



7227 West Q Avenue
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CHARTER TOWNSHIP OF TEXAS BOARD MEETING, JANUARY 12, 2026

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Supervisor O'Rourke called the meeting to order at 6:00 p.m. and asked everyone to join in the Pledge of Allegiance.

ROLL CALL

Clerk Beutel called the roll, and the following board members were present: Trustee Don Boven, Trustee Barb Hammon, Trustee Lisa Koop, Trustee Michelle O'Neill, Supervisor JoAnne O'Rourke, Treasurer Emily Meinema, and Clerk Emily Beutel. Also attending were Interim Superintendent Vester Davis, Fire Chief Ken Chapman, Assessor Claudia Stirton, Planning Director Kelly McIntyre, HR Manager Lourdes Franco-Puzevic, as well as approximately ten members of the public.

PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEM

Representative Matt Longjohn of Michigan's 40th House District wished everyone a Happy New Year. He shared his upcoming constituent services meeting schedule.

Kristen Smith, resident, commented on the Planning Commission member selection process.

PRESENTATION / PUBLIC HEARINGS / COUNTY COMMISSIONER

Wendy Mazer, Kalamazoo County Board of Commissioners, shared updates from the County.

SUPERINTENDENT REPORT

Interim Superintendent Vester Davis introduced himself and will have a Superintendent's Report for the next meeting.

BOARD, COMMITTEE, AND STAFF REPORT

Supervisor Report

Supervisor O'Rourke shared a report with Board members on her recent activities, highlighting the Road Commission of Kalamazoo County (RCKC) Capital Improvement Plan and discussion on the City of Portage's single waste hauler at the supervisors meeting.

ADOPTION OF MEETING AGENDA

Motion by Boven, seconded by O'Neill, to adopt the meeting agenda, as presented.

APPROVAL OF GENERAL CONSENT AGENDA

There was discussion of detail captured in the minutes for public comment.

Motion by O'Neill, seconded by Hammon, to approve the General Consent Agenda consisting of:

- Approval of December 22, 2025 Regular Meeting Minutes and December 30, 2025 Special Meeting Minutes
- Approval of Bills for \$255,177.91
- Payroll of \$78,253.85 & \$28,712.13 & \$80,851.15
- Building Department Report
- KCCDA CFS Report – December 2025 & KCCDA CFS Year End Summary
- Correspondence

Motion passed, 7-0.

BUSINESS

NEW

Resolution #26-01 to Adopt Poverty Exemption, Income Guidelines, and Asset Level Test Policy

Assessor Claudia Stirton presented Resolution #26-01 with the Township's current Poverty Policy and Guideline Asset Level Test with income levels updated for 2026. MCL 211.7u provides for a property

53 tax exemption, in whole or part, for the principal residence of persons who, by reason of poverty, are
54 unable to contribute to the public charges. The Township is required to adopt guidelines that specify the
55 total household income, which will be used to approve or deny poverty exemptions.

56 Motion by O'Rourke, seconded by Boven, to approve Resolution #26-01 Establishing the 2026
57 Poverty Exemption Guidelines.

58 Roll Call Vote: Ayes – Beutel, Boven, Hammon, Koop, Meinema, O'Neill, O'Rourke. Nays – none.
59 Absent – none. Motion carried, 7-0.

60

Discover Kalamazoo Internship Support

61 Supervisor O'Rourke asked the Board to consider continuing the work of Discover Kalamazoo civic
62 data analytics intern, Nikhil Adari. The total anticipated cost is \$3,000, which would be split with the DDA.
63 Discover Kalamazoo will continue to provide general oversight.

64 Motion by Hammon, seconded by Boven, to authorize the Supervisor to execute an agreement with
65 Discover Kalamazoo for a Data Analytics Internship through May 2026, for a NTE amount of \$3,000, to
66 be split equally between the township and DDA. Motion carried, 7-0.

67

Credit Card Policy Amendment

68 With the change in township administration, Treasurer Meinema requested several amendments to
69 the credit card policy. The proposed changes would require an interim period of 6 months or longer to
70 be eligible for a credit card, add cards for two department heads, and align credit card limits with the
71 established township purchasing policy

72 Motion by Boven, seconded by Koop, to approve the amended Credit Card Policy, as presented.
73 Motion carried, 7-0.

74

Resolution #26-02 General Ordinance #381 – Retirement Plan & Administrative Amendments

75

Second Reading and Adoption

76 Planning Director McIntyre stated that updates to Chapters 2, 8, 10, 12, and 18 of the Township
77 Code of Ordinances reflect recent modifications to health insurance and retirement plans, align the noise
78 provisions with the current requirements of the Zoning Ordinance, and include minor updates to the
79 Wellhead Protection Ordinance to reflect recently adopted standards. Additional minor cleanup items are
80 also included in this redline, as well as the update of civil infraction fines to match the FY26 fee schedule,
81 and consolidation to references of the fine schedule. The Board introduced and had a first reading of
82 Ordinance No. 381 at the December 8, 2025 meeting and requested several revisions.

83 Motion by O'Neill, seconded by Boven, to adopt Resolution 26-02 which adopts Ordinance No. 381
84 and directs the Township Clerk to publish the final notice of adoption.

85 Roll Call Vote: Ayes – Beutel, Boven, Hammon, Koop, Meinema, O'Neill, O'Rourke. Nays – none.
86 Absent – none. Motion carried, 7-0.

87

Applegate Pointe Phase 4 Step Three Approval

88 Planning Director McIntyre stated that Westview Capital, LLC is requesting final approval (Step 3)
89 from the Township Board for Applegate Pointe Phase 4, a site condominium residential development
90 approved in four phases. This project is situated between Texas Drive and South 12th Street and totals
91 13 acres with 29 single family dwellings. Public water main, sanitary sewer, private roads, and storm
92 sewer are approved for this development. A Step Three approval confirms that the site is prepared and
93 ready for individual residential buildout. Westview Capital is providing a surety for street trees, sidewalks,
94 pathways, curbs, ramps, and landings, median island landscaping, and front lot property corners. A
95 sidewalk deferment agreement will also be required.

96 There was some discussion on road maintenance for private roads for developments. John Lovely,
97 Allen Edwin Homes, explained that the homeowners association (HOA) is set up and initially funded by
98 Allen Edwin, then taken over by the HOA.

99 Motion by O'Neill, seconded by Boven, to approve the Step 3 As-Built Plans and all associated site
100 condominium documents for Applegate Pointe Phase 4 conditioned on the following being completed:

105 1. The surety bond in the amount of \$105,144 is accepted by the Township for street trees,
106 sidewalks, unit corner staking, and landscaping. The surety bond will expire on January 12, 2031.
107 2. An executed and recorded sidewalk deferment agreement between the developer and the
108 Township provided to the Township prior to the issuance of building permits.
109 Motion carried, 6-1. Opposed – O'Rourke.

110

111 **2026-2029 Hazardous Materials Response Agreement**

112 The Hazardous Materials Intergovernmental Incident Response Agreement provides an important
113 and economical response tool for high-risk hazardous materials incidents in Texas Township via a
114 mutual aid team for responding to and mitigating hazmat incidents. This agreement will be effective, if
115 approved, starting January 12th, 2026, and shall continue in force until January 1st, 2029.

116 Motion by O'Rourke, seconded by Koop, to approve the 2026-2029 Intergovernmental Fire Protection
117 Hazardous Materials Incident Response Agreement Renewal and authorize the Clerk to sign the
118 necessary documents. Motion carried, 7-0.

119

120 **Longhorn Drive Installment Purchase Agreement Financing RFP Award**

121 Treasurer Meinema explained that as part of the Longhorn Dr construction project, the township and
122 DDA issued an RFP for an Installment Purchase Agreement (IPA) allowing us to finance the majority of
123 the initial construction costs. Of the eight bank responses we received, Mercantile Bank had the most
124 favorable interest rate and terms for the township. Attached is the Resolution to accept the bid from
125 Mercantile Bank, the bid response sheet, the IPA documents and associated forms, and the Installment
126 Note schedule of payments, and the November 2025 DDA meeting minutes reflecting their discussion.

127 Motion by Koop, seconded by Boven, to approve Resolution #26-03 accepting the IPA bid from
128 Mercantile Bank for \$900,000 at an interest rate of 4.25% and to authorize Supervisor O'Rourke and
129 Clerk Beutel to sign and execute the documents included and required.

130 Roll Call Vote: Ayes – Beutel, Boven, Hammon, Koop, Meinema, O'Neill, O'Rourke. Nays – none.
131 Absent – none. Motion carried, 7-0

132

133 **Fuel Pump Repair Tanker**

134 Fire Chief Ken Chapman stated that Tanker 1161 requires immediate repair due to failure of the high-
135 pressure fuel pump. The current pump has been leaking for an extended period, resulting in loss of fuel
136 pressure, difficulty starting, and degraded performance. Tanker 1161 is a critical apparatus for fire
137 suppression operations, especially in areas without fire hydrants within Texas Township, and is
138 frequently relied upon for mutual aid responses to neighboring communities with limited water
139 infrastructure. Board members discussed funding this repair through Fund 406, the Fire Capital Fund.

140 Motion by Boven, seconded by O'Neill, to approve and accept the quote from Cummins in the
141 amount of \$14,665.75 for high-pressure fuel pump replacement on Tanker 1161. Motion carried, 7-0.

142

143 **Kalamazoo County Grant Award**

144 The Township was awarded a grant in the amount of \$23,000 from Kalamazoo County for re-paving
145 the walking path at Texas Drive Park. The total estimated cost of the project is \$123,250, and the work
146 must be completed by 12/31/2026. The Board discussed accepting the grant, paying its portion through
147 the Capital Improvement Fund, to moving forward with posting the RFP with the stipulation that the
148 project can't start until funds are received from the County.

149 Motion by Koop, seconded by O'Rourke, to authorize the Superintendent to coordinate with the Parks
150 and Trails Consultant to update the RFB for repaving the walking path at Texas Drive Park as needed
151 and post the RFB.

152

153 **Next Steps Superintendent Position Discussion**

154 In December, HR Manager Puzevic drafted and forwarded to the Board the position description (PD)
155 for the Superintendent. Board discussed timing of the postings and hiring process and authority,
156 agreeing to post the permanent Superintendent position first. When that's secure, there will be a better

157 understanding of funding mechanisms later in the year to support other positions, like the Administrative
158 Services Manager,

159 Motion by O'Rourke, seconded by Boven, to authorize HR Manager Franco-Puzevic to finalize and
160 post the permanent position for the Superintendent . Motion carried, 7-0.

161
162 **BRIEF PUBLIC COMMENTS ON NON-AGENDA ITEMS**
163

164 There were none.

165 **ATTORNEY'S REPORT**

166 There was no attorney present.

167
168 **BOARD MEMBER COMMENTS**

169 Trustee O'Neill asked about the Board meeting calendar. She recapped strategic planning
170 conversations from Friday's session.

171 Clerk Beutel shared that the Michigan Arts & Culture Council (MACC) support grant process is open
172 and due January 22, before the next Board meeting. This grant has supported the Concert in the Corners
173 events in the future, and she is willing to investigate if there is Board support for continuing the event and
174 pursuing another grant.

175 Trustee Hammon welcomed Vester Davis.

176 Treasurer Meinema stated she'll be meeting with the Drain Office to discuss the bond proceeds and
177 closing out the lake level project. Township offices will be closed Monday, January 19 for Martin Luther
178 King, Jr. Day. There is only one month left to pay taxes, and as USPS postmarks are not accepted as
179 on-time payments, so in-person and dropbox payments are strongly recommended.

180
181 **ADJOURNMENT**

182 Motion by O'Rourke, seconded by Boven, to adjourn the meeting. The meeting adjourned at
183 approximately 7:22 p.m. Motion carried, 7-0.

184
185 **SUBMITTED:** January 22, 2026

APPROVED: January 26, 2026, as submitted

186 Clerk Emily Beutel

187 Attested: Supervisor JoAnne O'Rourke