

**ANNUAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
TUESDAY, JANUARY 18, 2024, 1 p.m.
LOCATION: 12172 Jackson Rd. 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: Matt Forster, Devin Morgan

Others Present: None

Call to Order: Nimke called the meeting to order at 1:01 p.m.

Call to the public: None.

Approval of the Agenda: Motion by Metz, seconded by Byrnes to approve the January 18, 2024 agenda as presented. All ayes. Motion carried. Nimke said she forgot to add two additional agenda items. Metz rescinded her Motion.

Nimke requested to add to the agenda items: Discussion of Accountant Submitting Payroll, and Discussion of Accountant Access to Chelsea State Bank Accounts. Motion by Byrnes to approve the agenda as amended. Supported by Metz. All ayes. Motion carried.

Approval of the December 14, 2023 minutes and January 11, 2024 minutes: Motion by Metz to approve the December 14, 2023 and January 11, 2024 minutes. Supported by Freeman. All ayes. Motion carried.

Election of Officers:

Motion by Nimke to elect Amanda Nimke as Chair, Pam Byrnes as Vice Chair, Duane Luick as Treasurer, Maris Metz as Secretary. Supported by Metz. All ayes. Motion carried.

Discussion of Board Agendas, Board Packet Supporting Documentation and Board Packet Timeline and Distribution: The Board discussed the process of drafting the agenda and agreed to send additions to the office manager four days before the meeting, who would provide it to the Chair at least two days before the meeting. The Chair would then finalize the agenda and distribute it to the Board, and the office manager would print off hard copies of the Board packets to be provided at the meeting. Motion by Nimke to table the agenda item to be discussed at the Work Session. Supported by Luick. All ayes. Motion carried.

Continued Discussion on Policies: Nimke asked Board members to bring policies from their municipalities to be discussed at the Work Session and said she had gathered information from

the Chelsea Area Fire Department and the Chelsea District Library. Byrnes suggested looking at the Michigan Township's Association for guidance.

Discussion of Compensation Consultant Request for Proposals: Metz provided a draft Request for Proposal and asked for Board member feedback. Byrnes said her alternate would provide examples for consideration. The Board discussed the process a compensation consultant would follow to analyze wages and total compensation, job descriptions, and policies and procedures.

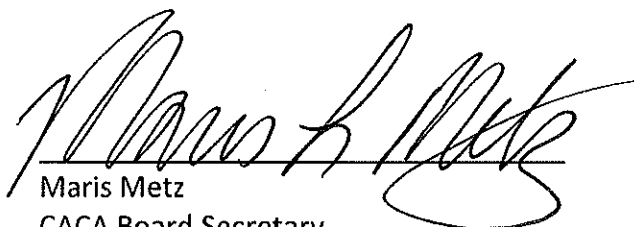
Discussion of Scheduling Board Work Session: Motion by Nimke to schedule the Work Session for February 8, 2024 at 9:30 a.m., pending the availability of the attorney, to take place at the Agency Board room. Supported by Luick. All ayes. Motion carried.

Discussion of Accountant Submitting Payroll: Nimke said she and Metz had met with the accountant and discussed internal controls. Nimke said the accountant had submitted payroll previously and was recommending it be returned to the accountant for internal controls, and said the accountant stated she could process the MERS contributions in Paychex. Luick questioned the efficiency of the accountant submitting payroll and Metz said internal controls was important. Byrnes suggested a trial period of the accountant submitting payroll. Motion by Luick to have the accountant submit payroll for two pay periods, including the MERS contributions. Supported by Byrnes. All ayes. Motion carried.

Discussion of Accountant Access to Chelsea State Bank Accounts: Nimke requested that the accountant have authorization for read only access to the Chelsea State Bank accounts. Luick agreed. Motion by Byrnes that the accountant have read only access to all Chelsea Construction Agency and Soil Erosion Sediment Control accounts at Chelsea State Bank. Supported by Luick. All ayes. Motion carried.

CALL TO THE PUBLIC: None

ADJOURNMENT: Motion by Metz to adjourn at 1:44 p.m., Seconded by Byrnes. All ayes. Motion carried.



Maris Metz
CACA Board Secretary