



12172 Jackson Road, Dexter, MI 48130

City of Chelsea ■ Township of Dexter ■ Township of Lima ■ Township of Lyndon ■ Township of Sylvan

CACA Regular Quarterly Meeting March 19, 2026 10:00 am

Minutes

1. Call Meeting to Order

Meeting called to order by Chair Nimke at 10:00 a.m.

Board Members Present

Amanda Nimke, Chair (Sylvan Township)
Jeff Eder, Member (Lyndon Township)
Ann Kwaske, Secretary (Lima Township)
Alicia Abbott, Treasurer (Dexter Township)
Derik Bollinger, Alternate (City of Chelsea)

Others Present

Elle Cole, City Manager of Chelsea
Marie Gress, WAVE Executive Director
Matt Forster, Building Official
Jennifer Price, Office Manager
Doty Latuszek, Recording Secretary

2. Call to the Public

None

3. Approval of Agenda

Motion by Bollinger, supported by Kwaske, to add the election of a Vice Chair to the Board as item 12.5 and to approve the agenda as amended. All ayes. Motion carried.

4. Approval of Minutes

Motion by Eder, supported by Abbott, to approve the minutes of the March 19, 2026 Special Meeting as amended. All ayes. Motion carried.

5. Approval of Bills

Discussion involved the categories in which some bills were listed, and it was requested that the phone bill be moved from petty cash to an ACH if possible. Nimke requested a payment history from Comcast concerning the phone and internet be provided for 2025. Motion by Abbott, supported by Eder, to approve the payment of the bills as presented. All ayes. Motion carried.

6. Report of the Chair

Nimke reported that she stays in weekly contact with Forster. A meeting of the Personnel Committee made up of Matt Forster, Alicia Abbot, and Amanda Nimke will be arranged soon to discuss potential wage increases and the Employee Handbook.

7. Report of the Treasurer

None

8. Report of the Building Official

Forster reported that in the timeframe between December 1 and February 28, 415 permits were issued which totaled \$139,657. Chelsea had 150 permits, Dexter Twp had 99 permits, Lima had 59 permits, Lyndon had 36 permits, and Sylvan had 71 permits.

A company called Parallel Contracting can restripe the building parking lot for \$650. Forster would like to have this done in April.

Forster would like to consider having the juniper plants around the building foundation replaced since they don't look good after years of trimming.

The exterior canned lights need to be replaced. Replacement bulbs for the exterior building lighting can be purchased for approximately \$360. These 13 bulbs have gone for about 80,000 hours when their advertised life expectancy is 50,000 hours.

9. Discussion of WAVE Lease Renewal

Western Washtenaw Area Value Express (WAVE) lease is scheduled to end on September 30, 2026. Marie Gress was in attendance to address any questions from Board members. Forster would like to use the same exit clause terminology as is in the Lima lease. WAVE would like to continue with a multi-year lease at the end of the current lease agreement with a 120 day notice for renewal or termination. Board members felt this timeframe was beneficial for both parties. Gress asked if there could be flexibility to temporarily allow an additional 2 new vehicles to be kept in the parking lot for 60 days while processing. It was decided that Board members will send their comments and concerns related to lease language to Nimke, copy to Forster, so a draft can be drawn up and discussed at the regular June 18 CACA meeting.

10. Discussion/Approval of Employee Pay Ranges, COLA, and Increases

Nimke, Abbott and Forster will be meeting to consider employee pay ranges, increases and other issues in the Employee Handbook. Nimke suggests setting pay ranges and steps for the employee positions as is done other municipalities. Motion by Eder, supported by Bollinger, to approve a Cost of Living Allowance (COLA) of 3.1% retroactive to March 1, 2026. All ayes. Motion carried.

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11. Discussion/Approval Lawn Care Maintenance Bids

Four companies were requested to bid, three provided estimates.

Motion by Eder, supported by Bollinger, to award the lawn care maintenance contract to Blooms Landscaping (Estimate #9086) for the 2026 season. All ayes. Motion carried.

12. Discussion of Shredding CACA Documents

Forster said there are boxes of bills and statements going back through 2017. All have been scanned and sent to the accountant. Nimke asked Price to print the State of Michigan Retention Schedule for documents to verify that it is ok to shred. Abbott will get the name and contact information of a shredding company used by Dexter Township that has been satisfactory for them.

12.5 Election of a Vice Chair for the Board

Motion by Kwaske, supported by Abbott, to elect Jeff Eder as Vice Chair of the CACA Board for 2026. All ayes. Motion carried.

13. Other Business

Motion by Eder, supported by Abbott, to move \$250,000 from checking to the Michigan CLASS account. Roll call vote: Nimke--Yes, Eder--Yes, Kwaske--Yes, Abbott--Yes, Bollinger--Yes
Motion carried.

14. Adjournment

Motion by Abbott, supported by Eder, to adjourn. All ayes. Motion carried. Meeting adjourned at 10:57 a.m.

Respectfully submitted,

Doty Latuszek, Recording Secretary

Next meeting will be Thursday, June 18, 2026, 10:00 a.m.

These minutes were approved by:

A handwritten signature in dark ink, appearing to read "Ann Kwaske", is written over a horizontal line.

Ann Kwaske, Secretary Chelsea Area Construction Agency