

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

**BOARD MEMBERS PRESENT:** Chair James Drolett (Dexter Township), Marc Keezer (Lyndon Township), Treasurer Greg McKenzie (Lima Township) and Tom McKernan (Sylvan Township, alternate).

**BOARD MEMBERS ABSENT:** Vice Chair Christine Linfield, Secretary Kathleen Kennedy, Trudi Cooper.

**STAFF PRESENT:** Building Official Kim Spittler, Inspector Earl Heller and Office Manager Carol Morrow (part time).

**OTHERS PRESENT:** Else Heller.

**CALL TO ORDER:** Chair Drolett called the meeting to order at 3:07 p.m.

**CALL TO THE PUBLIC:** None.

**APPROVAL OF THE OCTOBER AGENDA:** Motion by Keezer, seconded by McKenzie, to approve the October Agenda as presented. All Ayes. Motion carried unanimously.

**APPROVAL OF THE SEPTEMBER 13, 2018 MINUTES:** Motion BY Keezer, seconded by McKenzie, to approve the September 13, 2018 Special Meeting minutes as corrected. (Add the word former on page one, in Report of Chair, to read as follows – There is still the case against the three former CACA inspectors. All Ayes. Motion carried unanimously.

**APPROVAL OF BILLS:** Motion by McKenzie, seconded by McKernan to approve the General Checking Account bills from 09/14/18 thru 10/11/18 in the amount of \$37,648.05 and the Soil Erosion Checking Account bills from 09/14/18 thru 10/11/18 in the amount of \$3,000.00, as presented on October 11, 2018 summaries from MSK and Associates. All Ayes. Motion carried unanimously. Discussion followed regarding bills.

**REPORT OF THE CHAIR:** Chair Drolett reported that he has heard nothing new regarding the law suit against the former CACA inspectors. A letter was received from Sharon Township stating that Trudi Cooper will replace Rick Graustein as a representative from Sharon Township on the CACA Board. The CACA Board has extended their Thank You to Rick Graustein for serving on the CACA Board and we enjoyed having him.

**REPORT OF THE TREASURER:** McKenzie reported on the invoices received regarding Attorney Lillich and sending for Insurance Company payment. Invoice statement prepared by Carol Morrow will be sent to Lucas and Insurance Company. He also reported on the Soil Erosion budget activity, versus income and expenses. Discussion followed.

He also discussed the General Checking Balance and possible reallocation of deposits. Discussion followed. It was decided to put this on the agenda for the next meeting. The Soil Erosion account is also increasing. Discussion followed.

**REPORT OF THE BUILDING OFFICIAL:** Kim Spittler reported that on January 21, 2019 BSA will be upgraded. The deposits for this month was approximate \$18,000.00. This year the Agency has issued 15,000 permits. The lighting lamps have been upgraded last week. A new security system will be installed with Insurance Co. grant. There will be a new Private Drive at Thornton Farms. Bee Tree Lane was discussed.

**DISCUSSION AND SIGNATURE OF DRAKE AUDIT ENGAGEMENT LETTER:** Discussion followed.

Motion by Keezer, seconded by McKernan, to authorize the CACA Chair to sign the proposal to have Karl Drake do the Audit next year. All Ayes. Motion carried unanimously.

**UPDATE ON WALDO ROAD ISSUE:** Chair Drolett stated to this date no new material has been received.

**OTHER BUSINESS:** None.

**CALL TO THE PUBLIC:** None.

**ADJOURNMENT:** Motion by McKernan, seconded by Keezer to adjourn the meeting at 3:39 p.m. All Ayes. Motion carried unanimously.

Next scheduled meeting is a Special Meeting on November 8, 2018 at 3:00 p.m.

Respectfully Submitted,

Else Heller  
Recording Secretary

  
Kathleen Kennedy, CACA Board Secretary