

**DAVISON TOWNSHIP  
SPECIAL BOARD MEETING  
December 5, 2016**

**MEMBERS PRESENT:** Supervisor Karen Miller, Clerk Cindy Shields, Treasurer Pat Miller, Trustees Matthew Karr and Tim Elkins

Chief of Police Rick Freeman

Parks Director Casey Reed

**OTHERS PRESENT:** None

**CALL TO ORDER**

The special meeting of the Davison Township Board of Trustees was called to order at 1:38 p.m. at the Davison Township Municipal Center, 1280 N. Irish Road, Davison, MI 48423.

**NEW BUSINESS--Personnel Committee Recommendations**

**Planning-Zoning-Assessing Operations Supervisor & Full Time Level II Assessor**

Karen explained that someone will have to help Kaitlin oversee the department. Jeremy has the experience and since the Planning-Zoning Administrator has been busy with offsite projects, he would be filling in for both positions. Since Landmark is only available on Fridays a full time person is needed to run the department. Kaitlin is a Level II Assessor and will be applying for her Level III soon. There was discussion about the savings and amount of time Landmark would be filling in for the Assessor.

**MOTION BY K. MILLER, SUPPORT BY SHIELDS** to approve the Planning-Zoning-Assessing Operations Supervisor and Full Time Level II Assessor as recommended by the Personnel Committee. Roll call: Yes- P. Miller, Shields, K. Miller, Karr, Elkins. Motion carried.

**Part-Time Parks Maintenance & Part-Time Assistant for Director**

Karen stated that the Personnel Committee is recommending a part time maintenance person to fill the position that has been left vacant and a part time assistant to replace the full time employee. There was discussion about the full time personnel filling in the gap for the maintenance person.

**MOTION BY K. MILLER, SUPPORT BY SHIELDS** to approve the Personnel Committee recommendation for a part time maintenance person and part time assistant to the Director as presented. Roll call: Yes – Shields, K. Miller, Karr, Elkins, No – P. Miller. Motion carried.

**ADJOURNMENT**

The meeting was adjourned at 12:11 p.m.

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Cindy K. Shields, Clerk