

**SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, MAY 10, 2018, 3:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130**

BOARD MEMBERS PRESENT: Chair James Drolett (Dexter Township), Marc Keezer (Lyndon Township), Rick Graustein (Sharon Township), and Treasure Greg McKenzie (Lima Township).

BOARD MEMBERS ABSENT: Vice Chair Christine Linfield (City of Chelsea) and Secretary Kathleen Kennedy (Sylvan Township).

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

OTHERS PRESENT: Else Heller

CALL TO ORDER: Chair Drolett called the meeting to order at 3:12 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF THE MAY AGENDA: Motion by Keezer, seconded by Graustein, to approve the May Agenda as presented. All Ayes. Motion carried unanimously.

APPROVAL OF THE APRIL 19, 2018 MINUTES: Motion by Keezer, seconded by Graustein, to approve the April 19, 2018 minutes as corrected. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by McKenzie, seconded by Keezer to approve the General Checking Account bills from 04/19/18 thru 05/10/18 in the amount of \$28,112.33 and the Soil Erosion Checking Account bills from 04/19/18 thru 05/10/18 in the amount of \$1000.00, as presented on May 10, 2018 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Chair Drolett stated he had no report.

REPORT OF THE TREASURER: McKenzie gave a report regarding year to date profit and loss and budget statements from MSK & Associates.

REPORT OF THE BUILDING OFFICIAL: Kim Spittler reported that there has been lots of activity. There are four new houses that have been applied for. Driveways have been an issue. Norfolk has seven new houses and Guenther has ten to eleven new homes. Kim will get a quote to restripe the lot and proceed as weather permits. Kim stated he has talked with GM & Sons

Painting regarding painting the parking lot. Discussion followed. Kim stated he could use someone one day a week to help him as a building inspector. Discussion followed.

UPDATE ON SOIL EROSION: Chair Drolett stated everyone received a copy of SENATE BILL NO. 965 regarding Soil Erosion. Discussion followed.

DISCUSSION OF INCREASING 401K CONTRIBUTION FOR FULL TIME EMPLOYEES: Discussion followed regarding the increase of the 401K contribution for full time employees. At present Agency contribution is at 4% of employee salary.

Motion by Graustein, seconded by McKenzie, to increase the Agency 401K contribution from 4% to 8% for the Chelsea Area Construction Agency full time employees effective the next pay period beginning Saturday May 19, 2018. All Ayes. Motion carried unanimously.

DISCUSSION OF RAISES FOR FULL TIME EMPLOYEES: Discussion followed.

Motion by Graustein, seconded by McKenzie, to table “**Discussion of raises for full time employees**” until the quarterly meeting on July 12, 2019. All Ayes. Motion carried unanimously.

DISCUSSION OF PAYING OFF THE MORTGAGE: McKenzie provided email of discussion with Alex Smith/Steve Saules from the Chelsea State Bank. Discussion followed.

Motion by Graustein, seconded by Drolett, to pay off the mortgage early, and authorize Greg McKenzie to have MSK and Associates cut the check for the mortgage balance and penalties by May 31, 2018. All Ayes. Motion carried unanimously.

OTHER BUSINESS:

Motion by McKenzie, seconded by Drolett, to close the Mortgage Money Market Account and transfer the balance to the General Checking Account. All Ayes. Motion carried unanimously.


CALL TO THE PUBLIC: None.

Motion by Keezer, seconded by Graustein to adjourn the meeting at 4:13 p.m. All Ayes. Motion carried unanimously.

Next scheduled meeting is July 12, 2018 at 3:00 p.m.

Respectfully submitted,

Else Heller
Recording Secretary


Kathleen Kennedy
CACA Board Secretary