

Antrim Conservation District
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**ANTRIM CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING**

February 25th, 2026 3:00pm 7915 Cameron Street, Central Lake, MI 49622

DRAFT MEETING MINUTES

Call meeting to order by Chairperson at: 3:04pm by Adrienne Wolff

Attendance ACD Board: Randy Johnson, Kathleen Peterson, Kelly Doyle, and Adrienne Wolff. Bryan Smith, arrival at 3:19pm.

Partners/Public: Jarris Rubingh, Lyndsey Eccles, Jim Pawlowicz, Dan Burchett, Robyn Gransow.

ACD Staff: Wade Foster, Katie Gray, Tyler Lancaster, Mike Meriwether, Zander LaPointe

Agenda Review and Approval: *Motion by Kathleen Peterson second by Kelly Doyle, motion carries 4-0*

Public Comment: none

Information and Correspondence: Resignation Letter - ACD Board member Deb Pruitt

Staff, Partner, and Committee Reports: Staff written reports submitted: CAKE CISMA. Partner written reports submitted: MDARD.

Forestry Department summary by Mike Meriwether (in person):

- Assisting Ellsworth Schools with storm damage recovery from 2025 ice storm
- Large timber sale (pine) with county
- Been working on tree sale for the district

CAKE update: received donation from Charlevoix County Community Foundation - \$1000 for program

Motion made by Randy Johnson to accept monthly staff and partner reports. Second by Kathleen Peterson, motion carries 4-0

Approval of Board Meeting Minutes for January 28, 2026: *motion by Kathleen Peterson, second by Kelly Doyle to accept monthly reports, motion carries 4-0*

Approval of Special Board Meeting Minutes for February 12, 2026: *motion by Kathleen Peterson, second by Kelly Doyle to accept monthly reports, motion carries 4-0*

Financial Review and Requests:

Motion to approve the financials for November 2025: motion by Kathleen Peterson, second by Adrienne Wolff, motion carries 4-0

Motion to approve the financials for December 2025: motion by Randy Johnson, second by Kathleen Peterson, motion carries 4-0

Motion to approve the financials for January 2026: motion by Randy Johnson, second by Kathleen Peterson, motion carries 4-0

New Business:

Appointment to Fill Vacant ACD Board Seat

Motion to appoint Bryan Smith to vacant board seat: Motion made by Adrienne Wolff, second by Kathleen Peterson, motion carries 4-0

Insurance Account Access

Mike Meriwether and Zander to seek access to High Street Health Insurance accounts, currently inaccessible by staff present.

Accounts on Automatic Payment

Zander LaPointe provides Board current list of automatic payments for review. Board discusses option to remove land line, as staff currently comfortable using cell phones. Zander to remove unused Textedly account.

Board discusses need for review of the ACD credit card policy with consideration of adjusting CC bill statement date with bank to correspond to monthly Board meetings.

Board to review and consider ACD website consolidation by next meeting.

MiClass Online Portal

Motion to add Randy Johnson to MI Class Online Portal access. Motion made by Adrienne Wolff, second Kathleen Peterson. Motion carries 4-0.

General Budget Review

Mike Meriwether conducts general budget review, including CAKE-CISMA, recycling and household hazardous waste program budgets. Suggests creating a separate CAKE account and restricted fund donation account to track funds independently. Will be forwarding updated budget review to the Board.

Forestry Program

Amended Forestry Budget Proposal by Mike Meriwether:

Revised forestry budget from \$102,127.00 to \$84,135.60. Suggests the ACD pay 10% of forestry budget.

Revisions include pay raise to meet the country average - from \$62,077 to \$64,500 - and health care reimbursement for Medicare expense - Mike paid out of pocket, asking to be reimbursed.

Motion to increase Forester wage from \$62,077 to \$64,500. Motion made by Randy Johnson, second by Adrienne Wolff. Roll call: Wolff- yes, Peterson- yes, Doyle- yes, Johnson- yes. Motion carries 4-0.

Motion to reimburse Mike Meriwether \$1,384 for health insurance expenses. Motion made by Adrienne Wolff, second by Kathleen Peterson. Roll call: Wolff- yes, Peterson- yes, Doyle- yes, Johnson- yes. Motion carries 4-0.

Motion to send Antrim County Commissioners revised budget for their approval. Motion made by Adrienne Wolff, second by Randy Johnson. Motion carries 4-0..

Conflict of Interest form for ACD Board & Employees

Motion to adopt a required conflict of interest form for all ACD employees and board members to agree to and sign annually. Motion made by Randy Johnson, second by Kelly Doyle. Motion carries 4-0.

Board Stipends

Board acknowledges the lack of stipend payment for board meetings back through December 2025 due to special circumstances. Board expresses desire to reward greater workload of chairperson duties with an increased stipend.

Motion to increase Board Chairperson's stipend to twice as much as regular board members. Motion made by Kathleen Peterson, second by Randy Johnson. Roll Call: Wolff- abstain, Peterson- yes, Doyle- yes, Johnson- yes. Motion carries 3-0.

Motion to retroactively pay board member stipends from January 2026. Motion made by Adrienne Wolff, second by Kathleen Peterson. Roll Call: Wolff- yes, Peterson- yes, Doyle- yes, Johnson- yes. Motion carries 4-0.

Motion to retroactively pay Board Chairperson at the increased rate dating back to January 2026. Motion made by Kelly Doyle, second by Kathleen Peterson. Motion carries 4-0.

Antrim County Household Hazardous Waste

2026 Dates: June 13, July 25, September 26

Contract received by county from ERG Environmental Services.

Discussion of sick/vacation maximum roll-over

Chairperson in contact with accountant and attorney to review current sick/vacation policies for further recommendations on how to implement any necessary adjustments to align with the stated policies.

Officer designations

Motion to nominate Kelly Doyle as Secretary and Randy Johnson as Treasurer. Motion by Adrienne Wolff, second by Kelly Doyle. Motion carries 4-0.

Old/Ongoing/Unfinished Business

Tree Sale

April 25-26 Plant Sale has been officially launched with varieties simplified this year. Exploring options for temporary tree storage prior to sale date at the Cameron building.

Office & Program Assistant Job Description

Motion to accept the new Office & Program Assistant Job Description. Motion made by Kathleen Peterson, second by Adrienne Wolff. Motion carries 4-0.

Motion to transfer Zander LaPointe to new role as the Office & Program Assistant at the rate of \$22/hr. Motion by Adrienne Wolff, second by Randy Johnson. Roll call: Wolff- yes, Peterson- yes, Doyle- yes, Johnson- yes. Motion carries 4-0.

Legal Update

Personnel manual sent to Employment Practices Liability Insurance attorney for general review and suggested amendments, with specific focus on clear language for sick and vacation policies. Review included in paid insurance services.

Former ACD Office Location - Stover Road

BCC president confirmed receipt of chairperson's email on 2/13 to discuss floor repair options in Stover offices, will follow up after discussion with his board.

Roofing quotes obtained ranging between \$28,000-40,000.

Cameron Street Lease Agreement

Office spaces consolidated from 4 to 3 rooms. Continued attempts to contact landlord to discuss specifics of lease agreement.

TriTerra Invoice

Awaiting details from Kyle from TriTerra to clarify the additional \$1,000 billed for consulting services. Zander to reissue a check for initial amount approved by the Board until further information is received.

Administration

Continued support requested in absence of Executive Director:

- Grants
- 2026 Events Schedule
- Accounting Transition
- Staff Work Agreements/Annual Plans
- SOP Updates
- Job Description Updates
- Personnel Manual Updates

Executive Director Personnel Discussion - Closed Session

Motion to move into closed session per MCL 15.268(1)(a).
No motion made.

General Discussion & Director Reports

Administration Committee - Smith, Wolff, Zelenak, and Foster

Building & Properties Committee - Wolff, Johnson, Zelenak, Meriwether

Education & Outreach - Doyle, Peterson, Zelenak and Gray

- 2/28 Workshop: Mushroom 102 with Great Lakes Mushroom Company: Sold out!
- Elk Rapids Composting and Recycling workshop on 2/26
- Social Media Administration - Katie Gray to be added to ACD Facebook admin.

Next Board Meeting Date: March 25, 2026 at 3:00pm.

Motion to adjourn at 6:30 pm by Randy Johnson, second by Kathleen Peterson, motion carries 4-0.

Draft Minutes Approved By Secretary: _____ Date: _____