



St. Joseph County Conservation District
693 E. Main Street
Centreville, MI 49032
(269) 467-6336 x5

Board Meeting Minutes for January 2026

6:01 pm Call to Order by Board Chair Chad Clark

Directors Present:

Chad Clark, chair
Todd Hironimus, treasurer
Carol Higgins, member

Director Absent

Daniel Blasius, vice chair
Mike Sherman, member

Associate Board Members:

None

Staff Present:

Carolyn Grace

Introductions / Visitors:

Terry Conklin, new County board member liaison.

Additions / Deletions to Agenda: none. Higgins motion to accept the board agenda with a couple of minor spelling errors. Hironimus second. Motion passed

Approval of December Board Minutes:

Higgins motioned to accept the December board minutes. Hironimus second, motion passed.

Treasurer Report: Hironimus explained he looked over the financials and felt we are in good shape for the first quarter of FY26. Higgins motioned to accept the treasurer report to be placed on file, Hironimus second. Motion passed

Grace explained about the board packet to the new liaison about financials, checking information and overall grant awards. Conklin asked a few questions, Clark and Hironimus also spoke about how the District has changed over the years, their experience in a small town and welcomed Conklin to ask questions when needed.

Correspondence Reports:

- **Administrator:** Written. Grace briefly gave an overview of her report.
- **CTAP:** none
- **CTAI:** Written.
- **CISMA:** Written.

- **MDARD:** Written.
- **NRCS:** None.
- **Board:** Higgins spoke about reaching out to Farrand hall for our local food dinner. She will report back in February her findings.

Old Business:

- **Conflict of Interest:** None.
- **Tree Sale** Live as of Jan 4th
- **Michigan Class:** Grace added \$40,000.00 to the account
- **Administrator Posting:** Higgins motioned to have the job posted in Feb and closed March 1, 2026. Hironimus second. Motion passes

New Business:

- **Audit Engagement Letter:** Grace researched a few companies and presented the board with keeping the same company that performed the 2024 audit SOME PC. The expenses will not exceed \$3570. Higgins motioned to accept and sign the engagement letter for the FY2026 audit to be completed by Dec 15, 2026. Hironimus second. Motion passed. Grace agreed to be present at the time of the audit to help the new administrator learn the process.
- **Annual Meeting March 18, 2026.** Carol Higgins and Todd Hironimus had turned in all the necessary paperwork for the 2026 election. Jacob Phillips was interested in possibly running for office; however, he decided maybe another year. Grace will have a few awards to be voted upon at the February meeting. She will discuss with Mike Censke and Charles Ronk about potential farmer or new farmer of the year.
- **March 25th Hands on mushroom Class:** We have about 20 people signed up for this exciting new class. The cost is \$30.
- **Stewardship Week: April 26-May 2, 2026:** Higgins has many wonderful ideas about how to involve students and adults in the Stewardship week. The theme is It all begins in the soil. She would like to set up a tent inside or next to the tree sale barn during the sale May 1-2nd. She is planning to have some coloring sheets, bookmarks and other items available for people to be involved and educated about. She also would like to have students participate in the coloring contest. She also mentioned the Conservation Days May 13-14 at the Covered Bridge Farm Park as a possible place to get students involved in the poster and or photo contest.

PA116: none

Adjournment: Hironimus motioned to adjourn at 7:16 pm. Higgins second. Motion carried.

Next Meeting: February 18, 2026, will be held at the St. Joseph County Conservation District Offices at 6:00pm.

Board Chair Signature: _____

Date: 2/18/26