

**QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, APRIL 11, 2019, 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), Treasurer Greg McKenzie (Lima Township) and Marc Keezer (Lyndon Township)

BOARD MEMBERS ABSENT: Secretary Kathleen Kennedy (Sylvan Township) and Trudi Cooper (Sharon Township).

STAFF PRESENT: Building Official Kim Spittler and Earl Heller.

OTHERS PRESENT: Kevin Decker and Else Heller.

CALL TO ORDER: Chair Drolett called the meeting to order at 3:01 p.m.

CALL TO THE PUBLIC: None.

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

APPROVAL OF THE March 14, 2019 MINUTES: Motion by McKenzie, seconded by Keezer, to approve the March 14, 2019 Special Meeting minutes as presented. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Linfield, seconded by Keezer to approve the General Checking Account bills from 3/15/19 thru 4/11/19 in the amount of \$35,097.36 and the Soil Erosion Checking Account bills from 3/15/19 thru 4/11/19 in the amount of \$1,740.90, as presented on April 11, 2019 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

KEVIN DECKER/DECKER INSURANCE: Keven Decker discussed the proposed coverages for the Chelsea Area Construction Agency. Liability coverages were also discussed. Much discussion followed.

Motion by McKenzie, seconded by Keezer, to accept the proposed coverage as presented by Decker Agency, dated May 1, 2019, for the Chelsea Area Construction Agency with following revisions: to increase the "Total Building and Contents Limit" for the building to \$1,500,000.00; to increase the Inland Marine "Collective Total Limit" to \$15,000.00; and to include the two full time employees along with regular appointed Board Members for a total of 8 persons to the "Public Official and Employee Accident Policy". All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Chair Drolett had no report.

REPORT OF THE TREASURER: Greg McKenzie discussed the CSB Bank balance for the Soil Erosion checking account that was not balancing with our account balance. It was discovered a check that was written was never cleared at the bank and a double entry deposit was recorded. Quarterly budget recaps are provided for information and reviews.

REPORT OF THE BUILDING OFFICIAL: Kim Spittler reported that many new homes are being built now that spring is here. Guenther Homes have a new subdivision. He discussed the possible marijuana facility permits in Sharon Township. Much discussion followed.

DISCUSSION OF BOND POLICY-SOIL EROSION PERMITS: Discussion followed. Spittler to make policy recommendations to the board for adoption of consistent bond requirements.

DISCUSSION OF SOIL EROSION ACCOUNT FUNDS INVESTMENT:

Motion by McKenzie, seconded by Linfield, to rescind all previous action on investment accounts for Soil Erosion and authorize the Treasurer and Chair to open a bond fund checking account. All Ayes. Motion carried unanimously.

DISCUSSION OF INVESTMENT POLICY: Greg McKenzie discussed the possible Investment Policy for the Chelsea Area Construction Agency. He has spoken with Vic Lillich and Mr. Lillich will draft a new policy with what we have and will include the State of Michigan policy. Everyone is to review the draft that we have now for next month.

UPDATE ON WALDO ROAD ISSUE: Chair Drolett reported there was nothing new.

OTHER BUSINESS: None.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Linfield, seconded by Keezer, to adjourn the meeting at 4:45 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Else Heller, Recording Secretary


Kathleen Kennedy, CACA Board Secretary