



Antrim Conservation District
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ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING APPROVED MEETING MINUTES FOR OCTOBER 26, 2023

Call meeting to order by Chairman at 4:00pm

Attendance Board/Partners/Staff/Public: Board Members Present: Bryan Smith, Zach Gosnell, Kathy Peterson, and Adrienne Wolff; Absent: Randy Johnson; Staff: Melissa Zelenak; Public/Partners: Anna Hall, Antrim County Parks Department Director; Monica Caster, NRCS District Conservationist

Agenda Review and Approval *motion to add “move November meeting” and to approve agenda by Gosnell, second by Peterson, motion carries 4-0.*

Public Comment: none

Staff, Partner, and Committee Reports: Staff written reports submitted: Soil Erosion, Forestry, CAKE-CISMA, Executive Director; MDARD written report submitted; MAEAP—no technician currently, hiring in process; Food Safety written report submitted; NRCS, attending in person, EQIP deadline is 11/17/23, CSP deadline is 11/3/23, new ABC staff to start January 2024.

Motion to accept reports by Gosnell, second by Wolff, motion carries 4-0.

Approval of October 11, 2023 Board Meeting Minutes *motion to approve by Gosnell, second by Peterson, motion carries 4-0.*

Financial Review and Requests: *Motion to approve the financials for September 2023 by Gosnell, second by Wolff, roll call: Peterson-Yes, Wolff-Yes, Gosnell-Yes, and Smith-Yes, motion carries 4-0.*

Grant Updates: CAKE-CISMA: Great Lakes Restoration Initiative (GLRI) and Michigan Invasive Species Grant Program (MISGP), these grants were not finished timely by the previous staff, Zelenak will complete and submit to achieve deadline dates.

New Business: 2024 ACD Budget Draft for review and discussion and 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 re-alphabetizing section 9, Table to November Meeting, *motion to table these items to the November meeting by Gosnell, second by Peterson, motion carries 4-0.* Due to medical appointments, move November meeting to the 27th and to move the December Board meeting ahead one week to December 20th to accommodate for Christmas holiday, *motion to approve by Gosnell, second by Peterson, motion carries 4-0.*

Old Business/Updates: Approve/renew Mason-Lake and CAKE Agreement for Services: This is an ongoing grant agreement with the Mason-Lake CDs for surveying for Hemlock Woody Adelgid, previously approved and requiring renewal, *motion by Wolff, second by Gosnell, motion carries 4-0*; Purchasing truck for recycling program use and Antrim County Public Buildings Start Recycling Project, Zelenak reports that these projects will be looked at in 2024 Q1-2; Interviews for Program Coordinator. Due to solid performance and quality of applications received for this position, the board unanimously wishes to offer the position to Kyle Williams, Zelenak to determine start date based on payroll ending date in November, *motion by Gosnell, second by Peterson, motion carries 4-0*

Upcoming/FYI: Meriwether vacation: October 30-November 10

Motion to adjourn at 4:39pm by Peterson, second by, Wolff, motion carries 4-0

Minutes prepared by Zelenak October 30, 2023