

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

**1. Call to Order – Amanda Nimke – Chair:**

The meeting was called to order at 10:03am – June 27, 2024

**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 – Present
Building Official	Matt Forster – Present
Office Manager	Jennifer Price - Present
Recording Secretary	Michelle Stambouellis - Present

**2. Public Comment – No public comments.**

**3. Approval of the Agenda:**

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

No discussion.

All ayes. Motion carried

**4. Benchmark Presentation / Updates:**

John Hanifan gave a presentation / update on the benchmark compiled. Items of the discussion included MERS, Payroll, Employees (part-time, Full-time). He also talked about projects, and revised the policy handbook including nepotism, social media, overtime, use of equipment, financial controls (separation of duties). Overall, there is a high level of satisfaction from employees and residents, not many complaints and most complement the Chelsea Area Construction Agency with their quick turnaround. Nimke asked the board to go through the benchmark study findings.

**5. Approval of the Minutes as amended:**

Motion to approve the May 23, 2024 Meeting Minutes (as amended)

Motion by Byrnes, supported Metz.

Discussion – Luick inquired about landscaping sign and patio work that was discussed last month, if there was a decision made to approve the services.

All ayes. Motion carried

**6. Approval of the Financials (Bills):**

Motion to approve the monthly bills as presented in the board packet. Motion made by Metz, supported by Freeman.

Discussion: Luick asked question about AmeriScan, and what the \$4,000 cost includes. Luick also asked about the electric issue Stein worked at the CACA office.

All ayes. Motion carried.

**7. Report of the Chair:**

Had a great meeting with Matt and Jen and discussed the needs of the agency. Had a meeting with John Hanifan regarding the benchmark study, and contacted Version Wireless regarding phones from personal to business account.

**8. Report of the Treasurer:**

Renewed a \$250,000 CD at Old National with an annual yield of 5.44%. Had discussion about keeping less than \$250,000 in an account due to FDIC. Two more CD's will mature, one in early fall and one in late fall and plans to check local banks for rates (CSB, Key Bank, Flagstar, Old National). Currently CSB has \$482,460.54 in the General Account and plans to move \$250,000 to CD so all of the CACA funds are FDIC secured. In the fall Luick plans to work with Metz to possibly begin investing in Multi-Banks.

**9. Report of the Building Official:**

The month of June there were 274 permits and \$97,913 in revenue. Permits pulled by location were Chelsea 110, Lima 58, Dexter Township 44, Sylvan Township 37 and Lyndon Township 25. Monday morning some of the computers were malfunctioning, the elevator stopped working and some of the breakers were tripped. Cause was determined to be due to lightning strike. May submit an insurance claim if the elevator is very costly.

**10. Discussion of Online Continuing Education Class:**

Proposing training for Matt for an online continuing education class, 52 hours costing \$519.00. There are zoom classes that Matt would like to attend every 3 years which includes recording keeping, certificates and would continue to keep Matt current on his license.

**11. Discussion of 2024 Employee Cost of Living Adjustment:**

Board made a decision to continue to follow the employee handbook which follows the City of Chelsea 5% Cost of Living Increase. Board will review the handbook next year.

**12. Discussion of maximum hours a part time employee can work:**

The current office assistant, Kacie, is listed as a part time employee. She has currently been working 36 hours, and would like to be full time and receive benefits. Board decided to continue her as a part time 36-hour employee and allow her to work up to 40 hours with no overtime.

**13. Discussion about offering some PTO hours to Kacie:**

Board made a decision and has agreed to a 1 week – 36 hour – paid vacation. Next year the board will revisit the request to possibly take her from part time to full time.

Motion by Luick to office Kacie 36 hours PTO for the 2024 fiscal year to be revisited in next fiscal year, supported by Freeman.

All ayes. Motion carried.

Annual Coat of Living

Motion by Freeman that COLA for this fiscal year of 5% for full and part time employees not contract employees, support by Byrnes.

All ayes. Motion carried.

**14. Discussion of bids for landscaping around building:**

Motion by Nimke to table landscaping bids, supported by Freeman.

All ayes. Motion carried.

**15. Discussion of closing Agency office on July 5, 2024:**

Discussion to close the Agency office the Friday after the 4<sup>th</sup> of July. Motion by Metz to close the office in observance of the fourth of July. Support by Luick.  
All ayes. Motion carried.

**16. Discussion of scanning checks for remote deposit and purchase of depository safe:**

Matt asking for a scanning machine to make office work simpler, better accuracy and efficiency. Chelsea State Bank will provide the scanning machine, the service for the machine will cost \$40.00 per month. Matt is also asking for a up to \$350.00 safety box for better security for checks. Motion my Metz to approve the purchase of a prescription for a check scanner and the purchase of a depository safe up to \$500.00. Seconded by Luick.  
All ayes. Motion carried.

**17. Discussion of proposal for the state required annual test for the elevator:**

Matt is asking approval to spend \$1,250 for the state required annual test for the elevator. Motion by Luick to approve the state required annual test for the elevator in the CACA building. Supported by Metz.  
All ayes. Motion carried.

**18. Other Business:**

Pam informed the board that her alternate, Jeff Eder, will be the CACA Representative beginning September 1, 2024. The board discussed the possibility of going back to Quartey meetings, no decision was made, will continue monthly meetings for now.

**19. Public Comment** – No public comments.

**20. Adjournment at 11:36pm:**

Motion by Metz, supported by Freeman.  
All ayes. Motion Carried

*Next scheduled meeting of the CACA Board of Trustees will be July 25, 2024*

Michelle Stamboulellis – Recording Secretary

