



1 **CHARTER TOWNSHIP OF TEXAS BOARD MEETING, MAY 23, 2022**

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3 **COMMITTEE OF THE WHOLE**

4 Supervisor Loeks commenced the Committee of the Whole at 4:30 p.m. The following board
5 members were present: Trustee Don Boven, Trustee Barbara Hammon, Trustee Linda Kerr, Trustee
6 Wendy Mazer, Treasurer Trish Roberts, Supervisor Nick Loeks, and Clerk Emily Beutel. Also attending
7 were Superintendent Julie VanderWiere, Deputy Superintendent Brooke Hovenkamp and Engineer Tom
8 Wheat. Interim Planner Julie Johnston joined at 4:55 p.m.

9 Planning/Zoning Administrator

10 The Board discussed and decided not to move forward with Mr. Fellows.

11 Discuss Q Ave Corners LLC Proposal for Ring Road Segment

12 Supervisor Loeks abstained from taking part in discussion but explained the general concept. The
13 DDA would fund \$99,000 in construction of the road through their property. For the Township to put in
14 sewer and water through that parcel, it would cost an estimated \$212,777.50. Board members were
15 supportive of moving forward with the plan presented.

16 Review Draft Corners Business District (CBD) Ordinance and Planned Unit Development (PUD)
17 Amendments

18 Interim Planner Julie Johnston presented draft ordinances that she and the Planning Commission
19 had been working through for the past few months.

20 Changes to PUD ordinance would provide more options to achieve a density bonus for a project, up
21 to 25% when developer provides additional amenities instead of the current 10%. Board members
22 expressed concern about the 25% and felt it made sense in higher-density zones but not lower-density
23 residential or agricultural zones. They recommended it go back to the Planning Commission to consider
24 scaling the density based on zones.

25 The Board then reviewed the CBD ordinance, which the Planning Commission has spent nine
26 months crafting and reviewing. It takes into consideration results of the survey conducted within the CBD
27 last fall. The intent of the draft ordinance is to codify the design requirements the Planning Commission
28 felt most important to the development of Texas Corners. This codification will also help future applicants
29 in site planning and design and clarifies the role of the Design Review Committee and the process of site
30 plan review. While Board members reviewed and discussed some changes, they were unable to
31 complete the conversation before the regular meeting began.

32 Committee of the Whole adjourned at approximately 5:57 p.m.

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34 **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

35 Supervisor Loeks called the meeting to order at 6:05 p.m. and asked everyone to join Clerk Beutel in
36 the Pledge of Allegiance.

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38 **ROLL CALL**

39 Clerk Beutel called the roll, and the following board members were present: Trustee Don Boven,
40 Trustee Barbara Hammon, Trustee Linda Kerr, Trustee Wendy Mazer, Treasurer Trish Roberts,
41 Supervisor Nick Loeks, and Clerk Emily Beutel. Also attending were Superintendent Julie VanderWiere,
42 Deputy Superintendent Brooke Hovenkamp, Attorney Laura Genovich (via Zoom), and two members of
43 the public in-person.

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

46 Lisa Koop, township resident, stated she's been fighting for a better work environment for the Fire
47 Department staff. Some good things have happened in recent months, and now she is fighting for her
48 husband, Don Koop, who worked for the department for more than 20 years. When he was terminated,
49 he was never given an opportunity to tell his side of the story. Her whole family is mourning the loss of
50 his position. She asked Board members to hear his point of view.

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52 **PRESENTATION/PUBLIC HEARINGS/COUNTY COMMISSIONER**

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SUPERINTENDENT REPORT

The Board reviewed the Superintendent Report, which highlighted the following items:

Administration

- The Year 2 Strategic Planning session on May 9 went well, and staff anticipates having the draft report available for review at the next Board meeting.

Information

- The Curbside Collection Pilot Program collected more than 360,000 lbs of items, averaging three days per zone. Total project cost was \$59,093.75. A survey will be sent out to residents to gather additional input.
- Vredeveld Haefner completed the audit, which went smoothly. The final report is anticipating completion in June in time to meet the State filing deadline.
- Chief Bob Stedman with McGrath Consulting conducted approximately 30 interviews of staff, leadership and stakeholders as part of the Fire Department 360 degree review.
- VK Civil Engineering met with Township staff and DDA representatives to discuss the ring road project connecting Vineyard Parkway to Shooting Star Lane, including initial comments provided by the Road Commission.
- The Splash Pad project is officially out to bid and going to Planning Commission May 24 for review. Bids are due by June 9.

Flood Mitigation

- The next Task Force meeting is scheduled for Thursday, June 22 at 10:30 a.m. by Zoom.

ADOPTION OF MEETING AGENDA

Supervisor Loeks asked for the addition of a Public Utility Easement amendment for the water tower as Item 10F.

Motion by Loeks, seconded by Boven, motion carried, to adopt the meeting agenda as amended with the addition of Item 10F as discussed.

APPROVAL OF GENERAL CONSENT AGENDA

Motion by Roberts, seconded by Mazer, motion carried, to approve the General Consent Agenda as presented, consisting of:

- Approval of May 9, 2022 Regular Meeting Minutes, May 9, 2022 Special Meeting Minutes and May 16, 2022 Special Meeting Minutes and May 16, 2022 Closed Session Minutes
- Approval of Bills for \$232,420.95
- Payroll of \$55,419.59
- April 2022 Building Report

BUSINESS

Tabled

There was none.

New

Authorize Extension of Kalamazoo Public Library (KPL) Services Contract

Superintendent VanderWiere recapped the agreement the Township entered into an agreement with KPL from December 2019 to resolve overpayment of penal fines to the library. Because of COVID-19, residents have not been able to fully access all of the benefits and services required by that agreement. KPL has agreed to extend the service to residents in the Mattawan and Schoolcraft schools for an additional year to expire June 30, 2023.

Motion by Kerr, seconded by Hammon, motion carried, to approve the one-year extension of the Library Services Agreement with Kalamazoo Public Library and authorize Superintendent VanderWiere to sign on behalf of the Township.



Consideration of Extension of Sidewalk and Street Tree Deferment for Lake Cove Site Condominium

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In 2021, the Board approved a one-year extension for the sidewalk and street trees for HKM

Properties in the Lake Cove site condominium. Currently, there are still 12 street trees on parcels to be installed, as well as five trees in the open space area and approximately 1,500 linear feet of sidewalks remaining. The applicant/owner, Mr. Matt Musselman of HKM Properties is requesting that the Board consider of a second extension for the development of sidewalks and street trees as he is still working to sell the remaining lots.

Motion by Loeks, seconded by Boven, motion carried, to approve the one-year extension for sidewalk and street tree deferment for the Lake Cove Site Condominium expiring May 6, 2023 and that HKM Properties be required to plant the five street trees in the open space immediately.

Approve Midwest Energy & Communications (MEC) Utility Easement for Water Tower

Superintendent VanderWiere explained that the City of Kalamazoo has an easement across the 6th Street Park to the water tower. They need to get electricity to the water tower as well, and MEC has surveyed the property to provide easement details.

Motion by Beutel, seconded by Mazer, motion carried, to approve the Utility Easement with MEC and authorize Superintendent VanderWiere to sign on behalf of the Township.

Approve Job Description and Salary Range for Deputy Clerk Position

Clerk Beutel presented an updated job description and posting for the open Deputy Clerk position and asked the Board to review and approve it. She would like to post the position as soon as possible with an application deadline of June 9 in the hopes of approving a candidate at the June 20 meeting, as absent voter ballots for the August election will be mailed that week.

Motion by Kerr, seconded by Boven, motion carried, to approve the job description and posting for the Deputy Clerk position.

Approve Job Description for Election Specialist Position

Clerk Beutel explained that the Township's part-time office assistant, Melissa Somers, has been a great asset to the office, specifically assisting during the May special election with the increase in absentee voting. She proposed keeping Ms. Somers on staff part-time through the end of the year to assist with the August and November elections, as well as several other records management projects in the office. Board members discussed if this position should be temporary or long-term and where in the office the individual would work with limited desk space.

Motion by Roberts, seconded by Kerr, to approve the part-time office assistant, reporting to the Clerk and Deputy Superintendent, to be temporary through the end of 2022 at which time it would be re-evaluated for future staff continuation.

Approve City of Kalamazoo Water Utility Easement Amendment

Superintendent VanderWiere explained that the City of Kalamazoo required a water utility easement amendment of 10 feet for the water tower.

Motion by Loeks, seconded by Boven, to approve the public utility easement amendment with the City of Kalamazoo as presented.

COMMITTEE REPORTS

Fire Department Report and Planner Report

Board reviewed, but no representatives from the Fire Department or Planning Department were present.

BRIEF PUBLIC COMMENTS ON NON-AGENDA ITEMS

Kathy Staufer, township resident, asked how residents can access the reports in the packet. All Township packets, as well as committee meeting agendas and packets, are posted to the Township's website.



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ATTORNEY’S REPORT

Attorney Genovich had nothing to report.

BOARD MEMBER COMMENTS

Treasurer Roberts attended the Michigan Association of Planning’s Housing Summit last week, which was very informative and worthwhile and gave her a new perspective on some things. She also reported that the Board will be getting some special assessment district renewal requests in the coming months.

Trustee Hammon encouraged Board members to hear Don Koop’s side of the story.

Clerk Beutel thanked the Board for their support with staffing.

Supervisor Loeks explained that the Township Supervisors sent an open letter to the Road Commission asking for resolution on a variety of issues.

ADJOURNMENT

Motion by Boven, seconded by Roberts, motion carried, to adjourn the meeting. The meeting adjourned at approximately 6:40 p.m.

SUBMITTED: June 2, 2022

Clerk Emily Beutel

Attested: Supervisor Nicholas Loeks

APPROVED:

DRAFT