

ANTRIM CONSERVATION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES - DRAFT

April 15th, 2026 3:00pm 7915 Cameron Street, Central Lake, MI 49622

Call meeting to order by Chairperson at: 3:05pm by Adrienne Wolff

Attendance ACD Board: Adrienne Wolff, Kathleen Peterson, Kelly Doyle, Randy Johnson

Partners/Public: Jarris Rubingh, Jim Pawlowicz, Eric Douglas, Paul Sak, Lori Sak

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

Agenda Review and Approval:

Item Additions:

- Forestry Program (properties, long-term policies for land management, and proper maintenance fund)
- Discuss Empower Employee Retirement account

Motion made by Kathleen Peterson to accept agenda with the additions listed. Second by Randy Johnson. Motion carries 4-0.

Public Comment:

Jarris Rubingh: The Antrim County Board Chairman has declared State of Emergency due to current flooding. Sign up for the RAVE alert system, available on the Antrim County website. Asked county administrator to work on a contract for Mike Meriwether for post-retirement forestry work for the county.

Information and Correspondence: New/Updated MDARD Conservation District Operations Manual

Staff, Partner, and Committee Reports: Staff written reports submitted: CAKE CISMA, Administration & Forestry, Office & Program Assistant. Partner written reports submitted: MDARD.

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 March 25, 2026:

Motion by Kathleen Peterson to officially nominate Bryan Smith for Vice Chair for a full board vote. Motion second by Adrienne Wolff. Motion carries 4-0.

Motion by Adrienne Wolff to accept March 25, 2026 Meeting Minutes, second by Kathleen Peterson. Motion carries 4-0.

Approval of Board Closed Session Meeting Minutes for March 25, 2026:

Motion by Adrienne Wolff to accept March 25, 2026 Closed Session Meeting Minutes, second by Kelly Doyle. Motion carries 4-0.

Financial Review and Requests:

Statement from attorney Lindsay Raymond for review.

Motion made by Adrienne Wolff to accept and pay the statement from attorney Lindsey Raymond. Second by Kathleen Peterson. Roll Call: Johnson- yes, Peterson- yes, Wolff- yes, Doyle- yes. Motion carries 4-0.

Motion made by Randy Johnson to approve the financials for March 2026. Second by Kathleen Peterson, motion carries 4-0.

New Business:

ACD Employee Structure Discussion

- Current open positions:
 - Executive Director
 - 2022 Position Description attached in board packet.
 - Education & Outreach

Administration committee intends to meet before next Board Meeting to discuss and clarify roles for future position(s) and recruitment.

ACD Annual Meeting

- Date: July 22nd
- Location: TBD
- Board Member Petitions: 5 signatures from interested candidates need to be turned in no later than May 23rd, 2026.
- Notice of Annual Meeting & Elections: needs to be published in the Antrim Review no later than June 7th, 2026.
- Absentee Ballots: need to be made available for pickup in our office 45 days before election.
 - Chapter 7 of MDARD CD operations manual further defines election parameters.

Current anticipated Board openings include (1) 4-year term and (1) partial term (2 years); open positions will be advertised in the newspaper and on social media.

Grant: MDARD - Conservation Technical Assistance Program

- Application Deadline: June 5th, 2026
- Funding Period: October 1, 2026 – September 30, 2029
- Grant application guide, forms, and supporting information [here](#).
- Had partnered with GTCD in the past, grant application structure has changed. This program includes MAEAP and a new regenerative agriculture component.

Consideration to reach out to GTCD again for further partnership opportunities.

Empower Retirement Program

Motion by Kathleen Peterson to remove Melissa Zelenak from the Empower Retirement Program account, and to add Mike Meriwether to the account. Second by Adrienne Wolff. Motion carries 4-0.

Old/Ongoing/Unfinished Business

ACD annual report to Antrim County Commissioners

- The 16th of April at 7pm
- Annual Report prepared by Mike Meriwether attached in board packet

Tree Sale Update

- Distribution will be the 25th and 26th of April at 7915 Cameron Street, Central Lake
- Order packing 22nd-23rd

Consideration of spring native plant sale in May.

BCC / Stover Road facility

Newest Draft of ACD/BCC Commitment Letter attached in board packet.

Motion made by Randy Johnson to accept the April 6th Letter of Commitment between the BCC and ACD. Motion second by Adrienne Wolff. Motion carries 4-0.

Discussion to continue gathering quotes for roofing repairs for review at the next board meeting.

Credit Card

- Credit Card Policy - draft to be sent and reviewed before next board meeting.
- Statement Payments

Budget Amendments

Will need to review and adjust for:

- Legal
- Wages

MDARD Elements

- Legal Element & Annual Meeting Element most pertinent

Board will need to complete all four elements before September.

County Recycling

- Ellsworth recycling location - fencing project ongoing

Forestry Program

Deb Pruitt to help put together an ACD property map

Mike Meriwether purchased signage for display at existing properties

- Suggests consideration about the long-term plan, usage, and future of these properties

General Discussion & Director Reports

Administration Committee - Smith, Wolff, Meriwether and Foster - none

Building & Properties Committee - Wolff, Johnson, and Meriwether - none

Education & Outreach - Doyle, Peterson, and Gray

Upcoming Event: April 26th - Great Lakes Mushroom Company - Mushroom 104: Cooking With Mushrooms

Next Board Meeting Date: May 27th, 2026 at 3pm

Motion to adjourn at 5:11pm by Kathleen Peterson, second by Adrienne Wolff. Motion carries 4-0.

Draft Minutes Approved By Secretary: _____ Date: _____