

**SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, FEBRUARY 15, 2018, 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), Secretary Kathleen Kennedy (Sylvan Township), Treasurer Greg McKenzie (Lima Township), Marc Keezer (Lyndon Township), and Rick Graustein (Sharon Township).

BOARD MEMBERS ABSENT:

STAFF PRESENT: Building Official Kim Spittler and Inspector Earl Heller.

OTHERS PRESENT:

CALL TO ORDER: Chair Drolett called the meeting to order at 3:06 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF THE FEBRUARY AGENDA: Motion by Linfield, seconded by Graustein, to move "Discussion of Pay Down on the Mortgage" to after the Report of Building Official and to approve the February Agenda as amended. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Linfield, seconded by Graustein, to approve the January 11, 2018 minutes with a few additions on the second page, as follows, under Discussion OF EMPLOYEES AND INSPECTORS' END OF FISCAL YEAR BONUS the sentence should read "Building Official Splitter discussed as to what amount he would like to give the regular inspectors at the end of the year". All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Keezer, seconded by Linfield to approve the General Checking Account bills from 01/12/18 thru 02/15/18 in the amount of \$39,250.10 and the Soil Erosion checking Account bills from 01/12/18 thru 02/15/18 in the amount of \$6,987.70, as presented on February 15, 2018 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Chair Drolett reported on a phone call he received from Senator Hume's office regarding Soil Erosion. He also reported that Greg McKenzie and he met with Fred Swope regarding the budget.

REPORT OF THE TREASURER: No report.

REPORT OF THE BUILDING OFFICIAL: Kim Spittler reported everyone is starting new projects and they are doing 10 to 12 inspections a day.

DISCUSSION OF PAY DOWN ON THE MORTGAGE: McKenzie reported on the response to the e-mail that he received. Much discussion followed. It was suggested to place \$48,000.00 into the 2018-2019 budget. Also to place this on the April agenda.

Motion by Kennedy, seconded by Graustein, to agree to authorize payment of \$48,000.00 on our mortgage for the 2018-2019 budget. All Ayes. Motion carried unanimously.

DISCUSSION AND APPROVAL OF BUDGET AMENDMENTS: Discussion followed on budget amendments.

Motion by Linfield, seconded by Graustein, to amend the 2017-2018 budget with the following changes to the expense side of the budget for an increase of \$99,596.00 and a reduction of \$29,600.00 for net increase in expenses of \$69,996.00, as follows:

Payroll expenses – Company Contribution	\$4,200.00
Wages – Accrued Leave	\$8,300.00
Wages – Other	\$120,000.00

Account number	Amended budget amount
1611 Bank Fees	\$ 100.00
1612 Computer Supplies	\$ 1,000.00
1612.1 Commissions	\$ 5,130.00
1615 Mileage – Building Officials	\$ 6,100.00
1618 Property Taxes	\$ 24.00
1625 Legal and Professional	\$10,000.00
1639 Office Equip/Furnishings	\$ 7,000.00
1640 Office Expenses	\$ 6,000.00
1640.1 Employee Benefit Program	\$ 12,000.00
1650 Seminar and Education	\$ 1,000.00
1651 Professional Publications	\$ 2,000.00
1665 Outside contract Services	\$ 10,000.00
69900 Travel	\$ 500.00

All Ayes. Motion carried unanimously.

DISCUSSION AND APPROVAL OF THE 2018-2019 BUDGET: Much discussion followed regarding the 2018-2019 proposed budget. Each line item was gone over and discussed.

Motion by Linfield, seconded by Graustein, to approve the 2018-2019 budget from March 2018 to February 2019, as follows: Total Income - \$731,686.00, Total Expenses - \$616,104.00, and Net Income - \$115,582.00. All Ayes. Motion carried unanimously.

DISCUSSION OF EMPLOYEES AND INSPECTORS' END OF Fiscal Year Bonus: Much discussion followed regarding employees and inspectors' end of fiscal year bonus.

Motion by McKenzie, seconded by Graustein, to authorize a bonus pay of \$800.00 for each employee and inspector at the end of the year. This is to be taken out of the 2017-2018 budget. All Ayes. Motion carried unanimously.

UPDATE ON SOIL EROSION: Chair Drolett stated he reported on this in his "Report Of The Chair".

OTHER BUSINESS: Discussion followed regarding if a township or a city be exempt from applying for a permit when doing a project, on a one time basis only. This was discussed and the answer is no. This was also discussed years ago.


CALL TO THE PUBLIC: None.

ADJOURNMENT:

Motion by Kennedy, seconded by McKenzie, to adjourn the meeting at 4:30 p.m. All Ayes. Motion carried unanimously.

Respectfully submitted,

Else Heller
Recording Secretary


Kathleen Kennedy, CACA Board Secretary