

**DAVISON TOWNSHIP
SPECIAL BOARD MEETING
March 17, 2017**

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

Chief of Police Rick Freeman

Parks & Rec. Director Casey Reed

Building/Planning Admin. Assistant Charm Healy

Building Inspector Matt Place

MEMBERS ABSENT: Trustee Matthew Karr

OTHERS PRESENT: None

CALL TO ORDER

The special meeting of the Board of Trustees was called to order at 2:00 p.m. at the Davison Township Municipal Building, 1280 N. Irish Road, Davison, MI 48423 for the purpose of discussing organizational structure for the Building Department upon the retirement of Randy Stewart.

Building/Planning/Zoning Responsibilities

Karen presented a spreadsheet that divides and assigns the responsibilities of the retiring Building/Planning Administrator, Randy Stewart, between the Building Department employees. She is suggesting that Charm will be responsible for Building/Planning/Zoning Administration along with Wade Trim as our consultants. Jeremy will be Planning/Zoning/Assessing Operations including Code Enforcement which oversees the water/sewer clerical, building clerical, Assessor Level II and the contract Assessor. Roads and sewer & water infrastructure will be overseen by a consultant, Fred Jackson of Roads & Bridges, who will work with Kraft Engineering for sewer/water consulting, sewer cleaning contractors Waldorf & Sons, pump station contractor Holzer Electric and Genesee County Water & Waste. Matt Place will continue as Building Inspector but with added duties as the Maintenance Department.

There was discussion about site plan reviews, zoning maps, the Master Plan, variances, the Recreation Master Plan, ordinances, REU calculations for sewer/water units, lot splits, liaison person for Water & Waste and Road Commission, sewer expansion projects and who will handle emergency situations, sewer rate adoptions, SAW grant and all the issues that go along with it, water expansion projects, and water rate adoptions. Also, discussed who would be the liaison with Consumers Energy, Canadian National for the railroad, tax reverted property, surface water, soil erosion, copier leases and phone system, inspections, cemeteries, budgeting, the parks and trails mowing, plowing, projects and maintenance. Sidewalk maintenance, plowing subdivisions, contact person for emergencies, Building Department vehicles, airport management, maintenance of the township buildings, who is required to attend board meeting, others that want to participate, warning sirens, tile project, road projects, the CDBG project, Williams Park project, sledding hill finalization and what can be done with the dirt, the sewer line for Black

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Rock, pump station project, mowing of the Gale Road sidewalk and north of the Dog Park, the Irish Road median, pump station work, maintenance work for the parks and the part time person, volunteers, and raises for these employees was discussed as well.

ADJOURNMENT

The special meeting was adjourned at 3:35 p.m.

Cindy K. Shields, Clerk