



Antrim Conservation District
4820 Stover Road Bellaire, MI 49615
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ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING ***APPROVED meeting minutes October 19, 2022 4:00pm***

Call meeting to order by Chairman at 4:02pm

Attendance Board/Partners/Staff/Public M. Caster, C. McSweeney, K. Williams, R. Johnson, M. Meriwether, B. Smith, J. Helwig, M. Zelenak, A. Wolff, and B. Truckey

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

Public Comment none

Partner Reports: MDARD written report submitted; MAEAP written report submitted; Food Safety written report submitted; NRCS Caster reports EQIP sign up deadline 12/2/22 for FY 2023, 8 high tunnel projects, tree planting, forest improvement, brush and forest management plans, grazing, and cover crops opportunities are available; CAKE no submittal; AC BOC Helwig reports BOC is working on 2023 budget and Custer township will be having a meeting on the TCE Plume in November

Approval of Previous Month Minutes *motion by Johnson, second by McSweeney motion carries 4-0*

Correspondence: Cook & Martin Property deeded to the ACD, for discussion at future meetings are parking area, easement on the east side, kiosk, signage, etc.; Hawk Lake Tree Planting Project insurance claim received to replant damaged areas; RV Park correspondence from ACD attorney to discuss possibility of the land being sold and transfer of liability should that occur

Financial Review and Requests: Approval to pay September bills *motion by Wolff, second by Johnson, motion carries 4-0*

Grant Updates: MDARD 2022 completed, Business Operations Plan submitted

Staff and Committee Reports: Forestry Meriwether discussed Cook & Martin Property acquisition, timber sales, pine thinning, upcoming grant application to the Dole Family Foundation for potential Morhmann Park Property purchase that will join all county properties into a uniform parcel; potential stream restoration/stabilization on Boucher property. Soil Erosion Williams submitted written report. Executive Director Zelenak discussed 2023 budget process, ongoing HR review of staff job descriptions, personnel manual, and hiring agreements, attended multiple events and meetings: farmers market vendors, county administrator, Project Learning Tree, Forestry for Birds, Water Source Protection and Great Lakes Beach Association EGLE conferences; insurance and retirement benefits corrections.

Office Assistant Truckey working on office organization, becoming familiar with processes and personnel, assisting with Farmers Market Snap/Double Up programming. *Motion to accept staff and committee reports by McSweeney, second by Wolff, motion carries 4-0*

New Business: All About the ACD November 30, 2022 to be held in lieu of 2022 annual meeting in order to present the 2021 ACD Annual Report to the public and to allow for the transition of the annual meeting date to the summer so more seasonal residents can participate and poor weather is avoided. *Motion by Johnson, second by Smith to hold the 2023 Annual meeting on June 28, motion carries 4-0. Motion by Wolff, second by McSweeney to hold the annual meeting each year during the last week of June, motion carries 4-0.* Confirmation of board terms as follows: Smith 12/24 (4 year term), Gosnell 12/24 (4 year term), McSweeney 12/22 (2 year term), Johnson 12/22 (4 year term) and Wolff 12/25 (4 year term). *Motion by Smith, second by Wolff to extend the terms of Johnson and McSweeney until June 27, 2023, motion carries 4-0.* Employee Incentive Program, each quarter the Finance, Personnel, and Policy committee will review staff work plans, performance, and other criteria to determine quarterly bonus payments of \$250 per staff person. *Motion to implement the EIP for fourth quarter 2022 by McSweeney, second by Wolff, motion carries 4-0.* Recycling truck replacement: *Motion by Johnson, second by Wolff, to expend up to \$20,000 on a new/used truck to carry out recycling duties in the county, roll call vote: Johnson-yes, Wolff-yes, McSweeney-yes, and Smith-yes, motion carries 4-0.* IT service provider change: To reduce expenses a new service provider will be sourced locally. Cook & Martin signage to be considered and branded accordingly with other ACD properties. MACD Conference: registration for board members and staff determined. Staffing: Truckey to go to three day work week 8am-2:30pm for November, December and January