



Branch County Conservation District

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517-278-2725 ext 5

www.branchcd.org

September 14, 2023 Budget Hearing and Board Meeting Minutes

Board members present: Art Doner, Bing Johnson, Chantal Paxton, Bill Wolf

Associate Board members present: Charity Krueger

Staff: Kayla Bradford, Jennifer Wortz

Guests: Nathan Wortz

The meeting was called to order at 4:15 p.m. by Art Doner.

Motion by Chantal Paxton seconded by Art Doner to approve the resolution to establish a general appropriations act for the Branch Conservation District. After board recommendations and adjustments, the estimated district general fund revenues for fiscal year 2024 shall total \$303,300.00. Estimated district general fund expenditures for fiscal year 2024 shall total \$293,970.
Motion passed 4-0 with a role call vote. (See attached Appropriations Act and budget)

Approval of Agenda and Minutes: Motion by B. Johnson and seconded by C. Paxton to amend the agenda and add Hunting Lease Agreement and Hillsdale District meeting to the agenda. Motion passed unanimously.

Motion by C. Paxton, seconded by B. Wolf to approve the August 1 meeting minutes and the agenda as amended. Motion passed unanimously.

Staff Reports: Kayla was present and gave her staff report. She explained the loss of HAP ground that has occurred due to various factors. MDNR is trying to offer incentives to get more sign ups. Kayla is working with two local landowners to see if they will apply.

Jennifer shared about the events that are happening in September. She and Kayla participated in Bracy's Ag Field Day promoting MAEAP and offering cost share supplies to over 100 producers. Kayla will be attending the Pheasants Forever meeting September 12 and Jennifer will be attending the Branch Co. Annual Farm Bureau meeting September 18 to talk about MAEAP and district offerings. Kayla and Jennifer will both be helping with the river clean up day on the district property September 19th and project RED on September 21, both partnering with BACC EAS classes.

Jennifer also gave an update on the hiring process for the MAEAP and CTAI positions. Hopefully we will have staff hired in October. CDEM is also offering districts health insurance options for district employees who are full time.

Jennifer also gave reports about the budget and the approval of MAEAP surplus money approved by MDARD. She will be getting that money spent by the end of the 2023 fiscal year. Year end reports and budgets are the other major items she will be completing in September.

Public Comment: N. Wortz brought up a tire clean up day scheduled for October 7th at the BHSJ Health Department in Coldwater, MI. He also asked who maintained the signs out front and if a new one could be purchased.

Old Business:

1. **MAEAP Surplus approved by MDARD.** Per the board's approval last month, Jennifer will be purchasing \$10,000 in supplies and approved equipment.
2. **MAEAP Field day and cost share – Bracy's Field Day, September 6.** Per board approval last month Jennifer purchased over \$2500 in supplies to have for the field day and MAEAP producers.

New Business:

1. **Financial Report: Motion by A. Doner and seconded by B. Wolf to approve the monthly financial report as follows. Motion passed unanimously.**

\$69,402.19	Primary
\$4,853.05	Secondary
\$1,499.17	Savings
2. **Finance Committee:** Motion by C. Paxton and seconded by A. Doner to appoint Bill Wolf Treasurer and chair and Art doner to the Finance Committee. **Motion passed unanimously.**
3. **Personnel Committee:** Motion by A. Doner and seconded by B. Wolf to appoint Chantal Paxton and Bing Johnson to the personnel committee with Bing as Chair. **Motion passed unanimously.**
4. **Pheasants Forever Payment:** Motion by B. Wolf and seconded by B. Johnson to pay balance due to PF for \$\$12,156.30 and to make quarterly payments in the future instead of bi-annual. **Motion passed unanimously.**

5. **CDEM Insurance:** Motion by C. Paxton and seconded by B. Wolf to approve offering Conservation Districts of Michigan Insurance options to district employees. Discussion was with the understanding that this really costs the district nothing other than we increased the health stipend for each employee from \$140 to \$150 per pay period. Employees can choose to sign up or not by November 1, 2023 for 2024 coverage. **Motion passed unanimously**

6. **Conservation District Property Hunting Lease Agreement:** Motion by B. Johnson and seconded by C. Paxton to renew a four-year hunting lease agreement with Art Doner to pay \$400 annually to lease the district property located on Wolf Road in Algansee Township, wherein either party can terminate the contract at any point. Discussion was that Art had this agreement with the previous landowner, Mr. Smith before Art was on the conservation board. When Mr. Smith donated the property, it was his wish to continue to allow Dr. Doner to lease the property for hunting. **Motion passed 3-0 with Art abstaining from the vote or discussion.**

7. **Needs Assessment- FY2024 Goals/Objectives:** Jennifer shared a part of the needs assessment conducted last year for the district. She asked the board to consider how do we reach more Branch County residents and inform them about the district. According to the survey half the participants were not familiar with BCCD. Jennifer asked the board to consider what services we can offer to get more public involvement. What educational services can we offer or quarterly workshops on conservation practices?

8. **Hillsdale County-** Charity shared Hillsdale Counties annual meeting agenda and yearly activities and asked how we can do more county wide educational events in 2024. Chantal also mentioned partnering with the Boy Scouts locally for more conservation events.

Adjourn: The meeting was adjourned at 6:30 p.m.

Meeting minutes respectfully submitted by Jennifer Wortz.



Signature

September 28, 2023

Date

GENERAL APPROPRIATIONS ACT
Branch Conservation District
Fiscal Year 2024 (Oct 1, 2023 – Sept 30, 2024)

A resolution to establish a general appropriations act for the Branch Conservation District; to define the powers and duties of the Branch Conservation District Staff and Board of Directors in relation to the administration of the budget.

The Branch Conservation District Board of Directors resolves:

SECTION 1: Title

This resolution shall be known as the Branch Conservation District General Appropriations Act.

SECTION 2: Chief Administrative Officer

The District Manager, Jennifer Wortz (or Board Chair) shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Board Treasurer, Bill Wolf (or other designated Board Director) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

SECTION 4: Public Hearing on the Budget

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on [September 1, 2023, must be at least six days prior to the public hearing], and a public hearing on the proposed budget was held on September 14, 2023.

SECTION 5: Estimated Revenues

Estimated district general fund revenues for fiscal year 2024, shall total \$ **303,300**.

SECTION 6: Estimated Expenditures

Estimated district general fund expenditures for fiscal year 2024, shall total \$ **293,970**.

SECTION 7: Adoption of Budget by Reference

The general fund budget of the 2024 Conservation District is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 6 of this act.

SECTION 8: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Chief Administrative Officer or Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any payments for expenditures that exceed appropriations.

SECTION 9: Transfer Authority

(Option 1) The Chief Administrative Officer shall have the authority to make transfers among the various line items without prior board approval. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

(Option 2) Transfers shall not be made between budget line items appropriated without prior board approval.

SECTION 10: Periodic Financial Reports

The Chief Administrative Officer (or Fiscal Officer) shall provide to the Board of Directors the following financial reports including, but not limited to:

- A. At each monthly Board meeting:
 - a. A summary of the actual financial condition of the general fund at the end of the previous month; (i.e. Balance Sheet).
 - b. A summary statement showing the receipts and expenditures and encumbrances for the previous month and for the current fiscal year to the end of the previous month; (i.e. Profit and Loss).
 - c. A list of expenditures to be paid, including the line item to be charged.
 - d. A list of expenditures paid the previous month, including the line item charged.
 - e. A copy of the checking account bank reconciliation.
- B. At the monthly Board meeting following the end of each quarter:
 - a. A report of the current fiscal year-to-date revenues and expenditures by class compared to the amount appropriated. (i.e. Budget vs. Actual)

SECTION 11: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation. All claims (invoices/bills) against the Conservation District shall be approved by the Board of Directors, prior to being paid; however, the Chief Administrative Officer (or Fiscal Officer) may pay commonly reoccurring expenses prior to approval to avoid late penalties, service charges and interest. The Board of Directors shall receive a list of expenditures which were paid prior to approval, for their approval at the next board meeting.

SECTION 12: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Board of Directors that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and/or when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Board of Directors recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

SECTION 13: Board Adoption

Motion made by Chantal Paxton, seconded by Art Doner to adopt the foregoing resolution and General Appropriations Act. Upon roll call vote;

The following voted aye: Art Doner, Bing Johnson, Chantal Paxton, Bill Wolf

The following voted nay:

The Board Chair declared the motion carried and the resolution duly adopted on this

14th day of September, 2023.

Art Doner, Board Chair

Branch Conservation District

Budget 2023-24 Fiscal Year Consolidated

REVENUE	FY24 Proposed TOTALS
Licenses and Permits	\$0.00
Federal Grants	\$0.00
State Grants-CTAI, FBB, MAEAP, Admin	\$252,300.00
Contributions from Local Units	\$7,000.00
Charges for Services	\$38,400.00
Interest & Rentals	\$1,500.00
Other Revenue	\$4,500.00
Other Financing Sources	\$0.00
Total REVENUE:	\$303,700.00

EXPENDITURES	FY24 Proposed TOTALS
Personnel Services	\$227,230.00
Supplies	\$30,000.00
Other Services & Charges	
Professional and Contractual Services	\$11,350.00
Communications	\$2,550.00
Training	\$5,000.00
Transportation	\$5,000.00
Community Promotion	\$3,050.00
Printing and Publishing	\$600.00
Utilities	\$240.00
Repairs	\$1,200.00
Rentals	\$0.00
Admin/Indirect	\$4,150.00
Miscellaneous	\$600.00
Cost Share	\$3,000.00
Other Financing Uses	\$0.00
Total EXPENDITURES:	\$293,970.00
Budget Balance	\$9,730.00
Beginning Fund Balance (Required)	\$0.00
Ending Fund Balance	\$9,730.00