



## APPROVED Antrim Conservation District Board Meeting Minutes February 16, 2021 4:30pm

Board members present: Bryan Smith, Randy Johnson, Caitlyn McSweeney-Steffes, Zach Gosnell, Adrienne Wolff. Partners attending: Jim Pawlowicz, MDARD, Sam Wolfe, MAEAP, and Jason Helwig BOC. Staff present: Meriwether, Shafer, Williams & Zelenak

1. Call Meeting to Order by Smith at 4:32
2. Agenda Approval with revisions as follows:
  - a. Under new business per Zelenak request add “Board committee formation” and “approve new meeting time and annual meeting calendar”, change item to read tree planter instead of no till drill, and change next meeting date to Monday, March 14, 2022 at 4pm **motion by Gosnell, second by Wolff**, motion carries 5-0
3. Public Comment/Partner Reports - Antrim BOC, MAEAP, MDARD, NRCS (attachment)
  - a. Samantha Wolfe, MAEAP: pesticide training complete, working with a Milton township farmer on certification, continued training to occur, Ag chemical recycling project in Ellsworth on June 30 & September 29, networking ongoing in Antrim county as she continues in her new position
  - b. Jim Pawlowicz, MDARD: Met with Zelenak for new district manager onboarding information, has been attending ACD meetings for 25 years, MDARD/MACD operations grant webinar upcoming, new hires in regional MDARD and MAEAP positions
  - c. Jason Helwig BOC: Reports no issues
4. Election of Officers
  - a. Chairperson, **motion by Gosnell, second by McSweeney-Steffes** to appoint Bryan Smith as chairperson, roll call vote: Johnson-Yes, Gosnell-Yes, McSweeney-Steffes-Yes, Wolff-Yes, Smith-Yes, motion carries 5-0
  - b. Vice Chairperson, **motion by Smith, second by Johnson** to appoint Gosnell to vice chairperson, roll call vote: Johnson-Yes, Gosnell-Yes, McSweeney-Steffes-Yes, Wolff-Yes, Smith-Yes, motion carries 5-0
  - c. Treasurer, **motion by Gosnell, second by Wolfe** to appoint McSweeney-Steffes as treasurer, roll call vote: Johnson-Yes, Gosnell-Yes, McSweeney-Steffes-Yes, Wolff-Yes, Smith-Yes, motion carries 5-0
5. Approval of January 26, 2022 and February 7, 2022, meeting minutes with corrections as follows:
  - a. under new business #2: Smith & Gosnell listed as personnel committee
  - b. under old business #1: Smith signed agreement with Antrim County
  - c. under old business #2: Toad Lake purchase has not taken place yet, agreement is still under review by potential donor
6. Finance Requests: Approval of Financials and Paying of Bills
  - a. Pg. 3 - Balance Sheet, pg. 4 - Check Register (Tabled to March meeting as documents not received timely)
  - b. Pg. 5 & 6 - Income and Expense Statements (Tabled to March meeting as documents not received timely)
  - c. Approve recommended staff raises of 5%, 2% COLA, 3% Merit, **motion by McSweeney-Steffes, second by Johnson**, roll call vote: Johnson-Yes, Gosnell-Yes, McSweeney-Steffes-Yes, Wolff-Yes, Smith-Yes, motion carries 5-0

- d. Approve salary for new Executive Director at fifty thousand per year with roll over and continuation of vacation and sick time from previous position, **motion by Smith, second by Gosnell**, roll call vote: Johnson-Yes, Gosnell-Yes, McSweeney-Steffes-Yes, Wolff-Yes, Smith-Yes, motion carries 5-0
  - e. Approve bonus for Ron Oyer in the amount of 10% of previous year's wages, **motion by Gosnell, second by McSweeney-Steffes**, roll call vote: Johnson-Yes, Gosnell-Yes, McSweeney-Steffes-Yes, Wolff-Yes, Smith-Yes, motion carries 5-0
  - f. Motion to remove Warren and add Zelenak as bank account signatory, **motion by Johnson, second by McSweeney-Steffes**, motion carries 5-0
7. Pay taxes on donated Jabara Memorial Forest property or penalties of \$9,869 to remove from Commercial Forest Land Program. Meriwether advises to pay the property taxes of \$50 and he will write a letter to appropriate party and create a forest management plan to keep it in the forest reserve account and pursue moving it out of the program at a later date if needed. **Motion by Johnson, second by Gosnell**, roll call vote: Johnson-Yes, Gosnell-Yes, McSweeney-Steffes-Yes, Wolff-Yes, Smith-Yes, motion carries 5-0
8. Staff Reports
- a. Administration, Education & Outreach, Soil Erosion, & Forestry
9. New Business
- a. Tree planter purchase: Meriwether has secured purchase of a tree planter from Susan Ruppenthal for \$2500, a Bill of Sale is prepared for signature when Meriwether delivers payment and picks up the machine, **motion by Gosnell, second by McSweeney-Steffes**, roll call vote: Johnson-Yes, Gosnell-Yes, McSweeney-Steffes-Yes, Wolff-Yes, Smith-Yes, motion carries 5-0
  - b. ACD Lands Inventory & Status: Meriwether is currently working in a county-wide inventory, when that is complete he will prepare an inventory for ACD owned land
  - c. Board Committee formation as follows, Zelenak on all committees, **motion to approve by McSweeney-Steffes, second by Gosnell**, motion carries 5-0
    - i. Finance & Personnel: Chairman Smith, members McSweeney-Steffes and Meriwether
    - ii. Facility and Property: Chairman Gosnell, members Johnson and Williams
    - iii. Education and Outreach: Chairmen Johnson, members Wolff and Shaffer
  - d. Approve 2022 meetings on the third Wednesday of each month at a new time of 4pm, **motion by Johnson, second by Gosnell**, motion carries 5-0, schedule to be posted in the office window and on the organization website
10. Old Business
- a. MDARD Grant Status
    - i. April 7, July 7, Oct. 5 = Deadlines for Quarterly Tracking Report
    - ii. July 7 = Deadline for Summary of Conservation Needs Assessment
    - iii. Oct. 5 = Deadline for Annual Business Plan for FY23

Upcoming Events; Winter Farmers Market in Bellaire – Fridays 9 to 1 @ Bee Well and Terrain

Next Board Meeting: Monday, March 14 @4:00pm, this meeting rescheduled from regular Wednesday due to travel absences by board and staff

Adjourned by Smith at 5:33pm