

**SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, JUNE 13, 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), Secretary Kathleen Kennedy (Sylvan Township), Treasurer Greg McKenzie (Lima Township), Trudi Cooper (Sharon Township) and Marc Keezer (Lyndon Township).

BOARD MEMBERS ABSENT:

STAFF PRESENT: Building Official Kim Spittler, Inspectors Earl Heller and Rick Graustein.

OTHERS PRESENT: Attorney Victor Lillich, Julia Upfal (City of Chelsea) and Else Heller.

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

CALL TO THE PUBLIC: None.

APPROVAL OF THE JUNE AGENDA: Motion by Linfield, seconded by Cooper, to approve the June Agenda as amended to add Lyndon Township concerns under Other Business. All Ayes. Motion carried unanimously.

APPROVAL OF THE MAY 9, 2019 MINUTES: Motion BY McKenzie, seconded by Linfield, to approve the May 9, 2019 Special Meeting minutes as presented. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Keezer, seconded by Linfield to approve the General Checking Account bills from 5/10/19 thru 6/13/19 in the amount of \$38,530.48, the Soil Erosion Checking Account bills from 5/10/19 thru 6/13/19 in the amount of \$5,659.90, and the Bond Deposits in the amount of \$44.51 Checking from 5/14/19 thru 6/13/19 as presented on 6/13/19 summaries from MSK and Associates. Also to authorize the Treasurer to transfer \$44.51 into the Bond Checking Account from the Soil Erosion Checking Account. All Ayes. Motion carried unanimously.

SHARON TOWNSHIP LETTER OF SEPARATION: Chair Drolett stated that Chelsea Area Construction Agency has received a letter from Sharon Township, dated June 7, 2019, requesting to terminate Sharon Township's association with the Chelsea Area Construction Agency and their participation in the Interlocal Agreement. This termination is to be effective September 6, 2019. They are also requesting an accounting and independent audit of all funds of Sharon Township in the possession of the Chelsea Area Construction Agency as of the date of the letter, and to return of such funds to Sharon Township.

Attorney Victor Lillich spoke regarding the ordinances and codes. The State of Michigan needs to be aware of what is happening.

Much discussion followed.

Motion by McKenzie, seconded by Keezer to accept with regret Sharon Township's request to withdraw from Chelsea Area Construction Agency effective September 9, 2019, or earlier contingent upon transfer documentation being completed with the State of Michigan by Sharon Township. Motion carried with five Ayes and one Abstention (Trudi Cooper).

REPORT OF THE CHAIR: Chair Drolett reported he had nothing more to report.

REPORT OF THE TREASURER: McKenzie reported that the audit seeming to be going well with Drake when they were here. They were happy with information so far.

REPORT OF THE BUILDING OFFICIAL: Kim Spittler reported that Dale Behnke will retire from Soil Erosion Inspections at the end of June. Howard Nelson will take his place. CACA issued 216 permits this last month and had 414 inspections last month. They are staying very busy and the permits and inspections were mostly for residential building.

SESC BOND POLICY: Kim Spitter spoke regarding the Soil Erosion permits. He stated we already have a bond policy but it needs more definition. CACA will enforce the bond policy.

Discussion followed.

Kim will bring back more information to the next meeting.

DISCUSSION OF EMPLOYEE EVALUATIONS: Chair Drolett stated an evaluation has been done with Carol Morrow by Kim Spitter. One needs to be done with Kim Spitter.

Discussion followed.

Motion by Linfield, seconded by Cooper to appoint a sub-committee of Keezer and McKenzie to do an evaluation on Spitter before August 1, 2019 and report back to the Board. All Ayes. Motion carried unanimously.

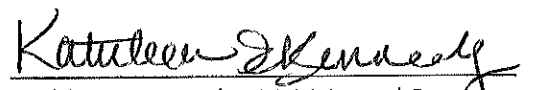
OTHER BUSINESS - (Lyndon Township's Concerns): Keezer stated Lyndon Township has discussed the letter from Sharon Township at their Board meeting, regarding the separation from CACA. They have two recommendations as follows: (1) Separation needs to be added into the local agreement, and (2) Keeping too large a cash reserve is not the best interest of the CACA agency. What is a reasonable amount is to be determined. Discussion followed.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Linfield, seconded by Kennedy to adjourn the meeting at 4:20 p.m.
All Ayes. Motion carried unanimously.

Respectfully Submitted,

Eise Heller
Recording Secretary


Kathleen Kennedy, CACA Board Secretary