

Special Meeting Minutes of the Chelsea Area Construction Agency Board
Thursday, November 9, 2017 at 3:00 p.m.
Location: 12171 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: None

Staff Present: Building Official Kim Spittler and Chelsea Area Construction Agency attorney Victor Lillich.

Others Present: None.

Call to Order: Chair Drolett called the meeting to order at 3:03 p.m.

Call to the Public: None.

Approval of the Agenda: Motion by Linfield, seconded by Graustein to approve the agenda with the following additions, move up the Closed Session to after Approval of Agenda and add Treasurer's Report after Approval of Bills. All ayes. Motion carried unanimously.

Enter Closed Session: Motion by Keezer to go into Closed Session at 3:10 p.m. for the purpose of consulting with CACA attorney Victor Lillich, seconded by Linfield. All ayes. Motion carried unanimously.

Discussion of Letter from CACA Attorney

Exit Closed Session: Motion by McKenzie, seconded by Linfield to move out of Closed Session at 3:35 p.m.. All ayes. Motion carried unanimously.

Motion by McKenzie, seconded by Keezer that in regards to the B. Schaeffer Waldo Road foundation issue, the Board made contact with the Chelsea Area Construction Agency attorney and the Chelsea Area Construction Agency Insurance Company, and based on advice from the Chelsea Area Construction Agency attorney, take no action on this issue at this time. All ayes. Motion carried unanimously.

Approval of Minutes: Motion by McKenzie, seconded by Keezer to approve the minutes with one correction: "Money Market" is to read "Interest bearing" under "Discussion of Two Years of Employees HSA Money to the Held be held in a Growth Fund". All ayes. Motion carried unanimously.

Approval of Bills: Motion by Graustein, seconded by Linfield to approve the General Fund checking bills from 10/12/17 to 11/9/17 in the amount of \$55,082.27 and the Soil Erosion from 10/12/17 to 11/9/17 in the amount of \$4,239.70, as presented on November 9, 2017 summaries from MSK and Associates. All ayes. Motion carried unanimously.

Report of Building Official: Kim Spittler reports lots of activity, no slow down in building. Agency took in **approximately** \$224,000 in permits **and fees**, and there are lots of big projects going on right now.

Report of the Treasurer: Treasurer Mckenzie reported a transfer of \$315 from Soil Erosion to General Fund to pay for legal expenses related to Soil Erosion; opened a \$24,000 CD at Chelsea State Bank for HSA for employees per Board; paper statements from bank will resume; Carol Morrow has asked to have supplemental monies taken from her paycheck and placed into her HSA.

Motion by McKenzie, seconded by Kennedy, to authorize MSK and Associates to use ACH transfer to remit **employee** HSA account deposits for any Chelsea Area Construction Agency employee for withholding up to the maximum allowed by the IRS rules. All ayes. Motion carried unanimously.

Discussion of Pay Down of Mortgage:

Discussion followed regarding how much to keep in reserve and in capital reserves, acknowledging that capital improvements should be planned. Item will be brought back for discussion at the beginning of 2018 and considered in the budgeting process for next fiscal year.

Discussion of Risk Reduction Grant Request Application Submittal:

Grants are available through Risk Management for various items, including building security.

Motion by Drolett, seconded by Graustein, to authorize Chelsea Area Construction Agency staff to submit a grant application through the Risk Reduction Grant Program. All ayes. Motion carried.

Discussion of Employees and Inspectors End of Year Bonus

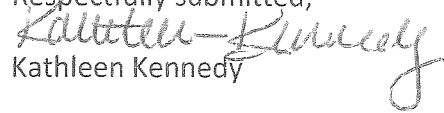
Discussion followed. Chair Drolett checked with legal counsel regarding employee bonuses and it is permissible. The Board will take it up again for consideration at the end of the fiscal year.

Other Business: None.

Call to the Public: None.

Motion to adjourn at 4:36 p.m. by Linfield, seconded by Graustein. All ayes. Motion carried unanimously.

Respectfully submitted,


Kathleen Kennedy

Chelsea Area Construction Agency Secretary