



Dickinson Conservation District

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Dickinson Conservation District BOARD OF DIRECTORS MEETING

Thursday January 16, 2020 | 5:00 pm (CT)
USDA Service Center | 420 N. Hooper St., Kingsford, MI 49802

MINUTES

Date Approved: 26 FEB 2020 Signed By: 

- 1) WELCOME/CALL TO ORDER: Chairman B. Rice called the meeting to order at 5:04 pm. Board members in attendance were Bill Rice, Sarah Blanzky, and Sue Pope. Bob Goodreau was absent. Also, in attendance were Lindsay Peterson, Lawrence Sobson, Tom Berndt, and Amber Butterfield. Rachael Guth joined in via telephone conference.
- 2) APPROVAL OF AGENDA: S. Blanzky moved to accept the meeting agenda, as presented. S. Pope supported. Motion carried.
- 3) PUBLIC COMMENT: There was no public comment.
- 4) CONSENT AGENDA: The consent agenda, containing the following items, was presented. S. Pope moved to accept the consent agenda as presented. S. Blanzky supported. Motion carried.
 - a) Minutes of Dec. 19 Board Meeting
 - b) Balance Sheet of Dec. 19 Board Meeting
 - c) Profit & Loss Statement of Dec. 19 Board Meeting
- 5) OLD BUSINESS:
 - a) Millage: A. Butterfield informed the Board that Pat Peterson has turned in the Statement of Organization to Dolly Cook. B. Rice noted that there are only 7 weeks left until the Primary Election. He spoke to the Board that while there is not much time to print or campaign, the Board needs to address as many citizens as they can to educate them on what the Millage would provide for the District. S. Pope asked A. Butterfield to investigate when local groups hold their meetings and let the board know so they can reach out.



- b) Trucks: A. Butterfield presented a spreadsheet of 20+ truck options that was compiled by Kyle Hafeman. She pointed out that the trucks that K. Hafeman investigated ranged from the lower end of the budget given at the December 19, 2019 meeting, to the higher end. S. Pope asked if the District had looked into options for a loan through the bank. B. Rice said that he would look further into that in the coming month. The Board will put thought into taking a loan for the full amount for a truck, to pay a down payment and receive a loan for the remaining amount. The Board approved that K. Hafeman could bring a purchasable truck to the Board at the February meeting where, with approval from the bank, the Board would decide on the purchase of a new truck.
- c) Annual Meeting: A. Butterfield informed the Board that all preparations for the Annual Meeting are on track and that her and A. Hruska have been compiling necessary documents. R. Guth spoke that she had been in contact with A. Butterfield on the timeline of required documents, and that the Oath of Office and Certificate of Election Results should be brought and signed at the Annual Meeting. Otherwise these documents need to be turned in within 90 days of the election. B. Rice and L. Peterson discussed what electrical equipment would be needed for the Annual Meeting and A. Butterfield confirmed that they would be dropping off all equipment and supplies Friday night and arriving at 7 am on Saturday to set up.

6) NEW BUSINESS:

- a) FAP Position: A. Butterfield discussed L. Sobson's departure from the District, saying that they were disappointed he would be leaving his position to return to downstate Michigan, but they wished him all the best in his future endeavors. A. Butterfield notified the Board that she had posted the job position to Indeed and Handshake, and that they have already received applications. She stated that the posting would close February 3, 2020 and hoped to set up interviews for the week of February 10, 2020. She said that she would contact R. Guth and Menominee CD to find an appropriate day to conduct interviews. R. Guth spoke that a couple updates should be made to the job posting: The BA degree should be held from an SAF accredited college, request transcripts from applicants and ask if they would be willing to submit to, and pass, a Federal background check. A. Butterfield confirmed that she would make the corrections. L. Sobson spoke that he will miss the District but will stay in touch.

7) REPORTS:

- a) Finance Committee Report:
 - a. Approval of Treasurer's Report (action): The finance committee thoroughly reviewed the previous month's financials, including YTD Profit and Loss by Class and Summary Balance Sheet. S. Pope inquired the remaining investment that the District was required to make to the Dickinson Area Community Foundation Fund. A. Butterfield presented their last statement. S. Blanzly moved that upon receiving a current statement, that if the District owes \$5,000 or less that they pay the remainder. S. Pope supported. Motion carried. S. Blanzly moved to put the treasurer's report on file. S. Pope supported. Motion carried.



- b. Approval of Bills (action): A list of bills were submitted for approval. A report of payroll, taxes, and other bills paid since the last meeting was also presented. After review, S. Blanzly moved to pay the bills as presented. S. Pope supported. Motion carried.

b) Administrative Report:

- a. Grants Update: A. Butterfield pulled up an updated grant spreadsheet on the projector and gave a verbal update that the District and WRISC were wrapping up reporting and that they received the extension for the GLRI Boatwash grant and that they are still waiting to hear on the extension for the MISGP grant. L. Peterson spoke that she had been in contact with the MISGP grantors and that they are finishing up the details of the extension. A. Butterfield said that her and L. Peterson feel confident working the remainder of the grants and that they are hopeful they are past the previous grant discrepancies.
- b. Sales/Projects: Spring Tree Sale & Calendar Sales: A. Butterfield passed out the printed version of the Tree Sale Catalog. She gave a verbal update on the cost of printing and mailing compared to the cost of 2019. She then gave an update on the current sales. She informed the Board that volunteers had been working hard to put postage on the catalogs and that they would finish the labeling so that the catalog would be sent out the following day.

c) Partner Reports:

- a. FAP: L. Sobson confirmed that he was leaving and his plans for the future. He stated that he was putting together a “how to” manual for the future District Forester. He provided the Board with his completed brochure from his DNR Grant. He stated that he is close to completing the grant and his volunteer hours. He praised the work being done by the Iron Mountain Tree Board and their Urban Forestry Grant. He stated that they are going to expand on the project due to the grant being a success. He informed the Board that the Tree Board wishes to do future projects with the District, and that the new Forester would be welcomed on the Tree Board. T. Berndt asked that L. Sobson put together a manual for the future Forester, explaining what is required of him to participate with the Tree Board. L. Sobson again emphasized he will miss working with the Dickinson Conservation District.
- b. NRCS: T. Berndt handed out an update from the NRCS. He spoke about EQIP applicants for the year 2020. He said that the new program the NRCS is implementing requires training and that him and M. Paling will be out of town the following week to attend some training. T. Berndt spoke highly of M. Paling and his hard work and willingness to learn with the new programs from the NRCS.
- c. WRISC: L. Peterson gave an update that she is finishing up reporting on her grants as well as filing extensions. She stated that she feels that she is slightly behind on her current work, due to the time it took to work out the grant extensions. She informed the Board that her, K. Mentel, and K. Hafeman would be conducting their HWA surveys soon and attending the Everything Outdoor Event in Marinette this weekend. L. Peterson also let the Board know that she would likely be posting jobs for 2 Summer Crew and 2 Boatwash Staff in February.



- d. MDARD: R. Guth spoke briefly that she had been in contact with A. Butterfield on the new election procedures. She stated there would be a new director's workshop in Escanaba and encourages that the new Board Member attend the workshop.

8) MEETING REPORTS: B. Rice attended the Dickinson County Board Meeting where the Brownfield Project was approved to move forward.

9) RESOURCE ISSUES: A. Butterfield stated that R. Guth had sent her Natural Resource Assessment templates and that she would presenting a completed version at the Annual Meeting that would run for the year 2020.

10) BOARD PRIVILEGE: S. Pope suggested that the Board hand out flyers and speak to citizens at the Iron Mountain Ski Jumps in the upcoming months. S. Blanzky said she would speak with Verso to see if they would allow the flyers to be handed out in their tent. S. Blanzky thanked L. Sobson for all his hard work. She said that she is happy for him but that he will be missed.

11) ADJOURN: Next meeting is the Annual Meeting on January 25, 2020 @ 8:30am. S. Pope moved to adjourn the meeting at 6:29pm. S. Blanzky supported. Motion carried, meeting adjourned.

Minutes compiled and submitted by A. Butterfield.

