

Antrim Conservation District

4820 Stover Road Bellaire, MI 49615

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[**www.AntrimCD.com**](http://www.AntrimCD.com)

**ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING**

***APPROVED MINUTES FEBRUARY 15, 2023 4:00pm***

**Call meeting to order by Vice Chair at 4:06pm**

**Attendance Board/Partners/Staff/Public** Adrienne Wolff, Caitlin McSweeney-Steffes, Zach Gosnell, Jim Palowicz, Melissa Zelenak, Mike Meriwether, Kyle Williams, and Anna Hall

**Agenda Review and Approval** *motion by McSweeney-Steffes, second by Wolff, with the addition of “Conservation Technician Hire”, motion carries 3-0*

**Public Comment** Anna Hall attending

**Partner Reports:** MDARD written report submitted, new state forester Ben Schram; MAEAP written report submitted; Food Safety written report submitted; NRCS written report submitted; CAKE written report submitted; AC BOC no representative attending per county level changes

**Staff and Committee Reports:** Forestry: Alba and Ritt Road timber sales, reclamation plan work, airport clearing assistance, Morhmann park property adjoining in progress, forestry book amendments, Hawk Lake planting upcoming; Soil Erosion; written report submitted, note RV property has not been sold; Executive Director: one year in position as of February 14, ; Office assistant written report submitted. *Motion to accept staff and committee reports by Wolff, second by McSweeney-Steffes, motion carries 3-0*

**Approval of Previous Minutes** *motion by Wolff, second by McSweeney-Steffes, motion carries 3-0*

**Correspondence:** Board of Commissioners Chairman letter regarding commissioner liaison appointments and minutes reporting

**Financial Review and Requests:** Approval to pay January bills *McSweeney-Steffes, second by Wolff, motion carries 3-0*

**Grant Updates:** Story Trail project with Bellaire Library, $5000 awarded for signage installation

**New Business:** Bank business: Adding additional bank signer; transferring funds to CD accounts to make sure we have a back up signer if other signatories are unavailable, *motion by Wolff, second by McSweeney-Steffes, motion carries 3-0*; Due to MACD legislative meeting conflict, move board meeting May 24, 2023 *McSweeney-Steffes, second by Wolff, motion carries 3-0;* CAKE MOU draft from attorney to review and approve work continues; deer repellent product to be offered for public sale due to positive success rate at other conservation districts in the state; property tax paid for two properties owned by the ACD, future discussion on intentions and tax base to follow; Annual Report to the Antrim County Board of Commissioners to be given by Zelenak, Meriwether, and Williams on March 2, 2023; Story Trail grants secured, Zelenak to attend Bellaire Village Council to secure permission to install; Confirm 2.8% annual wage increase for 2023 ACD staff, *motion by McSweeney-Steffes, second by Wolff to approve raise, motion carries 3-0;* Budget Amendments: Advertising and Professional Training (CAKE Training Allotment), motion by *Wolff, second by McSweeney-Steffes, to allot $2000 for CAKE Training Fund, motion carries 3-0; Zelenak to bring advertising line item budget amendment to future meeting;* Temporary Office & Program Assistant Hire at the hourly rate of $16-$18, *motion by Wolff, second by McSweeney-Steffes to approve temporary position for up to 60 days, motion carries 3-0;* Conservation Technician Hire, *motion by Gosnell, second by McSweeney-Steffes, to combine soil erosion and conservation technician duties, annual wage range $33,280-$37,440, motion carries 3-0*

**Old Business:** Resume committee meetings; Board MDARD Elements discussion; Dole Foundation $10,000 grant submission for Morhmann Park contiguous property; CAKE MOU development; Compost Sock Distribution; Office Assistant Temporary Remote Schedule; Approval of budgeted staff raise & bonuses; Donor funded recognition program for special forestry influencers; 2023 Tree Sale

**Updates:** Still searching for work trucks for recycling and invasive species units; greenhouse purchase to be executed spring 2023; storage building requires additional considerations; research and quotes continue for mobile boat washing station

**Upcoming Events & Training:** February 15 Tree Sale Ordering Online begins, February 16 Lake Leaders 10am-12pm, February 28 Farmers Resource Fair-Ellsworth, March Native Plant Conference: Wolff, Zelenak, Truckey, Bona-Eggeman, and Gray, March Farmers Market Conference: Zelenak, March Shorelines Conference: Williams, Tree Sale April 21 & 22, HHW: June 10-Elk Rapids, July 22-Bellaire, September 30-Mancelona

**Meeting adjourned 5:04pm**