

QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, JULY 20, 2017, 3:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130

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

BOARD MEMBERS ABSENT:

STAFF PRESENT: Building Official Kim Spittler.

OTHERS PRESENT: Earl Heller (Electrical Inspector), Attorney Victor Lillich, John Rich and Brian Sheaffer.

CALL TO ORDER: Chair Drolett called the meeting to order at 3:00 p.m.

CALL TO THE PUBLIC: None.

BRIAN SHEAFFER/WALDO ROAD: John Rich who is representing Brian Sheaffer presented the issues the owner is having with his home on Waldo Road in Sharon Township. Brian Sheaffer purchased the home in 2015 and reported that he has issues with the foundation. Mr. Rich went over the permit history and would like to work with the CACA Board to remedy the situation for his client which could include (1) Demolish the house and start over, or (2) Supplement the existing foundations up to code.

Attorney Victor Lillich stated we need to evaluate this situation.

The CACA Insurance has been notified and has discussed the issues regarding the Brian Sheaffer situation. Mr. Sheaffer has filed a complaint regarding this issue with the State of Michigan Department of Licensing and Regulatory Affairs (LARA). LARA has sent a letter to CACA asking the agency to respond to the allegations in writing by July 31, 2017. Kim Spittler is finalizing the agency's response and will forward it to LARA prior to the deadline so they can continue their investigation. The insurance company has been contacted.

APPROVAL OF THE JULY AGENDA: Motion by Linfield, seconded by Graustein, to approve the July Agenda, with the addition of "chairs for meeting room" under Other Business, as amended. All Ayes. Motion carried.

APPROVAL OF MINUTES: Motion by Keezer, seconded by Linfield, to approve the minutes of June 22, 2017, as presented. All Ayes. Motion carried.

APPROVAL OF BILLS: Moved by McKenzie, seconded by Keezer, to approve the General Checking bills from (06/22/17 thru 07/20/17) in the amount of \$38,300.53 and the Soil Erosion bills from (06//20/17 thru 07/20/17) in the amount of \$3,910.70, as presented on July 20, 2017 summaries from the accountant, and to authorize a transfer of \$332.50 from Soil Erosion to the General Checking for legal services. All Ayes. Motion carried.

REPORT OF THE CHAIR: Drolett reported that he has sent everyone an e-mail regarding DEQ.

REPORT OF THE TREASURER: McKenzie reported that Chelsea State Bank has gone to on-line banking. Discussion followed.

Moved by McKenzie, seconded by Graustein, to authorize on-line banking with Chelsea State Bank and to have the CACA Board members authorize check signers, with one administrator -- the treasurer, and to delegate the Office Manager, the Building Official and MSK & Staff to be able to access the on-line banking. All Ayes. Motion carried.

REPORT OF THE BUILDING OFFICIAL: Kim Spittler reported they have been very busy with permits. Projects have been with the Prairie Cottages and the Gas Station. The agency took in \$55,000.00 for the month of June and already \$25,000.00 for the month of July.

DISCUSSION AND APPROVAL OF PAYMENT OF 10% RETAINAGE FROM GM & SONS (FINAL PAYMENT): Discussion followed.

Motion by Linfield, seconded by Kennedy, to approve the payment of 10% retainage to GM & SONS (Final Payment). All Ayes. Motion carried.

DISCUSSION AND APPROVAL OF AUDIT: Discussion followed.

Moved by Linfield, seconded by McKenzie, to accept the audit for the fiscal year 2016-2017. All Ayes. Motion carried.

APPROVAL OF MONEY MARKET TRANSFER: Discussion followed.

Moved by Keezer, seconded by Linfield, to transfer \$57,000.00 from General Checking to Money Market for monthly mortgage payments. All Ayes, Motion carried.

HSA SET UP: Discussion followed.

Moved by McKenzie, seconded by Linfield, to authorize a transfer of funds, in the amount of \$12,000.00, from the General Fund to a Health Savings Account to be set up as of September 2017. All Ayes. Motion carried.

Moved by Linfield, seconded by Graustein, to authorize Direct Deposit for the Building Official and the Office Manager. All Ayes, Motion carried.

SESC UPDATE: Nothing at this time.

OTHER BUSINESS: Discussion followed regarding ordering new chairs for the meeting room.

It was decided to have the Office Manager research for chairs for the meeting room.


CALL TO THE PUBLIC: None.

ADJOURNMENT:

Motion by Linfield, seconded by Keezer, to adjourn the meeting at 4:30 p.m. All Ayes. Carried unanimous.

Respectfully submitted,

Else Heller
Recording Secretary


Kathleen Kennedy, CACA Board Secretary