



CHARTER TOWNSHIP OF TEXAS BOARD MEETING, July 24, 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, and Clerk Emily Beutel. Also attending were Superintendent Erik Wilson, Deputy Superintendent Brooke Hovenkamp, and Fire Chief Chad Tackett.

Planning Department Staffing

Board members reviewed the Zoning Administrator job description and discussed the Township's overall needs for the Planning and Zoning Department as the Township continues to grow. Superintendent Wilson stated CIB could assist the Township with zoning requests, in addition to the planning services it is already providing, during the interim for an additional fee.

Due to time constraints, the Board was unable to discuss Code Enforcement and Texas Drive Park Pavilion Rentals.

The Committee of the Whole adjourned at approximately 5:56 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 Boven 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, and approximately two members of the public.

PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

There were none.

PRESENTATION / PUBLIC HEARINGS / COUNTY COMMISSIONER

County Commissioner Wendy Mazer stated that the County's budget retreat begins July 25 at the EXPO center, and the public is invited to attend. At last week's meeting, Chair Taylor corrected his comments regarding the flood plain in Texas Township.

SUPERINTENDENT REPORT

Superintendent Wilson shared the Superintendent Report and highlighted Township activities, including the Maple Hill Splash Pad opening scheduled for August 4.

ADOPTION OF MEETING AGENDA

Motion by Boven, seconded by Kerr, to adopt the meeting agenda as presented. Motion carried 7-0.

APPROVAL OF GENERAL CONSENT AGENDA

Motion by Beutel, seconded by Hammon, to approve the General Consent Agenda as presented, consisting of:

- Approval of July 10, 2023 Regular Meeting Minutes
- Approval of Bills for \$653,784.95
- Payroll of \$63,568.53
- June 2023 Building Report
- Maple Hill Splash Pad Change Order #001 – With Sealant
- 2023 Q2 Financial Reports: Investment Report, Cash by Bank & Fund, DDA Financial Report

Motion carried, 7-0.



BUSINESS

Tabled

There was no tabled business.

New

FD Lieutenant Job Description and Wage Scale

The Fire Department is looking to add three company officers, one per shift, to meet recommendations from the 360 Review report and to provide an opportunity for upward mobility for staff. Board members expressed that they'd also like to move forward with an updated Captain description, should any firefighters be ready to promote to that level. Also discussed were incentives for certifications and education and consideration for total years of Fire Department service.

Motion by Boven, seconded by Hammon, to approve the Lieutenant job description and pay scale at 10% over base rate. Motion carried, 7-0.

Fire Department/7110 West Q Avenue Renovation Project Funding Considerations

Board members reviewed proposed funding sources for the Fire Department Renovation project and discussed breakdowns between Fire Department Capital (Fund 406), Township Capital (Fund 405), and ARPA (Fund 285) monies. After some discussion, there was consensus to get further into the CIP process to have a better understanding of total funds available and other Capital projects before making a determination. As work on the project has already begun, Board members discussed moving funds from the Fire Department carry-forward operating to construction fund to pay current bills.

Motion by O'Neill, seconded by Kerr, motion carried, to approve the transfer of \$550,000 from Fund 206 to Fund 470 for the purpose of construction and renovations to the existing Township Hall/ Fire Department building as the first phase of funding transfer with the remaining transfers to be determined at a future Board meeting. Motion carried, 6-1.

Great Lakes Burn Camp Fireworks Display

The Great Lakes Burn Camp will be returning to Pretty Lake Camp this August, and the fireworks display is scheduled to take place August 10 at around 10:00 p.m. Nearby residents will be notified as in previous years.

Motion by Loeks, seconded by Beutel, to authorize the fireworks display for the Great Lakes Burn Camp at Pretty Lake Camp on August 10, 2023. Motion carried 7-0.

Authorize Posting of Zoning Administrator Position

Board members discussed the Zoning Administrator job description at the Committee of the Whole discussion and had a few small changes to clarify roles and responsibilities.

Motion by O'Neill, seconded by Boven, to approve Superintendent Erik Wilson to post the Zoning Administrator vacant position with the position description as amended at the Committee of the Whole discussion and the salary range being \$50,000 to \$65,000. Motion carried 7-0.

CIP Policy Group Representatives

Superintendent Wilson explained that the CIP Policy Group reviews policies, develops project ratings, reviews funding options, and presents recommendations to the Planning Commission and Township Board. Membership includes the Superintendent and Deputy Superintendent, Supervisor, an Elected Official, a Trustee, a Planning Commissioner, and a Parks & Trails Committee Member.

Motion by Roberts, seconded by Hammon, to appoint Clerk Beutel as the Elected Official to the CIP Policy Group and Trustee Kerr as the Trustee Representative, with Trustee Hammon as an alternate. Motion carried 7-0.

Lake Level Project Construction Bid

Engineer Wheat explained that at the July 10 Board meeting, a previous motion was made to accept the construction bid with a condition for bonding. However, the Township and County are waiting for clarification on how the \$2.2 million budgeted by the state for flood mitigation can be spent, which could



impact how much the County will bond for. The 120-day hold period on the bid expires on August 2, and if the bid is not signed soon, there is a risk of losing the contractors and the bid price, further delaying the project. As such, he asked the Board to consider approving the bid without the condition of bonds.

Motion by Beutel, seconded by Hammon, to accept the bid from Balkema Excavating, Inc. for construction of the Eagle Lake and Crooked Lake – Lake Level Project in the amount of \$4,464,778.00 and authorize Supervisor Loeks to sign the contracts. Motion carried, 7-0.

Review Proposals for Managed IT Services & Server/Networking Equipment for New Township Hall

Deputy Superintendent Hovenkamp explained that the Township received three bids for Managed IT Services, and one of those firms, Next I.T., is local to Kalamazoo. Staff interviewed representatives from Next I.T. to review the proposals and felt they would offer a higher tier of security better onsite support. She explained there were some other considerations due to current contracts not expiring until next year but felt it was important to consolidate to one IT provider for continuity with the new server equipment.

Motion by Roberts, seconded by Beutel, to accept the networking equipment and server proposal from Next I.T. including the RDP configuration for the Building Department and authorize Superintendent Wilson to sign the corresponding proposals. Motion carried, 7-0.

ZONING / BOARD / COMMITTEE REPORTS / RECOMMENDATIONS

Fire Department Report

Chief Tackett reviewed June 2023 statistics. The Department responded to 111 calls (43 EMS, 68 Fire). Staff completed 37 trainings in June, and all employee performance reviews and annual health screenings were conducted.

BRIEF PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were none.

ATTORNEY’S REPORT

Attorney Homier reported that he would be giving several presentations for MTA in October on how to conduct meetings for Supervisors, and what planning and zoning concerns can be regulated and how.

BOARD MEMBER COMMENTS

Trustee Boven said Eagle Lake’s level is perfect right now. He appreciates the work the RCKC has done on some of the primary roads in the Township.

Treasurer Roberts said Concert in the Corners went very well and commended Deputy Superintendent Hovenkamp for her hard work executing the event, which was a tremendous commitment of time and energy. She’d like the Board to start having a conversation about how to better manage this role in the future.

Trustee O’Neill also enjoyed the event and was glad to see the Fire Department and Deputy from the Sheriff’s Department attending. She announced that KVCC recently received \$3.2 million for its food assistance efforts and encouraged residents who were struggling to reach out.

Trustee Hammon was glad to see the Q Avenue left-hand turn lane complete.

Clerk Beutel gave an update on implementation of Proposal 2022-2 election changes.

Supervisor Loeks stated the Governor received the budget today, and it typically takes several days for her to complete review and sign it. The Township will hopefully have an answer soon on how the \$2.2 million it received for the flood mitigation efforts can be spent.

ADJOURNMENT

Motion by Hammon, seconded by Beutel, to adjourn the meeting. The meeting adjourned at approximately 7:12 p.m. Motion carried 7-0.

SUBMITTED: August 1, 2023
Clerk Emily Beutel
Attested: Supervisor Nick Loeks

APPROVED: August 14, 2023, as presented