

QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, DECEMBER 14th, 2023, 1 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130

BOARD MEMBERS PRESENT: Maris Metz (Dexter Township), Duane Luick (Lima Township), Pam Byrnes (Lyndon Township), Amanda Nimke (Sylvan Township), Jason Freeman (City of Chelsea)

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Devin Morgan, Matt Forster

OTHERS PRESENT:

CALL TO ORDER: Luick called the meeting to order at 1:09 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF AGENDA: Motion by Metz, seconded by Byrnes, to approve the December 14th, 2023, agenda as presented. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Metz, seconded by Luick, to approve September 14th, 2023, meeting minutes. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Byrnes, seconded by Luick, to approve the General Checking Account bills in amount of \$309,410.98, the Soil Erosion Control Checking Account bills in amount of \$83,433.00 from 9/1/2023 through 11/30/2023 as presented on 12/7/2023 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: None.

REPORT OF THE TREASURER: Luick reports that he has been in communication with the financial institutions where the Agency holds Certificates of Deposits. Luick is working on making changes to Agency CD's to lock in better rates and will continue to monitor them as their renewal dates approach.

REPORT OF BUILDING OFFICIAL: Forster that the agency has processed 644 permits in the last quarter. The Agency has continued to stay busy and everything is running smoothly. Forster states that the Agency recently had the iron filtration system replaced, the leaking pressure tank replaced, and the well pump replaced in our office. There are several ongoing projects in our jurisdictions including Jiffy Silos, Heritage Farms, St. Louis Center, and Gestamp. Forster stated that the agency is looking into a surveillance camera upgrade, to increase the recording time on our system.

DISCUSSION OF STATUS OF ACCOUNTANT: Discussion followed. Staff feels that current accountant handles workload, and no change is needed.

DISCUSSION OF WEBSITE UPGRADE: Discussion followed.

DISCUSSION OF BOARD MEMBER ALTERNATES & ATTENDANCE: Discussion followed.

DISCUSSION OF WAYS TO SUPPORT COMMUNITY: Table until next meeting.

DISCUSSION OF SCHEDULING ANNUAL EMPLOYEE EVALUATIONS: Discussion followed.

APPROVAL OF 2024 HSA/FSA DISBURSEMENT IN JANUARY: Motion by Luick, seconded by Metz, to authorize MSK to disperse 2024 funds into HSA/FSA. All Ayes. Motion carried unanimously.

APPROVAL OF 2024 BOARD MEETING SCHEDULE: Motion by Luick, seconded by Freeman, to approve 2024 CACA Board Meeting Schedule as presented. All Ayes. Motion carried unanimously.

DISCUSSION OF BOARD MEMBER PROVIDENT BENEFICIARY FORM: Discussion followed.

DISCUSSION OF UTILIZING CACA FOR ZONING CODE ENFORCEMENT: Discussion followed.

DISCUSSION OF BOARD RETREAT: Discussion followed.

OTHER BUSINESS: Forster apologized that he was not able to be at the last quarterly board meeting. He stated that this was the first meeting that he has missed in two years and that he does not plan to miss any other meetings.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Metz, seconded by Luick, to adjourn the meeting at 3:20 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan
Recording Secretary

Pamela Byrnes
CACCA Board Secretary