



CHARTER TOWNSHIP OF TEXAS BOARD MEETING, June 26, 2023

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 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, Attorney Michael Homier, and Fire Chief Chad Tackett.

Fire Department Staffing & Job Descriptions

Chief Tackett introduced a proposal to the Board to promote three firefighters, one per shift, to address the need for command staff identified in the 360 Review. It would also allow for upward movement within the department and aid in employee retention. Board members discussed the command structure and organizational chart, as well as proposed wages for those positions based on comparable departments in the area. Also discussed were levels of promotion, including Lieutenant versus Captain, and how those roles and wage scales would fit within the department and the budget.

Fire Department Renovation/7110 West Q Renovation

Brendon Ouzoonian of Progressive AE (PAE) reviewed the bids received for the Fire Department renovation, explaining that several portions of the project were bid as alternates in an effort to identify potential cost savings for the project. Board members discussed the recommendations for award and project pricing. The total cost, including construction, contingency, design construction administration, furniture and technology is projected to be just under \$1.4 million. While the cost is above what was originally planned, most Board members agreed that the renovations were necessary for the Fire Department to have a safe and functional place to work.

Committee of the Whole adjourned at approximately 5:58 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 Hammon 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 Chief Chad Tackett, Attorney Michael Homier, Engineer Tom Wheat, Deputy Treasurer Emily Meinema and approximately seven members of the public.

PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Paulette Brack, resident, asked the Board to reconsider the criteria for exemptions and deferments for sewer connections.

John Brack, resident, asked the Board to allow for more exemptions and deferments.

Becky Pollack, resident, has paid her connection fees but would prefer not to connect to sewer until her septic system fails.

PRESENTATION / PUBLIC HEARINGS / COUNTY COMMISSIONER

Wendy Mazer, Kalamazoo County Commissioner, stated the lake level project was approved at the County level, and it will be using ARPA funds to pay for its portion of the project.

2022 Audit Presentation by Vredevelde Haefner

Doug Vredevelde of Vredevelde Haefner presented the 2022 Audit financial statements. The audit went very well, and he recapped financial highlights from 2022, including bonding, land purchase, and construction of the new Township Hall. The Township maintains a healthy fund balance of general fund assigned fund balance as a percent of expenditures.



SUPERINTENDENT REPORT

Superintendent Wilson shared the Superintendent Report and highlighted Township activities, including progress on the Township Hall and Fire Department renovation projects, Maple Hill Splash Pad construction, Crooked and Eagle Lake level projects, 6th Street Park Restroom design, and other administrative items.

ADOPTION OF MEETING AGENDA

Motion by Hammon, seconded by O'Neill, motion carried, to adopt the meeting agenda as presented.

APPROVAL OF GENERAL CONSENT AGENDA

Motion by Boven, seconded by O'Neill, motion carried, to approve the General Consent Agenda with corrections, consisting of:

- Approval of June 12, 2023 Regular Meeting Minutes, as corrected
- Approval of Bills for \$171,457.62
- Payroll of \$61,745.89
- May 2023 Cash By Bank & Fund
- New Township Hall Change Order #10 & #11
- May 2023 Building Report

BUSINESS

New

Fire Department/7110 West Q Ave Renovation Bids

Brendon Ouzoonian, PAE, recapped the bids for the Fire Department and his recommendations for awards, including alternates. Asbestos remediation is not included in the bids, but PAE's team is investigating how to move forward in the impacted areas.

Board members discussed how this project would be paid for and if \$900,000 out of Fire Capital was realistic while also budgeting for other upcoming expenditures. Using ARPA funds for the remaining \$500,000 was previously discussed, though some felt a portion should come from the Township's general fund. Also discussed was transferring excess operating funds to the Fire Capital Fund at the end of each year.

Motion by Kerr, seconded by Hammon, motion carried, to move ahead with the Fire Department reconstruction at a cost of \$1,398,404.07 and to authorize the signing the contract with funding to be determined at a later date.

Ayes – Beutel, Hammon, Kerr, Loeks, O'Neill, Roberts; Nays – Boven.

Adopt Sewer Deferment Criteria & Financing Agreement

Treasurer Roberts reviewed Resolution 23-06 to introduce Ordinance No. 372, which gives the Township the right to modify the mandatory sewer connection ordinance to allow waivers and deferrals for connection. She and Deputy Treasurer Meinema explained the criteria that the Board had discussed at the previous meetings and May Committee of the Whole and which parcels would and would not be eligible.

Motion by Roberts, seconded by Boven, motion carried, to introduce Resolution No. 23-06 to introduce Ordinance No. 372 for first reading, and ordinance to amend section 32-122 of the Township Code of Ordinances regarding mandatory sanitary sewer connections to allow the Township Board to adopt procedures by resolution for deferrals and waivers of the mandatory connection requirement.

Roll Call Vote: Ayes – Beutel, Boven, Hammon, Kerr, Loeks, O'Neill, and Roberts. Nays – none. Absent – none.

Kalamazoo Public Library (KPL) Service Agreement – Extension

Superintendent Wilson stated that staff met with representatives with Kalamazoo Public Library about extending library service for residents in Schoolcraft and Mattawan school districts who don't currently pay a library millage. KPL's millage rate is 3.5 mills, so most Township residents would pay more



annually through a millage than the \$230 non-resident library card fee. Treasurer Roberts explained the history of the current agreement and some of the potential options moving forward.

Motion by Hammon, seconded by Beutel, motion carried, to extend the library services agreement with Kalamazoo Public Library for a period of three months, with the exclusion of mobile library services, and authorize Superintendent Wilson to sign an extension set to expire on September 30, 2023.

MACC Grant Application

Deputy Superintendent asked for Board authorization to apply for a Michigan Arts and Culture Council Minigrant to support the Concert in the Corners events. Last year's pilot was a great success, and the grant will help with future events.

Motion by O'Neill, seconded by Kerr, motion carried, to authorize Administration to submit a 2024 Michigan Arts and Culture Council Project Minigrant application for a requested \$4,000 with a required 1:1 match to assist with funding Concert in the Corners.

First Due Software Program Purchase

Fire Chief Tackett requested approval to purchase First Due, an all-in-one Fire Suite software platform to replace several of the Department's current software solutions. This cloud-based platform promotes seamless integration between functions, which would improve departmental communication. Many other neighboring Fire Departments are transitioning to this software, and it integrates with the Township's existing BS&A software to streamline site plan review, invoicing, payroll, and other essential functions. The cost to implement the program is \$15,600, which includes one-time implementation and training costs, and the Department will save \$6,715 in future years by eliminating several programs.

Motion by Roberts, seconded by Beutel, motion carried, to approve the purchase of First Due for the Texas Township Fire Department.

Fire Department Strategic Plan

Fire Chief Tackett reviewed the strategic plan conducted by ESCI, highlighting the mission, vision and values statements, as well as the goals and objectives identified. The department will be developing a planning team to tackle the goals identified and implement the Strategic Plan.

Motion by Boven, seconded by Hammon, motion carried, to approve the Strategic Plan for the Texas Township Fire Department.

Interlocal Agreement for Crooked and Eagle Lakes Normal Lake Level Assessment Project

As recipients of the FEMA grant, Engineer Tom Wheat stated the Township must be the owner of the contract for the normal lake level assessment project, but the interlocal agreement allows the partnership with the Drain Office for them to manage the district and construction. He explained that the Township will receive FEMA grant funds and then make construction payments and be reimbursed by the Drain Office monthly.

Motion by Hammon, seconded by Beutel, motion carried, approve the Lake Level Interlocal Agreement between Crooked and Eagle Lakes-Lake Level Special Assessment District and Texas Charter Township and authorize Supervisor Loeks to sign the agreement.

Approve L-4029

Deputy Superintendent Hovenkamp stated the Board must approve the annual millage rate each year and send the signed L-4029 to the Kalamazoo County Equalization Department by September 30. For 2023, the millage rates will remain the same since the Headlee Millage Reduction shown in the L-4034 is 1.000.

Motion by Loeks, seconded by Beutel, motion carried, to adopt the L-4029 setting the 2023 millage rate for Township Operating at 0.8321 and Extra Voted Fire at 0.9805 and authorize Clerk Beutel and Supervisor Loeks to sign and submit to the Kalamazoo County Equalization Department.

2022 DDA Annual Report



Treasurer Roberts presented the 2022 DDA Annual Report, which the DDA approved at its June 22 meeting and must be submitted to the State Tax Commission by June 30. The DDA capture collections continue to grow, and past project financial obligations are being fulfilled while new projects are being considered.

Motion by Kerr, seconded by O'Neill, motion carried, to accept and approve the Texas Corners DDA FY 2022 Annual Report as presented and authorize Supervisor Loeks to sign on behalf of the Township Board.

Signage Proposal for Maple Hill Splash Pad

Deputy Superintendent Hovenkamp presented the preliminary design of the Maple Hill Splash Pad donor recognition sign and rules signage. Though SignArt's price quote is higher than initially budgeted, they provided two options for cost savings. The Board discussed moving forward with option #2 to reduce cost.

Motion by Beutel, seconded by Kerr, motion carried, to approve the quote from SignArt for sponsor signage for the Maple Hill Splash Pad for an amount not to exceed \$19,000.

Authorize Hiring of Building and Grounds Maintenance Worker

Superintendent Wilson recapped the attempts over the past few weeks to hire a full-time building and grounds maintenance worker, which have not been successful. He asked for authorization to hire a part-time, temporary employee to help get through the summer rental season and splash pad opening. Staff has had initial conversations with a local individual, who came highly recommended, for the part-time position.

Motion by Kerr, seconded by Boven, motion carried, to authorize staff to hire a part-time and/or temporary Buildings and Grounds employee in the absence of a full-time option.

ZONING / BOARD / COMMITTEE REPORTS / RECOMMENDATIONS

Fire Department Report

Fire Chief Tackett reviewed fire department statistics for May, in which they responded to 80 incidents. He'll be adding Strategic Plan updates in future reports to keep the Board apprised of progress. Training with the whole department on active fire response took place on May 20 at the Fire Towers, which was very successful. The Ice Cream Social is scheduled for Sunday, August 6.

BRIEF PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were none.

ATTORNEY'S REPORT

Attorney Homier had nothing to report.

BOARD MEMBER COMMENTS

Trustee Kerr said Children's Day at the Farmers' Market was a huge success! She had some concerns about the results of the employee survey and asked about next steps.

Treasurer Roberts stated summer tax bills were being mailed June 30. Regarding the library, parcels in Mattawan and Schoolcraft schools make up 53% of the Township's parcels. She also commented on the employee survey.

Trustee O'Neill asked when the Board would be able to discuss zoning and ordinance enforcement, as many residents express their concerns to her. She is grateful for Superintendent Wilson's help pursuing crime statistics in the Township.

Clerk Beutel echoed Kerr's comments about the farmers' market.

Supervisor Loeks commented on the Commission meeting and the lake level and was somewhat frustrated by the comments and opposition. He also clarified, in response to an earlier public comment, that there are no parcels in Texas Township that are in a flood plain.

ADJOURNMENT



7110 West Q Avenue
Kalamazoo, MI 49009
269-375-1591
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Motion by Hammon, seconded by O'Neill, motion carried, to adjourn the meeting. The meeting adjourned at approximately 8:23 p.m.

SUBMITTED: July 3, 2023
Clerk Emily Beutel
Attested: Supervisor Nick Loeks

APPROVED: July 10, 2023, as submitted