

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

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

The meeting was called to order at 10:00am – May 23, 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 Forster – Present                  |
| Recording Secretary | Michelle Stamboulellis (Nick) - Present |

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

**4. Approval of the Agenda:**

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

No discussion.

All ayes. Motion carried

**5. MERS Presentation / Discussion:**

MERS Representative Sue Fienberg discussed options for benefits. Currently CACA is contributing 8% for the Health Savings Plan, 8% for the 457 Deferred Compensation and 8% 401A Match. The Board discussed other municipalities' benefit packages. Metz asked who brought the benefit changes to the employees for the Chelsea Area Construction Agency - CACA sent their previous Office Manager to the annual MERS conference and brought a MERS Representative to give the board a presentation. Nimke suggested getting a benchmark from surrounding areas. Forester recommends keeping the 8% health savings account, the 8% 401A MERS Match and 0 for the 457 Deferred Compensation Plan.

**6. CRL Group Benchmark Update:**

Discussed his consulting and benchmarking services. He is two weeks into gathering the necessary data, he should have all of the information compiled within the next two weeks. Information he brought to the board was that CACA should refresh their policies – nepotism policy, handbook review, financial controls. He also working on the financial report, for instance is CACA paying enough, spending enough, or saving enough. He gave his opinion about appropriate MERS Benefits and plans to send out questions and speak to all CACA Board members.

**7. Approval of the Minutes:**

Motion to approve the April 25, 2024

Motion by Freeman, supported Metz.

All ayes. Motion carried

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

Discussion of the Activity of the Budget. The Board commented on the wonderful job Forster is doing managing the banking.

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

Discussion: Brian Services was pre-paid for 30 lawn care cuts – in the future monthly invoicing will be paid.

All ayes. Motion carried.

**9. Report of the Chair:**

Met with John (CRL Group – Benchmarking) and Matt. Met with Sue from MERS for benefit information.

**10. Report of the Treasurer:**

All of the CD's are coming due in the fall – will work with Metz in the fall for potential investments with Michigan Class – funds are always liquid and available. Luick was concerned that Old National is FDIC insured up to \$250,000 so was considering splitting funds into two accounts for security due to there being \$415,000 on one account. Nimke requested to please email the board the CD's, banks used and money available.

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

March – Present date the agency has received 3251 permits combined with building, electrical and plumbing – total permit fees generated are \$80,688. Permits broken down by area are: Chelsea 91, Dexter 43, Lima 78, Lyndon, 18, Sylvan Township 21. Forster commented about the surrounding construction happening in the surrounding area:

MI Home's building homes off of Dexter Chelsea

Chelsea Square 81 townhomes (behind ice arena).

Doletzky Property – North Territorial

Jiffy Industries – commercial addition

Pulte Homes development

Discussion about continuing with “Washtenaw Building Association” BRAG Member \$450.00. Benefits include work with bldg. departments, awards given, training opportunities, they work to engage the community.

**12. Landscaping Contract:**

Two proposals were received, from Brian Services and Burn's Lawn Care, to install topsoil, grade and seed around patio and to remove the shrubs around CACA road sign and minimize the landscape. After discussion about the pros and cons the board made a decision to table the landscaping proposal to the fall.

All Yeas. Motion Carried (6,0)

**13. Comments from the Board:**

Byrnes asked Jeff Elder to be the Lyndon Township CACA alternative.

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

**15. Adjournment at 11:15pm:**

Motion by Metz, supported by Freeman.

All ayes. Motion Carried

*Next scheduled meeting of the CACA Board of Trustees will be June 27, 2024*

Michelle Stambouellis – Recording Secretary

A handwritten signature in blue ink that reads "Maris L. Metz". The signature is written in a cursive style with a long horizontal flourish extending to the right.