

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

1. Call to Order – Amanda Nimke – Chair:

The meeting was called to order at 10:01am – April 25, 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 Byrnes to approve the agenda as presented.

No discussion.

All ayes. Motion carried (6,0)

5. Approval of the Minutes:

Motion to approve the April 25, 2024 closed regular meeting minutes.

Motion by Freeman, supported Byrnes.

Discussion – Luick had questions about Petty Cash does Matt have a debit card, yes. Forester stated the available balance was lowered to \$2,500.00 per month and some bills will continue to come off of that card.

All ayes. Motion carried (5,0)

6. Approval of the Financials (Bills):

Discussion of the Activity of the Budget.

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

Discussion – Freeman commented on the Verizon Wireless cellular bill being high, the bill will come down next weeks due to converting to a business account. One employee still receives a paper check along with fill in workers. All other staff and workers are direct deposit.

All ayes. Motion carried.

7. Report of the Chair:

Working of RFP. Chelsea Area Construction Agency not has a corporate membership with the Wellness Center and all staff and board members are encouraged to sign up, by the end of April to avoid the enrollment fee, if you haven't already. Nimke and Forester met with Decker Insurance Agency to go over the CACA insurance policy. Nimke and Forester met with many fantastic applicants who have applied for the Office Manager position and have questions for CACA Board members crafted for in person interview with the Board.

8. Report of the Treasurer:

All of the CD's are coming due in the fall – looking for rates at Old National. Metz plans to work with Luick for best options for investing with Michigan Class in the fall.

9. Report of the Building Official:

March – Present date the agency has received 305 permits combined with building, electrical and plumbing – total permit fees generated are \$111,841.00. Permits broken down by area are: Chelsea 114, Dexter 59, Lima 67, Lyndon, 26, Sylvan Township 39. There were 18 resumes received, 6 were strong candidates and called in for an additional interview and 3 were chosen as the final number to be interviewed by the CACA Board.

10. Approval of Benchmarking and Policy Updates:

Two Benchmark Companies put in a proposal for a comprehensive benchmarking study. MGT and CRL Group. The Board chose to accept the contract with CRL due to his experience and knowledge with the CACA Board and what they do.

Motion to accept CRL Group to perform benchmark study for CACA. Motion by Byrns, supported by Metz.

Discussion – none.

All ayes. Motion Carried (6,0).

11. Cleaning Company Contract:

There were 3 companies who gave an estimate to clean the CACA Office / Bathrooms. One company did not have insurance. The CACA Board chose to contract with Michelle from Spiffy in a Jiffy, she is local and her charge would be \$250.00 per clean.

Motion to approve Spiffy in a Jiffy Cleaning Co to clean the CACA office. Motion by Nimke, Supported by Metz.

Discussion – none.

All ayes. Motion Carried (6,0).

12. Discussion and Approval of Decker Insurance Premium:

Nimke and Forester met with Kevin at Decker Insurance last week. The yearly premium went up a small amount. The contents coverage was raised from \$2,500 to \$60,000.

Motion to approve hiring Decker Insurance Company. Motion Luick, supported by Freeman.

Discussion - none.

All ayes. Motion Carried (6,0).

13. 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)

14. Candidate Questions:

Nimke passed out a list of questions for Board interview – the questions for CACA interview are attached to the minutes. There are 3 candidates that will be interviewed by the board after the break.

1. Jennifer Price – Government experience / BS&A / lives and works in Van Buren TWP.
2. Jennifer Trulle – Very experienced with government / grant and policy writing / Local – Chelsea
3. Brian Hayes – No Government experience / was involved in family business

15. Officer Manager Interviews:

The CACA Board interviewed all three candidates whom were interested in the Office Manager Position. The applicants were given the opportunity to answer questions about their skills and qualifications as well as ask the Board questions about the job details.

All three of the candidates were well rounded and would be an amazing asset to the Chelsea Area Construction Agency for the Office Manager Position. While it was a challenging decision to make the board decided the best fit for the Chelsea Area Construction Agency Office Manager Position would be Jennifer Price.

Motion to hire Jennifer Price with a starting salary of \$70,000. Motion by Freeman, supported by Byrns. Discussion – She will put in a two to three week start time with two weeks' notice to her current employer. Forester will send out a follow-up Thank You Letter to the candidates that were not chosen. All Yeas. Motion Carried (6,0)

16. Public Comment – No public comments.**17. Adjournment at 12.35pm:**

Motion by Luick, supported by Metz.
All ayes. Motion Carried (6,0)

Next scheduled meeting of the CACA Board of Trustees will be

Michelle Stamboulellis – Recording Secretary

