

**DAVISON TOWNSHIP  
REGULAR BOARD MEETING  
December 11, 2017**

**MEMBERS PRESENT:** Supervisor Karen Miller, Clerk Cindy Shields, Treasurer Pat Miller, Trustee Tim Elkins

Attorney David Lattie

Chief of Police Rick Freeman

Planning/Zoning Administrator Charm Healy

Building Official Matt Place

Zoning/Planning/Assessing Supervisor Jeremy Smith

Parks Director Casey Reed

**MEMBERS ABSENT:** Trustee Matthew Karr

**OTHERS PRESENT:** Jim Morey, John Krueger, Mary Pavelock, Nick Panchula

**CALL TO ORDER**

The regular meeting of the Davison Township Board of Trustees was called to order at 7:00 p.m. at the Davison Township Municipal Building, 1280 N. Irish Rd., Davison, MI 48423 and the pledge of allegiance was recited.

**ADOPT THE AGENDA**

Cindy asked to move item G on the agenda to Executive Session.

**MOTION BY ELKINS, SECOND BY SHIELDS** to adopt the agenda with the amendment of item G as presented. Motion carried unanimously.

**PREVIOUS MINUTES**

**MOTION BY ELKINS, SECOND BY P. MILLER** to approve the November 13, 2017 regular board meeting minutes as presented. Motion carried unanimously.

**MOTION BY P. MILLER, SECOND BY ELKINS** to approve the November 13, 2017 special board meeting minutes as presented. Motion carried unanimously.

**MOTION BY P. MILLER, SECOND BY ELKINS** to approve the November 27, 2017 special board meeting minutes as presented. Motion carried unanimously.

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**TREASURER’S REPORT**

Pat gave the November, 2017 Treasurer’s Report as follows:

General Fund	\$150,549.19
Construction Fund	442,792.53
Tax Fund	<u>35,456.80</u>
Total	\$628,798.52

**MOTION BY SHIELDS, SECOND BY ELKINS** to approve the November, 2017 Treasurer’s report as presented. Motion carried unanimously.

**APPROVE BOARD BILLS**

Karen gave the November, 2017 Board Bills as follows:

General Fund	\$ 505,936.71
Construction Fund	716,650.41
Tax Fund	<u>37,116.75</u>
Total	\$1,259,703.87

**MOTION BY ELKINS, SECOND BY P.MILLER** to approve payment of the November, 2017 Board Bills as presented. Roll call: Yes – P. Miller, Shields, K. Miller, Elkins. Motion carried.

**PUBLIC COMMENT**

The public comment period was opened at 7:05 p.m. and there were no comments made. The public comment period was closed at 7:06 p.m.

**UNFINISHED BUSINESS**

**Approve Poverty Exemption Asset Test**

The State of Michigan requires local units to annually adopt a policy, including an asset test, used to approve or deny poverty exemptions. The Board needs to adopt the guidelines which specify the total household income and determine the resources available that could be converted to cash and used to pay property taxes in the year the poverty exemption is filed. Jeremy Smith provided the Board with examples of options that can be used to determine approval or denial of an exemption. There was discussion on how to verify the list of assets and if the Board of Review could deviate from the policy. It was decided to have Jeremy create a resolution to present at the January 8, 2018 meeting.

**NEW BUSINESS**

**CDBG Needs Hearing (opened at 7:14 p.m.)**

CDBG funding has to be used in low to moderate income areas within the township. Karen gave a list of previous projects that were done with this funding. At the November meeting, the Board discussed several projects that could qualify. The township’s CDBG allotment is \$118,091 with an additional \$25,500 given by Richfield Township for a total of \$143,591. The three choices are: resurface and widening E. Court Street from Wojo’s to Burton

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city limits, Gale Road micro surfacing or LED Lights for the Senior Center parking lot. There were no other suggestions and Karen recommended resurfacing and widening E. Court Street. She said she would check for other funding availability but the option has to be turned in tomorrow to move the project forward. If the cost of the first choice is too high, then we would move to the next on the list.

**MOTION BY ELKINS, SECOND BY P. MILLER** to approve Court Street resurfacing, or Gale Road resurfacing or LED lights for the Senior Center parking lot as options for the 2018 CDBG project. Roll call: Yes – Shields, K. Miller, Elkins, P. Miller. Motion carried.

**Approve Dan Potter Consulting Agreement**

Mr. Potter proposed to provide Davison Township with services related to water and sewer issues and other associated tasks at an annual cost of \$36,000. He previously worked at Genesee County Road Commission and comes with a great deal of knowledge working with other entities. He will assist with the SAW Grant project, work as a liaison between Davison Township and the county, as well as advise us on water and sewer systems maintenance.

**MOTION BY SHIELDS, SECOND BY ELKINS** to approve the Potter Consulting Agreement as presented. Roll call: Yes – K. Miller, Elkins, P. Miller, Shields. Motion carried.

**Approve Resolution for Sanitary Sewer Lead**

Williams Gun Sight is expanding a building and have multiple connections on one 6” sanitary sewer lead. Our Sewer Ordinance requires one lead per building. The Genesee County Water & Waste is requesting a resolution stating that the township is aware and approves of the multiple leads to one main. If there are ever maintenance problems with this lead, Davison Township acknowledges the deviation from the requirements of the Sewer Ordinance.

**MOTION BY ELKINS, SECOND BY P. MILLER** to approve the Davison Township Resolution of Acknowledgement and Approval of Multiple Connections to Sanitary Sewer Lead for Williams Gunsight as presented. Roll call: Yes – Elkins, P. Miller, Shields, K. Miller. Motion carried.

**Accept Petition for Road Special Assessment District**

Atherton Country Club Estates 1, 2, 3, 4 & 5 has presented the Board with a petition containing 51% of the signatures needed to hold a Needs Hearing for a Road Assessment District. The Clerk’s Department has verified the signatures. Karen suggested the Needs Hearing be set for the January 8, 2018 regular meeting at 7:05 p.m.

**MOTION BY K. MILLER, SECOND BY ELKINS** to approve a resolution to set the Public Needs Hearing for Atherton Country Club Estates 1, 2, 3, 4, & 5 Road Special Assessment District on January 8, 2018 at 7:05 p.m. Motion carried unanimously.

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**Approve Board Appointments**

**MOTION BY SHIELDS, SECOND BY P. MILLER** to approve Bruce Calhoun, Paul Snyder, and Rob Hollenback to the Planning Commission with terms ending December 31, 2020. Motion carried unanimously.

**MOTION BY P. MILLER, SECOND BY SHIELDS** to approve John Jelinek, Richard Hill and Eric Hernandez to the Zoning Board of Appeals with terms ending December 31, 2020. Motion carried unanimously.

**MOTION BY SHIELDS, SECOND BY P. MILLER** to approve Karen Miller to Senior Authority, Tim Elkins to Fire Authority, Matthew Karr to Metro Alliance, Scott Natzke (partial term) and Kosta Popoff (partial term) to the Downtown Development Authority as presented. Motion carried unanimously.

**Discuss Dogs at Williams Park Memo**

Casey stated that requests to allow dogs at Williams Park are coming in daily. There was discussion about enforcing the leash laws and it being a nature park. The board decided that No Dogs Allowed should stay enforced at this time.

**Discuss 2018 Park & Rental Rates Memo**

Casey recommended that the admission rates should not be changed this year. The Rental Rates Agreement for Lake Callis could be changed to not include a security deposit however the Williams's Park rentals should keep the security deposit as part of the agreement.

**MOTION BY K. MILLER, SECOND BY P. MILLER** to approve removing the security deposit in the Lake Callis Rental Agreement, no changes to admission fees and the Williams Park Rental Agreement stays the same as 2017. Motion carried unanimously.

**Approve Special Assessment Corrections**

**MOTION BY SHIELDS, SECOND BY ELKINS** to approve the Special Assessment Corrections as presented. Roll call: Yes – Shields, K. Miller, Elkins, P. Miller. Motion carried.

**Approve Resolution to Adopt the County of Genesee Storm Water and Flood Control Design Standard Requirements**

This resolution has been adopted by the Genesee County Drain Commission for proposed best management practices for storm water and flood control. It provides information specific to Genesee County Drain Commission standards to address storm water quality and quantity; provides the policy framework, implements procedures and design standards for storm water control. They are requesting local municipalities adopt these requirements.

**MOTION BY SHIELDS, SECOND BY P. MILLER** to approve the Resolution to Adopt the County of Genesee Storm Water and Flood Control Design Standard Requirements as presented. Roll call: Yes – K. Miller, Elkins, P. Miller, Shields. Motion carried.

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**Approve Post Construction Resolution**

This resolution is to regulate the contribution of pollutants to the Davison Township's Municipal Separate Storm Sewer System to the maximum extent practicable as required by federal and state law by preventing or minimizing water quality impacts on Davison Township property that is being developed or redeveloped by establishing minimum storm water management requirements and controls.

**MOTION BY SHIELDS, SECOND BY ELKINS** to approve the Post Construction Resolution as presented. Roll call: Yes – Elkins, P. Miller, Shields, K. Miller. Motion carried.

**Approve IDEP Resolution**

This resolution is to regulate the contribution of pollutants to the Davison Township's MS4s to the maximum extent practicable as required by federal and state law.

**MOTION BY ELKINS, SECOND BY SHIELDS** to approve the IDEP Resolution as presented. Roll call: Yes – P. Miller, Shields, K. Miller, Elkins. Motion carried.

**Approve Low Impact Development Manual for Michigan Resolution**

This resolution is to implement a Low Impact Development Manual which is the cornerstone of Stormwater management with the goal of mimicking a site's pre-settlement hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to its source.

**MOTION BY K. MILLER, SECOND BY SHIELDS** to approve the Resolution to Adopt the State of Michigan Low Impact Development Manual as presented. Roll call: Yes – Shields, K. Miller, Elkins, P. Miller. Motion carried.

**Approve 2018 Ditching Estimate**

Genesee County Road Commission has presented an estimate for ditching Atherton Road from Oak Road to Henderson Road at \$104,665.32. This is a 50/50 project with Davison Township's portion being \$52,332.66.

**MOTION BY SHIELDS, SECOND BY ELKINS** to approve the Genesee County Road Commission Estimate for ditching Atherton Road as presented. Roll call: Yes – K. Miller, Elkins, P. Miller, Shields. Motion carried.

**2018-2019 Road Projects**

Karen presented the Amended 2017-2020 Road Improvement Plan. The focus tonight is on 2018-2019 Road Projects that total \$316,546.88 for 2018 and \$292,033.88 for 2019 as presented on the spreadsheet.

**MOTION BY SHIELDS, SECOND BY ELKINS** to approve the 2018-2019 Road Projects Plan amendments as presented. Motion carried unanimously.

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**Approve KCI Contract**

Karen explained that the company that sends our Assessment Notices and Tax Bills, KCI, has prepared a cost estimate for the Special Assessment Notices. The cost is comparably less than what staff could do it for and asked the board for approval. Cindy stated that per the Davison Township Purchasing Policy, department heads are authorized to purchase goods/services up to \$5,000 if funds are available within their department budgets. The Supervisor's current supply budget has adequate funds budgeted to cover this service. No motion is necessary.

**Approve Master Plan**

There was discussion about the changes that were made to allow certain areas for diverse affordable housing. It was decided to allow the Planning Commission to make the motion to approve or not as has been past practice.

**EXECUTIVE SESSION**

**MOTION BY ELKINS, SECOND BY P. MILLER** to convene to executive session at 8:35 p.m. to discuss staffing issues and tax reverted property. Roll call: Yes – K. Miller, Elkins, P. Miller, Shields.

**MOTION BY SHIELDS, SECOND BY K. MILLER** to reconvene to regular session at 9:15 p.m. Roll call: Yes – P. Miller, Shields, K. Miller, Elkins. Motion carried.

**MOTION BY SHIELDS, SECOND BY ELKINS** to accept the \$10,000 bid for the Potter Road property from Pat & Dawn Tubbs as presented. Motion carried unanimously.

**MOTION BY ELKINS, SECOND BY K. MILLER** to notify the Genesee County Treasurer in writing objecting to accepting parcel #05-30-200-013, 7345 Kessling St. as presented.

**BOARD COMMENTS**

None

**INFORMATIONAL ITEMS**

None

**ADJOURNMENT**

The meeting was adjourned at 9:20 p.m.

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Cindy K. Shields, Clerk

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Karen M. Miller, Supervisor