

SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY
JUNE 22, 2017 (3:00 PM)
12172 JACKSON ROAD, DEXTER, MI 48130

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

BOARD MEMBERS ABSENT: Secretary Kathleen Kennedy (Sylvan Township)

OTHERS PRESENT: Earl Heller

CALL MEETING TO ORDER: Chair Drolett called the meeting to order at 3:01 pm.

CALL TO THE PUBLIC: None

APPROVAL OF THE AGENDA: MOVED by McKenzie, SECONDED by Keezer, to approve the agenda as presented with the addition of REVIEW AND APPROVAL OF BUILDING OFFICIAL JOB DESCRIPTION after the REPORT OF THE TREASURER. All Ayes. Motion Carried.

APPROVAL OF THE MINUTES: MOVED by Keezer, SECONDED by Graustein, to approve the June 8, 2017 minutes as presented. All Ayes. Motion Carried.

APPROVAL OF BILLS: MOVED by Keezer, SECONDED by Graustein, to approve the Soil Erosion bills from (5/4/17 thru 6/22/17) in the amount of \$3,652.90 and to also approve the General Checking bills from (5/4/17 thru 6/22/17) in the amount of \$66,335.65 as presented on the check registry from the accountant. All ayes. Motion carried.

Treasurer McKenzie updated the Board on the status of the Soil Erosion account which currently has a balance of \$44,143.39 with estimated refundable deposits in the amount of \$14,510. Based on this estimated amount, there is roughly \$29,633.39 in reserve to be used for such items as attorney fees while sorting out the SESC program with DEQ. Treasurer McKenzie will review the last payment to legal counsel to make sure it was taken out of the Soil Erosion account.

Treasurer McKenzie also went over the Reconciliation Summary for the Money Market account period ending 05/31/17. The account has a balance of \$16,099.54 which is enough to pay the

building loan payments with Chelsea State Bank thru September 2017. It was recommended that at a future meeting, the Board make a motion to refund this account.

REPORT OF CHAIR: Chair Drolett reported that he called Rebecca Maher (Legislative Aid/Constituent Services) with State Representative Donna Lasinski's office to get an update regarding the proposed meeting between Rep. Lasinski and DEQ. (Ms. Maher sent Chair Drolett an email on 5/24/17 to report that she was trying to schedule a meeting between Rep. Lasinski and someone from DEQ.) Chair Drolett was informed that Ms. Maher is no longer working for Rep. Lasinski's office. The person who has taken over for Ms. Maher was not aware of this issue but reported to Chair Drolett that they will look into it.

REPORT OF THE TREASURER: Treasurer McKenzie reported that Johnson Sign will start excavation for the new CACA sign the first part of July. The sign will be installed roughly a week following excavation.

REVIEW AND APPROVAL OF BUILDING OFFICIAL JOB DESCRIPTION: Chair Drolett reported that there were some minor changes to the job description to clarify that the Building Official is also the building manager and that the Building Official will also supervise and administrate the Soil Erosion and Sedimentation Control program.

MOVED by Graustein, SECONDED by Keezer, to amend the Building Official job description (as presented on 6/22/14 by the Chair) with the addition of "*all other duties as defined in the Personal Manual for the Building Official and additional duties as assigned by the Board.*" All Ayes. Motion Carried.

DISCUSSION AND APPROVAL OF SALARY AND BENEFITS PACKAGE FOR BUILDING OFFICIAL: Chair Drolett presented the offer letter dated 6/22/17 which contained the revision to reflect that the position is for a "*full-time, at will employee.*"

MOVED by Linfield, SECONDED by Graustein, to approve presenting the offer letter (dated 6/22/17) to Kim Spittler with the Effective Date at the bottom contingent upon Mr. Spittler finalizing his filing and acceptance of paperwork by the State of Michigan and the resignation of the current Interim Building Official. 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. The appointment first happens at the state level and then each community should approve and authorize the new Building Official to

enforce the building codes and SESC program on their behalf. There will be a sample resolution drafted that each community can present to their respective boards.

OTHER BUSINESS: Rick Graustein reported that Fred Swope can assist with setting up the HSA accounts.

MOVED by Drolett, SECONDED by McKenzie to reschedule the July 14th quarterly meeting to July 20th at 3:00 pm. All Ayes. Motion Carried.

Treasurer McKenzie informed the Board that Drake Certified Public Accounts has completed the audit for the year ended 2/27/17 and that copies for each community are on the meeting table. It was suggested that each community review the audit and bring comments to the next meeting.

CALL TO THE PUBLIC: None

ADJOURNMENT: MOVED by McKenzie, SECONDED by Linfield, to adjourn the meeting at 3:33 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

BUILDING OFFICIAL JOB DESCRIPTION

GENERAL: The Building Official is hereby authorized and directed to enforce the provisions of all building codes.

The Building Official shall have the authority to render interpretations of the codes and to adopt policies and procedures in order to clarify the application of their provisions.

APPLICATIONS AND PERMITS: The Building Official shall receive applications, review construction documents and plans, and issue permits for the erection, and alteration, demolition and moving of buildings and structures, inspect the premises for which such permits have been issued and enforce compliance with the provisions of the codes.

INSPECTIONS: The Building Official shall make all of the required Building inspections, and Plan Reviews or shall have the authority to accept reports of inspections by approved individuals.

DANGEROUS BUILDING BOARDS: Sit on the Dangerous Building Boards for 5 Townships and the City of Chelsea.

Review Well and Septic Permits for Health and Safety.

Issue Certificates of Occupancy

Set Occupant Loads

Do Investigations & Issue Stop Work Orders.

Work with and communicate with Architects, Lawyers, and The State of Michigan

Write State Reports and Complaints , and go to Court if need be.

Personnel Officer of the Agency.

Appointed Safety Officer.

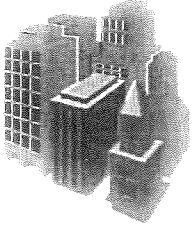
DEPARTMENT RECORDS: The Building Official shall keep official records of applications received, permits, certificates issued, fees collected, reports of inspections.

Responsible for everything that has to do with the Agency and is the Building Manager.

Supervise and Administer the Soil Erosion Program/ or appoint himself or others

All other duties as defined in the Personnel Manual for the Building Official and additional duties as assigned by the Board

Dated, June 22, 2017



CHELSEA AREA CONSTRUCTION AGENCY
CODE ENFORCEMENT

12172 Jackson Road
Dexter, Michigan 48130
(734) 475-4420 FAX (734) 475-4409

MEMBERS
City of Chelsea
TOWNSHIPS OF:
Dexter
Lima
Lyndon
Sylvan
Sharon

June 22, 2017


This letter is an official offer for the C.A.C.A. Position of Building Official.

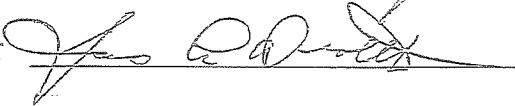
This offer of employment is being given to Mr. Kim Spittler.
The position will be a full- time at will employee position with an annual salary of \$82,700.00 effective upon acceptance by Mr. Spittler and approval of the Agency Board.

Other benefits include, up to a \$6000.00 annual Agency contribution towards an employee health care plan, a four percent (4%) annual Agency contribution towards a 401k employee retirement account, plus mileage to be reimbursed at the allowed government rate.

This offer is being made with the following understanding and agreement by Mr. Spittler that he shall be authorized and directed to enforce all the duties as required by the Building Officials Job Description, (attached), and is subject to all the Policies and Procedures as stated in the C.A.C.A. Personnel Manual.

It is further understood that in the event of an economic downturn in the future, the Board reserves the right to reduce the compensation package to preserve the financial security of the Agency.

Signature of Acceptance  Date 6-22-17

Board Chair  Date 6-22-17

Effective Date 7-1-17