

**QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD**  
**THURSDAY, JANUARY 12, 2017, 3:00 P.M.**  
**LOCATION: 12172 JACKSON ROAD**  
**DEXTER, MI 48130**

**BOARD MEMBERS PRESENT:** Vice Chair Christine Linfield (City of Chelsea), Treasurer Greg McKenzie (Lima Township), Secretary Kathleen Kennedy (Sylvan Township), Marc Keezer (Lyndon Township) and Mark Mesko (Dexter Township).

**BOARD MEMBERS ABSENT:** Patricia Farmer (Sharon Township) AND James Drolett (Dexter Township)

**STAFF PRESENT:** Building Official Danny Henson

**OTHERS PRESENT:** Rick Graustein (Stein Electric) and Fred Swope.

Vice Chair Linfield called the meeting to order at 3:00 p.m.

**CALL TO THE PUBLIC:** None.

**APPROVAL OF MINUTES:** Motion by McKenzie, seconded by Kennedy to approve the meeting minutes of December 7, 2016, as presented. Carried unanimous.

**REPORT OF THE CHAIR:** In Drolett's absence there was no report.

**REPORT OF THE TREASURER:** McKenzie reported that \$10,879.78 has been paid for the parking lot.

**REPORT OF THE BUILDING OFFICIAL:** Danny Henson reported that there are two renters in the basement of the CACA building. The parking lot is finished and went under budget. Comcast will be installed this month. The gutters are in place.

**INSPECTOR'S PAY:** Danny Henson reported that there are twenty eight different municipalities represented in this report regarding inspector's fees. Discussion followed regarding administration fee, inspector's fee, permit fees, residential fees and commercial fees.

Motion by Keezer, seconded by McKenzie to raise the commercial inspector's pay from \$40.00 to \$45.00 and the residential inspector's pay from \$37.00 to \$38.00, effective February 2017, as recommended by Building Official Danny Henson. Carried unanimous.

**ELECTION OF OFFICERS:** Motion by Keezer, seconded by Linfield, to keep the same officers as present, Chair – Jim Drolett, Vice Chair – Christine Linfield, Secretary – Kathleen Kennedy and Treasurer – Greg McKenzie. Carried unanimous.

**REVIEW OF PRELIMINARY BUDGET 2016-2017:** Fred Swope stated that there was no preliminary budget. Discussion followed regarding the 2017 budget. A meeting will be held next month to finalize the 2017 budget.

**UPDATE ON CACA SIGN:** Linfield reported that information was received from Johnson regarding the CACA sign. She shared the information that was received. Discussion followed. McKenzie offered to look into more information regarding the sign. The sign will include CACA, Lima Township, WAVE and Rural Reach. The cost would be in the range of \$12,000.00.

**UPDATE DEQ/SESC:** Linfield reported that she received a phone call at the City of Chelsea from DEQ regarding our erosion control program and was told that a letter would be sent, which has not been received as yet.

**DISCUSSION OF INTERIM BUILDING OFFICIAL:** Discussion followed regarding continuing Danny Henson's pay as Building Official which was previously extended to January 17. Kim Spittler will start as primary building inspector on January 14, 2017.

Motion by McKenzie, seconded by Keezer, to retain Danny Hanson as Building Official, with a status compensation package, until July 1, 2017. Carried unanimous.

**OTHER BUSINESS:** Keezer asked a question regarding Rural Reach, would free Wi-Fi be available here? Discussion followed and this will be researched.

**APPROVAL OF BILLS:** Discussion followed of payment of bills.

Motion by McKenzie, seconded by Keezer, to approve the Chelsea State Bank General Checking Activity in the amount of \$112,987.41 as of November 10, 2016 through January 12, 2017 and the Chelsea State Bank Soil Erosion Checking Activity in the amount of \$10,088.64 as of November 10, 2016 through January 12, 2017. Carried unanimous.

**CALL TO THE PUBLIC:** None.

**ADJOURNMENT:**

Motion by Keezer, seconded by Kennedy to adjourn the meeting at 4:25 p.m. Carried unanimous.

Respectfully submitted,

Else Heller, Recording Secretary

  
Kathleen Kennedy, CACA Board Secretary