

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 7, 2024

2. Board Members Present:

Sylvan Township	Amanda Nimke
Dexter Township	Maris Metz
City of Chelsea	Jason Freeman
Lima Township	Duane Luick
Lyndon Township	Pam Byrnes

Absent: None

Staff Present: Building Official	Matt Forester
Recording Secretary	Michelle Stambouellis

3. Public Comment – No public comments.

4. Approval of the Agenda

Motion by Byrnes, supported by Metz to approve the agenda as presented.
All ayes. Motion carried.

5. Action Items – Job Description / Salary Office Manager

Discussion: Pay range for new office manager position. The Board reviewed salary and benefit data from the Washtenaw County Building Department and the Michigan Municipal League (MML). Due to the upcoming busy season, Forster will post the Office Manager position in the Sun Times News, MML, Chelsea Update and on all CACA Representatives' township websites and CACA website. The position will be salary range of \$65,000-\$75,000 (no overtime), benefits included and will be formalized after 90-day probation period which will include health/vision/dental/ 401a retirement.

Forester will accept applications. Next step will be to interview, with the Board Chair, the top 3 candidates. Applicants will then interview with the CACA board for final decision. Resumes must be submitted by April 1, 2024.

Motion by Nimke to approve the Office Manager job description with an amendment to propose an addition to the salary range. Supported by Byrnes. All ayes. Motion carried.

Motion by Freeman to approve the Office Manager job description posting as presented with additions of benefits and salary range of \$65,000-\$75,000. Supported by Metz. All ayes. Motion carried.

Discussion by Nimke to post the office manager job description on the MML the cost would be \$250 to post on the MML site, if there are additional fees the board would allow up to allow up to \$500.

Motion Byrnes to authorize expenditure not to exceed \$500, for posting job in the MML. Supported by Luick. All ayes. Motion carried.

6. **Discussion Items:** Board discussed the importance of communicating their support to Agency staff, and approved verbiage for a letter highlighting the value of the Agency in the community, the Board's commitment to the staff and the long-term viability of the Agency, and establishing procedures to improve operations that will be in alignment with the interlocal agreement and by-laws.

Motion by Byrnes to approve proposed letter to be sent to our building inspectors and employees as amended in this meeting to be signed by our Board members. Supported by Metz. All ayes. Motion carried.

7. **Other Business**

Metz inquired about lawn care service and cleaning the building? Board requested to table that discussion to the next board meeting.

Motion by Byrnes to approve the expenditure of up to \$500 for posting our benchmarking for our RFP. Supported by Freeman. All ayes. Motion carried.

Byrnes suggested all bills need to be approved by the Board. Nimke plans to send out a draft for March 14th. Nimke and Luick plan to go over invoices going forward.

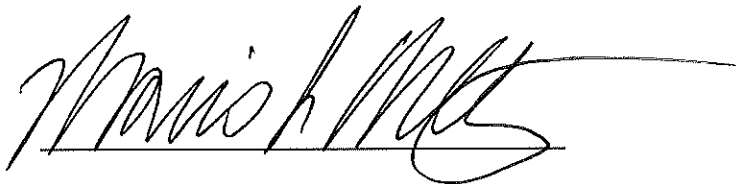
Short conversation about OMA laws and eavesdropping laws. All Board members to seek legal advice from their township respective attorney – tabled to next meeting.

8. **Adjournment**

Motion by Luick, supported by Metz, to adjourn. All ayes. Motion carried.
Adjournment at 10:57 a.m.

Next scheduled meeting of the CACA Board of Trustees will be Thursday, March 14, 2024, 10am at the Chelsea Area Construction Agency.

Submitted by Michelle Stamboulellis – Recording Secretary



Maris Metz
CACA Board Secretary