

QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, OCTOBER 13th, 2022, 1:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130

BOARD MEMBERS PRESENT: David Rohr (Dexter Township), Duane Luick (Lima Township), Pam Byrnes (Lyndon Township).

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 1:00 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF AGENDA: Motion by Byrnes, seconded by Luick, to approve agenda as presented. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Byrnes, seconded by Luick, to approve July 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 \$210,789.92, the Soil Erosion Control Checking Account bills in amount of \$16,451.00 from 7/15/2022 through 10/6/2022 as presented on 10/6/2022 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: None.

REPORT OF THE TREASURER: Luick discussed Certificate of Deposit renewals.

REPORT OF BUILDING OFFICIAL: Forster reported that CACA has issued 733 permits since the last meeting. Agency has been working on parking lot updates, property clean up and recently signed snow plow contract. One year anniversary of Forster being Building Official and he is happy with the how things have been going.

DISCUSSION TO ADD AUTHORIZED SIGNER TO BANK ACCOUNTS & CD'S: Motion by Byrnes, seconded by Luick, to remove Julia Upfal, James Drolett, Greg McKenzie and John Hanifan from all CACA and SESC accounts and any agency financial documents. All Ayes. Motion carried unanimously.

Motion by Byrnes, seconded by Luick, to add David Rohr, Duane Luick, and Amanda Nimke, as authorized signers to all CACA accounts, SESC accounts, Certificate of Deposits and all other asset documents. All Ayes. Motion carried unanimously.

Motion by Rohr, seconded by Byrnes, to authorize Luick to renegotiate Certificate of Deposits at all institutions that CACA currently has investments at. All Ayes. Motion carried unanimously.

APPROVAL OF 2023 BOARD MEETING SCHEDULE: Motion by Rohr, seconded by Luick, to schedule special CACA board meeting on November 10th, 2022 for approval of minutes. All Ayes. Motion carried unanimously.

Motion by Rohr, seconded by Luick, to approve the Fiscal Quarterly 2023 Schedule as presented with the addition of January 12th, 2023. All Ayes. Motion carried unanimously.

APPROVAL OF EMPLOYEE PERSONNEL MANUAL HANDBOOK: Motion by Byrnes, seconded by Luick, to approve handbook as presented with addition of provision for standard probationary period of 90 days for all employees, grammatical and punctuation changes. All Ayes. Motion carried unanimously.

APPROVAL OF MERS ACCOUNT CHANGES AND DESIGNATE AUTHORIZED SIGNER: Motion by Byrnes, seconded by Rohr, to approve changes to 401a plan, and adding 457b and HCSP MERS Accounts effective November 1st, 2022. All Ayes. Motion carried unanimously.

DISCUSSION OF PERFORMANCE BASED BONUSES: Motion by Rohr, seconded by Luick, to give performance bases bonuses to be paid December 2022. Gross amount of \$500 for office assistant. Gross amount of \$2000.00 each for primary inspectors. Gross amount of \$4000.00 for Building Official and Office Manager. All Ayes. Motion carried unanimously.

OTHER BUSINESS: Motion by Luick, seconded by Byrnes, in accordance with Article 4 of bi-laws, CACA board members will be reimbursed \$250 per quarterly board meeting, Chair \$300 per quarterly board meeting. Special meetings will be reimbursed \$100 for board members and Chair. Effective January 1st, 2023 and re-evaluated annually. Roll call vote. Luick, Aye. Byrnes, Aye. Rohr, Aye, Nimke, Absent. City of Chelsea Representative position vacant. Motion carried unanimously.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Luick, seconded by Rohr, to adjourn the meeting at 3:03 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan
Recording Secretary

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

Amanda Nimke
CACA Board Secretary