



Dickinson Conservation District

Address:
420 North Hooper St.
Kingsford, MI 49802

Phone: (906) 774-1550
Fax: (855) 781-2330
Web Site: www.dickinsoncd.org

Dickinson Conservation District BOARD OF DIRECTORS MEETING

Thursday October 17, 2019 | 5:00 pm (CT)
USDA Service Center | 420 N. Hooper St., Kingsford, MI 49802

MINUTES

Date Approved: 11/21/19

Signed By: _____

A handwritten signature in black ink, appearing to read "Sarah Blanzky", written over a horizontal line.

1) WELCOME/CALL TO ORDER: Chairman B. Rice called the meeting to order at 5:12 pm. Board members in attendance were Bill Rice, Sarah Blanzky and Sue Pope. Bob Goodreau and Kristen Gendron were absent. Also in attendance were Lindsay Peterson, Lawrence Sobson, and Amber Butterfield.

, APPROVAL OF AGENDA: S. Blanzky moved to accept the meeting agenda, as amended with the addition of item e) credit card limit for District Manager. 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. Blanzky moved to accept the consent agenda as presented. S. Pope supported. Motion carried.

- a) Minutes of Sept. 19 Board Meeting
- b) Minutes of Sept. 30 Special Meeting

5) OLD BUSINESS:

- a) Millage: B. Rice presented an email from Jacob Lynch discussing the issue of amending of the DCD budget to allow a line item for a ballot application for the March election. J. Lynch could not speak definitely on the matter and suggested the District consider forming a "Friends of the District" group. He also suggested that the DCD talk with the Secretary of State. B. Rice stated that DCD should not change the way they have been conducting Millage procedures until they receive clarification on the matter. B. Rice notified the board that there are about 15 other millages on the ballot for March. A. Butterfield offered postponing running until the November election to provide time for outreach and more community involvement. After discussion led by the board, the board considered the following questions.

Promoting Responsible Natural Resource Management



balance hours over a pay period instead of weekly until the new Operations Handbook is presented by MACD at the end of the month. Future discussion amongst the board will be had once the new handbook is reviewed.

- d) A. Butterfield presented spreadsheets with purchase vs. repair cost of both DCD trucks, as well as the mileage for both trucks per month over the past 3 years. A discussion was led on whether to sell trucks and purchase/lease new ones. S. Pope asked to investigate more information on leasing and its cost, purchasing used trucks from GSA Auctions or Fish and Wildlife Service, taking out loans, or charging the purchase of new District truck to grants. The board decided to table the selling and purchasing of District trucks until more information has been presented.
- e) The board discussed past credit card limits and an acceptable limit for the District Manager. S. Blanzly moved to have a \$2,000 credit card limit. S. Pope supported. Motion carried.

6) NEW BUSINESS:

- a) A. Butterfield presented Katherine Mentel for hire as Project Manager for WRISC, upon recommendation and with support from the WRISC Board. Updated draft work agreements were handed out for both Katherine and Kyle Hafeman, as well as the most current Personnel Policy. L. Peterson ensured that after looking over grant budget numbers with A. Butterfield that raises for both Kyle and Katherine would be sustainable for the future. S. Pope moved to adopt Kyle Hafeman's updated work agreement as presented with a pay rate of \$16/hr. S. Blanzly supported. Motion Carried. S. Blanzly moved to hire Katherine and accept her work agreement as presented with a pay rate of \$16/hr. S. Pope supported. Motion Carried.
- b) A. Butterfield notified the board that end of season reviews were scheduled for Monday October 21, 2019 where both Project Managers will be presented with their updated work agreements.
- c) The board reviewed sections of the current Personnel Policy and requested A. Butterfield send an email copy to them for further review.

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. 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:

