2705 – Amendments to this Ordinance.

Sec. 27.05. This Township Board may, upon recommendations from the Planning Commission, amend, supplement or change the regulations or the district boundaries of this Ordinance pursuant to the authority and according to the procedures set forth in Act 110 of the Public Acts of 2006, as it may from time to time be amended. Whenever a petitioner requests a zoning district boundary amendment, he or she shall be the fee holder owner of the premises concerned or else have the fee holder owner also subscribe to his/her petition, and shall submit a petition for rezoning to the Township Clerk. Any applicant desiring to have any change made in this Ordinance shall, with his/her petition for such a change, deposit the required fee as established by the Township Board, which fee shall be paid over to the Township Clerk at the time the petition is filed to cover the administrative,

publication and attendant miscellaneous costs involved with said petition, and same shall be deposited in the general fund of the Township.

In reviewing an application for the rezoning of land, whether the application be made with or without an offer of conditions, factors that should be considered by the Planning Commission and the Township Board include, but are not limited to, the following:

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

RESPONSE:

This factor is satisfied. The Master Plan includes a Future Land Use Map which indicates the proposed future use designation of Property is Suburban Residential, as denoted by yellow shading. The parcels to the north of the Property remain in the Agriculture designation, as denoted by light green shading. Parcels to the south of the Property, shaded bright green, are in the Parks and Open Space designation.

These designations are defined on Pages 28-30 of the Master Plan as follows:

Suburban Residential (1-2 dwelling units per acre)

This land use designation is intended to address the need and desire for single-family development in a low density suburban pattern. These areas are not intended to be served with public sewer systems and may be only served by water.

Desired building types: Single-family homes on half-acre or larger lots.

Agriculture/Agri-Business/Horticulture/ Farmland

This land use designation is intended to protect the Township’s existing agricultural land as well as support the bedding plant and greenhouse industry in the Township. Greenhouses are likely to continue to concentrate in the western half of the Township near existing greenhouse establishments. Additional greenhouses may be ideally centrally located in the Township south of Campbell Lake.

Parks and Open Space

This land use designation is intended to protect existing parks and open space within the Township. This designation is established in recognition of natural assets within Comstock Township and the Kalamazoo River Watershed. Where appropriate, properties falling within this designation could be developed into very low-density, single-family residential (less than one dwelling unit per acre) using cluster style development patterns, cabins, boat/kayak rental establishments, sledding or tubing hills, cross-country ski trails, or other similar recreational uses.

Re: *Petition for Rezoning of Eastern Half (“Eastern Half”) of 7600 E. Main St., Kalamazoo, MI 49048, Tax Parcel: 07-16-205-015 (“Property”) by Swan Energy Storage LLC (“Applicant”)*

October 14, 2024

Page 4

Page 32 of the Master Plan features a Zoning Plan which details the Primary Compatible Zoning Districts and Potentially Compatible Zoning Districts for each of the Future Land Use Designations, as follows:

ZONING PLAN

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

* Unplatted only

Thus, based on this chart, the AGR District has been determined to be compatible, either primarily or potentially, with the future land use designations of the area.

- Whether all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area;

RESPONSE: *This factor is satisfied. As we have noted earlier, surrounding zones include the R1-A, R1-B, AGR and B-2 Districts.*

The Zoning Ordinance indicates that R1-A and R1-B Districts are intended to provide two districts of different lot sizes and/or density for single family residential uses and compatible and/or accessory uses to develop while promoting a semi-urban character in the community. See Section 10.01. The list of permitted and special exception uses include single-family dwellings, cemeteries, public schools, parks and recreational facilities of various types, child and adult care homes, municipal and other publicly-owned and operated facilities, golf courses and country clubs,

essential services, stables, planned unit developments, duplexes, kennels, and telecommunications, among others. See Sections 10.02 and 10.03.

The AGR District is intended for agriculture, farming residential, low-density dispersed single-family residential uses, and compatible uses often occupying large areas and accessory uses. See Section 9.01. The numerous permitted and special exception uses in the AGR District include all uses permitted in the R1-A and R1-B Districts plus uses ranging from farms and animal husbandry, child and adult care homes, public utilities and municipal buildings, veterinary clinics, private schools, airports and the like, golf courses, cemeteries, hospitals and other health facilities, golf courses and country clubs, quarries, campgrounds, essential services, and telecommunications, among others. See Sections 9.02 and 9.03.

In contrast, the B-2 District is intended to provide centralized commercial and business facilities to efficiently and effectively serve the Township and adjacent areas. See the numerous permitted and special exception uses in the B-2 District include all uses permitted in the O-1 and B-1 Districts, plus retail, services, gyms, salons, veterinary clinics, restaurants including drive-thrus, auto service stations, hospitals and other health facilities, essential services, some single-family dwellings, microbreweries, and mini-storage, among others. See Sections 16.02 and 16.03. It is clear that B-2 is not compatible with the current zoning in the area or the Future Land Use Designations.

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

RESPONSE: *This factor is satisfied. It is assumed that extending the existing zoning of the West Half of the Property to be consistent with the East Half of the Property will have no significant or adverse impact on public services and facilities than is already allowed or contemplated by the Township on the West Half.*

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.

RESPONSE: *This factor is satisfied. As noted above, the East Half of the Property was zoned B-2 District to allow for an automotive repair shop that has since ceased operations. The utility of the Property as a whole would be increased if the entire parcel were able to be utilized for an allowed use in the AGR District. The acreage of the Property is more conducive to the types of larger uses allowed in the AGR District than many of the commercial and service-related uses of the B-2 District. Moreover, down zoning to the AGR District will conform the Property to the Master Plan.*



Re: *Petition for Rezoning of Eastern Half (“Eastern Half”) of 7600 E. Main St., Kalamazoo, MI 49048, Tax Parcel: 07-16-205-015 (“Property”) by Swan Energy Storage LLC (“Applicant”)*

October 14, 2024

Page 6

II. Conclusion

In conclusion, the Applicant respectfully requests that the foregoing Application and materials be considered by the Township and that the Application for Rezoning be approved. On behalf of the Applicant, we thank you in advance for your timely attention to the Application and look forward to working with the Township throughout the rezoning approval process.

Sincerely,

ZAUSMER, P.C.

A handwritten signature in blue ink, appearing to read "Stephen R. Estey", with a long horizontal line extending to the right.

Stephen R. Estey

Enclosures

cc: Client

CHARTER TOWNSHIP OF COMSTOCK

ORDINANCE NO. 549

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 16 from "B-2" Community Business District zoning classification to "AGR" Agriculture-Residential District zoning classification; to provide an effective date and to repeal all ordinances or parts of ordinances in conflict herewith.

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

ORDAINS:

**SECTION I
REZONING OF PROPERTY IN LAND SECTION 16**

The Zoning Map, as incorporated by reference in the Comstock Charter Township Zoning Ordinance, is hereby amended by rezoning a 74.5 acre parcel at 7600 E. Main Street, on the south side of East Main Street, west of 30th Street, in Land Section 16, tax parcel #3907-16-201-025, which is further described herein, from "B-2" Community Business District zoning classification to the "AGR" Agriculture- Residential Zoning District zoning classification:

SEC 16-2-10 W1/2 NE1/4 EXC A STRIP OF LAND 10 RODS WIDE RUNNING IN A NE'LY & SE'LY DIRECTION ACROSS THE E HALF OF THE W HALFOF THE NE 1/4, BEING 5 RODS WIDE ON EACH SIDE OF THE CENTER LINE, ALSO EXC COMM AT THE NE 1/4; TH S 89 DEG 59' 30" W 1254.30 FT ALONG THE N LINE TO THE W LINE OF "STACK ACRES" TO POB; SAID POINT BEING 66' E OF THE N & S 1/8 LINE, TH S 0 DEG 6' 12" E 660 FT; TH S 89 DEG 59' 30" W 220 FT; TH N 0 DEG 6' 12" W 660 FT; TH N 89 DEG 59' 30" E 220 FT TO POB. (2012)

**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 January 6, 2025

From: Katie Bush, Parks & Rec Coordinator

Re: Seeking approval for the Township Board to adopt the Parks
2025-2029 Master Plan.

The deadline to submit the plan to the Michigan Department of Natural Resources is February 1, 2025. The plan must be submitted to the DNR in order to be eligible to apply for grants. Seeking approval of the plan. Katie, the Parks Director, will be available at the meeting to answer questions.

Suggested motion: I move to approve resolution #2025-2, Resolution Adopting the 2025 Parks and Recreation Strategic Plan.

Attachments:

[Comstock-Twp-Parks-Plan-RECOMMEND-APPROVAL_-2025-0103.pdf](#)

[Resolution Parks and Rec Plan.docx](#)



2025 – 2029 PARKS AND RECREATION MASTER PLAN

Comstock Charter Township, Kalamazoo County, Michigan

DRAFT January 3, 2024

*Prepared by Comstock Charter Township
with the assistance of*



MCKENNA

151 South Rose St, Suite 920
Kalamazoo, MI 49007

mcka.com

ACKNOWLEDGMENTS

The participation and cooperation of community leaders, residents, and members of civic organizations in the preparation of this 2025–2029 Parks and Recreation Master Plan are greatly appreciated; we thank everyone who participated in its development.

PARKS BOARD

Current Members

Teresa Young
Marc Rizzolo
Judith Joling
Patrick McVerry
Bret Padgett

Former Contributing Members

John Weir
Matt Forkin

TOWNSHIP PARK STAFF

Katie Bush, Parks Director
Joe Gabowski, Parks Maintenance Leader
(Danielle Mrykle, CPRP, Former Parks Director)

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Chapter 1.

INTRODUCTION

Comstock Charter Township coordinated an open, public planning process to create a comprehensive vision for Comstock Charter Township parks and recreation programs, satisfying the Michigan Department of Natural Resources (MDNR) requirements for a Parks and Recreation Master Plan.

A Parks and Recreation Master Plan is a roadmap for parks and recreation decisions (including facilities and programming) made over a five-year period, as well as a way to project future needs. The Plan includes all required elements of a Parks and Recreation Plan, and therefore qualifies Comstock Charter Township for funding through the Michigan Department of Natural Resources (MDNR). The process taken to prepare the Plan gives the Township a better understanding of the needs and desires for parks, recreation facilities, and programming based on public engagement and industry trends going forward.

Comstock Charter Township's last Parks and Recreation plan covered the years 2020 through 2024. This plan update will build upon the existing mission statement: *The Comstock Township Parks and Recreation Commission works on behalf of the citizens of Comstock Township to build a healthy community and a sustainable environment by promoting active lifestyles and strong individuals and families through parks, programs and partnerships.*

Parks and recreation are a critical component of a thriving community, and this Plan is an important document to help guide the Township in its pursuit of an enhanced quality of life, additional recreational opportunities, and inclusivity for the next five years and beyond.

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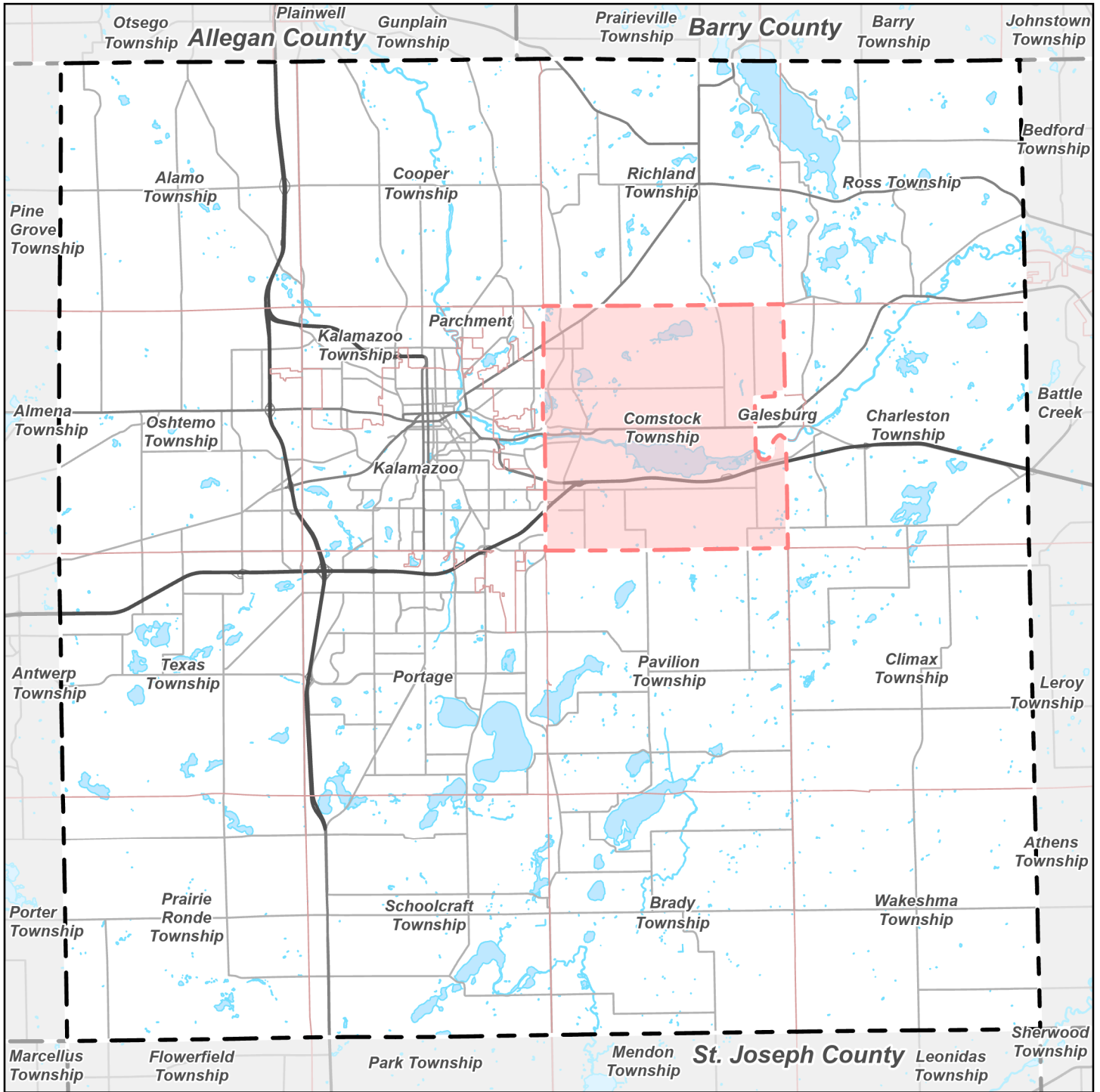
Chapter 2.

COMMUNITY DESCRIPTION

Comprised of 35.3 square miles, Comstock Township is located in the northern quadrant of Kalamazoo County, Michigan, and is intersected by highways I-94 in the lower half, M-96 in the middle, and M-343 in the Township's northwest corner. Comstock is situated just east of the City of Kalamazoo, Michigan, and about 20 miles west of the City of Battle Creek, Michigan.

In the State of Michigan, there are two types of townships – general law and charter townships. Comstock Township is a charter township, meaning the Township has the authority to adopt its own charter, providing greater flexibility in governance and the ability to enact local ordinances. On the other hand, a general law Township operates under state laws and regulations with limited autonomy in decision-making. Townships are governed by a Township Board, which is comprised of elected officials.

The Township is composed of a large variety of uses, including single-family housing, industrial manufacturing, and large-lot agricultural production uses. There are a variety of lakes within the Township borders including Morrow Lake, Lyons Lake, Campbell Lake, among other smaller bodies of water. The Kalamazoo River runs through the middle of the Township, paralleling M-96.



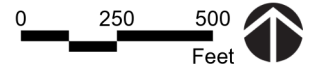
Regional Location

Comstock Charter Township,
Kalamazoo County, Michigan

May 14, 2024

LEGEND

- Comstock Township Boundary
- Kalamazoo County Boundary
- Cities and Townships
- Major Streets



Basemap Source: Michigan Center for Geographic Information, v. 17a. McKenna 2024.



DEMOGRAPHICS

The Comstock Charter Township Parks and Recreation Master Plan is updated and maintained to determine the needs and opportunities that exist within the community. Consideration is given to:

- » Estimates of the number of likely users of recreational amenities;
- » Projections of what type of programs users will enthusiastically participate in; and
- » The facilities that are necessary to further the community's parks and recreation-related goals and objectives.

By understanding current conditions and past trends, the Township can appropriately anticipate and plan for the future needs of the community.

Data within this plan is sourced from the U.S. Census Bureau's 2020 Decennial Census and 2022 American Community Survey, analyzed and synthesized by McKenna.

POPULATION

Over the past decades, Comstock Charter Township has experienced a slight population increase (2.5%). For the most part, nearby communities have also seen slight increases. The largest increase in the past decade is claimed by Richland Township, which has experienced a 15% population growth. Some of the area municipalities have seen slight population decreases, including Charleston and Climax Townships, while Cooper Township has seen a significant population growth.

Table 1: Population

Municipality	2010	2020	% Change (2010-2020)
Comstock Charter Township	14,854	15,231	2.5%
Kalamazoo County	250,331	261,670	4.5%
Neighboring Municipalities			
City of Kalamazoo	74,262	73,598	-0.9%
Charleston Township	1,975	1,904	-3.5%
Climax Township	2,463	2,364	-4.0%
Cooper Township	10,111	10,418	3.0%
Galesburg	2,009	2,049	2.0%
Kalamazoo Charter Township	21,918	22,777	4.0%
Pavilion Township	6,222	6,387	2.7%
Portage	46,292	48,891	5.6%
Richland Township	7,580	8,693	14.7%
Ross Township	4,664	4,851	4.0%

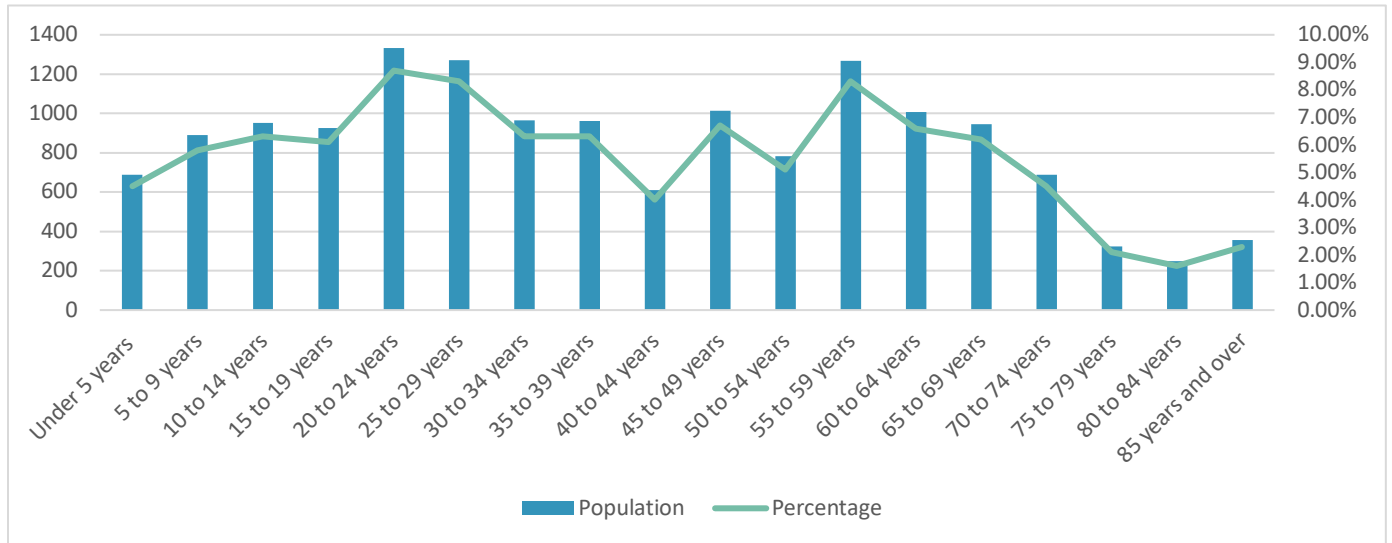
Source: U.S. Census Bureau, P1 Redistricting Data 2010, 2020.

AGE STRUCTURE

The age of a community's population is extremely important when planning to improve parks and recreation facilities. Elderly residents may have different needs than childless adults, or families with children. Further, families with children also have different needs than one another, depending on the children's ages living in the home. For example, households with younger children will likely require parks with restrooms, play equipment, splash pads, and other similar amenities. Households with older children, such as high school and college age, may require parks with a more robust trail network, ball fields, and courts, or exercise stations.

The following figure separates the Comstock Township population by age group:

Figure 1: Population by Age Group, (ACS 2022)



Age structure (analyzing which proportions of a municipality's population are in which stages of life) gives a nuanced view of the makeup of a community. To compare age structure, the percentage of the population in Comstock Charter Township is divided into the following age groupings.

The median age of residents in Comstock Township is 37.9 years old. Comstock Charter Township is older than Kalamazoo County, which has a median age of 35.0 years old, and younger than the State of Michigan, which has a median age of 40.3 years old. As the census data above indicates, a large portion of the Township's population is within the family-forming age group.

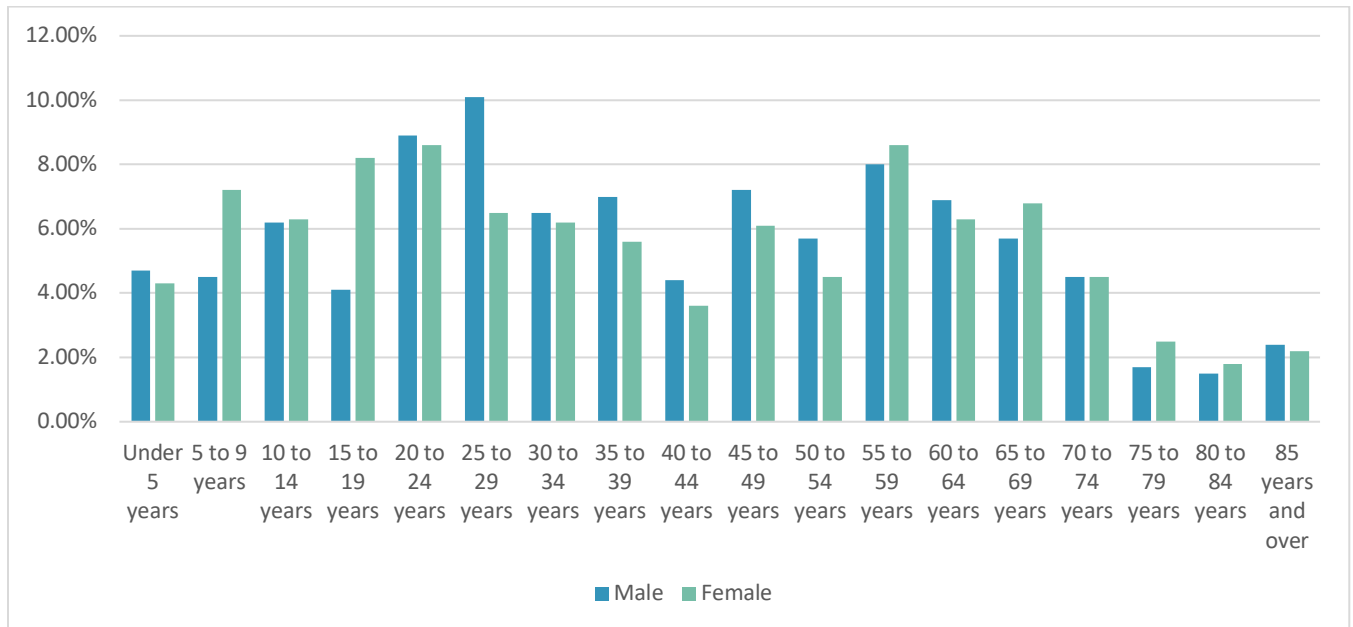
Table 2 provides an overview of how Comstock Charter Township's population varies by age and gender. Figure 2 and accounts for the percentage of males in each age group with blue on the left and green on the right for females.

Age Structure	Percentage of Population
Under 5 years	4.5%
5 to 9 years	5.8%
10 to 14 years	6.3%
15 to 19 years	6.1%
20 to 24 years	8.7%
25 to 29 years	8.3%
30 to 34 years	6.3%
35 to 39 years	6.3%
40 to 44 years	4.0%
45 to 49 years	6.7%
50 to 54 years	5.1%
55 to 59 years	8.3%
60 to 64 years	6.6%
65 to 69 years	6.2%
70 to 74 years	4.5%
75 to 79 years	2.1%
80 to 84 years	1.6%
85 years and over	2.3%

Table 2: Population by Age Group (ACS 2022)

Age Group by Years	Total	Male (#)	Female (#)	Male (%)	Female (%)
Under 5 years	689	364	325	4.7%	4.3%
5 to 9 years	890	349	541	4.5%	7.2%
10 to 14 years	952	481	471	6.2%	6.3%
15 to 19 years	925	314	611	4.1%	8.2%
20 to 24 years	1,332	686	646	8.9%	8.7%
25 to 29 years	1,270	782	488	10.1%	6.5%
30 to 34 years	966	501	465	6.5%	6.2%
35 to 39 years	961	538	423	7.0%	5.6%
40 to 44 years	610	340	270	4.4%	3.6%
45 to 49 years	1,015	559	456	7.2%	6.1%
50 to 54 years	783	443	340	5.7%	4.5%
55 to 59 years	1,266	620	646	8.0%	8.6%
60 to 64 years	1,007	535	472	6.9%	6.3%
65 to 69 years	947	440	507	5.7%	6.8%
70 to 74 years	687	349	338	4.5%	4.5%
75 to 79 years	324	134	190	1.7%	2.6%
80 to 84 years	250	113	137	1.5%	1.8%
85 years and over	355	188	167	2.4%	2.2%
Total	15,229	7,736	7,493	100%	100%

Figure 2: Population Percentage by Gender, (ACS 2022)



In recent years, changing trends in childcare show that grandparents (older adults) are taking a larger role in assisting with childcare needs for parents. As such, park facilities and playgrounds are more frequently utilized by those who may no longer be active in the workforce. For this reason, it is imperative that park design and amenities also accommodate this age group as well. These amenities can include more benches and seating areas, pavilions, walking paths, and other items.

POPULATION BY RACE

The Township is primarily (81%) composed of a white/Caucasian population. It is important to note the proportion of white and Native Hawaiian and Other Pacific Islander residents has decreased over the last decade. Other races have increased in proportion, which have added to the Township experiencing a slight diversification of its population.

Table 3: Population by Race

Race	2010	%	2020	%	% Change (2010-2020)
Total Population	14,854		15,231		2.5%
White/Caucasian	13,080	88.1%	12,334	81.0%	-5.7%
Black/African American	830	5.6%	1,026	6.7%	23.6%
American Indian and Alaska Native	71	0.5%	77	0.5%	8.5%
Asian	276	1.9%	330	2.2%	19.6%
Native Hawaiian and Other Pacific Islander	13	0.1%	4	>0.1%	-69.2%
Some Other Race	151	1.0%	232	1.5%	53.6%
Two or more races	433	2.9%	1,228	8.1%	1.8%

Source: U.S. Census Bureau, P1 Redistricting Data 2010, 2020.

INCOME

Household income data can have important planning implications. Current income levels suggest that Comstock's residents are middle class, meaning residents are likely to use a mix of public and private recreational facilities. Table 4 illustrates the median household income trend since 2010.

Table 4: Median Household Income

Year	Median Household Income
2010	\$51,301
2020	\$61,525
2022	\$74,451

Source: US Census Bureau, 2010, 2020, 2022 American Community Survey 5-Year Estimates, * Inflation-adjusted Dollars.

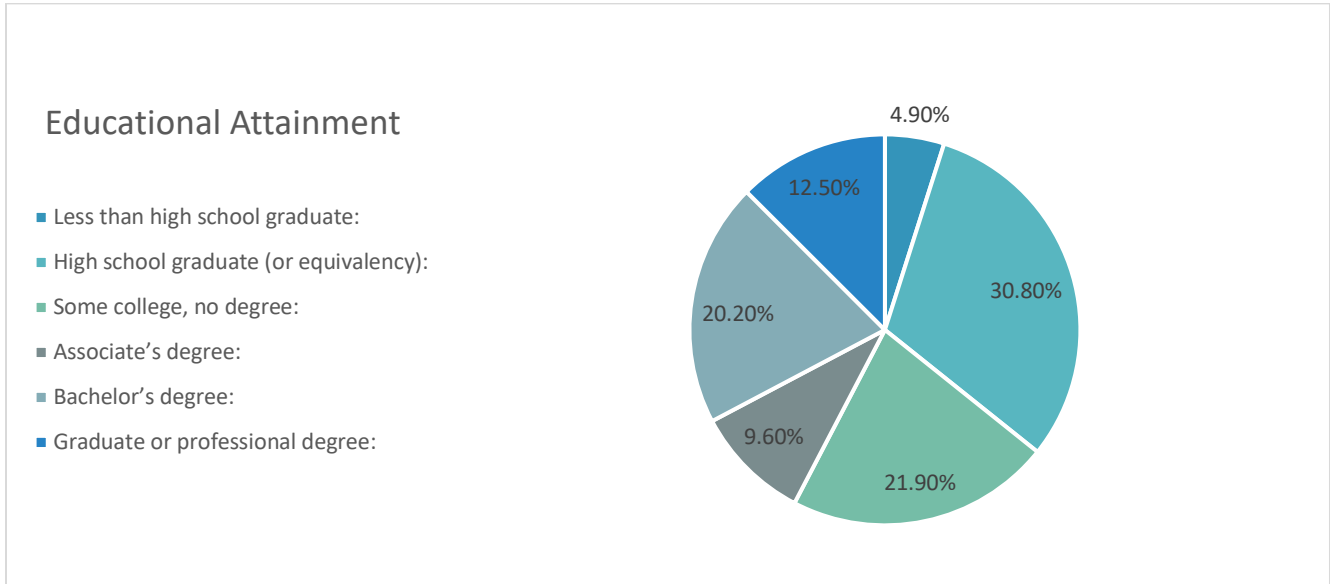
In 2022, the median household income for Comstock Charter Township was \$74,451, above Kalamazoo County's median income of \$69,584. The median income for the State of Michigan was \$66,986 in 2022.

According to the 2022 American Community Survey, an estimated 5.8% of the Township's population lives below poverty level. It is estimated that the unemployment rate is approximately 3.1%, below Kalamazoo County's average of 4.3% and Michigan's average of 3.7%.

EDUCATION

Understanding the educational profile of a community can help decision-makers tailor programs, amenities, and outreach strategies to meet the diverse needs and interests of residents. By considering the educational dimension, parks and recreational facilities can be designed, promoted, and managed to cater to different preferences, foster engagement, and promote lifelong learning.

For Comstock Charter Township's population that is 25 years old and older, educational attainment is broken down into the following:



HOUSING & HOUSEHOLDS

The composition of housing occupants within a community can provide additional information about the community's profile. Understanding owner-occupied units versus renter-occupied units can help determine the needs of a community, as the needs of renters versus homeowners often differ. Examples of differences between the two include socioeconomic status, age & generational makeup, lifestyle, and tenure.

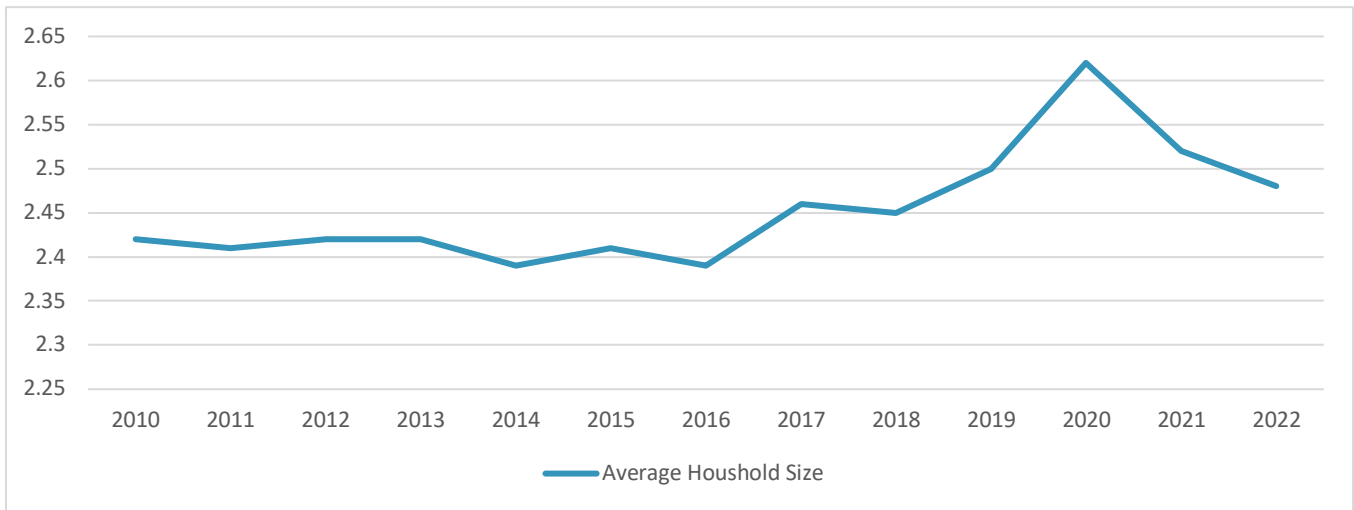
Of the 6,818 built homes in Comstock Charter Township, 94.8% (6,462 dwelling units) are occupied. Of the occupied houses, 69.9% (4,518 units) are owner-occupied, and about 30.1% (1,944 units) are renter-occupied. Since 2010, vacant homes have decreased from 574 to 356. The 356 existing, vacant housing structures have the potential to accommodate an influx of potential residents and increase the population to exceed current population levels.

Average household size is another indicator of community composition. Larger average household sizes generally mean more children and fewer single-parent families. Nationally, household sizes have been shrinking as young single adults wait longer to get married and life expectancy increases for the senior population.

According to the 2022 American Community Survey Estimates, the average household size in Comstock Charter Township was approximately 2.48 people. This statistic, in conjunction with additional household data, signifies that the average home is a married couple household and/or a household with individuals 65 years and over.

Household size in Comstock Charter Township, from 2010 to 2017, maintained a relatively stable household size. However, from 2017 up until 2020, household size rapidly increased. From 2020 onwards, the average household size has started to decrease. These trends are visualized below in Figure 3.

Figure 3: Household Size (ACS 2022)



Most households are classified as single families, 49.8% of which are occupied by married couples. The majority of households within the Township are detached, single-family homes at 72.4% of occupied housing stock. Further, there are also a number of apartment buildings with 10 or more units at 13.5% of occupied housing. Supplementary housing types between these two extremes are necessary to supplement the market and further support current and future residents.

Table 5: Housing by Family Type and Unit Type

	Total Occupied Households	Household Composition			
		Married Couple Family	Male Householder, No Spouse	Female Householder, No Spouse	Non-family household
Housing by Family Type (#)	6,132	3,052	295	413	2,372
Housing by Family Type (%)	–	49.8%	4.8%	6.7%	38.7%*
Housing by Units/Housing Type:					
1-unit structures	73.8%	90.3%	85.4%	61.3%	53.4%
2-or-more-unit structures	25.0%	8.6%	12.9%	31.2%	46.6%
Mobile homes and all other types	1.1%	1.1%	1.7%	7.5%	0.0%

*Of the non-family households, 72% are people living alone. Of the people living alone, 26.2% are people over the age of 65 years old. Source: US Census Bureau, American Community Survey 5-year estimates, 2022.

DISABILITY

While it is encouraged that all park and play equipment in the Township is compliant with the American with Disabilities Act (ADA), the type of disability and number of residents impacted by disabilities will influence the design and accommodations within the Township's Parks and Recreation Master Plan and future improvements to Township facilities. The 2022 American Community Survey reports that approximately 14.1% of residents in Comstock Township have a disability of some kind.

Of the total residents in the Township:

- » 3.5% have hearing difficulty;
- » 1.9% have vision difficulty;
- » 7.6% have cognitive difficulty;
- » 5.8% have ambulatory difficulty;
- » 3.5% have self-care difficulty;
- » And 8.4% have independent living difficulty.

Planning for parks and recreation could result in positive health outcomes for a population that already experiences difficulties on a day-to-day basis. Accommodations could include ramps or pavement improvements in order to ease accessibility concerns for those who suffer from ambulatory difficulties and installing audible and visually assisted crosswalks can assist those who may be visually or hearing impaired.

The ADA Accessibility Guidelines (ADAAG), signed into law in 2010, detail enforceable standards for physical accessibility. However, these standards do not include elements designed for children with Down syndrome, sensory disorders, and visual and hearing impairments. New attention has been focused on inclusive playgrounds and universal design that can serve a diverse population, including children with physical, cognitive, emotional and sensory disabilities.

The following elements are considered essential activities for inclusive play:

- » Sensory play
- » Music
- » Swinging
- » Spinning
- » Sliding
- » Socialization/imaginative
- » Safety, comfort and access



PHYSICAL CHARACTERISTICS

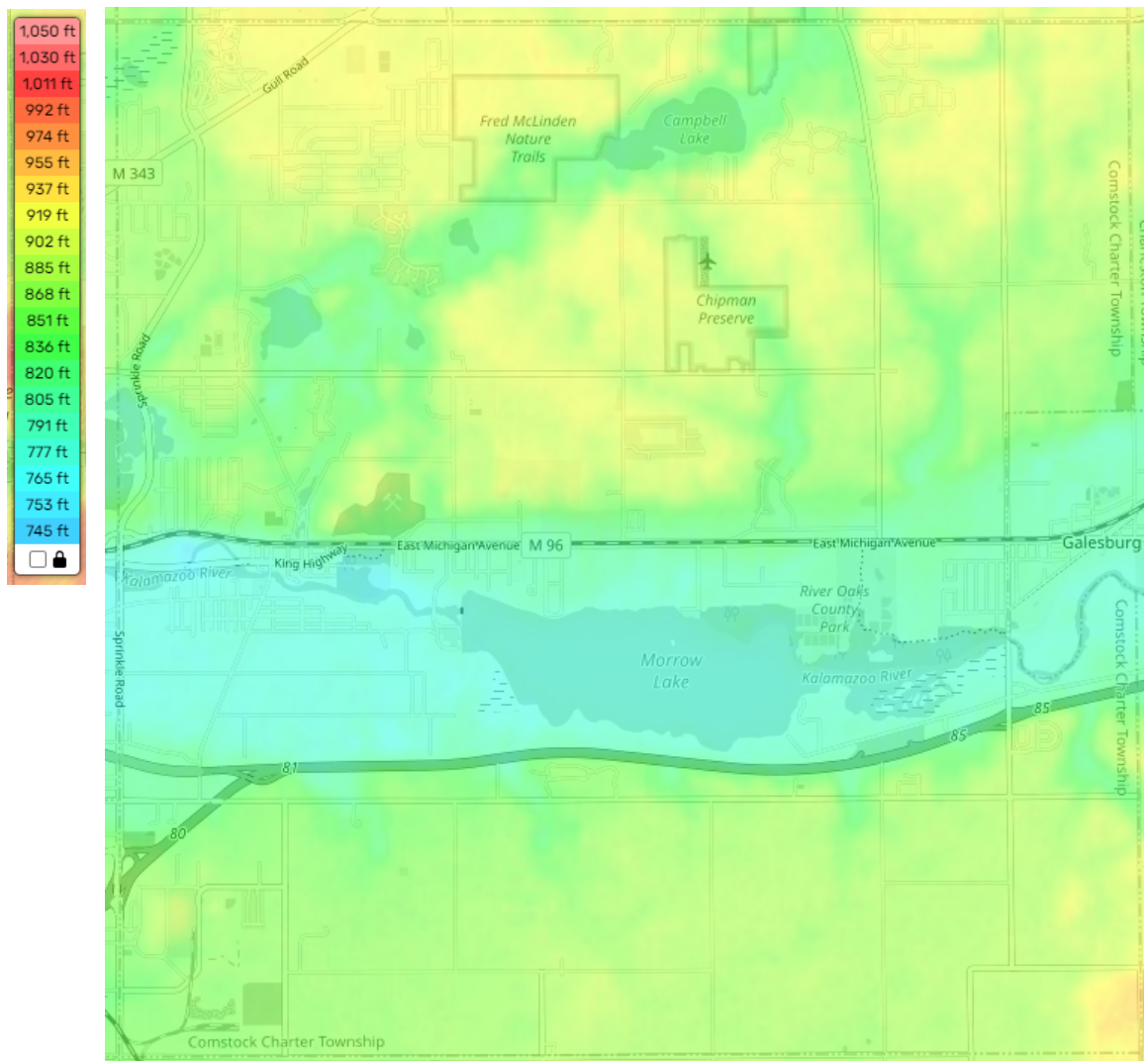
TOPOGRAPHY

In comparison to its neighbors, Comstock has a relatively low elevation that ranges between 919 ft and 765 ft. The lowest elevations can be found along the Kalamazoo River and Morrow Lake, which serve as collection points for stormwater.

Some of the other lowest points in Comstock are along the community's smaller lakes.

Understanding the local topography can aid in park planning in terms of amenities offered. For example, a trail system may be appropriate for areas that are relatively flat, in order to offer the widest potential use for patrons. Alternatively, areas that have higher topographical changes may be best suited for wintertime activities, such as downhill skiing.

Topographic review also aids in planning for stormwater management and potential adverse impacts the natural features may impose on park and amenity expansion. For example, designing a park that is in a low-lying area that is prone to stormwater collection may not be advantageous. Further, creating sports fields, with hard top ground coverings for activities such as basketball, tennis, pickleball, etc., requires relatively level ground.



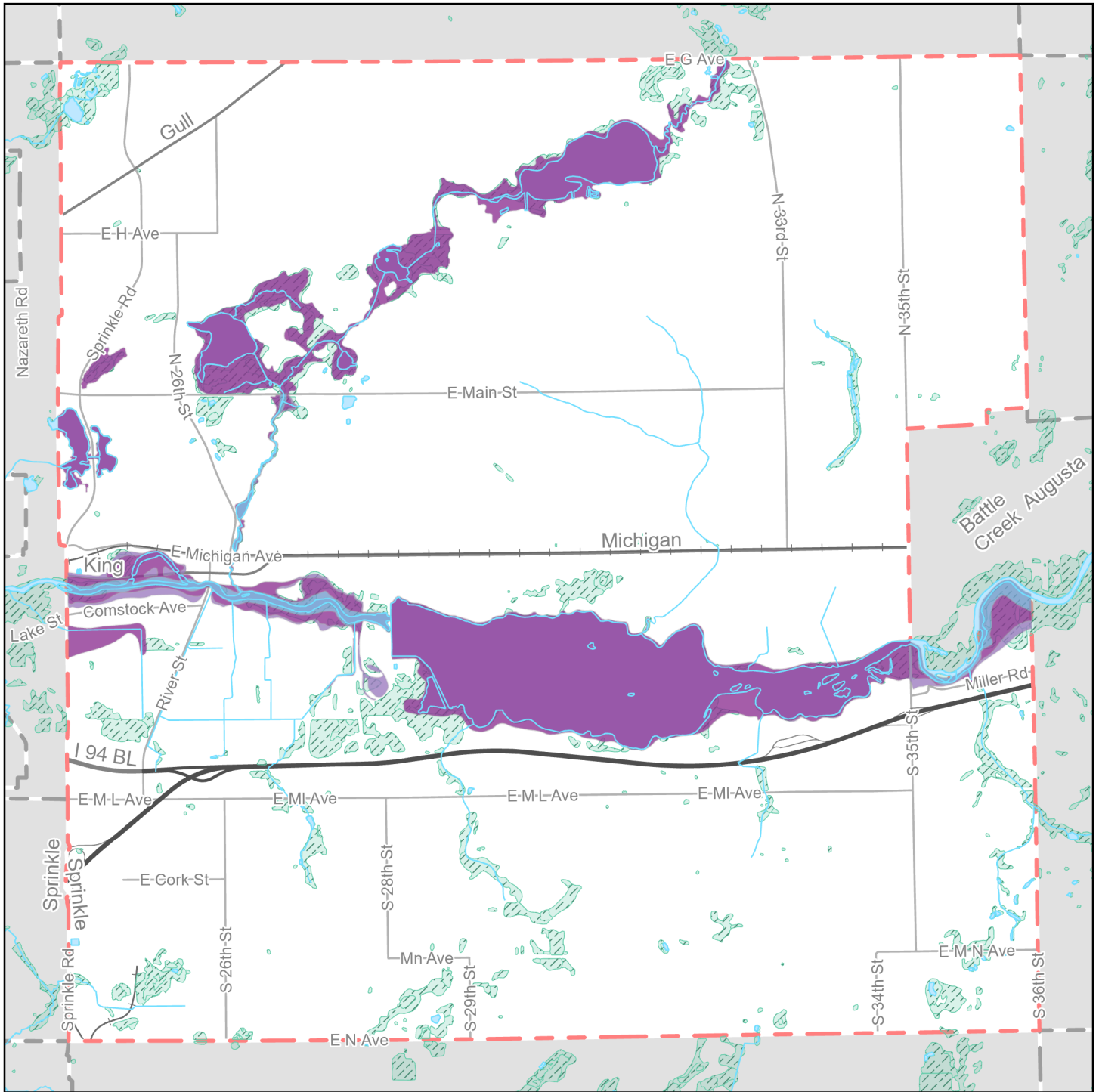
WATER ELEMENTS / FISH AND WILDLIFE

Of the 35.3 square miles that make up Comstock Charter Township, approximately 1.9 miles (5.49%) of it is composed of water. The water bodies that make up the Township include Campbell Lake, Lyons Lake, Morrow Lake, Schoonover Lake, and a variety of small unnamed lakes. The Kalamazoo River stretches across the middle of the Township and opens up to Morrow Lake, eventually tapering off back into the Kalamazoo River. Creeks and drains that are within the Township include Blakesee Plat Drain, Campbell Creek, Comstock Creek, Comstock Road Drain, Cramer Drain, Davis & Gilber Drain, East Branch Cramer Drain, Gilbert Drain, Lyons Lake Drain, Pease Drain, Town Line Drain, and the Wait & Van Buren Drain.

The Kalamazoo River and Morrow Lake are classified as “warm transitional”, meaning they experience temperatures which are relatively warmer compared to cool streams or rivers, especially during the summer months when temperatures are higher. For aquatic ecosystems, the temperature of rivers and streams plays a crucial role in supporting various species and their habitats and can have implications for aquatic life, such as influencing the distribution and behavior of fish species and affecting the overall ecosystem dynamics.

Due to their temperatures, warm transitional lakes and streams provide the opportunity for a variety of recreational opportunities such as swimming, fishing, canoeing, kayaking, and nature observation. In addition to these listed bodies, there are wetlands surrounding the lakes and creeks in Comstock Charter Township. Of these wetlands, there are two primary types: freshwater emergent wetlands, characterized by the presence of rooted aquatic vegetation that extends above the water surface, and freshwater forested or shrubbed wetlands. Both types of wetlands play a crucial role in flood protection and water improvement, serving as natural filtering systems due to the rooted vegetation's capacity to trap sediments and pollutants. Furthermore, these wetlands provide essential habitats for a diverse array of aquatic and terrestrial wildlife. Much like warm transitional rivers and streams, these wetlands offer valuable opportunities for education and observation of ecosystems in their natural state.











Natural Features

Comstock Charter Township,
Kalamazoo County, Michigan

May 14, 2024

LEGEND

-  Streams and Drains (1:150,000)
-  Lakes and Rivers (1:750,000)
-  Wetlands (1:150,000)
-  0.2% Annual Chance Flood Hazard
-  1% Annual Chance Flood Hazard
-  Regulatory Floodway



Basemap Source: Michigan Center for
Geographic Information, v. 17a.
McKenna 2024.



SOILS

Soil characteristics have an important influence on the ability of land to support various types of equipment, drainage, and park target locations. Four specific soil characteristics influence their ability to be used for various purposes. These include the following:

- » Bearing capacity: the ability to support the weight of trails, buildings, and vehicles;
- » Erodibility/stability: the susceptibility to withstand erosion hazards;
- » Drainage: the ability for soils to retain, drain, and receive water;
- » Resource value: the economic worth.

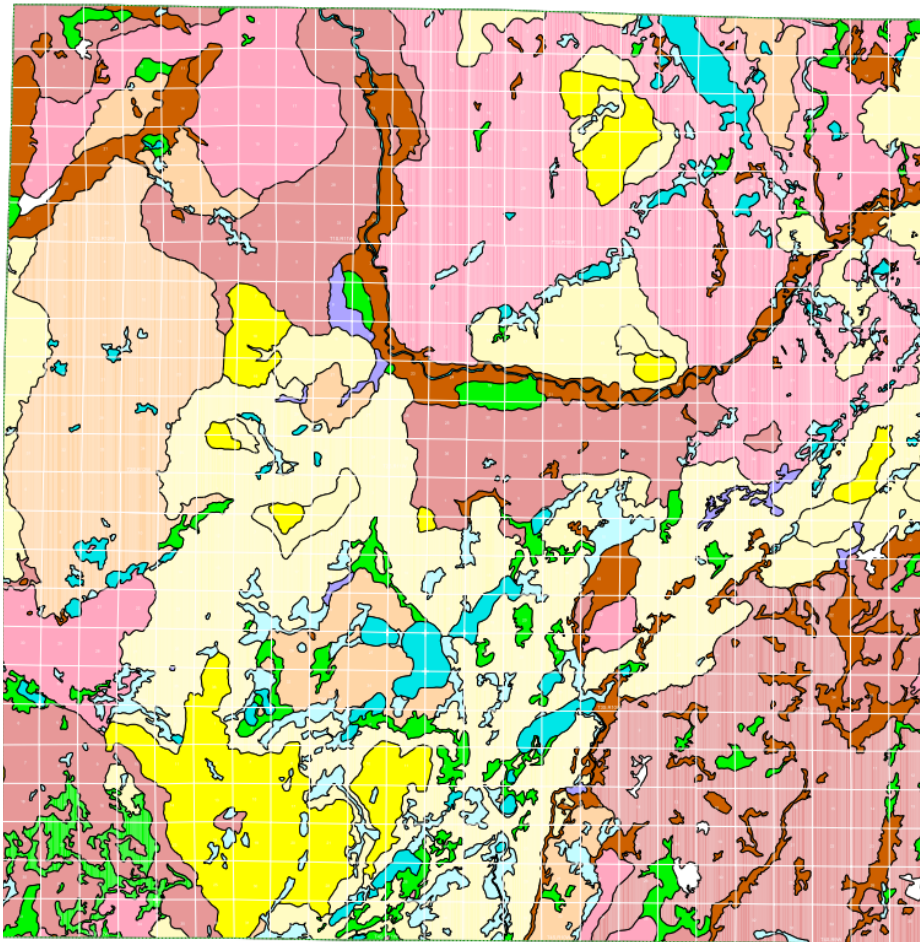
Kalamazoo County hosts a few soil associations: loamy soils underlain by sand and gravel, loamy soils, sandy soils, and wet sandy/loamy soils underlain by sand and gravel. Comstock Charter Township is primarily dominated by the Kalamazoo–Oshtemo and the Schoolcraft–Kalamazoo–Elston associations. Each of these associations is characterized by loamy soils underlain by sand and gravel.

These loamy soil types are good for agriculture and gardening. They offer good drainage, moisture retention, and fertility, making them suitable for a variety of crops including fruits, vegetables, and grains. Loamy soils are generally considered to be suitable for building because they offer good stability and can provide adequate support for structures. However, this can vary on a site-to-site basis.

VEGETATION

Comstock Charter Township is largely rural and suburban. As such, the Township's vegetation can be classified as wooded or agricultural. According to Michigan State University Extension, land cover historically looked like dense forests, swampland, and grasslands. Examples of vegetation found in the area include:

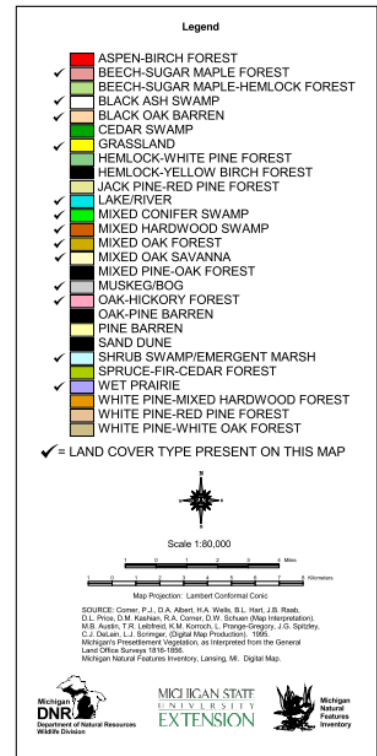
- » Beech and Sugar Maple forests
- » Black Ash swamps
- » Black Oak barrens
- » Mixed Hardwood swamps
- » Mixed Conifer swamps
- » Mixed Oak forests/savannas
- » Shrub swamps/ emergent marshes
- » Wet prairies
- » Mixed Oak savannas
- » Oak and Hickory forests



Vegetation circa 1800 of Kalamazoo County, Michigan

An Interpretation of the General Land Office Surveys

By P. J. Connor and D. A. Albert
Michigan Natural Features Inventory
1997



Source: Michigan State University Extension, 1997

CLIMATE

The general Kalamazoo area, which includes Comstock Charter Township, experiences a humid continental climate. This means there are four distinct seasons with warm to hot summers and cold winters. Average summer temperatures range from 70 to 80 degrees Fahrenheit (21–30 degrees Celsius), while winter temperatures regularly drop below freezing, with average highs ranging between 30– and 40 degrees Fahrenheit (–1 to 7 degrees Celsius). Precipitation is evenly distributed throughout the year, with snowfall common in the winter months.

On average, the area experiences approximately 42.2 inches of rainfall per year, more than the Michigan average of 32.79 inches per year. Alternatively, the Township experiences an average of 75.6 inches of snowfall per year, which is more than the Michigan average of 60.7 inches per year. On average, there are 139 days per year with a measurable amount of precipitation. However, there are 159 sunny days per year in Comstock.

These statistics are anticipated to change due to global climate change. Temperatures and precipitation amounts may vary widely. This amount of unpredictability should be considered, especially when looking at development that is existing or proposed near bodies of water.

TRANSPORTATION SYSTEMS

Comstock Township's circulation system is typical of Michigan townships, where the circulation system is characterized by straight roads, dirt or paved, which are designed to move vehicles efficiently. The Township also has winding and irregular roads, especially in the western portion. This is likely due to the proximity to the City of Kalamazoo. Except for these irregularities, Comstock has a fairly grid-like system, with Gull Road and King Highway/East Michigan Avenue being some of the Township's largest roads.

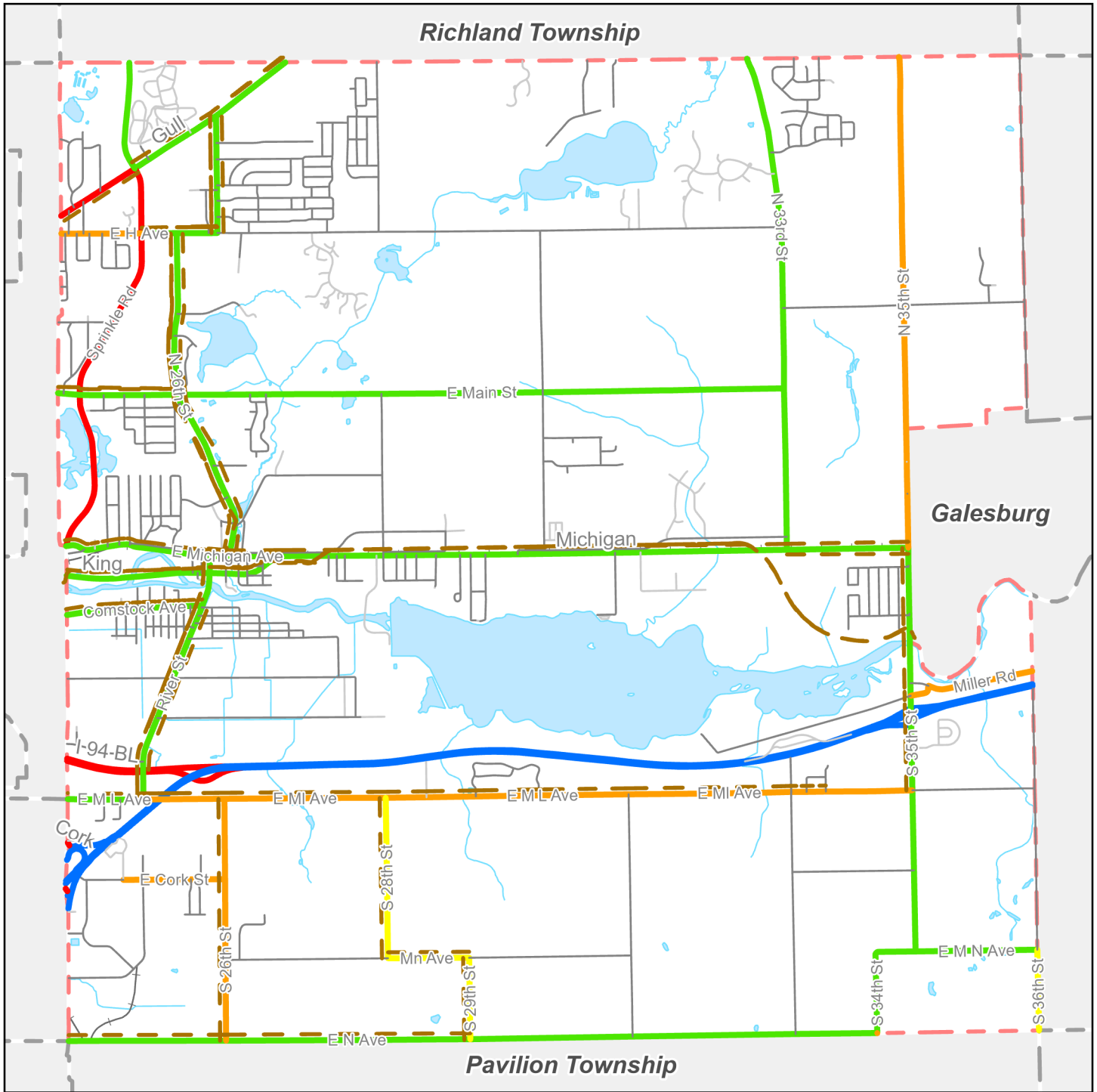
Gull Road is situated in the Northwestern quadrant of the Township and runs from Northeast to Southwest. It serves as a link between the City of Kalamazoo to the west and Richland Township in the north. Alternatively, King Highway/East Michigan Avenue runs from east to west, right through the center of the Township. It connects the Comstock Charter Township to Kalamazoo City and Kalamazoo Township to the west and the City of Galesburg and Charleston Township to the east.

The main mode of transportation within the Township is the personal automobile. Even within central Comstock, which has a higher density, sidewalks either are uncommon or do not exist. Because some of the main shopping and employment centers are the City of Kalamazoo and the City of Battle Creek to the west and east respectively, residents predominately rely on automobiles as the main mode of transportation.

The County of Kalamazoo provides public transit services to the greater Kalamazoo area via the Kalamazoo Metro. A Metro bus route runs from Lake Street to 26th Avenue and connects back to Gull Road. Additionally, Metro provides two rideshare options that service Comstock Charter Township: Metro Share and Metro Link. Metro Share is a free dial-a-ride service that serves seniors and individuals with disabilities. Metro Link serves as another rideshare service that covers most of the Township, at a fee of \$1.50 per trip. Metro Link prides itself on providing the comfort of a taxi with the price of a bus ride.

Comstock Center, located in the region of Kings Highway and M-96, which run east-west, and River Street (north-south), has access to the Kalamazoo River Valley Trail. The Kalamazoo River Valley Trail (KRVT) is a non-motorized pathway that connects multiple municipalities in Kalamazoo County. A map excerpt, provided by Kalamazoo County Parks, is provided below, which shows the KRVT connection in Comstock.





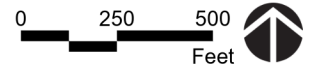
Transportation System

Comstock Charter Township.
Kalamazoo County, Michigan

May 17, 2024

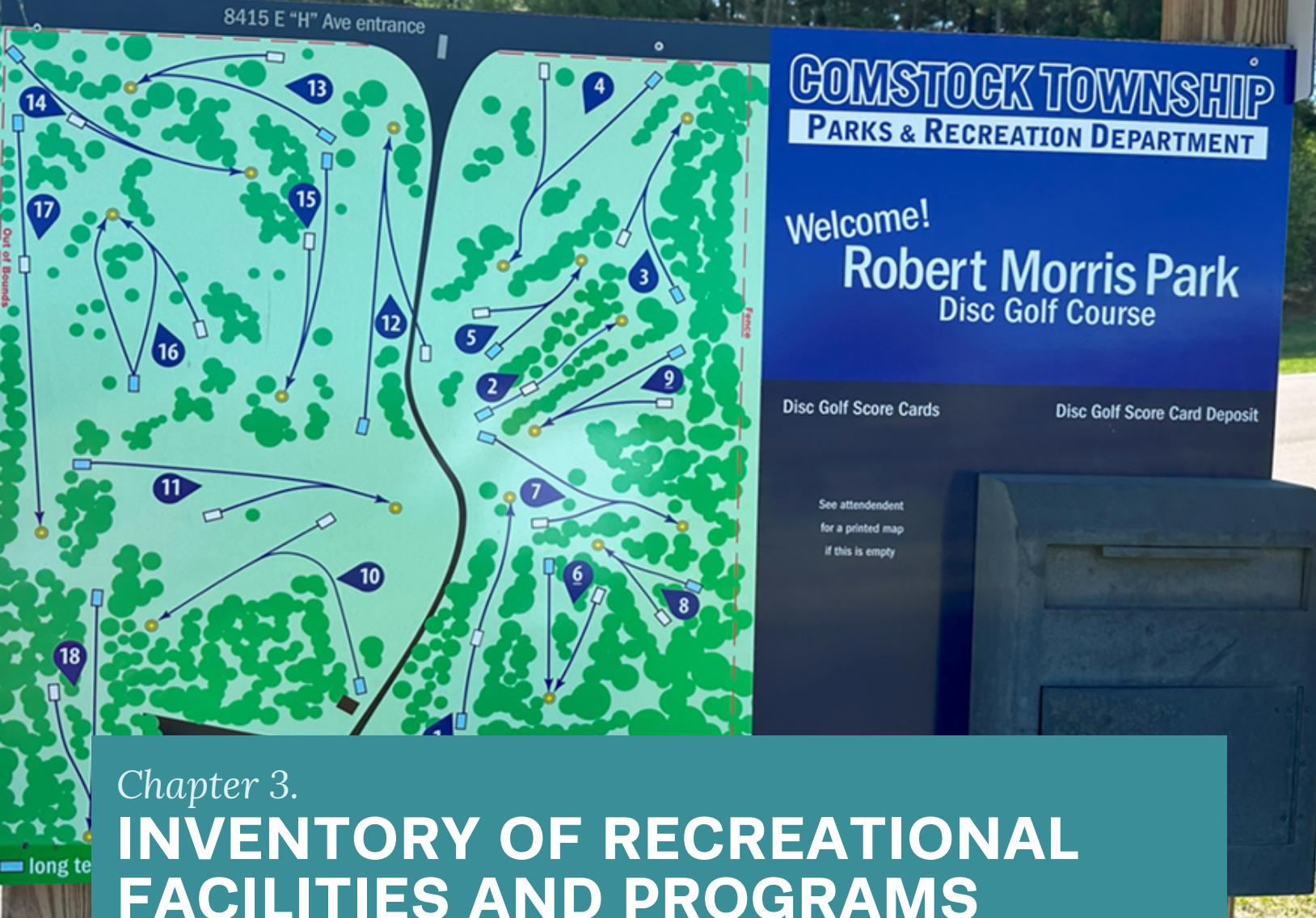
LEGEND

- Trail System
- Non-Certified
- Interstate
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local



Basemap Source: Michigan Center for Geographic Information, v. 17a.
Data Source: Kalamazoo Area Transit Study, McKenna 2024.





Chapter 3.

INVENTORY OF RECREATIONAL FACILITIES AND PROGRAMS OVERVIEW

The physical inventory of local facilities consisted of in-person and virtual site inspections of all Township parks and recreation sites. A Township inventory of playground equipment and park facilities was recorded and reviewed concerning location, acreage, quantity, quality, accessibility, and condition.

Public Parks:	Acres	Accessibility Rating	Organized Sports				Play Area		Passive Activities							Amenities				
			Basketball	Ballfields	Beach Volleyball	Disc Golf	Swings (Sets)	Playground / Tot Lot	River/Lake Access	Natural Area/Field	Trail/ Sidewalk	Pavilion	Bleachers	Benches	Picnic Tables	Grill	Restrooms	Trash Bins	Doggy Bag Station	Bike Rack
Celery Street Park	1.35	2	1				2	1		1				2	1			1		
Cooper Park	2.25	2								1	1			3	3			2		
DNR Site	0.74	2							1											
Fleetwood Park	2.29	3					4	2		1	1	1		5	2			2	1	1
Green Meadow Park	16.27	2		1						1	1		2		1			1		
McLinden Nature Trails	382.21	2							1		1						1	1		
Merrill Park	5.67	3	2				2	2	1	1	1	2		7	18	2	1	6	2	2
North Wenke Park	21.61	2							1	1				1	1	1		1		
South Wenke Park	23.07	3							1		1				1			1		
Peer Park	0.98	2							1	1				1						
River Villa Preserve & Jan Schau Wildflower Walk	74.93	2		1					1	1	1									
Robert Morris Park	34.13	3			1	1	6	2	1	1	1	2		4	41	5	1	4		
Wenke Softball Complex	40.00	3		4				1				1	4		12		1	10		
Totals:	605.5	-	3	6	1	1	14	9	8	9	8	6	6	23	80	8	3	29	4	3

Accessibility Guidelines

- 1 = none of the facilities/park areas meet accessibility guidelines
- 2 = some of the facilities/park areas meet accessibility guidelines
- 3 = most of the facilities/park areas meet accessibility guidelines
- 4 = the entire park meets accessibility guidelines
- 5 = the entire park was developed/renovated using the principals of universal design

MUNICIPAL FACILITIES

At the time of this plan, the Township owns and operates the following parks and facilities, which consists of over 600 acres of Township parkland. For a more detailed inventory of Township parks and facilities, please refer to the parks inventory previously listed.

Celery Street Park

1.35 ACRES



Celery Street Park is located between Celery Street to the south and Wright Street to the north. Nestled among a neighborhood, the park features a play structure, swing set, and basketball court, alongside a vast amount of open space. Celery Street Park is considered a pocket park due to its size (less than two acres) and proximity to residential dwellings.

Cooper Park

2.25 ACRES



Cooper Park, sandwiched between N 26th Street and Oran Ave, is well known for its prominent water features such as the Comstock Waterfall and Comstock Creek. Cooper Park was officially named after the famous author, James Fenimore Cooper. The park features a gazebo, picnic tables and a small pedestrian bridge overlooking the Comstock Creek waterfall. Further, the park features native plantings and wildlife habitats. While not adjacent to a high density of residential dwellings, Cooper Park resembles a pocket park, due to its size of approximately 2.25 acres, as compared to a neighborhood park, which typically has between one to fifteen (1-15) acres.

Comstock Township DNR Site

(STATE OWNED) · 0.74 ACRES



Comstock Township DNR Site is located off King Highway. This area allows access to the Kalamazoo River as well as the Kalamazoo River Valley Trail.

Fleetwood Park

2.29 ACRES



Fleetwood Park is located just south of Shadowlane Avenue to the west of the River Manor Apartments. The park consists of a ADA-accessible paved walking loop, two play structures, and four sets of swings. Fleetwood Park could be classified as a neighborhood park, due to its size and location to the Shadowlane Avenue and Blake Boulevard neighborhood, which consists of over 260 individual (single) family dwelling units.

Green Meadow Park

16.27 ACRES



Green Meadow Park is located just south of East Cork Street and east of the Kalamazoo Water Tower. The park features a rentable ball field. Green Meadow Park could be classified as a community park, due to the size and service it provides to residents and patrons within the Township. The park also features open green space and a naturalized trailway through wooded portions of the site.

McLinden Nature Trails

382.21 ACRES



The McLinden Nature Trails was named after lifelong resident, park board commissioner, and dedicated citizen, Fred McLinden, in 1984. The facility is operated as a joint effort between Comstock Charter Township and the City of Kalamazoo and features over two miles of trails, with portions of the trail system (those areas marked) being maintained solely by the Parks & Recreation Department. It is located just North of E H Avenue to the east of Comstock Creek.

Merrill Park

5.67 ACRES



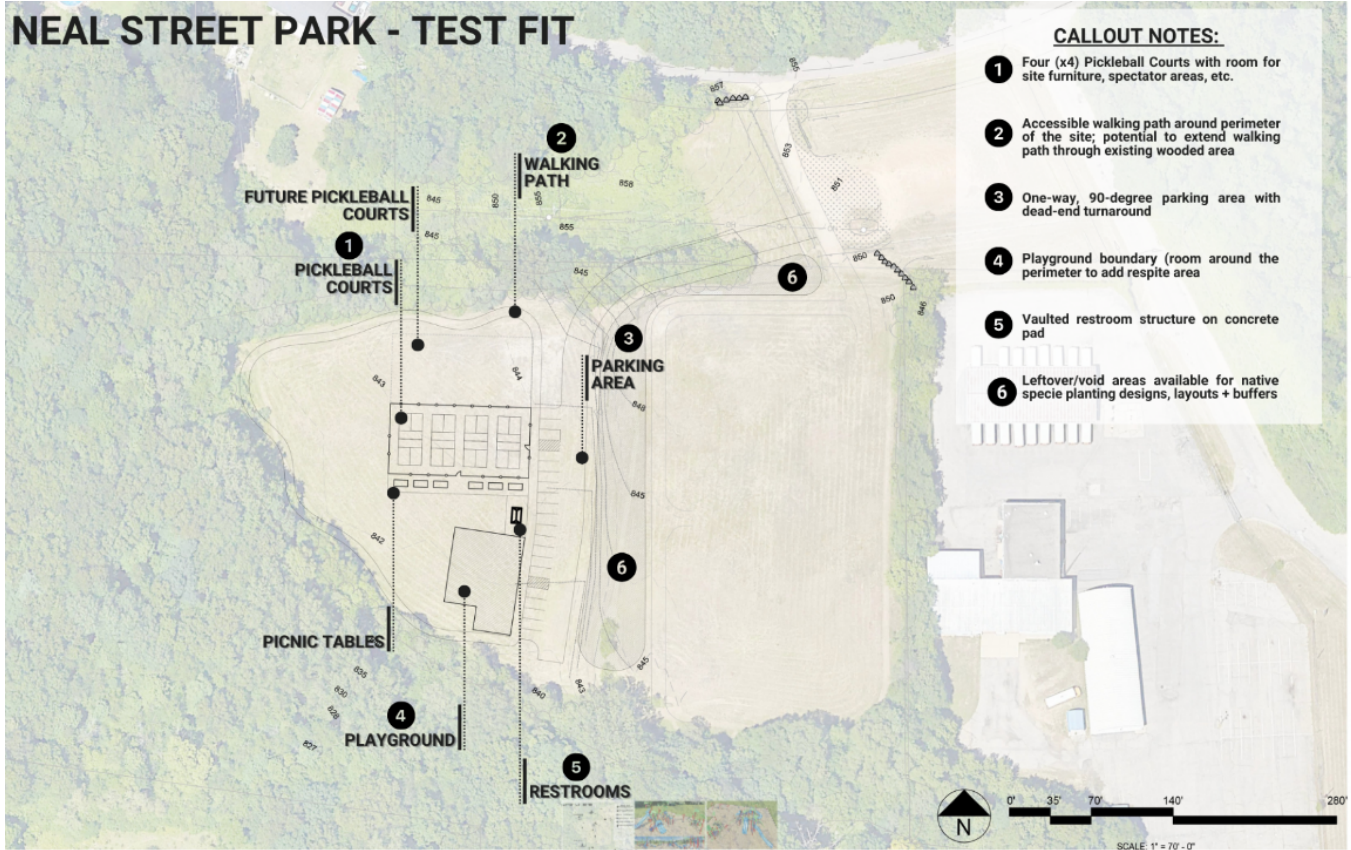
Merrill Park, located on River Street and Comstock Avenue, was the first official park recognized by Comstock Township. It offers excellent fishing spots on the Kalamazoo River and has a playground, picnic shelters, a boat launch, public restrooms (opened seasonally), basketball courts, and open space which can be enjoyed via a ADA-accessible paved walkway. The park was renovated in 2019 with funds from the Michigan Department of Natural Resources Trust Fund Grant. Merrill Park is frequently used for special events and recreational programs. Given the recreational opportunities at Merrill Park, the classification of a community park for this property is appropriate. Merrill Park offers recreational activities to the Township and surrounding communities.

Additionally, Merrill Park was visited by former President of the United States, William (Bill) Jefferson Clinton, on August 28, 1996. The marker reads: *The Forty-Second President of the United States gave a speech on protecting America's environment on this site in Merrill Park. Comstock Township was one of four stops the President made in Michigan while on a whistle-stop campaign tour that culminated at the Democratic National Convention in Chicago.*



Neal Street Park

~6 ACRES



Neal Street Park – not yet constructed – will feature four (4) pickleball courts, walking pathway, playground equipment, restroom facilities and a paved parking lot. Neal Street Park will be located between Shields Street to the west and North 26th Street to the east.

North Wenke / South Wenke Parks

21.61 ACRES / 23.07 ACRES



The North and South Wenke Parks are situated on the northern and southern sides of King Highway. The parks feature various fishing areas, a miniature lighthouse, a gazebo, and plenty of open space.

Peer Park

0.98 ACRES

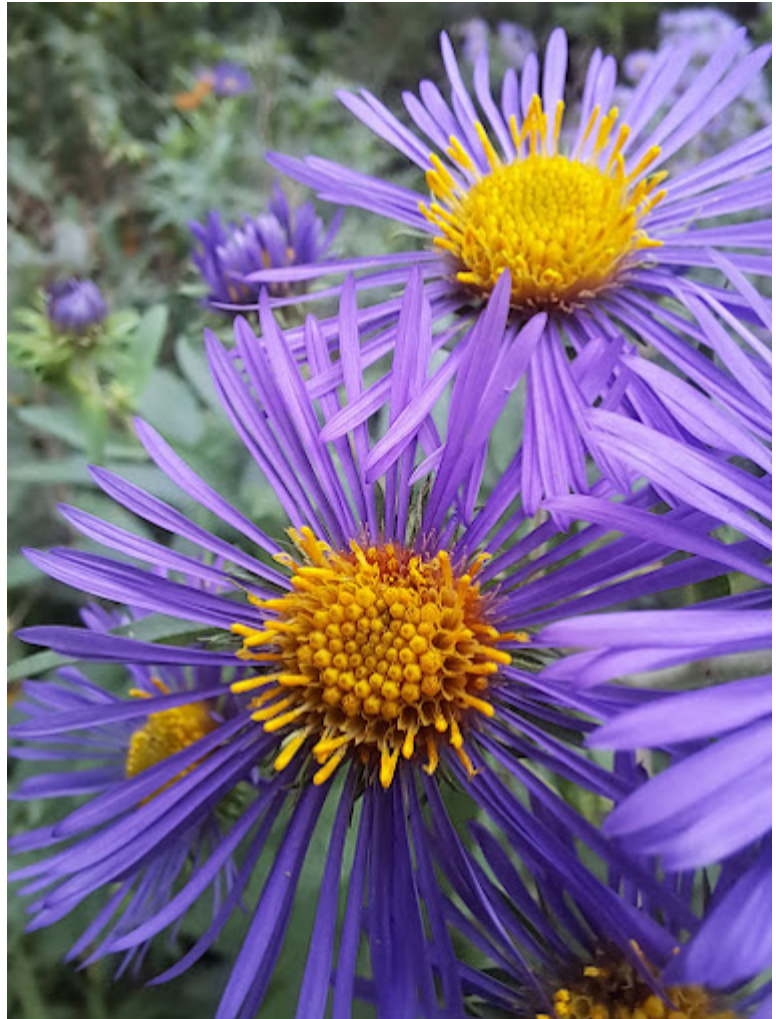


Just north of E Michigan Avenue and east of N 26th Street, Peer Park offers a variety of green spaces, benches, and a historic memorial. Each year, the park serves as the venue for Comstock's annual Memorial Day celebration. Parking is available along the street adjacent to the park.

River Villa Preserve & Jan Schau Wildflower Walk

74.93 ACRES

River Villa Preserve is located east of the Jan Schau Wildflower Walk. Parking is available at the Comstock Community Center located west of the Wildflower Walk. The park has natural surface trails and offers public access to the Kalamazoo River. The Kalamazoo River Valley Trail runs through this park. Comstock's Community Garden, which features 12 plots, is also located within the preserve.



Robert Morris Park

34.13 ACRES



Robert Morris Park, located between Campbell Lake to the north and E H Avenue to the south, was initially opened in 1968 at Campbell Lake Park and was renamed in 1975. The park has playgrounds, swing sets, a disc golf course, paved walkway, fishing opportunities, and a public beach. The park also offers pavilions and non-propane grills throughout the park. Restrooms are offered seasonally, along with concessions. Admission fees are charged all year with annual permits available. Robert Morris Park is classified as a community park due to its size and regional draw for recreational amenities.



Wenke Softball Complex

40 ACRES



The Wenke Softball Complex is located on East Michigan Avenue. It features softball and baseball fields used for tournaments, leagues and practices, a playset, and seating areas composed of bleachers and picnic tables. Wenke Softball Complex is classified as a community park due to its size and recreational influence to the Township. The complex is owned by Kalamazoo County Parks & Recreation, with field space leased to Comstock Charter Township. Restrooms and concessions are available during sponsored events.

SCHOOL FACILITIES

Schools offer a variety of recreational opportunities for students and, less frequently, the public due to the increasing safety concerns that schools across the country have faced. Comstock is served by three school districts: Comstock Public Schools (west half of the Township), Galesburg–Augusta Community Schools (east side of the Township), and Gull Lake Community Schools (northern portion of the of the Township).

The following schools are located within Township boundaries, with all four being a part of the Comstock Public School District:

1. Comstock Elementary School
2. Comstock Middle School
3. Comstock High School
4. STEM Academy

It should be noted that school facilities outside of the Township's borders still serve the parks and recreational needs of the Township and is largely dependent on which school a student attends. Many school facilities are publicly available or easily accessible for students and families who are a part of the school district(s). However, school districts have been increasing safety measures, which limit access to certain facilities.



OTHER RECREATION FACILITIES

Oftentimes, a population will meet their recreational needs with public and private recreation facilities. Private recreation facilities can include camps, sports arenas, golf courses, gyms, clubs, and more. The Township has a variety of private recreation opportunity, including:

- » Private gyms and fitness classes
- » Golf courses (Eastern Hills Golf Course and Hickory Ridge Golf Course)
- » Private clubs and leagues (baseball, golf, etc.)
- » Water recreation

Kalamazoo County Park, River Oaks is located within the Township. According to Kalamazoo County, River Oaks features the following amenities to patrons:

- » 15 soccer fields
- » Boat ramp
- » Splash pad
- » Group picnic areas
- » Picnic shelters
- » Playgrounds
- » Fishing access
- » Dog parks
- » Hiking trails
- » Volleyball courts
- » Cross-country skiing
- » Wenke Softball Complex

REGIONAL RECREATION RESOURCES

Regional recreation areas are large facilities serving people within a broad geographic area. The region has been defined as the area within roughly a one-half to one-hour driving radius of Comstock Township. Table 5 summarizes regional facilities located within 30 miles distance from Comstock Township Hall. The size and type of facilities vary.

Table 3: Regional Facilities Near Comstock Township

Regional Facility	Distance from Comstock Township* (miles)	Description
Kalamazoo County, MI		
Portage Creek Bicentennial Park	13.1	The park is a 200-acre linear park offering trails, picnic areas, playgrounds, fishing areas, and benches.
Lakeview Park	13.3	Lakeview Park is 26 acres in size offering amenities like ballfields, basketball courts, fishing docks, picnic areas, pickleball and tennis courts, volleyball courts, and many walking trails
Kalamazoo Nature Center	11.6	Open year-round, the Kalamazoo Nature Center features 15 miles of trails, camp programs, event rentals, and special events.
Kellogg Forest	9.8	The 716-acre forest is known for its diverse plant species. It includes various trails for walking and hiking.
Fort Custer State Recreation Area	8.2	This 3,033-acre recreation area features lakes, the Kalamazoo River, and over 25 miles of multi-use trails.
Cold Brook County Park	8.6	This park is 276 acres, featuring picnic areas, playgrounds, 43 campsites, a swimming beach, fishing, ballfields, volleyball, disc golf, and hiking trails.
Chipman Land Preserve	0.2	A 228.8 acre preserve with five (5) miles of mowed trails.
Allegan County, MI		
West Side Park	58.1	West Side Park overlooks Lake Michigan with plenty of picnic areas, pavilions, restrooms, a playground, and an open field area.
Silver Creek Park and Campground	49.9	This park is 320 acres in size and features 75 campsites, 30 miles of horseback riding trails, and access to Silver Creek.
Gun Lake Park	27.0	The park is 4 acres featuring a beach, playground, basketball court, picnic areas, restrooms, and a boat launch. Most of the amenities are ADA accessible.
Barry County, MI		
Bailey Nature Preserve	19.6	This park is 160 acres in size. It contains a lake for fishing, canoeing, and kayaking as well as trails along the lake and Wabascon Creek.
Paul Henry Thornapple Trail	32.5	This trail, when completed, will be 42 miles of multi-use trails running from Grand Rapids to Vermontville, Michigan.
Branch County, MI		
Quincy-Marble Lake Park	53.3	This park is located on Firs Lake and features a boat launch, 129 campsites, a swimming beach, picnic areas, a ballfield, and playground.
Memorial Park	45.4	Memorial Park is 30-acres in size offering a swimming beach, 52 campsites, restrooms, a boat launch, picnic areas, and a playground.

Regional Facility	Distance from Comstock Township* (miles)	Description
Calhoun County, MI		
Calhoun County Trail	23.7	This trail is 5.3 miles long beginning at Battle Creek Linear Path and ending at Historic Bridge Park. It is accessible for pedestrians, wheelchairs, and bicycles.
Ott Biological Preserve	22.2	Ott Biological Preserve is 298 acres in size including trails through beautiful forests for hiking, biking, and cross-country skiing.
Kimball Pines Park	22.0	This 117-acre park offers hiking, biking, and cross-country skiing trails, picnic areas, and disc golf.
Cass County, MI		
Arthur Dodd Memorial Park	20.5	Open year-round from sunrise to sunset with limited parking and no entrance fee. The park is 51 acres and offers opportunities for fishing, canoeing, hiking, volleyball, horseshoeing, and picnicking.
Dr. T.K. Lawless Park	7.7	The park features 820 acres and a variety of recreational opportunities such as disc golf, soccer, volleyball, inner-tube sledding, biking, picnicking, cross-country skiing, ball fields, and play equipment. A nominal admission fee is required.
Fred Russ Forest Park	14.6	The park features 580 acres of research forest and offers canoeing, children's play equipment, cross-country skiing, equestrian trails fishing, hiking, horseshoeing, and picnicking.
Harmon Park	5.1	Harmon Park offers a swimming area and picnicking areas.
Stevens Lakeside Memorial Park	12.2	Stevens Lakeside Memorial Park features a two-acre swimming area with limited parking in addition to a picnic area.
Eaton County, MI		
Fitzgerald Park	61.9	Fitzgerald Park is known for its "Big Rocks" and ledges. It features nature trails, playgrounds, picnic areas, playgrounds, basketball
Keehne Environmental Area	29.1	This 30-acre park contains two ponds, several nature trails, fishing piers, and an extensive boardwalk system. This park offers fishing, picnicking, aquatic habitat exploration, and hiking and cross-country ski trails.
Crandell Park	47.3	Crandell Park is 432 acres in size, located around Eaton County's Largest Lake. The park features a trail with various paths and pavilions.
St. Joseph County, MI		
Hoshel Canoe Park	25.7	Hoshel Canoe Park provides a non-motorized boat launch on the Prairie River and has picnic tables, a fire pit, and fishing areas.
Meyer Broadway County Park	20.0	Meyer Broadway features 160 acres that have multi-use trails, grills, picnic tables, a pavilion, playground, dog park, fire pits, snow tubing hills, a volleyball court, disc golf, and grills.
Timm Preserve	25.6	Timm Preserve is made up of 95 acres with 3 miles of hiking trails that feature a boardwalk and bridge.
Van Buren County, MI		
Van Buren State Park	44.9	This park is 400 acres including a beach area, playground, picnic areas, campgrounds, and access to the Van Buren Trail.
North Beach	46.4	This beach is ADA accessible and includes a concession stand, picnic area, playset, restrooms, and volleyball courts.
Kal Haven Trail	32.2	Kal Haven Trail runs 34 miles from South haven to Kalamazoo and is optimal for running, walking, and biking.

*Distance measured from Comstock Township Hall

RECREATIONAL PARK NAMING

Comstock Township's parks date back to 1936 when 62 freeholders requested that the Township Board appoint a Parks Commission. Many of the Township's parks have a historic significance.

Thomas Merrill Park. Initially acquired in 1939, Merrill Park is the oldest recreational area in continuous use in Comstock Township. When it was first established, the park was used as a pasture and baseball field, which created its colloquial name "Baseball Park". Many local merchants sponsored baseball teams, including Bell's Greenhouses, Jones' Pure Oil Station, Portenga & Slager Lumber Company, Reed's Grocery, and Whitney's Barber Shop. Oftentimes, these merchants would offer free movies for parkgoers. In 1958, the park was officially renamed Thomas Merrill Park, named after the reverend of the Township's first church.

Robert Morris Park. Dedicated in 1968 as Campbell Lake Park, Robert Morris Park is the newest and largest of all Township parks. The park initially had a bathhouse, beach, and picnic structure. In 1974, the beloved Township Supervisor Robert Morris passed away, prompting the park's final name change as a lasting memorial. At the dedication ceremony, a new flag was raised by the Honor Guard from the Comstock VFW Post. A bronze plaque was mounted at the base of the pole in Robert Morris' honor.

Peer Park. The land for Peer Park was obtained in 1939 and named after Perry Peer, one of the former owners of the land and the Peer Foundry Company. Previously, there was significant industrial activity where this park now lay. From 1880 to the 1920s, a large factory was in this spot and it operated by water from the pond. In the early 1930s, the factory was a Tool and Die shop. The park was previously known as the "lower" or "first pond" and was a beloved ice-skating spot and playground.

North/South Wenke Parks. Before the King Highway's construction in 1937, this piece of land on the Kalamazoo River was known as "the Island" or "Scout Island" and was a spot for Boy Scouts' summer outings in the 1920s. After the highway's construction was complete, the Park Commission took responsibility for this land. The parks were improved with picnic tables and grills and were opened to the public. These parks were named after long term resident and park board commissioner, Chris Wenke.

Local History Room. The Local History Room is located at the library and includes a collection of books, pamphlets, maps, obituaries, clippings, and brochures of the township.

RECREATION PROGRAMS / EVENTS

The Township's recreation programming began with baseball but has now evolved into a variety of sports and programs. Comstock Township currently offers the following recreation programs / activities:

- » **Archery Clinic.** Archery clinics are offered throughout the year, with multiple rounds of sessions occurring. Sessions consist of a weekly class for six weeks and include learning skills and archery games. Attendees are instructed by a Certified USA Archery Level 2 Coach.
- » **Adult Softball.** Adult softball leagues operate from April to October each calendar year. Games take place at the Wenke Softball Complex inside River Oaks County Park.
- » **Community Garden.** Comstock Township offers 4 ft x 12 ft raised beds. Each plot is \$10 to cover water costs. Some vegetable and herb plants are donated by local greenhouses, but plot renters are encouraged to plant any produce plants they like. Participants are limited to one plot at the beginning of the season, with more plots potentially available further along in the season. A pre-gardening season meeting is held at the garden to inform plot owners of garden operations.
- » **Dino Dig.** The Dino Dig includes digging through sand to find dinosaur bones, a snack, craft making, and story time. The Dino Dig is free to participate, however, registration is required in order to participate.
- » **Farmers Market.** The Farmers Market is held at Merrill Park on Mondays, from June to September. This market has a variety of vendors, food trucks, and activities each week.
- » **Fall Fest.** This event takes place on the 3rd Saturday in September at Merrill Park. The festival includes market vendors, greenhouses, food trucks, live music, kids' activities and more. Partnership with the Downtown Development Authority (DDA) helps support this event.
- » **Boo Bash.** This event takes place the weekend before Halloween at Merrill Park. Boo Bash is a game trail around the Merrill Park path system, which allows attendees the opportunity to win candy and other prizes.
- » **Haunt your House for Halloween.** Residents can decorate their house for Halloween and enter in the contest to win a gift card and season pass to Robert Morris Park.
- » **VFW Memorial Day Parade.** This event takes place on Memorial Day each year to honor our veterans who served in our community. The Parks & Recreation Department partners with the Veterans of Foreign Wars (VFW) organization for this event.
- » **VFW Easter Egg Hunt.** This event takes place the Saturday before Easter and is held at Merrill Park. The Parks & Recreation Department partners with the Veterans of Foreign Wars (VFW) organization for this event.
- » **Letters to Santa.** Santas mailbox has two locations: Comstock Township Library and the Comstock Township Hall and is available the first Monday of November through the middle of December. Participants are encouraged to leave their letter in the mailbox with a return address to receive a personal response.
- » **Free Park Day.** Every summer on Juneteenth Robert Morris Park is FREE for everyone!
- » **Holiday Lights Festival.** The Parks & Recreation Department brings the festival spirit by lighting up the park with holiday decorations. This event will happen mid- December each year.
- » **National Night Out.** A collaboration with the Kalamazoo County Sheriffs Office held at Merrill Park the first Tuesday in August. The event showcases the different departments and areas of public safety including the fire department and EMS. The event offers free food and other giveaways.
- » **Paddle & Pour.** This end of summer event is a downtown River Fest with live music, food trucks, and entertainment. Partnership with the Downtown Development Authority (DDA).



Chapter 4.

ADMINISTRATION

The Comstock Township Parks and Recreation Commission is a five-member elected body long established under Michigan Enabling Legislation Act 1905 PA 157. According to the 2000 edition of the book, *Authorities & Responsibilities of Michigan Township Officials, Boards and Commissions* authored by John H. Bauckham, this commission has authority to acquire, improve, maintain, manage and control Township parks and places of recreation, establish fees, and adopt rules and regulations (MCL 41.426(a-f)). This commission also has authority to operate a system of public recreation and playgrounds (MCLs 123.51- 123.54).

The sitting Comstock Township Parks and Recreation Commission members were elected to a four-year term in November 2020 and began their tenure with the next month's meeting. The commission meets once monthly with the ability to call special meetings as necessary. Its officers are elected at each December meeting for the following year.

The commission employs a full-time Parks and Recreation Director to administer the Comstock Township Parks and Recreation Department. The Parks Director reports directly to the board and works closely with the board chair. The Parks and Recreation Director is responsible for all operations, overseeing two full-time staff members and seasonal employees, and works with the Commission to prepare and manage the yearly budget. The Parks Director oversees a full-time Program Coordinator, and a full-time Parks Maintenance Leader. These positions report directly to the Parks Director but are under the Parks Board of Commissioners oversight as well.

The Parks and Recreation budget approvals and personnel policy/records administration are conducted by the Township Board of Trustees.

PARKS AND RECREATION FUNDING

The primary funding for Parks and Recreation is provided by the Township General Fund. The Park Commission creates the budget for parks and recreation and makes a recommendation to the Township Board for approval. The Township Board reviews the request and appropriates funds for parks and recreation. The Township does not have a separate park millage.

General fund revenues are derived from property taxes, state-shared revenues, license and permit fees, charges for services, interest on investments, and court fines or forfeitures. The Parks & Recreation Department also collects some revenue from park permits, concession sales, and fees.

REVENUES

Source	2024 Approved Budget	2024 Amended Budget	2025 Projected Budget
Baseball / Softball Fees	\$27,000	\$27,000	\$20,000
Sales	\$17,000	\$17,000	\$17,000
Park Permit Fees	\$30,000	\$30,000	\$25,000
Pavilion Rental Fees	\$5,000	\$5,000	\$3,500
Field Rental Fees	\$15,000	\$15,000	\$5,000
Contributions and Donations	\$200	\$200	\$200
Total Estimated Revenues	\$94,200	\$94,200	\$70,700

EXPENDITURES

Expense	2024 Approved Budget	2024 Amended Budget	2025 Projected Budget
Salaries and Wages	\$252,000	\$252,000	\$275,000
Payroll Taxes	\$16,500	\$16,500	\$18,000
Pension	\$18,500	\$18,500	\$22,000
Fringe Benefits Parks and Recreation	\$40,000	\$40,000	\$60,000
Office Supplies / Equipment	\$250	\$250	\$250
Supplies / Equipment - Operations	\$25,000	\$25,000	\$20,000
Supplies / Equipment - Facilities	\$12,000	\$12,000	\$15,000
Supplies / Equipment - Vehicles	\$3,000	\$3,000	\$2,500
Program Supplies / Equipment	\$10,000	\$10,000	\$10,000
Contracted Services	\$156,000	\$156,000	\$120,000
Legal Services	\$500	\$500	\$500
Insurance	\$22,000	\$22,000	\$25,000
Communications	\$1,500	\$1,500	\$1,500
Mileage Reimbursement	\$1,000	\$1,000	\$750
Marketing and Advertising	\$5,000	\$5,000	\$5,000
Printing and Publishing	\$500	\$500	\$1,000

Expense	2024 Approved Budget	2024 Amended Budget	2025 Projected Budget
Utilities	\$9,000	\$9,000	\$12,000
Land / Building Repairs and Maintenance	\$15,000	\$15,000	\$15,000
Miscellaneous	\$200	\$200	\$7,600*
Postage / Shipping	\$500	\$500	\$150
Education and Training	\$3,000	\$3,000	\$5,000
Memberships	\$500	\$500	\$750
Capital Outlay	\$445,000	\$445,000	\$375,000
Total Appropriations	\$1,040,450	\$1,040,450	

* Engineering services & equipment/vehicle repairs included in this line item.

MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANTS

The following is a summary of the three most well-known recreation grant programs now available through the Michigan Department of Natural Resources (MDNR) for communities that have an up-to-date recreation plan:

Michigan Natural Resources Trust Fund (MNRTF): Eligible projects include acquisition of land or rights in land for recreational uses or for protection of the land because of its environmental importance or scenic beauty, including additions to existing parks, forest lands or wildlife areas. Development of public outdoor-recreation facilities is eligible (such as picnic areas, beaches, boating access, fishing and hunting facilities, winter sports areas, playgrounds, ballfields, tennis courts, and trails). Funds are provided through the sale of oil and mineral leases on State land. Local contributions equal to at least 25 percent of the project cost are required. There is no minimum or maximum amount for acquisition projects. The minimum allowable grant for development is \$15,000 and the maximum is \$300,000.

There are three special initiatives approved by the Trust Fund Board of Trustees. Proposals will receive special attention if they:

- » Are located within U.S. Census Bureau Metropolitan Statistical Areas;
- » Increase environmental education facilities statewide; but particularly in urban areas; and
- » Acquire land or develop trail ways that contribute to the development of a statewide trail network.

Land and Water Conservation Fund (LWCF): Administered eligible projects include community recreation and trailway improvements. These are grants of \$30,000 to \$500,000 to local units of government for development of facilities such as ballfields, tennis courts, playgrounds, trails and picnic areas; and including support facilities; renovation of existing facilities and retrofitting of existing facilities to make them accessible to persons with disabilities. Funds are provided through federal appropriations. The grant match basis is 50 percent MDNR/50 percent local.

Recreation Passport Grant: The Recreation Passport program is funded through proceeds of park passes purchased for admission to State Parks in Michigan. Grants of between \$7,500 and \$45,000 are available to communities mainly for the improvement of existing parks, though new park development is technically eligible.

OTHER FUNDING SOURCES

Community Development Block Grant (CDBG). Revenues obtained through the Federal Community Development Block Grant (CDBG) program can be used for a variety of community improvement projects, including development of recreation facilities or land acquisition for new parks or athletic fields in low- and moderate-income neighborhoods that qualify under the program.

Donations. Businesses, corporations, private clubs, and community organizations will often contribute to recreation and other improvement programs to benefit the communities in which they are located. Private sector contributions may be in the form of monetary contributions, the donation of land, the provision of volunteer services, or the contribution of equipment or facilities.

Foundations. A foundation is a special non-profit legal entity that is established as a mechanism through which land, cash, and securities can be donated for the benefit of parks and recreation services. The assets are disbursed by the foundation board of directors according to a predetermined plan. Funding for recreation facilities through foundations is very limited.

Lease or Contractual Agreements. The Parks & Recreation Department may increase the availability of recreation facilities to its residents by leasing sites and facilities from other recreation providers. For example, the Township could agree to help maintain school recreation facilities in exchange for guaranteed availability of the facility to the public. The Township could also contract with private entrepreneurs to provide services at Township -owned Park facilities, such as recreation programming, food service, or facility maintenance. Privatization of services can increase recreation opportunities available to residents, while minimizing Township costs.

Public Use Conveyances. Administered by the Michigan Department of Natural Resources, this program provides state lands acquired through delinquent taxes for local government units for public use. Acceptable uses of land acquired under this program include development of local parks.

GRANT HISTORY

Though Comstock Township does not regularly receive grant funding for maintenance or improvements to its parks, it has been a recipient of grant funds for specific capital projects in the past. Table 5 provides a description of the projects for which the Township received grant funding.

Table 4: Comstock Charter Township Grant History

Project Year / Project Number	Project Title	Grant Amount	Project Description
1980 / 26-01104 D2	Merrill Park	\$8,101.21	Picnic shelter, LWCF sign
1992 / TF92-129	River Villa Preserve	\$82,500.00	Acquisition of 37.2 acres of land with 1,270 feet frontage along the Kalamazoo River for nature area.
1999 / CM99-162	Fleetwood Park Development	\$28,932.00	Develop a community park by adding park benches, walkway, swing set, gazebo, horseshoe pits, and a toddler play structure.
2011 / TF11-003	Robert Morris Park Development	\$300,000.00	Development to include multi-use building, pavement/concrete removal, sidewalk, topsoil/seed/mulch and storage building demolition.
2016 / TF16-0184	Merrill Park Improvement Project	\$300,000.00	Development to improve amenities at Merrill Park. Improvements include relocating the playground, multi-use pavilion, and basketball courts away from the water's edge; and create a multi-purpose recreational space for individuals of all ages and abilities to play, exercise, relax and participate in community-based programs. The 5.55-acre park is located on the central green space along the Kalamazoo River within the downtown area of Comstock Township.
TOTAL FUNDING	–	\$719,533.21	–

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Chapter 5.

BASIS FOR ACTION PLAN

The Michigan Department of Natural Resources (MDNR) has adopted a set of standards, based upon those developed by the National Parks and Recreation Association (NPRA), to determine the need for recreation facilities in each community. These standards establish 1) the specific recreation facilities such as tennis courts or soccer fields, which should be available based upon the population of the community; and 2) the “service areas,” or the number and type of parks that should be available to residents within a certain distance of their homes. Each of these standards will be applied to the existing inventory of Comstock Township–owned and operated facilities to determine if deficiencies are present.

MDNR standards are evaluated alongside public input, which was garnered with a public survey. MDNR standards are not meant to be set-in-stone necessities of the Township and should instead be considered as recommendations, with equal priority being placed upon public opinion. The results of this analysis will be incorporated, in part, into the Action Plan that follows.

SUMMARY OF PUBLIC INPUT

Public input is extremely important to Comstock Charter Township, as residents, business owners, and community stakeholders are the experts of the community. The opinions gathered during the public engagement process were paired with the expertise of Comstock Charter Township's staff and consultants to inform the goals and objectives in this plan. To gather a sufficient amount of public opinion, the Township had multiple methods of collecting public comment including a survey, the public comment period, and public hearing.

PARKS AND RECREATION SURVEY

The public survey was launched on July 2, 2024, and concluded on August 28, 2024. The survey had 14 questions and covered various topics related to Comstock's parks and recreation facilities.

A Quick Response "QR" code was distributed to the residents alongside property owners' summer tax bills, which resulted in **291 responses**, or about **1.9%** of Comstock Charter Township's population. People interested in filling out a physical survey could receive a copy at Township Hall. Eight (8) of the total responses were from physical surveys.

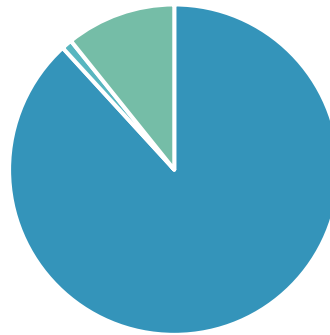
SUMMARY of KEY POINTS

1. **Safety** - Many respondents indicated a perceived lack of safety and security in public parks. As one of the Parks & Recreation Department's top priorities, it should consider how to increase feelings of overall safety. This could look like increased police presence, emergency call boxes, and surveillance.
2. **Desire** - Overall, there is a desire for more amenities in the Township. Specifically, restrooms, hiking and walking trails, canoe and kayak launches, special events and festivals, adult fitness and wellness, and pickleball.
3. **Variety** - Analysis of survey data indicates the need for more variety in amenity types so people of all ages and abilities can participate in recreational programming and activities. Variety may also look like the incorporation of fall and winter activities to promote all-season recreation.
4. **Connectivity** - Some respondents expressed disuse of recreational opportunities due to the lack of access and connectivity. Many survey respondents noted the desire for additional walking paths and trails. This concern is further analyzed later in this chapter.
5. **Programming** - Many respondents indicated a desire for programming, noting their availability is largely on weekends (Saturday and Sunday).

Question 1:
What best describes your residential status?

Of the respondents that reside outside of Comstock Township, the following municipalities were the most commonly listed:

- » Cooper Township
- » Texas Township
- » Kalamazoo Township
- » City of Kalamazoo
- » Galesburg



- I am a resident
- I own property, but I am not a resident
- I live outside of Comstock Township

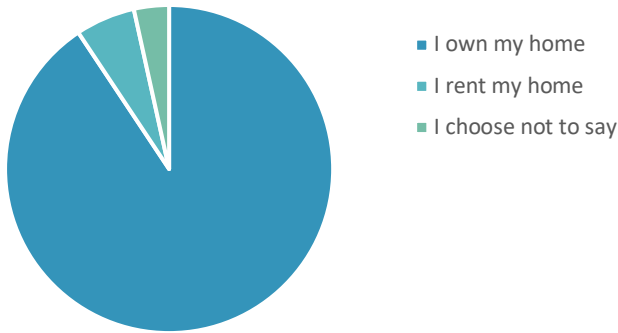
Question 2:
How long have you lived in Comstock Township?



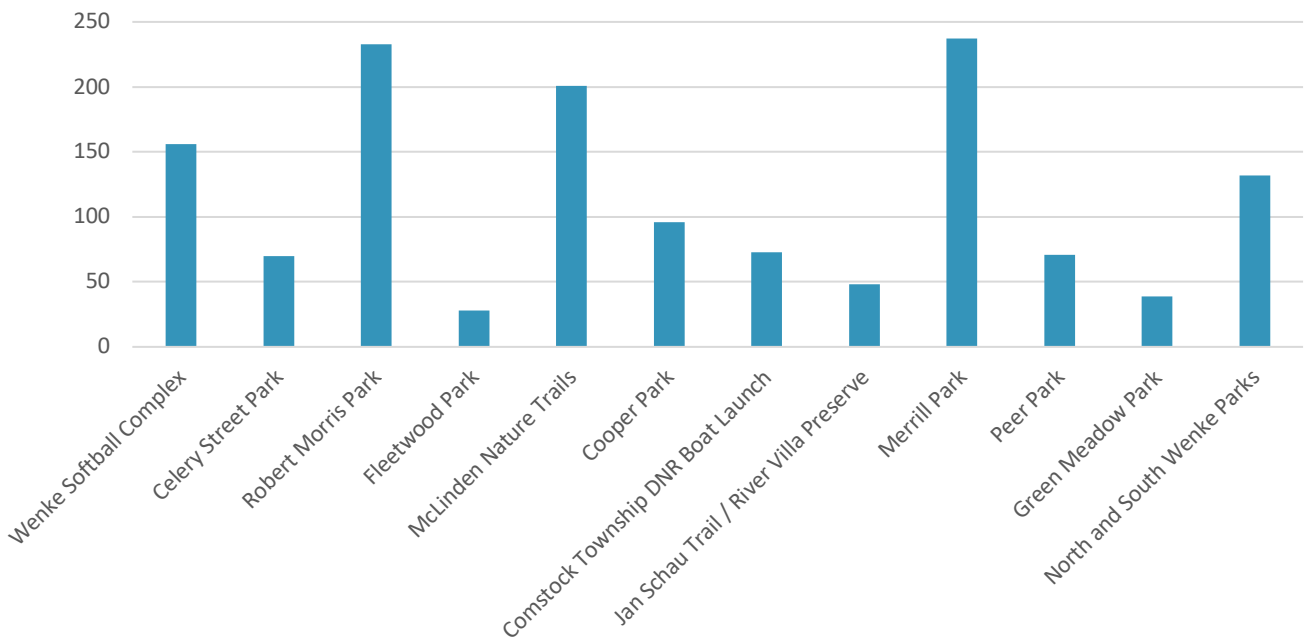
- Less than 5 years
- 5-10 years
- 11-15 years
- 15-20 years
- More than 20 years
- I do not live in Comstock Township

Question 3:
Please describe your home ownership status.

A high home ownership status demonstrates a long-term commitment to Comstock parks and recreation programming. Home ownership status is important to consider when deciding what types of amenities a community will provide.



Question 4:
Which Comstock Township parks and recreation facilities are you familiar with or have visited in the past?

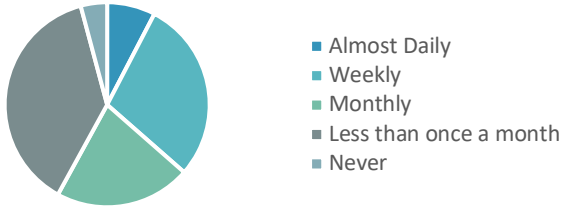


Survey respondents were mostly familiar with Merrill Park, Robert Morris Park, McLinden Nature Trails, and the Wenke Softball Complex. While this may be because they intend to serve on a Township scale rather than on a neighborhood scale, it is important to understand alternative reasons for why other parks in the Township have not been as frequently utilized. Lack of amenities, safety issues, lack of signage, and other conflicts could prevent community members from using these spaces.

Question 5:

How often do you or members of your household visit a Comstock Township park or recreational facility?

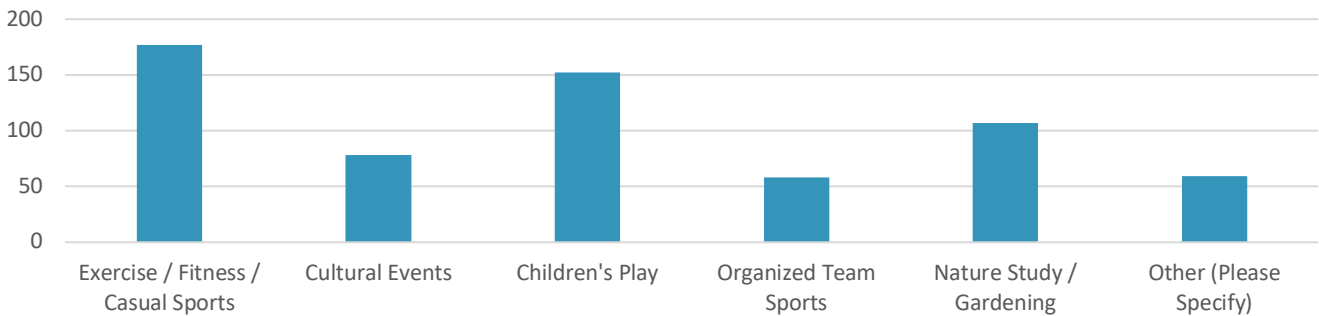
Almost half of respondents indicated that they visit Comstock Township Parks either never or less than once a month. To resolve this, Comstock Township parks should incorporate a larger variety of amenities for all ages. In addition, the Township should look into potential amenities for the fall and winter months.



Question 6:

In general, what kinds of recreation / leisure activities do you and your family members participate in (please select all that apply)?

The most popular types of recreation voted for are exercise and fitness. As such, the Parks & Recreation Department should look into how exercise and fitness are incorporated into its parks and facilities. The same is true for Children's play. Ensuring residents have access to their most desired and utilized amenities is essential.

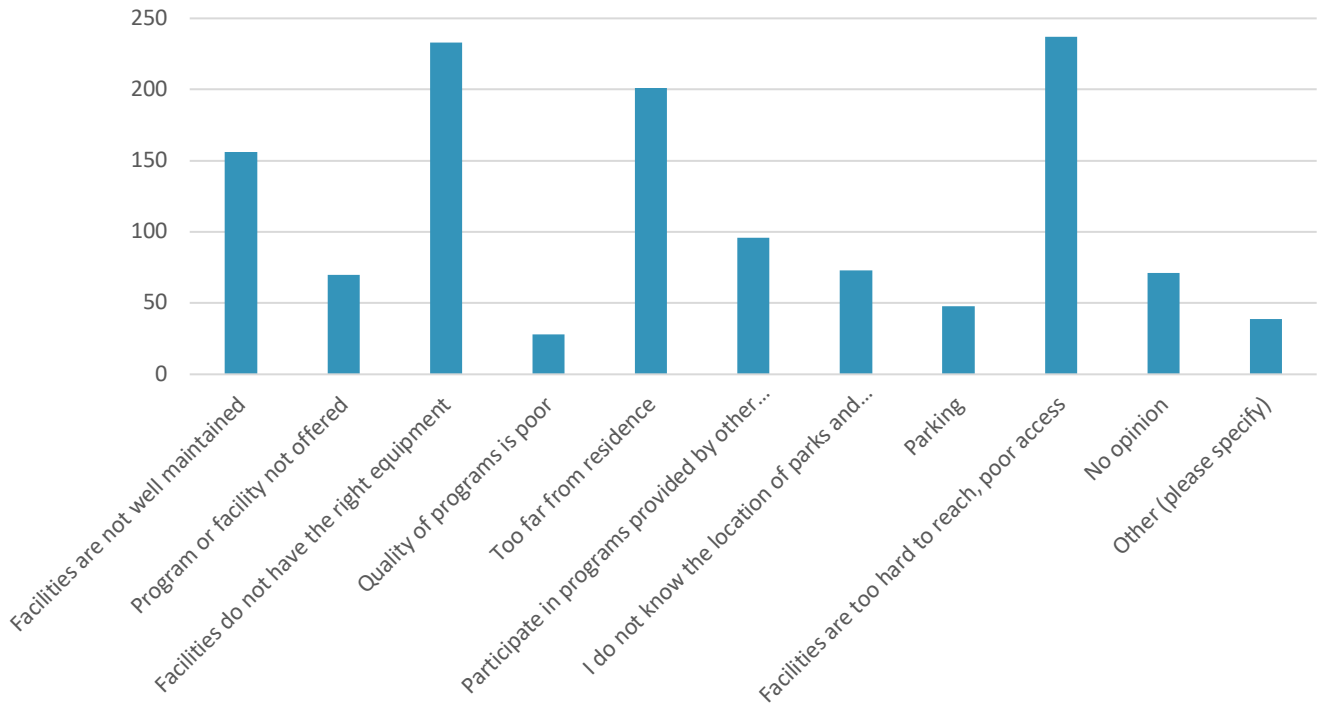


The word cloud summarizes responses under "other"



Question 7:

If you do not visit township parks, recreation facilities, and/or programs, why not? (select all that apply)



Other responses are summarized in the word cloud below.



Question 8:

I believe parks, trails, open space, and recreational programs are vital in our community.

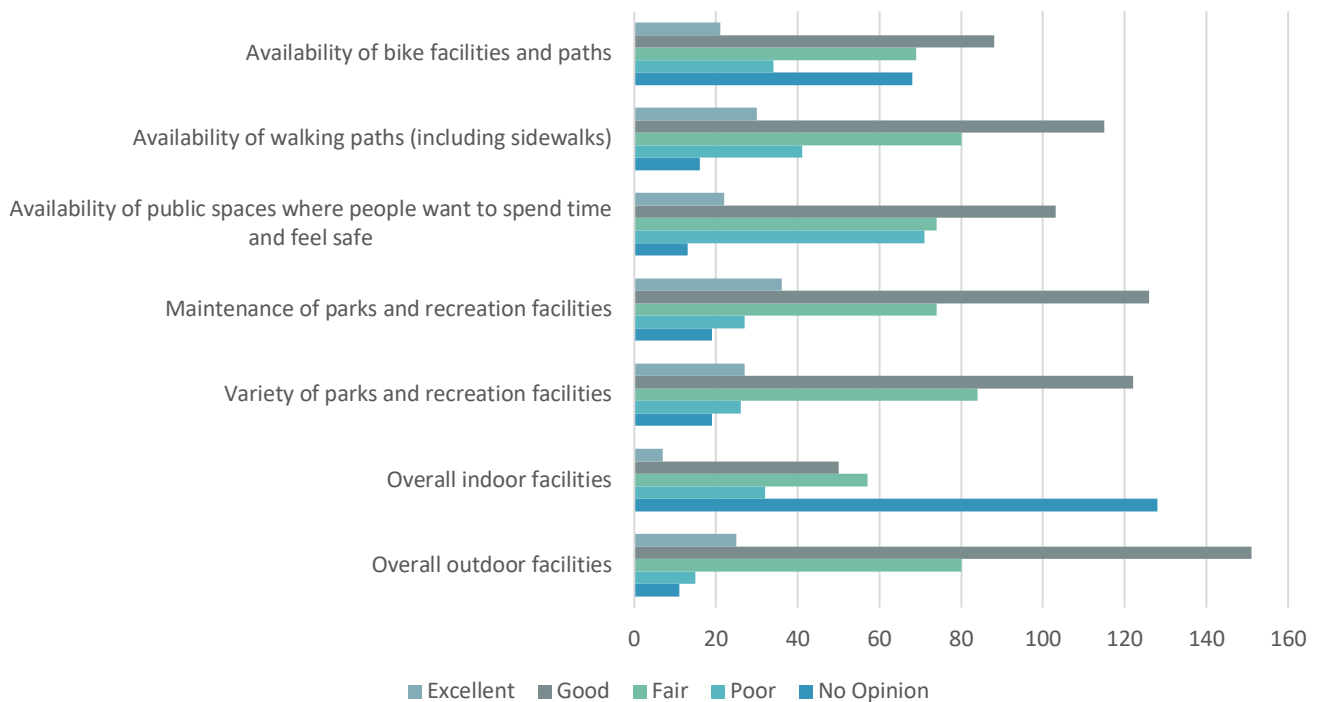
The vast majority of respondents indicated that they agree parks and recreation are vital to the community, indicating support for more parks and recreation amenities, updates, and maintenance.



Question 9:

Please rate the following aspects of public parks, recreation facilities, and spaces in Comstock Township.

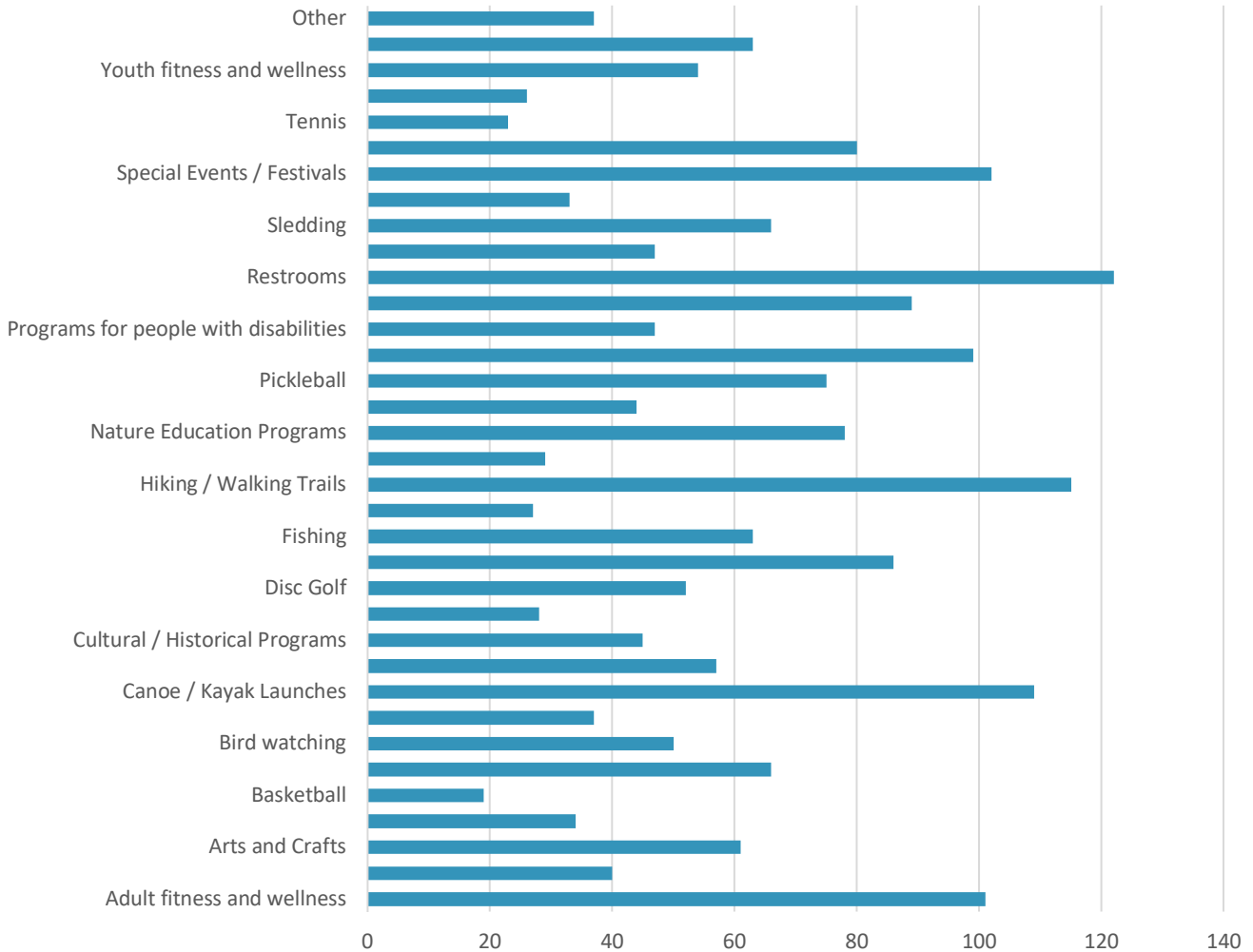
The most poorly rated category is the feeling of safety in public parks, while the most highly rated category is the Township's overall outdoor facilities.



Question 10:

What new or enhanced features would you like to see within the township (select all that apply)?

Respondents expressed desire for a large variety of amenities. The following are the top-voted amenities: restrooms, hiking and walking trails, canoe and kayak launches, special events and festivals, adult fitness and wellness, and pickleball. The Township should make an effort to provide the greatest extent of parks possible.

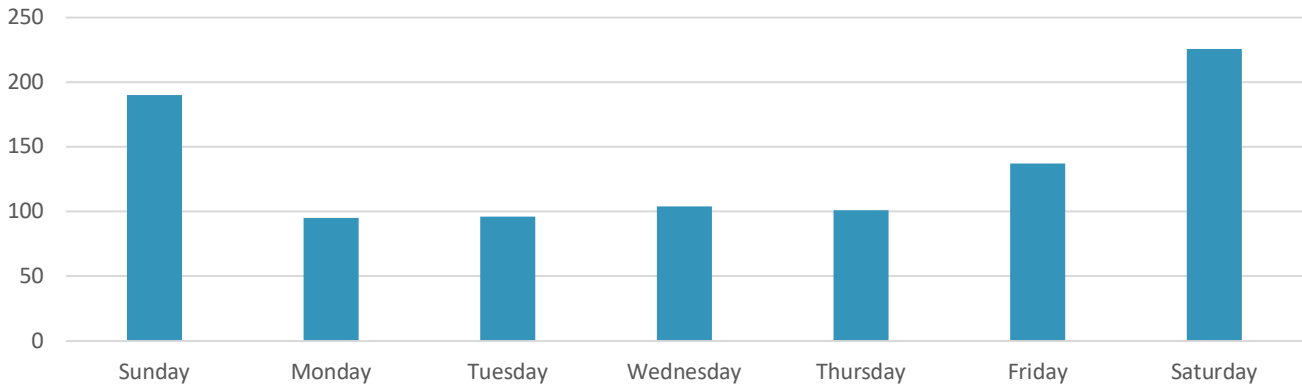


Other responses include:

activities walking park
 playgrounds Safety youth
 options trails Splash pad
 festivals

Question 11:

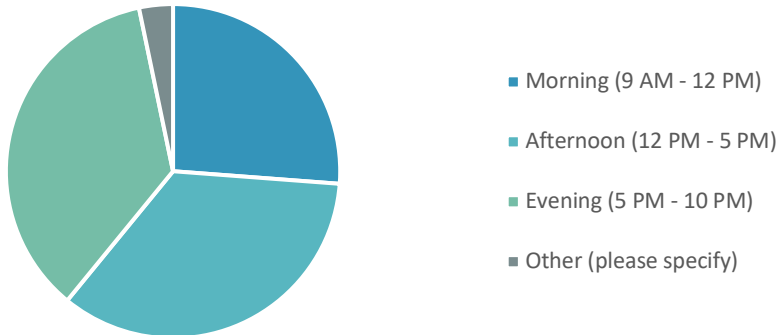
For programs and activities, which day(s) work best for you and your family?



Question 12:

Which time(s) would work best on those days?

In general, questions 11 and 12 indicate a general availability on Saturday and Sunday, with mixed availability throughout the day. Availability is more limited on weekdays, suggesting most programming should be held on weekends.



PUBLIC COMMENT PERIOD

Residents and stakeholders of Comstock Charter Township had the chance to provide feedback on the plan within the 30-day public comment period, commencing on November 15, 2024, and concluding on December 20, 2024. Notification about the public comment duration was posted online and at Township Hall. The plan was accessible both online and in-person at Township Hall for examination. SUMMARY OF COMMENTS RECEIVED.

PUBLIC HEARING

Prior to adoption, the Township Board held a public hearing on December 30, 2024. Notice for the public hearing was posted on November 27, 2024, at Township Hall and included on the community calendar.

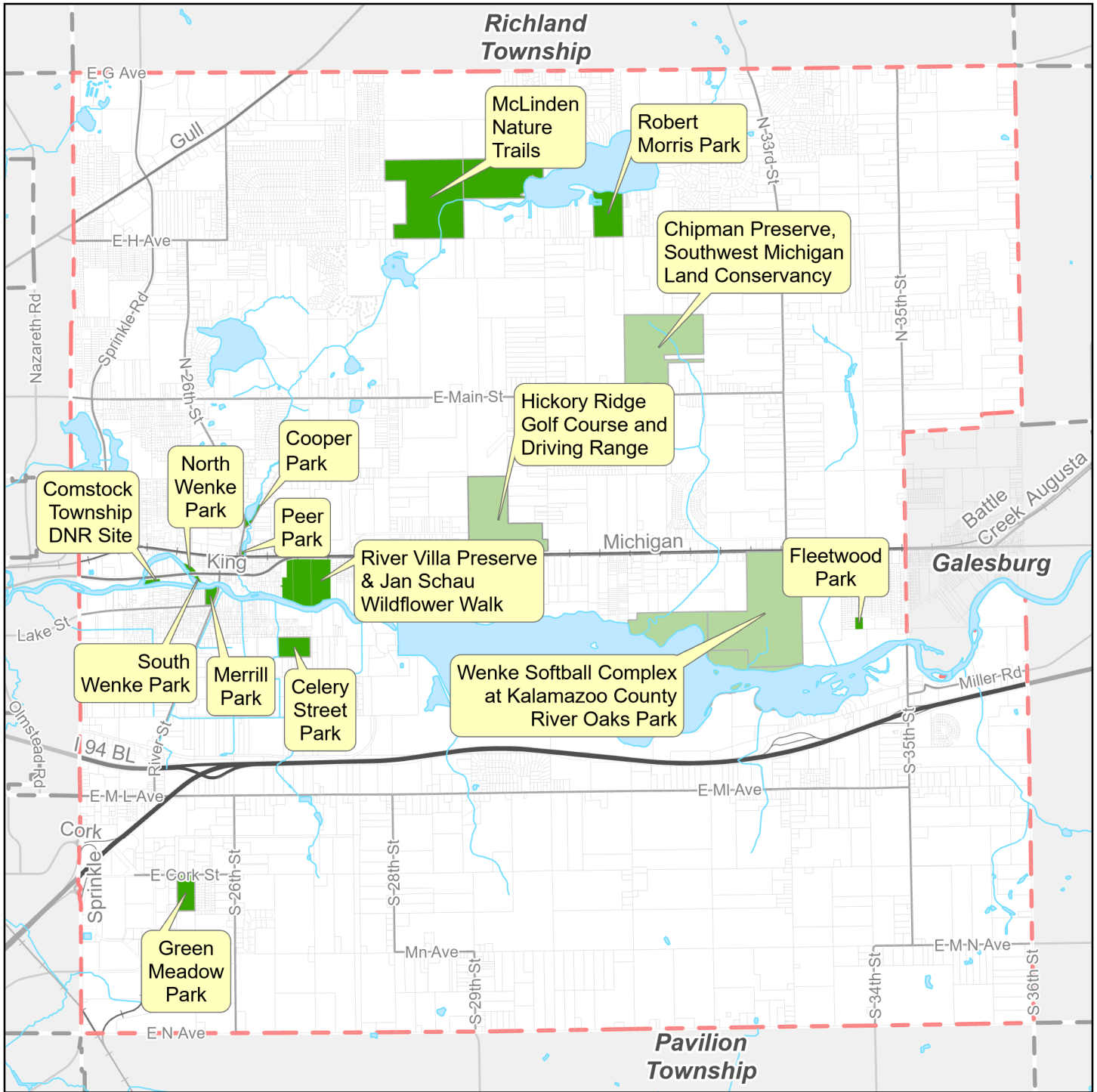
PARKS INVENTORY RESULTS

A parks inventory, detailed on in this report, was conducted through field visits, previous documentation, aerial images, Geographic Information System (GIS), and photograph analysis. The inventory process encompasses an analysis of facility and infrastructure conditions, availability, accessibility, and safety.

SERVICE AREAS

Map 5 illustrates the typical 1-mile service area for Comstock Township's parks and facilities. This one-mile radius encompasses those who would either walk or ride their bike to the park. For reference, it takes approximately 15–20 minutes for someone to walk 1 mile and approximately 5 minutes for someone to bike 1 mile. These estimates may change depending on weather and geographic conditions.

The map indicates that portions of the Township, primarily in the south and southeastern region (S. 28th Street east towards the municipal boundary; E. ML Avenue south towards N Avenue) are not within a one-mile radius of a park facility. This region of the Township is predominately composed of large-lot, residential dwellings and active agricultural production. Given that this region of the Township is not as densely populated as others, careful consideration should be given to ascertain the viability of future park locations in this region.



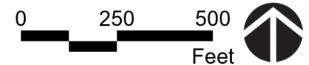
Parks Locations

Comstock Charter Township,
Kalamazoo County, Michigan

May 20, 2024

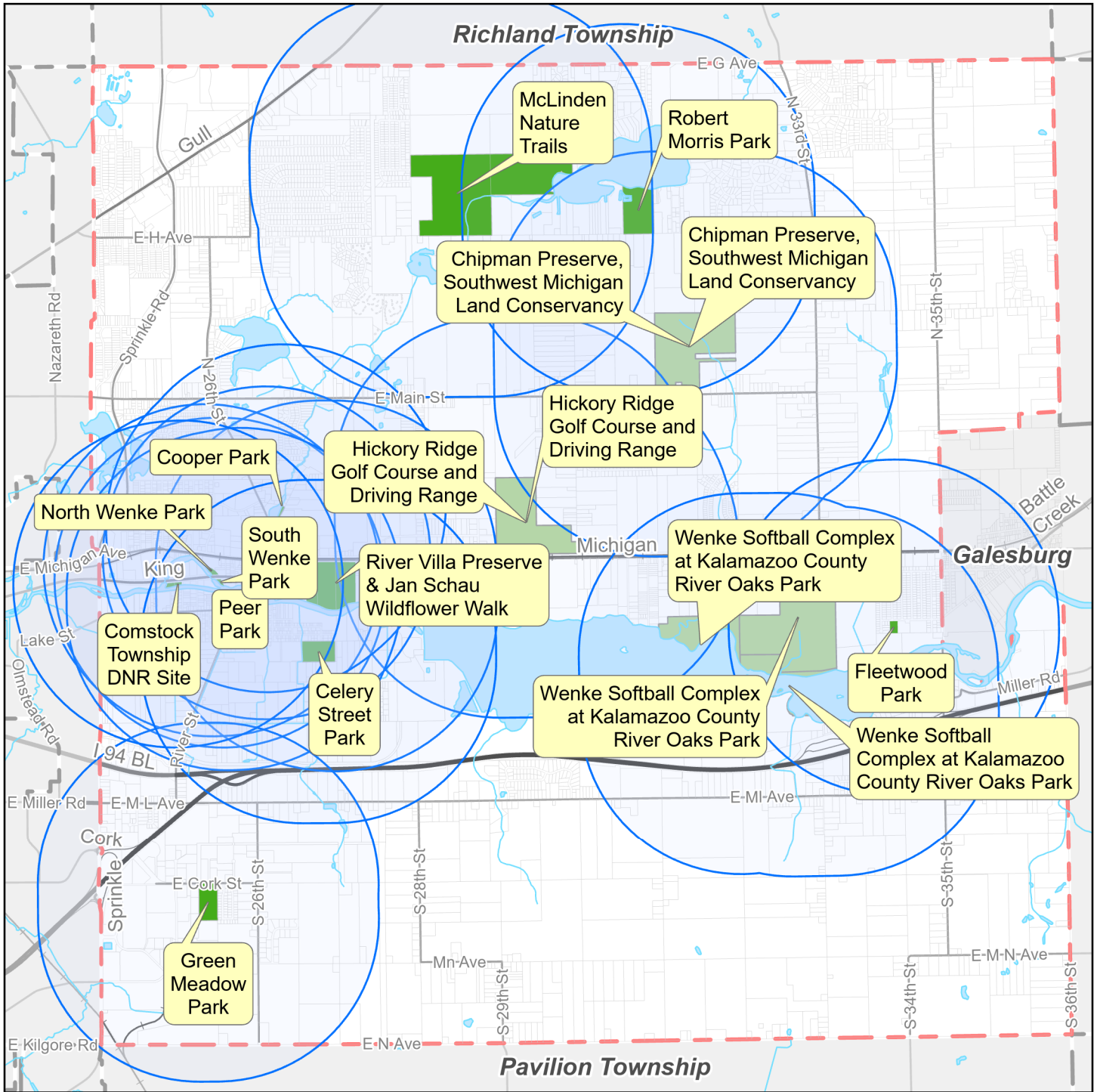
LEGEND

- Streams and Drains
- Lakes and Rivers
- Non-Township Parks**
 - Hickory Ridge Golf Course and Driving Range
 - Chipman Preserve Southwest Michigan Land Conservancy
 - Wenke Softball Complex at Kalamazoo County River Oaks Park
- Township Parks**
 - River Villa Preserve & Jan Schau Wildflower Walk
 - South Wenke Park
 - North Wenke Park
 - McLinden Nature Trails
 - Peer Park
 - Merrill Park
 - Cooper Park
 - Robert Morris Park
 - Green Meadow Park
 - Celery Street Park
 - Fleetwood Park
 - Comstock Township DNR Site



Basemap Source: Michigan Center for Geographic Information, v. 17a.
Data Source: ArcGIS Online.
McKenna 2024.





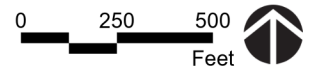
Parks Radius

Comstock Charter Township,
Kalamazoo County, Michigan

October 17, 2024

LEGEND

- 1 Mile Radius
- ▬ Streams and Drains
- ▬ Lakes and Rivers
- Non-Township Parks**
 - ▬ Hickory Ridge Golf Course and Driving Range
 - ▬ Chipman Preserve Southwest Michigan Land Conservancy
 - ▬ Wenke Softball Complex at Kalamazoo County River Oaks Park
- Township Parks**
 - ▬ River Villa Preserve & Jan Schau Wildflower Walk
 - ▬ South Wenke Park
 - ▬ North Wenke Park
 - ▬ McLinden Nature Trails
 - ▬ Peer Park
 - ▬ Merrill Park
 - ▬ Cooper Park
 - ▬ Robert Morris Park
 - ▬ Green Meadow Park
 - ▬ Comstock Township DNR Site
 - ▬ Celery Street Park
 - ▬ Fleetwood Park



Basemap Source: Michigan Center for Geographic Information, v. 17a.
Data Source: ArcGIS Online.
McKenna 2024.



PEDESTRIAN LINKAGES

For the most part, some of the stronger pedestrian linkages in the Township are those in the western quarter of the Township, closest to Kalamazoo. Despite this, the Township does not have strong pedestrian linkages surrounding its parks. When improving parks, the Township must consider strengthening linkages to residential areas through pathways, sidewalks, and pedestrian crossings.

ACCESSIBILITY & ADA COMPLIANCE

An accessibility assessment was conducted by the Township's Planning Consultant, McKenna, and Comstock Township. Each facility was compared to the 2010 ADA Standards for Accessible Design and ranked from 1–5, based on how accessible each facility is, with 5 being the most accessible. Results for the Accessibility Assessment are shown on the parks inventory matrix.

DNR Accessibility Grading System for Parks and Recreation Facilities	
Accessibility Grade	Definition
1	None of the facilities meet accessibility guidelines
2	Some facilities meet accessibility guidelines
3	Most facilities meet accessibility guidelines
4	The entire park meets accessibility guidelines
5	The entire park was developed using the principles of universal design

The Americans with Disabilities Act (ADA) requires that all citizens have access to all facilities provided by the Township regardless of ability. The Township's parks and amenities should be updated, where appropriate, to ensure ADA accessibility and compliance in terms of:

- » Pathway and sidewalk resurfacing
- » Universally accessible play structure equipment
- » Shaded resting areas
- » Accessible bathrooms and drinking fountains

Comstock Township is committed to ensuring that all parks and municipal buildings are safe, accessible, and welcoming to all visitors and citizens.

SAFETY

One of the primary takeaways from the community survey is that park visitors commonly feel unsafe within Township parks. Many respondents expressed their safety concerns stem from loitering and substance abuse in Township parks. It is understood that people currently facing homelessness also seek refuge in Township parks. With this in mind, Comstock Township wishes to address the safety concerns of park visitors while also being mindful of the larger systemic issues at hand. While this plan attempts to bring temporary solutions for park safety, this issue must be further addressed through policy and study. This effort should also involve surrounding municipalities, the region, and the state.

Safety and the perception of safety are important to increasing the use of existing parks. Crime Prevention Through Environmental Design (CPTED) is a concept of design that increases the perception of safety for a typical user and the perception of risk for a would-be offender. CPTED "is [the] proper design and effective use of the built environment which can lead to a reduction in the incidence and fear of crime and an improvement in the quality of life" (National Crime Prevention Institute, 1986). Four principles are utilized:

1. The placement of physical features, activities, and people in such a way as to maximize visibility (natural surveillance);
2. The physical guidance of people coming and going from a space by the judicious placement of entrances, exits, fencing, landscaping, and lighting (natural access control);
3. The use of physical attributes that express ownership, such as fences, pavement treatments, art, signage, and landscaping (territorial reinforcement); and
4. Maintenance of existing amenities and facilities to prevent any equipment or park amenities from being in a state of disrepair, which discourages its use.

EXISTING FACILITIES

The following table outlines recreation standards recommended by the National Recreation and Park Association (NRPA) and by the Michigan Department of Natural Resources (MDNR). These standards recommend minimum numbers for different recreation facilities based on existing and projected populations. These numbers are not intended to be prescriptive but instead are one piece of the analysis. It should also be noted that the raw numbers do not address the quality of existing parks and recreation facilities.

According to this analysis, Comstock Township generally does not meet the NRPA standard for the minimum number of facilities. It should be noted that these deficiencies are often met by other governmental agencies (surrounding municipalities and the county) or by private entities. The tables displayed do not account for other agencies, just those provided by the Township.

Table 5: Outdoor Recreation Facilities Evaluation, Comstock Township

Facility	Recommended Standard ¹	Percent of Agencies	Suggested Amount ³ Based on Population 15,231 ²	Total Existing in Comstock	Surplus (+) / Deficiency (-)
Playgrounds	1 / 2,014	95	8	7	-1
Basketball Courts	1 / 3,729	86	4	3	-1
Baseball Diamonds (Youth / Adult)	1 / 3,114 1 / 7,627	79 / 55	5 / 2	1 / 0	-4 / -2
Tennis Courts	1 / 2,805	76	5	0	-5
Multi-Purpose Fields	1 / 3,859	69	4	0	-4
Dog Parks	1 / 11,100	68	1	0	-1
Softball Fields (Youth / Adult)	1 / 5,079 1 / 5,800	62 / 63	3 / 3	4 / 4	+1 / +1
Community Gardens	1 / 8,178	52	2	1	-1
Swimming Pools	1 / 9,745	51	2	1 ⁴	-1
Soccer Fields (Youth / Adult)	1 / 3,600 1 / 6,955	50 / 42	4 / 2	0	-4 / -2
Tot lots	1 / 5,816	48	3	2	-1
Skate Parks	1 / 10,726	41	1	0	-1
Football Fields	1 / 8,637	35	2	0	-2
Pickleball Courts	1 / 3,252	31	5	0	-5
Regulation 18-hole Courses	1 / 9,587	29	2	0	-2
Multipurpose Synthetic Fields	1 / 9,518	25	2	0	-2
Ice Rinks	1 / 8,045	18	2	0	-2
Lacrosse Fields	1 / 9,786	11	2	0	-2
Overlay Fields	1 / 8,707	9	2	0	-2
Field Hockey Fields	1 / 18,000	4	1	0	-1

Footnotes:

- ¹ Recommended number of each facility per unit of population (National Recreation and Park Association/Michigan Recreation Opportunity Standards).
- ² Based on U.S. Census 2020 population count of 15,231.
- ³ Rounded to the nearest whole number
- ⁴ The Township does not have any outdoor swimming pools, but it does have a public beach on Campbell Lake.

Table 6: Indoor Recreation Facilities Evaluation, Comstock Township

Facility	Recommended Standard ¹	Percent of Agencies	Suggested Amount ³ Based on Population 15,231 ²	Total Existing in Comstock	Surplus (+) / Deficiency (-)
Recreation centers (including gyms)	1 / 9,745	63	2	0	-2
Community centers	1 / 8,829	59	2	0	-2
Senior centers	1 / 14,000	41	1	0	-1
Performance amphitheaters	1 / 11,100	37	1	0	-1
Nature centers	1 / 10,633	33	1	0	-1
Aquatic centers	1 / 11,650	28	1	0	-1
Stadiums	1 / 9,250	20	2	0	-2
Teen centers	1 / 14,593	13	1	0	-1
Indoor ice rinks	1 / 8,000	12	2	0	-2
Arenas	1 / 5,531	8	3	0	-3

Footnotes:

- ¹ Recommended number of each facility per unit of population (National Recreation and Park Association/Michigan Recreation Opportunity Standards).
- ² Based on U.S. Census 2020 population count of 15,231
- ³ Rounded up to the nearest whole number

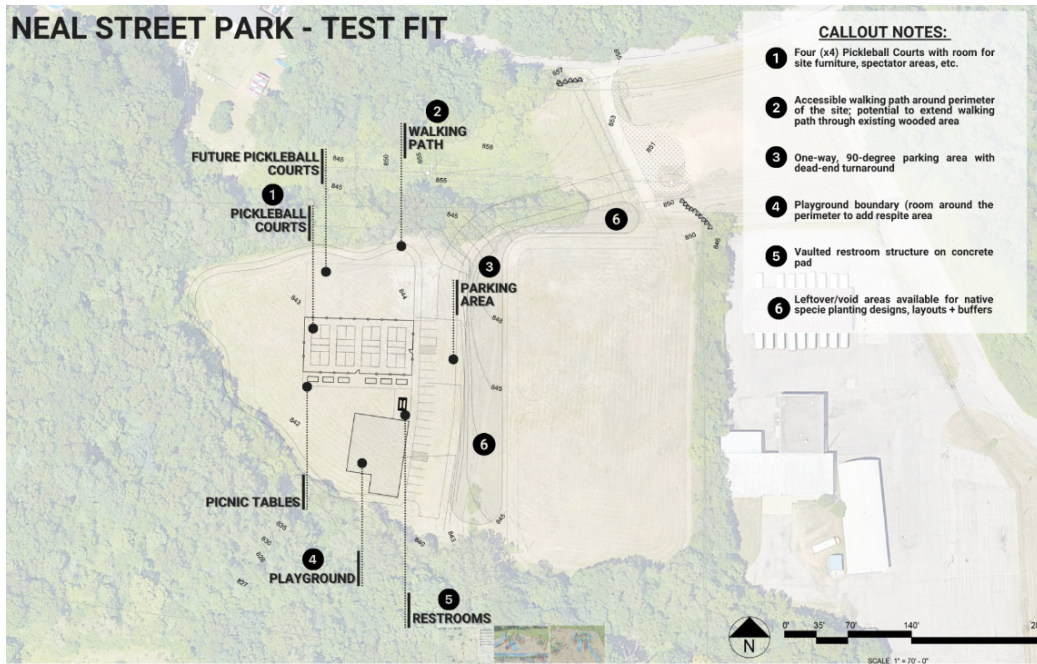
Table 7: Analysis of Existing Facilities, Comstock Township

Type of Facility	Recreation Standards ¹	Comstock Community Facilities
Mini-Parks	Mini-Parks are small, specialized parks, usually less than an acre in size, that serve the needs of residents in the surrounding neighborhood. A mini park may serve a limited population or specific group such as tots or senior citizens.	Cooper Park Peer Park
Neighborhood Parks	Neighborhood parks are typically multi-purpose facilities that provide areas for intensive recreation activities, such as field games, court games, crafts, playgrounds, skating, picnicking, etc. Neighborhood parks are generally 15 acres or more in size and serve a population of up to 5,000 residents located within ¼ to ½ mile radius from the neighborhood they serve.	Celery Street Park Fleetwood Park
Community Parks	Community Parks typically contain a wide variety of recreation facilities to meet the diverse needs of residents from several neighborhoods. Community parks may include areas for intense recreation facilities, such as athletic complexes and swimming pools. These parks usually contain other facilities not commonly found in neighborhood parks such as nature areas, picnic pavilions, lighted ball fields, and concession facilities.	Robert Morris Park Merrill Park
Regional/ Metropolitan Parks	Regional parks are typically located on sites with unique natural features that are particularly suited for outdoor recreation, such as viewing and studying nature, wildlife habitats, conservation, swimming, picnicking, hiking, fishing, boating, camping and trail use. Many also include active play areas.	N/A
Special Use/ Conservancy Parks	Special use recreation facilities are typically single-purpose recreation facilities, such as golf courses, nature centers, outdoor theaters, interpretative centers, or facilities for the preservation or maintenance of the natural or cultural environment. Protection and management of the natural/cultural environment may be the primary focus with recreation use as a secondary objective.	Wenke Softball Complex McLinden Nature Trails Jan Schau Trail / River Villa Preserve Green Meadow Park
Passive Parks	The primary purpose of passive areas is to provide relief from highly developed residential and commercial neighborhoods. Facilities may include sitting areas and other pedestrian amenities, landscaping, monuments and fountains, and historical features.	North / South Wenke Parks
Linear Parks	A linear park is an area developed for one or more modes of recreation travel, such as hiking, bicycling, snowmobiling, cross-country skiing, canoeing, horseback riding, and pleasure driving.	N/A

Source: Michigan Department of Natural Resources: Recreation Park and Open Space Standards and Guidelines, 1983, Lancaster, National Recreation and Park Association (NRPA).

POTENTIAL PARKLAND

Currently, a piece of property owned by the Township is in the process of being developed. The *Neal Street Park* is in conceptual design phasing. Neal Street Park is located west of Shields Street, and east of North 26th Street. The proposed park is anticipated to have approximately 6 acres of improved recreational amenities, which would include: four (4) pickleball courts; walking pathways; playground equipment; restroom facilities and an improved parking area for patrons. The following graphics have been provided by the Township for conceptual purposes only. Further site layout and offered amenities are subject to funding availability and future design considerations.



Comstock Township
Neal Street Park - Option Two





Chapter 6.

ACTION PLAN

This Chapter of the Plan is the culmination of a comprehensive planning effort that began with a thorough analysis of the physical and demographic attributes of the community, followed by public engagement, and park inventory. Existing parks and recreation facilities and programs were inventoried and evaluated. An assessment of need was then developed that considered both accepted recreation standards and the specialized needs of persons with disabilities. This information was all considered when forming the resulting Action Plan, which will guide the Township's decisions for parks and recreation for the next five years.

MISSION STATEMENT

The Comstock Township Park and Recreation Commission works on behalf of the citizens of Comstock Township to build a healthy community and a sustainable environment by promoting active lifestyles and strong individuals and families through parks, programs, and partnerships.

VISION STATEMENT

Comstock Township Parks and Recreation strives to cultivate vibrant and inclusive parks, recreation, and programming that enhance community well-being, promote active lifestyles, provide educational opportunities, and preserve the Township's natural beauty.

GOALS AND OBJECTIVES

Goals should be broad and address general needs and establish the basis for setting specific programmed objectives. Objectives are measurable results that the community works toward accomplishing. The following goals and objectives resulted from demographic data, MDNR recommendations, previous Township goals, the conducted needs assessment, best practices and public input.

The following table identifies goals and objectives, while placing a priority ranking of Low (L), Medium (M) or High (H) based on the desired need. Further, the table identifies the timeline, on a year one to year five scale, of when the objective is anticipated to be reached. Lastly, the table identifies the objective/project Lead in terms of organization that will be the primary party responsible for executing the objectives.

Goal 1: Ensure and maintain safe recreation opportunities and facilities.			
Objective	Priority	Timeline (Years)	Lead
1.a Improve park lighting to increase visibility.	M	1	Director
1.b New parks and park renovations should incorporate clear sightlines and limited secluded areas.	M	1	Director
1.c Host regular park events and activities to foster a sense of ownership and vigilance.	H	1	Director/ Programmer
1.d Increase the presence of local law enforcement or add a new position in the Parks & Recreation Department of Park Ranger	H	1	Director
1.e Place functioning surveillance cameras in strategic locations to monitor activity.	H	1	Director
1.f Regularly maintain parks facilities to create an inviting and physically safe environment	H	1	All
1.g Promptly address vandalism and graffiti	M	All	All
1.h Seek community input in planning, designing, and implementing park and programming opportunities.	M	All	Director

Goal 2: Provide inclusive, accessible, and a variety of recreational opportunities for all ages and abilities.			
Objective	Priority	Timeline (Years)	Lead
2.a Annually assess user fees and make changes as necessary based on area comparisons and current and/or economic conditions.	H	All	Director
2.b Update existing and create new parks and facilities which meet or exceed the American with Disabilities Act (ADA).	H	All	Director
2.c Provide recreational programming that is considerate of all age groups, backgrounds, and interests via internal programming or partnerships.	H	All	Director/ Programmer
2.d Update parks signage with easy-to-read fonts, colors, braille or universal icons.	H	2	Director
2.e Provide communication tools with information related to all parks and recreation offerings and facilities.	H	All	Director/ Programmer

Goal 3: Sustainability, Resiliency & Natural Features Preservation			
Objective	Priority	Timeline (Years)	Lead
3.a Develop and install informational materials about flowers, native plantings, birds, wildlife, etc. at certain park locations	M	1	Director/ Programmer
3.b Develop and install informational materials providing directions and distances for the trails at Jan Schau Wildlife Walks, River Villa Preserve and Green Meadow.	M	1	Director/ Programmer
3.c Develop educational programs and signage to inform visitors about the environment, sustainability, and stewardship.	M	3	Director
3.d Encourage alternative methods of accessing parks and recreation facilities including bicycling and public transportation.	M	2	Director
3.e Establish pollinator gardens and habitats to support bees, butterflies, and other pollinating insects as well as native plantings.	L	3	Director
3.f Encourage the shift from high energy use appliances and lighting to more environmentally friendly, such as LED lighting, smart thermostats, increased insulation for better heat retention, throughout the parks facilities.	L	3	Director/Facilities Manager

Goal 4: Financial Resources and Investments			
Objective	Priority	Timeline (Years)	Lead
4.a Seek additional funding opportunities through grant assistance and Capital Improvement Fundings	M	All	Director/ Programmer
4.b Seek cooperative funding and community volunteer resources for programs and services with existing agencies, programs and organizations.	M	All	Director/ Programmer

PARK-SPECIFIC IMPROVEMENTS

Table 8 following table is a summary of actions that the Township and its partners should undertake during the planning period, and beyond; these activities are discrete and consistent with the Goals and Objectives, public input received, and the analysis of the Township's parks and recreation needs. The activities are less defined than those found in Table 9, which is a Capital Improvement Program Summary with specific capital improvements, their estimated costs, and the year(s) that the actions are proposed to be undertaken.

Table 8: Summary of Action Items, Comstock Township

Park	Findings / Observations (Needs Identified)	Priority	Timeline (Years)	Comments
All Parks	<ul style="list-style-type: none"> » Increase ADA Accessibility; » Update park signs to promote unified look and message display; » Acquire new land for future expansion and development of recreational facilities; » Increase safety and security; » Create community events and programs; » Add additional recreational features; 	M	2 - 4	
Celery Street Park	<ul style="list-style-type: none"> » Add new recreational feature to green space 	L	3 - 5	
Cooper Park	<ul style="list-style-type: none"> » Address pond depth, native plants and wildlife » Pave parking area » Renovate infrastructure of waterfall 	M	2 - 4	
Fleetwood Park	<ul style="list-style-type: none"> » Update playground equipment » Add ADA parking space(s) 	H	1 - 2	
Green Meadow Park	<ul style="list-style-type: none"> » Redefine and label trail systems » Develop additional programming opportunities using existing green space » Add restroom facilities 	M	2 - 3	
Merrill Park	<ul style="list-style-type: none"> » Conduct Phase 2 of the Waters Edge Improvement Plan » Construct a kayak launch 	H	1 - 2	
Neal Street Park	<ul style="list-style-type: none"> » Needs Identified: » Complete development of the vacant parcel into a parks facility » Develop programming to support pickleball courts 	H	1 - 3	
South Wenke Park	<ul style="list-style-type: none"> » Discontinue the use of the existing access point for vehicular traffic and construct new primary access from Township Hall 	L	3 - 5	
River Villa Preserve & Jan Schau Wildflower Walk	<ul style="list-style-type: none"> » Install new benches for leisure rest » Expand existing signage to offer educational components and instructional material » Install trail and distance delineation markers » Install plants for pollinators 	M	3 - 5	
Robert Morris Park	<ul style="list-style-type: none"> » Expand disc golf course and provide for increased maintenance » Enhance pathway connections to interlink pavilions, swings, playground equipment and volleyball court 	H	1 - 2	
Wenke Softball Complex	<ul style="list-style-type: none"> » Develop additional ball fields » Enhance and modernize field illumination fixtures » Enhance parking lot facilities » Increase capacity of concessions by undergoing modernization and layout changes to the existing service area. 	H	2 - 3	

Table 9: Capital Improvement Program

Facility/Program	Year(s)	Proposed Improvements	Estimated Costs	Potential Funding Sources
Neal Street Park Development	2025	Add four (4) pickleball courts, paved walking path, accessible playground, paved parking, restroom facilities	\$450,000	CIP Funds ARPA Funds
Jan Schau Wildflower Walk trail signage & upgrades	2025, 2026	Signage along trailways, add wildflowers/native plantings	\$50,000	CIP Funds DNR Grants
South Wenke Park	2026, 2027	Connect park to Comstock Charter Township Hall, development of a boardwalk and remove existing vehicular access	\$300,000	CIP Funds
Merrill Park	2026, 2027	Creation of kayak launch, rivers edge enhancements	\$200,000	CIP Funds Michigan Grants Partnership with Comstock Downtown Development Authority (DDA)

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APPENDICES

- » APPENDIX A: Notice of 30-Day Public Comment Period
- » APPENDIX B: Publication of Public Hearing for Plan Adoption
- » APPENDIX C: Resolution of Plan Adoption by Township Board
- » APPENDIX D: Public Hearing and Adoption Minutes
- » APPENDIX E: Post-Certification
- » APPENDIX F: Community Engagement Results

APPENDIX A: Notice of 30-Day Public Comment Period

APPENDIX B: Publication of Public Hearing for Plan Adoption

**APPENDIX C:
Resolution of Plan Adoption by Township Board on xxxx,
2025**

APPENDIX D: Public Hearing and Adoption Minutes

APPENDIX E: Post-Certification

See documents below.

APPENDIX F: Community Engagement Results

See results below.



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Carrie Leitner

President
Principal Planner, Project Manager
Assistant Planner, Project Planner
GIS Specialist
Art Director

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

**RESOLUTION ADOPTING THE 2025 PARKS AND RECREATION STRATEGIC PLAN
BY TOWNSHIP BOARD
Resolution #2025-2**

WHEREAS, the Comstock Township Parks Commission and staff have undertaken the development of a five (5) year Parks and Recreation Strategic Plan regarding development, maintenance and use of parks and recreation facilities in the Township for the period 2025 through 2029; and

WHEREAS, residents of the Township were provided with an opportunity during the development of the Strategic Plan to provide comment and ask questions regarding the Master Plan; and

WHEREAS, residents and the public were given notice of the opportunity to review and comment on the master plan during a noticed 30 day comment period, which period ran from November 15, 2024 to December 20, 2024; and

WHEREAS, a public hearing was held at a special meeting of the Parks Commission on December 30, 2024 at 6 p.m. to allow the public to express opinions, ask questions and provide comments regarding the 2025-2029 Parks and Recreation Strategic Plan; and

WHEREAS, at its special meeting on December 30, 2024, the Comstock Township Parks Commission voted to recommend approval of the 2025-2029 Parks and Recreation Strategic Plan to the Comstock Township Board.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Comstock Charter Township Board of Trustees hereby adopts the 2025-2029 Comstock Township Parks and Recreation Strategic Plan as a guideline for improving recreation for the residents of Comstock Township. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Motion was made by _____ and seconded by _____ to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay"

The following were absent:

The Supervisor declared the motion carried and the resolution duly adopted.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Comstock Charter Township Board held on January 6, 2025; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

Nicole Beachamp, Clerk
Comstock Charter Township
Kalamazoo County, Michigan



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Clerk Nicole Beauchamp, Township Clerk

Re: Recommendation of appointments to Election Commission

The Election Commission consists of the Clerk and two Trustees in a Charter Township.

The Election Commission's duties are summarized as follows:

- Establish boundaries and size of Township precincts
- Appoint precinct and absentee counting board election inspectors, chairpersons, and receiving board inspectors for every election
- Proof ballots
- Conduct preliminary and public accuracy testing before each election

Recommend appointment of Trustee McIver and Trustee Cherry to the Election Commission.



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Clerk Nicole Beauchamp, Township Clerk
Re: CCTA services in Precinct 1

Follow Up on discussion from Sean McBride at Metro presentation



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Sandy Bloomfield, Treasurer

Re: Resolution #2025-1 to Support Local Control and Claim of Appeal
Against Michigan Public Service Commission Order

I move that we approve Resolution #2025-1, Resolution to Support Local Control and Claim of Appeal Against Michigan Public Service Commission Order.

Attachments:

[Model Resolution of Support - Resolution #2025-1.docx](#)

Comstock Township

RESOLUTION NO. 2025-1

RESOLUTION TO SUPPORT LOCAL CONTROL AND CLAIM OF APPEAL AGAINST MICHIGAN PUBLIC SERVICE COMMISSION ORDER

At a meeting of the Township Board of the Charter Township of Comstock (the “Township”), Kalamazoo County, Michigan, held on January 6, 2025, located at Comstock Township Hall, 5858 King Highway at 6:00 P.M.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, the Township supports state policies that maintain and advance local control; and

WHEREAS, the State of Michigan has adopted policies and introduced legislation that attempts to further reduce local control in key areas affecting unique interests in local communities; and

WHEREAS, media reports describe ongoing efforts by interested groups to push for the further erosion of local control; and

WHEREAS, in 2023, the State of Michigan adopted Public Act 233 of 2023 (“PA 233”); and

WHEREAS, only under limited circumstances, PA 233 confers powers and duties to the Public Service Commission (“PSC”) regarding the siting of utility-scale solar energy facilities, wind energy facilities, and energy storage facilities allowing developers to bypass local zoning authorities when proposing qualifying developments; and

WHEREAS, the PSC issued an order on October 10, 2024 (the “Order”) implementing the provisions of Public Act 233 of 2023 (“PA 233”); and

WHEREAS, the Order attempts to vastly expand the PSC’s limited and enumerated jurisdiction in PA 233 and is both unlawful and unreasonable; and

WHEREAS, the Order is unlawful and unreasonable because, among other reasons: (1) the PSC’s issuance of the Order violates the Administrative Procedures Act, MCL 24.201 *et seq.*, and (2) the Order unlawfully and unreasonably redefines key terms and concepts and creates processes and procedures that violate the Legislature’s express and unambiguous intent for local input in the regulation of energy facilities; and

WHEREAS, a coalition of Michigan Municipalities timely filed a claim of appeal from the Order on November 8, 2024; and

WHEREAS, the window to appeal the Order was merely 30 days, during which conducting a general election and other business contributed to the Township’s inability to hold a meeting during which it could consider and vote to join the appeal; and

WHEREAS, the Township supports the coalition of Michigan Municipalities in their efforts to protect local control in the regulation of energy facilities; and

WHEREAS, the Township would have joined the appeal if it was able to hold a meeting before the deadline to join; and

NOW, THEREFORE, the Township Board of the Charter Township of Comstock Kalamazoo County, Michigan, resolves its unequivocal support of local control and the coalition of Michigan Municipalities that have filed an appeal from the Order.

YEAS: _____

NAYS: _____

ABSENT: _____

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF KALAMAZOO)

I, Nicole Beauchamp, the duly elected Clerk of the Township of Comstock DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of the Charter Township of Comstock at a meeting held on the 6th day of January 2025, at 6:00 P.M.

Nicole Beauchamp
Comstock Township Clerk

89561:00001:201020145-1



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Ben Martin, Supervisor

Re: Recommendation of appointment to Planning Commission

Recommendation of Greg Nowak to the Planning Commission.

Attachments:

[GregNowakPC.pdf](#)
[Kalamazoo County Greenhouse - AG links.docx](#)
[Daniels PC 2024_Redacted.pdf](#)
[Doorlag PC App 2024_Redacted.pdf](#)
[Knight PC 2024_Redacted.pdf](#)
[Serlin PC 2024_Redacted.pdf](#)
[SchollyPC Apppdf.pdf](#)
[Sparks-Sperry PC App 2024_Redacted.pdf](#)
[Weintraub PC App 2024_Redacted.pdf](#)
[Act 33.pdf](#)



APPLICATION TO SERVE ON A BOARD OR COMMISSION

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

Name of Board or Commission for which you are applying: Planning Commission	
Name: Gregory K Nowak	
Home Address: [REDACTED]	Work Address: [REDACTED]
Home Phone: [REDACTED]	Work Phone: [REDACTED]
Cell Phone: [REDACTED]	Email: [REDACTED]
Please note your preferred method(s) to be contacted: [REDACTED]	
Residency is required for most boards and commissions. <input checked="" type="checkbox"/> I am a resident. If so, for how many years? <u>24 yrs</u>	

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

I feel being a business owner can help me have the knowledge and vision to make our community grow. I have served on an HOA - helping to facilitate maintenance of roads and infrastructure. Living in the community for so many years has given me knowledge of the area.

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

Business Owner
Owning my own business has helped me develop processes to help make it successful and the ability to lead and work with people.
HOA President and Vice President
Church Committees, Treasurer of church (past experience)
Served with Urban Alliance to help develop affordable housing and helped put people in those homes while developing relationships with banks - we also helped these people get an education and get career oriented jobs.(past experience)

Employment: List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description
Spring of 1988 - winter of 1992	United Parcel Service	Package sorter	sort incoming packages to different lines to be loaded on the trucks
1988 - Current	Stan Ouding Bedding Plants, Inc	All positions involved in Greenhouse duties	sowing seed, purchasing, growing, assembling orders, shipping, manager, President

Education: List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Area(s) of Study
Gull Lake High School	GED	
KVCC	2 years - no degree	general studies

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

Applicant Signature

Date

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PO Box 449
Comstock, MI 49041

Greenhouse Industry Links

1. Michigan State University - Overview of Michigan's Floriculture and Greenhouse Industry:

https://www.canr.msu.edu/news/michigans_floriculture_and_greenhouse_industry

2. Michigan Greenhouse Growers Council - Economic Impact of Greenhouses:

<https://mggc.org/wp-content/uploads/2020/03/Economic-Impact-Greenhouses-trifold.pdf>

3. USDA - 2017 Agricultural Census Profile for Kalamazoo County:

https://www.nass.usda.gov/Publications/AgCensus/2017/Online_Resources/County_Profiles/Michigan/cp26077.pdf

4. USDA - 2022 Agricultural Census Profile for Kalamazoo County:

https://www.nass.usda.gov/Publications/AgCensus/2022/Online_Resources/County_Profiles/Michigan/cp26077.pdf



APPLICATION TO SERVE ON A BOARD OR COMMISSION

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Name of Board or Commission for which you are applying: Planning Board	
Name: Christopher Daniels	
Home Address: [REDACTED]	Work Address: [REDACTED]
Home Phone: [REDACTED]	Work Phone: [REDACTED]
Cell Phone: [REDACTED]	Email: [REDACTED]
Please note your preferred method(s) to be contacted: [REDACTED]	
Residency is required for most boards and commissions. <input checked="" type="checkbox"/> I am a resident. If so, for how many years? <u>20+</u>	

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

I live and work in the township. I have multiple properties and businesses in the township. I have a investment in this township. I enjoy being on various boards and being involved with my community. I believe with my business and real estate background I can be a benefit to this board and the community. I give back to the community through the schools, parks, fire dept and the Community Center.

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

CD Lawn Maintenance & Supply LLC- President & Owner (over 20years in the community)
 CMD Properties LLC- President & Owner. Our portfolio consists of historical home rentals, commercial buildings, lake front rentals and farm land.
 M96 Storage LLC- President & Owner- currently expanding in Comstock Township.

Comstock Township Trustee- 2014 to 2016
 Comstock Zoning Board- 2014- 2016
 I also served on some committees for the sign ordinance changes.

SWMLA- President 8 years
 Little Kalamazoo Speedway- President 2018- current

Employment: List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description
4/1/1996	CD Lawn Maintenance LLC	President/Owner	Managing crews and daily schedules. Day to day operations.
1/1/2000	CMD Properties LLC	President/Owner	Managing sites and projects. Overseeing tenants.
6/1/2012	M96 Storage LLC	President/Owner	Managing site and operations.

Education: List your most recent educational experiences.

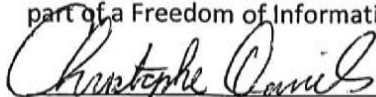
Educational Institution/School	Certificate/Degree Received	Area(s) of Study
Hackett Catholic Prep High School	High School Diploma 1997	General Studies Business Classes
Michigan State University	Landscape Horticulture 1999 Associates Degree	Landscape Management Turf Grass Management

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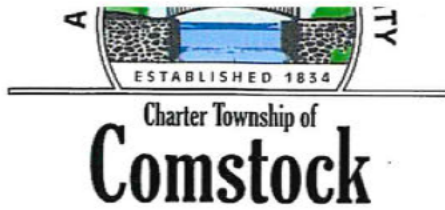


Applicant Signature

11/27/24

Date

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



APPLICATION TO SERVE ON A BOARD OR COMMISSION

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Name of Board or Commission for which you are applying: <i>Planning Commission</i>	
Name: <i>Nathaniel Willis-Allen Doorlag</i>	
Home Address: [REDACTED]	Work Address:
Home Phone: [REDACTED]	Work Phone:
Cell Phone: [REDACTED]	Email: [REDACTED]
Please note your preferred method(s) to be contacted [REDACTED]	
Residency is required for most boards and commissions. <input checked="" type="checkbox"/> I am a resident. If so, for how many years? <i>16 years</i>	

Describe any experiences that led to your desire to serve the community.
*Military service to the U.S.
 Work at county, state + federal govts*

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

Sept '10 - Jan '18 3/18	Kalamazoo Psychiatric Hospital	Unit	Patient Care
Feb '06 - Jan '10	US Military	Soldier	Soldier
2009 - 2006	C. David Howard Realty	Real Estate Salesperson	same / sold real estate

Education: List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Area(s) of Study
Spring Arbor Univ.	BBA Business Administration	Liberal Arts

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Applicant Signature

11/26/24
Date



APPLICATION TO SERVE ON A BOARD OR COMMISSION

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Name of Board or Commission for which you are applying: Planning Commission	
Name: William R. Knight III	
Home Address: [REDACTED]	Work Address: [REDACTED]
Home Phone: [REDACTED]	Work Phone: [REDACTED]
Cell Phone: [REDACTED]	Email: [REDACTED]
Please note your preferred method(s) to be contacted: [REDACTED]	
Residency is required for most boards and commissions. <input checked="" type="checkbox"/> I am a resident. If so, for how many years? <u>20</u>	
<p>Describe any experiences that led to your desire to serve the community.</p> <p>As a U.S. Army veteran and long-time Comstock resident, I am deeply committed to service and leadership. My military experience has instilled in me a strong work ethic and strategic planning abilities. Since retiring in 2013, I have actively engaged in professional and community initiatives within Comstock, where I have deep roots and a vested interest in the area's success. I am passionate about fostering thoughtful development to create a vibrant, inclusive space that reflects our community's pride and potential. Serving on the Planning Commission would allow me to apply my leadership skills and dedication to enhance our community for current and future generations.</p>	
<p>Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission.</p> <p>As a U.S. Army veteran who served as a sergeant and cannon crewmember with two combat deployments in support of Operation Iraqi Freedom, I have developed a strong work ethic, leadership abilities, and strategic planning skills. Since retiring in 2013, I have applied these attributes professionally and within the Comstock community, where I have deep roots and a vested interest in the area's success. With experience in planning, coordination, and communication, I am eager to contribute to the Planning Commission to support thoughtful growth and opportunities that enhance our community's vibrancy.</p>	

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Employment: List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description
05/03/2006 - 11/05/2013	United States Army	Cannon Crew member, HR NCOIC	Operated and maintained artillery systems.

Education: List your most recent educational experiences.

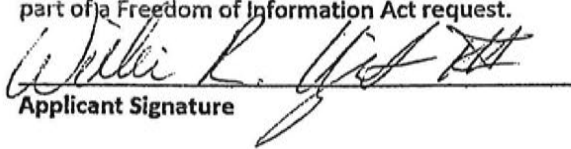
Educational Institution/School	Certificate/Degree Received	Area(s) of Study
Comstock High School	Diploma	General Studies

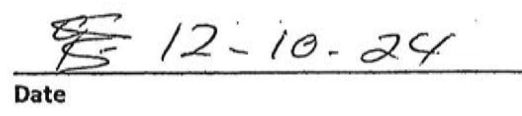
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Applicant Signature


Date

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



APPLICATION TO SERVE ON A BOARD OR COMMISSION

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Name of Board or Commission for which you are applying: Planning Commission	
Name: Michelle Serlin	
Home Address: [REDACTED]	Work Address: [REDACTED]
Home Phone: [REDACTED]	Work Phone: [REDACTED]
Cell Phone: [REDACTED]	Email: [REDACTED]
Please note your preferred method(s) to be contacted: [REDACTED]	
Residency is required for most boards and commissions. <input checked="" type="checkbox"/> I am a resident. If so, for how many years? _____	

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

Own a counseling agency 33 years, president of at least 15 organizations, won Top Ten Women to Shape the State of Michigan 2022, Women of Achievement 2024 Kalamazoo YWCA, formerly on Kalamazoo Planning Commission, CDAAC board of Kalamazoo, about 20 years ago, Ran several issue campaigns on the ballot for the area, President Psychotherapy Consortium of Southwest Michigan, won six awards for work as a therapist, managed an agency 33 years and business owner, owns two businesses, Choices For Change and Serlin Properties. Just ran for Comstock Trustee

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

In the paragraph above

Employment: List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description
1991- Present	Choices For Change	Therapist, Owner, Executive Director	Own, operated, managed 12 employees and independent contractors, Therapist for mulit trauma and trained interns
2008-2015	KVCC and Kellog Community College	Teacher	Taught Communication and counseling classes

Education: List your most recent educational experiences.

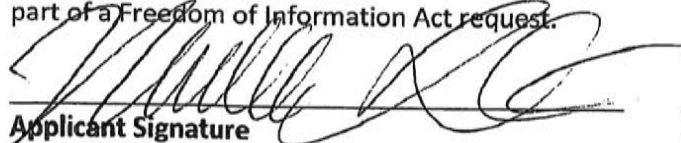
Educational Institution/School	Certificate/Degree Received	Area(s) of Study
Western Michigan University	Bachelors of Science - 1986 Masters of Social Work - 1989	Political Science, Communications, Social work and psychology

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Applicant Signature _____ **Date** 11/25/2024

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 Comstock, MI 49041



Charter Township of
Comstock

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Name of Board or Commission for which you are applying: <i>Planning Commission</i>	
Name: <i>John Scholly</i>	
Home Address: [REDACTED]	Work Address: [REDACTED]
Home Phone: —	Work Phone: —
Cell Phone: [REDACTED]	Email: [REDACTED]
Please note your preferred method(s) to be contacted: [REDACTED]	
Residency is required for most boards and commissions. <input checked="" type="checkbox"/> I am a resident. If so, for how many years? <u>26</u>	

Describe any experiences that led to your desire to serve the community.
Used to live on DNL Ave, had a Substation put next to the house. Been coming to meetings since then.

Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission.
*I own JSS Lawn Maintenance, have since 2017.
I have been coming to alot of meetings for the past couple of years, and want to help this community grow! I have learned alot over the past couple of years and want to keep learning and growing.*

Employment: List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description
2017 - current	JJS Lawn maintenance Galesburg MI	owner	Lawn Care

Education: List your most recent educational experiences.

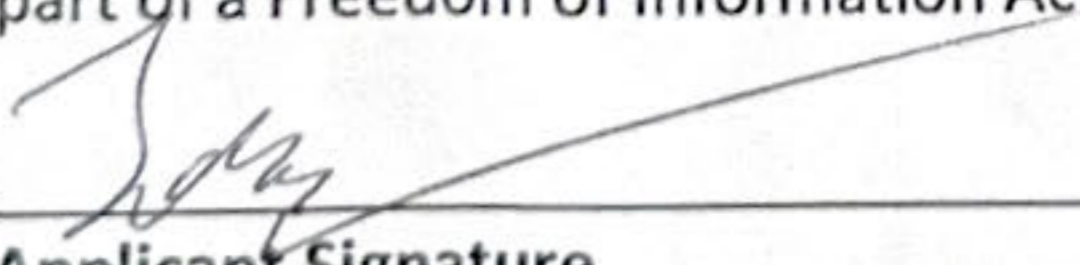
Educational Institution/School	Certificate/Degree Received	Area(s) of Study
Comstock High School	Diploma	General

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 Applicant Signature

11/27/24

 Date

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Charter Township of Comstock

APPLICATION TO SERVE ON A BOARD OR COMMISSION

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Name of Board or Commission for which you are applying: Planning Commission	
Name: Andrew Sparks-Sperry	
Home Address: [REDACTED]	Work Address:
Home Phone:	Work Phone:
Cell Phone: [REDACTED]	Email: [REDACTED]
Please note your preferred method(s) to be contacted: [REDACTED]	
Residency is required for most boards and commissions. <input checked="" type="checkbox"/> I am a resident. If so, for how many years? <u>5</u>	

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

I have only lived in Comstock for 5 years but have seen some areas that need help, from managing the needs of our homeless population to encouraging new residents and improving our business development. My wife is a lifelong Comstock resident and has often talked about her upbringing here. We are concerned about the decline in school enrollment and how that coincides with a decline in population that will affect the tax base. I would like to assist in the revitalization of Comstock.

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

I grew up in Midland, MI, and graduated from MSU with a degree in Social Science. After moving to Chicago, I got my Masters Degree in Computer Science from DePaul University. I then worked in IT Consulting for the next 25 years, as a developer, project manager and project Management Team leader. I worked with Financial Institutions all over the US, managing implementations of our financial risk software packages. I also worked on internal projects supporting Moody's Analytics' Finance group. While living in Indiana, I served as a CASA (Court Appointed Special Advocate) assisting children who had been identified as at risk, attending hearings, providing support for and meeting with the children and their guardians/parents. After moving to Comstock and as the pandemic began to ease, I worked at Menards until formally retiring. I have extensive experience working with diverse teams, leading meetings, consensus-building, and managing projects. I feel that I have a diverse skill set that would be an asset to the Planning Commission.

Employment: List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description
August 2020-March 2021	Menards, Kalamazoo-East (Gull Road)	Sales Associate	Worked in the Building Materials Dept. Writing up orders, stocking shelves, assisting customers
November 2018-October 2019	Kulzer Dental South Bend, IN	Project Manager	Managed internal IT projects, coordinated Private Label orders, Managed new website development
April 2001-February 2018	Moody's Analytics New York, NY	Director - Project Management	Managed software customization and implementation projects. Managed a team of project Managers.

Education: List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Area(s) of Study
DePaul University	MS	Computer Science
Michigan State University	BS	Social Science

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Applicant Signature

12/3/2020

Date

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Charter Township of
Comstock

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Name of Board or Commission for which you are applying: Planning Commission	
Name: Joseph Weintraub	
Home Address: [REDACTED]	Work Address: [REDACTED]
Home Phone: [REDACTED]	Work Phone: [REDACTED]
Cell Phone: [REDACTED]	Email: [REDACTED]
Please note your preferred method(s) to be contacted: [REDACTED]	
Residency is required for most boards and commissions. <input checked="" type="checkbox"/> I am a resident. If so, for how many years? 11 years	

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

I have been a resident and home owner in Comstock since 2013. I have tried to be a contributing and participant citizen wherever I have resided. I want to help in any way I CAN to improve our community for all of the residents

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

I am retired now, but for 25 years I was a licensed residential builder, mechanical contractor, and general contractor. For several years I was employed as a building inspector for the city of South Haven, MI. I served there at various times on their housing commission, planning commission, and zoning board of appeals. I was on the planning commission at the time of writing and adoption of a new zoning ordinance and land use plan.

Employment: List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description
1996-2016	Fresenius Medical group Rockleigh, NJ	SOFTWARE ENGINEER	Systems Analyst
1970-1996	J&L Construction South Haven MI	owner	General Contractor Mechanical Contractor Residential Builder
1989-1991	City of South Haven, MI	Building Inspector Code Enforcement	Building Inspection Code Enforcement

Education: List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Area(s) of Study
University of Chicago	Bachelor of Science	Biology - Pre Med

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

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JKW

 Applicant Signature

12/03/2024

 Date

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 PO Box 449
 Comstock, MI 49041

MICHIGAN PLANNING ENABLING ACT
Act 33 of 2008

AN ACT to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

History: 2008, Act 33, Eff. Sept. 1, 2008.

The People of the State of Michigan enact:

ARTICLE I.
GENERAL PROVISIONS

125.3801 Short title.

Sec. 1. This act shall be known and may be cited as the "Michigan planning enabling act".

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3803 Definitions.

Sec. 3. As used in this act:

(a) "Chief administrative official" means the manager or other highest nonelected administrative official of a city or village.

(b) "Chief elected official" means the mayor of a city, the president of a village, the supervisor of a township, or, subject to section 5, the chairperson of the county board of commissioners of a county.

(c) "County board of commissioners", subject to section 5, means the elected county board of commissioners, except that, as used in sections 39 and 41, county board of commissioners means 1 of the following:

(i) A committee of the county board of commissioners, if the county board of commissioners delegates its powers and duties under this act to the committee.

(ii) The regional planning commission for the region in which the county is located, if the county board of commissioners delegates its powers and duties under this act to the regional planning commission.

(d) "Ex officio member", in reference to a planning commission, means a member, with full voting rights unless otherwise provided by charter, who serves on the planning commission by virtue of holding another office, for the term of that other office.

(e) "Legislative body" means the county board of commissioners of a county, the board of trustees of a township, or the council or other elected governing body of a city or village.

(f) "Local unit of government" or "local unit" means a county or municipality.

(g) "Master plan" means either of the following:

(i) As provided in section 81(1), any plan adopted or amended before September 1, 2008 under a planning act repealed under section 85.

(ii) Any plan adopted or amended under this act. This includes, but is not limited to, a plan prepared by a planning commission authorized by this act and used to satisfy the requirement of section 203(1) of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3203, regardless of whether it is entitled a master plan, basic plan, county plan, development plan, guide plan, land use plan, municipal plan, township plan, plan, or any other term.

(h) "Municipality" or "municipal" means or refers to a city, village, or township.

(i) "Planning commission" means either of the following, as applicable:

(i) A planning commission created pursuant to section 11(1).

(ii) A planning commission retained pursuant to section 81(2) or (3), subject to the limitations on the application of this act provided in section 81(2) and (3).

(j) "Planning jurisdiction" for a county, city, or village refers to the areas encompassed by the legal boundaries of that county, city, or village, subject to section 31(1). Planning jurisdiction for a township refers to the areas encompassed by the legal boundaries of that township outside of the areas of incorporated villages and cities, subject to section 31(1).

(k) "Population" means the population according to the most recent federal decennial census or according to a special census conducted under section 7 of the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.907, whichever is the more recent.

(l) "Public transportation agency" means a governmental entity that operates or is authorized to operate

intercity or local commuter passenger rail service in this state or a public transit authority created under 1 of the following acts:

- (i) The metropolitan transportation authorities act of 1967, 1967 PA 204, MCL 124.401 to 124.426.
- (ii) The public transportation authority act, 1986 PA 196, MCL 124.451 to 124.479.
- (iii) 1963 PA 55, MCL 124.351 to 124.359.
- (iv) The home rule city act, 1909 PA 279, MCL 117.1 to 117.38.
- (v) The revenue bond act of 1933, 1933 PA 94, MCL 141.101 to 141.140.
- (vi) The charter township act, 1947 PA 359, MCL 42.1 to 42.34.
- (vii) The urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (m) "Public transportation facility" means that term as defined in section 2 of the metropolitan transportation authorities act of 1967, 1967 PA 204, MCL 124.402.
- (n) "Street" means a street, avenue, boulevard, highway, road, lane, alley, viaduct, or other public way intended for use by motor vehicles, bicycles, pedestrians, and other legal users.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

125.3805 Assignment of power or duty to county officer or body.

Sec. 5. The assignment of a power or duty under this act to a county officer or body is subject to 1966 PA 293, MCL 45.501 to 45.521, or 1973 PA 139, MCL 45.551 to 45.573, in a county organized under 1 of those acts.

History: 2008, Act 33, Eff. Sept. 1, 2008.

***** 125.3807 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3807.amended *****

125.3807 Master plan; adoption, amendment, and implementation by local government; purpose.

Sec. 7. (1) A local unit of government may adopt, amend, and implement a master plan as provided in this act.

(2) The general purpose of a master plan is to guide and accomplish, in the planning jurisdiction and its environs, development that satisfies all of the following criteria:

- (a) Is coordinated, adjusted, harmonious, efficient, and economical.
- (b) Considers the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development.
- (c) Will, in accordance with present and future needs, best promote public health, safety, morals, order, convenience, prosperity, and general welfare.
- (d) Includes, among other things, promotion of or adequate provision for 1 or more of the following:
 - (i) A system of transportation to lessen congestion on streets and provide for safe and efficient movement of people and goods by motor vehicles, bicycles, pedestrians, and other legal users.
 - (ii) Safety from fire and other dangers.
 - (iii) Light and air.
 - (iv) Healthful and convenient distribution of population.
 - (v) Good civic design and arrangement and wise and efficient expenditure of public funds.
 - (vi) Public utilities such as sewage disposal and water supply and other public improvements.
 - (vii) Recreation.
 - (viii) The use of resources in accordance with their character and adaptability.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010.

***** 125.3807.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE *****

125.3807.amended Master plan; adoption, amendment, and implementation by local government; purpose.

Sec. 7. (1) A local unit of government may adopt, amend, and implement a master plan as provided in this act.

(2) The general purpose of a master plan is to guide and accomplish, in the planning jurisdiction and its environs, development that satisfies all of the following criteria:

- (a) Is coordinated, adjusted, harmonious, efficient, and economical.

(b) Considers the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development.

(c) Will, in accordance with present and future needs, best promote public health, safety, morals, order, convenience, prosperity, and general welfare.

(d) Includes, among other things, promotion of or adequate provision for 1 or more of the following:

(i) A system of transportation to lessen congestion on streets and provide for safe and efficient movement of people and goods by motor vehicles, bicycles, pedestrians, and other legal users.

(ii) Safety from fire and other dangers.

(iii) Light and air.

(iv) Healthful and convenient distribution of population.

(v) Good civic design and arrangement and wise and efficient expenditure of public funds.

(vi) Public utilities such as sewage disposal and water supply and other public improvements.

(vii) Recreation.

(viii) The use of resources in accordance with their character and adaptability.

(ix) A range of housing types, costs, affordability, attainability, ages, and other characteristics, including single- and multiple-family dwellings, to serve the housing demands of a diverse population.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2024, Act 153, Eff. (sine die).

ARTICLE II.

PLANNING COMMISSION CREATION AND ADMINISTRATION

125.3811 Planning commission; creation; adoption of ordinance by local unit of government; notice required; exception; adoption of charter provision by city or home rule village; effect of repeal of planning act; continued exercise or transfer of powers and duties of zoning board or zoning commission.

Sec. 11. (1) A local unit of government may adopt an ordinance creating a planning commission with powers and duties provided in this act. The planning commission of a local unit of government shall be officially called "the planning commission", even if a charter, ordinance, or resolution uses a different name such as "plan board" or "planning board".

(2) Within 14 days after a local unit of government adopts an ordinance under subsection (1) creating a planning commission, the clerk of the local unit shall transmit notice of the adoption to the planning commission of the county where the local unit is located. However, if there is not a county planning commission or if the local unit adopting the ordinance is a county, notice shall be transmitted to the regional planning commission engaged in planning for the region within which the local unit is located. Notice under this subsection is not required when a planning commission created before the effective date of this act continues in existence under this act, but is required when an ordinance governing or creating a planning commission is amended or superseded under section 81(2)(b) or (3)(b).

(3) If, after the effective date of this act, a city or home rule village adopts a charter provision providing for a planning commission, the charter provision shall be implemented by an ordinance that conforms to this act. Section 81(2) provides for the continuation of a planning commission created by a charter provision adopted before the effective date of this act.

(4) Section 81(3) provides for the continuation of a planning commission created under a planning act repealed under section 85.

(5) Section 83 provides for the continued exercise by a planning commission, or the transfer to a planning commission, of the powers and duties of a zoning board or zoning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3813 Planning commission; effect of township ordinance; number of days; petition requesting submission of ordinance to electors; filing; petition subject to Michigan election law; violation.

Sec. 13. (1) Subject to subsection (2), a township ordinance creating a planning commission under this act shall take effect 63 days after the ordinance is published by the township board in a newspaper having general circulation in the township.

(2) Subject to subsection (3), before a township ordinance creating a planning commission takes effect, a petition may be filed with the township clerk requesting the submission of the ordinance to the electors residing in the unincorporated portion of the township for their approval or rejection. The petition shall be signed by a number of qualified and registered electors residing in the unincorporated portion of the township equal to not less than 8% of the total vote cast for all candidates for governor, at the last preceding general

election at which a governor was elected. If such a petition is filed, the ordinance shall not take effect until approved by a majority of the electors residing in the unincorporated portion of the township voting thereon at the next regular or special election that allows reasonable time for proper notices and printing of ballots or at any special election called for that purpose, as determined by the township board. The township board shall specify the language of the ballot question.

(3) Subsection (2) does not apply if the planning commission created by the ordinance is the successor to an existing zoning commission or zoning board as provided for under section 301 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3301.

(4) If a township board does not on its own initiative adopt an ordinance under this act creating a planning commission, a petition may be filed with the township clerk requesting the township board to adopt such an ordinance. The petition shall be signed by a number of qualified and registered electors as provided in subsection (2). If such a petition is filed, the township board, at its first meeting following the filing shall submit the question to the electors of the township in the same manner as provided under subsection (2).

(5) A petition under this section, including the circulation and signing of the petition, is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488. A person who violates a provision of the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992, applicable to a petition described in this section is subject to the penalties prescribed for that violation in the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

History: 2008, Act 33, Eff. Sept. 1, 2008.

***** 125.3815 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3815.amended *****

125.3815 Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until his or her successor is appointed.

(3) The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission shall be qualified electors of the local unit of government, except that the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in local units of government other than those described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission, as ex officio members. In any other township, 1 member of the legislative body shall be appointed to the planning commission, as an ex officio member. In a city, village, or county, the chief administrative official or a person designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission, as ex officio members, unless prohibited by charter. However, in a city, village, or

county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission shall be as follows:

(a) The term of a chief elected official shall correspond to his or her term as chief elected official.

(b) The term of a chief administrative official shall expire with the term of the chief elected official that appointed him or her as chief administrative official.

(c) The term of a member of the legislative body shall expire with his or her term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district included, in whole or in part, within the county's boundaries. The requirements of this subsection apply whenever an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The board of a downtown development authority created under 1975 PA 197, MCL 125.1651 to 125.1681, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) A board created under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010.

***** 125.3815.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE *****

125.3815.amended Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy must be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until a successor is appointed.

(3) The membership of a planning commission must be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests of the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, housing, and

commerce. The membership must also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission must be qualified electors of the local unit of government. However, the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in a local unit of government not described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission as ex officio members. In any other township, 1 member of the legislative body must be appointed to the planning commission as an ex officio member. In a city, village, or county, the chief administrative official or an individual designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission as ex officio members, unless prohibited by charter. However, in a city, village, or county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission is as follows:

(a) The term of a chief elected official must correspond to the individual's term as chief elected official.

(b) The term of a chief administrative official expires with the term of the chief elected official that appointed the chief administrative official.

(c) The term of a member of the legislative body expires with the member's term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district located, in whole or in part, within the county's boundaries. This subsection applies each time an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The board of a downtown development authority created under part 2 of the recodified tax increment financing act, 2018 PA 57, MCL 125.4201 to 125.4230, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) The board of a tax increment finance authority under part 3 of the recodified tax increment financing act, 2018 PA 57, MCL 125.4301 to 125.4329, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office on written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010;—Am. 2024, Act 153, Eff. (sine die).

125.3817 Chairperson, secretary, and other offices; election; terms; appointment of advisory committees.

Sec. 17. (1) A planning commission shall elect a chairperson and secretary from its members and create and fill other offices as it considers advisable. An ex officio member of the planning commission is not

eligible to serve as chairperson. The term of each officer shall be 1 year, with opportunity for reelection as specified in bylaws adopted under section 19.

(2) A planning commission may appoint advisory committees whose members are not members of the planning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3819 Bylaws; adoption; public record requirements; annual report by planning commission.

Sec. 19. (1) A planning commission shall adopt bylaws for the transaction of business, and shall keep a public record of its resolutions, transactions, findings, and determinations.

(2) A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3821 Meetings; frequency; time; place; special meeting; notice; compliance with open meetings act; availability of writings to public.

Sec. 21. (1) A planning commission shall hold not less than 4 regular meetings each year, and by resolution shall determine the time and place of the meetings. Unless the bylaws provide otherwise, a special meeting of the planning commission may be called by the chairperson or by 2 other members, upon written request to the secretary. Unless the bylaws provide otherwise, the secretary shall send written notice of a special meeting to planning commission members not less than 48 hours before the meeting.

(2) The business that a planning commission may perform shall be conducted at a public meeting of the planning commission held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of a regular or special meeting shall be given in the manner required by that act.

(3) A writing prepared, owned, used, in the possession of, or retained by a planning commission in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3823 Compensation; expenses; preparation of budget; acceptance of gifts.

Sec. 23. (1) Members of a planning commission may be compensated for their services as provided by the legislative body. A planning commission may adopt bylaws relative to compensation and expenses of its members and employees for travel when engaged in the performance of activities authorized by the legislative body, including, but not limited to, attendance at conferences, workshops, educational and training programs, and meetings.

(2) After preparing the annual report required under section 19, a planning commission may prepare a detailed budget and submit the budget to the legislative body for approval or disapproval. The legislative body annually may appropriate funds for carrying out the purposes and functions permitted under this act, and may match local government funds with federal, state, county, or other local government or private grants, contributions, or endowments.

(3) A planning commission may accept gifts for the exercise of its functions. However, in a township, other than a township that on the effective date of this act had a planning commission created under former 1931 PA 285, only the township board may accept such gifts, on behalf of the planning commission. A gift of money so accepted in either case shall be deposited with the treasurer of the local unit of government in a special nonreverting planning commission fund for expenditure by the planning commission for the purpose designated by the donor. The treasurer shall draw a warrant against the special nonreverting fund only upon receipt of a voucher signed by the chairperson and secretary of the planning commission and an order drawn by the clerk of the local unit of government. The expenditures of a planning commission, exclusive of gifts and grants, shall be within the amounts appropriated by the legislative body.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3825 Employment of planning director and other personnel; contract for services; use of information and advice provided by public officials, departments, and agencies.

Sec. 25. (1) A local unit of government may employ a planning director and other personnel as it considers necessary, contract for the services of planning and other technicians, and incur other expenses, within a budget authorized by the legislative body. This authority shall be exercised by the legislative body, unless a

charter provision or ordinance delegates this authority to the planning commission or another body or official. The appointment of employees is subject to the same provisions of law as govern other corresponding civil employees of the local unit of government.

(2) For the purposes of this act, a planning commission may make use of maps, data, and other information and expert advice provided by appropriate federal, state, regional, county, and municipal officials, departments, and agencies. All public officials, departments, and agencies shall make available public information for the use of planning commissions and furnish such other technical assistance and advice as they may have for planning purposes.

History: 2008, Act 33, Eff. Sept. 1, 2008.

ARTICLE III. PREPARATION AND ADOPTION OF MASTER PLAN

125.3831 Master plan; preparation by planning commission; meetings with other governmental planning commissions or agency staff; powers.

Sec. 31. (1) A planning commission shall make and approve a master plan as a guide for development within the planning jurisdiction subject to section 81 and the following:

(a) For a county, the master plan may include planning in cooperation with the constituted authorities for incorporated areas in whole or to the extent to which, in the planning commission's judgment, they are related to the planning of the unincorporated area or of the county as a whole.

(b) For a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, or for a city or village, the planning jurisdiction may include any areas outside of the municipal boundaries that, in the planning commission's judgment, are related to the planning of the municipality.

(2) In the preparation of a master plan, a planning commission shall do all of the following, as applicable:

(a) Make careful and comprehensive surveys and studies of present conditions and future growth within the planning jurisdiction with due regard to its relation to neighboring jurisdictions.

(b) Consult with representatives of adjacent local units of government in respect to their planning so that conflicts in master plans and zoning may be avoided.

(c) Cooperate with all departments of the state and federal governments, public transportation agencies, and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

(3) In the preparation of the master plan, the planning commission may meet with other governmental planning commissions or agency staff to deliberate.

(4) In general, a planning commission has such lawful powers as may be necessary to enable it to promote local planning and otherwise carry out the purposes of this act.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

***** 125.3833 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3833.amended *****

125.3833 Master plan; land use and infrastructure issues; inclusion of maps, plats, charts, and other related matter; recommendations for physical development; additional subjects; implementation of master street plan or certain elements; specifications; section subject to MCL 125.3881(1); public transportation facilities.

Sec. 33. (1) A master plan shall address land use and infrastructure issues and may project 20 years or more into the future. A master plan shall include maps, plats, charts, and descriptive, explanatory, and other related matter and shall show the planning commission's recommendations for the physical development of the planning jurisdiction.

(2) A master plan shall also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction:

(a) A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, subject to subsection (5), public transportation facilities, public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, a land use plan and program for the county may be a general plan with a generalized future land use map.

(b) The general location, character, and extent of all of the following:

(i) All components of a transportation system and their interconnectivity including streets and bridges, public transit including public transportation facilities and routes, bicycle facilities, pedestrian ways, freight facilities and routes, port facilities, railroad facilities, and airports, to provide for the safe and efficient movement of people and goods in a manner that is appropriate to the context of the community and, as applicable, considers all legal users of the public right-of-way.

(ii) Waterways and waterfront developments.

(iii) Sanitary sewers and water supply systems.

(iv) Facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels.

(v) Public utilities and structures.

(c) Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities.

(d) For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan shall include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map.

(e) Recommendations for implementing any of the master plan's proposals.

(3) If a master plan is or includes a master street plan or 1 or more elements described in subsection (2)(b)(i), the means for implementing the master street plan or elements in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality.

(4) This section is subject to section 81(1).

(5) The reference to public transportation facilities in subsection (2)(a) only applies to a master plan that is adopted or substantively amended more than 90 days after the effective date of the amendatory act that added this subsection.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

***** 125.3833.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE *****

125.3833.amended Master plan; land use and infrastructure issues; inclusion of maps, plats, charts, and other related matter; recommendations for physical development; additional subjects; implementation of master street plan or certain elements; specifications; section subject to MCL 125.3881(1); public transportation facilities.

Sec. 33. (1) A master plan must address land use and infrastructure issues and may project 20 years or more into the future. A master plan must include maps, plats, charts, and descriptive, explanatory, and other related matter and must show the planning commission's recommendations for the physical development of the planning jurisdiction.

(2) A master plan must also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction:

(a) A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, subject to subsection (5), public transportation facilities, public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, a land use plan and program for the county may be a general plan with a generalized future land use map.

(b) The general location, character, and extent of all of the following:

(i) All components of a transportation system and their interconnectivity, including streets and bridges, public transit including public transportation facilities and routes, bicycle facilities, pedestrian ways, freight facilities and routes, port facilities, railroad facilities, and airports, to provide for the safe and efficient movement of people and goods in a manner that is appropriate to the context of the community and, as applicable, considers all legal users of the public right-of-way.

(ii) Waterways and waterfront developments.

(iii) Sanitary sewers and water supply systems.

(iv) Facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels.

(v) Public utilities and structures.

(c) Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas, and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities.

(d) For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan must include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map.

(e) An assessment of the community's existing and forecasted housing demands, with strategies and policies for addressing those demands.

(f) Recommendations for implementing any of the master plan's proposals.

(3) If a master plan is or includes a master street plan or 1 or more elements described in subsection (2)(b)(i), the means for implementing the master street plan or elements in cooperation with the county road commission and the state transportation department must be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality.

(4) This section is subject to section 81(1).

(5) The reference to public transportation facilities in subsection (2)(a) only applies to a master plan that is adopted or substantively amended after March 17, 2011.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010;—Am. 2024, Act 153, Eff. (sine die).

125.3835 Subplan; adoption.

Sec. 35. A planning commission may, by a majority vote of the members, adopt a subplan for a geographic area less than the entire planning jurisdiction, if, because of the unique physical characteristics of that area, more intensive planning is necessary for the purposes set forth in section 7.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3837 Metropolitan county planning commission; designation; powers.

Sec. 37. (1) A county board of commissioners may designate the county planning commission as the metropolitan county planning commission. A county planning commission so designated shall perform metropolitan and regional planning whenever necessary or desirable. The metropolitan county planning commission may engage in comprehensive planning, including, but not limited to, the following:

(a) Preparation, as a guide for long-range development, of general physical plans with respect to the pattern and intensity of land use and the provision of public facilities, together with long-range fiscal plans for such development.

(b) Programming of capital improvements based on relative urgency, together with definitive financing plans for the improvements to be constructed in the earlier years of the program.

(c) Coordination of all related plans of local governmental agencies within the metropolitan area or region.

(d) Intergovernmental coordination of all related planning activities among the state and local governmental agencies within the metropolitan area or region.

(2) In addition to the powers conferred by other provisions of this act, a metropolitan county planning commission may apply for, receive, and accept grants from any local, regional, state, or federal governmental agency and agree to and comply with the terms and conditions of such grants. A metropolitan county planning commission may do any and all things necessary or desirable to secure the financial aid or cooperation of a regional, state, or federal governmental agency in carrying out its functions, when approved by a 2/3 vote of the county board of commissioners.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3839 Master plan; adoption; procedures; notice; submittals; use of electronic mail.

Sec. 39. (1) A master plan shall be adopted under the procedures set forth in this section and sections 41 and 43. A master plan may be adopted as a whole or by successive parts corresponding with major geographical areas of the planning jurisdiction or with functional subject matter areas of the master plan.

(2) Before preparing a master plan, a planning commission shall send to all of the following, by first-class mail or personal delivery, a notice explaining that the planning commission intends to prepare a master plan and requesting the recipient's cooperation and comment:

(a) For any local unit of government undertaking a master plan, the planning commission, or if there is no planning commission, the legislative body, of each municipality located within or contiguous to the local unit of government.

(b) For a county undertaking a master plan, the regional planning commission for the region in which the county is located, if any.

(c) For a county undertaking a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for each county located contiguous to the county.

(d) For a municipality undertaking a master plan, the regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that municipality is located. If there is a county planning commission, the municipal planning commission may consult with the regional planning commission but is not required to do so.

(e) For a municipality undertaking a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which that municipality is located.

(f) For any local unit of government undertaking a master plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for this purpose with the planning commission.

(g) If the master plan will include a master street plan, the county road commission and the state transportation department.

(3) A submittal under section 41 or 43 by or to an entity described in subsection (2) may be made by personal or first-class mail delivery of a hard copy or by electronic mail. However, the planning commission preparing the plan shall not make such submittals by electronic mail unless, in the notice described in subsection (2), the planning commission states that it intends to make such submittals by electronic mail and the entity receiving that notice does not respond by objecting to the use of electronic mail. Electronic mail may contain a link to a website on which the submittal is posted if the website is accessible to the public free of charge.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

125.3841 Preparation of proposed master plan; submission to legislative body for review and comment; approval required; notice; submission of comments; statements as advisory.

Sec. 41. (1) After preparing a proposed master plan, a planning commission shall submit the proposed master plan to the legislative body for review and comment. The process of adopting a master plan shall not proceed further unless the legislative body approves the distribution of the proposed master plan.

(2) If the legislative body approves the distribution of the proposed master plan, it shall notify the secretary of the planning commission, and the secretary of the planning commission shall submit, in the manner provided in section 39(3), a copy of the proposed master plan, for review and comment, to all of the following:

(a) For any local unit of government proposing a master plan, the planning commission, or if there is no planning commission, the legislative body, of each municipality located within or contiguous to the local unit of government.

(b) For a county proposing a master plan, the regional planning commission for the region in which the county is located, if any.

(c) For a county proposing a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for each county located contiguous to the county.

(d) For a municipality proposing a master plan, the regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that local unit of government is located. If there is a county planning commission, the secretary of the municipal planning commission may submit a copy of the proposed master plan to the regional planning commission but is not required to do so.

(e) For a municipality proposing a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which that municipality is located. The secretary of the municipal planning commission shall concurrently submit to the county planning commission, in the manner provided in section 39(3), a statement that the requirements of subdivision (a) have been met or, if there is no county planning commission, shall submit to the county board of commissioners, in the manner provided in section 39(3), a statement that the requirements of subdivisions (a) and (d) have been met. The statement shall be signed by the secretary and shall include the name and address of each planning commission or legislative body to which a copy of the proposed master plan was submitted under subdivision (a) or (d), as applicable, and the date of submittal.

(f) For any local unit of government proposing a master plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public

transportation system within the local unit of government, and any government entity that registers its name and address for this purpose with the secretary of the planning commission. An entity described in this subdivision that receives a copy of a proposed master plan, or of a final master plan as provided in section 43(5), shall reimburse the local unit of government for any copying and postage costs thereby incurred.

(g) If the proposed master plan is or includes a proposed master street plan, the county road commission and the state transportation department.

(3) An entity described in subsection (2) may submit comments on the proposed master plan to the planning commission in the manner provided in section 39(3) within 63 days after the proposed master plan was submitted to that entity under subsection (2). If the county planning commission or the county board of commissioners that receives a copy of a proposed master plan under subsection (2)(e) submits comments, the comments shall include, but need not be limited to, both of the following, as applicable:

(a) A statement whether the county planning commission or county board of commissioners considers the proposed master plan to be inconsistent with the master plan of any municipality or region described in subsection (2)(a) or (d).

(b) If the county has a county master plan, a statement whether the county planning commission considers the proposed master plan to be inconsistent with the county master plan.

(4) The statements provided for in subsection (3)(a) and (b) are advisory only.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

125.3843 Proposed master plan; public hearing; notice; approval by resolution of planning commission; statement; submission of copy of master plan to legislative body; approval or rejection by legislative body; procedures; submission of adopted master plan to certain entities.

Sec. 43. (1) Before approving a proposed master plan, a planning commission shall hold not less than 1 public hearing on the proposed master plan. The hearing shall be held after the expiration of the deadline for comment under section 41(3). The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government. The planning commission shall also submit notice of the public hearing in the manner provided in section 39(3) to each entity described in section 39(2). This notice may accompany the proposed master plan submitted under section 41.

(2) The approval of the proposed master plan shall be by resolution of the planning commission carried by the affirmative votes of not less than 2/3 of the members of a city or village planning commission or not less than a majority of the members of a township or county planning commission. The resolution shall refer expressly to the maps and descriptive and other matter intended by the planning commission to form the master plan. A statement recording the planning commission's approval of the master plan, signed by the chairperson or secretary of the planning commission, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map. Following approval of the proposed master plan by the planning commission, the secretary of the planning commission shall submit a copy of the master plan to the legislative body.

(3) Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the planning commission, the legislative body shall approve or reject the proposed master plan. A statement recording the legislative body's approval of the master plan, signed by the clerk of the legislative body, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map.

(4) If the legislative body rejects the proposed master plan, the legislative body shall submit to the planning commission a statement of its objections to the proposed master plan. The planning commission shall consider the legislative body's objections and revise the proposed master plan so as to address those objections. The procedures provided in subsections (1) to (3) and this subsection shall be repeated until the legislative body approves the proposed master plan.

(5) Upon final adoption of the master plan, the secretary of the planning commission shall submit, in the manner provided in section 39(3), copies of the adopted master plan to the same entities to which copies of the proposed master plan were required to be submitted under section 41(2).

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3845 Extension, addition, revision, or other amendment to master plan; adoption; procedures; review and findings.

Sec. 45. (1) An extension, addition, revision, or other amendment to a master plan shall be adopted by following the procedure under sections 39, 41, and 43, subject to all of the following:

(a) Any of the following amendments to a master plan may be made without following the procedure under sections 39, 41, and 43:

(i) A grammatical, typographical, or similar editorial change.

(ii) A title change.

(iii) A change to conform to an adopted plat.

(b) Subject to subdivision (a), the review period provided for in section 41(3) shall be 42 days instead of 63 days.

(c) When a planning commission sends notice to an entity under section 39(2) that it intends to prepare a subplan, the notice may indicate that the local unit of government intends not to provide that entity with further notices of or copies of proposed or final subplans otherwise required to be submitted to that entity under section 39, 41, or 43. Unless the entity responds that it chooses to receive notice of subplans, the local unit of government is not required to provide further notice of subplans to that entity.

(2) At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3847 Part of county master plan covering incorporated area; adoption by appropriate city or village required; exception.

Sec. 47. (1) Subject to subsection (2), a part of a county master plan covering an incorporated area within the county shall not be recognized as the official master plan or part of the official master plan for that area unless adopted by the appropriate city or village in the manner prescribed by this act.

(2) Subsection (1) does not apply if the incorporated area is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3849 City or village planning department; authority to submit proposed master plan, or proposed extension, addition, revision, or other amendment.

Sec. 49. (1) This act does not alter the authority of a planning department of a city or village created by charter to submit a proposed master plan, or a proposed extension, addition, revision, or other amendment to a master plan, to the planning commission, whether directly or indirectly as provided by charter.

(2) Subsection (1) notwithstanding, a planning commission described in subsection (1) shall comply with the requirements of this act.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3851 Public interest and understanding; promotion.

Sec. 51. (1) To promote public interest in and understanding of the master plan, a planning commission may publish and distribute copies of the master plan or of any report, and employ other means of publicity and education.

(2) A planning commission shall consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens concerning the promotion or implementation of the master plan.

History: 2008, Act 33, Eff. Sept. 1, 2008.

ARTICLE IV.

SPECIAL PROVISIONS, INCLUDING CAPITAL IMPROVEMENTS AND SUBDIVISION REVIEW

125.3861 Construction of certain projects in area covered by municipal master plan; approval; initiation of work on project; requirements; report and advice.

Sec. 61. (1) A street; square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by a municipal master plan unless the location, character, and extent of the street, public way, open space, structure, or utility have been submitted to the planning commission by the legislative body or other body having jurisdiction

over the authorization or financing of the project and has been approved by the planning commission. The planning commission shall submit its reasons for approval or disapproval to the body having jurisdiction. If the planning commission disapproves, the body having jurisdiction may overrule the planning commission by a vote of not less than 2/3 of its entire membership for a township that on the enactment date of this act had a planning commission created under former 1931 PA 285, or for a city or village, or by a vote of not less than a majority of its membership for any other township. If the planning commission fails to act within 35 days after submission of the proposal to the planning commission, the project shall be considered to be approved by the planning commission.

(2) Following adoption of the county plan or any part of a county plan and the certification by the county planning commission to the county board of commissioners of a copy of the plan, work shall not be initiated on any project involving the expenditure of money by a county board, department, or agency for the acquisition of land, the erection of structures, or the extension, construction, or improvement of any physical facility by any county board, department, or agency unless a full description of the project, including, but not limited to, its proposed location and extent, has been submitted to the county planning commission and the report and advice of the planning commission on the proposal have been received by the county board of commissioners and by the county board, department, or agency submitting the proposal. However, work on the project may proceed if the planning commission fails to provide in writing its report and advice upon the proposal within 35 days after the proposal is filed with the planning commission. The planning commission shall provide copies of the report and advice to the county board, department, or agency sponsoring the proposal.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3863 Approval of construction project before effective date of act; rescission of authorization; failure of planning commission to act within certain period of time.

Sec. 63. If the opening, widening, or extension of a street, or the acquisition or enlargement of any square, park, playground, or other open space has been approved by a township planning commission that was created before the effective date of this act under former 1931 PA 285 or by a city or village planning commission and authorized by the legislative body as provided under section 61, the legislative body shall not rescind its authorization unless the matter has been resubmitted to the planning commission and the rescission has been approved by the planning commission. The planning commission shall hold a public hearing on the matter. The planning commission shall submit its reasons for approval or disapproval of the rescission to the legislative body. If the planning commission disapproves the rescission, the legislative body may overrule the planning commission by a vote of not less than 2/3 of its entire membership. If the planning commission fails to act within 63 days after submission of the proposed rescission to the planning commission, the proposed rescission shall be considered to be approved by the planning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Sec. 65. (1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

(2) Any township may prepare and adopt a capital improvement program. However, subsection (1) is only mandatory for a township if the township, alone or jointly with 1 or more other local units of government, owns or operates a water supply or sewage disposal system.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3867 Programs for public structures and improvements; recommendations.

Sec. 67. A planning commission may recommend to the appropriate public officials programs for public structures and improvements and for the financing thereof, regardless of whether the planning commission is exempted from the requirement to prepare a capital improvements program under section 65.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3869 Copy of zoning ordinance and amendments; request by county planning commission for submission by municipal planning commission.

Sec. 69. If a municipal planning commission has zoning duties pursuant to section 83 and the municipality has adopted a zoning ordinance, the county planning commission, if any, may, by first-class mail or personal delivery, request the municipal planning commission to submit to the county planning commission a copy of the zoning ordinance and any amendments. The municipal planning commission shall submit the requested documents to the county planning commission within 63 days after the request is received and shall submit any future amendments to the zoning ordinance within 63 days after the amendments are adopted. The municipal planning commission may submit a zoning ordinance or amendment under this subsection electronically.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3871 Recommendations for ordinances or rules governing subdivision of land; public hearing; notice; action on proposed plat; approval, approval with conditions, or disapproval by planning commission; approval of plat as amendment to master plan.

Sec. 71. (1) A planning commission may recommend to the legislative body provisions of an ordinance or rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105. If a township is subject to county zoning consistent with section 209 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3209, or a city or village is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536, the county planning commission may recommend to the legislative body of the municipality provisions of an ordinance or rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105. A planning commission may proceed under this subsection on its own initiative or upon request of the appropriate legislative body.

(2) Recommendations for a subdivision ordinance or rule may address plat design, including the proper arrangement of streets in relation to other existing or planned streets and to the master plan; adequate and convenient open spaces for traffic, utilities, access of firefighting apparatus, recreation, light, and air; and the avoidance of congestion of population, including minimum width and area of lots. The recommendations may also address the extent to which streets shall be graded and improved and to which water and sewer and other utility mains, piping, or other facilities shall be installed as a condition precedent to the approval of a plat.

(3) Before recommending an ordinance or rule described in subsection (1), the planning commission shall hold a public hearing on the proposed ordinance or rule. The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government.

(4) If a municipality has adopted a master plan or master street plan, the planning commission of that municipality shall review and make recommendations on plats before action thereon by the legislative body under section 112 of the land division act, 1967 PA 288, MCL 560.112. If a township is subject to county zoning consistent with section 209 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3209, or a city or village is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536, and the municipality has adopted a master plan or master street plan, the county planning commission shall also review and make recommendations on plats before action thereon by the legislative body of the municipality under section 112 of the land division act, 1967 PA 288, MCL 560.112.

(5) A planning commission shall not take action on a proposed plat without affording an opportunity for a public hearing thereon. A plat submitted to the planning commission shall contain the name and address of the proprietor or other person to whom notice of a hearing shall be sent. Not less than 15 days before the date of the hearing, notice of the date, time, and place of the hearing shall be sent to that person at that address by mail and shall be published in a newspaper of general circulation in the municipality. Similar notice shall be mailed to the owners of land immediately adjoining the proposed platted land.

(6) A planning commission shall recommend approval, approval with conditions, or disapproval of a plat within 63 days after the plat is submitted to the planning commission. If applicable standards under the land

division act, 1967 PA 288, MCL 560.101 to 560.293, and an ordinance or published rules governing the subdivision of land authorized under section 105 of that act, MCL 560.105, are met, the planning commission shall recommend approval of the plat. If the planning commission fails to act within the required period, the plat shall be considered to have been recommended for approval, and a certificate to that effect shall be issued by the planning commission upon request of the proprietor. However, the proprietor may waive this requirement and consent to an extension of the 63-day period. The grounds for any recommendation of disapproval of a plat shall be stated upon the records of the planning commission.

(7) A plat approved by a municipality and recorded under section 172 of the land division act, 1967 PA 288, MCL 560.172, shall be considered to be an amendment to the master plan and a part thereof. Approval of a plat by a municipality does not constitute or effect an acceptance by the public of any street or other open space shown upon the plat.

History: 2008, Act 33, Eff. Sept. 1, 2008.

ARTICLE V.

TRANSITIONAL PROVISIONS AND REPEALER

125.3881 Plan adopted or amended under planning act repealed under MCL 125.3885; effect; city or home rule village charter provision creating planning commission or ordinance implementing provision before effective date of act; ordinance creating planning commission under former law; ordinance or rules governing subdivision of land.

Sec. 81. (1) Unless rescinded by the local unit of government, any plan adopted or amended under a planning act repealed under section 85 need not be readopted under this act but continues in effect as a master plan under this act, regardless of whether it is entitled a master plan, basic plan, county plan, development plan, guide plan, land use plan, municipal plan, township plan, plan, or any other term. This includes, but is not limited to, a plan prepared by a planning commission and adopted before the effective date of this act to satisfy the requirements of section 1 of the former city and village zoning act, 1921 PA 207, section 3 of the former township zoning act, 1943 PA 184, section 3 of the former county zoning act, 1943 PA 183, or section 203(1) of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3203. The master plan is subject to the requirements of this act, including, but not limited to, the requirement for periodic review under section 45(2) and the amendment procedures set forth in this act. However, the master plan is not subject to the requirements of section 33 until it is first amended under this act.

(2) Unless repealed, a city or home rule village charter provision creating a planning commission before the effective date of this act and any ordinance adopted before the effective date of this act implementing that charter provision continues in effect under this act, and the planning commission need not be newly created by an ordinance adopted under this act. However, both of the following apply:

(a) The legislative body may by ordinance increase the powers and duties of the planning commission to correspond with the powers and duties of a planning commission created under this act. Provisions of this act regarding planning commission powers and duties do not otherwise apply to a planning commission created by charter before the effective date of this act and provisions of this act regarding planning commission membership, appointment, and organization do not apply to such a planning commission. All other provisions of this act, including, but not limited to, provisions regarding planning commission selection of officers, meetings, rules, records, appointment of employees, contracts for services, and expenditures, do apply to such a planning commission.

(b) The legislative body shall amend any ordinance adopted before the effective date of this act to implement the charter provision, or repeal the ordinance and adopt a new ordinance, to fully conform to the requirements of this act made applicable by subdivision (a), by the earlier of the following dates:

- (i) The date when an amendatory or new ordinance is first adopted under this act for any purpose.
- (ii) July 1, 2011.

(3) Unless repealed, an ordinance creating a planning commission under former 1931 PA 285 or former 1945 PA 282 or a resolution creating a planning commission under former 1959 PA 168 continues in effect under this act, and the planning commission need not be newly created by an ordinance adopted under this act. However, all of the following apply:

(a) Beginning on the effective date of this act, the duties of the planning commission are subject to the requirements of this act.

(b) The legislative body shall amend the ordinance, or repeal the ordinance or resolution and adopt a new ordinance, to fully conform to the requirements of this act by the earlier of the following dates:

- (i) The date when an amendatory or new ordinance is first adopted under this act for any purpose.
- (ii) July 1, 2011.

(c) An ordinance adopted under subdivision (b) is not subject to referendum.

(4) Unless repealed or rescinded by the legislative body, an ordinance or published rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105, need not be readopted under this act or amended to comply with this act but continue in effect under this act. However, if amended, the ordinance or published rules shall be amended under the procedures of this act.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3883 Transfer of powers, duties, and records.

Sec. 83. (1) If, on the effective date of this act, a planning commission had the powers and duties of a zoning board or zoning commission under the former city and village zoning act, 1921 PA 207, the former county zoning act, 1943 PA 183, or the former township zoning act, 1943 PA 184, and under the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, the planning commission may continue to exercise those powers and duties without amendment of the ordinance, resolution, or charter provision that created the planning commission.

(2) If, on the effective date of this act, a local unit of government had a planning commission without zoning authority created under former 1931 PA 285, former 1945 PA 282, or former 1959 PA 168, the legislative body may by amendment to the ordinance creating the planning commission, or, if the planning commission was created by resolution, may by resolution, transfer to the planning commission all the powers and duties provided to a zoning board or zoning commission created under the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702. If an existing zoning board or zoning commission in the local unit of government is nearing the completion of its draft zoning ordinance, the legislative body shall postpone the transfer of the zoning board's or zoning commission's powers, duties, and records until the completion of the draft zoning ordinance, but is not required to postpone the transfer more than 1 year.

(3) If, on or after the effective date of this act, a planning commission is created in a local unit of government that has had a zoning board or zoning commission since before the effective date of this act, the legislative body shall transfer all the powers, duties, and records of the zoning board or zoning commission to the planning commission before July 1, 2011. If the existing zoning board or zoning commission is nearing the completion of its draft zoning ordinance, the legislative body may, by resolution, postpone the transfer of the zoning board's or zoning commission's powers, duties, and records until the completion of the draft zoning ordinance, but not later than until 1 year after creation of the planning commission or July 1, 2011, whichever comes first.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3885 Repeal of certain acts.

Sec. 85. (1) The following acts are repealed:

- (a) 1931 PA 285, MCL 125.31 to 125.45.
- (b) 1945 PA 282, MCL 125.101 to 125.115.
- (c) 1959 PA 168, MCL 125.321 to 125.333.

(2) Any plan adopted or amended under an act repealed under subsection (1) is subject to section 81(1).

History: 2008, Act 33, Eff. Sept. 1, 2008.



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Ben Martin, Supervisor

Re: Discussion of appointments to Zoning Board of Appeals (ZBA) and Board of Review (BOR) for decision at February 3rd board meeting.



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Ben Martin, Supervisor

Re: Water Testing Discussion



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Bret Padgett

Re: BS&A Cloud

Attached is information about BS&A Cloud and a proposal to upgrade.

Attachments:

[BS&A Cloud Presentation.pdf](#)

[BS&A Cloud Upgrade Proposal.pdf](#)



Leadership Presentation

ERP Software Designed for Local Government

bsasoftware.com

About BS&A Software

- BS&A Software is the leading provider of Financial Management, Tax and Assessing, Utilities Management, and HRMS software for the Public Sector in the State of Michigan.
- BS&A has been providing our software solutions to the Public Sector in the State of Michigan for almost 40 years.
- 99% of municipalities in Michigan use at least one of our modules.
- BS&A has a 99%+ client retention rate, meaning once a municipality chooses to move forward with BS&A, they want to remain a client in perpetuity.





BS&A's Software Platforms

What You Have Today



.NET / Desktop

.NET is an on-premise, client-server solution. This platform was released in 2008, making it a 16-year-old product.

What We Recommend



Cloud

Cloud is the platform of the future. BS&A released Cloud in 2021, and it offers significant technological and security enhancements creating a more advantageous environment.

Why Cloud?



Access

Work from anywhere with an Internet connection across a range of devices.



Security

Secure Cloud environment with 99.99% up time and Multi Factor Authentication.



Disaster Recovery

Geo-redundant backups occur automatically at regular intervals to two different regions in the United States



Future-Proof

Inherit future versions of BS&A Cloud, included in your annual subscription



Reduce Liability

Eliminate, or reduce, physical servers and we'll handle securing BS&A in cooperation with Microsoft Azure.



Cohesion

With a single BS&A database, our customers can achieve a deeper level of integration than ever before.

Let's Compare the Differences

	.NET	Cloud
Comprehensive Access	VPN plus Remote Connection to Access solutions	Only require a web-browser
Robust Security	Limited security settings by user.	Detailed data access control, including record & field level security, & user role-based access restrictions.
Disaster Recovery	No built-in disaster recovery features, need an additional service purchased outside of BS&A.	Disaster recovery included in the cloud platform
Hardware Requirements	Requires hardware like a Windows PC, SQL Server, and routine maintenance	No need for a server, Microsoft SQL or a network
Automatic Updates	Requires end-users to install updates manually on each workstation for each module	Cloud updates are done automatically on the backend at BS&A
Background Reporting/Processing	Requires halting the module to execute reports, leading to system freezes	Cloud solutions allow for seamless system use by running reports and processes in the background
Unlimited Storage	Storage capacities are determined and purchased separately by the municipality, independently of BS&A's products.	Cloud includes unlimited storage on MS Azure
User Defined Workflows	On-premise offers limited workflow capabilities.	Cloud technology facilitates efficient workflows and process automation
User Defined Dashboards	Dashboards are not available	Cloud supports unlimited role-based dashboards

What are the Benefits?

Peace of Mind

- Ransomware Resistance
- Disaster Recovery
- Regular, Automatic Backups
- Reduce Liability



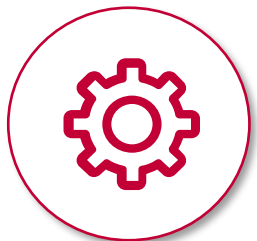
Enhanced Productivity

- Less downtime
- Run heavy processes in the background
- Customize dashboards, workflows, workspaces and more.



Flexibility

- Easy access from anywhere
- Access to real-time data from multiple locations
- No need to maintain a physical server



1986

DOS

Jim Bellefeuil releases DOS, the first iteration of what we know as BS&A Software today.

2008

.NET

BS&A Software releases .NET, replacing Pervasive as it became outdated.

1995-2001

Pervasive

BS&A Software releases a new platform, moving from DOS to Windows using the Pervasive database engine.

2021

Cloud

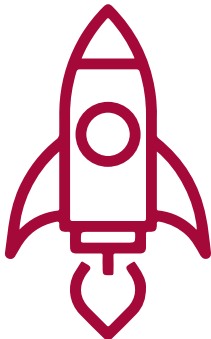
BS&A Software releases Cloud, the 4th iteration of our software solutions that are utilized throughout Michigan and 19 additional states in the U.S.

Today

BS&A Cloud and You

We recommend considering an upgrade to Cloud to keep up with technology and security enhancements as we continue to create a more advantageous environment for our clients.

Cloud Adoption Statistics



415+

Units that are live on
Cloud or have
executed a contract.



THANK YOU



Proposal for:
Comstock Charter Township, Kalamazoo County MI

December 20, 2024

Quoted by: Wilhelmina Korpi

Software and Services for BS&A Cloud Upgrade



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Upgrade - Cloud Modules - Annual Fee

Financial Management

General Ledger	\$5,065
Accounts Payable	\$4,150
Cash Receipting	\$4,630

Property

Assessing	\$6,625
Tax	\$4,430
Special Assessment	\$2,465

Subtotal **\$27,365**

BS&A Online - Fees for BS&A Online subscription services will be charged at the next renewal period.

Public Records Search + Online Bill Pay
With use of integrated Credit Card Processor

New Purchase - Cloud Modules - Annual Fee

Financial Management

Accounts Receivable	\$3,860
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Data Conversions/Database Setup

No conversion or database setup to be performed for:

Accounts Receivable



Upgrade Implementation

Services include:

- Management of your upgrade by our dedicated upgrade team for a smooth shift from .NET to cloud-based software, minimizing disruption
- Project schedule aligned with your processes and needs, ensuring a seamless transition timeline
- Expedited upgrade to cloud capturing existing process to minimize demands required of client teams
- Onboarding planned around critical process dates, ensuring your team is well-prepared for effective cloud software utilization
- Central contact for streamlined communication between project leaders, developers, IT staff, and conversion resources
- Testing and implementation of existing municipal customizations prior to go-live, preserving functionality and ensuring critical components are converted
- Preliminary data conversion with attachments, mirroring final conversion for a smooth transition
- Thorough data verification for all modules, ensuring accuracy and reliability of converted data, including automated balancing
- Key module validation managed by dedicated upgrade team (vs. customer in previous methodology), including testing of parallel processes
- Migration of key custom user-based designed reports handled out-the-box, enabling seamless access to critical insights.
- As needed, transition from .NET Online Payments to cloud architecture configuration for uninterrupted payment processing.
- Automated scaffolding of users and security roles based on your previous configurations
- Conversion of approval workflows based on role-based security, maintaining established processes
- As needed, configuration of existing hardware (barcode scanners, etc.) for seamless integration with cloud environment
- Documentation of our standard processes, facilitating easy access to essential information
- Upgrade training
- Prioritized response post go-live for 2 weeks from the upgrade team
- 3 post go-live survey touch points to check-in on post-go live experience
- Remote go-live assistance and remote office hours for a successful transition to the cloud-based software
- Travel not expected, but any necessary travel would be billed at a per trip and/or per day cost

\$21,900

New Module Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$825

New Module Implementation and Training

- \$1,100/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	1		\$1,100
Financial Management Modules	Days:	2		\$2,200
	Total:	3	Subtotal	\$3,300

Cost Totals

Upgrade Modules - Annual Fee	\$27,365
New Modules - Annual Fee	\$3,860
Upgrade Implementation	\$21,900
New Module Project Management and Implementation Planning	\$825
New Modules Implementation and Training	\$3,300

Total Proposed **\$57,250**

Travel Expenses \$375

Travel not expected for Upgrades. Any necessary travel to be billed at a per trip and/or per day cost.

Payment Schedule

- 1st Payment: **\$11,775** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$27,365** to be invoiced upon activation of customer's site for upgrade modules.
- 3rd Payment: **\$10,950** to be invoiced upon completion of upgrade implementation.
- 4th Payment: **\$3,860** to be invoiced upon activation of new modules.
- 5th Payment: **\$3,675** to be invoiced upon completion of new module training.

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

			Quantity		Cost
Epson THM-6000V Series Receipt Printer*	\$1,100	x	_____	=	\$_____
APG Series 100Cash Drawer**	\$275	x	_____	=	\$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$275	x	_____	=	\$_____

This will add \$_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of \$50.00.

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Scott Hess, Superintendent

Re: Senior Millage Discussion



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Scott Hess, Superintendent

Re: Engineering Services Letter of Engagement

Motion to accept Letter of Engagement and authorize superintendent to sign

Attachments:

[Engineering services letter of engagement.pdf](#)

Prein&Newhof
Engineers ■ Surveyors ■ Environmental ■ Laboratory

Sent via email: shess@comstockmi.gov

December 19, 2024

Mr. Scott Hess
Superintendent
Charter Township of Comstock
PO Box 449
Comstock, MI 49041-0449

RE: Engineering Services Letter of Engagement

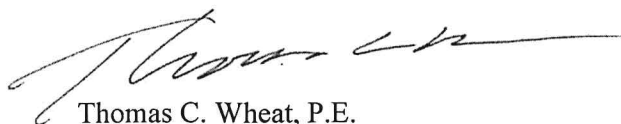
Dear Mr. Hess:

Prein&Newhof is pleased to present our Professional Services Agreement to provide as needed engineering services to Comstock Township. P&N will provide engineering services as requested by the Township Administration. If such services are not directly related to a specific project that has a separate agreement with the Township to provide professional services, then we propose to perform these services at our normal hourly rates plus expenses per P&N's Fee Schedule in effect on the date services are performed (2025 Fee Schedule attached).

If this proposal meets with your approval, please sign and return the Professional Services Agreement as authorization to proceed. If you have any questions, please contact our office.

Sincerely,

Prein&Newhof



Thomas C. Wheat, P.E.

TCW:dlj

Enclosures: Professional Services Agreement (2 pg.) Terms & Conditions (3 pg.)
Fee Schedule (1 pg.)

Project No. _____

Professional Services Agreement

This Professional Services Agreement is made this ____ day of _____, 20__ (“Agreement”) by and between Prein & Newhof, Inc. (“P&N”), of 1707 South Park Street, Suite 200, Kalamazoo, MI 49001, and Charter Township of Comstock (“Client”), of PO Box 449, Comstock, MI 49041-0449.

WHEREAS Client intends to:

Obtain as needed Engineering Services.

NOW THEREFORE, for and in consideration of the terms and conditions contained herein, the parties agree as follows:

ARTICLE 1 – DESIGNATED REPRESENTATIVES

Client and P&N each designate the following individuals as their representatives with respect to the Project.

For P&N

For Client

Name: Thomas C. Wheat, P.E.
 Title: Project Manager
 Phone Number: (269) 372-1158
 Facsimile Number: (616) 364-6955
 Email: twheat@preinnewhof.com

Name: Scott Hess
 Title: Superintendent
 Phone Number: (269) 381-2360
 Facsimile Number: (269) 381-4328
 Email: shess@comstockmi.gov

ARTICLE 2 – GENERAL CONDITIONS

This Agreement consists of this Professional Services Agreement and the following documents which by this reference are incorporated into and made a part of this Agreement.

- P&N Standard Terms and Conditions for Professional Services
- P&N Proposal dated December 19, 2024
- P&N Standard Rate Schedule
- P&N Supplemental Terms and Conditions
- Other:

ARTICLE 3 – ENGINEERING SERVICES PROVIDED UNDER THIS AGREEMENT:

Client hereby requests, and P&N hereby agrees to provide, the following services:

- P&N Scope of Services per Proposal dated December 19, 2024

Scope of Services defined as follows:

ARTICLE 4 – COMPENSATION:

Lump Sum for Services Described in Article 3 above - \$_____.

Additional services to be billed per P&N’s Standard Rate Schedule in effect on the date the additional service are performed.

Hourly Billing Rates plus Reimbursable Expenses per P&N’s Standard Rate Schedule in effect on the date services are performed.

Other:

ARTICLE 5 – ADDITIONAL TERMS (If any)

None

This Agreement constitutes the entire Agreement between P&N and Client and supersedes all prior written or oral understandings. This Agreement may not be altered, modified or amended, except in writing properly executed by authorized representatives of P&N and Client.

Accepted for:

Accepted for:

Prein&Newhof, Inc.

Charter Township of Comstock

By: _____

By: _____

Printed Name: Thomas C. Wheat, P.E.

Printed Name: _____

Title: Office Manager

Title: _____

Date: _____

Date: _____

Bill To/Ship To (if different)

Name: _____

Company: _____

Address: _____

Ph: _____

Fx: _____

Email: _____

Standard Terms & Conditions

- A. General** - As used in this Prein&Newhof Standard Terms and Conditions for Professional Services (hereinafter “Terms and Conditions”), unless the context otherwise indicates: the term “Agreement” means the Professional Services Agreement inclusive of all documents incorporated by reference including but not limited to this P&N Standard Terms and Conditions for Professional Services; the term “Engineer” refers to Prein & Newhof, Inc.; and the term “Client” refers to the other party to the Professional Services Agreement.

These Terms and Conditions shall be governed in all respects by the laws of the United States of America and by the laws of the State of Michigan.

- B. Standard of Care** - The standard of care for all professional and related services performed or furnished by Engineer under the Agreement will be the care and skill ordinarily used by members of Engineer’s profession of ordinary learning, judgment or skill practicing under the same or similar circumstances in the same or similar community, at the time the services are provided.
- C. Disclaimer of Warranties** - Engineer makes no warranties, expressed or implied, under the Agreement or otherwise.
- D. Construction/Field Observation** - If Client elects to have Engineer provide construction/field observation, client understands that construction/field observation is conducted to reduce, not eliminate the risk of problems arising during construction, and that provision of the service does not create a warranty or guarantee of any type. In all cases, the contractors, subcontractors, and/or any other persons performing any of the construction work, shall retain responsibility for the quality and completeness of the construction work and for adhering to the plans, specifications and other contract documents.
- E. Construction Means and Methods** - Engineer shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for any safety precautions and programs in connection with the construction work, for the acts or omissions of the Contractor, Subcontractors, or any other persons performing any of the construction work, or for the failure of any of them to carry out the construction work in accordance with the plans, specifications or other contract documents.
- F. Opinions of Probable Costs** - Client acknowledges that Engineer has no control over market or contracting conditions and that Engineer’s opinions of costs are based on experience, judgment, and information available at a specific period of time. Client agrees that Engineer makes no guarantees or warranties, express or implied, that costs will not vary from such opinions.
- G. Client Responsibilities**
1. Client shall provide all criteria, Client Standards, and full information as to the requirements necessary for Engineer to provide the professional services. Client shall designate in writing a person with authority to act on Client’s behalf on all matters related to the Engineer’s services. Client shall assume all responsibility for interpretation of contract documents and construction observation/field observation during times when Engineer has not been contracted to provide such services and shall waive any and all claims against Engineer that may be connected thereto.
 2. In the event the project site is not owned by the Client, the Client must obtain all necessary permission for Engineer to enter and conduct investigations on the project site. It is assumed that the Client possesses all necessary permits and licenses required for conducting the scope of services. Access negotiations may be performed at additional costs. Engineer will take reasonable precaution to minimize damage to land and structures with field equipment. Client assumes responsibility for all costs associated with protection and restoration of project site to conditions existing prior to Engineer’s performance of services.
 3. The Client, on behalf of all owners of the subject project site, hereby grants permission to the Engineer to utilize a small unmanned aerial system (sUAS) for purposes of aerial mapping data acquisition. The Client is responsible to provide required notifications to the property owners of the subject project site and affected properties where the sUAS services will be performed. The Engineer will operate the sUAS in accordance with applicable State and Federal Laws.
- H. Hazardous or Contaminated Materials/Conditions**
1. Client will advise Engineer, in writing and prior to the commencement of its services, of all known or suspected Hazardous or Contaminated Materials/Conditions present at the site.
 2. Engineer and Client agree that the discovery of unknown or unconfirmed Hazardous or Contaminated Materials/Conditions constitutes a changed condition that may require Engineer to renegotiate the scope of or terminate its services. Engineer and Client also agree that the discovery of said Materials/Conditions may make it necessary for Engineer to take immediate measures to protect health, safety, and welfare of those performing Engineer’s services. Client agrees to compensate Engineer for any costs incident to the discovery of said Materials/Conditions.
 3. Client acknowledges that Engineer cannot guarantee that contaminants do not exist at a project site. Similarly, a site

which is in fact unaffected by contaminants at the time of Engineer's surface or subsurface exploration may later, due to natural phenomena or human intervention, become contaminated. The Client waives any claim against Engineer, and agrees to defend, indemnify and hold Engineer harmless from any claims or liability for injury or loss in the event that Engineer does not detect the presence of contaminants through techniques commonly employed.

4. The Client recognizes that although Engineer is required by the nature of the services to have an understanding of the laws pertaining to environmental issues, Engineer cannot offer legal advice to the Client. Engineer urges that the Client seek legal assistance from a qualified attorney when such assistance is required. Furthermore, the Client is cautioned to not construe or assume that any representations made by Engineer in written or conversational settings constitute a legal representation of environmental law or practice.
 5. Unless otherwise agreed to in writing, the scope of services does not include the analysis, characterization or disposal of wastes generated during investigation procedures. Should such wastes be generated during this investigation, the Client will contract directly with a qualified waste hauler and disposal facility.
- I. Underground Utilities** – To the extent that the Engineer, in performing its services, may impact underground utilities, Engineer shall make a reasonable effort to contact the owners of identified underground utilities that may be affected by the services for which Engineer has been contracted, including contacting the appropriate underground utility locating entities and reviewing utility drawings provided by others. Engineer will take reasonable precautions to avoid damage or injury to **underground** utilities and other underground structures. Client agrees to hold Engineer harmless for any damages to below ground utilities and structures not brought to Engineers attention and/or accurately shown or described on documents provided to Engineer.
- J. Insurance**
1. Engineer will maintain insurance for professional liability, general liability, worker's compensation, auto liability, and property damage in the amounts deemed appropriate by Engineer. Client will maintain insurance for general liability, worker's compensation, auto liability, and property damage in the amounts deemed appropriate by Client. Upon request, Client and Engineer shall each deliver certificates of insurance to the other evidencing their coverages.
 2. Client shall require Contractors to purchase and maintain commercial general liability insurance and other insurance as specified in project contract documents. Client shall cause Engineer, Engineer's consultants, employees, and agents to be listed as additional insureds with respect to any Client or Contractor insurances related to projects for which Engineer provides services. Client agrees and must have Contractors agree to have their insurers endorse these policies to reflect that, in the event of payment of any loss or damages, subrogation rights under these Terms and Conditions are hereby waived by the insurer with respect to claims against Engineer.
- K. Limitation of Liability** - The total liability, in the aggregate, of Engineer and Engineer's officers, directors, partners, employees, agents, and consultants, whether jointly, severally or individually, to Client and anyone claiming by, through, or under Client, for any and all injuries, losses, damages and expenses, whatsoever, arising out of, resulting from, or in any way related to the Project or the Agreement, including but not limited to the performance of services under the Agreement, from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty, expressed or implied, of Engineer or Engineer's officers, directors, partners, employees, agents, consultants, or any of them, shall not exceed the amount of the compensation paid to Engineer under this Agreement, or the sum of fifty thousand dollars and no cents (\$50,000.00), whichever is less. Recoverable damages shall be limited to those that are direct damages. Engineer shall not be responsible for or held liable for special, indirect or consequential losses or damages, including but not limited to loss of use of equipment or facility, and loss of profits or revenue.

Client acknowledges that Engineer is a corporation and agrees that any claim made by Client arising out of any act or omission of any director, officer, or employee of Engineer, in the execution or performance of the Agreement, shall be made against Engineer and not against such director, officer, or employee.

L. Documents and Data

1. All documents prepared or furnished by Engineer under the Agreement are Engineer's instruments of service, and are and shall remain the property of Engineer.
2. Hard copies of any documents provided by Engineer shall control over documents furnished in electronic format. Client recognizes that data provided in electronic format can be corrupted or modified by the Client or others, unintentionally or otherwise. Consequently, the use of any data, conclusions or information obtained or derived from electronic media provided by Engineer will be at the Client's sole risk and without any liability, risk or legal exposure to Engineer, its employees, officers or consultants.
3. Any extrapolations, conclusions or assumptions derived by the Client or others from the data provided to the Client, either in hard copy or electronic format, will be at the Client's sole risk and full legal responsibility.

- M. Differing Site Conditions** - Client recognizes that actual site conditions may vary from the assumed site conditions or test locations used by Engineer as the basis of its design. Consequently, Engineer does not guarantee or warrant that actual site conditions will not vary from those used as the basis of Engineer's design, interpretations and recommendations. Engineer is not responsible for any costs or delays attributable to differing site conditions. .
- N. Terms of Payment** - Unless alternate terms are included in the Agreement, Client will be invoiced on a monthly basis until the completion of the **Project**. All monthly invoices are payable within 30 days of the date of the invoice. Should full payment of any invoice not be received within 30 days, the amount due shall bear a service charge of 1.5 percent per month or 18 percent per year plus the cost of collection, including reasonable attorney's fees. If Client has any objections to any invoice submitted by Engineer, Client must so advise Engineer in writing within fourteen (14) days of receipt of the invoice. Unless otherwise agreed, Engineer shall invoice Client based on hourly billing rates and direct costs current at the time of service performance. Outside costs such as, but not limited to, equipment, meals, lodging, fees, and subconsultants shall be actual costs plus 10 percent. In addition to any other remedies Engineer may have, Engineer shall have the absolute right to cease performing any services in the event payment has not been made on a current basis.
- O. Termination** - Either party may terminate services, either in part or in whole, by providing 10 calendar days written notice thereof to the other party. In such an event, Client shall pay Engineer for all services performed prior to receipt of such notice of **termination**, including reimbursable expenses, and for any shut-down costs incurred. Shut-down costs may, at Engineer's discretion, include expenses incurred for completion of analysis and records necessary to document Engineer's files and to protect its professional reputation.
- P. Severability and Waiver of Provisions** - Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Client and P&N, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable **provision** that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of the Agreement.
- Q. Dispute Resolution** - If a dispute arises between the parties relating to the Agreement, the parties agree to use the following procedure prior to either party pursuing other available remedies:
1. Prior to commencing a lawsuit, the parties must attempt mediation to resolve any dispute. The parties will jointly appoint a mutually acceptable person not affiliated with either of the parties to act as mediator. If the parties are unable to agree on the mediator within twenty (20) calendar days, they shall seek assistance in such regard from the Circuit Court of the State and County wherein the Project is located, who shall appoint a mediator. Each party shall be responsible for paying all costs and expenses incurred by it, but shall split equally the fees and expenses of the mediator. The mediation shall proceed in accordance with the procedures established by the mediator.
 2. The parties shall pursue mediation in good faith and in a timely manner. In the event the mediation does not result in resolution of the dispute within thirty (30) calendar days, then, upon seven (7) calendar days' written notice to the other party, either party may pursue any other available remedy.
 3. In the event of any litigation arising from the Agreement, including without limitation any action to enforce or interpret any terms or conditions or performance of services under the Agreement, Engineer and Client agree that such action will be brought in the District or Circuit Court for the County of Kent, State of Michigan (or, if the federal courts have exclusive jurisdiction over the subject matter of the dispute, in the U.S. District Court for the Western District of Michigan), and the parties hereby submit to the exclusive jurisdiction of said court.
- R. Force Majeure** - Engineer shall not be liable for any loss or damage due to failure or delay in rendering any services called for under the Agreement resulting from any cause beyond Engineer's reasonable control.
- S. Assignment** - Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.
- T. Modification** - The Agreement may not be modified except in writing signed by the party against whom a modification is sought to be enforced.
- U. Survival** - All express representations, indemnifications, or limitations of liability included in the Agreement shall survive its completion or termination for any reason.
- V. Third-Party Beneficiary** - Client and Engineer agree that it is not intended that any provision of this Agreement establishes a third-party beneficiary giving or allowing any claim or right of action whatsoever by a third party.
- W. Fee Escalation** - Engineer's fees are based on its billing rates, which are adjusted annually. For multi-year projects, Engineer's fees incorporate an estimate of future billing rates. If inflation causes actual billing rates to exceed these estimates, Engineer reserves the right to adjust its fees accordingly.

Fee Schedule

Effective January, 2025

Unless otherwise agreed, Prein&Newhof bills for time spent on a project at the hourly rate of the employees assigned. Identified below are the hourly rates for various employee classifications. Hourly billing rates include overhead, fringe benefits, and profit.

<u>Employee Classification</u>	<u>Hourly Billing Rate</u>
Senior Project Manager II, Senior Professional V	\$202
Senior Project Manager, Senior Professional IV	\$186
Project Manager, Senior Engineer III, Senior Professional III, Landscape Architect IV, Senior Technician V	\$170
Senior Engineer II, Senior Professional II, Landscape Architect III, Senior Technician IV, Surveyor IV, Geologist, Lab Manager	\$159
Senior Engineer, Senior Professional, Landscape Architect II, Senior Technician III, Surveyor III	\$149
Engineer II, Senior Technician II, Surveyor II, Senior Office Technician	\$139
Engineer, Senior Technician, Surveyor	\$129
Landscape Architect, Technician IV	\$119
Technician III, Lab Technician, Office Technician	\$108
Technician II	\$95
Technician	\$81
<u>Project Expenses</u>	<u>Billing Rate</u>
Mileage	\$0.70/mile
Direct expenses and sub-consultant costs	Invoice amount plus a 10% charge



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Scott Hess, Superintendent

Re: Kalamazoo County Household Hazardous Waste Program

Motion to approve Superintendent to sign contract

Attachments:

[Household hazard waste.pdf](#)

**AMENDMENT #1 TO THE AGREEMENT
BETWEEN THE COUNTY OF KALAMAZOO
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT
AND IT'S ENVIRONMENTAL HEALTH DIVISION/HOUSEHOLD HAZARDOUS WASTE PROGRAM
201 W. KALAMAZOO AVE., KALAMAZOO, MI 49007**

AND

**COMSTOCK TOWNSHIP
5858 KING HIGHWAY, KALAMAZOO, MI 49048**

The County of Kalamazoo, a municipal corporation and political subdivision of the State of Michigan, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, by and through its Health and Community Services Department's Environmental Health Division/Household Hazardous Waste Program, (hereinafter referred to as the "County"), and Comstock Township, 5858 King Highway, Kalamazoo, Michigan 49048 (hereinafter referred to as the "Municipality") having previously entered into an Agreement dated January 4, 2024, for the purpose of providing household hazardous waste disposal services; said Agreement being for the period January 1, 2025 through December 31, 2025; do now hereby approve and agree to amend the existing Agreement as follows:

a. Section C. FINANCIAL REQUIREMENTS.

1. Under the terms of this Agreement, the Municipality will provide funding for Operational Costs **and** Disposal Costs. The total of the Municipality allotment will be the combined monetary amounts input in #4 below.
2. Operational Costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within forty-five (45) days of receipt County Finance invoice. Operational costs = 2023 household equivalents 903 x \$15.00:

\$ 13,545.00 (COUNTY FILL IN OPERATIONAL COST SHARE)

3. Disposal cost is based upon the participation rate of the Municipality and disposal costs from all contractors each month. It is up to the Municipality to budget disposal costs for 12 months. It is highly recommended that this is increased from the previous year. The total the Municipality is budgeting for 12 months is:

\$ 25,000. (MUNICIPALITY FILL IN DISPOSAL AMOUNT)

4. Total allotment amount reserved for 2025:

\$ 38,545. (MUNICIPALITY FILL IN SUM OF #2 + #3).

5. The County will provide an itemized quarterly report to show the rate of participation and the materials disposed.

- 6. County Finance will invoice operational costs and the first quarter disposal costs. Disposal costs will be invoiced quarterly thereafter.
- 7. If the Municipality would like to utilize the HHW Center to dispose of hazardous waste generated at the Municipality offices, they may do so through the small business program.
- 8. If a Municipality is notified that funding for disposal costs is running out during the year, the County reserves the right to charge residents at the door.
- 9. If a Municipality chooses not to participate, residents may use the HHW Center at the current rate plus disposal costs. For 2025 this is \$39.00 per household equivalent.

b. Section M. PERIOD OF AGREEMENT.

The term of this Agreement shall be from January 1, 2025 through December 31, 2025, unless terminated earlier as provided.

c. Section P. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT.

The individual or officer signing this Agreement certifies by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official or agency.

FOR THE MUNICIPALITY

 Printed or Typed Name Title

 Signature Date

FOR THE COUNTY OF KALAMAZOO

 Printed or Typed Name Title

 Signature Date

Approved for use as a template on behalf of KALAMAZOO COUNTY GOVERNMENT CORPORATION COUNSEL By: Lewis L. Smith Date: August 20, 2024
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MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Scott Hess, Superintendent

Re: Superintendent Report



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Bret Padgett

Re: Cash Summary by Fund - November 2024

Attached is a cash summary by fund for the month ending November 30, 2024.

Attachments:

[CashSummarybyFund - NOV24.pdf](#)

FROM 11/01/2024 TO 11/30/2024

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2024	Total Debits	Total Credits	Ending Balance 11/30/2024
Fund 101	GENERAL FUND				
001.000	CASH - CHECKING	433,553.78	100,854.71	295,917.33	238,491.16
002.020	CASH - MICHIGAN CLASS	0.00	0.00	0.00	0.00
003.030	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
003.032	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
004.000	IMPREST & PETTY CASH	2,400.00	0.00	0.00	2,400.00
	GENERAL FUND	435,953.78	100,854.71	295,917.33	240,891.16
Fund 204	MUNICIPAL STREET FUND				
001.000	CASH - CHECKING	657,249.86	351.71	0.00	657,601.57
002.020	CASH - MICHIGAN CLASS	0.00	0.00	0.00	0.00
	MUNICIPAL STREET FUND	657,249.86	351.71	0.00	657,601.57
Fund 206	FIRE OPERATING FUND				
001.000	CASH - CHECKING	314,809.77	335,846.56	240,724.14	409,932.19
002.020	CASH - MICHIGAN CLASS	303,092.07	0.00	303,092.07	0.00
003.030	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
003.032	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
004.000	IMPREST & PETTY CASH	50.00	0.00	0.00	50.00
	FIRE OPERATING FUND	617,951.84	335,846.56	543,816.21	409,982.19
Fund 207	POLICE FUND				
001.000	CASH - CHECKING	191,052.05	105.09	0.00	191,157.14
002.020	CASH - MICHIGAN CLASS	0.00	0.00	0.00	0.00
003.032	CD - SOUTHERN MI BANK & TRUST	533,138.61	1,336.74	0.00	534,475.35
	POLICE FUND	724,190.66	1,441.83	0.00	725,632.49
Fund 211	FIRE CAPITAL IMPROVEMENT FUND				
001.000	CASH - CHECKING	708,524.60	362.90	0.00	708,887.50
002.020	CASH - MICHIGAN CLASS	831,794.76	3,715.29	0.00	835,510.05
003.050	CD - CIBC US	0.00	0.00	0.00	0.00
	FIRE CAPITAL IMPROVEMENT FUND	1,540,319.36	4,078.19	0.00	1,544,397.55
Fund 219	STREET LIGHTING FUND				
001.000	CASH - CHECKING	1,007.11	0.52	0.00	1,007.63
Fund 223	WATER SYSTEM FUND				
001.000	CASH - CHECKING	124,095.01	165,904.76	5,811.84	284,187.93
002.020	CASH - MICHIGAN CLASS	516,396.97	7,257.80	165,759.27	357,895.50
017.010	FIFTH THIRD SECURITIES	43,115.68	308.41	0.00	43,424.09
	WATER SYSTEM FUND	683,607.66	173,470.97	171,571.11	685,507.52
Fund 225	SEWER SYSTEM FUND				
001.000	CASH - CHECKING	147,285.74	839,083.58	461,722.07	524,647.25
002.020	CASH - MICHIGAN CLASS	836,815.00	0.00	836,815.00	0.00
003.030	CD - SOUTHERN MI BANK & TRUST	538,783.95	461,216.05	0.00	1,000,000.00
017.010	FIFTH THIRD SECURITIES	0.00	0.00	0.00	0.00
	SEWER SYSTEM FUND	1,522,884.69	1,300,299.63	1,298,537.07	1,524,647.25
Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY FUND				
001.000	CASH - CHECKING	282,398.41	176.95	4,981.50	277,593.86
Fund 249	BUILDING DEPARTMENT FUND				
001.000	CASH - CHECKING	62,522.10	32.02	0.00	62,554.12
Fund 271	LIBRARY FUND				
001.000	CASH - CHECKING	337,524.86	201,438.33	65,153.89	473,809.30
002.020	CASH - MICHIGAN CLASS	633,870.06	1,937.92	200,000.00	435,807.98
002.070	CASH - CONSUMERS CREDIT UNION	25.54	0.00	0.00	25.54
003.020	CD - MERCANTILE BANK	200,000.00	0.00	0.00	200,000.00

CASH SUMMARY BY ACCOUNT FOR COMSTOCK TOWNSHIP
 FROM 11/01/2024 TO 11/30/2024
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2024	Total Debits	Total Credits	Ending Balance 11/30/2024
003.040	CD - FLAGSTAR BANK	0.00	0.00	0.00	0.00
003.052	CD - CIBC US	210,544.44	0.00	0.00	210,544.44
003.060	CD - HORIZON BANK	215,117.96	0.00	0.00	215,117.96
003.070	CD - CONSUMERS CREDIT UNION	215,885.67	937.67	0.00	216,823.34
004.000	IMPREST & PETTY CASH	100.00	0.00	0.00	100.00
	LIBRARY FUND	<u>1,813,068.53</u>	<u>204,313.92</u>	<u>265,153.89</u>	<u>1,752,228.56</u>
Fund 284	OPIOID SETTLEMENT FUND				
001.000	CASH - CHECKING	14,428.02	7.39	0.00	14,435.41
Fund 285	ARPA FUND				
001.000	CASH - CHECKING	178,038.97	91.19	0.00	178,130.16
002.020	CASH - MICHIGAN CLASS	0.00	0.00	0.00	0.00
003.030	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
	ARPA FUND	<u>178,038.97</u>	<u>91.19</u>	<u>0.00</u>	<u>178,130.16</u>
Fund 296	SENIOR SERVICES FUND				
001.000	CASH - CHECKING	64,382.55	12.05	0.00	64,394.60
Fund 365	PUBLIC WORKS PROJECTS DEBT				
001.000	CASH - CHECKING	0.00	0.00	0.00	0.00
Fund 401	CAPITAL PROJECT FUND				
001.000	CASH - CHECKING	262,649.57	133.21	2,567.75	260,215.03
Fund 701	GENERAL CUSTODIAL FUND				
001.000	CASH - CHECKING	36,353.31	38,177.35	53,186.35	21,344.31
Fund 703	CURRENT TAX COLLECTION FUND				
001.000	CASH - CHECKING	0.00	60,451.73	60,451.73	0.00
	TOTAL - ALL FUNDS	<u>8,897,006.42</u>	<u>2,219,739.93</u>	<u>2,696,182.94</u>	<u>8,420,563.41</u>



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Bret Padgett

Re: Cash Summary by Bank Account - November 2024

Attached is a cash summary by bank account for the month ending November 30, 2024.

Attachments:

[CashSummarybyBankAccount-NOV24.pdf](#)

Cash Summary By Bank Account for Comstock Township
From 11/1/2024 to 11/30/2024

	General Account	Tax Account	Trust & Agency Account	Digital Payments Account
Beginning Balance	\$ 3,996,389.90	\$ 40,229.08	\$ 36,432.51	\$ 205.91
Add: Deposits/Credits	1,584,977.36	57,508.08	38,021.15	14,910.76
Less: Checks	(472,667.92)	(59,195.38)	(53,108.26)	-
Less: Withdrawals/Debits	(743,811.55)	(55.00)	(55.00)	(14,828.35)
Ending Balance	<u>\$ 4,364,887.79</u>	<u>\$ 38,486.78</u>	<u>\$ 21,290.40</u>	<u>\$ 288.32</u>



MEMO

Charter Township of Comstock Township Board January 6, 2025

From: Kelly Sims, Deputy Clerk

Re: Bills Paid-December 18, 2024-January 2, 2025

Please see attached.

Attachments:

[Bills Paid-Dec 18 2024-Jan 2 2025.pdf](#)

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000 GENERAL					
101-000-123.000	PREPAID EXPENSES	EMC INSURANCE COMPANIES	INSURANCE PREMIUM: 2025 INSURANCE PREMI	47,316.09	162692
101-000-123.000	PREPAID EXPENSES	EVERBRIDGE, INC.	NIXEL SERVICE: 12/12/2024-12/11/2025	5,400.00	162694
101-000-123.000	PREPAID EXPENSES	GSB	BOARD INSURANCE	2,534.35	162697
101-000-123.000	PREPAID EXPENSES	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD:01/01/2025-02/01/	185.04	162703
101-000-231.000	PAYROLL DEDUCTIONS (AFLAC)	AFLAC	AFLAC - DEC 2024	597.60	712
101-000-231.300	PAYROLL DEDUCTIONS (HSA ACH)	AVIDIA BANK	HSA PAYMENTS - 12/26/24 PAYROLL	2,089.27	714
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	HI-TECH	4 PORT USB HUB	20.00	162699
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	WEST MICHIGAN BUSINESS FOF	BUSINESS CARDS	135.00	162710
101-000-801.000	CONTRACTED SERVICES	MOLLY MAID	OFFICE CLEANING	150.00	162705
101-000-801.000	CONTRACTED SERVICES	SIGN CENTER	DROP BOX DECALS	20.00	162707
101-000-801.000	CONTRACTED SERVICES	CINTAS CORP	NOVEMBER 2024 LOBBY RUGS	299.36	162719
101-000-801.000	CONTRACTED SERVICES	MOLLY MAID	DECEMBER 20,2024 CLEANING FEE	150.00	162725
101-000-801.000	CONTRACTED SERVICES	MOLLY MAID	DECEMBER 20, 2024 CLEANING	150.00	162725
101-000-804.000	LEGAL SERVICES	LEWIS REED & ALLEN PC	CONDOMINIUM DEVELOPMENT-OLD TWP BUILDIN	4,927.50	162701
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	ZULTYS USER LICENSE	414.00	162723
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	SERVER/WORKSTATION/NETWORKING SUPPORT	950.00	162723
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	BACK UP AS A SERVICE: JAN 2025	295.00	162723
101-000-815.000	TECHNOLOGY SERVICES	SHUMAKER TECHNOLOGY GROUP	ANNUAL WEBSITE HOSTING/BACKUP/SECURITY:	1,295.00	162728
101-000-850.000	COMMUNICATIONS	AT&T	AT&T BILL - DEC 2024 (TWP)	561.80	713
101-000-931.000	EQUIPMENT REPAIRS AND MAINTENANC	D.L. GALLIVAN	COPIER MAINTENANCE: 11/27/2024-12/26/20	248.51	162720
Total For Dept 000 GENERAL				67,738.52	
Dept 172 ADMINISTRATIVE SERVICES					
101-172-725.000	FRINGE BENEFITS - ADMIN	BLUE CARE NETWORK OF MICH	COVERAGE PERIOD 01/01/2025 TO 01/31/202	4,659.79	162714
101-172-725.000	FRINGE BENEFITS - SUPERINTENDENT	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:01/01/2025-01/31/2	87.91	162726
Total For Dept 172 ADMINISTRATIVE SERVICES				4,747.70	
Dept 215 CLERK'S DEPARTMENT					
101-215-725.000	FRINGE BENEFITS - CLERK	BLUE CARE NETWORK OF MICH	COVERAGE PERIOD 01/01/2025 TO 01/31/202	1,980.64	162714
101-215-725.000	FRINGE BENEFITS - CLERK	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:01/01/2025-01/31/2	236.28	162726
Total For Dept 215 CLERK'S DEPARTMENT				2,216.92	
Dept 253 TREASURER					
101-253-727.000	OFFICE SUPPLIES/EQUIPMENT	WEST MICHIGAN BUSINESS FOF	BUSINESS CARDS	45.00	162710
Total For Dept 253 TREASURER				45.00	
Dept 257 ASSESSING					
101-257-801.000	CONTRACTED SERVICES	HARRIS APPRAISAL SERVICES, PERSONAL PROPERTY MAILING & PROCESSING		374.29	162698
101-257-801.000	CONTRACTED SERVICES	APPRAISALS PLUS GROUP LLC ASSESSING SERVICES JANUARY 2025		10,666.67	162715
Total For Dept 257 ASSESSING				11,040.96	
Dept 265 MAINTENANCE					
101-265-725.000	FRINGE BENEFITS - MAINTENANCE	BLUE CARE NETWORK OF MICH	COVERAGE PERIOD 01/01/2025 TO 01/31/202	2,020.73	162714
101-265-725.000	FRINGE BENEFITS - MAINTENANCE	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:01/01/2025-01/31/2	57.67	162726
101-265-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	MOWING	755.00	162718
Total For Dept 265 MAINTENANCE				2,833.40	
Dept 268 COMMUNICATIONS					
101-268-725.000	FRINGE BENEFITS - PR	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:01/01/2025-01/31/2	73.52	162726
Total For Dept 268 COMMUNICATIONS				73.52	
Dept 301 ORDINANCE ENFORCEMENT					
101-301-725.000	FRINGE BENEFITS - ORDINANCE	BLUE CARE NETWORK OF MICH	COVERAGE PERIOD 01/01/2025 TO 01/31/202	1,484.41	162195

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301 ORDINANCE ENFORCEMENT					
101-301-725.000	FRINGE BENEFITS - ORDINANCE	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:01/01/2025-01/31/2	60.41	162726
101-301-801.000	CONTRACTED SERVICES	JUNK KING GRAND RAPIDS	5010 EAST G AVE CLEAN UP	745.20	162713
101-301-801.000	CONTRACTED SERVICES	JUNK KING GRAND RAPIDS	5010 EAST G AVE CLEAN UP	790.20	162713
Total For Dept 301 ORDINANCE ENFORCEMENT				3,080.22	
Dept 528 RUBBISH COLLECTION/DISPOSAL					
101-528-850.000	COMMUNICATIONS	VERIZON WIRELESS	TRANSFER STATION PHONE: NOV 24-DEC 23 2	32.69	162730
Total For Dept 528 RUBBISH COLLECTION/DISPOSAL				32.69	
Dept 703 COMMUNITY DEVELOPMENT					
101-703-725.000	FRINGE BENEFITS - PLANNING & ZON	BLUE CARE NETWORK OF MICH	COVERAGE PERIOD 01/01/2025 TO 01/31/202	358.99	162714
101-703-725.000	FRINGE BENEFITS - PLANNING & ZON	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:01/01/2025-01/31/2	81.98	162726
101-703-801.000	CONTRACTED SERVICES	MCKENNA	PLANNING AND ZONING SERVICES	5,571.50	162702
101-703-801.000	CONTRACTED SERVICES	GIFFELS WEBSTER	CLEARZONING CONVERSION	495.00	162722
Total For Dept 703 COMMUNITY DEVELOPMENT				6,507.47	
Dept 751 PARKS & RECREATION DEPARTMENT					
101-751-725.000	FRINGE BENEFITS - PARKS & REC	BLUE CARE NETWORK OF MICH	COVERAGE PERIOD 01/01/2025 TO 01/31/202	2,006.73	162714
101-751-725.000	FRINGE BENEFITS - PARKS & REC	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:01/01/2025-01/31/2	199.17	162726
101-751-727.000	OFFICE SUPPLIES/EQUIPMENT	WEST MICHIGAN BUSINESS FOF	BUSINESS CARDS	45.00	162710
101-751-733.000	SUPPLIES/EQUIPMENT - FACILITIES	BSN SPORTS	BASES-SOFTBALL FIELD	506.00	162717
101-751-741.000	PROGRAM SUPPLIES/EQUIPMENT	DOUBLE L BAIT AND MARINE	HOLIDAY EVENT TREE	493.00	162691
Total For Dept 751 PARKS & RECREATION DEPARTMENT				3,249.90	
Total For Fund 101 GENERAL FUND				101,566.30	
Fund 206 FIRE OPERATING FUND					
Dept 000 GENERAL					
206-000-123.000	PREPAID EXPENSES	EMC INSURANCE COMPANIES	INSURANCE PREMIUM: 2025 INSURANCE PREMI	60,756.10	162692
206-000-123.000	PREPAID EXPENSES	EPS SECURITY	VIDEO SERVICE AGREEMENT: 01/01/2025-03/	126.00	162693
206-000-123.000	PREPAID EXPENSES	EPS SECURITY	VIDEO SERVICE AGREEMENT: 01/01/2025-03/	270.00	162693
206-000-123.000	PREPAID EXPENSES	EPS SECURITY	VIDEO SERVICE AGREEMENT@ 9-1	126.00	162693
206-000-123.000	PREPAID EXPENSES	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD:01/01/2025-02/01/	236.19	162703
206-000-725.000	FRINGE BENEFITS - FIRE	BLUE CARE NETWORK OF MICH	COVERAGE PERIOD 01/01/2025 TO 01/31/202	16,919.77	162714
206-000-725.000	FRINGE BENEFITS - FIRE	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:01/01/2025-01/31/2	1,043.63	162726
206-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	CARTER TAVERNA	DEPARTMENT UNIFORM REIMBURSEMENT	250.00	162688
206-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	ZACK SMITH	DEPARTMENT UNIFORM REIMBURSEMENT	250.00	162712
206-000-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	SNOW REMOVAL-FD	1,100.00	162689
206-000-801.000	CONTRACTED SERVICES	XEROX FINANCIAL SERVICES	COPIERS	435.34	162711
206-000-801.000	CONTRACTED SERVICES	XEROX FINANCIAL SERVICES	COPIERS: 11/27/2024-12/26/2024	435.34	162711
206-000-801.000	CONTRACTED SERVICES	BRONSON HELPNET	EMPLOYEE ASSISTANCE PROGRAM: 01/01/2025	285.60	162716
206-000-815.000	TECHNOLOGY SERVICES	HI-TECH	MONTHLY MANAGED SERVICES-DEC 2024	540.00	162723
206-000-850.000	COMMUNICATIONS	CHARTER COMMUNICATIONS	DEC24 CHARTER BILL - FIRE DEPT	777.88	707
206-000-850.000	COMMUNICATIONS	HI-TECH	ZULTYS USER LICENSE / CLEARFLY	572.50	162723
206-000-960.000	EDUCATION & TRAINING	ROBERT BRINKERT	NATIONAL REGISTRY EMT INITIAL APP FEE	88.00	162727
206-000-961.000	MEMBERSHIPS	MICHIGAN STATE FIREFIGHTER	2025 DEPARTMENT MEMBERSHIP	100.00	162724
Total For Dept 000 GENERAL				84,312.35	
Total For Fund 206 FIRE OPERATING FUND				84,312.35	
Fund 211 FIRE CAPITAL IMPROVEMENT FUND					
Dept 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	DYER AUTO BODY	2024 FORD MAVERICK REPAIR	7,006.16	162196

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 211 FIRE CAPITAL IMPROVEMENT FUND					
Dept 000 GENERAL					
Total For Dept 000 GENERAL				7,006.16	
Total For Fund 211 FIRE CAPITAL IMPROVEMENT FUND				7,006.16	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 000 GENERAL					
248-000-801.000	CONTRACTED SERVICES	SIGNART, INC.	DDA BANNERS	2,415.00	162729
Total For Dept 000 GENERAL				2,415.00	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				2,415.00	
Fund 271 LIBRARY FUND					
Dept 000 GENERAL					
271-000-123.000	PREPAID EXPENSES	EMC INSURANCE COMPANIES	INSURANCE PREMIUM: 2025 INSURANCE PREMI	14,853.81	162692
Total For Dept 000 GENERAL				14,853.81	
Dept 790 LIBRARY ADMIN					
271-790-725.000	BENEFITS - LIBRARY ADMIN	BLUE CARE NETWORK OF MICH	COVERAGE PERIOD 01/01/2025 TO 01/31/202	2,438.98	162714
271-790-725.000	BENEFITS - LIBRARY ADMIN	MUTUAL OF OMAHA	STD & LTD FOR PERIOD:01/01/2025-01/31/2	245.37	162726
271-790-925.000	UTILITIES	CITY OF KALAMAZOO TREASURE	WATER/SEWER @ 6132 KING HWY	358.43	162700
271-790-963.000	CONTINGENCY	OTSEGO DISTRICT LIBRARY	LOST MEL BOOKS	30.61	162706
271-790-963.000	CONTINGENCY	SIGNART, INC.	SIGNAGE UPDATE DOWN PAYMENT	11,515.00	162708
Total For Dept 790 LIBRARY ADMIN				14,588.39	
Dept 791 LIBRARY BOARD					
271-791-804.000	LEGAL SERVICES	FOSTER, SWIFT, COLLINS & S	LEGAL REVIEW	49.00	162695
271-791-804.000	LEGAL SERVICES	UNIQUE	PLACEMENTS	104.85	162709
Total For Dept 791 LIBRARY BOARD				153.85	
Dept 792 LIBRARY - ADULT SERVICES					
271-792-731.000	BOOKS	BAKER & TAYLOR	BOOKS	1,426.74	162687
271-792-731.000	BOOKS	CENTER POINT LARGE PRINT	LP BOOKS	293.64	162690
271-792-801.000	CONTRACTED SERVICES	MIDWEST TAPE	HOOPLA CONTENT	5,000.00	162704
Total For Dept 792 LIBRARY - ADULT SERVICES				6,720.38	
Dept 793 LIBRARY - YOUTH SERVICES					
271-793-731.000	BOOKS	BAKER & TAYLOR	BOOKS	995.05	162687
Total For Dept 793 LIBRARY - YOUTH SERVICES				995.05	
Total For Fund 271 LIBRARY FUND				37,311.48	
Fund 296 SENIOR SERVICES FUND					
Dept 000 GENERAL					
296-000-801.000	TAX COLLECTION 12/1-12/14/2024	COMSTOCK COMMUNITY CENTER	SENIOR MILLAGE DISBURSEMENT	33,595.77	708
Total For Dept 000 GENERAL				33,595.77	
Total For Fund 296 SENIOR SERVICES FUND				33,595.77	
Fund 401 CAPITAL PROJECT FUND					
Dept 000 GENERAL					
401-000-801.000	CONTRACTED SERVICES	GRAND RIVER CONSTRUCTION,	35TH ST PUMP STATION IMPROVEMENTS	37,547.39	162696
Total For Dept 000 GENERAL				37,547.39	
Total For Fund 401 CAPITAL PROJECT FUND				37,547.39	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Total For All Funds: 303,754.45

--- FUND TOTALS BY VENDOR ---

Fund 101 GENERAL FUND

00010070	- AT&T			561.80	
00010660	- AFLAC			597.60	
00030041	- CD LAWN MAINTENANCE			755.00	
0019030	- SIGN CENTER			20.00	
00230566	- WEST MICHIGAN BUSINESS FORMS			225.00	
058246	- MUTUAL OF OMAHA			796.94	
124562	- VERIZON WIRELESS			32.69	
125486	- MEDMUTUAL LIFE			185.04	
APG	- APPRAISALS PLUS GROUP LLC			10,666.67	
AVIDIA	- AVIDIA BANK			2,089.27	
BCN OF MI	- BLUE CARE NETWORK OF MICHIGAN			12,511.29	
BSNSPORTS	- BSN SPORTS			506.00	
CINTAS	- CINTAS CORP			299.36	
DLG	- D.L. GALLIVAN			248.51	
EMC INS	- EMC INSURANCE COMPANIES			47,316.09	
EVERBRIDGE	- EVERBRIDGE, INC.			5,400.00	
GIFFELSWEB	- GIFFELS WEBSTER			495.00	
GSB	- GSB			2,534.35	
HARRIS	- HARRIS APPRAISAL SERVICES, LLC			374.29	
HITECH	- HI-TECH			1,679.00	
JUNK KING	- JUNK KING GRAND RAPIDS			1,535.40	
LEWISREED	- LEWIS REED & ALLEN PC			4,927.50	
MCKENNA	- MCKENNA			5,571.50	
MISC	- MISC VENDOR			493.00	
MOLLYMAID	- MOLLY MAID			450.00	
STG	- SHUMAKER TECHNOLOGY GROUP			1,295.00	
TOTAL FUND 101 GENERAL FUND				101,566.30	

Fund 206 FIRE OPERATING FUND

00030041	- CD LAWN MAINTENANCE			1,100.00	
00030810	- CHARTER COMMUNICATIONS			777.88	
00050016	- EPS SECURITY			522.00	
00130930	- MICHIGAN STATE FIREFIGHTERS' ASSOC.			100.00	
058246	- MUTUAL OF OMAHA			1,043.63	
125486	- MEDMUTUAL LIFE			236.19	
145687	- BRONSON HELPNET			285.60	
BCN OF MI	- BLUE CARE NETWORK OF MICHIGAN			16,919.77	
EMC INS	- EMC INSURANCE COMPANIES			60,756.10	
HITECH	- HI-TECH			1,112.50	
MISC	- MISC VENDOR			588.00	
TWP-981354	- XEROX FINANCIAL SERVICES			870.68	
TOTAL FUND 206 FIRE OPERATING FUND				84,312.35	

Fund 211 FIRE CAPITAL IMPROVEMENT FUND

00042505	- DYER AUTO BODY			7,006.16	
TOTAL FUND 211 FIRE CAPITAL IMPROVEMENT F				7,006.16	

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY F

TWP-587923	- SIGNART, INC.			2,415.00	
TOTAL FUND 248 DOWNTOWN DEVELOPMENT AUTHC				2,415.00	

Fund 271 LIBRARY FUND

00020111	- BAKER & TAYLOR			2,421.79	
00030559	- CENTER POINT LARGE PRINT			293.64	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
		00110106	- CITY OF KALAMAZOO TREASURER	358.43	
		00130905	- MIDWEST TAPE	5,000.00	
		058246	- MUTUAL OF OMAHA	245.37	
		BCN OF MI	- BLUE CARE NETWORK OF MICHIGAN	2,438.98	
		EMC INS	- EMC INSURANCE COMPANIES	14,853.81	
		F SWIFT	- FOSTER, SWIFT, COLLINS & SMITH, PC	49.00	
		MISC	- MISC VENDOR	30.61	
		TWP-587923	- SIGNART, INC.	11,515.00	
		UNIQUE	- UNIQUE	104.85	
		TOTAL FUND 271	LIBRARY FUND	<u>37,311.48</u>	
		Fund 296	SENIOR SERVICES FUND		
		00031570	- COMSTOCK COMMUNITY CENTER	33,595.77	
		TOTAL FUND 296	SENIOR SERVICES FUND	<u>33,595.77</u>	
		Fund 401	CAPITAL PROJECT FUND		
		GRC INC	- GRAND RIVER CONSTRUCTION, INC	37,547.39	
		TOTAL FUND 401	CAPITAL PROJECT FUND	<u>37,547.39</u>	