

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 – December 19, 2024

**Roll Call and Introductions:**

Sylvan Township	Amanda Nimke - Present
Dexter Township	Alicia Abbott – 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 Stambouellis - Present

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

**3. Approval of the Agenda:**

Motion by Freeman, supported by Eder to approve the agenda as amended.

Discussion – about collecting admin fees at the time of application.

All ayes. Motion carried

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

Motion to approve September 26, 2024, Meeting Minutes (as presented)

Motion by Luick, supported by Eder.

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 Freeman, supported by Eder.

Discussion: Nimke and Forester plan to sit down with the accountant to generate a more transparent document of activities – Budget v's Actuals. Forster and Szpara have created a spreadsheet showing in detail all inspections / what they are for the cost to CACA / the date the permit was issued and the date the inspection was paid. In September Nimke requested a better breakdown regarding payroll, inspectors, retirement, and MERS – Prince stated they requested the changes, and it has been difficult merging QuickBooks and Paychex onto a cohesive document. The CACA staff have found ways to save money in the office that have contributed to lower monthly costs.

All ayes. Motion carried.

**6. Report of the Chair:**

Nimke spoke with Sharron Township about interested in coming back to agency. Victor (CACA Attorney) has been asked how we would proceed. Nimke and Forster discussed having CACA inspectors report to Forster if they see anything questionable or concerning while they are out inspecting. Nimke and Forster were able to correct his PTO.

**7. Report of the Treasurer:**

Luick renewed CD at Old National Bank – feels that Old National is a stable bank with a great manager. Flagstar had a CD that was also renewed. Eder asked why the Board wasn't given a breakdown, especially when Nimke has asked for Luick to list all investments, what banks we are using, all CDs, interest accrued, and dates when CDs are up for renewal and send the information to the Board on an itemized spreadsheet. Luick asked to keep some liquid money in local banks as begin investing with Motion that CACA leave \$250,000 in CSB General Checking account and transfer the remaining \$300,000 from CSB General Checking account to Michigan Class.

Motion by Eder, supported by Freeman.

All Yeas.

Motion to transfer \$25,000 CD currently at CSB to invest in Michigan Class (there may be a small penalty).

Motion by Luick, supported by Freeman

All Yeas.

Luick will supply the Board with a detailed spreadsheet of all funds and accounts.

### **8. Report of the Building Official:**

The months of September 26<sup>th</sup> – December 18<sup>th</sup> there were a total of 580 permits and \$197,159 in revenue. Permits pulled by location were Chelsea 157, Lima 167, Dexter Township 121, Sylvan Township 69 and Lyndon Township 63. Forster commented on several projects going on in Chelsea and the surrounding areas: Chelsea Square – site plan approval of 81 townhouses, Rockwell Building – administrative site plan approval approx. 57 apartments next to Chelsea Clock Tower, Heritage Farms – building phase two 48ish homes Dexter Chelsea Road, Mainstreet Church – large addition in Clock Tower Strip. Forster and Prince have been speaking with credit card companies to be able to accept credit. They also discussed the relationship with inspectors and builders, especially when inspections fail but the payment is still due for services. Discussed the Accident Fund (workman's comp) yearly audit, it has been completed. Lima Township may be discontinuing their lease contract at the CACA Building. W9's are provided in the event of per diems exceeding the \$600 threshold.

### **9. Discussion of 2025-2026 CACA Budget:**

The Board will need to schedule a meeting to create the new fiscal budget. Nimke asked the Board to weigh in on what their thoughts are about what is needed for the next year. Proposed a January meeting.

### **10. Discussion Otis Elevator Proposal:**

Discussed annual elevator testing costs and requirements from the State of Michigan. The annual test cost is \$1,443. Currently CACA is paying an monthly fee for the contract Prince and Forster is asking to pay an annual fee which will have considerable savings to the Agency over the next 5 years.

Motion to table the elevator proposal until the January meeting.

Motion by Nimke, supported by Freeman.

All Ayes:

Motion carried.

### **11. Discussion Approval of adding working without a permit fee to the CACA fee schedule:**

Forster requesting adding an additional \$100.00 fee for those contractors working without a permit.

Motion to add a \$100 fee to the CACA fee schedule for those working without a permit.

Motion by Freeman, supported by Luick.

All Ayes:

Motion carried.

Forster discussed application review plan review fees.

Motion to allow CACA to collect nonrefundable plan review fees and administration fees at the time of application filing.

Motion by Abbott, supported by Freeman.

All Ayes:

Motion carried.

**12. Discussion Approval of distribution of Health Care Savings Plan benefits to the Bldg. Official:**

Last year the Board approved the Health Care Savings Plan 2024, for Building Official Matt Forster. The HSA benefit last year was \$4,100.00. This year there is an increase per the Federal Government outline of \$200.00.

Motion to pay \$4,300 for the year and payout quarterly for the Building Officials Health Savings Plan year 2025.

Motion by Abott, supported by Eder.

All Ayes:

Motion carried.

**13. Discussion Approval of 2025 Chelsea Agency Board Meeting Schedule:**

Discussed the yearly schedule and a Board Retreat in January.

Motion to approve the 2025 CACA Board Agency Meeting Schedule.

Motion by Freeman, supported by Luick.

All Ayes:

Motion carried.

**14. Discussion Approval Regarding Reimbursements to Board Members for CACA Board Meetings:**

Nimke – suggests tabling until January meeting.

Motion to table Reimbursements to Board Members for CACA Meetings.

Motion by Freeman, supported by Eder.

All ayes.

Motion Carried.

**15. Discussion of Annual Meeting and Board Retreat of January 16, 2025:**

Nimke suggests having a retreat to discuss CACA Bylaws and the new year budget. Nimke stated Sylvan Township would be happy to host the Retreat. The consensus is 9am – 12noon January 16, 2025.

Motion to approve the Annual Board and Retreat Meeting starting at 9am January 16, 2025 to be at the Sylvan Township Hall.

Motion by Nimke, supported by Luick.

All Yeas.

Motion Carried.

**16. Discussion of 2024 Christmas Holiday Schedule:**

Discussion about days the office should be open and closed during the Christmas and New Year Holiday and should PTO be used for compensation?

Motion to approve additional days of December 26<sup>th</sup>, December 27<sup>th</sup>, and December 30<sup>th</sup> as additional days being closed to the public, the staff must use PTO for those days.

Motion by Nimke, supported by Luick.

All Yeas.

**17. Other Business:**

**18. Public Comment:** None.

**19. Motion to Adjourn:**

Motion to adjourn the December 19, 2024 CACA meeting at 11:47am.

Motion by Freeman, supported by Eder.

All ayes.

Motion Carried

*Next scheduled meeting of the CACA Board of Trustees will be Thursday January 16, 2025 at Sylvan Twp 9am.*

Michelle Stamboulellis – Recording Secretary



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Amanda Nimke, Chair