

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 – September 26, 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	Jeff Eder – 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 August 29, 2024, Meeting Minutes (as presented)

Motion by Luick, supported Metz.

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 Metz, supported by Freeman.

Discussion: Nimke requested to see a better breakdown in regard to payroll and asked to have the accountant to itemize staff / inspectors / retirement (MERS) so the transactions are transparent. Nimke also asked about how pay is issued – through Paychex or Check?

All ayes. Motion carried.

6. Report of the Chair:

Had a few conversations with Forster regarding looking at soil erosion structure and working on correcting PTO with Forster. Forester gave a description of how many checks were processed for inspectors and that those checks were distributed every other week.

7. Report of the Treasurer:

Would like to keep \$250,000 insured and has had good experiences with Flagstar Bank and Huntington Bank. Last month Luick re invested a CD of \$159,776.11 at 4.85%, another CD comes due in November 2024. There are currently 2 CDs at Old National totaling \$417,000. Luick reached out to Michigan Class, which is a Pooled Local Investment Company, although they are not FDIC, they have never encountered any issues. Michigan Class stated they could take over all of CACA’s investments, but

Luick suggested keeping some investments with Old National, Flagstar and CSB and invest some with Michigan Class – he feels having continued relationships with local banks in an event of needing to borrow funds in the future is positive for CACA.

The Board is requesting to see a detail of the amounts in Bank Accounts and CD's, investments and interest accrued and dates when CDs are up for renewal.

To invest with Michigan Class the Board would need to send a resolution to initiate a relationship: Luick – “The CACA Board agrees to join Michigan Class Local Government Investment Pool with some of our holdings” Resolution #22-01.

Nimke read resolution - Roll Call Vote – all Yeas.

The CACA Board adopted Resolution #24-01.

Send the minutes to Forester.

8. Report of the Building Official:

The month of August 29th-September 26th there were 214 permits and \$77,000 in revenue. Permits pulled by location were Chelsea 67, Lima 58, Dexter Township 48, Sylvan Township 24 and Lyndon Township 58. Nimke requests to receive a breakdown for what permits were issued for, example are they residential or commercial. Forester needs a signature on the last check for elevator repair. The check scanner is not functioning, so he is needing to physically go to the bank to deposit. Forester discussed possibly changing from Paychex to MSK, unfortunately their services will not work for CACA so he was encouraged to continue using Paychex.

9. Discussion of Approval of Policy Fee Schedule:

Forester discussed the proposed rate increase of the current fee scale. Currently a \$20,000 construction permit fee would be \$190.00, a \$36,000 construction permit fee would be \$302.00, a \$75,000 construction permit fee would be \$455.00. Per one inspection cost is \$65.00. Forster wants to make sure CACA is bring in the amount of money that they are paying out in inspectors. The change would be if additional inspections are necessary than there would be an additional charge.

Nimke requested to see a Washtenaw County Fee Schedule.

Motion to approve the changes to the CACA fee schedule as presented.

Motion by Nimke, supported by Metz.

All Ayes:

Motion carried.

10. Discussion of Snow Removal Bids:

Forester reached out to 5 local snow removal companies – Brian Services, Luick's, Burns Lawncare, JR Services and Blooms Landscaping. He only heard back from three companies. The Board chose Luick's Services, they have been performing the snow removal services for a long time and spray chloride on all sidewalks and the driveway. Spraying chloride minimizes damages to concrete and asphalt.

Motion to approve Luick's Services for the Chelsea Area Construction Agency snow removal service 2024-2025.

Motion by Nimke, supported by Metz.

All Ayes:

Motion carried.

11. Discussion About Approval of License and Continued Education of Howard Nelson:

Forster recommended paying for continuing education in the amount of \$519.00.

Motion to approve paying \$519.00 for continuing education.

Motion by Metz, supported by Eder.

All Ayes:

Motion carried.

12. Discussion of MERS Authorized Signer:

Forester removed Morgan as the MERS authorized signer so now he has authority to speak to MERS. He informed the board that their needs to be an additional signer on the account that should be the Chair or the Treasurer.

Motion to approve Amanda Nimke or current board chair as the additional signer to the MERS account.

Motion by Metz, supported by Luick.

All Ayes:

Motion carried.

13. Discussion about Office Assistant Position and Office Assistant Job Offer:

Nimke: the Board needs to approve the Office Assistance Position Offer with PTO and MERS.

Everyone needs to be on the same page and understand full time employment requires full time hours.

No additional discussion from the Board.

Motion to approve that the Board accepts the job offer as presented and the job description as presented for the CACA office assistant position.

Motion by Nimke, supported by Eder.

All ayes.

Motion Carried

14. Comments By the Board:

Forster: Dexter City residents would like to use CACA for permitting services. Nimke would like to continue this topic and to have additional discussion during a possible Board Retreat, after the upcoming election.

Nimke: The by-laws and Personal Policy that were approved by the Board need to be signed and updated so there is an official handbook.

Luick: Would like to have a copy of the draft meeting minutes.

15. Motion to Adjourn:

Motion to adjourn the September 26, 2024 CACA meeting at 11:39am.

Motion by Luick, supported by Metz.

All ayes.

Motion Carried

Next scheduled meeting of the CACA Board of Trustees will be December 19, 2024

Michelle Stamboulellis – Recording Secretary

