

QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, JANUARY 12th, 2023, 1 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130

BOARD MEMBERS PRESENT: David Rohr (Dexter Township), Duane Luick (Lima Township), Amanda Nimke (Sylvan Township), Adrianna Jordan (City of Chelsea).

BOARD MEMBERS ABSENT: Pam Byrnes (Lyndon Township).

STAFF PRESENT: Devin Morgan, Matt Forster

OTHERS PRESENT: None.

CALL TO ORDER: Rohr called the meeting to order at 1:08 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF AGENDA: Motion by Jordan, seconded by Nimke, to approve agenda. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Jordan, seconded by Nimke, to approve November 10th, 2022 meeting minutes with addition of Adrianna Jordan (City of Chelsea), to list of board members absent at November 10th, 2022 meeting. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Luick, seconded by Nimke, to approve the General Checking Account bills in amount of \$238,335.97, the Soil Erosion Control Checking Account bills in amount of \$20,301.00 from 10/7/2022 through 1/6/2023 as presented on 1/6/2023 summaries from MSK and Associates. All Ayes. Motion carried unanimously..

REPORT OF THE CHAIR: None.

REPORT OF THE TREASURER: Luick discussed that he thinks that installing additional lights and cameras in the CACA parking lot was a good investment. Luick reports that the agency has been running good, staying busy and that Devin stays late and comes in often to keep the Agency caught up.

REPORT OF BUILDING OFFICIAL: Forster states that the agency has processed approximately 470 permits since the last meeting. He states that the agency has stayed busy and there are several building and renovation projects in the works. Forster said that the Agency generator is no longer working and would like to discuss replacing it.

DISCUSSION OF AGENCY ATTORNEY MERGE: Discussion followed.

DISCUSSION OF DRAKE AUDIT ENGAGEMENT LETTER: Motion by Rohr, seconded by Nimke, for Chair to sign Drake Certified Public Accountants engagement letter for 2023 Annual Audit not to exceed \$5,000.00. All Ayes. Motion carried unanimously.

DISCUSSION OF EMPLOYEE ANNUAL RAISES: Discussion followed. Table annual employee evaluations and pay increases until next meeting.

DISCUSSION OF WELLNESS PROGRAM: Motion by Nimke, seconded by Luick, to approve CACA Wellness Program as presented. . All Ayes. Motion carried unanimously.

APPROVAL OF AGENCY GENERATOR REPLACEMENT: Motion by Nimke, seconded by Jordan, to approve Agency generator quote from Stein Electric for the amount of \$8,700. All Ayes. Motion carried unanimously.

OTHER BUSINESS: Motion by Jordan, seconded by Nimke, to add additional CACA board meeting on February, 23rd, 2023 at 10am. All Ayes. Motion carried unanimously.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Luick, seconded by Nimke, to adjourn the meeting at 3:00 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