

QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, JUNE 8th, 2023, 1 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130

BOARD MEMBERS PRESENT: David Rohr (Dexter Township), Duane Luick (Lima Township), Pam Byrnes (Lyndon Township), Adrianna Jordan (City of Chelsea).

BOARD MEMBERS ABSENT: Amanda Nimke (Sylvan Township).

STAFF PRESENT: Devin Morgan, Matt Forster

OTHERS PRESENT: None.

CALL TO ORDER: Rohr called the meeting to order at 1:10 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF AGENDA: Motion by Jordan, seconded by Byrnes, to approve the June 8th, 2023, agenda. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Jordan, seconded by Byrnes, to approve March 9th, 2023, meeting minutes. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Byrnes, seconded by Jordan, to approve the General Checking Account bills in amount of \$263,459.42, the Soil Erosion Control Checking Account bills in amount of \$44,791.00 from 3/6/2023 through 5/31/2023 as presented on 5/31/2023 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: None.

REPORT OF THE TREASURER: None.

REPORT OF BUILDING OFFICIAL: Forster states that the agency has processed 759 permits in the last quarter. The agency's annual audit was completed yesterday, and the auditor will forward the report soon. We currently have several commercial projects including Gestamp, Chelsea Proving Grounds, and Starbucks.

DISCUSSION OF CAPITALIZATION VALUE: Motion by Luick, seconded by Jordan, to increase agency Capitalization Value to \$5,000 per item. All Ayes. Motion carried unanimously.

DISCUSSION OF COLA: Motion by Byrnes, seconded by Luick, to approve a Cost-of-Living increase based on the current CPI of 4.5%, plus 1% for a total of a 5.5% salary increase for Office Manager and Building Official. All Ayes. Motion carried unanimously.

Motion by Luick, seconded by Jordan, for future Cost-of-Living increases for all full-time employees to be calculated by the CPI plus 1%. Motion carried unanimously.

DISCUSSION OF PAYROLL COMPANY: Discussion followed. Motion by Byrnes, seconded by Rohr, to authorize the Office Manager and Building Official to make changes to payroll and accounting services to meet the agency needs. All Ayes. Motion carried unanimously.

APPROVAL OF EMERGENCY A/C REPLACEMENT: Motion by Jordan, seconded by Luick, to approve the expenditure of \$7,563.00 to Steele Heating & Cooling for emergency replacement of A/C Condenser and coil. All Ayes. Motion carried unanimously.

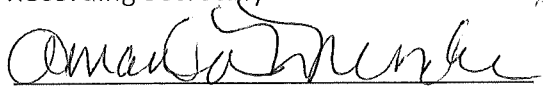
OTHER BUSINESS: Discussion followed.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Jordan, seconded by Luick, to adjourn the meeting at 2:38 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan
Recording Secretary

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

Amanda Nimke
CACCA Board Secretary