

QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, JULY 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: None.

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 Nimke, seconded by Rohr, to approve April 14th, 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 \$220,913.21, the Soil Erosion Control Checking Account bills in amount of \$20,067.00 from 4/5/2022 through 7/14/2022 as presented on 7/14/2022 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: None.

REPORT OF THE TREASURER: Luick reported that he works with CACA staff on projects often. CACA staff is doing a great job with keeping the office running smoothly.

REPORT OF BUILDING OFFICIAL: Forster reported that CACA has issued 580 permits since the last meeting. Building and trades permits are still coming in pretty steady. There was a car accident that happened at the entrance of the CACA parking lot and the mailboxes had to be replaced. Forster discussed the need for additional parking lot lighting and cameras.

DISCUSSION OF BOARD MEMBER POSITIONS AND AUTHORIZED SIGNERS: Motion by Luick, seconded by Byrnes, to appoint David Rohr as CACA chair and add Amanda Nimke as an authorized signer on all CACA accounts. All Ayes. Motion carried unanimously.

DISCUSSION OF OFFICE MANAGER REVIEW: Motion by Luick, seconded by Nimke, to increase salary of office manager to \$89,440.00, effective July 1st, 2022. All Ayes. Motion carried unanimously.

DISCUSSION OF MERS 2022 CONFERENCE: Discussion followed.

DISCUSSION OF COST OF LIVING ADJUSTMENT: Motion introduced by Byrnes, to increase salary for full-time employees by 5.9% for cost of living adjustment. Motion not seconded; motion failed.

Motion by Rohr, seconded by Nimke, Cost of living adjustment for full-time employees, Matt Forster and Devin Morgan, to increase salary by 7% effective July 1st, 2022. Three Ayes, One Nay. Motion carried.

DISCUSSION TO AUTHORIZE BUILDING OFFICIAL TO APPROVE REPAIRS: Motion by Luick, seconded by Byrnes, to authorize building official to approve parking lot lighting and camera installation quote not to exceed \$15,000.00. All Ayes. Motion carried unanimously.
Motion by Nimke, seconded by Rohr, to authorize building official to approve OTIS elevator Maintenance & Hydraulic Oil Change quote not to exceed \$11,250.00. All Ayes. Motion carried unanimously.

OTHER BUSINESS: None.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Rohr, seconded by Nimke, to adjourn the meeting at 3:30 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan
Recording Secretary



Amanda Nimke
CACCA Board Secretary