

MONTHLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, DECEMBER 9th, 2021, 3:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130

BOARD MEMBERS PRESENT: Chair James Drolett (Dexter Township), Duane Luick(Lima Township), John Hanifan (City of Chelsea), Pam Byrnes (Lyndon Township), Amanda Nimke Ballard (Sylvan Township)

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Devin Morgan, Matt Forster

OTHERS PRESENT: Karen Nolte.

CALL TO ORDER: Chair Drolett called the meeting to order at 3:00 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF AGENDA: Motion by Hanifan, seconded by Byrnes, to approve agenda as presented. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Nimke Ballard, seconded by Hanifan, to approve November 10th, 2021 meeting minutes as presented. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Hanifan, seconded by Luick, to approve the General Checking Account bills in amount of \$42,532.23, the Soil Erosion Control Checking Account bills in amount of \$5,892.00 from 11/10/2021 through 12/9/2021 as presented on 12/9/2021 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Discussion followed. Drolett has been working with MSK and Matt/Devin about health insurance for Matt Forster.

REPORT OF THE TREASURER: Motion by Byrnes, seconded by Nimke Ballard, to appoint Duane Luick as CACA treasurer and authorized signer. Greg McKenzie is no longer on the CACA board and is no longer has signatory authorities. All Ayes. Motion carried unanimously.

REPORT OF BUILDING OFFICIAL: Discussion followed. CACA processed 118 permits and brought in over \$37,500.00 from November 11th, 2021 through December 9th, 2021.

DISCUSSION OF PERFORMANCE BASED BONUSES: Discussion followed. CACA provided requested Profit and Loss from MSK dated 12/7/2021 and previous bonuses information. Motion by Hanifan, seconded by Nimke Ballard, to give performance based bonuses. Gross amount of \$1,500.00 for Matt Forster and Devin Morgan. Gross Amount of \$1,500.00 for

primary inspectors: Howard Nelson, John Douglass, Keith King and Thomas Trudeau. Gross amount of \$500.00 for Beverly Buck. All Ayes. Motion carried unanimously.

DISCUSSION OF OBTAINING A BUSINESS CREDIT CARD: Duane will look into debit card for CSB Petty Cash Account.

DISCUSSION OF HEALTH INSURANCE FOR FULL TIME EMPLOYEES: Motion by Hanifan, seconded by Luick, to offer full time employees the option of either a Health Savings Account or Reimbursement for Health Care Expenses not to exceed \$800 a month. All Ayes. Motion carried unanimously.

DISCUSSION OF HOLIDAY SCHEDULE/BS&A UPGRADE: Office will be closed from December 20th, 2021 through January 3rd, 2021. BS&A software upgrade will begin on December 20th, 2021 and training will be completed on January 6th, 2021. If urgent situations arise our inspectors will be available to do inspections during this time.

OTHER BUSINESS: Motion by Byrnes, supported by Luick to approve MSK to set up HRA and transfer \$2,500 from General Checking Account into HRA Account. All Ayes. Motion carried unanimously.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Hanifan, seconded by Byrnes, to adjourn the meeting at 3:35 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan
Recording Secretary

A handwritten signature in black ink, appearing to read "Amanda Nimke Ballard", with a long horizontal flourish extending to the right.

Amanda Nimke Ballard
CACCA Board Secretary