



# BOARDS & COMMITTEES

2017 Board & Committee Openings

## **Get Involved with Texas Township!**

Ever wonder who reviews Township initiatives or makes development recommendations to the Township Board?

**It could be you!** From approving development plans, to ensuring community safety, more than 10 citizen boards help guide decisions.

Many committee positions are available! Texas Township is asking for passionate and civically-minded applicants to apply. Review committee openings, their requirements, and find the application at ***<http://www.texastownship.org/committee-application/>***.

Applications are due by 2:00 p.m.,  
Thursday, December 1, 2016

# CHARTER TOWNSHIP OF TEXAS

## 2017 BOARD & COMMITTEE OPENINGS

### *Application Information*

## Important Dates for Applicants

**December 1, 2016**                      Deadline to submit Application for Appointment

**December 12, 2016**                      Recommendations for committee appointments made at Township Board Meeting

## Application and Appointment Process

### Intake

Once an application is received, the candidate is reviewed for eligibility to their requested committee or board. Some committees or boards have certain requirements, so please view the board page for specific requirements.

### Vetting

Applicants will be reviewed by the Township Superintendent, Township Supervisor, Township Board, and respective committee chairs. As many of the boards and commissions have either direct or indirect influence on how tax dollars are spent, it's important for committee candidates to be compliant with Township Code.

### Appointing Authority

The Township Board is the ultimate appointing authority and all committee placements are based on a recommendation from the Supervisor.

### Selection

Once the Board has voted on their selections, applicants will be notified of the outcome. Selected applicants will be contacted and receive their respective committee paperwork from the Chair of the Committee or the Committee Liaison. If an applicant is not appointed by the Board, their application will remain on file for future consideration.

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*NOTE: This document only contains an overview for committees and boards that have an expiring position this term. To view a full list of committees, please visit our website at <http://www.texastownship.org/officialsdepartments/boards-committees/>.*

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# Planning Commission

## Committee Information

**Liaison:** Doug Plachcinski, Planner

**Email:** [dougp@texastownship.org](mailto:dougp@texastownship.org)

**Phone:** 269.375.1591

The Planning Commission performs such functions as preparing and adopting a plan for the physical development of the Township. The Commission implements the plan through administration of the Township's zoning codes, and recommends amendments to the zoning ordinance to the Township Board.

**Meeting Schedule:** Twice per month on the 2<sup>nd</sup> Thursday (5pm) & 4<sup>th</sup> Tuesday (6pm)

## Positions Expiring

Position	Qualifications	Appointing Authority	Term Length
Board Liaison	Member of Township Board; Residency required	Township Board – Recommendation by Township Supervisor	3 year term ending Dec 2019
ZBA Liaison	Member of Township Board; Residency required	Township Board – Recommendation by Township Supervisor	3 year term ending Dec 2019
Member	Residency required*	Township Board – Recommendation by Township Supervisor	3 year term ending Dec 2019

\*NOTE: ONE MEMBER OF THE PLANNING COMMISSION DOES NOT HAVE TO BE A RESIDENT

## Current Committee Composition

3 Pending Expirations

7 Total Seats

Position	Name	Term Begins	Term Ends
Chair	Steve Bosch	Jan 2015	Dec 2017
Vice Chair	Richard Craven	Jan 2016	Dec 2018
Secretary	Larry Loeks	Jan 2016	Dec 2018
Township Board Liaison	Linda Kerr, Clerk	Nov 2012	Nov 2016
ZBA Liaison	Linda Drenth	Aug 2014	Dec 2016
Member	Bill Saunders	Jan 2015	Dec 2017
Member	Mike Corfman	Jan 2014	Dec 2016

## Compensation

Members of the Planning Commission are paid a per diem with the possibility of rate increases depending on the amount of continuing education and/or credentials pursued.

- Member: \$80/Meeting
- Chair: \$95/Meeting
- Citizen Planner Designation: Add \$15/Meeting
- Continuing Education (8 Hrs): Add \$20/Meeting
- Master Citizen Planner Designation: Add \$25/Meeting

# Zoning Board of Appeals

## Committee Information

**Liaison:** Doug Plachcinski, Planner

**Email:** [dougp@texastownship.org](mailto:dougp@texastownship.org)

**Phone:** 269.375.1591

The basic responsibilities of the Zoning Board of Appeals (ZBA) includes: variance requests, site plan review of permitted uses, ordinance interpretation, and appeals of administrative decisions.

**Meeting Schedule:** Once per month on the 1<sup>st</sup> Wednesday (6pm) provided an application has been submitted. If an application has not been submitted for that month, the ZBA will not meet.

## Positions Expiring

Position	Qualifications	Appointing Authority	Term Length
Member	Residency required	Township Board – Recommendation by Township Supervisor	3 year term ending Dec 2019

## Current Committee Composition

1 Pending Expirations

5 Total Seats + 2 Alternates

Position	Name	Term Begins	Term Ends
Chair	Jodi Graham	Jan 2015	Dec 2017
Vice Chair	Frank Machnik	Jan 2015	Dec 2017
Secretary	Clare Todd	Jan 2015	Dec 2017
Planning Commission Liaison	Linda Drenth	Feb 2015	Dec 2016
Member	Greg Opdycke	Jan 2016	Dec 2018
Alternate	Michael Bakker	Jan 2015	Dec 2017
Alternate	Jane Waldeck	Jan 2016	Dec 2018

## Compensation

Members of the Zoning Board of Appeals are paid a per diem with the possibility of rate increases depending on the amount of continuing education and/or credentials pursued.

- Member: \$75/Meeting
- Chair: \$90/Meeting
- Citizen Planner Designation: Add \$15/Meeting
- Continuing Education (8 Hrs): Add \$20/Meeting
- Master Citizen Planner Designation: Add \$25/Meeting

# Public Safety Committee

## Committee Information

**Liaison:**

**Email:**

**Phone:** 269.375.1591

The purpose of the Texas Township Public Safety Committee is to:

1. Advise the Township Board of Trustees on operations and recommend policies for Law Enforcement services, Fire / Rescue services, and Emergency Medical Services.
2. Review operations and performance standards for Law Enforcement, Fire / Rescue and EMS services.
3. Address other public safety issues that may arise within the Township.

The Committee is composed of five members: One Township Board member, one member with emergency medical experience, one member with law enforcement experience, one member with fire service experience, and one citizen at large.

Members are recommended by the Township Supervisor and appointed by the Township Board to serve varying terms of service.

**Meeting Schedule:** Once per month on the 1<sup>st</sup> Tuesday (4:30pm)

## Positions Expiring

Position	Qualifications	Appointing Authority	Term Length
Member	Residency required	Township Board – Recommendation by Township Supervisor	TBD

## Current Committee Composition

1 Pending Expirations

5 Total Seats

Position	Name	Term Begins	Term Ends
Chair	Paul Cutting	Jan 2015	Dec 2017
Member	Rick Ives	Jan 2015	Dec 2017
Member	Mark Kerschner	Jan 2015	Dec 2017
Member	Don Boven	Jan 2016	Dec 2018
Member	Gerry Alexander	Jan 2014	Dec 2016

## Compensation

Members of the Public Safety Committee are paid a per diem as followed:

- Member: \$55/Meeting
- Secretary: \$60/Meeting
- Chair: \$60/Meeting

# Parks & Trails Committee

## Committee Information

**Liaison:** Julie VanderWiere, Superintendent

**Email:** [julievw@texastownship.org](mailto:julievw@texastownship.org)

**Phone:** 269.375.1591

The Park Committee consists of two Township Board members (one of which must serve on the Road Committee and the other must serve on the Planning Commission), two Citizen Representatives, and Township Staff (which are non-voting members). They oversee the development of the Townships two parks, by responding to public interest and use of the Recreation Plan. Yearly development plans are created and a budget is prepared with monies transferred from the General Fund. There is no direct millage for Park development and maintenance. When a project is identified and estimates are obtained, a recommendation is sent to the Township Board.

**Meeting Schedule:** Once per month on the 4<sup>th</sup> Tuesday (5pm)

## Positions Expiring

Position	Qualifications	Appointing Authority	Term Length
Township Board Liaison	Township Board member; Planning Commission member; Residency required	Township Board – Recommendation by Township Supervisor	3 year term ending Dec 2019
Township Board Liaison	Township Board member; Road Committee member; Residency required	Township Board – Recommendation by Township Supervisor	3 year term ending Dec 2019

## Current Committee Composition

2 Pending Expirations

5 Total Seats + 2 Alternates

Position	Name	Term Begins	Term Ends
Chair	Greg Dobson	Jan 2016	Dec 2018
Township Board Liaison; PC	Linda Kerr	Jan 2016	Dec 2016
Planning Commission Liaison	Larry Loeks	Feb 2016	Dec 2018
Township Board Liaison; RC	Jeff VanderRoest	Jan 2016	Dec 2016
Member	James Whittaker	Jan 2015	Dec 2017
Alternate	Tricia Keala		Dec 2017
Alternate	Jennifer Bussies		Dec 2017

## Compensation

Members of the Parks & Trails Committee volunteer their time.

# Board of Review

## Committee Information

**Liaison:** Ted Gruizenga, Assessor

**Email:** [assessor@texastownship.org](mailto:assessor@texastownship.org)

**Phone:** 269.375.1591

The Board of Review meets in March to review the property assessment roll that has been prepared by the Township Assessor, to hear appeals from property owners, and to correct the assessment rolls if necessary. Appointed by the Township Board, they serve for two (2) years.

**Meeting Schedule:** 12 Hours in March – 3 of those hours are held after 6pm, as required by statute. Additionally, the Board of Review meets in July & December.

## Positions Expiring

Position	Qualifications	Appointing Authority	Term Length
Member	Residency required	Township Board – Recommendation by Township Supervisor	2 year term ending Dec 2018
Member	Residency required	Township Board – Recommendation by Township Supervisor	2 year term ending Dec 2018
Member	Residency required	Township Board – Recommendation by Township Supervisor	2 year term ending Dec 2018

## Current Committee Composition

3 Pending Expirations

3 Total Seats

Position	Name	Term Begins	Term Ends
Member	Kathy Buckham	Jan 2015	Dec 2016
Member	Robert Smith	Jan 2015	Dec 2016
Member	Tim Peters	Jan 2015	Dec 2016

## Compensation

\$150 per day

\$55/Evening sessions & half-days

# Farmers' Market Committee

## Committee Information

**Liaison:** Emily Beutel, Market Manager

**Email:** [farmersmarket@texastownship.org](mailto:farmersmarket@texastownship.org)

**Phone:** 269.375.1591

The Farmers' Market Committee manages the operations of the Texas Township Farmers' Market, which exists to create a sense of community for Texas Township and surrounding areas, promote local businesses and creates economic development around local food, and raise awareness about the rich and diverse agricultural areas in southwest Michigan. The Committee is made up of members of the community, including representatives from the Board, Planning Commission, DDA and Parks and Recreation Committee, as well as residents and vendors.

**Meeting Schedule:** Quarterly Basis

## Positions Expiring

Position	Qualifications	Appointing Authority	Term Length
Member	Residency required	Township Board – Recommendation by Township Supervisor	3 year term ending Dec 2019
Member	Residency required	Township Board – Recommendation by Township Supervisor	3 year term ending Dec 2019
Member	Residency required	Township Board – Recommendation by Township Supervisor	3 year term ending Dec 2019

## Current Committee Composition

3 Pending Expirations

9 Total Seats

Position	Name	Term Begins	Term Ends
Chair	Emily Beutel	N/A	N/A
Member	Paul Cutting	Dec 2014	Dec 2017
Member	Linda Kerr	Jan 2015	Dec 2017
Member	Larry VanderBeek	Jan 2015	Dec 2017
Member	Larry Loeks	Jan 2016	Dec 2018
Member	Vicki VanderHeyden	Jan 2016	Dec 2018
Member	Bill Schultz	Jan 2016	Dec 2018
Member	Shari Groendyk	Jan 2014	Dec 2016
Member	Anna Bowman	Jan 2014	Dec 2016
Member	Rebecca Steel	Nov 2015	Dec 2016

## Compensation

Members of the Farmers' Market Committee volunteer their time.

# Road Committee

## Committee Information

**Liaison:** John Hinkle, Supervisor

**Email:** [jhinkle@texastownship.org](mailto:jhinkle@texastownship.org)

**Phone:** 269.375.1591

The road committee reviews and makes recommendations to the township board for road improvements. They do not hold regular meeting dates.

**Meeting Schedule:** As-Needed Basis

## Positions Expiring

Position	Qualifications	Appointing Authority	Term Length
Member	Residency required	Township Board – Recommendation by Township Supervisor	2 year term ending Dec 2018
Member	Residency required	Township Board – Recommendation by Township Supervisor	2 year term ending Dec 2018
Member	Residency required	Township Board – Recommendation by Township Supervisor	2 year term ending Dec 2018
Township Board Liaison	Member of Township Board; Residency required	Township Board – Recommendation by Township Supervisor	2 year term ending Jan 2019

## Current Committee Composition

3 Pending Expirations

6 Total Seats

Position	Name	Term Begins	Term Ends
Township Supervisor	John Hinkle	N/A	N/A
KCRC Project Super	N/A	N/A	N/A
Chair; Township Board Liaison	Jeff VanderRoest	Jan 2015	Jan 2017
Member	Abel Schwartz	Jan 2014	Dec 2016
Member	Rusty Stafford	Jan 2014	Dec 2016
Member	Charles Minor	Jan 2014	Dec 2016

## Compensation

Members of the Road Committee volunteer their time.



7110 West Q Avenue  
Kalamazoo, MI 49009  
P: 269.375.1591  
F: 269.375.0791  
www.texastownship.org

## Texas Township Application for Appointment

Thank you for your interest in joining a Committee/Commission at Texas Township. We are always seeking out residents who are committed to serving their community and helping us propel Texas Township forward.

This application will provide you with the opportunity to introduce yourself to the Texas Township Board of Trustees and share with them your qualifications and community interests. Please fill out the application below to the best of your ability. If you would like to apply to more than one committee, please list the order of preference. Please note that there will be an interview/selection process for each vacancy, thus if you list more than one, you may be asked to attend more than one interview.

### TEXAS TOWNSHIP BOARDS/COMMITTEES & COMMISSIONS

If you are applying for more than (1) committee, please indicate the order of preference

- |   |   |
|---|---|
| <input type="checkbox"/> Planning Commission            | <input type="checkbox"/> Cemetery Committee       |
| <input type="checkbox"/> Zoning Board of Appeals        | <input type="checkbox"/> Parks & Trails Committee |
| <input type="checkbox"/> Board of Review                | <input type="checkbox"/> Public Safety Committee  |
| <input type="checkbox"/> Downtown Development Authority | <input type="checkbox"/> Road Committee           |
| <input type="checkbox"/> Farmers' Market Committee      |   |

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ I verify that I am a resident of Texas Township\* \_\_\_\_\_ (please initial)

Phone (Day): \_\_\_\_\_ Phone (Eve): \_\_\_\_\_

Email: \_\_\_\_\_

Present Occupation (Employed/Self Employed): \_\_\_\_\_

or Retired (Career/Field): \_\_\_\_\_

Educational Background: \_\_\_\_\_

Describe why you wish to serve on a Texas Township Committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*This is not a requirement for the Downtown Development Authority. (OVER)**

**A candidate may own a business and/or live in the Township to be eligible.**

Please describe your qualifications and/or skills that would benefit Texas Township: \_\_\_\_\_

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List any memberships in community organizations or professional groups: \_\_\_\_\_

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List any other volunteer activities or organizations/agencies: \_\_\_\_\_

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Other Texas Township Committees previously or currently serving on: \_\_\_\_\_

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Please describe your involvement in the Texas Township community: \_\_\_\_\_

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Applications and attached documents are a matter of public record. Once submitted, they may be subject to public release. Applicants and Texas Township residents\* are advised they may be required to file a Conflict of Interest Statement and complete applicable training. Those selected will be expected to attend designated meetings on a regular basis.

I certify that the forgoing is true and correct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed application and attachments to:

**Texas Charter Township | 7110 West Q Avenue, Kalamazoo, MI 49007 | or emailed to [info@texastownship.org](mailto:info@texastownship.org).**