



Antrim Conservation District
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ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING APPROVED MEETING MINUTES for June 28, 2023 4:00pm

Call meeting to order by Chairman at 4:00pm

Attendance Board/Partners/Staff/Public: Board Members Present: Zach Gosnell, Adrienne Wolff, Bryan Smith. Absent: Randy Johnson and Caitlin McSweeney-Steffes Staff: Mike Meriwether, Kyle Williams, Lindsey Bona-Eggeman, and Melissa Zelenak

Agenda Review and Approval motion by Wolff, second by Gosnell, motion carries 3-0

Public Comment none

Staff, Partner, and Committee Reports:

Staff-CAKE, written submittal, in person Bona-Eggeman comments that new hire is doing good and will get a raise, new work truck purchased, field season is busy. Meriwether, Williams, and Zelenak written report submittal. MDARD Palowicz state that the ACD needs audit complete to issue funds for Operations Grants, to send updates to MDARD for board directors as needed, and he attended Open Meetings Act training. NRCS on vacation. MEAEP and Food Safety are written submittals. Motion to accept committee and staff report by Gosnell, second by Wolff, motion carries 3-0.

Correspondence Letter from BOC Chair, Chairman Smith responded

Financial Review and Requests: Approval to pay May bills motion by Wolff, second by Gosnell, motion carries 3-0

Grant Updates: Zelenak continues TRP weekly calls; Antrim County Public Buildings Start Recycling Project grant still under EGLE review

New Business:

2024 Appropriation Request to Antrim County, motion by Wolff, second by Gosnell, to remain at 2022 appropriations for soil, forestry and HHW and to increase recycling to \$25,000 due to increase costs, motion carries 3-0.

* CORRECTION TO MINUTES AT JULY 26, 2023 MEETING: “2024 Appropriation Request to Antrim County, motion by Wolff, second by Gosnell, to remain at 2022 appropriations for soil, forestry and HHW and to increase recycling to \$25,000 due to increase costs, motion carries 3-0.”

ACD Board Meeting minutes publishing and distribution policy in the form of a draft, motion by Gosnell, second by Wolff to post draft minutes on the website and distribute as needed, motion carries 3-0

Permanent part-time employment offer, table to July so Zelenak can prepare budget amendments

Cook & Martin Preserve Budget Consideration, motion by Gosnell, second by Wolff, to budget \$10,000 for needed improvements, motion carries 3-0

IT Improvements, potential budget amendment may occur

Boat Wrap Recycling Program in place, people can drop off at the ACD, once 15 received the state will come pick up

Audit update, submittal this month to Tobin & Associates

MDARD Tree Sale Certificate and Invoices inspection underway

State of Michigan Materials Management Planning, the State is working on materials management, Zelenak meeting with EGLE staff, as is the county’s deputy administrator to be informed on process and be prepare for implementation

CISMA Fiduciary discussion group, Zelenak organized a meeting to discuss CISMA issues, will continue to meet in the future

Boat Washing Station Update. ACD will purchase the boat washing station as previously approved, application for grant labor funding to Grand Traverse Bay Band is expected to be awarded to pay for labor costs. Williams to confirm pricing and delivery time.

Community Garden Grants: Pollinators, Rain Garden, School Vegetable, an info item for today’s meeting, Zelenak to bring forth program description and budget info

ACD Nature Steward of the Year Award, Zelenak to prepare list of candidates for board consideration and award at the annual meeting

Envirothon, attending the MACD conference, Zelenak committed to assisting the state Envirothon group bring it to Antrim county and informed board of the benefits to county high school students who participate

Butterfly release and StoryTrail ribbon cutting to occur at annual meeting

Pond update, in lieu of draining and cleaning the pond an aerator will be purchased to help keep it clean

Employee donating time to another, motion by Wolff, second by Gosnell, to update personnel manual to allow employees to donate up to 16 vacation or sick hours to another employee with executive director approval, motion carries 3-0

Forestry Fund Request, Meriwether submitting request for \$7000 to the county for surveying and land maintenance

Forestry Book Proposal, Zelenak to consult local printer to see if able to assist and provide figures to the board to determine publishing route, motion by Gosnell, second by Wolff to expend to Mission Point up to \$5000 to publish, motion carries 3-0

July board meeting at 4pm, 5pm StoryTrail ribbon cutting, annual meeting 6pm

Old Business: Transfer of funds from forestry account to higher interest account, Zelenak to schedule MiClass presentation at July meeting; personnel manual update for part-time insurance benefits consideration to occur at the July meeting

Roundtable: none

Motion to adjourn at 5:45pm by Gosnell, second Wolff, motion carries 3-0