

MONTHLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, APRIL 14th, 2022, 2:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130

BOARD MEMBERS PRESENT: David Rohr (Dexter Township), Duane Luick (Lima Township), Pam Byrnes (Lyndon Township), Amanda Nimke (Sylvan Township)

BOARD MEMBERS ABSENT: Julia Upfal.

STAFF PRESENT: Devin Morgan, Matt Forster

OTHERS PRESENT: None.

CALL TO ORDER: Luick called the meeting to order at 2:00 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF AGENDA: Motion by Byrnes, seconded by Rohr, to approve agenda as presented. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Rohr, seconded by Luick, to approve February 10th, 2022 meeting minutes as presented. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Byrnes, seconded by Nimke, to approve the General Checking Account bills in amount of \$122,303.59, the Soil Erosion Control Checking Account bills in amount of \$17,686.00 from 1/28/2022 through 4/14/2022 as presented on 4/14/2022 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: None.

REPORT OF THE TREASURER: Luick reported that there are several big projects in the works in Lima Township and the City of Chelsea.

REPORT OF BUILDING OFFICIAL: Forster reported that CACA has issued 428 permits totaling approximately \$150,000 in the first quarter. Agency hired Christine Kurtz as office assistant on March 17th, 2022. Forster and Morgan are looking into itemizing commercial trades permits and still considering the pros and cons of Field Edge and Tablets. Office Water Softener is no longer working, we are obtaining bid to replace system.

DISCUSSION OF REFUND POLICY: Motion by Luick, seconded by Rohr, to adapt permit refund policy as presented. All Ayes. Motion carried unanimously.

DISCUSSION OF INSPECTION PAY RATE INCREASE: Motion by Nimke, seconded by Rohr, to accept fee changes to increase inspectors pay rate, increase inspection rate fees and increase administration fee as presented. All Ayes. Motion carried unanimously.

DISCUSSION OF BUILDING OFFICIAL 6 MONTH REVIEW: Motion by Nimke, seconded by Byrnes, to increase building official salary to \$100,000.00 a year effective today and reviewed at October 2022 board meeting. All Ayes. Motion carried unanimously.

APPROVAL OF DECKER ANNUAL POLICY: Motion by Nimke, seconded by Byrnes, to approve Decker Agency Annual Policy in the amount of \$7,101.00. All Ayes. Motion carried unanimously.

APPROVAL OF LAWN CARE & LANDSCAPING MAINTENANCE CONTRACT: Motion by Nimke, seconded by Luick, to authorize building official to sign Lawn Care & Landscaping Contract not to exceed \$8,500.00. All Ayes. Motion carried unanimously.

OTHER BUSINESS: None.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Byrnes, seconded by Luick, to adjourn the meeting at 3:46 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan
Recording Secretary

A handwritten signature in cursive script, appearing to read "Amanda Nimke", written over a horizontal line.

Amanda Nimke
CACA Board Secretary