

**DAVISON TOWNSHIP
DDA MEETING MINUTES
October 1, 2019**

MEMBERS PRESENT: Chairman Tom Wright, Norb Shubert, William Clancy, Scott Natzke, Kosta Popoff, Tim Elkins
Planning/Zoning Administrator Jeremy Smith
Building Official Matt Place
Plan/Zoning/Code Enf. Off. Kris Allinger

MEMBERS ABSENT: Jackie Hoist, Craig Stefanko

OTHERS PRESENT: None

CALL TO ORDER

The regular meeting of the Davison Township DDA was called to order at 9:05 am at the Davison Township Municipal Building, 1280 N. Irish Road, Davison, MI 48423 for the purpose of discussing the expansion of the district and to pass board bills.

ADOPT THE AGENDA

Jeremy asked the board to add the mowing bids as Item C under new business.

MOTION BY ELKINS, SECOND BY CLANCY to approve the amendment to the agenda as presented. Motion carried unanimously.

PREVIOUS MINUTES

MOTION BY WRIGHT, SECOND BY ELKINS to approve the August 6, 2019 regular board meeting minutes as presented.

APPROVE REVENUE & EXPENDITURE REPORT

Tim gave the Revenue & Expenditure Report for September, 2019 as follows:

Revenue	\$11,400.05
Expenditures	<u>\$1,516.75</u>
Balance	\$9,883.30

MOTION BY NATZKE, SECOND BY CLANCY to approve the Revenue & Expenditure Report as presented. Motion carried unanimously.

APPROVE BOARD BILLS

Jeremy gave the board bills totals for July, August and September for mowing, utilities and professional services as follows:

July, 2019	\$ 855.00
August, 2019	\$2,203.66
September, 2019	<u>\$1,516.75</u>
Total	\$4,575.41

MOTION BY ELKINS, SECOND BY NATZKE to approve the payment of July, 2019 bills in the amount of \$855.00 as presented. Roll call: Yes – Wright, Clancy, Natzke, Elkins, Shubert. Motion carried.

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MOTION BY ELKINS, SECOND BY SHUBERT to approve the payment of August, 2019 bills in the amount of \$2,203.66 as presented. Roll call: Yes- Clancy, Natzke, Elkins, Shubert, Wright. Motion carried.

MOTION BY ELKINS, SECOND BY SHUBERT to approve the payment of September, 2019 bills in the amount of \$1,516.75 as presented. Roll call: Yes- Natzke, Elkins, Shubert, Wright, Clancy. Motion carried.

PUBLIC COMMENT

The public comment period was opened at 9:11 am and there were no comments.

UNFINISHED BUSINESS

DDA Expansion Timeline

Jeremy explained that as of September 18, 2019 we have completed the declaration of intent to expand the boundaries of the DDA District, published notices of the hearing, collected the address' of the expansion of the district, mailed notices to the taxing authorities and held the public hearing to propose the Ordinance to expand the DDA District. At this point we have to wait 60 days after the public hearing for the taxing authorities to submit a resolution to the Township Clerk requesting its taxes not be subject to capture. After that, the Township Board will hold a hearing to pass the first reading of the Ordinance to expand the district. We are right on schedule to be able to capture the 2019 Taxable Value for our base year.

NEW BUSINESS

DDA By-Laws

The By-Laws were given to all the members of the DDA Board to review. If there were to be changes it would need to be done by the next regular board meeting.

Kosta Popoff arrived at 9:20 am.

Pattern Book

Tim explained that this is the original pattern book in which to establish a design guideline for the business district, multiple-family, commercial and industrial Zoning Districts. He asked the board members to review the book to discuss any changes that they would like to see made to the DDA District. He would like to establish the district as designed from the book so people are aware of Davison Township boundaries and make the DDA District more aesthetically appealing in the near future.

Mowing Bid Proposals

Matt explained that the areas along the west side of Irish Road from Lions Gate south to the property line of the first home south of Black Creek and the area on the east side of Irish Road around the Black Creek Bridge are in need of maintenance. He received a proposal from the current lawn maintenance company, D&M Services Pro, LLC in the amount of \$300.00 for the initial clean up and \$50.00 to mow the west side of Irish Road, and \$30.00 for the area around the bridge.

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MOTION BY CLANCY, SECOND BY NATZKE to approve the D&M Services Pro, LLC proposal as presented. Roll call: Yes- Natzke, Elkins, Shubert, Wright, Popoff, Clancy. Motion carried.

INFORMATIONAL ITEMS

Jeremy introduced Kris Allinger as our new Code Enforcement Officer and Planning-Zoning Assistant.

ADJOURNMENT

The regular meeting of the Davison Township Downtown Development Authority was adjourned at 9:40 am.

Submitted by:

Approved by:

Rhonda Clark, Recording Secretary

Timothy Elkins, Supervisor