

**SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY**

**JUNE 8, 2017 (3:00 PM)**

**12172 JACKSON ROAD, DEXTER, MI 48130**

**BOARD MEMBERS PRESENT:** Chair James Drolett (Dexter Township), Treasurer Greg McKenzie (Lima Township), Secretary Kathleen Kennedy (Sylvan Township), Marc Keezer (Lyndon Township), Rick Graustein (Sharon Township), and Vice-Chair Christine Linfield (City of Chelsea)

**BOARD MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mike Drew

**CALL MEETING TO ORDER:** Chair Drolett called the meeting to order at 3:05 pm.

**CALL TO THE PUBLIC:** Mike Drew requested that he be allowed to install a second antennae on the tower owned by Rural Reach (along with installing new wire into the building) for his personal internet service to his house. Mike is proposing to own the antennae, have Rural Reach own the wire and pay a service fee to Rural Reach.

**APPROVAL OF THE AGENDA:** MOVED by McKenzie, SECONDED by Graustein, to approve the agenda as presented with the addition of APPROVAL OF ADDITIONAL ANTENNAE ON RURAL REACH TOWER after approval of the minutes. All Ayes. Motion Carried.

**APPROVAL OF THE MINUTES:** MOVED by Keezer, SECONDED by McKenzie, to amend the draft May 4, 2017 minutes by adding a signatory line for the Secretary at the bottom. All Ayes. Motion Carried.

**APPROVAL OF ADDITIONAL ANTENNAE ON RURAL REACH TOWER:** MOVED by Keezer, SECONDED by Graustein, to approve the installation of a second antennae on the existing Rural Reach tower with the following conditions; that Rural Rach is the property owner of all equipment (antennae & wire into building), all equipment is professionally installed, confirm that the tower is structurally capable of handling a second antennae. All Ayes. Motion Carried.

**APPROVAL OF BILLS:** MOVED by McKenzie, SECONDED by Graustein, to approve the final payment (releasing 5% retainage) for the 2016 parking lot project in the amount of \$10,879.77 as recommended by Midwestern Consulting and to also approve payment of the 2017 sidewalk project (pay estimate #1 minus 10% retainage held) in the amount of \$14,686.20 as previously authorized. All Ayes. Motion Carried.

**REPORT OF CHAIR:** Chair Drolett reported that he had contacted State Representative Donna Lasinski's office regarding the CACA Soil Erosion and Sedimentation Control program and DEQ's recommendation that an amendment to the state statute be drafted. Representative Lasinski's office had already requested that a draft amendment be written. The author of the proposed amendment included a note (as part of the draft) stating that the amended language is not necessary. Representative Lasinski's office will be contacting DEQ to setup a meeting to discuss this issue and will get back with CACA with an update.

**REPORT OF THE TREASURER:** Greg McKenzie reported that Fred Swope stated that the CACA annual audit will be starting soon.

**REPORT OF BUILDING OFFICIAL:** Interim Building Official was not present. Chair Drolett reported that the CACA has been taking in fees and also reviewing plans for projects on the UMRC campus in Chelsea.

Secretary Kennedy arrived at 3:37 pm.

**CHELSEA TEAMSTERS 2% RAISE:** MOVED by McKenzie, SECONDED by Keezer, to approve a 2% base salary increase for the Office Manager based on the City of Chelsea bargaining committee raise which will go into effect the first pay in July. All Ayes. Motion Carried.

**DISCUSSION AND APPROVAL OF SALARY AND BENEFITS PACKAGE FOR BUILDING OFFICIAL:** MOVED by McKenzie, SECONDED by Kennedy, to request the subcommittee draft a formal offer letter for the Building Official position. All Ayes. Motion Carried.

Due to a previous meeting motion to extend the Interim Building Official position until July 1<sup>st</sup>, the Board thought it would be appropriate to make a motion to extend the Interim Building Official until the new Building Official is hired.

MOVED by Drolett, SECONDED by McKenzie to extend the Interim Building Official employment until such time as a new Building Official is hired. All Ayes. Motion Carried.

**REVIEW PROCEDURE FOR APPOINTING A NEW BUILDING OFFICIAL:** Chair Drolett briefly went over the process for appointing a new building official. Chair Drolett recommended that Vic Lillich draft a sample resolution for all communities to take to their respective boards.

**OTHER BUSINESS:** The Board also tentatively scheduled a Special Meeting to be held on 6/22/17 at 3:00 pm regarding the compensation package for the Building Official position.

**CALL TO THE PUBLIC:** None

**ADJOURNMENT:** MOVED by Kennedy, SECONDED by Graustein, to adjourn the meeting at 4:59 pm. All Ayes. Motion Carried.

Respectively submitted,

A handwritten signature in cursive script that reads "Christine Linfield". The signature is written in black ink and is positioned above the printed name.

Christine Linfield