



Board Meeting Minutes
June 16, 2021 @ 4:30 – 6:00 p.m.

Members present: Bryan Smith, Caitlyn McSweeney-Steffes, Randy Johnson, Zach Gosnell, Jason Helwig

Members absent: Libby Hiser. **Staff present:** Mike Meriwether, Heidi Shaffer, Kyle Williams, Wendy Warren, Melissa Zelenak. **Guests present:** Bradley Rizzo (Antrim County Finance Director), Monica Caster (NRCS).

Call Meeting to Order – Bryan Smith (Chair) welcomed everyone and made introductions. All expressed gratitude for the first face-to-face meeting since COVID stopped in person meetings since February, 2020.

Agenda Approval –

- Motion to approve agenda as presented by Johnson, seconded by McSweeney-Steffes, all in favor, motion carried.

Guest Speaker – Brad Rizzo, Antrim County Accounting Director – “Helpful tips for financial reports for governmental entities”. Brad discussed the reports that ACD Directors review each month. He noted the difference between a cash basis and accrual basis. He noted that we only record actual payments when they are received, thus we are on a cash basis. The ACD directors receive a monthly check register, and that is sufficient to see where you’re at with regard to cash flow on a monthly basis. Regarding the balance sheet Rizzo noted that assets equal liabilities plus fund balance. Cash, plus potential cash coming in, claims of cash plus prepaids. To estimate the financial health of an organization, look at cash balance divided by expenses for prior year, the better the ratio, the better the health, but keep in mind half of some contracts get paid later in the year. Also, financial health can be reviewed by looking at cash balance divided by monthly expenses. Warren explained the example profit and loss report that was developed as an example tool to determine the financial status by project.

Public Comment / Partner Reports – Monica Caster reported on behalf of the Natural Resources Conservation Service (NRCS). She stated she has been working to get applications funded, but they are running out of money quickly. Jason Helwig, ACDs representative from the Board of Commissioners noted that the ACD budget was not touched by BOC during their budget cutting searching during the last few meetings.

Approval of Meeting Minutes of May 19, 2021 –

- Motion by Johnson to approve May minutes as presented, seconded by McSweeney-Steffes, all were in favor, motion carried.

Financial Report Approval and Requests - Approval of Financials and Paying of Bills – Balance Sheet, Check Register, Income and Expense Statements (Monthly = Year to date)



- Motion by Johnson to approve financials as presented, seconded by McSweeney-Steffes, all were in favor, motion carried.

Staff Reports – Soil Erosion, Administration, Communications, Forestry, Healthy Lakes.

Soil Erosion - Shaffer noted they were getting bugs out, but software is helping streamline things. Kyle is very tech savvy. Public meeting on RV park last night which Meriwether listened in but Shaffer did not attend. She noted that she had heard there were slanderous attacks on her with regard to concerns with issuing permit to restore/stabilize a slope near the lake. Shaffer asked the advice of the board if the permit should be rescinded in light of the public outcry? One adjacent neighbor is claiming their property is being compromised. Shaffer stated that the project should have been stopped by the Township when they started work before the special use permit was authorized. Directors emphasized that ACD needs to do what is morally and legally correct, even if the public is confused about the project. Further, if ACD is going to be sued, it should be sued while doing what's right. Consensus of the board members agreed that rescinding the permit would **not** be the right thing to do.

Administration – Warren noted that the Household Hazardous Waste event in Elk Rapids in May had gone very smoothly. There were fewer participants than the previous year (about 200) and that people did not complain too harshly about the \$4/gallon fee on latex paint. Warren noted that she had begun working with the accountant consultant to conduct the 2020 audit and providing them with many, many documents.

Communications – Zelenak showed off new T-shirts and sweatshirts with the new logo and offered t-shirts for board members. She also noted work on a new rack card with quick information about what services ACD provides. Zelenak also noted the annual report was finished, somewhat lengthy, and presented to the Board of Commissioners last month. With regard to social media, she noted that ACD has over 2000 followers, and that Facebook is a very powerful tool for us. She asked all board members and staff to mark their calendars to attend a dinner presentation on **July 20, 4:30 at Pelicans Nest – title All about ACD.** **Forestry** – Wanted more historical info in report so it was larger than usual. Annual report to BOC and they asked for minutes to be posted.

Healthy Lakes Landscaping Program – Kyle Williams – Shaffer and he are still working together and using the soil erosion permit software program to drive healthy lakes and provide consultations. He has been developing simple how-to's - Best Management Practices for homeowners. They represented Healthy Lakes Landscaping at the Juniper garden club event and at the Petoskey Stone festival offering expertise about native plants and stabilizing shorelines with native plants. They also submitted a grant for \$75K to Glacial Lakes program and received feedback that the project was addressing the issues but not addressing the cause of the issue.

Recycling – Ron Oyer reported on the recycling sites and that he conducts building maintenance.

New Business

Option to Purchase Land - Meriwether discussed an option to purchase land that would protect a working forest area, could be used demonstration and long-term investment. The property owned by the Kladzyk family in Kearny Township is a 60 acre property with some timber available for harvest. Meriwether reviewed purchase options and strategies for possible purchase of property utilizing the ACD forestry savings account and a bank loan which might be paid off through the sale of timber.

- Motion by Gosnell, seconded by McSweeney-Steffes to support the research and pursuit of possible purchase of the property. All in favor, motion carried.



Central Lake Recycling Options –

Zelenak and Warren shared their concern for and discussions with Central Lake Township authorities about the possibility of Central Lake Township closing down its transfer station and moving its recycling bins elsewhere. They noted that if the site were owned or operated by the County or by the Conservation District, it would be an excellent location for residents throughout the county to be able to bring bulk waste, compostables, and recycling. A meeting of the Citizens for Antrim County Solid Waste and Recycling was going to be convened to discuss this topic and come up with some recommendations to the County.

Old Business

Warren noted that the Petoskey Stone Festival had fewer participants, and it was very cold and windy, but that the response to the native plant sale was very positive.

Upcoming Events Include;

1. July 20 – “Intro to ACD”
2. July 21 - Next meeting date
3. Aug 11 – 14 - Antrim County Fair
4. August 14 – Bellaire HHW

Adjourned at 6:10 p.m.