



CHARTER TOWNSHIP OF TEXAS SPECIAL BOARD MEETING, SEPTEMBER 19, 2023

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Supervisor Loeks called the meeting to order at 4:00 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 Linda Kerr, Trustee Michelle O'Neill, Supervisor Nick Loeks, Treasurer Trish Roberts, and Clerk Emily Beutel. Trustee Barbara Hammon was absent. Also attending were Superintendent Erik Wilson, Deputy Superintendent Brooke Hovenkamp, Building Department Coordinator Jennie Miller, and one member of the public.

PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

There was none.

ADOPTION OF MEETING AGENDA

Motion by Kerr, seconded by O'Neill, to adopt the meeting agenda presented. Motion carried 6-0.

BUSINESS

Tabled

There was none.

New

Zoning Administrator Recruitment Update

Superintendent Wilson asked the Board for direction on how to proceed with staffing in the Planning and Zoning Department. There were few applicants for the Zoning Administrator position, and the agreement with CIB for planning isn't meeting current needs. Board members reviewed job descriptions, postings, salary ranges and benefits. Due to the township's rapid growth in both the commercial and residential sectors, members felt it was important to move forward with both a Planner and a Zoning Administrator.

Motion by O'Neill, seconded by Boven, to authorize Superintendent Wilson to repost and advertise for a Zoning Administrator position at a salary range of \$60,000 - \$80,000 and post the Planning Director position as edited at a salary range of \$85,000 - \$100,000. Motion carried, 6-0.

Building Department Staffing

The Board discussed staffing needs for the Building Department following the appointment of John Stubbs as interim Building Official at the September 11 Board meeting. Several positions and job descriptions were presented for consideration and discussed to best determine the needs of the department moving forward.

Motion by O'Neill, seconded by Beutel, to approve the Building and Electrical Inspector job description with comments and to direct Superintendent Wilson to extend an Offer of Employment to Artie Wilcox for the position at \$42 per hour with full-time benefits with the expectation of eight office hours per week. Motion carried, 6-0.

Motion by Loeks, seconded by Boven, to post the Building Official job description with the suggested changes at 30 hours per week with full-time benefits at a salary range of \$67,000 - \$78,000. Motion carried, 6-0.

Motion by Roberts, seconded by Kerr, to hire Garrett Reitenour as temporary part-time residential building inspector/ plan review technician at a rate of \$50 per inspection plus \$50 per hour for plan review, retroactive to September 15, 2023.

Motion by Beutel, seconded by Loeks, to compensate Interim Building Official John Stubbs at a stipend of \$250 per week plus \$50 per hour for commercial plan review.



Current & Future Staffing Needs/Organizational Staffing Discussion

Board members requested to discuss this topic at a future Committee of the Whole meeting.

BRIEF PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were none.

BOARD MEMBER COMMENTS

There were none.

ADJOURNMENT

Motion by Beutel, seconded by Roberts, to adjourn the meeting. The meeting adjourned at approximately 5:55 p.m. Motion carried 6-0.

SUBMITTED: September 28, 2023
Clerk Emily Beutel
Attested: Supervisor Nick Loeks

APPROVED: October 9, 2023, as submitted