

## **ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES**

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

**Call meeting to order by Chairperson at:** 3:00pm by Adrienne Wolff

**Attendance ACD Board:** Adrienne Wolff, Bryan Smith, Kathleen Peterson, Kelly Doyle. Randy Johnson via phone from 3:01pm - 4:54pm.

**Partners/Public:** Jarris Rubingh, Lyndsey Eccles, Jim Pawlowicz

**ACD Staff:** Mike Meriwether, Zander LaPointe. Wade Foster and Katie Gray joined after re-opening from closed session at 3:51pm.

### **Agenda Review and Approval:**

Item Additions/Amendments:

- Discuss a confidential attorney-client communication that is exempt from disclosure under MCL 15.243(1)(g), Section 13 of the Freedom of Information Act (Potential closed session pursuant to MCL 15.268(1)(h), Section 8 of the Open Meetings Act). Motion will be included at the top of the agenda to accommodate lawyer meeting time availability.
- Approval of Special Board Meeting Minutes for March 19, 2026.
- Approval for Closed Session Minutes for Special Board Meeting for March 19, 2026.
- Stipend for Mike Meriwether as Interim Director

*Motion made by Kelly Doyle to accept agenda with the additions listed. Second by Adrienne Wolff. Motion passes 4-0.*

**Public Comment:** Jarris Rubingh: County commissioners and public continue to inquire about the status of employment of Executive Director.

**Information and Correspondence:** Attorney confidential memo.

### Closed Session

*Motion made by Adrienne Wolff at 3:09 to go into closed session to discuss a confidential attorney-client communication that is exempt from disclosure under MCL 15.243(1)(g), Section 13 of the Freedom of Information Act (Potential closed session pursuant to MCL 15.268(1)(h), Section 8 of the Open Meetings Act). Closed session will also include interim director Mike Meriwether. Motion second by Kathleen Peterson. Roll Call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes, Randy - n/a. Motion carries 4-0.*

*Motion made by Adrienne Wolff to return to open session at 3:51pm. Motion second by Kelly Doyle. Motion carries 4-0.*

*Motion: Our Executive Director has requested separation from her position at ACD on two separate occasions in 2026, most recently on March 5, 2026. Per her requests, I move that ACD end our Executive Director's at-will employment as of today. Motion by Adrienne Wolff,*

second by Kathleen Peterson. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes, Randy - n/a. Motion carries 4-0.

*Motion: In her correspondence from March 5, 2026, our Executive Director has also requested a separation agreement. While I do not agree with the allegations in the letter, per her request for an amicable resolution, and in recognition of her service over the years, I move that we offer Ms. Zelenak a Separation Agreement and Release, that includes a severance in the amount of 6 weeks of pay correlating to 1 week per each year of service with the ACD and other considerations in the form recommended by our legal counsel. Motion by Adrienne Wolff, second by Kelly Doyle. Roll Call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - no, Randy - n/a. Motion carries 3-1.*

*Motion: To authorize Board Chairperson Adrienne Wolff and ACD legal counsel to finalize the Separation Agreement and Release and cover letter, and for Adrienne Wolff to present them to Ms. Zelenak on behalf of the Board. Motion by Adrienne Wolff, Second by Bryan Smith. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes, Randy - n/a. Motion carries 4-0.*

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

*Motion made by Kathleen Peterson to accept monthly staff and partner reports. Second by Adrienne Wolff. Motion carries 4-0.*

**Approval of Board Meeting Minutes for February 25, 2026:** *Motion by Adrienne Wolff to accept meeting minutes. Second by Kathleen Peterson. Motion carries 4-0.*

**Approval of Open Board Meeting Minutes for March 19th, 2026:** *Motion by Kelly Doyle to accept meeting minutes pending correction of Kathleen's last name. Second by Kathleen Peterson to accept meeting minutes. Motion carries 4-0.*

**Approval of Closed Session Board Meeting Minutes for March 19th, 2026:** *Motion by Adrienne Wolff to accept meeting minutes pending correction of Kathleen's last name. Second by Kathleen Peterson. Motion carries 4-0.*

**Financial Review and Requests:**

*Motion by Adrienne Wolff to approve the financial reports for February 2026. Second by Kelly Doyle. Motion carries 4-0.*

**New Business:**

Budget Amendments

*Motion by Kathleen Peterson to accept the revised budget. Second by Bryan Smith. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes, Randy - n/a. Motion carries 4-0.*

Creation of Restricted ACD Donation Fund

*Motion by Adrienne Wolff to create a new line item in budget for Restricted Cedar River Fund for Abdeen Jabara's 2025 donation. Second by Bryan Smith. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes, Randy - n/a. Motion carries 4-0.*

Policies Renewal from Fischer Insurance

*Motion by Adrienne Wolff to renew policies with Fischer Insurance totaling \$7,074.97. Second by Kelly Doyle. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - abstain due to conflict of interest, Randy - n/a. Motion carries 3-0 with 1 abstention.*

April Board Meeting:

*Motion by Adrienne Wolff to hold regular board meeting on April 15, 2026 at 3:00pm. Second by Kelly Doyle. Motion passes 4-0.*

ACD Officer Designation of Vice Chair

*Adrienne Wolff nominates Bryan Smith to Vice Chair position. Second by Kathleen Peterson.*

ACD annual report to Antrim County Commissioners

Mike Meriwether to schedule his report to the county commissioners for April 16th (schedule permitting) with May 7th date as an alternate.

CAKE Checking Account

Consideration of creating a separate CAKE-CISMA checking account. Decision made to leave CAKE accounting as is, in lieu of recent changes to improve accounting clarity.

Stipend for Mike Meriwether as interim director

*Motion made by Adrienne Wolff to provide Mike Meriwether a stipend of \$2,500 per quarter while he serves as Interim Director, with payment retroactive to this quarter ending March 31st. Second by Kathleen Peterson. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes. Motion passes 4-0.*

**Old/Ongoing/Unfinished Business**

Tree Sale Update

April 25-26th for Saturday/Sunday tree sale pickups at the Cameron building location. Request for volunteer support for packing and distribution.

BCC / Stover Road facility

Proposed commitment letter  
Roof Replacement  
Staining and Chinking

*Motion by Adrienne Wolff to sign the proposed commitment letter and send back to Bellaire Conservation Club with the addition of language mentioning release of the ACD from past, pending, and future claims. Second Kelly Doyle. Motion carries 4-0.*

Health Insurance Account Access

Discussion to confirm access to insurance accounts by Interim Director and Office & Program Assistant. Board requests the removal of previous Executive Director from account access.

Credit Card Statement Update

Board to consider adjustment to future Board Meeting dates to accommodate comprehensive review of credit card statements before payments are officially made.

Financial Access for Mike & Zander

*Motion by Adrienne Wolff to have Melissa Zelenak removed from Alden State Bank accounts, MI Class accounts, and Visa credit card. Motion second Kathleen Peterson. Motion carries 4-0.*

*Motion by Adrienne Wolff to add Mike Meriwether to Alden State Bank account and Visa credit card account. Motion second Kathleen Peterson. Motion carries 4-0.*

MDARD Operations Grant

- Elements Completion: Jim Pawlowicz recommends completion of Legal and Annual Meeting Elements by Board before upcoming annual meeting (July 22). Notes that petitions for nominations need to be submitted 60 days beforehand (May 22).
- Reporting Update: Discussion of MDARD Operations Grant requirements still needing to be fulfilled. Jim also recommends updates to website to reflect current staff and board members.

#### County Recycling

Mike Meriwether working to build fencing around Ellsworth's recycling center this spring, with hopes to survey and establish any additional fencing at other Antrim recycling sites.

#### ACD Website

Zander anticipates transition to the new website nearing May 1st to consolidate existing platforms.

### **General Discussion & Director Reports**

Administration Committee - Smith, Wolff, and Foster - none

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

Education & Outreach - Doyle, Peterson, and Gray

Upcoming Event: Great Lakes Mushroom Company Mushroom 103: March 28

Next Month: Great Lakes Mushroom Company Mushroom 104: April 26th.

**Next Board Meeting Date:** April 15 @ 3:00pm.

*Motion to adjourn at 6:11 pm by Adrienne Wolff, second by Kelly Doyle. Motion carries 4-0.*