

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 – July 25, 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 Stamboulellis - 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. Approval of the Minutes as amended:

Motion to approve the June 27, 2024 Meeting Minutes (as amended)

Motion by Byrnes, supported Metz.

Discussion – Luick commented that due to the skew in the finances that took place last year, he wanted to confirm that the CACA funds are sustainable and in are in good shape.

All ayes. Motion carried

5. Approval of the Financials (Bills):

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

Discussion: Byrnes asked who provides the financial statement – Accountant – she and the board are happy to get them timely before the meeting. Revenue, under permits, was budgeted at \$41,000.00 – which is over budget, determined to be difficult to determine due to growth and COVID. The Board will begin working on the new budget during the month of December. Matt has done a good job with Petty Cash.

All ayes. Motion carried.

6. Report of the Chair:

Met with John Hanifan to discuss his benchmarking presentation.

7. Report of the Treasurer:

There is currently \$480,000.00 in Chelsea State Bank Checking. Luick would like to propose keeping \$250,000.00 in CSB checking and the remainder in a 2.5% liquid cash interest yielding account. Luick feels \$250,000.00 is sufficient for CACA monthly financials. Metz will meet with Luick and Bill Bacon

(CSB) and report to the Board. The Board would appreciate Bill Bacon giving a presentation, as our financial advisor, at a future CACA Board Meeting.

8. Report of the Building Official:

Total of 258 Permits for the month totaling \$81,810.00 - Dexter 81, Chelsea 82, Lima 71, Lyndon 17 and Sylvan 32 permits total. Keith – CACA Electrical Inspector is retiring, and Rick G will take over. Kacey interviewed with Washtenaw County.

9. Discussion of Salary, Benchmarking and Policy Updates from John Hanifan:

Nimke met with John Hanafin to go over the information he provided for the Board. Discussion about what is important to the Board – Salary study (MERS) 10% MERS Contribution, 2% HSV, health care premium 80% /20% or 90%/10% of health benefit package, wages (Bldg. Official / Office Manager) CACA Building Official is currently at the high end of the PayScale due to the size of the office and the office is at the median scale, inspectors are paid fair, staff evaluation and open hours considering having 40 hour week office hours to the public, authorized work force if new position is needed the request for the appointment and compensation must be approved by the board / is it sustainable, time keeping shows where your time is spent to reflect compensation for appropriate record keeping, PTO should be reimbursed annually possibly at the end of the fiscal year, hiring policy hiring packet – background checks and drug testing especially for those employees working outside of the office, propose a non-smoking policy on CACA property

10. Discussion of Retroactive COLA Payment for Office Manager Position:

Motion to pay office manager retroactive COLA pay from July 1, 2024.

Motion made by Byrnes, Supported by Metz.

Discussion: Per the current handbook our newly hired office manager was entitled to receive COLA stipend.

All ayes. Motion carried

11. Discussion of Jennifer Price Receiving a Health Care Stipend in Lieu of Health Benefits:

Health Care coverage or a Health Care Stipend was offered to Jennifer in her hiring package. Discussion about total stipend cost- Board agreed to retro pay Office Manager.

Motion to approve a stipend to an employee who does not take health insurance to be paid \$5,000.00 per year paid out bi-weekly after 90-day probationary period to be reviewed annually March 1st.

Motion made by Freeman, supported by Luick.

Discussion stipend to be reviewed annually and added to the handbook.

All ayes. Motion carried

12. Discussion to Continue International Code Council and Code Books:

The International Code Council allows Building Official to get updated code books at a lower cost, and gives CACA membership benefits – code updates, planning services. Been a member in the past. The cost of membership is \$107 per year or \$405 for 3 years.

Motion to approve renewing the International Code Council Membership for 3 years at \$405.00.

Motion made by Metz, supported by Freeman.

All ayes. Motion carried.

13. Discussion of Approval of Renewal Inspector Licensing for 2024-2027 Building Cycle:

Inspectors need continuing education and credits every 3 years. In the past the CACA paid for all licensing renewals. Discussion about paying for just primary inspector's certifications.

Motion to table discussion until August meeting.

Motion made by Nimke, supported by Luick.

All ayes. Motion carried.

14. Discussion of Otis Elevator Repair due to Storm / Power Surge:

The elevator was damaged due to storm damage. Discussion to pay OTIS for elevator services, the invoice will be submitted to insurance with a \$1,000.00 deductible.

Motion to pay OTIS Elevator Services \$11,255.08 for services rendered to repair the elevator. Motion made by Freeman, supported by Metz.

All ayes. Motion carried.

Motion to submit the claim for the elevator damage to Decker Insurance Agency with a \$1,000.00 deductible.

Motion made by Metz, supported by Luick.

All ayes. Motion carried.

15. Other Business:

Luick is concerned that Kacey will leave the Chelsea Area Construction Agency if she is not offered full time with benefits. After discussion from the Board, it was decided to take the cost benefit advice of John Hanifan.

16. Public Comment – No public comments.

17. Adjournment at 12:01:

Motion by Luick, supported by Freeman.

All ayes. Motion Carried

Next scheduled meeting of the CACA Board of Trustees will be August 29, 2024

Michelle Stamboulellis – Recording Secretary

