



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

**MONDAY, SEPTEMBER 21, 2026 at 6:00 PM
NOTICE AND AGENDA
5858 KING HIGHWAY
KALAMAZOO, MI 49048**

I. Call to Order

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

III. Approval of Agenda

- Motion to Approve Agenda

IV. Public Comment(s) on Agenda Items Only

A citizen may state their name and address and may speak only one time, for no more than three (3) minutes. This time may not be given to another citizen to extend their time. The person speaking has the floor and no other citizen shall speak during someone else's time. During this time, you will be making statements to the Board, without discussion from the Board members, but you are welcome to make an appointment with the Supervisor to discuss your comments further (their contact information is located by the door). Please keep comments clean and respectful.

Approved by the Township Board on February 24, 2025.

V. Announcements for Departments/Boards/Commissions

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 August 19, 2026

VII. Presentation(s)

VIII. Business

Fire & Rescue

Request to Purchase Station Alerting Equipment for New Fire Station 9-3

Planning & Zoning

Clerk

Citizen Comment - discussion and possible action to change citizen comment to include both agenda and non-agenda items.

Election Commission Trustee Appointments - Discussion & Action.

Parade Permit - Homecoming Parade 10/2/26 - Discussion & Action

Insurance Renewal - Plan Review Discussion & Action.

PA 152 Opt-Out - Discussion & Action

Elections Consultant Request - Discussion & Possible Action

Treasurer

Mileage Rate Discussion & Possible Action

Trustee

Supervisor

Planning Commission Appointment

City of Kalamazoo Public Services Properties Forest and Deer Management - Discussion and Possible Action

Employee Navigator Integration – Discussion & Possible Action

Tustins revised parking lot repair full quote - discussion & possible action.

PUD Ordinance 571 - Second Reading.

Trespassing Ordinance 572 - First Reading.

EGLE Grant Award - Intended Use Discussion & Action

Transfer Station Discussion

Civic Assure Agreement & Action

Sewer Connection at Township Hall Repair - Discussion & Possible Action.

Finance

IX. Reports

- Cash Summary by Fund - July 2026
- Cash Summary by Bank Account - July 2026
- Fire Department August 2026 Incident Type Report
- Bills Payable July 23- Sept 18, 2026

X. Informational/Future Action Items

- FOIA Requests

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

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Approval of Minutes from August 19, 2026

Attachments:

[comstock-minutes-Aug19-2026-DRAFT.pdf](#)

**MINUTES OF THE REGULAR MEETING OF THE
CHARTER TOWNSHIP OF COMSTOCK TOWNSHIP BOARD
KALAMAZOO COUNTY, MICHIGAN
AUGUST 19, 2026**

CALL TO ORDER

Attendee Name	Title	Status
Supervisor Ben Martin	Supervisor	Present
Treasurer Sandy Bloomfield	Treasurer	Present
Trustee Jerry Amos	Trustee	Present
Attorney Rob Thall	Attorney	Present
Trustee Kristie Cherry	Trustee	Absent
Trustee Bob Pratt	Trustee	Absent
Trustee Terry McIver	Trustee	Absent
Temporarily appointed Trustee Korb was in attendance.		

Meeting was called to order at 6pm by Supervisor Martin with a full room of citizens present, Treasurer Bloomfield, Trustee Amos, and Temporarily appointed Trustee Korb.

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

The pledge of Allegiance was recited.

APPROVAL OF AGENDA

Supervisor Martin requested prior to approving the agenda to modify by removing the second reading of the PUD ordinance, as well as removing planning commission appointments under "Treasurer".

Treasurer Bloomfield requested clarification on if the planning commission appointments were being moved.

Supervisor Martin clarified that it was already under Supervisor so it did not need to be in both locations. Supervisor Martin requested removal of the planning commission appointments under Treasurer and removal of the second reading of ordinance 571 because it had been published in the paper it was going to be read Monday so it will need to be redone.

Treasurer Sandy Bloomfield made a motion to approve Treasurer Bloomfield motioned that the agenda be approved as amended. Motion was supported by Trustee Amos. Motion passed by voice vote..

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

PUBLIC COMMENT(S) ON AGENDA ITEMS ONLY

Approximately 17 members of the public shared comments on the agenda items.

ANNOUNCEMENTS FOR DEPARTMENTS/BOARDS/COMMISSIONS

There were no announcements for Departments/Boards/or Commissions.

CONSENT AGENDA

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

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

- Meeting Minutes from July 13, 2026
- Meeting Minutes from July 20, 2026
- Bills Payable: August 18, 2026

PRESENTATION(S)

There were no presentations.

BUSINESS

There were no items discussed under Business.

FIRE & RESCUE

Nothing discussed for Fire and Rescue.

PLANNING & ZONING

Nothing discussed for planning and zoning.

CLERK

No items for the Clerk.

TREASURER

Resignation of Nicole Beauchamp, Township Clerk
Treasurer Bloomfield announced that they had the resignation of Nicole Beauchamp for Township Clerk and requested a motion to accept. A roll call vote was called by Treasurer Bloomfield. Supervisor Martin - yes. Trustee Amos - yes. Trustee Korb- yes. Treasurer Bloomfield - yes.

Trustee Jerry Amos made a motion to approve Motion made by Trustee Amos to accept the resignation of Nicole Beauchamp for Township Clerk. Motion was supported by Supervisor Martin. .

RESULT: PASSED [UNANIMOUS]
MOVER: Trustee Jerry Amos , Trustee
SECONDER: Supervisor Ben Martin, Supervisor

Appointment of Clerk for Charter Township of Comstock
Treasurer Bloomfield asked Attorney Thall to discuss the importance of appointing a Clerk for public understanding. Attorney Tall shared that the board had to meet tonight and take action on the issue of the Clerk because of the bond issue that the Township has out for the

fire station. He explained the bonds have been sold but have not yet been delivered. As part of that delivery, the Clerk has to sign off on the closing and delivery of the bond issue. He further elaborated that they spent time with the Bond Council and had the discussion about what would happen if there was not a Clerk to sign. The Bond Council would have to report that immediately to their underwriters who were selling the bonds and it could be considered a material default. He explained that could result in a breach of contract. He stated to avoid those legal issues the board had to meet this evening and had to appoint a new Clerk.

Treasurer Bloomfield asked if Attorney Thall could speak about the bond rating, credit scores, the ability for lending and other implications.

Attorney Thall explained if there was a default and the underwriter withdrew the bond, the township was informed that they would not be able to borrow money for many years and that no one would lend money because of that issue. He continued stating that it would be a big concern for a township our size to not be able to borrow money and that it was imperative to get something done tonight to appoint a Clerk.

Supervisor Martin thanked Attorney Thall and asked Treasurer Bloomfield to speak to the appointment and share the confidence the board has in the individual to be appointed.

Treasurer Bloomfield expressed confidence in the person willing to step forward and explained she had the opportunity to work with this individual on the Planning Commission.

Motion was made by Treasurer Bloomfield. Supported by Trustee Amos. Roll Call Vote was called. Trustee Amos - yes. Supervisor Martin - yes. Trustee Korb - yes. Treasurer Bloomfield - yes.

Supervisor Martin then requested Amber Lawrence to approach the dias. Deputy Supervisor Dean Rockwell also approached the dias and conducted the oath of office for Township Clerk and Amber Lawrence was sworn in.

Amber Lawrence then took her seat at the dias.

Supervisor Martin then referenced Attorney Thall for next steps.

Attorney Thall explained with the appointment of the Clerk, Korb's role as temporary Trustee ceased and thanked him for his service. Mr. Korb left the dias.

Treasurer Sandy Bloomfield made a motion to approve Treasurer Bloomfield motioned to appoint Amber Lawrence for Clerk for Comstock Charter Township. Motion supported by Trustee Amos. .

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

Resignation of Kristie Cherry, Township Trustee

Treasurer Bloomfield stated that the Board has received the resignation of Trustee Chirsty Cherry.

Roll call vote was called. Treasurer Bloomfield - yes. Trustee Amos- yes. Supervisor Martin -

yes. Clerk Lawrence - yes.

Trustee Jerry Amos made a motion to approve Motion made by Trustee Amos to accept the resignation of Christy Cherry, a Township Trustee. Motion supported by Treasurer Bloomfield. .

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

Resignation of Bob Pratt, Township Trustee
Treasurer Bloomfield announced they had received the resignation from Trustee Bob Pratt. Motion was made by Trustee Amos, supported by Treasurer Bloomfield. A roll call vote was taken. Trustee Amos - yes. Treasurer Bloomfield - yes. Supervisor Martin - yes. Clerk Lawrence - yes.

Trustee Jerry Amos made a motion to approve Motion to accept the resignation of Bob Pratt, a Township Trustee. .

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

Resignation of Terry McIver, Township Trustee
Treasurer Bloomfield introduced the resignation of Terry McIver, Township Trustee. Motion was made by Trustee Amos to accept the resignation of Trustee McIver. Supported by Clerk Lawrence. Roll Call vote was called. Supervisor Martin - yes. Treasurer Bloomfield - yes. Trustee Amos - yes. Clerk Lawrence - yes.

Trustee Jerry Amos made a motion to approve Motion to accept the resignation of Terry McIver, a Township Trustee. Supported by Clerk Lawrence. .

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

Planning Commission Actions & Updates
This item was removed when approving the minutes.

Second Reading of Ordinance 571 - Zoning Ordinance Amendment for Planned Unit Development
This item was removed when approving the minutes.

Quotes For Forensic Audit & Investigation

Treasurer Bloomfield requested permission from the board to get quotes for a forensic audit and investigation. She stated that her office feels this is of importance based on recent resignations, timing of them and with both the bond project and the battery energy storage application before the township. She mentioned resident concerns as well as the payout of the Superintendent. Treasurer Bloomfield commented that it would be an in-depth investigation and she would like to start with a first phase of it.

Motion made by Trustee Amos, supported by Clerk Lawrence.

Roll call vote was taken. Clerk Lawrence - yes. Treasurer Bloomfield - yes. Supervisor Martin - yes. Trustee Amos - yes.

Trustee Jerry Amos made a motion to approve Motion for the Treasurer to seek quotes for the forensic audit. Supported by Clerk Lawrence. .

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

TRUSTEE

no items were discussed.

SUPERVISOR

Water Pumping Stations Nos. 25 & 39 Land Management Planning

Supervisor Martin introduced the topic of Water Pumping Stations 25 & 29 and Land Management Planning. He stated he has heard the concerns of residents, and he believes the presenters have as well which is why they were present to speak to the community. Supervisor Martin stated he believed that it would be good for everyone to have some dialogue. He mentioned ultimately, it is their land, but we would work to seek synergy to ensuring health, safety, and welfare for our community.

James Baker, the Public Services Director and City Engineer for the City of Kalamazoo approached the podium as well as Jean Solanda to discuss the proposed program. Baker gave a brief overview of what the goals and intents are with Station 25 which is the Fred McLinden Park area and also Station 39, a station located off of Miller Dr. towards Galesburg. He discussed the project in partnership with Michigan DNR and Michigan EGLE on ways to improve overall water quality and improve management of wellfield sites. Baker expressed concerns with environmentally valuable timber stock from a water quality perspective. Through the review of a professional forester, they have identified that critical oaks and hickories are not regenerating for two primary reasons. One the basal area is too dense and two there is an impact from deer browsing. Because of those issues, they are looking to create a managed timber program and a way to manage deer. Baker continued to describe test programs that have been completed that they believe would help this situation at these two areas.

Jean Solanda, the Wellhead Protection Program Manager, took the podium to discuss activities that are occurring to protect the well fields and the water's resource. Solanda explained the difference in one-, five-and ten-year capture zones and how they are managed. She explained the importance of the root systems in the areas of the capture

zones and how that has a positive impact on drinking water. She discussed the significant need to address the deer population and why they landed on the proposed plan. Hunters will be highly restricted to township employees and other public safety personnel. They discussed how the hunters would be educated and regulated by their department as well as how tags would be issued through DNR and regulated with their partnership. She explained they were bringing this forward because they wanted to have feedback from the township and desired transparency with the public.

Further discussion and questions were posed by the members of the Township Board.

Baker agreed to put together some FAQ's for the residents and consensus of the board was favorable. Attorney Thall clarified that this would be a later agenda item once additional information was provided.

Baker and Solanda were thanked for their time.

Sheriff Contract & Possible Action

Supervisor Martin invited Chief Deputy Bishop to the podium to discuss the contract the township has with the Kalamazoo County Sheriff's Office for dedicated coverage.

Deputy Bishop explained that our contract expired the end of 2025 and that a one-year renewal was completed at that time keeping everything status-quo. The Sheriff's Office was directed to do a deep dive into contracting with the townships to explore the true cost of providing the service that they do. Townships were paying wages, benefits, including fringe, overtime, and some portion of fuel costs however the Sheriff's Office feels there is more that goes into providing the coverage than what is being paid for. Deputy Bishop explained they are not seeing 100% reimbursement but do need to revise the contract. The contract in question would begin January 2027 and would be a three year contract with the option of two, one year extensions. Bishop explained the 7 step scale for officer pay, as well as the other costs associated in the contract to include an actual vs assumed fuel cost and a 10% administrative fee.

Supervisor Martin explained he and Trustee Amos took the chart and did some projections with the highest paid rates plus the 10% and we still would come under the already approved police millage. Supervisor Martin suggested moving forward with the 4 deputy's we currently have contracted and then when the budget is established for next year we could see if we have additional funds that could get us additional coverage and perhaps amend the contract at that time.

Further discussion was had. Clerk Lawrence questioned the quantity of calls currently being answered by our dedicated vehicles vs county vehicles. But that could not be answered at this time, however, Bishop mentioned that Comstock has on average 33 calls for service per day. Clerk Lawrence also inquired how the township would know if one of the dedicated officers was away on extended leave and how many officers the County is currently understaffed by.

Attorney Thall mentioned that there is a typographical error on paragraph 19 where it references section 6 but should reference section 7 and a date needed to be adjusted.

Chief Deputy Bishop then discussed the staffing recommendations for our area and how those numbers were calculated. After additional discussion was had before the motion was made and voted on by roll call vote. Trustee Amos - yes. Supervisor Martin - yes. Clerk Lawrence - yes. Treasurer Bloomfield - yes.

Trustee Jerry Amos made a motion to approve Motion made to accept the Sheriff's contract

with the revisions recommended by Attorney Thall. Motion supported by Clerk Lawrence. .

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

Website Proposal & Possible Action

Supervisor Martin introduced a proposal to update the township's website. Martin reasoned that the Michigan Township Association has required that all websites are ADA compliant by 2028 he believes and that it was a talking point on multiple educational sessions he attended. Comstock Township's website is not currently compliant. The proposal would give the township an opportunity to do a little rebranding, achieve the ADA requirement, and support ease of use. The overall consensus of the board was that we need to get compliant and that our website is not currently user friendly. A motion to accept the proposed package with maintenance and hosting was made and voice vote was called.

Trustee Jerry Amos made a motion to approve Motion to accept the website proposal by shoemakers to include the annual maintenance and hosting..

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

Purchase Agreement for 55 School Street & Possible Action

Supervisor Martin introduced a purchase agreement for township property located at 55 School St. Martin explained he had worked with the attorney and the assessor. Quotes to clean up the property were between \$40,000-\$50,000 which were more than the property is worth. Because the property is not currently on the tax register as it is owned by the township and the cost to clean it up was higher than the value, the purchase agreement would give the property to the buyer with the condition of cleaning it up. Supervisor Martin explained this is a win-win for the township because there is some interest in doing some development that would bring the property back on the tax assessment rolls and spares the township the cost of the clean-up.

Attorney Thall explained what is called "value to value exchange" which is required when selling any property of the township. The value is gauged by the board. In this case the property is presently in a state of disrepair with debris that constitutes a threat to health, safety, and welfare of the public. The cost to clean up the property is greater than the assessor has valued the property. In terms of value to value; the township would provide the property to the purchaser at not cost but the purchaser has to remediate the property within six months of the date of the transfer of ownership. If they fail to clean it up and take care of it, then the township has a right of reverter and can take the property back. The attorney goes on to say that from a legal standpoint, he thinks the township is protected and is complying with the constitutional requirement of value for value exchange.

There were no further questions by the board. A motion was made to approve and roll call vote was held. Treasurer Bloomfield - yes. Supervisor Martin - yes. Trustee Amos - yes. Clerk Lawrence - yes.

Parking Lot Quotes

Supervisor Martin presented multiple parking log quotes to fix and repair the parking lot at Township Hall. Discussion was had regarding the two quotes and the benefit of fixing only a portion of the parking lot or fixing the entire lot and getting it in a longer lasting condition. It was discussed if we fail to fix the parking lot we could need to spend upwards of \$40,000 to start over based on how excessive the damage is. Discussion was had on which direction the board wanted to go. Board members were in favor of having the total repair done and having the parking lot resealed and re-stripped at the same time. A motion was made, supported, and a roll call vote was taken. Trustee Amos - yes. Clerk Lawrence - yes. Supervisor Martin - yes. Treasurer Bloomfield - yes.

Trustee Jerry Amos made a motion to approve Motion to accept the parking lot quotes from Tustin's for \$12,100. Supported by Clerk Lawrence. .

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

MSHDA Homeowner Rehabilitation Partnership Presentation and Possible Action
Supervisor Martin invited up Carley from Kalamazoo Climate Crissis Coalition. Carley explained a grant program she approached the township to get involved in that would offer up to \$800,000 in grant money to support low-income families in Comstock Township with necessary home repairs to include wheelchair ramps, energy efficiency, etc. It is unclear at this time the timing of the application and the deadline but the desire was to bring this before the board as informational and to see if there would be a interest in pursuing it. General board consensus was positive. A motion was made to move forward with pursuing the MSHADA homeowner rehabilitation partnership by Clerk Lawrence. The motion was supported by Trustee Amos and a roll call vote was taken. Supervisor Martin - yes. Clerk Lawrence - yes. Treasurer Bloomfield - yes. Trustee Amos - yes.

Planning Commission Appointment

Supervisor Martin proposed a new commissioner for the planning commission to fill the vacancy from commissioner Bub Sherwood's resignation. Supervisor Martin discussed his reasons for appointing this individual who also serves on the DDA and the desire to promote synergy between boards. He also mentioned that he worked to ensure the commissioners live geographically spread within the township and that they come from different industries. A motion was made to appoint Keith Wiltshire, the motion was supported and a roll call vote was taken. Supervisor Martin - yes. Clerk Lawrence - yes. Trustee Amos - yes. Treasurer Bloomfield - yes.

Additionally, Treasurer Bloomfield explained that we cannot have two board members on the planning commission and with the appointment of Clerk Lawrence, Treasurer Bloomfield resigned from the planning commission.

Supervisor Martin made a motion to appoint Amber Lawrence to the position of planning commission liaison.

Amber Lawrence motioned to abstain from voting on the appointment. Motion was supported and voice vote was taken.

Supervisor Martin's motion was then supported and a roll call vote was conducted. Trustee Amos - yes. Supervisor Martin - yes. Treasurer Bloomfield - yes. Amber Lawrence - abstain.

Supervisor Ben Martin made a motion to appoint Motion to appoint Keith Wiltshire to fill the seat of Bub Sherwood on the Comstock Township Planning Commission. .

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

Supervisor Ben Martin made a motion to appoint Motion to appoint Amber Lawrence to the planning commission board liaison position. .

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

EGLE Compost Approval Letter

Supervisor Martin introduced the approval letter from EGLE regarding the transfer station. Martin gave a backstory that we were out of compliance with the State of Michigan and we were going to get a fine. Supervisor Martin explained he worked with EGLE to get the transfer station to be in compliance and to be able to be a compost facility. The township is now in compliance and will potentially be able to consider how it could distribute back out to residents in the future.

Employee Manual Update & Action

Supervisor Martin explained that while most duties were given back to the Supervisor under MCL 42.11 there is still some gray area where things are not clear in the employee manual due to the word superintendent being in there. The word Supervisor replaced Superintendent but only for statutory duties however there are actions listed in the employee manual that a functioning township needs to do and we need to clearly give authority to the Supervisor to manage. Martin expressed he is looking for support to replace the word "superintendent" with "supervisor" throughout the manual. A motion was made by Treasurer Bloomfield, Supported by Trustee Amos and a roll call vote was taken. Clerk Lawrence - yes. Treasurer Bloomfield - yes. Trustee Amos - yes. Supervisor Martin - yes.

Treasurer Sandy Bloomfield made a motion to approve Motion to change the employee manual wherever it states superintendent to have it changed to supervisor. .

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

Supervisor Salary & Action

Supervisor Martin proposed a discussion for Supervisor Salary and Action. He then referenced the attorney to find out if he needed to make a motion to abstain.

Attorney Thall stated Martin could participate in discussion to present to the board what he is asking for but should not vote.

Supervisor Martin then made a motion to abstain from voting, supported by Trustee Amos. Voice vote was taken.

Supervisor Martin then explained that ten thousand dollars does not seem sufficient for the time and work that is now involved in his responsibilities and that he would leave it up to the board on what direction they would like to see someone get paid that would be committed to doing the job.

Treasurer Bloomfield commented that Martin can't keep working for how many cents an hour and its been a long two years. She states because he is taking on the responsibility of HR along with the statutory duties that he needs to be somewhere in the range of where she'd checked with other municipalities of around a hundred and thirty-five thousand a year plus benefits.

Clerk Lawrence stated that she felt if Martin is taking on all of the responsibilities of superintendent and by effectively changing the manual to assigning those responsibilities then he should be paid like the superintendent. Lawrence stated that if the salary was one hundred and thirty-five thousand for the superintendent the township is still saving by paying Martin that because they were previously paying that plus ten thousand for the supervisor and a car stipend was offered for the previous superintendent. By the adjustment, it still puts the township ahead and puts Martin in a pay that seems appropriate for the job.

Trustee Amos offered some facts that Ben has a degree in business and that he's a licensed contractor. He stated that math indicates the Superintendent made one hundred and fifty-one thousand dollars, so he thinks this figure is a good figure. Amos commented that Martin is a good worker and that he has been present to make sure the community has gotten service and that people have been here to help. Amos stated that there have been significant hours put in to support the township, and he is confident that Martin will continue on with those hours.

Trustee Amos made a motion to pay the supervisor \$135,000 with full benefits, supported by Treasurer Bloomfield. Roll call vote was taken. Treasurer Bloomfield - yes. Clerk Lawrence - yes. Trustee Amos - yes. Supervisor Martin - abstain.

Supervisor Ben Martin made a motion to abstain Motion made for Supervisor Martin to abstain from voting on the Supervisor salary. .

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

Trustee Jerry Amos made a motion to approve Motion made to have the Supervisor paid \$135,000 with full benefits. .

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

Requesting Letters of Interest & Resumes For Township Trustees- Due August 31, 2026 EOD Martin explained that we still have three trustee positions that are vacant and to be filled by appointment. The township will accept resumes and letters of interest from candidates and will conduct interviews as a part of the appointment process. Those interested in serving their community are encouraged to submit a resume and letter of interest to the charter Township of Comstock Board and to the Township Supervisor for consideration as part of the interview and appointment process. Submissions may be delivered to 5858 Kings Hwy. Kalamazoo, MI 49048 or electronically to the township supervisor at supervisor@comstockmi.gov. Those resumes will be accepted for two weeks and then the board will figure out how to move forward with interviews and discussions.

Attorney Thall commented that discussions would need to be in an open meeting.

Clerk Lawrence, Treasurer Bloomfield and Trustee Amos all gave words of encouragement for anyone who might be considering putting their name in the hat.

FINANCE

REPORTS

no discussion was had.

- Recognition from the City of Parchment
- July 2026 KABA Reports
- July 20 Sheriff's Reports
- Planning & Zoning Admin Report
- July 2026 Fire Department Incident Report
- Bills Paid: July 22, 2026- August 13, 2026
- August 4, 2026 Election Report

INFORMATIONAL/FUTURE ACTION ITEMS

no discussion was had.

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

Approximately 10 members of the public commented.

MEMBERS COMMENTS

Treasurer Bloomfield congratulated Clerk Lawrence and reminded everyone that the wall that heals would be in battle creek until Friday.

Clerk Lawrence thanked everyone and shared some personal information about herself for those that do not know her.

Supervisor Martin thanked Bill Korb for helping achieve quorum. He also asked residents to respect the Attorney. Lastly, Supervisor Martin shared some emotional commentary about the divide in the community and asked for the community to move forward.

ADJOURNMENT

The meeting adjourned approximately at 9:01pm

Minutes signatures

Attested:

Amber Lawrence, Township Clerk

Benjamin Martin, Township Supervisor



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Matt Beauchamp, Fire Chief

Re: Request to Purchase Station Alerting Equipment for New Fire Station 9-3

The Fire Department is requesting to purchase Station Alerting Equipment for the new fire station 9-3. The total is \$147,894.46.

This is included in the budget for the new station project, in the owner provided list. There is a 6% cost increase effective 9/26/26.

Attachments:

[MI_COMS014-Qv2-1StationSystem_FS03\(2026JUL16\).pdf](#)

[USDD.MI_COMS.FS9-3.FSA.2026.07.15.pdf](#)

US DIGITAL DESIGNS

by Honeywell

1150 W Grove Pkwy St #110

Tempe, AZ 85283



US DIGITAL DESIGNS

by Honeywell

Author: JA

Date: 7/16/2026

Expires: 9/25/2026

Proposal: MI_COMS014 v2

Quotation to:

The Charter Township of Comstock, MI Comstock Fire Department

Project:

G2 Fire Station Alerting System

One (1) Station System - FS9-3

Pricing pursuant to the Master Price Agreement entered into between League of Oregon Cities (LOC) and USDD, and made available to members of the National Purchasing Partners, LLC, dba Public Safety GPO, dba Law Enforcement GPO, and dba NPPgov - Contract #PS26480. More information available at: <https://nppgov.com/contract/honeywell/>

Comstock Fire Department is a member: M-5699067

John Spanbauer

Lead Territory Manager

(804)-310-0993

(602)-687-1730

John.Spanbauer@honeywell.com

stationalerting.com

Installation Included

This proposal is subject to correction for errors or omissions

Responsibility for identifying any errors or omissions in this quote rests with the Customer prior to order placement.

2026 Pricing

Quote Submitted To:

The Charter Township of Comstock, MI
Comstock Fire Department

STATION 9-3

USDD Design Referenced:
USDD.MI_COMS.FS9-3.FSA.2026.07.15

STATION SYSTEM CONTROLLER

Part No.	Description	Quantity	US List Unit	Unit Price	Extended Price
ATX-EXP	G2 Expansion Kit	2	\$ 7,838.00	\$ 7,054.20	\$ 14,108.40
ATX-E	Rack Mount Ears for ATX or EXP	3	\$ 78.51	\$ 70.66	\$ 211.98
UPS-STD	ATX UPS, Standard	2	\$ 1,048.17	\$ 943.35	\$ 1,886.70
UPS-WMB	Wall-Mount for UPS (Shelf/Bracket)	2	\$ 79.57	\$ 71.61	\$ 143.22

STATION SYSTEM PERIPHERAL COMPONENTS

Part No.	Description	Quantity	US List Unit	Unit Price	Extended Price
CIR	G2 Color Indicator Remote	1	\$ 1,096.10	\$ 986.49	\$ 986.49
IOR	G2 I/O Remote	1	\$ 1,660.58	\$ 1,494.52	\$ 1,494.52
PB-B	Push Button, Standard (Black)	2	\$ 132.83	\$ 119.54	\$ 239.08
PB-R	Push Button, Emergency (Red)	4	\$ 132.83	\$ 119.54	\$ 478.16
MR-2	G2 Message Remote 2	3	\$ 1,841.44	\$ 1,657.29	\$ 4,971.87
USDD-LCD-SIGN	G2 LCD Message Sign	6	\$ 3,150.00	\$ 2,835.00	\$ 17,010.00
MS-G-M	G2 Message Sign Mini	2	\$ 1,321.03	\$ 1,188.93	\$ 2,377.86
MS-G-S	G2 Message Sign Standard	1	\$ 1,653.75	\$ 1,488.38	\$ 1,488.38
MS-AP-S	MS-G Single Adapter Plate	2	\$ 66.68	\$ 60.01	\$ 120.02
MS-AP-D	MS-G Double Adapter Plate	3	\$ 78.75	\$ 70.88	\$ 212.64
MS-MNT	MS Mount - Articulating	5	\$ 409.50	\$ 368.55	\$ 1,842.75
RR-2	G2 Room Remote 2	8	\$ 2,445.45	\$ 2,200.91	\$ 17,607.28
SPK-LED-FM	G2 Speaker - LED Illuminated, Flush Mount	16	\$ 392.70	\$ 353.43	\$ 5,654.88
SPK-STD-FM	Speaker - Standard, Flush Mount	37	\$ 138.92	\$ 125.02	\$ 4,625.74
SPK-STD-SM	Speaker - Standard, Surface Mount (Metal Box)	6	\$ 165.38	\$ 148.84	\$ 893.04
SPK-W-SM	Speaker - Weatherized, Surface Mount	9	\$ 392.44	\$ 353.19	\$ 3,178.71
STR-2	G2 Strobe Light / Red LED	4	\$ 694.58	\$ 625.12	\$ 2,500.48
XFMR	Transformer, Bohm to 70V, External	2	\$ 77.91	\$ 70.12	\$ 140.24

STATION SYSTEM SERVICES

Part No.	Description	Quantity	US List Unit	Unit Price	Extended Price
ST-INST	Station Installation - Permitting and Mobilization	1	\$ 1,287.00	\$ 1,287.00	\$ 1,287.00
ST-INST	Station Installation - On-site Rough-in	1	\$ 8,184.00	\$ 8,184.00	\$ 8,184.00
ST-INST	Station Installation - Prewire	1	\$ 20,335.92	\$ 20,335.92	\$ 20,335.92
ST-INST	Station Installation - Trimout	1	\$ 17,034.60	\$ 17,034.60	\$ 17,034.60
ST-INST	Station Installation - On-site Tech for Startup	1	\$ 1,716.00	\$ 1,716.00	\$ 1,716.00
ST-INST	Station Installation - Relocated Devices from Existing Station	1	\$ 1,056.00	\$ 1,056.00	\$ 1,056.00
ST-SU	Station Configuration & Commissioning	2	\$ 3,025.00	\$ 2,722.50	\$ 5,445.00
ST-PM	Station Project Management	2	\$ 1,650.00	\$ 1,485.00	\$ 2,970.00
ST-ES	Station Engineering & Design Services	1	\$ 825.00	\$ 742.50	\$ 742.50
ST-NCPM	New Construction Project Management	1	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00
FREIGHT-CHARGES	Shipping	1	\$ 2,451.00	\$ 2,451.00	\$ 2,451.00

STATION SYSTEM WARRANTY & OPTIONAL RECURRING ANNUAL SUPPORT

Part No.	Description	Quantity	US List Unit	Unit Price	Extended Price
RS-1YR-STD	[STANDARD] 1st Year Warranty & Support - Included with Initial Purchase Technical phone support Monday through Friday from 08:00 to 17:30 MST, excluding USDD holidays; Remote access support Monday through Friday from 08:00 to 17:30 MST, excluding USDD holidays;	1.0	\$ 9,130.27	\$ 8,217.24	No Charge

STATION 9-3

Equipment Only: \$ 82,172.44

System:	\$ 145,443.46
Shipping:	\$ 2,451.00
Service & Support:	\$ -
Estimated Tax:	\$ -
Station Subtotal:	\$ 147,894.46

This quote does not include or assume any amounts for **sales or use tax**. Customer needs to contact its procurement department to determine if sales or use tax is payable, and if so, to make the determination of the amount to be paid. Per our contracts, Customer is responsible for the payment of any sales or use taxes owed from any purchase from USDD.

Warranty & Support Notes:

Customer must elect to choose any coverage they require beyond initial warranty period, or USDD will not be authorized to provide any service or support. Mobile Smart Phone Alerting App and Mapping Services only available to customer while under warranty or elected recurring annual support. Support Agreements subject to change if system design is modified. For additional details, please review current USDD Warranty Statement and Service Agreement. USDD cannot warrant nor support any system configuration that deviates from this specific proposal's documented station system design file number. USDD cannot warrant nor support any system not using USDD-approved UPS Battery Backup. USDD cannot warrant nor support any system not installed by G2 Trained & Certified Installation technician (installer). If customer intends to tie this system into any 3rd-party system or devices, USDD will be unable to warrant or support the system until we've had a chance to review documented engineering assumptions and approve system integrity, performance and reliability expectations.

Station System Installation Notes:

01 - Unless specifically detailed in this proposal, no installation by USDD or it's subcontractors is assumed or provided.
02 - Because these are mission-critical systems, USDD can only warrant and support systems installed by G2 Trained and Certified Contractors.
03 - USDD can source, qualify, train and certify Local Licensed Regional Subcontractors where needed.
04 - Installation warranted by installation contractor - G2 FSAS warranted, serviced and supported by USDD.
05 - Unless specifically detailed in this proposal, installation to be performed during normal working hours.
06 - Unless specifically detailed in this proposal, no permit fees or material charges have been included.
07 - Unless specifically detailed in this proposal, no removal or remediation has been assumed or included.
08 - Unless specifically detailed in this proposal, no bonds of any type (performance, bid) have been assumed, included or budgeted for in this proposal.
09 - USDD FSAS Equipment to be made available by owner to Installation Contractor prior to on-site arrival.
10 - Structural backing for system devices and other millwork (not specifically detailed) by others.
11 - If applicable, Gas Control Shutoff Valve Addendum (to USDD and installation contractor) must be signed prior to installation.
12 - All electrical power, including (but not limited to) raceway, conduit, backboxes, service panels, high-voltage wiring and fixtures by others.
13 - All communications pathway infrastructure (network, radio, etc.) by others unless specifically detailed in this proposal.
14 - USDD cannot warrant nor support any owner-furnished (3rd-Party) system or component we are required to integrate with. USDD cannot warrant nor support any system or component it has not proofed engineering for and has not specifically authorized for use within public safety environments.
15 - Any misuse, unauthorized modification, improper installation, excessive shock, attempted repair, accident, or improper or negligent use, storage, transportation, or handling by any party other than USDD shall render this limited warranty null, void and of no further effect

Quote Submitted To:

The Charter Township of Comstock, MI
Comstock Fire Department

SECTION TOTALS

[UNLESS OTHERWISE NOTED, ALL PRICES ARE \$USD]

STATION 9-3 SYSTEM:	\$	147,894.46
STATION 9-3 SERVICE & SUPPORT:	\$	-
STATION 9-3 ESTIMATED TAX:	\$	-
Notes: One (1) Station System included in this proposal with installation included.		
US Digital Designs System Total:	\$	147,894.46

(TBD By Customer) Customer must elect to choose any coverage they require beyond initial warranty period, or USDD will not be authorized to provide any service or support. Mobile Smart Phone Alerting App and Mapping Services only available to customer while under warranty or elected recurring annual support. Support Agreements subject to change if system design is modified. For additional details, please review current USDD Warranty Statement and Service Agreement.

This quote does not include or assume any amounts for sales or use tax. Customer needs to contact its procurement department to determine if sales or use tax is payable, and if so, to make the determination of the amount to be paid. Per our contracts, Customer is responsible for the payment of any sales or use taxes owed from any purchase from USDD.

Dispatch or station level training is not included in this proposal. Contact your Regional Territory Manager to schedule additional training if needed.

US DIGITAL DESIGNS
by Honeywell

TERMS AND CONDITIONS OF HONEYWELL PRODUCT SALES

These terms and conditions of sale ("Terms and Conditions") are adopted effective January 1, 2023 (the "Terms and Conditions Effective Date"), and supersede all prior versions covering the sale of products and related services (collectively, "Products", as defined more specifically below) by Honeywell International Inc., through its US Digital Designs group ("Honeywell"). References to "Customer", "you", or "your" all pertain to the purchaser of Products. These Terms and Conditions, together with any separate agreement you may have with Honeywell that specifically references these Terms and Conditions (collectively, the "Agreement") set forth the entire agreement between the parties relating to your purchase of Honeywell Products. The Agreement may only be modified by an authorized representative of each party in a signed writing.

1. **ORDERS.** Orders (including any revised and follow-on orders) (each, an "Order") for Honeywell Products are non-cancelable, except as expressly set forth herein, and will be governed by the terms of the Agreement. All Orders are subject to acceptance by Honeywell and shall include the following information: purchase order number; customer's legal name and billing address; Customer's shipping address; and a list of the Products and quantities for each different type of Product Customer wishes to order. Honeywell's acknowledgment of its receipt of an Order shall not constitute acceptance of such Order.
 - 1.1 **No Returns.** Because of the nature of System and its Products, Honeywell cannot accept returns of Product for refund, credit, exchange or any other purpose. Notwithstanding, defective Products may be returned as provided for under Section 9.4 – Return Material Authorization Process. Customer must thoroughly assess its requirements and specifications prior to ordering.
2. **REMITTANCES.** All invoices shall be due and payable upon receipt in United States currency, free of exchange or any other charges, or as otherwise agreed in writing by Honeywell.
3. **QUOTE PRICING.** This proposal expires 90 days after its date. Prices are subject to correction for error. Prices, terms, conditions, and Product or Service specifications are subject to change without notice. Pricing is subject to immediate change upon announcement of Product discontinuance.
4. **PAYMENT.**
 - 4.1. **Invoicing & Payment.** Honeywell reserves the right to invoice Customer monthly for all materials delivered. Invoices are due thirty (30) days from the date of the invoice, unless prepayment is required in the quote. If the Customer becomes overdue in any progress payment, Honeywell shall be entitled to suspend further shipments, shall be entitled to interest at the annual rate of 18%, or the maximum amount allowed by law, and shall also be entitled to avail itself of any other legal or equitable remedies. Customer agrees that it will pay and/or reimburse Honeywell for any and all reasonable attorneys' fees and costs which are incurred by Honeywell in the collection of amounts due and payable hereunder.
 - 4.2. **Payment Disputes.** Any disputes must be provided to Honeywell as soon as possible and must be accompanied by detailed supporting information. Disputes as to invoices are deemed waived fifteen (15) days following the invoice date. In the event that any portion of an invoice is undisputed, such undisputed amount must be paid by no later than the invoice due date.
 - 4.3. **No Set Off.** Neither Customer nor any related entities (or representatives or agents thereof) shall attempt to set off or recoup any invoiced amounts or any portion thereof against other amounts that are due or may become due from Honeywell, its parent, affiliates, subsidiaries or other legal entities, business divisions, or units.
 - 4.4. **Credit Card Payments.** All Honeywell quotes are developed for the Customer with the understanding that any purchase of the Products listed thereon will facilitated using to Honeywell's standard Purchase Order and Invoice process. If Customer would rather seek to use a Credit Card for purchase, then said order would be subject to a 4% credit card surcharge.
5. **SURCHARGES.**
 - 5.1. For avoidance of doubt, Orders placed prior to the Terms and Conditions Effective Date which have not been delivered, including those on backlog or which requested delivery more than twelve (12) months from the date of Order, are subject to Surcharges.
 - 5.2. Honeywell will invoice Customer, and Buyer agrees to pay for any Surcharges pursuant to the standard payment terms in these Terms and Conditions. If a dispute arises with respect to Surcharges and that dispute remains open for more than fifteen (15) days, Honeywell may, in its sole discretion, withhold performance or future shipments, or combine any other rights and remedies under this Agreement or permitted by law, until the dispute is resolved. The terms of this Section shall prevail in the event of inconsistency with any other terms in these Terms and Conditions. Any Surcharges, as well as the timing, effectiveness, and method of determination thereof, will be separate from and in addition to any changes to pricing that are affected by any other provisions in these Terms and Conditions.
6. **CANCELLATION AND SUSPENSION.** Any Order resulting from this proposal is subject to cancellation or instructions to suspend work by the Customer only upon agreement to pay Honeywell for all work in progress, all inventoried or ordered project parts and materials, and all other costs incurred by Honeywell related to the Order.
7. **TAXES.** Honeywell's pricing excludes all taxes (including but not limited to sales, use, excise, value-added, and other similar taxes), tariffs and duties (including, but not limited to, amounts imposed upon the Product(s) or bill of material thereof under any Trade Act, including, but not limited to, the Trade Expansion Act, section 232 and the Trade Act of 1974, section 301) and charges (collectively "Taxes"). All Taxes of any kind levied by any federal, state, municipal or other governmental authority, which tax Honeywell is required to collect or pay with respect to the production, sale, or delivery of products sold to Customer, shall be the responsibility of and be invoiced to Customer, unless, at the time of Order placement, Customer furnishes Honeywell with a valid exemption certificate or other documentation sufficient to verify exemption from Taxes, including, but not limited to, a direct pay permit. Customer agrees to pay all such Taxes and further agrees to reimburse Honeywell for any such payments made by Honeywell.
8. **SHIPPING/DELIVERY/RISK OF LOSS.**

8.1. Delivery Liability. Delivery and shipment dates for Products are estimates only. Deliveries may be made in partial shipments. Honeywell and its affiliated entities are not liable, either directly or indirectly, for delays of carriers or delays in connection with any Force Majeure Event (as defined in Section 17 below), and the estimated delivery date shall be extended accordingly.

8.1.1. Inspection upon Receipt. The Customer must inspect all shipments upon receipt. Any claims for damage, loss, or shortages must be submitted within 10 calendar days of receipt. Honeywell will not be responsible for claims made after this 10-day period.

8.2. Future Delivery and Repricing. Honeywell will schedule delivery in accordance with its standard lead times unless the Order states a later delivery date or the parties otherwise agree in writing. Honeywell will accept Orders with a future ship date of up to eighteen (18) months from the date of the entry of the Order. Customer agrees that in the event an Order is scheduled to be delivered more than six (6) months from the date of the entry of the Order, Honeywell may, in its sole determination and at each six (6) month anniversary of the date of the entry of the Order, adjust the pricing of the Order to conform to the then-current prices of the Honeywell Products included in the Order. Honeywell will include any repricing in its final invoice related to the Order.

8.3. Storage Fees. If delivery takes place more than six (6) months from the date of the entry of the Order, Customer agrees to pay Honeywell a storage fee (the "Storage Fee"), as set forth in the quote, for each month after six (6) months from the date of the entry of the Order. Customer has not taken delivery of the Products in the Order. Honeywell will separately invoice any storage fees owed under this Section at the end of each month for which the storage fees are owed.

8.4. Title & Risk of Loss. Unless otherwise specifically detailed in this quote, delivery terms for Products (excluding software and services) are (i) EX Works (EXW Incoterms 2020) Honeywell's point of shipment ("Honeywell Dock") for all shipments (except that Honeywell is responsible for obtaining any export license), and (ii) F.O.B. Honeywell Dock for all domestic shipments. For shipments from a Honeywell Dock to a Buyer location within the same country, the import/export provisions of the INCOTERMS do not apply. Honeywell shall be responsible for obtaining insurance on each shipment to Customer for the full value of the shipment. Shipment shall be to a single point of delivery.

9. LIMITED WARRANTY. CUSTOMER'S EXCLUSIVE REMEDIES AND HONEYWELL'S SOLE LIABILITY AS TO ANY WARRANTY CLAIM ON ANY PRODUCT SOLD IN CONNECTION WITH THIS QUOTE IS AS SET FORTH IN THIS SECTION. SUCH REMEDIES ARE IN LIEU OF ANY OTHER LIABILITY OR OBLIGATION OF HONEYWELL, INCLUDING WITHOUT LIMITATION ANY LIABILITY OR OBLIGATION FOR DAMAGE, LOSS, OR INJURY (WHETHER DIRECT, INDIRECT, EXEMPLARY, SPECIAL, CONSEQUENTIAL, PUNITIVE OR INCIDENTAL) ARISING OUT OF OR IN CONNECTION WITH THE DELIVERY, USE, OR PERFORMANCE OF THE PRODUCTS. CREDIT, REPAIR OR REPLACEMENT (AT HONEYWELL'S OPTION) IS THE SOLE REMEDY PROVIDED HEREUNDER. NO EXTENSION OF THIS WARRANTY WILL BE BINDING UPON HONEYWELL UNLESS SET FORTH IN WRITING AND SIGNED BY A HONEYWELL AUTHORIZED REPRESENTATIVE.

9.1 Product Warranty Terms

9.1.1. If Customer is purchasing a new System, i.e., the initial System for Customer, or for a new Dispatch System or Station System, subject to the terms, conditions and limitations contained herein, and unless Honeywell has otherwise provided an alternative written warranty (in which case the terms of such warranty will control), Honeywell warrants and guarantees its products will be free from defects in workmanship and materials (collectively, "Defects") for 12 months from Customer's "Commissioning Date" ("Warranty Period"). This limited warranty does not cover defects caused by normal wear and tear or maintenance. For purposes of subparagraph, "Commissioning Date" shall mean means the date on which an authorized Honeywell technician has inspected and approved installations, confirmed that all connections and start-up configurations are properly working, and confirming the System can send and receive alerts through the configured communication pathways.

9.1.2. If Customer is purchasing Products or services to add to or as replacement Products for an existing System, subject to the terms, conditions and limitations contained herein, and unless Honeywell has otherwise provided an alternative written warranty (in which case the terms of such warranty will control), Honeywell warrants and guarantees its products for 12 months from the day of shipment to Customer ("Warranty Period"). This limited warranty does not cover defects caused by normal wear and tear or maintenance.

9.2. Product Defects. If a Defect with a Product arises and a valid claim is made within the Warranty Period, Customer shall initiate the RMA process as described below. Upon approval, Honeywell at its option, will either (1) repair the Product defect at no charge, using new parts or parts equivalent to new in performance and reliability or (2) exchange the Product with a Product that is new or equivalent to new in performance and reliability and is at least functionally equivalent to the original Product. Any replacement Product or part, including a user-installable part that has been installed in accordance with instructions provided by Honeywell, shall remain under warranty during the Warranty Period or for ninety (90) days from the date of repair, whichever is longer. When a Product or part is exchanged, any replacement item becomes the Customer's property and the replaced item becomes the property of Honeywell. Parts provided by Honeywell in fulfillment of its warranty obligation must be used in the same Honeywell Fire Station Alerting System for which the warranty claim is made.

9.3. Procedure for Warranty Claims.

9.3.1. Prior to making a Warranty claim, Customer is encouraged to review Honeywell's online help resources. Thereafter, to make a valid claim hereunder, Customer must contact Honeywell technical support and describe the problem or defect with specificity. The first such contact must occur during the Warranty Period. Honeywell's technical support contact information can be found on Honeywell's web site at <https://buildings.honeywell.com/us/en/brands/our-brands/usdd>. Customer must use its best efforts to assist in diagnosing defects, follow Honeywell's technical instructions, and fully cooperate in the diagnostic process. Failure to do so shall relieve Honeywell of any further obligation hereunder.

9.3.2. If a defect with the Hardware arises and Customer makes a valid Support Service Request within the Warranty Period, Customer shall initiate the RMA process as described below. Upon approval, Honeywell will cause shipment of a replacement Hardware component to Customer prior to the defective Hardware component being returned to Honeywell for repair. The replacement Hardware will be new or equivalent to new in performance and reliability and at least functionally equivalent to the original Hardware. When Hardware is exchanged, any replacement item becomes the Customer's property and the replaced item becomes the property of Honeywell. Replaced Hardware provided by Honeywell in fulfillment of the Support Services must be used in the System to which this Agreement applies.

9.4. Return Material Authorization Process. If a Customer makes a claim for an advanced replacement of a Hardware component during the Warranty Period, Customer must initiate an RMA request. As part of this RMA process, the Customer shall provide Honeywell with the Hardware, model, serial number, and a description of the Hardware's failure to initiate the RMA process. Upon Honeywell's issuance of the RMA, Honeywell will send the replacement Hardware, shipped postage paid, ground shipping, to the address provided by Customer. RMA requests approved between 12:00 a.m. and 2:00 p.m. Mountain Standard Time are shipped on the same business day. After 2:00 p.m. Mountain Standard Time, the replacement Hardware will be shipped on the next business day. All RMA requests are processed on the business day on which the request was received, excluding holidays. Included with the shipped package will be return shipment instructions and a pre-paid return shipping label for the Hardware that the Customer is returning. The original Hardware must be returned in the shipping box provided by Honeywell. No goods will be accepted for exchange or return without a pre-approved RMA number, nor will goods which have not been properly packaged in Honeywell's shipping box, as proper packaging ensures that goods are not damaged during the shipping process. The original Hardware must be shipped back within 10 days of receiving the replacement Hardware. Failure to return the original Hardware or failure to return the original Hardware in an appropriate manner will cause Customer to incur a replacement charge equal to full market value of the replacement Hardware.

9.5. No Fault Found. Customer understands that this fee is intended to discourage return of Products prior to proper troubleshooting or return because the product is "old." Product returns will not be allowed if, upon examination of the returned Product, it is determined that the Product was subjected to accident, misuse, neglect, alteration, improper installation, unauthorized repair, improper testing, or poor packaging upon return. In such event, Honeywell shall invoice Customer for the full market value of the replacement Product.

9.6. WARRANTY EXCLUSIONS & DISCLAIMERS.

9.6.1. Honeywell does not warrant that the operation of its Products or any related peripherals will be uninterrupted or error-free. Honeywell further does not warrant nor support any system configuration that deviates from this specific quote's documented station system design file number.

9.6.2. Honeywell does not warrant or support any system not installed by G2 Trained & Certified Installation technician (installer). If Customer intends to tie this system into any 3rd-party system or devices, Honeywell will be unable to warrant or support the Products unless Honeywell has had a chance to review documented engineering assumptions and approve system integrity, performance, and reliability expectations

9.6.3. Honeywell is not responsible for damage arising from Customer's failure to follow instructions relating to the use of the Products. This Warranty does not apply to any Products, including the hardware or software, not used for its intended purpose.

9.6.4. Honeywell cannot warrant nor support any system not using Honeywell-approved Uninterruptable Power Supply Battery Backup. This Warranty does not apply to monitors or televisions manufactured by third parties. Repair or replacement of such components shall be subject exclusively to the manufacturer's warranty, if any. Recovery and reinstallation of hardware and user data (including passwords) are not covered under this Warranty.

9.6.5. This Warranty does not apply: (a) to consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship; (b) to cosmetic damage, including but not limited to scratches, dents and broken plastic on ports; (c) to damage caused by use with non-Honeywell products; (d) to damage caused by accident, abuse, misuse, flood, lightning, fire, earthquake or other external causes; (e) to damage caused by operating the Product outside the permitted or intended uses described by Honeywell; (f) to damage or failure caused by installation or service (including upgrades and expansions) performed by anyone who is not a representative of Honeywell or a Honeywell authorized installer or service provider; (g) to a Product or part that has been modified to alter functionality or capability without the written permission of Honeywell; (h) to Software (as defined below); (i) to any other damage caused by an event or action outside of Honeywell's control, including, without limitation, Customer's failure to apply required or recommended updates or patches to any Software or Product; or (h) if any serial number has been removed or defaced.

9.6.6. The System is designed to generate and transmit signal-based outputs solely to supported third-party integrations (e.g., gas shut-off systems, apparatus bay doors, and similar connected equipment).

9.6.7. Customer acknowledges and agrees that the System's functionality is strictly limited to the initiation and transmission of such signals. The System does not control, monitor, verify, or guarantee the execution, performance, or outcome of any action by third-party systems, devices, or integrations.

9.6.8. USDD by Honeywell warrants and supports only the transmission of signals from the System itself. Any actions taken (or not taken) by third-party systems in response to such signals are outside of USDD by Honeywell's control and responsibility.

9.6.9. USDD by Honeywell shall have no responsibility or liability for:

- The failure, delay, malfunction, or improper operation of any third-party system or device;
- Any damages or losses arising from the actions or inactions of third-party integrations;
- Any uses of the System beyond its intended signal-transmission function.

9.6.10. All other functions, uses, or integrations not expressly supported by the System are outside the scope of this Agreement and are not warranted or supported in any manner.

10. **LIMITATIONS OF LIABILITY.** TO THE EXTENT PERMITTED BY LAW, THE LIMITED WARRANTY IN SECTION 9 OF THESE TERMS AND CONDITIONS AND ANY OTHER REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, REMEDIES AND CONDITIONS, WHETHER ORAL OR WRITTEN, STATUTORY, EXPRESS OR IMPLIED. AS PERMITTED BY APPLICABLE LAW, HONEYWELL SPECIFICALLY DISCLAIMS ANY AND ALL STATUTORY OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND WARRANTIES AGAINST HIDDEN OR LATENT DEFECTS. If Honeywell cannot lawfully disclaim statutory or implied warranties, then to the extent permitted by law, all such warranties shall be limited in duration to the duration of this express Warranty and to repair or replacement service as determined by Honeywell in its sole discretion. No reseller, agent, or employee is authorized to make any modification, extension, or addition to this Warranty. If any term is held to be illegal or unenforceable, the legality or enforceability of the remaining terms shall not be affected or impaired.

EXCEPT AS PROVIDED IN THE LIMITED WARRANTY IN SECTION 9 OF THESE TERMS AND CONDITIONS, AND TO THE EXTENT PERMITTED BY LAW, HONEYWELL IS NOT RESPONSIBLE FOR INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY OTHER LEGAL THEORY, INCLUDING BUT NOT LIMITED TO LOSS OF USE; LOSS OF REVENUE; LOSS OF THE USE OF MONEY; LOSS OF ANTICIPATED SAVINGS; LOSS OF GOODWILL; LOSS OF REPUTATION; AND LOSS OF, DAMAGE TO OR CORRUPTION OF DATA. HONEYWELL IS NOT RESPONSIBLE FOR ANY INDIRECT LOSS OR DAMAGE HOWSOEVER CAUSED, INCLUDING THE REPLACEMENT OF EQUIPMENT AND PROPERTY, ANY COSTS OF RECOVERING PROGRAMMING OR REPRODUCING ANY PROGRAM OR DATA STORED OR USED WITH HONEYWELL PRODUCTS, AND ANY FAILURE TO MAINTAIN THE CONFIDENTIALITY OF DATA STORED ON THE PRODUCT.

ALL PRODUCT CLAIMS ARE LIMITED TO THOSE EXCLUSIVE REMEDIES SET FORTH IN THE LIMITED WARRANTY IN SECTION 9 OF THESE TERMS AND CONDITIONS. HONEYWELL'S AGGREGATE LIABILITY IN CONNECTION WITH THEREWITH SHALL NOT EXCEED THE PURCHASE PRICE OF THE PRODUCTS PAID BY CUSTOMER TO HONEYWELL FOR THE PRODUCTS GIVING RISE TO THE CLAIM. Honeywell disclaims any representation that it will be able to repair any Hardware under this Warranty or make a product exchange without risk to or loss of the programs or data stored thereon.

11. **SERVICE AGREEMENT.** The Product being purchased hereunder is not subject to any post-Warranty service agreement or maintenance program unless specifically contracted for between Honeywell and Customer. Honeywell offers a comprehensive post-Warranty Service Agreement at additional cost. Customer should contact Honeywell regarding its Service Agreement and costs associated therewith.
12. **SOFTWARE PRODUCTS.** All software Products delivered by Honeywell to Customer or for which Honeywell provides access, including, without limitation, Honeywell's mobile application software and Products with embedded software or firmware (collectively, "Software") are not sold and are licensed. At all times that Customer is in compliance with the terms of these Terms and Conditions and any other agreement between the parties, Customer shall have a non-exclusive, non-transferable, fully paid license to use the Software, but only in conjunction with the Products provided by Honeywell and Customer's fire station alerting system (the "License"). The terms of such Software License may be set forth in a separate software license agreement or end user license agreement provided by Honeywell with such Software. In no event shall Customer have any right to (or authorize or allow any third party to) distribute, sell, lend, rent, transfer, or convey the Software; grant any sublicense, lease, or other rights in the Software; decompile, disassemble, reverse engineer, or otherwise attempt to reconstruct, identify, or discover any source code, underlying user interface architecture or techniques, or algorithms of the Software by any means; or take any action that would cause the Software or any portion of it to be placed in the public domain. In the event of a conflict between the terms of any Software license terms provided upon download or purchase a purchase and these Terms and Conditions, the relevant Software license terms shall control solely with respect to such Software.
13. **INTELLECTUAL PROPERTY:** Customer hereby agrees and acknowledges that Honeywell owns all rights, title, and interest in and to the Intellectual Property (as defined below). Customer agrees to not remove, obscure, or alter Honeywell's or any third party's copyright notice, trademarks, or other proprietary rights notices affixed to or contained within or accessed in conjunction with or through Honeywell's Product (as defined below). Nothing herein shall be deemed to give, transfer, or convey to Customer any rights in the Intellectual Property other than the License, as set forth above. For purposes of this Section, "Intellectual Property" means any and all rights of Honeywell related to Honeywell's Products existing from time to time under patent law, copyright law, trade secret law, trademark law, unfair competition law, and any and all other proprietary rights, and any and all derivative works, work product, applications, renewals, extensions and restorations thereof, now or hereafter in force and effective worldwide.
14. **FIRST ARRIVING MOBILE APP.** If Customer wishes to use its First Arriving Mobile App ("First Arriving") with the System being acquired from Honeywell, Customer agrees to the following:
- 14.1 Customer acknowledges that it bears full responsibility for complying with applicable law and regulations, including all privacy requirements, and for providing any required notices and obtaining all required consents in order for Honeywell to transmit alert to First Arriving. Customer also acknowledges that Honeywell bears no responsibility for any service failure by First Arriving, nor is Honeywell responsible for supporting First Arriving's services or platform. Honeywell is offering to transmit alerts that are transmitted through its Honeywell service to First Arriving merely as a courtesy to Customer.
- 14.2 IN NO EVENT SHALL HONEYWELL BE LIABLE TO CUSTOMER FOR ANY CLAIMS, WHETHER ARISING FROM ANY INDEMNIFICATION OBLIGATION HONEYWELL MAY HAVE OR THAT ARISE FROM A BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), OPERATION OF LAW, OR OTHERWISE, AND EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF THE LIABILITY OR THE LIABILITY IS OTHERWISE FORESEEABLE, FOR ANY LOST PROFITS OR REVENUE, SPECIAL, INCIDENTAL, INDEIRECT, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND (INCLUDING ALL DAMAGES DUE TO BUSINESS INTERRUPTION, LOSS OR CORRUPTION OF DATA, OR LOST USE OF ANY PROPERTY OR CAPITAL) THAT RELATE TO OR ARISE OUT OF HONEYWELL'S TRANSMISSION OF ALERTS TO FIRST ARRIVING. FURTHER HONEYWELL'S AGGREGATE LIABILITY IN CONNECTION WITH ITS TRANSMISSION OF ALERTS TO FIRST ARRIVING WILL BE LIMITED TO THE GREATER OF THE AMOUNT PAID BY CUSTOMER TO HONEYWELL IN ORDER FOR HONEYWELL TO TRANSMIT ALERTS TO FIRST ARRIVING OR \$100.
15. **REMOTE ACCESS TO THE SYSTEM.**

15.1 Remote Access. Honeywell requires remote network access to the Customer's Products through Secure Shell (SSH) to perform implementation and support tasks under this Agreement. To enable remote network access, the Customer will provide Honeywell support personnel VPN or similar remote network access to the Products for Honeywell support personnel ("Customer Support") to effectively troubleshoot critical or complex problems and to expedite resolution of such issues. Remote network access is also used to install core software upgrades and customized software. Honeywell will only access Customer's Products with the knowledge and consent of Customer. Honeywell will not access any other systems or data.

15.2. Alternative to Network Access. If the Customer elects not to provide remote network access to the Products, then Honeywell may not be able to perform some support functions. Customers that elect not to routinely provide network access may temporarily reinstate this access to allow Honeywell to perform the above services. The following services will not be performed without this access: Product software upgrades; Product software customization; Network troubleshooting assistance including packet capture and network monitoring on Honeywell devices; Detailed log analysis; Bulk updates to certain Product database tables; Troubleshooting that requires low-level system access or large file transfer.

15.3. Timely Access. Customers must ensure that remote access is available prior to notifying Honeywell of a support request. In the event that the Customer is unable to provide remote access, Honeywell will not be required to provide support outside those tasks that do not require remote access, and any corresponding resolution response times will not apply.

15.4. Physical Security Tokens. Honeywell has multiple software engineers that provide after-hours support and these engineers do not typically take security tokens from the Honeywell office. If the customer requires the use of physical security tokens, this may delay after hours service.

16. GOVERNING LAW. This proposal and any contract or agreement resulting therefrom will be governed by and construed according to the laws of the State of Arizona without regard to its conflicts of law principles.

17. DISPUTE RESOLUTION/ARBITRATION. Before either Honeywell or Customer initiate any dispute resolution process related to the Agreement, they must schedule an executive resolution conference to be held within thirty (30) days of receipt of the other party's written request. The conference must be attended by at least one executive from each party. At the conference, each party will present its view of the dispute in detail and the executives will enter into good faith negotiations in an attempt to resolve the dispute. If the dispute is not resolved within fifteen (15) days of the end of the conference or if one party refuses to attend the executive resolution conference, then Honeywell and Customer further agree that any remaining dispute between them arising out of or relating to this Agreement will be settled by litigation with jurisdiction being Maricopa County, Arizona.

18. FORCE MAJEURE. Except for Customer's duty to pay sums due hereunder, neither party will be liable to the other for any failure to meet its obligations due to any Force Majeure Event. As used herein, a "Force Majeure Event" is one that is beyond the reasonable control of the non-performing party and may include, but is not limited to: (a) delays or refusals to grant an export license or the suspension or revocation thereof, (b) embargoes, blockages, seizure or freeze of assets, or any other acts of any government that would limit a party's ability to perform the Contract, (c) fires, earthquakes, floods, tropical storms, hurricanes, tornadoes, severe weather conditions, or any other acts of God, (d) quarantines, pandemics, or regional medical crises, (e) labor strikes, lockouts, or pandemic worker shortages, (f) riots, strife, insurrection, civil disobedience, landowner disturbances, armed conflict, terrorism or war, declared or not (or impending threat of any of the foregoing, if such threat might reasonably be expected to cause injury to people or property), and (g) shortages or inability to obtain materials or components. The party unable to fulfill its obligations due to Force Majeure will promptly (i) Notify the other in writing of the reasons for its failure to fulfill its obligations and the effect of such failure; and (ii) Use all reasonable efforts to avoid or remove the cause and perform its obligations.

If a Force Majeure Event results in a delay, then the date of performance will be extended by the period of time that the non-performing party is actually delayed or for any other period as the parties may agree in writing. In the event that a Force Majeure Event is ongoing for a period of time which is sixty (60) days or longer, Honeywell may provide notice to Customer that it is cancelling its Order.

19. ACCEPTANCE OF TERMS. This proposal shall become a binding contract between the Customer and Honeywell when accepted in writing by the Customer. Without limiting the foregoing, issuance by Customer of a purchase order to Honeywell for any of the goods or services herein described shall constitute acceptance.

19.1 CUSTOMER CAUSED DELAYS. If the Products and/or Services purchased by Customer hereunder are part of a new system or station implementation project (the "Project"), Honeywell and Customer shall mutually develop a project schedule or timetable ("Project Schedule"). Each party shall use commercially reasonable efforts to perform its obligations in accordance with the Project Schedule, subject to adjustments for reasonable changes or unforeseen events.

Honeywell shall not be liable for any delay, increased cost, or failure to perform to the extent caused by: (i) delays in obtaining parts, materials, equipment, services, or software from any Customer designated supplier; (ii) Customer's failure to timely provide required information, approvals, access, or resources; or (iii) any other act, omission, or circumstance caused by or within the reasonable control of Customer (each, a "Customer Caused Delay").

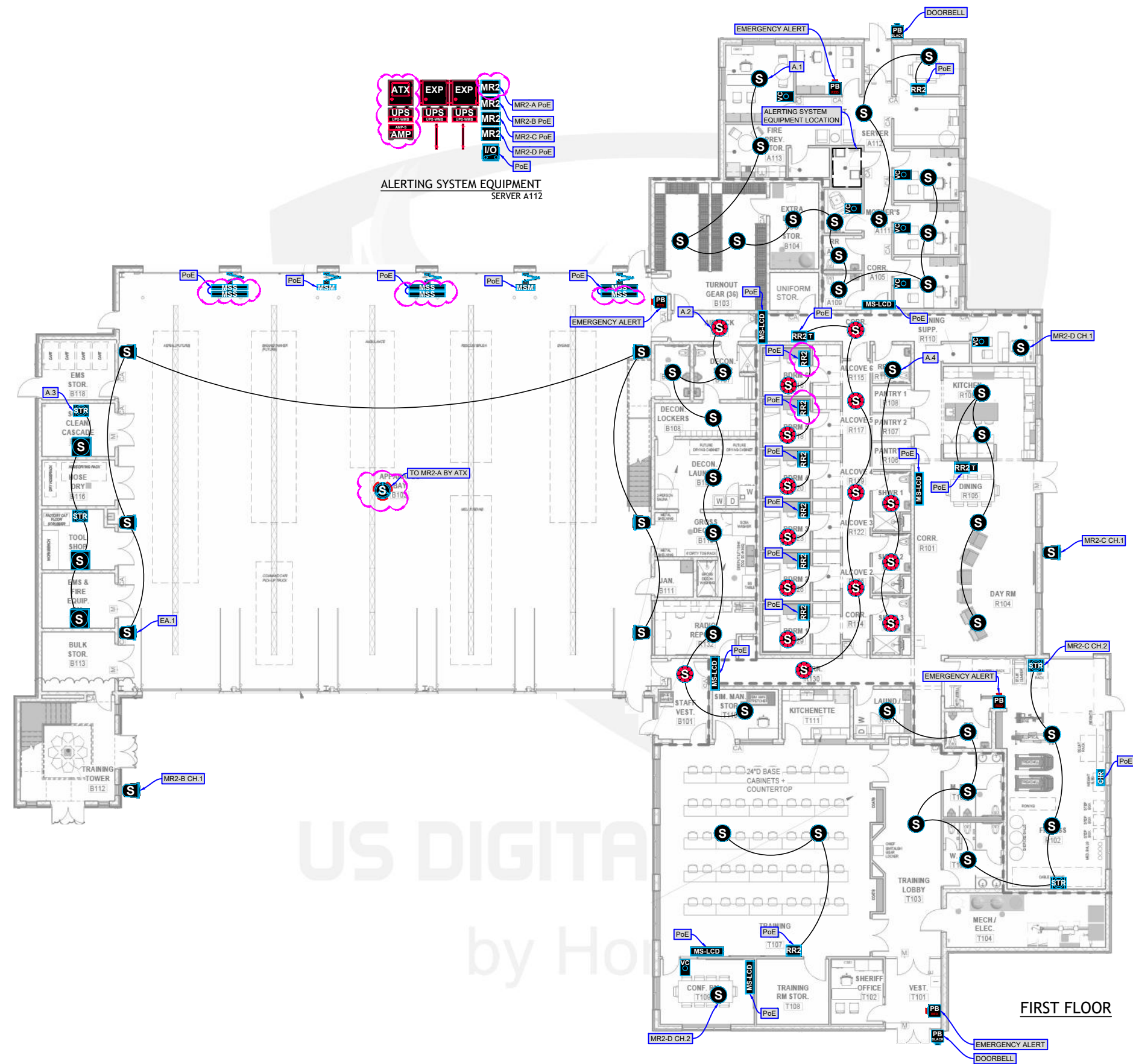
If a Customer Caused Delay occurs, Honeywell shall be entitled to equitable adjustments to the price, delivery dates, milestones, and any other affected terms to account for increased costs, delays, or other adverse impacts incurred by Honeywell. Such adjustments may include, without limitation: (a) increases in material or component costs required to complete the Project; (b) costs associated with buy out or long lead items, including additional costs due to currency exchange rate fluctuations; (c) increases in labor, mobilization, or installation costs; and (d) costs associated with pre building, warehousing, storage, handling, insurance, or preservation of equipment, at Honeywell's discretion.

If performance of the Project is delayed for a cumulative period exceeding six (6) months beyond the scheduled Project completion date due to Customer Caused Delays, Honeywell may, upon written notice to Customer, (i) suspend performance of the affected Products and/or Services until such delays are remedied, (ii) invoice Customer for reasonable costs incurred as a result of the suspension, and/or (iii) require renegotiation of pricing, schedule, and other affected terms as a condition to resuming performance.

Further, if either (a) the Project is not completed within six (6) months of the scheduled Project completion date due to Customer Caused Delays, or (b) Honeywell and Customer have not mutually agreed upon the required adjustments to price, delivery dates, and other affected terms within sixty (60) days following the expiration or continuation of such delays, Honeywell may, upon written notice, terminate or cancel any affected outstanding Customer Orders, in whole or in part, without liability. Such termination shall be without prejudice to Honeywell's right to recover amounts due for Products delivered, Services performed, and any reasonable costs incurred as a result of the Customer Caused Delay, including demobilization, storage, and restart costs.

20. **SEVERABILITY.** In the event any provision or portion of a provision herein is determined to be illegal, invalid, or unenforceable, the validity and enforceability of the remaining provisions shall not be affected and, in lieu of such provision, a provision as similar in terms as may be legal, valid, and enforceable shall be added hereto
21. **WAIVER.** The failure of either party to insist upon strict performance of any provision of these Terms and Conditions, or to exercise any right provided for herein, shall not be deemed to be a waiver for the future of such provision or right, and no waiver of any provision or right shall affect the right of the waiving party to enforce any provision or right herein.
22. **NO JOINT VENTURE.** The parties acknowledge that they are independent entities and nothing contained in these Terms and Conditions shall be construed to constitute either party hereto as the partner, joint venturer, employee, agent, servant, franchisee, or other representative of the other party hereto, and neither party has the right to bind or obligate the other, except as otherwise provided herein. Furthermore, nothing contained in these Terms and Conditions shall be construed to constitute Customer as an exclusive purchaser of the Products in any respect.

THIS QUOTE SUBJECT TO REVIEW FOR ERRORS AND OMISSIONS.



INSTALLER NOTES:

1. INSTALLER TO VERIFY WALL AND CEILING TYPE TO DETERMINE EQUIPMENT MOUNTING TYPE (FLUSH OR SURFACE).
2. INSTALLER TO COORDINATE CONNECTION BETWEEN ATX STATION CONTROLLER'S LINE-LEVEL AUDIO OUTPUT AND (EXISTING) OWNER-FURNISHED HOUSE AUDIO SYSTEM (AMP). (IF APPLICABLE)
3. INSTALLER TO PROVIDE CAT6 & 16/4 CABLES FROM ATX CONTROLLER TO CUSTOMER'S STATION RADIO FOR BACKUP.
4. INSTALLER TO COORDINATE CONNECTION BETWEEN EXISTING STATION LIGHTING CONTROL SYSTEM AND RELAY OUTPUT FROM ATX STATION CONTROLLER OR I/O REMOTE WITH OWNER. (IF APPLICABLE)

5. VOLUME CONTROL PROVIDED BY OWNER OR INSTALLER IF SHOWN ON DRAWING.
6. INSTALLER TO VERIFY AND CONSIDER LOCATION(S) OF NETWORK AND RADIO CONNECTIONS.
7. INSTALLER MUST RUN A GROUNDING WIRE (PER CODE) FROM ATX TO STATION GROUND.

PoE = G2 ATX Power-over-Ethernet (PoE) ports 1...8 and G2 Expansion Module ports 1...12

A.n = G2 ATX Amplifier 1...4	EA.n = G2 External Amplifier 1...n	CH.n = G2 Message Remote 2 Channel 1 or 2
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NOTES:

1. SEE ARCHITECTURAL SPECIFICATIONS FOR ALL ROUGH-IN AND INSTALLATION DETAILS.
2. US DIGITAL DESIGNS DOES NOT SUPPLY CABLE, WIRE, BACK BOXES, CONDUITS, OR MOUNTING FASTENERS.
3. US DIGITAL DESIGNS FIRE STATION ALERTING PLANS ARE DIAGRAMMATIC AND FOR QUOTING PURPOSES ONLY. DRAWING IS NOT TO SCALE.
4. PHOENIX G2 SYSTEM IS ABLE TO SIGNAL OWNER-FURNISHED SYSTEMS, (EXHAUST, LIGHT, GAS SHUT OFF, ETC.). USDD DOES NOT SUPPLY THESE SYSTEMS AND CANNOT WARRANT OR SUPPORT ANY OF THEIR PERFORMANCE BEYOND THE TRANSMISSION OF RELAY SIGNAL TO THEM.

THIS DESIGN INCLUDES ONLY THE EQUIPMENT IDENTIFIED IN THE BILL OF MATERIALS TABLE BELOW. ANY COMPONENTS DEPICTED OR TAGGED IN THE DRAWINGS THAT ARE NOT LISTED IN THE BOM ARE NOT PROVIDED BY USDD BY HONEYWELL AND ARE THE SOLE RESPONSIBILITY OF THE CUSTOMER OR INSTALLER.

US DIGITAL DESIGNS EXISTING EQUIPMENT

Count	Name
1	G2 ATX STATION CONTROLLER (ATX)
1	UPS (UPS-STD)
1	UPS SHELF-BRACKET WALL-MOUNT (UPS-WMB)
1	EXTERNAL AMPLIFIER (AMP-70V)
1	AMP SHELF-WALL MOUNT (AMP-S)
1	G2 MESSAGE REMOTE 2 (MR-2)
5	G2 MESSAGE SIGN STANDARD (MS-G-S)
2	G2 ROOM REMOTE 2 (RR-2)
1	G2 OMNISTROBE SPEAKER (SPK-OAS)

US DIGITAL DESIGNS

Count	Name
2	G2 EXPANSION UNIT (ATX-EXP)
3	G2 ATX-EXP RACK EARS (ATX-E)
2	UPS (UPS-STD)
2	UPS SHELF-BRACKET WALL-MOUNT (UPS-WMB)
1	G2 COLOR INDICATOR REMOTE (CIR)
1	G2 IO REMOTE (IOR)
2	PUSH BUTTON (PB-B)
4	PUSH BUTTON (PB-R)
3	G2 MESSAGE REMOTE 2 (MR-2)
6	G2 MESSAGE SIGN LCD (USDD-LCD-SIGN)
2	G2 MESSAGE SIGN MINI (MS-G-M)
1	G2 MESSAGE SIGN STANDARD (MS-G-S)
2	G2 MS ADAPTOR PLATE SINGLE (MS-AP-S)
3	G2 MS ADAPTOR PLATE DOUBLE (MS-AP-D)
5	MS MOUNT ARTICULATING (MS-MNT)
8	G2 ROOM REMOTE 2 (RR-2)
16	G2 LED SPEAKER (SPK-LED-FM)
37	G2 SPEAKER - STANDARD (SPK-STD-FM)
6	G2 STANDARD SPEAKER- BOX (SPK-STD-SM)
9	SPEAKER WEATHER-PROOF (SPK-W-SM)
4	G2 STROBE LIGHT (STR-2)
2	G2 TRANSFORMER (XFMR)
7	VOLUME CONTROL (CUSTOMER SUPPLIED)

US DIGITAL DESIGNS

Count	Name
27	G2 PoE PORT REQUIRED

SYMBOL	DESCRIPTION
	G2 ATX STATION CONTROLLER
	G2 EXPANSION MODULE
	G2 ATX-AUDIO STATION CONTROLLER
	G2 UNINTERRUPTIBLE POWER SUPPLY
	EXTERNAL AMPLIFIER
	G2 I/O REMOTE
	G2 MESSAGE REMOTE 2
	G2 ROOM REMOTE 2
	G2 REMOTE USER INTERFACE MODULE
	G2 LOCAL ALERTING REMOTE MODULE
	G2 ROOM REMOTE
	G2 HDTV REMOTE
	G2 COLOR INDICATOR REMOTE
	G2 COLOR INDICATOR REMOTE BACK BOX
	PUSH BUTTON - RED
	PUSH BUTTON - BLACK
	G2 VIDEO DOOR STATION
	G2 STROBE LIGHT
	OEM TRANSFORMER
	G2 OMNIALERT STROBE SPEAKER
	G2 LED SPEAKER, FLUSH MOUNT
	G2 LED SPEAKER, METAL BOX
	SPEAKER, WEATHER-PROOF
	SPEAKER, FLUSH MOUNT
	SPEAKER, METAL BOX
	G2 MESSAGE SIGN (MINI 12")
	G2 MESSAGE SIGN (STANDARD 24")
	G2 MESSAGE SIGN (EXTENDED 36")
	G2 LCD MESSAGE SIGN
	OEM FLAT PANEL MONITOR, XX", WITH MOUNT
	VOLUME CONTROL (CUSTOMER SUPPLIED)
	SHELF/BACKET, WALL-MOUNT FOR UPS
	SHELF, UNDER TABLE OR WALL MOUNT
	ADAPTER PLATE SINGLE
	ADAPTER PLATE DOUBLE
	RACK MOUNT EARS FOR G2 ATX OR G2 EXP
	ARTICULATING ARM MOUNT - LONG

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US DIGITAL DESIGNS
by Honeywell

COMSTOCK FIRE DEPARTMENT, MI

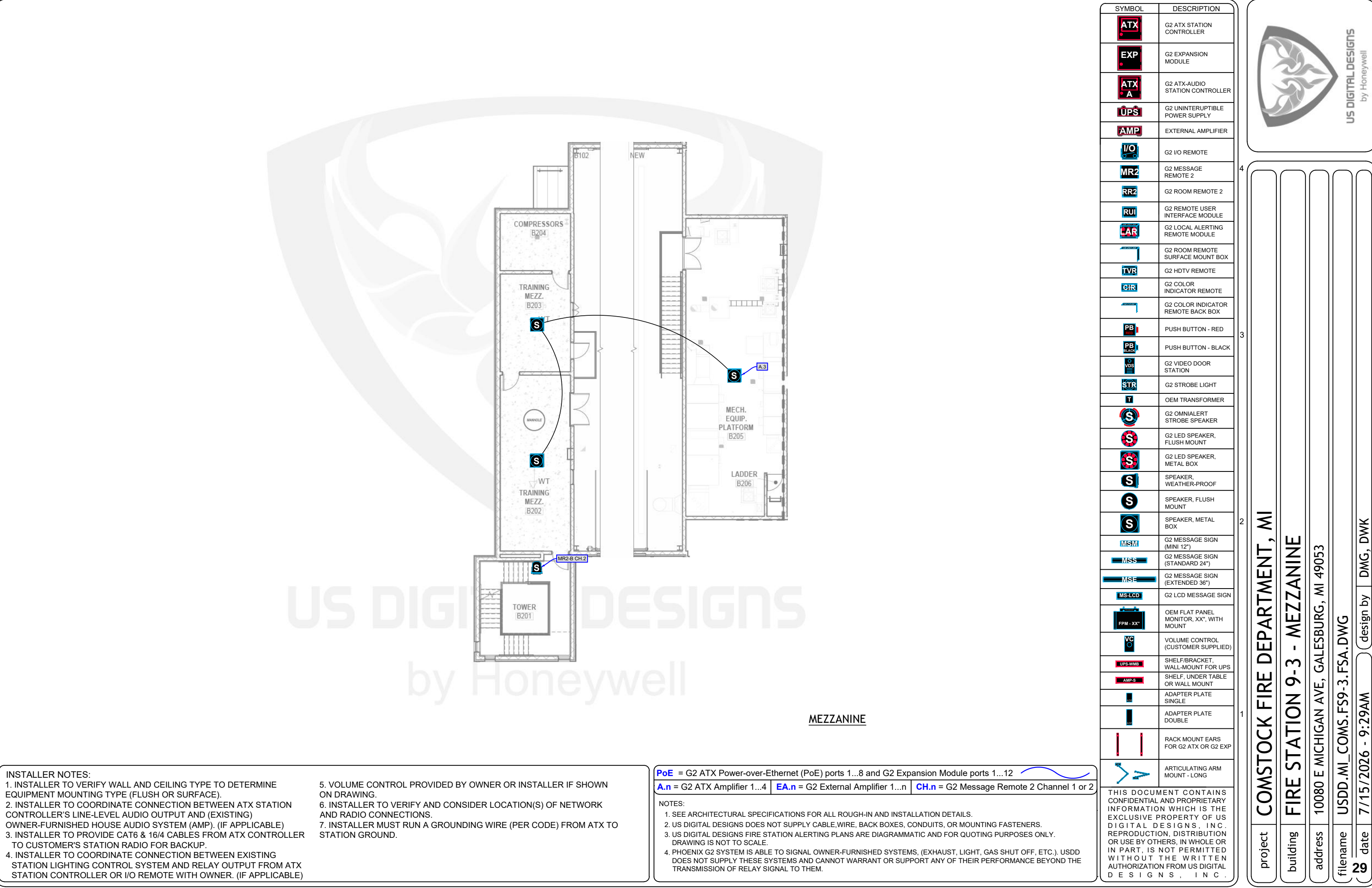
FIRE STATION 9-3 - FIRST FLOOR

10080 E MICHIGAN AVE, GALESBURG, MI 49053

USDD.MI_COMS.FS9-3.FSA.DWG

7/15/2026 - 9:29AM

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INSTALLER NOTES:

1. INSTALLER TO VERIFY WALL AND CEILING TYPE TO DETERMINE EQUIPMENT MOUNTING TYPE (FLUSH OR SURFACE).

2. INSTALLER TO COORDINATE CONNECTION BETWEEN ATX STATION CONTROLLER'S LINE-LEVEL AUDIO OUTPUT AND (EXISTING) OWNER-FURNISHED HOUSE AUDIO SYSTEM (AMP). (IF APPLICABLE)

3. INSTALLER TO PROVIDE CAT6 & 16/4 CABLES FROM ATX CONTROLLER TO CUSTOMER'S STATION RADIO FOR BACKUP.

4. INSTALLER TO COORDINATE CONNECTION BETWEEN EXISTING STATION LIGHTING CONTROL SYSTEM AND RELAY OUTPUT FROM ATX STATION CONTROLLER OR I/O REMOTE WITH OWNER. (IF APPLICABLE)

5. VOLUME CONTROL PROVIDED BY OWNER OR INSTALLER IF SHOWN ON DRAWING.

6. INSTALLER TO VERIFY AND CONSIDER LOCATION(S) OF NETWORK AND RADIO CONNECTIONS.

7. INSTALLER MUST RUN A GROUNDING WIRE (PER CODE) FROM ATX TO STATION GROUND.

PoE = G2 ATX Power-over-Ethernet (PoE) ports 1...8 and G2 Expansion Module ports 1...12

A.n = G2 ATX Amplifier 1...4 **EA.n** = G2 External Amplifier 1...n **CH.n** = G2 Message Remote 2 Channel 1 or 2

NOTES:

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4. PHOENIX G2 SYSTEM IS ABLE TO SIGNAL OWNER-FURNISHED SYSTEMS, (EXHAUST, LIGHT, GAS SHUT OFF, ETC.). USDD DOES NOT SUPPLY THESE SYSTEMS AND CANNOT WARRANT OR SUPPORT ANY OF THEIR PERFORMANCE BEYOND THE TRANSMISSION OF RELAY SIGNAL TO THEM.

SYMBOL	DESCRIPTION
	G2 ATX STATION CONTROLLER
	G2 EXPANSION MODULE
	G2 ATX-AUDIO STATION CONTROLLER
	G2 UNINTERUPTIBLE POWER SUPPLY
	EXTERNAL AMPLIFIER
	G2 I/O REMOTE
	G2 MESSAGE REMOTE 2
	G2 ROOM REMOTE 2
	G2 REMOTE USER INTERFACE MODULE
	G2 LOCAL ALERTING REMOTE MODULE
	G2 ROOM REMOTE SURFACE MOUNT BOX
	G2 HDTV REMOTE
	G2 COLOR INDICATOR REMOTE
	G2 COLOR INDICATOR REMOTE BACK BOX
	PUSH BUTTON - RED
	PUSH BUTTON - BLACK
	G2 VIDEO DOOR STATION
	G2 STROBE LIGHT
	OEM TRANSFORMER
	G2 OMNIALERT STROBE SPEAKER
	G2 LED SPEAKER, FLUSH MOUNT
	G2 LED SPEAKER, METAL BOX
	SPEAKER, WEATHER-PROOF
	SPEAKER, FLUSH MOUNT
	SPEAKER, METAL BOX
	G2 MESSAGE SIGN (MINI 12")
	G2 MESSAGE SIGN (STANDARD 24")
	G2 MESSAGE SIGN (EXTENDED 36")
	G2 LCD MESSAGE SIGN
	OEM FLAT PANEL MONITOR, XX", WITH MOUNT
	VOLUME CONTROL (CUSTOMER SUPPLIED)
	SHELF/BRACKET, WALL-MOUNT FOR UPS
	SHELF, UNDER TABLE OR WALL MOUNT
	ADAPTER PLATE SINGLE
	ADAPTER PLATE DOUBLE
	RACK MOUNT EARS FOR G2 ATX OR G2 EXP
	ARTICULATING ARM MOUNT - LONG
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project

building

address

filename

date

COMSTOCK FIRE DEPARTMENT, MI

FIRE STATION 9-3 - MEZZANINE

10080 E MICHIGAN AVE, GALESBURG, MI 49053

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design by

DMG, DWK

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SYSTEM ZONING LEGEND

ZONE	Name
A.1	OFFICE/STOR/RR/GEAR
A.2	AIRLOCK/RR/DECON/RADIO
A.3	OFFICE/CONFERENCE
A.4	BATHROOMS
EA.1	APPARATUS BAY
RR2	OFFICE/HALL/DORMS/LIVING
MR2	ADDITIONAL ZONES

SYMBOL	DESCRIPTION
ATX	G2 ATX STATION CONTROLLER
EXP	G2 EXPANSION MODULE
ATX A	G2 ATX-AUDIO STATION CONTROLLER
UPS	G2 UNINTERUPTIBLE POWER SUPPLY
AMP	EXTERNAL AMPLIFIER
I/O	G2 I/O REMOTE
MR2	G2 MESSAGE REMOTE
RR2	G2 ROOM REMOTE 2
RUI	G2 REMOTE USER INTERFACE MODULE
LAR	G2 LOCAL ALERTING REMOTE MODULE
	G2 ROOM REMOTE SURFACE MOUNT BOX
TVR	G2 HDTV REMOTE
GIR	G2 COLOR INDICATOR REMOTE
	G2 COLOR INDICATOR REMOTE BACK BOX
PB	PUSH BUTTON - RED
PB	PUSH BUTTON - BLACK
	G2 VIDEO DOOR STATION
STR	G2 STROBE LIGHT
T	OEM TRANSFORMER
S	G2 OMNIALERT STROBE SPEAKER
S	G2 LED SPEAKER, FLUSH MOUNT
S	G2 LED SPEAKER, METAL BOX
S	SPEAKER, WEATHER-PROOF
S	SPEAKER, FLUSH MOUNT
S	SPEAKER, METAL BOX
MSM	G2 MESSAGE SIGN (MINI 12")
MSS	G2 MESSAGE SIGN (STANDARD 24")
MSE	G2 MESSAGE SIGN (EXTENDED 36")
MS-LCD	G2 LCD MESSAGE SIGN
FPM - XX"	OEM FLAT PANEL MONITOR, XX", WITH MOUNT
VC	VOLUME CONTROL (CUSTOMER SUPPLIED)
UPS-WMB	SHELF/BRACKET, WALL-MOUNT FOR UPS
AMP-S	SHELF, UNDER TABLE OR WALL MOUNT
	ADAPTER PLATE SINGLE
	ADAPTER PLATE DOUBLE
	RACK MOUNT EARS FOR G2 ATX OR G2 EXP
	ARTICULATING ARM MOUNT - LONG

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COMSTOCK FIRE DEPARTMENT, MI

FIRE STATION 9-3 - FIRST FLOOR

address 10080 E MICHIGAN AVE, GALESBURG, MI 49053

filename USDD.MI_COMS.FS9-3.FSA.DWG

date 7/15/2026 - 9:29AM

design by DMG, DWK

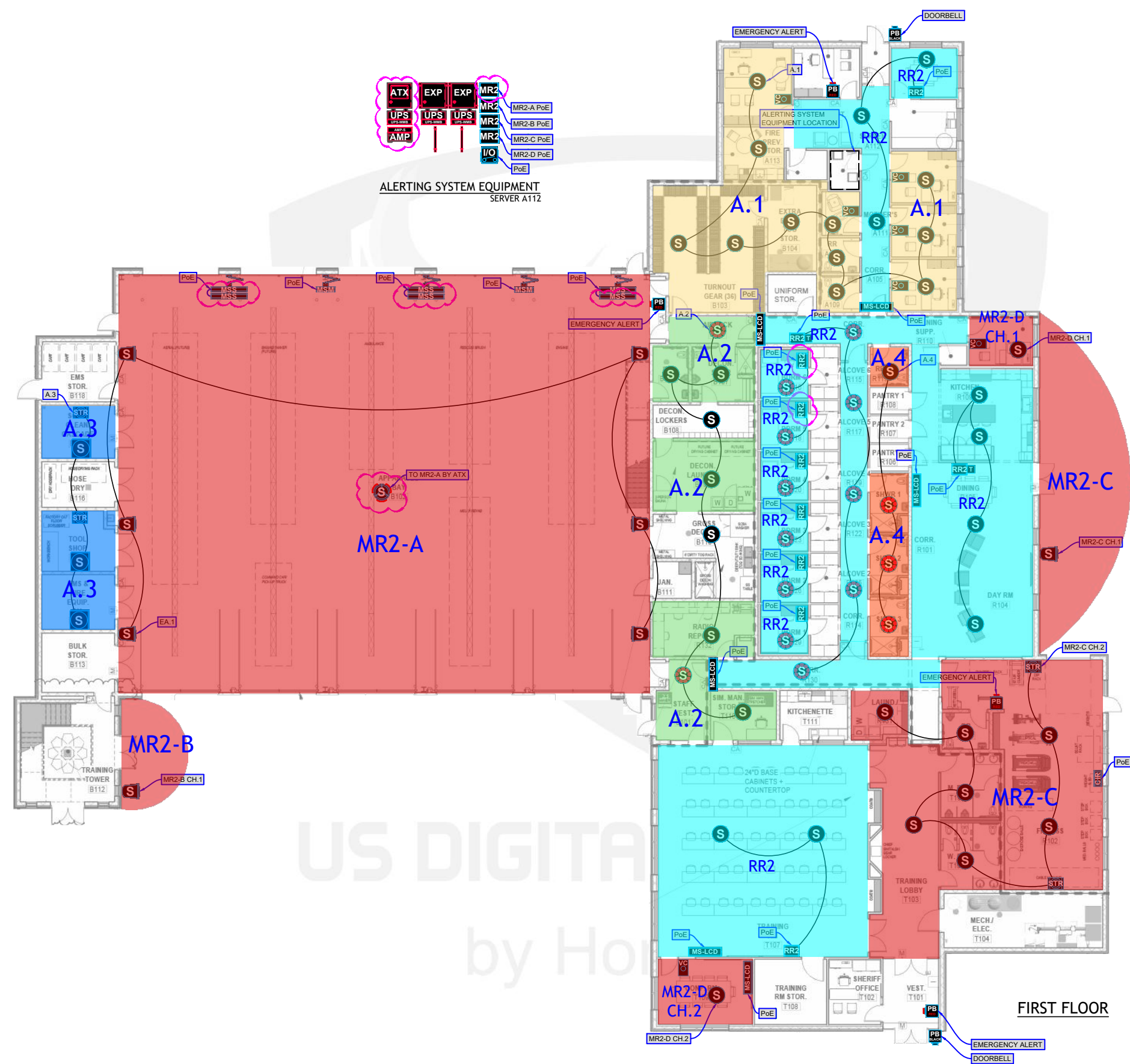
project

building

address

filename

date



INSTALLER NOTES:

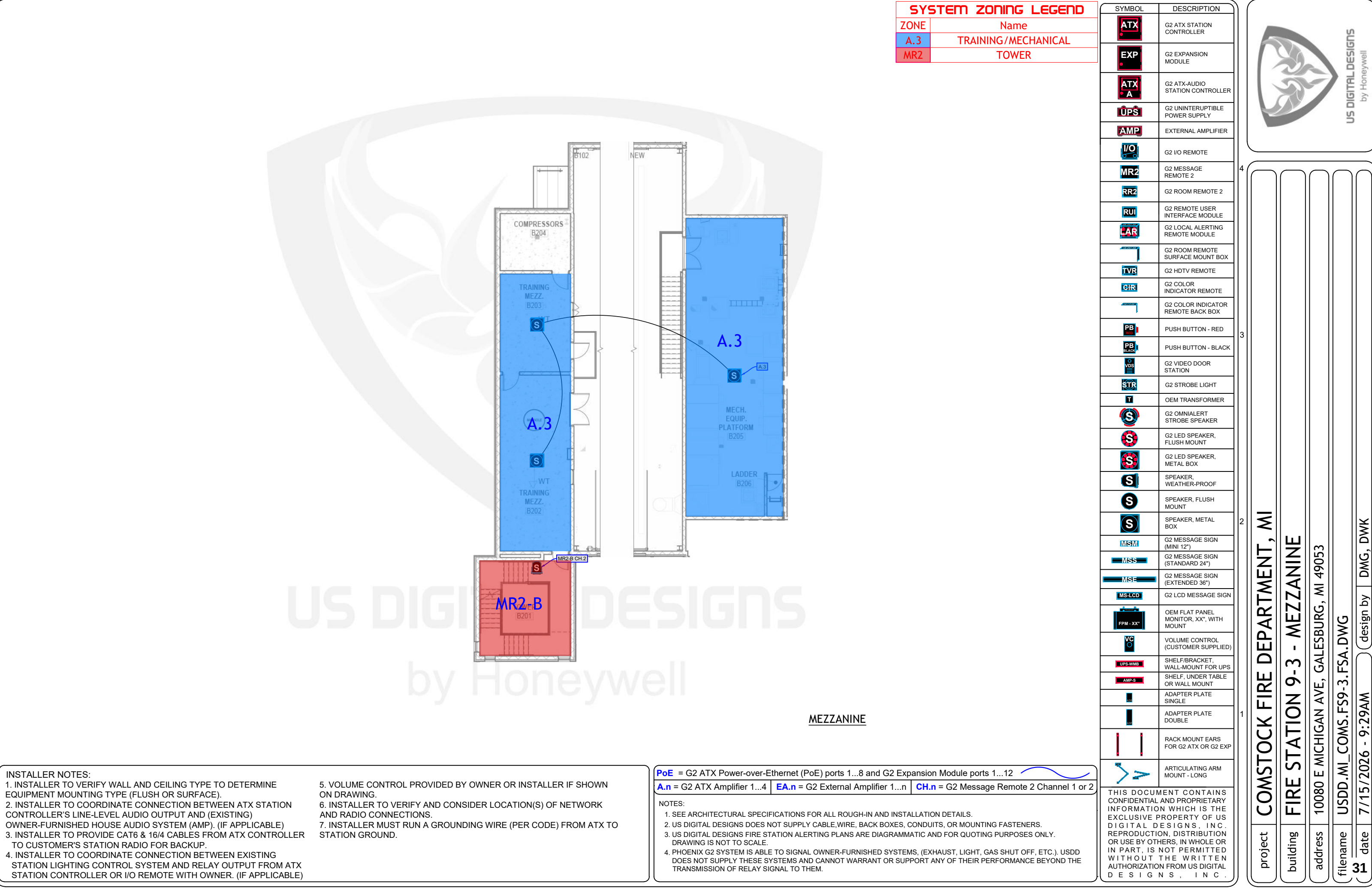
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SYSTEM ZONING LEGEND	
ZONE	Name
A.3	TRAINING/MECHANICAL
MR2	TOWER

SYMBOL	DESCRIPTION
	G2 ATX STATION CONTROLLER
	G2 EXPANSION MODULE
	G2 ATX-AUDIO STATION CONTROLLER
	G2 UNINTERRUPTIBLE POWER SUPPLY
	EXTERNAL AMPLIFIER
	G2 I/O REMOTE
	G2 MESSAGE REMOTE 2
	G2 ROOM REMOTE 2
	G2 REMOTE USER INTERFACE MODULE
	G2 LOCAL ALERTING REMOTE MODULE
	G2 ROOM REMOTE SURFACE MOUNT BOX
	G2 HDTV REMOTE
	G2 COLOR INDICATOR REMOTE
	G2 COLOR INDICATOR REMOTE BACK BOX
	PUSH BUTTON - RED
	PUSH BUTTON - BLACK
	G2 VIDEO DOOR STATION
	G2 STROBE LIGHT
	OEM TRANSFORMER
	G2 OMNIALERT STROBE SPEAKER
	G2 LED SPEAKER, FLUSH MOUNT
	G2 LED SPEAKER, METAL BOX
	SPEAKER, WEATHER-PROOF
	SPEAKER, FLUSH MOUNT
	SPEAKER, METAL BOX
	G2 MESSAGE SIGN (MINI 12")
	G2 MESSAGE SIGN (STANDARD 24")
	G2 MESSAGE SIGN (EXTENDED 36")
	G2 LCD MESSAGE SIGN
	OEM FLAT PANEL MONITOR, XX", WITH MOUNT
	VOLUME CONTROL (CUSTOMER SUPPLIED)
	SHELF/BRACKET, WALL-MOUNT FOR UPS
	SHELF, UNDER TABLE OR WALL MOUNT
	ADAPTER PLATE SINGLE
	ADAPTER PLATE DOUBLE
	RACK MOUNT EARS FOR G2 ATX OR G2 EXP
	ARTICULATING ARM MOUNT - LONG



project	COMSTOCK FIRE DEPARTMENT, MI
building	FIRE STATION 9-3 - MEZZANINE
address	10080 E MICHIGAN AVE, GALESBURG, MI 49053
filename	USDD.MI_COMS.FS9-3.FSA.DWG
date	7/15/2026 - 9:29AM
design by	DMG, DWK

INSTALLER NOTES:

1. INSTALLER TO VERIFY WALL AND CEILING TYPE TO DETERMINE EQUIPMENT MOUNTING TYPE (FLUSH OR SURFACE).

2. INSTALLER TO COORDINATE CONNECTION BETWEEN ATX STATION CONTROLLER'S LINE-LEVEL AUDIO OUTPUT AND (EXISTING) OWNER-FURNISHED HOUSE AUDIO SYSTEM (AMP). (IF APPLICABLE)

3. INSTALLER TO PROVIDE CAT6 & 16/4 CABLES FROM ATX CONTROLLER TO CUSTOMER'S STATION RADIO FOR BACKUP.

4. INSTALLER TO COORDINATE CONNECTION BETWEEN EXISTING STATION LIGHTING CONTROL SYSTEM AND RELAY OUTPUT FROM ATX STATION CONTROLLER OR I/O REMOTE WITH OWNER. (IF APPLICABLE)

5. VOLUME CONTROL PROVIDED BY OWNER OR INSTALLER IF SHOWN ON DRAWING.

6. INSTALLER TO VERIFY AND CONSIDER LOCATION(S) OF NETWORK AND RADIO CONNECTIONS.

7. INSTALLER MUST RUN A GROUNDING WIRE (PER CODE) FROM ATX TO STATION GROUND.

PoE = G2 ATX Power-over-Ethernet (PoE) ports 1...8 and G2 Expansion Module ports 1...12

A.n = G2 ATX Amplifier 1...4 EA.n = G2 External Amplifier 1...n CH.n = G2 Message Remote 2 Channel 1 or 2

NOTES:

1. SEE ARCHITECTURAL SPECIFICATIONS FOR ALL ROUGH-IN AND INSTALLATION DETAILS.

2. US DIGITAL DESIGNS DOES NOT SUPPLY CABLE, WIRE, BACK BOXES, CONDUITS, OR MOUNTING FASTENERS.

3. US DIGITAL DESIGNS FIRE STATION ALERTING PLANS ARE DIAGRAMMATIC AND FOR QUOTING PURPOSES ONLY. DRAWING IS NOT TO SCALE.

4. PHOENIX G2 SYSTEM IS ABLE TO SIGNAL OWNER-FURNISHED SYSTEMS, (EXHAUST, LIGHT, GAS SHUT OFF, ETC.). USDD DOES NOT SUPPLY THESE SYSTEMS AND CANNOT WARRANT OR SUPPORT ANY OF THEIR PERFORMANCE BEYOND THE TRANSMISSION OF RELAY SIGNAL TO THEM.

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MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Citizen Comment - discussion and possible action to change
citizen comment to include both agenda and non-agenda items.



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Election Commission Trustee Appointments - Discussion & Action.



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Parade Permit - Homecoming Parade 10/2/26 - Discussion & Action

Attachments:

[Parade-Permit-CHS.pdf](#)



Parade Permit

Organization sponsoring parade: Comstock High School

Parade purpose: 2026 Homecoming Parade

Parade date: 10/2/26 Parade time: 4:30-6:30pm Number of participants: 150

Proposed parade route:

The parade will step off from the Family Worship Center
on E. H ave and turn on to N 26th St and finish at
Comstock High School

Contact information of parade organizer:

Abby Osborn 269-312-1642

Name

Phone number

Parade permit application must include an approved road closure permit from Road Commission of Kalamazoo County.



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Insurance Renewal - Plan Review Discussion & Action.

Attachments:

[Acrisure_Medical_Snapshot_9_2026.pdf](#)

Medical Snapshot
Monthly Premiums



Current
HMO HSA \$3300/0%



TOTAL MONTHLY PREMIUM
\$38,409

TOTAL DIFFERENCE
-

Renewal
HMO HSA \$3400/0%



TOTAL MONTHLY PREMIUM
\$44,492

TOTAL DIFFERENCE
15.8%
(\$6,082)

SB \$2000



TOTAL MONTHLY PREMIUM
\$52,335

TOTAL DIFFERENCE
36.3%
(\$13,926)

HMO \$2000



TOTAL MONTHLY PREMIUM
\$50,502

TOTAL DIFFERENCE
31.5%
(\$12,093)

PPO HSA \$3400/0%



TOTAL MONTHLY PREMIUM
\$47,990

TOTAL DIFFERENCE
24.9%
(\$9,580)

Medical Side-by-side

ALTERNATIVE		Renewal		SB \$2000		HMO \$2000		PPO HSA \$3400 0%		
MEDICAL PLANS		Blue Care Network		Blue Care Network		Blue Care Network		Blue Care Network		
NETWORK		Blue Care Network ONLY		Blue Care Network ONLY		Blue Care Network ONLY		Blue Care Network ONLY		
Deductible - Individual										
Deductible - Family										
OOPM - Individual										
OOPM - Family										
Co-insurance										
PCP										
Specialist										
X-Ray										
Lab										
Inpatient Hospital										
Outpatient Surgery										
Emergency Room										
Urgent Care										
Rx										
Rx Individual / Family Deductible	Included in Medical / Included in Medical		Included in Medical / Included in Medical		Included in Medical / Included in Medical		Included in Medical / Included in Medical		Included in Medical / Included in Medical	
Member Copay Tier 1/2	\$0 after ded. / \$0 after ded.		\$0 after ded. / \$0 after ded.		\$0 after ded. / \$0 after ded.		\$0 after ded. / \$0 after ded.		\$0 after ded. / \$0 after ded.	
Member Copay Tier 3	\$0 after ded.		\$0 after ded.		\$0 after ded.		\$0 after ded.		\$0 after ded.	
Member Copay Tier 4	\$0 after ded.		\$0 after ded.		\$0 after ded.		\$0 after ded.		\$0 after ded.	
Member Copay Tier 5/6	\$0 after ded. / \$0 after ded.		\$0 after ded. / \$0 after ded.		\$0 after ded. / \$0 after ded.		\$0 after ded. / \$0 after ded.		\$0 after ded. / \$0 after ded.	
Mail Order	3x - \$10		3x - \$10		3x - \$10		3x - \$10		3x - \$10	
Enrollment & Cost										
Employee Enrollment	CURRENT		RENEWAL		CURRENT		RENEWAL		CURRENT	
Employer Total (80%)	33 / 33		33 / 33		33 / 33		33 / 33		33 / 33	
Employee Total (20%)	\$30,727.41		\$35,593.38		\$41,867.86		\$40,401.87		\$38,391.69	
Dependent Total (20%)	\$3,676.58		\$4,264.57		\$5,016.36		\$4,840.71		\$4,599.86	
Monthly Total	\$4,005.28		\$4,633.77		\$5,450.61		\$5,259.76		\$4,998.06	
Annual Total	\$38,409		\$44,492		\$52,335		\$50,502		\$47,990	
	\$460,911		\$533,901		\$628,018		\$606,028		\$575,875	
Change from Current - \$	\$72,990		\$72,990		\$167,107		\$145,117		\$114,964	
Change from Current - %	+15.8%		+15.8%		+36.3%		+31.5%		+24.9%	



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk
Re: PA 152 Opt-Out - Discussion & Action



MEMO

**Charter Township of Comstock Township Board
September 21, 2026**

From: Clerk Amber Lawrence, Township Clerk

Re: Elections Consultant Request - Discussion & Possible Action



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Mileage Rate Discussion & Possible Action



MEMO

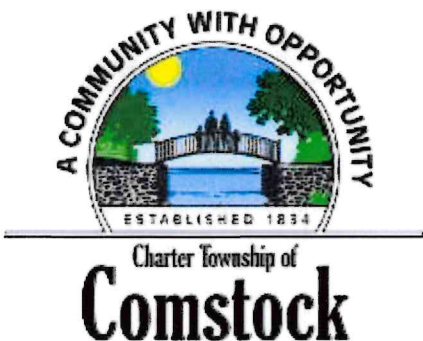
Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Planning Commission Appointment

Attachments:

[Mary Mcdurmon pc resume app.pdf](#)



APPLICATION TO SERVE ON A BOARD, COMMISSION OR COMMITTEE

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

Name of Board, Commission or Committee for which you are applying: <i>Planning Commission</i>	
Name: <i>Mary Margaret McDurmon</i>	
Home Address: <i>1195 Verleen St</i>	Work Address:
Home Phone: <i>(269) 779-9436</i>	Work Phone: <i>844-238-4228 Ex. 1220</i>
Cell Phone: <i>(269) 779-9436</i>	Email: <i>mary.mcdurmon@gmail.com</i>
Please note your preferred method(s) to be contacted: <i>Cell Phone</i>	
Residency is required for most boards and commissions (not necessarily committees). ☒ I am a resident. If so, for how many years? <i>23 years</i>	

Describe any experiences that led to your desire to serve the community. <i>Battery Plant</i>

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

Employment: List your three most recent employment experiences.

Dates of Employment	Company Name/Location	Position	Job Description
Resume			

Education: List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Area(s) of Study
Resume		

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

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

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

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

[Signature] _____ *9/16/26*
 Applicant Signature Date

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



Mary McDurmon

Community Member

Contact

Address
Kalamazoo, MI 49048

Phone
(269)779-9436

E-mail
marymcdurmon@gmail.com

Skills

- Program development and innovation management
- Clear communication
- Team building and leadership
- Employee onboarding and training
- Staff management
- Time management
- Decision-making and strategic planning
- Notary
- Analytical skills
- Dispute resolution
- Proofreading and report preparation
- Customer Service
- ERP Software

Software

Microsoft Word

Very Good

Excel

Very Good

Access

Good

Dedicated community member and financial services leader with more than 23 years of residency in the township and extensive experience in management, budgeting, and customer service. Currently serving as a Branch Manager for a local credit union, overseeing daily operations, staff development, financial performance, and member relations. Proven ability to make sound decisions, manage resources responsibly, and work collaboratively with diverse groups to achieve organizational goals.

Deeply invested in the long-term success and wellbeing of the township, with a strong understanding of local community needs gained through decades of residency. Brings a commitment to transparency, fiscal responsibility, strategic planning, and public service. Eager to contribute professional expertise, leadership experience, and a strong community perspective as a member of the Township Board.

Work History

2026-04 -
Current

Branch Manager

Advia Credit Union, Michigan

- Skilled in strategic planning, regulatory compliance, and operational efficiency.
- Committed to community engagement, volunteerism, and building strong local relationships.
- Experienced leader in branch operations, team development, and financial oversight.

2023-10 -
2026-04

Sales/Customer Coordinator and Insurance Estimator

Advantage Roofing & Exteriors, Kalamazoo, MI

- Managed client relationships and prioritized workload to ensure effective service and communication.
- Collaborated with teams to identify opportunities for process improvements and enhanced customer experience.
- Supported employee development through training, mentoring, and professional growth initiatives.
- Built strong customer relationships that contributed to business growth and organizational success.

2018-04 -
2024-02

Office Manager / Agent

HOGAN AND HOGAN, Portage, MI

- Experienced in client advising, relationship management, and customer service.
- Skilled in collaboration, documentation, and regulatory compliance.
- Provided staff training and resolved customer concerns effectively.
- Strong communicator with a focus on service, accuracy, and problem-solving.

2012-01 -
2018-04

District Manager

Cottonwood Financial, Lansing / Kalamazoo, Michigan

- Conducted compliance audits in partnership with the State of Michigan to ensure adherence to regulatory and company standards.
- Trained and coached managers and staff to improve performance, service quality, and operational effectiveness.
- Fostered a collaborative work environment focused on teamwork, employee development, and accountability.
- Supported HR and personnel administration while maintaining compliance with organizational policies.

Education

Expected in
2027-08

BBA: Business Management

Davenport University - Grand Rapids, MI

Associate of Applied Science: Business

Kalamazoo Valley Community College - Kalamazoo, MI

Certificate: Supervisory Leadership

Kalamazoo Valley Community College - Kalamazoo, MI

Associate of Applied Science: General Studies

Kalamazoo Valley Community College - Kalamazoo, MI

Property & Casualty

Kaplan University - Davenport, IA



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: City of Kalamazoo Public Services Properties Forest and Deer
Management - Discussion and Possible Action

Attachments:

[Common Questions - City of Kalamazoo Public Services Dept Properties Forest and Deer Management.pdf](#)

Common Questions

Forest and Deer Management Planning on City-owned Private Properties in Comstock Township

PROPERTIES

1) Active Water Pumping Station #25 (WPS-25) Campbell Lake Property

Located at 7275 North H Avenue, 365 acres – borders the west end of Campbell Lake and Comstock Creek with 2 land bridges/culverts, McLinden Nature Trails, and leased farm fields. Forest and deer management plans are completed and implementation is pending. *Refer to Attachment A for a map.*

References

2024 MDNR-approved Forest Stewardship Plan

2026 Deer Management Plan

2) Active Water Pumping Station #39 (WPS-39) Morrow Lake Property

Located at 8801 Miller Road, 63 acres bordering the south side of Morrow Lake. A deer management plan is completed and implementation is pending. There is no current forest management planning due to the low acreage of the forest. *Refer to Attachment B for a map.*

Reference

2026 Deer Management Plan

Comstock Township's Wellhead Protection Program (WHPP)

What does tree and deer harvesting have to do with a municipal drinking water pumping station?

The Comstock WHPP ordinance, which was written based on the City's ordinance, is the mechanism for wellhead protection at WPS-25. Comstock Township is the entity that implements the ordinance and its associated Performance Standards.

Although WPS-25 is under Comstock's jurisdiction for Wellhead Protection, the City has its own state-mandated **Wellhead Protection Program Plan (WHPPP)** for all its wellfields. As part of the

WHPPP, the City is working through the Michigan Department of Natural Resources (MDNR) **Forest Stewardship Program** to have its wellfields with large, forested acreage managed as **American Tree Farms**.

The MDNR Forest Stewardship Program is leading a team of twenty conservation partners on a new initiative called “**Forest to Michigan Faucets**” to explain how forests in Michigan protect our drinking water sources. The project builds on the national Forests to Faucets 2.0 analysis identifying priority watersheds for protecting surface water and groundwater because they are drinking water sources in the United States. The City’s source of drinking water is 100% groundwater. Maintaining good water quality involves land management practices for forests and deer. The City works collaboratively with the Forest to Michigan Faucets program staff to achieve its goals.

In summary, forests protect drinking water resources (i.e. groundwater) and establishing good land management practices is promoted by the Forest to Michigan Faucets, MDNR program: <https://www.michigan.gov/dnr/managing-resources/forestry/management/foresttomifaucet>.

Forest Management at WPS-25, Campbell Lake

What is the basis of the proposed tree and deer harvesting?

The City works under the water utility jurisdiction through the Utility Policy Commission (UPC) to ensure that Townships and the City are both represented and provided input on policy and decision making. There are 13 points of entry in the jurisdiction’s wellfields.

Through the MDNR Forest to Michigan Faucet program the wellfields and points of entry seek to improve the source of drinking water, namely groundwater. Those land areas have timber stock which are valuable for timber and water quality.

Unfortunately, hardwoods such as the oak and hickory growth areas are not regenerating, invasive plant species are excessive and choke out the canopies leaving growth of undesired tree species. Tree canopies are dense and competition has resulted in little sunlight penetrating the canopy so young trees can’t grow. Basically, trees fight against each other, growing tall and weak and are overcome during intense storms which result in significant storm damage.

Deer browsing of hardwoods and samplings is year round. The City’s test trials were conducted by the City’s forester and a small grant from MDNR by installing “deer exclosures” which are fenced in trees protected from deer browsing, and trees left unprotected. The trials have shown that browsing damage reduced tree growth. Land Management by tree harvesting assists the regeneration of old forest growth and improves water quality and the environment.

Our forest and deer management programs in Ross Township have proven successful thus far for reforestation. These programs are not a part of the City of Kalamazoo’s urban deer management policy, rather a tactic to utilize on the City’s private properties within the townships. At our water pumping stations in Comstock Township, it is our desire to reestablish hardwood forests using deer management tactics to support reforestation.

What's in the Forest Stewardship ("management") Plan?

The City's 2024 MDNR-approved Forest Stewardship Plan (FSP) outlines the sequence of steps to achieve its primary goals of improving the forest quality, surface water and groundwater quality, habitats, invasive species control, and animal management. (*Refer to page 4 of the FSP*).

Per the FSP, the property is a designated MDNR-certified American Tree Farm. The FSP highly recommended limited tree harvesting to improve the low-quality forests on the property. One of 5 potential phases of limited tree harvesting is anticipated in 2026. The FSP also indicated excess vegetation damage exists due to deer over-population and their browsing. As such, the City has been working cooperatively with the MDNR for over two years to establish Deer Management Plans at multiple properties. In the Fall of 2025, the City completed its first successful antlerless bow hunt at its property in Ross Township. This year a similar Deer Management Plan has been established for WPS-25.

NOTE: Due to public comment, the McLinden nature trailways will not be interrupted by deer hunting in 2026, but may be temporarily affected during a small tree harvest planned northeast of the trailway system.

How frequently will the City conduct limited tree harvests?

The area of tree harvesting is broken into 5 sections based on the different tree species, accessibility, forest quality and topographical challenges. The City has planned for 4 sections to be separately harvested due to the different harvesting processes necessary to remove the lumber in the different sections. The 5th section of trees is highly degraded with no retail value and a decision on how to improve the forest quality has not yet been determined. The phases for tree harvesting may take up to 4 years to complete.

Once the phases of tree harvesting over the entire forest have been completed, a forester should return every 5 to 10 years to update the FSP and make recommendations. Depending on the observed forest condition, it is anticipated that supplemental limited tree harvesting will be necessary every 5 to 10 years to maintain the planned regrowth.

Once the City is done with tree and deer harvest, what else should we expect?

The next land management practice undertaken will be focused on invasive plant species control. Although tree harvests contribute considerably to reduction of invasive species, other control practices are necessary and can be done to improve soil quality at the same time. Sheep and goat grazing along with controlled fires are some suggested practices, however, NO plan has been developed thus far. The City will continue to collaborate with experts and professionals to develop an invasive species control plan.

Deer Management at WPS-25, Campbell Lake

Is this a deer cull?

No, cull is a term from media sources. The City does NOT use the term “cull” because it does not represent the proposed antlerless bow hunting described in the City’s Deer Management Plan. Hunting on City-owned private properties located in Comstock Twp, will follow all the normal Michigan Department of Natural Resources (MDNR) hunting procedures through their Deer Management Assistance Permit (DMAP) program. To qualify for a MDNR DMAP Program, private landowners or managers must show evidence of localized deer overabundance, significant agricultural/horticultural damage, or a specific habitat management need that cannot be met through regular public hunting license. WPS-25 met all of these qualifications. The hunts are the same as they would be on any other non-city property except that the City imposes additional restrictions and rules.

Why didn’t you notify the public of these plans?

The land management concept has been a work in progress for all large City wellfield properties for 8 years. The properties had not been managed properly for many decades and as the number of public complaints and issues arose, it necessitated moving toward staged land management and prevention. The City has slowly developed the components and processes involving many conversations and meetings with state and local entities and professionals. Given the lack of substantial staff and funds, the City’s concepts for land management were first formalized in 2024 and continue to be a work in progress. We are taking one phase at a time on each wellfield (or potential wellfield) in succession. The City has undertaken extensive efforts to obtain the expertise of:

- the City’s Wellhead Protection Committee comprised of various township staff, the local health dept., planners, farmers, Kalamazoo conservation staff, university professors, MI Geologic Survey, business and industry sustainability staff, fire marshals, environmental organizations, and City municipal water staff.
- Kalamazoo Environmental Concerns Committee when it was mentioned to the board in a November 2025 meeting.
- various outreach, communications and reports for MDNR and EGLE for the Drinking Water Programs.
- Kalamazoo River Watershed Council in various meeting and communications.
- Southwest MI Land Conservancy during walkovers and planning conversations.
- the City’s forester with the approval of, in conjunction with, our contracted professional forester, the farmer leasing the northern portions of the property, and soil and invasive species management planners, etc.

The City initiated tree and deer harvesting first in Ross Township working with the Township to prepare and conduct public outreach. Once the tree harvest was achieved in 2024 and 2025, and a pilot antlerless bow hunt was undertaken in 2025. The neighboring properties applauded the professionalism of the tree harvests, three of which subsequently conducted their own tree harvests. The deer harvest was also successful with no public complaints.

The City has interacted with Comstock Township staff, particularly the Parks & Rec staff frequently to discuss the existing passive recreation agreement established in the 1980s between the two entities. The agreement established a collaborate outline for maintaining the trailway portion of WPS-25. The subject of overall maintenance of the property, damage, and cost-sharing are well established. Management of the trees and deer overpopulation have been mentioned over several years.

NOTE: The City is continuing to provide information to the public and will not initiate implementation of the tree or deer harvest plans until all concerns are addressed and the City receives a formal approval by the Township (planned for the Oct. board meeting).

How will you select the hunters?

From the perspective of safety, hunters that meet all the MDNR hunting qualifications, have completed MDNR training and are highly trained in response actions and know the rules of engagement, etc., will be offered to volunteer. This would include Comstock Township employees such as safety officers, fire fighters and other qualified employees. It may also include Public Safety officers from the City of Kalamazoo. The City will vet the hunters' applications to ensure the program will result in precision hunting and success of the deer management practices without injuries.

Are the selected hunters, employees from Comstock Township and the City of Kalamazoo, paid or contracted to hunt by their employers?

No, the City offers the select hunters, who are experienced and have met the MDNR's requirements to hunt (including MDNR training), the opportunity to volunteer to be a part of the City's hunts. The hunters volunteer in their off-duty private time to participate as they would on any other non-city property.

Would veteran's be allowed to participate in the hunts?

The City would allow veteran's to request to participate and the City would consider their qualifications for inclusion.

Would the City allow the deer carcasses to remain on-site?

Yes, but within reason. At the City's **pre-hunting mandatory meeting**, many rules and restrictions are discussed with the hunters such as this one. It is commonly known that where deer are overabundant, many starve and die and their carcasses are not removed. The City allows field dressing at the kill and tag locations, unless that location would be on or near a

trailway, the parking area, or other public view. In these instances, the carcasses can be field dressed and the remains left elsewhere out of the public view.

NOTE: Due to public comment, the McLinden nature trailways will not be interrupted by deer hunting in 2026, there will be no hunting near the trailways.

Refer to the Attachment C, page 5, an excerpt from the Deer Management Plan, Appendix C, the Hunting Application Package.

When will the hunts be conducted?

Refer to the Attachment C, page 4, an excerpt from the Deer Management Plan, Appendix C, the Hunting Application Package. City-allowed Regular Season Bow Hunting dates are based on the

MDNR seasons:

- Liberty hunt: Sept. 12 – 13, 2026. Open to eligible youth and hunters with disabilities. One antlered deer or antlerless deer per license/permit.
- Early antlerless firearm: Sept. 19-20, 2026 (hunters must wear orange)
Archery equipment can be used during this season, but NO FIREARMS are allowed.
- Independence hunt: Oct. 15 – 18, 2026 hunters with disabilities.
- Archery: Oct. 1 – Nov. 14, 2026 and Dec. 1, 2026 – Jan. 1, 2027
(hunters must wear orange in December - January)

How do you know there's an abundance of deer and that hunting is necessary?

- The Forest Stewardship Plan, completed by our contracted professional forester who is a participant of the MDNR Forest Stewardship Program, documented the excess abundance of deer and recommended deer management as necessary to improve the quality of the forest after limited tree harvesting was complete.
- The MDNR conducted an independent walkover of WPS-25 and also observed the excess abundance of deer and recommended deer management as necessary to improve the quality of the forest.
- Complaints from neighboring residents.

How many deer will be allowed to be killed and tagged?

Once the City applies for a MDNR Deer Management Assistance Permit (DMAP) and it is approved, their biologists determine the number of tags/permits the City is allowed for each property. The City will then determine the number of hunters allowed on the Property. Select hunters will be notified and given free tags if they chose to participate.

Please note, not all hunters will be onsite at the same time. Additionally, hunters will only be present during hunting seasons listed in *Attachment C, page 4, an excerpt from the Deer Management Plan, Appendix C, the Hunting Application Package.*

Deer Management at WPS-29, Morrow Lake

The proposed deer harvest at WPS-39 will be conducted similarly as that at WPS-25. There is no public recreation or other public access to WPS-39. With the limited acreage of 63 acres, and only two adjoining residential properties, public safety issues are greatly reduced.

Public Safety

How will the City ensure hunters can be trusted?

At the City's ***pre-hunting mandatory meeting***, many rules and restrictions are discussed such as this one. Refer to the Attachment C, an excerpt from the Deer Management Plan, Appendix C, the Hunting Application Package.

Who will have enforcement capabilities for the hunting program and property?

No Comstock enforcement is expected. If any violation of the hunting program is committed, the City will reach out to MDNR for enforcement. The City has been in contact with MDNR local conservation officers concerning the wellfields. For violations outside of the hunting program such as trespassing or vandalism, the City will reach out to the Kalamazoo County Sheriff's Office to respond and file police reports.

For those hunters caught hunting without a City or MDNR permit, the City would take into consideration the seriousness of the violation, the status of the hunter, their intentions, etc. before undertaking enforcement. It is the City's intention to work with the public and the hunters through these programs while focusing on education.

Is the City going to patrol the property to make sure hunters are following the rules and hikers stay on the trails?

NOTE: Due to public comment after the August 19, 2026 Comstock Township Board meeting, the City has reconfigured the Designated Deer Management Area (DMA-25). McLinden nature trailways are excluded from DMA-25 and will not be interrupted by deer hunting in 2026 but may be temporarily affected during a small tree harvest planned northeast of the trailway system.

City staff monitor the deer hunting process and maintain communications with hunters during the hunting season. City staff will also monitor the property periodically during the hunting seasons.

Signage and brochures indicating active bow hunting is occurring during the hunting seasons, will be placed at the parking lot for the general public coming to utilize McLinden nature trails. Existing signage and brochures will have trailway QR codes for the public to assist them from straying off the trailways.

Hunters are mandated to notify the City each time they are onsite to hunt. Everything is permitted by the City and discussed with hunters at the ***pre-hunting mandatory meeting***. City parking placards, deer tags and tree stand tags are mandated, each with a unique ID number that identifies the hunter. The City will work with the selected hunters for tree stand placements, maintaining safety practices and working in unison to avoid any injuries.

How will adjoining private homes be protected during hunting?

The entire property is in the process of having an updated property survey. Property lines will be marked by the City. NO HUNTING is allowed in Safety Zones designated as being within 200 ft of any building on off-site property, or within 100 ft of the property boundary. *Refer to the Attachment C, page 6, an excerpt from the Deer Management Plan, Appendix C, the Hunting Application Package.*

Why would the City consider allowing active hunting in areas that have public trailways?

NOTE: Due to public comment, the McLinden nature trailways will not be interrupted by deer hunting in 2026, there will be no hunting near the trailways. The latest version of the Deer Hunting Area at WPS-25 will not intersect any trailways, *refer to Attachment A.*

A few of the reasons for considering active bow hunting in areas of open walking trailways are as follows:

The City initiated conversations with other entities experienced in bow hunting areas with active walking trails. The MDNR visited the site and determine WPS-25 had an excess of deer presence and property damage. They also indicated WPS-25 can be successfully bow hunted while leaving the trailways open because of the significant decline in bow hunting injuries state-wide.

The City had similar comments from Michigan State University (MSU) with regards to Kellogg Forest, a 700 acre research forest in Ross Township that involves all-season passive recreation. They have an open trailway network during the same time period that hunting is allowed. There was a lot of active feedback and learning that occurred between MSU and the City before entertaining the concept of active hunting and open trailways existing successfully. MSU has shown that the two can be implemented concurrently without injuries.

Based on statistics, total hunting incidents have dropped significantly over the decades due to mandatory hunter safety education and orange-clothing requirements. The MDNR defines a hunter casualty incident strictly as a physical injury or death involving the discharge or use of a hunting implement while actively engaged in a hunt. Medical emergencies like heart attacks while hunting are not officially logged as hunting accident injuries by the state. Over 60% of typical non-fatal hunting injuries are self-inflicted gunshot wounds. Refer to the MDNR Law Enforcement Division's Hunter Incident report at <https://www.michigan.gov/dnr/things-to-do/hunting/hunting-incidents/2025-hunter-incidents>. Statistic show that hunting incidents predominantly involve firearms and hunting outside of the MDNR hunting seasons.

Signage will be placed at the parking lot for trail walkers, parking for hunting will be designated by the City and hunters will have a City placard they are mandated to place on the windshield. Each hunter will be required to carry a City Deer permit and tag at all times and notify the City each day onsite. *Refer to the Attachment C, an excerpt from the Deer Management Plan, Appendix C, the Hunting Application Package.*

References

Forest to Michigan Faucets, MDNR program: <https://www.michigan.gov/dnr/managing-resources/forestry/management/foresttomifaucet>

MDNR 2026 Small game hunting regulation summary: <https://www.michigan.gov/dnr/managing-resources/laws/regulations/small-game>

MDNR Law Enforcement Division's Hunter Incident report at <https://www.michigan.gov/dnr/things-to-do/hunting/hunting-incidents/2025-hunter-incidents>

ATTACHMENT A

Deer Management Area-25 (DMA-25) 2026

City of Kalamazoo, Campbell Lake Property

"WPS-25" @ 7275 East H Avenue

County: Kalamazoo

Township: Comstock

Size in Acres: ~140

Hunt types Allowed: Bow archery, antlerless

Hunting Permits Allowed: 10



Access & Parking



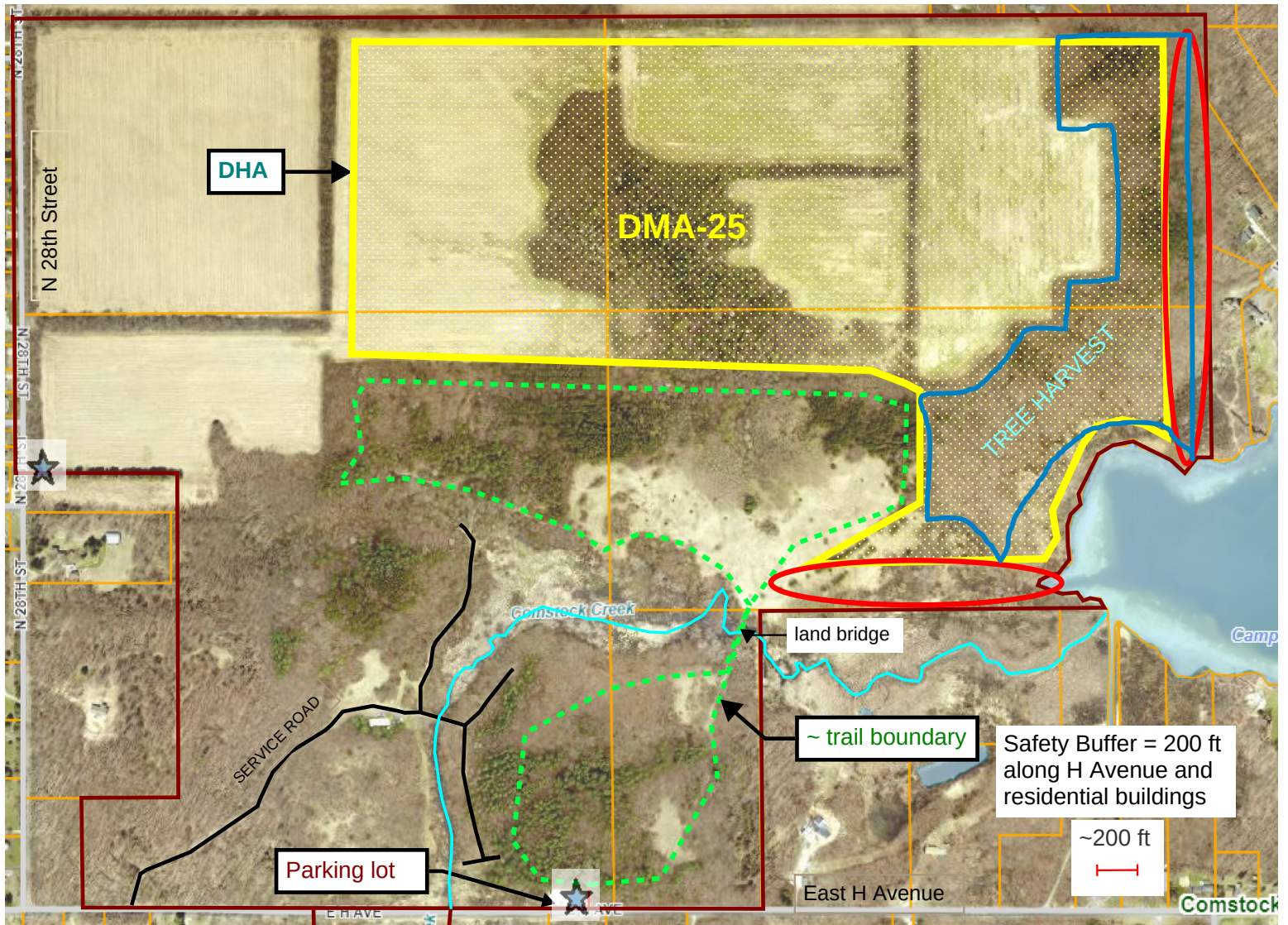
Property Boundary



Designated Harvest Areas (DHA)



Safety Zone—houses/structures



For more information scan the QR code (left) with you smartphone OR visit:

<https://protectyourwater.net/protectyourwater-net-resources-hunting/>

HUNTER SAFETY ZONES are enforced at ALL TIMES

- 200 feet around all buildings / structures

- 100 feet from Property boundaries.

Be aware of all property boundaries; Do not trespass onto adjacent lands.

ATTACHMENT B

Deer Management Area (DMA-39) 2026

City of Kalamazoo, Morrow Lake, Comstock Township Property

“WPS-39” @ 8801 Miller Rd, Galesburg, MI

County: Kalamazoo

Township: Comstock

Size in Acres: 63

Hunt types Allowed: Bow archery, antlerless

Hunting Permits Allowed: 5



Access & Parking



Property Boundary & Designated Harvest Areas (DHA)



Safety Zone—buildings & road



For more information scan the QR code (left) with you smartphone OR visit:

<https://protectyourwater.net/protectyourwater-net-resources-hunting/>

HUNTER SAFETY ZONES are enforced at ALL TIMES

- 100 feet around all buildings / structures

- 100 feet from Property boundaries.

Be aware of all property boundaries; Do not trespass onto adjacent lands.

ATTACHMENT C

*excerpted from the Deer Management Plan,
Appendix C, the Hunting Application Package*



City of Kalamazoo, Campbell Lake Property “WPS-25” @ 7275 North H Avenue

Antlerless Archery Hunting Overview 2026

Hunting this property is a privilege, not a right.

Archery hunting is a popular and important recreational activity. Hunters play a significant role in deer management at WPS-25 by collecting data on the fluctuations in population size, overall health, and mitigating browsing damage. Antlerless Archery Hunting is allowed at the Campbell Lake Property (WPS-25) in select areas only referred to as DMA-25 (refer to Exhibit A).

The goal of the City’s Department of Public Services (“City”) hunting program is to reduce the antlerless deer population to sustainable numbers that will result in healthier forests and a healthy deer herd. City Staff will monitor people accessing the property to ensure a safe & enjoyable experience for everyone.

Hunters will be required to comply with all MDNR rules and regulations, including obtaining a base license, one MDNR permit/tag, and submitting any requested samples for collection.

The City has obtained MDNR Deer Management Assistance Permits (DMAPs) that allow limited antlerless archery hunting on designated properties. The City’s permits are open to the public through an application lottery. Informational Hunting Packets are provided by the City.

1) Hunters must apply for the City’s Archery Hunting Permit each year, August 1st to 31st. Hunters may apply as an individual or as a hunting group (up to 3 people per application).

2) MDNR Base Licenses and at least one tag must be purchased separately by the hunter through the current MDNR permit application process.

(<https://www.michigan.gov/dnr/things-to-do/hunting/deer>) and the MDNR Hunting Digest must be followed. All MDNR rules & regulations apply.

Allowable licenses for WPS-25 are for Youth age 9 and under, Youth age 10-16, Resident age 17-64 years and Resident senior age 65+ years.

Hunting Packet: Includes a City hunting permit, DMAP License (kill tag), liability form, parking pass, tree stand card, harvest data sheets/QR code, maps, and other important information.

Reporting to the City

Hunters will be required to provide data after deer removal, such as the condition of the deer when harvested, etc. The harvest report must be submitted to the City at the end of the season, no later than January 15th. Tasteful photos of your harvest are encouraged and may be included in the City’s media outreach. Data collected may be shared with MDNR, local, state and federal partners to help promote important wildlife management and research.

APPENDIX D

Harvest observation sheets can be submitted anytime by:

- 1) emailing HuntingPermits@kalamazoocity.org, or
- 2) mailing to COK WPS-25 Hunting Program, 1415 N. Harrison St., Kalamazoo, MI 49007

IMPORTANT: City harvest reporting does not relieve the hunter of the obligation to report deer harvests to the MDNR as required.

Reporting to the MDNR

Deer hunters are required to report a successful harvest to the MDNR within 72-hours or before transferring possession of the deer (to another person, a processor or taxidermist). To report, go to <https://www.mdnr-elicense.com/harvestreport> or use the QR code below.

Hunters MUST use the City's designated **DMA License number** and **DATE of BIRTH, 1-1-1918** to report a harvest. This is provided on all City deer permits and tree stand cards.

When reporting harvests to MDNR be prepared to also report the unique kill tag license number that was attached to the deer, the township (Comstock), the type of deer harvested (fawn, antlered, adult, or doe), and date of harvest. In addition, some hunters will be asked additional management-related questions.

Reference Information

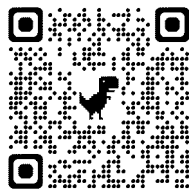
Refer to the City's A **Antlerless Archery Hunting Permit Application Process** (page 3) for important at <https://protectyourwater.net/protectyourwater-net-resources-hunting/>.

QR Codes are provided below for easy access to information referenced in this packet.

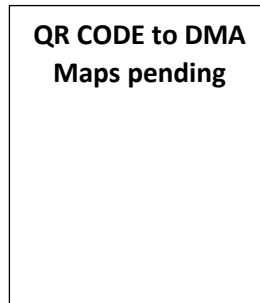
City Website



MDNR Reporting



QR CODE to DMA
Maps pending



Important Deadlines

August 1 to 31	Apply for the City's Archery Hunting Permit each season
Sept. 1	Starting this date, City applications will be processed and awarded
Sept. 13 to Jan 1	City-allowed Regular Hunting Season
January 15	City Deer Harvest Reports Due
March 1	Tree Stand Removal Deadline

APPENDIX D

Meat Processing

The City is not currently participating in any deer harvest donation program but may choose to do so in the future. Hunters are responsible for using the City's DMAP License number and birth date when tagging the deer and taking their harvest to a meat processor.

Liability Form

The City requires all applicants to sign a Release of Liability and Covenant not to Sue Form along with the application for a City Archery Hunting Permit. The liability form is provided as Exhibit B.

APPENDIX D

City of Kalamazoo, Campbell Lake Property “WPS-25” @ 7275 North H Avenue

Antlerless Archery Hunting Permit Application Process

The DMA-25 for the Campbell Lake Property (WPS-25) is approximately half the total 365 acres (Exhibit A).

For 2026, hunters will be limited to a select group only. Applications for each season allowed by the City are available online from **August 1st to 31st** at

<https://protectyourwater.net/protectyourwater-net-resources-hunting/>. Applications are specific to available Deer Harvest Areas (DHAs) each season.

City-allowed Regular Season Hunting dates are based on the MDNR seasons (pending potential 2026 changes):

- **Liberty hunt:** Sept. 12 – 13, 2026. Open to eligible youth and hunters with disabilities. One antlered deer or antlerless deer per license/permit.
- **Early antlerless firearm:** Sept. 12 –13, 2026 (hunters must **wear orange**)
Archery equipment can be used during this season, but NO FIREARMS are allowed.
- **Independence hunt:** Oct. 15 – 18, 2026 hunters with disabilities.
- **Archery:** Oct. 1 – Early Nov. 14, 2026, and Late Dec. 1, 2026 – Jan. 1, 2027 (hunters must **wear orange in December - January**)

City Website



Archery Hunting Permit Application Requirements

- 1) Read the Hunting and Tree Stand Policy (page 6)
- 2) Submit a signed copy of the City’s Hunting Permit Application Form (page 8)

***** City Hunting Permits are NO COST to applicants *****

Submit the Application by:

- 1) emailing HuntingPermits@kalamazoo-city.org, or
- 2) mailing to COK WPS-25 Hunting Program, 1415 N. Harrison St., Kalamazoo, MI 49007

Questions?

Visit our website at <https://protectyourwater.net/protectyourwater-net-resources-hunting/>

Email HuntingPermits@kalamazoo-city.org

Text 269-370-1939

Call 311 (from inside the City) or (269) 337-8000 (if outside the City).

APPENDIX D

Hunting Packet

Applications will be processed and awarded starting Sept. 1st. All applicants will be notified of awards via the contact information listed on the application. Hunters may only apply once per year and can request to be wait-listed on the application. Hunters whose names appear on more than one application will be disqualified.

Hunters will attend a **mandatory in-person meeting** on (Date)_____ from (Time)_____ at (Location)_____ to receive their Hunting Packet of materials. Some exceptions may be allowed to receive materials digitally via email or mail. Signed liability release forms are required before hunting and can be submitted by:

- 1) emailing HuntingPermits@kalamazoocity.org, or
- 2) mailing to COK WPS-25 Hunting Program, 1415 N. Harrison St., Kalamazoo, MI 49007

Hunting Packet: Includes a City hunting permit; DMAP License, liability form, parking pass, tree stand card; harvest data sheets and QR code; maps; and other important information.

***** Only hunters who submit harvest sheets will be eligible to hunt the next season. *****

Use and Restrictions

- 1) The parking pass must be prominently displayed on the vehicle dashboard while hunting.
- 2) The unused City Hunting Permit must be carried by the hunter while hunting on City-owned property. Copies of Permits are NOT permitted.
- 3) The Permit is for the sole use of the hunter(s) named and can only be used by a person listed as part of the hunter's group (1 or 2 others) on the application. The hunter shall present the City tag/permit, photo ID, and base hunting license upon the request of a law enforcement officer or designated City Staff to verify they are the hunter(s) named on the permit.
- 4) Field dressing is allowed at the kill and tag location.
- 5) Tree stand markers must be placed on all tree stands.

APPENDIX D

City of Kalamazoo, Campbell Lake Property “WPS-25” @ 7275 North H Avenue

Hunting & Tree Stand Policies

Hunting Policy

*** **ABSOLUTELY NO FIREARMS are permitted on City of Kalamazoo-owned properties.** ***

- **DAILY Registration is required when hunting** by text to 269-370-1939 or email to HuntingPermits@kalamazoocity.org. The INFORMATION REQUIRED includes the City's DMAP license # (i.e. WPS-25-1) and names of each hunter.
- Per the City's Permit, hunters are only allowed to hunt in the assigned hunting Deer Management Area (i.e. DMA).
- Motorized vehicles are not allowed except in designated parking areas. When parking, DO NOT block gates, roadways, or access drives. Vehicles found to be in violation may be TOWED at the owner's expense.
- Property lines will be marked by the City. NO HUNTING is allowed in Safety Zones designated as being within 200 ft of any building on off-site property, or within 100 ft of the property boundary.
- NO BAITING is allowed.
- Only temporary blinds may be used. Please review the TREE STAND POLICY before using a tree stand.
- Field dressing is allowed at the kill and tag location.
- Only a minimum of branches may be removed, using hand pruners, to improve shooting lanes. Branches cannot be cut with saws or loppers or torn by hand.
- Report suspicious activity to the Kalamazoo County Sheriff's Office at (269) 488-8911.
- Deer harvests must be registered with the MDNR per the Hunting Regulation Guide.
- The City's Harvest Report is required and can be submitted anytime but no later than January 15th using by:
 - 1) emailing HuntingPermits@kalamazoocity.org, or
 - 2) mail to COK WPS-25 Hunting Program, 1415 N. Harrison St., Kalamazoo, MI 49007
- All other State Regulations apply.

Tree Stand Policy

Tree Stand vs. Tree Blind? A tree stand is an elevated platform that a hunter uses to sit or stand while hunting. A tree blind or elevated box blind is a fully enclosed ground-level structure.

- AS REQUIRED BY STATE LAW, only temporary portable stands or platforms can be used on City property. Stands cannot be affixed or attached to any tree by nails, screws, or bolts. Stands and blinds cannot be placed on City-owned properties any earlier than

APPENDIX D

Sept. 13th and must be removed by March 1st. Stands and blinds left on City-owned properties outside of these dates will be deemed abandoned and may be disposed of by the City per its discretion.

- Hunter or Group ID must be prominently displayed on the stand or platform.
- Stands / tree steps cannot cause excessive damage to trees. No screw-in steps allowed.
- Stands cannot be placed in black cherry, oak, or walnut trees; it is the responsibility of the hunter to identify tree species.
- Stands must not be visible from the main roads (N. 28th Street or E. H Avenue), and cannot be located within 200 feet of any building on off-site properties.

***** Any hunter harassment by other hunters, visitors, or dogs on or off a leash, should be promptly reported to Public Services management at 269-337-8000. *****

Reporting Deer Kill/Harvest

- AS REQUIRED in the City's Archery Hunting Overview and the MDNR Deer Hunting Regulation Summary.

Other Policies

WPS-25 consists of various terranes including forested areas, wetlands, steep slopes and rolling prairie areas. It is important to note the following.

- 1) The eastern farmed fields **ARE** within the Designated Hunting Area (DHA), but the two western farmed fields located directly off N 28th Street are **NOT**;
- 2) The southwestern portion of the property with active water pumping operations and service roads is **NOT** within the DHA, and
- 3) The southeastern areas (including McLinden Nature Trails) **ARE** within the DHA.

DMA Maps



City Website



Acronyms

City - City of Kalamazoo, Department of Public Services

DHA - Designated Harvest Areas (City of Kalamazoo)

DMAP - Deer Management Assistance Permit (MDNR)

MDNR - Michigan Department of Natural Resources

WHPPP - Wellhead Protection Program Plan

USFS - United States Forest Service



City of Kalamazoo, Campbell Lake Property
"WPS-25" @ 7275 North H Avenue

City Bow Hunting Application (must be returned before permit awarded)

Date _____ Signature _____

Full Name(s) _____

Street Address _____

(line 2) _____

City, State & Zip Code _____

Phone _____ Other _____

Email _____

An MDNR Base License is required to qualify, no exceptions.

License number _____

Have you signed the City's Release of Liability and Covenant Not to Sue form?

Yes / No

What is the best way for the City to contact you? _____

If not awarded permit, do you want to be wait-listed? _____

In-person meeting is mandatory (pg 5). Other arrangement? _____

Did you read the Hunting & Tree Stand Policy? _____

How to Submit the Application

Email HuntingPermits@kalamazoo-city.org

Mail to COK DMA-25 Deer Hunting Program, 1415 N. Harrison St., Kal., MI 49007

Questions?

Call 269-370-1939

More information?

ProtectYourWater.net/Resources/Hunting

City Website





City of Kalamazoo, Campbell Lake Property
"WPS-25" @ 7275 North H Avenue

City Harvest Report (must be returned by January 15th)

Date _____

First and Last Name _____

City Permit number _____

Number and type of deer harvested (fawn/antlered/adult/doe)

Comments:

Conditions of Deer (healthy, diseased, injured, other)

Comments:

Do you hunt with a bow or crossbow? _____

Other comments to share with the City? _____

Comments:

Would you return to hunt at this location again? _____

Overall, did you enjoy your hunt at this location? _____

How to Submit the Harvest Report to the City of Kalamazoo:

Email to HuntingPermits@kalamazoocity.org

Text 269-370-1939

Mail to COK DMA-25 Deer Hunting Program, 1415 N. Harrison St., Kal., MI 49007

EXHIBIT A

Deer Management Area-25 (DMA-25) 2026

City of Kalamazoo, Campbell Lake Property

"WPS-25" @ 7275 East H Avenue

County: Kalamazoo

Township: Comstock

Size in Acres: ~140

Hunt types Allowed: Bow archery, antlerless

Hunting Permits Allowed: 10



Access & Parking



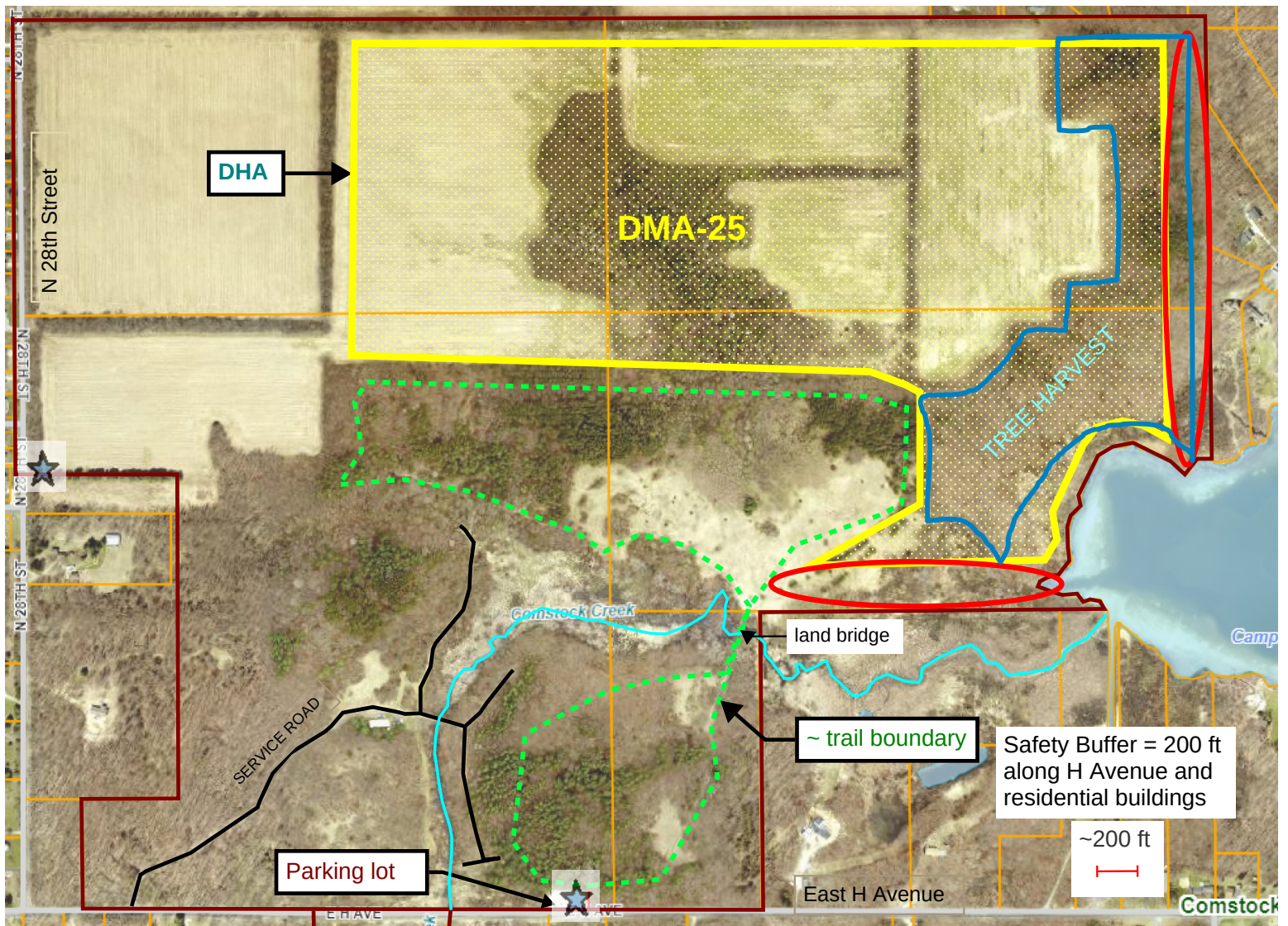
Property Boundary



Designated Harvest Areas (DHA)



Safety Zone—houses/structures



For more information scan the QR code (left) with you smartphone OR visit:

<https://protectyourwater.net/protectyourwater-net-resources-hunting/>

HUNTER SAFETY ZONES are enforced at ALL TIMES

- 200 feet around all buildings / structures

- 100 feet from Property boundaries.

Be aware of all property boundaries; Do not trespass onto adjacent lands.



EXHIBIT B

City of Kalamazoo Deer Archery Hunting Release

RELEASE OF LIABILITY AND COVENANT NOT TO SUE

Please read carefully before signing

This is a release of liability and waiver of certain legal rights

In consideration for being permitted to participate in a "Deer Archery Hunting Program" and related archery hunting activities (the "Hunting Activities") at the City of Kalamazoo property known as **WPS-25 @ Campbell Lake, 7275 East H Avenue, Comstock Township, Kalamazoo County**. I agree to the following Release of Liability and Covenant Not to Sue (the "Release"):

1. Acknowledgment and Assumption of Risks. I understand that the Hunting Activities are inherently dangerous and involve significant risks of personal injury, death, and property damage. I hereby assume and accept responsibility for all risks of personal injury, death, and property damage which might be associated with my participation in the Activities whether known or unknown and whether attributable to my actions or inactions or the actions or inactions (including negligence) of anyone else.

2. Release of Liability and Covenant not to Sue. I hereby release and discharge the CITY of Kalamazoo, Michigan and its commissioners, officers, volunteers, members, employees, and agents (the "Released Parties") from any and all responsibility, liability, claims, damages, costs, attorneys' fees, expenses, and from any and all causes of action either known or unknown, relating to or arising out of my participation in the Hunting Activities. Further, I hereby covenant not to sue or assert any claim of any nature against the Released Parties relating to or arising out of my participation in the Hunting Activities.

3. Indemnity. I agree to pay the Released Parties for any and all claims, costs, expenses, or liability (including attorneys' fees), attributable to personal injury or death, or to damage or destruction of property relating to or arising out of my participation in the Hunting Activities. I attest I have health insurance. If I am signing this Release on behalf of a minor, I agree to pay the Released Parties for any and all claims, costs, expenses, or liability (including attorneys' fees), attributable to personal injury or death, or to damage or destruction of property relating to or arising out of the participation in the Hunting Activities by the minor on whose behalf I am signing this Release (to include health coverage).

4. Representations. I represent that: (i) I am 18 years old or older; (ii) I know of no reason, medical or otherwise, which would prevent me from participating in the Activities; (iii) I understand and agree that this Release is binding upon me, and my heirs and assigns; and (iv) if I am signing this Release on behalf of a minor, I represent that I have full legal authority to do so and realize the binding effect of this Release on them, as well as on myself.

5. Consent to Medical Treatment. If I, or the minor on whose behalf I am signing this Release, is injured or becomes ill, I consent to and authorize the provision of emergency first aid or medical treatment.

6. Notice – Intent to Hunt. I agree to notify the Dept. of Public Services, Water Resources Division, of my intent to hunt prior to entering the WPS-25 property by calling (269) 337-8874.

I, THE UNDERSIGNED, HAVE CAREFULLY READ THIS RELEASE OF LIABILITY AND COVENANT NOT TO SUE, I FULLY UNDERSTAND ITS TERMS AND I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. I HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND I INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF RELEASED PARTIES TO THE GREATEST EXTENT ALLOWED BY LAW FOR SAID HUNTING ACTIVITY.

Print Name of Participant _____ Age of Participant _____

Signature _____ Date: _____

If Participant Is Under 18 Years Old:

Print Name of Parent or Guardian _____

Signature _____ Date: _____

Print Name of Participant _____ Age of Participant _____



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Employee Navigator Integration – Discussion & Possible Action

Attachments:

[mercantile hr quotes.pdf](#)

[Employee Navigator Integration - Quick Reference.pdf](#)

Thank you for your time yesterday and allowing us the opportunity to review your current set up, as well as how we could further assist in streamlining other areas of your HR process. Attached, you will find a cost breakdown for the three primary add-on's we discussed:

- Employee Navigator Integration (orange) - connecting your benefits deductions and employee demographic information between iSolved and your brokers benefits administration system (Employee Navigator).
 - \$112.45 per month / \$1,349.40 annually based on 173 employees
 - A pdf outlining the flow of information between the platforms is attached.
- Applicant Tracking System (blue) - single system that connect to job boards (like indeed), social media, and your website for job posting, candidate matching/organization, etc.
 - \$421.53 per month / \$5,058.36 annually based on 173 employees
 - Flyer with additional information is attached.
 - [CLICK HERE for a short 3.5-minute overview \(video\)](#)
- Perform Small Business (yellow) - Performance reviews.
 - \$454.99 per month / \$5,459.88 annually based on 173 employees
 - Flyer with additional information is attached.
 - [CLICK HERE for a short 2-minute overview \(video\)](#)

Additionally, I wanted to introduce you to Gwen, our in-house trainer, as we spoke of yesterday. Gwen - Can you please schedule time with Ben for formal navigational training on what he has access to and further confirm if there is anything additional, he may need access to.

Thanks again for your time, Ben. Should you have any additional questions I may help with, or should you wish to further explore the services above (or on the packet we reviewed yesterday, I'm always happy to help.

Kyle Cochran, FPC

AVP | MercForce® HCM Sales Officer
310 Leonard St NW, Grand Rapids MI 49504

Office: [REDACTED]

Email: [REDACTED]

Support Email: [REDACTED]



LinkedIn

Did you know we offer HCM Services? Find out more.

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Payroll & Benefits Integration

iSolved connects to Employee Navigator's benefits administration platform through a bi-directional API integration to exchange the following data:

Demographics



First, Last, Middle Names
Address 1 & 2
City, State & Zip
Hire or Rehire Date
Termination Date

Home Phone
Email
Gender
Job Title

Employee Records



SSN
Payroll ID
DOB
Pay Basis

Hourly Rate
Salary Effective Date
Annual Base Salary

Deductions



EE Recurring amount
Effective Date
Change Date
End Date

Memos & Earnings



No information is shared

Fast Facts

Entry point for new hires

iSolved



Employee Navigator



System of record for new hires & rehires



System of record for termination



Entry point for compensation



System of record for recurring deductions



Override deductions



Entry point for new deductions



ACA Reporting



Sync frequency

Instantly in real-time when changes are made

Excluded deductions

401k, Universal plans, Commuter, Non-Benefit Deductions

Excluded fields

Memos, Earnings, HSA Account Numbers, Class structures, Payroll groups

New Benefit Plans

- Client/Broker: Create new plan in Employee Navigator >
 - Let MercForce know a new deduction is needed
- MercForce: Create new deduction in iSolved
 - Send deduction code and name to Client/Broker
- Client/Broker: Map the new deduction to the plan in Employee Navigator



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Tustins revised parking lot repair full quote - discussion & possible action.

Attachments:

[Tustins New Full Quote.pdf](#)

P.O. Box 301
Plainwell, MI 49080



"We're on top of things!"

(269) 685-7325
(855) 685-7325
Fax (269) 685-1122
Email: office@tustins.com

Estimate

Proposal Submitted To:		Phone:		Date:	
Ben Martin		(269) 207-0821		8/24/2026	
Company Information:		Job Location:		Contract Number:	
Comstock Charter Township		Comstock Charter Township		C44337	
P.O. Box 449		5858 King Highway.			
Comstock, MI 49048		Comstock, MI 49048			

We hereby submit specifications and estimates for the above-name jobs:

Item Description	Quantity / Unit	Rate	Total
SURFACE PREPARATION: 1. Edge grass bordering pavement where needed. 2. The pavement shall be thoroughly cleaned to remove all dirt and debris.			
SURFACE PREP:			\$0.00
APPLICATION OF SEALER: Apply 1 Coat commercial grade sealer which meets and exceeds all the requirements of the Federal Government specifications R-P-355E and ASTM D-332074T. Includes Modified Latex hardening agent. Price based on one trip add \$150.00 for each additional First Coat: 753 Gallons 2-4 lbs. of silica sand added per gallon of material. Sand to be included in all coats. 37,661 sq. ft. @ \$0.097 = \$3,655.00			
SEAL COAT:			\$3,655.00
CRACK REPAIR: Blow clean all specified cracks, excluding alligated areas. Cracks will then be banded with rubber using a 2" applicator sealing cracks from water penetration. 6,250 Lineal Feet @ = \$4,915.00			
CRACK REPAIR:			\$4,915.00
PATCH REPAIR: Asphalt patch repair as follows: Infra-red thermal bond seamless patch repair of 1,224 sq.ft. of deteriorated asphalt. 15 - 6' X 8' and 21 - 4' X 6' areas 1,224 sq.ft. @ \$2.20 = \$2,695.00			
PATCH REPAIR:			\$2,695.00
STRIPING: Parking lines to be restriped to include: 85 Stalls 3 Handicap Stalls 205 Lineal feet of Stripe 3 Hash-outs = \$615.00			
STRIPING:			\$615.00
DRAIN REPAIR: Saw cut and remove 8' x 8' x 8" area around drain, Rebrick as Necessary. Install new Concrete, Apply broom finish. 5 Drains @ \$1,550.00 = \$7,750.00			
DRAIN REPAIR:			\$7,750.00
Estimate Total:			\$19,630.00

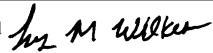
We Propose to complete the work in accordance with above specifications, for the sum of:
Nineteen thousand six hundred thirty and no hundredths \$19,630.00

Payment to be made in CASH UPON COMPLETION OF WORK UNLESS OTHERWISE STATED BELOW

Please note that there will be a 3% convenience fee for credit card payments

All material is guaranteed to be as specified. All work to be completed in a workperson-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation Insurance.

Acceptance of Estimate
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
Legal fees and court costs incurred in the collection of monies owed according to this contract will be borne by the customer.

Authorized Signature: 
Troy M. Wilkes
This proposal may be withdrawn by us if not accepted within 30 days.

Signature: _____



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: PUD Ordinance 571 - Second Reading.

Attachments:

[Ord 571 ZOTA PUD.docx](#)

CHARTER TOWNSHIP OF COMSTOCK

ORDINANCE 571

ADOPTED: _____

EFFECTIVE: EIGHT DAYS AFTER PUBLICATION AFTER ADOPTION

An Ordinance to amend the Comstock Charter Township Zoning Ordinance to entirely replace its Planned Unit Development regulations with new regulations; to provide for severability; to repeal all ordinances or parts of ordinances in conflict therewith; and to provide an effective date.

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

ORDAINS:

**SECTION I
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.24 - PLANNED UNIT DEVELOPMENT**

Section 3.24 of the Comstock Charter Township Zoning Ordinance titled “Planned Unit Development” is hereby amended in its entirety to read as follows:

3.24 Planned Unit Development (PUD) District.

- A. **Purpose and Intent.** The provisions of this Article are intended to offer an alternative to conventional development and traditional zoning standards and to permit flexibility in the development or redevelopment of areas through the authorization of Planned Unit Development (PUD) districts. The standards in this Article are intended to promote and encourage creativity and flexibility in the development or redevelopment of land that are suitable in size, location, and character for the uses proposed. It is also the intent of this Article to ensure compatibility with adjacent land uses, the Charter Township of Comstock Master Plan, and where applicable, existing natural features.

In certain instances, the application of the strict requirements of this Ordinance may result in developments less in the interest of public health, safety, and welfare than if some degree of flexibility were permitted. The purpose of a PUD, therefore, is to permit the development of planned areas for various compatible uses allowed by the zoning ordinance and for other uses not so provided. PUDs are also intended to enhance flexibility in building placement, height, bulk, and other standards in order to achieve a recognizable and commensurate benefit that furthers Township goals and the public interest.

B. Objectives and Qualifying Conditions.

1. The degree to which the following objectives are satisfied shall be considered by the Planning Commission and the Township Board in their review of a PUD in order to realize the advantages of coordinated, flexible, and comprehensive planning that are afforded through the use of Planned Unit Developments. The objectives of PUDs are:
 - a. To encourage the provision and protection of open spaces, cultural and/or historic resources, the development of recreational amenities, and, where necessary, other support facilities within a reasonable distance of dwelling units;
 - b. To encourage developers to use a more creative and imaginative approach in the development or redevelopment of property in the Township;
 - c. To promote flexibility in design and to permit planned diversification in the location of structures;
 - d. To allow for market-driven development or redevelopment in places most conducive to accommodating additional activity;
 - e. To facilitate economic development through the permission of mixed uses and/or varied building types and forms;
 - f. To create walkable developments with pedestrian-oriented buildings that are well-integrated into the Township and connect to nearby destinations and/or neighborhoods;
 - g. To provide for the adaptive re-use of significant or historic buildings;
 - h. To allow phased construction with the knowledge that subsequent phases will be approved as originally planned and approved by the Township.
 - i. To promote the efficient use of land to facilitate a more economic arrangement of buildings, circulation systems, land use, and utilities;
 - j. To minimize adverse traffic impacts and to accommodate safe and efficient pedestrian access and circulation;
 - k. To provide for the redevelopment of sites and/or buildings that are under-developed or have fallen into disrepair; and
 - l. To combine and coordinate architectural styles, building forms, and building relationships.

2. Qualifying Conditions.

- a. Ownership. The tract of land for which a PUD application is received must be either in 1 ownership or have written approval of the owners of all affected properties.
- b. Minimum Acreage. The gross area of a tract of land to be developed as a residential PUD shall be a minimum of 5 acres. There shall be no minimum area for non-residential and mixed-use PUDs.
- c. Utilities. All PUDs shall be connected to public water and public sanitary sewer service, where available.
- d. Master Plan. The applicant shall demonstrate that the proposed PUD is consistent with the adopted Charter Township of Comstock Master Plan.

C. **Legacy PUDs.**

Prior to the effective date of this Ordinance, Planned Unit Developments were reviewed and approved in the Charter Township of Comstock under a prior Zoning Ordinance. Because these developments are fully constructed, the Township has determined that it would be most efficient and beneficial to regulate them as follows. Accordingly:

1. Unless expressly identified as PUDs on the Charter Township of Comstock Zoning Map adopted on or after the effective date of this Ordinance, the PUDs that were approved prior to the effective date of this Ordinance shall be deemed "Legacy PUDs" and shall be regulated pursuant to this Section.
2. Existing uses and structures within Legacy PUDs shall be considered to be permitted by right and shall not be considered nonconforming if the development, along with its individual components, remains in compliance with the approved PUD documents and any approved amendments thereto.
3. The approval of a Legacy PUD, including applicable findings of fact, site development plans, any conditions of approval, and related actions shall remain in full force and effect.
4. Amendments to a Legacy PUD shall be processed in accordance with the standards and procedures for site plan amendments pursuant to Article 6 Section 6.1. Any proposed modifications to the site or the existing use must be in compliance with the standards for the zoning district in which the Legacy PUD is located.

Any PUD (regardless of the date of its original approval) that is identified as a PUD on the Charter Township of Comstock Zoning Map adopted on or after the effective date of this Ordinance shall not be considered a Legacy PUD, shall continue to be governed by the terms of its applicable approval documents, and may be amended only as provided in Sub-Section N.

D. Permitted Uses and Residential Density.

1. The following uses may be permitted in a PUD:
 - a. Uses permitted by right or by special land use in the underlying zoning district;
 - b. Any use that is determined to be consistent with the Township Master Plan;
 - c. A combination of uses that are compatible with existing and adjacent land uses and the Charter Township of Comstock Master Plan;

Only those uses approved for the PUD shall thereafter be permitted within the PUD.

2. For PUDs containing a residential component but located in a non-residential district, the maximum number of dwelling units permitted in a PUD shall be determined by the Planning Commission in consideration of the Master Plan, existing and future surrounding land uses, the capacity of public utilities and services, and other applicable factors.
3. For PUDs containing a residential component and located in a residential zoning district, the permitted density shall not exceed that permitted by the underlying zoning district, unless a density bonus is permitted pursuant to subsection 5 below. If the PUD lies in more than one zone district, then the number of dwelling units shall be calculated on a proportionate basis.
4. The maximum density permitted by subsection 3 above shall be determined using a parallel plan. A parallel plan shall be submitted by the applicant and shall illustrate the maximum number of dwelling units that could be feasibly developed on the property under conventional application of the underlying zoning district requirements, including any requirements for off-street parking, internal streets, and stormwater management facilities. Parallel plans are intended for comparison only and do not require the same level of detail as is required for site plans submitted for development approval.
5. Density Bonus. For PUDs containing a residential component and located in a residential zoning district, a density bonus of up to 25% over what is allowed by the underlying zoning district may be granted at the discretion of the Planning Commission and Township Board if the PUD provides substantive additional amenities, preserves substantive additional open space, or otherwise results in a substantial and recognizable benefit to the Charter Township of Comstock. By way of example, a "substantial and recognizable benefit" may consist of public gathering spaces, usable open space beyond the minimum requirements, non-motorized connections to adjacent properties, tree-lined streets, public amenities, public art, and similar features that are consistent with the existing or desired character of the Charter Township of Comstock.

E. Non-Residential or Mixed-Use PUDs.

1. All uses shall be integrated into the design of the project with similar architectural and site development elements, such as signs, landscaping, etc.

2. A mix of residential and non-residential uses may be permitted only if they will not materially alter the character of the neighborhood and/or the PUD, and if the mixed-use development is consistent with the Charter Township of Comstock Master Plan.
3. When a PUD contains a mix of residential and non-residential uses, buildings designed for non-residential uses shall be constructed according to the following requirements:
 - a. If the entire PUD contains fewer than 20 dwelling units, 75% of these units must be constructed prior to the establishment or occupancy of any non-residential use.
 - b. If the PUD contains more than 20 dwelling units, 50% of these units shall be constructed prior to the establishment or occupancy of any non-residential use.

F. Design Standards.

1. Deviations from Minimum Requirements. In approving a PUD, the Township may permit deviations from the lot area and width requirements, parking requirements, required buffers, building setback requirements, height limitations, and other similar dimensional requirements of the zoning ordinance in accordance with the following standards:
 - a. The applicant shall identify, in writing, the nature and extent of any proposed deviation from the requirements of the underlying zoning district.
 - b. Deviations from minimum requirements may be permitted if they will result in a higher quality of development or better integration of the proposed use(s) within the vicinity.
 - c. Deviations from the minimum requirements shall also satisfy at least 1 of the following criteria:
 - i. The proposed deviations shall preserve any ecologically significant natural features of the site;
 - ii. The proposed deviations shall create, maintain, or improve habitat for wildlife;
 - iii. The proposed deviations shall create, maintain, or improve open space, walkability, safety, or otherwise improve the quality of the development for its residents;
 - iv. The proposed deviations shall constitute an adaptive re-use or redevelopment of buildings and/or property; and/or
 - v. The proposed deviations shall be necessary for the development or redevelopment of property that would not be feasible without the deviations.

vi. The proposed deviations shall be consistent with the Charter Township of Comstock Master Plan.

2. Other Requirements.

- a. All electric, cable, internet, and telephone transmission wires within the PUD shall be placed underground.
- b. Signs are permitted in accordance with the zone district in which the proposed uses are permitted.

3. Conditions. The Township Board may impose conditions with the approval of a PUD that are necessary to ensure compliance with the standards for approval stated in this Section and any other applicable standards contained in this Article. Such conditions shall be considered an integral part of the PUD approval and shall be enforceable by the Zoning Administrator.

G. Open Space.

The Planning Commission may require an applicant to provide open space if deemed necessary to preserve important natural features on the site. Situations in which the Planning Commission may require the applicant to provide open space include but are not limited to the following:

1. If the open space would provide, enhance, or restore natural resources such as slopes, wetland areas, viewsheds, etc.
2. If the open space would aid in the preservation or restoration of a cultural or historic site or structure.
3. If the open space would allow for the development of community features, non-motorized trail connections, recreational amenities.
4. If the open space would result in a more efficient pattern of development, consolidation, and planning of unusually dimensioned property or land with challenging topography.
5. If the open space would aid in the mitigation of adverse impacts on public facilities and services, such as a more efficient network of streets, public utilities, or a superior design of stormwater management systems.

If open space is required or provided in the PUD, it shall meet the following considerations and requirements:

1. Open space may be established to separate uses within the PUD.
2. Open space areas shall be large enough and of proper dimensions so as to constitute a contiguous useable area, with adequate access, through easements or other similar

arrangements, such that all properties within the entire PUD may reasonably utilize the available open space and that the open space contributes significantly to the purpose and objectives of the PUD.

3. Evidence shall be given that satisfactory arrangements will be made for the maintenance of open space to relieve the Township of the future maintenance thereof.
4. Open space may be provided where significant natural features may be preserved and/or be used for passive or active recreation.
5. All land set aside as open space shall be deed-restricted to ensure that the open space remains undeveloped in perpetuity. The form of such restriction shall be subject to the review and approval of the Township Attorney.
6. All open space shall be in joint ownership of the property owners within the PUD or some other responsible entity approved by the Township. Such joint ownership or entity shall take responsibility for the maintenance of the open space.
7. The maintenance requirements of dedicated open space may include regular clearing and mowing or other active maintenance. Maintenance shall also include the removal of any accumulation of trash or waste material within the dedicated open space, cleanup of storm damage, removal of diseased plant materials, and similar activities.

H. General Application Procedures.

1. The following steps, which are outlined in Sub-Sections I-M, shall govern all applications for PUD approval, whether residential, non-residential, or mixed use:
 - a. Pre-application Conference. The applicant shall attend a pre-application conference with Township staff to determine general compliance with PUD eligibility and design requirements, and to identify issues of significance regarding the proposed application.
 - b. Conceptual Planning Commission Review. A conceptual plan shall be submitted to the Planning Commission for initial review. The applicant shall also attend a pre-application review of the proposed PUD Plan with the Planning Commission.
 - c. PUD Preliminary Plan and PUD Rezoning.
 - i. The Planning Commission shall review the PUD Preliminary Plan and PUD rezoning application, hold a public hearing (if required), and make a written recommendation to the Township Board
 - ii. The Township Board shall review the PUD Preliminary Plan and PUD rezoning application, the written recommendation and findings from the Planning Commission, hold a public hearing, and make a final decision.
 - d. PUD Final Site Plan Review. The Planning Commission and other applicable

Township personnel shall review the PUD final site plan in accordance with Sub-Section M of this Section.

2. Either concurrently with the PUD Preliminary Plan application, or upon approval by the Township Board (with or without conditions), the applicant may apply for preliminary plat approval, condominium or site condominium approval, private road approval, and other approvals as applicable. Unless specifically stated, approval of a PUD shall not constitute approval of a preliminary plat, condominium, site condominium, or private road and shall not obviate the need for the applicant to obtain such approvals.
3. Approval of a PUD pursuant to this Article shall constitute an amendment to the Comstock Township Zoning Ordinance and Zoning Map to include the approved PUD.

I. Pre-application Conference.

Prior to the submission of an application for PUD, the applicant shall meet with the Zoning Administrator, Township Planner, Engineer, and any other staff or consultants as deemed appropriate. The purpose of the pre-application meeting is to determine general compliance with PUD eligibility and design requirements and to identify issues of significance regarding the proposed application. If the applicant proceeds with the PUD application, a summary of the pre-application meeting may be forwarded to the Planning Commission. No formal action shall be taken at the pre-application conference. The applicant shall present a sketch plan of the Planned Unit Development, and the following information:

1. A legal description of the property in question;
2. The total number of acres to be included in the project;
3. A statement of the approximate number of residential units and/or the approximate number, type, and square footage of non-residential units;
4. The approximate number of acres to be occupied and/or devoted to or by each type of use;
5. The number of acres to be preserved as open space or recreation space; and
6. All known natural resources and natural features on the site.

J. Conceptual Planning Commission Review.

1. Following the pre-application conference, preliminary plans of the proposed PUD shall be submitted for review to the Planning Commission prior to submission of an application for a PUD. The purpose of the meeting is to allow discussion between an applicant and the Planning Commission and to inform the applicant of the acceptability of proposed plans prior to incurring extensive engineering and other costs which will be

necessary for PUD review.

2. As part of the pre-application review, the applicant shall submit a copy of a sketch plan for the proposed PUD that shows the property location, boundaries, significant natural features, vehicular and pedestrian circulation, the proposed number and arrangement of lots or units with building envelopes, proposed open spaces, location of proposed buildings, and proposed land use(s) for the entire site.
3. The Planning Commission shall advise the applicant in general terms whether the proposed sketch plan complies with the purpose and intent of this Article and if it qualifies for PUD rezoning pursuant to the objectives and qualifying conditions of Sub-Section B.
4. Formal action shall not be taken at a preliminary Planning Commission review. Statements made at the pre-application conference or review by the Planning Commission shall not be considered binding commitments or an approval (implied or otherwise) of the PUD.

K. Procedures for PUD Preliminary Plan and PUD Rezoning.

1. Required Information. Following the conceptual review in Sub-Section J, the applicant shall submit a completed application form for PUD rezoning, the required application fee, and 1 hard copy and a PDF of the PUD Preliminary Plan to the Zoning Administrator at least 45 days prior the next Planning Commission meeting.

The PUD Preliminary Plan shall be professionally prepared by a licensed engineer, surveyor, architect, and/or landscape architect and shall be drawn to a scale of not less than 1 inch = 100 feet. The PUD Preliminary Plan shall, at a minimum, contain the following information, unless specific items are determined to be not pertinent to the application by the Planning Commission or Zoning Administrator:

- a. General Information.
 - i. Name and firm address of the professional individual responsible for preparing the preliminary plan and their professional seal.
 - ii. Name and address of the property owner or petitioner.
 - iii. Scale, north arrow, and date.
 - iv. Acreage (gross and net).
 - v. Zoning of adjacent properties.
 - vi. Legal property description.

b. Existing site conditions:

- i. Boundary survey lines and setbacks.
- ii. Location sketch showing site, adjacent streets, and properties within 200 feet or as otherwise directed.
- iii. Location, width, and purpose of all existing easements and lease areas, including cross-access.
- iv. Abutting street right(s)-of-way and width.
- v. Topography with contour intervals of no more than 2 feet.
- vi. Natural features such as wooded areas, surface water features, floodplains or floodways, wetlands, slopes exceeding 15%, lakes, rivers, creeks, county drains, and other significant site features, including the area of such features.
- vii. Existing buildings, structures, paved surfaces and areas, installed landscaping, and other significant physical infrastructure.
- viii. Size and location of existing utilities and status, where applicable.

c. Proposed Development:

- i. Layout of proposed buildings, structures, driveways, parking lots, streets, landscaped areas, and other physical infrastructure, as applicable, including the area and height of these improvements.
- ii. Recreation areas, common use areas, dedicated open space, and areas to be conveyed for public use.
- iii. Layout of sidewalks and/or pathways, both internal to the development and along the main road frontage.
- iv. Layout and typical dimensions of building envelopes, proposed lots.
- v. Parking, stacking, and loading calculations, if applicable.
- vi. Phasing plan, if applicable.
- vii. Preliminary plan for the provision of public water and public sanitary sewer services.
- viii. Preliminary grading plan.
- ix. Preliminary stormwater plan.

x. Proposed building types, including building elevations and footprints.

d. Additional Information.

i. A written narrative shall be provided, which shall describe the proposed PUD, the proposed timeframe of development, the zoning district(s) in which it will be located, the overall residential density of the project (if applicable), and documentation indicating how the objectives and qualifying conditions in Sub-Section B and the standards of Sub-Section L are met. By way of example, the written narrative may address the following, along with other topics deemed relevant:

1. How the proposed PUD is meeting a need in the marketplace.
2. How the proposed PUD will benefit the Charter Township of Comstock.
3. The overall vision for the property and the development.
4. Justification for any requested deviations from the underlying zoning district.

ii. A written list of all requested deviations as specified in Sub-Section F(1) shall be provided at the time of the application but may be supplemented or modified at any time during the PUD approval process if the applicant or the Township determines that the proposed plans require additional deviations beyond those originally noted.

iii. The Planning Commission may require additional information from the applicant and may allow supplementation or modification of submitted materials as needed to better assist in the determination of PUD qualification. Additional information may include, but is not limited to, market studies, fiscal impact analyses, parking studies, traffic impact studies, and environmental reports.

2. Planning Commission Review.

- a. The Planning Commission shall review the PUD Preliminary Plan at a regular or special meeting. A public hearing shall be held by the Planning Commission for an application for a new PUD. For an amendment to an existing PUD, a public hearing by the Planning Commission is not required, but may be held at the discretion of the Planning Commission. If a public hearing is held, legal notice shall be given.
- b. The Planning Commission shall review the PUD Preliminary Plan in consideration of public comments, technical reviews from Township staff and consultants (if requested), and other applicable standards and requirements. Within a reasonable

timeframe, the Planning Commission shall recommend approval, approval with conditions, or denial of the PUD Preliminary Plan and PUD rezoning to the Township Board. The Planning Commission's recommendation shall be documented with findings to justify its recommendation.

- c. In order to recommend approval of the PUD Preliminary Plan and PUD rezoning, the Planning Commission shall find that the standards of Sub-Section L are satisfied.

3. Township Board Review and Required Public Hearing.

- a. Following receipt of a recommendation from the Planning Commission on the PUD Preliminary Plan and PUD rezoning, the Township Board shall hold a public hearing on the proposed PUD. Legal notice of the hearing shall be given.
- b. After the public hearing, the Township Board shall review the application in consideration of the Planning Commission's written recommendation, public hearing comments, technical reviews from Township staff and consultants, and other applicable standards and requirements. Within a reasonable time, the Township Board shall approve, approve with conditions, or deny the PUD Preliminary Plan and PUD rezoning. The Township Board's decision shall be documented with written findings to justify its decision.
- c. In accordance with the Michigan Zoning Enabling Act, as amended, the Township Board may place reasonable conditions on the approval of a PUD Preliminary Plan. Conditions attached to the approval shall be incorporated into the ordinance adopting the PUD Preliminary Plan and PUD rezoning.
- d. Approval of the PUD Preliminary Plan and PUD rezoning by the Township Board shall be incorporated into an ordinance amending the zoning ordinance and map. Such rezoning and PUD plan approval shall become effective after notification and publication as required by the Michigan Zoning Enabling Act, as amended.

- 4. Development Agreements. Prior to the issuance of any building permits or commencement of construction on any portion of the PUD, the Township Board may require the applicant to enter into a development agreement with the Township in recordable form acceptable to the Township Attorney, setting forth the applicant's obligations with respect to the PUD. The agreement shall describe all improvements to be constructed as part of the PUD and shall incorporate, by reference, the final PUD site plan with all required revisions, other documents which comprise the PUD, and all conditions of approval imposed by the Township Board. The agreement shall also establish the remedies of the Township in the event of default by the applicant in carrying out the PUD, and shall be binding on all successors in interest to the applicant. All documents shall be executed and recorded in the office of the Kalamazoo County Register of Deeds.

L. PUD Preliminary Plan and Rezoning Standards of Approval.

In order to approve a PUD Preliminary Plan and PUD rezoning, the Planning Commission and Township Board shall find that all of the following standards are met:

1. The proposed PUD complies with the purpose, objectives, and qualifying conditions of Sub-Sections A and B.
2. The uses conducted within the proposed PUD, the PUD's impact on the community, and other aspects of the PUD are consistent with, the policies of, the adopted Charter Township of Comstock Master Plan.
3. The proposed PUD shall be designed, constructed, operated, and maintained in a manner harmonious with the character of adjacent property, the surrounding uses of land, the natural environment, and the capacity of public services and facilities affected by the development.
4. The proposed PUD shall not be hazardous to adjacent property or involve uses, activities, materials, or equipment that will be detrimental to the health, safety, or welfare of persons or property through the excessive production of traffic, noise, smoke, fumes, or glare.
5. The proposed PUD shall not place demands on public services and facilities more than current or anticipated future capacity.
6. The proposed PUD shall satisfy all applicable local, state, and federal laws, rules, and regulations.

M. PUD Final Site Plan.

1. Either concurrently with the submission of the PUD Preliminary Plan, or within one year of the approval of the PUD Preliminary Plan and PUD rezoning by the Township Board, a minimum of 1 copy and a PDF of the PUD final site plan for at least one phase of the PUD shall be submitted by the applicant in accordance with Article 6 Section 6.1 of this Ordinance. After the first phase is granted PUD final site plan approval, subsequent phases need not be submitted within one year.
2. All PUD final site plans subsequently submitted shall conform to the approved PUD Preliminary Plan (subject to minor revisions) and all conditions attached to its approval, the ordinance adopting the PUD Preliminary Plan and PUD rezoning, and the requirements of this Article.
3. If the PUD final site plan substantially conforms to the approved PUD Preliminary Plan subject to minor revisions and all conditions attached to its approval, the PUD adoption ordinance, and the requirements of this Article, and if such PUD final site plan is otherwise compatible with the master plan, then the Planning Commission shall approve

the PUD final site plan.

4. Unless otherwise required by subsection 6 below, PUD final site plans shall be reviewed by the Planning Commission and any other applicable Township personnel.
5. For land uses within the PUD subject to additional special land use requirements, such uses shall comply with all such required conditions, unless deviations were approved pursuant to this Article.
6. For land uses within the PUD that require special land use approval, or for PUDs that contain private roads, subdivisions, or elements that require Planning Commission approval, such uses shall be reviewed and approved in accordance with all other applicable sections of the Zoning Ordinance and other adopted ordinances of the Charter Township of Comstock. These review processes may occur concurrently with the process for PUD plan review and PUD rezoning.

N. Approved PUDs.

1. Phased Projects. Where a project is proposed for construction in phases, the project shall be designed so that each phase, when completed, shall be capable of standing on its own in terms of the presence of services, facilities, and open space, and shall contain the necessary components to ensure the protection of natural resources and the health, safety, and welfare of the users of the PUD and residents of the Township. Each phase of a PUD shall require the submittal of a site plan as outlined in Sub-Section M.
2. Amendments to an Approved PUD. An amendment to an approved PUD shall be reviewed and approved by the Planning Commission and Township Board pursuant to Sub-Section K(2) & (3), except that the Zoning Administrator may review and approve minor amendments to the PUD, or refer minor amendments to the Planning Commission for a decision. Minor amendments include, but are not limited to, the following:
 - a. Reduction of the size of any building, building envelope, or sign.
 - b. Movement of buildings or signs in a way that does not alter the overall layout, density, or other significant characteristics of the PUD.
 - c. Changes requested by the Township for safety reasons.
 - d. Changes that will preserve natural features of the land without changing the basic site layout.
 - e. Changes in the boundary lines of lots or condominium units that do not change the overall density of the development or that do not change the average lot or unit width throughout the development.
 - f. Modifications of the landscape plan or landscape materials, or replacement of

plantings approved in the landscaping plan, provided that the amount of landscaping provided is not substantially decreased.

- g. Alterations to the internal parking layout of a parking lot, provided that the total number of spaces or means of ingress and egress do not change in a manner that significantly alters the viability of the PUD.
- h. Other changes proposed to be made to the configuration, design, layout, or topography of the site plan which are deemed by the Zoning Administrator to be not material or significant in relation to the entire site and which the Zoning Administrator determines would not have a significant adverse effect on the development on adjacent or nearby lands or the public health, safety, and welfare.

3. Expiration.

- a. A PUD (or at least the first phase of a PUD) shall be under meaningful construction of proposed improvements consistent with the approved PUD final site plan within 1 year after the date of approval of the PUD final site plan, which shall proceed diligently to completion.
- b. Upon expiration of the time period for: (a) submitting a PUD final site plan as required by Sub-Section M or; (b) commencing meaningful construction as required by subsection A above, all PUD approvals previously granted shall automatically become null and void and all rights of development based on any approved plan shall terminate.
- c. The Township Board may approve extensions of up to 2 years at a time, if requested in writing by the applicant. In requesting an extension, the applicant shall provide the reason(s) it is requesting the proposed extension.
- d. Upon expiration of a PUD Preliminary Plan or PUD final site plan, the Planning Commission may conduct a public hearing and make a recommendation to rezone the property to its original designation or another district as deemed appropriate.
- e. If the Planning Commission does not rezone the property from PUD to another zoning district, the property shall remain in the PUD zoning district, but no development in furtherance of the expired PUD, or a new PUD, shall occur on the property. Approval of a PUD Preliminary Plan and PUD Final Site Plan shall be required pursuant to Sub-Sections L and M, except that rezoning to PUD shall not be required.

4. Appeals and Variances. Because an approved PUD has been reviewed and approved by the Planning Commission and Township Board, the Zoning Board of Appeals shall not have jurisdiction to consider variances from the requirements of this Article, nor may decisions related to a PUD be appealed to Zoning Board of Appeals.

5. Performance Guarantees. The Planning Commission and/or Township Board may

require the applicant for PUD rezoning to furnish a performance guarantee.

SECTION II
ZONING ORDINANCE AMENDMENT
USE MATRIX

The Use Matrix of the Township Zoning Ordinance is hereby amended by deleting “Planned unit developments” from the list of uses.

SECTION III
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.A – AGR AGRICULTURE-RESIDENTIAL

Section 3.1.A of the Township Zoning Ordinance titled “AGR Agriculture-Residential” is hereby amended to replace subsection 3.x. to read as follows:

“x. Reserved for future use.”

SECTION IV
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.C – R1-A SINGLE-FAMILY RESIDENTIAL

Section 3.1.C of the Township Zoning Ordinance titled “R1-A Single-Family Residential” is hereby amended to replace subsection 3.p. to read as follows:

“p. Reserved for future use.”

SECTION V
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.D – R1-B SINGLE-FAMILY RESIDENTIAL

Section 3.1.D of the Township Zoning Ordinance titled “R1-B Single-Family Residential” is hereby amended to replace subsection 3.p. to read as follows:

“p. Reserved for future use.”

SECTION VI
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.E – R1-C CLUSTER HOUSING

Section 3.1.E of the Township Zoning Ordinance titled “R1-C Cluster Housing” is hereby amended to replace subsection 3.v. to read as follows:

“v. Reserved for future use.”

SECTION VII
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.F RM MULTIPLE-FAMILY RESIDENTIAL

Section 3.1.F of the Township Zoning Ordinance titled “RM Multiple-Family Residential” is hereby amended to replace subsection 3.y. to read as follows:

“y. Reserved for future use.”

SECTION VIII
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.Q – OW OPEN WETLANDS

Section 3.1.Q of the Township Zoning Ordinance titled “OW Open Wetlands” is hereby amended to replace subsection 4.n. to read as follows:

“n. Reserved for future use.”

SECTION IX
ZONING ORDINANCE AMENDMENT
ARTICLE 3 – ZONING DISTRICTS
SECTION 3.1.R – OSP OPEN SPACE PRESERVATION OVERLAY

Section 3.1.R of the Township Zoning Ordinance titled “OSP Open Space Preservation Overlay” is hereby amended to replace subsection 4.b. to read as follows:

“b. **Access.** Access to the dwelling units within the residential cluster may be in the form of a public road or private road, with any private road adhering to the standards under Section 3.24 Planned Unit Development District.”

SECTION X
SEVERABILITY

The provisions of this ordinance are hereby declared to be severable. If any clause, sentence, word, section or provision is hereafter declared void or unenforceable for any reason by a court of competent jurisdiction, it shall not affect the remainder of such ordinance which shall continue in full force and effect.

SECTION XI
EFFECTIVE DATE/REPEAL

This Ordinance shall take effect eight days after publication. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Nicole Beauchamp, Clerk
Comstock Charter Township
5858 King Highway,
Kalamazoo MI 49048
269-381-2360
www.comstockmi.gov
clerk@comstockmi.gov



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Trespassing Ordinance 572 - First Reading.

Attachments:

[Trespassing.pdf](#)

CHARTER TOWNSHIP OF COMSTOCK

ORDINANCE NO. ____

ADOPTED: _____

EFFECTIVE: UPON PUBLICATION

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

CHARTER TOWNSHIP OF COMSTOCK KALAMAZOO COUNTY, MICHIGAN

ORDAINS:

SECTION I

PROHIBITION ON TRESPASSING GENERALLY

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

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

SECTION II

PROHIBITION ON CAMPING ON TOWNSHIP PROPERTY

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

SECTION III

VIOLATIONS

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

SECTION VI

SEVERABILITY

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

SECTION III

REPEAL

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

SECTION IV

EFFECTIVE DATE

This Ordinance shall take effect upon publication after adoption.

Amber Lawrence, Clerk
Charter Township of Comstock



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: EGLE Grant Award - Intended Use Discussion & Action



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Transfer Station Discussion



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Civic Assure Agreement & Action

Attachments:

[Comstock_Civic_Assure_Agreement_CORE_PACKAGE_v2.pdf](#)

CIVIC ASSURE SUBSCRIPTION AGREEMENT

This Civic Assure Subscription Agreement (“Agreement”) is entered into by and between the Charter Township of Comstock, a Michigan charter township, with offices at 5858 King Highway, Kalamazoo, Michigan 49048 (“Township”), and Civic Assure, with offices at 1121 Miller Road #2672, Kalamazoo, Michigan 49001 (“Civic Assure”), effective as of _____ (“Effective Date”).

The Township and Civic Assure may each be referred to as a “Party” and together as the “Parties.”

1. Purpose

This Agreement sets out the terms under which Civic Assure will provide the Township with access to the Civic Assure platform as a hosted subscription service for ordinance enforcement, zoning administration, property and GIS management, and related municipal administrative workflows, together with related setup, support, maintenance, and other agreed services.

2. Subscription Service

During the term of this Agreement, and so long as the Township pays the required fees and follows this Agreement, Civic Assure will make the platform available for use by the Township’s authorized users for the Township’s internal governmental and administrative operations.

The platform is intended to support the Township’s selected Core Package and related administrative workflows, including as applicable:

- ordinance enforcement complaints, cases, and violation tracking
- zoning application intake and administrative review workflows
- parcel and property records
- GIS mapping and property context
- inspection, scheduling, status, and workflow tracking
- notices, communications, evidence, and document management
- reporting, dashboards, and analytics
- related municipal administrative functions

Unless the Parties agree otherwise in writing, this Agreement does not require Civic Assure to provide custom development, special integrations, consulting services, or features beyond ordinary setup, support, maintenance, and standard platform updates. Civic Assure may, in its discretion, develop or offer additional features, functionality, integrations, or services. Any additional work, expanded scope, or related charges must be approved in a written addendum or other written agreement signed by both Parties.

3. Civic Assure’s Role

This Agreement is for the Township’s subscription use of the Civic Assure platform.

Civic Assure is a software company providing a hosted software platform and related support services only. Civic Assure is not assuming any governmental, regulatory, legal, or official decision-making role of the Township under this Agreement.

The Township remains solely responsible for its governmental decisions, official actions, records, fees, notices, and compliance with law.

4. Authorized Users

The Township may allow its employees, officials, contractors, and other persons authorized by the Township to use the platform on its behalf (“Authorized Users”).

The Township is responsible for use of the platform through its accounts and Authorized Users, and shall ensure that Authorized Users use the platform in accordance with this Agreement.

5. Right to Use the Platform

During the term of this Agreement, Civic Assure gives the Township a limited right to access and use the platform for the Township’s internal purposes, subject to this Agreement and any agreed ordering or pricing documents.

The Township is subscribing to use the platform during the term of this Agreement. The platform and related technology remain the property of Civic Assure.

6. Documentation

Civic Assure may provide user guides, help materials, onboarding materials, and similar documentation for use with the platform (“Documentation”). The Township may use that Documentation only in connection with its permitted use of the platform.

7. Restrictions on Use

The Township shall not, and shall not allow others to:

1. copy, modify, or create derivative works from the platform or Documentation, except as expressly allowed by this Agreement;
2. reverse engineer, decompile, disassemble, or attempt to discover the source code or underlying structure of the platform;
3. use the platform to build or help build a competing product or service;
4. bypass security features or usage limits;
5. use the platform in violation of law;
6. introduce malware or other harmful code into the platform;
7. interfere with the security, integrity, or performance of the platform; or
8. allow access to anyone other than Authorized Users, unless Civic Assure agrees in writing.

8. Township Responsibilities

The Township shall:

1. identify appropriate contacts for setup and ongoing coordination;
2. provide the forms, fee schedules, workflows, notices, settings, and other content needed for Civic Assure to configure the platform;

3. review and approve Township-specific settings, forms, and workflows before live use;
4. remain responsible for the legality and sufficiency of its ordinances, forms, notices, requirements, fees, and official actions;
5. maintain the security of its accounts and passwords;
6. promptly notify Civic Assure of suspected unauthorized access or security issues involving Township accounts; and
7. use the platform in accordance with applicable law.

9. Civic Assure Responsibilities

Civic Assure shall:

1. provide the platform in a professional and commercially reasonable manner;
2. provide the support, maintenance, and setup services included in this Agreement or any written exhibit;
3. use commercially reasonable efforts to maintain the security and availability of the platform; and
4. provide routine fixes, updates, patches, and improvements in the ordinary course of operating the service.

10. Hosting, Security, and Service Management

If Civic Assure hosts the platform, it will use commercially reasonable administrative, technical, and physical safeguards to protect Township data from unauthorized access, use, alteration, or disclosure.

Civic Assure may perform scheduled maintenance, emergency maintenance, updates, repairs, or service changes from time to time. Civic Assure may also suspend access when reasonably necessary for security, maintenance, legal compliance, or protection of the platform, and will use commercially reasonable efforts to avoid unnecessary disruption.

Any specific uptime commitments, support response times, or service levels must be stated in a written exhibit, if the Parties choose to include them.

11. Fees and Payment

The Township shall pay the fees set forth in **Exhibit A** or any other written pricing document signed by the Parties.

Unless otherwise stated in writing:

1. subscription fees are billed as stated in Exhibit A;
2. setup or other one-time fees are billed as stated in the applicable exhibit;
3. additional services are billed at the agreed rates;
4. invoices are due within thirty (30) days after receipt; and
5. the Township shall pay all undisputed amounts when due.

The Parties acknowledge that Township use of the platform may increase over time, including through higher application volume, increased data storage, additional user activity, expanded workflows, and related

system demands. The pricing model in this Agreement is intended to account for ordinary increases in usage. If the Township's use materially exceeds the assumptions underlying the Parties' pricing arrangement, the Parties shall negotiate in good faith a mutually acceptable amendment addressing materially increased storage, processing, support, or service demands.

If the Township disputes an invoice, it shall notify Civic Assure in writing within fifteen (15) days after receipt of the invoice and explain the reason for the dispute. The Parties shall work in good faith to resolve the dispute, and the Township shall timely pay all undisputed amounts.

12. Term

This Agreement begins on the Effective Date and continues for the initial term stated in Exhibit A, unless earlier terminated under this Agreement.

After the initial term, this Agreement will renew for any renewal terms stated in Exhibit A unless the Township provides written notice of non-renewal at least 60 days before the end of the current term.

13. Termination

Either Party may terminate this Agreement for convenience upon sixty (60) days' prior written notice to the other Party.

Either Party may terminate this Agreement for material breach if the other Party does not cure the breach within thirty (30) days after written notice describing the breach in reasonable detail.

Civic Assure may suspend or terminate access to the platform if the Township materially violates the use restrictions, fails to pay undisputed fees after notice and an opportunity to cure, or uses the platform in a way that threatens the security or integrity of the service.

14. Effect of Termination

When this Agreement ends:

1. the Township's right to access and use the platform ends;
2. the Township shall pay all fees accrued through the termination date;
3. each Party shall return or destroy the other Party's confidential information, subject to legal retention requirements and routine backups; and
4. upon written request made by the Township on or before the effective date of termination or expiration, Civic Assure shall make Township Data available for export in a commercially reasonable electronic format.

Any preparation, delivery, custom formatting, transition assistance, migration support, data mapping, data conversion, consulting, or post-termination services requested by the Township in connection with such export or transition shall be billed at the Additional Services Rate set forth in Exhibit A. Any such services must be separately scoped and approved by the Township in writing in advance.

15. Township Data

As between the Parties, the Township owns its data, records, files, forms, documents, images, text, and other information submitted to or stored in the platform by or for the Township ("Township Data").

The Township gives Civic Assure a limited right to host, process, transmit, copy, display, back up, and otherwise use Township Data only as needed to provide, secure, maintain, support, and improve the platform, to address technical or security issues, and to comply with law.

Civic Assure is not the Township's permanent record retention system. The Township is responsible for exporting and retaining its official records in its own permanent record system in accordance with law and Township policy.

16. Ownership

Civic Assure and its licensors own the platform, software, code, Documentation, methods, improvements, and related intellectual property, excluding Township Data.

Except for the Township's limited right to use the platform during the term of this Agreement, no ownership rights are transferred to the Township.

17. Confidentiality

Each Party shall protect the other Party's non-public confidential information with reasonable care and shall use it only as needed to carry out this Agreement.

Confidential information includes non-public business, technical, financial, operational, pricing, security, product, and software information disclosed by one Party to the other.

Confidential information does not include information that:

1. becomes public without breach of this Agreement;
2. was already lawfully known without restriction;
3. is lawfully received from a third party without restriction; or
4. is independently developed without use of the other Party's confidential information.

If disclosure is required by law, subpoena, court order, or public records request, the receiving Party may disclose only what is legally required and, when legally permitted, shall promptly notify the other Party.

18. Accounts and Credentials

The Township is responsible for maintaining the confidentiality and security of its usernames, passwords, tokens, and other access credentials.

The Township is also responsible for activity occurring under its accounts, unless caused by Civic Assure's breach of this Agreement or failure to maintain reasonable security.

19. Warranties

Civic Assure warrants that it will provide the platform and any included support services in a professional and commercially reasonable manner consistent with generally accepted industry practice for hosted software providers.

Except as expressly stated in this Agreement, the platform is provided "as is" and "as available." Civic Assure does not guarantee uninterrupted or error-free service or that every defect will be corrected.

20. Claims by Third Parties

Civic Assure is responsible for third-party claims to the extent caused by Civic Assure's negligence, willful misconduct, or material breach of this Agreement.

The Township is responsible for third-party claims to the extent caused by the Township's misuse of the platform, violation of law or this Agreement, data or materials provided by or on behalf of the Township, or the Township's own governmental decisions or official actions.

Neither Party is responsible for third-party claims caused solely by the other Party's negligence, willful misconduct, or material breach of this Agreement.

Nothing in this Agreement waives any governmental immunity, defense, or limitation available to the Township under applicable law.

21. Limitation of Liability

Neither Party shall be liable to the other for indirect, incidental, consequential, special, exemplary, or punitive damages, including lost profits, lost savings, lost goodwill, or business interruption arising out of this Agreement.

Except for payment obligations, breach of confidentiality, willful misconduct, infringement claims, or obligations under Section 20, each Party's total liability arising out of this Agreement shall not exceed the total amount paid or payable by the Township to Civic Assure under this Agreement during the twelve (12) months before the event giving rise to the claim.

22. Public Records and Legal Compliance

The Township remains responsible for determining whether records must be disclosed under applicable law.

If Civic Assure receives a subpoena, legal demand, or records request directed to Township Data, Civic Assure shall, to the extent legally permitted, promptly notify the Township and reasonably cooperate with the Township regarding the response.

23. Insurance

Each Party shall maintain insurance coverage that is customary and commercially reasonable for its role under this Agreement, unless the Parties agree to specific requirements in writing.

24. Assignment

Neither Party may assign this Agreement without the other Party's written consent, except that Civic Assure may assign this Agreement in connection with a merger, acquisition, reorganization, or sale of substantially all of its assets if the assignee assumes Civic Assure's obligations.

25. Force Majeure

Neither Party shall be liable for delay or failure to perform caused by events beyond its reasonable control, including natural disasters, utility failures, internet outages, war, terrorism, labor disputes, civil unrest, governmental action, epidemic, or similar events. This does not excuse the Township from paying fees already due.

26. Notices

All notices under this Agreement must be in writing and delivered by personal delivery, recognized overnight courier, certified mail, or email to the contacts listed below or in a written exhibit.

If to Township:

Clerk

clerk@comstockmi.gov

5858 King Highway, Kalamazoo, MI 49048

P.O. Box 449, Comstock, MI 49041

If to Civic Assure:

Civic Assure

manager@civicassure.com

1121 Miller Road #2672

Kalamazoo MI, 49001

27. Entire Agreement

This Agreement, together with all exhibits, schedules, statements of work, and ordering documents signed by the Parties, is the entire agreement between the Parties on this subject and replaces all prior discussions and agreements on the same subject.

If there is a conflict between documents, the order of precedence is:

1. signed amendment
2. this Agreement
3. Exhibit A and other exhibits
4. statements of work or ordering documents

unless a later-signed document expressly states otherwise.

28. Amendment

This Agreement may be amended only in a written document signed by both Parties.

29. Severability

If any part of this Agreement is held invalid or unenforceable, the rest of the Agreement will remain in effect.

30. Governing Law and Venue

This Agreement is governed by the laws of the State of Michigan, without regard to conflict of law rules. Any legal action arising out of or relating to this Agreement shall be brought exclusively in a state court of competent jurisdiction located in **Kalamazoo County, Michigan**, or, if federal jurisdiction exists, in the

United States District Court serving **Kalamazoo County, Michigan**. Each Party consents to that jurisdiction and venue.

31. Counterparts and Electronic Signatures

This Agreement may be signed in counterparts, and electronic signatures shall be treated as originals.

EXHIBIT A

COMMERCIAL TERMS

Subscription Service:

Civic Assure hosted platform access for the Township's Core Package consisting of Ordinance Enforcement, Zoning Administration, and Properties & GIS, together with standard Reporting & Analytics included with the paid modules.

Authorized Users / Departments:

Township employees, officials, and contractors authorized by the Township to use the Civic Assure platform for Township administrative purposes, including the Supervisor, Clerk, Ordinance Enforcement, Zoning Administration, assessing/property/GIS personnel, and related administrative staff.

Core Package — Selected and Accepted:

The Township has selected and accepts the following three paid modules as its Core Package. Reporting & Analytics is included with the Core Package at no additional module charge. The component amounts below show the parcel-based calculation used to establish the package price.

Selected Module	Rate / Parcel / Year	Calculated Annual Component	Agreement Status
Ordinance Enforcement	\$0.375	\$2,529.38	Selected / Included
Zoning Administration	\$0.225	\$1,517.63	Selected / Included
Properties & GIS	\$0.125	\$843.13	Selected / Included
CORE PACKAGE TOTAL	\$0.725	\$4,890.13	Accepted Subscription

Pricing note: The binding annual Core Package fee is calculated from the combined \$0.725 per-parcel rate. Individual component amounts are independently rounded to the nearest cent, so the three displayed component amounts sum to \$4,890.14 while the combined package calculation rounds to \$4,890.13.

The component amounts are shown for pricing transparency and do not make the selected modules severable at those amounts. Any change to the selected Core Package requires written agreement of the Parties.

Initial Term:

One (1) year from the Effective Date.

Renewal Term(s):

Automatic successive one (1) year renewal terms unless the Township provides written notice of non-renewal at least sixty (60) days before the end of the then-current term.

Core Package Annual Subscription Fee:

Four Thousand Eight Hundred Ninety Dollars and Thirteen Cents (\$4,890.13) per year for the selected Core Package, based on the quoted 6,745-parcel baseline and the combined Core Package rate of \$0.725 per parcel annually.

The annual subscription fee includes Reporting & Analytics with the selected paid modules.

The \$3,000 annual minimum applies once to the combined subscription and does not increase the quoted Core Package amount above \$4,890.13.

Available Optional Modules — Not Selected or Accepted:

Optional Module	Current Rate / Parcel / Year	Reference Annual Amount*	Agreement Status
Building	\$0.325	\$2,192.13	Available — Not Selected
Projects & Tasks	\$0.100	\$674.50	Available — Not Selected
Clerk & Cemetery	\$0.100	\$674.50	Available — Not Selected

**Reference annual amounts use the same 6,745-parcel baseline. These optional modules are listed for informational reference only. They are not included in, selected under, or accepted by this Agreement. Any later addition requires a written amendment, ordering document, or other written agreement signed by the Parties, and the applicable price will be the price stated in that later written agreement.*

Parcel Baseline:

6,745 parcels, as used for the Township's quoted Core Package pricing.

Billing Frequency:

Annual. At the Township's election, the annual subscription may instead be paid monthly with a ten percent (10%) premium, as stated in the pricing provided to the Township.

Payment Terms:

Invoices are due within thirty (30) days after receipt.

Implementation / Onboarding Fee:

A one-time implementation and onboarding fee of One Thousand Five Hundred Dollars (\$1,500.00), payable with the first invoice, which includes integration review of Township-specific requirements, initial configuration and onboarding for the selected Core Package, and review of information reasonably needed to establish the Township's workflows.

Additional Services Rate:

Custom development of additional capabilities and other services outside the scope of this Agreement shall be billed at One Hundred Dollars (\$100.00) per hour. Any such services must be described in a mutually agreed written scope of work or other written authorization approved by the Township before such services are performed.

Support Included:

Five (5) hours per month.

Special Terms:

1. Included support hours do not roll over from month to month unless otherwise agreed in writing.
2. Township data shall remain the property of the Township.

3. Reporting & Analytics is included with the Core Package. Optional modules identified in this Exhibit are not part of the Township's subscription unless later added by written agreement. Services outside the Included Functional Areas or beyond the monthly included support hours must be separately approved by the Township in writing and shall be billed at the Additional Services Rate.

IN WITNESS WHEREOF, the Parties have executed this Civic Assure Subscription Agreement as of the Effective Date.

CHARTER TOWNSHIP OF COMSTOCK

By: _____

Name: Amber Lawrence

Title: Clerk

Date: _____

By: _____

Name: Benjamin Martin

Title: Supervisor

Date: _____

CIVIC ASSURE

By: _____

Name: Christopher Mihelich

Title: Manager

Date: _____



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Sewer Connection at Township Hall Repair - Discussion & Possible Action.

Attachments:

[Niko's Comstock Revised 2026 Township Hall Repair.pdf](#)



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

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

Total Bid Price: \$15,410.00

Notes:

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

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

Charter Township of Comstock Township Board September 21, 2026

From: Bret Padgett

Re: Cash Summary by Fund - July 2026

Attached is a cash summary by fund for the month ending July 31, 2026.



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Bret Padgett

Re: Cash Summary by Bank Account - July 2026

Attached is a cash summary by bank account for the month ending July 31, 2026.



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Matt Beauchamp, Fire Chief

Re: Fire Department August 2026 Incident Type Report

Attachments:

[Incident Type Report-August 2026.pdf](#)



Incident Type Report - August 2026

DISPATCH TYPE	NUMBER OF INCIDENTS
Accident with Unknown Injuries	12
Airplane/Train Crash	1
Airport Alert 2	1
Brush/Grass Fire - No Exposure	4
Carbon Monoxide - No Symptoms	1
Carbon Monoxide - With Symptoms	1
ECHO Priority Medical	3
Fire Alarm - Commercial	8
Known PI Accident	9
Natural Gas Leak - Inside	1
Natural Gas Leak - Outside	4
Outside Fire - with Exposure	1
PI - Entrapment	1
Priority 1 Medical	100
Priority 2 Medical	28
Special Service	38
Structure Fire - Commercial/Multi-Family	2
Structure Fire - Residential	6
Unk Accident - Crash Notify	1
Vehicle Fire	4
(NULL)	1
Total	227



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Clerk Amber Lawrence, Township Clerk

Re: Bills Payable July 23- Sept 18, 2026

Attachments:

[doc01526720260918125233.pdf](#)

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 07/23/2026 - 07/23/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-231.300	PAYROLL DEDUCTIONS (HSA AC AVIDIA BANK		HSA PAYMENTS - 07/23/26 PAYROLL	2,241.91	1110
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT ZEMLECK OFFICE PRODUCTS		OFFICE SUPPLIES- BOARDS	90.63	165006
101-000-733.000	SUPPLIES/EQUIPMENT - FACIL CINTAS		FIRST AID/ MED SUPPLIES	59.20	164986
101-000-801.000	CONTRACTED SERVICES	BURNHAM & FLOWER AGENCY	QUARTERLY HSA FEES: 2ST QTR 2026	171.00	164984
101-000-801.000	CONTRACTED SERVICES	CINTAS CORP	OFFICE MATS	186.67	164987
101-000-801.000	CONTRACTED SERVICES	DALE W. HUBBARD, INC.	DRAIN CLEANING SERVICE CALL	246.95	164989
			Total Department 000 GENERAL	2,996.36	
Department: 172 ADMINISTRATIVE SERVICES					
101-172-725.000	FRINGE BENEFITS - ADMIN	BLUE CARE NETWORK OF MICHIGAN HEALTH INSURANCE	PREMIUM FOR: 08012026	(2,580.71)	164983
			Total Department 172 ADMINISTRATIVE SERVICES	(2,580.71)	
Department: 215 CLERK					
101-215-725.000	FRINGE BENEFITS - CLERK	BLUE CARE NETWORK OF MICHIGAN HEALTH INSURANCE	PREMIUM FOR: 08012026	2,283.75	164983
101-215-960.000	EDUCATION & TRAINING	NICOLE SHOOK	PARKING REIMBURSEMENT MAMC	85.00	164998
			Total Department 215 CLERK	2,368.75	
Department: 265 MAINTENANCE					
101-265-725.000	FRINGE BENEFITS - MAINTENANCE	BLUE CARE NETWORK OF MICHIGAN HEALTH INSURANCE	PREMIUM FOR: 08012026	2,316.53	164983
101-265-931.000	EQUIPMENT REPAIRS AND MAIN KALAMAZOO LAWN & GARDEN		TRACTOR TIRE REPAIR	71.99	164995
			Total Department 265 MAINTENANCE	2,388.52	
Department: 301 ORDINANCE ENFORCEMENT					
101-301-725.000	FRINGE BENEFITS - ORDINANCE ENFORCEMENT	BLUE CARE NETWORK OF MICHIGAN HEALTH INSURANCE	PREMIUM FOR: 08012026	1,552.11	164983
			Total Department 301 ORDINANCE ENFORCEMENT	1,552.11	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-725.000	FRINGE BENEFITS - PLANNING	BLUE CARE NETWORK OF MICHIGAN HEALTH INSURANCE	PREMIUM FOR: 08012026	(661.69)	164983
101-703-801.000	CONTRACTED SERVICES	MCKENNA	PROFESSIONAL SERVICES JUNE 1, 2026, T	13,412.50	164996
			Total Department 703 COMMUNITY DEVELOPMENT	12,750.81	
Department: 751 PARKS & RECREATION					
101-751-725.000	FRINGE BENEFITS - PARKS & RECREATION	BLUE CARE NETWORK OF MICHIGAN HEALTH INSURANCE	PREMIUM FOR: 08012026	3,118.92	164983
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA UNITED WHOLESALE GROCERY		WENKE CONCESSIONS	350.19	165005
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	14.5 GAMES TOTAL + UIC PAY	435.00	164981
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	3 GAMES TOTAL	90.00	164991
101-751-801.000	CONTRACTED SERVICES	JOHN HUTCHINSON	3 GAMES TOTAL	90.00	164994
101-751-801.000	CONTRACTED SERVICES	ALLEN NOGA	4 GAMES TOTAL	120.00	164980
			Total Department 751 PARKS & RECREATION	4,204.11	
			Total Fund 101 GENERAL FUND	23,679.95	
Fund: 204 MUNICIPAL STREET FUND					
Department: 000 GENERAL					
204-000-801.000	CONTRACTED SERVICES		ROAD COMMISSION OF KALAMAZO SARAH ST THRU CYNTHIA AT	3,626.51	165003
204-000-801.000	CONTRACTED SERVICES		ROAD COMMISSION OF KALAMAZ MIDLINK DR- SPRINKLE TO OLD CORK	2,437.41	165003
204-000-801.000	CONTRACTED SERVICES		ROAD COMMISSION OF KALAMAZ M AVE- 33RD ST TO 35TH	16,670.89	165003
204-000-801.000	CONTRACTED SERVICES		ROAD COMMISSION OF KALAMAZ LEENHOUTS ST THRU PICKARD ST	621.17	165003
204-000-801.000	CONTRACTED SERVICES		ROAD COMMISSION OF KALAMAZ 33RD ST-ML AVE TO 1320 N ML	8,967.50	165003
204-000-801.000	CONTRACTED SERVICES		ROAD COMMISSION OF KALAMAZ MORROW ST-2012 S OF E MICH	10,128.48	165003
204-000-801.000	CONTRACTED SERVICES		ROAD COMMISSION OF KALAMAZ LARCH AVE THRU RIPLEY ST	120.71	165003
204-000-801.000	CONTRACTED SERVICES		ROAD COMMISSION OF KALAMAZ H AVE- 28TH ST TO 30TH ST	768.31	165003

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

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Fund: 204 MUNICIPAL STREET FUND					
Department: 000 GENERAL					
204-000-801.000	CONTRACTED SERVICES	ROAD COMMISSION OF KALAMAZ ML AVE- 35TH ST TO 36TH ST	Total Department 000 GENERAL	23,316.50	165003
			Total Fund 204 MUNICIPAL STREET FUND	66,657.48	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-725.000	FRINGE BENEFITS - FIRE	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUM FOR: 08012026	24,063.15	164983
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA	ERIN	MENS BOOTS REIMBURSEMENT	63.75	164993
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA	NYE UNIFORM CO.	PLAF EMBLEM WHITE BORDER	149.20	164999
206-000-805.000	INSURANCE	EMC INSURANCE COMPANIES	ASSET INCREASE-FD	1,777.00	164992
206-000-930.000	LAND/BUILDING REPAIRS AND	R.W. LAPINE INC.	BFP TEST/ FUEL SURCHARGE/ LABOR	375.00	165002
206-000-930.000	LAND/BUILDING REPAIRS AND	OVERHEAD DOOR OF KALAMAZOO	FURNISH AND INSTALL	2,477.00	165000
206-000-930.000	LAND/BUILDING REPAIRS AND	OVERHEAD DOOR OF KALAMAZOO	INSIDE LOCK, SECTIONAL DOOR, METAL ST	10,494.00	165000
			Total Department 000 GENERAL	39,399.10	
			Total Fund 206 FIRE OPERATING FUND	39,399.10	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 GENERAL					
248-000-801.000	CONTRACTED SERVICES	CONSUMERS ENERGY	ANNUAL RENTAL BILLING FOR POLE ATTACH	182.28	164988
			Total Department 000 GENERAL	182.28	
			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	182.28	
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-725.000	BENEFITS - LIBRARY ADMIN	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUM FOR: 08012026	6,558.92	164983
271-790-727.000	OFFICE SUPPLIES/EQUIPMENT	DEMCO, INC.	BOOK COVERS	241.19	164990
271-790-900.000	PRINTING & PUBLISHING	PRINTEX	SRP T-SHIRTS	487.70	165001
271-790-931.000	EQUIPMENT REPAIRS AND MAIN	CERTASITE, LLC	EMERGENCY LIGHTS & EXTINGUISHERS INSP	1,208.98	164985
271-790-963.000	CONTINGENCY	ARMADA FREE PUBLIC LIBRARY	LOST MEL BOOK	18.50	164982
			Total Department 790 LIBRARY ADMIN	8,515.29	
Department: 792 LIBRARY - ADULT SERVICES					
271-792-801.000	CONTRACTED SERVICES	MIDWEST TAPE	HOOPLA BORROWS	15,000.00	164997
			Total Department 792 LIBRARY - ADULT SERVICES	15,000.00	
			Total Fund 271 LIBRARY FUND	23,515.29	
Fund: 701 GENERAL CUSTODIAL FUND					
Department: 000 GENERAL					
701-000-237.000	DUE TO OTHERS	TODD HILER	REIMBURSEMENT PA 495 ESCROW	16,025.00	2302528
701-000-237.000	DUE TO OTHERS	JOSEPH FOY	REIMBURSEMENT PA 495 ESCROW	16,025.00	2302523
701-000-237.000	DUE TO OTHERS	CCTA	MSHDA FEES 2025	940.96	2302520
701-000-237.000	DUE TO OTHERS	COMSTOCK PUBLIC SCHOOLS	MSHDA FEES 2025	5,087.84	2302521
701-000-237.000	DUE TO OTHERS	COMSTOCK TOWNSHIP TREASURER	MSHDA FEES 2025	4,793.83	2302522
701-000-237.000	DUE TO OTHERS	KALAMAZOO COUNTY TREASURER	MSHDA FEES 2025	6,266.57	2302524
701-000-237.000	DUE TO OTHERS	KALAMAZOO RESA/REMC 12	MSHDA FEES 2025	5,456.39	2302525
701-000-237.000	DUE TO OTHERS	KALAMAZOO VALLEY COMM COLL	MSHDA FEES 2025	2,168.24	2302526
701-000-237.000	DUE TO OTHERS	MICHIGAN DEPARTMENT OF TRE	MSHDA FEES 2025	27,738.17	2302527
			Total Department 000 GENERAL	84,502.00	

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POST DATES 07/23/2026 - 07/23/2026
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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 701 GENERAL CUSTODIAL FUND					
Total Fund 701 GENERAL CUSTODIAL FUND				84,502.00	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 07/23/2026 - 07/23/2026
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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	23,679.95	
		204	MUNICIPAL STREET FUND	66,657.48	
		206	FIRE OPERATING FUND	39,399.10	
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	182.28	
		271	LIBRARY FUND	23,515.29	
		701	GENERAL CUSTODIAL FUND	84,502.00	
		Total For All Funds:		237,936.10	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 07/30/2026 - 07/30/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-801.000	CONTRACTED SERVICES	EPS SECURITY	25% DEPOSIT EQUIPMENT PURCHASE AGREEM	537.50	165016
101-000-930.000	LAND/BUILDING REPAIRS AND	DALE W. HUBBARD, INC.	DRAIN CLEANING	550.00	165011
101-000-932.000	VEHICLE REPAIRS AND MAINTA	DORRANCE FORD	CUT & PROGRAM PATS KEY/INSPECTION	77.42	165014
101-000-932.000	VEHICLE REPAIRS AND MAINTA	DORRANCE FORD	IPATS 90 DEG KEY	54.94	165015
			Total Department 000 GENERAL	1,219.86	
Department: 172 ADMINISTRATIVE SERVICES					
101-172-725.000	FRINGE BENEFITS - ADMIN	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 08-01-2026- 08-31-	(87.91)	165023
			Total Department 172 ADMINISTRATIVE SERVICES	(87.91)	
Department: 209 FINANCE					
101-209-725.000	FRINGE BENEFITS - FINANCE	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 08-01-2026- 08-31-	(73.52)	165023
			Total Department 209 FINANCE	(73.52)	
Department: 215 CLERK					
101-215-725.000	FRINGE BENEFITS - CLERK	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 08-01-2026- 08-31-	121.02	165023
			Total Department 215 CLERK	121.02	
Department: 265 MAINTENANCE					
101-265-725.000	FRINGE BENEFITS - MAINTENA	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 08-01-2026- 08-31-	57.67	165023
			Total Department 265 MAINTENANCE	57.67	
Department: 301 ORDINANCE ENFORCEMENT					
101-301-725.000	FRINGE BENEFITS - ORDINANC	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 08-01-2026- 08-31-	62.17	165023
			Total Department 301 ORDINANCE ENFORCEMENT	62.17	
Department: 528 RUBBISH COLLECTION/DISPOSAL					
101-528-731.000	SUPPLIES/EQUIPMENT - OPERA J	J LOCKSMITHS	PADLOCKS & KEY TRANSFER STATION	118.73	165020
			Total Department 528 RUBBISH COLLECTION/DISPOSAL	118.73	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-725.000	FRINGE BENEFITS - PLANNING	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 08-01-2026- 08-31-	(81.98)	165023
			Total Department 703 COMMUNITY DEVELOPMENT	(81.98)	
Department: 751 PARKS & RECREATION					
101-751-725.000	FRINGE BENEFITS - PARKS &	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 08-01-2026- 08-31-	184.78	165023
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA	CLARA ROBINSON	STAFF SHIRTS	324.00	165009
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA	GORDON FOOD SERVICE, INC	WENKE CONCESSIONS	171.06	165018
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA	UNITED WHOLESALE GROCERY	CONCESSIONS	188.23	165032
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA	SHERWIN-WILLIAMS COMPANY	MASKS	24.49	165030
101-751-801.000	CONTRACTED SERVICES	DALE W. HUBBARD, INC.	RMP SEPTIC TANK	172.00	165012
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	27.5 GAMES TOTAL + UIC PAY	825.00	165008
101-751-801.000	CONTRACTED SERVICES	JOHN HUTCHINSON	18 GAMES TOTAL	540.00	165021
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	9 GAMES TOTAL	270.00	165013
			Total Department 751 PARKS & RECREATION	2,699.56	
			Total Fund 101 GENERAL FUND	4,035.60	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-725.000	FRINGE BENEFITS - FIRE	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 08-01-2026- 08-31-	1,212.73	165023
206-000-801.000	CONTRACTED SERVICES	ROSE PEST SOLUTIONS	CANINE INSPECTION RECURRING- FD 9-2	320.00	165027
206-000-801.000	CONTRACTED SERVICES	ROSE PEST SOLUTIONS	CANINE INSPECTION RECURRING- FD 9-1	320.00	165028

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Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	ROSE PEST SOLUTIONS	CANINE INSPECTION RECURRING- FD 9-3	320.00	165029
206-000-801.000	CONTRACTED SERVICES	D.L. GALLIVAN	CONTRACT- KYOCERA FD	42.41	165010
206-000-930.000	LAND/BUILDING REPAIRS AND	HAZELHOFF BUILDERS	PROPOSAL AMOUNT 06/09/2026- FD	2,085.00	165019
206-000-960.000	EDUCATION & TRAINING	EVAN MCGRUDER	TRAVEL REIMBURSEMENT	112.79	165017
			Total Department 000 GENERAL	4,412.93	
			Total Fund 206 FIRE OPERATING FUND	4,412.93	
Fund: 211 FIRE CAPITAL IMPROVEMENT FUND					
Department: 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	ROE-COMM, INC.	CHANGE OUT RADIOS- FD	1,062.00	165026
			Total Department 000 GENERAL	1,062.00	
			Total Fund 211 FIRE CAPITAL IMPROVEMENT FUND	1,062.00	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 GENERAL					
248-000-801.000	CONTRACTED SERVICES	LARRY RABBITT	TRASH REMOVAL	450.00	165022
248-000-970.000	CAPITAL OUTLAY	WEST SHORE SERVICES, INC.	NEW SIREN & CONTROL EQUIP	47,090.00	165033
			Total Department 000 GENERAL	47,540.00	
			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	47,540.00	
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-725.000	BENEFITS - LIBRARY ADMIN	MUTUAL OF OMAHA	STD-LTD FOR PERIOD 08-01-2026- 08-31-	306.19	165023
271-790-815.000	TECHNOLOGY SERVICES	READER ZONE	SUBSCRIPTION RENEWAL- LIBRARY	575.00	165025
271-790-815.000	TECHNOLOGY SERVICES	THE LIBRARY CORPORATION	ILS SERVER UPDATE	322.28	165031
271-790-930.000	LAND/BUILDING REPAIRS AND	R.W. LAPINE INC.	HVAC MAINTENANCE- LIBRARY	500.00	165024
			Total Department 790 LIBRARY ADMIN	1,703.47	
			Total Fund 271 LIBRARY FUND	1,703.47	

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--- TOTALS BY FUND ---					
		101	GENERAL FUND	4,035.60	
		206	FIRE OPERATING FUND	4,412.93	
		211	FIRE CAPITAL IMPROVEMENT FUND	1,062.00	
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	47,540.00	
		271	LIBRARY FUND	1,703.47	
		Total For All Funds:		58,754.00	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 08/06/2026 - 08/06/2026
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Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-231.300	PAYROLL DEDUCTIONS (HSA AC AVIDIA BANK	D.L. GALLIVAN	HSA PAYMENTS - 08062026 PAYROLL	2,241.91	1121
101-000-801.000	CONTRACTED SERVICES	D.L. GALLIVAN	CONTRACT USAGE 5/3/2026 TO 8/2/2026	454.84	165047
101-000-801.000	CONTRACTED SERVICES	KNIGHT WATCH	MONITORING AGREEMENT- AUG THRU OCT.	147.00	165066
101-000-801.000	CONTRACTED SERVICES	DATA GUARDIAN	CONTAINER FEE	165.00	165049
101-000-801.000	CONTRACTED SERVICES	CINTAS CORP	OFFICE MATS	186.67	165042
101-000-801.000	CONTRACTED SERVICES	SKILLQUEST	EMPLOYEE DRUG PANEL	100.00	165073
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	ZULTYS PREMIUM USER LICENSE- TWP	446.00	165054
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	WINDOWS SERVER IT MANAGED SERVICES-TW	950.00	165055
101-000-815.000	TECHNOLOGY SERVICES	INFOSAFE/SITECH	BACKUP AS A SERVICE	365.00	165059
101-000-850.000	COMMUNICATIONS	CLEARFLY	CLEARFLY BILL - AUG 2026	200.53	1123
101-000-900.000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	NEWSPAPER POSTINGS	59.92	165068
			Total Department 000 GENERAL	5,316.87	
Department: 257 ASSESSING					
101-257-801.000	CONTRACTED SERVICES	APPRAISALS PLUS GROUP LLC	MONTHLY ASSESSING SERVICES AUG 2026	9,540.00	165036
			Total Department 257 ASSESSING	9,540.00	
Department: 265 MAINTENANCE					
101-265-731.000	SUPPLIES/EQUIPMENT - OPERA SHARP SHOP		TUNE UP PARTS FOR CHAINSAW	124.98	165072
101-265-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	PARKS & CEMETERY MOWING	6,185.00	165037
			Total Department 265 MAINTENANCE	6,309.98	
Department: 301 ORDINANCE ENFORCEMENT					
101-301-801.000	CONTRACTED SERVICES	KABA	PB26-07-386- PERMIT 5291 E MICHIGAN A	182.00	165062
101-301-801.000	CONTRACTED SERVICES	VANDAM & KRUSINGA, INC	EMERGENCY SERVICE SECURE STRUCTURE	1,255.30	165076
101-301-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	ORDINANCE MOWING	260.00	165038
			Total Department 301 ORDINANCE ENFORCEMENT	1,697.30	
Department: 528 RUBBISH COLLECTION/DISPOSAL					
101-528-801.000	CONTRACTED SERVICES	ENTECH	TIRE DISPOSAL	388.00	165051
			Total Department 528 RUBBISH COLLECTION/DISPOSAL	388.00	
Department: 567 CEMETERIES					
101-567-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	PARKS & CEMETERY MOWING	3,580.00	165037
101-567-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	BRUSH HOG TREE LINE	2,258.30	165040
			Total Department 567 CEMETERIES	5,838.30	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-255.101	PROJECT ESCROW - SWAN/CYGN MLIVE MEDIA GROUP		NEWSPAPER POSTINGS	275.78	165068
			Total Department 703 COMMUNITY DEVELOPMENT	275.78	
Department: 751 PARKS & RECREATION					
101-751-607.000	BASEBALL/SOFTBALL FEES	SYDNEY SHELTON	FALL SOFTBALL REFUND (I'D HIT THAT)	295.00	165075
101-751-652.000	PARK PERMIT FEES	KATHERINE BROWN	REFUND FOR MP PAVILION RENTAL	90.00	165063
101-751-733.000	SUPPLIES/EQUIPMENT - FACIL	NELSON HARDWARE OF PORTAGE	WENKE FIELD CHALK	783.34	165052
101-751-801.000	CONTRACTED SERVICES	GREG'S TREE SERVICE	TREE REMOVAL- COOPER PARK	2,400.00	165053
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	3 GAMES TOTAL	90.00	165050
101-751-801.000	CONTRACTED SERVICES	ALLEN NOGA	1 GAMES TOTAL	30.00	165034
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	11.5 GAMES TOTAL + UTC PAY	345.00	165035
101-751-850.000	COMMUNICATIONS	KATIE JUSTA	2ND QUARTER CELL PHONE REIMBURSEMENT	120.00	165065
101-751-850.000	COMMUNICATIONS	JOE GRABOWSKI	2ND QUARTER CELL PHONE REIMBURSEMENT	120.00	165061
101-751-850.000	COMMUNICATIONS	KATIE BUSH	2ND QUARTER CELL REIMBURSEMENT	120.00	165064

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Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
101-751-931.000	EQUIPMENT REPAIRS AND MAIN RICH AND SONS AUTO		PARKS TRUCK REPAIR	600.39	165070
			Total Department 751 PARKS & RECREATION	4,993.73	
			Total Fund 101 GENERAL FUND	34,359.96	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	FIRE STATION MOWING	732.50	165039
206-000-815.000	TECHNOLOGY SERVICES	HI-TECH	10 HOURS PREPAID IT SUPPORT-FD	1,250.00	165056
206-000-815.000	TECHNOLOGY SERVICES	HI-TECH	MONTHLY MANAGED SERVICES-FD	540.00	165058
206-000-850.000	COMMUNICATIONS	HI-TECH	ZULTYS PREMIUM USER LICENSE- FD	572.50	165057
206-000-930.000	LAND/BUILDING REPAIRS AND	SAHR BUILDING SUPPLY, INC.	TRI-MOUNT WITH COVER	163.58	165071
206-000-931.000	EQUIPMENT REPAIRS AND MAIN BREATHING AIR SYSTEMS DIVI SERVICE CALL			791.11	165074
			Total Department 000 GENERAL	4,049.69	
			Total Fund 206 FIRE OPERATING FUND	4,049.69	
Fund: 211 FIRE CAPITAL IMPROVEMENT FUND					
Department: 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	WEST MICHIGAN INTERNATIONAL DENT REPAIR		3,000.00	165078
			Total Department 000 GENERAL	3,000.00	
			Total Fund 211 FIRE CAPITAL IMPROVEMENT FUND	3,000.00	
Fund: 225 SEWER SYSTEM FUND					
Department: 000 GENERAL					
225-000-607.000	SEWER FACILITY CHARGE	COMMERCIAL MANAGEMENT COMP REFUND SEWER FEES		2,000.00	165045
			Total Department 000 GENERAL	2,000.00	
			Total Fund 225 SEWER SYSTEM FUND	2,000.00	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 GENERAL					
248-000-801.000	CONTRACTED SERVICES	MOWCO	LANDSCAPE SERVICES	720.00	165069
			Total Department 000 GENERAL	720.00	
			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	720.00	
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-801.000	CONTRACTED SERVICES	COMMERCIAL BLDG. SERVICES, JANITORIAL		1,161.48	165044
271-790-801.000	CONTRACTED SERVICES	CORNERSTONE TECHNOLOGIES	COPIES & PRINTS	280.73	165046
271-790-850.000	COMMUNICATIONS	METRONET	INTERNET SERVICE (LIBRARY) - AUG 2026	54.95	1124
271-790-925.000	UTILITIES	CITY OF KALAMAZOO	TREASURE UTILITIES- WATER & SEWER- LIB	350.98	165043
271-790-930.000	LAND/BUILDING REPAIRS AND	DALE W. HUBBARD, INC.	SINK & FAUCET INSTALL	312.95	165048
			Total Department 790 LIBRARY ADMIN	2,161.09	
Department: 792 LIBRARY - ADULT SERVICES					
271-792-731.000	BOOKS	CENTER POINT LARGE PRINT	LP BOOKS	300.84	165041
271-792-731.000	BOOKS	INGRAM LIBRARY SERVICES	YOUTH & ADULT BOOKS	2,000.58	165060
271-792-731.200	AUDIOVISUAL	MIDWEST TAPE	ADULT DVD	248.14	165067
			Total Department 792 LIBRARY - ADULT SERVICES	2,549.56	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 271 LIBRARY FUND					
Department: 793 LIBRARY - YOUTH SERVICES					
271-793-731.000	BOOKS	INGRAM LIBRARY SERVICES	YOUTH & ADULT BOOKS	862.45	165060
		Total Department	793 LIBRARY - YOUTH SERVICES	862.45	
		Total Fund	271 LIBRARY FUND	5,573.10	
Fund: 365 PUBLIC WORKS PROJECTS DEBT					
Department: 538 GENERAL SEWER BONDS					
365-538-993.000	DEBT SERVICE - INTEREST	WEBSTER BANK	SEWER BOND PAYMENT	20,810.10	165077
		Total Department	538 GENERAL SEWER BONDS	20,810.10	
		Total Fund	365 PUBLIC WORKS PROJECTS DEBT	20,810.10	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	34,359.96	
		206	FIRE OPERATING FUND	4,049.69	
		211	FIRE CAPITAL IMPROVEMENT FUND	3,000.00	
		225	SEWER SYSTEM FUND	2,000.00	
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	720.00	
		271	LIBRARY FUND	5,573.10	
		365	PUBLIC WORKS PROJECTS DEBT	20,810.10	
		Total For All Funds:		70,512.85	

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POST DATES 08/13/2026 - 08/13/2026
POSTED AND UNPOSTED
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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-801.000	CONTRACTED SERVICES	EPS SECURITY	CONTROL AGREEMENT 09/01/26- 11/30/26	296.52	165091
101-000-801.000	CONTRACTED SERVICES	EPS SECURITY	VIDEO SERVICE AGREEMENT 09/01/26- 11/	109.20	165091
101-000-806.000	ENGINEERING SERVICES	PREIN & NEWHOF	PROFESSIONAL SERVICES AUG	2,735.25	165099
101-000-815.000	TECHNOLOGY SERVICES	APEX SOFTWARE	ANNUAL MAINT. RENEWAL 9/1/26- 9/1/27	858.00	165081
101-000-850.000	COMMUNICATIONS	METRONET	FIBER INTERNET	424.95	165097
101-000-925.000	UTILITIES	CITY OF KALAMAZOO	TREASURE WATER UTILITIES 04/17/2026- 05/16/202	196.06	165087
			Total Department 000 GENERAL	4,619.98	
Department: 172 ADMINISTRATIVE SERVICES					
101-172-725.000	FRINGE BENEFITS - ADMIN	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS 09/01/26- 0	889.23	165084
101-172-725.000	FRINGE BENEFITS - ADMIN	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD 09-01-2026- 10/	(68.80)	165096
			Total Department 172 ADMINISTRATIVE SERVICES	820.43	
Department: 209 FINANCE					
101-209-725.000	FRINGE BENEFITS - FINANCE	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD 09-01-2026- 10/	(30.19)	165096
			Total Department 209 FINANCE	(30.19)	
Department: 215 CLERK					
101-215-725.000	FRINGE BENEFITS - CLERK	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS 09/01/26- 0	2,283.75	165084
101-215-725.000	FRINGE BENEFITS - CLERK	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD 09-01-2026- 10/	17.43	165096
101-215-961.000	MEMBERSHIPS	MICHIGAN ASSOC. MUNI.	CEME 2026 MEMBERSHIP	45.00	165098
			Total Department 215 CLERK	2,346.18	
Department: 253 TREASURER					
101-253-961.000	MEMBERSHIPS	APT US&C	MEMBERSHIP RENEWAL SEPT 30, 27	299.00	165082
			Total Department 253 TREASURER	299.00	
Department: 265 MAINTENANCE					
101-265-725.000	FRINGE BENEFITS - MAINTENANCE	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS 09/01/26- 0	2,316.53	165084
101-265-725.000	FRINGE BENEFITS - MAINTENANCE	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD 09-01-2026- 10/	58.11	165096
			Total Department 265 MAINTENANCE	2,374.64	
Department: 301 ORDINANCE ENFORCEMENT					
101-301-725.000	FRINGE BENEFITS - ORDINANCE	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS 09/01/26- 0	1,552.11	165084
101-301-725.000	FRINGE BENEFITS - ORDINANCE	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD 09-01-2026- 10/	5.04	165096
101-301-801.000	CONTRACTED SERVICES	KABA	PROP MAINT. 5285 E H & 3079 LEIGH	200.00	165094
			Total Department 301 ORDINANCE ENFORCEMENT	1,757.15	
Department: 528 RUBBISH COLLECTION/DISPOSAL					
101-528-801.000	CONTRACTED SERVICES	BEST WAY DISPOSAL	TRANSFER STATION	7,039.62	165083
			Total Department 528 RUBBISH COLLECTION/DISPOSAL	7,039.62	
Department: 567 CEMETERIES					
101-567-925.000	UTILITIES	CITY OF KALAMAZOO	TREASURE WATER UTILITIES 04/17/2026- 05/16/202	38.14	165087
101-567-930.000	LAND/BUILDING REPAIRS AND	CD LAWN MAINTENANCE	FOUNDATION/ HEADSTONE REPAIR	741.00	165085
			Total Department 567 CEMETERIES	779.14	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-255.099	PROJECT ESCROW - RW	LAPINE PREIN & NEWHOF	PROFESSIONAL SERVICES AUG	155.00	165099
101-703-255.101	PROJECT ESCROW - SWAN/CYGN	PREIN & NEWHOF	PROFESSIONAL SERVICES AUG	620.00	165099
101-703-255.104	PROJECT ESCROW - NORTHEAST	PREIN & NEWHOF	PROFESSIONAL SERVICES AUG	310.00	165099
101-703-255.105	PROJECT ESCROW - CT	ELECTR PREIN & NEWHOF	PROFESSIONAL SERVICES AUG	310.00	165099

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 703 COMMUNITY DEVELOPMENT					
101-703-255.106	PROJECT ESCROW - VAN BRUGG PREIN & NEWHOF		PROFESSIONAL SERVICES AUG	155.00	165099
101-703-255.107	PROJECT ESCROW - ANIMAL RE PREIN & NEWHOF		PROFESSIONAL SERVICES AUG	4,645.25	165099
101-703-725.000	FRINGE BENEFITS - PLANNING MEDMUTUAL LIFE		LIFE INSURANCE PERIOD 09-01-2026- 10/	(11.86)	165096
			Total Department 703 COMMUNITY DEVELOPMENT	6,183.39	
Department: 751 PARKS & RECREATION					
101-751-725.000	FRINGE BENEFITS - PARKS &	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS 09/01/26- 0	3,118.92	165084
101-751-725.000	FRINGE BENEFITS - PARKS &	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD 09-01-2026- 10/	36.75	165096
101-751-733.000	SUPPLIES/EQUIPMENT - FACIL	EPS SECURITY	RMP CAMERA	86.04	165091
101-751-733.000	SUPPLIES/EQUIPMENT - FACIL	EPS SECURITY	RMP ALARM	226.41	165091
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	12 GAMES TOTAL + UIC PAY	360.00	165080
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	3 GAMES TOTAL	90.00	165090
101-751-801.000	CONTRACTED SERVICES	DAVE CALEY	2 GAMES TOTAL	60.00	165089
101-751-801.000	CONTRACTED SERVICES	JOHN HUTCHINSON	3 GAMES TOTAL	90.00	165093
101-751-801.000	CONTRACTED SERVICES	JASON ACKLEY	3 GAMES TOTAL	90.00	165092
101-751-801.000	CONTRACTED SERVICES	ALLEN NOGA	1 GAMES TOTAL	30.00	165079
101-751-801.000	CONTRACTED SERVICES	BEST WAY DISPOSAL	PARK DUMPSTERS	478.18	165083
101-751-925.000	UTILITIES	CITY OF KALAMAZOO	TREASURE WATER UTILITIES 04/17/2026- 05/16/202	285.34	165087
			Total Department 751 PARKS & RECREATION	4,951.64	
			Total Fund 101 GENERAL FUND	31,140.98	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-725.000	FRINGE BENEFITS - FIRE	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS 09/01/26- 0	24,063.15	165084
206-000-725.000	FRINGE BENEFITS - FIRE	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD 09-01-2026- 10/	266.79	165096
206-000-801.000	CONTRACTED SERVICES	EPS SECURITY	FIRE SYSTEM INSPECTIONS 09/01/26- 11/	343.20	165091
206-000-801.000	CONTRACTED SERVICES	KNOX COMAPNY	CLOUD LICENSE	721.00	165095
206-000-815.000	TECHNOLOGY SERVICES	EPS SECURITY	ACCESS CONTROL INSTALL	375.00	165091
206-000-925.000	UTILITIES	CITY OF KALAMAZOO	TREASURE WATER UTILITIES 04/17/2026- 05/16/202	2,128.63	165087
			Total Department 000 GENERAL	27,897.77	
			Total Fund 206 FIRE OPERATING FUND	27,897.77	
Fund: 225 SEWER SYSTEM FUND					
Department: 000 GENERAL					
225-000-806.000	ENGINEERING SERVICES	PREIN & NEWHOF	PROFESSIONAL SERVICES AUG	2,387.50	165099
			Total Department 000 GENERAL	2,387.50	
			Total Fund 225 SEWER SYSTEM FUND	2,387.50	
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-725.000	BENEFITS - LIBRARY ADMIN	BLUE CARE NETWORK OF MICH	HEALTH INSURANCE PREMIUMS 09/01/26- 0	6,558.92	165084
271-790-801.000	CONTRACTED SERVICES	EPS SECURITY	ALARM MONITORING	599.16	165091
271-790-815.000	TECHNOLOGY SERVICES	CLARK TECHNICAL SERVICES	IT SUPPORT	812.50	165088
271-790-900.000	PRINTING & PUBLISHING	PRINTEX	FALL CALENDARS	1,416.22	165100
			Total Department 790 LIBRARY ADMIN	9,386.80	
Department: 792 LIBRARY - ADULT SERVICES					
271-792-731.000	BOOKS	CENGAGE LEARNING INC.	LP BOOKS	273.60	165086
			Total Department 792 LIBRARY - ADULT SERVICES	273.60	

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Fund: 271 LIBRARY FUND					
Total Fund 271 LIBRARY FUND				9,660.40	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	31,140.98	
		206	FIRE OPERATING FUND	27,897.77	
		225	SEWER SYSTEM FUND	2,387.50	
		271	LIBRARY FUND	9,660.40	
		Total For All Funds:		<u>71,086.65</u>	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-815.000	TECHNOLOGY SERVICES	SHUMAKER TECHNOLOGY GROUP	WEB SITE DESIGN - PLATINUM PACKAGE	3,995.00	165118
101-000-850.000	COMMUNICATIONS	AT&T	AT&T BILL - AUG 2026 (TWP)	351.00	1136
			Total Department 000 GENERAL	4,346.00	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-801.000	CONTRACTED SERVICES	MCKENNA	PROFESSIONAL SERVICES JULY 1, 8, 15,	4,800.00	165175
			Total Department 703 COMMUNITY DEVELOPMENT	4,800.00	
Department: 751 PARKS & RECREATION					
101-751-653.000	PAVILION RENTAL FEES	MARY ROUNDHOUSE	REFUND FOR MP PAVILION RENTAL 9/5/202	90.00	165120
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	SOFTBALL UMPIRE	480.00	165109
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	5 GAMES TOTAL	150.00	165112
101-751-801.000	CONTRACTED SERVICES	JOHN HUTCHINSON	3 GAMES TOTAL	90.00	165113
			Total Department 751 PARKS & RECREATION	810.00	
			Total Fund 101 GENERAL FUND	9,956.00	
Fund: 204 MUNICIPAL STREET FUND					
Department: 000 GENERAL					
204-000-801.000	CONTRACTED SERVICES	ROAD COMMISSION OF KALAMAZ	LEENHOUTS THRU PICKARD	109,101.60	165117
204-000-801.000	CONTRACTED SERVICES	ROAD COMMISSION OF KALAMAZ	33RD - ML FINAL	1,494.58	165117
204-000-801.000	CONTRACTED SERVICES	ROAD COMMISSION OF KALAMAZ	MORROW ST - 2012 S OF E MICH	2,001.85	165117
			Total Department 000 GENERAL	112,598.03	
			Total Fund 204 MUNICIPAL STREET FUND	112,598.03	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-930.000	LAND/BUILDING REPAIRS AND	OVERHEAD DOOR OF KALAMAZOO	OVERHEAD DOOR REPAIR	957.00	165115
			Total Department 000 GENERAL	957.00	
			Total Fund 206 FIRE OPERATING FUND	957.00	
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-727.000	OFFICE SUPPLIES/EQUIPMENT	DEMCO, INC.	PROCESSING SUPPLIES	286.28	165111
			Total Department 790 LIBRARY ADMIN	286.28	
Department: 791 LIBRARY BOARD					
271-791-804.000	LEGAL SERVICES	UNIQUE MANAGEMENT SERVICES	PLACEMENTS	104.85	165119
			Total Department 791 LIBRARY BOARD	104.85	
Department: 792 LIBRARY - ADULT SERVICES					
271-792-731.000	BOOKS	OVERDRIVE, INC.	DIGITAL MATERIALS	931.97	165114
271-792-801.000	CONTRACTED SERVICES	PROQUEST LLC	ANCESTRY SUBSCRIPTION	1,824.26	165116
			Total Department 792 LIBRARY - ADULT SERVICES	2,756.23	
Department: 793 LIBRARY - YOUTH SERVICES					
271-793-741.000	PROGRAM SUPPLIES/EQUIPMENT	COMSTOCK PARKS & RECREATIO	PARTY ENTRANCE FEES LIBRARY PARTY	42.50	165110
			Total Department 793 LIBRARY - YOUTH SERVICES	42.50	
			Total Fund 271 LIBRARY FUND	3,189.86	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
---	TOTALS BY FUND ---				
		101	GENERAL FUND	9,956.00	
		204	MUNICIPAL STREET FUND	112,598.03	
		206	FIRE OPERATING FUND	957.00	
		271	LIBRARY FUND	3,189.86	
		Total For All Funds:		<u>126,700.89</u>	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-733.000	SUPPLIES/EQUIPMENT - FACIL CINTAS		HARD SURFACE DISINFEC SVC	8.03	165127
101-000-733.000	SUPPLIES/EQUIPMENT - FACIL CINTAS		FLOOR MATS	186.67	165127
101-000-733.000	SUPPLIES/EQUIPMENT - FACIL CINTAS		FLOOR MATS	186.67	165127
101-000-801.000	CONTRACTED SERVICES	D.L. GALLIVAN	CF11	58.10	165129
101-000-801.000	CONTRACTED SERVICES	SKILLQUEST	EMPLOYEE DRUG PANEL MURPHY, DAHLQUIS	150.00	165147
101-000-801.000	CONTRACTED SERVICES	KALAMAZOO COUNTY	GOVERNMENT HHW QUARTERLY FEES	3,596.11	165138
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	AUGUST 2026 WINDOWS SERVER, WORKSTATI	950.00	165135
101-000-815.000	TECHNOLOGY SERVICES	HI-TECH	ZULTYS PREMIUM USER LICENSE- TWP	446.00	165135
101-000-930.000	LAND/BUILDING REPAIRS AND	J & J LOCKSMITHS	KEYS FOR TOWNSHIP HALL	24.00	165136
101-000-957.000	POSTAGE/SHIPPING	D & D PRINTING	LOGO APPAREL	137.26	165128
			Total Department 000 GENERAL	5,742.84	
Department: 215 CLERK					
101-215-731.000	SUPPLIES/EQUIPMENT - OPERA D & D PRINTING		LOGO APPAREL	227.00	165128
			Total Department 215 CLERK	227.00	
Department: 253 TREASURER					
101-253-731.000	SUPPLIES/EQUIPMENT - OPERA D & D PRINTING		LOGO APPAREL	111.00	165128
			Total Department 253 TREASURER	111.00	
Department: 257 ASSESSING					
101-257-801.000	CONTRACTED SERVICES	APPRAISALS PLUS GROUP LLC	MONTHLY ASSESSING SERVICES AUG 2026	9,540.00	165123
			Total Department 257 ASSESSING	9,540.00	
Department: 265 MAINTENANCE					
101-265-931.000	EQUIPMENT REPAIRS AND MAIN SHARP SHOP		CHAIN SAW FIXED	48.00	165146
			Total Department 265 MAINTENANCE	48.00	
Department: 301 ORDINANCE ENFORCEMENT					
101-301-731.000	SUPPLIES/EQUIPMENT - OPERA D & D PRINTING		LOGO APPAREL	39.00	165128
101-301-801.000	CONTRACTED SERVICES 625 BL CD LAWN MAINTENANCE		ORDINANCE MOWING	100.00	165126
101-301-801.000	CONTRACTED SERVICES CONSUM CD LAWN MAINTENANCE		ORDINANCE MOWING	175.00	165126
			Total Department 301 ORDINANCE ENFORCEMENT	314.00	
Department: 528 RUBBISH COLLECTION/DISPOSAL					
101-528-731.000	SUPPLIES/EQUIPMENT - OPERA D & D PRINTING		LOGO APPAREL	414.00	165128
101-528-930.000	LAND/BUILDING REPAIRS AND SUPERIOR FENCE & RAIL		DUCKBILL GATE CLOSER	30.41	None
101-528-931.000	EQUIPMENT REPAIRS AND MAIN GRAINGER, INC.		NEW PROB CHECK DIRT COMPACTOR MAINT.	206.90	165133
			Total Department 528 RUBBISH COLLECTION/DISPOSAL	651.31	
Department: 567 CEMETERIES					
101-567-801.000	CONTRACTED SERVICES	ROB STAFFORD	CEMETERY	4,286.00	165145
			Total Department 567 CEMETERIES	4,286.00	
Department: 751 PARKS & RECREATION					
101-751-731.000	SUPPLIES/EQUIPMENT - OPERA UNITED WHOLESALE GROCERY		CONCESSIONS	18.24	165148
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	SOFTBALL UMPIRE 16 GAMES	480.00	165122
101-751-801.000	CONTRACTED SERVICES PARKS	CD LAWN MAINTENANCE	PARKS LAWN MOWING	10,170.00	165126
101-751-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	PARKS MOWING	8,880.00	165126
101-751-801.000	CONTRACTED SERVICES	ESPER ELECTRIC, LTD	FIELD LIGHT REPAIR WENKE	1,347.53	165132
			Total Department 751 PARKS & RECREATION	20,895.77	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Total Fund 101 GENERAL FUND				41,815.92	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA BOUND TREE MEDICAL		SUPPLIES/CO2 DETECTORS	191.22	165125
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA NYE UNIFORM CO.		BADGES	563.41	165142
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA NYE UNIFORM CO.		BADGE	113.50	165142
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA NYE UNIFORM CO.		BADGE NAME BAR D SAVAGE	32.00	165142
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA NYE UNIFORM CO.		COLLAR ORNAMENT FIREFIGHTER 12, CAPTA	232.00	165142
206-000-731.000	SUPPLIES/EQUIPMENT - FACIL WARSAW SUPPLY		CLING TYPE BOWL & URINAL CLEANER/SOAP	124.86	165149
206-000-733.000	CONTRACTED SERVICES		FIRE STATION MOWING	855.00	165126
206-000-801.000	CONTRACTED SERVICES		FIRE STATION	770.00	165126
206-000-801.000	HEALTH & STRESS TESTS		MEDICAL EXAMINATION ~ 42 W/ NEWHIRESG	25,878.40	165124
206-000-801.000	CONTRACTED SERVICES		SAFETY CLOUD SERVICE- 1 YEAR X 4 QUAN	1,276.80	165134
206-000-850.000	COMMUNICATIONS		INTERNET STATION 9-3	429.95	165139
206-000-850.000	COMMUNICATIONS		INTERNET STATION 9-1	264.95	165139
206-000-930.000	LAND/BUILDING REPAIRS AND	R.W. LAPINE INC.	DAMPER REPAIR FOR FURNACE	207.82	165144
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	BEST ONE FLEET SERVICE	TIRE 2022 FORD F150 SUPER	33.99	165121
206-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	EMERGENCY VEHICLE PRODUCT	OIL CHAGNE 890 NEW (26FORD 980)	148.05	165131
206-000-960.000	EDUCATION & TRAINING	MICHIGAN STATE FIREMEN'S	FIRE APPARATUS DRIVER/OPERATOR 4TH X7	511.05	165140
Total Department 000 GENERAL				31,633.00	
Total Fund 206 FIRE OPERATING FUND				31,633.00	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 GENERAL					
248-000-801.000	CONTRACTED SERVICES	MOWCO	LANDSCAPE SERVICES	720.00	165141
Total Department 000 GENERAL				720.00	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				720.00	
Fund: 271 LIBRARY FUND					
Department: 792 LIBRARY - ADULT SERVICES					
271-792-801.000	CONTRACTED SERVICES	PROQUEST LLC	ANCESTRY SUBSCRIPTION	1,824.26	165143
Total Department 792 LIBRARY - ADULT SERVICES				1,824.26	
Total Fund 271 LIBRARY FUND				1,824.26	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/03/2026 - 09/03/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
----	TOTALS BY FUND ----				
		101	GENERAL FUND	41,815.92	
		206	FIRE OPERATING FUND	31,633.00	
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	720.00	
		271	LIBRARY FUND	1,824.26	
		Total For All Funds:		<u>75,993.18</u>	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/10/2026 - 09/10/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-231.400	PAYROLL DEDUCTIONS (PENSIO JOHN HANCOCK		PENSION PAYMENTS - 09/03/2026 PAYROLL	14,278.53	None
101-000-231.400	PAYROLL DEDUCTIONS (PENSIO JOHN HANCOCK		PENSION PAYMENTS - 09/03/2026 PAYROLL	5,540.22	None
101-000-801.000	CONTRACTED SERVICES	DATA GUARDIAN	CONTAINER FEE	35.00	165163
101-000-805.000	INSURANCE	EMC INSURANCE COMPANIES	DEDUCTIBLE REIMBURSEMENT REQUEST 1915	3,000.00	165166
101-000-805.000	INSURANCE	ACCIDENT FUND INSURANCE CO POLICY AF WCP 1000147847	Auditing services	1,556.34	165151
101-000-807.000	FINANCIAL SERVICES	SIEGFRIED CRANDALL	KEYS FOR TOWNSHIP HALL	4,900.00	165184
101-000-930.000	LAND/BUILDING REPAIRS AND	J & J LOCKSMITHS	Fire extinguisher inspection	10.00	165173
101-000-931.000	EQUIPMENT REPAIRS AND MAIN	CERTASITE, LLC	VEHICLE DIAGNOSTIC/ REPAIRS 2022 FORD	175.00	165158
101-000-932.000	VEHICLE REPAIRS AND MAINTENANCE	FORD		87.17	165165
			Total Department 000 GENERAL	29,582.26	
Department: 253 TREASURER					
101-253-727.000	OFFICE SUPPLIES/EQUIPMENT	HI-TECH	WKNIGHT SCANSNAP	480.00	165170
			Total Department 253 TREASURER	480.00	
Department: 265 MAINTENANCE					
101-265-801.000	CONTRACTED SERVICES	CERTASITE, LLC	FIRE EXTINGUISHER INSPECTION 5858	175.00	165158
101-265-801.000	CONTRACTED SERVICES	CERTASITE, LLC	FIRE EXTINGUISHER INSPECTION MAINT BU	175.00	165158
			Total Department 265 MAINTENANCE	350.00	
Department: 528 RUBBISH COLLECTION/DISPOSAL					
101-528-801.000	CONTRACTED SERVICES	BEST WAY DISPOSAL	WASTE DISPOSAL SERVICES TRANSFER STAT	4,597.37	165154
101-528-801.000	CONTRACTED SERVICES	CERTASITE, LLC	FIRE EXTINGUISHER INSPECTION TRANSFER	175.00	165158
101-528-931.000	EQUIPMENT REPAIRS AND MAIN	GRAINGER, INC.	BIMETAL THERMOMETER TRANSFER STATION	206.90	165169
			Total Department 528 RUBBISH COLLECTION/DISPOSAL	4,979.27	
Department: 751 PARKS & RECREATION					
101-751-733.000	SUPPLIES/EQUIPMENT - FACIL	WARSAW SUPPLY	CLEANING / PAPER SUPPLIES	718.84	165188
101-751-733.000	SUPPLIES/EQUIPMENT - FACIL	BEST WAY DISPOSAL	Waste disposal service	478.18	165154
101-751-733.000	SUPPLIES/EQUIPMENT - FACIL	NELSON HARDWARE OF	PORTAGE Hardware supplies	22.99	165179
101-751-741.000	PROGRAM SUPPLIES/EQUIPMENT	SHENANIGANS PONIES AND	PET Petting zoo event	2,300.00	165189
101-751-741.000	PROGRAM SUPPLIES/EQUIPMENT	SHENANIGANS PONIES AND	PET Deposit for Fall Fest Petting Zoo	200.00	165190
101-751-741.000	PROGRAM SUPPLIES/EQUIPMENT	Darrell Parfitt	FALL FEST PROGRAM BALLOON TWISTING	350.00	165162
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	SOFTBALL UMPIRE 11 GAMES	480.00	165152
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	UMPIRE 3 GAMES	90.00	165164
101-751-801.000	CONTRACTED SERVICES	JOHN HUTCHINSON	2 GAMES TOTAL	60.00	165174
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	ALARM SYSTEM MONITORING MERRILL ALARM	201.90	165168
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	ALARM SYSTEM MONITORING WAKE ALARM	198.60	165168
101-751-805.000	INSURANCE	ACCIDENT FUND INSURANCE CO POLICY AF WCP 1000147847		864.63	165151
			Total Department 751 PARKS & RECREATION	5,965.14	
			Total Fund 101 GENERAL FUND	41,356.67	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-731.000	SUPPLIES/EQUIPMENT - OPERA	ARTWEAR APPAREL GRAPHICS I	Apparel order	1,184.00	165153
206-000-801.000	CONTRACTED SERVICES	VERDANT COMMERCIAL CAPITAL	Equipment lease payment	492.30	165187
206-000-805.000	INSURANCE	ACCIDENT FUND INSURANCE CO POLICY AF WCP 1000147847		31,818.43	165151
206-000-815.000	TECHNOLOGY SERVICES	HI-TECH	MONTHLY MANAGED SERVICES	540.00	165170
206-000-850.000	COMMUNICATIONS	HI-TECH	ZULTY CONTRACT	572.50	165170
206-000-930.000	LAND/BUILDING REPAIRS AND	ACCESS POINT ELECTRIC	Electrical service and materials	827.50	165150

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/10/2026 - 09/10/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-931.000	EQUIPMENT REPAIRS AND MAIN SAFWARE, INC.		BW BWC2-M X 2	259.50	165181
206-000-931.000	EQUIPMENT REPAIRS AND MAIN CERTASITE, LLC		Fire safety inspection services	554.09	165158
206-000-931.000	EQUIPMENT REPAIRS AND MAIN CERTASITE, LLC		Fire safety inspection services	321.74	165158
206-000-931.000	EQUIPMENT REPAIRS AND MAIN CERTASITE, LLC		Fire safety inspection services	523.08	165158
206-000-931.000	EQUIPMENT REPAIRS AND MAIN CERTASITE, LLC		FIRE EXTINGUISHER SERVICE 9-2	892.40	165158
206-000-931.000	EQUIPMENT REPAIRS AND MAIN MES SERVICE COMPANY, LLC		SCBA SERVICE AND PARTS PO RICK MACK	2,520.73	165176
206-000-932.000	VEHICLE REPAIRS AND MAINTNE EMERGENCY VEHICLE PRODUCT		SERVICE INVOICE - 982	342.26	165167
206-000-932.000	VEHICLE REPAIRS AND MAINTNE EMERGENCY VEHICLE PRODUCT		SERVICE INVOICE 932	510.00	165167
206-000-932.000	VEHICLE REPAIRS AND MAINTNE SIGN IMPRESSIONS, INC.		FIRE TRUCK STRIPE REPAIR PO 29618	478.50	165185
			Total Department 000 GENERAL	41,837.03	
			Total Fund 206 FIRE OPERATING FUND	41,837.03	
Fund: 211 FIRE CAPITAL IMPROVEMENT FUND					
Department: 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	ROE-COMM, INC.	WIRELESS COMMUNICATION	16,365.00	165180
211-000-970.000	CAPITAL OUTLAY	ROE-COMM, INC.	WIRELESS COMMUNICATIONS SIGNED QUOTE	20,265.00	165180
			Total Department 000 GENERAL	36,630.00	
			Total Fund 211 FIRE CAPITAL IMPROVEMENT FUND	36,630.00	
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-727.000	OFFICE SUPPLIES/EQUIPMENT		INTEGRITY BUSINESS Solutio COPIER PAPER, PAPER TOWELS	180.04	165172
271-790-801.000	CONTRACTED SERVICES		COMMERCIAL BLDG. SERVICES, Janitorial Service	1,161.48	165160
271-790-801.000	CONTRACTED SERVICES		CORNERSTONE TECHNOLOGIES CONTRACT INVOICE / STATEMENT	268.48	165161
271-790-805.000	INSURANCE		ACCIDENT FUND INSURANCE CO POLICY AF WCP 1000147847	345.85	165151
271-790-815.000	TECHNOLOGY SERVICES		IT support services	2,015.00	165159
271-790-850.000	COMMUNICATIONS		Business voice services	227.07	165186
271-790-850.000	COMMUNICATIONS		Internet service payment	25.00	165177
			Total Department 790 LIBRARY ADMIN	4,222.92	
Department: 792 LIBRARY - ADULT SERVICES					
271-792-731.000	BOOKS	CENTER POINT LARGE PRINT	LP Books	300.84	165157
271-792-731.000	BOOKS	CENGAGE LEARNING INC.	BOOKS	300.80	165156
271-792-731.000	BOOKS	INGRAM LIBRARY SERVICES	Library books statement	1,943.79	165171
271-792-731.200	AUDIOVISUAL	MIDWEST TAPE	Statement	248.15	165178
271-792-741.000	PROGRAM SUPPLIES/EQUIPMENT	SCHINKAI LAW, PLLC	ASK AN ATTORNEY	200.00	165182
			Total Department 792 LIBRARY - ADULT SERVICES	2,993.58	
Department: 793 LIBRARY - YOUTH SERVICES					
271-793-731.000	BOOKS	INGRAM LIBRARY SERVICES	Library books statement	523.23	165171
271-793-741.000	PROGRAM SUPPLIES/EQUIPMENT	BUBBLES R FUN	FALL FEST PROGRAM	1,050.00	165155
			Total Department 793 LIBRARY - YOUTH SERVICES	1,573.23	
			Total Fund 271 LIBRARY FUND	8,789.73	
Fund: 703 CURRENT TAX COLLECTION FUND					
Department: 000 GENERAL					
703-000-214.101	ADMIN FEE		COMSTOCK TOWNSHIP TREASURE TAX COLLECTION 8/15-8/31/2026	25,131.71	2177059
703-000-222.000	DUE TO KALAMAZOO COUNTY		KALAMAZOO COUNTY TREASURER TAX COLLECTION 8/15-8/31/2026	1,055,225.17	2177062
703-000-222.000	CAPTURE (COUNTY OP)		KALAMAZOO CO. BROWNFIELD A TAX COLLECTION 8/15-8/31/2026	8,791.94	2177061

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/10/2026 - 09/10/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 703 CURRENT TAX COLLECTION FUND					
Department: 000 GENERAL					
703-000-225.032	DUE TO COMSTOCK SCHOOLS	COMSTOCK PUBLIC SCHOOLS	TAX COLLECTION 8/15-8/31/2026	1,025,719.81	2177058
703-000-225.032	CAPTURE (SINKING FUND)	KALAMAZOO CO. BROWNFIELD A	TAX COLLECTION 8/15-8/31/2026	1,904.46	2177061
703-000-228.000	DUE TO STATE OF MICHIGAN	STATE OF MICHIGAN	TAX COLLECTION 8/15-8/31/2026	11,550.24	2177064
703-000-234.000	DUE TO KRESA	KALAMAZOO RESA/REMC 12	TAX COLLECTION 8/15-8/31/2026	396,980.26	2177063
703-000-234.000	CAPTURE (KRESA)	KALAMAZOO CO. BROWNFIELD A	TAX COLLECTION 8/15-8/31/2026	13,283.80	2177061
703-000-275.000	DUE TO TAXPAYERS - DUPLICA AT&T		TAX OVERPAYMENT 07-90-700-428	132.62	2177057
703-000-275.000	DUE TO TAXPAYERS - DUPLICA HUNTERS RUN ASSOCIATIN INC		TAX OVERPAYMENT 07-08-205-120	2.00	2177060
Total Department 000 GENERAL				2,538,722.01	
Total Fund 703 CURRENT TAX COLLECTION FUND				2,538,722.01	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/10/2026 - 09/10/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	41,356.67	
		206	FIRE OPERATING FUND	41,837.03	
		211	FIRE CAPITAL IMPROVEMENT FUND	36,630.00	
		271	LIBRARY FUND	8,789.73	
		703	CURRENT TAX COLLECTION FUND	2,538,722.01	
		Total For All Funds:		<u>2,667,335.44</u>	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/17/2026 - 09/17/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	15,090.38	
		206	FIRE OPERATING FUND	1,964.96	
		211	FIRE CAPITAL IMPROVEMENT FUND	84,794.50	
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	1,220.00	
		271	LIBRARY FUND	5,376.32	
		701	GENERAL CUSTODIAL FUND	132.00	
		Total For All Funds:		108,578.16	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/17/2026 - 09/17/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 701 GENERAL CUSTODIAL FUND					
Department: 000 GENERAL					
			Total Department 000 GENERAL	132.00	
			Total Fund 701 GENERAL CUSTODIAL FUND	<u>132.00</u>	

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/17/2026 - 09/17/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 751 PARKS & RECREATION					
			Total Department 751 PARKS & RECREATION	1,205.09	
			Total Fund 101 GENERAL FUND	15,090.38	
Fund: 206 FIRE OPERATING FUND					
Department: 000 GENERAL					
206-000-725.000	FRINGE BENEFITS - FIRE	MEDMUTUAL LIFE	LIFE INSURANCE PERIOD 09-01-2026- 10/	272.61	165200
206-000-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	Lawn maintenance services	732.50	165193
206-000-850.000	COMMUNICATIONS	METRONET	INTERNET STATION 9-3	429.95	165214
206-000-850.000	COMMUNICATIONS	METRONET	BUSINESS FIBER (STATION 9-2)	264.95	None
206-000-850.000	COMMUNICATIONS	METRONET	INTERNET STATION 9-1	264.95	165214
			Total Department 000 GENERAL	1,964.96	
			Total Fund 206 FIRE OPERATING FUND	1,964.96	
Fund: 211 FIRE CAPITAL IMPROVEMENT FUND					
Department: 000 GENERAL					
211-000-970.000	CAPITAL OUTLAY	arizent	Legal Advertising	1,705.00	165204
211-000-970.000	CAPITAL OUTLAY	STANDARD & POOR'S	ANALYTICAL SERVICES	24,200.00	165196
211-000-970.000	CAPITAL OUTLAY	JONES PETRIE RAFINSKI CORP	Professional services - Aug 2026	10,317.00	165210
211-000-970.000	CAPITAL OUTLAY	JONES PETRIE RAFINSKI CORP	Professional services - Jul 2026	9,122.50	165210
211-000-970.000	CAPITAL OUTLAY	BENDZINSKI & CO.	Municipal advisory services	39,450.00	165192
			Total Department 000 GENERAL	84,794.50	
			Total Fund 211 FIRE CAPITAL IMPROVEMENT FUND	84,794.50	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 GENERAL					
248-000-960.000	EDUCATION & TRAINING	MICHIGAN DOWNTOWN ASSOCIAT	Registration Invoice	1,220.00	165215
			Total Department 000 GENERAL	1,220.00	
			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	1,220.00	
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY ADMIN					
271-790-801.000	CONTRACTED SERVICES	BTB LIOTHECA	LIBRARYCONNECT SUBSCRIPTION SERVICE &	3,674.61	165205
			Total Department 790 LIBRARY ADMIN	3,674.61	
Department: 791 LIBRARY BOARD					
271-791-804.000	LEGAL SERVICES	UNIQUE MANAGEMENT SERVICES	Placements	104.85	165197
			Total Department 791 LIBRARY BOARD	104.85	
Department: 792 LIBRARY - ADULT SERVICES					
271-792-731.000	BOOKS	OVERDRIVE, INC.	DIGITAL MATERIALS AUDIOBOOK	1,096.86	165201
271-792-741.000	PROGRAM SUPPLIES/EQUIPMENT	CAL LAFOUNTAIN	Preserving Personal Archives talk	500.00	165216
			Total Department 792 LIBRARY - ADULT SERVICES	1,596.86	
			Total Fund 271 LIBRARY FUND	5,376.32	
Fund: 701 GENERAL CUSTODIAL FUND					
Department: 000 GENERAL					
701-000-214.101	DUE TO GENERAL FUND	COMSTOCK TOWNSHIP	Treasure Trailer Park Fees	22.00	None
701-000-222.000	DUE TO KALAMAZOO COUNTY	KALAMAZOO COUNTY	Treasurer Trailer Park Fees	110.00	None

INVOICE DISTRIBUTION REPORT FOR CHARTER TOWNSHIP OF COMSTOCK

POST DATES 09/17/2026 - 09/17/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 GENERAL					
101-000-123.000	PREPAID EXPENSES	QUADIENT LEASING USA, INC.	LEASE PAYMENT	674.88	165199
101-000-727.000	OFFICE SUPPLIES/EQUIPMENT	ZEMLUCK OFFICE PRODUCTS	OFFICE SUPPLIES	140.91	165198
101-000-733.000	SUPPLIES/EQUIPMENT - FACIL CINTAS	CINTAS	FIRST AID/ MED SUPPLIES	19.01	165206
101-000-733.000	SUPPLIES/EQUIPMENT - FACIL GORDON WATER SYSTEMS	GORDON WATER SYSTEMS	Water delivery	47.49	165195
101-000-801.000	CONTRACTED SERVICES	CERTASITE, LLC	Fire & life safety services	643.37	165191
101-000-801.000	CONTRACTED SERVICES	CINTAS	MATT RENTAL	186.67	165206
101-000-850.000	COMMUNICATIONS	METRONET	Business fiber internet	424.95	165213
			Total Department 000 GENERAL	2,137.28	
Department: 171 SUPERVISOR					
101-171-725.000	FRINGE BENEFITS - SUPERVIS MEDMUTUAL LIFE		LIFE INSURANCE PERIOD 09-01-2026- 10/	4.56	165200
			Total Department 171 SUPERVISOR	4.56	
Department: 209 FINANCE					
101-209-725.000	FRINGE BENEFITS - FINANCE MEDMUTUAL LIFE		LIFE INSURANCE PERIOD 09-01-2026- 10/	0.00	165200
			Total Department 209 FINANCE	0.00	
Department: 215 CLERK					
101-215-725.000	FRINGE BENEFITS - CLERK MEDMUTUAL LIFE		LIFE INSURANCE PERIOD 09-01-2026- 10/	11.61	165200
			Total Department 215 CLERK	11.61	
Department: 265 MAINTENANCE					
101-265-725.000	FRINGE BENEFITS - MAINTENA MEDMUTUAL LIFE		LIFE INSURANCE PERIOD 09-01-2026- 10/	58.11	165200
101-265-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	PARKS & CEMETERY MOWING	4,830.00	165193
			Total Department 265 MAINTENANCE	4,888.11	
Department: 301 ORDINANCE ENFORCEMENT					
101-301-725.000	FRINGE BENEFITS - ORDINANC MEDMUTUAL LIFE		LIFE INSURANCE PERIOD 09-01-2026- 10/	5.04	165200
			Total Department 301 ORDINANCE ENFORCEMENT	5.04	
Department: 567 CEMETERIES					
101-567-801.000	CONTRACTED SERVICES	CD LAWN MAINTENANCE	PARKS & CEMETERY MOWING	3,580.00	165193
			Total Department 567 CEMETERIES	3,580.00	
Department: 703 COMMUNITY DEVELOPMENT					
101-703-255.099	PROJECT ESCROW - RW LAPINE R.W. LAPINE INC.		Escrow Project Refund	580.50	165212
101-703-255.107	PROJECT ESCROW - ANIMAL RE EGLE		P41 Permit Application Fee	2,000.00	165208
101-703-725.000	FRINGE BENEFITS - PLANNING MEDMUTUAL LIFE		LIFE INSURANCE PERIOD 09-01-2026- 10/	0.00	165200
101-703-900.000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	Advertising services	678.19	165202
			Total Department 703 COMMUNITY DEVELOPMENT	3,258.69	
Department: 751 PARKS & RECREATION					
101-751-607.200	VENDOR FEES	JOANNIE ROBINSON	Farmers Market Vendor Fee	30.00	165209
101-751-607.200	VENDOR FEES	PAUL MILLER	ADJUSTMENT FROM SEASONAL TO DAILY VEN	20.00	165219
101-751-725.000	FRINGE BENEFITS - PARKS & MEDMUTUAL LIFE		LIFE INSURANCE PERIOD 09-01-2026- 10/	36.75	165200
101-751-801.000	CONTRACTED SERVICES	AMY GORDON	SOFTBALL UMPIRE 16 GAMES	480.00	165203
101-751-801.000	CONTRACTED SERVICES	DONNA BEATTY	UMPIRE 4 GAMES	120.00	165207
101-751-801.000	CONTRACTED SERVICES	JOHN HUTCHINSON	4 GAMES TOTAL	120.00	165217
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	Recurring services	17.67	165194
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	Recurring services	37.67	165194
101-751-801.000	CONTRACTED SERVICES	KERKSTRA	Portable restroom rental	250.00	165211
101-751-850.000	COMMUNICATIONS	KATIE BUSH	3RD QUARTER CELL REIMBURSEMENT	93.00	165218



MEMO

Charter Township of Comstock Township Board September 21, 2026

From: Lisa Cochran, FOIA Coordinator

Re: FOIA Requests

FOIA Requests completed from August 12, 2026 to September 21, 2026

Attachments:

[#26-095_Original Request_Redacted.pdf](#)
[#26-068_Original Request 1_Redacted.pdf](#)
[#26-069_Original Request.pdf](#)
[#26-081_Original Request.pdf](#)
[#26-082_Original Request.pdf](#)
[#26-084_Original Request.pdf](#)
[#26-085_Original Request_Redacted.pdf](#)
[#26-087_Original Request.pdf](#)
[#26-088_Original Request_Redacted.pdf](#)
[#26-090_Original Request.pdf](#)

From: ComstockConcernedCitizens
[REDACTED]
Sent: Monday, September 14, 2026 9:42 AM
To: FOIA
Subject: FOIA Request - Comstock Township Oath Book

Follow Up Flag: Follow up
Flag Status: Completed

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

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

Re: Freedom of Information Act Request

Dear FOIA Coordinator,

This is a request under the Freedom of Information Act.

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

A copy of the Township Oath Book showing oaths given from July 1, 2026 through September 14, 2026.

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

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

Thank you,

[REDACTED]

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

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

FOIA Request #26-068
1st Date: 7/9/2026
10-day Extension: 7/23/2026
Good Faith Estimate Sent: 7/23/2026
Completed/Closed
(due to no activity for 48 days): 9/10/2026

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

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

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

Request No.: _____ 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	harry haBond	Phone	[REDACTED]
Firm/Organization	K'Aces Disc Golf	Fax	[REDACTED]
Street	[REDACTED]	Email	[REDACTED]
City	[REDACTED]	State	MI
		Zip	49009

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:

Any Complaints/Threats/or anything else regarding Disc Golf, K'Aces Disc Golf, and or Disc Golf leagues for 2026 until 6/25/26. Please include videos or any other recordings as well as any written or emails,

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

Harry HaBond

Date 7/2/26

(Complete both sides)

FOIA Request #26-069
1st Date: 7/9/2026
10-day Extension: 7/23/2026
Good Faith Estimate Sent: 7/22/2026
Completed/Closed (due to no activity for 48 days): 9/9/2026

From: Abigail Taylor <attaylor@sbgstv.com>
Sent: Thursday, July 2, 2026 10:53 PM
To: FOIA
Subject: NEWS: WWMT request FOIA

Follow Up Flag: Follow up
Flag Status: Completed

You don't often get email from attaylor@sbgstv.com. [Learn why this is important](#)
Ms. Cochran,

I am reaching out, under the Michigan Freedom of Information Act (MCL 15.231 et seq.), to request copies of the following public records from Comstock Charter Township:

1. Body-worn camera footage from Ordinance Enforcement Officer Dakota Szczepanski for:
 - a. Thursday, June 18, 2026, from 1:00 p.m. to 10:00 p.m. ET
 - b. Thursday, June 25, 2026, from 8:30 p.m. to 10:00 p.m. ET
2. All available records of contact between the Township (including but not limited to Parks and Recreation Director Katie Bush, Officer Szczepanski, and any other Township staff or elected board members) and K'ACES Disc Golf League coordinator Larry LaBond, between April 1, 2026, and July 1, 2026;
This includes any emails, text messages, call logs, or written correspondence with Mr. LaBond or the league, specifically communicating any changes to the league's park privileges (including previously authorized after-hours access and gate-locking permission) as well as the indefinite ban against the K'ACES league from continued use of Robert Morris Park.
3. Any documented complaints, photos, or incident reports against the K'ACES Disc Golf League or its members regarding conduct at Robert Morris Park in 2026.
 - a. For each complaint, please indicate whether the reporting party was from Township staff or a member of the public. Note, I am not requesting the personal identity of the reporting individual, only general designation.

If any portion of this request cannot be provided or will delay receiving other available information/materials from my above request, please still let me know as soon as possible whatever is available.

If there are fees associated with this request, please provide an estimate of each individual requested item before proceeding, or notify me if a fee waiver may apply for the purpose of local journalism and use of community resources, including taxpayer funds.

I would appreciate a response within the 5 business days. Please feel free to contact me with any questions.

Thank you,

Abigail Taylor

Reporter - News Channel 3 (WWMT)

Work Cell Phone: 269.348.9724

You can also try: 616.265.4442



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

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FOIA Request #26-081

1st Date: 8/5/2026

10-day Extension: 8/19/2026

Completed: 8/12/2026

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	Ariane Savoy	Phone	(616) 464-3839
Firm/Organization	Fishbeck	Fax	
Street	1515 Arboretum Dr. SE	Email	asavoy@fishbeck.com
City	Grand Rapids	State	MI
		Zip	49546

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:

All available assessing, building, and fire records for 864 Lombard St, Parcel No. 07-17-180-032

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

Ariane Savoy

Date

7/29/2026

(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:

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 #26-082
1st Date: 8/6/2026
10-day Extension: 8/20/2026
Completed: 8/12/2026

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: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

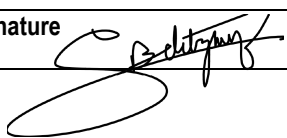
Name	Silvia Beletzuy	Phone	405.516.6604
Firm/Organization	Partner Assessment Corporation	Fax	
Street	100 East California Avenue, Suite 400	Email	sbeletzuy@partneresi.com
City	OKC	State	OK Zip 73104

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:

26-606180.1	
AC-2014 - Planet Fitness - Kalamazoo, MI	
6708 East G Avenue, Kalamazoo, MI 49048	
1) Copies of any Certificate(s) of Occupancy on file for this property (and if none on file, would this present a code compliance issue?)	
2) Copies of any Approved Site Plan on file for this property	
3) Copies of any current open/active building code violations for this property	
4) Copies of any current open/active zoning violations for this property	
5) Copies of on any current open/active fire code violations for this property	
6) Copies of any current or future plans for roadway construction, repaving/resurfacing, projects, easements, land condemnation proceedings, or other such activity that would affect the placement of property lines, immediately surrounding roads, disrupt traffic flow in proximity, and/or impede access to the property	
7) Copies of any variances, special/conditional use permits	
Thank you so much!	
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 07/23/26 (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:

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

FOIA Request #26-084
1st Date: 8/21/2026
10-day Extension: 9/4/2026
Completed: 9/2/2026

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

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

FOIA Request for Public Records

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

Request No.: _____ **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	Michelle Rommel	Phone	260-497-7645
Firm/Organization	SES	Fax	
Street	3807 Transportation Drive	Email	m.rommel@sesadvantage.com
City	Fort Wayne IN 46818	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:

FOIA Request FD Site Address: 5015 Gull Rd 49048 (currently gas/convenience)	
Do you have any information pertaining to records of above/below ground storage tanks releases of petroleum products or chemicals, foam or retardant use	
HazMat incidents, other environmental concerns or complaints for the site	
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: <u>8/24/26</u> (month, day, year).	
Requestor's Signature <i>Michelle Rommel</i>	Date <u>8/14/26</u>

(Complete both sides)

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

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

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

FOIA Request for Public Records

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

Request No.: _____ **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	Michelle Rommel	Phone	260-497-7645
Firm/Organization	SES	Fax	
Street	3807 Transportation Drive	Email	m.rommel@sesadvantage.com
City	Fort Wayne IN 46818	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:

FOIA Request BD Site Address: 5015 Gull road 49048 (currently gas convenience)	
Could you confirm date of Initial Construction?	
Do you have any information pertaining to:	
Permits issued & pending, pertaining to: construction, renovations, additions, electrical	
Also records pertaining to install/removal above/below ground storage tanks, heating oil tanks,	
water wells, septic systems, in-ground lifts, oil/water seperators	
other in-ground structures & historical occupancy for the site	
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: <u>8/24/26</u> (month, day, year).	
Requestor's Signature <i>Michelle Rommel</i>	Date 8/14/26

(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*).

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Requestor's Signature *Michelle Rommel*

Date 8/14/26

Overtime Labor Costs

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

Consent to Overtime Labor Costs

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

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

Requestor's Signature

Date

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:

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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:

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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

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- (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:

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 <i>Michelle Rommel</i>	Date 8/14/26
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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
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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:	

FOIA Request, Paul Foust, 08/19/2026:

Items Sought: Electronic copies of any and all contracts between your municipality and Flock Safety; Electronic copies of any and all contracts between your municipality and other ALPR vendors.

Reason for Request: Informational and research purposes.

Method of Delivery: Electronically, via email, to either:

[REDACTED]

Thanks,

Paul Foust

Paul Foust,
Michigan Libertarian Party
[REDACTED]

RECEIVED

AUG 21 2026

CHARTER TOWNSHIP
OF COMSTOCK

From: Carra A. Mathewson <Carra.Mathewson@Kalcouny.gov>
Sent: Wednesday, August 26, 2026 10:12 AM
To: FOIA
Subject: FOIA Request from Kalamazoo County Sheriff Office case number 26-030031

Follow Up Flag: Follow up
Flag Status: Completed

You don't often get email from carra.mathewson@kalcouny.gov. [Learn why this is important](#)
Good afternoon,

I am with the Kalamazoo Couty Sheriff's Office, and I am hoping I can get a copy of the fire marshal's report. I am looking at the field notes from the incident, and it states the Comstock Fire Department case number is 26-1672 and the address the incident is 6490 Celery St in Comstock Township.

We sent the case to the prosecutor's office for charges of arson and the prosecutor's offices is asking for the fire marshal's report before they can continue with charges.

If there is anything else that is needed, please let me know. Thank you so much.

Respectfully,



Carra Mathewson

Uniform Services Division
Kalamazoo County Sheriff's Office
carra.mathewson@kalcouny.gov
Office: (269) 383-8748
Fax: (269) 383-8756

Confidentiality: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to which it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of the E-mail message is strictly prohibited. If you have received this message in error, please notify me by E-mail reply, and delete the original message from your system.

From: Linda [REDACTED]
Sent: Wednesday, September 2, 2026 5:32 PM
To: FOIA
Subject: Re: FOIA Request for Police Records

Follow Up Flag: Follow up
Flag Status: Completed

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

My name is Linda Larabee, and I am sending this email as a FOIA request to the Comstock Park Police Department on the following individual for Any-and-All police records, including police contact, incident reports, service runs, arrests, and tickets/citations for:

Name: ROBERT LANDIS STEWART

[REDACTED]

At the following address: [REDACTED]

For dates: 01/01/2023 to Present

If by chance you do not handle FOIA requests for the police department, please let me know.

Thank You,

Linda Larabee

[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 #26-090
1st Date: 9/15/2026
Completed: 9/11/2026

FOIA Request for Public Records

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

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

Date delivered to junk/spam folder: _____

(Please Print or Type)

Date discovered in junk/spam folder: _____

Name	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 08/01/2026 - 08/31/2026. 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
09/08/26

(Complete both sides)

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Requestor's Signature

Date

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6b. ☐ Labor to copy/duplicate records already on township's website

Requestor's Signature

Date

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

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Date:

Requestor's Signature:

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

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Date:

Requestor's Signature: