



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 June 18, 2026 10:00 am

Minutes

1. Call Meeting to Order

Meeting called to order by Nimke at 10:00 am.

Board Members Present

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

Others Present

Kyle Drake, Drake Certified Public Accountants, PC
Matt Forster, Building Official
Jennifer Price, Office Manager
Doty Latuszek, Recording Secretary

2. Call to the Public

None

3. Approval of Agenda

Motion by Abbott, supported by Bollinger, to approve the agenda as presented.
All ayes. Motion carried.

4. Drake Audit for Fiscal Year 2026, Kyle Drake Presenting

(Reference Audit Report for 2026.)

Drake stated that the CACA audit was clean with no issues needing attention. He also stated that the fiscal controls in place are designed well and working as intended. Drake also noted the second paragraph on page 2 of the audit letter dated May 12, 2026 which identifies two significant risks that every audit is required to consider by generally accepted auditing standards (GAAS): management override of controls and revenue recognition. These two risks were not found to be an issue in the CACA audit. CACA currently has nearly two years of reserve funds so that if the number of permits were to drastically drop off, CACA would be able to sustain operations. Drake also complimented the

Board members as the most involved Board with which he works.

5. Approval of Minutes

Comment by Nimke to list the full name of each person at the meeting once and thereafter use last names only throughout the minutes of future meetings.

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

6. Approval of Bills

(Reference Financial Report)

Nimke asked for more specific information regarding "Empower" as listed on page 10. Forster will be more specific as to which employee is being referenced in the future.

Abbott noted she could not move dollars into Michigan CLASS because she does not have access to do so. Nimke and Abbott will contact Michigan CLASS to add Abbott and confirm that the list of authorized persons is up to date.

Abbott asked about an "outside contract Erika Fletcher". Forster indicated Fletcher cleans the building.

Motion by Eder, supported by Bollinger, to approve the payment of the bills as presented.

All ayes. Motion carried.

7. Report of the Chair

Nimke reported that she and Forster are in an ongoing discussion regarding a situation involving a business in Chelsea.

Forster, Abbott and Nimke met as the Personnel Committee to consider wages for the CACA employees.

8. Report of the Treasurer

Abbott reported that CACA has a CD that is scheduled to mature on July 25, 2026.

Nimke is concerned about the insurance status for funds at Michigan CLASS and will get further information on this topic.

Motion by Eder, supported by Kwaske, to renew the CD (#0250) with Flagstar Bank for 12 months at 3.80% interest. All ayes. Motion carried.

9. Report of the Building Official

Forster reported that in the timeframe between March 1 and May 31, 701 permits were issued which totaled \$265,576. Chelsea had 261 permits, Dexter Township had 180 permits, Lima had 94 permits, Lyndon had 50 permits, and Sylvan had 116 permits.

Forster updated the Board on the status of the Wolf Project, the Chelsea Retirement Center, MI Homes/Heritage Farms, Gunther Homes/Hillside Acres and Chelsea Square.

Forster would like to renew his membership with Pryor Learning, LLC for professional development online courses. Some Board members felt in-person courses might be more engaging than online. Nimke would like Forster and other staff members to focus on human resource courses.

Forster is considering purchasing a larger computer monitor to more easily view architectural plans sent in for review, as well as adding privacy screening to the patio outside the building. He will have more details at the September meeting.

10. Discussion of WAVE Lease Renewal

Western Washtenaw Area Value Express (WAVE) lease is scheduled to end on September 30, 2026. Draft lease language was presented to facilitate a discussion and input by the Board. In general, the Board wants to find ways to contribute to the community with a possible hold or reduction of the rent amount paid by WAVE. Following the input of the Board, revised draft lease language will be presented at the September meeting for consideration and potential approval.

11. Discussion/Approval of Michigan Township Risk Reduction Grant for Security Cameras

(Reference Resolution 26-01 for actual language)

Forster reported to the Board that CACA can apply for a grant of \$2500 to be used to partially fund new security cameras. The old security camera system is not working well and newer system technologies are significantly improved. The new camera system may cost as much as \$7,000.

Motion by Kwaske, supported by Eder, to approve Resolution 26-01.

Roll call vote: Eder—yes, Abbott—yes, Kwaske—yes, Bollinger—yes, Nimke—yes. Motion carried.

12. Discussion of Employee Wages

Forster's salary will remain at \$125,000 with the addition of COLA increases. Administrative Assistant Kacie Szpara would have her salary increased to \$60,000 beginning today including COLA which took effect March 1, 2026. Administrative Assistant Jennifer Price will have a salary of \$75,764.40, including COLA. The Board had consensus that the two administrative assistants would receive a \$2,000 bonus in future years, in addition to COLA increases, based on goals achieved at the end of each year to be paid in the first paycheck in December of each year beginning in 2027.

Motion by Abbott, supported by Eder, to approve the above language.

Roll call vote: Eder—yes, Abbott—yes, Kwaske—yes, Bollinger—yes, Nimke—yes. Motion carried.

13. Discussion of Building Official Vehicle

Forster requests approval to purchase a Chevy Colorado truck to travel to and from work, for work-related trips and to do light errands. The Board wanted to ensure the purchase would be local in the City of Chelsea. Nimke suggests gas could be obtained with a gas card from the Chelsea School Bus garage. The goal would be to keep the vehicle for at least 10 years. Insurance will be researched as well. Abbott suggested that perhaps the Board could approve a set dollar amount so this purchase could be made before the September meeting.

Motion by Eder, supported by Abbott, for Forster to purchase a Chevy Colorado truck at Art Moehn Chevrolet in Chelsea at a price not to exceed \$50,000, and in collaboration with Nimke, to put in place vehicle insurance, plates, possible extended warranty, and any other considerations. All ayes. Motion carried.

14. Call to the Public

None

15. Other Business

Forster suggested the Board consider a policy for vehicle use. Board concurred.

