

**SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD**  
**THURSDAY, AUGUST 08, 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), Tom McKernan (Sylvan Township), 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 Inspector Earl Heller.

**OTHERS PRESENT:** Julia Upfal (City of Chelsea), Howard Beeckeln (part time), Andrew Sereno, Carol Morrow (part time) and Else Heller.

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

**CALL TO THE PUBLIC:** Howard Beeckeln stated he is a builder and he is very happy with the Chelsea Area Construction Agency. Andrew Sereno stated he also is happy with the Chelsea Area Construction Agency and finds Washtenaw County on Zeeb Road more of an issue to deal with.

**APPROVAL OF THE AUGUST AGENDA:** Motion by Linfield, seconded by Keezer, to approve the August Agenda as submitted. All Ayes. Motion carried unanimously.

**APPROVAL OF THE JUNE 13, 2019 MINUTES AND JULY 11, 2019 REPORT:** Motion BY McKenzie, seconded by McKernan, to approve the June 13, 2019 Special Meeting minutes and the report of the July 11, 2019 meeting, as presented. All Ayes. Motion carried unanimously.

**APPROVAL OF BILLS:** Motion by Keezer, seconded by Linfield to approve the General Checking Account bills from 6/14/19 thru 7/11/19 in the amount of \$34,633.48, and the Soil Erosion Checking Account bills from 6/14/19 thru 7/11/19 in the amount of \$1,473.51, as presented on 8/08/19 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

Motion by Keezer, seconded by Linfield, to approve the General Checking Account bills from 7/12/19 thru 8/08/19 in the amount \$35,639.73, and the Soil Erosion Checking Account bills from 7/12/19 thru 8/08/19 in the amount of \$1,500.00, as presented on 8/08/19 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

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

**REPORT OF THE TREASURER: DISCUSSION : SHOULD SESC IT EXPENSES COME OUT OF SESC ACCOUNT:** McKenzie reported on the quarterly recap of expenses versus income regarding the budget. Discussion followed regarding the Soil Erosion account. It was decided to leave the SESC Technology expenses from the Agency General Checking Account rather than the Soil Erosion Checking account.

**REPORT OF THE BUILDING OFFICIAL:** Kim Spittler reported that St. Louis Center will be building five more buildings. Hillcrest will be building and CACA has had lots and lots of permits, mostly residential.

**SESC BOND POLICY:** Discussion followed. Kim Spitter reported that he has talked with Washtenaw County reviewing their policies and will review versus CACA Soil Erosion policy.

**DISCUSSION OF EMPLOYEE EVALUATIONS:** Marc Keezer reported that Greg McKenzie and he have done the Building Official evaluation. The over all review is that the agency is doing very well, but some corrective items and suggestions were noted during the review. It was recommended that another review be made in six months. A summary of the review will be prepared for Kim's signature.

The Soil Erosion inspections were being done with uncertified inspectors after Behnke retired. Discussion followed. All on going and future inspections and plan reviews will be as per MDEQ requirements. Kim & Howard will meet with MDEQ representatives.

**DISCUSSION AND APPROVAL OF WAGE INCREASE – OFFICE MANAGER – AND  
DISCUSSION AND APPROVAL OF WAGE INCREASE – BUILDING OFFICIAL:**

Discussion followed.

Motion by Keezer, seconded by McKenzie to increase the base pay of the Office Manager (Carol Marrow) to \$63,200 and to increase the base pay to the Building Official (Kim Spittler) to \$88,830. All Ayes. Motion carried unanimously.

Motion by McKenzie, seconded by Linfield to make the salary adjustment for the Office Manager and the Building Official retroactive to July 1, 2019 and direct MSK to make the adjustment. All Ayes. Motion carried unanimously.

**UPDATE ON SHARON TOWNSHIP'S EXIT PROGRESS:** Kim Spittler reported on the latest activity. He also reported regarding the permits from Washtenaw County versus CACA and that CACA has been issuing permits in Sharon Township as recently as this week. Discussion followed.

**OTHER BUSINESS:**

Discussion followed regarding Agriculture buildings exemption of agricultural barns and how to determine which qualified.


**CALL TO THE PUBLIC:**

Andrew Sereno, as a Sharon Township Businessman, again stated he was very happy with working with the Chelsea Area Construction Agency and he also agreed with the Ag exemption on agricultural barns.

**ADJOURNMENT:** Motion by Linfield, seconded by McKernan to adjourn the meeting at 4:41 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Elsa Heller  
Recording Secretary

  
Kathleen Kennedy, CACA Board Secretary