



ADMINISTRATIVE ANNUAL REPORT

2018

Township Board:

Randy L. Thompson, Supervisor
Michelle Mohney, Clerk
Bret Padgett, Treasurer
Jerry T. Amos, Trustee
Christopher Daniels, Trustee
Terrance G. McIver, Trustee
Robert E. Pratt, Trustee

TABLE OF CONTENTS

	<u>Page</u>
Highlights	3
Agreements/Contracts	5
Capital Improvements and Purchases	5
Cemeteries	5
Committees and Subcommittees	6
Conferences Attended	6
Elections	6
General Business	6
Grants	7
IFT's	7
Infrastructure and Utilities	8
Kalamazoo Area Building Authority	8
Meetings of the Township Board	8
Ordinances, Amendments, Policies and Procedures	8
Parks & Recreation	9
Personnel and Township Board	9
Reports	10
Resolutions	11
Revenues and Fees	11
Boards and Commissions Appointments Held in 2018	12

2018 ADMINISTRATIVE ANNUAL REPORT

The administrative team has gathered a summary of events throughout 2018 and have summarized them in this 2018 Administrative Annual Report.

HIGHLIGHTS

- The Township Board continued to hold workshops, monthly, throughout the calendar year, in addition to its regular meetings. To provide more transparency to our community, we launched a Facebook Page and NIXLE in April.
- In September, township residents were informed that Township Board meetings would be live streamed on Public Media Network's Facebook page. In addition, Township Board minutes, agendas and agenda packets continue to be available to the public on the website, <http://comstockmi.iqm2.com/citizens/default.aspx>.
- Current and some historical Planning Commission and Zoning Board of Appeals meeting agendas and minutes are now also available to the public on our website.
- Comstock Township experienced its' most severe record-breaking flooding in March, therefore participated in several different emergency management meetings conducted by Kalamazoo County. To provide some aid to residents affected by the flood, damaged items were accepted at the Transfer Station.
- The Board continued its stand on marihuana and opted out of recreational marihuana by Ordinance adoption in December.
- Curbside pickup continued resulting in 121.5 tons collected during the Spring pickup and 129.98 tons collected during the Fall pickup. In 2018, the spring pickup increased 13.18 Tons, up from 108.32 tons and the fall pickup increased 8.53 tons, up from 121.45 tons.
- Township designed and approved a new logo in March, replacing the former sketch with a more definitive outline of the Cooper Park Waterfall.
- As a tribute to our fallen fire chief, the Township Board, at its June 4, 2018 meeting, read and adopted a resolution to honor Chief Switalski. Of special note, Pierce Manufacturing of Wisconsin placed a copy of Ed's obituary in the windshield during production of the Township's Fire & Rescue Truck 913, which Chief Switalksi played a major role in designing. Pierce also designed a special graphic which was placed on the side of the truck to honor Ed, during its final inspection.

- The Township's SAW Grant, completed in 2017, contained ratings used for sewer pipes and estimated costs compiled and incorporated into the 2019-2024 Capital Improvement Program. As a result, in April, the Township Board authorized the City of Kalamazoo to collect an increased surcharge for sewer customers from 3% to 25% to help defray the cost for targeted repairs to the sewer system identified in the Grant.
- Presentations were performed for Senator Margaret O'Brien and Representative David Maturen thanking them for their service and representation of our community.
- Comstock was chosen to participate in an Election Audit, and Precinct 7 was selected. The audit was scheduled to be conducted in January, 2019.

Items that have been highlighted within this report have been summarized from minutes of the Township Board that are a part of the official records. In addition, separate annual reports are usually received from the Parks and Recreation Department and the Fire & Rescue Department.

AGREEMENTS/CONTRACTS

- Water Tap Connection contract with SWT Excavating renewed.
- Negotiations continue with the Regional Water and Wastewater Authority and City of Kalamazoo.
- Changed IT Services to Hi-Tech to upgrade equipment and software.
- Comstock Center Design Study Consultant, Beckett and Raeder, selected.
- Mowing contract approved with CD Lawn Maintenance.
- Approved renewal of the Cooperative Mutual Aid Fire Control Agreement with the Michigan DNR.
- Approved Engagement letter for audit services.
- Approved contract renewal with AT&T to allow them to use a right-of-way for communication lines. The contract was approved for five years, through 2023.
- Approved Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement.
- Approved Consumers Energy Lighting Service Contract for new street lights
- Approved Cell Tower Agreement with Crown Castle.
- Approved contract with RCKC to perform repairs and replacement of a pump with a grinder pump at Woodlea and Glendalock.
- Approved the 123Net Metro Act Application and Permit
- Approved the KCSO Police Protection Agreement for 2019 for approximately \$503,952.
- KATS In-kind contributed services for FY2020 approved.

CAPITAL IMPROVEMENTS AND PURCHASES

- Approved the 2019-2024 Capital Improvement Program.
- Replacement vehicle for Fire Chief.
- Purchased new computer equipment and software.
- Purchased maintenance truck.
- New ordinance enforcement vehicle purchased.
- Approved new telephone system; former system (Barracuda) would no longer be supported.
- Repairs to Station 9-1's roof approved, estimated at \$12,656.
- Approved bids received to seal upper and lower township office and library parking lots.
- Approved purchase of new vehicles for the fire department.

CEMETERIES

- New markers placed at Maple Grove cemetery.
- Comstock Cemetery now has water near the entrance.
- Cemetery upgrades complete; ground penetrating radar.

- Ground penetrating radar performed.
- Maple Grove Cemetery mapping in progress and transition to Pontem software scheduled.

COMMITTEES AND SUBCOMMITTEES

- Social Issues Committee.
- Three-person committee formed to discuss contract renewal for Superintendent Hess.
- Committee formed to discuss the annual goals for the Township Superintendent.

CONFERENCES ATTENDED

- APA National Conference attended by Planning & Zoning Administrator Stefforia.
- Attendance at Clerk's Institute by Clerk Mohny and Deputy Clerk Sims.
- Attendance at MAMC Free Education Day by Clerk Mohny and Deputy Clerk Sims.
- Attendance of Clerk Mohny to the Michigan Association of Municipal Cemeteries Conference.
- Attendance of Deputy Treasurer Robinson to the MMTA Institute.
- Attendance at MAMC 2018 Annual Conference by Clerk Mohny and Deputy Clerk Sims
- MTA conference attended by Superintendent Hess and the Township Board.
- MMTA Fall Conference attended by Deputy Treasurer Robinson and Treasurer Padgett.

ELECTIONS

- Changes to and creation of new Election Precincts, approved by the Bureau of Elections.
- Clerk Mohny met with Comstock Public Schools regarding election education for seniors; voter registration drives were held during lunch and evening conferences.

GENERAL BUSINESS

- Demolished 762 Cass Street.
- Added additional day open at the Transfer Station of Tuesday from 11 to 6 for six months.
- Informational water and/or sewer letters of interest mailed out to the Shields Plat and some parcels to the south.
- Township Board and citizens were provided a presentation outlining the 2017 Audit results.
- Approved public support of the Area Agency on Aging Plan.

- Approved sale of excess Township properties; sold the South 35th Street and E HJ Properties.
- Approved recommended Planning Commission denial of rezoning request on parcel on ML Avenue.
- Discussions continued regarding the need to discontinue the use of the emergency sirens in the community.
- Approved the 2019 Township Board meeting schedule and holidays.
- Approved the liability and auto insurance policies and insurance agent of Ted Hartleb Agency which was no change from the previous year.
- Public Hearings held on all budgets.
- Budget adjustments were approved.

GRANTS

- Chief Beauchamp received approval to participate in local and regional grants that require a 10% contribution.
- Participation in the FEMA Based Fire Prevention and Safety Grant and approve a 5% match.
- Chief Beauchamp approved to participate in the FEMA/SAFER Grant for additional staff and coverage.
- Approved Chief Beauchamp to apply for US Department of Agriculture Rural Grant and required match.
- Board approved the fire departments application for FEMA Regional SCBA Grant and 10% match, not to exceed \$16,000.
- Board approved the fire departments participation in the FEMA Regional PPE Grant, not to exceed \$15,000.
- Board approved the fire departments application for FEMA Assistance to Firefighters Grant Program and 5% match, not to exceed \$25,000.
- Approved FEMA-Fire Prevention and Safety Grant Application and required 5% match of \$16,500.

IFT'S

- Approved application, resolution and agreement with Kalamazoo Outdoor Gourmet; 75,000 sf expansion with an estimated total in excess of \$3.2 million and approximately 20 new jobs.
- Approved application, resolution and agreement with Kalamazoo Industries; estimated total of \$150,000 approximately 3 new jobs, 15 retained.
- Approved application, resolution and agreement with Kalamazoo Mechanical; estimated at \$516,407, approximately five new jobs with 22 retained.

INFRASTRUCTURE AND UTILITIES

- Allocated all PAR funds received and committed to participating in the PAR funds redistribution.
- Five local road projects scheduled.
- Approved new street lights, as recommended by the Committee.
- Approved bid of \$11,740 from Plummer’s Environmental to repair sewer line behind Bell’s Brewery.
- Approved temporary patch on Miller Drive at approximately \$17,484.
- Notice of Davis-Olmstead drain cleaning received from the City of Portage; portion of project located near the Midlink Business Park. The Board received information regarding Comstock’s apportionment costs towards its improvements.
- Results of the Shields Plat water and/or sewer survey presented to the board; 90% of residents indicated they do NOT want water or sewer brought into the neighborhood. Some expressed interest however it was not affordable.
- Supervisor Thompson gave an overview that a property owner was still interested in extension of North 26th Street.
- Approved road millage to 1.5 mils to be levied in 2018.

KALAMAZOO AREA BUILDING AUTHORITY

- Approved new member application and resolution for Almena Township to potentially join.
- Approved new member application and resolution for Pine Grove Township to join.
- Approved new member application and resolution authorizing Richland Township to join.

MEETINGS OF THE TOWNSHIP BOARD

The following is a summary of the township meetings attended by the Comstock Charter Township Board:

- Regular (21)
- Special (3); 04/9, 08/29 & 12/31
- Workshops (12)
- Closed Sessions (4); 04/09, 04/30, 05/21, 08/29 & 10/15
- Joint Meeting with the Road Commission of Kalamazoo County 4/16

ORDINANCES, AMENDMENTS, POLICIES AND PROCEDURES

- Amended Public Comment Policy to allow an additional comment period before the end of township board meetings.
- Zoning Ordinance Text Amendments – Nonconforming Uses, Wineries

- Zoning Ordinance Text Amendments – Keeping of Chickens in Residential Areas.
- Opening Burning Ordinance amended.
- Uniform Fire Code Ordinance amended.
- Approved policy for disposal of fixed assets.
- Repealed and replaced Litter Ordinance to address blight in the community.
- Approved increasing parking violation fees and authorized Township Attorney Kaufman to prepare the appropriate ordinance amendment.
- Parking Violations Ordinance Amendment.
- Agricultural Labor Housing and Accessory Dwelling Units Zoning Ordinance Amendments, Ordinance No. 497.
- Recreational Marihuana Opt Out Ordinance.
- New Investment Policy adopted by the Board was certified by the Association of Public Treasurers of the United States & Canada (APT US&C).

PARKS & RECREATION

- Parks requested additional expense to cover new restroom at Merrill Park.
- Approved demolition of Merrill Park bathroom
- Discussion and update received regarding the Grant for improvements at Merrill Park and the bids received for the project.

PERSONNEL AND TOWNSHIP BOARD

- Retirement plan switched from OneAmerica to John Hancock.
- Three (3) new full-time firefighters hired.
- Approved hiring four (4) paid on-call firefighters.
- Fire Department Handbook updated; residency requirement, relief duty-full time shift & paid on-call firefighter holiday pay.
- Captain Mike Dyer approved to serve as Assistant Fire Chief.
- Authorized Parks staff member Rachel Hopkins to write tickets
- Clerk Mohny received her CMMC (Certified Michigan Municipal Clerk) Certification from the Michigan Association of Municipal Clerks.
- Approved Promotion of Lt. Dave Watson to Captain.
- Approved Deputy Chief Wuis, Assistant Chief Dyer and Chief Beauchamp to write ordinance enforcement tickets.
- Michael Flick II promoted to Lieutenant at Station 9-1.
- Discussion and overview took place regarding a new Social Media Use Policy for the Budget & Policies book.
- Board approved the fire department's use of a retired vehicle for training with the jaws of life.
- Approved renewal of current insurance plan.
- Fire Marshall Kessler named Public Fire Educator of the Year.

- Various updates to the Township Employee Handbook; In State/Out of State Travel, USA Statement to employer-offered Insurance Section, new township-administered social media section.
- Approved Superintendent Hess' employment contract.
- Approved new investment policy.
- Approved new investment procedures.
- Approved wage increases for staff for 2019 of 3.5%.
- Salary study requested was conducted to compare wages for Clerk, Treasurer and Trustees.
- Clerk Mohny received her CMC (Certified Municipal Clerk) Certification from the International Institute of Municipal Clerks.
- Approved motion to increase Clerk Mohny's salary from \$55,000 to \$62,000.
- Approved motion to increase Treasurer Padgett's salary from \$56,650 to \$62,000.
- Salary and meeting stipend increases for Trustees approved.
- Approved Social Media and Online Networking Policies.

REPORTS

- Comstock Township Parks & Recreation Minutes
- 2018 Township Budget & Policies
- 2017 Comstock Township Parks & Recreation Annual Report
- 2017 Fire & Rescue Annual Report
- 2018 Work Plan from the Comstock Township Planning Commission
- 2018 Planning Commission Annual Report
- Revenue and Expenditures
- Investments
- Cash Summaries – By Fund & Bank Accounts
- Ordinance Enforcements
- KABA Permits and Financials
- Kalamazoo County Sheriff's Office Statistical Information
- Kalamazoo County Land Bank Annual Report – 2017
- Road Commission of Kalamazoo-2017 TAMC Roads & Bridges Annual Report
- Road Commission of Kalamazoo-2018 Primary Road CIP Projects
- Road Commission of Kalamazoo-2017 Schedules Pursuant to PA 50
- Household Hazardous Waste
- SAW Grant: Summary of Wastewater Asset Management Plan
- Capital Improvement Program 2019-2024
- Township Superintendent Hess provided periodic verbal reports to the Township Board.
- Clerk Mohny provided numerous updates on the 2018 elections and held classes and demonstrations on the new election equipment.

RESOLUTIONS

- Performance Resolution adopted for purpose of issuing permits for use in State Highway Right of Way's or Annual Permit for Miscellaneous Operations Within State Highway right of Way.
- Resolution adopted to Honor Chief Switalski.
- Pine Grove Township to join KABA.
- Richland Township to join KABA.
- Charitable Gaming License for The Hands Up Foundation.
- Updating the Planning and Zoning fee Schedule.
- Charitable gaming license for the Cuff & Ladder fund.
- Speed study on North 35th Street from E Michigan to E G Avenue. This speed study would be done by the Road Commission of Kalamazoo County in cooperation with the Michigan State Policy and may take up to two years to complete.
- Purchase of 10080 East Michigan Avenue for the purpose of building a new fire station in the future.
- Sale of Township properties; 9511 East HJ Avenue and 2420 South 28th Street.
- Opt Out of PA152 for 2019.
- Approved resolution proclaiming October 20, 2018 as Community Media Day.
- New street lights.
- Industrial Development District for Kalamazoo Industries.
- Investment policy.
- Investment procedures.
- Depository resolution.
- Intent to establish a Downtown Development Authority.
- Poverty exemption income guidelines and asset test.
- All budgets for 2019.
- Notice of Intent to participate in MEDC Redevelopment Ready Communities Program.

REVENUES AND FEES

- New cemetery rates implemented.
- Additional fees added to the Planning & Zoning Fee Schedule (Zoning Applications for chickens and Wireless Communication Facilities).
- Water tap connection fee increased.
- Increased fees to Kalamazoo County Household Hazardous Waste.
- Offer received for sale of South 35th Street property and funds would be given to the fire department towards the purchase of the new East Michigan property.
- Approved all budgets for 2019.

BOARDS AND COMMISSIONS APPOINTMENTS HELD IN 2018

- Charter Township of Comstock Planning Commission (3 Year Terms)
 - Bob Pratt, Township Board Liaison (4 Year Term)
 - Jennifer Jones-Newton
 - Ronald Sportel
 - Randy Beister
 - David Burgess
 - Sandra Katje
 - Allan Faust
- Charter Township of Comstock Zoning Board of Appeals (3 Year Terms)
 - Ronald Kuivenhoven
 - Randy Beister, Planning Commission Liaison
 - Steve Gazdag
 - Roland (Gus) Taylor
 - Jodi Colby
 - Clyde (Bub) Sherwood, 1st Alternate
 - Nathan VanSweden, 2nd Alternate
- Charter Township of Comstock Board of Review (2 Year Terms)
 - Jim Jenkins
 - Terry Simpson
 - Larry Nichols
 - Jonica Camburn, First Alternate
- Elections Commission
 - Michelle Mohney, Township Clerk
 - Terry McIver, Township Board Trustee
 - Bob Pratt, Township Board of Trustee
- Kalamazoo Area Building Authority Board Member (KABA)
 - Michelle Mohney
 - Randy Thompson, Alternate
- Metro Transit Local Advisory Committee Member
 - Jerry Amos
 - Michelle Mohney, Alternate
- Central County Transit Advisory Committee Member
 - Randy Thompson, Jurisdiction Member
- Kalamazoo Area Transportation Study Member
 - Randy Thompson
 - Terry McIver, Alternate
- Public Media Network Member
 - Bret Padgett
 - Jerry Amos, Alternate
- Kalamazoo Regional Water and Wastewater Commission Member
 - Bret Padgett
 - Randy Thompson, Alternate