

**QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY  
JANUARY 10, 2019 (3:00 PM)  
12172 JACKSON ROAD, DEXTER, MI 48130**

**BOARD MEMBERS PRESENT:** Treasurer Greg McKenzie (Lima Township), Secretary Kathleen Kennedy (Sylvan township), Marc Keezer (Lyndon Township), Trudi Cooper (Sharon Township) and Vice-Chair Christine Linfield (City of Chelsea).

**BOARD MEMBERS ABSENT:** Chair James Drolett (Dexter Township)

**OTHERS PRESENT:** Kim Spittler (Building Official)

**CALL MEETING TO ORDER:** Vice-Chair Linfield called the meeting to order at 3:15 pm.

**CALL TO THE PUBLIC:** None

**APPROVAL OF THE AGENDA:** MOVED by Keezer, SECONDED by Cooper, to approve the agenda as presented. All Ayes. Motion Carried.

**APPROVAL OF THE MINUTES:** MOVED by Cooper, SECONDED by McKenzie, to approve the November 8, 2018 Special Meeting minutes as presented. All Ayes. Motion Carried.

**APPROVAL OF THE BILLS:** MOVED by Keezer, SECONDED by Cooper, to approve the General Checking bills from (11/9/18 thru 1/10/19) in the amount of \$64,841.15 and to also approve the Soil Erosion bills from (11/9/18 thru 1/10/19) in the amount of \$4,613.90 as presented on the 1/10/19 summaries from MSK and Associates. All Ayes. Motion Carried.

**REPORT OF CHAIR:** Vice-Chair Linfield reported on behalf of Chair Drolett that the State of Michigan 99<sup>th</sup> Legislature had passed PA 419 of 2018, which amended Part 91 Soil Erosion and Sedimentation Control (SESC) of the Natural Resources and Environmental Protection Act (NREPA) to allow two or more municipalities to provide for joint administration and enforcement if entered into a written interlocal agreement pursuant to the urban cooperation act of 1967, provided the municipalities reside in whole or in part within the same county. The amendment was signed by the Governor on 12/16/18 and will go into effect on 3/20/19.

The Board expressed their grateful appreciation of Chair Drolett's efforts in pursuing this amendment from start to finish. His history of the agency and knowledge of the state legislative process was instrumental in getting this amendment passed. The Board thanked him for his

efforts and personal time spent in Lansing working with Representative Donna Lasinski and Senator Joe Hune to finalize the amendment.

Vice-Chair Linfield also shared on behalf of Chair Drolett that there could be a couple remaining items to finalize as part of the recent Part 91 amendment such as; having each municipality review their individual resolutions to make sure they specifically authorize CACA to be their administrative and enforcement agent for soil erosion under Part 91, and determine if the soil erosion control administrator needs to be made an employee of the agency.

Instead of reviewing each community resolution separately for compliance, the Board expressed interest in having a uniform resolution created by the CACA Attorney for each municipality to adopt.

The Board also questioned if the soil erosion control administrator would have to be hired as an agency employee or if the current employment of Kim Spittler as Part 91 (SESC) official was sufficient. Input from the CACA attorney maybe required to answer this question.

(Secretary Kennedy arrived at 3:35 pm.)

**REPORT OF THE TREASURER:** Treasurer McKenzie recommended that the Board consider having a policy in place regarding how to handle investments. The consensus of the Board members present was that this would be a good idea to pursue. Secretary Kennedy reported that Sylvan Township already has an investment policy in place and offered to share it as an example.

**REPORT OF BUILDING OFFICIAL:** Kim Spittler informed the Board that there were 2,030 permits issued in 2018 and 46 permits have been issued so far in January 2019. December deposits were in the amount of approximately \$42,000. Inspectors have been averaging 4-5 inspections per day and Spittler reported that he is conducting 7-10 inspections per day.

Spittler also reported that the change over to the new BS&A software will occur on January 21<sup>st</sup> and that the office will be closed for software training purposes January 22<sup>nd</sup> thru 25<sup>th</sup>. During the office training closure, the contracted employees will still be conducting site inspections.

**DISCUSSION AND APPROVAL OF INVESTING MONEY INTO ACCOUNTS AT OLD NATIONAL BANK:** Treasurer McKenzie reported that at the 11/08/18 Board meeting, he and Chair Drolett were instructed to invest \$400,000.00 from General Checking with TCF bank, in four CD's at \$100,000.00 each at 2.5% for eleven months. When TCF bank conducted a review of the request, they internally classified CACA as a "business" and turned down the opening of the investment

account. Treasurer McKenzie reported that Old National Bank was contacted about the possible investment and Old National Bank offered to open an account at 2.64% for twelve months.

MOVED by Keezer, SECONDED by Kennedy, to authorize the Chair and Treasurer to invest \$400,000.00 from General Checking account with Old National Bank at 2.64% interest rate for 12 months and also rescind the motion from the 11/08/18 meeting regarding the investment with TCF bank. All Ayes. Motion Carried.

**DISCUSSION AND ACTION ON SOIL EROSION ACCOUNT INVESTING:** Treasurer McKenzie reported that not only did TCF bank turn down the proposed General Checking investment, they also turned down the proposed Soil Erosion account investment of funds due to their “business” classification.

MOVED by Cooper, SECONDED by Kennedy, to authorize the Chair and Treasurer to invest \$25,000.00 from the Soil Erosion account with Old National Bank at best interest rate for 12 months and also rescind the motion from the 11/08/18 meeting regarding the investment with TCF bank. All Ayes. Motion Carried.

**ELECTION OF OFFICERS:** Per the CACA Bylaws (Amended 2013), the Board shall meet in January of each year for the purposes of selecting a Chairperson, a Vice-Chairperson, a Treasurer and a Secretary, who shall be members of the Board.

MOVED by Keezer, SECONDED by Cooper, to nominate and retain the current Chair (Drolett), Vice-Chair (Linfield), Treasurer (McKenzie) and Secretary (Kennedy) appointments for another year. All Ayes. Motion Carried.

**SCHEDULE FEBRUARY MEETING TO ADOPT THE 2019-2020 BUDGET:** Treasurer McKenzie presented the CACA Budget vs. Actual line items from the 2018-2019 budget which contains 10 months of income/expense data to review. It was discussed that there are no major capital improvement projects slated for the 2019-2020 budget and that a continued conservative approach to estimating the future number of permits and standards operating expenses could be done similar to budget creation in past years.

MOVED by Keezer, SECONDED by Cooper, to place the adoption of the 2019-2020 budget on the agenda for the Special Meeting already scheduled for 2/14/19. All Ayes. Motion Carried

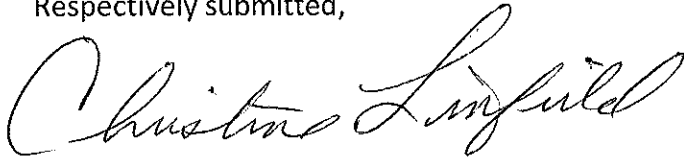
**UPDATE ON WALDO ROAD ISSUE:** No Update

**OTHER BUSINESS:** None

**CALL TO THE PUBLIC:** None

**ADJOURNMENT:** MOVED by Keezer, SECONDED by Kennedy, to adjourn the meeting at 4:25 pm.  
All Ayes. Motion Carried.

Respectively submitted,

A handwritten signature in cursive script that reads "Christine Linfield". The signature is written in black ink and is positioned above the printed name.

Christine Linfield