

CHELSEA AREA CONSTRUCTION AGENCY
12172 JACKSON ROAD, CHELSEA, MI 48118

1. Call to Order – Amanda Nimke – Chair:

The meeting was called to order at 10am - March 14, 2024

2. Roll Call and Introductions:

Sylvan Township	Amanda Nimke - Present
Dexter Township	Maris Metz – Present
City of Chelsea	Jason Freeman – Present
Lima Township	Duane Luick – Present
Lyndon Township	Pam Byrnes – Will be late with notice
Building Official	Matt Forester – Present
Recording Secretary	Michelle Stamboulellis (Nick) - Present

3. Public Comment – No public comments.

4. Approval of the Agenda:

Motion by Metz, supported by Luick to approve the agenda as presented.

No discussion.

All ayes. Motion carried (5,0)

5. Enter Closed Session – 10:03am:

Move to enter closed session for the Board to have discussion. Nimke moves to allow the Board to convene in closed session under section LH of the Open Meetings Act (OMA) to consider material exempt from disclosure by state statute section 13 LG of the Freedom of Information Act (FOIA) being letters from its attorney dated March 7, 2024 and March 13, 2024 for the reason that the letter is exempt from disclosure under State Law due to the attorney client privilege.

Motion by Nimke, supported by Luick. Discussion – none. All ayes. Motion carried (6,0)

6. Closed Session Ended – 11:00am:

Motion to follow the recommendation of the CACA attorney advice from the closed session. Motion by Freeman, Supported by Metz. Discussion – none. Ayes- Nimke, Metz, Freman, Byrnes, Forester.; Nays- Luick.

Motion carried (5,0)

7. Approval of the Minutes:

Motion to approve the February 28, 2024 closed session meeting minutes, February 28, 2024 regular meeting minutes and March 7, 2024 regular meeting minutes.

Motion by Freeman, supported Metz. Discussion – format of meeting minutes. All ayes. Motion carried (6,0)

8. Approval of the Financials (Bills):

Discussion of the Activity of the Budget verses the actuals of the General Checking, Soil Erosion, Bond Deposit and Petty Cash Fund(s). Accountant changed the format to make the financial report easier to understand. Employees are paid Bi-Weekly and the Inspectors are Monthly.

Motion to approve the monthly bills as presented in the board packet. Motion made by Nimke, supported by Freeman. Discussion – none. All ayes. Motion carried.

9. Report of the Chair:

Benchmarking RFP uploaded on to the MML, no pdf was permitted but there is a link to the pdf, will be on line for 30 days for a fee of \$250.00. Posted RFP with MTA. Job posting is posted in the Sun Times (one week \$375.00), Dexter Township Website, Sylvan Township Website, CACA Website. Plan to post in the Chelsea Update.

10. Report of the Treasurer:

CD became mature, great deal at Old National. Rolled them over Friday for 365 days \$177,275.70 at 4.84%. There will be additional CD's that will mature soon, Metz plans to work with Luick to work with Michigan Class investments. Thoughts to have the CACA accountant run a Cash Flow Analysis.

11. Report of the Building Official:

December 14th – Present date the agency has received 487 permits combined with building, electrical and plumbing – total permit fees generated are \$242,043.13. Majority of permits are from Sylvan Township, Lima Township and the City of Chelsea. Matt is the FOIA coordinator. For the Office Manager Position there have been 4 resumes received and 3 that inquired verbally. Someone should go to the bank and have the previous Office Manager (Devin Morgan) removed as a signer and removed from all banking privileges.

12. Action Items:

Wellness Center membership needs to be defined to continue. Discussion weather to discount the membership fee or compensate for the Board Member to have a membership – not a family plan. Luick is in favor of the membership for the Board members or employee only. Nimke supports a corporate membership for Board members and employees of CACA.

Motion to offer a Corporate Wellness Center membership for Board members and employees (including inspectors) of CACA. Motion by Luick, supported by Freeman. Discussion – none. All ayes. Motion Carried (6,0).

13. Purchasing Policy Matt:

Discussion regarding purchasing items for the office that directly support the agency. The items will also be offered / used by the public ex: coffee, water, toiletries. Asking for guidelines for spending power for emergency issues ex: heating system, cleaning and office supplies.

Pending future spending policy / guideline we authorize allowing the Building Official to have a spend purchase power up to \$5,000.00 for emergency issues / office essentials.

Motion by Byrnes, supported by Luick. Discussion – none. All ayes. Motion Carried (6,0).

14. Lawn Maintenance Company:

Matt reached out to several lawn care maintenance companies and received 2 bids back. Brians Services was the most competitive with a total of \$3,300.00 for the season. Luick asked if we contacted Romine. Matt is seeking permission to sign a contract with Brian Services for the 2024 lawn care season for the CACA agency.

Motion to approve Brian Services for the 2024 mowing service and authorize the Building Official Matt Forester to sign the contract today March 14, 2024

Motion by Nimke, supported by Metz.

Discussion – Luick asked to send an invitation to Romine to bid property next year.
All ayes. Motion Carried (6,0)

15. Cleaning Company:

Matt is seeking cleaning companies, with insurance, to clean CACA Building. Metz recommend Fultank, who cleans the Dexter Township offices. Byrnes mentioned looking on Next Door for cleaners. Received estimate for septic cleaners and talked about switching to septic friendly toilet paper – Bollinger’s \$808.00 to pump tanks, no motion necessary with the approved Purchasing Policy.

16. Consideration of new Auditor:

Matt has an appointment with Drake on may 6th, asking all Board members to contact their auditors to have additional choices.

17. Petty Cash:

Discussion of setting petty cash to \$2,500.00. Matt is comfortable with the Petty Cash line item so he can purchase stamps, salt, training materials. It is linked to a debit card through Chelsea State Bank. Motion to set the Petty Cash line item to the debit card at \$2,500.00 per month for necessary purchases. Matt will be the only one authorized to use that card.

Motion by Luick, supported by Nimke.

Discussion – to move the utilities from being paid from the Petty Cash to ACH payments under the line item labeled “utilities” being DTE, Version and Comcast. Matt will contact the accountant to set up the monthly ACH payments or pay by paper check.

All ayes. Motion Carried (6,0)

18. Removal of signer on Bank Accounts:

Motion to remove the previous Office Managed (Devin Morgan) as a signer and removed from all bank accounts and banking privileges.

Motion by Luick, supported by Byrnes.

All ayes. Motion Carried (6,0)

19. Public Comment – No public comments.

20. Adjournment at 12.12pm:

Motion by Luick, supported by Freeman.

All ayes. Motion Carried (6,0)

Next scheduled meeting of the CACA Board of Trustees will be

Michelle Stamboulellis – Recording Secretary

