



Antrim Conservation District  
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## **ANTRIM CONSERVATION DISTRICT**

BOARD OF DIRECTORS MEETING  
January 28th, 3:00pm 7915 Cameron Street, Central Lake, MI 49622  
**MEETING MINUTES**

**Call meeting to order by Chairperson at: 3:06PM**

**Attendance ACD Board: Randy Johnson, Kelly Doyle, Deb Pruitt, Adrienne Wolff (Absent: Kathleen Peterson, Bryan Smith)**

**Partners/Public: Jarris Rubingh, Lyndsey Eccles (Antrim County Parks Department), Jim Pawlowicz (MDARD) , Eric Douglas, Paul Tate, Jim School**

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

**Amendments made to agenda:** Recycling Truck Parking, Microgreens Class Discussion, Family Medical Leave Act Discussion.

**Agenda Review and Approval:** *motion by Randy Johnson, second by Kelly Doyle , motion carries 4-0.*

**Public Comment: none**

**Information and Correspondence:** Antrim County Administrative Assistant 1/26/26, Attorney Lauren Teichner 1/16/26, Antrim County Parks Department 5 year plan:  
[https://cms5.revize.com/revize/antrim/2026\\_2030%20Plan\\_DRAFT2.pdf?t=202512171003170&t=202512171003170](https://cms5.revize.com/revize/antrim/2026_2030%20Plan_DRAFT2.pdf?t=202512171003170&t=202512171003170)

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

CAKE CISMA - Held steering committee quarterly meeting and annual meeting in January. Can forward on annual report to ACD board.

*motion by Deb Pruitt, second by Randy Johnson to accept monthly reports, motion carries 4-0*

**Approval of Board Meeting Minutes for December 17, 2025:** *motion by Deb Pruitt, second by Randy Johnson, motion carries 4-0.*

**Approval of Special Board Meeting Minutes for January 22, 2026:** *motion by Adrienne Wolff, second by Randy Johnson, motion carries 4-0.*

**Financial Review and Requests:** *Deb Pruitt makes motion to table approval of November and December financials until February 25th regular board meeting, second by Adrienne Wolff. Roll call vote: Randy Johnson: Yes, Kelly Doyle: Yes, Deb Pruitt: Yes, Adrienne Wolff: Yes*

## **New Business:**

### Legal Update

- Received Correspondence from attorney Lauren Teichner containing all invoices, correspondence, etc.
- ACD Personnel Committee Recommends to hire HR/personnel attorney.

### Forestry Program

- Forestry Budget
  - Program was fully funded by county 2026: \$102,127 2025: \$98,169 2024: \$85,648
  - Last time we contributed was 2022: \$35,870
  - Forester Mike Meriwether suggests ACD contribute to this budget in order to have some ownership over this program. Should be discussion on joint financial ownership. Millage should pay for a percentage of the forestry program.
    - $\frac{1}{2}$ - $\frac{3}{4}$  of forestry job tasks contributed to private landowners.
  - County Liaison Jarris Rubingh recommends to meet with county to have forestry budget amended.

*Motion made by Deb Pruitt to have chair or vice chair to meet with the county admin and finance director and county forester to discuss budget and regularize financial and work relationship. Adrienne Wolff seconds motion. Motion carries 4-0.*

### Tree Sale

- Tree sale will be conducted to stay connected to community. Offerings will be paired down and simplified. Varieties will be chosen that are conducive to conservation.
- Mike Meriwether, Zander LaPointe & Randy Johnson will meet at office to plan tree sale.
- Mr. Goetz sent a check for an individual tree sale but has overpaid the ACD. Mike Meriwether suggests ACD use it as an account he can debit from.

### MDARD Operations Grant

- Grant agreement attached in board packet for review.
- Deliverables:
  - 5 year, long-range plan
  - Yearly annual plan
  - Develop or update as necessary and approve a District Policy Manual including the following policies:
    - a. Freedom of Information (FOIA)
    - b. Credit Card (if the Grantee uses a Credit Card)

- c. Investment Practices (even if the Grantee does not have investments)
- Status of reporting/payment schedule
  - MDARD regional coordinator needs FY25 Audit Engagement Letter, Audit Certification FY24, approved FY26 district budget
- Related: MDARD grant for MACD director training. ACD needs to reissue two checks. Adrienne Wolff will provide Zander LaPointe with information on this grant.

#### Board Training

- Marsha Barber Clark served as the Executive Director of the Grand Traverse CD from 2014-2019. Including and preceding her time as Executive Director, she has extensive experience in management including executive transition, facility, property and financial management and strategic planning. Marsha has volunteered to conduct an ACD board training to provide a general overview of board responsibilities.
  - Director training session to take place on 2/12 at 11am

#### Former ACD Office Location

No current update.

#### Board Director Officer Designations - Vice Chair, Secretary, Treasurer

- *Deb Pruitt makes motion to establish a finance committee in lieu of a treasurer. That committee will include Kelly Doyle, Randy Johnson, Wade Foster, and Bryan Smith. Adrienne Wolff seconds. Motion carries 4-0*

#### Administration - submitted by Executive Director

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

#### Budget Adjustments

- Forestry Line Item(s)
- Education total

#### Requested Closed Session by ACD Executive Director Melissa Zelenak

*Motion to move into closed session per MCL 15.268(1)(a)*

*No motion made*

#### Recycling Truck

- *Deb Pruitt makes motion to allow Ron Oyer to keep recycling truck at his house pending a check on our insurance. Adrienne Wolff second. Yes - 4 No -0*

#### Microgreens Class

Class on Saturday 1/31 with Great Lakes Mushroom Company.

## CAKE CISMA

- Memorandum of Agreement for Go Beyond Beauty and Invasive Species Network
  - Implementing program for another two years
  - *Accept Memorandum of Agreement for Go Beyond Beauty and have board chair sign document. Motion made by Adrienne Wolff, second by Randy Johnson, motion carries 4-0*
- Seasonal Field Technician
  - 1 full time tech with CAKE, 2 techs shared with Glacial Hills
  - *Motion made by Randy Johnson to approve job description for Invasive Species Restoration Technician for posting. DP second. Yes - 4 No - 0*

## Executive Director FMLA Leave of Absence

*Motion by Adrienne Wolff to update Zander's job description to encompass office and program assistant, second by Deb Pruitt. Motion carries 4-0.*

*Motion by Adrienne Wolff to look into HR legal representation, second by Kelly Doyle. Motion carries 4-0.*

## **General Discussion & Director Reports**

Administration Committee - Doyle, Smith, Wolff, Zelenak, and Foster

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

*Motion made by Adrienne Wolff to sign lease agreement provided by Chris Corbett for Cameron Street office building, second by Deb Pruitt. Deb Pruitt - yes, Kelly Doyle - yes, Adrienne Wolff - yes, Randy Johnson - yes.*

Education & Outreach - Pruitt, Peterson, Zelenak and Gray

**Next Board Meeting Date: February 25, 2026**

*Motion to adjourn at 5:52pm by Randy Johnson, second by Deb Pruitt motion carries 4-0.*