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

1. **Call to Order – Amanda Nimke – Chair:**
   The meeting was called to order at 10:02am – February 20, 2025

   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 Stamboulellis - Present

2. **1st Call to the Public –** No public comments.

3. **Approval of the Agenda – as amended:**
   Motion by Freeman, supported by Abbott to approve the agenda as amended.
   Discussion – Luick, requested to add "discussion of renewal of Lima Twp lease with CACA building."
   All ayes. Motion carried

4. **ENTERED CLOSED SESSION 10:04am:**
   Motion that the Chelsea Area Construction Agency Board convene in closed session under section 8 1h of the Open Meetings Act to consider material exempt from disclosure by state statue section 13 1g of the Freedom of Information Act (FOIA), a letter from the CACA attorney dated February 10, 2025, for the reason the letter is exempt from disclosure under state law under attorney client privilege
   Motion by Nimke, supported by Luick.
   All Ayes:
   Motion carried.
   CAME OUT OF CLOSED SESSION 10:50AM:
   Motion by Luick, supported by Abbott.
   All Ayes:
   Motion carried.

5. **Approval of the Minutes:**
   Motion to approve December 19, 2024, Meeting Minutes (as presented) and January 16, 2025 Meeting Minutes (as presented).
   Motion by Freeman, supported by Abbott.
   All ayes. Motion carried

6. **Approval of the Financials (Bills):**
   Motion to approve the monthly bills as presented in the board packet. Motion made by Freeman, supported by Luick.
   Discussion: One Board member was concerned that there may be a bit too much personal detail on the reporting documents – but overall, the consensus of the Board is they all appreciate the transparent bank

ledger. Forster informed the Board that there were two Apple iPhone watches that were purchased that are not being used. He cancelled the internet off the watches to save the agency a monthly fee. Forster would like input from the board on what to do with the electronics – possible potential sale or gift the devises?
All ayes. Motion carried.

7. **Discussion of CACA Policies and Procedures and By-laws:**
Discussion – Nimke stated policies came from John Hanifan and the CRL Group. Discussed what duties the officers are responsible for. Some positive changes that have been made is the accountant is now handling payroll as well as the accountant is reconciling accounts.
The roll of the Treasurer is to review and keep track of the cash and total investments – they are the custodian of funds and fund balances.
For financial transactions the signers are the Treasurer and Chair, due to an emergency (only when a primary signatory is not available) a third signer should be appointed. All signers and anyone handling money – Jennifer Prince and Matt Forster should be Bonded by the Agency through Decker Insurance.
Nimke proposed removing "Chelsea Area Construction Agency" to just "Agency" throughout the policy.
The personal committee will consist of two board members and the Building Official.
Nimke proposed to change language under Classification of Compensation from "pay range" to "rate of pay" while Eder feels the Agency needs to continue with a "pay range" for when employees reach the top of the pay schedule. The censuses of the Board came to the agreement to have both "pay range and rate of pay" in policy. Abbott feels the pay range conversation needs to be tabled until the March meeting, Board can bring their thoughts, and a pay range can be discussed, and possible action can be taken at the March meeting.
The CACA Board went through the Policy Handbook and revised and changed some wording and language. Important changes to the policy are pay ranges and salary ranges, fair and equal employee pay (understanding the importance of an employee's worth), following hiring procedure per the Agency's policy handbook, benefits and insurance for employees and dependents(s), having employees submit timecards for transparency and PTO documentation. Days no longer paid for by the Agency are Employee Anniversary Date, Good Friday, Columbus Day and Presidents Day – employees may use their PTO.

8. **Discussion of Signers on CACA Bank Accounts:**
Motion to add Jason Freeman as a signer on all Chelsea Area Construction Agency accounts at Chelsea State Bank (CSB).
Motion by Nimke, supported by Abbott.
All Yeas.
Motion to add Jason Freeman as a signer on all Chelsea Area Constructio n Agency accounts at Old National Bank.
Motion by Nimke, supported by Eder.
All Yeas.
Motion to add Jason Freeman as a signer on all Chelsea Area Construction Agency accounts at Flagstar Bank.
Motion by Nimke, supported by Eder.
All Yeas.

9. **2nd Call to the Public:** No public comments.

10. Other Business:
Discussion: Luick - the Lima Township lease at the Chelsea Area Construction Agency building has expired February 2025. Luick and the Lima Township Clerk propose a month-to-month lease. Lima will need to submit a proposal to the Agency. Will discuss further after proposal is received.

11. Public Comment: None.

12. Motion to Adjourn:
Motion to adjourn the February 20, 2025 CACA meeting at 12:51pm.
Motion by Eder, supported by Abbott.
All ayes.
Motion Carried

Next scheduled meeting of the CACA Board of Trustees will be Thursday March 20, 2025.

Alicia Abbott
Chelsea Area Construction Agency Secretary

Respectfully Submitted

Michelle Stamboulellis – Recording Secretary