



CLINTON CONSERVATION DISTRICT

2343 N. US-27, St. Johns, MI. 48879
Phone: (989) 224-3720, Ext. 5
Email: info@clintonconservation.org
www.clintonconservation.org

MINUTES

BOARD OF DIRECTORS MEETING

Tuesday, January 13, 2025, 9:00am Clinton Conservation District Board Room 2343 North
US-27 St. Johns MI 48879

Directors Present:

Gary Boersen, Treasurer
Brittany Johnson, Trustee
Andrea Polverento, Chair
John Schulz, Vice Chair
Jennifer Kiel, Trustee

Staff Present:

Kurt Wolf
Natalie Myszak
Rebekah Faivor
Emily Malkin
Cameron Thornton
Adelyn Geissel

Others Present:

Kyle Thornton, Clinton County Parks and Green Space Coordinator.

THE MEETING WAS CALLED TO ORDER by A. Polverento at 9:02am.

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

APPROVAL OF MINUTES

1. Regular Meeting Minutes, December 2025 – **ACTION ITEM** – G. Boersen made a motion to approve the December 2025 meeting minutes as presented. J. Schulz supported the motion. Motion carried.

FINANCIAL REPORTS

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

OTHER AGENCY – Kyle Thornton gave an update on the County's grant application through the State Passport fund. The County was successful in receiving \$150,000 in funding for grant work to implement projects at Clinton Trails in 2027. The goal is to

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provide universally accessible trails, parking lot expansion, and vaulted toilets at Clinton Trails Park.

STAFF REPORTS – NRCS and District Staff provided written and verbal reports.

MACD UPDATE – None.

NEW BUSINESS

1. Board Member Recruitment and Elections – *A. Polverento presented an Associate Board Member Information & Candidate Application document. Copies will be handed out at the Annual Meeting for Clinton County Residents.*
2. FY2026 Appropriations Amendment #1 – *B. Johnson made a motion to adopt FY2026 Appropriation Amendment #1 as presented. J. Schulz supported the motion. Motion carried. Roll call vote: Five yea and zero nay. B. Johnson made a motion to authorize increase of MAEAP Tech wages retroactive October 1, 2025. J. Schulz supported the motion. Motion carried.*
3. Employee Merit Stipend – *J. Schulz made a motion to approve employee merit stipend for Executive Director of \$1,500. B. Johnson supported the motion. Motion carried.*
4. FY2025 Audit Approval – *J. Kiel made a motion to authorize Executive Director to solicit quotes for audit services not to exceed \$7,500 for FY2025 financial audit. J. Schulz supported the motion. Motion carried.*
5. Conservation Needs Assessment – *A working group will be held at the Conservation District office January 22nd at 2:00pm.*

OLD BUSINESS

1. Retention Schedule Media – *K. Wolf presented a draft retention policy for digital media storage. No action was taken but placed on file.*

CORRESPONDENCE


1. PA116 Kyle & Mackenzie Jandernoa. Bengal Twp Section 5. – *No action taken*
2. PA116 Gary Chant & Kevin Bailey. Olive Twp Section 17. – *No action taken*

PUBLIC COMMENT - None

NEXT MEETING – Tuesday, February 17, 2026, 9:00am, Clinton Conservation District Board Room 2343 North US-27 St. Johns MI 48879

ADJOURNMENT - *J. Kiel made a motion to adjourn. J. Schulz supported the motion. Meeting adjourned at 11:16 AM.*

Respectfully Submitted: _____
Kurt Wolf, Executive Director

Approved Date: 2-17-20 Signature: _____
Title: Chair_____

