



**CHARTER TOWNSHIP OF TEXAS BOARD MEETING, JANUARY 22, 2024**

**COMMITTEE OF THE WHOLE:**

Supervisor Loeks commenced the Committee of the Whole at 5:00 p.m. The following Board members were present: Trustee Don Boven, Trustee Barb Hammon, Trustee Linda Kerr, Trustee Michelle O’Neill, Treasurer Trish Roberts, Supervisor Nick Loeks, and Clerk Emily Beutel. Also attending were Superintendent Erik Wilson, Deputy Superintendent Brooke Hovenkamp, and several members of the public.

Brownfield Redevelopment Authority Update

Macy Rose Walters, Brownfield Redevelopment Administrator for the Kalamazoo County Brownfield Redevelopment Authority (KCBRA), gave a presentation to Board members and staff on brownfields tax increment financing (TIF) that helps redevelop contaminated, functionally obsolete, blighted, and historic properties. She also answered questions about developer incentives, tax captures, timelines, property eligibility, and recent changes impacting residential development on brownfield properties.

6<sup>th</sup> Street Park Pavilion

Superintendent Wilson stated that he reached out to Bosch Architecture for a cost estimate to design and construct a pavilion at the 6<sup>th</sup> Street Park with the budget savings of the restroom project. Board members discussed the size and location of the pavilion, desired parking lot improvements, and future park development project costs and timelines.

The Committee of the whole adjourned at 5:59 p.m.

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Supervisor Loeks called the meeting to order at 6:00 p.m. and asked everyone to join Trustee Kerr in the Pledge of Allegiance.

**ROLL CALL**

Clerk Beutel called the roll, and the following board members were present: Trustee Don Boven, Trustee Barbara Hammon, Trustee Linda Kerr, Trustee Michelle O’Neill, Supervisor Nick Loeks, Treasurer Trish Roberts, and Clerk Emily Beutel. Also attending were Superintendent Erik Wilson, Deputy Superintendent Brooke Hovenkamp, Fire Lieutenant Andrew Martz, Attorney Michael Homier, and approximately five members of the public.

**PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**

There were none.

**PRESENTATION / PUBLIC HEARINGS / COUNTY COMMISSIONER**

There was none.

**SUPERINTENDENT REPORT**

Superintendent Wilson updated the Board on township activities, highlighting the Fire Department renovation and demolition updates, the lake level project, and water pressure issues that some residents are experiencing that have been shared with the Utility Policy Committee (UPC).

**ZONING / BOARD / COMMITTEE REPORTS / RECOMMENDATIONS**

Fire Department Report

Lieutenant Martz shared Fire Department statistics for December 2023, in which they responded to 76 calls (48 EMS and 28 Fire). He highlighted the new Firefighter Cadet program, Fire Academy training for new paid-on-call firefighters, and recent training focused on confined spaces rescue. He also gave an update on the department’s implementation of FirstDue software, which is working well to improve workflows and reporting, as well as inspections.

53 **ADOPTION OF MEETING AGENDA**

54 Board members asked to add Item 11H – Fire Department Renovation Project – Construction  
55 Change Directive and Item 11I – Zoning Administrator Job Description Discussion to the agenda.

56 Motion by Kerr, seconded by Hammon, to adopt the meeting agenda, as amended. Motion carried, 7-  
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59 **APPROVAL OF GENERAL CONSENT AGENDA**

60 Motion by Boven, seconded by O'Neill, to approve the General Consent Agenda as submitted,  
61 consisting of:

- 62 • Approval of January 8, 2024 Regular Meeting Minutes
- 63 • Approval of Bills for \$ 963,579.67
- 64 • Payroll of \$ 87,881.43
- 65 • KCSD Calls for Service Report – December 2023
- 66 • 2023 Weed Commissioner Noxious Weeds Report
- 67 • 2023 Year-end Sewer Fund Report

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69 **BUSINESS**

70 ***Tabled***  
71 There was none.

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73 ***New***  
74 **Board & Committee Appointments**

75 Supervisor Loeks recommended reappointing current Parks & Trails Committee members Larry  
76 Loeks, James Whittaker, Jennifer Bussies, Tricia Keala, and Ellen Hector for terms from January 2024  
77 through December 2026.

78 Motion by Boven, seconded by O'Neill, to approve appointments as presented. Motion carried, 7-0.

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80 **Mystic Pines #2 Sidewalk Deferment**

81 Treasurer Roberts and Planning Director McIntyre collaborated to review the deferred site  
82 improvements for Mystic Pines 2 and suggested the Board grant a 21-month extension to complete  
83 remaining site improvements and reduce the surety to reflect items that have been completed. Alex  
84 Phelan, Hurley & Stewart, gave an update on the project and stated the developer is waiting for  
85 additional lots to sell before installing remaining sidewalks.

86 Motion by Roberts, seconded by Kerr, to approve a site improvement extension for the Mystic Pines  
87 #2 for a period of 21-months ending 10/24/2025, which is contingent upon a surety 1.5 times the cost of  
88 the incomplete improvements, specifically \$348,390. Motion carried, 7-0.

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90 **Resolution #24-01 Designees for Cash Handling**

91 Treasurer Roberts asked the Board to consider approving the update to cash handling policy and  
92 designees to include new employees.

93 Motion by Kerr, seconded by Boven, to approve Resolution 24-01 authorizing individual employees of  
94 the township to process property tax collections. Additionally, I move to approve Policy #24-0122 Cash  
95 Handling Procedures.

96 Roll Call Vote: Ayes – Beutel, Boven, Hammon, Kerr, Loeks, O'Neill, Roberts. Nays – none. Absent –  
97 None. Motion carried, 7-0.

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99 **Resolution #24-02 Introducing Ordinance 371**

100 Planning Director Kelly McIntyre presented Ordinance 371 for Introduction and First Hearing, which  
101 contains miscellaneous zoning amendments to definitions, front yard accessory structures, lot frontage,  
102 and rear yard attached deck setbacks. Board members discussed deck setbacks changes, and some  
103 concern was expressed regarding impacts to neighbors in allowing front yard sports courts in  
104 neighborhoods and residential developments.

105 Motion by Roberts, seconded by Hammon, adopt Resolution #24-02, which introduces Ordinance  
106 No. 371, sets the adoption meeting for February 5, 2024, and directs the Township Clerk to publish the  
107 notice of posting.

108 Roll Call Vote: Ayes – Beutel, Boven, Hammon, Kerr, Loeks, O’Neill, Roberts. Nays – none. Absent –  
109 None. Motion carried, 7-0.

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111 Planning Commission Annual Report

112 Planning Director McIntyre recapped the 2023 Annual Report with highlights and snapshots of work  
113 the Planning Commission has done in the past year, as required by the Michigan Planning Enabling Act.

114 Motion by Hammon, seconded by Kerr, to accept the 2023 Planning Commission Annual Report.  
115 Motion carried, 7-0.

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117 Motion by Loeks, seconded by Beutel, to move Item 11I – Zoning Administrator Job Description, to  
118 Item 11F. Motion carried, 7-0.

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120 Zoning Administrator Job Description Discussion

121 Planning Director McIntyre presented her suggested changes to the Zoning Administrator job  
122 description, including the change to Zoning Specialist to remove authority granted by the ordinance to  
123 make some administrative approvals. She requested removing the educational degree requirement but  
124 asking for Citizen Planner designation within one year. Full-time position at 40 hours per week. The  
125 Board will consider approval and posting at the February 5 meeting.

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127 Farmers Market Manager Position

128 Superintendent Wilson stated the Farmers’ Market Manager, Molly Buckham, has submitted her  
129 letter of resignation effective January 27. He asked for authorization to post the position. Board members  
130 discussed the pay range and time requirements and thanked Ms. Buckham for her service.

131 Motion by Kerr, seconded by Boven, to accept Molly Buckham’s resignation with regrets authorize  
132 the Superintendent to post the position at \$18-\$21 per hour. Motion carried, 7-0.

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134 2024 Sanitary Sewer Cleaning, Television and Inspection

135 Prein & Newhof recommends the Township continue to use the Taplin Group to clean and televise  
136 the sanitary system, and they will hold 2022 and 2023 pricing for Kalamazoo County communities.

137 Motion by Loeks, seconded by Hammon, to authorize the contract extension with Taplin Group of  
138 Kalamazoo to conduct sewer line inspection, cleaning, and televising for an approximate cost of \$55,300  
139 and allow for additional engineering work associated with this project of approximately \$5,000.

140 Motion carried, 7-0.

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142 Fire Department Renovation Project – Construction Change Directive

143 Supervisor Loeks stated that due to the extensive termite damage discovered during the renovation  
144 project, Progressive AE is asking for a construction change directive to allow them to investigate the  
145 additional work needed. There will be an additional cost, and PAE is working on an estimate. While there  
146 is a contingency budget, he wanted the Board to be aware of the extent of the damage and that there  
147 may be additional costs.

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149 **BRIEF PUBLIC COMMENTS ON NON-AGENDA ITEMS**

150 There were none.

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152 **ATTORNEY’S REPORT**

153 Attorney Homier gave an update on Act 233 of 2023 regarding local control of renewable energy and  
154 a proposed ballot initiative that may impact the November ballot.

155 Treasurer Roberts asked for direction on enforcing the ordinance for the 27 parcels that have not yet  
156 connected to sewer and took no action to pursue a waiver or deferment.



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**BOARD MEMBER COMMENTS**

Trustee O’Neill commented on the Fire Department’s budget and expenditures. She is grateful for the work being done on the water pressure issues and that the issue was brought to the attention of the UPC.

Supervisor Loeks talked to the regional commission about the smart meters, and the City of Kalamazoo will be making a change to reflect usage in the billing. Progressive AE and contractors are still working on the punch list at the new Township Hall, largely due to backordered items.

**ADJOURNMENT**

Motion by Boven, seconded by Hammon, to adjourn the meeting. The meeting adjourned at approximately 7:40 p.m. Motion carried, 7-0.

**SUBMITTED:** February 1, 2024  
Clerk Emily Beutel  
Attested: Supervisor Nick Loeks

**APPROVED:**

DRAFT