

**SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
TUESDAY, JANUARY 21, 2020
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130**

BOARD MEMBERS PRESENT: Chair James Drolett (Dexter Township), John Hanifan (City of Chelsea), Tom McKernan (Sylvan Township), and Treasurer Greg McKenzie (Lima Township).

BOARD MEMBER ABSENT: Marc Keezer.

STAFF PRESENT: None.

OTHERS PRESENT: None.

CALL TO THE PUBLIC: Chair Drolett called the meeting to order at 3:00 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF THE JANUARY 21, 2020 AGENDA: Motion by Hanifan, seconded by McKenzie, to approve the January 21, 2020 agenda. All Ayes. Motion carried unanimously.

REPORT OF CHAIR: Chair reported he will contact Mr. Ryan Miller for follow-up to the 1/15/20 interview. (Post Mtg note: On Monday, January 27, 2020 Mr. Miller informed the Chair he was no longer interested in the position).

REPORT OF TREASURER: Treasurer presented a draft of proposed 2020/2021 fiscal year budgets for Board review and input.

OFFICE MANAGER: Discussion followed. Motion by Hanifan, seconded by McKenzie, to approve the Office Manager offer letter to Devin Morgan, dated January 16, 2020. All Ayes. Motion carried unanimously.

BUILDING OFFICIAL POSITION: Discussion followed.

OTHER BUSINESS; None.

ADJOURNMENT: Motion by Hanifan, seconded by McKenzie, to adjourn the meeting at 4:15 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

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

Kathleen Kennedy
For Tom McKernan