



Antrim Conservation District  
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## **ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING**

### **Approved Meeting Minutes for October 23, 2024 3pm**

**Call meeting to order by Chairman** at 3:09pm

**Attendance ACD Board:** Bryan Smith, Adrienne Wolff, Kathleen Peterson, Randy Johnson and Deb Pruitt

**Partners/Public** Monica Caster, NRCS

**ACD Staff:** Melissa Zelenak, Executive Director and Wade Foster, Invasive Species Program Coordinator

**Agenda Review and Approval with additions:** *CAKE Hiring and New Used Recycling Truck Purchase. Motion by Johnson, second by Peterson, motion carries 5-0*

**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, Food Safety and MAEAP. NRCS Monica Caster reports active contracts under review, 11/22/24 is the cut off for new applications, and November 15<sup>th</sup> is Monica's last day as she's transferring jobs to be closer to family. *Motion by Pruitt, second by Wolff, to accept monthly reports, motion carries 5-0.*

**Approval of September Board Meeting Minutes:** *motion by Pruitt, second by Peterson, motion carries 5-0.*

**Financial Review and Requests:** *motion to approve the financials for September 2024 by Johnson, second by Wolff, roll call: Peterson-Yes, Wolff-Yes, Johnson-Yes, Pruitt-Yes, and Smith-Yes, motion carries 5-0.*

#### **Grant Updates:**

CAKE grants reorganization of reporting system continues

#### **New Business:**

Disposal policy: To help the ACD dispose of items, *motion by Johnson, second by Pruitt, to approve policy, motion carries 5-0*; Accounting transition plan FYI: Contacted auditor who will assist with transition and can also offer 30% discount on purchasing QuickBooks Online software; VSP Vision Care Update, ED to clarify options; *Approval to contract with auditor for 2024 audit, motion by Wolff, support by Peterson, motion carries 5-0*; Indigenous Land

Acknowledgement, to add to signature lines on email and on our website as follows. "Land Acknowledgment: We collectively acknowledge that Antrim Conservation District occupies the ancestral, traditional, and contemporary Lands of the Anishinaabek. We recognize, support, and advocate for the sovereignty of Michigan's nations and historic Indigenous communities." *Motion to approve by Pruitt, second by Peterson, motion carries 5-0.*; Board Members receiving new W-9s for submittal; Tool Lending Library Shed installed under budget; Approve positions to post within 90 days pending amendments: Education & Outreach Specialist, \$18-21 per hour; HWA Field Technician, \$16 per hour; Habitat Management Specialist, \$18-\$21 per hour, *motion by Wolff, second by Peterson to approve, roll call: Peterson-Yes, Wolff-Yes, Johnson-Yes, Pruitt-Yes, and Smith-Yes, motion carries 5-0.* New (used) Recycling Truck Purchase: The F-150 truck given to us by the County continues to have expensive repair issues and with 190K plus miles is not conducive to an efficient, safe work transportation model for staff. *Motion by Johnson, second by Wolff, to purchase a new/used four-wheel drive pickup truck to perform recycling duties in the amount of \$40,000. Roll call: roll call: Peterson-Yes, Wolff-Yes, Johnson-Yes, Pruitt-Yes, and Smith-Yes, motion carries 5-0.*

**Old Business/Updates:** ORV Ordinance at Chestonia Township is not moving forward at this time.

**Roundtable:** Zelenak reports that Forest Home Township has reached out for conversation about The Meadows, a new parcel development they are working on. Zelenak has proposed installing an Autism Trail, based on the Letchworth State Park system to which FHT has responded positively to, in addition to requesting assistance from the county forester on trail development and a memorial forest and arboretum installation. Zelenak will meet with stakeholders on 11/1/24 at the township hall to develop an action plan to help clarify ACD assistance and future project involvement.

**MDARD 25 Ops Grant Contract:** Signed and submitted by Chairman Smith Oct 23, 2024

**Upcoming/FYI:** Potentially MZ & RG Great Lakes Ag Expo, Grand Rapids December

*Motion to adjourn at 4:35pm by Peterson, second by Pruitt, motion carries 5-0.*