



REGULAR MEETING OF THE CHARTER TOWNSHIP OF COMSTOCK TOWNSHIP BOARD

Monday, October 5, 2026 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 Comment(s) on Agenda Items Only

A citizen may state their 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. The person speaking has the floor and no other citizen shall speak during someone else's 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 to discuss your comments further (their contact information is located by the door). Please keep comments clean and respectful.

Approved by the Township Board on February 24, 2025.

V. Announcements for Departments/Boards/Commissions

- [Announcement]

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:

- Approval of Minutes from September 11, 2026
- Approval of Minutes from September 21, 2026
- Bills Payable Sept 19- October 1, 2026

VII. Presentation(s)

- Township Engineer Report from Prein & Newhof
- Presentation by Southern MI Code Consultants
- Infosafe Technology Presentation
- GRCOMM Presentation

VIII. Business

Fire & Rescue

Planning & Zoning

Clerk

- MTA Principles of Township Governance - discussion & possible adoption
- Trespass Ordinance #572 - Second Reading
- Homeless Person Policy
- InfoSafe Service Agreement – Discussion & Possible Action
- GRCOMM Service Agreement – Discussion & Possible Action

Treasurer

- Nixle Engage contract & Action

Trustee

Supervisor

- Sewer Repair- Discussion & Action
- Township Hall Parking lot- Discussion & Action
- Kalamazoo Area Building Authority Appointments
- Local Advisory Committee Member Appointments
- Kalamazoo Area Transportation Study Appointments
- Public Media Network Appointments
- Kalamazoo Regional Water & Wastewater Commission Appointments
- Central County Transit Authority Appointments
- Notice to Withdraw from Kalamazoo Area Building Authority – One Year Notice – Discussion & Action
- Additional Provision to Personal Policy Manual – Discussion & Possible Action

Finance

IX. Reports

- Fire Incident Type Report
- Comstock Township Residential Building Permits
- Comstock Township Commercial Building Permits
- Comstock Township Special Permits (Property Maintenance)
- Comstock Township Special Permits (Owners Request)

X. Informational/Future Action Items

- FOIA #26-078
- FOIA #26-086
- FOIA #26-091
- FOIA #26-092
- FOIA #26-093
- FOIA #26-094
- FOIA #26-096

- FOIA #26-097
- FOIA #26-098
- FOIA #26-101

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

A citizen may state their 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. The person speaking has the floor and no other citizen shall speak during someone else's 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 to discuss your comments further (their contact information is located by the door). Please keep comments clean and respectful.

Approved by the Township Board on February 24, 2025.

XII. Members Comments

XIII. Adjournment



MEMO

From: Clerk Amber Lawrence

Re: Consent Agenda

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Expedite Business

Attachments:

- Minutes from September 11, 2026
- Minutes from September 21, 2026
- Bills Payable Sept 19- October 1, 2026

**MINUTES OF THE SPECIAL MEETING OF THE
CHARTER TOWNSHIP OF COMSTOCK TOWNSHIP BOARD
KALAMAZOO COUNTY, MICHIGAN
SEPTEMBER 11, 2026**

CALL TO ORDER

Attendee Name	Title	Status
Supervisor Ben Martin	Supervisor	Present
Treasurer Sandy Bloomfield	Treasurer	Present
Clerk Amber Lawrence	Clerk	Present
Trustee Jerry Amos	Trustee	Present
Attorney Rob Thall	Attorney	Present

The meeting was called to order at 6:00 PM by Supervisor Martin.

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

A moment of silence was observed, followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

A motion was made to approve the agenda. Motion was supported by Trustee Amos. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Treasurer Sandy Bloomfield
SECONDER: Trustee Jerry Amos
AYES: Supervisor Ben Martin, Treasurer Sandy Bloomfield, Clerk Amber Lawrence, Trustee Jerry Amos

CITIZEN COMMENT(S) ON AGENDA ITEMS ONLY

Robin Burpee spoke as a private citizen, not on behalf of the Township. She stated she began work as the Clerk's assistant two weeks earlier, and shared her background growing up in Parchment, working at Howard's Cards and Gifts at Eastown Mall in the late 1970s, and living in Comstock Township near Homer Street and East Michigan Avenue for about seven years in the late 1990s before moving to St. Joseph County. She said she applied for the position on her own initiative and was not recruited. She spoke to the Trustee application and interview process that would be discussed under New Business, noted the volume of interest from community members who applied, and asked that residents evaluate the outcome of the process fairly.

Tammy Keeler asked whether a Clerk's assistant or board member is required to live within the Township, noting she understood staff came from Portage. She stated that in her view, Kirk Hart would make a good Trustee based on his experience and long residency in the community.

NEW BUSINESS

Discussion and Potential Decisions Regarding the Appointments to the Open Trustee Positions

Supervisor Martin explained that the board had divided into two groups to interview the 19 applicants for the three vacant Trustee seats: Supervisor Martin and Clerk Lawrence conducted interviews at Township Hall, while Treasurer Bloomfield and Trustee Amos conducted interviews at the VFW. Each group asked all applicants the same questions and did not discuss candidates with the other group prior to this meeting, in order to avoid a quorum of the board meeting outside a properly noticed public meeting.

Attorney Thall confirmed that this approach complied with the Open Meetings Act. He explained that had all four board members interviewed applicants together, that would have constituted a meeting of a quorum requiring public notice, and that splitting into two groups of two, asking identical questions, and avoiding cross-communication between the groups until this public meeting preserved the board's compliance with the Act.

Supervisor Martin explained the timing of the special meeting: the board's next regularly scheduled meeting is September 21, 2026, and appointing candidates in advance of that meeting would give them time to obtain building access, Township email and login credentials, and to prepare for the topics on the next agenda before casting a vote as seated board members.

Treasurer Bloomfield disclosed that she had introduced Kirk Hart to the board as a candidate, that her husband's business had built Mr. Hart's home, and that she had discussed with Supervisor Martin prior to the interviews that she would likely need to recuse herself from voting on his appointment. A motion was made by Supervisor Martin to allow Treasurer Bloomfield to abstain from any discussion or vote regarding Kirk Hart, supported by Clerk Lawrence. Motion passed by voice vote.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Supervisor Ben Martin
SECONDER:	Clerk Amber Lawrence
AYES:	Supervisor Ben Martin, Clerk Amber Lawrence, Trustee Jerry Amos
ABSTAIN:	Treasurer Sandy Bloomfield.

The board then discussed the candidates. Each member in turn named candidates under consideration, with reasons, over several rounds. Candidates named included Kirk Hart, Jesse McDonald, Joseph VanBruggen, John Paver, Mary McDermott, and Andy Sparks. Supervisor Martin noted Mr. Hart's experience as a commercial pilot and youth sports official, and his ability to make firm decisions under pressure. Clerk Lawrence and Trustee Amos each also named Mr. Hart. Trustee Amos, Clerk Lawrence, and Treasurer Bloomfield each named Joseph VanBruggen, citing his business background and his firsthand perspective as a resident and property owner on Township taxes. Supervisor Martin, Trustee Amos, and Clerk Lawrence each named John Paver, citing his experience engaging with other municipalities and his long-standing involvement with the community. Treasurer Bloomfield also named Mary McDermott and Andy Sparks but noted she was separately considering Ms. McDermott for an appointment to the Planning Commission, which is filled by the Supervisor with the board's confirmation, rather than for the Trustee vacancy under discussion.

Supervisor Martin motioned to appoint Joseph VanBruggen to the Board, supported by Treasurer Bloomfield. Each member of the board commented in agreement with the appointment. Roll call vote was taken.

RESULT: PASSED [UNANIMOUS]
MOVER: Supervisor Ben Martin
SECONDER: Treasurer Sandy Bloomfield
AYES: Treasurer Sandy Bloomfield, Supervisor Ben Martin, Clerk Amber Lawrence, Trustee Jerry Amos

Supervisor Martin motioned to appoint John Paver to the Board, supported by Clerk Lawrence. Clerk Lawrence stated that Mr. Paver's broad knowledge would help round out the board; Treasurer Bloomfield stated that while he was not on her own list, she respected his business knowledge and would support the appointment. Roll call vote was taken.

RESULT: PASSED [UNANIMOUS]
MOVER: Supervisor Ben Martin
SECONDER: Clerk Amber Lawrence
AYES: Trustee Jerry Amos, Treasurer Sandy Bloomfield, Supervisor Ben Martin, Clerk Amber Lawrence

Clerk Lawrence made a motion to appoint Kirk Hart to the Board. Motion supported by Supervisor Martin. Trustee Amos stated he agreed Mr. Hart was a good candidate. Clerk Lawrence stated that she made the motion because Mr. Hart brings a different set of experiences to the board than the members already seated and those just appointed. Roll call vote was taken.

RESULT: PASSED [3 Ayes, 0 Nays, 1 Abstention]
MOVER: Clerk Amber Lawrence
SECONDER: Supervisor Ben Martin
AYES: Supervisor Ben Martin, Clerk Amber Lawrence, Trustee Jerry Amos
ABSTAIN: Treasurer Sandy Bloomfield

Attorney Thall advised that the oaths of office be administered only after all appointments were decided, so that newly seated members would not vote on subsequent appointments made the same evening. Mr. Hart was not present at the meeting; the board noted that his oath would be administered separately and that he was expected to be seated by the September 21, 2026, regular meeting.

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

Tammy Keeler asked whether the newly appointed Trustees would be sworn in and seated during the meeting, noting a prior board had done so. Supervisor Martin confirmed they would be.

Karen Height commented on the proposed new fire station, stating the current proposed site is landlocked, and suggesting the board instead consider the roughly 100-acre parcel offered to the Township in front of the battery storage facility, which is not landlocked.

An unidentified resident said she had no negative comments and appreciated the board's process in reviewing the candidates.

Richard Hathaway, 3617 Silver Hills Avenue, spoke as a resident within the Comstock school district. He noted that the meeting fell on the 25th anniversary of the September 11th attacks and stated that his sister's stepson was lost that day. He wished Supervisor Martin and the board well in restoring the Township for future generations, stated he had confidence in the team assembled that evening, and noted he had left printed Michigan

Department of Education data for Comstock and surrounding school districts on the table for the board's review.

John Scholly stated he was glad to see John Paver appointed to the board and commented that it should have happened previously. He stated that due to his own workload and family circumstances he did not have time to serve himself and expressed hope for a board that works together.

OATHS OF OFFICE

Joseph VanBruggen took the oath of office for Township Trustee.

John Paver took the oath of office for Township Trustee. Mr. Paver commented that everyone had done their best with the information available to them, and that as long as the board remains honest and transparent, and keeps the public's business in public, that is what residents can ask of the board.

BOARD MEMBER COMMENTS

Trustee Amos congratulated the newly appointed members and thanked everyone who applied and participated in the process.

Treasurer Bloomfield thanked everyone for attending on a Friday evening, congratulated the new Trustees and Mr. Hart, and encouraged applicants who were not selected to stay involved with the Township.

Supervisor Martin echoed Treasurer Bloomfield's comments, noting the difficulty of narrowing 19 qualified candidates to three. He stated that he and Clerk Lawrence have discussed creating a new form of citizen engagement, such as an advisory committee structure, with further details to be determined. He also stated his intent to bring a proposal to the next regular meeting to revisit the Township's citizen comment format, stating that the current structure, which limits public comment to agenda items with a single comment period, has not served the Township well since it was adopted by a previous board.

Clerk Lawrence echoed the sentiment of staying involved, stated that she and Supervisor Martin intended to establish a form of community engagement session, and stated she had visited the Township cemetery and heard resident concerns about its condition and management, which she intends to address with community input. She also noted planned improvements to the Township website to make information more accessible to residents.

Trustee VanBruggen stated he grew up in the Township and returned four years ago to build a home. He stated he was surprised by changes he observed in the community since his childhood, and that this motivated him to serve. He stated his intention to listen to and serve all residents.

Trustee Paver stated his family has been part of the community since 2011 and echoed Trustee VanBruggen's comments. He stated that changing how the board handles public comment is important to the Township's growth and encouraged residents to continue speaking up regardless of the outcome of any particular decision.

Supervisor Martin thanked Attorney Thall for attending on short notice on a Friday evening. He reported that the Planning Commission had approved the site plan for the battery energy storage project, and that he had begun the process that morning of applying for a \$2 million grant available to the community related to that project. He stated that the board would monitor funds received from the grant and the community host development agreement based on resident feedback and congratulated the board on having all three Trustee vacancies addressed ahead of the September 21, 2026 regular meeting.

ADJOURNMENT

The meeting adjourned at approximately 7:14 PM.

Minutes signatures

Attested:

Amber Lawrence, Township Clerk

Benjamin Martin, Township Supervisor

**MINUTES OF THE REGULAR MEETING OF THE
CHARTER TOWNSHIP OF COMSTOCK TOWNSHIP BOARD
KALAMAZOO COUNTY, MICHIGAN
SEPTEMBER 21, 2026**

CALL TO ORDER

Attendee Name	Title	Status
Ben Martin	Supervisor	Present
Sandy Bloomfield	Treasurer	Present
Amber Lawrence	Clerk	Present
Kirk Hart	Trustee	Present
John Paver	Trustee	Present
Joe VanBruggen	Trustee	Present
Jerry Amos	Trustee	Present
Rob Thall	Attorney	Present

Meeting was called to order at approximately 6:00 PM by Supervisor Martin with Treasurer Bloomfield, Clerk Lawrence, Trustees Hart, Paver, VanBruggen, and Amos, and Attorney Thal present.

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

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Clerk Lawrence requested the following changes to the agenda: move the August 19, 2026 minutes out of the Consent Agenda to the first item under Clerk; add a proposal to discontinue Granicus under Clerk; move Bills Payable (July 23 – September 18, 2026) to the Consent Agenda under Treasurer; add Forensic Audit RFPs after the millage rate item; and add the MDOT presentation as the first item under Supervisor.

Trustee VanBruggen made a motion that the agenda be approved as amended. Motion was supported by Treasurer Bloomfield. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Trustee VanBruggen
SECONDER: Treasurer Bloomfield
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

PUBLIC COMMENT(S) ON AGENDA ITEMS ONLY

Approximately five members of the public commented. Tammy Keeler opposed the battery energy storage system (BESS), citing safety incidents in California, air quality, and the effect on the schools, and asked the Board to help residents fight the project. Karen Hite said the BESS

decision was made at the state level under PA 233 and by the previous board, and is now outside the Township's control. Mary Beth Wood (8229 Palm Meadow Trail) raised concerns about noise, groundwater, wells, and property values near the BESS and asked for the applicant's construction timeline. Jessica Vetter welcomed the new Board, urged continued resistance to the BESS, and asked to tour the fire stations and learn more about Fire Department funding. John Dickman said the proposed battery technology is two generations newer and safer than the California facility, and that PA 233 removed local control over such projects.

ANNOUNCEMENTS FOR DEPARTMENTS/BOARDS/COMMISSIONS

Kalamazoo County Road Commission

Road Commissioner Larry Stehouwer introduced himself as the Township's liaison. He reported that construction is winding down for the season, service requests are being handled more promptly, and revenue is running slightly above the adopted budget. Neighborhood road funding is expected in the next month or two. He also mentioned the Safe Streets for All program.

County Commissioner's Report

County Commissioner John Gisler distributed the Equalization Department's nine-year taxable value spreadsheet (through 2025) and a flyer for the Senior Expo at the Expo Center on October 6, 9:00 AM – 3:00 PM, which has more than 150 exhibitors. He also distributed the Housing Department's annual report on how the \$9.2 million housing millage was spent. He reported that Kalamazoo's airport reopened to commercial traffic on September 19 with a 500-foot southern extension of the main runway. He shared lockable "pot pouches," available free at the Health and Community Services Department, to keep cannabis away from children and pets.

CONSENT AGENDA

Treasurer Bloomfield made a motion to approve the consent agenda as amended. Supported by Trustee Amos. Motion passed by voice vote.

RESULT:	PASSED UNANIMOUS (voice vote)
MOVER:	Treasurer Bloomfield
SECONDER:	Trustee Amos
AYES:	All members present
NAYS:	None
ABSTAIN:	None
ABSENT:	None

- Bills Payable: July 23, 2026 – September 18, 2026

PRESENTATION(S)

There were no presentations.

BUSINESS

There were no items discussed under Business.

FIRE & RESCUE

Request to Purchase Station Alerting Equipment for New Fire Station 93

Fire Chief Beauchamp welcomed the new trustees and requested approval to buy station alerting equipment for new Fire Station 93, totaling \$147,894.46. The equipment is included in the station budget and is an owner-provided item. A 6% price increase takes effect at the end of the week, so buying now saves over \$8,800. The equipment is sole-source: U.S. Digital Designs Phoenix G2, the system dispatch uses and already in all three Township stations. Existing equipment will be moved where possible. In response to Trustee Hart, the Chief said Kalamazoo Public Safety, Portage Public Safety, and Kalamazoo Township also use the system. Trustee Paver noted the funds are already budgeted and the purchase supports BESS preparedness.

Trustee Hart made a motion to approve the purchase of the station alerting equipment. Motion supported by Trustee Paver. Motion passed by voice vote, six to one.

RESULT: PASSED (6–1, voice vote)
MOVER: Trustee Hart
SECONDER: Trustee Paver
AYES: Six members (voice vote) Supervisor Martin, Treasurer Bloomfield, Clerk Lawrence, Trustee Hart, Trustee Paver, Trustee VanBruggen
NAYS: Trustee Amos
ABSTAIN: None
ABSENT: None

PLANNING & ZONING

Nothing discussed for Planning and Zoning.

CLERK

Meeting Minutes — August 19, 2026

Clerk Lawrence explained that the August 19, 2026 minutes were pulled from the Consent Agenda to correct formatting errors, including duplicated motions. The content was accurate.

Treasurer Bloomfield made a motion to approve the amended minutes. Motion supported by Trustee VanBruggen. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Treasurer Bloomfield
SECONDER: Trustee VanBruggen
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

Proposal to Discontinue Granicus

Clerk Lawrence explained that the Granicus agenda and minutes software is cumbersome, contributed to the errors in the August 19 minutes, and still prints a former supervisor's name on its templates. Annual costs rose from \$7,800 (2023) to \$8,200 (2024), \$9,000 (2025), and \$10,000 (2026), and would likely reach \$11,000 next year. The contract ended

in April 2025. She proposed using a PDF template uploaded to the new Township website, and said she would ask about a prorated refund. Treasurer Bloomfield praised the new minutes format. Supervisor Martin supported the change.

Trustee VanBruggen made a motion to discontinue using the Granicus software and not renew the subscription. Motion supported by Trustee Hart. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Trustee VanBruggen
SECONDER: Trustee Hart
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

Citizen Comment

Clerk Lawrence recommended letting citizens address both agenda and non-agenda items during public comment, so residents don't have to wait through the entire meeting to be heard.

Treasurer Bloomfield made a motion to change citizen comment to include both agenda and non-agenda items for the first public comment at board meetings. Motion supported by Trustee Amos. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Treasurer Bloomfield
SECONDER: Trustee Amos
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

Election Commission Trustee Appointments

Clerk Lawrence explained that in a charter township the Election Commission is the Clerk and two trustees. Appointees must attend the Public Accuracy Test on October 8, 2026, at 12:00 PM and help with other election duties. Trustees Hart and Paver volunteered.

Clerk Lawrence made a motion that Trustee Hart and Trustee Paver be appointed as the trustee members of the Election Commission. Motion supported by Trustee VanBruggen. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Clerk Lawrence
SECONDER: Trustee VanBruggen
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

Homecoming Parade Permit — October 2, 2026

Clerk Lawrence presented Comstock High School's homecoming parade permit request. The parade will run from 4:30 to 6:30 PM, starting at Family Worship Center on East H Avenue, turning onto North 26th Street, and ending at Comstock High School, with about 150 participants.

Trustee Amos made a motion to accept the Homecoming parade permit for October 2, 2026. Motion supported by Clerk Lawrence. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Trustee Amos
SECONDER: Clerk Lawrence
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

Insurance Renewal Plan Review

Clerk Lawrence reviewed the annual benefits renewal. A lower-cost plan was rejected after several listed providers had never heard of it. Estimated cost increases were: renewal of the current HMO with HSA, \$72,000; PPO without HSA, \$167,000; HMO with lower HSA, \$145,000; and PPO with HSA, \$114,000. She recommended renewing the current plan so employees can keep their established doctors. Employees could upgrade to another plan at their own expense, provided at least one employee enrolls in any added plan. Supervisor Martin said most staff are happy with the current plan. Trustees Hart and Paver reported that on-duty fire personnel they met with that day strongly supported keeping it. Treasurer Bloomfield noted the Fire Department is not raising its millages and will absorb most of the cost. Trustee VanBruggen asked about step-up options for employees. Fire Chief Beauchamp reported that 20 employees are eligible, most funded through the Fire Department. He said the department saved over \$100,000 this year through staffing practices and a renewed highway safety traffic grant. Staff had already moved from a PPO to an HMO three years ago after a 23% increase. He cited firefighters' elevated cancer risks and asked that coverage stay as is. Attorney Thal advised on the wording of the motion.

Clerk Lawrence made a motion to renew the current healthcare plan with options for additional plans at the employee's expense. Motion supported by Trustee Paver. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Clerk Lawrence
SECONDER: Trustee Paver
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

PA 152 Opt-Out

The Board discussed opting out of the 80/20 cost-sharing requirement of PA 152. Chief Beauchamp estimated that opting in would cost the Fire Department about \$25,000 more, not counting overtime, because the Township's compensation policy would require making employees whole. Clerk Lawrence and Supervisor Martin supported opting out, saying

savings should not come at employees' expense. Trustee Paver agreed. Trustee Amos said he could support an exception for the Fire Department but opposed opting out for the rest of the Township.

Trustee Paver made a motion to opt out of PA 152. Motion supported by Trustee Hart. Motion passed by voice vote, six to one.

RESULT: PASSED (6–1, voice vote)
MOVER: Trustee Paver
SECONDER: Trustee Hart
AYES: Six members (voice vote) Supervisor Martin, Treasurer Bloomfield, Clerk Lawrence, Trustee Paver, Trustee Hart, Trustee Vanbruggen
NAYS: One member — Trustee Amos
ABSTAIN: None
ABSENT: None

Elections Consultant Request

Clerk Lawrence asked permission to hire an experienced former clerk as a consultant to help set up the November federal election. Trustee Hart and Attorney Thal stressed how complex election law is and the risk of costly lawsuits if errors occur. The consultant's rate is \$30 per hour. Tim Snow was recommended, and Trustee VanBruggen endorsed him.

Treasurer Bloomfield made a motion to approve hiring an election consultant at \$30 per hour. Motion supported by Trustee Amos. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Treasurer Bloomfield
SECONDER: Trustee Amos
AYES: All members present (voice vote; no nays heard)
NAYS: None
ABSTAIN: None
ABSENT: None

TREASURER

2026 Millage Rates — L-4029

Treasurer Bloomfield reported that no millages are being raised. The library voluntarily reduced one of its millages from 0.5048 to 0.3065, so no Truth in Taxation hearing is needed. The total proposed levy is 5.3734 mills. A police millage will be on the November ballot. Attorney Thal explained that the cover sheet showed maximum authorized rates, and that the rates in box 11 of the L-4029 are the ones being levied. The L-4029 is due to County Equalization the next day. Supervisor Martin said the Board aims to lower millage further once expected revenue is confirmed.

Clerk Lawrence made a motion to approve the 2026 L-4029 with the following millage rates: Charter Operating 1.8484; Library Extra Voted 0.3065; second Library line Extra Voted 0.9685; Roads 1.2500; and Senior 1.0000. Motion supported by Trustee Paver. Roll call vote was taken. Trustee VanBruggen - yes. Trustee Paver - yes. Treasurer Bloomfield - yes. Supervisor Martin - yes. Clerk Lawrence - yes. Trustee Amos - yes. Trustee Hart - yes. The resolution will be assigned the next resolution number in order.

RESULT: PASSED UNANIMOUS (7–0)
MOVER: Clerk Lawrence
SECONDER: Trustee Paver
AYES: Trustee VanBruggen, Trustee Paver, Treasurer Bloomfield, Supervisor Martin, Clerk Lawrence, Trustee Amos, Trustee Hart
NAYS: None
ABSTAIN: None
ABSENT: None

Forensic Audit RFPs

Treasurer Bloomfield, Clerk Lawrence, and Supervisor Martin interviewed two firms. Plante Moran requires a \$10,000 retainer. Rehmann requires \$7,000 and offers a two-part approach: an investigation led by former FBI agent Chuck Story and a risk advisory review led by Kristy Clark. The total cost is estimated at about \$60,000. Clerk Lawrence questioned the return on investment but noted that transparency and unity have value. Trustee Paver was concerned about cost and the added expense of pursuing any recovery. Treasurer Bloomfield and Trustee Amos strongly supported the audit, saying residents have asked for it. Trustee Hart asked about interviewing former personnel. Attorney Thal said participation would be voluntary, and that recovery could come through bonds or criminal referral. Supervisor Martin suggested a cost cap. Trustee VanBruggen, Treasurer Bloomfield, and Clerk Lawrence preferred Rehmann.

Clerk Lawrence made a motion to pursue the forensic audit with Rehmann at a cost not to exceed \$57,000. Motion supported by Trustee Paver. Roll call vote was taken. Trustee Hart - yes. Trustee Amos - yes. Clerk Lawrence - yes. Supervisor Martin - yes. Treasurer Bloomfield - yes. Trustee Paver - yes. Trustee VanBruggen - yes.

RESULT: PASSED UNANIMOUS (7–0)
MOVER: Clerk Lawrence
SECONDER: Trustee Paver
AYES: Trustee Hart, Trustee Amos, Clerk Lawrence, Supervisor Martin, Treasurer Bloomfield, Trustee Paver, Trustee VanBruggen
NAYS: None
ABSTAIN: None
ABSENT: None

TRUSTEE

No items were discussed.

SUPERVISOR

MDOT Proposal — Gull Road

The MDOT Kalamazoo TSC operations engineer Bandhan Ayon presented planned improvements on Gull Road. These include more capacity at Sprinkle Road, better alignment at Gull Run Drive/Meyer Drive, and a possible traffic signal at 26th Street. All are unfunded, with no set timeline. MDOT is also pursuing about \$2 million for non-motorized improvements on the south side of Gull Road: a sidewalk from Sprinkle Road to 26th Street, and a separate shared-use path west of Sprinkle Road toward Sunnyside Drive and beyond. There have been seven bicycle crashes on the corridor in five years, one of them fatal. MDOT would pay to build them, but the Township would be responsible for maintenance,

and a local commitment makes the funding application more competitive. Supervisor Martin said the project supports the master plan and development along Gull Road. Clerk Lawrence and Trustee VanBruggen supported it. Trustee Amos asked about the right turn from Sprinkle Road, and MDOT noted a road project planned for 2029. In response to Trustee Hart, an MDOT traffic and safety engineer said an operations study of the I-94/35th Street interchange is expected next year.

Trustee Hart made a motion to support the MDOT proposal for the maintenance of new non-motorized thoroughfares on Gull Road, if and when installed. This is a non-binding expression of support; a formal maintenance agreement would follow. Motion supported by Clerk Lawrence. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Trustee Hart
SECONDER: Clerk Lawrence
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

Planning Commission Appointment

Supervisor Martin presented Mary McDermott's application for the one open seat on the seven-member Planning Commission, noting the different perspective she would bring. Clerk Lawrence noted McDermott had also been a strong candidate for the trustee vacancies.

Clerk Lawrence made a motion to accept the Planning Commission appointment of Mary McDermott. Motion supported by Trustee Amos. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Clerk Lawrence
SECONDER: Trustee Amos
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

City of Kalamazoo Public Services — Properties, Forest, and Deer Management

Gene of City of Kalamazoo Public Services asked for the Board's support of the City's forest and deer management plan on City-owned property within the Township. Director Baker was unable to attend. The plan is tied to wellhead protection and the DNR's Forest Michigan program. Hunters will be vetted, pre-assigned to tree stands, and required to complete a mandatory class. Walking trails are excluded from the hunting area and will be signed. The plan was already approved by the City. Trustees Amos and VanBruggen spoke in support.

Trustee VanBruggen made a motion to support the City of Kalamazoo Public Services Properties, Forest, and Deer Management plan. Motion supported by Trustee Paver. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Trustee VanBruggen
SECONDER: Trustee Paver
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

Employee Navigator Integration

Supervisor Martin proposed using Employee Navigator, a benefits platform offered through the Township's insurance provider, integrated with the iSolved payroll platform through Mercantile Bank. The cost is \$0.65 per employee per month, month-to-month. It would make open enrollment electronic, keep employee census data current, and support multiple plan options. Board members supported it.

Clerk Lawrence made a motion to approve the use of the Employee Navigator integration (orange package through iSolved). Motion supported by Trustee Hart. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Clerk Lawrence
SECONDER: Trustee Hart
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

Tustin's Revised Parking Lot Quote

Supervisor Martin presented a comprehensive repair quote of \$19,630 for the Township Hall parking lot, which has problem drains and washouts. A full replacement quote from J. Allen was \$60,000. The repair is expected to last five to seven years. Treasurer Bloomfield, Trustee VanBruggen, and Trustee Amos doubted a crack-and-seal repair would last that long and asked for more quotes, including concrete. Trustee Paver urged a decision before asphalt plants close around Thanksgiving.

Trustee VanBruggen made a motion to table discussion on parking lot repair or replacement to the next meeting. Motion supported by Trustee Paver. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Trustee VanBruggen
SECONDER: Trustee Paver
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

PUD Ordinance No. 571 — Second Reading

Clerk Lawrence explained that the PUD ordinance, modeled on South Haven's, passed the Planning Commission unanimously several months ago. It encourages development while keeping Planning Commission oversight and alignment with the master plan. The second

reading had been delayed when an earlier meeting lacked a quorum. Treasurer Bloomfield and Trustee Amos spoke in support.

Clerk Lawrence made a motion to accept PUD Ordinance No. 571 for the second reading. Motion supported by Trustee VanBruggen. Roll call vote was taken. Supervisor Martin - yes. Treasurer Bloomfield - yes. Trustee Paver - yes. Trustee VanBruggen - yes. Clerk Lawrence - yes. Trustee Amos - yes. Trustee Hart - yes.

RESULT: PASSED UNANIMOUS (7–0)
MOVER: Clerk Lawrence
SECONDER: Trustee VanBruggen
AYES: Supervisor Martin, Treasurer Bloomfield, Trustee Paver, Trustee VanBruggen, Clerk Lawrence, Trustee Amos, Trustee Hart
NAYS: None
ABSTAIN: None
ABSENT: None

Trespassing Ordinance No. 572 — First Reading

Supervisor Martin explained that the ordinance came from the Township's homeless committee after the ordinance officer found the Township had no way to trespass people from public land. Attorney Thal said the Township's only existing trespass ordinance covered vehicles. The new ordinance adds general trespass provisions and prohibits camping on Township property. Violations are misdemeanors, so enforcement can actually move people along, but a person must first be warned. The camping prohibition does not apply in emergencies. Attorney Thal will bring an enforcement policy for the ordinance officer and Sheriff's Department with the second reading. Trustee Hart asked about emergencies, and Trustee VanBruggen asked about protests, which require separate First Amendment analysis.

Trustee Paver made a motion to receive the first reading of Trespassing Ordinance No. 572. Motion supported by Treasurer Bloomfield. Roll call vote was taken. Trustee Hart - yes. Supervisor Martin - yes. Trustee VanBruggen - yes. Treasurer Bloomfield - yes. Trustee Paver - yes. Trustee Amos - yes. Clerk Lawrence - yes.

RESULT: PASSED UNANIMOUS (7–0)
MOVER: Trustee Paver
SECONDER: Treasurer Bloomfield
AYES: Trustee Hart, Supervisor Martin, Trustee VanBruggen, Treasurer Bloomfield, Trustee Paver, Trustee Amos, Clerk Lawrence
NAYS: None
ABSTAIN: None
ABSENT: None

EGLE Renewable Ready Grant — Intended Use

Trustee Paver addressed community concerns about the battery energy storage system (BESS), noting that PA 233 put much of the decision out of local control and that first-responder preparedness is essential. Attorney Thal reviewed the concessions the Township secured compared with state siting. The setback from sensitive areas such as schools increased from 500 to 2,000 feet, compared with 300 feet under state law. Sound limits are measured at the property line. The community host agreement is worth about \$6.5 million, compared with about \$800,000 under state law. The Township is also eligible for the EGLE Renewable Ready grant of up to \$2 million. Supervisor Martin described the MISO

interconnection history and upcoming decommissioning, bond, development, and open-space agreements. Trustee Amos said the prior board had fought the project as hard as it could. Supervisor Martin reported that grant login access has been recovered and asked for ideas for the application's intended-use section. Ideas included: the 100-acre community open space; transfer station equipment such as a skid steer; Township Hall driveway and sewer repairs; investing funds to help lower millage; emergency sirens with voice capability (Treasurer Bloomfield, Trustee Amos); a website form for community ideas (Trustee Paver); community safety (Trustee VanBruggen); necessary maintenance throughout the Township (Clerk Lawrence); sidewalks (Trustee Amos); and keeping the golf course and leasing it to an operator (Treasurer Bloomfield, Trustee Hart). Supervisor Martin said the intended use is not binding.

Clerk Lawrence made a motion to authorize Supervisor Martin to pursue the application for the EGLE grant, with the intended use section filled in with the ideas shared at this meeting. Motion supported by Treasurer Bloomfield. Motion passed by voice vote.

RESULT:	PASSED UNANIMOUS (voice vote)
MOVER:	Clerk Lawrence
SECONDER:	Treasurer Bloomfield
AYES:	All members present
NAYS:	None
ABSTAIN:	None
ABSENT:	None

Transfer Station Discussion

Supervisor Martin asked the Board and community for feedback on transfer station hours. It is currently open Tuesday and Thursday 11:00 AM – 6:00 PM and Saturday 9:00 AM – 4:00 PM, and Thursday and Saturday in winter; adding Friday was suggested. Other ideas included charging landscapers to drop leaves under the new compost license, a wood chipper, and selling wood chips and compost. Trustee Paver and Treasurer Bloomfield supported making better use of the site. Trustee Amos suggested considering relocating the transfer station to free the roughly 55-acre site. Trustee Hart expected demand to grow. Treasurer Bloomfield suggested harvesting timber on the property. No action was taken.

Civic Assure Agreement

Chris Mihelich of Civic Assure presented the platform for ordinance enforcement, zoning administration, and property/GIS management, which the ordinance officer has been piloting. Supervisor Martin noted it will allow cost recovery on enforcement cases, which the Township has not been pursuing. Clerk Lawrence noted it will help manage zoning escrow accounts and lower FOIA costs. The core package is \$4,890 per year (about \$0.73 per parcel) plus a one-time \$1,500 integration fee. Board members supported starting with the core package only.

Trustee Hart made a motion to proceed with the Civic Assure agreement. Motion supported by Clerk Lawrence. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Trustee Hart
SECONDER: Clerk Lawrence
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

Township Hall Sewer Connection

Supervisor Martin reported that the Township engineer confirmed a negative grade in the Township Hall sewer connection, which runs through an easement on the adjacent parcel. It has backed up through the floor drain. No maintenance or repair agreement exists with the adjacent owner. The repair quote is \$15,410, compared with an estimated \$70,000–\$100,000 for a new Township line. Ongoing jetting costs about \$1,000 per visit. Trustees VanBruggen, Amos, and Hart and Clerk Lawrence favored repairing it. Trustee Hart noted the risk of sewage reaching the Kalamazoo River if the line breaks. Treasurer Bloomfield suggested bundling it with any parking lot work.

Trustee Hart made a motion to proceed with the repair if and when needed and to table any other work until October 5, 2026. Motion supported by Trustee Paver. Motion passed by voice vote.

RESULT: PASSED UNANIMOUS (voice vote)
MOVER: Trustee Hart
SECONDER: Trustee Paver
AYES: All members present
NAYS: None
ABSTAIN: None
ABSENT: None

FINANCE

Reports

No discussion was had.

- Cash Summary by Fund — July 2026
- Cash Summary by Bank Account — July 2026
- Fire Department Incident Report — August 2026

INFORMATIONAL/FUTURE ACTION ITEMS

No discussion was had.

- FOIA Requests

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

Approximately six members of the public commented. Karen Hite supported 100% health coverage for full-time firefighters but suggested 80/20 for other employees. Jeanie Kissinger (322 Lawndale) noted Mary Guus's upcoming retirement and the memory center being up for lease, and asked the Board to find ways to help residents who cannot afford home repairs. Jessica Vetter praised the new Board and supported full coverage for first responders and more

police officers. Tim Kearney (9411 Miller Drive) urged a three-quotes requirement for purchases, asked the Supervisor to share duties with other board members, and raised concerns about possible litigation and the DDA board's appointments. Deputy Supervisor Dean Rockwell (8178 Fawn Meadow Trail) announced that county road maps are available from the clerks, that Consumers Energy offers free home energy assessments, and that the Kalamazoo County Homes for All housing millage portal is open until October 23, 2026, at 5:00 PM. He will forward a Discover Kalamazoo kayaking invitation to the Board. He noted his home value dropped after the Planning Commission's BESS vote. John Dickman clarified his earlier PA 233 remarks, praised the meeting, and supported the deer management hunt as a way to protect forest regeneration and the watershed.

MEMBERS COMMENTS

Trustee Hart had no comments. Trustee Amos said the prior board opposed the BESS for the Township's benefit, not for money, and that members paid their own way on the Coldwater tour; he also supported deer control. Clerk Lawrence confirmed members drove their own vehicles on the tour at no cost, agreed with the three-quotes comment, and said an RFP policy will be on the next agenda. Treasurer Bloomfield described the Coldwater tour, encouraged residents to research candidates before voting, and noted that curbside bulk pickup has started. Trustee Paver thanked attendees, asked the community for grace as the new Board learns, and encouraged residents to keep speaking up. Trustee VanBruggen thanked everyone for attending. Supervisor Martin thanked the Board and welcomed the new members.

ADJOURNMENT

The meeting adjourned at approximately 10:07 PM. The next regular meeting is October 5, 2026.

Minutes signatures

Attested:

Amber Lawrence, Township Clerk

Ben Martin, Township Supervisor

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/21/2026 - 10/01/2026
POSTED AND UNPOSTED OPEN AND PAID
BANK ACCOUNTS: GEN - GENERAL (COMMON) DISBURSEMENTS

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-231.000	PAYROLL DEDUCTIONS (AFLAC)	AFLAC	AFLAC - SEP 2026	792.74	None
101-000-231.000	PAYROLL DEDUCTIONS (AFLAC)	AFLAC	AFLAC - SEP 2026 (2)	792.74	None
101-000-231.400	PAYROLL DEDUCTIONS (PENSIO JOHN HANCOCK		PENSION PAYMENTS - 09/17/2026 PAYROLL	18,290.16	None
101-000-231.400	PAYROLL DEDUCTIONS (PENSIO JOHN HANCOCK		PENSION PAYMENTS - 09/17/2026 PAYROLL	8,184.58	None
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	ZEMLICK OFFICE PRODUCTS	Paper delivery	339.95	165223
101-000-801.000	CONTRACTED SERVICES	HI-TECH	Pre-paid IT support	1,250.00	165225
101-000-801.000	CONTRACTED SERVICES	FISH WINDOW CLEANING	WINDOW CLEANING	193.00	165272
101-000-801.000	CONTRACTED SERVICES	CINTAS CORP	OFFICE MATS	186.67	165267
101-000-801.000	CONTRACTED SERVICES	FISH WINDOW CLEANING	WINDOW CLEANING	193.00	165272
101-000-801.000	CONTRACTED SERVICES	REHMANN	FORENSIC AUDIT 2026	7,000.00	165281
101-000-815.000	TECHNOLOGY SERVICES	CLOVER NETWORK INC	CLOVER SERVICE SEPTEMBER 2026	335.98	None
101-000-930.000	LAND/BUILDING REPAIRS AND	J & J LOCKSMITHS	KEYS FOR TOWNSHIP HALL	315.00	165256
			Total Department 000 GENERAL	37,873.82	
Department: 101 BOARD TRUSTEES					
101-101-727.000	OFFICE SUPPLIES/EQUIPMENT	HI-TECH	LAPTOP CHARGERS VANBRUGGEN & PAVER	70.00	165273
101-101-731.000	SUPPLIES/EQUIPMENT - OPERA MINUTEMAN PRESS		BUSINESS CARDS VANBRUGGEN, PAVER, HAR	179.97	165275
			Total Department 101 BOARD TRUSTEES	249.97	
Department: 171 SUPERVISOR					
101-171-725.000	FRINGE BENEFITS - SUPERVIS MUTUAL OF OMAHA		STD-LTD FOR PERIOD 10-01-2026- 10-31-	62.17	165259
101-171-725.000	FRINGE BENEFITS - SUPERVIS BLUE CARE NETWORK OF		HEALTH INSURANCE PREMIUMS10/01/26- 10	5,528.09	165265
			Total Department 171 SUPERVISOR	5,590.26	
Department: 215 CLERK					
101-215-725.000	FRINGE BENEFITS - CLERK	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 10-01-2026- 10-31-	(79.44)	165259
101-215-725.000	FRINGE BENEFITS - CLERK	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS10/01/26- 10	7,763.26	165265
101-215-727.000	OFFICE SUPPLIES/EQUIPMENT	MINUTEMAN PRESS	BUSINESS CARDS PRINTING MURPHY, LAWRE	119.97	165275
101-215-727.000	OFFICE SUPPLIES/EQUIPMENT	SIGN CENTER	NAMEPLATES - REUSE PLATES & NEW PLATE	57.00	165258
			Total Department 215 CLERK	7,860.79	
Department: 257 ASSESSING					
101-257-801.000	CONTRACTED SERVICES	APPRAISALS PLUS GROUP LLC	MONTHLY ASSESSING SERVICES AUG 2026	9,540.00	165263
			Total Department 257 ASSESSING	9,540.00	
Department: 265 MAINTENANCE					
101-265-725.000	FRINGE BENEFITS - MAINTENA MUTUAL OF OMAHA		STD-LTD FOR PERIOD 10-01-2026- 10-31-	57.67	165259
101-265-725.000	FRINGE BENEFITS - MAINTENA BLUE CARE NETWORK OF		HEALTH INSURANCE PREMIUMS10/01/26- 10	2,316.53	165265
101-265-801.000	CONTRACTED SERVICES	PARKS CD LAWN MAINTENANCE	MOWING PARKS/CEMETERY	5,145.00	165254
101-265-925.000	UTILITIES	CITY OF KALAMAZOO	TREASURE water/sewer utility bill	128.58	165260
			Total Department 265 MAINTENANCE	7,647.78	
Department: 301 ORDINANCE ENFORCEMENT					
101-301-725.000	FRINGE BENEFITS - ORDINANC MUTUAL OF OMAHA		STD-LTD FOR PERIOD 10-01-2026- 10-31-	62.17	165259
101-301-725.000	FRINGE BENEFITS - ORDINANC BLUE CARE NETWORK OF		HEALTH INSURANCE PREMIUMS10/01/26- 10	1,552.11	165265
101-301-727.000	OFFICE SUPPLIES/EQUIPMENT	D & D PRINTING	BUSINESS CARDS THOMAS DAHLQUIST	52.50	165269
101-301-727.000	OFFICE SUPPLIES/EQUIPMENT	SIGN CENTER	NAMEPLATES - REUSE PLATES & NEW PLATE	35.00	165258
101-301-727.000	OFFICE SUPPLIES/EQUIPMENT	HI-TECH	DYMO LABELWRITER 550 TURBO ORDINANCE	195.00	165273
101-301-801.000	CONTRACTED SERVICES	HI-TECH	Computer hardware	269.00	165225
			Total Department 301 ORDINANCE ENFORCEMENT	2,165.78	
Department: 528 RUBBISH COLLECTION/DISPOSAL					

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/21/2026 - 10/01/2026

POSTED AND UNPOSTED OPEN AND PAID

BANK ACCOUNTS: GEN - GENERAL (COMMON) DISBURSEMENTS

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 528 RUBBISH COLLECTION/DISPOSAL					
101-528-801.000	CONTRACTED SERVICES	COLLEGE H.U.N.K.S. HAULING CURBSIDE PICK-UP FALL 2026	Total Department 528 RUBBISH COLLECTION/DISPOSAL	40,663.75	165268
				40,663.75	
Department: 567 CEMETERIES					
101-567-801.000	CONTRACTED SERVICES	CEMETE CD LAWN MAINTENANCE	MOWING PARKS/CEMETERY	2,760.00	165254
101-567-925.000	UTILITIES	KALAMAZOO CITY TREASURER	Water / sewer utility bill	135.78	165257
			Total Department 567 CEMETERIES	2,895.78	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-727.000	OFFICE SUPPLIES/EQUIPMENT	SIGN CENTER	NAMEPLATES - REUSE PLATES & NEW PLATE	19.00	165258
101-703-731.000	SUPPLIES/EQUIPMENT - OPERA	MINUTEMAN PRESS	Business cards	59.99	165275
101-703-801.000	CONTRACTED SERVICES	MCKENNA	Planning and zoning services	9,358.75	165274
101-703-900.000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	Legal affidavit	295.65	165261
			Total Department 703 COMMUNITY DEVELOPMENT	9,733.39	
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	KRISTIN FINNILA	Softball league forfeit fee refunds	30.00	165242
101-751-607.000	BASEBALL/SOFTBALL FEES	JEFF JONES	Softball league forfeit fee refunds	30.00	165237
101-751-607.000	BASEBALL/SOFTBALL FEES	JOSH LEWIS	Softball league forfeit fee refunds	30.00	165239
101-751-607.000	BASEBALL/SOFTBALL FEES	NICHOLAS MCELVAIN	Softball league forfeit fee refunds	30.00	165235
101-751-607.000	BASEBALL/SOFTBALL FEES	LUCY MURDOCK	Softball league forfeit fee refunds	30.00	165244
101-751-607.000	BASEBALL/SOFTBALL FEES	THOMAS BECKER	Softball league forfeit fee refunds	30.00	165240
101-751-607.000	BASEBALL/SOFTBALL FEES	TAYLOR IMUS	Softball league forfeit fee refunds	30.00	165233
101-751-607.000	BASEBALL/SOFTBALL FEES	BEN KOTECKI	Softball league forfeit fee refunds	30.00	165246
101-751-607.000	BASEBALL/SOFTBALL FEES	JASON RAYMOND	Softball league forfeit fee refunds	30.00	165245
101-751-607.000	BASEBALL/SOFTBALL FEES	RACHEL WARD	Softball league forfeit fee refunds	30.00	165243
101-751-607.000	BASEBALL/SOFTBALL FEES	RYAN WESTRA	Softball league forfeit fee refunds	30.00	165232
101-751-607.000	BASEBALL/SOFTBALL FEES	SYDNEY SHELTON	Softball league forfeit fee refunds	30.00	165231
101-751-607.000	BASEBALL/SOFTBALL FEES	CODY WARNER	Softball league forfeit fee refunds	30.00	165238
101-751-607.000	BASEBALL/SOFTBALL FEES	BRYCE BAILEY	Softball league forfeit fee refunds	30.00	165247
101-751-607.200	VENDOR FEES	BONNIE CAMPBELL	FARMERS MARKET VENDOR FEE/DEPOSIT REI	30.00	165249
101-751-607.200	VENDOR FEES	BRETT JOHNSON	FARMERS MARKET VENDOR FEE/DEPOSIT REI	30.00	165236
101-751-607.200	VENDOR FEES	BRANDON PRATER	FARMERS MARKET VENDOR FEE REIMBURSEME	30.00	165234
101-751-607.200	VENDOR FEES	ALLISON BOUCHER	Farmers Market Vendor Fee/Deposit Rei	30.00	165241
101-751-607.200	VENDOR FEES	MADISON THOMAS	Farmers Market Vendor Fee Reimburseme	30.00	165248
101-751-653.000	PAVILION RENTAL FEES	BARRY CASLER	Refund for RMP Pavilions rental passe	25.00	165278
101-751-702.000	SALARIES AND WAGES	DAN SHORT	PAY STUB / PAYROLL MEMO	218.04	165280
101-751-725.000	FRINGE BENEFITS - PARKS &	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 10-01-2026- 10-31-	184.78	165259
101-751-725.000	FRINGE BENEFITS - PARKS &	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS10/01/26- 10	3,118.92	165265
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA	D & D PRINTING	Self pay park envelopes	727.79	165269
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA	D & D PRINTING	Annual park passes	613.84	165269
101-751-741.000	PROGRAM SUPPLIES/EQUIPMENT	COMSTOCK COMMUNITY CENTER	Water use for Community Garden plots	80.00	165255
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	UMPIRE 5 GAMES	150.00	165252
101-751-801.000	CONTRACTED SERVICES	LANDSCAPING PLUS	Neal st Park Landscaping	34,955.00	165226
101-751-801.000	CONTRACTED SERVICES	JOHN GORDON	SOFTBALL UMPIRE 16 GAMES	480.00	165224
101-751-801.000	CONTRACTED SERVICES	JOHN HUTCHINSON	3 GAMES TOTAL	90.00	165229
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	SOFTBALL UMPIRE 16 GAMES	480.00	165262
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	UMPIRE 5 GAMES	150.00	165270
101-751-801.000	CONTRACTED SERVICES	JOHN HUTCHINSON	3 GAMES TOTAL	90.00	165276
101-751-850.000	COMMUNICATIONS	KATIE JUSTA	3RD QUARTER CELL PHONE REIMBURSEMENT	120.00	165277

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

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POSTED AND UNPOSTED OPEN AND PAID
BANK ACCOUNTS: GEN - GENERAL (COMMON) DISBURSEMENTS

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-861.000	MILEAGE REIMBURSEMENT	KATIE JUSTA	Mileage Form	143.60	165230
			Total Department 751 PARKS & RECREATION	42,196.97	
			Total Fund 101 GENERAL FUND	166,418.29	
Fund: 204 MUNICIPAL STREET FUND					
Department: 000 GENERAL					
204-000-801.000	CONTRACTED SERVICES		ROAD COMMISSION OF KALAMAZ CONSTRUCTION CHARGES THROUGH AUG 2026	27,597.53	165222
204-000-801.000	CONTRACTED SERVICES		ROAD COMMISSION OF KALAMAZ CONSTRUCTION CHARGES LEENHOUTS ST TH	25,666.08	165222
204-000-801.000	CONTRACTED SERVICES		ROAD COMMISSION OF KALAMAZ CONSTRUCTION CHARGES LARCH AVE THRU R	20,101.00	165222
			Total Department 000 GENERAL	73,364.61	
			Total Fund 204 MUNICIPAL STREET FUND	73,364.61	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-702.000	SALARIES AND WAGES		ROUSEN, VARCHETTI & OLIVIE BALANCE UPDATE NOTICE HUNTER KRUEGER	1,107.73	165282
206-000-725.000	FRINGE BENEFITS - FIRE		MUTUAL OF OMAHA	1,190.01	165259
206-000-725.000	FRINGE BENEFITS - FIRE		BLUE CARE NETWORK OF MICH HEALTH INSURANCE PREMIUMS10/01/26- 10	25,744.44	165265
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA MACQUEEN		PARTS INVOICE	910.69	165227
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA MACQUEEN		Parts Invoice	1,037.02	165227
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA MACQUEEN		Parts invoice	534.00	165227
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA MACQUEEN		Parts invoice	529.91	165227
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA MACQUEEN		Parts Invoice	620.40	165227
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA MACQUEEN		Parts Invoice	3,934.42	165227
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA BOUND TREE MEDICAL		Medical supplies	28.42	165253
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA ARMORED REPUBLIC		PLATE CARRIERS PPE	819.76	165264
206-000-801.000	CONTRACTED SERVICES		FIRE STATION	575.00	165254
206-000-801.000	CONTRACTED SERVICES		Contract Invoice	55.58	165271
206-000-801.000	CONTRACTED SERVICES		Commercial capital charges	272.25	165284
206-000-850.000	COMMUNICATIONS		BUSINESS FIBER (STATION 9-2) - SEP 20	264.95	None
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE		SERVICE INVOICE 912 OLD/NEW913	540.00	165221
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE		SERVICE INVOICE 911	4,843.94	165221
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE		SERVICE INVOICE 911	1,263.26	165221
			Total Department 000 GENERAL	44,271.78	
			Total Fund 206 FIRE OPERATING FUND	44,271.78	
Fund: 211 FIRE CAPITAL IMPROVEMENT FUND					
Department: 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	MACQUEEN	Parts Invoice	5,180.99	165227
			Total Department 000 GENERAL	5,180.99	
			Total Fund 211 FIRE CAPITAL IMPROVEMENT FUND	5,180.99	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 GENERAL					
248-000-801.000	CONTRACTED SERVICES	RAY TOWNSEND	MUSICAL ENTERTAINMENT DDA	400.00	165279
248-000-801.000	CONTRACTED SERVICES	SIGNCRAFTERS	Signs and stickers	60.00	165283
			Total Department 000 GENERAL	460.00	
			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	460.00	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/21/2026 - 10/01/2026
POSTED AND UNPOSTED OPEN AND PAID
BANK ACCOUNTS: GEN - GENERAL (COMMON) DISBURSEMENTS

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-725.000	BENEFITS - LIBRARY ADMIN	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 10-01-2026- 10-31-	306.19	165259
271-790-725.000	BENEFITS - LIBRARY ADMIN	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS10/01/26- 10	6,558.92	165265
271-790-727.000	OFFICE SUPPLIES/EQUIPMENT	DEMCO, INC.	PROCESSING SUPPLIES	137.84	165220
271-790-727.000	OFFICE SUPPLIES/EQUIPMENT	BIBLIOTHECA	RFID tags	2,257.40	165266
271-790-815.000	TECHNOLOGY SERVICES	CLOVER NETWORK INC	CLOVER SERVICE SEPTEMBER 2026	40.00	None
271-790-925.000	UTILITIES	CITY OF KALAMAZOO	TREASURE UTILITIES-LIBRARY	526.84	165260
271-790-963.000	CONTINGENCY	WEST BEND MUTUAL INSURANCE	INVOICE STATEMENT NOTARY BOND	55.00	165251
			Total Department 790 LIBRARY ADMIN	9,882.19	
Department: 792 LIBRARY - ADULT SERVICES					
271-792-741.000	PROGRAM SUPPLIES/EQUIPMENT	CHARLES W. COATES	COMIC BOOK AND MANGA STORYTELLING BLO	600.00	165228
			Total Department 792 LIBRARY - ADULT SERVICES	600.00	
Department: 793 LIBRARY - YOUTH SERVICES					
271-793-731.000	BOOKS	ROSEN PUBLISHING	DINOSAUR ATLAS YOUTH BOOK	21.70	165250
			Total Department 793 LIBRARY - YOUTH SERVICES	21.70	
			Total Fund 271 LIBRARY FUND	10,503.89	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/21/2026 - 10/01/2026
POSTED AND UNPOSTED OPEN AND PAID
BANK ACCOUNTS: GEN - GENERAL (COMMON) DISBURSEMENTS

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
101			GENERAL FUND	166,418.29	
204			MUNICIPAL STREET FUND	73,364.61	
206			FIRE OPERATING FUND	44,271.78	
211			FIRE CAPITAL IMPROVEMENT FUND	5,180.99	
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	460.00	
271			LIBRARY FUND	10,503.89	
Total For All Funds:				300,199.56	



MEMO

From: Clerk Amber Lawrence

Re: Principles of Township Governance

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Alignment

Attachments:

- Principles of Township Governance from MTA

Principles of Township Governance Excellence

To maintain the high standards and traditions of Michigan townships, the Charter Township of Comstock Board adopts the following dynamic principles of governance excellence to guide our stewardship, deliberations, constituent services and commitment to safeguard our community's health, safety and general welfare.

The Charter Township of Comstock Board pledges to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township;
- Bring credit, honor and dignity to our public offices through collegial board deliberations and through diligent, appropriate responses to constituent concerns;
- Actively pursue education and knowledge, and to embrace best practices;
- Treat all persons with dignity, respect and impartiality; without prejudice or discrimination;
- Practice openness and transparency in our decisions and actions;
- Cooperate in all reasonable ways with other government entities and to consider the impact our decisions may have outside our township's borders;
- Communicate to the public township issues, challenges and successes, and welcome the active involvement of stakeholders to further the township's well being;
- Strive for compliance with state and federal statutory requirements;
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township;
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom.

These principles we pledge to our citizens, our state, and to our country.

Note

The Michigan Townships Association Board of Directors adopted these suggested Principles of Governance Excellence as approaches to township government to which township officials may aspire. Individual township boards are invited to adopt these principles as their own. These principles are not necessarily statutory requirements, but embody standards for representative and responsive township government.



MEMO

From: Clerk Amber Lawrence

Re: Trespass Ordinance #572

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

General Ordinance Second Reading

Attachments:

- Trespass Ordinance #572

CHARTER TOWNSHIP OF COMSTOCK

ORDINANCE NO. ____

ADOPTED: _____

EFFECTIVE: UPON PUBLICATION

An Ordinance to protect the public health, safety and general welfare by prohibiting certain types of trespasses within the Charter Township of Comstock, to provide for severability, to repeal all ordinances or parts of ordinances in conflict herewith, and to provide an effective date.

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

ORDAINS:

SECTION I

PROHIBITION ON TRESPASSING GENERALLY

- (A) No person, without lawful authority, shall knowingly or willfully enter upon the real property of another or remain on such property if notice to stay off or leave the premises is personally communicated to the person by the owner, lessee or person rightfully in charge or in possession thereof.
- (B) No person, without lawful authority, shall enter any building, structure, or area within, of another not open to the general public without first obtaining permission to enter from the owner, lessee or person rightfully in charge or in possession thereof.
- (C) No person, without lawful authority, shall enter onto any real property that is fenced, or enclosed in a manner to exclude intruders, without first obtaining permission to enter from the owner, lessee or person rightfully in charge or in possession thereof. This restriction does not apply if the area enclosed or fenced is the only access point to any building upon the property by which a visitor may proceed to contact the owner or occupant and the person is proceeding, by the most direct route, to the building's front entrance through a gate or other access-point.
- (D) No person, without lawful authority, shall enter onto real property that has been conspicuously posted with a sign that reads "No Trespassing" or synonymous wording without first obtaining permission to enter from the owner, lessee or person rightfully in charge or in possession thereof. This restriction does not apply to a person proceeding to contact the owner or occupant and the person is

proceeding, by the most direct route, to the front entrance of a building on the property.

SECTION II

PROHIBITION ON CAMPING ON TOWNSHIP PROPERTY

- (A) The following definitions apply to this Section:
- i. "Camping" means the use of tents, hammocks, temporary shelters, campers, RVs, vans, or motor vehicles for temporary or permanent residence, including but not limited to sleeping or storing personal belongings with or without shelter.
 - ii. "Township property" means any real property, building, structure, equipment, public right of way, public open space, and public park, including all associated areas such as public parking lots, controlled or owned by the Township.
 - iii. "Shelter" includes, but is not limited to, a tent, tarpaulin, lean-to, sleeping bag, bedroll, blankets or any other form of protection from the elements other than clothing the individual is wearing.
- (B) No person may camp on Township property, except in areas specifically designated by the Township for camping purposes, and in compliance with applicable regulations, including fees and registration.
- (C) This prohibition does not apply to:
- i. Emergency situations as determined by law enforcement or other authorized Township personnel; or
 - ii. Township-sponsored events or programs that allow camping on Township property and that have been approved by authorized Township personnel.
- (D) Personal property used or left on Township property in violation of this Section may be removed and disposed of by authorized Township personnel or contractors.
- (E) Prior to enforcement, Township personnel or law enforcement shall, where feasible and appropriate, offer information to affected individuals about shelters, housing programs, and other resources available through local social service organizations.

SECTION III

VIOLATIONS

- (A) Any person or entity who violates, disobeys, neglects or refuses to comply with any provision of this Ordinance, or any order issued under the Ordinance, or who causes, allows, or consents to any of same, shall be deemed to be responsible for a violation of this Ordinance.
- (B) Any violation of this Ordinance is hereby declared to constitute a public nuisance, and shall constitute a basis for such judgment, writ or order necessary to compel compliance with the Ordinance and/or to restrain and prohibit continuation of the violation, or other appropriate relief in any court of competent jurisdiction, in addition to any other relief or sanction herein set forth or allowed by law.
- (C) A violation of this Ordinance is a misdemeanor, punishable by a fine of up to \$500 and/or up to 90 days in the county jail. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the Township has incurred in connection with prosecution of a violation.

SECTION VI

SEVERABILITY

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

SECTION III

REPEAL

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

SECTION IV

EFFECTIVE DATE

This Ordinance shall take effect upon publication after adoption.

Amber Lawrence, Clerk
Charter Township of Comstock

CHARTER TOWNSHIP OF COMSTOCK

HOMELESS PERSONS ENGAGEMENT POLICY

SECTION 1. PURPOSE AND SCOPE

The purpose of this policy is to ensure that ordinance enforcement officers enforcing the Charter Township of Comstock's ("Township") new trespassing ordinance understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

This policy addresses the responsibilities of the ordinance enforcement officers servicing the Township, and details the need for special protection and services for homeless persons.

SECTION 2. POLICY

It is the policy of the Charter Township of Comstock ("Township") to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The Township will address the needs of homeless persons in balance with the overall mission of this department.

Homelessness is not a crime and members will not use homelessness as the sole basis for enforcement action.

SECTION 3. FIELD CONTACTS

Ordinance enforcement officers are encouraged to contact a homeless person to render aid, offer assistance or to check on the person's welfare. Ordinance enforcement officers also will take enforcement action when information supports a reasonable and articulable suspicion of criminal activity. However, such contacts shall not be used for harassment.

When encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, ordinance enforcement officers are encouraged to consider long-term solutions, such as shelter referrals and counseling, in lieu of pursuing criminal charges.

Ordinance enforcement officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

(A) CONSIDERATIONS

A homeless person will receive the same level and quality of service provided to other members of the community. The fact that a victim, witness or suspect is homeless can, however, require special consideration for a successful investigation and prosecution. When handling investigations involving victims, witnesses or suspects who are homeless, ordinance enforcement officers should consider the following:



MEMO

From: Clerk Amber Lawrence

Re: Homeless Person Policy

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Review & Possible Action

Attachments:

- Homeless Person Policy

- (i) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.
- (ii) Documenting locations the person may frequent.
- (iii) Providing victim/witness resources, when appropriate.
- (iv) Obtaining sufficient statements from all available witnesses in the event that a victim cannot be located and is unavailable for a court appearance.
- (v) Arranging for transportation for investigation-related matters, such as medical exams and court appearances.
- (vi) Whether a crime should be reported and submitted for prosecution, even when a victim who is homeless indicates that he/she does not desire prosecution.
- (vii) Whether the person may be an adult abuse victim and, if so, proceed in accordance with the Adult Abuse Policy.

SECTION 4. MENTAL HEALTH ISSUES

When mental health issues are evident, ordinance enforcement officers should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, ordinance enforcement officers may arrange for transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by the person, and approved by a supervisor. Ordinance enforcement officers should consider requesting detainment of the person under civil commitment or an involuntary commitment when facts and circumstances reasonably indicate such a detention is warranted.

SECTION 5. PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the community. Ordinance enforcement officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

SECTION 6. ECOLOGICAL ISSUES

Sometimes homeless encampments can have an impact on the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Ordinance enforcement officers are encouraged to notify other appropriate agencies or Township departments when a significant impact to the environment has or is likely to occur. A significant impact to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.



MEMO

From: Clerk Amber Lawrence

Re: InfoSafe Service Agreement

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Review & Possible Action

Attachments:

- Quote for Fire Annual, Fire Monthly, Township Annual, Township Monthly



InfoSafe
infosaferrc.com
workorder@infosaferrc.com
2696299730

7878 Gull Road
Suite #10
Richland, MI 49083
United States

QUOTE

Quote Number	0006	Comstock Fire
Quote Date	04/Aug/2026	0004
Total	\$1,380.00	8700 E. Michigan Ave. P.O. Box 8 Comstock, Michigan 49041 United States (269) 345-9244 mbeauchamp@comstockmi.gov

Item	Description	Unit Cost	Quantity	Line Total
Managed Services - Seasonal/Standby Workstation (Annual)	Applies to infrequently used computers or devices that seldom need assistance, such as precinct or election laptops, and includes supported-inventory tracking, remote-support readiness, and reasonable Tier I assistance during limited periods of use. Device preparation, updates, software or content installation, testing, troubleshooting, repairs, and reconfiguration are billed separately as professional services or deducted from a prepaid labor block.	\$30.00	6	\$180.00
Labor (Prepaid) - Comstock	Ten-hour block of professional IT labor at Comstock's discounted rate of \$120 per hour. Hours are deducted as services are performed. This includes tasks such as new equipment setup, software installation, user/account configuration, workstation troubleshooting, vendor coordination, on-site service, and other technician-performed support beyond routine Tier I assistance.	\$120.00	10	\$1,200.00



Net	\$1,380.00
Subtotal	\$1,380.00
Total	\$1,380.00
Paid to Date	\$0.00



InfoSafe
infosaferrc.com
workorder@infosaferrc.com
2696299730

7878 Gull Road
Suite #10
Richland, MI 49083
United States

QUOTE

Quote Number	0005	Comstock Fire
Quote Date	04/Aug/2026	0004
Total	\$840.00	8700 E. Michigan Ave. P.O. Box 8 Comstock, Michigan 49041 United States (269) 345-9244 mbeauchamp@comstockmi.gov

Item	Description	Unit Cost	Quantity	Line Total
Managed Services - Managed IT Admin & Oversight - Level 3 (Large)	Ongoing stewardship of the Fire Department's technology environment, including administrative access, documentation, vendor coordination, monitoring oversight, and management of its multi-site network infrastructure.	\$250.00	1	\$250.00
Managed Services - Workstation Management	Ongoing management of each covered workstation, including secure remote access, hardware and software inventory, patch and security-status oversight, device-health monitoring, and reasonable Tier I assistance. Substantial troubleshooting, configuration changes, repairs, and on-site service are billed separately.	\$30.00	18	\$540.00
Managed Services - Managed Server Environment – Transitional Bundle	Covers administration and monitoring of the Fire Department's existing physical server and hosted virtual servers as a single managed environment. This bundled rate reflects the planned future consolidation of Fire Department systems into the Township's central domain and infrastructure. Additional server systems, materially expanded roles, or changes to the planned consolidation may require pricing adjustment.	\$150.00	1	\$150.00
First Fiscal Year Transition Discount	Temporary transition discount based on presently available documentation and estimated service scope. During the transition period, InfoSafe will verify devices, locations, infrastructure, applications, and support requirements. Standard pricing will begin on [date], subject to any agreed adjustments based on the verified environment	-\$100.00	1	-\$100.00



Net	\$840.00
Subtotal	\$840.00
Total	\$840.00
Paid to Date	\$0.00



InfoSafe
infosaferrc.com
workorder@infosaferrc.com
2696299730

7878 Gull Road
Suite #10
Richland, MI 49083
United States

QUOTE

Quote Number	0007	Comstock Township
Quote Date	04/Aug/2026	0003
Total	\$1,440.00	5858 King Highway
		Kalamazoo, Michigan 49048
		United States
		(269) 381-2360
		supervisor@comstockmi.gov

Item	Description	Unit Cost	Quantity	Line Total
Managed Services - Seasonal/Standby Workstation (Annual)	Applies to infrequently used computers, such as precinct or election laptops, and includes supported-inventory tracking, remote-support readiness, and reasonable Tier I assistance during limited periods of use. Device preparation, updates, software or content installation, testing, troubleshooting, repairs, and reconfiguration are billed separately as professional services or deducted from a prepaid labor block.	\$30.00	8	\$240.00
Labor (Prepaid) - Comstock	Ten-hour block of professional IT labor at Comstock's discounted rate of \$120 per hour. Hours are deducted as services are performed. This includes tasks such as new equipment setup, software installation, user/account configuration, workstation troubleshooting, vendor coordination, on-site service, and other technician-performed support beyond routine Tier I assistance.	\$120.00	10	\$1,200.00



Net	\$1,440.00
Subtotal	\$1,440.00
Total	\$1,440.00
Paid to Date	\$0.00



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infosaferrc.com
workorder@infosaferrc.com
2696299730

7878 Gull Road
Suite #10
Richland, MI 49083
United States

QUOTE

Quote Number	0004	Comstock Township
Quote Date	04/Aug/2026	0003
Total	\$1,110.00	5858 King Highway Kalamazoo, Michigan 49048 United States (269) 381-2360 supervisor@comstockmi.gov

Item	Description	Unit Cost	Quantity	Line Total
Managed Services - Managed IT Admin & Oversight - Level 3 (Large)	Ongoing stewardship of the Township's technology environment, including administrative access, documentation, vendor coordination, monitoring oversight, and management of its multi-site network infrastructure.	\$250.00	1	\$250.00
Managed Services - Workstation Management	Ongoing management of each covered workstation, including secure remote access, hardware and software inventory, patch and security-status oversight, device-health monitoring, and reasonable Tier I assistance. Substantial troubleshooting, configuration changes, repairs, and on-site service are billed separately.	\$30.00	17	\$510.00
Managed Services - Managed Server Environment	Ongoing administration and monitoring of the existing physical server and hosted virtual-server environment, including patch oversight, health and capacity monitoring, critical-service review, security-status verification, backup oversight, and routine maintenance. Substantial troubleshooting, recovery, upgrades, and project work are billed separately.	\$150.00	3	\$450.00
First Fiscal Year Transition Discount	Temporary transition discount based on presently available documentation and estimated service scope. During the transition period, InfoSafe will verify devices, locations, infrastructure, applications, and support requirements. Standard pricing will begin on [date], subject to any agreed adjustments based on the verified environment	-\$100.00	1	-\$100.00



MEMO

From: Clerk Amber Lawrence

Re: GRCOMM Service Agreement

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Review & Possible Action

Attachments:

- GRCOMM Quote

ESTIMATE

GRCOMM
1050 Fisk Rd SE
Grand Rapids, MI 49507

accounts@grcomm.net
+1 (616) 432-4408



Bill to
Robin Burpee
Charter Township of Comstock
P.O. Box 449
Comstock, MI 49041

Ship to
Robin Burpee
Charter Township of Comstock
P.O. Box 449
Comstock, MI 49041

Estimate details
Estimate no.: 1051
Estimate date: 09/17/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		3cx 16SC license	Cloud hosted 3cx-16 Simultaneous Call Enterprise AI License with up to 80 extensions, 8 phone numbers, unlimited local and long distance minutes. Includes: All Programming, Updates, and Maintenance. 800.00 Per Month. No contract.	1	\$800.00	\$800.00

Total \$800.00

Note to customer

You can keep the same phones and use with the new system.

Accepted date Accepted by



MEMO

From: Treasurer Sandy Bloomfield

Re: Nixle Engage Contract Renewal

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Review & Possible Action

Attachments:

- Nixle Engage Renewal Invoice

Quotation

Quote #: Q-270873-1
Date Created: 9/29/2026
Expires On: 11/27/2026

Salesperson: Richard Kramer
Email: richard.kramer@everbridge.com

Bill to:
Comstock Township
6130 King Hwy
Comstock MI 49041
United States

Ship to:
Comstock Township
6130 King Hwy
Comstock MI 49041
United States

Bill to Contact:
Name: Scott Hase
Phone: (269) 381-2110
Email: superintendent@comstockmi.gov

Primary Contact:
Name: Scott Hase
Email: superintendent@comstockmi.gov

Contract Summary Information

Contract Period:	12 Months
Payment Term:	Net 45
Legal Entity:	Everbridge, Inc. - 26-2919312

If issuing a Purchase Order in lieu of signing this quote, the PO must reference Q-270873-1 and be issued to Everbridge, Inc., the Legal Entity identified above.

Year 1: (12 Dec 2026 - 11 Dec 2027)

DESCRIPTION	QTY
Nixle Engage	15,000
Nixle 360	15,000
Year 1: (12 Dec 2026 - 11 Dec 2027) TOTAL:	
	USD 6,067.44

Pricing Summary:

	Annual Fees	One-Time Fees	Year Total
Year 1	USD 6,067.44	USD 0.00	USD 6,067.44

Messaging Credits Summary:

	Initial Credits Allowance	Additional Credits Purchased	Total Credits
Year 1	1,000,000	0	1,000,000

Quote Terms:

1. This Quote is governed by the Master Services Agreement, including any amendments, executed between the relevant Everbridge entity and the customer listed above; or the Everbridge standard subscription terms and conditions as accepted by customer through a previous purchase. Customer accepts this by signing the Quote or issuing a purchase order that references this Quote or the services in this Quote.
2. Subject to sales taxes where applicable.
3. Except for currency designation, the supplemental notes below, if any, supplied in this Quote are for informational purposes and not intended to be legally binding or override the language of the Master Services Agreement or the Everbridge standard subscription terms and conditions.

Please, Sign, Date and Return:

Signature:

Date:

Name (Print):

Title:

Please, Sign, Date and Return:

Signature:

Date:

Name (Print):

Title:

Everbridge, Inc.
Corporate Headquarters: 8300 Boone Blvd, Suite 800
Vienna, VA 22182
(818) 230-9700

THANK YOU FOR YOUR BUSINESS!



Everbridge Nixle – 360

Overview

Everbridge Nixle 360 is a complete communication solution delivering maximum community impact. Agencies can engage their communities through all channels including voice for ultimate engagement. This solution may not be available in every country.

Usage

- Unlimited email messages
- Unlimited Web messages
- Unlimited Facebook & Twitter notifications
- SMS, Voice notifications are subject to the Everbridge Credit Based Usage Policy.
- Our service transmits messages through various channels using standard protocols. Messaging services like email, voice calls, and SMS may experience delays or undelivered messages due to third parties, often chosen by you or the recipient (e.g., busy signal, carrier network issues, or dead battery). We cannot guarantee delivery and advise against relying solely on one messaging channel for important communications.
- Your plan includes unlimited push notifications via our app, email, or pager and a yearly allotment of “Message Credits” for other delivery channels that carry per-message or variable third-party costs (such as SMS). Your Solution Quote lists your included Message Credits. You can monitor usage in the Client Portal. If you exceed your included Message Credits, overage charges may apply. You can purchase additional Message Credits to increase your yearly allotment at any time. Because delivery costs vary by different factors such as channel and destination, different messages may use credits at different rates. Message Credits are further described in the Messaging Credit Guide available in the Client Portal.

*For details, please refer to the **Messaging Credits System Inclusion**.*

Core Platform Access

- One (1) account with one (1) Everbridge Nixle Wire group
- Unlimited administrators to initiate messages, manage groups and manage users
- Unlimited users with either private or public group permissions
- Unlimited administrator and user access to smart phone publishing application, Engage Bridge
- Ability to access multiple accounts (alternative to Group Level Permissions)

- Includes 5 keywords
- Client hereby grants to Company a non-exclusive, royalty free and fully-paid, transferable, worldwide, irrevocable, and perpetual right and license (including the right to sublicense through multiple tiers of sublicensees) to (a) use, copy, display, disseminate, publicly perform, publicly display, digitally transmit, publish, translate, reformat, create derivative works from, and otherwise use communications Client sends through the Solutions (“**Client Communications**”) as necessary to provide the applicable Solutions and for public facing communications to citizens, other public groups and public facing websites, including social media (e.g., Google Alerts, National Center for Missing & Exploited Children) and users of the Nixle service (collectively, “**Public Communications**”), (b) use and display Client’s trademarks, service marks and logos, in connection with providing the applicable Solutions, including any Public Communications, and (c) to use, sell, offer to sell, and otherwise exploit any product or service based on, embodying, incorporating, or derived from the Client Communications. Client hereby grants to Company a non-exclusive, fully-paid right to place a widget on Client’s website to facilitate Contact opt-in registrations to the applicable Solutions. Client further acknowledges and agrees that all personal information collected from or about individuals registering through such widget by Company shall be controlled and processed by Company in accordance with the Nixle Services-Specific Data Practices in Company’s privacy notice available at <https://www.everbridge.com/about/legal/everbridge-global-privacy-notice>.

Key features

- **Message Types:**
 - Alerts Messages
 - Advisories Messages
 - Community Messages
 - National Weather Service (NWS) automatic rebroadcast via email and SMS
- **Publishing Groups**
 - Access to Nixle Wire Group
 - Unlimited Public Group Creation
 - Unlimited Private Group Creation
 - Unlimited usage of CSV Import tool
- **Location Targeting / Geo Targeting**
 - Points & Radius
 - City/Town Name or Zip Code
 - Custom polygon
- **Messaging Formatting**
 - Multiple email attachments of PDF, DOC and image file formats (10 MB Maximum)
 - Scheduling Messaging
 - HTML email editor
 - Messaging and Email templates
 - Spanish translation

- **Standard Publishing Channels**
 - Email
 - SMS (with hyperlink to Message Widget and Agency RSS feed)
 - Push message to Everbridge Mobile App
 - Voice dialing (Reverse 911)
- **Website Publishing Channels**
 - Agency website via Nixle Message Widget
 - Registration widget for website integration
 - RSS Feed
- **Integration Publishing Channels**
 - IPAWS Publishing – EAS
 - IPAWS Publishing – WEA
 - Google Public Alerts
 - Social Media (Facebook & Twitter)
- **Reporting**
 - Registration reporting
 - Social media reporting
 - SMS, Email
- **Voice Message Configuration Options**
 - Upload a voice message
 - Record a voice message
 - Text-to-speech
- **Tipping**
 - Anonymous tip communication tool
 - Export tip data
 - Tipping embed buttons

Set-up, Implementation & Support

- Provision customer account including system & user set-up
- Up to 3 hours of dedicated implementation Specialist during a standard implementation
- 24x7x365 access to the online Nixle Support Portal
- 24x7x365 technical support via Email & Phone
- 9am to 5pm access to live phone support Monday to Friday
- To enable our customer support teams to more effectively solve our customers' support-related issues by providing analytics, suggesting guidance, and improving our knowledge base, as well as allow customers access to our knowledge base through a chat feature. Access to support tickets is needed for the feature to operate, except for the chat feature where no support ticket or other customer data is required.
- Dedicated Account Manager

For more information about the policies that apply to our Services and how you use them, refer to our Policy Page <https://www.everbridge.com/company-policies>. You will obtain all requisite permissions or consents to support your use. For more information on the accreditations, certifications and operational practices relevant to the Service(s) you have purchased from us, refer to trust.everbridge.com.

Everbridge Nixle – Engage

Overview

Everbridge Nixle Engage is a complete communication solution delivering maximum community impact. Agencies can engage their communities through all channels for ultimate engagement. This solution is only available in specific countries.

Usage

- Unlimited email messages
- Unlimited Web messages
- Unlimited Facebook & Twitter notifications
- SMS, Voice notifications are subject to the Everbridge Credit Based Usage Policy.
- Our service transmits messages through various channels using standard protocols. Messaging services like email, voice calls, and SMS may experience delays or undelivered messages due to third parties, often chosen by you or the recipient (e.g., busy signal, carrier network issues, or dead battery). We cannot guarantee delivery and advise against relying solely on one messaging channel for important communications.
- Your plan includes unlimited push notifications via our app, email, or pager and a yearly allotment of “Message Credits” for other delivery channels that carry per-message or variable third-party costs (such as SMS). Your Solution Quote lists your included Message Credits. You can monitor usage in the Client Portal. If you exceed your included Message Credits, overage charges may apply. You can purchase additional Message Credits to increase your yearly allotment at any time. Because delivery costs vary by different factors such as channel and destination, different messages may use credits at different rates. Message Credits are further described in the Messaging Credit Guide available in the Client Portal.

*For details, please refer to the **Messaging Credits System Inclusion**.*

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- Unlimited administrators to initiate messages, manage groups and manage users
- Unlimited users with either private or public group permissions
- Unlimited administrator and user access to smart phone publishing application, Engage Bridge
- Ability to access multiple accounts (alternative to Group Level Permissions)

- Includes 5 keywords
- Client hereby grants to Company a non-exclusive, royalty free and fully-paid, transferable, worldwide, irrevocable, and perpetual right and license (including the right to sublicense through multiple tiers of sublicensees) to (a) use, copy, display, disseminate, publicly perform, publicly display, digitally transmit, publish, translate, reformat, create derivative works from, and otherwise use communications Client sends through the Solutions ("**Client Communications**") as necessary to provide the applicable Solutions and for public facing communications to citizens, other public groups and public facing websites, including social media (e.g., Google Alerts, National Center for Missing & Exploited Children) and users of the Nixle service (collectively, "**Public Communications**"), (b) use and display Client's trademarks, service marks and logos, in connection with providing the applicable Solutions, including any Public Communications, and (c) to use, sell, offer to sell, and otherwise exploit any product or service based on, embodying, incorporating, or derived from the Client Communications. Client hereby grants to Company a non-exclusive, fully-paid right to place a widget on Client's website to facilitate Contact opt-in registrations to the applicable Solutions. Client further acknowledges and agrees that all personal information collected from or about individuals registering through such widget by Company shall be controlled and processed by Company in accordance with the Nixle Services-Specific Data Practices in Company's privacy notice available at <https://www.everbridge.com/about/legal/everbridge-global-privacy-notice>.

Key features

- **Message Types:**
 - Alerts Messages
 - Advisories Messages
 - Community Messages
 - National Weather Service (NWS) automatic rebroadcast via email and SMS
- **Publishing Groups**
 - Access to Nixle Wire Group
 - Unlimited Public Group Creation
 - Unlimited Private Group Creation
 - Unlimited usage of CSV Import tool
- **Location Targeting / Geo Targeting**
 - Points & Radius
 - City/Town Name or Zip Code
- **Messaging Formatting**
 - Multiple email attachments of PDF, DOC and image file formats (10 MB Maximum)
 - Scheduling Messaging
 - HTML email editor
 - Messaging and Email templates
 - Spanish translation
- **Standard Publishing Channels**

- Email
- SMS (with hyperlink to Message Widget and Agency RSS feed)
- Push message to Everbridge Mobile App
- **Website Publishing Channels**
 - Agency website via Nixle Message Widget
 - Registration widget for website integration
 - RSS Feed
- **Integration Publishing Channels**
 - IPAWS Publishing – EAS
 - IPAWS Publishing – WEA
 - Google Public Alerts
 - Social Media (Facebook & Twitter)
- **Reporting**
 - Registration reporting
 - Social media reporting
 - SMS, Email
- **Tipping**
 - Anonymous tip communication tool
 - Export tip data
 - Tipping embed buttons

Set-up, Implementation & Support

- Provision customer account including system & user set-up
- Up to 3 hours of dedicated implementation Specialist during a standard implementation
- 24x7x365 access to the online Nixle Support Portal
- 24x7x365 technical support via Email & Phone
- To enable our customer support teams to more effectively solve our customers' support-related issues by providing analytics, suggesting guidance, and improving our knowledge base, as well as allow customers access to our knowledge base through a chat feature. Access to support tickets is needed for the feature to operate, except for the chat feature where no support ticket or other customer data is required.
- Dedicated Account Manager

For more information about the policies that apply to our Services and how you use them, refer to our Policy Page <https://www.everbridge.com/company-policies>. You will obtain all requisite permissions or consents to support your use. For more information on the accreditations, certifications and operational practices relevant to the Service(s) you have purchased from us, refer to trust.everbridge.com.



MEMO

From: Supervisor Ben Martin

Re: Sewer Repair

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Review & Possible Action

Attachments:

- Balkema Excavating Quote



To:	Charter Township Of Comstock	Contact:	None
Address:	Comstock, MI 49048	Phone:	
		Email:	
Project Name:	Niko-Comstock Twp Sewer	Bid Number:	
Project Location:	Niko's Express & Township Hall, Comstock, MI	Bid Date:	10/31/2025

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Spot Reair/Fix Broken San. Lead	1.00	EACH	\$3,500.00	\$3,500.00
2	Relay And Or Re-Bedding Of Existing Sewer	40.00	LF	\$100.00	\$4,000.00
3	San. Cover At Cleanout, In Lawn Area Where Niko's Discharges Into Lead EJ 1040 San. Cover	1.00	EACH	\$1,100.00	\$1,100.00
4	Remove & Replace Asphalt Pavement As Required * Unit Price Prevails As Actual Length Of Trench In Asphalt Is Unknown	50.00	SY	\$125.00	\$6,250.00
5	Topsoil Seed & Mulch As Required	70.00	SY	\$8.00	\$560.00

Total Bid Price: \$15,410.00

Notes:

- The above prices do not include Performance and Payment Bond, If Required
- Permits, Inspections & Fee's by others if Required
- If actual Quantities are Different from Bid Quantities, Unit Prices Prevail
- Schedule Based pending Shop Drawing/ Submittal Approval
- This proposal is to be considered only in total. No item or portion of this proposal shall be deemed complete in and of itself, and no portion of this proposal may be omitted or deleted without the prior expressed consent of BALKEMA EXCAVATING, INC

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Your Company Name Authorized Signature: _____ Estimator: Tim Balkema (269)998-5130 tbalkema@balkemaexc.com
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MEMO

From: Supervisor Ben Martin

Re: Township Hall Parking Lot

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Review & Possible Action

Attachments:

- J. Allen Quote

Proposal

J. ALLEN & COMPANY

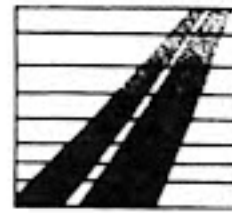
Asphalt Paving

8288 E. Michigan

Galesburg, Michigan 49053

(269) 388-3000 Fax (269) 388-2305

jallenandco.com



No. 27006

PROPOSAL SUBMITTED TO

Charter Township of Comstock

PHONE

207-0821

DATE

9-9-2026

STREET

5858 King Hwy

JOB NAME

Remove & Replace Asphalt Lot & Drive

CITY, STATE AND ZIP CODE

Kalamazoo, MI 49048

JOB LOCATION

Kalamazoo, MI 49048

Scope of Work:

- 1) Saw cut asphalt to be removed at adjoining lot & drive entry
- 2) Rotomill & remove existing asphalt
- 3) Fine grade & compact existing gravel subbase
- 4) Furnish & install an avg. thickness of 1-1/2" commercial base course & 1-1/2" commercial surface course asphalt
- 5) Stripe as existing

Notes:

Permits by owner.

Due to current global events, we are anticipating the petroleum market to be very volatile.

Asphalt pricing may fluctuate. Please see note highlighted in red at bottom of proposal.

We propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Net 30 Days _____ dollars (\$ 69,800.00).

Payment to be made as follows:

All materials and workmanship are guaranteed for one year from date of installation. All work will be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving additional costs will be executed upon verbal or written authorization and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control. The client agrees to cover all costs arising from any litigation, should it become necessary. Our workers are fully covered by Workman's Compensation Insurance. **All down payments are non-refundable. New pavement is very tender for a period of months after installation. It will be very susceptible to power steering twists and tire indentations, especially during hot, day-time hours. Caution should be taken to avoid sharp turning or turning wheels while not moving. Small objects, with any weight, placed on new pavement will tend to sink into the asphalt, i.e., kick-stands, ladders and grills. Please avoid these situations. Any lawn restoration is the responsibility of owner unless otherwise specified. Resurfacing over existing asphalt or concrete that have cracks will result in reflective cracking in new surface. If gravel base is found to be insufficient, there will be an additional cost to be negotiated with owner.**

Note: This proposal may be withdrawn by us if not accepted within 15 days

Authorized Signature: Angela Kozgar

NOTE: As liquid asphalt costs are subject to change, any cost increases or decreases will be determined by the differential in invoiced cost of materials from the supplier from date of bid to date of installation.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

Signature: _____

5858 King Hwy.

Generated by Wheel it Off on Sep 8, 2026 at 10:09:34 AM

Perimeter: 1,174 ft

Area: 2,963 sq yd





MEMO

From: Supervisor Ben Martin

Re: Board Appointments

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Appointments to the following Boards:

1. KABA
2. Local Advisory Committee
3. KATS
4. PMN
5. Kalamazoo Regional Water & Wastewater Commission
6. Central County Transit Authority

Attachments:

-



MEMO

From: Supervisor Ben Martin

Re: Kalamazoo Area Building Authority Withdraw

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Review & Possible Action

Attachments:

- Restated Interlocal State Construction Code Enforcement And Administration Agreement

**RESTATED INTERLOCAL STATE CONSTRUCTION CODE ENFORCEMENT AND
ADMINISTRATION AGREEMENT**

This Restated Agreement ("Agreement") is made this 27th day of AUGUST,
2020, by and between the undersigned Local Units of government within the County of
Kalamazoo, Michigan (hereinafter the "Local Units").

WITNESSETH:

WHEREAS, each of the undersigned Local Units has previously elected to administer
and enforce the Michigan State Construction Code, pursuant to the Stille-Derossett-Hale Single
State Construction Code Act, 1972 P. A. 230, as amended, (hereinafter the "Construction Code
Act"), for regulating and controlling building construction within each of said Local Units; and

WHEREAS, it is the desire of said Local Units to herein provide for and continue the
joint enforcement and administration of the Construction Code Act under the terms and
conditions herein contained and in accordance with the provisions of the "Urban Cooperation
Act" (1967 P.A. Ex. Sess. 7 – M.C.L.A. § 124.501 *et seq.*) as well as other pertinent laws and
statutes in the State of Michigan.

NOW THEREFORE, in consideration of the promises and the covenants and conditions
herein contained, it is hereby agreed by and between the Local Units hereto as follows:

1. Joint Construction Code Authority.

There is hereby created, established and continued a Joint Construction Code Authority,
known as the Kalamazoo Area Building Authority (hereinafter "KABA"), which shall be a

separate legal entity governed by an Authority Board (hereinafter the "KABA Board") established under Section 7 of the Urban Cooperation Act, consisting of one elected official selected from the governing body of each Local Unit for a two-year term and until a successor is selected by said governing body ("Elected Official Board Member"). Each Local Unit may also appoint an alternate elected official who may serve on the Board only in such case as when its regularly Elected Official Board Member is unable to attend a scheduled meeting of the KABA Board.

At Large Board Member

In addition to the Elected Official Board Members, if the selection process for the KABA Board results in an even-number of board members, the KABA Board shall select one additional KABA Board member who shall be a resident of Kalamazoo County and who is not employed by any of the participating Local Units. This member shall be deemed an At Large Board Member who is authorized to attend all KABA Board meetings and who shall serve as a voting member of the Board during those times when the composition of the KABA Board is an even number. At such times when the Board is composed of an uneven number of members the At Large Member shall continue to serve in an ex-officio capacity with the Authority to advise and consult the Board, but whose vote shall not be counted in any action of the Board. The Elected Official Board Members and any Resident Board Members shall be authorized to approve compensation or reimbursement for costs for the At Large Board Member.

Resident Board Members

If at any time, KABA consists of three (3) or less Local Units, each Local Unit shall, in addition to its appointed Elected Official Board Member provided for herein, select one (1)

resident of its jurisdiction who shall serve as a "Resident Board Member". The Resident Board Members shall continue to serve until such time as a fourth Local Unit shall join KABA, or until the end of the Resident Board Member's respective Elected Official Board Member's term, whichever shall occur first. The Resident Board Member is authorized to attend any meeting or function of the KABA Board and their vote shall be counted in any actions taken by the Board. The Resident Board Member shall not be an employee of any of the participating Local Units. The Elected Official Board Members and the At Large Board Member shall be authorized to approve compensation or reimbursement of costs for a Resident Board Member. Compensation and cost-calculations (such as mileage reimbursements) shall be the same for all Resident Board Members regardless of which jurisdiction they are appointed by.

A. Primary Activities and Purpose.

The primary purpose of KABA shall be, and authorization is hereby given under Section 5 of the Urban Cooperation Act, the power to administer and enforce the State Construction Code within the boundaries of each Local Unit; to enact administrative rules to carry out its functions; to hire sufficient building inspectors, contract inspectors and other personnel necessary to accomplish the foregoing; to establish a uniform schedule of fees for the issuance of building permits and inspection of work and materials which bear a reasonable relationship to the cost and expense of the administration and enforcement of the State Construction Code; to arrange for the collection of said fees and their deposit in a "Construction Code Authority Account" maintained by the KABA Treasurer, who shall maintain books of account of all receipts and expenditures by KABA, which shall be accounted for by an annual independent audit prepared and presented to each Local Unit. In addition, KABA shall have the power to

buy, own, sell or lease real or personal property, seek and receive grants, sue or be sued, invest surplus funds and any other necessary and proper matters agreed upon by the Local Units.

KABA shall arrange for one or more locations convenient to the public where copies of the building and construction codes are maintained for review and/or purchase by interested persons and where building permits and other permits may be obtained and inspections of work and material ordered.

B. Additional KABA Activities.

The KABA Board shall be authorized to expand the scope and purpose of KABA to undertake additional administration, inspection, or enforcement services for the Local Units or by contract for other Governmental Units located within the State of Michigan in the areas of zoning, driveway permits, rental housing certification, code enforcement or other inspection or enforcement related activities that the KABA Board deems beneficial to the financial and administrative goals of KABA (the "Expanded Purposes"). Engaging in the providing of any of the Expanded Purposes for any Local Unit or by contract for any other Governmental Unit shall be at the discretion of the KABA Board and shall be based upon the cost and feasibility of providing such services and the benefits of offering the services to KABA.

2. Organization of Construction Code Authority.

Members of the KABA Board appointed under Section 1 above, shall meet each January at a location mutually agreeable to all and select a Chairman, Treasurer and Secretary from among their membership and such other officers as the KABA Board may deem appropriate. The names of such officers shall be reported by the Secretary of the KABA Board and to the

Clerk of each Local Unit. Said officers shall serve for a one-year term and until their successors are selected.

The KABA Board shall determine the dates and times of any regular meetings it wishes to schedule and shall hold special meetings at the call of the Chairman or Secretary upon appropriate notice to each member at such times and places as may be determined to be necessary and convenient. All meetings of the KABA Board shall be open to the public in accordance with the Michigan Open Meetings Act. The KABA Board shall adopt rules to govern the proceedings at all its meetings.

3. **Budget.**

On or before October 1 of each calendar year, the KABA Board shall prepare a proposed budget of estimated expenses covering the period of the next fiscal year of KABA, together with anticipated revenues during said period, and shall submit the same to the Clerk of each participating Local Unit for the review of each of the governing bodies of said Local Units.

The governing body of each Local Unit shall either approve or disapprove said budget on or before December 1 of each year. If such proposed budget is not approved by all Local Units on or before December 1 as provided herein, a representative of the governing body of each participating Local Unit, who is not then on the KABA Board, and the KABA Board shall meet jointly (hereinafter the "Joint Budget Meeting") for the purpose of attempting to develop a budget acceptable to all Local Units which shall be submitted for approval by each Local Unit. If the budget resulting from the Joint Budget Meeting is approved by less than all of the Local Units, but by more than fifty percent (50%) of the Local Units, then it shall become the approved budget and all units shall be bound. If the budget is not approved by more than fifty percent

(50%) of the Local Units by December 30th, the prior years' budget shall, on the following January 1, become and be deemed the "Default Approved Budget" for the next fiscal year, and KABA shall be dissolved at the end of the next fiscal year unless at least two (2) Local Units that voted in favor of the budget shall vote to remain as members of KABA. In the event that at least two (2) Local Units vote to remain members of KABA as provided for above, those Local Units who do not vote in favor of remaining in KABA and those Local Units who voted against the budget, shall be deemed to have voluntarily withdrawn from KABA, effective as of the end of the next fiscal year. Each Local Unit, upon being notified that KABA has an approved budget, shall thereupon each be liable to contribute its proportionate share of said budget which is not covered by fees collected by KABA. Such proportionate share shall be determined by the ratio of the dollar value of permits administered by KABA, issued by each participating Local Unit to the total dollar value of permits, administered by KABA, issued in all participating Local Units for the fiscal year preceding that covered by said budget.

After the budget has been approved or is deemed approved as provided for above, each Local Unit shall pay to the Treasurer of KABA, at the beginning of each quarter, their allocated portions of such budget.

4. Bonds.

All employees handling any funds of KABA or of any participating Local Unit shall be bonded in an amount sufficient to cover the maximum amount of funds which might be in the possession of said employee at any one time.

5. **Unanticipated Expenses.**

Any unanticipated and unavoidable expenses or losses incurred by KABA in the performance of its duties and functions, including but not limited to litigation expense or liability for personal or property damages, shall be proportionately shared by all Local Units in the same manner budget expenses are shared under Section 3.

6. **Voluntary Withdrawal of Local Units.**

Any Local Unit of KABA may voluntarily withdraw from KABA upon one (1) year written notice to the KABA Board and all other Local Units who are members of KABA. In the event of the withdrawal of a Local Unit or Units, (as opposed to dissolution of KABA), such Unit shall be entitled to receive its proportionate share of any undistributed surplus funds after all expenses of KABA have been paid, in the ratio of the dollar value of the permits administered by KABA, issued by the withdrawing Local Unit to the total dollar value of the permits administered by KABA, issued by all participating Local Units in the preceding fiscal year but not any of the other assets held by KABA. In the event that either the budget is not approved by a majority of the Local Units or a majority of the Local Units elect to withdraw from KABA at the same time, this Agreement shall terminate, and KABA shall be dissolved, unless within thirty (30) days thereafter, at least two (2) of the Local Units that voted in favor of the annual budget affirmatively vote to continue KABA or at least two (2) of the Local Units that have not elected to withdraw shall affirmatively vote to continue KABA. In the event that the budget is not approved by a majority of the Local Units but at least two (2) Local Units affirmatively vote to continue KABA, the Local Units which do not affirmatively vote to continue KABA shall be deemed to have elected to voluntarily withdraw. Upon voluntary withdrawal, each Local Unit who has withdrawn or has been deemed to have withdrawn shall be responsible for its own

enforcement and administration of the State Construction Code, and any of the expanded purposes which are administered by KABA. In the event that KABA is dissolved, any undisbursed funds and other assets held by KABA shall be distributed between the Local Units who are then members of KABA, after all expenses of KABA have been paid, in the ratio of the dollar value of permits administered by KABA issued by each Local Unit to the total dollar value of the permits administered by KABA, issued by the participating Local Unit in the preceding fiscal year.

7. Admission of Additional Local Units.

Additional Local Units may be admitted to membership in KABA at any time, with the approval by resolution of the governing body of each of the then participating Local Units. As a condition of admission, each new Unit shall approve and sign this Agreement (and any amendments thereto) and agree to be bound by the same. In addition, KABA may establish other terms and conditions for the admission of any new Local Unit which shall be established and set forth in writing, in all of the resolutions approving said new Local Unit's admission adopted by the governing body of each participating Local Unit. Examples of the terms and conditions that may be added, include, but are not limited to, the charging of an initial membership fee and/or admission fee and the amount thereof, requiring equipment and software purchases by the new Local Unit (including the computer software and equipment necessary to allow the new Local Unit to interface with KABA and its existing software), a waiting period during which the new Local Unit may not participate in distribution of any proportional share of any excess funds or other assets distributed by KABA to Local Units, as well as such other additional provisions as the existing governing bodies of each of the Local Units of KABA, shall require at the time of admission of the new Local Unit. Once admitted to KABA, each new Local Unit shall have the

same rights and responsibilities as every other member in KABA, subject only to any limitations contained in the resolutions approving said new Local Unit's admission to KABA.

8. Enforcement.

KABA shall be a body corporate with authority as the Enforcing Agency of each Local Unit under Section 8b of the Construction Code Act and is empowered to discharge the responsibilities of the Local Units under the Construction Code Act to sue and to enjoin any violation of the Construction Code Act or for a fine or the imprisonment of any violator. It shall not, however, have the authority to levy any type of tax or assessment against any Local Unit or property therein.

9. Board of Appeals.

A Construction Board of Appeals is hereby established consisting of seven persons appointed by the KABA Board. Members of the Board of Appeals shall be qualified by experience or training to perform the duties of members of the Board of Appeals. The terms of the members of the Board of Appeals shall be two (2) years.

10. Authority of Construction Board of Appeals.

The Construction Board of Appeals shall have such authority, power, rights and duties as are set forth in the uniform ordinances adopted by the participating Local Units as well as such power and authority as is set forth in the Construction Code Act not inconsistent with the foregoing rights, powers, duties and authority established by local ordinance and the Michigan Construction Code.

11. Effect of an Appeal to the Construction Board of Appeals and of a Decision of said Board.

The effect of an appeal to the Construction Board of Appeals and a decision of said Board shall be as set forth in the Construction Code Act and the State Construction Code where the same is effective within the Local Units.

12. Attorney's Fees.

In the event of a dispute arising from the breach of this Agreement the prevailing party or parties shall be entitled to their attorney's fees and costs in having to bring an action for enforcement of these terms.

13. Jurisdiction and Venue.

In the event of any disputes between one or more of the parties to this Agreement over the interpretation, implementation, or enforcement of this Agreement the matter under dispute, unless resolved by the parties themselves, shall be submitted by filing of a civil action to the Circuit Court for the County of Kalamazoo, State of Michigan.

14. Severability of Provisions.

If any provisions of this Agreement, or its application to any person, party, or circumstance, is deemed by a court of law to be invalid or unenforceable, the remainder of the Agreement and the application of the provision to any other person, party or circumstance shall not be affected and the Agreement shall be enforced to the greatest extent permitted by law.

15. **Notices.**

Any notices required by this Agreement shall be sent by written correspondence to all of the parties by first class mail to the offices of the Local Unit attention to the person in charge of the Local Unit with copies being sent via first class mail or e-mail to each of the members of the KABA Board.

16. **Complete Agreement.**

This Agreement is a complete agreement and restates and supersedes the Interlocal State Construction Code Enforcement and Administration Agreement which was entered into on March 5, 2012, and any amendments thereto.

17. **Amendments.**

This Agreement may be amended at any time by written agreement adopted by the governing body of each participating Local Unit.

18. **Term; Dissolution.**

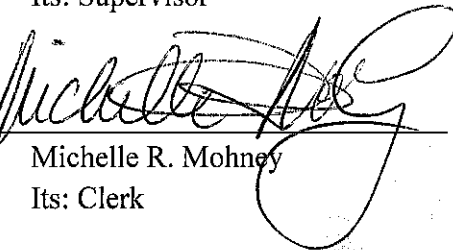
The term of KABA shall be perpetual and continuous; however, KABA shall be dissolved (a) one (1) year after a Default Approved Budget is deemed approved because at least fifty percent (50%) of the Local Units cannot agree on a budget if less than two (2) Local Units affirmatively vote to continue KABA, (b) in the event that withdrawal of the Local Units from KABA leaves less than two (2) Local Units as members of KABA, or (c) by unanimous agreement of the Local Units.

IN WITNESS WHEREOF, the undersigned participating Local Units have executed this Agreement as of the date and day hereinbefore set forth and in pursuance of a duly-adopted

resolution of the governing body of said participating Local Unit adopted at a duly-called meeting of said governing body on the date set forth opposite said participating Unit.

COMSTOCK CHARTER TOWNSHIP
Kalamazoo County, Michigan
A municipal corporation

By: 
Randy L. Thompson
Its: Supervisor

By: 
Michelle R. Mohney
Its: Clerk

Pursuant to Resolution adopted
August 31, 2020
Date

CITY OF PARCHEMENT
Kalamazoo County, Michigan
A municipal corporation

By: _____
Robert D. Britigan III
Its: Mayor

By: _____
Shannon Stutz
Its: City Clerk

Pursuant to Resolution adopted

Date

KALAMAZOO CHARTER TOWNSHIP
Kalamazoo County, Michigan
A municipal corporation

By: _____
Donald D. Martin
Its: Supervisor

By: _____
Mark E. Miller
Its: Clerk

Pursuant to Resolution adopted

Date

PINE GROVE TOWNSHIP
Van Buren County, Michigan
A municipal corporation

By: _____
Scott Hess
Its: Supervisor

By: _____
Michelle Meert
Its: Clerk

Pursuant to Resolution adopted

Date

resolution of the governing body of said participating Local Unit adopted at a duly-called meeting of said governing body on the date set forth opposite said participating Unit.

COMSTOCK CHARTER TOWNSHIP
Kalamazoo County, Michigan
A municipal corporation

By: _____
Randy L. Thompson
Its: Supervisor

By: _____
Michelle R. Mohny
Its: Clerk

Pursuant to Resolution adopted

Date

CITY OF PARCHMENT
Kalamazoo County, Michigan
A municipal corporation

By: _____
Robert D. Britigan III
Its: Mayor

By: _____
Shannon Stutz
Its: City Clerk

Pursuant to Resolution adopted

Date

KALAMAZOO CHARTER TOWNSHIP
Kalamazoo County, Michigan
A municipal corporation

By: _____
Donald D. Martin
Its: Supervisor

By: _____
Mark E. Miller
Its: Clerk

Pursuant to Resolution adopted

Date

PINE GROVE TOWNSHIP
Van Buren County, Michigan
A municipal corporation

By: _____
Scott Hess
Its: Supervisor

By: _____
Michelle Meert
Its: Clerk

Pursuant to Resolution adopted

Date

resolution of the governing body of said participating Local Unit adopted at a duly-called meeting of said governing body on the date set forth opposite said participating Unit.

COMSTOCK CHARTER TOWNSHIP
Kalamazoo County, Michigan
A municipal corporation

KALAMAZOO CHARTER TOWNSHIP
Kalamazoo County, Michigan
A municipal corporation

By: _____
Randy L. Thompson
Its: Supervisor

By: _____
Donald D. Martin
Its: Supervisor

By: _____
Michelle R. Mohny
Its: Clerk

By: _____
Mark E. Miller
Its: Clerk

Pursuant to Resolution adopted

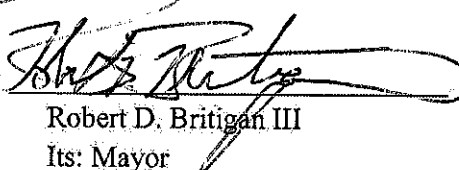
Pursuant to Resolution adopted

Date

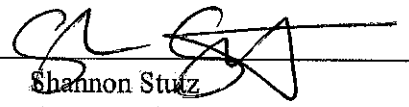
Date

CITY OF PARCHMENT
Kalamazoo County, Michigan
A municipal corporation

PINE GROVE TOWNSHIP
Van Buren County, Michigan
A municipal corporation

By: 
Robert D. Britigan III
Its: Mayor

By: _____
Scott Hess
Its: Supervisor

By: 
Shannon Stutz
Its: City Clerk

By: _____
Michelle Meert
Its: Clerk

Pursuant to Resolution adopted

Pursuant to Resolution adopted

Date

Date

9-21-20

resolution of the governing body of said participating Local Unit adopted at a duly-called meeting of said governing body on the date set forth opposite said participating Unit.

COMSTOCK CHARTER TOWNSHIP
Kalamazoo County, Michigan
A municipal corporation

KALAMAZOO CHARTER TOWNSHIP
Kalamazoo County, Michigan
A municipal corporation

By: _____
Randy L. Thompson
Its: Supervisor

By: _____
Donald D. Martin
Its: Supervisor

By: _____
Michelle R. Mohney
Its: Clerk

By: _____
Mark E. Miller
Its: Clerk

Pursuant to Resolution adopted

Pursuant to Resolution adopted

Date

Date

CITY OF PARCHMENT
Kalamazoo County, Michigan
A municipal corporation

PINE GROVE TOWNSHIP
Van Buren County, Michigan
A municipal corporation

By: _____
Robert D. Britigan III
Its: Mayor

By:  _____
Scott Hess
Its: Supervisor

By: _____
Shannon Stutz
Its: City Clerk

By:  _____
Michelle Meert
Its: Clerk

Pursuant to Resolution adopted

Pursuant to Resolution adopted

Date

9/8/2020

Date

RICHLAND TOWNSHIP
Kalamazoo County Michigan
A municipal corporation

By: Lysanne Harma

Lysanne Harma
Its: Supervisor

By: Bear Priest

Bear Priest
Its: Clerk

Pursuant to Resolution #
20-09-01 adopted
September 15, 2020

Date: September 16, 2020

VILLAGE OF RICHLAND
Kalamazoo County Michigan
A municipal corporation

By: _____

Dave Greve
Its: President

By: _____

Brooke Jamieson
Its: Clerk

Pursuant to resolution adopted

Date

RICHLAND TOWNSHIP
Kalamazoo County Michigan
A municipal corporation

By: _____

Lysanne Harna
Its: Supervisor

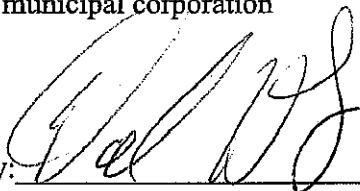
By: _____

Bear Priest
Its: Clerk

Pursuant to Resolution adopted

Date

VILLAGE OF RICHLAND
Kalamazoo County Michigan
A municipal corporation

By:  _____

Dave Greve
Its: President

By:  _____

Brooke Jamieson
Its: Clerk

Pursuant to resolution adopted

9/14/20

Date



MEMO

From: Supervisor Ben Martin
Re: Provision to Personal Policy Manual

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Discussion & Possible Action

Attachments:

-



MEMO

From: Clerk Amber Lawrence

Re: Reports

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Review

Attachments:

- Fire Incident Type Report
- Comstock Township Residential Building Permits
- Comstock Commercial Building Permits
- Comstock Township Special Permits (Property Maintenance)
- Comstock Township Special Permits (Owners Request)



MEMO

From: Clerk Amber Lawrence

Re: FOIA requests

Charter Township of Comstock Board

Monday October 5, 2026

Summary / Purpose:

Review

Attachments:

- FOIA #26-078
- FOIA #26-086
- FOIA #26-091
- FOIA #26-092
- FOIA #26-093
- FOIA #26-094
- FOIA #26-096
- FOIA #26-097
- FOIA #26-098
- FOIA #26-101

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

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

Request Form

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

FOIA Request #26-078

1st Date: 8/4/2026

Sent Good Faith Estimate: 8/4/2026

Completed/Closed due to

no activity for 48 days:

9/21/2026

FOIA Request for Public Records

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

Request No.: _____ Date Received: _____ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method

Date delivered to junk/spam folder: _____

Date discovered in junk/spam folder: _____

(Please Print or Type)

Name <u>Dawn Moore</u>	Phone _____
Firm/Organization _____	Fax _____
[Redacted]	

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

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

☒ Deliver on digital media provided by the township: please let me know the cost 1st

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

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

<u>Video Bodycam from Officer Szczepanski</u>
<u>on 7/21/26 and 7/27/26</u>
<u>from 5265 and 5291 E Michigan Ave</u>
RECEIVED
JUL 28 2026
CHARTER TOWNSHIP
OF COMSTOCK
Consent to Non-Statutory Extension of Township's Response Time
I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).
Requestor's Signature <u>Dawn Moore</u>
Date <u>7/28/26</u>

(Complete both sides)

From: Amber Petraitis <agentzg-contracts@smartprocure.us>
Sent: Wednesday, August 26, 2026 7:10 AM
To: FOIA
Subject: Public Record Request

Follow Up Flag: Follow up
Flag Status: Completed

You don't often get email from agentzg-contracts@smartprocure.us. [Learn why this is important](#)
Good Morning,

SmartProcure respectfully requests copies of any current or most recently active contracts between **Charter Township of Comstock** and the following vendors:

- 1. Motorola Solutions Inc**
- 2. W W Grainger**

If any such contracts exist, I would appreciate receiving the associated documentation that includes the following details:

- The names of the contracting parties..
- A description of the nature and purpose of the contract..
- The contract's start and end dates..
- The total value or cost of the contract..
- Any amendments, extensions, or renewals related to the contract..
- If no contract agreement exists and a purchase order, order form or vendor quote serves in lieu of a contract, please provide that document only if it formally stands in lieu of the contract.

In addition, we request electronic copies of all executed contracts, service agreements, amendments, and other contractual documents between the agency and private vendors with a cumulative value greater than \$50,000, executed between January 1, 2025, and the present.

If the requested records are available in digital format, I would appreciate receiving them electronically. You may either email the documents directly or upload them securely using the link below:

<http://cargo.govspend.com/agency-upload?id=5c3cf7c40867cc0031e2d8e3-6b7de337c6a04434859093c11b9ba928>

If there are any fees associated with fulfilling this request, please provide a cost estimate before processing the request.

If you are not the appropriate custodian of these records, please forward this request to the correct department or individual.

If these records are available through an online portal, database, or website, please

provide the direct link along with any instructions necessary to access or locate the relevant materials.

If any part of this request needs to be clarified or narrowed to assist in locating the records, I'm happy to work with you on that. I truly appreciate your time and assistance in helping me access this information.

Regards,
Amber Petraites
Customer Relations Specialist
SmartProcure
Direct: (954) 314-2797
5000 T-Rex Ave, Suite. 200, Boca Raton, FL 33431

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

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

Request Form

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

FOIA Request #26-091
1st Date: 9/17/2026
10-day Extension: 10/1/2026
Completed: 9/22/2026

FOIA Request for Public Records

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

Request No.: _____ **Date Received:** _____ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	Eric Ruckert	Phone	269-209-3953
Firm/Organization	KECK Consulting Services	Fax	269-704-5910
Street	PO Box 2650	Email	e.ruckert@keckconsulting.com
City	Battle Creek	State	MI Zip 49016

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

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

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

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

KECK requests a copy of the information in the township files regarding the following Property.	
1173 River St, Kalamazoo, Michigan 49048 (Parcel 07-19-430-050) - The parcel also utilizes the address of 5835 Market, Kalamazoo, Mi 49048.	
The type of information that would be applicable to our FOIA request would be tax assessment records (especially any old assessor cards that have drawings of the Property), dates of connection to municipal sewer and/or water, Fire Department Records, and building permits. If available KECK also requests any environmental permits (waste water, storm water, etc.), community right-to-know plans, site assessment reports, etc, pertaining to the property. The time period for my request is from 1936.	
Please let me know if a separate FOIA request needs to be submitted for Fire Department Records.	
This FOIA request is pertaining to a Phase I Environmental Site Assessment, if you have questions concerning my request please contact me via my mobile phone. 269-209-3953.	
Thank You	
Consent to Non-Statutory Extension of Township's Response Time I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).	
Requestor's Signature 	Date 9/9/26

(Complete both sides)

Records Located on Website

If the township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the township must provide the public records in the specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Township Website

I hereby stipulate that, even if some or all of the records are located on a township website, I am requesting that the township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature



Date

9/9/26

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the following categories:

1. ☐ Labor to copy/duplicate 2. ☐ Labor to locate 3a. ☐ Labor to redact 3b. ☐ Contract labor to redact
6b. ☐ Labor to copy/duplicate records already on township's website

Requestor's Signature



Date

9/9/26

Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: ☐ Affidavit Received ☐ Eligible for Discount ☐ Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature: NA

Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
(iii) Is accompanied by documentation of its designation by the state, if requested by the township.

Office Use: ☐ Documentation of State Designation Received ☐ Eligible for Discount ☐ Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature: NA

FOIA Request #26-092
1st Date: 9/7/2026
10-day Extension: 10/1/2026
Completed: 9/22/2026

Applied Environmental

1210 North Maple Road, Ann Arbor, MI 48103

FOIA Request

DATE: September 9, 2026

TO: Comstock Township

FAX:

EMAIL: foia@comstockmi.gov

FROM: Michael Schroeder
Applied Environmental

PHONE: (616) 502-6722

FAX: (734) 975-1973

EMAIL: michaels@appliedenv.com

RE: FOIA REQUEST- BUILDING, FIRE, & ASSESSING DEPARTMENTS

Applied Environmental is conducting a Phase I Environmental Site Assessment (ESA) and would like to receive/review files for the following property (if available)

5100 East Michigan Avenue, Kalamazoo, Michigan 49048
(Parcel ID: 07-18-355-060)

- From the Building/Planning Department, historical records including permits, and site plans for the address listed above (if available)

-From the Fire Department, records of underground storage tanks on the above-listed property, hazardous substance use, hazardous spills, on-site waste generation, or other environmental incidents to which the Fire Department may have responded to at this property.

- From the Assessing Department, current and historical tax assessing records for the property listed above.

Thank you for your assistance with this request.

Respectfully,



From: Robin Burpee
Sent: Thursday, September 10, 2026 1:36 PM
To: FOIA
Subject: FOIA Request - Patricia Willis

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Lisa,

Mrs. Willis called this morning and asked me to forward a FOIA request for her.

She would like the following information in physical copies:

1. **Copy of employment application for Code Enforcement Officer Thomas Dahlquist**
2. **Copies of the last six months of Notice of Violation for Comstock Charter Township**

Mrs. Willis has some vision challenges, and she asks that these documents are provided black text on white paper. She also asked that you reach out to her by phone if there are any applicable charges for this request.

Feel free to reach out to her with any questions:

Patricia Willis
[REDACTED]
[REDACTED]

Robin J Burpee

Clerk's Assistant
P.O. Box 449
Comstock, MI 49041
(269) 381-2360 ext 124



From: Amber Lawrence
Sent: Tuesday, September 15, 2026 12:47 PM
To: Robin Burpee; Lisa Cochran
Subject: FW: Freedom of Information Act (FOIA) Request – 767 Blair Street Compliance Records

Lisa,

Sending this your way and copying Robin for visibility.

Amber Lawrence
Comstock Township Clerk
P.O. Box 449
Comstock, MI 49041
(269) 381-2360 ext 111



From: Mitten Modeler [REDACTED]
Sent: Tuesday, September 15, 2026 12:45 PM
To: Amber Lawrence <Clerk@comstockmi.gov>
Subject: Freedom of Information Act (FOIA) Request – 767 Blair Street Compliance Records

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

Dear Comstock Charter Township FOIA Coordinator, Pursuant to the Michigan Freedom of Information Act (MCL 15.231 et seq.), I am submitting a formal request for specific municipal enforcement records regarding the property located at 767 Blair Street, Kalamazoo, MI 49004. Specifically, I am requesting copies of the public records containing the following baseline code enforcement data points: The official case tracking number assigned to the investigation arising from the Property Condition Assessment Worksheet submitted in 2026. The established compliance and cleanup deadline issued to the resident to resolve the documented blight and roadway encroachment following the physical site inspections conducted by township field vehicles in 2026. Please provide all matching internal logs, violation notices, communications, or status tracking entries generated during the 2026 calendar year through the present date. As required by law, I look forward to your response within five (5) business days. Best regards, A concerned [REDACTED]

FOIA Request #26-096
1st Date: 9/23/2026
Completed: 9/17/2026

From: crandall Bachman <crandall.bachman@marshall-assoc.net>
Sent: Wednesday, September 16, 2026 4:08 PM
To: FOIA
Subject: 3874 W River DR NE, Comstock Park, MI | Fire FOIA Request

Follow Up Flag: Follow up
Flag Status: Completed

You don't often get email from crandall.bachman@marshall-assoc.net. [Learn why this is important](#)
Hi,

I am requesting fire (chemical storage and site demolition) and assessing records for 3874 W River Dr NE, Comstock Park, MI.

Thanks,
Crandall

--

Crandall Bachman



500 Cascade West Parkway SE-Suite 200, Grand Rapids, Michigan 49546

(P) 616.987.9242

(F) 616.987.9245

(C) 231.878.2496

www.marshall-assoc.net

From: ComstockConcernedCitizens
Sent: Sunday, September 20, 2026 12:41 PM
To: FOIA
Subject: FOIA Request - Comstock Charter Township

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

FOIA Coordinator
Charter Township of Comstock
5858 King Hwy.
Kalamazoo, MI 49048

Re: Freedom of Information Act Request

Dear FOIA Coordinator,

This is a request under the Freedom of Information Act.

I request that a copy of the following documents be provided to me:

A copy of the 18 applications received for potential Township Trustee positions dated August 1, 2026 through September 11, 2026

In order to help to determine my status to assess fees, you should know that I am an individual seeking information for personal use and not for a commercial use. I am willing to pay reasonable duplication and processing fees as permitted by law. However, if the total cost will exceed \$25, please inform me in advance. I will accept your response and all documentation via response to this email.

If any portion of this request is denied, please provide the specific legal exemption under Michigan FOIA and a written explanation for the denial. If parts of the requested documents are exempt, I request that any non-exempt portions be provided.

Thank you,

Marcia Roberts

Sent with [Proton Mail](#) secure email.

FOIA Request for Public Records

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

Please print or type, be sure to complete both sides of this form, and sign and date all applicable shaded areas.

Number of requests made to the Township within the last year _____

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

Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above **XX** Email to address below

Name JIM MEAD	Phone [REDACTED]
Firm/Organization	Fax
Street [REDACTED]	Email [REDACTED]
City [REDACTED]	State [REDACTED]

☐ Deliver on digital media provided by the township: _____

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

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

Please provide me with the following information:
1. The annual salary of the Township Superintendent / Manager.
2. The annual salary of the Deputy / Assistant Superintendent / Manager
3. Annual salary of administrative assistant
Thank you

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

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

Requestor's Signature	Date
Records Located on Website	
If the township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (<i>separate exempt information from non-exempt information</i>). If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website. If the township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the township must provide the public records in the specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.	
Request for Copies/Duplication of Records on Township Website	
I hereby stipulate that, even if some or all of the records are located on a township website, I am requesting that the township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.	
Requestor's Signature <i>Jim Mead</i>	Date 9/21/2026

Overtime Labor Costs	
Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.	
Consent to Overtime Labor Costs	
I hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the following categories:	
1. ☐ Labor to copy/duplicate	2. ☐ Labor to locate
3a. ☐ Labor to redact	3b. ☐ Contract labor to redact
6b. ☐ Labor to copy/duplicate records already on township's website	
Requestor's Signature	Date
Request for Discount: Indigence (If applicable)	
A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:	
1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR	
2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.	
If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:	
(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,	
(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.	
I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:	Date:
Requestor's Signature	
Request for Discount: Nonprofit Organization (If applicable)	
A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:	
(i) Is made directly on behalf of the organization or its clients.	
(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.	
(iii) Is accompanied by documentation of its designation by the state, if requested by the township.	
I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:	
Requestor's Signature	Date:
Date	

Office Use Only

Receipt:

Date Received: _____

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

Date delivered to junk/spam folder: _____

Date discovered in junk/spam folder: _____

Party who discovered in junk/spam folder: _____

Request for Discount: Indigence

☐ Affidavit Received ☐ Eligible for Discount ☐ Ineligible for Discount

☐ Not Applicable. Reason _____

Request for Discount: Nonprofit Organization

☐ Documentation of State Designation Received ☐ Eligible for Discount ☐ Ineligible for Discount

☐ Not Applicable. Reason _____

Requests discounted for same party within previous 12-months _____ Response and records provided are attached _____

From: Ben Martin
Sent: Tuesday, September 29, 2026 12:18 PM
To: Lisa Cochran
Cc: Matt Beauchamp; Zoning Office; Thomas Dahlquist
Subject: FW: STATUTORY DEMAND FOR EMERGENCY ENFORCEMENT & PUBLIC SAFETY OVERRIDE (767 BLAIR ST)

Follow Up Flag: Follow up
Flag Status: Completed

From: Matt Beauchamp <MBeauchamp@comstockmi.gov>
Sent: Tuesday, September 29, 2026 12:16 PM
To: Ben Martin <bmartin@comstockmi.gov>; Thomas Dahlquist <ordinanceasst@comstockmi.gov>
Subject: Re: STATUTORY DEMAND FOR EMERGENCY ENFORCEMENT & PUBLIC SAFETY OVERRIDE (767 BLAIR ST)

Thank you for the heads up. Will Lisa be reaching out to collect any FOIA'd information from the FD?

Matt Beauchamp, MS, CFO, EFO

Fire Chief

Comstock Fire & Rescue

8700 E. Michigan Ave

Galesburg, MI 49053

Office: 269-345-9244 (Opt 3)

mbeauchamp@comstockmi.gov

www.comstockfire.com



From: Ben Martin <bmartin@comstockmi.gov>

Sent: Tuesday, September 29, 2026 12:10

To: Matt Beauchamp <MBeauchamp@comstockmi.gov>; Thomas Dahlquist <ordinanceasst@comstockmi.gov>

Subject: Fw: STATUTORY DEMAND FOR EMERGENCY ENFORCEMENT & PUBLIC SAFETY OVERRIDE (767 BLAIR ST)

Please see below.

Ben Martin

Charter Township of Comstock Supervisor

P.O. Box 449

Comstock, MI 49041

(269) 381-2360 ext 126



From: Mitten Modeler [REDACTED]

Sent: Tuesday, 29 September 2026 08:48:01

To: Ben Martin <bmartin@comstockmi.gov>

Cc: Info <info@comstockmi.gov>

Subject: STATUTORY DEMAND FOR EMERGENCY ENFORCEMENT & PUBLIC SAFETY OVERRIDE (767 BLAIR ST)

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

Supervisor Martin,

This communication serves as a formal demand for immediate executive intervention to remediate the ongoing structural blight, unpermitted camper structures, and hazardous public safety

conditions located at **767 Blair Street** (Case Ref: #CASE-2026-0719).

The Ordinance Enforcement Department's current administrative position that this location is "Compliant" as of September 11, 2026, is a direct, documented breach of administrative duty. Furthermore, the department actively modified and minimized my original submission—intentionally rewriting the case file to only mention a flat tire while completely omitting the unpermitted camper, accumulated junk, and structural road encroachments that remain fully deployed on-site. Logging a fake 6:19 AM verbal compliance entry to shut down a falsified file is a violation of public trust.

This specific parcel possesses an active history of hazardous burning incidents requiring emergency response dispatches from the Fire Department. The Township has recently demonstrated an immediate, on-the-record capability to issue comprehensive five-page blight remediation directives to properties within this immediate sector following fire department logging.

Pursuant to the Township's statutory obligation to protect public safety and prevent discriminatory, selective code enforcement, I am demanding that your office immediately override the falsified compliance status of this parcel, execute an emergency physical field verification review, and issue an immediate cleanup mandate to the property owner.

Additionally, under the Michigan Freedom of Information Act (MCL 15.231 et seq.), I hereby request copies of all official incident reports, Computer-Aided Dispatch (CAD) logs, and responder narrative notes generated by the fire department regarding emergency responses to 767 Blair Street from 2018 to the present.

I expect confirmation of a newly assigned active case number and an explicit compliance deadline for site remediation within the statutory 5-business-day window.

Thank you,
Mitten Modeler
