



## Presidential Primary Election

Tue Mar 8 | Polls Open at 7am & Close at 8pm



Clerk Linda Kerr would like to remind you of the upcoming Presidential Primary Election on Tuesday, March 8th. The polls open at 7:00am and will remain open until 8:00pm. The last day to register to vote in the Primary Election is Monday, February 8th. To request an absentee ballot, please contact the Clerks Office at 269-375-1591 or by emailing [info@texastownship.org](mailto:info@texastownship.org).

Please note that anyone wishing to vote in the Presidential Primary MUST select either a Republican or Democratic ballot style.



### Contact Us

7110 West Q Avenue

Kalamazoo, MI 49009

[www.texastownship.org](http://www.texastownship.org)

P: 269.375.1591

F: 269.375.0791

E: [info@texastownship.org](mailto:info@texastownship.org)

#### Office Hours:

Mon-Thurs | 7:30am-5:30pm

Closed Friday



## View the Democratic Ballot

### Precinct Locations:

- Precincts 1&6: Vote at [Calvary Reformed Church | 7829 South 5th Street](#)
- Precinct 2: Vote at the [Texas Township Hall | 7110 West Q Avenue](#)
- Precinct 3: Vote at the [M-Tech Center | 6107 Elm Valley Drive](#)
- Precincts 4&5: Vote at the [Southridge Reformed Church | 6276 Texas Drive](#)

For more information about the upcoming election, please visit our [website](#).

## [View Precinct Map](#)

## Winter Tax Bills

Due February 16, 2016



[Treasurer Paul Cutting would like to remind all residents that winter tax bills are due by February 16, 2016.](#)

The Township Office will be open from 7:30am - 5:30pm Monday through Thursday for tax bill collection. Additionally, you may mail in your tax payment, or drop it in the secure drop box located at the West end of our parking lot. Any envelopes postmarked by February

## 2016 Newsletter Schedule

January | eNewsletter  
April | Mailed Newsletter  
July | eNewsletter  
October | Mailed Newsletter



## Passports

Texas Township can assist both residents and non-residents with obtaining a passport. We process passports from 8:00am-4:00pm Monday through Thursday. Click [here](#) to learn more about the passport process, associated fees, and required documentation.



## Permits & Forms

[Building Permit](#)  
[Electrical Permit](#)  
[Mechanical Permit](#)  
[Pool-Fence Permit](#)  
[Fence Permit](#)

**Please note that the Township Office will be closed on Monday, February 15, 2016 for Presidents Day.**

Beginning February 17, 2016, a 3% fee will be added to your tax bill until February 29, 2016. On March 1, 2016, all delinquent property taxes will be turned over to the Kalamazoo County Treasurer.

If your Mortgage Company is responsible for paying your tax bills, or your taxes are escrowed, please make sure your banking institution is requesting your tax bill. If you are responsible for paying your property taxes and have not yet received your winter bill, please contact the Treasurer at (269) 375-1591.

## Snow Removal

**Please Contact the Road Commission of Kalamazoo County With Any Snow Removal Questions**



The Road Commission of Kalamazoo County is responsible for all snow removal on public roadways in Texas Township. During a winter storm, the RCKC will first plow all highly-traveled roads in the County. Afterwards, they will begin removing snow from lesser traveled roads. The RCKC handles the snow removal for the entire County, so snow removal can sometimes take longer than anticipated, depending on the amount of snowfall.

**If you have any questions or concerns regarding the snow removal on your road or neighborhood, please contact the Road Commission.**

## January

- Jan 05 | Public Safety Meeting
- Jan 06 | ZBA Meeting
- Jan 11 | Township Board Meeting
- Jan 14 | Planning Commission Workshop
- Jan 25 | Township Board Meeting
- Jan 26 | Parks Committee Meeting
- Jan 26 | Planning Commission Meeting

## February

- Feb 02 | Public Safety Meeting
- Feb 03 | ZBA Meeting
- Feb 08 | Township Board Meeting
- Feb 15 | Township Offices Closed - Presidents Day
- Feb 16 | Winter Taxes Due
- Feb 18 | Planning Commission Workshop
- Feb 22 | Township Board Meeting
- Feb 23 | Parks Committee Meeting
- Feb 23 | Planning Commission Meeting

## March

- Mar 01 | Public Safety Meeting
- Mar 02 | ZBA Meeting
- Mar 05 | Township Office Open from 8am-2pm for Absent Voter Ballots
- Mar 08 | Presidential Primary Election
- Mar 10 | Planning Commission Workshop
- Mar 14 | Township Board Meeting
- Mar 22 | Parks Committee Meeting
- Mar 22 | Planning Commission Meeting
- Mar 28 | Township Board Meeting

Kalamazoo, MI 49001

P: 269.381.3171

F: 269.381.1760

[www.kalamazooccountyroads.com](http://www.kalamazooccountyroads.com)

*website for more upcoming events.*

**View the 2016 Meeting Schedule**

### RCKC Snow Removal Brochure

The Road Commission, however, is not responsible for snow removal from sidewalks and driveways. Please be considerate of neighboring properties as you remove snow from your driveway and sidewalks, and note that it is illegal to push snow into the roadway.

## 2016 Assessment Notices

### Notices to Be Mailed in February



In February, assessment notices will be mailed to all property owners. If the notice is for your primary residence (the place you own and occupy), the PRE should say 100%. Your assessment notice will indicate the assessed value of your property (not to exceed 1/2 of the market value) and your taxable value (the amount you pay taxes on). The taxable value changes each year by the CPI (Consumer Price Index) for Michigan or by 5%, whichever is least. The CPI this year is 1.003 or 3/10th of 1%.

If you would like to dispute your assessment, Board of Review will be held in March. The dates and times for Board of Review will be on your notice. If you have questions regarding your assessment notice, please contact the Assessor's Office at 269.375.1591.

## Going South for the Winter?

### Texas Township Home Watch Program



If you and your family are escaping the cold this winter, we encourage you to register for our Home Watch program. Home Watch is a program we offer as part of our contract for additional police protection with the Kalamazoo County Sheriff's Office. Any residents who are going on vacation or will be out of town can arrange for the Sheriff's Deputies to conduct routine checks on their home while they're away. Simply fill out the form below and return to the Township Office.

### Home Watch Form

#### Tips for While You're Away From Home

- Double check all doors and windows to make sure they are securely locked. Put a bar in the track of your sliding doors.
- Let neighbors you trust know when you will be away so they can keep an eye out for any strange vehicles in your drive.
- Keep your lights on a timer.
- Have your mail and newspaper held or have someone pick them up each day.
- If you are going to be out of town for an extended time, make arrangements for lawn service.
- If you normally leave a spare key under a doormat or flower pot, remove it before you leave. Ensure that a trusted neighbor/friend has a spare key if you are worried about emergency access.
- If you have a home phone, lower the volume of the ringer and reduce the amount of rings before your answering machine picks up.

## Farmers' Market Holiday Market

Recap from the November 21, 2015 Event



In spite of some cold and rather frightful weather on November 21, the third annual Texas Township Holiday Farmers' Market and Tree-Lighting Ceremony was a success again this year! Thank you to everyone who came out to support the farmers' market and our community!

In spite of the festive winter storm that night, 32 market vendors and nearly 2,000 shoppers joined us for the special farmers' market to enjoy the fresh, seasonal products, holiday music and complimentary hot cocoa, coffee and hot cider – thanks to the Farmers' Market Committee. Shoppers filled their baskets and market totes with everything from seasonal produce, like greens, apples, potatoes and cranberries, to meat, eggs, cheeses, chocolates, jams and jellies, baked goods, Alpaca wool socks and even Michigan wines. Christmas trees and evergreen wreaths were also available to help make the season bright.

We want to say a huge and very emphatic THANK YOU to everyone who made this event possible! Thanks to our amazing vendors and to all of the shoppers who came out to support us! And thanks to all of the volunteers who gave so much of their time and talents to make the event happen - Ann and Fred Bowman, Paul Cutting, Dave and Shari Groendyk, Linda Kerr, Larry and Lorrie Loeks, Larry Vanderbeek, Vicki Vanderheyden, and Julie Vanderwiere! A big

decorate the DDA light poles and to Melia Phelps and Tina Gorter for their festive caroling.

Don't forget to mark your calendars for Opening Day of the Fresh on Q! Farmers' Market this year on Saturday, May 7 from 8 a.m. to 12 p.m.!

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## Dog Licenses

**Available at Texas Township From Dec 1 - Mar 1**



Between December 1st and March 1st, you may purchase your dog licenses at Texas Township.

Michigan State Law requires all dogs to be rabies vaccinated and licensed at 4 months of age. Dogs must be licensed within 30 days of obtaining ownership OR within 30 days of the dog turning 4 months of age. Licenses must be renewed yearly between December 1st and March 1st, regardless of when the previous year's license was purchased.

After March 1st, licenses may be purchased at Animal Services (2500 Lake Street, Kalamazoo, MI 49048).

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## Spring Shred Day

**Saturday, April 23 | 9am-12noon | Township Hall**

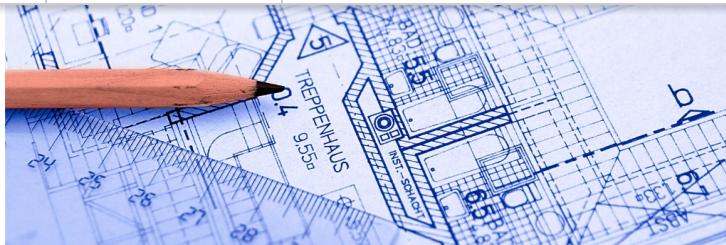


We will be hosting our first Shred Day on Saturday, April 23, 2016 from 9:00am-12:00noon at the Texas Township Hall. Due to the overwhelming success of the last event, we are implementing a restriction of six standard size filing boxes. There is no cost to participate in Shred Day, but we do ask that all participants consider providing either a non-perishable food donation, or cash donation, to the Mattawan Food Pantry.



Recently, there was a rash of vehicle break-ins in Kalamazoo. The suspects were caught, however, the Township Office would like to remind all residents to lock their vehicles and not leave any valuables inside.

## Township Office Feasibility Study



In December, we posted an RFP for architectural firms to develop a proposal for conducting a feasibility study of our Township Hall.

Since the current building was constructed 25 years ago, we've started to feel growth pains of limited office and meeting space, as well as insufficient storage space. Given the lack of space and other issues we're experiencing with our current facility, we are in the process of accepting proposals for a feasibility study to be conducted. This study will determine areas of inefficiencies and identify the best and most cost-effective ways to expand our current operations so we are better able to serve the needs of our residents.

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## **Building Department to Launch AMG**

**NEW Online Building Permit Application & Inspection Scheduling Program**



The Building Department is currently in the final stages of setting up AMG - an online program through BS&A Software that will allow contractors to apply for several different building, mechanical and electrical permits online, as well as schedule inspections. Our hope is that through AMG, we will be able to streamline the permit application and inspection process and provide contractors the

and in full operation by February 1. To learn more about AMG, please contact the Township Office at 269.375.1591.

## Texas Township Trailway

**Anticipated Open Date of October 2016**



Construction and the clearing of trees has started on Phase II of the Texas Township Trailway! The 2.6 mile Phase II trailway starts at the end of the Phase I trailway near Rota Kiwan, travels along Texas Drive, into Al Sabo, South to the Consumer's Energy lines, East to 12th Street, and then North to the roundabout at 12th Street and Milham. Once Spring arrives, construction will begin again and the trailway is expected to be open to the public in October of 2016.

[View the Phase II Map](#)

## Conceptual Park Designs

**Currently in Development**

Virdis Design Group, the Steering Committee for the Conceptual Design of Parks, and the Texas Township Parks Committee have been actively working on developing the conceptual designs of the new 6th Street Park and revised Texas Drive Park. We appreciate all of the public support during our Public Meetings and have taken all of your feedback into consideration as we revise and move towards finalizing our conceptual designs.

Once the designs are finished, they will go to the Township Board

process by any means. Once approval has been granted by the Township Board, the next phase of this project will begin, which is to secure funding for this project. To stay up-to-date with what's happening with the new parks, please stay tuned to the website. We'll be posting updates and announcements as they are available.

### [View the Conceptual Designs](#)

## Passport Processing

Mon - Thu | 8:00am-4:00pm



Texas Township is pleased to be able to offer our services as a Passport Acceptance Agency. We process applications Monday – Thursday from 8:00 a.m. to 4:00 p.m. on a walk-in basis. We will not be processing passports on the following days due to tax collection and elections:

- February 16th
- March 8th
- May 3rd
- August 2nd
- November 8th
- December 29th

Please feel free to contact our office if you have any questions.

In order to make it easier for applicants to avoid multiple trips to our office we would like to list a few suggestions:

1. Forms are available online at [www.travel.state.gov](http://www.travel.state.gov). You can fill them out on line and print them or print the forms and fill them out. They are also available at our office, but we suggest you pick them up ahead of time and fill them out before coming in to apply. They can be time consuming and you may have to look up information that you don't normally have with you.
2. We are able to do pictures at our facility for adults and children over 4 years old. The cost is \$15. You can bring in pictures, but they have to be official passport pictures that meet specific requirements. If we will be doing your pictures, please avoid wearing anything with a logo.
3. If this is a first time passport or renewal of a minor child (0-17) you are required to submit an original Birth Certificate with the seal from the county or state. Hospital certificates are not acceptable. Naturalization papers are also acceptable proof of citizenship. Please call ahead if you have any questions about what you will need to submit.
4. All applicants must present pictured government ID, such as a driver's license. If your license is from another state, we are required to ask you to submit another piece of identification with your address. This can be a utility bill, car insurance proof, etc.
5. Minors must have parental approval and parents (and children) must be present to apply. Children 15 and younger need to have both parents present. Minors that are 16 or 17 need to have one parent present. Parents must present valid ID. If both parents cannot be present there are forms available for the absent parent to fill out and have notarized. They must be presented with a clear copy of the absent parent's ID.
6. Payment to the U.S. Department of State must be made in the form of a check or money order. The payment to Texas Township for processing the passport and/or pictures can be in the form of a check, money order, cash or credit card, but

7. Cost for passport books:

- a. Payment to U.S. Department of State: \$110 for adults and \$80 for children 15 and younger. This is for a passport with routine processing time which is usually 4-6 weeks from the day we submit them.
- b. Payment to Texas Township: \$25 for processing, add \$15 if we do your picture.
- C. Expedited processing is available if you need to have the passport in 3 weeks. This adds \$80.66 to the Department of State fees and \$20 to Texas Township fees.
- d. If you need the passport sooner than 3 weeks, you will need to contact the Department of State at 1(877)-487-2778 and schedule an appointment with them.

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## Online Burning Permits

**Apply for a Burn Permit From the Comfort of Your Own Home**



The Texas Township Fire Department is currently in the process of developing an online burning permit form. Residents will be able to apply for a burning permit from the comfort of their own home. The same rules and regulations regarding burning will still apply to this new process. Once the new online burning permit is available, you may access it from either the Texas Township website or the Texas Fire Department website.

## Severe Weather Alerts



If you own a smart phone, the Public Safety Committee would like to encourage you to download a free severe weather alert app. The Township does not have a siren in place to alert residents of severe weather, and as such, encourages residents to seek alternate solutions such as phone apps and email alerts. In the event of a winter storm, Channel 3 and Channel 8 publish school closings every few minutes to their website.

### **App Recommendations (From the Apple App Store):**

- NOAA Weather Alert
- Storm: Radar, Storm Tracking
- Weather Underground

## Address Signs

**Please ensure your property is clearly marked**



**Section 304.3 of the International Property Maintenance Code**

position to be plainly legible and visible from the street or road fronting the property. It is extremely important to have your address posted so Emergency Services such as the Fire Department, Ambulances and Police can find you in an emergency. Green reflective address signs can be purchased from the Fire Department for only \$15 or at most hardware stores. To purchase an address sign, please submit an Address Sign Form and payment to:

**Texas Township Fire Fighters Association**

7110 W. Q Avenue

Kalamazoo, MI 49009

**Address Sign Form**

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The Star, our quarterly newsletter, is an excellent way for residents to stay informed about township updates and events. That's why we encourage all residents to subscribe to The Star. Please forward this email along to your friends and neighbors and encourage them to subscribe. Our next newsletter will be sent out in April 2016.

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