

**SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY
MARCH 15, 2017 (3:00 PM.)
CITY OF CHELSEA LOWER LEVEL CONFERENCE ROOM
305 S. MAIN STREET, SUITE 100, CHELSEA, MI 48118**

BOARD MEMBERS PRESENT: Chair James Drolett (Dexter Township), Treasurer Greg McKenzie (Lima Township), Mary Jane Maze (Lyndon Township, Alternate), Rick Graustein (Sharon Township) and Vice-Chair Christine Linfield (City of Chelsea)

BOARD MEMBERS ABSENT: Secretary Kathy Kennedy (Sylvan Township)

OTHERS PRESENT: Kim Spittler (Building Inspector), Earl Heller (Electrical Inspector), Sue Dickinson (Midwestern Consulting) and Andre Torres (Midwestern Consulting)

CALL TO ORDER: Chair Drolett called the meeting to order at 3:02 pm.

CALL TO THE PUBLIC: None

REVIEW AND APPROVAL OF THE MINUTES: MOVED by McKenzie, SECONDED by Graustein, to amend the draft minutes to amend the General Checking total bills approved in the correct amount of (\$22,022.66). All Ayes. Motion Carried.

MOVED by McKenzie, SECONDED by Graustein, to approve the minutes of February 15, 2017 as amended. All Ayes. Motion Carried.

REVIEW AND AWARD OF BID PROPOSAL: Sue Dickinson and Andre Torres gave a brief presentation regarding the bid opening results for the proposed 2017 Sidewalk Construction project. The following two bids were received:

GM & Sons, in the corrected amount of \$15,328.25
Dysert Concrete in the corrected amount of \$27,380.00

Ms. Dickinson recommended that the construction agency award the project to GM & Sons in the corrected amount. She also stated that the construction documents require the work to be done in April/May 2017, so she will call the awarded contractor and request a progress schedule in order to setup the preconstruction meeting.

MOVED by McKenzie, SECONDED by Graustein, to award the 2017 Sidewalk Construction project to GM & Sons in the corrected amount of (\$15,328.25). All Ayes. Motion carried.

APPROVAL OF THE BILLS: MOVED by Linfield, SECONDED Graustein, to approve the Soil Erosion bills from (01/13/17 thru 3/15/17) in the amount of \$6,460.20 and to also approve the General Checking bills from (02/01/17 thru 3/15/17) in the amount of \$32,340.33 as presented on 3/15/17 summaries from the accountant. All Ayes. Motion carried.

REPORT OF CHAIR: Chair Drolett had nothing to report.

TREASURER'S REPORT: Greg McKenzie updated the board regarding the final construction buildout improvement costs. The estimated \$70,000 buildout actually came in under budget in the amount of \$67,273. Since the project came in under budget, the Business Property Lease dated 3/24/16 was amended to reflect the necessary adjustment to reduce WWAVE's total monthly rent payment in year five to (\$2,231.12). Mr. McKenzie also reported that the Reconciliation Summary for the end of February shows almost \$500,000 in the general checking account.

REPORT OF BUILDING OFFICIAL: Kim Spittler was in attendance to present the Interim Building Official's report. The agency took in \$41,000 in deposits for the month of February. Mr. Spittler also reported that the new Chelsea Pediatric Dentistry estimated construction costs are in the amount of \$1.3 million.

APPROVAL OF BUDGET AMENDMENTS TO THE 2016-2017 BUDGET: MOVED by McKenzie, SECONDED by Maze, to table the 2016-2017 budget amendments until recommendations are received from the accountant. All Ayes. Motion carried.

UPDATE AND DISCUSSION OF THE DEQ/SESC ISSUE: Chair Drolett reported that he talked with Matt Konieczki from DEQ and gave him a copy of our attorney's response letter. DEQ will be getting back with CACA.

UPDATE ON FREE STANDING SIGN: Greg McKenzie presented the Johnson Sign proposal. Mr. McKenzie has talked with tenants and Lima Township has approved their sign panel but WWAVE may want to make changes. Rural Reach did not need a sign panel as long as the address is on the sign. CACA will need to run power to the sign location. Johnson Sign will install the foundation and also connect power at the sign. CACA will also need to apply with Lima Township for a sign permit.

MOTION by McKenzie, SECONDED by Maze, to approve the 3/9/17 Johnson Sign quote in the amount of \$12,350.00, and to authorize the payment of the deposit in the amount of \$6,175.00, with the following design changes: 1.) the address moved to the south side, 2.) payment of \$200 per tenant for sign panels. All Ayes. Motion Carried.

OTHER BUSINESS: None

CALL TO THE PUBLIC: None

ADJOURNMENT: MOVED by Graustein, SECONDED by Maze, to adjourn the meeting at 3:44 pm. All Ayes. Motion Carried.

Respectively submitted,

Christine Linfield