

QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, JANUARY 11, 2018, 3:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130

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

BOARD MEMBERS ABSENT: Chair James Drolett (Dexter Township) and Secretary Kathleen Kennedy (Sylvan Township).

STAFF PRESENT: Building Official Kim Spittler.

OTHERS PRESENT: Carol Graustein.

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

CALL TO THE PUBLIC: None.

APPROVAL OF THE JANUARY AGENDA: Motion by Keezer, seconded by Graustein, to schedule a Budget Meeting under Other Business and to approve the January Agenda as amended. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Graustein, seconded by McKenzie, to approve the November 9, 2017 minutes with several corrections: First page, under Approval Of Minutes, last sentence should read as “remove the and add be held”, second page, under Report of Building Official, second sentence should read “took in approximately \$224,000 in permit fees”, and under The Report of the Treasurer and in the motion it should read “transfer to remit employee HSA account”. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Graustein, seconded by Mesko, to approve the General Checking Account bills from 11/10/17 thru 01/11/18 in the amount of \$67,920.56 and the Soil Erosion checking Account bills from 11/10/17 thru 01/11/18 in the amount of \$5,236.90, as presented on January 11, 2018 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Vice Chair Linfield stated a letter was received from Chair Drolett and he is now in Florida and it is now 84 degrees.

REPORT OF THE TREASURER: No report.

REPORT OF THE BUILDING OFFICIAL: Kim Spittler reported on the following projects: Norfolk is ready to build, as is Gestamp, and CRC is moving along.

DISCUSSION OF BUDGET AMENDMENTS: McKenzie reported on the budget line items.

Motion by McKenzie, second by Keezer to table any action on the Budget Amendments until the February meeting. All Ayes. Motion carried unanimously.

DISCUSSION OF PAY DOWN ON THE MORTGAGE: McKenzie reported on the Pay Down on the Mortgage.

Motion by Keezer, seconded by Graustein to table any action on Pay Down on the Mortgage until the February meeting. All Ayes. Motion carried unanimously.

DISCUSSION OF EMPLOYEES AND INSPECTORS' END OF FISCAL YEAR BONUS:

Building Official Splitter discussed as to what amount he would like to give the regular inspectors at the end of the year. Discussion followed.

Moved by Graustein, seconded by McKernan, to table any action on the Employees and Inspectors' end of year bonus until the February meeting. All Ayes, Motion carried unanimously.

APPROVAL OF DRAKE AUDIT ENGAGEMENT LETTER: Vice Chair Linfield read the letter received from Drake to audit the books for another year dated November 14, 2017. Discussion followed.

Motion by Keezer, seconded by Graustein, to authorize the Vice Chair to sign the letter received from Drake to audit the books in the amount of \$2,500.00 for one year. All Ayes. Motion carried unanimously.

ELECTION OF OFFICERS:

Motion by Keezer, seconded by Graustein, to retain the current officers, as follows: Chair – James Drolett; Vice Chair – Christine Linfield; Secretary – Kathleen Kennedy; and Treasurer – Greg McKenzie. All Ayes. Motion carried unanimously.

UPDATE ON SOIL EROSION: McKenzie reported that he has studied the update of the Soil Erosion paperwork regarding the townships and the City of Chelsea. Discussion followed.

OTHER BUSINESS:

Motion by Graustein, seconded by McKenzie, to schedule a Budget Meeting on the agenda for February 15, 2018 at 3:00 p.m. All Ayes. Motion carried unanimously.

CALL TO THE PUBLIC:

Dale Behnke discussed the fee schedule regarding DEQ and sub-divisions. Discussion followed on lots, individual permits, each house. Soil erosion was also discussed.


It was decided to schedule this on the February agenda.

ADJOURNMENT:

Motion by Graustein, seconded by Keezer, to adjourn the meeting at 3:51 p.m. All Ayes. Motion carried unanimously.

Respectfully submitted,

Elsie Heller
Recording Secretary


Kathleen Kennedy, CACA Board Secretary