



Antrim Conservation District
4820 Stover Road Bellaire, MI 49615
231-533-8363
www.AntrimCD.com

**ANTRIM CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
APPROVED MEETING MINUTES for July 24, 2024 3pm**

Call meeting to order by Vice-Chairman at 3:14pm

Attendance ACD Board Adrienne Wolff, Kathleen Peterson, Randy Johnson, and Deb Pruitt.
Bryan Smith excused on medical leave.

Partners/Public NRCS, MDARD

ACD Staff Melissa Zelenak, Mike Meriwether, Alexander LaPointe, Angie Les
Katie Gray, Ron Oyer, and Wade Foster

Agenda Review and Approval: *motion by Peterson, second by Johnson, motion carries 4-0.*

Public Comment: n/a

Staff, Partner, and Committee Reports:

Staff written reports submitted: Soil Erosion, Forestry, CAKE Program, and Executive Director.

Partner written reports submitted: MDARD and Food Safety. MAEAP and NRCS no report received at time of agenda preparation.

Motion by Peterson, second by Johnson, to accept monthly reports, motion carries 4-0.

Approval of June 28, 2024 Board Meeting Minutes: *motion by Johnson, second by Peterson, motion carries 4-0.*

Financial Review and Requests: *motion to approve the financials for June 2024 by Johnson, second by Peterson, roll call: Peterson-Yes, Wolff-Yes, Johnson-Yes, and Pruitt-Yes, motion carries 4-0.*

Grant Updates:

TRP grant reimbursements incoming, see CAKE report for grant status

New Business:

1. Accept resignation from Angie Les, Office & Program Assistant, effective August 2, 2024.

Motion by Johnson, second by Peterson, motion carries 4-0.

2. Due to vacancy, post part or full Office & Program Assistant position until filled.

Motion to post Office and Program Assistant position to fill vacancy, motion by Peterson, second by Johnson, motion carries 4-0.

3. Increase wage for current full time employees, Katie Gray and Wade Foster; due to increased responsibilities during program coordinator turnover and ongoing program reorganization, it is recommended to increase each employee's hourly pay to \$21 per hour. This will equate to approximately \$960 per employee through the end of 2024. Grant funding allows for this increase.

Motion to approve wage increases for Foster and Gray starting with pay period starting July 14, 2024, for a total of approximately \$960 each through the end of December 2024 charged to CAKE Employee Wage Expense, motion by Johnson, second by Peterson, roll call: Peterson-Yes, Wolff-Yes, Johnson-Yes, and Pruitt-Yes, motion carries 4-0.

4. Amend personnel manual as follows to allow for internal promotion of staff, Section 10, add "L":
"To allow for the internal promotion of ACD staff, the Executive Director is authorized to interview view and hire within one week of a job description being posted internally at the organization. If no staff apply for the position, it will be posted publicly through standard procedures."

Motion to amend personnel manual to allow for internal hiring, motion by Johnson, second by Pruitt, motion carries 4-0.

5. Approve posting CAKE CISMA Invasive Species Program Coordinator

Motion to post CAKE CISMA Invasive Species Program Coordinator position to fill vacancy, motion by Wolff, second by Pruitt, motion carries 4-0.

6. County Budget Appropriation: The ACD engages in a contract with the county which appropriates funds to manage and operate forestry, recycling, and household hazardous waste programs. The requested funding for 2025 is \$98,169 for forestry, \$25,000 for recycling, and \$7,500 for Household Hazardous Waste. Forestry request includes \$7,500 for invasive species management for county owned properties.

Motion to approve submittal of appropriation request of \$130,669 for 2025 by Johnson, second by Pruitt, roll call: Peterson-Yes, Wolff-Yes, Pruitt-Yes, and Johnson-Yes, motion carries 4-0.

Old Business/Updates: Update staff and board photos for work publications, media use, etc., will schedule this when Chairman Smith returns to board duties

Upcoming/FYI:

- 7/29 Zelenak to meet with County Admin regarding soil erosion transfer to the county
- Personnel manual and policy manual combination, equipment disposal policy
- 2025 Draft Budget in August
- MZ remote July 25-Aug 2
- Conservation Tech Position potential to hire
- Communications & Outreach Specialist potential to hire

Motion to adjourn at 3:47pm by Peterson, second by Pruitt, motion carries 4-0.

Minutes prepared by Zelenak July 25, 2024

**ANTRIM CONSERVATION DISTRICT
BOARD OF DIRECTORS
ANNUAL MEETING
APPROVED MEETING MINUTES for July 24, 2024 5pm**

Call meeting to order by Vice-Chairman at 5:03pm

Attendance: ACD Board Adrienne Wolff, Kathleen Peterson, Randy Johnson, and Deb Pruitt.
Bryan Smith excused on medical leave.

Partners/Public NRCS, MDARD, public 25+ attendees

ACD Staff Melissa Zelenak, Mike Meriwether, Alexander LaPointe,
Ron Oyer, and Angie Les

Agenda Review and Approval: *motion by Peterson, second by Johnson, motion carries 4-0*

Public Comment: none

Annual Report Presentations by ACD Staff

Award presented to the Dole Family Foundation for ACD 2024 Conservation Steward of the Year.

Election of directors

Deb Pruitt, elected for a term of four years, July 24, 2024 to July 24, 2028

Kathleen Peterson, elected for a term of four years, July 24, 2024 to July 24, 2028

Motion to adjourn at 6:15p by Johnson, second by Wolff, motion carries 4-0.

Minutes prepared by Zelenak July 25, 2024