



Antrim Conservation District  
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## ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING APPROVED MINUTES FOR DECEMBER 20, 2023

**Call meeting to order by Chairman** at 4:41pm

**Attendance Board/Partners/Staff/Public**

**Board Members Present:** Bryan Smith, Adrienne Wolff, Kathleen Peterson

**Absent:** Zach Gosnell, Randy Johnson (medical)

**Staff:** Melissa Zelenak, Mike Meriwether

**Partners:** MDARD Jim Pawlowicz

**Public:** Anna Hall

**Agenda Review and Approval** Add “Approve expenditure of \$7500 to fund Michigan Health Climate Corps position for 2024” *motion by Wolff, second by Peterson, motion carries 3-0.*

**Public Comment:** none

**Staff, Partner, and Committee Reports:**

Staff written reports submitted: Soil Erosion, Forestry, Program Coordinator, Executive Director. Forestry/Meriwether reports that the 20 acre purchase by the County of the Morhmann Park is proceeding, this purchase joins county parcels to better provide access to the public. The County has committed funding in addition to the ACD applying for a grant from the Dole Foundation for \$10,000 to contribute to the purchase.

MDARD written report submitted

MAEAP new technician is hired, will attend January 2024 meeting

Food Safety written report submitted

NRCS not attending

*Motion to accept reports by Smith, second by Peterson, motion carries 3-0*

**Approval of October 26, 2023 Board Meeting Minutes** *motion to approve by Wolff second by Peterson, motion carries 3-0*

**Financial Review and Requests:** *Motion to approve the financials for October and November 2023 by Wolff, second by Smith, roll call: Peterson-Yes, Wolff-Yes, and Smith-Yes, motion carries 3-0*

**Grant Updates:** CAKE-CISMA: Great Lakes Restoration Initiative (GLRI) and Michigan Invasive Species Grant Program (MISGP) pending

**New Business:** To improve and expand the soil erosion program, approve moving Alexander LaPoint from part time Soil Erosion Assistant to full time position as Soil Erosion Officer, with increase in wage by \$1.00 per hour starting December 1, 2023, *motion to approve by Peterson, second by Wolff, roll call: Peterson-Yes, Wolff-Yes, and Smith-Yes, motion carries 3-0.* Approve acceptance of resignation from Bethany Truckey, *motion to approve by Peterson, second by Wolff, motion carries 3-0.* Approve moving Angie Les from part time to full time position as Office and Program Assistant, *motion to approve by Wolff, second by Peterson, roll call: Peterson-Yes, Wolff-Yes, and Smith-Yes, motion carries 3-0.* Approve paid holiday dates based on Antrim County governmental office closure dates, *motion to approve by Peterson, second by Wolff, motion carries 3-0.* Annual BOD Retreat is set for January 24, 2023 1pm (Regular Board Meeting @4pm). Motion by Peterson, second by Wolff, to approve part time summer 2024 help for forestry department in the amount of \$5,000 to be paid from the ACD Forestry Fund, *roll call: Peterson-Yes, Wolff-Yes, and Smith-Yes, motion carries 3-0.* Table renewal or amendment to Service Contract with Antrim County government until January 2024 meeting as Zelenak will be meeting with the Antrim County Administrator and will report back discussion to the board, *motion by Peterson, second by Wolff, motion carries 3-0.* Zelenak reports that the ACD application to the new Michigan Healthy Climate Corps (similar to AmeriCorps) was approved by the State of Michigan. This prestigious opportunity will allow the ACD to have a staff person from March to November who is dedicated to the MHCC program and helping Antrim County become one of the State of Michigan's prestigious and environmentally significant MiGreen Communities. *Motion to approve expenditure of \$7500 to fund the position by Wolff, second by Peterson, roll call vote: Wolff-yes, Peterson-yes, Smith-Yes, motion carries.*

**Old Business/Updates:** Forestry book status: Book in on schedule, cover has been selected and endorsements to be sent, final printing goal is for April 2024. Updates to Personnel Manual: Section 7, Addition/clarification on full time salaried, non-salaried, and irregular employees; M: Travel, add "employees to receive reimbursement at current Federal Per Diem Rate for Traverse City region" and realphabetizing section 9 and clarification of retirement and other benefits to be moved to the January 2024 meeting for approval.

*Motion to adjourn by Smith, second by, Peterson, motion carries 3-0.*

*Minutes prepared by Zelenak December 24, 2023*