

I know you're likely busy, but I wanted to check if you've had time to think about the game project as a tool for fundraising, engagement, etc. I am close to a deal on a collaboration with another local conservation group on a pilot on one of their properties, but ideally I'd like to take on 2 or 3 in parallel since most of the software work is shared.

If you are still interested, I can set up time to continue our discussion.

<https://squarefoot.earth/>

Summary

Squarefoot.earth is a video game platform for crowdfunding nature conservation work. The game is an exploration-based cozy game, similar to Animal Crossing or Stardew Valley, but the map is a 1:1 digital representation of a real-world property. For \$10 per square foot, you can sponsor and personalize your own space on the map and also receive in-game currency (acorns) to direct toward specific conservation projects.

Details

The game is a living digital nature preserve, alive with activity from plants, insects, birds and other animals that is all based on actual detections captured through a (surprisingly inexpensive) network of trail cameras, microphones, and camera-enabled bird nest boxes. Think of it as a "reverse Pokémon Go." You explore a virtual world watching real trail-cam clips, learn to identify the species and traits you find, and collect them in a digital field journal that can be shared on social media.

Video of the conservation work performed on the property (e.g. species monitoring, habitat restoration, invasive species removal) is streamed in-game. This work also appears as in-game content in the form of quests that mirror the real-world activities, allowing you to play along. Plus it includes other fun features like virtual geocaches, metal detectors, and community trivia competitions.

The initial focus is on local conservation districts, land trusts, and nature preserves that own land. The goal is to allow these groups to easily plug their property and content into the platform like an expansion pack, enabling them to use the game for fundraising, engagement, and education.

About me

My name is Ryan Haveson. I spent 20+ years in engineering leadership roles at large tech companies, building global scale software platforms, user experiences, and video games. In the last several years, I have become more aware of and sensitive to the challenges the natural world is facing. I decided to switch gears to see if any of my skills could apply to that domain.

My first thought (naturally) was to build a video game...

--Ryan

7/8/2026



Board Report: June 2026

Executive Summary:

- Treated over 2,300 Hemlock trees at the Antrim Creek Natural Area (ACNA) and Torch Bay Preserve
- Hosted or Co-Hosted five volunteer events
- Traded 12 native shrubs for Japanese barberry at the Charlevoix and Antrim Conservation District Plant Sales

Project Updates:

Project	Last Month (May)	This Month (June)	Next Month (July)
Hemlock Woolly Adelgid	- 258 additional hemlocks tagged - Technicians registered to treat	- 2,364 Hemlocks have been treated - Large trees at ACNA and Torch Bay Preserve are Treated	- Small trees will be treated at ACNA and Torch Bay - Bigs will begin to be treated at Bay Harbor Club Assoc.
Coastal-Riparian Restoration	- Technician training	- Volunteer Dune pulls at Wilcox Palmer Sha and ACNA	- Volunteer Dune pull at ACNA
Other	- Sent in letter of interest for Save our Great Lakes grant proposing continued work on the Jordan River Valley - EFB Training with EGLE	- Helped Glacial Hills plant their native rain garden - Led native restoration planting at WLAC's Wildwood Preserve	- Purchase Equipment for EFB surveys - Steering Committee meeting for Q4.
Events	- Spring Ephemeral Wander Walloom - Volunteer Garlic Mustard Pulls with Glacial Hills & WLAC - Teaching at Salmon Release Day in Boyne City	- Barberry Trade up at Charlevoix and Antrim Conservation District Plant Sales - Led Paddle Antrim aquatic invasive species training	- Landing Blitz with the Walloon Lake Association & Conservancy - Elk Rapids Farmer's Market - ACD Annual Meeting

Financial Overview:

CAKE June Expenses	
Description	Expense
Wages	\$22,256.06
Fringe	\$4,856.57
Equipment Total	\$852.12
Training/Permits	\$0.00
Indirect	\$3,261.91
Contractual Total	\$10,326.65
Travel	\$569.13
Total	\$42,122.44

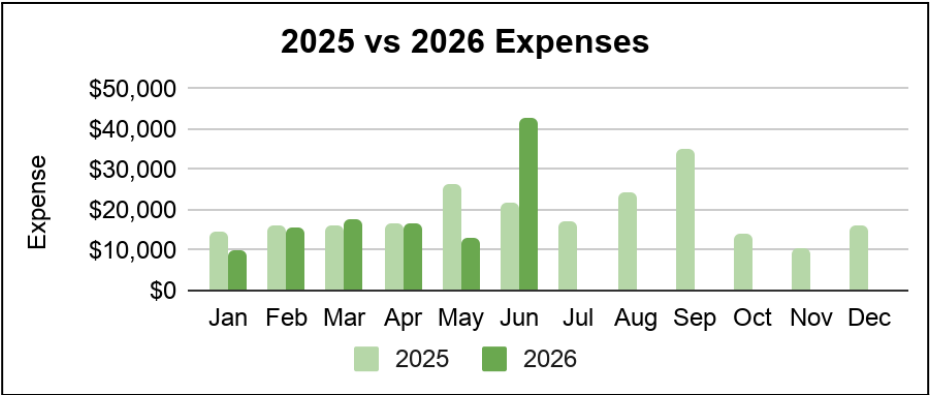
Grant Balance Summary			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$298,849.20	\$192,017.99	\$106,831.21
Fringe Total	\$87,189.50	\$61,734.68	\$25,454.82
Equipment Total	\$17,341.62	\$5,325.57	\$12,016.05
Training/Permits	\$3,480.00	\$593.00	\$2,887.00
Indirect	\$45,302.95	\$26,921.77	\$18,381.18
Contractual Total	\$161,451.00	\$129,626.28	\$31,824.72
Travel	\$28,899.59	\$8,281.98	\$20,617.61
Total	\$642,513.86	\$424,501.27	\$218,012.59

Highlights

- Contractual spending was high due to an order of Insecticide for HWA treatment.
- Three pay periods fell in this month, so wage expenses are higher than normal.

Upcoming

- Large expenses for next month include kayaks for European frogbit surveys.



Community Outreach:

In June, CAKE CISMA partnered with local organizations on stewardship and outreach initiatives, including native plant installations with the Walloon Lake Association and Conservancy and Glacial Hills, an invasive species identification training paddle with Paddle Antrim, and Barberry Trade-Up Day events at the Charlevoix and Antrim Conservation District plant sales.

Field Report:

In the month of June, CAKE technicians mainly focused on treating hemlock trees for hemlock woolly adelgid (HWA). Two full weeks working alongside DNR Forest Health staff helped us inject 2,364 hemlocks with insecticide in the infested areas of Torch Bay Nature Preserve and Antrim Creek Natural Area. We are just getting started with basal spraying hemlocks too small to be injected (under 5" in diameter). There are just over 6,500 trees left to be treated. Remaining points on maps below are trees that were mistagged, dead, or hollow and uninjectable.



Other June projects completed by CAKE's field crew:

- Native planting at Wildwood Harbor Nature Area with WLAC.
- Weekly garlic mustard pulls and surveying with Glacial Hills.
- Bladder campion and knapweed pull at Wilcox-Palmer-Shah Nature Preserve with GTRLC.
- Native garden planting at Orchard Hill trailhead.
- First e-DNA sample collection of the season, as well as second deployment of samples in collaboration with GVSU.

Financial Breakdown by Grant

GLRI - 035 - Coastal/Riparian Habitat Restoration			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$60,502.48	\$49,770.72	\$10,731.76
Fringe Total	\$10,343.52	\$8,948.37	\$1,395.15
Equipment Total	\$2,280.00	\$1,527.26	\$752.74
Training/Permits	\$0.00	\$55.00	-\$55.00
Indirect	\$9,524.00	\$8,224.83	\$1,299.17
Contractual Total	\$106,051.00	\$101,549.71	\$4,501.29
Travel	\$11,299.00	\$2,645.41	\$8,653.59
Total	\$200,000.00	\$172,721.30	\$27,278.70

Grant Period: 1/3/2022 to 1/2/2027

C3F Seed Library			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$4,070.00	\$4,596.68	-\$526.68
Fringe Total	\$1,220.00	\$1,076.70	\$143.30
Equipment Total	\$2,400.00	\$806.55	\$1,593.45
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$770.00	\$634.32	\$135.68
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$128.33	-\$128.33
Total	\$8,460.00	\$7,242.58	\$1,217.42

Grant Period: 1/1/2025 to 5/31/2026

MISGP IS24 - HWA			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$81,775.00	\$67,049.15	\$14,725.85
Fringe Total	\$30,697.00	\$21,980.46	\$8,716.54
Equipment Total	\$3,430.00	\$2,557.75	\$872.25
Training/Permits	\$1,110.00	\$0.00	\$1,110.00
Indirect	\$12,086.00	\$9,811.93	\$2,274.07
Contractual Total	\$30,400.00	\$28,076.57	\$2,323.43
Travel	\$5,502.00	\$2,985.18	\$2,516.83
Total	\$165,000.00	\$132,461.04	\$32,538.96

Grant Period: 4/18/2025 to 4/30/2027

GBB 2026			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$2,800.00	\$489.80	\$2,310.20
Fringe Total	\$1,200.00	\$86.56	\$1,113.44
Equipment Total	\$2,000.00	\$0.00	\$2,000.00
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$0.00	\$57.64	-\$57.64
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$500.00	\$0.00	\$500.00
Total	\$6,500.00	\$634.00	\$5,866.00

Grant Period: 2/5/2026 to 10/31/2027

GLRI - 090 - Expanding CAKE to BI Archipelago			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$47,000.00	\$16,323.09	\$30,676.91
Fringe Total	\$6,000.00	\$7,215.22	-\$1,215.22
Equipment Total	\$3,000.00	\$75.04	\$2,924.96
Training/Permits	\$1,000.00	\$538.00	\$462.00
Indirect	\$10,000.00	\$2,443.20	\$7,556.80
Contractual Total	\$25,000.00	\$0.00	\$25,000.00
Travel	\$8,000.00	\$280.58	\$7,719.43
Total	\$100,000.00	\$26,875.12	\$73,124.88

Grant Period: 7/29/2025 to 8/3/2027

MISGP IS24 - Core			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$45,979.00	\$43,750.03	\$2,228.97
Fringe Total	\$17,524.00	\$19,465.03	-\$1,941.03
Equipment Total	\$400.00	\$358.97	\$41.03
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$4,387.00	\$4,564.10	-\$177.10
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$1,710.00	\$1,861.87	-\$151.87
Total	\$70,000.00	\$70,000.00	\$0.00

Grant Period: 4/18/2025 to 4/30/2026

MISGP IS25 - Core			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$44,173.00	\$8,491.52	\$35,681.48
Fringe Total	\$16,968.00	\$2,844.00	\$14,124.00
Equipment Total	\$147.00	\$0.00	\$147.00
Training/Permits	\$1,370.00	\$0.00	\$1,370.00
Indirect	\$6,303.00	\$1,135.58	\$5,167.42
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$1,039.00	\$20.30	\$1,018.70
Total	\$70,000.00	\$12,491.40	\$57,508.60

Grant Period: 4/10/2026 to 4/30/2027

CAKE Donation			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$0.00	\$0.00	\$0.00
Fringe Total	\$0.00	\$0.00	\$0.00
Equipment Total	\$1,934.62	\$0.00	\$1,934.62
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$0.00	\$0.00	\$0.00
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Total	\$1,934.62	\$0.00	\$1,934.62

Grant Period: NA to NA

EFB Surveys			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$9,749.72	\$178.50	\$9,571.22
Fringe Total	\$2,636.98	\$13.66	\$2,623.32
Equipment Total	\$1,750.00	\$0.00	\$1,750.00
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$2,232.95	\$50.17	\$2,182.78
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$749.59	\$309.58	\$440.02
Total	\$17,119.24	\$551.91	\$16,567.33

Grant Period: 10/1/2025 to 12/31/2027

Glacial Hills 2026			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$2,800.00	\$1,368.50	\$1,431.50
Fringe Total	\$600.00	\$104.68	\$495.32
Equipment Total	\$0.00	\$0.00	\$0.00
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$0.00	\$0.00	\$0.00
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$100.00	\$50.75	\$49.25
Total	\$3,500.00	\$1,523.93	\$1,976.07

Grant Period: 5/11/2026 to 9/30/2026



Office & Program Assistant Report

- Paying bills as they come through the mail / email
- Categorized charges for VISA card statement
- Deposited numerous checks
- Manage normal office task (opening, answering phones, responding to emails)
- Updates to both websites
- Keep ballots stocked in the office, send out mail out ballots to people who ask.
- Completed first HHW event, large volunteer turnout, event numbers very good
- Helped facilitate plant sale with TCC, sale went really well
- Scrap tire grant got approved (June 26th)
- Applied for Boat wash permits for DNR sites (Fischermans paradise Boat Launch, Clam Lake Boat launch, Torch River Bridge Boat launch)

Forestry/ Admin Report

June 25 – July 9, 2026

COUNTY FORESTS

Star Township – Ongoing timber harvest. Should be completed by end of month.

Simpson Road – Marking trees for ongoing timber sale. Should be completed by end of month.

Valley Road – Marking trees for ongoing timber sale. Completed.

Cedar River – Bridge repair project – ongoing. Repairing bridges and replacing some of the smaller ones. Using S.E.E.D. group.

Lake of the North – Property swap – advised county on request to swap parcels.

ACD PROPERTIES

Jabara 40 – Replaced sign, mowed and brushed out trails.

Tax Bill – We received a tax bill for the craven pond properties – asked Wade to call assessor and explain we are tax exempt.

PRIVATE OWNERSHIPS

David Dupries – Forest Management

Steve Webster – Trees

Abdeen Jabarra – cedar tree – agreed to remove it for him. Will re-use some of the posts in the cedar river.

Shanty creek multiple ownerships – tree walk and inspections.

Ann Burch – Trees

John Cotter – Forest Management

Joe Fisher – Forest management

EVENTS

Bellaire garden Club – Tool sharpening workshop.

ADMINISTRATION

Attended Solid Waste Committee -

Recycling issues – attempting to resolve Mancelona issue. Agreed to put up a deer fence on the Johnsons property – using existing fence. Will have Zander order fencing. County has agreed to provide \$500.00 for this purpose.

Village of Ellsworth – Discussion on site improvements.

GTRL – Conservation Easements within the cedar river watershed.

Mike Meriwether



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

DR. TIM BORING
DIRECTOR

Conservation Programs Unit Partner Report – July 2026

Success Stories:

- This summer, Barry Conservation District's BCK Cisma (Barry, Calhoun, Kalamazoo) will pilot the first Michigan release of the mile-a-minute weevil (*Rhinoncomimus latipes*) in Michigan as a biological control agent to reduce populations of invasive mile-a-minute weed in Calhoun County. Biological control, or biocontrol, is an ecological and sustainable method of managing problematic plants or insects by using their natural enemies instead of pesticides.

Partner Updates / Reminders:

- MDARD's Finance Units have sent out grant reporting templates and reporting reminders, for all corresponding grants. Please review the reporting reminders each quarter prior to submission to the corresponding grant's mailbox. Quarter three reporting is due by **July 15th**. Both the Five-Year, Long-Range Plan and Conservation Needs Assessment (CNA) are also due **July 15th**; please use the provided templates for these documents. Districts are encouraged to begin reviewing the quarter four operating grant accomplishment report as the final quarter contains new metrics for FY26. FAP reporting for Q3 will remain the same (see below).
- Since the 2024 MDARD realignment, internal feedback and discussions around de-siloing, prioritized coordination, and examination of how to further improve has resulted in another department realignment. These changes build on existing collaborations and MDARD's core mission to protect human health, the environment, and the prosperity of Michigan agriculture. This realignment includes:
 - The Private Lands Forestry Program and Intercounty Drains Program will both move to the Conservation and Stewardship Division - Bureau of Environment and Sustainability
 - Conservation Programs Unit will move under the Soil and Water Climate Section (remaining with the Conservation and Stewardship Division)
 - The Farm to Family Program will move under the Agriculture Development Bureau
- After six years of one-on-one accounting support being provided to CDs by Maner Costerisan, MDARD's contract has officially expired. As a result, free one-on-one accounting assistance provided by Maner will no longer be available for the foreseeable future. MDARD will continue offering accounting support through Regional Coordinator

Nadene Berthiaume BerthiaumeN@michigan.gov to the extent possible and as her schedule allows.

- The most recent [Open Meetings Act Handbook \(March 2026\)](#) is now available.
- FAP Camp 2026 will be held **August 4th – 6th** in the Presque Isle and Cheboygan Counties area. All FAP foresters are required to attend and should discuss any conflicts with their Regional Coordinator. District managers are not required to attend this training.
- CD websites should be reviewed to ensure they are compliant with Title II of the Americans with Disabilities Act (ADA). A [new ruling](#) by the US Department of Justice has specific requirements about how to ensure the web content and mobile applications (apps) are accessible to people with disabilities. [An extension has been authorized](#). The compliance date for conservation districts is extended from April 26, 2027, to **April 26, 2028**. MDARD has made resources available on the CD Operations SharePoint site. [Web content accessibility guidelines \(WCAG\) international standards](#) are also available.
- Registration is open for the [NACD Summer Conference](#) being held in Grand Rapids on July 17-22. This is a great opportunity to network and learn from Districts throughout the United States, as well as show what we are doing right here in Michigan. There is a full schedule of sessions, collaboration, and farm tours.

Educational Opportunities:

- MDARD is working with MACD to conduct four in-person regional trainings for CD directors and managers this summer and fall. A 101-level training during the day (12:30-4:30 pm), followed by a 201-level training the same evening (5:15-8:30 pm; the Lansing 201 training will be held October 21st during the Fall Conference). Scholarships for directors are available. We encourage all directors and managers, especially newer ones, to attend one of these training sessions. More information will be available soon.
 - **Scottville:** July 29th – [Register Here](#)
 - West Shore Community College – 3000 N. Stiles Rd., Scottville
 - **Iron Mountain:** August 12th – [Register Here](#)
 - TownePlace Suites by Marriott – 200 S. Stephenson Ave., Iron Mountain
 - **West Branch:** August 26th – [Register Here](#)
 - Edwards Township Hall – 3601 Wickes Rd., West Branch
 - **Lansing:** October 19th (101-level only)
 - Lansing Center – 333 E. Michigan Ave., Downtown Lansing
- The Southeast Michigan Council of Governments will be hosting a Grant Management Class on August 13-14 in Detroit. Tuition is \$625 and includes two days of instruction, a 500-page participant guide, and reference binder. [Learning objectives are available](#). Questions can be sent to cs@grantwritingusa.com or by calling 1-800-814-819.
- EGLE hosts a [monthly local leaders webinar series](#) on how to address environmental issues in your community.
- MSU is offering a [Fiscally Ready Communities Webinar Series](#), monthly through August. Getting Grant Ready – **August 20th 10:00 EST**

- MSU is also offering a new *monthly* series on [Local Government Policy and Practices](#) throughout 2026. This series will offer insights, tools, and research to help public sector leaders strengthen their communities.

Fun Facts for Conservation Districts:

- The minutes of a conservation district board meeting are an official record of business. The [Open Meetings Act](#) (OMA) requires that conservation districts record the proceedings of all meetings. By law, minutes must:
 - Contain time, date, and place of the meeting
 - State directors present and absent (**and note time of late arrivals and early departures**)
 - Contain any decisions made at a meeting open to the public
 - If a closed session occurs, the reason it was held
 - Contain all roll call votes taken
- Draft minutes must be available to the public within **eight (8) business days** after the meeting where they are recorded
- Minutes must be approved at the next meeting and must be available to the public within **five (5) business days** after the approval meeting
 - Corrections to board minutes *must show both the original entry and the correction*
- Approved board minutes should be signed and dated by an authorized board member

Funding Opportunities:

- Consumers Energy announced their [Community Street and Boulevard Tree Planting Grant Program](#). Applications are due **July 17th**.
- NFWF announced their [Conservation Partners Program](#) to provide technical assistance to farmers and ranchers to develop conservation plans, design and implement conservation practices, and enroll in Farm Bill conservation programs, especially the Conservation Stewardship Program (CSP) and Environmental Quality Incentives Program (EQIP). A [webinar](#) recording is available. Applications are due **July 22nd**.
- USDA announced their [Conservation Innovation Grants program](#) for new tools, approaches, practices, and technologies to further natural resource conservation on private lands. Applications are due **July 27th**.
- The Ottawa National Forest Resource Advisory Committee (RAC) is [inviting public proposals](#) to invest approximately \$121,000 of accumulated funds authorized by the Secure Rural Schools Act. Project proposals must benefit National Forest lands in Gogebic, Ontonagon, Iron, Baraga, Houghton, and Marquette Counties that meet criteria for activities which improve natural resources. Applications are due **September 4th**.



CTAP Grant – Quarterly Progress Report Form

Grantee - Conservation District: Grand Traverse Conservation DistrictConservation Technician Name: Lauren Shaffner

Select the appropriate Fiscal Year and Quarter (drop down lists) that this report form represents.

Fiscal Year: 2026

Quarter: Third Quarter

Program Output Category	Program	Q1 Actual (Oct-Dec)	Q2 Actual (Jan-Mar)	Q3 Actual (Apr-Jun)	Q4 Actual (Jul-Sep)	Local Defined FY26 Output
Completed Risk Assessments	MAEAP	0	19	4		20
Performance Rating & Score: 4 - Exceeds Expectations		Field Coordinator Comments: Lauren has completed 23 assessments this FY with a goal of 20. Great work Lauren!				
Completed Risk Reductions	MAEAP	12	27	20		67
Performance Rating & Score: 5 - Outstanding		Field Coordinator Comments: 59 risk reductions captured so far this FY with a goal of 67 with only 8 more to go to reach goal.				
New Verifications	MAEAP	6	0	5		7
Performance Rating & Score: 5 - Outstanding		Field Coordinator Comments: 11 new verifications so far this FY with a goal of 7. More Great Work Lauren. With assists on 9 verifications that she assisted the landowner and Jill wrap up verifications.				
Reverifications	MAEAP	0	0	12		8
Performance Rating & Score: 5 - Outstanding		Field Coordinator Comments: 12 reverifications in Q3 with a goal of 8. Amazing work Lauren				



Program Output Category	Program	Q1 Actual (Oct-Dec)	Q2 Actual (Jan-Mar)	Q3 Actual (Apr-Jun)	Q4 Actual (Jul-Sep)	Local Defined FY26 Output
Soil Health Assessments	RAP	0	N/A	6		21
Performance Rating & Score: 2 - Needs Improvement		Field Coordinator Comments: Reported 3 Assessments completed between Dec-Apr. but no Forms uploaded to the CD Folder to confirm dates of these 3 Assessments. These 3 are not included in the Actuals above. 12 more SHA's after confirming 3 SHA's in Dec-April				
Soil Health Tests	RAP	0	N/A	6		21
Performance Rating & Score: 4 - Exceeds Expectations		Field Coordinator Comments: Soil health tests will be completed with the SHA's. Producers are lined up for the rest of the SHA's and Soil sampling and SHMP will be worked on in Q4				
Soil Health Management Plans	RAP	N/A	N/A	0		4
Performance Rating & Score: 3 - Meets Expectations		Field Coordinator Comments: Plans to complete her SHMP's in the 4th quarter with growers she has completed assessments and sampling for.				
Site visits	MAEAP/ RAP	11	23	24		60
Performance Rating & Score: 5 - Outstanding		Field Coordinator Comments: 58 site visits completed and captured with a goal of 60 - only 2 more to go!				

Other Performance Areas:	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-Jun)	Q4 (Jul-Sep)
Did the technician complete an outreach activity (educational meeting, workshop, field day)? Field Coordinator Comments: Big Perennial farm system event planned Saturday August 22 at the NWMHRC. Really looking forward to this BIG event. Aug 22 is a great time after charrv harvest vet	No	No	Yes, Spring IPM	Saturday Aug 22



Other Performance Areas (con't):	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-Jun)	Q4 (Jul-Sep)
Was the Annual Planning process completed? Field Coordinator Comments: Lauren has an Ag team at GTCD with Koffi and Adam with GLIF also has assisting team members with TOPS and Produce Safety positions at GTCD.	Yes ☐	Yes ☐	Yes ☐	
Did the technician enter quality program data on a weekly basis? (Yes: 80-100%; Somewhat: 50-79%; No: 0-49%) Field Coordinator Comments: MAEAP Application Data Entry: 11 out of 13 weeks in Q3	Somewhat	Yes	Yes	
Did effective communication and coordination take place between the Field Coordinator and the technician? Field Coordinator Comments: We have both been very open and accommodating with our time to try to get MAEAP/RAP tasks completed	Yes ☐	Yes ☐	Yes ☐	
For new technicians, was Orientation completed within 30 days? Field Coordinator Comments:	N/A ☐	N/A ☐	N/A ☐	
For new technicians, was a Performance Evaluation completed? Field Coordinator Comments:	N/A ☐	N/A ☐	N/A ☐	

Additional Space for Comments from the Field Coordinator, Conservation Technician and District Manager is available on the next page.

IMPORTANT REMINDER! Signatures and Dates are required on the next page.



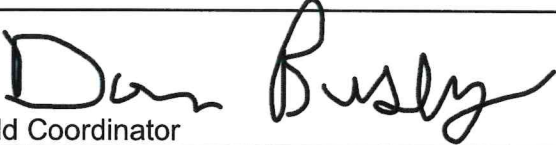
Additional Space for Comments from the Field Coordinator, Conservation Technician and District Manager are available in the space provided below.

Lauren is a HUGE team player, stepping up to the plate and assisting Leelanau and Benzie CD programs through a time they had no CTAP technician. From fielding calls, completing initial site visits/assessments and spending all of their FY25 cost share on items that Jill is using to promote MAEAP and RAP in those counties this FY. Thank You LAUREN for stepping in as needed.

Lauren has a great reputation for getting things done from pesticide container recycling coordination, working or referring customers to a HHW/Clean Sweep collection to dispose of items properly, very successful annual tire recycling events, and making sure MAEAP/RAP is well represented at local educational events and promoting stewardship and soil health. Lauren has built a great local network of farmers and partners that assists with program promotion and implementation.

Other Comments: Actual Output numbers reported as of 7/2/2026; Mid-Year Amendment Form was referenced and used in calculating Performance Ratings; Currently there are 4 Incomplete System Assessments; Total of 3 Verification Request Forms received in Q3; Please upload all Soil Health Assessment Field Note Forms and Sampling Forms to your CD Folder on the Tech SharePoint Site

Before signing this document, please verify that the content you are signing is correct.

X		7/6/2026	Date
	Field Coordinator		
X		7/14/2026	Date
	Conservation Technician		
X	 	7/15/2026	Date
	Conservation District Manager		

Antrim Conservation District
7915 Cameron Street, Central Lake, MI 49622
PO Box 1006, Bellaire, MI 49615
231-533-8363

ANTRIM CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING - DRAFT MINUTES

June 24th, 2026 3:00pm 7915 Cameron Street, Central Lake, MI 49622

Call meeting to order by Chairperson at: 3:00pm by Adrienne Wolff

Attendance ACD Board: Adrienne Wolff, Kelly Doyle, Randy Johnson, Bryan Smith, Kathleen Peterson

Partners/Public: Jarris Rubingh, Jim Pawlowicz, Lyndsey Eccles, Robyn Gransow, Kelly Claar (Leelanau Conservation District/NRCS)

ACD Staff: Mike Meriwether, Wade Foster, Zander LaPointe, CAKE crew - Sarah Snyder, Lily Stephan, & Caroline Lamberts

Agenda Review and Approval:

Motion to approve agenda by Bryan Smith, second by Kathleen Peterson. Motion carries 5-0.

Public Comment:

Jarris Rubingh: County Commissioner that works with community mental health building relationships with GTI (Grand Traverse Industries) & Bergmann's Center. Update that the Bergmann's Center was closed, now reopened last week with extra appropriations.

Information and Correspondence:

June 11, 2026 Email from Lela Vancil and Katy Postmus of Chain Link Bridge Project
June 18, 2026 Bio submission & from ACD Board Candidate Heidi Shaffer

Staff, Partner, and Committee Reports: Staff written reports submitted: CAKE Cisma, Administration & Forestry, Office & Program Assistant. Partner written reports submitted: MDARD, Produce Safety Technician

Motion by Randy Johnson to accept monthly staff, partner & committee reports. Second by Kathleen Peterson, motion carries 5-0.

Approval of Board Meeting Minutes for May 27th, 2026:

Motion by Kelly Doyle to approve May 27th, 2026 meeting minutes with corrected typos, second by Kathleen Peterson. Motion carries 5-0.

Approval of Board Special Meeting Minutes for June 10th, 2026: *Motion by Kathleen Peterson to accept June 10th, 2026 special meeting minutes, second by Adrienne Wolff. Motion carries 5-0.*

Financial Review and Requests:

Motion to approve the financials for May 2026 made by Randy Johnson, second by Kathleen Peterson. Motion carries 5-0.

New Business:

ACD Policy & Personnel Manuals

Chairperson Wolff in the process of acquiring the county's policy manual & manuals from various Michigan CDs for anticipated updates to ACD's policy & personnel manual updates for 2026.

Associate Board Member - Heidi Shaffer

Board received Heidi Shaffer's candidate bio and expression of interest in becoming an associate board member. Discussion with MDARD rep Pawlowicz on policy & protocol for recruitment of future Associate Board Members.

- Board was provided Gogebic Conservation District policies, application & nomination forms to review & update as templates for our own recruitment practices.
- ACD associate board member recruitment up for consideration after next month's elections.

MACD Email Addresses

MACD is making updates to @macd.org email addresses, which are provided as a part of our membership to them. Board opted into establishing individual accounts for board members & staff to help streamline communications.

Award CAKE CISMA Returning Seasonal Technician Lily Stephan \$1/hr Raise: From \$17/hr to \$18/hr

Motion to increase Lily Stephan's hourly wage from \$17/hr to \$18/hr made by Randy Johnson, second by Kathy Peterson. Roll call: Johnson- yes. Peterson- yes. Doyle- yes. Wolff- yes. Smith- yes. Motion passes 5-0.

July 22nd ACD Regular Board Meeting Time Change to Accommodate for Annual Meeting

Motion made to move July's regular board meeting start time to 2:00pm to accommodate for the 3:00pm Annual Meeting. Motion made by Adrienne Wolff, second by Kelly Doyle. Motion carries 5-0.

ACD's Annual Meeting is still scheduled from 3:00pm-5:00pm.

NRCS

- Kelly Claar of the NRCS Traverse City Field Office is here to represent Jason Kimbrough (District Conservationist) and Megan Hansen (Soil Conservationist). These two have been overseeing operations at the NRCS Bellaire Field Office, along with support from Jeff Autenreith (Onaway Soil Conservationist), Steve Gambichi (Gaylord Soil Conservationist), and Austin Heslinga (American Bird Conservancy, Bellaire).

New NRCS Motto: Keeping Working Lands in Working Hands

New NRCS Mission Statement: We deliver practical, voluntary, and locally led conservation solutions that help producers conserve natural resources, strengthen agricultural production, and keep working lands productive for generations to come.

NRCS is a valuable partner for:

- Conservation planning (CTA/ Conservation Technical Assistance)
- EQIP (Environmental Quality Incentives Program) and CSP (Conservation Stewardship Program) applications
- Emergency Watershed Protection Program
 - Note: CD Can be a local sponsor but out request assistance within 60 days of the event and submit 25% of funds from non-federal sources
- Practice Certifications
- Engineering conservation practice Inventory & Evaluation (I&E) and Designs
 - Currently behind schedule due to engineer demands & wet soils
- Conservation practice implementation

Learn more about the NRCS's priorities at: <https://www.nrcs.usda.gov/about/priorities>

Old/Ongoing/Unfinished Business

ACD Mobile Boat Washing Station

LaPointe reached out to Tip of the Mitt to confirm DNR forest land requirements for upcoming boat washing events; currently awaiting response. Events scheduled to occur towards the end of July/August with dates & locations TBD.

ACD Website

Full transition over to one website (AntrimCD.org) almost finalized. LaPointe and Foster request maintaining the current .com domain for re-routing purposes for approximately 3 months.

Per MDARD: CD websites should be reviewed to ensure they are compliant with Title II of the Americans with Disabilities Act (ADA), with an extension authorized until April 26, 2028 for full compliance.

Forestry Program

Building and Properties subcommittee met to discuss ACD properties & land protections, including conservation easements, creation of marketing materials/pamphlets for public education & access, organization of deeds & property information, and regular maintenance plan (i.e mowing, signage, etc.)

Discussion about the future of the forestry program with the county and ACD is ongoing. Recommendations made to draft a letter to MDARD FAP manager Ben Schram to request a forestry assistance grant (possibly shared among counties) for private landowners, or submit a proposal to the county before the county's budget considerations in August for millage support to continue with shared forestry program.

Education & Outreach

Foster slated to review the budget & wages to consider possibility of an Education and Outreach position at the ACD.

General Discussion & Director Reports

Administration Committee - Smith, Wolff, Foster, Meriwether - none

Building & Properties Committee - Wolff, Johnson, Meriwether

Draft lease was received by the BCC today. Letter was distributed to the Board for review and consideration.

Education & Outreach - Doyle, Peterson, Gray

Resident of Elk Rapids connected with Foster about about potential collaboration with ACD & video game fundraising project to support the organization. More details forthcoming.

Upcoming Meetings & Events:

- June 25th 6:30pm at the Ellsworth Township Hall - Village of Ellsworth informational meeting to address flooding issues in area.
- July 23rd - CAKE Cisma & Grand Traverse Land Conservancy dune pull at Antrim Creek Natural Area
- July 25th 8am-noon at Bellaire High School parking lot - Household Hazardous Waste collection in Bellaire
- September 16th - Tentative MACD Region 3 Meeting in Charlevoix (time & location TBD). Recommended attendance for both staff and board.
- August 18th - King Orchards Giving Tuesdays for 2% of sales donated to the ACD.

Next Board Meeting Date: July 22nd, 2026 at 2:00pm

Motion to adjourn at 4:57pm by Randy Johnson, second by Wolff. Motion carries 5-0.

Minutes Approved By Secretary: _____ *Date:* _____



0000658-0004814 PDFT 974944

Antrim Conservation District
4820 Stover Road
Bellaire, MI 49615

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 3.7423%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0855-0001	General Fund	198,555.11	0.00	0.00	611.71	4,020.13	198,880.86	199,166.82
MI-01-0855-0002	Forestry Fund	85,127.40	0.00	0.00	262.22	1,578.38	85,267.04	85,389.62
TOTAL		283,682.51	0.00	0.00	873.93	5,598.51	284,147.90	284,556.44



Account Statement

June 30, 2026

Page 2 of 4

Account Number: MI-01-0855-0001

General Fund

Account Summary

Average Monthly Yield: 3.7423%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	198,555.11	0.00	0.00	611.71	4,020.13	198,880.86	199,166.82

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2026	Beginning Balance			198,555.11	
06/30/2026	Income Dividend Reinvestment	611.71			
06/30/2026	Ending Balance			199,166.82	



Account Number: MI-01-0855-0002

Forestry Fund

Account Summary

Average Monthly Yield: 3.7423%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	85,127.40	0.00	0.00	262.22	1,578.38	85,267.04	85,389.62

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2026	Beginning Balance			85,127.40	
06/30/2026	Income Dividend Reinvestment	262.22			
06/30/2026	Ending Balance			85,389.62	



Michigan CLASS

Michigan CLASS

Date	Dividend Rate	Daily Yield
06/01/2026	0.000102311	3.7343%
06/02/2026	0.000102511	3.7416%
06/03/2026	0.000102347	3.7357%
06/04/2026	0.000102209	3.7306%
06/05/2026	0.000307050	3.7358%
06/06/2026	0.000000000	3.7358%
06/07/2026	0.000000000	3.7358%
06/08/2026	0.000102508	3.7415%
06/09/2026	0.000102569	3.7438%
06/10/2026	0.000102276	3.7331%
06/11/2026	0.000102143	3.7282%
06/12/2026	0.000306717	3.7317%
06/13/2026	0.000000000	3.7317%
06/14/2026	0.000000000	3.7317%
06/15/2026	0.000102677	3.7478%
06/16/2026	0.000102894	3.7556%
06/17/2026	0.000102435	3.7389%
06/18/2026	0.000410340	3.7444%
06/19/2026	0.000000000	3.7443%
06/20/2026	0.000000000	3.7443%
06/21/2026	0.000000000	3.7443%
06/22/2026	0.000102369	3.7365%
06/23/2026	0.000102806	3.7369%
06/24/2026	0.000102555	3.7423%
06/25/2026	0.000102820	3.7529%
06/26/2026	0.000308898	3.7582%
06/27/2026	0.000000000	3.7583%
06/28/2026	0.000000000	3.7583%
06/29/2026	0.000102754	3.7505%
06/30/2026	0.000103150	3.7645%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

Antrim Conservation District

Profit & Loss Budget vs. Actual

January 1 through July 15, 2026

	Jan 1 - Jul 15, 26	Budget	% of Budget
Income			
4300 · County Allocation	67,063.50	84,135.60	79.71%
4350 · County Millage Appropriation	276,951.41	268,000.00	103.34%
4400 · Donation	828.70	5,000.00	16.57%
4600 · General	1,000.00	1,000.00	100.0%
4810 · Grants/MDARD/DOLE/Misc	299,067.83	313,400.00	95.43%
4900 · Contract Management HHW	4,423.42	10,500.00	42.13%
4910 · Native Plant Sales	2,651.64	5,000.00	53.03%
5000 · Plat Book	1,192.88	1,000.00	119.29%
5100 · Contract Management Recycling	17,217.51	25,000.00	68.87%
5300 · Tree Sales	23,937.65	18,000.00	132.99%
5400 · Income - Workshop	2,977.60	3,000.00	99.25%
5500 · Interest Income	3,961.48	12,000.00	33.01%
Total Income	701,273.62	746,035.60	94.0%
Cost of Goods Sold			
6000 · Cost of Sales	13,372.66	0.00	100.0%
Total COGS	13,372.66	0.00	100.0%
Gross Profit	687,900.96	746,035.60	92.21%
Expense			
10000 · Wage Expense			
9920 · FICA Expense	12,566.83	26,000.00	48.33%
9930 · SUTA Expense	433.16	700.00	61.88%
9935 · In Lieu Of Insurance	3,000.00	3,000.00	100.0%
9937 · Overtime Pay	416.55	1,000.00	41.66%
9938 · Vacation Pay	0.00	5,000.00	0.0%
9940 · Bonus	0.00	1,000.00	0.0%
9999 · Wages & Salaries	165,934.72	400,000.00	41.48%
Total 10000 · Wage Expense	182,351.26	436,700.00	41.76%
5999 · Benefits - Employee			
6500 · Benefits - Health Insurance	23,947.53	37,500.00	63.86%
6600 · Benefits - Retirement	4,180.26	9,000.00	46.45%
6700 · Benefits - VSP Vision	295.56	800.00	36.95%
6750 · Benefits - Dental	1,270.50	2,500.00	50.82%
Total 5999 · Benefits - Employee	29,693.85	49,800.00	59.63%
6100 · Advertising	2,065.85	1,000.00	206.59%
6300 · Annual Meeting	278.85	1,500.00	18.59%
6800 · Board Per Diem Expense	2,025.00	5,000.00	40.5%
6810 · Bank Fees/Credit Card Fees	192.00	200.00	96.0%
6900 · Building Maintenance	32,548.00	0.00	100.0%
7100 · Dues & Subscriptions	3,640.62	5,000.00	72.81%
7200 · Equipment Expense	1,638.69	7,000.00	23.41%
7300 · Fuel	5,021.09	5,000.00	100.42%

Antrim Conservation District
Profit & Loss Budget vs. Actual
January 1 through July 15, 2026

	<u>Jan 1 - Jul 15, 26</u>	<u>Budget</u>	<u>% of Budget</u>
7400 · Public Education			
7400.1 · Community Conservation Instruct	0.00	7,000.00	0.0%
7400 · Public Education - Other	5,892.30	10,000.00	58.92%
Total 7400 · Public Education	5,892.30	17,000.00	34.66%
7450 · Grant Expense	8,038.36	5,000.00	160.77%
7500 · HHW Expense	5,748.00	7,500.00	76.64%
7800 · Insurance Expense	8,943.97	12,000.00	74.53%
8100 · IT Services	31.25	1,500.00	2.08%
8150 · Land & Property Expense	442.27	2,000.00	22.11%
8200 · Legal and Accounting Fees	12,926.00	13,750.00	94.01%
8300 · Licenses & Permit Fees	75.00	500.00	15.0%
8400 · Meals Per Diem	0.00	1,000.00	0.0%
8500 · Field Mileage Reimbursements	79.10	10,000.00	0.79%
8550 · Native Plant Expense	4,091.20	15,000.00	27.28%
8700 · Office Equipment & Supplies	327.38	3,000.00	10.91%
8900 · Operating Supplies	1,374.93	3,000.00	45.83%
9100 · Phone Expense	3,233.33	3,500.00	92.38%
9200 · Postage Expense	170.30	2,500.00	6.81%
9300 · Printing Expense	1,151.85	2,000.00	57.59%
9402 · Training & Prof Development	320.00	2,000.00	16.0%
9450 · Property & Trails Maintenance	0.00	2,000.00	0.0%
9460 · Property Tax	0.00	100.00	0.0%
9700 · Recycling Contract Expense	0.00	3,000.00	0.0%
9800 · Rental Expense	12,101.84	18,000.00	67.23%
9900 · Repairs & Building Maintenance	300.00	4,000.00	7.5%
9905 · Rubbish Expense & Trash Removal	512.00	1,200.00	42.67%
9955 · Subcontractor Expense	15,072.55	20,000.00	75.36%
9970 · Travel (non field/grant)	-708.94	1,000.00	-70.89%
9975 · Utilities - Charter Internet	169.99	149.99	113.33%
9985 · Utilities - Propane	485.40	485.40	100.0%
9995 · Vehicle Maintenance	666.70	2,000.00	33.34%
Total Expense	340,899.99	664,385.39	51.31%
Net Income	347,000.97	81,650.21	424.99%

Antrim Conservation District Profit & Loss

June 2026
Jun 26

Income

4400 · Donation	253.70
4600 · General	1,000.00
4900 · Contract Management HHW	4,423.42
4910 · Native Plant Sales	2,651.64
5000 · Plat Book	780.00
5500 · Interest Income	910.71

Total Income 10,019.47

Gross Profit 10,019.47

Expense

10000 · Wage Expense	
9920 · FICA Expense	3,252.26
9930 · SUTA Expense	80.64
9935 · In Lieu Of Insurance	600.00
9937 · Overtime Pay	57.75
9999 · Wages & Salaries	41,817.91
10000 · Wage Expense - Other	0.00

Total 10000 · Wage Expense 45,808.56

5999 · Benefits - Employee	
6600 · Benefits - Retirement	788.73
6700 · Benefits - VSP Vision	45.31
6750 · Benefits - Dental	195.12

Total 5999 · Benefits - Employee 1,029.16

6300 · Annual Meeting	193.70
6900 · Building Maintenance	14,175.00
7100 · Dues & Subscriptions	471.14
7200 · Equipment Expense	146.55
7300 · Fuel	1,358.26
7400 · Public Education	3,267.00
7500 · HHW Expense	3,000.00
8150 · Land & Property Expense	186.99
8200 · Legal and Accounting Fees	450.00
8500 · Field Mileage Reimbursements	79.10
8550 · Native Plant Expense	441.00
8900 · Operating Supplies	395.08
9100 · Phone Expense	551.49
9300 · Printing Expense	137.41
9402 · Training & Prof Development	110.00
9800 · Rental Expense	260.00
9955 · Subcontractor Expense	1,000.00
9975 · Utilities - Charter Internet	-129.99

Total Expense 72,930.45

Net Income -62,910.98

Antrim Conservation District
Profit & Loss
January through June 2026
Jan - Jun 26

Income	
4300 · County Allocation	67,063.50
4350 · County Millage Appropriation	276,951.41
4400 · Donation	828.70
4600 · General	1,000.00
4810 · Grants/MDARD/DOLE/Misc	299,067.83
4900 · Contract Management HHW	4,423.42
4910 · Native Plant Sales	2,651.64
5000 · Plat Book	1,192.88
5100 · Contract Management Recycling	17,217.51
5300 · Tree Sales	23,937.65
5400 · Income - Workshop	2,977.60
5500 · Interest Income	3,961.48
Total Income	701,273.62
Cost of Goods Sold	
6000 · Cost of Sales	13,372.66
Total COGS	13,372.66
Gross Profit	687,900.96
Expense	
10000 · Wage Expense	
9920 · FICA Expense	12,566.83
9930 · SUTA Expense	433.16
9935 · In Lieu Of Insurance	3,000.00
9937 · Overtime Pay	416.55
9999 · Wages & Salaries	163,434.72
10000 · Wage Expense - Other	0.00
Total 10000 · Wage Expense	179,851.26
5999 · Benefits - Employee	
6500 · Benefits - Health Insurance	21,475.93
6600 · Benefits - Retirement	4,180.26
6700 · Benefits - VSP Vision	295.56
6750 · Benefits - Dental	1,270.50
Total 5999 · Benefits - Employee	27,222.25
6100 · Advertising	1,912.85
6300 · Annual Meeting	278.85
6800 · Board Per Diem Expense	1,575.00
6810 · Bank Fees/Credit Card Fees	192.00
6900 · Building Maintenance	32,548.00
7100 · Dues & Subscriptions	3,640.62
7200 · Equipment Expense	1,638.69
7300 · Fuel	5,021.09
7400 · Public Education	5,892.30
7450 · Grant Expense	4,253.56

Antrim Conservation District
Profit & Loss

January through June 2026

Jan - Jun 26

7500 · HHW Expense	5,748.00
7800 · Insurance Expense	8,943.97
8100 · IT Services	31.25
8150 · Land & Property Expense	442.27
8200 · Legal and Accounting Fees	12,926.00
8300 · Licenses & Permit Fees	75.00
8500 · Field Mileage Reimbursements	79.10
8550 · Native Plant Expense	4,091.20
8700 · Office Equipment & Supplies	327.38
8900 · Operating Supplies	1,374.93
9100 · Phone Expense	3,233.33
9200 · Postage Expense	170.30
9300 · Printing Expense	1,151.85
9402 · Training & Prof Development	320.00
9800 · Rental Expense	10,601.84
9900 · Repairs & Building Maintenance	300.00
9905 · Rubbish Expense & Trash Removal	512.00
9955 · Subcontractor Expense	15,072.55
9970 · Travel (non field/grant)	-708.94
9975 · Utilities - Charter Internet	169.99
9985 · Utilities - Propane	485.40
9995 · Vehicle Maintenance	666.70
Total Expense	330,040.59
Net Income	357,860.37

Antrim Conservation District
Balance Sheet
As of June 30, 2026
Jun 30, 26

ASSETS

Current Assets

Checking/Savings

1000 · Antrim Conservation District	469,112.69
1100 · Forestry Savings Account	4,182.20
1200 · MI Class CD - General Fund	219,623.93
1201 · MI Class CD - Forestry Fund	82,358.91

Total Checking/Savings 775,277.73

Other Current Assets

1210 · Petty Cash	800.00
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Total Other Current Assets 800.00

Total Current Assets 776,077.73

Fixed Assets

1300 · Accumulated Depreciation	-109,874.93
1400 · Furniture and Equipment	22,700.00
1450 · Leasehold Improvements	201,397.00
1460 · Land - Mohrmann Park	10,000.00
1500 · Vehicle	96,335.00

Total Fixed Assets 220,557.07

TOTAL ASSETS 996,634.80

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

1700 · Accrued - Retirement	-187.33
1710 · Aflac Payable	-548.02
231 · Accrued - FICA Payable	3,286.48
234 · Accrued - MI Withholding Tax	1,770.19
235 · Accrued - SUTA Payable	425.88

Total Other Current Liabilities 4,747.20

Total Current Liabilities 4,747.20

Total Liabilities 4,747.20

Equity

2200 · Liability Fund	20,000.00
30000 · Opening Balance Equity	335.35
3100 · Unrestricted Net Assets	613,691.88
Net Income	357,860.37

Total Equity 991,887.60

TOTAL LIABILITIES & EQUITY 996,634.80

Antrim Conservation District Monthly Check Register

June 2026					
	Type	Date	Num	Name	Credit
Jun 26					
	Check	06/03/2026	1035	Circle North Media	193.70
	Check	06/03/2026	1036	DAR LAW	150.00
	Check	06/03/2026	1037	Torch Conservation Center	3,267.00
	Check	06/03/2026	1038	JNJ Quality Roofing Repair	14,175.00
	Check	06/05/2026	EFT	Empower Retirement	512.50
	Check	06/05/2026	EFT	Empower Retirement	283.19
	Check	06/05/2026	1039	Accounting Services	300.00
	Check	06/15/2026	1040	Antrim County Transportation	1,358.26
	Check	06/15/2026	1041	Timber Management LLC	350.12
	Check	06/15/2026	1042	Great Lakes Business Systems	137.41
	Check	06/15/2026	1043	Bellaire Hardware	8.99
	Check	06/16/2026	EFT	Empower Retirement	252.73
	Check	06/16/2026	EFT	Empower Retirement	512.50
	Check	06/22/2026	EFT	Visa	883.68
	Check	06/24/2026	1045	Schulze, Oswald, Miller & Edwards PC	241.50
	Check	06/24/2026	1046	TriTerra	1,000.00
	Check	06/24/2026	1047	Environmental Rubber Recycling	3,000.00
	Check	06/24/2026	1048	Birdsfoot Native Nursery	441.00
	Check	06/30/2026	EFT	Empower Retirement	512.50
	Check	06/30/2026	EFT	Empower Retirement	252.81
	Check	06/30/2026	EFT	VSP	45.31
	Check	06/30/2026	EFT	Delta Dental	195.12
	Check	06/30/2026	EFT	Aflac	169.38
	Check	06/30/2026	EFT	Verizon	513.99
Jun 26					28,756.69

Card
Service
Center

Cardholder Name and Account Number

MICHAEL B MERIWETHER
PO BOX 1006
XXXX-XXXX-XXXX-0862

Page 1 of 2

Account Information

Statement Closing Date 06/26/2026
 Credit Limit \$6,000.00
 Available Credit \$3,891.00
 Cash Credit Limit \$600.00
 Available Cash \$600.00
 Amount Over Credit Limit \$0.00

Account Summary

Previous Balance \$0.00
 - Payments and Credits \$2,642.97
+/- Finance Charge(net) \$0.00
 + Purchases \$4,314.93
 +/- Adjustments \$260.00
 + Cash Advances \$0.00
 + Other Charges \$0.00
= New Balance \$1,931.96

Payment Information

Payment Due Date: 07/21/2026

Minimum Payment Due: \$57.96

New Balance: \$1,931.96

Transactions				
Post Date	Trans Date	Reference	Description	Amount
05/29	05/28	5543286H461LA0H6H	SQ *NORTHWEST SCUBA EAST JORDAN MI <i>CAKE 8100</i>	\$78.00
05/29	05/29	F879700HC000TI156	PAYMENT - THANK YOU	-\$260.00
05/29	05/29	F879700HF000PR159	ADJUSTMENT-PAYMENTS	\$260.00
05/29	05/29	F879700HF000TI159	PAYMENT - THANK YOU	-\$2,382.17
06/03	06/02	0230537HAEXAPJXF	VILLAGE MARKET CENTRAL LAKE MI <i>CAKE 7200</i>	\$4.34
06/05	06/05	F879700HC000FO156	METRO INSTITUTE INC <i>CAKE 4960</i>	\$55.00
06/05	06/05	F879700HC000FO156	AMAZON MKTPLA770B7D83 <i>CAKE 7200</i>	\$72.20
06/05	06/05	F879700HC000FO156	TRACTOR SUPPLY 2734 <i>GEN 9965</i>	\$74.19
06/05	06/05	F879700HC000FO156	PY ANTRIM STORAGE <i>GEN 9800</i>	\$260.00
06/05	06/05	F879700HC000BT156	BALANCE TRANSFER FARMERS BRANC TX	\$2,382.17
06/09	06/09	F879700HG000OT160	TRACTOR SUPPLY 2734 <i>GEN 9965</i>	\$74.19
06/09	06/09	F879700HG000OT160	WWWDOODLECOM ZURICH <i>GEN 7100</i>	\$83.40
06/09	06/09	F879700HG000OT160	SITEONE LANDSCAPE SUPPLY6167918045 <i>CAKE 9955</i>	\$206.05
06/09	06/09	F879700HG000OT160	AMAZON MKTPL050ZG53S3 AMZNCOM <i>CAKE 7200</i>	\$236.15
06/11	06/10	5548077HJ6JBIE7FS	METRO INSTITUTE INC PHOENIX AZ <i>CAKE 9960</i>	\$55.00
06/12	06/11	5543286HJ5X4D4JP	SQ *NORTHWEST SCUBA EAST JORDAN MI <i>CAKE 8100</i>	\$504.70

✓ **Remit Payment to:**
 CARD SERVICE CENTER
 PO BOX 569100 DALLAS, TX 75356-9100

✉ **Mail Inquiries To:**
 CARD SERVICE CENTER, PO BOX 569120, DALLAS,
 TX 75356

📞 **Questions?**
 Call Customer Service: 800-367-7576
 Lost or Stolen Card: 800-367-7576

Refer to Credit Card Information page for important details.

ALDEN STATE BANK
 1550 N BROWN RD 150
 LAWRENCEVILLE GA 30043

Account Number XXXX-XXXX-XXXX-0862

New Balance \$1,931.96

Minimum Payment Due \$57.96

Payment Due Date						
July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CARD SERVICE CENTER
 PO BOX 569100
 DALLAS, TX 75356-9100

MICHAEL B MERIWETHER
 PO BOX 1006
 BELLAIRE MI 49615-1006

543548050240086200005796001931967

Cardholder Name and Account Number

MICHAEL B MERIWETHER
PO BOX 1006
XXXX-XXXX-XXXX-0862



Page 2 of 2

Transactions (continued)				
Post Date	Trans Date	Reference	Description	Amount
06/14	06/11	7550499HKS66E7FAV	AUTO VALUE 211 BOYNE C BOYNE CITY CREDIT	-\$0.80
06/14	06/11	7550499HKS66E7FA4	AUTO VALUE 211 BOYNE C BOYNE CITY MI <i>LAKE 9985</i>	\$39.87
06/18	06/17	0543684HTHEST9B59	DOLLAR GENERAL #10833 BELLAIRE MI <i>GEN 9200</i>	\$5.83
06/23	06/22	1230202HX00R3LTZP	ADOBE SAN JOSE CA <i>GEN 7100</i>	\$119.91
06/23	06/22	0230537HY00JZB1NA	USPS PO 2517200650 CENTRAL LAKE MI <i>GEN 9200</i>	\$18.05
06/26	06/25	1527021J000SWVQM5	MICROSOFT-G164060075 MSBILL.INFO WA <i>GEN 7100</i>	\$15.88
06/26	06/25	0230537J05SD119F2	USPS PO BOXES ONLINE WASHINGTON DC <i>GEN 9200</i>	\$30.00
TOTAL FEES FOR THIS PERIOD				
TOTAL INTEREST FOR THIS PERIOD				

Finance Charge Calculation

Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	APR %	Average Daily Balance	Finance Charge	Remaining Balance
Purchases	17.74% (V)	\$0.00	\$0.00	\$1,931.96
Cash Advances	17.74% (V)	\$0.00	\$0.00	\$0.00

Days in Billing Cycle: 30 (V) = Variable Rate

Refer to Credit Card Information page for important details.

Website: www.cardmanager.net

Notes of Interest

**Register online today - go to WWW.CARDMANAGER.NET
to check activity, to setup payments, and manage statements.**

Summary of Proposed Updates to CAKE CISMA Fiduciary MOA

The revised Fiduciary Memorandum of Agreement (MOA) between Antrim Conservation District (ACD) and CAKE CISMA is intended to clarify roles, responsibilities, and expectations between the fiduciary organization and the CISMA partnership. The updates do not change ACD's role as fiduciary or employer, but provide clearer boundaries and processes to support a successful long-term partnership.

Key Clarifications:

ACD Fiduciary & Employer Role

- Confirms ACD remains the fiduciary/fiscal agent and employer of CAKE CISMA staff.
- Maintains ACD responsibility for grant administration, financial compliance, payroll, benefits, insurance, and employment requirements.
- Clarifies that ACD's fiduciary review of grants is focused on legal, financial, organizational, and funding compliance - not CISMA programmatic direction.

CAKE CISMA Program Authority

- Recognizes the CAKE CISMA Steering Committee as the body responsible for program priorities, strategic direction, annual work plans, and implementation of the CAKE CISMA Strategic Plan.
- Clarifies the separation between ACD's administrative responsibilities and CAKE CISMA's programmatic decision-making.

Staffing & Coordination

- Establishes a collaborative process for job descriptions, recruitment, hiring recommendations, and staff evaluations.
- Maintains ACD employer authority while ensuring CAKE CISMA steering committee has meaningful input regarding CAKE CISMA-funded positions and program needs.
- Provides a process for addressing staff concerns and resolving disagreements.

Grant Funding

- Clarifies that ACD, as fiduciary and grant administrator, is responsible for appropriate financial management, reporting, and compliance with grant requirements.
- Establishes that CAKE CISMA programs and expenditures must align with approved grant budgets and available funding sources.
- Clarifies that ACD is not obligated to use unrestricted ACD funds to cover CAKE CISMA expenses that are outside approved funding sources or not allowable under applicable grant agreements.

- ACD's review of grant applications is focused on fiduciary, legal, financial, organizational, and funding compliance while preserving CAKE CISMA program direction.

CAKE CISMA Assets & Continuity

- Establishes that equipment, data, websites, educational materials, branding, and other assets purchased or developed through CAKE CISMA funding remain associated with CAKE CISMA.
- Creates a clear process for transition of fiduciary responsibilities if needed in the future, including transfer of records, assets, and grant information.

Overall Purpose

The revised MOA strengthens the partnership by:

- Reducing ambiguity around roles and responsibilities;
- Protecting both ACD and CAKE CISMA;
- Supporting transparency and accountability;
- Develop a transition framework if needed;
- Preserving the collaborative structure that has allowed CAKE CISMA to successfully deliver invasive species programming across the region.

**FIDUCIARY MEMORANDUM OF AGREEMENT BETWEEN CHARLEVOIX ANTRIM KALKASKA
EMMET COOPERATIVE INVASIVE SPECIES MANAGEMENT AREA
AND ANTRIM CONSERVATION DISTRICT**

DRAFT

PURPOSE

This Fiduciary Memorandum of Agreement ("MOA") is intended to clarify and define the responsibilities of the Antrim Conservation District ("ACD") in its role as fiduciary of the Charlevoix Antrim Kalkaska Emmet Cooperative Invasive Species Management Area ("CAKE CISMA"), as set forth below:

- **Authority of ACD:** ACD is a local unit of the State of Michigan authorized and formed under the Soil Conservation District Law, Act 297 of the Public Acts of 1937, as amended. Conservation Districts were created to serve as stewards of Michigan's natural resources, to take an ecosystem approach to conservation, and act as gateways in their local communities.
- **Formation of the CISMA:** CAKE CISMA was formed in 2015 with funding from the Michigan Invasive Species Grant Program, applied for by ACD, with the CAKE CISMA geographical boundaries covering Emmet, Charlevoix, Antrim, and Kalkaska counties with the conservation districts comprising the backbone of CAKE CISMA and CAKE CISMA being fully-funded through grants and donated partner contributions.
- **Organizational Status:** For purposes of this Memorandum of Agreement, CAKE CISMA refers to the collaborative partnership of participating organizations, agencies, and stakeholders working collectively to advance invasive species prevention, management, and education within the CAKE CISMA service area. CAKE CISMA operates through its Steering Committee, Executive Committee, and adopted governance documents, and is not intended to create a separate legal entity, corporation, or governmental body independent of its participating organizations.
- **Fiduciary Commitment:** ACD agrees to act as a fiduciary for CAKE CISMA, under the terms outlined herein, as ACD recognizes the value of the CAKE CISMA collaborative approach to invasive species prevention, control, and education, and is committed to partnering and working with CAKE CISMA to implement the CAKE CISMA Strategic Plan.
- **Organizational Framework:** CAKE CISMA's organizational framework of collaboration and cooperation is supported through this MOA, comprising a collection of watershed groups, conservation districts, and governmental entities in Charlevoix, Antrim, Kalkaska and Emmet Counties, Michigan, enabling them to work together to address the effects of invasive species across their jurisdictional bodies.

- **CISMA Governance:** The CAKE CISMA operates under its adopted Bylaws and Strategic Plan, which are attached hereto as Appendix A to this MOA. In accordance with these guiding documents, the Steering Committee determines organizational priorities, makes decisions on program direction, and provides oversight to Program Coordinator(s) managing CAKE CISMA initiatives.
- **Financial Arrangements:** The financial arrangement outlined in this MOA shall remain in effect for the duration of this agreement unless amended by mutual consent of both parties.
- **Authority of ACD Board:** ACD Board of Directors retains authority to determine ACD's organizational participation as fiduciary and employer, including its ability to continue serving in that role, while recognizing that CAKE CISMA programmatic priorities and strategic direction are established through the CAKE CISMA Steering Committee.
- **Grant Funding Authority:** This MOA authorizes the CAKE CISMA Steering Committee to identify funding opportunities that support CAKE CISMA programs, priorities, and strategic goals, and to designate a Lead Agency to apply for, receive, and administer grant funds. ACD Board shall receive grant applications for review for fiduciary, financial, legal, and organizational compliance. ACD Board approval shall not constitute approval of CAKE CISMA programmatic priorities and shall not be unreasonably withheld when applications comply with applicable laws, funding requirements, and ACD fiduciary obligations.
- **Designation of Lead Agency:** The CAKE CISMA Steering Committee has designated ACD as the Lead Agency to submit, receive, administer, and disburse funds in furtherance of the CAKE CISMA mission, under the provisions of individual funding sources and this MOA.

STATEMENT OF MUTUAL BENEFIT AND INTEREST

The parties agree that it is to their mutual benefit and interest to work cooperatively to inventory, monitor, control, and prevent the spread of noxious/invasive weeds across jurisdictional boundaries within the CISMA. This cooperative effort will achieve better management of noxious/invasive plants while improving working relationships between the parties and the public. The partners in this CISMA have individual noxious weed control responsibilities on lands within the CISMA.

THEREFORE BE IT RESOLVED, THE ACD and CAKE CISMA AGREES:

HIRING AND SUPERVISION OF STAFF

The CAKE CISMA Steering Committee and ACD shall jointly participate in the development of job descriptions, postings, interviewing, and selection recommendations. Final postings and hiring decisions shall be approved by ACD consistent with ACD's role as employer and fiduciary. The CAKE CISMA Steering Committee shall retain authority over programmatic priorities, annual work plans, strategic direction, and recommendations regarding hiring, performance evaluation, and personnel actions for CAKE CISMA-funded positions. In the event that ACD chooses to terminate or replace the CAKE CISMA Coordinator(s) without concurrence from the CAKE CISMA Steering Committee, the Steering Committee reserves the right to transfer CAKE

CISMA fiduciary responsibilities and associated grant-funded positions, subject to applicable employment laws, grant agreements, and funding requirements. CAKE CISMA staff shall be managed in accordance with the ACD Personnel Manual. Nothing in the ACD Personnel Manual shall be interpreted to diminish the CAKE CISMA Steering Committee's authority regarding programmatic supervision, evaluation input, or recommendations regarding CAKE CISMA-funded positions.

Administrative supervision of CAKE CISMA staff, including payroll, benefits administration, personnel policy compliance, and employment law compliance, shall be provided by ACD. Day-to-day programmatic direction, implementation of approved work plans, grant deliverables, outreach priorities, restoration activities, and other mission-related activities shall be guided by the CAKE CISMA Coordinator(s), Executive Committee, and Steering Committee in accordance with the CAKE CISMA Strategic Plan.

ACD shall employ a CAKE CISMA Coordinator(s) and any other CAKE CISMA staff. ACD shall be responsible for compliance with all state, federal, and local law regarding such employment including but not limited to salary, payroll taxes, and insurance.

The ACD Executive Director, as a member of the CAKE CISMA Executive Committee, will meet regularly with the CAKE CISMA Coordinator(s) to ensure that grant deliverables, reimbursements, and reports are being accomplished in a timely and proper manner, and shall attend Steering Committee meetings to ensure good communication between CAKE CISMA and the ACD. The ACD Executive Director will also work with the CAKE CISMA Executive Committee in completing and conducting annual performance reviews of the CAKE CISMA Coordinator(s).

In the event the full-time CAKE CISMA Coordinator(s) position is vacant, CAKE CISMA will temporarily compensate the ACD for the staff time necessary to provide a minimum level of support at a mutually agreed rate and only from available CAKE CISMA funds for a period not to exceed six months unless otherwise agreed by both parties.

Representatives from the CAKE CISMA Steering Committee, CAKE CISMA-funded staff, and the ACD Executive Director shall meet quarterly for the purpose of ensuring consistent communications between the parties with respect to work completed under this MOA. If there are any concerns as to the performance of the CAKE CISMA Coordinator(s) or support CAKE CISMA staff, such concerns should immediately be brought to the attention of the CAKE CISMA Executive Committee and the ACD Executive Director. The ACD Executive Director shall endeavor to respond to such concerns within two (2) business days or, as circumstances dictate, within a reasonable period of time, to the CAKE CISMA Executive Committee.

Any concerns regarding staff performance, program implementation, grant administration, or interpretation of this MOA shall first be discussed between the CAKE CISMA Coordinator(s) and the ACD Executive Director. If resolution cannot be reached, the matter shall be elevated to the CAKE CISMA Executive Committee. If resolution remains unresolved, the matter shall be referred to the

full Steering Committee before either party seeks mediation pursuant to the Disputes section of this MOA.

THE BASIS FOR PAYMENT AND REPORTING

ACD shall fully and promptly cooperate and comply within reasonable timelines necessary to meet grant deadlines with all funding agreement requirements including any accounting, auditing, record keeping requirements, other requirements of the funding agency or organization that are conditions of the award of funding, and all applicable laws, rules, and regulations and ordinances.

PAYMENT

The CAKE Cisma Coordinator(s) will document, match and provide invoices for reimbursement. The CAKE Cisma partners and vendors will provide all documentation requested by ACD or funding agencies to justify payments in a format that is consistent with the requirements of those agencies. If CAKE Cisma partners fail to meet their requirements, the CAKE Cisma Coordinator(s) will ensure that documentation for reimbursements and payments are in compliance with the grantor format.

Payments and reimbursements due to the CAKE Cisma partners and vendors shall be mailed within thirty (30) days of receipt of reimbursement request or invoice. ACD shall not be responsible for the payment of any non-fundable reimbursement requests, or any payment of reimbursements if a funding agency fails to provide funds to ACD for any reason, unless ACD is determined at fault for payment failure.

ACD shall receive ten percent (10%) of any grant funds awarded to the CAKE Cisma to underwrite its indirect costs for serving as the fiduciary/fiscal agent, which includes ACD's time spent on all aspects of human resources matters pertaining to the hiring and supervision of the CAKE Cisma Coordinator(s) and staff. ACD shall reserve two percent (2%) of the ten percent (10%) indirect allocation, when permitted by applicable funding requirements, in a designated emergency reserve fund, identified as a separate line item within financial reports. Any expenditure from the emergency reserve fund shall be reported to the CAKE Cisma Executive Committee within thirty (30) days, including the reason for expenditure and the remaining reserve balance. The emergency reserve fund remains a CAKE Cisma-associated fund and shall transfer with fiduciary transition.

REPORTING

CAKE Cisma shall promptly submit narrative and financial reporting for all reimbursable project activities in a form satisfactory to ACD and to the funding entities. The ACD shall review and approve/submit all required narrative and financial reporting required by funding agencies in accordance with the funding agreement or requirements.

The CAKE Cisma Coordinator(s), in coordination with ACD, shall provide financial reports to the CAKE Cisma Steering Committee for quarterly meetings. The CAKE Cisma staff will provide monthly progress reports to the CAKE Cisma Steering Committee and ACD Board. The CAKE Cisma Coordinator(s) and/or staff shall attend at least one ACD monthly board meeting per quarter to support reports and answer questions.

The CAKE CISMA Steering Committee shall provide a quarterly review of CAKE CISMA financials during the CAKE CISMA steering committee meetings.

Quarterly financial reports provided to the CAKE CISMA Steering Committee shall include, at a minimum:

- Current grant balances
- Indirect funds retained by ACD
- Status of required match commitments
- Outstanding financial obligations
- Emergency reserve fund balances
- Budget-to-actual expenditure summaries

ACD shall make financial records directly related to CAKE CISMA operations reasonably available to the Steering Committee upon request.

INSURANCE

On behalf of the CAKE CISMA, ACD will provide general liability, workers compensation, and any other insurance, as required by funding agencies, to cover grant project activities and employees for the terms of applicable CAKE CISMA grant agreements. These services are compensated through indirect allocation from CAKE CISMA grant funds.

DISPUTES

The ACD and CAKE CISMA agree that any dispute arising from CAKE CISMA-related projects shall be settled through mutual discussion if possible. If such discussions do not end in mutual agreement, ACD and CAKE CISMA agree to submit to nonbinding mediation through a qualified, objective, and mutually agreeable mediator. ACD and CAKE CISMA agree not to pursue legal recourse until the findings of the mediator have been received and reviewed by both parties, except where immediate legal action is required to preserve rights, comply with law, or meet funding requirements.

EQUIPMENT SUPPLIES AND MATERIALS

Any equipment, supplies, materials, vehicles, data, GIS databases, websites, domain names, social media accounts, educational materials, branding assets, mailing lists, or other tangible or intangible assets purchased, developed, or maintained using CAKE CISMA funding shall remain associated with CAKE CISMA and shall transfer to any successor fiduciary in the event of a fiduciary change unless otherwise agreed in writing by both parties.

Upon dissolution of CAKE CISMA, disposition of such assets shall be determined jointly by the ACD Board of Directors and the CAKE CISMA Steering Committee, **consistent with applicable grant requirements and funding restrictions and applicable law.**

GRANT PURCHASES

The CAKE CISMA Steering Committee shall authorize pursuit of grant opportunities that support the CAKE CISMA Strategic Plan and annual work plans. Grant applications prepared by CAKE CISMA shall be submitted to the ACD Board of Directors for review and approval prior to submission to ensure compliance with fiduciary, financial, legal, and organizational requirements. The ACD Board review shall be limited to fiduciary, legal, financial, and organizational compliance and shall not alter CAKE CISMA programmatic priorities. Approval by the ACD Board shall not be unreasonably withheld. The ACD Board will be notified of when large purchases (over \$500) will be made. All purchases will be made in accordance with ACD's internal purchasing and accounting procedures.

INDIRECT

The following CAKE CISMA expenses shall be covered within the 10% indirect rate from CAKE CISMA grants:

- Rent
- Facility and Grounds Maintenance and Upkeep
- Utilities (gas, electric, water)
- Workers Compensation
- Accounting Fees
- Administrative/Human Resources
- Telephone (cellular phones optional)
- Wifi and Tech support
- Insurance
- Daily Office Supplies (Larger quantities required for specific projects will be budgeted as line items within grant applications such as postage, letters, and paper for mass mailers)

TRAVEL FUNDS

CAKE CISMA will reimburse mileage at the prevailing federal mileage reimbursement rate. Mileage reimbursement funds generated through the use of ACD vehicles will be applied toward fuel, maintenance, depreciation, and insurance expenses associated with those vehicles. All additional travel expenses will be reimbursed as line items under CAKE CISMA grants, unless such costs are voluntarily covered by ACD.

OFFICE SPACE AND STORAGE (OPERATIONAL EQUIPMENT AND SUPPLIES)

ACD agrees to provide adequate office space and storage for CAKE CISMA staff, equipment and materials. In addition to space, CAKE CISMA may utilize shared office utilities such as printers, IT, internet, refrigerators, and coffee machines.

ACCESS TO RECORDS

CAKE CISMA and ACD will make available grant documents and all other documents associated with the performance of their respective duties related to the CAKE CISMA mission, including grant applications. This includes books, documents, papers, and records of ACD and any recipient of grant funds paid for by ACD, which are directly pertinent to CAKE CISMA for the purpose of making audits, examinations, excerpts and transcriptions in connection with carrying out their lawful duties in connection with the CAKE CISMA mission.

FIDUCIARY TRANSITION

In the event that ACD elects to cease serving as fiduciary, or the CAKE CISMA Steering Committee designates a successor fiduciary, ACD and CAKE CISMA shall cooperate in good faith to ensure an orderly transition. The current designated successor fiduciary is noted as the Charlevoix Conservation District.

Such transition shall include:

- Transfer of grant files and associated records.
- Transfer of financial records related to CAKE CISMA operations.
- Transfer of equipment and assets purchased, developed, or maintained through CAKE CISMA funding.
- Transfer of websites, domain registrations, social media accounts, GIS databases, and digital records.
- Reasonable assistance with grant agency notifications and approvals.
- Cooperation regarding employee transitions, where permitted by law and funding requirements.
- Transfer of current grants or continuation of the contract throughout the grant period to ensure employees remain funded during transition period.

Unless otherwise required by funding agencies, transition activities shall be completed within ninety (90) days of termination of fiduciary responsibilities.

THEREFORE BE IT RESOLVED, THE CAKE CISMA STEERING COMMITTEE AGREES:

TERM, TERMINATION, AND RENEWAL

This MOA shall be effective beginning on the latest signature date of the signatory parties and shall continue for a term of **five (5) years**, unless sooner terminated as set forth below. Thereafter, this MOA may be renewed for additional terms of **five (5) years**, upon the approval of all signatory parties, including the ACD Board of Directors and the CAKE CISMA Steering Committee. This MOA may be edited or terminated by ACD and/or the CAKE CISMA Steering Committee for any reason, by giving at least ninety (90) days' advance written notice to the other parties. Upon any termination of this MOA, the CAKE CISMA Steering Committee will determine the appropriate steps necessary for continuation, restructuring, or dissolution of the CAKE CISMA partnership.

The parties shall review this MOA annually and may propose amendments as necessary to reflect organizational, financial, operational, or legal changes. Annual review shall not affect the term of this agreement unless amended by mutual written agreement.

STEERING COMMITTEE AUTHORITY

The CAKE CISMA Steering Committee shall serve as the primary body responsible for establishing organizational priorities, annual work plans, strategic direction, restoration priorities, outreach priorities, and implementation of the CAKE CISMA Strategic Plan.

The Steering Committee shall provide oversight and guidance regarding CAKE CISMA programming and grant-funded activities while recognizing ACD's fiduciary and employer responsibilities.

Nothing in this MOA shall be interpreted as transferring authority over CAKE CISMA programmatic direction solely to the fiduciary organization.

INDEMNIFICATION

ACD and the CAKE CISMA participating partners, as represented through the Steering Committee agree to indemnify and save harmless each other, their officers, agents, and employees from and against any and all claims, liabilities, losses, damages, actual attorney fees and settlement expenses incurred in connection with claims of vicarious liability against one party arising from the conduct of the other. Each party reserves the right to select its own counsel in defense of any matter related to this agreement. No payment or acknowledgment of liability, loss, fine, penalty or charge made by one party shall be binding on the other without its express written consent.

Antrim Conservation District Board Chair

Print Name: _____

Signature: _____ Date: _____

Title: _____

CAKE CISMA Steering Committee Chair, on behalf of the CAKE CISMA partnership

Print Name: _____

Signature: _____ Date: _____

Title: _____



ANTRIM CONSERVATION DISTRICT
7915 Cameron Street MI 49622
231-533-8363 www.AntrimCD.com

Position Description

CAKE CISMA Restoration Crew Leader

POSITION SUMMARY

Primary responsibilities include leading seasonal field technicians while implementing invasive species management, ecological restoration, habitat monitoring, and grant-funded conservation projects throughout the CAKE service region. The CAKE CISMA Restoration Crew Leader will implement invasive and exotic plant management control methods using integrated pest management strategies, including manual, mechanical, chemical, and biological releases. Day-to-day job duties will primarily be focused on implementing invasive species management and habitat restoration projects in the CAKE CISMA service area. This position may assist with grant applications, grant reports, and land management plans under the supervision of the CAKE CISMA Invasive Species Program Coordinator.

This position is funded in part by the Michigan Invasive Species Grant Program through the Michigan DNR, Michigan EGLE, and MDARD, Great Lakes Restoration Initiative administered by the US Forest Service and Environmental Protection Agency with additional funding provided by the Grand Traverse Band of Ottawa and Chippewa Indians, and Little Traverse Bay Band of Odawa Indians.

ORGANIZATIONAL STRUCTURE

The CAKE CISMA was formed in 2015 with the goal of protecting the natural resources, economy, and human health of Northern Lower Michigan through collaborative outreach and management of invasive species. The program serves Charlevoix, Antrim, Kalkaska & Emmet counties in Northwest Michigan. It operates under the fiduciary oversight of the Antrim Conservation District (ACD). While CAKE CISMA leads the strategic direction and priorities for invasive species management in the region, all employees are officially employed by the Antrim Conservation District, adhere to ACD protocols as outlined in the employee handbook, and have access to ACD resources and benefits.

COMPENSATION: The CAKE CISMA Restoration Crew Leader is a full time, 40 hours/week, FLSA exempt position with a pay range of \$19-\$23 per hour commensurate with experience. Benefits include paid holidays, up to 13 paid days off per year, retirement, and a health insurance package including dental and vision.

STANDARDS OF PERFORMANCE: Highest standards of confidentiality are maintained regarding our donors, volunteers, board, and personnel while representing the ACD with the highest integrity of customer service and environmental care and conservation concern.

WORK LOCATION: Antrim Conservation District office - 7915 Cameron Street, Central Lake Michigan with fieldwork throughout the CAKE CISMA service area, including travel to the Beaver Island Archipelago as needed.

WORKING CONDITIONS: This is a field position which will require outdoor work in varying weather conditions, terrains, and locations. Work will require hiking and snowshoe use for long distances.

RESPONSIBILITIES AND DUTIES

- Work with the CAKE CISMA Program Coordinator to organize logistics and oversee the daily activities of field technicians to help implement long-term invasive species strategies.
- Supervise and work alongside seasonal crew members to treat invasive species in the CAKE CISMA service area (manual, mechanical, chemical, biological).
- Ensure the safety of crew members and operate independently with minimal oversight.
- Oversee large-scale invasive species management projects, including coordination with contractors, landowners, and permitting.
- Direct crew members to treat high-priority species on private and public lands.
- Coordinate equipment, vehicles, and field logistics while supporting invasive species prevention and early detection efforts.
- Coordinate and conduct terrestrial and aquatic invasive species surveys on both public and private land
- Work with partner organizations, municipalities, and private property owners on invasive species treatments.
- Manage invasive species control data, including photo monitoring for grant reports.
- Collect, manage, and enter field data using GIS applications and the Midwest Invasive Species Information Network (MISIN).
- Adhere to proper herbicide application procedures to ensure best management practices
- Assist with implementation of grant-funded projects through permitting compliance, project documentation, and reporting.
- Provide support and assistance at education and outreach events.
- Work with partner organizations, municipalities, private landowners, and the public to implement invasive species management projects.
- Undertake other duties as assigned by the Executive Director or Program Coordinator to support the effective operation of the CAKE CISMA program and its fiduciary, the Antrim Conservation District.

REQUIRED QUALIFICATIONS

Formal Education or Equivalent

- Bachelor's degree from an accredited college or university with a focus in natural resources, biology, or ecology
 - Has Michigan Department of Agriculture and Rural Development Pesticide applicator certificate categories 2 3A, 3B, 5, 6, and 10; or the ability and willingness to obtain the certification within 1 month of employment with required costs to be paid by the employer

RELATED WORK EXPERIENCE & SKILLS

- Experience leading and directing work/field crews
- Experience in field data collecting, record keeping, and managing data

- Ability to work independently with minimal direction
- Strong organizational skills
- Excellent social and interpersonal skills
- Experience safely mixing, storing, and applying herbicides.
- Experience working with handheld gardening tools, backpack sprayers, hand-held sprayers, and herbicides to manage invasive plants.
- Experience using and maintaining hand and power tools, outboard motors, power washers, and completing their maintenance or the ability to learn.
- Comfort driving with trailers or larger vehicles.

PREFERRED QUALIFICATIONS

- Background in natural resources management, particularly in invasive species management
- Experience with herbicides; including safety, proper storage, mixing, and applications
- Knowledge of native and invasive plants of the Great Lakes region.
- Invasive species treatment knowledge
- Basic computer proficiency (Windows, MS Office)
- Proficiency using GPS units, wayfinding, and orienteering
- Skilled in ArcGIS applications

PHYSICAL REQUIREMENTS

- Must possess the visual and auditory ability to identify and respond to environmental and other hazards related to fieldwork
- Ability to work flexible hours
- Ability to lift and carry up to 50lbs daily (backpack sprayers, chainsaws, etc)
- Able to work efficiently outdoors in varying conditions and terrains. Frequent standing, walking, walking on uneven surfaces, carrying, pushing, bending, kneeling, reaching, twisting, turning, and repetitive movements are required.
- Must hold a valid driver's license and be able to drive company vehicles

ADA COMPLIANCE: This position description is intended to describe the general nature of the work being performed by the employee assigned to the position. It is not an exhaustive list of all the essential functions of the position and its related duties and responsibilities. Employees must be able to perform all essential functions of the position with reasonable accommodation. The ACD reserves the right to amend the essential functions of this position to meet organizational needs as necessary.

Employee Printed Name	Employee Signature	Date
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Executive Director Printed Name	Executive Director Signature	Date
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The Antrim Conservation District is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy, sexual orientation, gender identity and gender expression), national origin, genetic information, political affiliation, marital status, familial status, veteran status, height, weight, or other non-merit factors.

LEASE AGREEMENT
4820 Stover Road, Bellaire, MI
Landlord: Bellaire Conservation Club and
Tenant: Antrim Conservation District

1. THIS LEASE made this 1st day of AUGUST 2026 by and between the Bellaire Conservation Club, and incorporated association of 4820 Stover Road, Bellaire, Michigan 49615, the Lessor, hereinafter designated as the Landlord, and Antrim Conservation District, A Governmental Unit, The Lessee, hereinafter designated as the Tenant.

Description

2. WITNESSETH: The Landlord, in consideration of the rents to be paid and the covenants and agreements to be performed by the Tenant, does hereby lease unto the Tenant the following described premises situated in the Village of Bellaire, County of Antrim, State of Michigan, to-wit:

5 offices on the west side of the building, a restroom, server room, copy room, storage shed, and parking lot during business hours.

Term

3. For the term of three (3) years to JULY 31, 2029, from and after the 1st day of AUGUST 2029, fully to be completed and ended. The Tenant yielding and paying during the continuance of this lease unto the Landlord for rent of said premises for said term the sum of ONE THOUSAND THREE HUNDRED and NO/100 DOLLARS, with an increase of FIVE (5) percent each year.

See attached fee schedule.

Insurance

4. In addition to the rentals hereinbefore specified, the Tenant agrees to pay as additional rental the premiums for insurance against loss by fire or other losses EXCEPT for the liability only for shooting range activity. The amount of said fire insurance on said premises for the benefit of the Landlord herein shall be a minimum of ONE MILLION DOLLARS. The Landlord listed as interested party/additional insured on policy.

Assignment of Lease

5. The Tenant covenants not to assign or transfer this lease or mortgage the same or sublet said premises or any part thereof without the written consent of the Landlord. Any assignment, transfer, mortgage or subletting without said written consent shall give the Landlord the right to terminate this lease and to re-enter and repossess the leased premises.

Use and
Occupancy

6. It is understood and agreed between the parties hereto that said premises during the continuance of this lease shall be used and occupied for office and meeting/event space for the Tenant and for no other purpose or purposes without the written consent of the Landlord, and that the Tenant will not use the premises for any purposes in violation of any law, municipal ordinance or regulation, and that on any breach of this agreement the Landlord may at his option terminate this lease forthwith and re-enter and repossess the leased premises.
7. The Tenant agrees to keep the premises in accordance with all police, sanitary, zoning, and other regulations imposed by any government authority.
8. The Tenant agrees to observe all reasonable regulations and requirements of underwriters concerning the use and conditions of the premises tending to reduce fire hazards and insurance rates and not permit nor allow any rubbish, waste material or products to accumulate on the premises.

Tenant to
Indemnify
Landlord

9. The Tenant agrees to indemnify and hold harmless the Landlord from any liability for damages to any person or property in, on or about said leased premises from and any cause whatsoever.

See item number four (4): Insurance.

Repairs and
Alterations by
Tenant

10. The Tenant further covenants and agrees that it will, at its own expense outside of normal use, during the continuation of the lease, keep the leased portions of the premises and all fixtures and equipment and every part thereof in as good condition and at the expiration of the term deliver up the same in a like condition as when taken, reasonable use and wear thereof and damage by the elements excepted. The Tenant shall not make any material alterations, additions or improvements to said premises without the Landlord's written consent, and all alterations, additions, or improvements made by either of the parties hereto upon the premises, except movable office furniture and trade fixtures put in at the expense of the Tenant, shall be the property of the Landlord, and shall remain upon and be surrendered with the premises at the termination of this lease, without molestation or injury.

The Landlord will maintain the building and mechanicals and property, except the snow removal of the building as needed. The Tenant must notify Landlord of any repairs needed within 24 hours.

Access to
Premises

11. The Landlord reserves the right to enter upon the premises at all reasonable hours (normal business hours) with 24-hour notice, for the purpose of inspecting the same, preventing waste, loss, or destruction, removing obstructions, making such repairs or alterations as it is obligated to make under the terms of this lease, or to enforce any of Landlord's rights or powers under this instrument. Emergency cases may fall outside of business hours. Landlord will notify Tennant in the event of an emergency.

Holding Over	12. It is hereby agreed that in the event of the Tenant herein holding over after the termination of this lease, thereafter the tenancy shall be from year to year in the absence of a written agreement to the contrary, for the same rental, including the 5% yearly increase.
Gas, Water, Electricity and Refuse	13. The Tenant will pay all charges made against said leased premises and the attached Conservation Club area for refuse/trash removal, and snow removal during the continuance of this lease, as the same shall become due. The Tenant will pay all charges for janitorial needs in the leased areas of the building. The Landlord will pay all charges against said leased premises for water, electricity, and propane. A Wifi programmable thermostat will be installed and programmed to a schedule agreed to by both parties.
Advertising Display	14. It is further agreed that all sign and advertising displayed in and about the premises shall be such only as identifies the Tenant and associated events and activities and the Landlord shall agree to the character and size thereof, and that no sign shall be displayed excepting such as shall be approved in writing by the Landlord, and that no attachments shall be installed or used on the exterior of said building unless discussed by both the Landlord and Tenant and approved in writing by the Landlord.
Re-Entry	15. In case any rent shall be due and unpaid or if default be made in any of the covenants herein contained, or if said leased premises shall be deserted or vacated, then it shall be lawful for the Landlord, his certain attorney, heirs, representatives and assigns to re-enter into, re-possess the said premises and the Tenant and each and every occupant to remove and put out after 30 day notice is given.
Remedies Not Exclusive	16. It is agreed that each and every of the rights, remedies, and benefits provided by the lease shall be cumulative, and shall not be exclusive of any other of said rights, remedies, and benefits, or of any other rights, remedies, and benefits allowed by law.
Waiver	17. One or more waivers of any covenant or condition by the Landlord shall not be construed as a waiver of a further breach of the same covenant or condition.
Notices	18. Whenever under this lease a provision is made for notice of any kind it shall be deemed sufficient notice and service thereof if such notice to the Tenant is in writing addressed to the Tenant at its last known Post Office address or at the leased premises and deposited in the mail with postage paid and if such notice to the Landlord is in writing addressed to the last known Post Office address of the Landlord and deposited in the mail with postage prepaid. Notice need be sent to only one Tenant or Landlord where the Tenant or Landlord is more than one person.
Pronouns	19. It is agreed that in this lease the word "he" shall be used as synonymous with the words "she," "it," and "they," and the word "his" is synonymous with words "her," "its," and "their."

Binding Effects	20. The covenants, conditions and agreements made and entered into by the parties hereto are declared binding on their respective heirs, successors, representatives and assigns.
Partial Invalidity	21. If any term or provision of this lease or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this lease and the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be effected thereby, and each term and provision of this lease shall be valid and be enforceable to the fullest extent permitted by law.
Additional Conditions	22. See Attached
Extensions	23. The parties hereto acknowledge that this lease may be extended and that the Tenant shall have the right to renew this Lease one time at the expiration of five years as set forth above by giving the Landlord a notice in writing thirty (30) days before the expiration of the original term of this Lease of its intention to renew the same for the same rental, including the 5% yearly increase, and the same period of time. If there is no signed contract on August 1st, 2029, the amount due for rent will be ONE THOUSAND FIVE HUNDRED FIVE and NO/100 DOLLARS.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 1st day of July 2026.

WITNESSED BY:

LESSOR/LANDLORD

BELLAIRE CONSERVATION CLUB, INC.

ERIC DOUGLAS, President

LESSEE/TENANT

ANTRIM CONSERVATION DISTRICT

ADRIENNE WOLFF, Chair

STATE OF MICHIGAN
COUNTY OF ANTRIM

Subscribed and sworn to before me this _____ day of _____ 2026 by

_____.

_____ in _____ County, MI
Notary Public

My Comm. Exp. : _____

ADDITIONAL CONDITIONS - ADDENDUM TO LEASE AGREEMENT BETWEEN BELLAIRE CONSERVATION CLUB AND ANTRIM CONSERVATION DISTRICT

The following additional conditions shall attach to and be a part of the Lease Agreement between the parties hereto:

- A. If either party in this agreement is not satisfied with the other party, they will let that party know within one week of the incident in writing.
- B. WiFi access will be made available to club members during their meetings and other activities.
- C. Building committees from both parties will meet quarterly.
- D. The Tenant agrees to abide by the same stipulations and derive the same responsibilities as those designated in the lease on this property, excepting those altered by this agreement.
- E. Per M.O.U./Letter of Commitment signed on April 15, 2026, The ACD will also have a plan and schedule addressing the staining and chinking maintenance on the outside of the Stover Road building within the year of 2026. This will be completed by the end of 2026.
- F. Either party may terminate the lease for reasonable circumstances with a 6 month written notice if an agreement cannot be satisfied by both parties.
- G. The President of Bellaire Conservation Club will be the key holder for emergency use only and will not allow access to the key by anyone without prior written consent of the Tennant.
- H. The Landlord will inspect floor surface in great room of leased space for lead in six-month intervals using the D-LEAD test kit.

LESSOR/LANDLORD - THE BELLAIRE CONSERVATION CLUB

By:

ERIC DOUGLAS, President

LESSEE/TENANT - ANTRIM CONSERVATION DISTRICT

By:

ADRIENNE WOLFF, Chair

LEASE FEE SCHEDULE 5% INCREASE PER YEAR

Due on the first day of each month:

August 1st, 2026 - July 31, 2027.....	\$1,300
August 1st, 2027 - July 31, 2028.....	\$1,365
August 1st, 2028 - July 31, 2029.....	\$1,433