

## **ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING** ***APPROVED MINUTES for May 18, 2022 4pm***

**Call meeting to order by Chairman:** 4:01pm

**Attendance Board/Partners/Staff/Public Board:** Bryan Smith, Adrienne Wolff, Randy Johnson.  
**Partners:** Jim Palowicz/MDARD, Monica Caster/NRCS, Linsey Eggman/CAKE, and BOC Jason Helwig.  
**Staff:** Mike Meriwether, Kyle Williams, Melissa Zelenak

**Agenda Review and Approval** *motion by Johnson second by Wolff, motion carries 3-0 with the addition of new item "Helena Township Recycling Correspondence" and "Approve Office and Program Assistant Hire"*

**Public Comment** none

**Partner Report:** MDARD: Palowicz began discussion on MDARD Elements for Conservation Districts, new elements will be discussed over the next few board meetings, four elements include: Advocacy, Legal Requirements, Budget and Accounting, and Annual Meeting and Elections. The board rated the Advocacy element at the meeting. Completion date for all elements is in October. MDARD summer conference is in Bay City, fall conference is in Bellaire. MAEAP submitted a written report. Caster/NRCS reports she is only covering Antrim county instead of both Antrim and Otsego. Eggman/CAKE reports tree planting in Cosner Reserve, tool lending library established in Boyne City, several grants are in process, CAKE literature is being updated and the new issue of the newsletter has been sent out. Helwig/AC BOC, no report.

*Motion to accept partner reports by Wolff, second by Johnson, motion carries 3-0*

**Approval of Minutes.** *Motion by Johnson second by Wolff, motion carries 3-0*

### **Financial Review and Requests**

Approval to pay March/April bills: *Motion to accept/pay March/April bills by Johnson, second by Wolff, roll call vote: Johnson-Yes, Wolff-Yes, Smith-Yes, motion carries 3-0*

Open ACD/CAKE Bank Account: item tabled pending more information

Financial Report discussion, the board decided to include the following financials in their monthly board packets: Monthly Profit & Loss, Year to Date Profit and Loss, Check Register, and Balance Sheet. *Motion by Johnson second by Wolff, motion carries 3-0*

### **Grant Updates**

Great Lakes Energy People Fund Grant, Ellsworth River Project, no answer at this time; GTB 2% Tribal funds, CAKE/ACD shared vehicle, June 1 deadline, grant is in process; Dole Community Foundation, composting training and autism trail development, May 31 deadline, grant is in process; CAKE-ACD Fiduciary Charlevoix Community Foundation Purple Loosestrife funds deposited; GRNA-ACD Fiduciary MiStream maintenance monitoring program grant received, funds incoming; ACD Cedar River start up monitoring program grant received, funds incoming; MDARD operations grant in progress.

### **Staff and Committee Reports**

Staff reports: Forestry gave a verbal report, Soil Erosion report included in board packet, and Executive Director gave a verbal report

May 2, 2022 Committee Reports: *Finance, Personnel, & Policy*: Shaffer exit interview; Williams/Soil Erosion staffing change discussion; personnel manual changes in progress. *Education & Outreach*: ACD Farmer's Resource Fair Day; recycling and composting program development, Solid Waste and Recycling Council to regroup. *Buildings & Property*: Vehicle maintenance, research building history, consider building repairs including floor paint in conference room

*Motion to accept staff and committee reports by Wolff second by Johnson motion carries 3-0*

### **New Business**

PA 116: Review and comment on application for Marv and Jane Rubingh for 79 acres in section 34 of Banks Township. *Motion to approve application by Johnson, second by Wolff, motion carries 3-0*

Trees for Kids Drawing Contest, the board looked at several dozen entries, picking the winner as Lauren Shooks, a third grader from Central Lake. Zelenak to present \$100 savings bond to Lauren.

Wage in lieu of insurance for CAKE Coordinator: item tabled pending more information

ACD Community Mini-grant program development consideration, Zelenak references other conservation district programs that the ACD could model to serve municipalities and schools in Antrim county and will bring forward more details at future meetings

Promotion to Soil Erosion Officer: amend job description and prepare letter of offer for Kyle Williams with pay increase effective May 9, 2022 to \$45,000. *Motion by Johnson, second by Wolff, roll call vote: Johnson-Yes, Wolff-Yes, Smith-Yes, motion carries 3-0*

Zelenak Executive Director 90 day probation term ended May 15, 2022. *Motion by Wolff, second by Johnson to retain as permanent employee, motion carries 3-0*

Helena Township Recycling Correspondence: The Helena Township supervisor, Butch Peeples, sent correspondence saying the recycling site in their area has had improper/illegal dumping at their site of things like five gallon oil containers and bags of cement. He also relayed that extra traffic at the site has created potholes in their parking lot. He stated that one of his board members suggested contacting the ACD to help with funding of the improper/illegal disposal items and pothole repair. The board discussed the fact that pothole repair is not in the contract the ACD maintains with the county, however the township should contact the ACD whenever there are items dropped outside the bins and someone will come to pick them up so the Township doesn't have to pay for disposal. Zelenak to inform Mr. Peeples of the Board's direction.

### **Old Business**

Office & Program Assistant job was posted, the Finance, Personnel, and Policy approved an offer letter in the amount of \$35,880 per year, the position has been accepted by Victoria Williams. *Motion by Johnson, second by Wolff to hire Victoria Williams, motion carries 3-0.*

CAKE-ACD MOU in development by CAKE Coordinator

Torch Lake RV Park update: attorney reports the case is nearly finished

### **Closed Session**

*Motion to go into closed session at 5:40pm by Johnson, second by Wolff, motion carries 3-0*

*Motion to open meeting at 5:50pm by Johnson, second by Wolff, motion carries 3-0*

*Motion by Johnson, second by Wolff to solicit audit services for Fiscal Year 2021 to date, motion carries 3-0*

*Motion by Johnson, second by Wolff to adjourn at 5:50pm, motion carries 3-0*