



REGULAR MEETING OF THE CHARTER TOWNSHIP OF COMSTOCK TOWNSHIP BOARD

Monday, October 19, 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 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.

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 October 5, 2026
- Bills Payable October 1- 15, 2026

VII. Presentation(s)

- Southwest Michigan First – PA 198
- Prein Newhof – Sanitary Sewer Discussion
- Discover Kalamazoo for Introduction

VIII. Business

Fire & Rescue

- [Item - Discussion & Possible Action]

Planning & Zoning

- [Item - Discussion & Possible Action]

Clerk

- Public Hearing on IFT Request – R.W. LaPine
- Consideration of the Resolution to Approve the IFT & Possible Action
- Township FOIA Procedures – Discussion & Possible Action

Treasurer

- Proposal to Move Fund Money from Fifth Third Securities to First National Bank of Michigan – Discussion and Possible Action

Trustee

- [Item - Discussion & Possible Action]

Supervisor

- Board of Review Appointment & Action
- Kalamazoo County Community Grant Application for Installation of Kayak Launch at Merrill Park – Possible Action for Board Support
- Closed Session – Attorney Client Privilege Memorandum

IX. Reports

- Cash Summary By Bank Account – July
- Cash Summary By Fund - July
- Cash Summary By Bank Account- August
- Cash Summary By Fund - August

X. Informational/Future Action Items

- FOIA #26-102
- FOIA #26-103

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 19, 2026

Summary / Purpose:

Expedite Business

Attachments:

- Minutes from October 5, 2026

**MINUTES OF THE REGULAR MEETING OF THE
CHARTER TOWNSHIP OF COMSTOCK TOWNSHIP BOARD
KALAMAZOO COUNTY, MICHIGAN
OCTOBER 5, 2026**

CALL TO ORDER

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

Meeting was called to order at 6:00 PM by Supervisor Martin with all Board members present. Also, present were Township Attorney Thall, Fire Chief Beauchamp, Township Engineer Tom Wheat (Prein & Newhof), and Kalamazoo County Commissioner John Gisler.

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

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

At the request of the Treasurer's office, the contract discussion and possible action item under Treasurer was struck from the agenda to allow more time to gather information and investigate options.

Clerk Lawrence made a motion that the agenda be approved as amended. Motion was supported by Trustee Amos. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Lawrence
SECONDER: Trustee Amos
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

PUBLIC COMMENT(S)

Two members of the public shared comments on agenda items.

A resident and local developer, Matt Watts, spoke in opposition to withdrawing from the Kalamazoo Area Building Authority (KABA). He stated that KABA has served the Township since 2012, provides full service five days a week from an office near the Township, offers quick turnaround for builders and residents, and does not cost the Township general fund. He raised concerns about how open building permits would be handled by a new inspector, cited Public Act 230 of 1972 (MCL 125.1522(1)) requiring that construction code fees be used only for

operation of the enforcing agency, noted that separation may carry costs, and asked whether the Board had sought input from builders and developers. He noted his investment of over \$3 million in 33 new homes in the Wesley Farm subdivision and 135 additional homes now in final engineering.

Tammy Keeler apologized to the Board, and particularly to Mr. Thall, for her outburst at a previous meeting regarding the battery plant. She expressed concerns about homelessness in the community, including vehicle and home break-ins, people sleeping on private property, litter, and fires near the dam at the end of Rose Street, and noted that “no camping/no loitering” signs used downtown appear to be effective.

ANNOUNCEMENTS FOR DEPARTMENTS/BOARDS/COMMISSIONS

Fire Chief Beauchamp announced a groundbreaking ceremony for new Fire Station 9-3, located at 1080 E. Michigan Avenue, on Thursday, October 8, 2026, at 3:00 PM. Parking will be available at the Best-One Tire lot. The Board and the community are invited. In response to a question, Attorney Thall advised that all Board members may attend provided they do not discuss Township business.

County Commissioner John Gisler introduced himself as the commissioner representing five of the fifteen rural townships, including Comstock, and announced the following:

- The election equipment accuracy test will be held on October 8 at noon.
- The annual Senior Expo will be held on Tuesday, October 6 from 9:00 AM to 3:00 PM at the Expo Center, with more than 150 organizations offering services and products for seniors.
- The County website continues to be updated, with easier access to County job openings and advisory board openings; residents interested in local government were encouraged to apply for an advisory board.
- The County’s Interim Administrator will speak Monday, October 12 at 8:30 AM at Mark’s Diner on Romence Road and Portage Road.

CONSENT AGENDA

The following corrections were requested prior to approval:

- September 11, 2026, minutes, page 3: correct the spelling of “Height” to “Hite.”
Correct the spelling of Attorney Thall’s name to two L’s wherever it appears.
- September 21, 2026, minutes, page 2, second line: correct “8229 Palm Meadow” to “Fawn Meadow Trail.”
- September 21, 2026, minutes, page 7, under Supervisor, MDOT proposal, third line: correct “Gull Road / Meyers” to “Gull Road / Meyer.”

CONSENT AGENDA AMENDED

- Meeting Minutes from September 11, 2026 (as amended)
- Meeting Minutes from September 21, 2026 (as amended)
- Bills Payable: September 19 - October 1, 2026

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

RESULT: PASSED [UNANIMOUS]
MOVER: Treasurer Bloomfield
SECONDER: Trustee VanBruggen
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

PRESENTATION(S)

Township Engineer – Odor Study Update and Kalamazoo Regional Water & Wastewater Commission

Tom Wheat of Prein & Newhof, Township Engineer, reviewed a comprehensive report from the City of Kalamazoo, distributed to the Board at the meeting, regarding sewer odors near the old Township Hall, the public schools, and the library. The City has lined portions of pipe, improved manholes with drops that cause turbulence, and completed P-trap work. The City also hired Prein & Newhof to conduct a ventilation study and wastewater sampling, which was completed the prior Friday. Mr. Wheat explained that the 27-inch interceptor passes through a siphon under the river, which traps air and forces it out in this area. The City plans a short-term solution of chemical (oxidizer) injection, which can be set up relatively quickly but is costly, and a long-term feasibility study for a biofilter, similar to one under construction in Portage. No timeframe, siting, or cost estimates are yet available; costs would be absorbed by the system and recovered through rates. Board members asked about the permanence of the solutions, how the chemical treatment works, timeframes, and costs.

Mr. Wheat also provided background on the Kalamazoo Regional Water and Wastewater Commission, established in 1998 by the customer townships, to address rate concerns with the City of Kalamazoo. The Commission's litigation was used as leverage to secure long-term contracts: a new water contract (entered into approximately 2023) and a wastewater contract that is nearly final. Under the contracts the City operates, maintains, repairs, and replaces the system for 40 years; rates are equal for City and township customers and are managed as an enterprise fund; and a Utility Policy Committee of four townships and three City representatives sets policy, including capital improvement plans. Each member township appoints a representative (and optional alternate) to the Regional Commission, which in turn selects the township members of the Utility Policy Committee. Going forward, the Commission will serve as a watchdog and information forum for member townships.

Southern Michigan Code Consultants – Building Department Services

Garrett Reitenour of Southern Michigan Code Consultants stated that he was contacted by Supervisor Martin to speak about the potential separation from KABA. He is a licensed residential builder (since 1998), registered plan reviewer and building inspector (since 2010), and building official (since 2019), and has contracted with municipalities to provide building department services since approximately 2023. He explained that Public Act 230 of 1972 (the Stille-DeRossett-Hale Single State Construction Code Act) establishes a single statewide building code; that a municipality may enforce the code itself, delegate enforcement, or allow the State to enforce it; and that permit fees are restricted to building

department use. Since approximately 2012, the Township has delegated enforcement to KABA. He noted that an in-house department would require roughly three to five people (building official, trade inspectors, and permit technician), that there is a statewide inspector shortage, that few larger contracted agencies are local, and that the State may take over enforcement if a vacancy is not filled within the statutory window. In response to Clerk Lawrence, he stated that he would need to research the Township's permit and inspection volume before confirming capacity.

InfoSafe Technology – IT Services

Jason Channells, with Andrew Alspach and Mark Channells, presented InfoSafe's IT service proposal. InfoSafe is a local information security company of more than 20 years that works primarily with municipalities and public safety agencies. Their model includes managed services for workstations and servers, with most simple support requests (under 15 minutes) included, plus pre-allocated blocks of labor for larger work. Quotes were provided for both the Township and Fire Department, including one-time onboarding fees. In response to Trustee Paver, they stated that the Township's former network administrator now works for InfoSafe and that existing network documentation is thorough, so the transition is expected to be smooth. Supervisor Martin noted strong references from other municipalities.

GR Com (Grand Rapids Communications) – Phone System

William Smalley, owner of Grand Rapids Communications, presented a proposal for a 3CX cloud-based phone system, priced by simultaneous calls (16-call license proposed) rather than per user. Features include mobile and desktop apps, call routing, conferencing, optional call recording, voicemail-to-email with transcription (free tier), reports, and 24/7 monitoring, with no contract and month-to-month billing. Estimated savings are approximately \$2,500 annually (about 20%). Existing phones can likely be reused, with up to five replacement phones provided at no cost, and the cutover would include a site survey, configuration, one to two hours of training, and number porting with no downtime. In response to questions, Mr. Smalley confirmed that the three fire stations would be included; that the Township currently has 69 extensions, within the proposed 80; and that call recording is available but not required. Optional AI receptionist features were also discussed.

BUSINESS

Business items were taken up by department as recorded below.

FIRE & RESCUE

No items were discussed.

PLANNING & ZONING

No items were discussed.

CLERK

MTA Principles of Township Governance

Clerk Lawrence brought forward the Michigan Townships Association (MTA) Principles of Township Governance, which includes a pledge regarding ethical and honorable conduct and was previously adopted by a prior board. Clerk Lawrence, Supervisor Martin, and Treasurer Bloomfield spoke in support, noting the value of aligning the Board with standards used across Michigan townships and of having all current members sign the document.

Treasurer Bloomfield made a motion to adopt the MTA Principles of Township Governance and that Board members sign it. Motion supported by Clerk Lawrence. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Treasurer Bloomfield
SECONDER: Clerk Lawrence
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Trespass Ordinance No. 572 – Second Reading

Trespass Ordinance No. 572 was presented for second reading following first reading at the previous meeting. Attorney Thall advised that the ordinance and the related Homeless Person Policy should be acted on by separate motions, with the ordinance first.

Trustee Paver made a motion to adopt Trespass Ordinance No. 572. Motion supported by Clerk Lawrence. 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.

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

Homeless Person Policy

Clerk Lawrence clarified that this item is a policy, not an ordinance, and does not require first and second readings. Attorney Thall advised that once adopted, any amendments, including those requested by the Sheriff's Department, must come back to the Board for approval but do not require publication or readings. Clerk Lawrence stated that the policy establishes parameters for addressing homelessness with dignity, offering aid first, and checking on welfare. Supervisor Martin noted that the committee's goal was to offer support first, with trespass enforcement as a last resort, and for the Ordinance Enforcement Officer to serve as a resource. Treasurer Bloomfield stated the policy shows compassion while providing information to assist people with their needs. A question was raised regarding the personal safety of the Ordinance Enforcement Officer as a first point of contact; it was noted

that the officer is expected to assess each situation and call the Sheriff's Department when needed, and that this was emphasized in candidate interviews.

Trustee Paver made a motion to adopt the Homeless Person Policy. Motion supported by Trustee Hart. 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: Trustee Paver
SECONDER: Trustee Hart
AYES: Martin, Bloomfield, Lawrence, Amos, Hart, Paver, VanBruggen
NAYS: None
ABSTAIN: None
ABSENT: None

InfoSafe Service Agreement

Clerk Lawrence presented the InfoSafe IT service agreement, noting significant savings: the Township has spent more than \$90,000 on IT support year to date, while the InfoSafe agreement totals approximately \$26,000–\$28,000, at an hourly rate \$15 lower than the current provider, with short remote support calls included at no charge. Trustee Paver emphasized the need for a seamless transition for the Fire Department and phones, with possible overlap between providers. It was noted that the Township already uses InfoSafe for backups and is not under contract with its current IT provider, which bills monthly for services rendered. Fire Chief Beauchamp stated that InfoSafe was recommended through the dispatch community, that the Department's former network administrator now works for InfoSafe, and that the Fire Department supports moving forward. The agreement includes two annual quotes (approximately \$1,100 and \$1,300), one-time onboarding fees, and month-to-month service thereafter.

Clerk Lawrence made a motion to engage InfoSafe for the Township's IT service agreement, with a transition period of up to 60 days to ensure a smooth transition from the current provider. Motion supported by Treasurer Bloomfield. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Lawrence
SECONDER: Treasurer Bloomfield
AYES: Martin, Bloomfield, Lawrence, Amos, Hart, Paver, VanBruggen
NAYS: None
ABSTAIN: None
ABSENT: None

Phone Service

Clerk Lawrence noted that InfoSafe does not provide phone service, and that the GR Com proposal would save approximately \$200 per month while providing newer technology, including a mobile app that allows officials to use Township phone service without sharing personal cell numbers, and cloud hosting with no single point of failure. Trustee VanBruggen supported the savings and voicemail-to-email features. Trustee Paver asked about enabling voicemail transcription by default. Attorney Thall cautioned that recording of phone conversations raises record-retention and storage obligations for a public entity, and the

Board agreed to limit the discussion to voicemail transcription rather than call recording. Trustee Hart confirmed the mobile app capability.

Clerk Lawrence made a motion to engage GR Com for the Township's phone service, with a transition period of up to 60 days depending on billing cycles. Motion supported by Trustee Amos. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Lawrence
SECONDER: Trustee Amos
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

TREASURER

The Treasurer's contract discussion and possible action item was struck from the agenda during Approval of Agenda.

TRUSTEE

No items were discussed.

SUPERVISOR

Sewer Repair – Discussion and Possible Action

Supervisor Martin presented a quote from Balkema Excavating for \$15,410 to repair the Township Hall sewer connection shared with Niko's, which has backed up, including onto the floor drain. Engineer Wheat confirmed that camera inspection shows a belly in the pipe where it runs underwater and recommended proceeding now with Balkema, a good local contractor, before winter, noting that an emergency repair in mid-winter could cost substantially more. Balkema would excavate, repair, and backfill, with paving subcontracted; the private paving deadline is generally mid-November. The repair area is separate from the planned driveway project. Supervisor Martin noted the building was purchased as-is with no maintenance agreement and that Niko's will accommodate parking during the work. Trustee Hart noted that Metro funding from the MTA may be available to assist with parking lot repair and restriping and asked that staff look into it. Clerk Lawrence supported completing the sewer repair before winter and exploring outside funds for the parking lot separately.

Trustee VanBruggen made a motion to accept the Balkema Excavating total bid price as presented for repair of the sewer line. Motion supported by Trustee Hart. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee VanBruggen
SECONDER: Trustee Hart
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Parking Lot / Driveway

Supervisor Martin reviewed a revised quote from A-1 Asphalt for \$46,370 covering a smaller portion of the parking lot, which would need to be re-quoted and is likely to increase, and a proposal from J. Allen & Company for \$69,800 for the entire Township parking lot. J. Allen & Company, a Comstock-based business, is booked for this year and would perform the work in 2027, with payment from the 2027 budget. Township engineer Mike Presta indicated the pricing is fair in a previous conversation. Engineer Wheat agreed that scheduling the work next year avoids rushed late-season paving. Trustee Hart supported deferring the project given unexpected separation payments this year. It was noted that the sewer repair will be completed this fall and the driveway next year.

Clerk Lawrence made a motion to approve J. Allen & Company for the parking lot, to be included in the 2027 budget, and to make a good-faith effort to find funding from resources outside the Township general fund first. Motion supported by Trustee Amos. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Lawrence
SECONDER: Trustee Amos
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Board Appointments

Supervisor Martin presented board and commission appointments to formalize the Board's representation. Attorney Thall advised that a single motion for each new appointment is sufficient.

Kalamazoo Area Building Authority (KABA) Board: Trustee Hart expressed interest in serving.

Trustee VanBruggen made a motion to appoint Trustee Hart to the KABA Board. Motion supported by Treasurer Bloomfield. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee VanBruggen
SECONDER: Treasurer Bloomfield
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

KABA Board Alternate: Trustee Amos offered to serve; Trustee VanBruggen also volunteered so as not to overload Trustee Amos with appointments.

Treasurer Bloomfield made a motion to appoint Trustee VanBruggen as the alternate to the KABA Board. Motion supported by Trustee Paver. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Treasurer Bloomfield
SECONDER: Trustee Paver
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Local Advisory Committee: Trustee Amos currently serves.

Trustee Hart made a motion that Trustee Amos continue serving on the Local Advisory Committee. Motion supported by Trustee Paver. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Hart
SECONDER: Trustee Paver
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Clerk Lawrence made a motion to appoint Trustee Hart as the alternate to the Local Advisory Committee. Motion supported by Trustee Paver. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Lawrence
SECONDER: Trustee Paver
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Kalamazoo Area Transportation Study (KATS): KATS is the designated Metropolitan Planning Organization that sets transportation policy and assigns federal transportation funding for the region, meeting monthly.

Trustee VanBruggen made a motion to designate Trustee Amos to the KATS Metropolitan Planning Organization Board. Motion supported by Trustee Paver. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee VanBruggen
SECONDER: Trustee Paver
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Clerk Lawrence made a motion to appoint Treasurer Bloomfield as the alternate to KATS. Motion supported by Trustee Paver. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Lawrence
SECONDER: Trustee Paver
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Public Media Network (PMN): Brett Padgett, a part-time Township employee and Parks Board member, currently chairs PMN and will continue to serve; no action was needed on the primary appointment. PMN Executive Director Schuster stated that the PMN board meets the fourth Thursday of each month, generally at 4:30 PM, and described PMN's work, including government meeting coverage available online and through streaming apps, searchable closed-caption transcripts, AI-generated descriptive audio to meet upcoming ADA requirements, community media training, and efforts to build sustainable revenue as cable franchise fees decline.

Trustee Hart made a motion to appoint Trustee VanBruggen as the alternate to the Public Media Network. Motion supported by Trustee Paver. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Hart
SECONDER: Trustee Paver
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Kalamazoo Regional Water and Wastewater Commission: Supervisor Martin noted that another township supervisor encouraged Comstock to return to the table given important upcoming decisions, and recommended Trustee Paver.

Clerk Lawrence made a motion to appoint Trustee Paver to the Kalamazoo Regional Water and Wastewater Commission. Motion supported by Trustee Amos. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Lawrence
SECONDER: Trustee Amos
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Treasurer Bloomfield made a motion to appoint Trustee VanBruggen as the alternate to the Kalamazoo Regional Water and Wastewater Commission. Motion supported by Clerk Lawrence. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Treasurer Bloomfield
SECONDER: Clerk Lawrence
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Central County Transportation Authority (CCTA): The Township's appointment is a recommendation subject to approval by the County Board of Commissioners.

Clerk Lawrence made a motion to appoint Trustee Amos to the CCTA. Motion supported by Trustee VanBruggen. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Clerk Lawrence
SECONDER: Trustee VanBruggen
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

Notice to Withdraw from Kalamazoo Area Building Authority (KABA) – One-Year Notice

Supervisor Martin reviewed the Inter-Local State Construction Code Enforcement Administration Agreement and the options for building code enforcement: remaining in the multi-jurisdictional authority, State enforcement (with generally higher fees and slower service), in-house employees (with significant personnel costs), or a contracted building official funded by permit revenue and directed by the Township Board. He stated that the Township has staff, office space, and approximately 90% of the online permitting software needed, and that bringing permitting in-house would let applicants complete approvals and permits in one place under this Board's direction. He stated for the record that he initiated contact with Mr. Reitenour based on a strong referral.

Clerk Lawrence expressed concern with the agreement provision requiring member units to proportionately share KABA's unanticipated expenses and losses, including litigation, and stated that the Township should not continue doing things a certain way simply because it always has.

Mr. Reitenour answered Board questions regarding minimum staffing (building official plus plumbing, electrical, and mechanical inspectors, and possibly a permit technician); his contracted model, in which trade inspectors are paid per inspection and the building official receives a percentage of permit fees that varies with the level of township staff involvement; inspection availability and typical one-week plan review turnaround; the role Township staff could play in application intake; and the fact that permit requirements (such as for re-roofing) are set by the building code and cannot be waived locally. Regarding transition, he recommended a clean break date, with the possibility of allowing KABA to close out its open permits through final inspection and noted that public communication would be important. Trustee VanBruggen noted that KABA already subcontracts its trade inspectors. Treasurer

Bloomfield emphasized thorough plan review to avoid repeated engineering costs for builders. Trustee Amos stated that local control is the most important consideration.

Attorney Thall advised that the agreement contains no provision to rescind a withdrawal notice once given, although the Township could attempt to negotiate with KABA; that the one-year notice period would be used to establish a replacement building department; and that surplus funds and other matters would need to be worked out with KABA during that period.

Supervisor Martin made a motion to issue a written notice to KABA for voluntary withdrawal from KABA, with written notice to the KABA Board and all other local units that are members of KABA. Motion supported by Clerk Lawrence.

During Board discussion, Trustee Paver stated that he would prefer to revisit the item in a meeting or two given ongoing development, the Gull Road corridor, and commercial construction. Trustee Hart recommended tabling the item for further research. Clerk Lawrence stated that she supported the motion because the one-year notice period provides ample time to plan. Treasurer Bloomfield, Trustee VanBruggen, and Trustee Amos spoke in support.

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 initially indicated he would abstain; Attorney Thall explained that in a charter township a member may abstain only by declaring a conflict of interest (such as a direct financial interest) and receiving Board approval to abstain. Trustee Hart - no.

RESULT:	PASSED [6–1]
MOVER:	Supervisor Martin
SECONDER:	Clerk Lawrence
AYES:	Martin, Bloomfield, Paver, VanBruggen, Lawrence, Amos
NAYS:	Hart
ABSTAIN:	None
ABSENT:	None

Additional Provision to the Personnel Policy Manual – Recording Devices and Transcription

Supervisor Martin brought forward a proposed addition to the Personnel Policy Manual Section 4.12 addressing recording devices and transcription in the office. Attorney Thall explained that while Michigan permits recording a conversation to which one is a party, recording a conversation one is not party to may be a criminal offense, and that devices in an office may capture others' conversations; he also noted employee discomfort with being recorded in the workplace. Clerk Lawrence asked that the policy preserve beneficial uses, such as recording training for standard operating procedures and meeting minutes, possibly distinguishing Township devices from personal devices. Attorney Thall indicated narrowly crafted language is possible. Trustee Amos and Trustee Hart suggested allowing recording with the knowledge of all participants or in a designated closed room.

Trustee Hart made a motion to authorize Attorney Thall to draft a policy regarding recording devices, to be added to the Personnel Policy Manual when completed. Motion supported by Trustee Paver. Motion passed by voice vote.

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Hart
SECONDER: Trustee Paver
AYES: Unanimous
NAYS: None
ABSTAIN: None
ABSENT: None

FINANCE

Reports

No items were discussed.

- 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

INFORMATIONAL/FUTURE ACTION ITEMS

No items were discussed.

- FOIA Requests

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

Karen Hite asked whether, under an in-house building department, residents could appeal to the Township Board if an inspector denied work. She described a prior experience under KABA in which an electrical inspector delayed construction of her family's home for three months over recessed lighting rated for vaulted ceilings.

Fire Chief Beauchamp announced the annual Fire Prevention Open House on Saturday, October 10, 2026, from 11:00 AM to 2:00 PM at Station 9-1 on River Street, with information for adults and activities for children.

MEMBERS' COMMENTS

Trustee VanBruggen – No comments.

Trustee Paver – No comments.

Treasurer Bloomfield thanked the Clerk's office, the Supervisor, and Township staff for working well together, and thanked Clerk Lawrence and Robin in particular for reviewing bills and finding savings for residents without raising taxes.

Clerk Lawrence reminded everyone of the public accuracy test on October 8 at noon at the Township Hall, as the Township will host its own early voting, along with a meeting of the Election Commission to appoint election workers. She noted the Township is still seeking election workers; paid County training is available, and workers need not live in Comstock Township but must be registered (or eligible to register) voters.

Trustee Amos – No comments.

Trustee Hart – Nothing further.

Supervisor Martin thanked the Board for a good meeting and for their commitment to serving.

ADJOURNMENT

The meeting adjourned at approximately 9:13 PM.

Ben Martin, Township Supervisor

Amber Lawrence, Township Clerk
Attested

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 10/01/2026 - 10/15/2026

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: ACETECH CORP					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	ACETECH CORP	Vehicle Intelligence Software Licence	5,400.00	165334
			Total Department 000 GENERAL	5,400.00	
			Total Fund 206 FIRE OPERATING FUND	5,400.00	
			Total Vendor ACETECH CORP:	5,400.00	
Vendor: AMAZON CAPITAL SERVICES					
Fund: 101 GENERAL FUND					
Department: 253 TREASURER					
101-253-727.000	OFFICE SUPPLIES/EQUIPMENT	AMAZON CAPITAL SERVICES	KOLIBRI Money Counter Machine	257.30	165335
			Total Department 253 TREASURER	257.30	
			Total Fund 101 GENERAL FUND	257.30	
			Total Vendor AMAZON CAPITAL SERVICES:	257.30	
Vendor: AMY GORDON					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	SOFTBALL UMPIRE 16 GAMES	480.00	165262
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	SOFTBALL UMPIRE 8 GAMES	240.00	165303
			Total Department 751 PARKS & RECREATION	720.00	
			Total Fund 101 GENERAL FUND	720.00	
			Total Vendor AMY GORDON:	720.00	
Vendor: APPRAISALS PLUS GROUP LLC					
Fund: 101 GENERAL FUND					
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	
			Total Fund 101 GENERAL FUND	9,540.00	
			Total Vendor APPRAISALS PLUS GROUP LLC:	9,540.00	
Vendor: ARMORED REPUBLIC					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA	ARMORED REPUBLIC	PLATE CARRIERS PPE	819.76	165264
			Total Department 000 GENERAL	819.76	
			Total Fund 206 FIRE OPERATING FUND	819.76	
			Total Vendor ARMORED REPUBLIC:	819.76	
Vendor: AUSTIN BRADFORD					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	AUSTIN BRADFORD	2026 Fall - Softball League Forfeit F	30.00	165367
			Total Department 751 PARKS & RECREATION	30.00	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: AUSTIN BRADFORD					
Fund: 101 GENERAL FUND					
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor AUSTIN BRADFORD:	30.00	
Vendor: AVIDIA BANK					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-231.300	PAYROLL DEDUCTIONS (HSA AC AVIDIA BANK		HSA PAYMENTS - 10/01/2026 PAYROLL	1,943.58	1156
			Total Department 000 GENERAL	1,943.58	
			Total Fund 101 GENERAL FUND	1,943.58	
			Total Vendor AVIDIA BANK:	1,943.58	
Vendor: BARRY CASLER					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-653.000	PAVILION RENTAL FEES	BARRY CASLER	Refund for RMP Pavilions rental passe	25.00	165278
			Total Department 751 PARKS & RECREATION	25.00	
			Total Fund 101 GENERAL FUND	25.00	
			Total Vendor BARRY CASLER:	25.00	
Vendor: BAYLEE HALL					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	BAYLEE HALL	2026 Fall - Softball League Forfeit F	30.00	165361
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor BAYLEE HALL:	30.00	
Vendor: BEN KOTECKI					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	BEN KOTECKI	2026 Fall - Softball League Forfeit F	30.00	165368
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor BEN KOTECKI:	30.00	
Vendor: BENJAMIN REED					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	BENJAMIN REED	2026 Fall - Softball League Forfeit F	30.00	165359
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor BENJAMIN REED:	30.00	
Vendor: BEST WAY DISPOSAL					

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: BEST WAY DISPOSAL					
Fund: 101 GENERAL FUND					
Department: 528 RUBBISH COLLECTION/DISPOSAL					
101-528-801.000	CONTRACTED SERVICES	BEST WAY DISPOSAL	Waste/recycling services	9,134.74	165292
			Total Department 528 RUBBISH COLLECTION/DISPOSAL	9,134.74	
Department: 751 PARKS & RECREATION					
101-751-801.000	CONTRACTED SERVICES	BEST WAY DISPOSAL	Waste disposal service	793.60	165292
			Total Department 751 PARKS & RECREATION	793.60	
			Total Fund 101 GENERAL FUND	9,928.34	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	BEST WAY DISPOSAL	Waste disposal services	330.66	165292
			Total Department 000 GENERAL	330.66	
			Total Fund 206 FIRE OPERATING FUND	330.66	
			Total Vendor BEST WAY DISPOSAL:	10,259.00	
Vendor: BIBLIOTHECA					
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-727.000	OFFICE SUPPLIES/EQUIPMENT	BIBLIOTHECA	RFID tags	2,257.40	165266
			Total Department 790 LIBRARY ADMIN	2,257.40	
			Total Fund 271 LIBRARY FUND	2,257.40	
			Total Vendor BIBLIOTHECA:	2,257.40	
Vendor: BILL COLEMAN					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	BILL COLEMAN	2026 Fall - Softball League Forfeit F	30.00	165352
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor BILL COLEMAN:	30.00	
Vendor: BLUE CARE NETWORK OF MICHIGAN					
Fund: 101 GENERAL FUND					
Department: 171 SUPERVISOR					
101-171-725.000	FRINGE BENEFITS - SUPERVIS	BLUE CARE NETWORK OF MICHIGAN	HEALTH INSURANCE PREMIUMS10/01/26- 10	5,528.09	165265
			Total Department 171 SUPERVISOR	5,528.09	
Department: 215 CLERK					
101-215-725.000	FRINGE BENEFITS - CLERK	BLUE CARE NETWORK OF MICHIGAN	HEALTH INSURANCE PREMIUMS10/01/26- 10	7,763.26	165265
			Total Department 215 CLERK	7,763.26	
Department: 265 MAINTENANCE					
101-265-725.000	FRINGE BENEFITS - MAINTENA	BLUE CARE NETWORK OF MICHIGAN	HEALTH INSURANCE PREMIUMS10/01/26- 10	2,316.53	165265
			Total Department 265 MAINTENANCE	2,316.53	
Department: 301 ORDINANCE ENFORCEMENT					

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: BLUE CARE NETWORK OF MICHIGAN					
Fund: 101 GENERAL FUND					
Department: 301 ORDINANCE ENFORCEMENT					
101-301-725.000	FRINGE BENEFITS - ORDINANC	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS10/01/26- 10	1,552.11	165265
Total Department 301 ORDINANCE ENFORCEMENT				1,552.11	
Department: 751 PARKS & RECREATION					
101-751-725.000	FRINGE BENEFITS - PARKS &	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS10/01/26- 10	3,118.92	165265
Total Department 751 PARKS & RECREATION				3,118.92	
Total Fund 101 GENERAL FUND				20,278.91	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-725.000	FRINGE BENEFITS - FIRE	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS10/01/26- 10	25,744.44	165265
Total Department 000 GENERAL				25,744.44	
Total Fund 206 FIRE OPERATING FUND				25,744.44	
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-725.000	BENEFITS - LIBRARY ADMIN	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS10/01/26- 10	6,558.92	165265
Total Department 790 LIBRARY ADMIN				6,558.92	
Total Fund 271 LIBRARY FUND				6,558.92	
Total Vendor BLUE CARE NETWORK OF MICHIGAN:				52,582.27	
Vendor: BOUND TREE MEDICAL					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA	BOUND TREE MEDICAL	Medical supplies	28.42	165253
Total Department 000 GENERAL				28.42	
Total Fund 206 FIRE OPERATING FUND				28.42	
Total Vendor BOUND TREE MEDICAL:				28.42	
Vendor: BRITTNI THOMSON					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	BRITTNI THOMSON	2026 Fall - Softball League Forfeit F	30.00	165371
Total Department 751 PARKS & RECREATION				30.00	
Total Fund 101 GENERAL FUND				30.00	
Total Vendor BRITTNI THOMSON:				30.00	
Vendor: BRONSON HELPNET					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	BRONSON HELPNET	Employee Assistance Program	285.60	165301
Total Department 000 GENERAL				285.60	
Total Fund 206 FIRE OPERATING FUND				285.60	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: BRONSON HELPNET					
			Total Vendor BRONSON HELPNET:	285.60	
Vendor: CCTA					
Fund: 701 GENERAL CUSTODIAL FUND					
Department: 000 GENERAL					
701-000-230.000	DUE TO OTHER GOV'T UNITS	CCTA	Qualified Heavy Equipment Rental	1,492.82	2302536
			Total Department 000 GENERAL	1,492.82	
			Total Fund 701 GENERAL CUSTODIAL FUND	1,492.82	
			Total Vendor CCTA:	1,492.82	
Vendor: CD LAWN MAINTENANCE					
Fund: 101 GENERAL FUND					
Department: 265 MAINTENANCE					
101-265-801.000	CONTRACTED SERVICES	PARKS CD LAWN MAINTENANCE	MOWING PARKS/CEMETERY	5,145.00	165254
			Total Department 265 MAINTENANCE	5,145.00	
Department: 567 CEMETERIES					
101-567-801.000	CONTRACTED SERVICES	CEMETE CD LAWN MAINTENANCE	MOWING PARKS/CEMETERY	2,760.00	165254
101-567-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	LAWN MAINTENANCE SERVICES PARKS & CEM	4,550.00	165317
			Total Department 567 CEMETERIES	7,310.00	
Department: 751 PARKS & RECREATION					
101-751-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	LAWN MAINTENANCE SERVICES PARKS & CEM	4,927.50	165317
			Total Department 751 PARKS & RECREATION	4,927.50	
			Total Fund 101 GENERAL FUND	17,382.50	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	FIRE STATION	575.00	165254
206-000-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	Lawn mowing and fuel charges	425.00	165317
			Total Department 000 GENERAL	1,000.00	
			Total Fund 206 FIRE OPERATING FUND	1,000.00	
			Total Vendor CD LAWN MAINTENANCE:	18,382.50	
Vendor: CENTER POINT LARGE PRINT					
Fund: 271 LIBRARY FUND					
Department: 792 LIBRARY - ADULT SERVICES					
271-792-731.000	BOOKS	CENTER POINT LARGE PRINT	LP books	300.84	165318
			Total Department 792 LIBRARY - ADULT SERVICES	300.84	
			Total Fund 271 LIBRARY FUND	300.84	
			Total Vendor CENTER POINT LARGE PRINT:	300.84	
Vendor: CHAD HUNTLEY					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	CHAD HUNTLEY	2026 Fall - Softball League Forfeit F	30.00	165358
			Total Department 751 PARKS & RECREATION	30.00	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: CHAD HUNTLEY					
Fund: 101 GENERAL FUND					
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor CHAD HUNTLEY:	30.00	
Vendor: CINTAS CORP					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-801.000	CONTRACTED SERVICES	CINTAS CORP	OFFICE MATS	186.67	165267
101-000-801.000	CONTRACTED SERVICES	CINTAS CORP	OFFICE MATS	186.67	165336
			Total Department 000 GENERAL	373.34	
			Total Fund 101 GENERAL FUND	373.34	
			Total Vendor CINTAS CORP:	373.34	
Vendor: CITY OF KALAMAZOO TREASURERS OFFICE					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-925.000	UTILITIES KBC00585202	CITY OF KALAMAZOO TREASURE	water/sewer utility bill	166.59	165289
			Total Department 000 GENERAL	166.59	
Department: 265 MAINTENANCE					
101-265-925.000	UTILITIES	CITY OF KALAMAZOO TREASURE	water/sewer utility bill	128.58	165260
			Total Department 265 MAINTENANCE	128.58	
Department: 567 CEMETERIES					
101-567-925.000	UTILITIES SDF00266101	CITY OF KALAMAZOO TREASURE	water/sewer utility bill	38.14	165289
			Total Department 567 CEMETERIES	38.14	
Department: 751 PARKS & RECREATION					
101-751-925.000	UTILITIES CDW00581902	CITY OF KALAMAZOO TREASURE	water/sewer utility bill	254.34	165289
			Total Department 751 PARKS & RECREATION	254.34	
			Total Fund 101 GENERAL FUND	587.65	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-925.000	UTILITIES HAA00594702	CITY OF KALAMAZOO TREASURE	water/sewer utility bill	656.43	165289
206-000-925.000	UTILITIES MCG00870001	CITY OF KALAMAZOO TREASURE	water/sewer utility bill	241.34	165289
206-000-925.000	UTILITIES RBO00196001	CITY OF KALAMAZOO TREASURE	water/sewer utility bill	199.95	165289
			Total Department 000 GENERAL	1,097.72	
			Total Fund 206 FIRE OPERATING FUND	1,097.72	
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-925.000	UTILITIES	CITY OF KALAMAZOO TREASURE	UTILILITES-LIBRARY	526.84	165260
			Total Department 790 LIBRARY ADMIN	526.84	
			Total Fund 271 LIBRARY FUND	526.84	
			Total Vendor CITY OF KALAMAZOO TREASURERS OFFICE:	2,212.21	
Vendor: CIVIC ASSURE					

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: CIVIC ASSURE					
Fund: 101 GENERAL FUND					
Department: 301 ORDINANCE ENFORCEMENT					
101-301-801.000	CONTRACTED SERVICES ORDINA	CIVIC ASSURE	ONE-TIME ONBOARDING	3,195.06	165304
101-301-801.000	CONTRACTED SERVICES	CIVIC ASSURE	Ordinance enforcement	6,390.13	165304
Total Department 301 ORDINANCE ENFORCEMENT				9,585.19	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-801.000	CONTRACTED SERVICES PLANNI	CIVIC ASSURE	ONE-TIME ONBOARDING	3,195.07	165304
Total Department 703 COMMUNITY DEVELOPMENT				3,195.07	
Total Fund 101 GENERAL FUND				12,780.26	
Total Vendor CIVIC ASSURE:				12,780.26	
Vendor: CLEAN EARTH					
Fund: 101 GENERAL FUND					
Department: 265 MAINTENANCE					
101-265-930.000	LAND/BUILDING REPAIRS AND	CLEAN EARTH	High velocity jet washing	550.00	165319
Total Department 265 MAINTENANCE				550.00	
Total Fund 101 GENERAL FUND				550.00	
Total Vendor CLEAN EARTH:				550.00	
Vendor: CODY WARNER					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	CODY WARNER	Softball league forfeit fee refunds	30.00	165291
101-751-607.000	BASEBALL/SOFTBALL FEES	CODY WARNER	2026 Fall - Softball League Forfeit F	60.00	165351
Total Department 751 PARKS & RECREATION				90.00	
Total Fund 101 GENERAL FUND				90.00	
Total Vendor CODY WARNER:				90.00	
Vendor: COLLEGE H.U.N.K.S. HAULING JUNK					
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	40,663.75	165268
Total Department 528 RUBBISH COLLECTION/DISPOSAL				40,663.75	
Total Fund 101 GENERAL FUND				40,663.75	
Total Vendor COLLEGE H.U.N.K.S. HAULING JUNK:				40,663.75	
Vendor: COMMERCIAL BLDG. SERVICES, LLC					
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-801.000	CONTRACTED SERVICES	COMMERCIAL BLDG. SERVICES,	Janitorial service	1,161.48	165340
Total Department 790 LIBRARY ADMIN				1,161.48	
Total Fund 271 LIBRARY FUND				1,161.48	
Total Vendor COMMERCIAL BLDG. SERVICES, LLC:				1,161.48	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: COMSTOCK COMMUNITY CENTER					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-741.000	PROGRAM SUPPLIES/EQUIPMENT	COMSTOCK COMMUNITY CENTER	Water use for Community Garden plots	80.00	165255
			Total Department 751 PARKS & RECREATION	80.00	
			Total Fund 101 GENERAL FUND	80.00	
			Total Vendor COMSTOCK COMMUNITY CENTER:	80.00	
Vendor: COMSTOCK PUBLIC SCHOOLS					
Fund: 703 CURRENT TAX COLLECTION FUND					
Department: 000 GENERAL					
703-000-225.032	DUE TO COMSTOCK SCHOOLS	COMSTOCK PUBLIC SCHOOLS	TAX COLLECTION 9/15-9/30/2026	93,233.53	2177080
			Total Department 000 GENERAL	93,233.53	
			Total Fund 703 CURRENT TAX COLLECTION FUND	93,233.53	
			Total Vendor COMSTOCK PUBLIC SCHOOLS:	93,233.53	
Vendor: COMSTOCK TOWNSHIP TREASURER					
Fund: 701 GENERAL CUSTODIAL FUND					
Department: 000 GENERAL					
701-000-230.000	DUE TO OTHER GOV'T UNITS	COMSTOCK TOWNSHIP TREASURE	Qualified Heavy Equipment Rental Pers	29,439.80	2302531
			Total Department 000 GENERAL	29,439.80	
			Total Fund 701 GENERAL CUSTODIAL FUND	29,439.80	
Fund: 703 CURRENT TAX COLLECTION FUND					
Department: 000 GENERAL					
703-000-214.101	ADMIN FEE	COMSTOCK TOWNSHIP TREASURE	TAX COLLECTION 9/15-9/30/2026	2,629.60	2177082
703-000-275.000	DUE TO TAXPAYERS - DUPLICA	COMSTOCK TOWNSHIP TREASURE	PROPERTY TAX OVERPAYMENT 14-255-020	5.53	2177081
			Total Department 000 GENERAL	2,635.13	
			Total Fund 703 CURRENT TAX COLLECTION FUND	2,635.13	
			Total Vendor COMSTOCK TOWNSHIP TREASURER:	32,074.93	
Vendor: CONSUMERS ENERGY PAYMENT CENTER					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-925.000	UTILITIES	CONSUMERS ENERGY PAYMENT C	CONSUMERS ENERGY BILL - SEPT/OCT 2026	2,942.36	None
			Total Department 000 GENERAL	2,942.36	
Department: 265 MAINTENANCE					
101-265-925.000	UTILITIES	CONSUMERS ENERGY PAYMENT C	CONSUMERS ENERGY BILL - SEPT/OCT 2026	277.99	None
			Total Department 265 MAINTENANCE	277.99	
Department: 448 STREET LIGHTING					
101-448-925.000	UTILITIES	CONSUMERS ENERGY PAYMENT C	CONSUMERS ENERGY BILL - SEPT/OCT 2026	56,914.08	None
			Total Department 448 STREET LIGHTING	56,914.08	
Department: 528 RUBBISH COLLECTION/DISPOSAL					
101-528-925.000	UTILITIES	CONSUMERS ENERGY PAYMENT C	CONSUMERS ENERGY BILL - SEPT/OCT 2026	120.50	None
			Total Department 528 RUBBISH COLLECTION/DISPOSAL	120.50	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: CONSUMERS ENERGY PAYMENT CENTER					
Fund: 101 GENERAL FUND					
Department: 567 CEMETERIES					
101-567-925.000	UTILITIES	CONSUMERS ENERGY PAYMENT C	CONSUMERS ENERGY BILL - SEPT/OCT 2026	60.10	None
			Total Department 567 CEMETERIES	60.10	
Department: 751 PARKS & RECREATION					
101-751-925.000	UTILITIES	CONSUMERS ENERGY PAYMENT C	CONSUMERS ENERGY BILL - SEPT/OCT 2026	2,594.98	None
			Total Department 751 PARKS & RECREATION	2,594.98	
			Total Fund 101 GENERAL FUND	62,910.01	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-925.000	UTILITIES	CONSUMERS ENERGY PAYMENT C	CONSUMERS ENERGY BILL - SEPT/OCT 2026	6,415.21	None
			Total Department 000 GENERAL	6,415.21	
			Total Fund 206 FIRE OPERATING FUND	6,415.21	
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-925.000	UTILITIES	CONSUMERS ENERGY PAYMENT C	CONSUMERS ENERGY BILL - SEPT/OCT 2026	2,800.32	None
			Total Department 790 LIBRARY ADMIN	2,800.32	
			Total Fund 271 LIBRARY FUND	2,800.32	
			Total Vendor CONSUMERS ENERGY PAYMENT CENTER:	72,125.54	
Vendor: D & D PRINTING					
Fund: 101 GENERAL FUND					
Department: 301 ORDINANCE ENFORCEMENT					
101-301-727.000	OFFICE SUPPLIES/EQUIPMENT	D & D PRINTING	BUSINESS CARDS THOMAS DAHLQUIST	52.50	165269
			Total Department 301 ORDINANCE ENFORCEMENT	52.50	
Department: 751 PARKS & RECREATION					
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
			Total Department 751 PARKS & RECREATION	1,341.63	
			Total Fund 101 GENERAL FUND	1,394.13	
			Total Vendor D & D PRINTING:	1,394.13	
Vendor: D.L. GALLIVAN					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	D.L. GALLIVAN	Contract Invoice	55.58	165271
			Total Department 000 GENERAL	55.58	
			Total Fund 206 FIRE OPERATING FUND	55.58	
			Total Vendor D.L. GALLIVAN:	55.58	
Vendor: DACI TUFANO					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 10/01/2026 - 10/15/2026

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: DACI TUFANO					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	DACI TUFANO	2026 Fall - Softball League Forfeit F	30.00	165357
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor DACI TUFANO:	30.00	
Vendor: DAN SHORT					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-702.000	SALARIES AND WAGES	DAN SHORT	PAY STUB / PAYROLL MEMO	218.04	165280
			Total Department 751 PARKS & RECREATION	218.04	
			Total Fund 101 GENERAL FUND	218.04	
			Total Vendor DAN SHORT:	218.04	
Vendor: DANNY SPENCER					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	DANNY SPENCER	2026 Fall - Softball League Forfeit F	30.00	165348
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor DANNY SPENCER:	30.00	
Vendor: DATA GUARDIAN					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-801.000	CONTRACTED SERVICES	DATA GUARDIAN	Container Fee	50.00	165293
			Total Department 000 GENERAL	50.00	
			Total Fund 101 GENERAL FUND	50.00	
			Total Vendor DATA GUARDIAN:	50.00	
Vendor: DEREK MCDANIEL					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	DEREK MCDANIEL	2026 Fall - Softball League Forfeit F	30.00	165356
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor DEREK MCDANIEL:	30.00	
Vendor: DONNA BEATTY					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	UMPIRE 5 GAMES	150.00	165270
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	UMPIRE 3 GAMES	90.00	165305
			Total Department 751 PARKS & RECREATION	240.00	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 10/01/2026 - 10/15/2026

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: DONNA BEATTY					
Fund: 101 GENERAL FUND					
Total Fund 101 GENERAL FUND				240.00	
Total Vendor DONNA BEATTY:				240.00	
Vendor: EMERGENCY VEHICLE PRODUCT					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	Vehicle repair service	1,170.68	165286
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	Magnetic mic clip	119.85	165286
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	SERVICE INVOICE 922-NEW	2,761.41	165295
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	VEHICLE SERVICE REPAIRS 922-NEW	990.00	165295
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	SERVICE INVOICE 911	4,851.07	165295
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	SERVICE INVOICE 911	166.00	165295
Total Department 000 GENERAL				10,059.01	
Total Fund 206 FIRE OPERATING FUND				10,059.01	
Total Vendor EMERGENCY VEHICLE PRODUCT:				10,059.01	
Vendor: EPS SECURITY					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-801.000	CONTRACTED SERVICES	EPS SECURITY	ALARM SYSTEM MONITORING 5858 KING HWY	273.18	165294
Total Department 000 GENERAL				273.18	
Department: 751 PARKS & RECREATION					
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	Alarm monitoring service	228.60	165294
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	Alarm system monitoring services	198.60	165320
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	Video security inspection service	159.93	165320
Total Department 751 PARKS & RECREATION				587.13	
Total Fund 101 GENERAL FUND				860.31	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	EPS SECURITY	Video Service Agreement	131.04	165285
206-000-801.000	CONTRACTED SERVICES	EPS SECURITY	Video Service Agreement	280.80	165285
206-000-801.000	CONTRACTED SERVICES	EPS SECURITY	Video service agreement	131.04	165285
206-000-801.000	CONTRACTED SERVICES	EPS SECURITY	Access Control Service Agreement	692.64	165294
206-000-801.000	CONTRACTED SERVICES	EPS SECURITY	Access control service agreement	539.76	165294
206-000-801.000	CONTRACTED SERVICES	EPS SECURITY	Access Control Service Agreement	368.16	165294
Total Department 000 GENERAL				2,143.44	
Total Fund 206 FIRE OPERATING FUND				2,143.44	
Total Vendor EPS SECURITY:				3,003.75	
Vendor: FIRESERVICE MANAGEMENT					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	FIRESERVICE MANAGEMENT	work order repair services	286.75	165287
206-000-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	FIRESERVICE MANAGEMENT	Work Order 30587	114.00	165296
Total Department 000 GENERAL				400.75	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 10/01/2026 - 10/15/2026

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: FIRESERVICE MANAGEMENT					
Fund: 206 FIRE OPERATING FUND					
			Total Fund 206 FIRE OPERATING FUND	400.75	
			Total Vendor FIRESERVICE MANAGEMENT:	400.75	
Vendor: FISH WINDOW CLEANING					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-801.000	CONTRACTED SERVICES	FISH WINDOW CLEANING	WINDOW CLEANING	193.00	165272
101-000-801.000	CONTRACTED SERVICES	FISH WINDOW CLEANING	WINDOW CLEANING	193.00	165272
			Total Department 000 GENERAL	386.00	
			Total Fund 101 GENERAL FUND	386.00	
			Total Vendor FISH WINDOW CLEANING:	386.00	
Vendor: GALESBURG-AUGUSTA COMM. SCHOOLS					
Fund: 701 GENERAL CUSTODIAL FUND					
Department: 000 GENERAL					
701-000-230.000	DUE TO OTHER GOV'T UNITS	GALESBURG-AUGUSTA COMM. SC	Qualified Heavy Equipment Rental Pers	30,858.68	2302535
			Total Department 000 GENERAL	30,858.68	
			Total Fund 701 GENERAL CUSTODIAL FUND	30,858.68	
			Total Vendor GALESBURG-AUGUSTA COMM. SCHOOLS:	30,858.68	
Vendor: GAVIN SACKETT					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	GAVIN SACKETT	2026 Fall - Softball League Forfeit F	30.00	165366
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor GAVIN SACKETT:	30.00	
Vendor: GORDON FOOD SERVICE, INC					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA	GORDON FOOD SERVICE, INC	Food service supplies	307.47	165337
			Total Department 751 PARKS & RECREATION	307.47	
			Total Fund 101 GENERAL FUND	307.47	
			Total Vendor GORDON FOOD SERVICE, INC:	307.47	
Vendor: HI-TECH					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	Portable air conditioner hoses	60.00	165306
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	Managed monthly services	950.00	165306
101-000-850.000	COMMUNICATIONS	HI-TECH	Zultys user licenses	478.00	165306
			Total Department 000 GENERAL	1,488.00	
Department: 101 BOARD TRUSTEES					

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 10/01/2026 - 10/15/2026

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OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: HI-TECH					
Fund: 101 GENERAL FUND					
Department: 101 BOARD TRUSTEES					
101-101-727.000	OFFICE SUPPLIES/EQUIPMENT	HI-TECH	LAPTOP CHARGERS VANBRUGGEN & PAVER	70.00	165273
			Total Department 101 BOARD TRUSTEES	70.00	
Department: 301 ORDINANCE ENFORCEMENT					
101-301-727.000	OFFICE SUPPLIES/EQUIPMENT	HI-TECH	DYMO LABELWRITER 550 TURBO ORDINANCE	195.00	165273
			Total Department 301 ORDINANCE ENFORCEMENT	195.00	
			Total Fund 101 GENERAL FUND	1,753.00	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-815.000	TECHNOLOGY SERVICES	HI-TECH	Managed services	540.00	165306
206-000-815.000	TECHNOLOGY SERVICES	HI-TECH	Pre-paid IT support	1,250.00	165306
206-000-850.000	COMMUNICATIONS	HI-TECH	PHONES	572.50	165306
			Total Department 000 GENERAL	2,362.50	
			Total Fund 206 FIRE OPERATING FUND	2,362.50	
			Total Vendor HI-TECH:	4,115.50	
Vendor: INFOSAFE/SITECH					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-815.000	TECHNOLOGY SERVICES	INFOSAFE/SITECH	BACKUP AS A SERVICE	365.00	165338
			Total Department 000 GENERAL	365.00	
			Total Fund 101 GENERAL FUND	365.00	
			Total Vendor INFOSAFE/SITECH:	365.00	
Vendor: INTEGRITY BUSINESS SOLUTIONS					
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-727.000	OFFICE SUPPLIES/EQUIPMENT	INTEGRITY BUSINESS SOLUTIO	Toilet paper, trash liners	280.38	165321
			Total Department 790 LIBRARY ADMIN	280.38	
			Total Fund 271 LIBRARY FUND	280.38	
			Total Vendor INTEGRITY BUSINESS SOLUTIONS:	280.38	
Vendor: J & J LOCKSMITHS					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-930.000	LAND/BUILDING REPAIRS AND	J & J LOCKSMITHS	KEYS FOR TOWNSHIP HALL	315.00	165256
			Total Department 000 GENERAL	315.00	
			Total Fund 101 GENERAL FUND	315.00	
			Total Vendor J & J LOCKSMITHS:	315.00	
Vendor: JASON RAYMOND					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 10/01/2026 - 10/15/2026

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OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: JASON RAYMOND					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	JASON RAYMOND	2026 Fall - Softball League Forfeit F	30.00	165363
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor JASON RAYMOND:	30.00	
Vendor: JENNA SKOLASKY					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	JENNA SKOLASKY	2026 Fall - Softball League Forfeit F	30.00	165369
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor JENNA SKOLASKY:	30.00	
Vendor: JOANNE DUBNICKA					
Fund: 703 CURRENT TAX COLLECTION FUND					
Department: 000 GENERAL					
703-000-214.101	ADMIN FEE	JOANNE DUBNICKA	PROPERTY TAX REFUND 04-230-040	7.24	2177083
703-000-222.000	SET	JOANNE DUBNICKA	PROPERTY TAX REFUND 04-230-040	410.38	2177083
703-000-222.000	OPERATING	JOANNE DUBNICKA	PROPERTY TAX REFUND 04-230-040	313.92	2177083
			Total Department 000 GENERAL	731.54	
			Total Fund 703 CURRENT TAX COLLECTION FUND	731.54	
			Total Vendor JOANNE DUBNICKA:	731.54	
Vendor: JOHN HUTCHINSON					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-801.000	CONTRACTED SERVICES	JOHN HUTCHINSON	3 GAMES TOTAL	90.00	165276
101-751-801.000	CONTRACTED SERVICES	JOHN HUTCHINSON	2 GAMES TOTAL	60.00	165315
			Total Department 751 PARKS & RECREATION	150.00	
			Total Fund 101 GENERAL FUND	150.00	
			Total Vendor JOHN HUTCHINSON:	150.00	
Vendor: JONES PETRIE RAFINSKI CORP					
Fund: 211 FIRE CAPITAL IMPROVEMENT FUND					
Department: 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	JONES PETRIE RAFINSKI CORP	Professional Services	10,317.00	165339
			Total Department 000 GENERAL	10,317.00	
			Total Fund 211 FIRE CAPITAL IMPROVEMENT FUND	10,317.00	
			Total Vendor JONES PETRIE RAFINSKI CORP:	10,317.00	
Vendor: JOSH SWINEHART					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: JOSH SWINEHART					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	JOSH SWINEHART	2026 Fall - Softball League Forfeit F	30.00	165365
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor JOSH SWINEHART:	30.00	
Vendor: K V C C					
Fund: 701 GENERAL CUSTODIAL FUND					
Department: 000 GENERAL					
701-000-230.000	DUE TO OTHER GOV'T UNITS	K V C C	Payment Request	13,348.20	2302534
			Total Department 000 GENERAL	13,348.20	
			Total Fund 701 GENERAL CUSTODIAL FUND	13,348.20	
			Total Vendor K V C C:	13,348.20	
Vendor: KABA					
Fund: 101 GENERAL FUND					
Department: 301 ORDINANCE ENFORCEMENT					
101-301-801.000	CONTRACTED SERVICES	KABA	PROPERTY MAINTENANCE INSPECTION 5764	100.00	165302
			Total Department 301 ORDINANCE ENFORCEMENT	100.00	
			Total Fund 101 GENERAL FUND	100.00	
			Total Vendor KABA:	100.00	
Vendor: KALAMAZOO CITY TREASURER					
Fund: 101 GENERAL FUND					
Department: 567 CEMETERIES					
101-567-925.000	UTILITIES	KALAMAZOO CITY TREASURER	Water / sewer utility bill	135.78	165257
			Total Department 567 CEMETERIES	135.78	
			Total Fund 101 GENERAL FUND	135.78	
			Total Vendor KALAMAZOO CITY TREASURER:	135.78	
Vendor: KALAMAZOO COUNTY					
Fund: 207 POLICE FUND					
Department: 000 GENERAL					
207-000-801.000	CONTRACTED SERVICES	KALAMAZOO COUNTY	2026 3rd QT POLICE SERVICES	133,221.47	165312
			Total Department 000 GENERAL	133,221.47	
			Total Fund 207 POLICE FUND	133,221.47	
			Total Vendor KALAMAZOO COUNTY:	133,221.47	
Vendor: KALAMAZOO COUNTY FIRE CHIEFS ASSOC.					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-960.000	EDUCATION & TRAINING	KALAMAZOO COUNTY FIRE CHIE	Driver/Operator Academy	1,750.00	165297
			Total Department 000 GENERAL	1,750.00	

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POST DATES 10/01/2026 - 10/15/2026

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: KALAMAZOO COUNTY FIRE CHIEFS ASSOC.					
Fund: 206 FIRE OPERATING FUND					
			Total Fund 206 FIRE OPERATING FUND	1,750.00	
			Total Vendor KALAMAZOO COUNTY FIRE CHIEFS ASSOC.:	1,750.00	
Vendor: KALAMAZOO COUNTY TREASURER					
Fund: 701 GENERAL CUSTODIAL FUND					
Department: 000 GENERAL					
701-000-230.000	DUE TO OTHER GOV'T UNITS	KALAMAZOO COUNTY TREASURER	Qualified Heavy Equipment Rental Pers	38,577.48	2302532
			Total Department 000 GENERAL	38,577.48	
			Total Fund 701 GENERAL CUSTODIAL FUND	38,577.48	
Fund: 703 CURRENT TAX COLLECTION FUND					
Department: 000 GENERAL					
703-000-222.000	DUE TO KALAMAZOO COUNTY	KALAMAZOO COUNTY TREASURER	TAX COLLECTION 9/15-9/30/2026	125,900.18	2177084
			Total Department 000 GENERAL	125,900.18	
			Total Fund 703 CURRENT TAX COLLECTION FUND	125,900.18	
			Total Vendor KALAMAZOO COUNTY TREASURER:	164,477.66	
Vendor: KALAMAZOO NATURE CENTER					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-801.000	CONTRACTED SERVICES	KALAMAZOO NATURE CENTER	Invasive species volunteer sessions	1,792.50	165322
			Total Department 751 PARKS & RECREATION	1,792.50	
			Total Fund 101 GENERAL FUND	1,792.50	
			Total Vendor KALAMAZOO NATURE CENTER:	1,792.50	
Vendor: KALAMAZOO RESA/REMC 12					
Fund: 701 GENERAL CUSTODIAL FUND					
Department: 000 GENERAL					
701-000-230.000	DUE TO OTHER GOV'T UNITS	KALAMAZOO RESA/REMC 12	Payment Request	28,762.23	2302533
			Total Department 000 GENERAL	28,762.23	
			Total Fund 701 GENERAL CUSTODIAL FUND	28,762.23	
Fund: 703 CURRENT TAX COLLECTION FUND					
Department: 000 GENERAL					
703-000-234.000	DUE TO KRESA	KALAMAZOO RESA/REMC 12	TAX COLLECTION 9/15 TO 9-30/26	46,404.57	2177085
			Total Department 000 GENERAL	46,404.57	
			Total Fund 703 CURRENT TAX COLLECTION FUND	46,404.57	
			Total Vendor KALAMAZOO RESA/REMC 12:	75,166.80	
Vendor: KATIE BUSH					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-861.000	MILEAGE REIMBURSEMENT	KATIE BUSH	MILAGE REIMBURSEMENT	163.05	165316
			Total Department 751 PARKS & RECREATION	163.05	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: KATIE BUSH					
Fund: 101 GENERAL FUND					
			Total Fund 101 GENERAL FUND	163.05	
			Total Vendor KATIE BUSH:	163.05	
Vendor: KATIE JUSTA					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-850.000	COMMUNICATIONS	KATIE JUSTA	3RD QUARTER CELL PHONE REIMBURSEMENT	120.00	165277
			Total Department 751 PARKS & RECREATION	120.00	
			Total Fund 101 GENERAL FUND	120.00	
			Total Vendor KATIE JUSTA:	120.00	
Vendor: KERKSTRA					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-801.000	CONTRACTED SERVICES	KERKSTRA	Handicap Portable Restroom Rental	250.00	165307
			Total Department 751 PARKS & RECREATION	250.00	
			Total Fund 101 GENERAL FUND	250.00	
			Total Vendor KERKSTRA:	250.00	
Vendor: Mad Props Fabrication LLC					
Fund: 211 FIRE CAPITAL IMPROVEMENT FUND					
Department: 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	Mad Props Fabrication LLC	INVOICE FOR FABRICATION AND DELIVERY	8,200.00	165341
			Total Department 000 GENERAL	8,200.00	
			Total Fund 211 FIRE CAPITAL IMPROVEMENT FUND	8,200.00	
			Total Vendor Mad Props Fabrication LLC:	8,200.00	
Vendor: MARANA GROUP					
Fund: 101 GENERAL FUND					
Department: 253 TREASURER					
101-253-900.000	PRINTING & PUBLISHING	MARANA GROUP	TAX BILL PROCESSING & POSTAGE	2,631.85	1158
101-253-957.000	POSTAGE/SHIPPING	MARANA GROUP	TAX BILL PROCESSING & POSTAGE	4,166.40	1158
			Total Department 253 TREASURER	6,798.25	
			Total Fund 101 GENERAL FUND	6,798.25	
			Total Vendor MARANA GROUP:	6,798.25	
Vendor: MARK MOLLOHAN					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	MARK MOLLOHAN	2026 Fall - Softball League Forfeit F	30.00	165354
101-751-607.000	BASEBALL/SOFTBALL FEES	MARK MOLLOHAN	2026 Fall - Softball League Forfeit F	30.00	165354
			Total Department 751 PARKS & RECREATION	60.00	
			Total Fund 101 GENERAL FUND	60.00	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: MARK MOLLOHAN					
			Total Vendor MARK MOLLOHAN:	60.00	
Vendor: MATT FRENCH					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	MATT FRENCH	2026 Fall - Softball League Forfeit F	30.00	165364
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor MATT FRENCH:	30.00	
Vendor: MATT GORDON					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	MATT GORDON	2026 Fall - Softball League Forfeit F	60.00	165349
			Total Department 751 PARKS & RECREATION	60.00	
			Total Fund 101 GENERAL FUND	60.00	
			Total Vendor MATT GORDON:	60.00	
Vendor: MCKENNA					
Fund: 101 GENERAL FUND					
Department: 703 COMMUNITY DEVELOPMENT					
101-703-801.000	CONTRACTED SERVICES	MCKENNA	Planning and zoning services	9,358.75	165274
			Total Department 703 COMMUNITY DEVELOPMENT	9,358.75	
			Total Fund 101 GENERAL FUND	9,358.75	
			Total Vendor MCKENNA:	9,358.75	
Vendor: MCNALLY ELEVATOR CO.					
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-930.000	LAND/BUILDING REPAIRS AND	MCNALLY ELEVATOR CO.	Elevator maintenance repair	1,746.05	165323
			Total Department 790 LIBRARY ADMIN	1,746.05	
			Total Fund 271 LIBRARY FUND	1,746.05	
			Total Vendor MCNALLY ELEVATOR CO.:	1,746.05	
Vendor: MEDMUTUAL LIFE					
Fund: 101 GENERAL FUND					
Department: 171 SUPERVISOR					
101-171-725.000	FRINGE BENEFITS - SUPERVIS MEDMUTUAL LIFE		LIFE INSURANCE PERIOD11-01-2026 - 12/	4.56	165300
			Total Department 171 SUPERVISOR	4.56	
Department: 209 FINANCE					
101-209-725.000	FRINGE BENEFITS - FINANCE	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD11-01-2026 - 12/	0.00	165300
			Total Department 209 FINANCE	0.00	
Department: 215 CLERK					
101-215-725.000	FRINGE BENEFITS - CLERK	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD11-01-2026 - 12/	135.72	165300
			Total Department 215 CLERK	135.72	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: MEDMUTUAL LIFE					
Fund: 101 GENERAL FUND					
Department: 265 MAINTENANCE					
101-265-725.000	FRINGE BENEFITS - MAINTENA	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD11-01-2026 - 12/	58.11	165300
			Total Department 265 MAINTENANCE	58.11	
Department: 301 ORDINANCE ENFORCEMENT					
101-301-725.000	FRINGE BENEFITS - ORDINANC	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD11-01-2026 - 12/	126.28	165300
			Total Department 301 ORDINANCE ENFORCEMENT	126.28	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-725.000	FRINGE BENEFITS - PLANNING	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD11-01-2026 - 12/	105.04	165300
			Total Department 703 COMMUNITY DEVELOPMENT	105.04	
Department: 751 PARKS & RECREATION					
101-751-725.000	FRINGE BENEFITS - PARKS &	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD11-01-2026 - 12/	36.75	165300
			Total Department 751 PARKS & RECREATION	36.75	
			Total Fund 101 GENERAL FUND	466.46	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-725.000	FRINGE BENEFITS - FIRE	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD11-01-2026 - 12/	272.61	165300
			Total Department 000 GENERAL	272.61	
			Total Fund 206 FIRE OPERATING FUND	272.61	
			Total Vendor MEDMUTUAL LIFE:	739.07	
Vendor: MELISA BROWN					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	MELISA BROWN	2026 Fall - Softball League Forfeit F	30.00	165355
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor MELISA BROWN:	30.00	
Vendor: MES SERVICE COMPANY, LLC					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-931.000	EQUIPMENT REPAIRS AND MAIN	MES SERVICE COMPANY, LLC	SCBA service and parts	1,779.69	165311
206-000-931.000	EQUIPMENT REPAIRS AND MAIN	MES SERVICE COMPANY, LLC	SCBA Evaluation and Flow Test	940.76	165373
			Total Department 000 GENERAL	2,720.45	
			Total Fund 206 FIRE OPERATING FUND	2,720.45	
			Total Vendor MES SERVICE COMPANY, LLC:	2,720.45	
Vendor: METRONET					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-850.000	COMMUNICATIONS	METRONET	Business Fiber Internet service	424.95	165342
			Total Department 000 GENERAL	424.95	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: METRONET					
Fund: 101 GENERAL FUND					
			Total Fund 101 GENERAL FUND	424.95	
			Total Vendor METRONET:	424.95	
Vendor: MI DEPT OF TREASURY-UNCLAIMED PROP					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	MI DEPT OF TREASURY-UNCLAI	UNCLAIMED PROPERTY - UNCLAIMED FORFEI	90.00	165343
			Total Department 751 PARKS & RECREATION	90.00	
			Total Fund 101 GENERAL FUND	90.00	
			Total Vendor MI DEPT OF TREASURY-UNCLAIMED PROP:	90.00	
Vendor: MICHIGAN DEPARTMENT OF TREASURY					
Fund: 701 GENERAL CUSTODIAL FUND					
Department: 000 GENERAL					
701-000-230.000	DUE TO OTHER GOV'T UNITS	MICHIGAN DEPARTMENT OF TRE	Payment Request	28,744.58	2302537
701-000-230.000	DUE TO OTHER GOV'T UNITS	MICHIGAN DEPARTMENT OF TRE	Payment Request	33,510.20	2302537
			Total Department 000 GENERAL	62,254.78	
			Total Fund 701 GENERAL CUSTODIAL FUND	62,254.78	
			Total Vendor MICHIGAN DEPARTMENT OF TREASURY:	62,254.78	
Vendor: MINUTEMAN PRESS					
Fund: 101 GENERAL FUND					
Department: 101 BOARD TRUSTEES					
101-101-731.000	SUPPLIES/EQUIPMENT - OPERA	MINUTEMAN PRESS	BUSINESS CARDS VANBRUGGEN, PAVER, HAR	179.97	165275
			Total Department 101 BOARD TRUSTEES	179.97	
Department: 215 CLERK					
101-215-727.000	OFFICE SUPPLIES/EQUIPMENT	MINUTEMAN PRESS	BUSINESS CARDS PRINTING MURPHY, LAWRE	119.97	165275
			Total Department 215 CLERK	119.97	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-731.000	SUPPLIES/EQUIPMENT - OPERA	MINUTEMAN PRESS	Business cards	59.99	165275
			Total Department 703 COMMUNITY DEVELOPMENT	59.99	
			Total Fund 101 GENERAL FUND	359.93	
			Total Vendor MINUTEMAN PRESS:	359.93	
Vendor: MLIVE MEDIA GROUP					
Fund: 101 GENERAL FUND					
Department: 703 COMMUNITY DEVELOPMENT					
101-703-900.000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	Legal affidavit	295.65	165261
			Total Department 703 COMMUNITY DEVELOPMENT	295.65	
			Total Fund 101 GENERAL FUND	295.65	
			Total Vendor MLIVE MEDIA GROUP:	295.65	
Vendor: MMTA					
Fund: 101 GENERAL FUND					

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: MMTA					
Fund: 101 GENERAL FUND					
Department: 253 TREASURER					
101-253-961.000	MEMBERSHIPS	MMTA	Membership Renewal	198.00	165331
Total Department 253 TREASURER				198.00	
Total Fund 101 GENERAL FUND				198.00	
Total Vendor MMTA:				198.00	
Vendor: MONICA OR JOHN RYBARCZYK					
Fund: 703 CURRENT TAX COLLECTION FUND					
Department: 000 GENERAL					
703-000-275.000	DUE TO TAXPAYERS - DUPLICA	MONICA OR JOHN RYBARCZYK	OVERPAYMENT 07-380-082	5.22	2177086
Total Department 000 GENERAL				5.22	
Total Fund 703 CURRENT TAX COLLECTION FUND				5.22	
Total Vendor MONICA OR JOHN RYBARCZYK:				5.22	
Vendor: MOTOROLA SOLUTIONS, INC					
Fund: 211 FIRE CAPITAL IMPROVEMENT FUND					
Department: 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	MOTOROLA SOLUTIONS, INC	Motorola communications equipment	22,974.21	165372
Total Department 000 GENERAL				22,974.21	
Total Fund 211 FIRE CAPITAL IMPROVEMENT FUND				22,974.21	
Total Vendor MOTOROLA SOLUTIONS, INC:				22,974.21	
Vendor: MOWCO					
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 GENERAL					
248-000-801.000	CONTRACTED SERVICES	MOWCO	LANDSCAPE SERVICES FINAL PAYMENTS	720.00	165309
248-000-801.000	CONTRACTED SERVICES	MOWCO	LANDSCAPE SERVICES 6 OF 7	720.00	165309
Total Department 000 GENERAL				1,440.00	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				1,440.00	
Total Vendor MOWCO:				1,440.00	
Vendor: MULDER'S LANDSCAPE SUPPLIES, INC					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-970.000	CAPITAL OUTLAY	MULDER'S LANDSCAPE SUPPLIE	Neal St Park Boulders	5,400.00	165310
Total Department 751 PARKS & RECREATION				5,400.00	
Total Fund 101 GENERAL FUND				5,400.00	
Total Vendor MULDER'S LANDSCAPE SUPPLIES, INC:				5,400.00	
Vendor: MUTUAL OF OMAHA					
Fund: 101 GENERAL FUND					
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
Total Department 171 SUPERVISOR				62.17	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: MUTUAL OF OMAHA					
Fund: 101 GENERAL FUND					
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
			Total Department 215 CLERK	(79.44)	
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
			Total Department 265 MAINTENANCE	57.67	
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
			Total Department 301 ORDINANCE ENFORCEMENT	62.17	
Department: 751 PARKS & RECREATION					
101-751-725.000	FRINGE BENEFITS - PARKS &	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 10-01-2026- 10-31-	184.78	165259
			Total Department 751 PARKS & RECREATION	184.78	
			Total Fund 101 GENERAL FUND	287.35	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-725.000	FRINGE BENEFITS - FIRE	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 10-01-2026- 10-31-	1,190.01	165259
			Total Department 000 GENERAL	1,190.01	
			Total Fund 206 FIRE OPERATING FUND	1,190.01	
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
			Total Department 790 LIBRARY ADMIN	306.19	
			Total Fund 271 LIBRARY FUND	306.19	
			Total Vendor MUTUAL OF OMAHA:	1,783.55	
Vendor: NATHAN NORTON					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	NATHAN NORTON	2026 Fall - Softball League Forfeit F	30.00	165362
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor NATHAN NORTON:	30.00	
Vendor: NYE UNIFORM CO.					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA	NYE UNIFORM CO.	Tie Bar and freight	124.67	165288
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA	NYE UNIFORM CO.	Darien Dress Overcoat Import	329.45	165325
			Total Department 000 GENERAL	454.12	
			Total Fund 206 FIRE OPERATING FUND	454.12	
			Total Vendor NYE UNIFORM CO.:	454.12	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: OVERDRIVE, INC.					
Fund: 271 LIBRARY FUND					
Department: 792 LIBRARY - ADULT SERVICES					
271-792-801.000	CONTRACTED SERVICES	OVERDRIVE, INC.	Library Participation Fee	2,000.00	165333
			Total Department 792 LIBRARY - ADULT SERVICES	2,000.00	
Department: 793 LIBRARY - YOUTH SERVICES					
271-793-801.000	CONTRACTED SERVICES	OVERDRIVE, INC.	Library Participation Fee	2,000.00	165333
			Total Department 793 LIBRARY - YOUTH SERVICES	2,000.00	
			Total Fund 271 LIBRARY FUND	4,000.00	
			Total Vendor OVERDRIVE, INC.:	4,000.00	
Vendor: PAYTON SMOCZYNSKI					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	PAYTON SMOCZYNSKI	2026 Fall - Softball League Forfeit F	30.00	165345
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor PAYTON SMOCZYNSKI:	30.00	
Vendor: PREIN & NEWHOF					
Fund: 101 GENERAL FUND					
Department: 703 COMMUNITY DEVELOPMENT					
101-703-255.101	PROJECT ESCROW - SWAN/CYGN PREIN & NEWHOF		Professional services related to Augu	1,912.50	165326
101-703-255.107	PROJECT ESCROW - ANIMAL RE PREIN & NEWHOF		Professional services related to desi	8,575.75	165326
			Total Department 703 COMMUNITY DEVELOPMENT	10,488.25	
			Total Fund 101 GENERAL FUND	10,488.25	
			Total Vendor PREIN & NEWHOF:	10,488.25	
Vendor: PRINTING SYSTEMS, INC					
Fund: 101 GENERAL FUND					
Department: 262 ELECTIONS					
101-262-731.000	SUPPLIES/EQUIPMENT - OPERA PRINTING SYSTEMS, INC		Election card stock	69.38	165374
			Total Department 262 ELECTIONS	69.38	
			Total Fund 101 GENERAL FUND	69.38	
			Total Vendor PRINTING SYSTEMS, INC:	69.38	
Vendor: RACHEL WARD					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	RACHEL WARD	2026 Fall - Softball League Forfeit F	30.00	165360
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor RACHEL WARD:	30.00	
Vendor: RAY TOWNSEND					

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: RAY TOWNSEND					
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 GENERAL					
248-000-801.000	CONTRACTED SERVICES	RAY TOWNSEND	MUSICAL ENTERTAINMENT DDA	400.00	165279
			Total Department 000 GENERAL	400.00	
		Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND		400.00	
		Total Vendor RAY TOWNSEND:		400.00	
Vendor: REGINA ROSENBERG					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	REGINA ROSENBERG	2026 Fall - Softball League Forfeit F	30.00	165350
			Total Department 751 PARKS & RECREATION	30.00	
		Total Fund 101 GENERAL FUND		30.00	
		Total Vendor REGINA ROSENBERG:		30.00	
Vendor: REHMANN					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-801.000	CONTRACTED SERVICES	REHMANN	FORENSIC AUDIT 2026	7,000.00	165281
			Total Department 000 GENERAL	7,000.00	
		Total Fund 101 GENERAL FUND		7,000.00	
		Total Vendor REHMANN:		7,000.00	
Vendor: ROE-COMM, INC.					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-931.000	EQUIPMENT REPAIRS AND MAIN ROE-COMM, INC.		Radio support center service	815.00	165298
			Total Department 000 GENERAL	815.00	
		Total Fund 206 FIRE OPERATING FUND		815.00	
		Total Vendor ROE-COMM, INC.:		815.00	
Vendor: ROOSEN, VARCHETTI & OLIVIER, PLLC					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-702.000	SALARIES AND WAGES	ROOSEN, VARCHETTI & OLIVIE	BALANCE UPDATE NOTICE HUNTER KRUEGER	1,107.73	165282
			Total Department 000 GENERAL	1,107.73	
		Total Fund 206 FIRE OPERATING FUND		1,107.73	
		Total Vendor ROOSEN, VARCHETTI & OLIVIER, PLLC:		1,107.73	
Vendor: RYAN WESTRA					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	RYAN WESTRA	2026 Fall - Softball League Forfeit F	30.00	165346
			Total Department 751 PARKS & RECREATION	30.00	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: RYAN WESTRA					
Fund: 101 GENERAL FUND					
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor RYAN WESTRA:	30.00	
Vendor: SAM MATTHEWS					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	SAM MATTHEWS	2026 Fall - Softball League Forfeit F	30.00	165370
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor SAM MATTHEWS:	30.00	
Vendor: SHENANIGANS PONIES AND PETTING ZOO					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-741.000	PROGRAM SUPPLIES/EQUIPMENT	SHENANIGANS PONIES AND PET	LARGE PETTING ZOO 1 PONY ADJUSTMENT	1,500.00	165375
			Total Department 751 PARKS & RECREATION	1,500.00	
			Total Fund 101 GENERAL FUND	1,500.00	
			Total Vendor SHENANIGANS PONIES AND PETTING ZOO:	1,500.00	
Vendor: SHERWIN-WILLIAMS COMPANY					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-733.000	SUPPLIES/EQUIPMENT - FACIL	SHERWIN-WILLIAMS COMPANY	CHARGE INVOICE FIELD PAINTING	201.42	165327
			Total Department 751 PARKS & RECREATION	201.42	
			Total Fund 101 GENERAL FUND	201.42	
			Total Vendor SHERWIN-WILLIAMS COMPANY:	201.42	
Vendor: SIGN CENTER					
Fund: 101 GENERAL FUND					
Department: 215 CLERK					
101-215-727.000	OFFICE SUPPLIES/EQUIPMENT	SIGN CENTER	NAMEPLATES - REUSE PLATES & NEW PLATE	57.00	165258
			Total Department 215 CLERK	57.00	
Department: 301 ORDINANCE ENFORCEMENT					
101-301-727.000	OFFICE SUPPLIES/EQUIPMENT	SIGN CENTER	NAMEPLATES - REUSE PLATES & NEW PLATE	35.00	165258
			Total Department 301 ORDINANCE ENFORCEMENT	35.00	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-727.000	OFFICE SUPPLIES/EQUIPMENT	SIGN CENTER	NAMEPLATES - REUSE PLATES & NEW PLATE	19.00	165258
			Total Department 703 COMMUNITY DEVELOPMENT	19.00	
			Total Fund 101 GENERAL FUND	111.00	
			Total Vendor SIGN CENTER:	111.00	
Vendor: SIGNCRAFTERS					
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 GENERAL					

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: SIGNCRAFTERS					
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 GENERAL					
248-000-801.000	CONTRACTED SERVICES	SIGNCRAFTERS	Signs and stickers	60.00	165283
			Total Department 000 GENERAL	60.00	
			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	60.00	
			Total Vendor SIGNCRAFTERS:	60.00	
Vendor: SKILLQUEST					
Fund: 101 GENERAL FUND					
Department: 703 COMMUNITY DEVELOPMENT					
101-703-801.000	CONTRACTED SERVICES	SKILLQUEST	10 PANEL URINE INSTANT TEST LISA VAND	50.00	165332
			Total Department 703 COMMUNITY DEVELOPMENT	50.00	
			Total Fund 101 GENERAL FUND	50.00	
			Total Vendor SKILLQUEST:	50.00	
Vendor: SPECTRUM					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	SPECTRUM	PHONE SERVICES FIRE	180.18	165376
			Total Department 000 GENERAL	180.18	
			Total Fund 206 FIRE OPERATING FUND	180.18	
			Total Vendor SPECTRUM:	180.18	
Vendor: SYDNEY SHELDON					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	SYDNEY SHELDON	Softball league forfeit fee refunds	30.00	165290
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor SYDNEY SHELDON:	30.00	
Vendor: TAYLOR IMUS					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	TAYLOR IMUS	2026 Fall - Softball League Forfeit F	30.00	165347
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor TAYLOR IMUS:	30.00	
Vendor: THE NEW YORK TIMES					
Fund: 271 LIBRARY FUND					
Department: 792 LIBRARY - ADULT SERVICES					
271-792-801.000	CONTRACTED SERVICES	THE NEW YORK TIMES	Subscription renewal	3,016.00	165324
			Total Department 792 LIBRARY - ADULT SERVICES	3,016.00	

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Vendor: THE NEW YORK TIMES					
Fund: 271 LIBRARY FUND					
			Total Fund 271 LIBRARY FUND	3,016.00	
			Total Vendor THE NEW YORK TIMES:	3,016.00	
Vendor: THOMAS BECKER					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	THOMAS BECKER	2026 Fall - Softball League Forfeit F	30.00	165353
			Total Department 751 PARKS & RECREATION	30.00	
			Total Fund 101 GENERAL FUND	30.00	
			Total Vendor THOMAS BECKER:	30.00	
Vendor: TRADESMAN, LLC					
Fund: 211 FIRE CAPITAL IMPROVEMENT FUND					
Department: 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	TRADESMAN, LLC	Craftsman II Forcible Entry Door Pack	12,850.00	165377
			Total Department 000 GENERAL	12,850.00	
			Total Fund 211 FIRE CAPITAL IMPROVEMENT FUND	12,850.00	
			Total Vendor TRADESMAN, LLC:	12,850.00	
Vendor: TRUGREEN PROCESSING CENTER					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-801.000	CONTRACTED SERVICES	TRUGREEN PROCESSING CENTER	Lawn service	753.48	165299
			Total Department 751 PARKS & RECREATION	753.48	
			Total Fund 101 GENERAL FUND	753.48	
			Total Vendor TRUGREEN PROCESSING CENTER:	753.48	
Vendor: UMB Bank, N.A.					
Fund: 211 FIRE CAPITAL IMPROVEMENT FUND					
Department: 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	UMB Bank, N.A.	Account fees	450.00	165308
			Total Department 000 GENERAL	450.00	
			Total Fund 211 FIRE CAPITAL IMPROVEMENT FUND	450.00	
			Total Vendor UMB Bank, N.A.:	450.00	
Vendor: UNEMPLOYMENT INSURANCE AGENCY					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-805.000	INSURANCE	UNEMPLOYMENT INSURANCE AGE	Reimbursing Employer Billing for Bene	724.00	165344
			Total Department 000 GENERAL	724.00	
			Total Fund 101 GENERAL FUND	724.00	
			Total Vendor UNEMPLOYMENT INSURANCE AGENCY:	724.00	
Vendor: UNITED WHOLESALE GROCERY					

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 10/01/2026 - 10/15/2026

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: UNITED WHOLESALE GROCERY					
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA	UNITED WHOLESALE GROCERY	Cash & Carry Invoice	143.60	165328
			Total Department 751 PARKS & RECREATION	143.60	
			Total Fund 101 GENERAL FUND	143.60	
			Total Vendor UNITED WHOLESALE GROCERY:	143.60	
Vendor: VERDANT COMMERCIAL CAPITAL					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-942.000	LEASED EQUIPMENT	VERDANT COMMERCIAL CAPITAL	EQUIPMENT FINANCING PAYMENT 5858 KING	383.12	165313
			Total Department 000 GENERAL	383.12	
			Total Fund 101 GENERAL FUND	383.12	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	VERDANT COMMERCIAL CAPITAL	Commercial capital charges	272.25	165284
			Total Department 000 GENERAL	272.25	
			Total Fund 206 FIRE OPERATING FUND	272.25	
			Total Vendor VERDANT COMMERCIAL CAPITAL:	655.37	
Vendor: VREDEVELD HAEFNER LLC					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-807.000	FINANCIAL SERVICES	VREDEVELD HAEFNER LLC	Professional services	389.04	165378
			Total Department 000 GENERAL	389.04	
			Total Fund 101 GENERAL FUND	389.04	
			Total Vendor VREDEVELD HAEFNER LLC:	389.04	
Vendor: WARSAW SUPPLY					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-733.000	SUPPLIES/EQUIPMENT - FACIL	WARSAW SUPPLY	Consumable paper products	399.56	165329
			Total Department 000 GENERAL	399.56	
			Total Fund 206 FIRE OPERATING FUND	399.56	
			Total Vendor WARSAW SUPPLY:	399.56	
Vendor: ZEMLICK OFFICE PRODUCTS					
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	ZEMLICK OFFICE PRODUCTS	Office supplies	216.56	165330
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	ZEMLICK OFFICE PRODUCTS	OFFICE SUPPLIES BACK UP TONER CARTRIG	1,298.17	165330
			Total Department 000 GENERAL	1,514.73	
			Total Fund 101 GENERAL FUND	1,514.73	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 10/01/2026 - 10/15/2026

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Vendor: ZEMLICK OFFICE PRODUCTS					
			Total Vendor ZEMLICK OFFICE PRODUCTS:	1,514.73	
Vendor: ZOLMAN TIRE INC					
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-932.000	VEHICLE REPAIRS AND MAINT	ZOLMAN TIRE INC	Tire repair and shop supplies	30.99	165314
			Total Department 000 GENERAL	30.99	
			Total Fund 206 FIRE OPERATING FUND	30.99	
			Total Vendor ZOLMAN TIRE INC:	30.99	

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 10/01/2026 - 10/15/2026

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
	101		GENERAL FUND	234,588.28	
	206		FIRE OPERATING FUND	65,335.99	
	207		POLICE FUND	133,221.47	
	211		FIRE CAPITAL IMPROVEMENT FUND	54,791.21	
	248		DOWNTOWN DEVELOPMENT AUTHORITY FUND	1,900.00	
	271		LIBRARY FUND	22,954.42	
	701		GENERAL CUSTODIAL FUND	204,733.99	
	703		CURRENT TAX COLLECTION FUND	268,910.17	
	Total For All Funds:			986,435.53	



MEMO

From: Clerk Amber Lawrence

Re: Southwest Michigan First – PA 198 Presentation

Charter Township of Comstock Board

Monday October 19, 2026

Summary / Purpose:

Education on PA 198

Attachments:

-

INDUSTRIAL FACILITIES TAX EXEMPTIONS

SOUTHWEST MICHIGAN FIRST

MISSION AND VISION

Our mission is to increase economic prosperity for all in Southwest Michigan.

We pursue our mission by advancing regional strategies and catalytic initiatives.

OUR VISION

We envision Southwest Michigan as one of the most economically prosperous regions in Michigan and the United States.



TAX ABATEMENTS – PA 198

Industrial Facilities Tax (IFT) Exemption (PA 198)

- In 1974, under Governor William G. Milliken, Public Act 198 was created to encourage investment into new and existing industrial facilities and to create and retain jobs.
- Local governments vote on the creation of industrial development/plant rehabilitation districts and the approval of industrial facilities exemption certificates.
- The Industrial Facilities Exemption remains one of the most commonly-used economic development tools available to local governments in Michigan for retention and attraction.

TAX ABATEMENTS – PA 198

Construction of New Real Property

- For newly constructed and eligible real property, this tool provides a 50% property tax abatement on NEW real property taxes for up to 12 years.
- The abatement only applies to eligible mills, state education tax and special assessments are not eligible.
- Local governments have discretion on whether to grant abatements and the length of the abatement.

Rehabilitation of Existing Real Property

- For existing buildings that are designated as functionally obsolete by the assessor, this tool effectively freezes the taxes of the facility for up to 12 years.
- Local governments have discretion on whether to approve the tool and the length of the abatement.

TAX ABATEMENTS – PA 198

Industrial Facilities Tax (IFT) Exemption (PA 198) – Who is eligible?

- Industrial plants that primarily manufacture or process goods or materials by physical or chemical change.
- Distribution facilities that are 100,000 square feet or larger in counties that border another state.
- Related facilities to Michigan manufacturers such as:
 - Offices, engineering, research and development, warehousing or parts distribution
- Qualified high-technology business activity as defined in the MEGA Act:
 - Advanced computing, advanced materials, biotechnology, electronic device technology, engineering or laboratory testing, medical device technology, product research and development and advanced vehicles technology.

TAX ABATEMENTS – PA 198

Industrial Facilities Tax (IFT) Exemption (PA 198) General Procedures

Step One: An application for the establishment of an Industrial Development District (for a new project) or a Plant Rehabilitation District (for a rehabilitation project) must be submitted to the local unit of government by the company prior to breaking ground or starting the project.

- Typically, this is accomplished by the applicant submitting a letter to the local unit that includes legal description, proposed site plan and timeline of proposed project.
- The IDD or PRD simply allows for the tax abatement applications to be submitted.



TAX ABATEMENTS – PA 198

Industrial Facilities Tax (IFT) Exemption (PA 198) General Procedures

Step Two: The local governmental unit must review the application, determine what the district boundaries will be and schedule a public hearing noticing all owners of real property within the proposed district, published or posted for residents and taxpayers, consistent with established local practices.

The Public Hearing is held with the participants detailed and a resolution must be adopted by the local governmental unit to approve the establishment of the district.

TAX ABATEMENTS – PA 198

Industrial Facilities Tax (IFT) Exemption (PA 198) General Procedures

Step Three: Once a district is established, the company map apply for the abatement on property taxes for up to 12 years and up to 50% of abatement utilizing the State of Michigan Form 1012 (Rev.09-22)

Michigan Department of Treasury

1012 (Rev. 09/22), Page 1 of 4

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

Reset Form

1012, Page 2 of 4

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is untrue in any way and that each description of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws, and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Payer Name	13b. Telephone Number	13c. Fax Number	13d. E-mail Address
14a. Name of Contact Person	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
15a. Name of Company Officer (No Authorized Agents)			
16a. Signature of Company Officer (No Authorized Agents)	16c. Fax Number	16d. Title	
15b. Mailing Address (Street, City, State, ZIP Code)	15d. Telephone Number	15e. E-mail Address	

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local government unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those indicated with the submittal.

18. Action taken by local government unit ☐ Abstention: Approved by _____ No Real (1-12) _____ Yes Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		19b. The State Tax Commission requires the following documents be filed for an administratively complete application: ☐ Check or indicate N/A if Not Applicable 1. Original Application plus attachments, and one complete copy 2. Resolution establishing district 3. Resolution approving/denying application 4. Letter of Agreement (Signed by local unit and applicant) 5. Affidavit of Fees (Signed by local unit and applicant) 6. Building Permit for real improvements if project has already begun 7. Equipment List with dates of beginning of installation 8. Form 3222 (if applicable) 9. Speculative building resolution and affidavits (if applicable)	
19a. Documents Required to be on file with the Local Unit ☐ Check or indicate N/A if Not Applicable 1. Notice to the public prior to hearing establishing a district. 2. Notice to taxing authorities of opportunity for a hearing. 3. List of taxing authorities notified for district and application action. 4. Lease Agreement showing applicants tax liability.			
16b. School Code		17. Name of Local Government Body	
		18. Date of Resolution Approving/Denying this Application	

Attached hereto is an original application and all documents listed in 19b. I also certify that all documents listed in 19a are on file at the local unit inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57. Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PT@Michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury
State Tax Commission
PO Box 304771

1012, Page 3 of 4

Instruction for Completing Form 1012, Industrial Facilities Tax Exemption (IFT) Application

The completed original application form 1012 and all required attachments, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government **within six months of commencement of project.**)

The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village). **(Providing an accurate school district where the facility is located is vital):**

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, **beginning date of installation** or expected installation by **month/day/year**, and

valorem real and/or personal property tax liability. The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government. Tax liability for leased property should be determined before sending to the STC.

The following information is required of the local unit of government: [Please note that only items 2, 4, 5, 6, & 7 below are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original is required by the STC. The remaining items are to be retained at the local unit of government for future reference. **(The local unit must verify that the school district listed on all IFT applications is correct.)**]

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district (see sample). If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the written report to establish the district.
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the

TAX ABATEMENTS – PA 198

Industrial Facilities Tax (IFT) Exemption (PA 198) General Procedures

Step Four: The local governmental unit must review the full application, if they have adopted a policy determine if it fits within the parameters and how many years the company may receive and schedule a public hearing noticing all owners of real property within the proposed district, published or posted for residents and taxpayers, consistent with established local practices.

The local unit and the business negotiate the length of the abatement as well as terms and conditions which must be met during the term of the abatement.

A public hearing is held with the participants detailed and a resolution must be adopted by the local governmental unit to approve/disapprove the abatement application.

TAX ABATEMENTS – PA 198

Industrial Facilities Tax (IFT) Exemption (PA 198) General Procedures

Step Five: The local governmental unit must file the application and all attachments with the State Tax Commission.

The State reviews the application to determine compliance with the statute. Upon approval, the STC issues the Industrial Facilities Exemption Certificate.

TAX ABATEMENTS – PA 198

- P.A 198 has been used successfully all over Southwest Michigan

Municipality	Last Approved PA 198 Tax Abatement
City of Sturgis	2026
Kalamazoo Charter Township	2025
City of Portage	2024
Schoolcraft Township	2024
Village of Schoolcraft	2024
Comstock Charter Township	2024
Oshtemo Charter Township	2024
City of Kalamazoo	2022
Village of Vicksburg	2022
Pavilion Township	2021
Richland Township	2020



MEMO

From: Clerk Amber Lawrence

Re: Public Hearing on IFT

Charter Township of Comstock Board

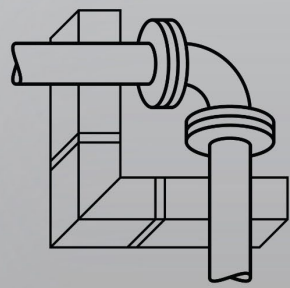
Monday October 19, 2026

Summary / Purpose:

R.W. LaPine request for IFT

Attachments:

- Service Division Expansion
- Service Expansion Floor Plan



R.W. LAPINE INC.
MECHANICAL CONTRACTORS

RW LaPine Service Division Expansion
October 19, 2026

About R.W. LaPine

- R.W. LaPine Inc. is a fourth generation family owned Mechanical Contractor serving Southwest Michigan and headquartered in Comstock Township since 1983. Aiming to provide first-rate performance and quality, we strive to deliver value with all our services: plumbing, utility piping, process piping, custom metal fabrication, piping fabrication, HVAC service and residential HVAC.



About R.W. LaPine

- We are a union contractor, providing employees with competitive wages and comprehensive benefits. Career opportunities span skilled trades including plumbers, pipefitters, pipe welding fabricators, sheet metal fabrication and installation, and HVAC service technicians, with clear advancement pathways into roles including journeyperson, foreperson, general foreperson, detailer, estimator, project manager, and company leadership.
- We currently have over 300 employees based in Southwest Michigan with average wages ranging from \$35-\$53 per hour.



Service Division Expansion

- The Service Division expansion is the first part of R.W. LaPine's three year plan to invest \$9.5M to expand its operations in Comstock Township and in St. Joseph, MI where the company has a branch. The plan will create at least 70 new jobs in Michigan.
- The Service Division expansion includes expanding and renovating the service office building to grow our existing HVAC and plumbing service businesses and add space to operate our new electrical service business. The project will add 2,048 sq ft of office space and renovate the existing building including mechanical and electrical upgrades.



Service Division Expansion

- The expansion will enable us to retain 10 existing jobs and add an estimated additional 20 jobs. We estimate the new jobs will include 11 or more Electricians (ranging from Apprentice to Foreperson and a Project Manager) and 9 or more employees on the HVAC/Plumbing service side (Service technicians, Foreperson, Project Manager, Project Coordinator).
- All of these jobs will have health insurance, an employee pension or 401k plan and other benefits. We expect the average starting wage be over \$35/hour.



WALL LEGEND		
SYM	WALL TYPE	WALL DESCRIPTION
(a)		EXTERIOR WALLS - NO RATING REQUIRED - OFFICE 2x6 Wood Studs at 16" on center, Building wrap, 2x4 purline at 24" on center, with 5/8" gypsum board on interior side, metal siding on exterior side to match existing, provide insulation between cavities (R-20minimum). Firestop all walls at 10'-0" a.f.f.
(b)		INTERIOR FIRE BARRIER- 0 HOUR FIRE RATING 2x4 Wood studs at 16" on center to underside of deck with 5/8" gypsum wallboard on each side. Batton sound insulation at wall cavities. Sealant at deck to drywall.
(b-1)		Same as wall type 'a' except use 6" metal studs at plumbing wall at R/R.

FIXTURE LEGEND

- FIRE EXTINGUISHERS

FIRE EXTINGUISHER SIZE AND PLACEMENT FOR CLASS A HAZARDS.

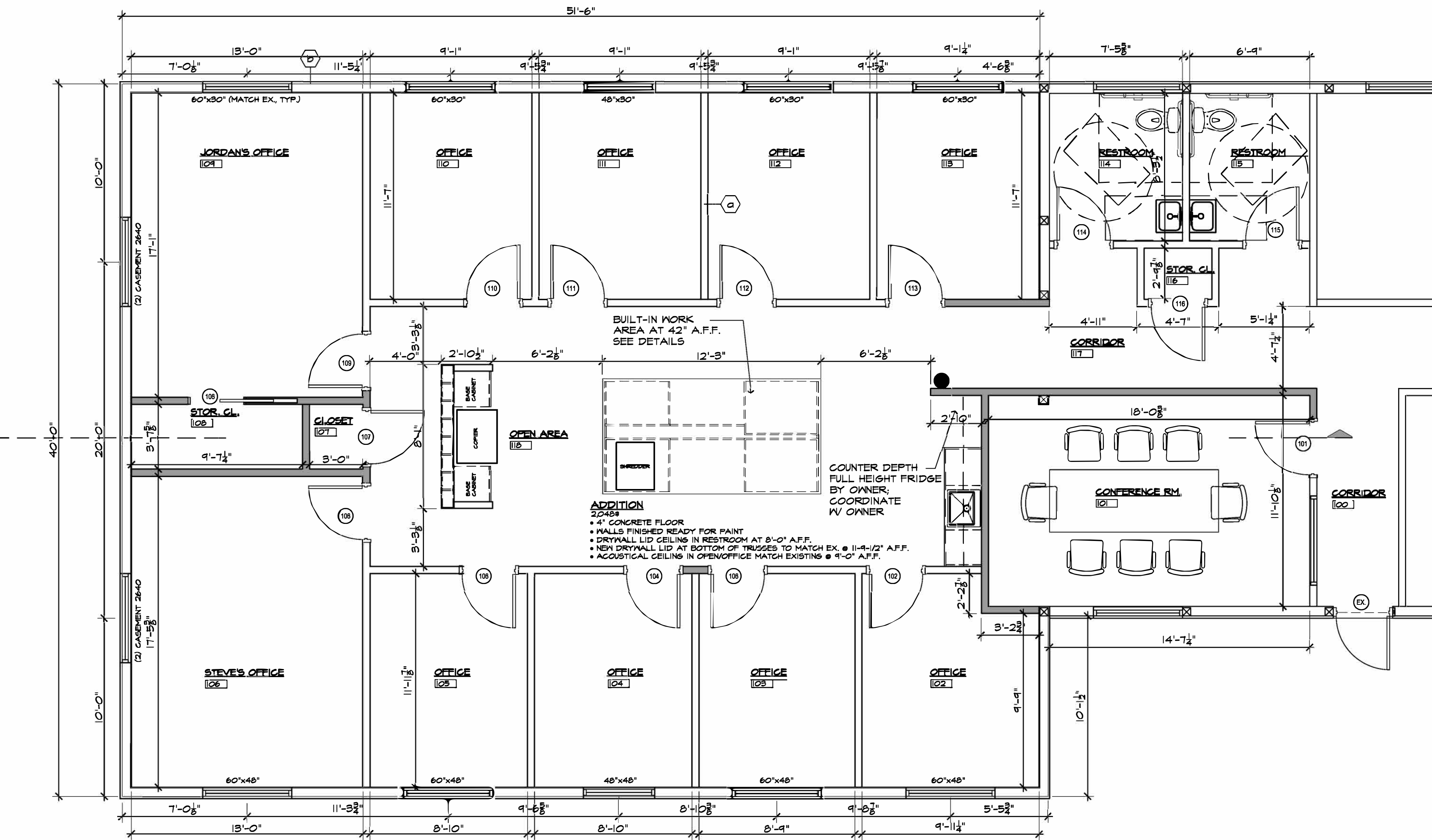
- 11,250 S.F. MAX. FLOOR AREA FOR EACH FIRE EXTINGUISHER.
- 75' MAXIMUM TRAVEL DISTANCE TO EXTINGUISHER
- 1,500 SQ. FT. PER UNIT OF A
- MINIMUM RATED EXTINGUISHER - 2A-10B:C

FIRE EXTINGUISHER NOTES

INFORMATION BASED ON INTERNATIONAL FIRE CODE REQUIREMENTS AND NFPA 10 FOR AN ORDINARY (MODERATE HAZARD) OCCUPANCY

- LOCATIONS AND QUANTITIES AS PROPOSED ARE BASED ON NFPA 10. VERIFY & COORDINATE FINAL QUANTITIES, LOCATIONS, AND INSTALLATION WITH LOCAL JURISDICTION. TOTAL FIRE EXTINGUISHERS = 2 UNITS
ALL FIRE EXTINGUISHERS SHALL HAVE A GROSS WEIGHT NOT TO EXCEED 10 lbs. AND ARE TO BE MOUNTED ON MOUNTING BRACKETS SO THAT TOP OF UNIT IS NO MORE THAN 5'-6" A.F.F., TO BE PURCHASED FROM RESPONSIBILITY/ VENDOR LIST
- FEC - FIRE EXTINGUISHER AND CABINET IN A STAINLESS STEEL SEMI-RECESSED CABINET

OVERALL FLOOR PLAN



ENLARGED FLOOR PLAN

PROPOSED BUILDING ADDITION
R.W. LAPINE
5140 EAST ML AVENUE
KALAMAZOO, MICHIGAN

BOSCHARCH-COOL
8065 VINEYARD PARKWAY
KALAMAZOO, MICHIGAN
49009
PHONE 269.321.5151

bosch
ENGINEERING & INTERIOR DESIGN

MEYER C. WEINER CO.
700 MALL DRIVE
PORTAGE, MICHIGAN
49024
PHONE 269.323.2441
FAX 269.323.3252

DEVELOPERS
BUILERS
SINCE 1948

REVISIONS:
SITE REV 2.5.26
REV 7.13.26
REV. 4.28.26

DATE: 11.01.25
PROJECT: 2504

A1.0



MEMO

From: Clerk Amber Lawrence

Re: Consideration to approve IFT Request

Charter Township of Comstock Board

Monday October 19, 2026

Summary / Purpose:

R.W. LaPine request for IFT

Attachments:

- Application
- Resolution
- Tax Exemption Agreement & Affidavit

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	► Date Received by Local Unit

STC Use Only	
► Application Number	► Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

► 1a. Company Name (Applicant must be the occupant/operator of the facility) R.W. LaPine Inc.		► 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 1711	
► 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 5140 E ML Avenue		► 1d. City/Township/Village (indicate which) Comstock Township	► 1e. County Kalamazoo
► 2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Transfer ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☐ Research and Development (Sec. 2(10)) ☐ Increase/Amendment		► 3a. School District where facility is located 39030	► 3b. School Code
		4. Amount of years requested for exemption (1-12 Years) 12 years	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Project includes expanding and renovating R.W. LaPine's service office building to allow company to grow HVAC and plumbing service businesses and add space to start and operate new electrical service operations. Project will add 2,048 sq ft of office space and renovate existing building including mechanical and electrical upgrades.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	► \$557,743 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	► Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	► \$557,743 Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	► 06/16/2026	11/30/2026	► ☐ Owned ☒ Leased
Personal Property Improvements	►		► ☐ Owned ☐ Leased

► 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☒ Yes ☐ No

► 9. No. of existing jobs at this facility that will be retained as a result of this project. 10	► 10. No. of new jobs at this facility expected to create within 2 years of completion. 20
---	---

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	
b. TV of Personal Property (excluding inventory)	
c. Total TV	

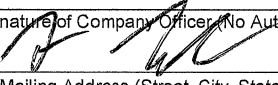
► 12a. Check the type of District the facility is located in:
☒ Industrial Development District ☐ Plant Rehabilitation District

► 12b. Date district was established by local government unit (contact local unit)	► 12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No
--	---

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Kenneth Diggs	13b. Telephone Number (269) 388-2045	13c. Fax Number	13d. E-mail Address kdiggs@rwlapine.com
14a. Name of Contact Person Kenneth Diggs	14b. Telephone Number (269) 388-2045	14c. Fax Number	14d. E-mail Address kdiggs@rwlapine.com
▶ 15a. Name of Company Officer (No Authorized Agents) Ryan LaPine			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date 09/25/2026
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 5140 E ML Avenue, Kalamazoo, 49071		15f. Telephone Number (269) 388-2045	15g. E-mail Address rlapine@rwlapine.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 3. Resolution approving/denying application. ☐ 4. Letter of Agreement (Signed by local unit and applicant) ☐ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☐ 1. Notice to the public prior to hearing establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury
 State Tax Commission
 PO Box 30471
 Lansing, MI 48909

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Instruction for Completing Form 1012, Industrial Facilities Tax Exemption (IFT) Application

The completed original application form 1012 and all required attachments, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government **within six months of commencement of project.**)

The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village). (Providing an accurate school district where the facility is located is vital.)

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, **beginning date of installation** or expected installation by **month/day/year**, and costs or expected costs (see sample). Detail listing of machinery and equipment **must match amount shown** on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation (see sample).
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.
4. Complete copy of lease agreement as executed, if applicable, verifying lessee (applicant) has direct ad

valorem real and/or personal property tax liability.

The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government. Tax liability for leased property should be determined before sending to the STC.

The following information is required of the local unit of government: [Please note that only items 2, 4, 5, 6, & 7 below are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original is required by the STC. The remaining items are to be retained at the local unit of government for future reference. **(The local unit must verify that the school district listed on all IFT applications is correct.)**]

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district (see sample). If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the written request to establish the district.
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the abatement and the statement "the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit – see sample).
5. Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993 (see sample)).
6. Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be

incorporated into the Letter of Agreement (see sample).

7. Treasury Form 3222 (if applicable - *Fiscal Statement for Tax Abatement Request.*)

The following information is required for rehabilitation applications in addition to the above requirements:

1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property. Attach a statement from the assessor indicating the obsolescence of the property being rehabilitated.

The following information is required for speculative building applications in addition to the above requirements:

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor.

Please refer to the following Web site for P.A. 198 of 1974: www.legislature.mi.gov/. For more information and Frequently Asked Questions, visit www.michigan.gov/propertytaxexemptions.

APPLICATION AND CERTIFICATE FOR PAYMENT

KALLEWARD GROUP, INC.

KB-G702

Contract to: R. W. Lapine, Inc.
5140 East Miller Road
P.O. Box 2045
Kalamazoo, MI 49003

FROM CONTRACTOR: Kalleward Group, Inc.
3548 Gembrit Circle
Kalamazoo, MI 49001

Project: RW Lapine Office Expansion

INVOICE NO.: 5609
APPLICATION NO.: 2
TIME PERIOD TO: 8/25/2026
PROJECT NO. - OTHER:
PROJECT NO. - KB: 26-0429
CONTRACT DATE:

Via Architect:

TERMS: NET 30

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet K-B-G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 522,570.00
2. Net Change by Change Orders \$ 35,173.00
3. CONTRACT SUM TO DATE (Line 1 +/- 2) \$ 557,743.00
4. TOTAL COMPLETED & STORED TO DATE \$ 125,121.00
(See Attached Pages)
5. RETAINAGE: 10.00% of Complete and Stored..... \$ 12,512.10
6. TOTAL EARNED LESS RETAINAGE \$ 112,608.90
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 75,396.60
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE \$ 37,212.30
9. BALANCE TO FINISH, PLUS RETAINAGE \$ 445,134.10
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	Additions	Deductions
Total Changes Approved In Previous Months by Owner	35,173.00	
Total approved this Month		
TOTALS	35,173.00	
Net Changes by Change order		35,173.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract documents, that all amount have been paid by the contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: KALLEWARD GROUP, INC.

By: [Signature] Date: 28 Aug 2026

State of: MICHIGAN

County of: KALAMAZOO

Subscribed and Sworn to me this 28 day of August 2026

Notary Public: [Signature]

My Commission Expires: 6-25-2031

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
(Attach explanation if amount certified differs from the amount applied for.)

Architect:

By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

FAILURE TO PAY WITHIN TERMS MAY RESULT IN INTEREST, DELINQUENCY AND/OR COLLECTION FEES.

CONTINUATION SHEET

KB-G703

Page 2 of 2

FROM CONTRACTOR: Kalleward Group, Inc.
3548 Gembrit Circle
Kalamazoo, MI 49001

Project: RW Labine Office Expansion

INVOICE NO.: 5609
APPLICATION NO.: 2
TIME PERIOD TO: 8/25/2026
PROJECT NO. - OTHER:
PROJECT NO. - KB: 26-0429
CONTRACT DATE:

Phase	Description of Work	Scheduled Value	Work Completed		Materials Stored	Total Comp & Stored	Pct Comp	Balance to Finish
			Previous	This Period				
1.01	Mobilization/Permit	3,500.00	3,500.00			3,500.00	100	
1.02	Demolition	14,315.00		9,732.00		9,732.00	68	4,583.00
1.03	Excavation	32,292.00	26,460.00			26,460.00	82	5,832.00
1.04	Termite Protection	1,102.00						1,102.00
1.05	Landscaping/Seeding	6,524.00						6,524.00
1.06	Irrigation	7,560.00						7,560.00
1.07	Concrete	20,736.00	15,552.00	5,184.00		20,736.00	100	
1.08	Misc. Metals	2,700.00						2,700.00
1.09	Rough Carpentry	77,751.00		3,987.00		3,987.00	5	73,764.00
1.10	Trusses	9,180.00						9,180.00
1.11	Casework	11,723.00						11,723.00
1.12	Roofing	45,360.00						45,360.00
1.13	Siding/Fascia/Soffit	20,924.00						20,924.00
1.14	Caulking	1,620.00						1,620.00
1.15	Doors/Frames/Hardware	26,675.00		6,012.00		6,012.00	23	20,663.00
1.16	Windows	11,902.00						11,902.00
1.17	Drywall/Acoustical	53,889.00						53,889.00
1.18	Flooring	63,542.00						63,542.00
1.19	Painting	10,174.00						10,174.00
1.20	Toilet Accessories	2,509.00						2,509.00
1.21	General Conditions	98,592.00	16,432.00	16,432.00		32,864.00	33	65,728.00
1.22	Change Order #1 Foundations	21,830.00	21,830.00			21,830.00	100	
1.23	Change Order #1 Alum Clad Wind	1,807.00						1,807.00
1.24	Change Order #1 Paint Existing	11,536.00						11,536.00

Grand Totals		557,743.00	83,774.00	41,347.00	125,121.00	22	432,622.00
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TRIPLE NET LEASE

THIS LEASE (this "Lease"), made effective as of the 1st day of January, **2026**, between Palmira Properties, whose address is 9318 East Shore Drive, Portage, MI 49002 (The "Lessor"), and R.W. LaPine, Inc., a Michigan Corporation, with its principal place of business located at 5140 East ML Avenue, Kalamazoo, MI 49048 (the "Lessee"). The parties covenant and agree as follows:

1. **PREMISES.** Lessor hereby leases to Lessee, and Lessee hereby rents from Lessor, the real property and buildings known as **5140 East ML Avenue, 5100 East ML and 2595 South Sprinkle Road, Kalamazoo 49048** and all furniture, furnishings and fixtures located therein, hereafter the referred to as the "Leased Premises." Lessee, and its guests, employees, invitees, and agents shall have an exclusive right to enter, cross, access, and park on the Leased Premises.
2. **POSSESSION AND TERM.**
 - A. Lease Term. The term of this Lease shall be one (1) year, commencing on **January 1, 2026** and ending on **December 31, 2026** ("Lease Term").
 - B. Termination. This Lease shall terminate upon the earliest to occur of the following:
 - i. Upon thirty (30) days written notice to Lessor by Lessee, or to Lessee by Lessor, prior to the expiration of the Lease Term or Renewal Term of the intent to terminate the Lease at the end of said period.
 - ii. Upon mutual agreement between Lessor and Lessee.
3. **TRIPLE NET LEASE.** This is a "net-net-net" (i.e., "triple net") lease as that term is customarily used in commercial lease transactions in the State of Michigan.
4. **RENT.**
 - A. Rental Amount. Lessee covenants to pay to Lessor a Base Rent of **forty-five thousand No/100 Dollars (\$45,000.00)** per month, plus additional rent. As additional rent, Lessee shall pay all costs for utilities, maintenance, insurance, and tax applicable to the Leased Premises.
 - B. When Payable. Monthly Base Rent shall be paid in advance of the first (1st) day of the month commencing **January 1, 2026**.
5. **USE, REPAIRS, REPLACEMENT, MAINTENANCE, AND SERVICE.**
 - A. Use of Leased Premises. Lessee shall not conduct or permit to be conducted on Leased Premises any business, action, or occurrence that is contrary to any laws or regulations of the United States or the State of Michigan or contrary to local ordinances, and Lessee shall indemnify Lessor for any liability resulting from Lessee's violation of law.

- B. Maintenance and Repair. Lessee shall maintain the entire Leased Premises in good repair and shall make all necessary repairs and replacements to the Leased Premises and to the buildings and improvements thereon, both interior and exterior, including but not limited to electrical, mechanical, heating and plumbing equipment, structural and non-structural repairs, any roof and glass, parking areas, grounds, landscaping, and sidewalk areas. Lessee shall have the continuing obligation to inspect the premises and accomplish repairs. Maintenance shall include the removal of snow from parking and sidewalk areas. Lessor shall not maintain any part of the Leased Premises.
 - C. No Abatement. Subject to provision relating to condemnation below, no abatement or reduction of the rent or other charges required to be paid by Lessee pursuant to the terms of this Lease shall be allowed to Lessee for any inconvenience directly or indirectly caused by any present or future laws or regulations; or by priorities, rationing, or curtailment of labor or material; or by war, civil commotion, strikes, or riots, or any matter or thing resulting therefrom, or by any other cause or causes, nor shall this Lease be affected by any such causes.
 - D. Security Cameras. Maintain security cameras in good working condition. Lessee to pay for yearly security camera maintenance fees. Lessor has the right to view all cameras at all times. Location of cameras can not be changed without approval of Lessor.
6. **UTILITIES.** Lessee shall pay for the costs of water, heat, air conditioning, electric service, natural gas, sewer, and any other utility services provided to the Leased Premises.
7. **INSURANCE.** Lessee shall keep in force, at its sole expense, risk insurance policies pertaining to the Leased Premises, including without limitation tenant improvements. The coverage under such policies shall be of a type and in amounts reasonably determined by Lessor. Such insurance shall cover comprehensive general liability to include acts commonly referred to as "personal injury," such as false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation, invasion of privacy, and wrongful entry or eviction, "property damage," and all risk damage insurance covering the buildings and other improvements on the Leased Premises in an amount equal to one hundred percent (100%) of the replacement cost thereof, with either automatic increase in construction costs or inflation guard provision, and with a clauses for contingent liability due to operation of local building ordinances. Lessor shall be named as an additional insured and names as first priority loss payee for all claims and payments on all such policies.
8. **TAXES.** All real estate taxes, special assessments, personal property taxes, and any other tax applicable to the ownership, rental, or operation of the Leased Premises (if applicable), other than Lessor's personal income taxes, shall be paid by Lessee within thirty (30) days after the same first become due. In the event that Lessee should fail to timely pay any such taxes or assessments, then Lessor shall be entitled to require that Lessee pay, with the monthly rent,

into escrow with Lessor, an amount equivalent to one-twelfth (1/12) of the annual estimated taxes and assessments on the Leased Premises, as reasonably determined by Lessor. Such funds shall be maintained as an escrow fund in a separate bank account established by Lessor. Lessor shall pay such taxes as they become due from the said escrow fund. If the escrow fund is insufficient to pay any tax bill, then Lessee shall make up any deficiency within ten (10) days after demand from Lessor. Any excess amount remaining in the escrow fund at the termination of the Lease shall be promptly refunded to Lessee. Any excess amount remaining in the escrow fund at the end of the Lease Term or Renewal Term shall be applied against the following year's escrow fund. Lessee's monthly escrow payment shall be subject to any increase each Renewal Term based on Lessor's reasonable estimate of the taxes to become due during such Renewal Term.

9. **ENVIRONMENTAL MATTERS.** Lessee shall strictly comply with all laws, ordinances, orders, rules, regulations, and requirements of all Federal, State, County, and Municipal governments pertaining to environmental matters. The Leased Premises shall not be used for the storage of hazardous substances as that term is used in the environmental laws, ordinances, and regulations. Lessee shall defend, identify, and hold Lessor harmless from any hazardous substance on the Leased Premises.
10. **INTEREST.** Any installment of monthly rent payable hereunder by Lessee to Lessor that is not paid when due shall bear interest at the rate of the mortgage interest rate paid by the Lessor plus three (3) percent, from and after the due date until the same shall be paid, or in the absence of a mortgage interest rate, at the rate of five (5) percent per year compounded monthly. By charging interest on payments that are overdue, Lessor shall not be deemed to have waived its right to declare a default in the Lease and demand possession.
11. **ASSIGNMENT.** Lessee shall not have the right to sub-lease the premises unless otherwise agreed in writing by the Lessor.
12. **ALTERATIONS AND FIXTURES.** Lessee may not make alterations, additions, or improvements to the Leased Premises without obtaining the prior written consent of Lessor. All additions and improvements made by Lessee, excepting movable equipment and movable fixtures, shall become the property of Lessor on the termination of this Lease.
13. **LIABILITY AND INDEMNITY.** All personal property in or on the Leased Premises shall be at the risk of the Lessee only and, without limiting the foregoing. Lessor shall not be liable for any damage to persons or property sustained by Lessee or other persons due to the buildings and improvements located on the Leased Premises, or any part of appurtenance thereof, becoming out of repair; or arising from the bursting or leaking of water, gas or steam pipes, or breakage or failure of any electrical circuits; or arising from any act or neglect of Lessee or any other person; or due to the happening of any accident in, on or about said buildings or improvements;

or for any loss by theft or burglary. Lessee covenants and agrees that it shall defend, indemnify, and save Lessor harmless from any liability for injury to persons or property suffered by anyone upon the Leased Premises during the term of this Lease so long as such injury is not the result, direct or indirect, of one or more negligent or willful acts or omissions of the Lessor, its agents, employees, or invitees.

14. **MUTUAL RELEASE.** Anything in this Lease to the contrary notwithstanding, each party (the "Releasing Party") hereby releases the other party ("the Released Party") from liability occurring during the term of this Lease that results from any accident or occurrence or casualty (i) that is covered by a fire and extended coverage policy, or an all risk of direct physical loss policy, or (ii) that is covered by any other insurance being carried by the Releasing Party at the time of such occurrence; provided that such release shall not invalidate such insurance coverage.

15. **RIGHT TO MORTGAGE, ATTORNMENT, AND CERTIFICATE.**

- A. Right to Subordinate Lessee's Interest. Lessor reserves the right to subject and subordinate this Lease at all times to the lien of any mortgage, or mortgages now or hereafter placed upon Lessor's interest in the Leased Premises; provided, however, that any mortgage dated after the commencement of this Lease shall provide that Lessee's rights under the Lease shall be superior to those of the mortgagee so long as Lessee is not in material default under the terms of this Lease. Lessee agrees to execute and deliver, upon demand, instruments subordinating this Lease to a lien of any such mortgages in a form reasonably requested by Lessor. This power is hereby declared to be coupled with an interest and irrevocable.
- B. Attornment. Lessee agrees to attorn to any mortgagee taking possession of the Leased Premises and to any successor in ownership of Lessor.
- C. Compliance Statement. Lessee shall, at any time, upon not less than ten (10) days prior written notice from Lessor, execute, acknowledge, and deliver to Lessor a statement in writing that Lessee is in compliance with the terms of this Lease, in a form reasonably requested by Lessor.

16. **DAMAGE OR DESTRUCTION.**

- A. Damage or Destruction to Leased Premises. If, during the lease term, the buildings or other improvements on, in, or appurtenant to the Leased Premises at the commencement of the term or thereafter erected thereon should be destroyed or damaged in whole or in part by fire or other cause, reasonably prompt dispatch shall restore, repair, and rebuild any such buildings, improvements, or equipment, or to pay any of the costs or expenses thereof beyond or in excess of the insurance proceeds as herein provided.
- B. No Abatement. There shall be no abatement of rent during the period of Restoration.
- C. Commencement of Restoration. Restoration shall commence as soon as any insurance payments have been received and necessary permits have been obtained. Lessor and

Lessee shall work diligently and in good faith to receive insurance payments and all necessary permits.

17. **LIENS.** Except as herein permitted, Lessee shall have no power to do any act or make any contract that may create or be the foundation for any lien, mortgage, or other encumbrance upon the reversion or other estate of Lessor, or upon any interest of Lessor in the Leased Premises or in the buildings or other improvements thereon, If, because of any act or omission of Lessee, any construction or other lien, security interest, charge, or order for the payment of money should be filed against Lessor, then Lessee shall, at its own cost and expense, cause the same to be cancelled and discharged of record or bonded within ten (10) days after notice thereof.
18. **DEFAULT AND REENTRY.** If Lessee materially defaults in the payment of rent or in the performance of any of the conditions or agreements contained in this Lease; if Lessee shall become insolvent; if bankruptcy, receivership or other insolvency proceedings shall be begun by or against Lessee' or if Lessee shall abandon or vacate the Leased Premises before the end of the term; then Lessor shall be entitled to reenter the Leased Premises and Lessee's right to enter said Leased Premises shall be suspended. Such reentry and suspension shall not operate as an eviction or cancellation of this Lease. Lessor may, without cancellation of this Lease, avail itself of the above privilege of reentry, and relet all or part of the Leased Premises in its own name as agent of Lessee for such rent and upon terms as Lessor may deem advisable. If Lessor is unable to realize the full rental required by this Lease, Lessee hereby agrees to pay all deficiencies, including any expense incurred by Lessor in the reletting (including without limitation the cost of renting and cleaning). Such reletting may be made for a part of or for the full unexpired Lease term, or the Lessor may create a new term to extend beyond the Lease Term, without releasing Lessee from liability hereunder to pay all deficiencies due under this Lease and the expenses incurred by reletting, cleaning, altering, and redecorating.
19. **ACCESS BY LESSOR.** Lessor may enter the Leased Premises during Lessee's business hours to exhibit or examine the same by providing prior notice, provided that Lessor shall not unduly interrupt or interfere with Lessee's business activities. In an emergency, as reasonably determined by Lessor, Lessor may enter the Leased Premises.
20. **PAYMENT AFTER TERMINATION.** No payment of money by Lessee to Lessor after the termination of this Lease, or after giving of any required notice by Lessor to Lessee, shall reinstate, continue, or extend the terms of this Lease or affect any notice given to Lessee prior to the payment of such money, it being agreed that after the service of notice of the commencement of a suit or after final judgment granting Lessor possession of the Leased Premises, Lessor may receive and collect any sums of rent due or any other sums of money,

whether as rent or otherwise, shall not waive said notice or in any manner affect any pending suit or any judgment theretofore obtained.

21. **PERSONAL PROPERTY AFTER DEFAULT.** If Lessee should fail to remove all of its personal property from the Leased Premises after termination of this Lease, Lessor may, at its option, remove the same in any manner that Lessor shall choose, and store said property without liability to Lessee for loss thereof. Lessee agrees to pay Lessor upon demand any and all expenses incurred in such removal, including court costs and attorneys' fees and storage charges for any length of time that the property is in Lessor's possession. Alternatively, Lessor may, at its option, without notice to Lessee, sell the property at private sale without legal process for such price as Lessor shall apply the proceeds of such sale to any amounts due under this Lease from Lessee to Lessor and to the expense incident to the removal and sale of the property, with any remaining balance paid to the Lessee.
22. **CONDEMNATION.** If the whole or any part of the Leased Premises is taken by the power of eminent domain, then this Lease shall cease as to the parcel taken as of the date title vests in the condemnor; and the rent reserved shall then abate proportionately as to the part so taken, or shall cease if the whole Lease Premises is taken. A sale in lieu of condemnation shall be considered a "taking." At the option of either party, this Lease shall terminate if the part of the Leased Premises so taken in such so as to prevent the continued operation of Lessee's normal business activity on the Leased Premises. Lessee shall not share in the proceeds of any condemnation award except as to an award made to Lessee for cost of moving, loss of business, and trade fixtures, and after payment of Lessee's fair share of the expense and fees of obtaining such award. If neither party elects in writing to terminate this Lease within thirty (30) days of a taking that prevents continued operation of Lessee's normal business activity by giving written notice of election to the opposite party, then Lessor shall upon receipt of the award for taking make the necessary repairs and alterations so as to constitute the portion of the buildings or other improvements taken a separate architectural unit, to the extent reasonably permissible under the circumstances; provided that the work required shall not exceed that required for the buildings' or other improvements' original construction nor shall the amount expended exceed the net award received by Lessor less the costs of obtaining the award and any payments to any mortgagee for diminution in the value of the fee.
23. **CONDITION OF PREMISES.** The Leased Premises shall be delivered to Lessee in "as is" condition and without any representation by Lessor as to the condition or agreement by Lessor to make alterations or repairs.
24. **SHOWING OF PREMISES.** For a period commencing thirty (30) days prior to the termination of this Lease, Lessor may show the Leased Premises to prospective tenants.

25. **PEACEFUL POSSESSION.** Lessee, on paying the rentals herein provided, and performing all the covenants and agreements herein contained to be performed by it, in the manner and at the set therefor, shall and may peacefully and quietly have, hold, and occupy the Leased Premises for the term aforesaid.

26. **Miscellaneous.**

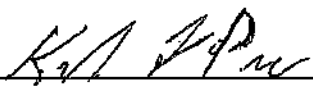
- A. Entire Agreement and Amendment. This Lease represents the entire agreement between the parties regarding the subject matter hereof, and no prior negotiations, representations, or discussions between the parties shall have any force or effect unless contained herein. No amendment to this Lease shall be binding on a party unless made in writing and signed by such party. No representation, guaranty, or warranty, except such as is herein contained, or any collateral agreement hereto, shall be binding unless the same is in writing and references this Lease.
- B. Severability. If any term, covenant, or condition of this Lease or the application thereof to any person or circumstance shall be found, to any extent, invalid or unenforceable, shall not be affected thereby and each term, covenant, or condition of this Lease shall be valid and enforced to the fullest extent permitted by law.
- C. Lessor's Obligations Upon Transfer. Upon any sale or transfer, including any transfer by operation of law, of the Leased Premises, Lessor shall be relieved from all subsequent obligations under this Lease, provided that the buyer or transferee shall assume such obligations in writing.
- D. Successors. The covenants, conditions, and agreements made and entered into by the parties hereto shall inure to the benefit of and shall be binding upon their respective heirs, legal representatives, successors, and assigns, as the case may be. If more than one person signs this Lease as Lessee or Lessor, the provisions hereof shall bind them jointly and severally.
- E. Drafting. This Lease has been executed and reviewed by both parties and after opportunity for both parties to have it reviewed by legal counsel of their choice. None of the provisions of this Lease shall be interpreted against either party solely by reason of the fact that legal counsel for such party drafted any such provision.
- F. Governing Law and Venue. This Lease shall be governed by and interpreted in accordance with the laws of the State of Michigan. Venue for any action brought under this Lease shall lie in a court of competent jurisdiction sitting in Kalamazoo County, Michigan.
- G. Time of Essence. Time is of the essence with respect to this Lease and all provisions hereof.
- H. Attorneys' Fees. The prevailing party in any legal action commenced as a result of any breach of this Lease shall be entitled to recover such party's actual attorneys' and legal fees, costs, and expenses incurred in relation to such legal action.
- I. Waiver. The failure of a party to insist upon strict adherence to any term of this Lease or any occasion shall not be considered a waiver or deprive that party of the right

thereafter to insist upon strict adherence to that term or any other term of this Lease.
Any waiver must be in writing and is to be narrowly construed.

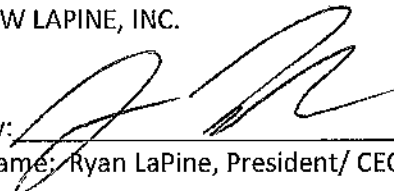
- J. Remedies. All rights and remedies of a party herein shall be cumulative, and none shall be exclusive of any other rights and remedies allowed by law.

Executed on the 28 day of November 2025

Lessor:
Palmira Properties

By: 
Name: Kirk LaPine, Member

Lessee:
R.W LAPINE, INC.

By: 
Name: Ryan LaPine, President/ CEO



Kalamazoo Area Building Authority

Office Location: 2322 Nazareth Road, Kalamazoo, MI 49048

Phone: (269) 216-9511

Fax: (269) 250-9078

Permit Number **PB26-07-231**

Issued: **06/16/2026**

Expires: **12/13/2026**

LOCATION	REQUIRED INSPECTIONS 1. FOOTING2. REBAR3. FOUNDATION4. FRAMING5. ENERGY6. ABOVE CEILING7. FINAL
5140 E ML AVE 07-30-305-030 Comstock	
OWNER	
PALMIRA PROPERTIES LLC 9318 E SHORE DR PORTAGE MI 49002	
CONTRACTOR	
Kalleward Group 3548 Gembrit Circle Kalamazoo MI 49001 (269) 372 7300	
Issued for the construction of : Commercial Addition 2048 s.f. 1 story slab on grade office addition to existing 3619 s.f. office building per plans.FIRE SUPPRESSION NOT REQUIRED NOT PROVIDED	

Building Official

To request an inspection:

Call 269-216-9511

Email permits@kaba-mi.org or

Go To www.kaba-mi.org

DISPLAY ON PREMISES UNTIL COMPLETED



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

April 24, 2026

Dear R.W. LaPine Team,

Michigan is proud to be the home for R.W. LaPine and honored that your company continues to embrace the state for growth. Your valued place in our Make It in Michigan strategy and commitment to developing regional prosperity continues to set the bar for industry advancement and economic opportunity across the state. As you enter this next phase of growth, we're excited to build on the foundation we've been strengthening for years.

By investing \$9,500,000 and creating 70 new jobs, your company is bringing new opportunities for our residents, expanding the state's industry landscape and helping Michigan communities grow better and brighter. To secure this economic opportunity for Michiganders, the state is offering financial support valued at up to \$2,239,796. This package includes \$345,000 in job creation and investment incentives, and \$142,752 in community investment and tailored talent solutions. The total amount also includes \$1,751,974 in cost mitigation as part of doing business in Michigan.

Beyond the financial package, Michigan is ready to tailor our business support to your ever-evolving needs. For starters, R.W. LaPine will gain access to a passionate and dedicated talent pool that will allow you to continue to set the standard in Mechanical Contracting. While the attached profile outlines our strongest package today, we're always working to improve our toolbox and respond to changing business factors.

To accept this offer please sign, date and return this letter to Brenda Stewart before May 29, 2026. The terms enclosed are valid for 90 days from the date of the signature. If you have any questions, please don't hesitate to reach out to Brenda Stewart at stewartb6@michigan.org and (517) 282-8541.

Respectfully submitted,

Quentin L. Messer, Jr.
Chief Executive Officer





MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

Incentive Profile	Value
JOBS CREATION AND INVESTMENT INCENTIVES	
Michigan Business Development Program MBDP offers performance-based grants, loans or other economic assistance to businesses for highly competitive projects that create jobs and/or investments in Michigan.	\$345,000
COMMUNITY INVESTMENT AND TAILORED TALENT	
Michigan Works! Workforce Development These workforce development funds make it possible for local Michigan Works! agencies to offer customized training for companies. This allows businesses to upgrade the skills of existing employees to help retention and make operations more productive.	\$142,752
COST MITIGATION	
Property Tax Abatement under PA 198 This exemption offers significant tax breaks on real and personal property for manufacturers that renovate aging facilities, build new ones or establish high-tech facilities in Michigan.	\$1,447,594
State Education Tax Abatement (6 Mill): 12 Years If supported for a PA 198, a company can meet the criteria for a tax abatement on their building as well as fixtures which presents significant economic benefits to Michigan.	\$304,380
TOTAL	\$2,239,726

- Acceptance of this incentive package is subject to a business integrity review, background check process, and other general due diligence as required, the results of which are satisfactory to the MEDC, the Office of the Chief Compliance Officer, and related authorities.
- Proposed incentives are dependent on availability of funds each year through the legislative budget process.
- Incentive amounts are contingent upon the ability of the project to meet program requirements and are subject to an application review and approval process.
- By receiving and accepting this offer, R.W. LaPine will be supported through state funds. Because of this, this project and associated support will become public information and will require a public announcement and/or public press release. At your earliest convenience, please provide an appropriate communications point of contact for R.W. LaPine who may receive outreach from the MEDC communications team.
- If you decide to accept these proposed incentives, please sign and date this proposal below and return to the MEDC.
- Your signature constitutes acceptance to the terms and requirements of this proposal incentive package.
- Should the scope of your project change, the MEDC has the right to evaluate additional tools and resources to support your project.
- This proposed package is available until close of business on May 29, 2026.

Company Representative Signature

Date



Ben Martin, Supervisor
Nicole Beauchamp, Clerk
Sandy Bloomfield, Treasurer



Jerry Amos, Trustee
Kristie Cherry, Trustee
Terry McIver, Trustee
Bob Pratt, Trustee

04/20/2026

Michigan Economic Development Corporation
300 North Washington Square
Lansing, MI 48913

RE: Project Evergreen

Good Afternoon,

The Charter Township of Comstock is pleased to offer support to Project Evergreen as they consider investment in Comstock Township. The project's projected job creation of 70 and projected investment of \$9,500,000 will be a great benefit to the Comstock area, Kalamazoo County and the entire southwest Michigan region.

The Township will give full consideration to adopting a PA 198 exemption and has been supportive of other job creation projects in the Township.

I look forward to working with the MEDC and project team to help unlock investment in Comstock.

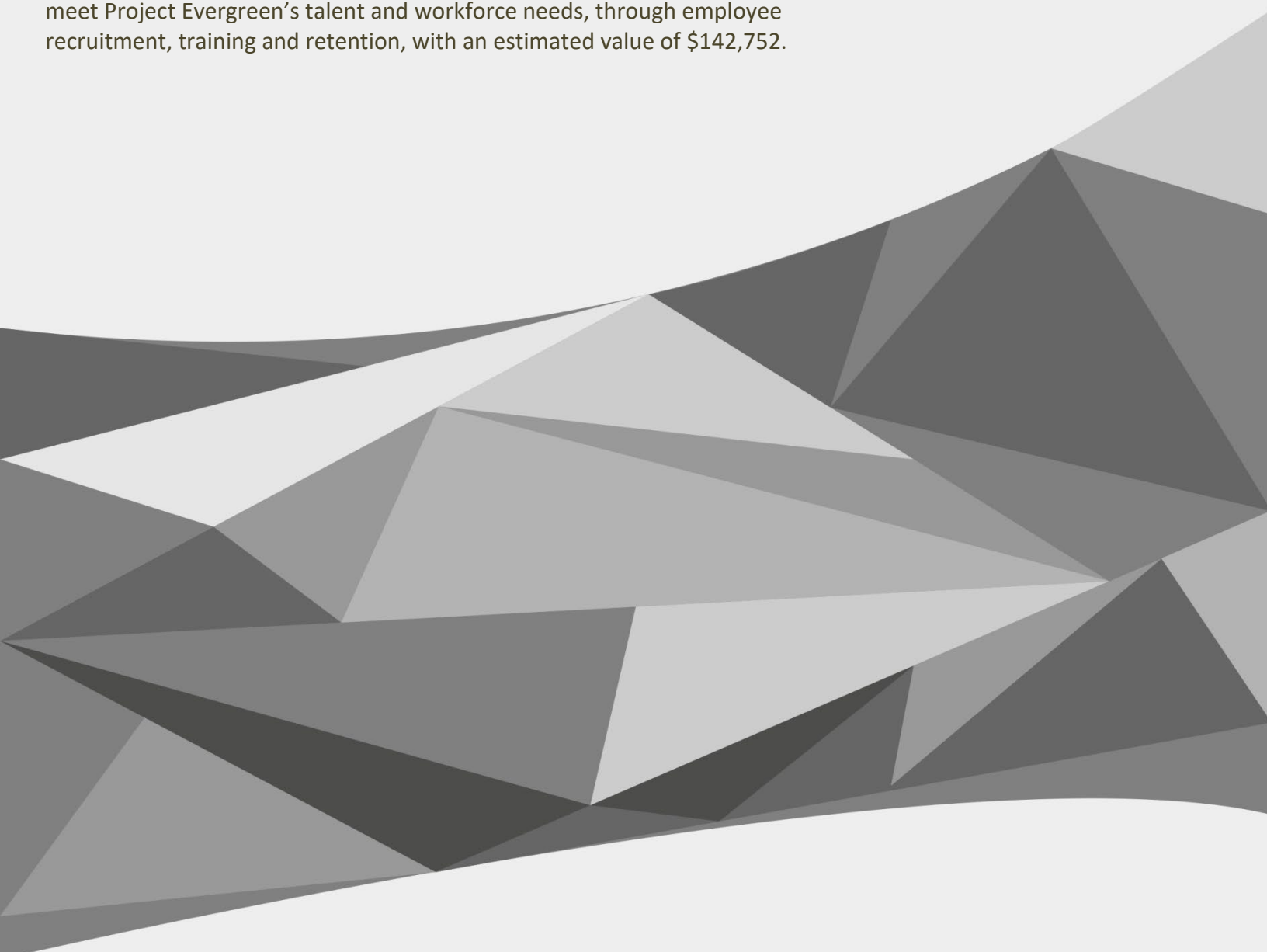
Please let me know if there is any additional information you need.

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

Project Evergreen

Workforce Proposal

The following is a proposal from Michigan Works! Southwest, developed to meet Project Evergreen's talent and workforce needs, through employee recruitment, training and retention, with an estimated value of \$142,752.



About Us

Michigan Works! is a statewide demand-driven system that is on the front lines working to meet the talent needs of Michigan businesses. Ready to respond to the unique needs of each community, the system is comprised of 16 Michigan Works! Agencies within 10 regions focused on the needs of businesses, and on identifying and developing the talent needed to drive Michigan's economy forward. The Michigan Works! system is locally-responsive, proactive and poised to help businesses find skilled workers in order to provide a competitive advantage for growing companies.

Who is Michigan Works! Southwest? Michigan Works! Southwest is a regional one stop partner for workforce development. Michigan Works! Southwest serves Branch, Calhoun, Kalamazoo and St. Joseph Counties, with the primary goal of connecting employers with the talent and resources needed to thrive and grow in the region. A team of trained and certified Michigan Works! Business Services Professionals are available to assist employers in building a dynamic workforce.

Talent Services

Utilizing the customizable framework presented below, Michigan Works! Southwest is committed to designing a plan specifically for Project Evergreen that is focused on talent attraction, training and retention. The Michigan Works! Southwest team will work collaboratively with Project Evergreen staff to identify and implement any of the services outlined below that would benefit your company.

Workforce Needs Assessment

The Michigan Works! Southwest Business Services Team is available to meet with Project Evergreen's Human Resources staff to identify talent needs and challenges, develop a plan of action and identify key partners to accomplish project goals.

Talent Recruitment and Candidate Review Services

The Michigan Works! Southwest Business Services Team is also available to customize any of the recruitment services listed below to support Project Evergreen with attracting talent to fill anticipated hiring needs:

- Michigan Works! Southwest Business Services staff can post Project Evergreen's job openings on Pure Michigan Talent Connect (www.mitalent.org), the state's online talent marketplace that connects job seekers and employers. Staff will also assist with marketing job openings through local media, social media and throughout the statewide talent development system.
- Applications and resumes can be managed and screened by Michigan Works! Southwest Business Services staff in collaboration with Project Evergreen's Human Resources team, based upon company specific hiring criteria and standards.
- Qualified applicants can be reviewed by Michigan Works! staff to ensure Project Evergreen can capitalize on any relevant hiring incentives both locally and statewide.

Hiring Incentives

- As Project Evergreen makes hiring decisions regarding candidates to fill new job openings, Michigan Works! Southwest Business Services staff, in partnership with the Project Evergreen team, will work to facilitate any applicable incentives and develop training plans for new hires.

- Michigan Works! Southwest Business Services staff can implement hiring incentives wherever able when Project Evergreen provides notification of a new hire's start date, as training and wage reimbursement must be determined prior to the new hire's first day of employment.
- The Michigan Works! Southwest Business Services team is committed to moving at the pace of business and industry, and will work to streamline recruitment, candidate review, and the hiring incentive processes.

On-the-Job Training (OJT) Wage Reimbursement

OJT is a wage reimbursement program designed to off-set initial training costs for new hires. OJT wage reimbursement can support trainees as they learn company-specific processes and procedures as well as other industry-standard skills that can enable Project Evergreen to build a strong talent pipeline and an engaged workforce.

Wage reimbursement is calculated based on 50% of the new hire's hourly wage, multiplied by the number of training hours established in a pre-determined training agreement that is customized for Project Evergreen's talent needs. Total reimbursement is paid to the employer upon successful completion of OJT training objectives and OJT agreement.

Each new hire's eligibility for On-the-Job Training Wage Reimbursement is determined by Michigan Works! Southwest staff and is based on requirements established in the Workforce Innovation and Opportunity Act (WIOA). More information on WIOA can be found by visiting www.doleta.gov/WIOA or by contacting Michigan Works! Southwest.

Training and Retention Support

- Utilizing training plans that can be developed during the hiring process, new hires can begin work and engage in training for their new position, with Michigan Works! Southwest providing available support as needed.
- Michigan Works! Southwest Business Services staff is available to assist Project Evergreen staff in developing effective retention methods as needed-- the first 30 days of employment are critical for retention of each new hire, as they adjust to the physical demands of their job, become familiar with the atmosphere and culture of their new employer, and learn job requirements.
- Project Evergreen and Michigan Works! Southwest Business Services staff will maintain ongoing communication regarding the effectiveness of the hiring process to assure the best retention of Project Evergreen new associates.

Employer Resource Network

Southwest Michigan has a unique and impactful approach to address talent attraction, employee engagement, and talent retention. To foster a strong workforce across the region, minimize turnover and improve employee retention, Michigan Works! Southwest is supporting the growth of Employer Resource Networks (ERNs).

An ERN is made up of a consortium of businesses that leverage and share resources to benefit all member businesses. Participating businesses experience improved retention, reduced hiring costs (and less turnover), an opportunity to leverage professional relationships and adopt best practices shared by other participating businesses and a better quality of life for employees and their families who are served through the Network.

Through the Southwest Michigan Employer Resource Network (SWERN), trained "Success Coaches" are placed on site at participating businesses to engage with employees in need of support in any capacity, with a focus on assisting with the

resolution of barriers to maintaining employment (including transportation, childcare, housing, utility assistance, and healthcare).

Success Coaches collaborate with community agencies and other partners to maximize employer and community resources that can move participating employees toward self-sufficiency while improving productivity, work performance, and attendance. Michigan Works! Southwest also incorporates skill development, career development and training into their ERN model.

Building the Pipeline

Michigan Works! Southwest takes pride in preparing the future workforce for local careers. One way this is done is through career exploratory events, such as MiCareerQuest Southwest. In the past, MiCareerQuest Southwest has drawn upwards of 5,000 eighth graders from Kalamazoo and Calhoun Counties to the Kalamazoo County Expo Center over a 2-day period, where students have been able to experience an interactive, hands-on, informational and inspiring career and college readiness event unlike any other career event. During this unique experience, students explore careers – direct from the professionals who perform these jobs every day.

Employers from industry areas such as Engineering & Manufacturing, Health Sciences, Natural Sciences, Construction Trades and Information Technology work together to brainstorm and produce exciting exhibits within approximately 50,000 square feet of exhibit space within the Kalamazoo County Expo Center. Imagine CNC machines, CPR dummies, robots, surgical saws and bricklayers – all up close and personal with not a “Don’t Touch!” sign in sight.

Labor Market Information

Labor market information and reports containing regional and state information on industry and job demand for Michigan's job market will be readily available through Michigan Works! Southwest. This includes, but is not limited to, the following:

- Business Outlook for West Michigan
- Career Outlook 2028 – Kalamazoo Area (Kalamazoo & St. Joseph Counties)
- Career Outlook 2028 – Battle Creek Area (Barry, Branch & Calhoun Counties)
- Michigan Industry Clusters - detailed information on Michigan's industries
- Michigan's Hot 50 Jobs - tomorrow's high-demand, high-wage careers
- Skilled Trades in Michigan - Employment and occupations for Michigan's skilled industrial trades, skilled construction trades and skilled service trades
- Burning Glass Analytics and Real Time Jobs Data Reports for Michigan Works! Southwest - These reports identify the top detailed occupations, skills greatest in demand and employers with the most job openings during a specific time period for Michigan Works! Southwest, Prosperity Region 8, and each individual county within the region
- Southwest Michigan Region Wage and Benefits Survey
- Regional Prosperity Initiative: Real-time labor demand
- Southwest Michigan online job demand analysis
- Michigan Job Market - One stop source for reliable information on recent employment trends, wages, detailed industries and jobs in demand. Includes economic information on Michigan's regions and counties

Project Assumptions/Summary

This proposal for intensive business services is submitted based on Project Evergreen willingness to work with Michigan Works! Southwest and agree to the following:

- The project will occur in the Michigan Works! Southwest area
- The project will engage with Michigan Works! Southwest staff to post open positions on the Pure Michigan Talent Connect system
- The project will maintain ongoing communication in a collaborative effort to design and implement a mutually approved training plan
- The project may be asked to comply with administrative tracking requirements associated with funding streams for various hiring incentives

Estimated Value of Expansion Project for Project Evergreen

This estimation is based on the creation of 70 new jobs over the next three years, based on project information provided for new jobs created. Michigan Works! Southwest is prepared to support this project over the three-year period by facilitating up to 14 On-the-Job Training contracts at an average of \$1,500 per OJT contract in wage reimbursement for new hires.

Value of Michigan Works! Training Support (OJT)	Value of Michigan Works! Talent Services	Value of Going Pro Talent Fund (Average Award Amount)	Total Job Creation 70 new jobs over three years
\$21,000	\$10,500	\$111,252	Total Est. Value \$142,752

Michigan Works! Southwest appreciates the opportunity to submit this proposal and looks forward to working collaboratively with Project Evergreen team and our partners in economic development, education, and workforce development to bring this opportunity to the area. If you have any questions about the content of this proposal, please do not hesitate to contact us.

Sincerely,
Ashley Iovieno
Director of Business Solutions
Michigan Works! Southwest

**Notes: This is strictly a proposal of services, not a contract or binding agreement. Funding estimates and services are contingent upon availability of funding and qualifications of persons being trained under federal and state regulations. Values are estimated based on 70 new jobs created over a period of 3 years. It is understood that this project is not a result of a business relocation (due to a closure or downsizing of another facility) in which loss of employment has occurred at the original location, as federal workforce funds cannot be used for this purpose. This proposal is valid for 30 days from the date of issuance. Michigan Works! Southwest and all respective partners reserve the right to modify or terminate services at any time. Company may be required to comply with administrative tracking requirements associated with funding streams. The Business Services team is here to assist you in navigating all possible support via Michigan Works! Southwest.*

LEASE AGREEMENT

THIS LEASE (this "Lease") made effective as of the 1st day of **January 2027**, between Palmira Properties, whose address is 9318 East Shore Drive, Portage, MI 49002 (The "Lessor"), and R.W. LaPine, Inc., a Michigan Corporation, with its principal place of business located at 5140 East ML Avenue, Kalamazoo, MI 49048 (the "Lessee"). The parties covenant and agree as follows:

1. **PREMISES.** Lessor hereby leases to Lessee, and Lessee hereby rents from Lessor, the real property and buildings known as **5140 East ML Avenue, 5100 East ML Avenue and 2595 South Sprinkle Road, Kalamazoo 49048** and all furniture, furnishings and fixtures located therein, hereafter the referred to as the "Leased Premises." Lessee, and its guests, employees, invitees, and agents shall have an exclusive right to enter, cross, access, and park on the Leased Premises.
2. **POSSESSION AND TERM.**
 - A. Lease Term. The term of this Lease shall be for three (3) years, commencing on **January 1, 2027** and ending on **December 31, 2029** ("Lease Term").
 - B. Termination. This Lease shall terminate upon the earliest to occur of the following:
 - i. Upon ninety (90) days written notice to Lessor by Lessee, or to Lessee by Lessor, prior to the expiration of the Lease Term or Renewal Term of the intent to terminate the Lease at the end of said period.
 - ii. Upon mutual agreement between Lessor and Lessee.
3. **TRIPLE NET LEASE.** This is a "net-net-net" (i.e., "triple net") lease as that term is customarily used in commercial lease transactions in the State of Michigan.
4. **RENT.**
 - A. Rental Amount. Lessee covenants to pay to Lessor a Base Rent of **forty-five thousand No/100 Dollars (\$45,000.00)** per month, plus additional rent. As additional rent, Lessee shall pay all costs for utilities, maintenance, insurance, and taxes applicable to the Leased Premises.
 - B. When Payable. Monthly Base Rent shall be paid in advance of the first (1st) day of the month commencing **January 1, 2027**.
5. **USE, REPAIRS, REPLACEMENT, MAINTENANCE, AND SERVICE.**
 - A. Use of Leased Premises. Lessee shall not conduct or permit to be conducted on Leased Premises any business, action, or occurrence that is contrary to any laws or regulations of the United States or the State of Michigan or contrary to local ordinances, and Lessee shall indemnify Lessor for any liability resulting from Lessee's violation of law.

- B. Maintenance and Repair. Lessee shall maintain the entire Leased Premises in good repair and shall make all necessary repairs and replacements to the Leased Premises and to the buildings and improvements thereon, both interior and exterior, including but not limited to electrical, mechanical, heating and plumbing equipment, structural and non-structural repairs, any roof and glass, parking areas, grounds, landscaping, and sidewalk areas. Lessee shall have the continuing obligation to inspect the premises and accomplish repairs. Maintenance shall include the removal of snow from parking and sidewalk areas. Lessor shall not maintain any part of the Leased Premises.
 - C. No Abatement. Subject to provision relating to condemnation below, no abatement or reduction of the rent or other charges required to be paid by Lessee pursuant to the terms of this Lease shall be allowed to Lessee for any inconvenience directly or indirectly caused by any present or future laws or regulations; or by priorities, rationing, or curtailment of labor or material; or by war, civil commotion, strikes, or riots, or any matter or thing resulting therefrom, or by any other cause or causes, nor shall this Lease be affected by any such causes.
 - D. Security Cameras. Maintain security cameras in good working condition. Lessee to pay for yearly security camera maintenance fees. Lessor has the right to view all cameras at all times. Location of cameras cannot be changed without approval of Lessor.
6. **UTILITIES.** Lessee shall pay for the costs of water, heat, air conditioning, electric service, natural gas, sewer, and any other utility services provided to the Leased Premises.
7. **INSURANCE.** Lessee shall keep in force, at its sole expense, risk insurance policies pertaining to the Leased Premises, including without limitation tenant improvements. The coverage under such policies shall be of a type and in amounts reasonably determined by Lessor. Such insurance shall cover comprehensive general liability to include acts commonly referred to as "personal injury," such as false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation, invasion of privacy, and wrongful entry or eviction, "property damage," and all risk damage insurance covering the buildings and other improvements on the Leased Premises in an amount equal to one hundred percent (100%) of the replacement cost thereof, with either automatic increase in construction costs or inflation guard provision, and with a clauses for contingent liability due to operation of local building ordinances. Lessor shall be named as an additional insured and names as first priority loss payee for all claims and payments on all such policies.
8. **TAXES.** All real estate taxes, special assessments, personal property taxes, and any other tax applicable to the ownership, rental, or operation of the Leased Premises (if applicable), other than Lessor's personal income taxes, shall be paid by Lessee within thirty (30) days after the same first become due. In the event that Lessee should fail to timely pay any such taxes or assessments, then Lessor shall be entitled to require that Lessee pay, with the monthly rent,

into escrow with Lessor, an amount equivalent to one-twelfth (1/12) of the annual estimated taxes and assessments on the Leased Premises, as reasonably determined by Lessor. Such funds shall be maintained as an escrow fund in a separate bank account established by Lessor. Lessor shall pay such taxes as they become due from the said escrow fund. If the escrow fund is insufficient to pay any tax bill, then Lessee shall make up any deficiency within ten (10) days after demand from Lessor. Any excess amount remaining in the escrow fund at the termination of the Lease shall be promptly refunded to Lessee. Any excess amount remaining in the escrow fund at the end of the Lease Term or Renewal Term shall be applied against the following year's escrow fund. Lessee's monthly escrow payment shall be subject to any increase each Renewal Term based on Lessor's reasonable estimate of the taxes to become due during such Renewal Term.

9. **ENVIRONMENTAL MATTERS.** Lessee shall strictly comply with all laws, ordinances, orders, rules, regulations, and requirements of all Federal, State, County, and Municipal governments pertaining to environmental matters. The Leased Premises shall not be used for the storage of hazardous substances as that term is used in the environmental laws, ordinances, and regulations. Lessee shall defend, identify, and hold Lessor harmless from any hazardous substance on the Leased Premises.
10. **INTEREST.** Any installment of monthly rent payable hereunder by Lessee to Lessor that is not paid when due shall bear interest at the rate of the mortgage interest rate paid by the Lessor plus three (3) percent, from and after the due date until the same shall be paid, or in the absence of a mortgage interest rate, at the rate of five (5) percent per year compounded monthly. By charging interest on payments that are overdue, Lessor shall not be deemed to have waived its right to declare a default in the Lease and demand possession.
11. **ASSIGNMENT.** Lessee shall not have the right to sub-lease the premises unless otherwise agreed in writing by the Lessor.
12. **ALTERATIONS AND FIXTURES.** Lessee may not make alterations, additions, or improvements to the Leased Premises without obtaining the prior written consent of Lessor. All additions and improvements made by Lessee, excepting movable equipment and movable fixtures, shall become the property of Lessor on the termination of this Lease.
13. **LIABILITY AND INDEMNITY.** All personal property in or on the Leased Premises shall be at the risk of the Lessee only and, without limiting the foregoing. Lessor shall not be liable for any damage to persons or property sustained by Lessee or other persons due to the buildings and improvements located on the Leased Premises, or any part of appurtenance thereof, becoming out of repair; or arising from the bursting or leaking of water, gas or steam pipes, or breakage or failure of any electrical circuits; or arising from any act or neglect of Lessee or any other person; or due to the happening of any accident in, on or about said buildings or improvements;

or for any loss by theft or burglary. Lessee covenants and agrees that it shall defend, indemnify, and save Lessor harmless from any liability for injury to persons or property suffered by anyone upon the Leased Premises during the term of this Lease so long as such injury is not the result, direct or indirect, of one or more negligent or willful acts or omissions of the Lessor, its agents, employees, or invitees.

14. **MUTUAL RELEASE.** Anything in this Lease to the contrary notwithstanding, each party (the "Releasing Party") hereby releases the other party ("the Released Party") from liability occurring during the term of this Lease that results from any accident or occurrence or casualty (i) that is covered by a fire and extended coverage policy, or an all risk of direct physical loss policy, or (ii) that is covered by any other insurance being carried by the Releasing Party at the time of such occurrence; provided that such release shall not invalidate such insurance coverage.

15. **RIGHT TO MORTGAGE, ATTORNMENT, AND CERTIFICATE.**

- A. Right to Subordinate Lessee's Interest. Lessor reserves the right to subject and subordinate this Lease at all times to the lien of any mortgage, or mortgages now or hereafter placed upon Lessor's interest in the Leased Premises; provided, however, that any mortgage dated after the commencement of this Lease shall provide that Lessee's rights under the Lease shall be superior to those of the mortgagee so long as Lessee is not in material default under the terms of this Lease. Lessee agrees to execute and deliver, upon demand, instruments subordinating this Lease to a lien of any such mortgages in a form reasonably requested by Lessor. This power is hereby declared to be coupled with an interest and irrevocable.
- B. Attornment. Lessee agrees to attorn to any mortgagee taking possession of the Leased Premises and to any successor in ownership of Lessor.
- C. Compliance Statement. Lessee shall, at any time, upon not less than ten (10) days prior written notice from Lessor, execute, acknowledge, and deliver to Lessor a statement in writing that Lessee is in compliance with the terms of this Lease, in a form reasonably requested by Lessor.

16. **DAMAGE OR DESTRUCTION.**

- A. Damage or Destruction to Leased Premises. If, during the lease term, the buildings or other improvements on, in, or appurtenant to the Leased Premises at the commencement of the term or thereafter erected thereon should be destroyed or damaged in whole or in part by fire or other cause, reasonably prompt dispatch shall restore, repair, and rebuild any such buildings, improvements, or equipment, or to pay any of the costs or expenses thereof beyond or in excess of the insurance proceeds as herein provided.
- B. No Abatement. There shall be no abatement of rent during the period of Restoration.
- C. Commencement of Restoration. Restoration shall commence as soon as any insurance payments have been received and necessary permits have been obtained. Lessor and

Lessee shall work diligently and in good faith to receive insurance payments and all necessary permits.

17. **LIENS.** Except as herein permitted, Lessee shall have no power to do any act or make any contract that may create or be the foundation for any lien, mortgage, or other encumbrance upon the reversion or other estate of Lessor, or upon any interest of Lessor in the Leased Premises or in the buildings or other improvements thereon. If, because of any act or omission of Lessee, any construction or other lien, security interest, charge, or order for the payment of money should be filed against Lessor, then Lessee shall, at its own cost and expense, cause the same to be cancelled and discharged of record or bonded within ten (10) days after notice thereof.
18. **DEFAULT AND REENTRY.** If Lessee materially defaults in the payment of rent or in the performance of any of the conditions or agreements contained in this Lease; if Lessee shall become insolvent; if bankruptcy, receivership or other insolvency proceedings shall be begun by or against Lessee' or if Lessee shall abandon or vacate the Leased Premises before the end of the term; then Lessor shall be entitled to reenter the Leased Premises and Lessee's right to enter said Leased Premises shall be suspended. Such reentry and suspension shall not operate as an eviction or cancellation of this Lease. Lessor may, without cancellation of this Lease, avail itself of the above privilege of reentry, and relet all or part of the Leased Premises in its own name as agent of Lessee for such rent and upon terms as Lessor may deem advisable. If Lessor is unable to realize the full rental required by this Lease, Lessee hereby agrees to pay all deficiencies, including any expense incurred by Lessor in the reletting (including without limitation the cost of renting and cleaning). Such reletting may be made for a part of or for the full unexpired Lease term, or the Lessor may create a new term to extend beyond the Lease Term, without releasing Lessee from liability hereunder to pay all deficiencies due under this Lease and the expenses incurred by reletting, cleaning, altering, and redecorating.
19. **ACCESS BY LESSOR.** Lessor may enter the Leased Premises during Lessee's business hours to exhibit or examine the same by providing prior notice, provided that Lessor shall not unduly interrupt or interfere with Lessee's business activities. In an emergency, as reasonably determined by Lessor, Lessor may enter the Leased Premises.
20. **PAYMENT AFTER TERMINATION.** No payment of money by Lessee to Lessor after the termination of this Lease, or after giving of any required notice by Lessor to Lessee, shall reinstate, continue, or extend the terms of this Lease or affect any notice given to Lessee prior to the payment of such money, it being agreed that after the service of notice of the commencement of a suit or after final judgment granting Lessor possession of the Leased Premises, Lessor may receive and collect any sums of rent due or any other sums of money,

whether as rent or otherwise, shall not waive said notice or in any manner affect any pending suit or any judgment theretofore obtained.

21. **PERSONAL PROPERTY AFTER DEFAULT.** If Lessee should fail to remove all of its personal property from the Leased Premises after termination of this Lease, Lessor may, at its option, remove the same in any manner that Lessor shall choose, and store said property without liability to Lessee for loss thereof. Lessee agrees to pay Lessor upon demand any and all expenses incurred in such removal, including court costs and attorneys' fees and storage charges for any length of time that the property is in Lessor's possession. Alternatively, Lessor may, at its option, without notice to Lessee, sell the property at private sale without legal process for such price as Lessor shall apply the proceeds of such sale to any amounts due under this Lease from Lessee to Lessor and to the expense incident to the removal and sale of the property, with any remaining balance paid to the Lessee.
22. **CONDEMNATION.** If the whole or any part of the Leased Premises is taken by the power of eminent domain, then this Lease shall cease as to the parcel taken as of the date title vests in the condemnor; and the rent reserved shall then abate proportionately as to the part so taken, or shall cease if the whole Lease Premises is taken. A sale in lieu of condemnation shall be considered a "taking." At the option of either party, this Lease shall terminate if the part of the Leased Premises so taken in such so as to prevent the continued operation of Lessee's normal business activity on the Leased Premises. Lessee shall not share in the proceeds of any condemnation award except as to an award made to Lessee for cost of moving, loss of business, and trade fixtures, and after payment of Lessee's fair share of the expense and fees of obtaining such award. If neither party elects in writing to terminate this Lease within thirty (30) days of a taking that prevents continued operation of Lessee's normal business activity by giving written notice of election to the opposite party, then Lessor shall upon receipt of the award for taking make the necessary repairs and alterations so as to constitute the portion of the buildings or other improvements taken a separate architectural unit, to the extent reasonably permissible under the circumstances; provided that the work required shall not exceed that required for the buildings' or other improvements' original construction nor shall the amount expended exceed the net award received by Lessor less the costs of obtaining the award and any payments to any mortgagee for diminution in the value of the fee.
23. **CONDITION OF PREMISES.** The Leased Premises shall be delivered to Lessee in "as is" condition and without any representation by Lessor as to the condition or agreement by Lessor to make alterations or repairs.
24. **SHOWING OF PREMISES.** For a period commencing thirty (30) days prior to the termination of this Lease, Lessor may show the Leased Premises to prospective tenants.

25. **PEACEFUL POSSESSION.** Lessee, on paying the rentals herein provided, and performing all the covenants and agreements herein contained to be performed by it, in the manner and at the set therefor, shall and may peacefully and quietly have, hold, and occupy the Leased Premises for the term aforesaid.

26. **MISCELLANEOUS.**

- A. Entire Agreement and Amendment. This Lease represents the entire agreement between the parties regarding the subject matter hereof, and no prior negotiations, representations, or discussions between the parties shall have any force or effect unless contained herein. No amendment to this Lease shall be binding on a party unless made in writing and signed by such party. No representation, guaranty, or warranty, except such as is herein contained, or any collateral agreement hereto, shall be binding unless the same is in writing and references this Lease.
- B. Severability. If any term, covenant, or condition of this Lease or the application thereof to any person or circumstance shall be found, to any extent, invalid or unenforceable, shall not be affected thereby and each term, covenant, or condition of this Lease shall be valid and enforced to the fullest extent permitted by law.
- C. Lessor's Obligations Upon Transfer. Upon any sale or transfer, including any transfer by operation of law, of the Leased Premises, Lessor shall be relieved from all subsequent obligations under this Lease, provided that the buyer or transferee shall assume such obligations in writing.
- D. Successors. The covenants, conditions, and agreements made and entered into by the parties hereto shall inure to the benefit of and shall be binding upon their respective heirs, legal representatives, successors, and assigns, as the case may be. If more than one person signs this Lease as Lessee or Lessor, the provisions hereof shall bind them jointly and severally.
- E. Drafting. This Lease has been executed and reviewed by both parties and after opportunity for both parties to have it reviewed by legal counsel of their choice. None of the provisions of this Lease shall be interpreted against either party solely by reason of the fact that legal counsel for such party drafted any such provision.
- F. Governing Law and Venue. This Lease shall be governed by and interpreted in accordance with the laws of the State of Michigan. Venue for any action brought under this Lease shall lie in a court of competent jurisdiction sitting in Kalamazoo County, Michigan.
- G. Time of Essence. Time is of the essence with respect to this Lease and all provisions hereof.
- H. Attorneys' Fees. The prevailing party in any legal action commenced as a result of any breach of this Lease shall be entitled to recover such party's actual attorneys' and legal fees, costs, and expenses incurred in relation to such legal action.
- I. Waiver. The failure of a party to insist upon strict adherence to any term of this Lease or any occasion shall not be considered a waiver or deprive that party of the right

thereafter to insist upon strict adherence to that term or any other term of this Lease.
Any waiver must be in writing and is to be narrowly construed.

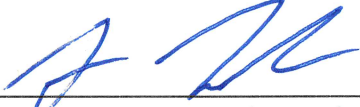
- J. Remedies. All rights and remedies of a party herein shall be cumulative, and none shall be exclusive of any other rights and remedies allowed by law.

Executed on the 26th day of August 2026

Lessor:
Palmira Properties

By: 
Name: Kirk LaPine, Member

Lessee:
R.W. LaPine, Inc.

By: 
Name: Ryan LaPine, President and CEO

CHARTER TOWNSHIP OF COMSTOCK

KALAMAZOO COUNTY, MICHIGAN

RESOLUTION

WHEREAS, R.W. LaPine, Inc. has applied under the provisions of 1974 PA 198, as amended, for an Industrial Facilities Exemption Certificate with regard to property located in Comstock Charter Township, Kalamazoo County, State of Michigan, which is more particularly described as:

SEC 30-2-10 E 220 FT OF W 700 FT OF N 497.8 FT NW1/4 SW 1/4 SEC 30
RES N 33 FT FOR ROW. Tax parcel 3907-30-305-030.

WHEREAS, the proposed improvements are located within an Industrial Development District created by Resolution of the Township Board of the Charter Township of Comstock adopted on 8/31/1992, after due and legal notice as required by law; and

WHEREAS, the proposed facility is calculated to and will at the time of issuance of said certificate have the reasonable likelihood to create employment, retain employment, or prevent a loss of employment within this Township; and

WHEREAS, the aggregate state equalized valuation of real and personal property exempt from ad valorem taxes under said 1974 PA 198, as amended, including the requested exemption, does not exceed 5% of the sum of the state equalized valuation of this Township.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That the requested Industrial Facilities Exemption Certificate as filed by R.W. LaPine, Inc. be and hereby is approved as set forth herein in the amount of \$557,743.00, to become effective December 31 of the year construction is completed and that for twelve (12) years thereafter the industrial facilities tax upon such improvements shall be determined in accordance with the provisions of 1974 PA 198, as amended.
2. That this Township Board does hereby specifically find and determine that the granting of this Industrial Facilities Exemption Certificate, when considered together with the aggregate amount of industrial facilities exemption certificates previously granted and currently in force, shall not have the effect of substantially impeding the operation of this Township or impairing the financial soundness of a taxing unit which levies an ad valorem property tax within this Township and, further, hereby recommends approval of said application by the State Treasurer and the State Tax Commission of the State of Michigan
3. That this Township Board does hereby specifically find and determine that R.W. LaPine, Inc.'s application complies with all of the applicable requirements imposed by Section 9(2) of 1974 PA 198, as amended.

4. That the foregoing Industrial Facilities Exemption Certificate is conditioned upon the applicant entering into an agreement with the Charter Township of Comstock pertaining to its compliance with its representations to the Township and certain sanctions and penalties for a default in such representations, as required by P.A. 334 of 1993. The Supervisor and Clerk are hereby authorized to sign this agreement on the Township's behalf.
5. That the Township Clerk be and hereby is directed to forward the application of R.W. LaPine, Inc. together with supporting documents and resolutions to the State Tax Commission of the State of Michigan for approval and for the issuance of an Industrial Facilities Exemption Certificate in accordance with the provisions of 1974 PA 198, as amended.
6. That all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution be and the same hereby are rescinded.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Comstock Charter Township Board held at the Township Hall on Monday, October 19, 2026, that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

Amber Lawrence, Clerk
Comstock Charter Township

INDUSTRIAL FACILITIES TAX EXEMPTION AGREEMENT

AND AFFIDAVIT

AGREEMENT made this ____ day of _____, 2026, by and between the **CHARTER TOWNSHIP OF COMSTOCK**, Kalamazoo County, Michigan (hereinafter "Township"); and R.W. LaPine, Inc. (hereinafter "Applicant").

WHEREAS, the Township received an application from Applicant for the issuance of an Industrial Facilities Tax Exemption Certificate for its proposed improvements within an Industrial Development District heretofore established by the Township Board of said Township;

WHEREAS, Public Act 266 of 1994 requires a written agreement between the Township and the Applicant before an Industrial Facilities Exemption Certificate can be approved by the Department of Treasury;

WHEREAS, the Township through its Township Board has passed a Resolution approving in whole or in part the granting of the Applicant's application for an Industrial Facilities Exemption Certificate subject to the Applicant entering into the within Agreement;

NOW, THEREFORE, IN CONSIDERATION of the approval of the said Industrial Facilities Exemption Certificate and the commitments contained herein, it is hereby agreed by and between the parties hereto as follows:

1. The Applicant, as a result of said improvements, shall create not less than twenty (20) new jobs in its facility within two years of the completion of the project for which said Industrial Facilities Exemption Certificate was issued and shall maintain these new jobs as well as the applicant's current ten (10) jobs at the facility during the term of the Certificate. Failure to hire and maintain these positions shall be considered a material breach of this Agreement.
2. The Applicant agrees to hire and maintain the facility for the entire period of the Certificate within the Township and not to move or relocate the facility, business, or any portion of either outside the industrial development district without first obtaining the permission of the Township. If Applicant relocates the facility, business, or any portion of either outside the industrial development district during the period in which the Industrial Facilities Exemption Certificate is in effect, the applicant shall be liable to the Township for an amount equal to the difference between the industrial facilities tax to be paid by the owner or lessee of that facility for that facility for the tax years remaining under the Industrial Facilities Exemption Certificate that is in effect and the general ad valorem property tax that the Applicant would have paid if the Applicant did not have an Industrial Facilities Exemption Certificate in effect for those years. For purposes of calculating the amount due hereunder, the taxable value of the facility shall be the same as was in effect at the time the facility was relocated outside the industrial development district. The payment provided in this section shall be distributed in the same manner as the industrial facilities tax is distributed.

3. The Applicant agrees to submit an annual project performance report to the Township addressed to the Township Clerk, provided under oath, setting forth the progress in attaining and maintaining the requirements of this Agreement and the provisions of the Certificate application. Such reports shall be furnished on or before July 1 of each year and shall contain, at a minimum, the following:
 - a. The number of new jobs promised in the Certificate and the actual number of new jobs created.
 - b. The number of employees at the time of the application and the current number of employees.
 - c. If the projection for creation or retention of jobs was not reached, give explanation.
 - d. The estimated project cost given in the application and the actual project cost.
 - e. If the actual project cost differs substantially from the projected cost, give explanation.
4. The Applicant agrees that if employment has not been retained or reached as represented, the construction and/or expansion project has not been completed or expenditures made as described in the Certificate application (which application is incorporated by reference as a part of this Agreement), or if the Applicant fails to fulfill any other provision of this Agreement as well as the provisions of Act 198 of 1974, as amended, the Township shall have the right to reduce the term or revoke the Certificate and Applicant shall repay to the Township and all taxing authorities the amount of taxes that were abated by reason of the Certificate.
5. Any payments due under this Agreement may be collected by either court proceedings or by adding to the next taxes due against the Applicant's property on the next tax roll of the Township.
6. If any of the various sections and provisions of this Agreement shall be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of the Agreement as a whole or any section or provision hereof other than the section or provision so declared to be unconstitutional or invalid.
7. The parties agree that the Township, in approving the granting of the Certificate, has relied on the actions, representations and promises (including the Application) of the Applicant. Default of any provisions of this Agreement may be enforced in law and equity. The parties agree that exclusive jurisdiction to resolve any disputes on this Agreement shall be in Kalamazoo County, Michigan.

8. The parties acknowledge that the Township's fee for processing the Industrial Facilities Exemption Certificate is less than the actual cost of such processing and/or two percent (2%) of the property tax abated, and no other charges are collected by the Township from the Applicant for such processing.

By signatures of representatives of both the Applicant and the Township below, it is understood that both the Applicant's investment in the project and the Township's investment through the granting of a Certificate is to encourage economic growth. It is also acknowledged that certain economic conditions can, at times, prohibit the maintenance of the Applicant's targeted status. It is understood that if such conditions exist at the time of the designated Applicant reports, the governing body of the Township will carefully evaluate the Applicant's situation and will inform the Applicant if any action is being considered by the Township in order to give the Applicant an opportunity for correction.

Signed in the presence of:

CHARTER TOWNSHIP OF COMSTOCK

By: Benjamin Martin
Its: Supervisor

By: Amber Lawrence
Its: Clerk

STATE OF MICHIGAN)
)ss.
COUNTY OF KALAMAZOO)

On this _____ day of _____, 2026, before me, a Notary Public, appeared Benjamin Martin and Amber Lawrence, who, being duly sworn, did say that they are Supervisor and Clerk respectively of Comstock Charter Township named in said agreement, who signed the same by authority of its Board of Trustees; and acknowledged this instrument to be the free act and deed of said Township.

Notary Public
Kalamazoo County, Michigan
My Comm. Expires: _____
Acting in Kalamazoo County, Michigan

Signed in the presence of:

R.W. LAPINE, INC.

By:
Its:

STATE OF MICHIGAN)
)ss.
COUNTY OF KALAMAZOO)

On this _____ day of _____, 2026, before me, a Notary Public in and for said County, appeared _____, who, being duly sworn, did say that he/she is the _____ of the corporation named in said Agreement, who signed the same by authority of its Board of Directors; and acknowledged said instrument to be the free act and deed of said Corporation.

Notary Public
Kalamazoo County, Michigan
My Comm. Expires: _____
Acting in Kalamazoo County, Michigan



MEMO

From: Clerk Amber Lawrence

Re: Township FOIA Procedures

Charter Township of Comstock Board

Monday October 19, 2026

Summary / Purpose:

Review of Current Practices & Procedures and Potential Updates Needed

Attachments:

- FOIA Procedures Update
- FOIA Summery Highlighted
- FOIA Worksheet Highlighted
- FOIA Request Form Highlighted

MEMORANDUM

To: Charter Township of Comstock Township Board

From: Clerk's Office

Date: Oct 13, 2026

Meeting: October 19th Meeting

Re: Update of Township FOIA Procedures, Guidelines, and Public Summary — Discussion and Possible Action

The Township's published FOIA Procedures and Guidelines and Public Summary are an unmodified 2015 Michigan Townships Association template containing a contracted-labor rate tied to a state minimum wage that has changed twice since publication.

Under MCL 15.234(4), a public body's authority to charge FOIA fees and require deposits is conditioned on having established, made publicly available, and maintained these documents. The Clerk's Office recommends the Board authorize an update now, ahead of the volume of records requests the Township is currently receiving.

What Is Currently Posted

A review of the Township's [FOIA page](#) on October 13, 2026 found the following.

Item	What's posted	Issue
Public Summary of FOIA Procedures & Guidelines	Running header reads "Public Summary of Township FOIA Policies and Guidelines (MTA 2015)"; file name ends in "2019"	Unmodified 2015 MTA template; carries no adoption date, no revision date, and no version number
Contracted labor rate	Public Summary states the formula only: "6 times the state minimum hourly wage." The Cost Itemization Worksheet hard-codes the figure: "6 times the state minimum hourly wage rate of ____ (currently \$9.25)"	\$9.25 was Michigan's minimum wage effective January 1, 2018. It is \$13.73 as of January 1, 2026 and rises to \$15.00 on January 1, 2027. The Worksheet therefore shows a ceiling of \$55.50 where the statute now allows \$82.38. The Summary's formula wording is correct and needs no change
FOIA Coordinator	Named on the web page (Lisa Cochran) but not named anywhere in the governing	The adopted document does not identify the Coordinator or reflect the Board's current

Item	What's posted	Issue
	Public Summary	designation
Appeal routing	Denial and fee appeals are directed to the Township Board	Correct in form, but adopted by a Board whose membership has turned over almost entirely since August 2026
Township Fee Schedule	Copy fees "updated in connection with FOIA Requests," Board Approved 12/16/2025	Current, but contains no labor or media rates — so two documents of different vintages govern Township FOIA charges with no single authoritative statement
FOIA Request Form / Cost Itemization Worksheet	Re-uploaded March 2024	Current in form; the Itemization Worksheet is required by statute and is properly posted
Procedures and Guidelines (the governing document)	Not posted on the Township's FOIA page. The page posts the Public Summary, the Request Form and the Cost Itemization Worksheet only	MCL 15.234(4) requires a public body with a website to post and maintain both the procedures and guidelines and the written public summary. The Summary itself tells readers the full Procedures and Guidelines are available on the website. Staff should confirm whether the document exists and is posted elsewhere; if it is not, this is the most direct compliance gap of the items listed here
Appeal routing and appeal forms	Summary directs appeals to "the office of the Township Supervisor (or 'clerk' or 'FOIA Coordinator,' etc.)" and refers requesters to two Appeal Forms said to be on the website	The parenthetical is an unfilled template placeholder — the Township never selected which office receives an appeal. Neither appeal form is posted on the FOIA page

The copy charges, the five-business-day response window, the ten-business-day extension, the \$50 deposit threshold, and the appeal timelines in the posted Summary all remain consistent with current law. The defect is not that the policy is wrong throughout — it is that the document is visibly unmaintained and contains at least one figure that is demonstrably out of date on its face.

Why This Matters

The right to charge FOIA fees is conditional. MCL 15.234(4) requires every public body to establish FOIA procedures and guidelines, create a written public summary, and — if it maintains a website — post and maintain both on that site. The statute then provides that a public body that has not met those requirements "shall not require deposits or charge fees otherwise permitted under this act until it is in compliance with this subsection," while remaining fully obligated to produce the records.

The Township requires a deposit on any request estimated above \$50. Every deposit the Township requires, and every fee it collects, rests on the proposition that its posted procedures are established and maintained. A requester who wants to contest a deposit does not need to win that argument to cost the Township time and legal expense — they only need to point at a document whose own header says 2015 and whose labor rate reflects a minimum wage last in effect in 2018.

The exposure runs in both directions. To be clear for the record: charging *less* than the statutory ceiling is not itself a violation. The Township is not overcharging. But the same stale figure that under-recovers allowable cost today is also the clearest available evidence that the policy has not been maintained — and under MCL 15.240a, a fee appeal goes to this Board, with civil action available in Kalamazoo County Circuit Court. Where a court finds a fee arbitrary and capricious, the statute provides \$500 in punitive damages; where a requester obtains a fee reduction of 50% or more, the court may award attorney fees and costs. A requester who prevails on an improper denial can recover \$1,000 plus fees.

There is also a reputational dimension. The Township is currently answering records requests from a television reporter, a statewide political party, and an organized citizens' group. The first thing any of them sees when they check the Township's procedures is a template with another organization's 2015 version stamp in the header.

Why Now

The Township is in an unusually high-volume, high-scrutiny period for records requests. The September 21, 2026 packet alone reported ten FOIA requests completed between August 12 and September 21, 2026, including:

- a WWMT-TV reporter and a citizen requesting body-camera footage and staff communications regarding park access;
- the Michigan Libertarian Party requesting automated license plate reader vendor contracts;
- a citizens' group requesting the Township Oath Book for July 1 through September 14, 2026;
- the Kalamazoo County Sheriff's Office requesting a Fire Marshal report in support of a prosecution;
- four commercial property, environmental, and building-permit requests from businesses.

Three matters now in progress will generate more: the **forensic audit** authorized August 19, 2026; the **pending circuit court challenge** to the former Superintendent's separation payment; and the **one-year KABA withdrawal notice** approved October 5, 2026, which will put building department records, permit files, and the transition itself in front of applicants, builders, and the press for the next twelve months.

The practical point is timing. Updating a FOIA policy in a quiet month is housekeeping. Updating it after a fee has been contested looks like a response to the contest. The Township is better served adopting a current policy before the next dispute than during one.

There is also a fixed deadline worth noting: the state minimum wage rises to \$15.00 on January 1, 2027, which moves the statutory contracted-labor ceiling to \$90.00 per hour. Whatever the Board adopts should be written to track the statutory formula rather than restate a dollar figure that will need amending again in eleven weeks.

What an Update Involves

This is a small project with a disproportionate protective value. The work is:

1. **Adopt current Procedures and Guidelines and a Public Summary.** MTA publishes an updated template for member townships. The Clerk's Office would adapt it to name the FOIA Coordinator, reflect the Township's actual practice, and carry an adoption date and revision history.
2. **State labor and media rates by formula, not by fixed figure.** Writing the contracted-labor charge as "six times the state minimum hourly wage, as adjusted" keeps the document accurate through the January 1, 2027 increase and every one after it.
3. **Reconcile the Fee Schedule and the FOIA documents** so copy charges, labor rates, and media costs appear once, consistently, with a single effective date.
4. **Re-confirm the FOIA Coordinator designation** by Board action, so the designation rests on this Board's record rather than a predecessor's.
5. **Post and date everything** on the Township website, replacing the 2019-vintage file, and keep the superseded version in the Clerk's records for retention purposes.

Cost and time. The template work is staff time in the Clerk's Office, not a new expenditure. Township Attorney review of the final draft is the only outside cost, and it is modest relative to a single contested fee appeal. The Clerk's Office estimates a draft ready for Board review within thirty days of authorization.

Related Question: Waiving Fees on Small Requests

The Clerk's Office is considering a standing waiver of FOIA fees for small requests as a service to residents, and recommends the Board decide it as part of this policy update rather than in a separate pass.

It is permitted. FOIA fees are permissive, not mandatory — MCL 15.234 provides that a public body *may* charge a fee, and expressly allows the FOIA Coordinator to waive or reduce a fee where doing so is in the public interest. A number of Michigan municipalities set a floor below which they do not bill.

The administrative case is as strong as the goodwill case. Preparing the cost itemization, issuing the invoice, tracking payment, following up, and reconciling a small fee routinely costs the Township more staff time than the fee recovers. A waiver also removes the most common category of fee dispute: every fee charged is a fee that can be appealed to this Board under MCL 15.240a, with circuit court review and attorney-fee exposure where a court reduces a fee by 50% or more. Small fees are the least worthwhile place to carry that risk.

Three drafting points if the Board proceeds:

1. **Waive the first \$50 of every request rather than setting a cliff.** If requests under \$50 are free but a \$51 request is billed in full, the Township creates a hard edge at which requesters have reason to contest how the estimate was calculated. Waiving the first \$50 on every request removes that incentive and applies the benefit evenly.
2. **Adopt it in writing and apply it uniformly.** A written, Board-adopted waiver is protective. The same practice applied informally and case by case is the opposite — inconsistent waivers are precisely the fact pattern that makes a fee look arbitrary and capricious on appeal.
3. **Distinguish it from the existing \$50 deposit trigger.** The current Public Summary already uses \$50 as the threshold at which a deposit is required. If the waiver also keys on \$50, the revised documents must state plainly which figure governs what.

Two cautions. First, a waiver does not cure the compliance question above: the duty to establish, post, and maintain procedures and guidelines under MCL 15.234(4) applies whether or not the Township charges anything, and the Township would still charge above the threshold. Second, a publicized floor can invite a requester to split one large request into many small ones, and FOIA provides no volume-based grounds to decline. The Clerk's Office would recommend adopting the waiver for a trial period and returning to the Board with actual figures after twelve months.

What the Township actually collects. Township receipt records for calendar year 2026 show the following.

Measure	Calendar 2026 to date
FOIA requests received	103
Requests that generated a fee	5
Total FOIA fees collected	\$1,354.57
Average per request received	\$13.15
Portion collected from the three requests over \$50	\$1,260.94

Calendar year 2025 collections, for comparison, totaled \$791.84. The pattern in both years is the same: nearly all FOIA revenue comes from a small number of large requests, and the great majority of requests produce no fee at all. One request this year accounts for 56% of the year's total.

What the waiver would cost. Applied against 2026 actuals, waiving the first \$50 of each request would have reduced collections by approximately **\$200 to \$250 for the full year**. Requests above the threshold would continue to be billed for the balance above \$50, so the three requests that produced nearly all of this year's revenue would still be billed. What the Township would give up is roughly two hundred dollars; what it would stop spending is staff time preparing estimates, itemizations, invoices, and payment follow-up on the ninety-eight requests that currently return nothing.

Figures from the Receipt Items Listing Report for post dates 01/01/2025 through 10/13/2026 and the 2026 FOIA tracking log.

Requested Board Action

The Clerk's Office requests that the Board authorize the update and direct that the revised documents return for adoption.

Suggested motion: *To direct the Clerk's Office to prepare updated FOIA Procedures and Guidelines and a written Public Summary consistent with MCL 15.234, including labor and media charges stated by statutory formula and a named FOIA Coordinator; to authorize Township Attorney review of the draft; and to bring the revised documents back to the Board for adoption, with the approved documents to be posted on the Township website upon adoption.*

If the Board wishes to proceed with the fee waiver discussed above, a companion motion would be: to direct that the revised documents include a waiver of the first \$50 of fees on each request, applied uniformly, for a trial period of twelve months, with the Clerk's Office to report actual fee revenue and request volume to the Board at the end of that period. The FOIA Coordinator designation can likewise be taken up as a separate motion at the meeting the documents are adopted.

Attachments: Current Public Summary of FOIA Procedures and Guidelines (as posted); Township Fee Schedule, Board Approved 12/16/2025.

Sources: [Township FOIA page](#) · [Public Summary as posted](#) · [Township Fee Schedule](#) · [MCL 15.234](#) · [Michigan minimum wage — LEO](#)

Public Summary of FOIA Procedures and Guidelines

As posted at comstockmi.gov — reviewed October 13, 2026

Highlighted passages and why each matters

- 1** Version stamp. This is an unmodified Michigan Townships Association template from 2015. The document carries no Township adoption date, no revision date, and no version number. It appears in the footer of all six pages.
- 2** The Summary states the full Procedures and Guidelines are available on the Township website. The FOIA page posts only this Summary, the Request Form and the Cost Itemization Worksheet. MCL 15.234(4) requires BOTH the procedures and guidelines AND the summary to be posted and maintained; the statute conditions the authority to charge fees and require deposits on doing so.
- 3** Stated as a formula with no dollar figure, which is the correct drafting approach — it stays accurate as the minimum wage changes. It conflicts, however, with the Cost Itemization Worksheet, which hard-codes a 2018 figure (see that document, callout 1).
- 4** Unfilled template placeholder. The Township never selected which office receives an appeal. A requester reading this cannot tell where to file.
- 5** Refers requesters to an Appeal Form said to be on the Township website. No appeal form is posted on the FOIA page.
- 6** Second unfilled placeholder follows this sentence — same issue as callout 4, for fee appeals.
- 7** Refers requesters to a second Appeal Form said to be at Township Hall and on the website. Not posted on the FOIA page.
- 8** The Request Form carries a stipulation and signature line for the indigence discount, not a sworn Affidavit of Indigence. The Summary promises a document the form does not contain.

Comstock Charter Township

Public Summary of FOIA Procedures and Guidelines

It is the public policy of this state that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees.

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, **copies of the Township's FOIA Procedures and Guidelines are available at no charge at any Township office and on the Township's website: www.comstockmi.gov.**

1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record so as to enable the Township to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - Any verbal request will be documented by the Township on the Township's FOIA Request Form.
 - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at www.comstockmi.gov and at the Comstock Township Offices.
- Written requests may be delivered to the Township Hall in person or by mail: Office
Location: 5858 King Highway, Kalamazoo, MI 49048

Mailing Address: PO Box 449, Comstock, MI 49041-0449

- Requests may be faxed to: (269) 381-4328. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.

- Requests may be emailed to: foia@comstockmi.gov . To ensure a prompt response, email requests should contain the term “FOIA” or “FOIA Request” in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
 - - Grant the request, ○ Issue a written notice denying the request, ○ Grant the request in part and issue a written notice denying in part the request, ○ Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on the Township’s website
- If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

3. What are the Township’s deposit requirements?

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Township requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in the Township's possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records;
 - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to the Township; and ○ The Township has calculated an estimated detailed itemization that is the basis for the current written request’s increased fee deposit.

- The Township will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the Township; ○ The Township is subsequently paid in full for all applicable prior written requests; or ○ Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

4. How does the Township calculate FOIA processing fees?

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.

- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

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An affidavit is sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Township FOIA Request Form, which is available on the Township's website: www.comstockmi.gov.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- 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.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

4 If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Board by filing a written appeal of the denial with the office of the Township Supervisor (or “clerk” or “FOIA Coordinator,” etc.).

5 The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial. You may use the Township FOIA Appeal Form (To Appeal a Denial of Records), which is available on the Township’s website: www.comstockmi.gov.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in Kalamazoo County Circuit Court within 180 days after the Township's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys’ fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

6 If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Board by filing a written appeal for a fee reduction to the office of the Township Supervisor (or “clerk” or “FOIA Coordinator,” etc.).

7 The appeal must specifically state the word “appeal” and identify how the required fee exceeds the amount permitted. You may use the Township FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Township Hall and on the Township’s website: www.comstockmi.gov.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal.

Within 45 days after receiving notice of the Township Board’s determination of the processing fee appeal, you may commence a civil action in Kalamazoo County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys’ fees, costs and disbursements. If the court determines that

the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

FOIA Detailed Cost Itemization Worksheet

As posted at comstockmi.gov — reviewed October 13, 2026

Highlighted passages and why each matters

- 1** PRIMARY FINDING. The form instructs staff that the statutory ceiling on contracted redaction labor is six times a state minimum wage of \$9.25. That was Michigan's minimum wage effective January 1, 2018. It is \$13.73 as of January 1, 2026 and rises to \$15.00 on January 1, 2027. The form therefore understates the current ceiling by roughly a third (\$55.50 shown versus \$82.38 allowed), and is the clearest evidence on the Township's public pages that these documents have not been maintained.
- 2** The billing increment is left blank and is identified as something the Township Board sets. There is no record of the Board having set it. The same blank repeats in sections 2, 3a, 3b and 6b.
- 3** This recital must be true for contracted redaction labor to be charged at all. With a FOIA Coordinator and Clerk's staff now performing redactions in-house, the Township should confirm when this section may properly be used.

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

Comstock Charter Township, Kalamazoo County
5858 King Highway, Kalamazoo MI 49048
P.O. Box 449, Comstock MI 49041
Phone: (269) 381-2360

Detailed Cost Itemization

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for Request No.: _____ Date Request Received: _____

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the township's FOIA Policies and Guidelines.

1. Labor Cost for Copying / Duplication

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in ____-minute time increments as set by the township board (for example: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge.

Hourly Wage Charged: \$ _____

Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

OR

Multiply the hourly wage by the percentage multiplier: _____%
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ _____

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

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

Number of increments

x _____ = \$ _____

1. Labor Cost

2. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** _____

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

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

Hourly Wage Charged: \$ _____

Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

OR

Multiply the hourly wage by the percentage multiplier: _____%
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ _____

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

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

Number of increments

x _____ = \$ _____

2. Labor Cost

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

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

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

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

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

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

Hourly Wage Charged: \$ _____

Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

OR

Multiply the hourly wage by the percentage multiplier: _____%
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ _____

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

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

Number of increments

x _____ = \$ _____

3a.
Labor Cost

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

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

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

As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of _____ (currently \$9.25).

Name of contracted person or firm: _____

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

Hourly Cost Charged: \$ _____

Charge per increment: \$ _____

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

Number of increments

x _____ = \$ _____

3b.
Labor Cost

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

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

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

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

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

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

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

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed** 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A township **must** utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of
Sheets:

x _____ = \$ _____
x _____ = \$ _____

Costs:

x _____ = \$ _____

No. of Items:

x _____ = \$ _____

4. Total
Copy Cost

\$ _____

5. Mailing Cost:

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

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

Actual Cost of Envelope or Packaging: \$ _____

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

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

*Expedited Shipping or Insurance as Requested: \$ _____

Number of
Envelopes or
Packages:

x _____ = \$ _____

x _____ = \$ _____
x _____ = \$ _____
x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

Costs:

5. Total
Mailing Cost

\$ _____

☐ * Requestor has requested expedited shipping or insurance

6a. Copying/Duplicating Cost for Records Already on Township's Website: If the public body has included the website address for a record in its written response to the requestor, <u>and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media</u>, the township will provide the public records in the specified format and may charge copying costs to provide those copies. No more than the <u>actual</u> cost of a sheet of paper, up to maximum 10 cents per sheet for: - Letter (8 ½ x 11-inch, single and double-sided): _____ cents per sheet - Legal (8 ½ x 14-inch, single and double-sided): _____ cents per sheet No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes: - Other paper sizes (single and double-sided): _____ cents / dollars per sheet <u>Actual and most reasonably economical cost of non-paper physical digital media:</u> <u>Circle applicable:</u> Disc / Tape / Drive / Other Digital Medium Cost per Item: _____ ☐ Requestor has stipulated that some / all of the requested records that are <u>already available on the township's website</u> be provided in a paper or non-paper physical digital medium.	Number of Sheets: x _____ = x _____ = x _____ = No. of Items: x _____ =	Costs: \$ _____ \$ _____ \$ _____ 6a. Web Copy Cost \$ _____
6b. Labor Cost for Copying/Duplicating Records Already on Township's Website: This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in _____-minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i> Hourly Wage Charged: \$ _____ Charge per increment: \$ _____ <u>OR</u> Hourly Wage with Fringe Benefit Cost: \$ _____ <u>OR</u> Multiply the hourly wage by the percentage multiplier: _____ % and add to the hourly wage for a total per hour rate. The township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format. ☐ Overtime rate charged as stipulated by Requestor	To figure the number of increments, take the number of minutes: _____, divide by _____-minute increments, and round down. Enter below: Number of increments x _____ =	6b. Web Labor Cost \$ _____
6c. Mailing Cost for Records Already on Township's Website: Actual Cost of Envelope or Packaging: \$ _____ Actual Cost of Postage: \$ _____ per stamp / per pound / per package Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____ *Expedited Shipping or Insurance as Requested: \$ _____ ☐ * Requestor has requested expedited shipping or insurance	Number: x _____ = x _____ = x _____ = x _____ =	Costs: \$ _____ \$ _____ \$ _____ \$ _____ 6c. Web Mailing Cost \$ _____

<u>Subtotal Fees Before Waivers, Discounts or Deposits:</u> Estimated Time Frame to Provide Records: _____ (days or date) The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.	☐ Cost estimate ☐ Bill	1. Labor Cost for Copying: \$ _____ 2. Labor Cost to Locate: \$ _____ 3a. Labor Cost to Redact: \$ _____ 3b. Contract Labor Cost to Redact: \$ _____ 4. Copying/Duplication Cost: \$ _____ 5. Mailing Cost: \$ _____ 6a. Copying/Duplication of Records on Website: \$ _____ 6b. Labor Cost for Copying Records on Website: \$ _____ 6c. Mailing Costs for Records on Website: \$ _____ Subtotal Fees: \$ _____
<u>Waiver: Public Interest</u> A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. ☐ All fees are waived <u>OR</u> ☐ All fees are reduced by: _____ %	Subtotal Fees After Waiver:	\$ _____
<u>Discount: Indigence</u> A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who: 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence. If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply: (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. ☐ Eligible for Indigence Discount	Subtotal Fees After Discount (subtract \$20):	\$ _____
<u>Discount: Nonprofit Organization</u> A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements: (i) Is made directly on behalf of the organization or its clients. (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931. (iii) Is accompanied by documentation of its designation by the state, if requested by the township. ☐ Eligible for Nonprofit Discount	Subtotal Fees After Discount (subtract \$20):	\$ _____

Deposit: Good Faith The township may require a good-faith deposit in either its initial response or a subsequent response before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00 , based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit: _____%	Date Paid: _____	Deposit Amount Required: \$_____
Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full After a township has granted and fulfilled a written request from an individual under this act, if the township has not been paid in full the total amount of fees for the copies of public records that the township made available to the individual as a result of that written request, the township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply: (a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in the township's possession. (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request. (d) Ninety (90) days have passed since the township notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to the township. (f) The township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit. A township can no longer require an increased estimated fee deposit from an individual if ANY of the following apply: (a) The individual is able to show proof of prior payment in full to the township, OR (b) The township is subsequently paid in full for the applicable prior written request, OR (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the township.	Date Paid: _____	Percent Deposit Required: _____% Deposit Required: \$_____
Late Response Labor Costs Reduction If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township must do the following: (a) Reduce the charges for labor costs otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, with a maximum 50% reduction , if EITHER of the following applies: (i) The late response was willful and intentional, OR (ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.	Number of Days Over Required Response Time: _____ Multiply by 5% = Total Percent Reduction: _____	Total Labor Costs \$_____ Minus Reduction \$_____ = Reduced Total Labor Costs \$_____
The Public Summary of the township's FOIA Procedures and Guidelines is available free of charge from: Website: www.comstockmi.gov Email: foia@comstockmi.gov Phone: (269) 381-2360 Fax: (269) 381-4328 Mailing Address: PO Box 449, Comstock MI 49041-0449 Request Will Be Processed, But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed	Date Paid: _____	Total Balance Due: \$_____

(Form created by Michigan Townships Association, April 2015)

FOIA Request for Public Records (Request Form)

As posted at comstockmi.gov — reviewed October 13, 2026

Highlighted passages and why each matters

- 1** Version stamp. Same 2015 template generation as the Public Summary. Note also the unclosed parenthesis, which has been carried in the posted form.
- 2** The form's header gives only a mailing address and phone. The Public Summary tells requesters they may also submit by fax to (269) 381-4328 or by email to foia@comstockmi.gov. Those routes should appear on the form itself.
- 3** No FOIA Coordinator is named anywhere on the form. Lisa Cochran is identified on the website but not in any of the three posted documents.

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

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

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

FOIA Request for Public Records
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

3

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	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

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

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

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

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

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

(Complete both sides)

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

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

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:

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:



MEMO

From: Treasurer Sandy Bloomfield

Re: Proposal to move Fund Money from Fifth Third Securities to First National Bank of Michigan

Charter Township of Comstock Board

Monday October 19, 2026

Summary / Purpose:

Discussion of need to move fund money and possible action

Attachments:



MEMO

From: Supervisor Ben Martin
Re: Board of Review Appointment and Action

Charter Township of Comstock Board

Monday October 19, 2026

Summary / Purpose:

Fill a vacancy on the Board of Review

Attachments:



MEMO

From: Supervisor Ben Martin

Re: Kalamazoo County Grant Application – installation of a kayak launch at Merrill Park

Charter Township of Comstock Board

Monday October 19, 2026

Summary / Purpose:

Discussion of Grant and Board Discussion & Opinion

Attachments:



MEMO

From: Supervisor Ben Martin

Re: Closed Session – Attorney Client Privilege

Charter Township of Comstock Board

Monday October 19, 2026

Summary / Purpose:

Attachments:



MEMO

From: Clerk Amber Lawrence

Re: Reports

Charter Township of Comstock Board

Monday October 19, 2026

Summary / Purpose:

Attachments:

- Cash Summary By Bank Account – July
- Cash Summary By Fund – July
- Cash Summary By Bank Account – August
- Cash Summary By Fund - August

Cash Summary By Bank Account for Comstock Township
From 7/1 to 7/31/2026

	General Account		Tax Account		Trust & Agency Account		Digital Payments Account	
Beginning Balance	\$	2,706,158.94	\$	1,284.31	\$	55,415.00	\$	1,476.11
Add: Deposits/Credits		2,219,633.23		1,916,050.21		29,389.00		282,081.94
Less: Checks		(913,419.14)		(706,392.85)		(65,118.01)		-
Less: Withdrawals/Debits		(472,679.58)		(44,852.10)		(60.00)		(276,661.16)
Ending Balance	\$	3,539,693.45	\$	1,166,089.57	\$	19,625.99	\$	6,896.89

CASH SUMMARY REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

From 07/01/2026 to 07/31/2026

Account	Description	Beginning Balance 07/01/2026	Total Debits	Total Credits	Ending Balance 07/31/2026
Fund: 101	GENERAL FUND				
001.000	CASH - CHECKING	(87,956.66)	933,697.10	405,375.66	440,364.78
002.020	CASH - MICHIGAN CLASS	1,213,825.16	3,374.50	600,000.00	617,199.66
003.030	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
003.032	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
004.000	IMPREST & PETTY CASH	2,300.00	0.00	0.00	2,300.00
	GENERAL FUND	1,128,168.50	937,071.60	1,005,375.66	1,059,864.44
Fund: 204	MUNICIPAL STREET FUND				
001.000	CASH - CHECKING	312,226.21	509,478.20	198,487.21	623,217.20
002.020	CASH - MICHIGAN CLASS	508,222.66	1,412.89	508,222.66	1,412.89
	MUNICIPAL STREET FUND	820,448.87	510,891.09	706,709.87	624,630.09
Fund: 206	FIRE OPERATING FUND				
001.000	CASH - CHECKING	354,162.63	883,690.86	315,845.16	922,008.33
002.020	CASH - MICHIGAN CLASS	1,519,743.63	4,224.97	500,000.00	1,023,968.60
003.030	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
003.032	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
004.000	IMPREST & PETTY CASH	50.00	0.00	0.00	50.00
	FIRE OPERATING FUND	1,873,956.26	887,915.83	815,845.16	1,946,026.93
Fund: 207	POLICE FUND				
001.000	CASH - CHECKING	378,605.03	566.09	113,276.10	265,895.02
002.020	CASH - MICHIGAN CLASS	557,567.63	1,550.07	0.00	559,117.70
003.032	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
	POLICE FUND	936,172.66	2,116.16	113,276.10	825,012.72
Fund: 211	FIRE CAPITAL IMPROVEMENT FUND				
001.000	CASH - CHECKING	333,074.84	100,024.75	365,007.43	68,092.16
002.020	CASH - MICHIGAN CLASS	2,477,152.60	15,109.28	100,000.00	2,392,261.88
	FIRE CAPITAL IMPROVEMENT FUND	2,810,227.44	115,134.03	465,007.43	2,460,354.04
Fund: 219	STREET LIGHTING FUND				
001.000	CASH - CHECKING	1,016.17	0.36	0.00	1,016.53
	STREET LIGHTING FUND	1,016.17	0.36	0.00	1,016.53
Fund: 223	WATER SYSTEM FUND				
001.000	CASH - CHECKING	213,014.47	19,902.90	0.00	232,917.37
002.020	CASH - MICHIGAN CLASS	553,982.38	1,540.10	0.00	555,522.48
017.010	FIFTH THIRD SECURITIES	46,470.57	26.43	0.00	46,497.00
	WATER SYSTEM FUND	813,467.42	21,469.43	0.00	834,936.85
Fund: 225	SEWER SYSTEM FUND				
001.000	CASH - CHECKING	305,806.41	134,122.06	21,436.85	418,491.62
002.020	CASH - MICHIGAN CLASS	462,873.55	1,286.81	0.00	464,160.36
003.030	CD - SOUTHERN MI BANK & TRUST	1,064,109.69	3,437.60	0.00	1,067,547.29
017.010	FIFTH THIRD SECURITIES	0.00	0.00	0.00	0.00
	SEWER SYSTEM FUND	1,832,789.65	138,846.47	21,436.85	1,950,199.27
Fund: 248	DOWNTOWN DEVELOPMENT AUTHORITY FUND				
001.000	CASH - CHECKING	32,014.22	109,471.75	50,689.78	90,796.19
002.020	CASH - MICHIGAN CLASS	211,576.47	588.19	100,000.00	112,164.66
	DOWNTOWN DEVELOPMENT AUTHORITY FUND	243,590.69	110,059.94	150,689.78	202,960.85
Fund: 249	BUILDING DEPARTMENT FUND				

CASH SUMMARY REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

From 07/01/2026 to 07/31/2026

Account	Description	Beginning Balance 07/01/2026	Total Debits	Total Credits	Ending Balance 07/31/2026
Fund: 249	BUILDING DEPARTMENT FUND				
001.000	CASH - CHECKING	63,082.00	22.93	0.00	63,104.93
	BUILDING DEPARTMENT FUND	63,082.00	22.93	0.00	63,104.93
Fund: 271	LIBRARY FUND				
001.000	CASH - CHECKING	499,118.04	215,404.60	87,576.19	626,946.45
002.020	CASH - MICHIGAN CLASS	991,015.57	2,755.08	200,000.00	793,770.65
002.070	CASH - CONSUMERS CREDIT UNION	25.54	0.00	0.00	25.54
003.020	CD - MERCANTILE BANK	209,801.70	0.00	0.00	209,801.70
003.052	CD - CIBC US	221,538.08	0.00	0.00	221,538.08
003.060	CD - HORIZON BANK	232,008.62	648.74	0.00	232,657.36
003.070	CD - CONSUMERS CREDIT UNION	230,902.90	699.92	0.00	231,602.82
004.000	IMPREST & PETTY CASH	100.00	0.00	0.00	100.00
	LIBRARY FUND	2,384,510.45	219,508.34	287,576.19	2,316,442.60
Fund: 284	OPIOID SETTLEMENT FUND				
001.000	CASH - CHECKING	17,847.18	2,612.79	0.00	20,459.97
	OPIOID SETTLEMENT FUND	17,847.18	2,612.79	0.00	20,459.97
Fund: 296	SENIOR SERVICES FUND				
001.000	CASH - CHECKING	54,274.74	823.25	823.25	54,274.74
	SENIOR SERVICES FUND	54,274.74	823.25	823.25	54,274.74
Fund: 365	PUBLIC WORKS PROJECTS DEBT				
001.000	CASH - CHECKING	0.00	20,810.10	0.00	20,810.10
	PUBLIC WORKS PROJECTS DEBT	0.00	20,810.10	0.00	20,810.10
Fund: 401	CAPITAL PROJECT FUND				
001.000	CASH - CHECKING	0.00	0.00	0.00	0.00
	CAPITAL PROJECT FUND	0.00	0.00	0.00	0.00
Fund: 406	CAPITAL PROJECT FUND - FIRE DEPARTMENT				
001.000	CASH - CHECKING	0.00	0.00	0.00	0.00
002.020	CASH - MICHIGAN CLASS	0.00	0.00	0.00	0.00
	CAPITAL PROJECT FUND - FIRE DEPARTMENT	0.00	0.00	0.00	0.00
Fund: 701	GENERAL CUSTODIAL FUND				
001.000	CASH - CHECKING	55,437.00	30,527.45	84,634.00	1,330.45
	GENERAL CUSTODIAL FUND	55,437.00	30,527.45	84,634.00	1,330.45
Fund: 703	CURRENT TAX COLLECTION FUND				
001.000	CASH - CHECKING	1,520.37	2,126,890.49	951,168.61	1,177,242.25
	CURRENT TAX COLLECTION FUND	1,520.37	2,126,890.49	951,168.61	1,177,242.25
	REPORT TOTALS:	13,036,509.40	5,124,700.26	4,602,542.90	13,558,666.76

Cash Summary By Bank Account for Comstock Township
From 8/1 to 8/31/2026

	General Account		Tax Account		Trust & Agency Account		Digital Payments Account	
Beginning Balance	\$	3,539,693.45	\$	1,166,089.57	\$	19,625.99	\$	6,896.89
Add: Deposits/Credits		709,581.63		1,818,130.08		29,586.69		257,392.54
Less: Checks		(256,129.19)		(1,155,470.11)		(19,625.99)		-
Less: Withdrawals/Debits		(387,878.40)		(16,788.42)		(60.00)		(193,156.03)
Ending Balance	\$	3,605,267.49	\$	1,811,961.12	\$	29,526.69	\$	71,133.40

CASH SUMMARY REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

From 08/01/2026 to 08/31/2026

Account	Description	Beginning Balance 08/01/2026	Total Debits	Total Credits	Ending Balance 08/31/2026
Fund: 101	GENERAL FUND				
001.000	CASH - CHECKING	440,364.78	323,403.54	237,919.06	525,849.26
002.020	CASH - MICHIGAN CLASS	617,199.66	1,997.67	0.00	619,197.33
003.030	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
003.032	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
004.000	IMPREST & PETTY CASH	2,300.00	0.00	0.00	2,300.00
	GENERAL FUND	1,059,864.44	325,401.21	237,919.06	1,147,346.59
Fund: 204	MUNICIPAL STREET FUND				
001.000	CASH - CHECKING	623,217.20	225.12	112,598.03	510,844.29
002.020	CASH - MICHIGAN CLASS	1,412.89	4.57	0.00	1,417.46
	MUNICIPAL STREET FUND	624,630.09	229.69	112,598.03	512,261.75
Fund: 206	FIRE OPERATING FUND				
001.000	CASH - CHECKING	922,008.33	2,639.90	254,449.23	670,199.00
002.020	CASH - MICHIGAN CLASS	1,023,968.60	3,314.25	0.00	1,027,282.85
003.030	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
003.032	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
004.000	IMPREST & PETTY CASH	50.00	0.00	0.00	50.00
	FIRE OPERATING FUND	1,946,026.93	5,954.15	254,449.23	1,697,531.85
Fund: 207	POLICE FUND				
001.000	CASH - CHECKING	265,895.02	117.23	0.00	266,012.25
002.020	CASH - MICHIGAN CLASS	559,117.70	1,809.68	0.00	560,927.38
003.032	CD - SOUTHERN MI BANK & TRUST	0.00	0.00	0.00	0.00
	POLICE FUND	825,012.72	1,926.91	0.00	826,939.63
Fund: 211	FIRE CAPITAL IMPROVEMENT FUND				
001.000	CASH - CHECKING	68,092.16	27.43	7,891.95	60,227.64
002.020	CASH - MICHIGAN CLASS	2,392,261.88	7,742.97	0.00	2,400,004.85
	FIRE CAPITAL IMPROVEMENT FUND	2,460,354.04	7,770.40	7,891.95	2,460,232.49
Fund: 219	STREET LIGHTING FUND				
001.000	CASH - CHECKING	1,016.53	0.45	0.00	1,016.98
	STREET LIGHTING FUND	1,016.53	0.45	0.00	1,016.98
Fund: 223	WATER SYSTEM FUND				
001.000	CASH - CHECKING	232,917.37	102.69	0.00	233,020.06
002.020	CASH - MICHIGAN CLASS	555,522.48	1,798.05	0.00	557,320.53
017.010	FIFTH THIRD SECURITIES	46,497.00	132.73	0.00	46,629.73
	WATER SYSTEM FUND	834,936.85	2,033.47	0.00	836,970.32
Fund: 225	SEWER SYSTEM FUND				
001.000	CASH - CHECKING	418,491.62	182.57	4,387.50	414,286.69
002.020	CASH - MICHIGAN CLASS	464,160.36	1,502.34	0.00	465,662.70
003.030	CD - SOUTHERN MI BANK & TRUST	1,067,547.29	3,563.64	0.00	1,071,110.93
017.010	FIFTH THIRD SECURITIES	0.00	0.00	0.00	0.00
	SEWER SYSTEM FUND	1,950,199.27	5,248.55	4,387.50	1,951,060.32
Fund: 248	DOWNTOWN DEVELOPMENT AUTHORITY FUND				
001.000	CASH - CHECKING	90,796.19	4,750.78	730.99	94,815.98
002.020	CASH - MICHIGAN CLASS	112,164.66	363.04	0.00	112,527.70
	DOWNTOWN DEVELOPMENT AUTHORITY FUND	202,960.85	5,113.82	730.99	207,343.68
Fund: 249	BUILDING DEPARTMENT FUND				

CASH SUMMARY REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

From 08/01/2026 to 08/31/2026

Account	Description	Beginning Balance 08/01/2026	Total Debits	Total Credits	Ending Balance 08/31/2026
Fund: 249	BUILDING DEPARTMENT FUND				
001.000	CASH - CHECKING	63,104.93	27.82	0.00	63,132.75
	BUILDING DEPARTMENT FUND	63,104.93	27.82	0.00	63,132.75
Fund: 271	LIBRARY FUND				
001.000	CASH - CHECKING	626,946.45	19,565.02	86,285.72	560,225.75
002.020	CASH - MICHIGAN CLASS	793,770.65	2,569.18	0.00	796,339.83
002.070	CASH - CONSUMERS CREDIT UNION	25.54	0.00	0.00	25.54
003.020	CD - MERCANTILE BANK	209,801.70	0.00	0.00	209,801.70
003.052	CD - CIBC US	221,538.08	0.00	0.00	221,538.08
003.060	CD - HORIZON BANK	232,657.36	672.23	0.00	233,329.59
003.070	CD - CONSUMERS CREDIT UNION	231,602.82	725.44	0.00	232,328.26
004.000	IMPREST & PETTY CASH	100.00	0.00	0.00	100.00
	LIBRARY FUND	2,316,442.60	23,531.87	86,285.72	2,253,688.75
Fund: 284	OPIOID SETTLEMENT FUND				
001.000	CASH - CHECKING	20,459.97	9.02	0.00	20,468.99
	OPIOID SETTLEMENT FUND	20,459.97	9.02	0.00	20,468.99
Fund: 296	SENIOR SERVICES FUND				
001.000	CASH - CHECKING	54,274.74	0.00	0.00	54,274.74
	SENIOR SERVICES FUND	54,274.74	0.00	0.00	54,274.74
Fund: 365	PUBLIC WORKS PROJECTS DEBT				
001.000	CASH - CHECKING	20,810.10	0.00	20,810.10	0.00
	PUBLIC WORKS PROJECTS DEBT	20,810.10	0.00	20,810.10	0.00
Fund: 401	CAPITAL PROJECT FUND				
001.000	CASH - CHECKING	0.00	0.00	0.00	0.00
	CAPITAL PROJECT FUND	0.00	0.00	0.00	0.00
Fund: 406	CAPITAL PROJECT FUND - FIRE DEPARTMENT				
001.000	CASH - CHECKING	0.00	0.00	0.00	0.00
	CAPITAL PROJECT FUND - FIRE DEPARTMENT	0.00	0.00	0.00	0.00
Fund: 701	GENERAL CUSTODIAL FUND				
001.000	CASH - CHECKING	1,330.45	28,196.24	0.00	29,526.69
	GENERAL CUSTODIAL FUND	1,330.45	28,196.24	0.00	29,526.69
Fund: 703	CURRENT TAX COLLECTION FUND				
001.000	CASH - CHECKING	1,177,242.25	3,297,781.91	1,936,302.15	2,538,722.01
	CURRENT TAX COLLECTION FUND	1,177,242.25	3,297,781.91	1,936,302.15	2,538,722.01
	REPORT TOTALS:	13,558,666.76	3,703,225.51	2,661,374.73	14,600,517.54



MEMO

From: Clerk Amber Lawrence

Re: Informational/Future Action Items

Charter Township of Comstock Board

Monday October 19, 2026

Summary / Purpose:

Attachments:

- FOIA #26-102
- FOIA #26-103

FOIA Request #26-102

1st Date: 10/8/2026

Fee Request Letter Sent: 10/8/2026

Completed: 10/9/2026 (fee was waived per Josh Thall)

From: Braxton Aaron [REDACTED]
Sent: Thursday, October 1, 2026 8:47 PM
To: FOIA
Subject: FOIA Request – Code Enforcement Cases

Follow Up Flag: Follow up
Flag Status: Completed

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

Hope your week's going well! Under the Michigan Freedom of Information Act, I'd like to request a list of the Township's code enforcement / ordinance enforcement cases: all open cases, plus any closed in the last 12 months.

For each case, if available:

- Property address and ZIP
- Violation type / description
- Case open date (and close date or status if closed)

An Excel or CSV export from your system would be perfect, sent electronically by email. Whatever format is easiest works.

Thanks so much!

Aaron B
[REDACTED]

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 #26-103
1st Date: 10/16/2026
Completed: 10/12/2026

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	Tori Reyes	Phone	916-579-6058
Firm/Organization	Shovels	Fax	
Street	3515 Mt Diablo Blvd Unit 51	Email	buildingpermits@shovels.ai
City	Lafayette, CA 94549	State	Zip

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

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

☐ Deliver on digital media provided by the township: _____

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

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

We would like to request building permit activity records for 09/01/2026 - 09/30/2026. If available, can you please send us a report with the following information for residential and commercial building permit activity of all statuses: Permit number, permit status/status date, permit address, description and any additional information you can provide

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 Tori Reyes

Date
10/08/26

(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

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

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:

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: