



St. Joseph County Conservation District
693 E. Main Street
Centreville, MI 49032
(269)467-6336 x5

Board of Directors Minutes for August 18, 2021

6:05 pm official start by Howard Avildsen

Directors Present:

Howard Avildsen, Chair

Dan Blasius, Vice Chair

Carol Higgins

John Nelson

Chad Clark

Introductions/Visitors: none

Additions or Deletions to agenda:

None needed. Higgins motioned to accept the agenda as presented. Nelson second, motion passed

Approval of June Minutes: Higgins motioned to accept June board minutes, as July meeting cancelled. Blasius supported. Motion passed.

Treasurer Report: Clark made a motion to place June financials on file. Blasius supported Motion passed.

Clark motioned to place July financials on file, Nelson second. Motion passed

Correspondence Reports:

- **NRCS:** none
- **MEAEP:** written
- **CTAI:** submitted by Ashley Ives.
- **Admin report:** written. Grace discussed the Parkville Dam removal, events, and the recent storm. Many calls about foresters in the area to help plan, log or other topics they may need to do. Also, a lengthy discussion about MSUE or other resources to provide to the public about forestry.
- **CISMA:** Clark motioned to hire Shaun Grace as the Lead CISMA coordinator and Jacob Phillips as the Outreach and Educational Coordinator. Nelson second. Motion Passed. Shaun discussed his plans for future grants, how the summer team was amazing workers and the how he and Phillips are a good fit as a team for the CISMA position.
- **Director Board:** John Nelson: surprised the board with his recent fundraiser. His tour of St. Joseph county with friends was a success, raising over \$3,500.00. He would like 10% for loan payoff, and the other 90% to be used to fund River Clean up, cutting efforts and the purchase of needed equipment for these programs. Cutting efforts to be along Sherman Mill creek between Thompson Lake and Tamarac Lake, Tamarac lake and Klinger Lake and Klingler lake to Fawn river. Higgins discussed the need for a weed harvester for Portage Lake. The extra Phosphorus and Nitrogen in the lake is sinking to the bottom with the dying weeds. She explained that with the

O2 tied up Phosphorus then goes back into the lake causing problems. She and Grace discussed how grant funds could be used to obtain a harvester. More details on the grant proposal later.

Unfinished Business

- **Conflict of interest**
- **Job list:** Blasius requested a list of grants and other programs and who works each of these. The list shared explained the job title and which employee worked in that area. This is one reason Grace decided to present the CISMA coordinator as a Co partnership instead of a single employee. The sharing of job duties allows for 2 people to be full time with one main job and several supporting rolls.
- **Poker Paddle: Cancelled** due to not enough time to complete all the tasks needed for event.
- **Golf Outing: moved:** The September 11, 2021 golf outing moved to May. Grace will call and email Green Valley to discuss a new date.
- **Celebrate the St. Joseph River: Aug 28th.** Many hands are needed to have a successful event. The Mendon cheerleaders will help serve. S. Grace will investigate Colon athletes for help. Grace will ask MacDonald to check for bee holes.
- **Business Management for Directors:** Grace will contact Jack Knorek to discuss a date for him to attend board meeting and go over the important information contained in these documents.
- **Parkville Dam Removal:** Grace, S. Grace and Blasius spoke about the wonderful new look to the Parkville dam area. Many people enjoyed the newly constructed rapids. It was a great success and the board along with the team agreed! This led to a discussion about River Trails. S. Grace will investigate how a river trail is designated and report back to the board.

New Business:

- **Budget:** Grace shared the projected 2020-2021 budget and the proposed 2021-2022 projected budget. Discussion about condensing a few line items to make the document a cleaner look. Grace will post the budget in the paper and invite the public for comment 15 days before the September 15th budget hearing.
- **Golf Card:** Sauganash Golf course invited the SJCCD to be placed on their score card for \$400.00 the board discussed the idea and decided they already have advertisement on hole 12 and therefore declined the invite. Grace will reach out to the golf marketing team and relay the decision.
- **Administrative Assistant:** After some discussion and explanation of the need for help. Clark motioned to hire Ashley Ives to help the Administrator with her duties. Nelson second. Motion passed. The work will be completed outside daily business hours.

PA116: None

Next Meeting: and Budget Hearing September 15, at the Conservation District Offices at 6:00pm.

Board Signature: Howard Childsen



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Board of Directors Regular and Budget Hearing Meeting Minutes for September 15, 2021

6:04 pm official start by Howard Avildsen

Directors Present:

Howard Avildsen, Chair
Dan Blasius, Vice Chair
Chad Clark, Treasurer
Carol Higgins
John Nelson

Introductions/Visitors: none

Additions or Deletions to agenda:

None needed. Higgins motioned to accept the agenda as presented. Nelson second, motion passed

Approval of August Minutes: Nelson motioned to accept August board minutes. Blasius supported. Motion passed.

Treasurer Report: Higgins made a motion to place August financials on file. Blasius supported Motion passed.

Correspondence Reports:

- **NRCS:** none
- **MEAEP:** written
- **CTAI:** submitted by Ashley Ives.
- **Admin report:** written.
- **CISMA:** S. Grace and Board had a lengthy discussion about weed control in lakes, Progressive Lake Management and other CISMA related items. Also Knotweed information shared with all.
- **Director Board:** Higgins was thankful for John Nelson to share information about Aquatic Weed Control from Indiana

Unfinished Business

- **Conflict of interest**
- **Director Management Business Plan:** Jack Knorek emailed the board about their questions. Not all board members read the email, so this will be placed on the October board agenda.

New Business:

- **Budget Hearing:** Howard Avildsen, board chair opened the budget hearing at 7:33pm. Board discussion was short, and no public attended. Higgins motioned to approve the budget for 2021-2022 fiscal year, Clark second. Motion Passed.
- **Appropriation Act:** Clark motioned to accept appropriation act and close hearing. Howard Avildsen did a roll call vote. All Board of Directors approved of appropriation act. **Howard Avildsen** closed the Budget hearing and appropriation act at 7:34pm
- **Sturgis Bank and Trust:** Grace presented the board with a LARGE fake check and a dance to represent the pay off the Loan to Sturgis Bank and Trust. All clapped and Cheered!!
- **Fair Give-away:** After a short discussion Higgins motioned to purchase a kayak, paddle, and a grabber to be given away at the fair. All participants in the drawing will be asked to fill out a County Natural Resource Survey to be used for our 5 Year Plan.

PA116: None

Adjournment: Higgins motioned to adjourn at 8:08pm, Nelson second. Motion passed

Next Meeting: October 20, 2021 at the Conservation District Offices at 6:00pm.

Board Signature: _____

Howard Avildsen



St. Joseph County Conservation District
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Board of Directors Regular Meeting Minutes for October 20, 2021

6:04 pm official start by Howard Avildsen

Directors Present:

Howard Avildsen, Chair

Dan Blasius, Vice Chair

Carol Higgins

Directors Absent:

Chad Clark, Treasurer

John Nelson

Introductions/Visitors: none

Additions or Deletions to agenda:

Two changes to agenda Higgins motioned to accept the agenda with additions. Blasius second, motion passed

Approval of September Minutes: Higgins motioned to accept September board minutes. Blasius supported. Motion passed.

Treasurer Report: Higgins made a motion to place September financials on file. Blasius supported Motion passed.

Correspondence Reports:

- **NRCS:** none
- **MEAEP:** written
- **CTAI:** submitted by Ashley Ives.
- **Admin report:** written.
- **CISMA:** Avildsen relayed the CISMA report from S. Grace. The majority of the month was spent working with the road commission.
- **Director Board:** none

Unfinished Business

- **Conflict of interest**
- **Director Management Business Plan:** Once again placed on next month agenda when we have more directors present.
- **Sturgis Bank and Trust:** Mr. Eishen sent a letter to Carolyn and a separate letter to the board about the closing of the loan!!!
- **Fair results:** 252 Natural Resource Assessment surveys were collected. Grace is tallying and preparing for a report to be written By December meeting.

New Business:


- **MACD Webinar:** We attended the online zoom meeting about the \$40,000 appropriation base funding from the MDARD and MACD team. A contract will be sent soon for the review by Grace. It will explain how to obtain the 5 payments of \$8,000.00 through out the year. It looks like it will be very obtainable for all District in Mi.

PA116: None

Adjournment: Higgins motioned to adjourn at 7:08pm, Blasius second. Motion passed

Next Meeting: November 22, 2021 at the Conservation District Offices at 6:00pm. NOTE THE CHANGE OF DAY

Board Signature:

 11/21/21



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Board of Directors Regular Meeting Minutes for November 22, 2021

6:04 pm official start by Howard Avildsen

Directors Present:

Howard Avildsen, Chair

Dan Blasius, Vice Chair

Carol Higgins

Directors Absent:

Chad Clark, Treasurer

John Nelson

Introductions/Visitors: none

Additions or Deletions to agenda:

Two changes to agenda Higgins motioned to accept the agenda with additions. Blasius second, motion passed

Approval of September Minutes: Higgins motioned to accept October board minutes. Blasius supported. Motion passed.

Treasurer Report: Higgins made a motion to place October financials on file. Blasius supported Motion passed.

Correspondence Reports:

- **NRCS:** written
- **MEAEP:** written board noticed wrong dates
- **CTAI:** submitted by Ashley Ives.
- **Admin report:** written.
- **CISMA:** written
- **Director Board:** Blasius discussed a solar energy article about MSUE and farmers. He would like Grace to look into helping the City of Sturgis with anything they need for this project. Pollinator habitat is extremely important and the District should get involved in the project.
- **Higgins:** Carol attended the MACD state council meeting and relayed some important information about the new MACD website. The board would like Grace to investigate their site for hats, and other clothing they may have with the new logos.

Unfinished Business

- **Conflict of interest**
- **Budget FY20-21** Higgins motioned to amend the FY21-21 budget as presented by Grace with the help of the bookkeeper. Blasius second, motion passed

- **MACD Conference:** Grace attended the three -day webinar for the MACD and learned a good amount of information. The resource assessment that will be completed by December or January will be submitted in order to receive the \$8,000.00 from MDARD in the second quarter. Other requirements will be completed, As Grace already has 5/6th of the requirements completed.

New Business:

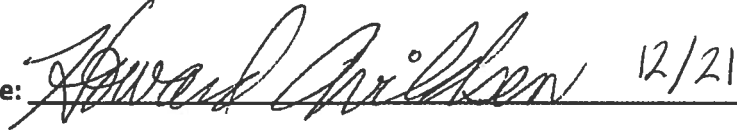
- **Director Management Business Plan:** Placed into the revised Director Policy book and employee handbook Higgins motioned to accept the new Policy/Handbook as edited by Grace. Blasius second, motion passed. This new book will supersede all other handbooks.
- **Soil Kit:** Higgins discussed the idea of purchasing a penetrometer, which tests soil compaction. The board continued to discuss what other items may be in a kit that the community could check out and use. Grace suggested to have on the agenda, in the spring, a discussion of how the quarterly payments of \$8,000.00 could be used for a variety of items for the community. Signs, clothing, drains, and soil kits were suggested and will be on the list when all Directors are present.
- **Dues.** Higgins motioned to support the MACD Dues at the Gold level of \$1,000.00 for the 2022 year. Blasius second, motion passed. Grace mentioned that she had talked with Chad Clark and he was in support of the same amount of dues as in the past.

PA116: Gentz family farms LLC PA116 was looked over by Grace and documents filed.

Adjournment: Higgins motioned to adjourn at 8:26pm, Blasius second. Motion passed

Next Meeting: December 15, 2021 at the Conservation District Offices at 6:00pm.

Board Signature:

 12/21



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Board of Directors Regular Meeting Minutes for December 15, 2021

6:08 pm official start by Howard Avildsen

Directors Present:

Howard Avildsen, Chair

Chad Clark, Treasurer

Carol Higgins

Directors Absent:

John Blasius, Vice Chair

John Nelson

Introductions/Visitors: none

Additions or Deletions to agenda:

Two changes to agenda Higgins motioned to accept the agenda with additions. Clark second, motion passed

Approval of November Minutes: Higgins motioned to accept November board minutes. Clark supported. Motion passed.

Treasurer Report: Clark made a motion to place November financials on file. Higgins supported Motion passed.

Correspondence Reports:

- **NRCS:** written
- **MEAEP:** No report submitted
- **CTAI:** submitted by Ashley Ives.
- **Admin report:** written.
- **CISMA:** spoken. S. Grace described all the different grants he has been researching and he actually submitted one for \$32,500.00 to EGLE for capacity building within the District. We will know in March 2022 if the grant has been awarded.
- **Director Board:**
- **Higgins:** Carol attended the MACD state council meeting and relayed some important information about the new MACD website. The board would like Grace to investigate their site for hats, and other clothing they may have with the new logos. At this time the store is not live as of this writing. Carol also mentioned that the state council officers remain the same.
- Higgins also mentioned to discuss stipend for board members.

Unfinished Business

- **Conflict of interest**

- **Dues.** Clark motioned discontinue with the Sturgis and the Three Rivers Chamber dues for the next year 2022 Higgins second.
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New Business:

- **\$40,000.00 Ideas.** Grace had a long list of ideas to discuss with the board. She would like the board to bring other ideas so that they can have a plan to improve spending. Higgins liked the idea of having a farmer cover crop day with possible plots of variety of cover and an explanation of each plot. Clark would be willing to have an area to observe.
- **Annual Meeting. Wednesday May 11, 2022** Carol Higgins and John Nelson are up for election. Higgins expressed an interest to run again. Grace will reach out to Nelson before the next meeting for paperwork and signatures.
- **Staff Discussion:** Clark brought up the discussion about giving Carolyn a raise and or an evaluation for a raise. He stated it has been over 2 years since her last raise. He motioned to increase the Administrative wages by \$3.00 effective immediately. Higgins second. Motion Passed.

PA116: None

Adjournment: Higgins motioned to adjourn at 8:27pm, Clark second. Motion passed

Next Meeting: January 19, 2022 at the Conservation District Offices at 6:00pm.

Board Signature:

