



Van Buren Conservation District

Minutes of May 24, 2023 Regular Board Meeting

Minutes Prepared by: Lia Will, Administrative Associate

VanTassel called the regular May 24, 2023 business meeting to order at 10:00 AM.

Roll Call of Board Directors:

- Chairperson, Bill VanTassel – present
- Vice-chairperson, Jan Petersen – present
- Treasurer, Carl Druskovich – absent
- Secretary, Paulette Rybarski – present
- Member, Ron Klein – present

Others Present

- Kim Sinclair, Administrator
- Lia Will, Administrative Associate
- Kalli Marshall, Recycling & Materials Management Coordinator

Approval of Agenda: Motion by Petersen, 2nd by Rybarski to accept the May 24, 2023 regular board meeting agenda as presented. Motion carried.

Minutes: Motion by Rybarski, 2nd by Klein to accept the April 26, 2023 regular board meeting minutes as presented. Motion carried.

Public Comment: None.

Treasurer's Report:

- Financial statements for April 2023 were presented. Motion by Klein 2nd by VanTassel to approve the April 2023 financial statements as presented. Motion carried.
- The bills of May 2023 were presented. Motion by Klein, 2nd by VanTassel to approve the payment of the bills of May 2023 as presented. Motion carried.
- Payroll & Paid Time Off Accumulation Report for April 2023 was presented. Motion by Petersen, 2nd by Rybarski to approve payment of payroll & paid time off accumulation report for April 2023 as presented. Motion carried.

Old Business:

- **VBCD Property Update:** None.
- **VBCD Foundation:** None..
- **Management Team Update:** The draft press release for the Executive Director transition was presented and approved by consensus. The transition will be announced at the annual meeting.
- **2023 Annual Meeting:** Sinclair reported the music, ice cream, location, and pig roaster have been confirmed. Hickmott has broken down tasks for a smooth set up and take down.
- **VBCD 80th Anniversary:** The new 80th Anniversary logo was presented. Removing a few clouds from number "8" was suggested to help not to confuse the "8" with a "3."
- **Five-year Long-range Plan:** The draft five year plan required by MCAD and MDARD was presented and reviewed by the Board.



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- **Policy Review:** Five policies reviewed by the district's attorney were presented. Hickmott made the changes and provided the new drafts for board packets. Motion by Klein, 2nd by VanTassel to approve the following policies as submitted:
 - **Budget Appropriations Act Policy 2022.01**
 - **Budget Appropriations Act Policy 2023.01 (First Review)**
 - **Conservation District Structure Policy 2022.01 (Post-attorney Review)**
 - **Conservation District Structure Policy 2023.01 (First Review)**
 - **Credit Card Policy 2022.01 (Post-attorney Review)**
 - **Credit Card Policy 2023.01 (First Review)**
 - **Employee Classification Policy 2022.03 (Post-attorney Review)**
 - **Employee Classification Policy 2023.01 (First Review)**
 - **Office Work Hours Policy 2022.01 (Post-attorney Review)**
 - **Office Work Hours Policy 2023.01 (First Review)**
 - **Overtime Compensatory Time Policy 2022.01 (Post-attorney Review)**
 - **Overtime Compensatory Time Policy 2023.01 (First Review)**

Roll Call Vote: Petersen – Yes, Rybarski – Yes, VanTassel – Yes, Klein – Yes. Motion carried.

New Business:

- **Conservation Technician Credit Card:** A credit card for the Conservation Technician with a \$1,500 limit was requested. Motion by Klein to approve the credit card with a \$1,500 limit for the Conservation Technician, 2nd by Petersen. Motion carried.
- **Request for Letter of Support for Columbia Township Spark Grant Application: Columbia Township Park:** Motion by Petersen to approve the Letter of Support for the Columbia Township Spark Grant application for park improvements, 2nd by Klein. Motion carried.
- **Grant Application Submitted:**
 - **Michigan Department of Environment, Great Lakes, & Energy | Van Buren County Municipal Transfer Station Recycling Infrastructure Project | \$1,032,980.89 project cost | expected decision date August 2023:** Marshall informed the board eight transfer station drop-off centers in Van Buren County will be partnering to improve infrastructure and increase recycling services. Motion by Rybarski to approve the municipal transfer station recycling infrastructure project, 2nd by Klein. Motion carried.
- **Grants Awarded:**
 - **State of Michigan | MICorps Volunteer Stream Monitoring Program Maintenance Grant | \$2,000.00 awarded | \$1,262.00 match | June 1, 2023 expected start:** The stream monitoring program occurs twice a year. Motion by Rybarski to approve the Volunteer Stream Monitoring Program Grant, 2nd by Klein. Motion carried.



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- o **State of Michigan | MICorps Volunteer Stream Clean Up Grant | Paw Paw River Clean Up | \$2,877.06 awarded | \$721.20 match | June 1, 2023 expected start:** The clean-up will occur near Briggs Pond. Motion by Rybarski to approve the MICorps Volunteer Stream Clean Up Grant, 2nd by Klein. Motion carried.
- o **Michigan Department of Agriculture and Rural Development | Research of Spotted Lanternfly in Southwest Michigan | \$13,672.00 awarded | \$0 match | May 1, 2023 start:** The grant will fund setting up spotted lanternfly traps and their monitoring. Motion by Petersen to approve the Research of Spotted Lanternfly in Southwest Michigan, 2nd by Klein. Motion carried.
- o **U.S Forest Service Great Lakes Restoration Initiative | Maintaining Quality Wetlands throughout the Jones Conservation Corridor | \$47,737.00 awarded | \$11,933.63 match | start as soon as paperwork is executed:** The grant will help cover the maintenance cost of quality wetlands around Jones Corners. Motion by Rybarski to approve the Maintaining Quality Wetlands throughout the Jones Conservation Corridor, 2nd by Klein. Motion carried.
- o **Keep Michigan Beautiful Foundation Shirley Richardson Mini-Grant Program | Van Buren State Trail Project | \$750.00 awarded | May 1, 2023 start: The mini-grant will help fund educational signage, equipment, and clean up on the Van Buren State Trail.** Motion by Rybarski to approve the mini-grant for the Keep Michigan Beautiful Foundation, 2nd by Klein. Motion carried.

Committee Updates:

- **Fund Development (Petersen, Rybarski, Sinclair):** Meeting is being scheduled.
- **Property Development (Druskovich, VanTassel):** Schley Nelson Architects submitted a fee to review the project on the District's property. Motion by VanTassel to approve the invoice for the review of the property project by Schley Nelson Architects not to exceed \$15,000, 2nd by Klein. Motion carried.

Farmland and Open Space Preservation [Part 361 (Public Act 451 of 1994)] Application for Review: None.

Board Director Reports:

- **Chairperson:** VanTassel shared that the proposed Crandall Line Project has been terminated, the land swap is approved, and KL Landfill has approached Alma Township to build a water testing well on the corner of the swapped 400 acres. **Vice Chairperson:** Petersen is grateful for the new employee policies. **Treasurer:** None. **Secretary:** None. **Member:** Klein shared information on the request for a gravel pit in Arlington Township and stream erosion.

Van Buren Conservation District Staff Reports:

- **Deputy Administrator's Report:** written. **Administrator's Report:** written. **Ag Conservation/Water Quality Projects Report:** written. **CISMA Report:** written. **MAEAP Report:** written. **NACD/NRCS TA Report:** written. **NRCS CT Report:** written. **Outreach Report:** written. **Produce Safety Report:** written. **Resource Recovery Report:** written.



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Cooperating Agency Reports:

- **FSA Report:** None. **Land Preservation Board Report:** None. **MDARD Report:** written. **MSUE Report:** - None. **NRCS:** None.. **Van Buren Conservation District (VBCD) Foundation:** None.

Other Correspondence: None.

Next Board Meeting: June 28, 2023 | 10:00 AM | VBCD Office | 1035 E Michigan Ave., Paw Paw, MI 49079

Adjournment: Motion by Peterson, 2nd by Klein to adjourn the meeting at 11:50 AM. Motion carried.

APPROVED:

Signature

Date