



# CLINTON CONSERVATION DISTRICT

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## MINUTES BOARD OF DIRECTORS MEETING

Tuesday, November 14th, 2023, 8:30am, Clinton Conservation District Board Room

2342 North US-27 St. Johns, MI 48879

### Directors Present:

Andrea Polverento, Chair  
Elaine Brown, Treasurer  
John Schulz, Vice-Chair  
Brittany Johnson  
Gary Boersen

### Staff Present:

Kurt Wolf  
Eric Bak  
Emily Malkin  
Adelyn Geissel

### Others Present:

**THE MEETING WAS CALLED TO ORDER** by A. Polverento at 9:03 AM.

**APPROVAL OF AGENDA** – G. Boersen made a motion to approve the agenda as amended. J. Schulz supported the motion. Motion carried.

**APPROVAL OF MINUTES** – E. Brown made a motion to approve the October 2023 regular meeting minutes as amended. J. Schulz supported the motion. Motion carried.

### **FINANCIAL REPORTS**

1. Balance Sheet, Profit and Loss Statement for October, October Transactions; Check Detail and Credit Card Detail (paid) – **ACTION ITEM**
2. Balance Sheet, Profit and Loss Statements; November YTD, November Transactions; Check Detail and Credit Card Detail (paid) – **ACTION ITEM** – E. Brown made a motion to approve Financial Reports 1. and 2. as presented. G. Boersen supported the motion. Motion carried.

**OTHER AGENCY** – MDARD report was received.

**STAFF REPORTS** – NRCS and staff provided written and verbal reports.

**MACD UPDATE** – E. Brown gave a reminder that MACD Fall Conference will be held December 3<sup>rd</sup> – 6<sup>th</sup> at Shanty Creek Resort.

### **NEW BUSINESS**

1. FY 2024 CTAI Grant #579 Work Agreement - **ACTION ITEM** – G. Boersen made a motion to approve the work agreement and employment of Cheyanne Bartholomew effective November 6<sup>th</sup>, 2023. E. Brown supported the motion. Motion carried.
2. Engagement Letter for Audit – **ACTION ITEM** – A. Polverento made a motion to approve Kurt Wolf, Executive Director to sign and follow through with FY2023 Audit

*engagement letter not to exceed \$4,500. J. Schulz supported the motion. Motion carried.*

3. FY2023 Stipends – **ACTION ITEM** – *G. Boersen made a motion to approve \$2,000 FY2023 performance stipends for each full-time employee based on Kurt Wolf, Executive Directors letter of recommendation. B. Johnson supported the motion. Motion carried.*
4. MACD Conference, Resolution, and Officer Elections – *E. Brown made a motion to authorize board member attending the elections to vote as discussed and if new or late resolutions are brought forward, we will vote again.*
5. December 19<sup>th</sup> Christmas Potluck - *Approved*

**OLD BUSINESS – None.**

**CORRESPONDENCE**

PA116 Farmland Application #2023-5 Olive Township Section 35 Samantha Roe

PA116 Farmland Application #2023-6 Victor Township Section 28 Donn Miller

PA116 Farmland Application #2023-7 Ovid Township Section 7 Sara Sillman

*No action taken.*

**PUBLIC COMMENT**

**NEXT MEETING** – Tuesday, December 19th, 2023, 9:00 AM, Clinton Conservation District

**ADJOURNMENT**– *Motion for adjournment was made by A. Polverento and supported by J. Schulz. Meeting adjourned at 9:50 AM.*

Respectfully Submitted:



Kurt Wolf, Executive Director

Approved Date:

12/19/23

Signature:



Title:

chair