

**QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, APRIL 19, 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), Marc Keezer (Lyndon Township), and Rick Graustein (Sharon Township).

BOARD MEMBERS ABSENT: Treasurer Greg McKenzie (Lima Township).

STAFF PRESENT: Building Official Kim Spittler, Inspector Earl Heller and Office Manager Carol Morrow.

OTHERS PRESENT: Kevin Decker (Decker Insurance), Linda Reilly (Lyndon Township), and Tom Demski (Lyndon Township).

CALL TO ORDER: Chair Drolett called the meeting to order at 3:02 p.m.

CALL TO THE PUBLIC: None.

KEVIN DECKER, DECKER INSURANCE: Mr. Decker gave a report regarding Decker Insurance. He also discussed what we have and what was new and available this year. Discussion followed and he answered many questions.

Motion by Linfield, seconded by Keezer, to authorize Chair Jim Drolett to sign the risk application declaration form for Decker Insurance. All Ayes. Motion carried unanimously.

UPDATE ON SOIL EROSION, DALE BEHNKE: Chair Drolett stated that Dale Behnke has put a package together to issue individual permits for lots instead of issuing permits for the whole Sub-division regarding Soil Erosion. Every lot will be individually inspected.

Chair Drolett read a letter from Senator Joe Hune's office regarding municipal Soil Erosion Program.

APPROVAL OF THE APRIL AGENDA: Motion by Keezer, seconded by Kennedy, to approve the April Agenda as presented. All Ayes. Motion carried unanimously.

APPROVAL OF THE FEBRUARY 15, 2018 MINUTES: Motion by Linfield, seconded by Graustein, to approve the February 15, 2018 minutes with a few corrections: on the second page under "The Mortgage Pay Down motion it should say 2018-2019 not 2017-2018 budget", and on the third page under "Bonuses For Employees and Inspectors motion it should say 2017-2018 not 2018-2019 budget". All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Linfield, seconded by Keezer to approve the General Checking Account bills from 02/16/18 thru 04/18/18 in the amount of \$124,229.72 and the Soil Erosion checking Account bills from 02/23/18 thru 04/13/18 in the amount of \$9,961.60, as presented on April 19, 2018 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Chair Drolett stated he gave his report under Soil Erosion.

REPORT OF THE TREASURER: No report.

REPORT OF THE BUILDING OFFICIAL: Kim Spittler reported that as of March 29, 2018 Bruce Connell do longer works for CACA. Rural Reach is late on rent payments. Discussion followed. A list of all CACA inspectors were received today in our packet. Kim stated that 40 new residential homes are being built by Norfolk and Guenther; building Prairie cottages at CRC; Gestamp is still building; and 4 new houses are being built at Cavanaugh Lake.

Chair Drolett stated he has had a discussion with the new Fire Chief in Dexter. According to the fire code a fire station needs a sprinkler system, which the Dexter Township fire station does not have.

DISCUSSION OF ONE TIME PERMIT FEE EXEMPTION FOR MUNICIPALITY MEMBERS OF CACA: Marc Keezer discussed the issue in Lyndon Township. They are expanding their Township Hall.

Motion by Keezer, to grant member municipals to be granted a onetime release from a building plan review and all director inspections with a \$5k maximum. Motion dies for a lack of support.

DISCUSSION OF EMPLOYEE EVALUATIONS: Discussion followed. Keezer questioned who does the employee evaluations? Kim Spittler stated that he does their evaluations. Who does the evaluation on Kim Spittler? The CACA Board does the evaluation on building officials.

DISCUSSION OF INCREASING 401K CONTRIBUTION FOR FULL TIME EMPLOYEES: Splitter discussed this issues. Discussion followed.

DISCUSSION OF RAISES FOR FULL TIME EMPLOYEES: Discussion followed.

Motion by Linfield, seconded by Graustein, to put the following on the agenda for next month which includes both **Discussion of Increasing 401K Contribution For Full Time Employees and Discussion of Raises For Full Time Employees.** All Ayes. Motion carried unanimously.

DISCUSSION OF PAYING OFF THE MORTGAGE: Chair Drolett stated that as of this date we need to pay \$ 187,513.26 for the mortgage pay off. He asked if there is a penalty for paying the mortgage pay off early. Discussion followed.

Motion by Graustein, seconded by Linfield, to table the Paying Off The Mortgage until next month. All Ayes. Motion carried unanimously.

Motion by Keezer, seconded by Graustein, to have a Special CACA meeting on Thursday, May 10, 2018 at 3:00 P.M. All Ayes. Motion carried unanimously.

OTHER BUSINESS: None.

CALL TO THE PUBLIC: None.

Question was asked if the lines would be repainted in the driveway along the sidewalks and the cement that was cracked and broken be fixed.

Motion by Linfield, seconded by Kennedy, 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