

**QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD**  
**THURSDAY, OCTOBER 10, 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), and Treasurer Greg McKenzie (Lima Township).

**BOARD MEMBERS ABSENT:** Marc Keezer (Lyndon Township).

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

**OTHERS PRESENT:** 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 OCTOBER AGENDA:** Motion by Linfield, seconded by Kennedy, to approve the October Agenda as submitted. All Ayes. Motion carried unanimously.

**APPROVAL OF THE SEPTEMBER 19, 2019 MINUTES:** Motion by McKenzie, seconded by Linfield, to approve the September 19, 2019 Special Meeting minutes, as submitted. All Ayes. Motion carried unanimously.

**APPROVAL OF BILLS:** Motion by Kennedy, seconded by Linfield to approve the General Checking Account bills from 9/20/19 thru 10/10/19 in the amount of \$29,811.33, and the Soil Erosion Checking Account bills from 9/20/19 thru 10/10/19 in the amount of \$1,162.00, as presented on 10/10/19 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

**REPORT OF THE CHAIR:** Chair Drolett had a small report.

**REPORT OF THE TREASURER:** No report.

**REPORT OF THE BUILDING OFFICIAL:** Kim Spittler reported that they have been very busy. There is no slow down. Westchester Farms is in phase two. For 2019 1,533 permits have been issued, there have been approximately 3,000 inspections made.

**DISCUSSION OF EMPLOYEE EVALUATIONS:** Kim Spittler reported on his evaluation comments. Discussion followed.

**DISCUSSION OF AMENDING INTERLOCAL AGREEMENT TO EXCLUDE SHARON TOWNSHIP:** Chair Drolett reported on the subject. Attorney Vic Lillich will be asked to draft an amendment to the Interlocal Agreement. Discussion followed.

**DISCUSSION OF ATTORNEY TO DRAFT A SECTION ON DISTRIBUTION OF ASSETS IN THE EVENT OF DISSOLUTION:** Discussion followed.

Motion by McKenzie, seconded by Linfield, to authorize the Chair to present Lillich to draft Amendment (5) to the Interlocal agreement to remove Sharon Township and add language on possible future option on distribution of agency assets in the event of total dissolution. All Ayes. Motion carried.

**DISCUSSION OF 2019-2020 BOARD OFFICERS:** Discussion followed.

**DISCUSSION OF 2020 MEETING DATES:** Discussion followed. It was decided to add November 12, 2020 and December 10, 2020 to the CACA monthly meeting dates for 2019-2020.

Motion by McKenzie, seconded by Kennedy, to approve the CACA 2019-2020 monthly meeting dates, as amended. All Ayes. Motion carried.

Motion by Linfield, seconded by Kennedy, to cancel the CACA November 14, 2019 meeting date. All Ayes. Motion carried.

**OTHER BUSINESS:** Chair Drolett stated there will be a retirement party, from the City of Chelsea, for Christine Linfield on December 04, 2019.

Christine Linfield thanked everyone. She has appreciated everything that has been done and said to her.

Chair Drolett also thanked Christine Linfield for everything she has done for us.

Greg McKenzie gave a quarterly budget report from MSK.

Greg McKenzie reported on Lima Township Input on out-sourcing regarding plan reviews for participating municipalities own projects only. Lima Township is in support but feels we need a policy regarding this. Discussion followed.

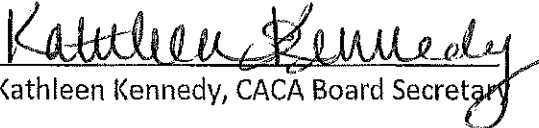
Chair Drolett requested McKenzie to draft preliminary policy language.

**CALL TO THE PUBLIC:** None.

**ADJOURNMENT:** Motion by Linfield, seconded by McKenzie to adjourn the meeting at 4:08 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Else Heller  
Recording Secretary

  
Kathleen Kennedy, CACA Board Secretary