

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

**ANTRIM CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING**

February 25th, 2026 3:00pm 7915 Cameron Street, Central Lake, MI 49622

**Call meeting to order by Chairperson at:**

**Attendance ACD Board:**

**Partners/Public:**

**ACD Staff:**

**Agenda Review and Approval:** motion by \_\_\_\_\_ second by \_\_\_\_\_ , motion carries \_\_\_\_ - \_\_\_\_

**Public Comment:**

**Information and Correspondence:** Resignation Letter - ACD Board member Deb Pruitt

**Staff, Partner, and Committee Reports:** Staff written reports submitted: CAKE CISMA.  
Partner written reports submitted: MDARD.

motion by \_\_\_\_\_ second by \_\_\_\_\_ to accept monthly reports, motion carries \_\_\_\_ - \_\_\_\_

**Approval of Board Meeting Minutes for January 28, 2026:** motion by \_\_\_\_\_ second by \_\_\_\_\_ to accept monthly reports, motion carries \_\_\_\_ - \_\_\_\_

**Approval of Special Board Meeting Minutes for February 12, 2026:** motion by \_\_\_\_\_ second by \_\_\_\_\_ to accept monthly reports, motion carries \_\_\_\_ - \_\_\_\_

**Financial Review and Requests:**

Motion to approve the financials for November 2025 by motion by \_\_\_\_\_ second by \_\_\_\_\_, motion carries \_\_\_\_ - \_\_\_\_

Motion to approve the financials for December 2025 by \_\_\_\_\_ second by \_\_\_\_\_, motion carries \_\_\_\_ - \_\_\_\_

Motion to approve the financials for January 2025 by \_\_\_\_\_ second by \_\_\_\_\_, motion carries \_\_\_\_ - \_\_\_\_

**New Business:**

Appointment to Fill Vacant ACD Board Seat

Insurance Account Access

Accounts on Automatic Payment

MiClass Online Portal

General Budget Review

Forestry Program

- Amended Forestry Budget Proposal

Conflict of Interest form for ACD Board & Employees

Board Stipends

Antrim County Household Hazardous Waste

June 13, July 25, September 26

**Old//Ongoing/Unfinished Business**

Tree Sale

Office & Program Assistant Job Description

Legal Update

Former ACD Office Location - Stover Road

Cameron Street Lease Agreement

TriTerra Invoice

Administration - MZ list

- Grants
- 2026 Events Schedule
- Accounting Transition
- Staff Work Agreements/Annual Plans
- SOP Updates
- Job Description Updates
- Personnel Manual Updates

Executive Director Personnel Discussion - Closed Session

Motion to move into closed session per MCL 15.268(1)(a )by \_\_\_\_\_ second by \_\_\_\_\_,  
motion carries \_\_\_\_\_ - \_\_\_\_\_

**General Discussion & Director Reports**

Administration Committee - Doyle, Smith, Wolff, Zelenak, and Foster

Building & Properties Committee - Wolff, Johnson, Zelenak, Meriwether

Education & Outreach - Peterson, Zelenak and Gray

- 2/28 Workshop: Mushroom 102 with Great Lakes Mushroom Company
- Social Media Administration

**Next Board Meeting Date: February 25, 2026**

Motion to adjourn at \_\_\_\_\_ by \_\_\_\_\_ second by \_\_\_\_\_ motion carries \_\_\_\_\_ - \_\_\_\_\_

February 12, 2026

To the Antrim Conservation District Board of Directors,

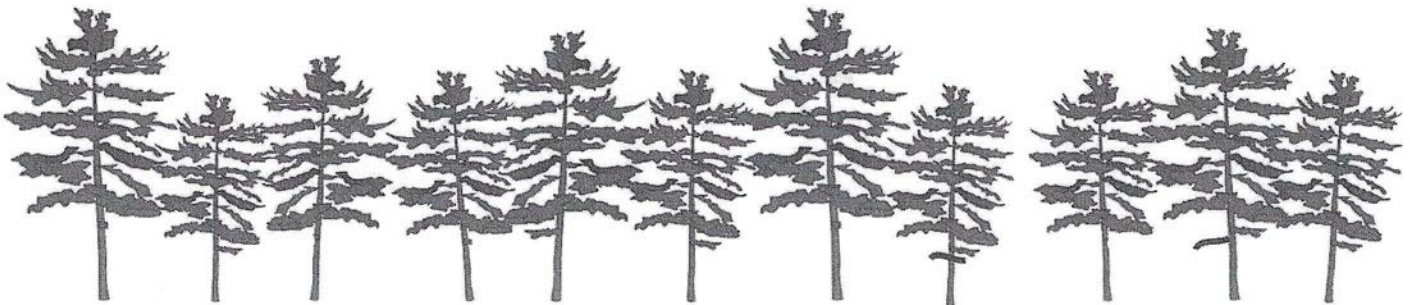
It is with a heavy heart that I am resigning my position on the board of directors for the Antrim Conservation District. Personal reasons related to my health make it necessary for me to take this step. Please consider my resignation to be official with the receipt of this letter by the board chairperson.

The work of the conservation district remains very important to me, but it has been the people here that have made this short time a blessed one. Every single staff member, board member, partner, volunteer and participant has brightened the day and given me hope that the beautiful fields and forests of Antrim County will be cherished and protected.

In gratitude,



Deborah Pruitt





## Board Report: January 2026

### Executive Summary:

This January, the CAKE team celebrated the Restoration Crew Lead, Tyler’s one year anniversary with CAKE CISMA! The CAKE field crew met with the new Forest Assistance Program Forester at the Kalkaska Conservation District (KCD) and set out for more hemlock woolly adelgid (HWA) detection surveys. A new infestation was found in a neighborhood just north of Barnes Park, but still south of our northernmost infestation at the Antrim Creek Natural Area. CAKE staff have also begun meeting to develop timelines for each grant the CISMA holds.

CAKE staff also held their annual meeting, attended the 2026 DNR Nature Center Summit, and hosted a seed sowing workshop and led an educational HWA hike.

### Project Updates:

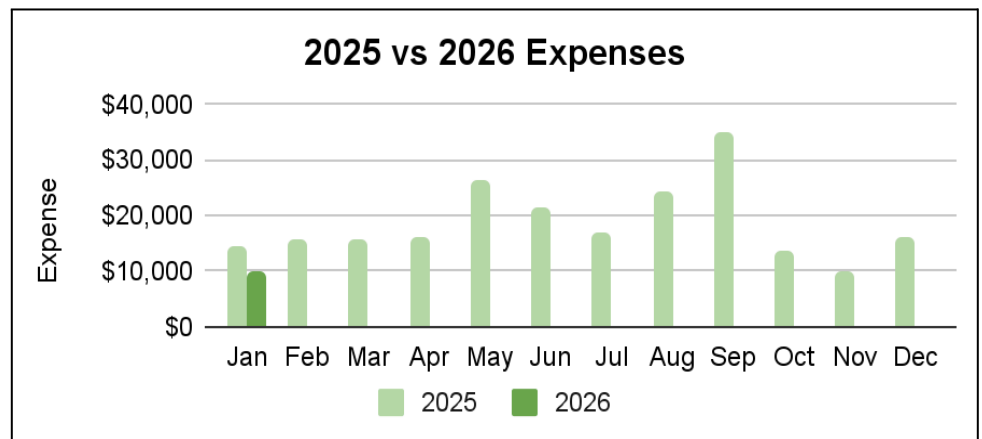
Project	Last Month (December)	This Month (January)	Next Month (February)
<b>Hemlock Woolly Adelgid</b>	- Pesticide Credit Renewal - UP Survey Training	- Begin Detection Surveys (16 acres and 10 of 45 surveyed) - Created 2026 Project Timeline	- Continue Detection and Delimitation Surveys - Wilcox Palmer Sha Preserve Survey
<b>Coastal-Riparian Restoration</b>	- Pesticide Credit Renewal	- Planned treatment sites - Began Final Report for GLRI-283	- Continue Financial and Progress Reports
<b>Other</b>	- Grant Reimbursement catch up	- Grant Reimbursement catch up on MISGP grants	- Update Treatment Tracking Procedures
<b>Events</b>	- Speaking at MACD Conference - Seed sowing workshop (GRNA)	- Seed sowing Workshop at Charlevoix CD - CAKE Annual Meeting - HWA Hike with Walloon Lake Assoc. & Conservancy	- Attend Michigan Invasive Species Coalition Annual Meeting - Winter Seed Sowing at Kalkaska CD

## Financial Overview:

Staffing expenses are lower than usual as some staff time was spent finishing the office move. Training expenses are made up of pesticide certification exams and attending the Michigan DNR Nature Center Summit. A summary of each current grant is shown on page 4.

All Current CAKE Grants			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$241,316.48	\$129,981.98	\$111,334.50
Fringe Total	\$64,564.52	\$41,741.87	\$22,822.65
Equipment Total	\$11,510.00	\$3,271.03	\$8,238.97
Training/Permits	\$2,880.00	\$558.00	\$2,322.00
Indirect	\$35,997.00	\$20,460.20	\$15,536.80
Contractual Total	\$161,451.00	\$119,299.63	\$42,151.37
Travel	\$25,741.00	\$5,642.24	\$20,098.76
<b>Total</b>	<b>\$543,460.00</b>	<b>\$320,954.95</b>	<b>\$222,505.05</b>

CAKE January Expenses	
Description	Expense
Wages	\$5,720.94
Fringe	\$2,697.95
Equipment Total	\$0.00
Training/Permits	\$185.00
Indirect	\$775.77
Contractual Total	\$0.00
Travel	\$218.95
<b>Total</b>	<b>\$9,598.61</b>



## Community Outreach:

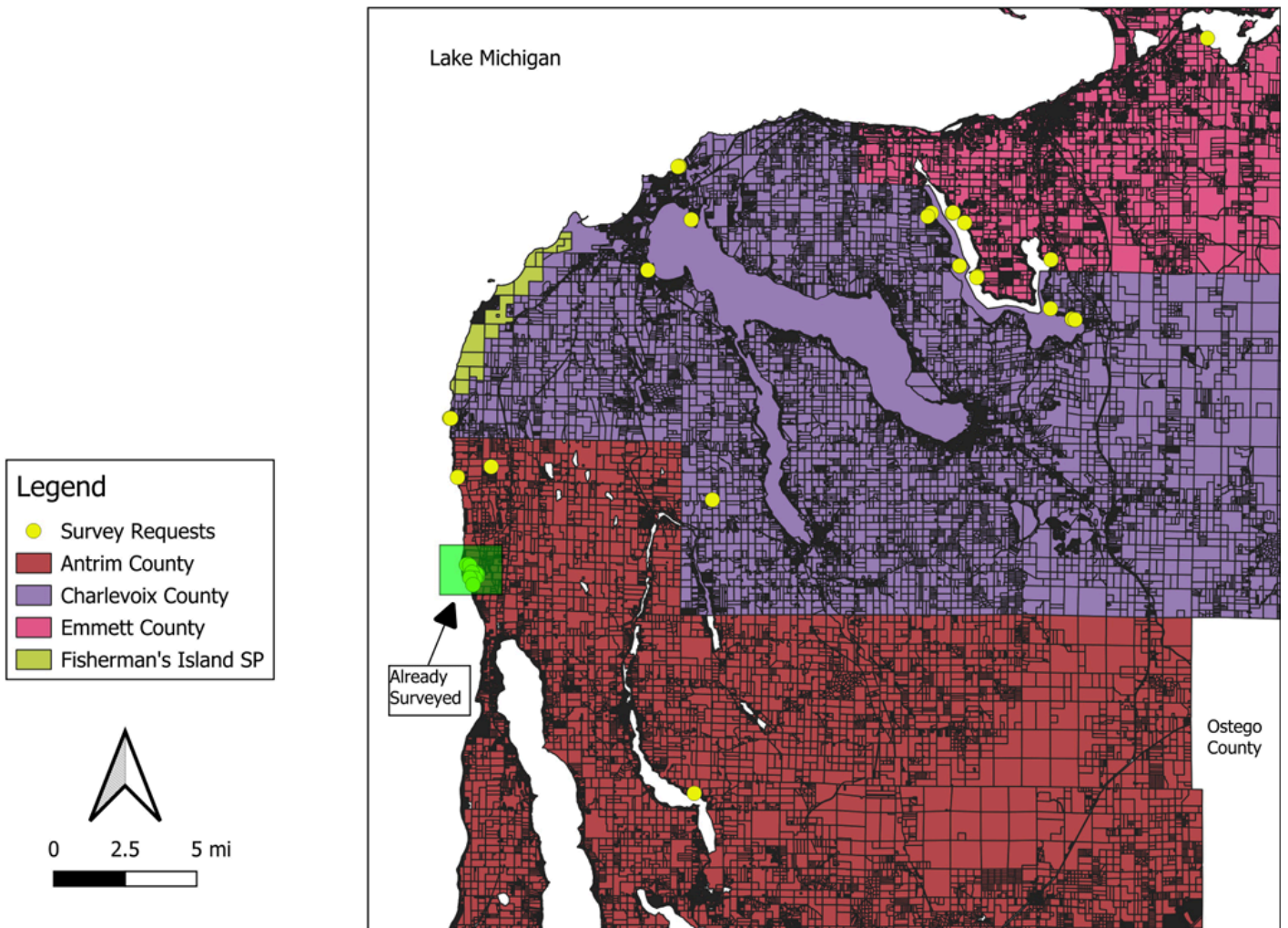
This January, CAKE CISMA hosted a HWA Informational and ID Hike at the Walloon Lake Association and Conservancy (WLAC) Wildwood Harbor Preserve where we had four attendees brave the cold weather. We also had a great turnout of twelve at our Winter Seed Sowing Workshop at the Charlevoix Conservation District.

Speaking of our partner the Walloon Lake Association and Conservancy, we've made plans to help them restore the retired golf course part of the Wildwood Harbor preserve using seed jugs made in an upcoming Winter Seed Sowing Event, co-hosted with WLAC. This restoration effort will be a part of our Native Seed Library project funded by the Charlevoix County Community Foundation.

## Map of the Month

January's map of the month was created by our Restoration Crew Lead, Tyler Lancaster, and shows the areas that we have received HWA survey requests from. Detection surveys will be conducted at these locations to determine the extent of HWA spread in order to adapt the best treatment Strategy. The olive green area is Fisherman's Island State Park and will be surveyed by DNR Parks. The points in the bright green box have already been surveyed resulting in a new infestation being found. We are currently in the process of going over treatment options with the landowners.

### 2026 HWA Survey Requests



# Financial Breakdown by Grant

GLRI - 035 - Coastal/Riparian Habitat Restoration			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$60,502.48	\$46,287.52	\$14,214.96
Fringe Total	\$10,343.52	\$8,087.82	\$2,255.70
Equipment Total	\$2,280.00	\$1,527.26	\$752.74
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$9,524.00	\$9,516.35	\$7.65
Contractual Total	\$106,051.00	\$101,549.71	\$4,501.29
Travel	\$11,299.00	\$2,622.57	\$8,676.43
<b>Total</b>	<b>\$200,000.00</b>	<b>\$169,591.23</b>	<b>\$30,408.77</b>

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

GLRI - 090 - Expanding CAKE to BI Archipelago			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$47,000.00	\$5,142.28	\$41,857.72
Fringe Total	\$6,000.00	\$2,708.61	\$3,291.39
Equipment Total	\$3,000.00	\$0.00	\$3,000.00
Training/Permits	\$1,000.00	\$483.00	\$517.00
Indirect	\$10,000.00	\$833.39	\$9,166.61
Contractual Total	\$25,000.00	\$0.00	\$25,000.00
Travel	\$8,000.00	\$0.00	\$8,000.00
<b>Total</b>	<b>\$100,000.00</b>	<b>\$9,167.28</b>	<b>\$90,832.72</b>

Grant Period: 7/29/2025 to 12/31/2027

C3F Seed Library			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$6,060.00	\$395.52	\$5,664.48
Fringe Total	\$0.00	\$86.39	-\$86.39
Equipment Total	\$2,400.00	\$0.00	\$2,400.00
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$0.00	\$21.69	-\$21.69
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$8,460.00</b>	<b>\$503.60</b>	<b>\$7,956.40</b>

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

MISGP IS24 - Core			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$45,979.00	\$28,774.08	\$17,204.92
Fringe Total	\$17,524.00	\$13,107.07	\$4,416.93
Equipment Total	\$400.00	\$358.97	\$41.03
Training/Permits	\$770.00	\$75.00	\$695.00
Indirect	\$4,387.00	\$3,076.93	\$1,310.07
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$940.00	\$1,641.10	-\$701.10
<b>Total</b>	<b>\$70,000.00</b>	<b>\$47,033.15</b>	<b>\$22,966.85</b>

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

MISGP IS24 - HWA			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$81,775.00	\$49,382.58	\$32,392.42
Fringe Total	\$30,697.00	\$17,751.98	\$12,945.02
Equipment Total	\$3,430.00	\$1,384.80	\$2,045.20
Training/Permits	\$1,110.00	\$0.00	\$1,110.00
Indirect	\$12,086.00	\$7,011.83	\$5,074.17
Contractual Total	\$30,400.00	\$17,749.92	\$12,650.08
Travel	\$5,502.00	\$1,378.58	\$4,123.43
<b>Total</b>	<b>\$165,000.00</b>	<b>\$94,659.69</b>	<b>\$70,340.31</b>

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





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF AGRICULTURE  
AND RURAL DEVELOPMENT

DR. TIM BORING  
DIRECTOR

## Conservation Programs Unit Partner Report – February 2026

### Success Stories:

- Congratulations to Alger CD for receiving a two-year planning grant with the MI Health Endowment Fund for \$93,000 to reduce food insecurity and improve nutrition in rural Alger County. This project will create three community food hubs, expand school garden programs, and connect residents with fresh produce from local farmers and gardeners. It will engage the community through workshops and volunteer opportunities, increase fruit and vegetable consumption, and use season-extending strategies like hoop houses to support year-round access to healthy food.

### Partner Updates / Reminders:

- Thank you to everyone for submitting your Operating Grant quarter one report via [Microsoft Forms](#). This new process is allowing CPU staff to compile quarterly data more efficiently. CPU hosted a webinar on December 3<sup>rd</sup> to discuss this year's reporting; the recording was sent out on 12/18, along with an Excel document for internal tracking of data. If you have questions about reporting, contact your Regional Coordinator. The FY26 quarter one Operating Grant data will be shared soon.
- MDARD is seeking public comments on a proposed exterior firewood quarantine. The movement of untreated firewood is one of the leading causes of new infestations of invasive forest pests. Unlike nursery stock and other high-risk commodities, firewood is not routinely inspected, making it a significant pathway for pest introduction. Once established, these pests are difficult and costly to eradicate. Moreover, they can cause significant long-term economic and environmental damage. The proposed quarantine would restrict the movement of firewood originating outside the state of Michigan to help prevent the introduction and spread of over 140 plant pests and diseases that can hitch a ride on untreated firewood. [You can read draft copy of the proposed quarantine here](#). Public comments must be submitted by 11:59 PM ET on Monday, February 9, 2026, and [can be submitted here](#).
- Save the date: MACD will be hosting Legislative Day in Lansing on March 11<sup>th</sup>.

### Educational Opportunities:

- Invasive species pose a threat to Michigan's environment, economy, and sometimes even human health. The [NotMISpecies](#) webinar series will explore how agencies, universities and locally led organizations are working together to protect Michigan's

natural resources through the Michigan Invasive Species Program. Recorded versions of all previous webinars are available:

**Wednesday, February 4th, 9:00 - 10:00 EST**

[Habitat Protectors: New team targets invasive species on state lands.](#)

- MSU is offering a 2026 [Governing Essentials Webinar Series](#) in February and March, and again this fall, which can be taken individually (\$20/session) or as a 4-part series (\$60). Topics covered are:
  - 1) [Open Meetings Act](#) – **February 10<sup>th</sup> 12:00 EST**
  - 2) [Intro to Parliamentary Procedure](#) – **February 17<sup>th</sup> 12:00 EST**
  - 3) [Components of Extraordinary Governance](#) – **February 24<sup>th</sup> 12:00 EST**
  - 4) [Ethical Public Service](#) – **March 3<sup>rd</sup> 12:00 EST**
- MSU is offering a [Fiscally Ready Communities Webinar Series](#), monthly through August. Coming soon:
  - [Budgeting for Fiscal Sustainability](#) – **February 9<sup>th</sup> 2:00 EST**
  - [Capital Asset Management and Planning](#) – **March 19<sup>th</sup> 2:00 EST**
  - [Managing Internal Controls](#) – **April 23<sup>rd</sup> 2:00 EST 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.
- The National Conservation Planning Partnership (NCPPI) is launching a new pilot program featuring a streamlined, hybrid training model designed to better support [conservation planners on their path to certification](#). This pilot program offers step-by-step support and a clear path to continue the vital work of conservation. Applications are now open to be a part of the first session. Held in conjunction with NACD's Annual Meeting, the session will be February 15-19 in San Antonio, TX. Because this is a pilot program, space is limited. Learn more and submit an application [on NCPPI's website](#).
  - Another similar training will be held during NACD's 2026 Summer Meeting, which will be held in Grand Rapids on July 17-22, 2026. More information on that training will be available soon.
- EGLE released the [2025 Michigan State of the Great Lakes Report](#). The annual report explores major accomplishments, issues, initiatives, and challenges related to the health and sustainability of our Great Lakes.

### **Fun Facts for Conservation Districts:**

- According to CD Law, districts may “accept donations, gifts, and contributions in money, services, materials, or otherwise, from the United States or any of its agencies or from this state or any of its agencies, and to use or expend the money, services, materials, or other contributions on its operations; and to accept money, gifts, and donations from any other source”.
- Donations are generally considered funds given to a district as a general gift or contribution, although they may be designated for specific uses by the donor. In contrast, sponsorships involve a group or agency outside of the district providing

some form of financial support for a specific district-coordinated activity, project, or event while not being necessarily responsible for the activity or project themselves. Both donations and sponsorships may include actual funds, services, materials, or other forms that have value to either the donor/sponsor and/or the district.

- When accepting donations, districts should familiarize themselves with IRS Code, Section 170(c)(1), which states that “contributions or gifts to a state or any of its political subdivisions are ‘charitable’ contributions for tax purposes, and are, therefore, tax deductible” (see the [CD Operations Manual](#), Appendix L).
- **Bequests** - Districts may accept gifts of real or personal property through bequest. Such gifts or property become the property of the district to be maintained and utilized as the district deems appropriate for its purposes or in accordance with any conditions of the bequest. Bequests containing conditions that require the district to perform functions for which it is not legally authorized should *not* be accepted. Bequests can be sold by the district if the donor agrees to allow for that sale prior to the bequest.

### **Funding Opportunities:**

- MDARD’s Regenerative Agriculture Program launched the [Regenerative Farmer Network Grant](#) to provide up to \$50,000 annually to new or existing networks of at least five farmers to implement regenerative practices while educating and engaging other farmers on regenerative agriculture. Conservation Districts can participate and receive funding as network collaborators. Collaborators serve as the fiduciary and can support the farmer-led networks. [Join MDARD’s RFNG informational webinar](#) on February 4<sup>th</sup> at 3:00 EST. Applications are due **February 27<sup>th</sup>**.
- The DNR has announced the availability of \$200,000 for [UP Deer Habitat Improvement Partnership Initiative \(DHPI\)](#) grants, designed to create partnerships that benefit habitat and systems for not only deer but a whole suite of wildlife while fostering conservation stewardship on private lands across the region. Applications are due **March 6<sup>th</sup>**.
- NFWF announced the [Healthy American Forests Initiative](#) RFP to support watershed restoration and vegetation management projects on National Forest System lands to achieve a healthy forest ecosystem. Applications *have been extended* until **March 17<sup>th</sup>**.

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## **ANTRIM CONSERVATION DISTRICT**

BOARD OF DIRECTORS MEETING  
January 28th, 3:00pm 7915 Cameron Street, Central Lake, MI 49622  
***DRAFT MEETING MINUTES***

**Call meeting to order by Chairperson at: 3:06PM**

**Attendance ACD Board: Randy Johnson, Kelly Doyle, Deb Pruitt, Adrienne Wolff (Absent: Kathleen Peterson, Bryan Smith)**

**Partners/Public: Jarris Rubingh, Lyndsey Eccles (Antrim County Parks Department), Jim Pawlowicz (MDARD) , Eric Douglas, Paul Tate, Jim School**

**ACD Staff: Wade Foster, Katie Gray, Tyler Lancaster, Mike Meriwether, Zander LaPointe**

**Amendments made to agenda:** Recycling Truck Parking, Microgreens Class Discussion, Family Medical Leave Act Discussion.

**Agenda Review and Approval:** *motion by Randy Johnson, second by Kelly Doyle , motion carries 4-0.*

**Public Comment:** none

**Information and Correspondence:** Antrim County Administrative Assistant 1/26/26, Attorney Lauren Teichner 1/16/26, Antrim County Parks Department 5 year plan: [https://cms5.revize.com/revize/antrim/2026\\_2030%20Plan\\_DRAFT2.pdf?t=202512171003170&t=202512171003170](https://cms5.revize.com/revize/antrim/2026_2030%20Plan_DRAFT2.pdf?t=202512171003170&t=202512171003170)

**Staff, Partner, and Committee Reports:** Staff written reports submitted: Forestry, CAKE CISMA. Partner written reports submitted: MDARD.

CAKE CISMA - Held steering committee quarterly meeting and annual meeting in January. Can forward on annual report to ACD board.

*motion by Deb Pruitt, second by Randy Johnson to accept monthly reports, motion carries 4-0*

**Approval of Board Meeting Minutes for December 17, 2025:** *motion by Deb Pruitt, second by Randy Johnson, motion carries 4-0.*

**Approval of Special Board Meeting Minutes for January 22, 2026:** *motion by Adrienne Wolff, second by Randy Johnson, motion carries 4-0.*

**Financial Review and Requests:** *Deb Pruitt makes motion to table approval of November and December financials until February 25th regular board meeting, second by Adrienne Wolff. Roll call vote: Randy Johnson: Yes, Kelly Doyle: Yes, Deb Pruitt: Yes, Adrienne Wolff: Yes*

## **New Business:**

### Legal Update

- Received Correspondence from attorney Lauren Teichner containing all invoices, correspondence, etc.
- ACD Personnel Committee Recommends to hire HR/personnel attorney.

### Forestry Program

- Forestry Budget
  - Program was fully funded by county 2026: \$102,127 2025: \$98,169 2024: \$85,648
  - Last time we contributed was 2022: \$35,870
  - Forester Mike Meriwether suggests ACD contribute to this budget in order to have some ownership over this program. Should be discussion on joint financial ownership. Millage should pay for a percentage of the forestry program.
    - 1/2-3/4 of forestry job tasks contributed to private landowners.
  - County Liaison Jarris Rubingh recommends to meet with county to have forestry budget amended.

*Motion made by Deb Pruitt to have chair or vice chair to meet with the county admin and finance director and county forester to discuss budget and regularize financial and work relationship. Adrienne Wolff seconds motion. Motion carries 4-0.*

### Tree Sale

- Tree sale will be conducted to stay connected to community. Offerings will be paired down and simplified. Varieties will be chosen that are conducive to conservation.
- Mike Meriwether, Zander LaPointe & Randy Johnson will meet at office to plan tree sale.
- Mr. Goetz sent a check for an individual tree sale but has overpaid the ACD. Mike Meriwether suggests ACD use it as an account he can debit from.

### MDARD Operations Grant

- Grant agreement attached in board packet for review.
- Deliverables:
  - 5 year, long-range plan
  - Yearly annual plan
  - Develop or update as necessary and approve a District Policy Manual including the following policies:
    - a. Freedom of Information (FOIA)
    - b. Credit Card (if the Grantee uses a Credit Card)
    - c. Investment Practices (even if the Grantee does not have investments)
- Status of reporting/payment schedule
  - MDARD regional coordinator needs FY25 Audit Engagement Letter, Audit Certification FY24, approved FY26 district budget
- Related: MDARD grant for MACD director training. ACD needs to reissue two checks. Adrienne Wolff will provide Zander LaPointe with information on this grant.

### Board Training

- Marsha Barber Clark served as the Executive Director of the Grand Traverse CD from 2014-2019. Including and preceding her time as Executive Director, she has extensive experience in management including executive transition, facility, property and financial

management and strategic planning. Marsha has volunteered to conduct an ACD board training to provide a general overview of board responsibilities.

- Director training session to take place on 2/12 at 11am

#### Former ACD Office Location

No current update.

#### Board Director Officer Designations - Vice Chair, Secretary, Treasurer

- *Deb Pruitt makes motion to establish a finance committee in lieu of a treasurer. That committee will include Kelly Doyle, Randy Johnson, Wade Foster, and Bryan Smith. Adrienne Wolff seconds. Motion carries 4-0*

#### Administration - submitted by Executive Director

- Grants
- 2026 Events Schedule
- Staff Work Agreements/Annual Plans
- SOP Updates
- Job Description Updates
- Personnel Manual Updates
- Annual Reviews

#### Budget Adjustments

- Forestry Line Item(s)
- Education total

#### Requested Closed Session by ACD Executive Director Melissa Zelenak

*Motion to move into closed session per MCL 15.268(1)(a.)*

*No motion made*

#### Recycling Truck

- *Deb Pruitt makes motion to allow Ron Oyer to keep recycling truck at his house pending a check on our insurance. Adrienne Wolff second. Yes - 4 No - 0*

#### Microgreens Class

Class on Saturday 1/31 with Great Lakes Mushroom Company.

#### CAKE CISMA

- Memorandum of Agreement for Go Beyond Beauty and Invasive Species Network
  - Implementing program for another two years
  - *Accept Memorandum of Agreement for Go Beyond Beauty and have board chair sign document. Motion made by Adrienne Wolff, second by Randy Johnson, motion carries 4-0*
- Seasonal Field Technician
  - 1 full time tech with CAKE, 2 techs shared with Glacial Hills
  - *Motion made by Randy Johnson to approve job description for Invasive Species Restoration Technician for posting. DP second. Yes - 4 No - 0*

#### Executive Director FMLA Leave of Absence

*Motion by Adrienne Wolff to update Zander's job description to encompass office and program assistant, second by Deb Pruitt. Motion carries 4-0.*

*Motion by Adrienne Wolff to look into HR legal representation, second by Kelly Doyle. Motion carries 4-0.*

## **General Discussion & Director Reports**

Administration Committee - Doyle, Smith, Wolff, Zelenak, and Foster

Building & Properties Committee - Wolff, Johnson, Zelenak, Meriwether

*Motion made by Adrienne Wolff to sign lease agreement provided by Chris Corbett for Cameron Street office building, second by Deb Pruitt. Deb Pruitt - yes, Kelly Doyle - yes, Adrienne Wolff - yes, Randy Johnson - yes.*

Education & Outreach - Pruitt, Peterson, Zelenak and Gray

**Next Board Meeting Date: February 25, 2026**

*Motion to adjourn at 5:52pm by Randy Johnson, second by Deb Pruitt motion carries 4-0.*

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**ANTRIM CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS SPECIAL MEETING**  
February 12th, 1:30pm 7915 Cameron Street, Central Lake, MI 49622  
***DRAFT MEETING MINUTES***

**Call meeting to order by Chairperson at: 1:31pm**

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

**Partners/Public:** Jarris Rubingh, Jim School, Eric Douglas

**ACD Staff:** Mike Meriwether, Zander LaPointe, Wade Foster

**Agenda Review and Approval:** *motion by Kathleen Peterson second by Kelly Doyle , motion carries 4-0*

**Public Comment:** Jarris Rubingh received a message about the microgreens class that we ACD hosted on 1/31, a woman texted and called the ACD office and received no answer. Referencing the Executive Director job description, Jarris recommends that board amend and include working with board chairperson regarding district strategies.

**Information and Correspondence:** engagement letter from Lindsay Raymond of DAR Law in Traverse City, position description for ACD office & program assistant

**New/Current Business:**

ACD Attorney Representation

*Motion made by Randy Johnson to hire Lindsay Raymond of DAR law based on terms agreed upon in her engagement letter, Second by Kathleen Peterson. Roll Call vote - Johnson - yes, Doyle - Yes, Wolff - yes, Peterson - yes Motion Carries 4-0*

*Motion made by Kathleen Peterson to have Chairperson Wolff correspond with Lindsay Raymond as our attorney, second by Randy Johnson. Motion carries 4-0*

ACD Management Liability Coverage

2006 Ford F150 taken off of auto insurance policy. Look back into board minutes when we sold that truck to Mike Meriwether. Two other policies are coming due April 1st.

*Motion made by Randy Johnson to accept the Management Liability Coverage quote presented by Fischer Insurance for an annual premium of \$1869 and have the board chair sign the contract, second by Kathleen Peterson. Roll call vote Johnson - yes, Doyle - yes, Wolff - yes, Peterson - yes. Motion carries 4-0*

Position Description for Office and Program Assistant

Adrienne Wolff to meet with Zander LaPointe to revise position description to present to the board during our February 25th regularly scheduled board meeting.

Interim Executive Director Workload Strategy

*Motion made by Adrienne Wolff to appoint Mike Meriwether to assume Executive Director position duties and other duties as requested in order to keep the conservation district functioning in the absence of current Executive Director. Second by Randy Johnson. Motion carries 4-0*

**Old Business/Updates:**

Bellaire Conservation Club - Stover Road Facility

Mike Meriwether will look into the cost of floor stain to refinish the floor along with Eric Douglas a good faith effort to work on past maintenance

ACD Lease at 7915 Cameron Street

ACD to move contents out of fourth office space, consolidate into renting only three office spaces from Chris Corbett.

**Next Board Meeting Date:** February 25, 2026

*Motion to adjourn at 3:28 by Adrienne Wolff second by Kathleen Peterson motion carries 4-0.*

## Antrim Conservation District Profit & Loss by Class November 2025

	<u>C3F - Seed Library</u>	<u>Forestry</u>	<u>General Fund</u>
<b>Income</b>			
4500 · Education	0.00	0.00	0.00
4600 · General	0.00	0.00	0.00
5500 · Interest Income	0.00	6.89	299.45
<b>Total Income</b>	<u>0.00</u>	<u>6.89</u>	<u>299.45</u>
<b>Gross Profit</b>	0.00	6.89	299.45
<b>Expense</b>			
<b>10000 · Wage Expense</b>			
9920 · FICA Expense	30.25	341.38	819.40
9930 · SUTA Expense	0.00	0.00	0.00
9935 · In Lieu Of Insurance	0.00	0.00	800.00
9938 · Vacation Pay	0.00	446.24	1,260.72
9939 · Sick Pay	0.00	0.00	2,172.80
9999 · Wages & Salaries	395.52	4,016.16	6,719.20
<b>Total 10000 · Wage Expense</b>	<u>425.77</u>	<u>4,803.78</u>	<u>11,772.12</u>
<b>5999 · Benefits - Employee</b>			
6500 · Benefits - Health Insurance	0.00	2,276.04	987.42
6600 · Benefits - Retirement	0.00	0.00	0.00
6700 · Benefits - VSP Vision	0.00	0.00	45.31
6750 · Benefits - Dental	0.00	0.00	195.12
<b>Total 5999 · Benefits - Employee</b>	<u>0.00</u>	<u>2,276.04</u>	<u>1,227.85</u>
6100 · Advertising	0.00	0.00	253.00
7100 · Dues & Subscriptions	0.00	0.00	350.00
7300 · Fuel	0.00	141.45	0.00
7400 · Public Education	0.00	0.00	650.00
8150 · Land & Property Expense	0.00	0.00	2,598.19
8200 · Legal and Accounting Fees	0.00	0.00	280.00
8550 · Native Plant Expense	0.00	0.00	1,216.50
8900 · Operating Supplies	0.00	0.00	4,400.31
9100 · Phone Expense	0.00	0.00	511.05
9402 · Training & Prof Development	0.00	0.00	5,992.35
9950 · Square Fees	0.00	0.00	777.42
9970 · Travel (non field/grant)	0.00	0.00	102.00
9975 · Utilities - Charter Internet	0.00	0.00	149.99
9980 · Utilities - Electric	0.00	0.00	178.00
9990 · Utilities - Water & Sewer	0.00	0.00	58.23
<b>Total Expense</b>	<u>425.77</u>	<u>7,221.27</u>	<u>30,517.01</u>
<b>Net Income</b>	<u><u>-425.77</u></u>	<u><u>-7,214.38</u></u>	<u><u>-30,217.56</u></u>

**Antrim Conservation District**  
**Profit & Loss by Class**  
November 2025

	<u>GLRI CWMA - 035</u>	<u>MISGP IS24 - Core</u>	<u>MISGP IS24 - HWA</u>
<b>Income</b>			
4500 · Education	0.00	0.00	0.00
4600 · General	0.00	0.00	0.00
5500 · Interest Income	0.00	0.00	0.00
<b>Total Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Gross Profit</b>	0.00	0.00	0.00
<b>Expense</b>			
<b>10000 · Wage Expense</b>			
9920 · FICA Expense	7.56	242.05	370.03
9930 · SUTA Expense	0.00	0.00	0.00
9935 · In Lieu Of Insurance	0.00	0.00	0.00
9938 · Vacation Pay	0.00	0.00	0.00
9939 · Sick Pay	0.00	0.00	0.00
9999 · Wages & Salaries	98.88	3,164.16	4,837.12
<b>Total 10000 · Wage Expense</b>	<u>106.44</u>	<u>3,406.21</u>	<u>5,207.15</u>
<b>5999 · Benefits - Employee</b>			
6500 · Benefits - Health Insurance	0.00	842.89	0.00
6600 · Benefits - Retirement	0.00	0.00	0.00
6700 · Benefits - VSP Vision	0.00	0.00	0.00
6750 · Benefits - Dental	0.00	0.00	0.00
<b>Total 5999 · Benefits - Employee</b>	<u>0.00</u>	<u>842.89</u>	<u>0.00</u>
6100 · Advertising	0.00	0.00	0.00
7100 · Dues & Subscriptions	0.00	0.00	0.00
7300 · Fuel	0.00	24.92	0.00
7400 · Public Education	0.00	0.00	0.00
8150 · Land & Property Expense	0.00	0.00	0.00
8200 · Legal and Accounting Fees	0.00	0.00	0.00
8550 · Native Plant Expense	0.00	0.00	0.00
8900 · Operating Supplies	0.00	0.00	0.00
9100 · Phone Expense	0.00	0.00	0.00
9402 · Training & Prof Development	0.00	0.00	0.00
9950 · Square Fees	0.00	0.00	0.00
9970 · Travel (non field/grant)	0.00	0.00	0.00
9975 · Utilities - Charter Internet	0.00	0.00	0.00
9980 · Utilities - Electric	0.00	0.00	0.00
9990 · Utilities - Water & Sewer	0.00	0.00	0.00
<b>Total Expense</b>	<u>106.44</u>	<u>4,274.02</u>	<u>5,207.15</u>
<b>Net Income</b>	<u><u>-106.44</u></u>	<u><u>-4,274.02</u></u>	<u><u>-5,207.15</u></u>

**Antrim Conservation District  
Profit & Loss by Class  
November 2025**

	<u>Recycling/HHW</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>Income</b>			
4500 · Education	0.00	978.92	978.92
4600 · General	0.00	0.23	0.23
5500 · Interest Income	0.00	0.00	306.34
<b>Total Income</b>	<u>0.00</u>	<u>979.15</u>	<u>1,285.49</u>
<b>Gross Profit</b>	0.00	979.15	1,285.49
<b>Expense</b>			
<b>10000 · Wage Expense</b>			
9920 · FICA Expense	88.65	0.00	1,899.32
9930 · SUTA Expense	0.00	0.00	0.00
9935 · In Lieu Of Insurance	0.00	0.00	800.00
9938 · Vacation Pay	0.00	0.00	1,706.96
9939 · Sick Pay	0.00	0.00	2,172.80
9999 · Wages & Salaries	1,158.76	0.00	20,389.80
<b>Total 10000 · Wage Expense</b>	<u>1,247.41</u>	<u>0.00</u>	<u>26,968.88</u>
<b>5999 · Benefits - Employee</b>			
6500 · Benefits - Health Insurance	0.00	0.00	4,106.35
6600 · Benefits - Retirement	0.00	718.08	718.08
6700 · Benefits - VSP Vision	0.00	0.00	45.31
6750 · Benefits - Dental	0.00	0.00	195.12
<b>Total 5999 · Benefits - Employee</b>	<u>0.00</u>	<u>718.08</u>	<u>5,064.86</u>
6100 · Advertising	0.00	0.00	253.00
7100 · Dues & Subscriptions	0.00	0.00	350.00
7300 · Fuel	293.58	0.00	459.95
7400 · Public Education	0.00	0.00	650.00
8150 · Land & Property Expense	0.00	0.00	2,598.19
8200 · Legal and Accounting Fees	0.00	0.00	280.00
8550 · Native Plant Expense	0.00	0.00	1,216.50
8900 · Operating Supplies	0.00	0.00	4,400.31
9100 · Phone Expense	0.00	0.00	511.05
9402 · Training & Prof Development	0.00	0.00	5,992.35
9950 · Square Fees	0.00	0.00	777.42
9970 · Travel (non field/grant)	0.00	0.00	102.00
9975 · Utilities - Charter Internet	0.00	0.00	149.99
9980 · Utilities - Electric	0.00	0.00	178.00
9990 · Utilities - Water & Sewer	0.00	0.00	58.23
<b>Total Expense</b>	<u>1,540.99</u>	<u>718.08</u>	<u>50,010.73</u>
<b>Net Income</b>	<u><u>-1,540.99</u></u>	<u><u>261.07</u></u>	<u><u>-48,725.24</u></u>



MELISSA L ZELENAK  
 Account Number: ##### 7621

Statement Closing Date:  
 November 27, 2025

Summary of Account Activity	
Previous Balance	\$ 4,400.31
Payments	- 10,392.66
Other Credits	- 50.00
Other Debits	+ 0.00
Purchases	+ 6,042.35
Cash Advances	+ 0.00
Balance Transfers	+ 0.00
Fees Charged	+ 0.00
Interest Charged	+ 0.00
<b>NEW BALANCE</b>	<b>\$ 0.00</b>
Credit Limit	\$ 6,000.00
Available Credit	5,933.00
Available Cash	5,933.00
Amount Disputed	0.00
Statement Closing Date	11/27/25
Days in Billing Cycle	30

Payment Information	
<b>New Balance</b>	<b>\$ 0.00</b>
<b>Total Minimum Payment Due</b>	<b>** NONE **</b>
<b>Payment Due Date</b>	<b>12/22/2025</b>
<b>Late Payment Warning: IF WE DO NOT RECEIVE YOUR MINIMUM PAYMENT BY THE DATE LISTED ABOVE, YOU MAY HAVE TO PAY A LATE FEE UP TO \$10.</b>	

Contact Information	
Customer Service:	(800) 423-7503
Report Lost or Stolen Card:	(727) 570-4881
After Hours:	(866) 604-0381
Please send Billing Inquiries and Correspondence to:	CUSTOMER SERVICE PO BOX 30495 TAMPA, FL 33630
Visit us on the web at:	www.MyCardStatement.com
Please Mail Your Payments to:	VISA PO BOX 4512 CAROL STREAM IL 60197-4512

Transactions						
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount	
10/28	10/29	8299	24000775301100030499173	PRYOR LEARNING WWW PRYOR COM KS 7100	249.00	
10/29	10/30	8699	24207855303328900227700	MICHIGAN RECYCLING COALIT 7100	250.00	
11/03	11/04	4900	24183105307307140629432	517-9743672 MI TRB*Revolution Waste S 9500	240.00	
11/03	11/04	5942	24137465308001207582063	802-5603595 VT BARNES&NOBLE PAPERSOURCE 8800	44.04	
11/04	11/05	8111	24000775308100042958516	800-843-2665 NY TEICHNER LAW PLC 8200	2,067.00	
11/06	11/07	8398	24011345310100124493981	WWW TEICHNERL MI ZEFFY* MACD- ZEFFY COM DE 9400	1,400.00	
11/07	11/09	5969	24011345312100006742792	TEXTEDLY TEXTEDLY COM CA 7100	8.00	

NOTICE: CONTINUED ON PAGE 3  
 Page 1 of 2

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

ALDEN STATE BANK  
 P O BOX 39  
 ALDEN MI 49612 - 0039

Account Number  
 ##### 7621

Check box to indicate name/address change on back of this coupon

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
11/27/25	\$0.00	** NONE **	12/22/2025

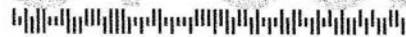
AMOUNT OF PAYMENT ENCLOSED

\$

MELISSA L ZELENAK  
 4820 STOVER RD  
 BELLIARE MI 49615



MAKE CHECK PAYABLE TO:



VISA  
 PO BOX 4512  
 CAROL STREAM IL 60197 - 4512

12 ##### 7621 00000000 00000000



MELISSA L ZELENAK  
 Account Number: ##### 7621

Statement Closing Date:  
 November 27, 2025

Transactions... Continued						
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount	
11/09	11/10	5734	24011345313100065456234	MICROSOFT#G123142325 <i>7100</i>	15.88	
				MICROSOFT COM WA		
11/10	11/10	5734	24011345314100069712839	SHOPIFY* 442958218 <i>7100</i>	39.00	
				SHOPIFY COM IL		
11/13	11/14	4722	2469216531710/174438858	EXPEDIA 72088214593755 <i>9970</i>	84.35	
				EXPEDIA COM WA		
11/15	11/16	5734	24692165319108665342912	INTUIT *QuickBooks <i>7100</i>	1,111.94	
				CL INTUIT COM CA		
11/17	11/18	8398	24011345321100118352653	ZEFFY* MACD- ZEFFY COM DE <i>9400</i>	163.00	
11/17	11/18	8398	24011345321100132795424	ZEFFY* MACD- ZEFFY COM DE <i>9400</i>	175.00	
11/19	11/20	5734	24793385323000115812089	Adobe Inc 800-8336687 CA <i>7100</i>	119.91	
11/21	11/21	5964	24692165325103897645010	ULINE *SHIP SUPPLIES <i>CAKEMISGP 7200</i>	75.22	
				800-295-5510 W/		
Payments, Adjustments and Others						
11/03	11/03	0000	74121265307001165708310	ACH PMT THANK YOU	4,400.31	-
11/07	11/09	8398	24011345312100089348384	CREDIT VOUCHER ZEFFY* MACD- MIDDLETOWN DE	50.00	-
11/26	11/26	0000	74121265330001165832319	ACH PMT THANK YOU	5,992.35	-
<b>TOTAL PAYMENTS OR ADJUSTMENTS</b>					<b>\$</b>	<b>10,442.66</b>
Fees						
<b>TOTAL FEES FOR THIS PERIOD</b>					<b>\$</b>	<b>0.00</b>
Interest Charged						
<b>TOTAL INTEREST FOR THIS PERIOD</b>					<b>\$</b>	<b>0.00</b>
<b>2025 Totals Year To Date</b>						
Total Fees Charged in 2025					<b>\$</b>	<b>0.00</b>
Total Interest Charged in 2025					<b>\$</b>	<b>40.72</b>

Interest Charge Calculation/Plan Level Information						
Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) <sup>2</sup>	Interest Charge	
<b>CURRENT</b>						
PURCHASES	G	\$ 0.00	1.2500%	15.00%	\$ 0.00	
CASH	A	\$ 0.00	1.2500%	15.00%	\$ 0.00	
<b>TOTAL</b>				<b>0.00%</b>	<b>\$ 0.00</b>	

<sup>1</sup> ICM Interest Charge Method: See reverse side of Page 1 for explanation.  
<sup>2</sup> Your Annual Percentage Rate (APR) is the annual interest rate on your account.  
 (V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

**Antrim Conservation District  
Profit & Loss by Class  
December 2025**

	<u>Forestry</u>	<u>General Fund</u>	<u>GLRI CWMA - 090</u>
<b>Income</b>			
4300 · County Allocation	0.00	18,942.45	0.00
4400 · Donation	0.00	84.25	0.00
4910 · Native Plant Sales	0.00	-329.32	0.00
5000 · Plat Book	0.00	-46.41	0.00
5300 · Tree Sales	0.00	0.00	0.00
5500 · Interest Income	7.65	264.79	0.00
<b>Total Income</b>	<u>7.65</u>	<u>18,915.76</u>	<u>0.00</u>
<b>Gross Profit</b>	7.65	18,915.76	0.00
<b>Expense</b>			
MACD Fall Conference Scholarshi	0.00	0.00	0.00
<b>10000 · Wage Expense</b>			
9920 · FICA Expense	512.05	1,488.20	159.79
9930 · SUTA Expense	0.00	0.00	0.00
9935 · In Lieu Of Insurance	0.00	1,200.00	0.00
9938 · Vacation Pay	1,115.60	1,267.28	0.00
9939 · Sick Pay	0.00	2,314.82	0.00
9999 · Wages & Salaries	5,578.00	14,815.21	2,088.68
<b>Total 10000 · Wage Expense</b>	<u>7,205.65</u>	<u>21,085.51</u>	<u>2,248.47</u>
<b>5999 · Benefits - Employee</b>			
6500 · Benefits - Health Insurance	2,290.74	993.80	0.00
6600 · Benefits - Retirement	0.00	0.00	0.00
6700 · Benefits - VSP Vision	45.31	0.00	0.00
6750 · Benefits - Dental	0.00	195.12	0.00
<b>Total 5999 · Benefits - Employee</b>	<u>2,336.05</u>	<u>1,188.92</u>	<u>0.00</u>
6100 · Advertising	0.00	5,988.00	0.00
6800 · Board Per Diem Expense	0.00	300.00	0.00
7100 · Dues & Subscriptions	0.00	160.00	0.00
7400 · Public Education	0.00	75.14	0.00
7700 · Insurance - Workers Comp	0.00	1,705.17	0.00
8200 · Legal and Accounting Fees	0.00	280.00	0.00
8900 · Operating Supplies	0.00	-8.58	0.00
9100 · Phone Expense	0.00	514.66	0.00
9460 · Property Tax	0.00	54.54	0.00
9700 · Recycling Contract Expense	0.00	0.00	0.00
9950 · Square Fees	0.00	119.37	0.00
9975 · Utilities - Charter Internet	0.00	149.99	0.00
9980 · Utilities - Electric	0.00	178.00	0.00
<b>Total Expense</b>	<u>9,541.70</u>	<u>31,790.72</u>	<u>2,248.47</u>
<b>Net Income</b>	<u><u>-9,534.05</u></u>	<u><u>-12,874.96</u></u>	<u><u>-2,248.47</u></u>

## Antrim Conservation District Profit & Loss by Class December 2025

	GRANT - MDARD OPS	MISGP IS24 - Core
<b>Income</b>		
4300 · County Allocation	0.00	0.00
4400 · Donation	0.00	0.00
4910 · Native Plant Sales	0.00	0.00
5000 · Plat Book	0.00	0.00
5300 · Tree Sales	0.00	0.00
5500 · Interest Income	0.00	0.00
<b>Total Income</b>	0.00	0.00
<b>Gross Profit</b>	0.00	0.00
<b>Expense</b>		
MACD Fall Conference Scholarshi	7,350.00	0.00
<b>10000 · Wage Expense</b>		
9920 · FICA Expense	0.00	287.46
9930 · SUTA Expense	0.00	0.00
9935 · In Lieu Of Insurance	0.00	0.00
9938 · Vacation Pay	0.00	0.00
9939 · Sick Pay	0.00	0.00
9999 · Wages & Salaries	0.00	3,757.44
<b>Total 10000 · Wage Expense</b>	0.00	4,044.90
<b>5999 · Benefits - Employee</b>		
6500 · Benefits - Health Insurance	0.00	848.34
6600 · Benefits - Retirement	0.00	0.00
6700 · Benefits - VSP Vision	0.00	0.00
6750 · Benefits - Dental	0.00	0.00
<b>Total 5999 · Benefits - Employee</b>	0.00	848.34
6100 · Advertising	0.00	0.00
6800 · Board Per Diem Expense	0.00	0.00
7100 · Dues & Subscriptions	0.00	0.00
7400 · Public Education	0.00	0.00
7700 · Insurance - Workers Comp	0.00	0.00
8200 · Legal and Accounting Fees	0.00	0.00
8900 · Operating Supplies	0.00	0.00
9100 · Phone Expense	0.00	0.00
9460 · Property Tax	0.00	0.00
9700 · Recycling Contract Expense	0.00	0.00
9950 · Square Fees	0.00	0.00
9975 · Utilities - Charter Internet	0.00	0.00
9980 · Utilities - Electric	0.00	0.00
<b>Total Expense</b>	7,350.00	4,893.24
<b>Net Income</b>	<b>-7,350.00</b>	<b>-4,893.24</b>

## Antrim Conservation District Profit & Loss by Class December 2025

	<u>MISGP IS24 - HWA</u>	<u>Recycling/HHW</u>	<u>Tree Sale</u>
<b>Income</b>			
4300 · County Allocation	0.00	0.00	0.00
4400 · Donation	0.00	0.00	0.00
4910 · Native Plant Sales	0.00	0.00	0.00
5000 · Plat Book	0.00	0.00	0.00
5300 · Tree Sales	0.00	0.00	-1,921.51
5500 · Interest Income	0.00	0.00	0.00
<b>Total Income</b>	<u>0.00</u>	<u>0.00</u>	<u>-1,921.51</u>
<b>Gross Profit</b>	0.00	0.00	-1,921.51
<b>Expense</b>			
MACD Fall Conference Scholarshi	0.00	0.00	0.00
<b>10000 · Wage Expense</b>			
9920 · FICA Expense	288.05	133.71	0.00
9930 · SUTA Expense	0.00	0.00	0.00
9935 · In Lieu Of Insurance	0.00	0.00	0.00
9938 · Vacation Pay	0.00	0.00	0.00
9939 · Sick Pay	0.00	0.00	0.00
9999 · Wages & Salaries	3,765.22	1,747.96	0.00
<b>Total 10000 · Wage Expense</b>	<u>4,053.27</u>	<u>1,881.67</u>	<u>0.00</u>
<b>5999 · Benefits - Employee</b>			
6500 · Benefits - Health Insurance	0.00	0.00	0.00
6600 · Benefits - Retirement	0.00	0.00	0.00
6700 · Benefits - VSP Vision	0.00	0.00	0.00
6750 · Benefits - Dental	0.00	0.00	0.00
<b>Total 5999 · Benefits - Employee</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
6100 · Advertising	0.00	0.00	0.00
6800 · Board Per Diem Expense	0.00	0.00	0.00
7100 · Dues & Subscriptions	0.00	0.00	0.00
7400 · Public Education	0.00	0.00	0.00
7700 · Insurance - Workers Comp	0.00	0.00	0.00
8200 · Legal and Accounting Fees	0.00	0.00	0.00
8900 · Operating Supplies	0.00	0.00	0.00
9100 · Phone Expense	0.00	0.00	0.00
9460 · Property Tax	0.00	0.00	0.00
9700 · Recycling Contract Expense	0.00	1,598.28	0.00
9950 · Square Fees	0.00	0.00	0.00
9975 · Utilities - Charter Internet	0.00	0.00	0.00
9980 · Utilities - Electric	0.00	0.00	0.00
<b>Total Expense</b>	<u>4,053.27</u>	<u>3,479.95</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>-4,053.27</u></u>	<u><u>-3,479.95</u></u>	<u><u>-1,921.51</u></u>

**Antrim Conservation District  
Profit & Loss by Class  
December 2025**

	<u>Unclassified</u>	<u>TOTAL</u>
<b>Income</b>		
4300 · County Allocation	0.00	18,942.45
4400 · Donation	0.00	84.25
4910 · Native Plant Sales	0.00	-329.32
5000 · Plat Book	0.00	-46.41
5300 · Tree Sales	0.00	-1,921.51
5500 · Interest Income	0.00	272.44
<b>Total Income</b>	<u>0.00</u>	<u>17,001.90</u>
<b>Gross Profit</b>	0.00	17,001.90
<b>Expense</b>		
MACD Fall Conference Scholarshi	0.00	7,350.00
10000 · Wage Expense		
9920 · FICA Expense	0.00	2,869.26
9930 · SUTA Expense	0.00	0.00
9935 · In Lieu Of Insurance	0.00	1,200.00
9938 · Vacation Pay	0.00	2,382.88
9939 · Sick Pay	0.00	2,314.82
9999 · Wages & Salaries	0.00	31,752.51
<b>Total 10000 · Wage Expense</b>	0.00	40,519.47
5999 · Benefits - Employee		
6500 · Benefits - Health Insurance	0.00	4,132.88
6600 · Benefits - Retirement	1,078.20	1,078.20
6700 · Benefits - VSP Vision	0.00	45.31
6750 · Benefits - Dental	0.00	195.12
<b>Total 5999 · Benefits - Employee</b>	1,078.20	5,451.51
6100 · Advertising	0.00	5,988.00
6800 · Board Per Diem Expense	0.00	300.00
7100 · Dues & Subscriptions	0.00	160.00
7400 · Public Education	0.00	75.14
7700 · Insurance - Workers Comp	0.00	1,705.17
8200 · Legal and Accounting Fees	0.00	280.00
8900 · Operating Supplies	0.00	-8.58
9100 · Phone Expense	0.00	514.66
9460 · Property Tax	0.00	54.54
9700 · Recycling Contract Expense	0.00	1,598.28
9950 · Square Fees	0.00	119.37
9975 · Utilities - Charter Internet	0.00	149.99
9980 · Utilities - Electric	0.00	178.00
<b>Total Expense</b>	<u>1,078.20</u>	<u>64,435.55</u>
<b>Net Income</b>	<u><u>-1,078.20</u></u>	<u><u>-47,433.65</u></u>



MELISSA L ZELENAK  
Account Number: #### #### #### 7621

Statement Closing Date:  
December 28, 2025

Summary of Account Activity		
Previous Balance		\$ 0.00
Payments	-	0.00
Other Credits	-	0.00
Other Debits	+	0.00
Purchases	+	4,532.02
Cash Advances	+	0.00
Balance Transfers	+	0.00
Fees Charged	+	0.00
Interest Charged	+	0.00
<b>NEW BALANCE</b>		<b>\$ 4,532.02</b>
Credit Limit		\$ 6,000.00
Available Credit		1,467.00
Available Cash		1,467.00
Amount Disputed		0.00
Statement Closing Date		12/28/25
Days in Billing Cycle		31

Payment Information	
<b>New Balance</b>	<b>\$ 4,532.02</b>
<b>Total Minimum Payment Due</b>	<b>\$159.00</b>
<b>Payment Due Date</b>	<b>01/22/2026</b>
<b>Late Payment Warning:</b> IF WE DO NOT RECEIVE YOUR MINIMUM PAYMENT BY THE DATE LISTED ABOVE, YOU MAY HAVE TO PAY A LATE FEE UP TO \$10.	

**Minimum Payment Warning:** If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about ...	And you will end up paying an estimated total of...
Only the minimum payment	13 year(s)	\$6,961.00

If you would like information about credit counseling services, call (866)791-4360.

**Contact Information**

**Customer Service:** (800) 423-7503  
**Report Lost or Stolen Card:** (727) 570-4881  
**After Hours:** (866) 604-0381

**Please send Billing Inquiries and Correspondence to:**  
CUSTOMER SERVICE PO BOX 30495 TAMPA, FL 33630

**Visit us on the web at:**  
[www.MyCardStatement.com](http://www.MyCardStatement.com)

**Please Mail Your Payments to:**  
VISA PO BOX 4512 CAROL STREAM IL 60197-4512

Transactions						
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount	
11/28	11/28	5942	24692165332100590696622	AMAZON MKTPL*B24V03YJ1 Amzn.com/bill WA	8900.38	99
					<i>Card GBB 2025</i>	

NOTICE: CONTINUED ON PAGE 3  
Page 1 of 2

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

ALDEN STATE BANK  
P O BOX 39  
ALDEN MI 49612 - 0039

**Account Number**  
#### #### #### 7621

Check box to indicate name/address change on back of this coupon

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
12/28/25	\$4,532.02	\$159.00	01/22/2026

AMOUNT OF PAYMENT ENCLOSED

\$

MELISSA L ZELENAK  
4820 STOVER RD  
BELLIARE MI 49615



MAKE CHECK PAYABLE TO:



VISA  
PO BOX 4512  
CAROL STREAM IL 60197 - 4512



MELISSA L ZELENAK

Account Number: #### #### ## 7621

Statement Closing Date:  
December 28, 2025

Transactions... Continued							
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount		
11/28	11/30	7333	24011345332100134028656	CANVA* 104711-51996169 CANVA COM DE	119 40	GEN 7100	
11/28	11/30	5691	24692165332101201926887	SQ *ROOTED Mancelona MI	97 21	GEN 8900	
11/28	11/30	5942	24692165332101391184677	AMAZON MKTPL*B27CD69T0 Amzn.com/bill WA	27 06	Cake GBB 2025 8800	
11/30	12/01	0780	24027625334067289197195	MICHIGAN WI 517-647-6010 MI	146 00	Cake GBB 2025 8550	
12/01	12/01	2741	24036295335742258279238	VISTAPRINT 866-207-4955 MA	128 85	GEN 6100	
12/03	12/04	5331	24445005338600162629457	DOLLAR GENERAL #10833 BELLAIRE MI	110 81	GEN 8900	
12/05	12/07	8299	24493985340173184429942	METRO INSTITUTE INC 602-452-2901 AZ	165 00	GLRI CWMA-090 Cake 9980	
12/05	12/07	8299	24493985340173184429967	METRO INSTITUTE INC 602-452-2901 AZ	155 00	GLRI CWMA-090 Cake 9980	
12/05	12/07	5942	24137465340001417141130	BARNES&NOBLE PAPERSOURCE 800-843-2665 NY	14 04	GEN 8800	
12/07	12/08	5969	24011345341100145995207	TEXTEDLY TEXTEDLY COM CA	8 00	GEN 7100	
12/09	12/10	5734	24011345343100099758500	MICROSOFT#G129007412 MICROSOFT COM WA	15 37	GEN 7100	
12/10	12/10	5734	24011345344100071914856	SHOPIFY* 456977623 SHOPIFY COM IL	39 00	GEN 7100	
12/11	12/12	7372	24692165345104468521412	SQ *CREATIVE CHARACTERS Central Lake MI	392 50	GEN 9300	
12/16	12/17	4225	24906415350245834353718	PY *Antrim Storage 847-8581277 MI	75 33	GEN 7100	
12/19	12/21	5817	24793385353000009354092	Adobe Inc 800-8336687 CA	119 91	GEN 7100	
12/19	12/21	8111	24000775353100041536820	TEICHNER LAW PLC WWW TEICHNERL MI	464 50	GEN 8200	
12/23	12/24	9402	24137465358001786865565	USPS PO 2507900646 BELLAIRE MI	32 05	GEN 7100	
12/23	12/24	9399	24755425358643582117074	STATE MI EGLE MIENVIRO 517-2845483 MI	153 00	Cake GLRI-890 GEN 7100	
<b>Fees</b>							
<b>TOTAL FEES FOR THIS PERIOD</b>						\$	0 00
<b>Interest Charged</b>							
<b>TOTAL INTEREST FOR THIS PERIOD</b>						\$	0 00
<b>2025 Totals Year To Date</b>							
Total Fees Charged in 2025					\$	0 00	
Total Interest Charged in 2025					\$	40 72	

Interest Charge Calculation/Plan Level Information						
Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) <sup>2</sup>	Interest Charge	
<b>CURRENT</b>						
PURCHASES	G	\$ 0.00	1.2500%	15.00%	\$ 0.00	
CASH	A	\$ 0.00	1.2500%	15.00%	\$ 0.00	
TOTAL				0.00%	\$ 0.00	

<sup>1</sup> ICM Interest Charge Method: See reverse side of Page 1 for explanation.  
<sup>2</sup> Your Annual Percentage Rate (APR) is the annual interest rate on your account.  
(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

## Antrim Conservation District

## Profit &amp; Loss

January 2026

02/12/26

Accrual Basis

	Jan 26	Jan 25
<b>Income</b>		
4400 · Donation	200.00	100.00
4600 · General	0.00	1,001.99
5000 · Plat Book	140.00	0.00
5100 · Contract Management Recycling	0.00	2,811.72
5300 · Tree Sales	0.00	3,275.04
5400 · Income - Workshop	1,261.60	0.00
5500 · Interest Income	203.59	141.94
<b>Total Income</b>	<b>1,805.19</b>	<b>7,330.69</b>
<b>Gross Profit</b>	<b>1,805.19</b>	<b>7,330.69</b>
<b>Expense</b>		
10000 · Wage Expense		
9920 · FICA Expense	1,963.77	2,042.85
9930 · SUTA Expense	144.44	97.42
9935 · In Lieu Of Insurance	800.00	800.00
9938 · Vacation Pay	2,189.28	1,522.40
9939 · Sick Pay	3,612.96	706.88
9999 · Wages & Salaries	19,163.99	23,920.97
<b>Total 10000 · Wage Expense</b>	<b>27,874.44</b>	<b>29,090.52</b>
5999 · Benefits - Employee		
6500 · Benefits - Health Insurance	4,159.41	4,246.65
6600 · Benefits - Retirement	733.52	620.04
6700 · Benefits - VSP Vision	45.31	49.46
6750 · Benefits - Dental	195.12	215.74
<b>Total 5999 · Benefits - Employee</b>	<b>5,133.36</b>	<b>5,131.89</b>
6100 · Advertising	196.85	0.00
7100 · Dues & Subscriptions	562.06	282.91
7300 · Fuel	583.15	259.96
7400 · Public Education	1,025.30	905.20
7450 · Grant Expense	3,053.56	0.00
7500 · HHW Expense	2,448.00	0.00
8100 · IT Services	0.00	690.00
8200 · Legal and Accounting Fees	2,819.50	310.00
8400 · Meals Per Diem	0.00	181.62
8550 · Native Plant Expense	446.00	0.00
8700 · Office Equipment & Supplies	0.00	423.85
8900 · Operating Supplies	318.11	630.38
9100 · Phone Expense	501.93	399.29
9200 · Postage Expense	0.00	511.00
9300 · Printing Expense	392.50	494.63
9402 · Training & Prof Development	0.00	1,000.00
9450 · Property & Trails Maintenance	0.00	12.99
9700 · Recycling Contract Expense	0.00	85.20
9900 · Repairs & Building Maintenance	220.00	47.99
9905 · Rubbish Expense & Trash Removal	0.00	90.00
9972 · Uniforms	0.00	144.49
9975 · Utilities - Charter Internet	149.99	149.98
9980 · Utilities - Electric	0.00	160.00
9985 · Utilities - Propane	485.40	609.92
9990 · Utilities - Water & Sewer	0.00	64.54
<b>Total Expense</b>	<b>46,210.15</b>	<b>41,676.36</b>
<b>Net Income</b>	<b>-44,404.96</b>	<b>-34,345.67</b>

## Antrim Conservation District

## Balance Sheet

02/12/26

As of January 31, 2026

Accrual Basis

	<u>Jan 31, 26</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Antrim Conservation District	59,574.50
1100 · Forestry Savings Account	4,145.18
1200 · MI Class CD - General Fund	219,623.93
1201 · MI Class CD - Forestry Fund	82,358.91
<b>Total Checking/Savings</b>	<u>365,702.52</u>
<b>Other Current Assets</b>	
1210 · Petty Cash	800.00
<b>Total Other Current Assets</b>	<u>800.00</u>
<b>Total Current Assets</b>	<u>366,502.52</u>
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	<u>220,557.07</u>
<b>TOTAL ASSETS</b>	<b><u>587,059.59</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Credit Card Payable	-3,865.21
1700 · Accrued - Retirement	339.46
1710 · Aflac Payable	-47.76
231 · Accrued - FICA Payable	35.50
234 · Accrued - MI Withholding Tax	1,038.93
235 · Accrued - SUTA Payable	137.16
<b>Total Other Current Liabilities</b>	<u>-2,361.92</u>
<b>Total Current Liabilities</b>	<u>-2,361.92</u>
<b>Total Liabilities</b>	-2,361.92
<b>Equity</b>	
2200 · Liability Fund	20,000.00
30000 · Opening Balance Equity	335.35
3100 · Unrestricted Net Assets	613,491.12
Net Income	-44,404.96
<b>Total Equity</b>	<u>589,421.51</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>587,059.59</u></b>

Antrim Conservation District

2/12/2026 9:10 AM

Register: 1000 · Antrim Conservation District

From 01/01/2026 through 01/31/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/02/2026		Visa	-split-	December state...	4,532.02	X		110,943.56
01/02/2026	EFT	VSP	5999 · Benefits - Empl...		45.31	X		110,898.25
01/02/2026	E-pay	United States Treasury	-split-	38-2023705 Q...	2,946.66	X		107,951.59
01/05/2026	EFT	Crystal Flash	9985 · Utilities - Propane		485.40	X		107,466.19
01/07/2026			4400 · Donation	Deposit		X	200.00	107,666.19
01/07/2026	204753	Antrim County	-split-		2,448.00			105,218.19
01/07/2026	204754	Circle North Media	6100 · Advertising	Invoice 2499	68.00	X		105,150.19
01/07/2026	204755	Innovative Communi...	7450 · Grant Expense	Invoice 54-126	3,053.56	X		102,096.63
01/07/2026	204756	Blue Care Network o...	5999 · Benefits - Empl...		4,159.41	X		97,937.22
01/08/2026	204757	Be Just Creative LLC	7400 · Public Education		1,025.30	X		96,911.92
01/12/2026		Delta Dental	5999 · Benefits - Empl...		195.12	X		96,716.80
01/12/2026	EFT	Empower Retirement	1700 · Accrued - Retir...		360.74	X		96,356.06
01/12/2026	EFT	Empower Retirement	1700 · Accrued - Retir...		762.50	X		95,593.56
01/12/2026	To Print	Alexander LaPointe	-split-		1,159.33	X		94,434.23
01/12/2026	To Print	Kathrine A Gray	-split-		1,598.29	X		92,835.94
01/12/2026	To Print	Melissa Zelenak	-split-		1,641.81	X		91,194.13
01/12/2026	To Print	Michael B Meriwether	-split-		1,667.22	X		89,526.91
01/12/2026	To Print	Ronald A Oyer	-split-		733.25	X		88,793.66
01/12/2026	To Print	Tyler Lancaster	-split-		1,187.74	X		87,605.92
01/12/2026	To Print	Wade M Foster	-split-		1,741.47	X		85,864.45
01/13/2026	204758	Accounting Services	-split-		355.00			85,509.45
01/15/2026	204759	Antrim County Trans...	-split-		583.15			84,926.30
01/16/2026	EFT	State of Michigan	238 · Accrued - Sales ...		2,392.62	X		82,533.68
01/20/2026	EFT	Aflac	1710 · Aflac Payable		112.92	X		82,420.76
01/20/2026	EFT	Charter Communicati...	9975 · Utilities - Chart...		149.99	X		82,270.77
01/20/2026	EFT	Visa	Credit Card Payable		4,700.95	X		77,569.82
01/21/2026	EFT	State of Michigan	234 · Accrued - MI Wi...	38-2023705	1,515.91	X		76,053.91
01/24/2026	To Print	Ronald A Oyer	-split-		368.66	X		75,685.25
01/26/2026	EFT	Empower Retirement	1700 · Accrued - Retir...		762.50	X		74,922.75
01/26/2026	EFT	Empower Retirement	1700 · Accrued - Retir...		367.07	X		74,555.68
01/26/2026	E-pay	United States Treasury	-split-	38-2023705 Q...	2,919.96	X		71,635.72
01/26/2026	133	United States Treasury	-split-	38-2023705	3,041.66	X		68,594.06
01/26/2026	134	Empower Retirement	1700 · Accrued - Retir...		762.50	X		67,831.56
01/26/2026	135	Empower Retirement	1700 · Accrued - Retir...		366.45	X		67,465.11
01/27/2026	EFT	Verizon	9100 · Phone Expense		476.93	X		66,988.18
01/27/2026	To Print	Alexander LaPointe	-split-		1,174.45	X		65,813.73
01/27/2026	To Print	Kathrine A Gray	-split-		1,598.27	X		64,215.46
01/27/2026	To Print	Melissa Zelenak	-split-		1,641.81	X		62,573.65
01/27/2026	To Print	Michael B Meriwether	-split-		1,667.23	X		60,906.42
01/27/2026	To Print	Tyler Lancaster	-split-		1,187.74	X		59,718.68

Antrim Conservation District

2/12/2026 9:10 AM

Register: 1000 · Antrim Conservation District

From 01/01/2026 through 01/31/2026

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
01/27/2026	To Print	Wade M Foster	-split-		1,741.46	X		57,977.22
01/31/2026			5500 · Interest Income	Deposit		X	195.68	58,172.90
01/31/2026			-split-	Deposit		X	1,401.60	59,574.50

**Antrim Conservation District  
General Ledger  
As of January 31, 2026**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>1000 · Antrim Conservation District</b>							115,475.58
Liability Ch...	01/02/2026	E-pay	United States Treasury	38-2023705 QB Trackin...		2,946.66	112,528.92
Check	01/02/2026		Visa	December statement		4,532.02	107,996.90
Check	01/02/2026	EFT	VSP			45.31	107,951.59
Check	01/05/2026	EFT	Crystal Flash			485.40	107,466.19
Check	01/07/2026	204753	Antrim County			2,448.00	105,018.19
Check	01/07/2026	204754	Circle North Media	Invoice 2499		68.00	104,950.19
Check	01/07/2026	204755	Innovative Community S...	Invoice 54-126		3,053.56	101,896.63
Check	01/07/2026	204756	Blue Care Network of Mi...			4,159.41	97,737.22
Deposit	01/07/2026			Deposit	200.00		97,937.22
Check	01/08/2026	204757	Be Just Creative LLC			1,025.30	96,911.92
Paycheck	01/12/2026		Alexander LaPointe			1,159.33	95,752.59
Paycheck	01/12/2026		Kathrine A Gray			1,598.29	94,154.30
Paycheck	01/12/2026		Melissa Zelenak			1,641.81	92,512.49
Paycheck	01/12/2026		Michael B Meriwether			1,667.22	90,845.27
Paycheck	01/12/2026		Ronald A Oyer			733.25	90,112.02
Paycheck	01/12/2026		Tyler Lancaster			1,187.74	88,924.28
Paycheck	01/12/2026		Wade M Foster			1,741.47	87,182.81
Check	01/12/2026		Delta Dental			195.12	86,987.69
Check	01/12/2026	EFT	Empower Retirement			360.74	86,626.95
Check	01/12/2026	EFT	Empower Retirement			762.50	85,864.45
Check	01/13/2026	204758	Accounting Services			355.00	85,509.45
Check	01/15/2026	204759	Antrim County Transport...			583.15	84,926.30
Check	01/16/2026	EFT	State of Michigan			2,392.62	82,533.68
Check	01/20/2026	EFT	Aflac			112.92	82,420.76
Check	01/20/2026	EFT	Charter Communications			149.99	82,270.77
Check	01/20/2026	EFT	Visa			4,700.95	77,569.82
Liability Ch...	01/21/2026	EFT	State of Michigan	38-2023705		1,515.91	76,053.91
Paycheck	01/24/2026		Ronald A Oyer			368.66	75,685.25
Liability Ch...	01/26/2026	E-pay	United States Treasury	38-2023705 QB Trackin...		2,919.96	72,765.29
Check	01/26/2026	EFT	Empower Retirement			762.50	72,002.79
Check	01/26/2026	EFT	Empower Retirement			367.07	71,635.72
Liability Ch...	01/26/2026	133	United States Treasury	38-2023705		3,041.66	68,594.06
Check	01/26/2026	134	Empower Retirement			762.50	67,831.56
Check	01/26/2026	135	Empower Retirement			366.45	67,465.11
Paycheck	01/27/2026		Alexander LaPointe			1,174.45	66,290.66
Paycheck	01/27/2026		Kathrine A Gray			1,598.27	64,692.39
Paycheck	01/27/2026		Melissa Zelenak			1,641.81	63,050.58
Paycheck	01/27/2026		Michael B Meriwether			1,667.23	61,383.35
Paycheck	01/27/2026		Tyler Lancaster			1,187.74	60,195.61
Paycheck	01/27/2026		Wade M Foster			1,741.46	58,454.15
Check	01/27/2026	EFT	Verizon			476.93	57,977.22
Deposit	01/31/2026			Deposit	195.68		58,172.90
Deposit	01/31/2026			Deposit	1,401.60		59,574.50
Total 1000 · Antrim Conservation District					1,797.28	57,698.36	59,574.50
<b>1100 · Forestry Savings Account</b>							4,137.27
Deposit	01/31/2026			Deposit	7.91		4,145.18
Total 1100 · Forestry Savings Account					7.91	0.00	4,145.18
<b>1200 · MI Class CD - General Fund</b>							219,623.93
Total 1200 · MI Class CD - General Fund							219,623.93
<b>1201 · MI Class CD - Forestry Fund</b>							82,358.91
Total 1201 · MI Class CD - Forestry Fund							82,358.91
<b>1210 · Petty Cash</b>							800.00
Total 1210 · Petty Cash							800.00
<b>1300 · Accumulated Depreciation</b>							-109,874.93
Total 1300 · Accumulated Depreciation							-109,874.93
<b>1400 · Furniture and Equipment</b>							22,700.00
Total 1400 · Furniture and Equipment							22,700.00
<b>1450 · Leasehold Improvements</b>							201,397.00
Total 1450 · Leasehold Improvements							201,397.00
<b>1460 · Land - Mohrmann Park</b>							10,000.00
Total 1460 · Land - Mohrmann Park							10,000.00
<b>1500 · Vehicle</b>							96,335.00
Total 1500 · Vehicle							96,335.00
<b>Credit Card Payable</b>							-835.74
Check	01/20/2026	EFT	Visa		4,700.95		3,865.21
Total Credit Card Payable					4,700.95	0.00	3,865.21

**Antrim Conservation District  
General Ledger  
As of January 31, 2026**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>1700 · Accrued - Retirement</b>							-1,462.70
Paycheck	01/12/2026		Alexander LaPointe			354.82	-1,817.52
Paycheck	01/12/2026		Kathrine A Gray			59.70	-1,877.22
Paycheck	01/12/2026		Melissa Zelenak			323.46	-2,200.68
Paycheck	01/12/2026		Michael B Meriwether			279.44	-2,480.12
Paycheck	01/12/2026		Tyler Lancaster			46.20	-2,526.32
Paycheck	01/12/2026		Wade M Foster			65.33	-2,591.65
Check	01/12/2026	EFT	Empower Retirement		360.74		-2,230.91
Check	01/12/2026	EFT	Empower Retirement		762.50		-1,468.41
Check	01/26/2026	EFT	Empower Retirement		762.50		-705.91
Check	01/26/2026	EFT	Empower Retirement		367.07		-338.84
Check	01/26/2026	134	Empower Retirement		762.50		423.66
Check	01/26/2026	135	Empower Retirement		366.45		790.11
Paycheck	01/27/2026		Wade M Foster			65.33	724.78
Paycheck	01/27/2026		Tyler Lancaster			46.20	678.58
Paycheck	01/27/2026		Michael B Meriwether			279.44	399.14
Paycheck	01/27/2026		Melissa Zelenak			323.46	75.68
Paycheck	01/27/2026		Kathrine A Gray			59.70	15.98
Paycheck	01/27/2026		Alexander LaPointe			355.44	-339.46
Total 1700 · Accrued - Retirement					3,381.76	2,258.52	-339.46
<b>1710 · Aflac Payable</b>							55.64
Paycheck	01/12/2026		Melissa Zelenak			60.40	-4.76
Paycheck	01/12/2026		Wade M Foster		0.00		-4.76
Check	01/20/2026	EFT	Aflac		112.92		108.16
Paycheck	01/27/2026		Wade M Foster		0.00		108.16
Paycheck	01/27/2026		Melissa Zelenak			60.40	47.76
Total 1710 · Aflac Payable					112.92	120.80	47.76
<b>231 · Accrued - FICA Payable</b>							-2,982.24
Liability Ch...	01/02/2026	E-pay	United States Treasury	38-2023705 QB Trackin...	2,946.66		-35.58
Paycheck	01/12/2026		Alexander LaPointe			436.56	-472.14
Paycheck	01/12/2026		Kathrine A Gray			459.46	-931.60
Paycheck	01/12/2026		Melissa Zelenak			588.42	-1,520.02
Paycheck	01/12/2026		Michael B Meriwether			436.38	-1,956.40
Paycheck	01/12/2026		Ronald A Oyer			205.98	-2,162.38
Paycheck	01/12/2026		Tyler Lancaster			404.62	-2,567.00
Paycheck	01/12/2026		Wade M Foster			510.16	-3,077.16
Paycheck	01/24/2026		Ronald A Oyer			78.12	-3,155.28
Liability Ch...	01/26/2026	E-pay	United States Treasury	38-2023705 QB Trackin...	2,919.96		-235.32
Liability Ch...	01/26/2026	133	United States Treasury	38-2023705	3,041.66		2,806.34
Paycheck	01/27/2026		Wade M Foster			510.18	2,296.16
Paycheck	01/27/2026		Tyler Lancaster			404.62	1,891.54
Paycheck	01/27/2026		Michael B Meriwether			436.36	1,455.18
Paycheck	01/27/2026		Melissa Zelenak			588.42	866.76
Paycheck	01/27/2026		Kathrine A Gray			459.50	407.26
Paycheck	01/27/2026		Alexander LaPointe			442.76	-35.50
Total 231 · Accrued - FICA Payable					8,908.28	5,961.54	-35.50
<b>234 · Accrued - MI Withholding Tax</b>							-1,515.91
Paycheck	01/12/2026		Alexander LaPointe			71.29	-1,587.20
Paycheck	01/12/2026		Kathrine A Gray			84.58	-1,671.78
Paycheck	01/12/2026		Melissa Zelenak			90.88	-1,762.66
Paycheck	01/12/2026		Michael B Meriwether			85.79	-1,848.45
Paycheck	01/12/2026		Ronald A Oyer			38.61	-1,887.06
Paycheck	01/12/2026		Tyler Lancaster			65.45	-1,952.51
Paycheck	01/12/2026		Wade M Foster			92.55	-2,045.06
Liability Ch...	01/21/2026	EFT	State of Michigan	38-2023705	1,515.91		-529.15
Paycheck	01/24/2026		Ronald A Oyer			18.36	-547.51
Paycheck	01/27/2026		Wade M Foster			92.55	-640.06
Paycheck	01/27/2026		Tyler Lancaster			65.45	-705.51
Paycheck	01/27/2026		Michael B Meriwether			85.79	-791.30
Paycheck	01/27/2026		Melissa Zelenak			90.88	-882.18
Paycheck	01/27/2026		Kathrine A Gray			84.58	-966.76
Paycheck	01/27/2026		Alexander LaPointe			72.17	-1,038.93
Total 234 · Accrued - MI Withholding Tax					1,515.91	1,038.93	-1,038.93

**Antrim Conservation District  
General Ledger  
As of January 31, 2026**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>235 · Accrued - SUTA Payable</b>							7.28
Paycheck	01/12/2026		Alexander LaPointe			10.23	-2.95
Paycheck	01/12/2026		Kathrine A Gray			11.15	-14.10
Paycheck	01/12/2026		Melissa Zelenak			13.72	-27.82
Paycheck	01/12/2026		Michael B Meriwether		0.00		-27.82
Paycheck	01/12/2026		Michael B Meriwether			12.50	-40.32
Paycheck	01/12/2026		Ronald A Oyer			5.09	-45.41
Paycheck	01/12/2026		Tyler Lancaster			8.63	-54.04
Paycheck	01/12/2026		Wade M Foster			12.20	-66.24
Paycheck	01/24/2026		Ronald A Oyer			2.42	-68.66
Paycheck	01/27/2026		Wade M Foster			12.19	-80.85
Paycheck	01/27/2026		Tyler Lancaster			8.62	-89.47
Paycheck	01/27/2026		Michael B Meriwether		0.00		-89.47
Paycheck	01/27/2026		Michael B Meriwether			12.49	-101.96
Paycheck	01/27/2026		Melissa Zelenak			13.71	-115.67
Paycheck	01/27/2026		Kathrine A Gray			11.14	-126.81
Paycheck	01/27/2026		Alexander LaPointe			10.35	-137.16
Total 235 · Accrued - SUTA Payable					0.00	144.44	-137.16
<b>238 · Accrued - Sales Tax Payable</b>							-2,392.62
Check	01/16/2026	EFT	State of Michigan		2,392.62		0.00
Total 238 · Accrued - Sales Tax Payable					2,392.62	0.00	0.00
<b>24000 · Payroll Liabilities</b>							0.00
Liability Ch...	01/02/2026	E-pay	United States Treasury	38-2023705 QB Trackin...	0.00		0.00
Paycheck	01/12/2026		Alexander LaPointe		0.00		0.00
Paycheck	01/12/2026		Kathrine A Gray		0.00		0.00
Paycheck	01/12/2026		Melissa Zelenak		0.00		0.00
Paycheck	01/12/2026		Michael B Meriwether		0.00		0.00
Paycheck	01/12/2026		Ronald A Oyer		0.00		0.00
Paycheck	01/12/2026		Tyler Lancaster		0.00		0.00
Paycheck	01/12/2026		Wade M Foster		0.00		0.00
Paycheck	01/24/2026		Ronald A Oyer		0.00		0.00
Liability Ch...	01/26/2026	E-pay	United States Treasury	38-2023705 QB Trackin...	0.00		0.00
Liability Ch...	01/26/2026	133	United States Treasury	38-2023705	0.00		0.00
Paycheck	01/27/2026		Wade M Foster		0.00		0.00
Paycheck	01/27/2026		Tyler Lancaster		0.00		0.00
Paycheck	01/27/2026		Michael B Meriwether		0.00		0.00
Paycheck	01/27/2026		Melissa Zelenak		0.00		0.00
Paycheck	01/27/2026		Kathrine A Gray		0.00		0.00
Paycheck	01/27/2026		Alexander LaPointe		0.00		0.00
Total 24000 · Payroll Liabilities					0.00	0.00	0.00
<b>2200 · Liability Fund</b>							-20,000.00
Total 2200 · Liability Fund							-20,000.00
<b>30000 · Opening Balance Equity</b>							-335.35
Total 30000 · Opening Balance Equity							-335.35
<b>3100 · Unrestricted Net Assets</b>							-613,491.12
Total 3100 · Unrestricted Net Assets							-613,491.12
<b>4400 · Donation</b>							0.00
Deposit	01/07/2026			Deposit		200.00	-200.00
Total 4400 · Donation					0.00	200.00	-200.00
<b>5000 · Plat Book</b>							0.00
Deposit	01/31/2026			Deposit		140.00	-140.00
Total 5000 · Plat Book					0.00	140.00	-140.00
<b>5400 · Income - Workshop</b>							0.00
Deposit	01/31/2026			Paypal		1,261.60	-1,261.60
Total 5400 · Income - Workshop					0.00	1,261.60	-1,261.60
<b>5500 · Interest Income</b>							0.00
Deposit	01/31/2026			Deposit		7.91	-7.91
Deposit	01/31/2026			Deposit		195.68	-203.59
Total 5500 · Interest Income					0.00	203.59	-203.59

**Antrim Conservation District  
General Ledger  
As of January 31, 2026**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>10000 · Wage Expense</b>							0.00
<b>9920 · FICA Expense</b>							0.00
Paycheck	01/12/2026		Alexander LaPointe		139.78		139.78
Paycheck	01/12/2026		Kathrine A Gray		152.23		292.01
Paycheck	01/12/2026		Melissa Zelenak		182.71		474.72
Paycheck	01/12/2026		Michael B Meriwether		170.69		645.41
Paycheck	01/12/2026		Ronald A Oyer		69.49		714.90
Paycheck	01/12/2026		Tyler Lancaster		117.81		832.71
Paycheck	01/12/2026		Wade M Foster		166.58		999.29
Paycheck	01/24/2026		Ronald A Oyer		33.06		1,032.35
Paycheck	01/27/2026		Wade M Foster		166.59		1,198.94
Paycheck	01/27/2026		Tyler Lancaster		117.81		1,316.75
Paycheck	01/27/2026		Michael B Meriwether		170.68		1,487.43
Paycheck	01/27/2026		Melissa Zelenak		182.71		1,670.14
Paycheck	01/27/2026		Kathrine A Gray		152.25		1,822.39
Paycheck	01/27/2026		Alexander LaPointe		141.38		1,963.77
Total 9920 · FICA Expense					1,963.77	0.00	1,963.77
<b>9930 · SUTA Expense</b>							0.00
Paycheck	01/12/2026		Alexander LaPointe		10.23		10.23
Paycheck	01/12/2026		Kathrine A Gray		11.15		21.38
Paycheck	01/12/2026		Melissa Zelenak		13.72		35.10
Paycheck	01/12/2026		Michael B Meriwether		12.50		47.60
Paycheck	01/12/2026		Ronald A Oyer		5.09		52.69
Paycheck	01/12/2026		Tyler Lancaster		8.63		61.32
Paycheck	01/12/2026		Wade M Foster		12.20		73.52
Paycheck	01/24/2026		Ronald A Oyer		2.42		75.94
Paycheck	01/27/2026		Wade M Foster		12.19		88.13
Paycheck	01/27/2026		Tyler Lancaster		8.62		96.75
Paycheck	01/27/2026		Michael B Meriwether		12.49		109.24
Paycheck	01/27/2026		Melissa Zelenak		13.71		122.95
Paycheck	01/27/2026		Kathrine A Gray		11.14		134.09
Paycheck	01/27/2026		Alexander LaPointe		10.35		144.44
Total 9930 · SUTA Expense					144.44	0.00	144.44
<b>9935 · In Lieu Of Insurance</b>							0.00
Paycheck	01/12/2026		Alexander LaPointe		200.00		200.00
Paycheck	01/12/2026		Wade M Foster		200.00		400.00
Paycheck	01/27/2026		Wade M Foster		200.00		600.00
Paycheck	01/27/2026		Alexander LaPointe		200.00		800.00
Total 9935 · In Lieu Of Insurance					800.00	0.00	800.00
<b>9938 · Vacation Pay</b>							0.00
Paycheck	01/12/2026		Kathrine A Gray		593.28		593.28
Paycheck	01/12/2026		Michael B Meriwether		892.48		1,485.76
Paycheck	01/12/2026		Tyler Lancaster		308.00		1,793.76
Paycheck	01/12/2026		Wade M Foster		395.52		2,189.28
Total 9938 · Vacation Pay					2,189.28	0.00	2,189.28
<b>9939 · Sick Pay</b>							0.00
Paycheck	01/12/2026		Kathrine A Gray		692.16		692.16
Paycheck	01/12/2026		Wade M Foster		716.88		1,409.04
Paycheck	01/27/2026		Melissa Zelenak		2,203.92		3,612.96
Total 9939 · Sick Pay					3,612.96	0.00	3,612.96
<b>9999 · Wages &amp; Salaries</b>							0.00
Paycheck	01/12/2026		Alexander LaPointe		1,627.40		1,627.40
Paycheck	01/12/2026		Kathrine A Gray		692.16		2,319.56
Paycheck	01/12/2026		Melissa Zelenak		2,448.80		4,768.36
Paycheck	01/12/2026		Michael B Meriwether		1,338.72		6,107.08
Paycheck	01/12/2026		Ronald A Oyer		908.35		7,015.43
Paycheck	01/12/2026		Tyler Lancaster		1,232.00		8,247.43
Paycheck	01/12/2026		Wade M Foster		865.20		9,112.63
Paycheck	01/24/2026		Ronald A Oyer		432.08		9,544.71
Paycheck	01/27/2026		Wade M Foster		1,977.60		11,522.31
Paycheck	01/27/2026		Tyler Lancaster		1,540.00		13,062.31
Paycheck	01/27/2026		Michael B Meriwether		2,231.20		15,293.51
Paycheck	01/27/2026		Melissa Zelenak		244.88		15,538.39
Paycheck	01/27/2026		Kathrine A Gray		1,977.60		17,515.99
Paycheck	01/27/2026		Alexander LaPointe		1,648.00		19,163.99
Total 9999 · Wages & Salaries					19,163.99	0.00	19,163.99
Total 10000 · Wage Expense					27,874.44	0.00	27,874.44

**Antrim Conservation District  
General Ledger  
As of January 31, 2026**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>5999 · Benefits - Employee</b>							0.00
<b>6500 · Benefits - Health Insurance</b>							0.00
Check	01/07/2026	204756	Blue Care Network of Mi...		4,159.41		4,159.41
Total 6500 · Benefits - Health Insurance					4,159.41	0.00	4,159.41
<b>6600 · Benefits - Retirement</b>							0.00
Paycheck	01/12/2026		Alexander LaPointe		54.82		54.82
Paycheck	01/12/2026		Kathrine A Gray		59.70		114.52
Paycheck	01/12/2026		Melissa Zelenak		73.46		187.98
Paycheck	01/12/2026		Michael B Meriwether		66.94		254.92
Paycheck	01/12/2026		Tyler Lancaster		46.20		301.12
Paycheck	01/12/2026		Wade M Foster		65.33		366.45
Paycheck	01/27/2026		Wade M Foster		65.33		431.78
Paycheck	01/27/2026		Tyler Lancaster		46.20		477.98
Paycheck	01/27/2026		Michael B Meriwether		66.94		544.92
Paycheck	01/27/2026		Melissa Zelenak		73.46		618.38
Paycheck	01/27/2026		Kathrine A Gray		59.70		678.08
Paycheck	01/27/2026		Alexander LaPointe		55.44		733.52
Total 6600 · Benefits - Retirement					733.52	0.00	733.52
<b>6700 · Benefits - VSP Vision</b>							0.00
Check	01/02/2026	EFT	VSP		45.31		45.31
Total 6700 · Benefits - VSP Vision					45.31	0.00	45.31
<b>6750 · Benefits - Dental</b>							0.00
Check	01/12/2026		Delta Dental		195.12		195.12
Total 6750 · Benefits - Dental					195.12	0.00	195.12
Total 5999 · Benefits - Employee					5,133.36	0.00	5,133.36
<b>6100 · Advertising</b>							0.00
Check	01/02/2026		Visa	December statement	128.85		128.85
Check	01/07/2026	204754	Circle North Media	Invoice 2499	68.00		196.85
Total 6100 · Advertising					196.85	0.00	196.85
<b>7100 · Dues &amp; Subscriptions</b>							0.00
Check	01/02/2026		Visa	December statement	562.06		562.06
Total 7100 · Dues & Subscriptions					562.06	0.00	562.06
<b>7300 · Fuel</b>							0.00
Check	01/15/2026	204759	Antrim County Transport...		583.15		583.15
Total 7300 · Fuel					583.15	0.00	583.15
<b>7400 · Public Education</b>							0.00
Check	01/08/2026	204757	Be Just Creative LLC		1,025.30		1,025.30
Total 7400 · Public Education					1,025.30	0.00	1,025.30
<b>7450 · Grant Expense</b>							0.00
Check	01/07/2026	204755	Innovative Community S...	MACD Fall	3,053.56		3,053.56
Total 7450 · Grant Expense					3,053.56	0.00	3,053.56
<b>7500 · HHW Expense</b>							0.00
Check	01/07/2026	204753	Antrim County	-MULTIPLE-	2,448.00		2,448.00
Total 7500 · HHW Expense					2,448.00	0.00	2,448.00
<b>8200 · Legal and Accounting Fees</b>							0.00
Check	01/02/2026		Visa	December statement	2,464.50		2,464.50
Check	01/13/2026	204758	Accounting Services	-MULTIPLE-	355.00		2,819.50
Total 8200 · Legal and Accounting Fees					2,819.50	0.00	2,819.50
<b>8550 · Native Plant Expense</b>							0.00
Check	01/02/2026		Visa	December statement	446.00		446.00
Total 8550 · Native Plant Expense					446.00	0.00	446.00
<b>8900 · Operating Supplies</b>							0.00
Check	01/02/2026		Visa	December statement	318.11		318.11
Total 8900 · Operating Supplies					318.11	0.00	318.11

Antrim Conservation District

General Ledger

As of January 31, 2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>9100 · Phone Expense</b>							0.00
Paycheck	01/12/2026		Kathrine A Gray		12.50		12.50
Paycheck	01/27/2026		Kathrine A Gray		12.50		25.00
Check	01/27/2026	EFT	Verizon		476.93		501.93
Total 9100 · Phone Expense					501.93	0.00	501.93
<b>9300 · Printing Expense</b>							0.00
Check	01/02/2026		Visa	December statement	392.50		392.50
Total 9300 · Printing Expense					392.50	0.00	392.50
<b>9900 · Repairs &amp; Building Maintenance</b>							0.00
Check	01/02/2026		Visa	December statement	220.00		220.00
Total 9900 · Repairs & Building Maintenance					220.00	0.00	220.00
<b>9975 · Utilities - Charter Internet</b>							0.00
Check	01/20/2026	EFT	Charter Communications		149.99		149.99
Total 9975 · Utilities - Charter Internet					149.99	0.00	149.99
<b>9985 · Utilities - Propane</b>							0.00
Check	01/05/2026	EFT	Crystal Flash		485.40		485.40
Total 9985 · Utilities - Propane					485.40	0.00	485.40
<b>9995 · Vehicle Maintenance</b>							0.00
Check	01/15/2026	204759	Antrim County Transport...				0.00
Total 9995 · Vehicle Maintenance					0.00	0.00	0.00
<b>TOTAL</b>					<b>69,027.78</b>	<b>69,027.78</b>	<b>0.00</b>

MELISSA L ZELENAK  
 Account Number: ##### 7621

Statement Closing Date:  
 January 28, 2026

**Important News**

\*\*\*\*\*  
 \* THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR \*  
 \* WAS...\$ 40.72  
 \*\*\*\*\*

**Transactions**

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
12/29	12/30	9402	24137465363200212672636	USPS PO BOXES ONLINE 800-344-7779 DC	GEN 9200 41.00
12/30	12/31	4225	24906415364246893121461	PY *Antrim Storage 847-8581277 MI	GEN 9800 32.07
12/31	01/01	4225	24906415365246958082888	PY *Antrim Storage 847-8581277 MI	GEN 9800 12.77
01/01	01/02	4225	24906416001247061475843	PY *Antrim Storage 847-8581277 MI	GEN 9800 207.00
01/02	01/04	4214	24248326002900010293066	MORSE MOVING & STORAGE IN 734-4841717 MI	GEN 9955 2,641.95
01/06	01/07	8111	24000776006100034169430	TEICHNER LAW PLC WWW.TEICHNERL MI	GEN 8200 1,086.50
01/06	01/07	8299	24493986007182262237756	METRO INSTITUTE INC 602-452-2901 AZ	CAKE CLRZ CWMA-090 #9960 110.00
01/06	01/07	5251	24801976007606973078412	BELLAIRE HARDWARE & LUMB BELLAIRE MI	GEN 8900 11.38
01/06	01/07	9402	24137466007001143099174	USPS PO 2507900646 BELLAIRE MI	GEN 9200 11.90
01/07	01/08	5969	24011346007100134934210	TEXTEDLY TEXTEDLY.COM CA	GEN 7100 8.00
01/08	01/09	8999	24692166008108255745312	IN *HOME INSPECTIONS OF U 231-5448016 MI	GEN 6900 398.00
01/09	01/09	5734	24011346009100065026927	SHOPIFY* 470909036 SHOPIFY.COM IL	GEN 7100 39.72
01/09	01/11	5045	24204296009000605897221	Microsoft-G133894213 701-2817490 WA	GEN 7100 15.88
01/09	01/11	5251	24765016009609886440999	GILLROYS HARDWARE 6772 BELLAIRE MI	GEN 8900 84.78
01/16	01/18	9399	24755426016270161046847	MDNR CHARITABLE GIFT 517-2847275 MI	GEN 7100 75.00
01/19	01/20	5734	24793386019002405447219	Adobe Inc 800-8336687 CA	GEN 7100 119.91
01/26	01/27	5331	24011346026100092604794	AMAZON RETA* W00KS1C93 WWW.AMAZON.CO WA	GEN 8800 37.78
01/26	01/27	4225	24906416026248991726371	PY *Antrim Storage 847-8581277 MI	GEN 9800 195.00
<b>Payments, Adjustments and Others</b>					
12/31	12/31	0000	74121265365001166013545	ACH PMT THANK YOU	4,532.02 -
01/16	01/16	0000	74121266016001166105771	ACH PMT THANK YOU	4,700.95 -
01/16	01/18	5942	74692166016105350555864	CREDIT VOUCHER AMAZON MKTPLACE PMTS Amzn com/bill WA	38.99 -
<b>TOTAL PAYMENTS OR ADJUSTMENTS</b>					<b>\$ 9,271.96 -</b>
<b>Fees</b>					
<b>TOTAL FEES FOR THIS PERIOD</b>					<b>\$ 0.00</b>
<b>Interest Charged</b>					
<b>TOTAL INTEREST FOR THIS PERIOD</b>					<b>\$ 0.00</b>

2026 Totals Year To Date	
Total Fees Charged in 2026	\$ 0.00
Total Interest Charged in 2026	\$ 0.00



FORESTRY PROGRAM INCOME TO DATE			2026			
INCOME			2026 budget		deposits to date	2025
County Allocation			\$ 84,135.60		\$51,000.00	98,169.00
Carried forward 2025			\$ 14,881.77			
CD Interest 2025			\$ 2,178.83			2178.83
acd	(contribution)		\$ 9,348.40			0
Saving Account Balance			\$ 4,122.91			
CD savings account			\$ 82,358.91			
	asset	total	\$197,026.42			
expenses						
wages . Taxes			\$ 64,500.00			\$62,768.58
health reimburse			\$ 1,384.00			\$ -
retirement			\$ 1,800.00			\$ 1,750.00
healthcare			\$ 18,000.00			\$25,200.00
fuel			\$ 2,000.00			\$ 2,000.00
v ,aintenance			\$ 2,000.00			\$ 2,000.00
phone			\$ 900.00			\$ 900.00
postage/ copy			\$ 500.00			\$ 600.00
workers comp			\$ 1,400.00			\$ 1,400.00
building utilities			\$ 1,000.00			\$ 1,200.00
Total 2026			\$ 93,484.00		total 2025	\$97,818.58
need to square with bank accounts / annissa ?						

RECYLCING PROGRAM = Hazardous Waste and Reycling combined					
				2025	2026 BUDGET
	GENERAL FUND		PROGRAM FUND		
<b>INCOME</b>					
Contract hhw	\$1,096.00		\$ 9,156.00		\$ 7,500.00
Contracr recycling			\$22,851.72		\$25,000.00
Balane forward					\$ 4,874.28
	total revenues		\$33,103.72		\$37,374.28
NOTE check with county for approved allocations					
NOTE why is there general fund and program fund revenues and expenses.					
<b>EXPENSES</b>					
			2025		2026 budget
Ron Oyer wages and tax		\$23,712.68			\$24,000.00
bonus		\$ 100.00			\$ 100.00
dental		\$ 96.12			\$ 100.00
meals		\$ 38.31			\$ 50.00
field mileage		\$ 35.00			\$ 50.00
office equip/supplies		\$ 49.99			\$ 50.00
Recycling contract expense		\$ 2,803.04	(1054.76+1748.28)		\$ 3,000.00
uniforms		\$ 114.96			\$ -
HHW expense		\$ 5,113.01			\$ 5,200.00
Rubish trash Removal			recommend something here see below		
	total	\$32,063.11			\$32,550.00
	balance		\$ 1,040.61		
check rons wages					
what are the contract expenses?					
It appears the recycling program breaks even? There is a conflict with the end balance do to extra expenses added in from general fund					
Not sure about any administrative reimbursements ? We should be receiving something?					
Rubish and trsh removal we have in general fund expense. In 2025 was \$570.00					
Rubish and trash removal for 2026 was budgeted at \$ 1,200.00					
Should be something here as we pickup trash form recycling and pay to remove it.					

February 13, 2026

## CAKE PROGRAM SUMMARY

### INFORMATIONAL AND DISCUSSION PURPOSES

The CAKE program is a regional invasive species program. It is funded by regional state and federal grants. The ACD is the employer of record for the CAKE staff as well as the fiduciary for the grants revenues and expenses.

NOTE: Wade and Katie have been doing an excellent job tracking income and expense.

### ATTACHEMENTS

1. Estimated expenses incurred by the Antrim Conservation District (\$22,844.00) to administer CAKE program. These are monies deposited from grants into the general fund with line-item expenses estimated.
2. Attachment 2 - is the budget breakdown for 2026. A program cost \$ 268,391.67 is estimated to operate the CAKE program. An indirect cost of \$ 22,160.00 has been budgeted within the grant programs. This is general fund income to the ACD for administration of the program. There are no line-item attachments to date for these dollars.
3. Attachment 3 – are the individual grants in which the program operates. Some are annual grants and some are long term grants.

CAKE provides income to the ACD. This income can be used for general fund expenditure, or a percentage could be used for CAKE itself.

Wade – explained to me that there was a MOU developed to address the CAKE indirect monies. Did not move forward = we should discuss at some point.

What is balance carried forward in CAKE if any? From 2025. Looking forward to this. As we do not seem to keep track of this?

CAKE appears to be in good shape financially.

**Fw: No committee**

Wade Foster <cakerestoration@macd.org>  
To: "mikemeriwether61@gmail.com" <mikemeriwether61@gmail.com>

*Attach 1*

**Estimated CAKE Share of Indirect Expenses 2026**

Item	Cost	qty	Unit	Total
Rent	\$750.00	12	Months	\$9,000.00
Gas/Electirc/water	\$200.00	12	Months	\$2,400.00
Workers Comp	\$550.00	5	Employees	\$2,750.00
Accounting	\$100.00	12	Months	\$1,200.00
Audit	\$2,000.00	0.5	Year	\$1,000.00
Admin/office supplies/subscriptions	\$2,000.00	1	Sum	\$2,000.00
Phone	\$77.00	12	Months	\$924.00
Internet	\$90.00	12	Months	\$1,080.00
Insurance Pollution	\$2,530.00	1	Year	\$2,530.00
				<b>\$22,884.00</b>

*expected expenses*

*\**

Note: All vehical expenses (fuel, maintenance, depreciation, and insurance) covered through mileage reimbursements at the federal rate.

We had \$4,604.60 reimbursed for mileage in 2025 (Some towards the end of the year still needs to be reimbursed). We estimate having \$4,769.05 being reimbursed for mileage in 2026.

Let me know if you need anything else.

Best,

Wade

# CAKE CISM A

2/12/26, 12:04 PM

Gmail - Fw: No c

**From:** Wade Foster <cakerestoration@macd.org>  
**Sent:** Monday, December 15, 2025 6:13 PM  
**To:** Melissa Zelenak <melissaz@macd.org>  
**Subject:** Re: No committee

Hi Melissa,

Noticed. Copied below are the figures for the updated CAKE budget estimate.

### CAKE 2026 Budget

Wages	\$153,410.00
Fringe	\$57,120.89
Equipment	\$6,000.00
Training/Permits	\$700.00
Travel	\$9,000.00
Contractual	\$20,000.00
Indirect	\$22,160.78
<b>Total</b>	<b>\$268,391.67</b>

← Available to Ac

ask in

### CAKE 2026 Budget Breakdown

MISGP IS24 - Core	\$25,000.00
MISGP IS24 - HWA	\$70,000.00
MISGP IS25 - Core	\$45,000.00
GLRI - 035	\$30,400.00
GLRI - 90	\$90,000.00
GBB 26	\$3,000.00
LTBB	\$0.00
EFB - 26	\$5,000.00
<b>Total</b>	<b>\$268,400.00</b>

Attachment 3

**GLRI - 035 - Coastal/Riparian Habitat Restoration**

Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$60,502.48	\$46,287.52	\$14,214.96
Fringe Total	\$10,343.52	\$8,087.82	\$2,255.70
Equipment Total	\$2,280.00	\$1,527.26	\$752.74
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$9,524.00	\$9,516.35	\$7.65
Contractual Total	\$106,051.00	\$101,549.71	\$4,501.29
Travel	\$11,299.00	\$2,622.57	\$8,676.43
<b>Total</b>	<b>\$200,000.00</b>	<b>\$169,591.23</b>	<b>\$30,408.77</b>
Grant Period:	1/3/2022	to	1/2/2027

**C3F Seed Library**

Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$6,060.00	\$395.52	\$5,664.48
Fringe Total	\$0.00	\$86.39	-\$86.39
Equipment Total	\$2,400.00	\$0.00	\$2,400.00
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$0.00	\$21.69	-\$21.69
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$8,460.00</b>	<b>\$503.60</b>	<b>\$7,956.40</b>
Grant Period:	1/1/2025	to	5/31/2026

**MISGP IS24 - HWA**

Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$81,775.00	\$49,382.58	\$32,392.42
Fringe Total	\$30,697.00	\$17,751.98	\$12,945.02
Equipment Total	\$3,430.00	\$1,384.80	\$2,045.20
Training/Permits	\$1,110.00	\$0.00	\$1,110.00
Indirect	\$12,086.00	\$7,011.83	\$5,074.17
Contractual Total	\$30,400.00	\$17,749.92	\$12,650.08
Travel	\$5,502.00	\$1,378.58	\$4,123.43
<b>Total</b>	<b>\$165,000.00</b>	<b>\$94,659.69</b>	<b>\$70,340.31</b>
Grant Period:	4/18/2025	to	4/30/2026

**GLRI - 090 - Expanding CAKE to BI Archipelago**

Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$47,000.00	\$5,142.28	\$41,857.72
Fringe Total	\$6,000.00	\$2,708.61	\$3,291.39
Equipment Total	\$3,000.00	\$0.00	\$3,000.00
Training/Permits	\$1,000.00	\$483.00	\$517.00
Indirect	\$10,000.00	\$833.39	\$9,166.61
Contractual Total	\$25,000.00	\$0.00	\$25,000.00
Travel	\$8,000.00	\$0.00	\$8,000.00
<b>Total</b>	<b>\$100,000.00</b>	<b>\$9,167.28</b>	<b>\$90,832.72</b>
Grant Period:	7/29/2025	to	12/31/2027

**MISGP IS24 - Core**

Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$45,979.00	\$28,774.08	\$17,204.92
Fringe Total	\$17,524.00	\$13,107.07	\$4,416.93
Equipment Total	\$400.00	\$358.97	\$41.03
Training/Permits	\$770.00	\$75.00	\$695.00
Indirect	\$4,387.00	\$3,076.93	\$1,310.07
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$940.00	\$1,641.10	-\$701.10
<b>Total</b>	<b>\$70,000.00</b>	<b>\$47,033.15</b>	<b>\$22,966.85</b>
Grant Period:	4/18/2025	to	4/30/2026

#N/A

Grant Period: #N/A to #N/A

# Antrim Conservation District

## ***DRAFT*** Conflict of Interest Policy Acknowledgment & Disclosure

*(Required for all Board Members and District Employees during onboarding)*

### **Purpose**

The purpose of this Conflict of Interest Policy is to protect the integrity of the Antrim Conservation District (ACD) by ensuring that decisions made by the Board of Directors and District Employees are free from actual, potential, or perceived conflicts of interest. This policy helps ACD maintain public trust and comply with governance standards.

### **Definition of a Conflict of Interest**

A conflict of interest exists when a board member or employee's personal, financial, or professional interests could interfere with, or reasonably appear to interfere with, their obligation to act solely in the best interest of ACD.

Conflicts may include, but are not limited to:

- Financial interests in organizations that work with or may seek to work with ACD
- Employment, consulting, or board roles with entities whose interests may conflict with ACD
- Immediate family relationships that could benefit from ACD decisions
- Any situation that could impair objectivity or create the appearance of undue influence

### **Responsibilities Under This Policy**

Covered individuals (Board Members, District Employees) must:

- **Disclose** any actual, potential, or perceived conflicts of interest as soon as they arise.
- **Submit an annual written disclosure** of potential conflicts.
- **Recuse themselves** from discussion and voting on matters where a conflict exists, unless otherwise permitted by ACD policy or by vote of the Board after disclosure.
- **Act in accordance with the Duty of Loyalty**, placing the interests of ACD above personal or professional interests.

### **Process for Handling Conflicts**

When a conflict is disclosed:

- The Board Chair or Executive Director will review the disclosure.
- The Board or may request additional information if needed.
- The individual with the conflict will abstain from discussion and voting on the matter.

- The Board or Executive Director will document the disclosure, discussion, and action taken in the official minutes.

If a conflict is not disclosed and later discovered, the Board may take appropriate corrective action.

### **Annual Disclosure Requirement**

All covered individuals must complete and sign the Conflict of Interest Disclosure & Affirmation upon onboarding and annually thereafter.

## Initial Disclosure Form for Onboarding

Please list any affiliations, employment, contracts, financial interests, or personal relationships that may present a real or perceived conflict of interest with your ACD role:

### 1. Organizational affiliations (employment, consulting, board service):

---

---

### 2. Financial interests involving organizations that work with or may seek to work with ACD:

---

---

### 3. Immediate family relationships that may create a conflict:

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---

### 4. Other potential conflicts or considerations:

---

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If no conflicts exist:

- I have no conflicts of interest to disclose.

## Acknowledgment & Signature

By signing below, I acknowledge that:

- I have read and understand ACD's Conflict of Interest Policy.
- I agree to comply fully with the policy and ACD's duty of loyalty expectations.
- I will promptly update this disclosure if my circumstances change.

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Antrim Conservation District  
Annual Conflict of Interest Disclosure & Affirmation**

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Conflict Disclosure**

Please list any affiliations, employment, financial interests, or relationships that could present a real or perceived conflict of interest with your role at ACD:

---

---

If no conflicts exist:

- I have no conflicts of interest to disclose.**

**Affirmation**

By signing below, I affirm that:

- I have reviewed ACD's Conflict of Interest Policy.
- I agree to comply with the policy and will disclose any conflicts that arise.
- The information provided above is complete and accurate.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## AGREEMENT FOR SERVICES

This Agreement is made and entered into as of the January 22, 2026 (the "Effective Date") between County of Antrim (the "County"), a Michigan municipal corporation, whose address is 203 E. Cayuga Street, P.O. Box 520, Bellaire, Michigan 49615, and ERG Environmental Services (the "Contractor"), whose address is 13040 Merriman Road, Suite 200; Livonia, Michigan 48150-1816 (collectively, the "Parties").

The County requests the Contractor to perform services for it and may request the Contractor to perform other services in the future; and

The Parties therefor agree as follows:

1. **Term and Termination:** This Agreement is in effect from March 1, 2026 through December 31, 2026 (the "Term"), unless earlier terminated under this Section.

Notwithstanding anything contained in this Agreement to the contrary, County reserves the right to terminate this Agreement immediately for any or no reason and prior to this date, including but not limited to, County's determination that Contractor has failed to perform in accordance with the terms of this Agreement. In the event Contractor has performed part of the tasks or services, a prorated amount as determined by the County may instead be owed to Contractor, but that amount may also be adjusted if the County must retain another contractor at a higher cost to perform the services or tasks, or if the County suffers damages as a result of Contractor's failure to perform as described in this Agreement.

2. **Contractor Services:** Contractor shall perform the following tasks or services for the County as described in attached **Exhibit A**.

The County shall pay Contractor upon receipt of invoice (submitted to Antrim County Administration; PO Box 187; Bellaire MI 49615), for all satisfactorily completed services, according to the terms and conditions of this Agreement, and attached **Exhibit A**. Payment will be made within 60 days of receipt of an invoice.

The Contractor shall provide the necessary equipment to perform the services. If the Contractor has obtained employees or agents (the "Contractor Personnel"), the Contractor shall be solely responsible for all costs associated with the Contractor Personnel.

3. **Independent Contractor Status:** The Parties intend that the Contractor and any Contractor Personnel be engaged as independent contractors of the County. Nothing contained in this Agreement will be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship. Contractor expressly understands and agrees that neither Contractor, nor any employee or agent of Contractor, in the performance of Contractor's services required under this Agreement, shall be treated or otherwise considered to be an

employee(s) of the County for taxes, worker's compensation, unemployment compensation, insurance, fringe benefits, or any other purpose. No payroll, employment, or other taxes of any kind shall be withheld or paid by the County with respect to payments to Contractor, unless as otherwise required by law. Contractor understands and agrees that Contractor is totally responsible for, and shall comply with all laws regarding the timely reporting and payment of all income and other taxes and other governmental liabilities resulting from the performance of Contractor's services.

The Contractor may not act as agent for, or on behalf of, the County, or to represent the County, or bind the County in any manner.

4. **Representations:** Both Parties represent that they are fully authorized and empowered to enter into this Agreement, and that the performance of the obligations under this Agreement will not violate or infringe upon the rights of any third-party, or violated any agreement between the Parties and any other person, firm or organization or any law of governmental regulation.
5. **Indemnification:** The Contractor shall indemnify and hold harmless the County, its elected officials, board members, officers, employees, agents, and representatives from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of, or relating to, the Contractor's services under this Agreement.
6. **Miscellaneous Provisions:**
  - a. This Agreement shall be governed by and construed pursuant to the laws of the State of Michigan.
  - b. This Agreement and attached **Exhibit A**, constitute the entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements, representations, and understandings of any kind, whether written or oral, between the Parties, preceding the date of this Agreement.
  - c. This Agreement may be amended only by written agreement duly executed by an authorized representative of each Party.
  - d. If any provision or provisions of this Agreement shall be held unenforceable for any reason, then such provision shall be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.
  - e. This Agreement shall not be assigned by the Contractor without the express consent of the County.

- f. A failure or delay in exercising any right, power or privilege in respect of this Agreement will not be presumed to operate as a waiver, and a single or partial exercise of any right, power or privilege will not be presumed to preclude any subsequent or further exercise, of that right, power or privilege or the exercise of any other right, power or privilege.
- g. This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original, and all counterparts, when taken together, will constitute one and the same Agreement. The parties agree that signatures on this Agreement may be delivered by facsimile or electronically in lieu of an original signature and agree to treat facsimile or electronic signatures as original signatures that bind them to this Agreement.

THIS SECTION INTENTIONALLY LEFT BLANK

The Parties are signing this Agreement on the date stated in the introductory clause.

**COUNTY OF ANTRIM**

Dated: 02/02/2026


By: 

Print: William Hefferan

Its: Board of Commissioners, Chair

**ERG ENVIRONMENTAL SERVICES**

Dated: 2/2/2026

By: 

Print: Edward Dawkins

Its: Vice-President



13040 Merriman Road, Suite 200 • Livonia, Michigan 48150-1816  
734.437.9650 • FAX 734.437.9651 • [www.ERGenvironmental.com](http://www.ERGenvironmental.com)

January 16, 2026

Ms. Gayle Rider  
Administrative Assistant  
Antrim County  
PO Box 187  
Bellaire, MI 49615

**RE: 2026 HOUSEHOLD HAZARDOUS WASTE / CLEAN SWEEP SERVICES  
PROPOSAL ERG-019672/2**

Dear Ms. Rider,

**SQS, Inc dba ERG Environmental Services (ERG)** would like to thank you for the opportunity to provide Household Hazardous Waste (HHW) and Clean Sweep services to your community in 2026. Per your request, presented herein is pricing for HHW services for CY 2026, to include ERG hosting three (3) collections of household hazardous wastes to occur on June 13<sup>th</sup>, July 25<sup>th</sup>, and September 26<sup>th</sup> respectively.

As we hope you have heard, ERG provides one of the best organized, staffed, and equipped HHW collection programs in the industry. Over the past several years ERG has performed an average of over 175 collection events per year. We will be happy to supply a list of reference contacts upon request.

We appreciate the opportunity to provide this information to you. If you have any questions, please do not hesitate to contact me at 734.437.9658, or via email at [edawkins@ERGenvironmental.com](mailto:edawkins@ERGenvironmental.com).

Thank you for this opportunity.

Sincerely,

**ERG ENVIRONMENTAL SERVICES**

A handwritten signature in blue ink, appearing to read "Edward Dawkins", written over a faint circular stamp or watermark.

Edward Dawkins  
Vice President





**EXHIBIT A**

**HOUSEHOLD HAZARDOUS WASTE  
MANAGEMENT METHODS & PRICING  
CY 2026**

ACCEPTABLE WASTES	WASTE MGT. METHOD*	PRICE PER POUND
Electronics	RC	\$ 0.50
Latex Paint	RC / ST	\$ 0.60
Aerosols	FB	\$ 1.10
Antifreeze / motor oil / automotive fluids	RC	\$ 1.10
Solvents / flammable / oil-based paint	FB	\$ 1.10
Corrosives (acids / bases)	ST	\$ 1.10
Miscellaneous cleaners and toxics	ST	\$ 1.10
Batteries (mixed household)	RC	\$ 1.10
Medical Sharps (must arrive in rigid container)	Autoclave	\$ 1.10
Fluorescent lamps	RC	\$ 1.10
PCB ballast	RC / LF	\$ 1.10
Fire extinguishers / propane	RC	\$ 1.10
Smoke detectors	RC / LF	\$ 1.10
Non-DEA pharmaceuticals / OTC medications	ST / DI	\$ 1.10
Clean Sweep Pesticides	ST / DI	\$ 1.65
Reactives / oxidizers	ST / DI	\$ 7.50
Mercury (liquid and devices)	RC	\$ 42.00

EVENT FEE AND PRICING NOTES	
Event fee (per each collection event) – in addition to per-pound pricing (above)	\$ 2,250.00
Minimum chargeable waste weight per event	5,000 pounds

NOTES	<p>Pricing includes ERG tracking of pesticide waste and invoicing Grand Traverse County directly on behalf of customer for reimbursement under the Clean Sweep Program.</p> <p>Pricing assumes on-site bathroom facilities available for ERG's use.</p>
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<b>ASSUMPTIONS</b>	This proposal includes 4 ERG personnel to collect, label, package, load and ship the waste received from residents of Antrim County.
<b>WASTE MANAGEMENT</b>	<b>RC</b> – Recycle • <b>FI</b> – Fuel Blending / Incineration <b>ST</b> – Stabilization/Treatment • <b>DI</b> – Destructive / Incineration • <b>LF</b> – Landfill
<b>TYPICAL UNACCEPTABLE MATERIALS</b>	Weapons, explosives, construction materials/debris, appliances, radioactive materials (other than smoke detectors), shock-sensitive materials, standard household trash, tires, yard waste.



# Michigan Association of Conservation Districts

Comprehensive Coverage Designed for Michigan Conservation Districts



## Insurance Coverage Summary

District Name:	Antrim Conservation District
----------------	------------------------------

The following is a list of specific coverages provided to your district:

### Location List

Location	Address	Description
1	7915 Cameron St. Central Lake 49622	Office
2	Bunker Hill Rd. Central Lake 49622	Vacant Land
3	Sec. 29 Custer Twp Alden 49612	Vacant Land
4	Sec. 22, 27 Kearney Twp. Bellaire 49615	Vacant Land
5	4991 W Eddy School Rd Unit 17 & 18	Storage Unit

### Commercial Package

#### Commercial Property

Location	Description	Limit	Deductible
1	Business Personal Property	\$50,000	\$500
5	Business Personal Property	\$25,000	\$500

Description	Limit	Deductible
Tools & Equipment	\$10,000	\$250
Business Income & Extra Expense	Actual Loss Sustained	
Equipment Breakdown	Included	
Property Enhancement Endorsement	Included	
ArborJet Tree Injector	\$3000	
ArborJet Tree Injector	\$3000	

Scheduled Equipment	Limit	Deductible
Equipment	\$0	\$500

#### Commercial Liability

General Liability	\$1,000,000 Occurrence
	\$2,000,000 Aggregate
Liability Enhancement Endorsement	Included

#### Commercial Umbrella

Liability Limit	\$4,000,000 (shared limit)
Underlying Policies	Commercial General Liability Commercial Auto Workers Compensation

#### Commercial Auto

Liability Limit	\$1,000,000 Combined Single Limit
Comprehensive Deductible	\$500
Broad Collision Deductible	\$1000
Auto Enhancement	Included

Vehicle	Liability	Comprehensive	Collision
2014 Ford F150	Y	Y	Y
2021 Ford Ranger	Y	Y	Y
2018 Chevy Trax	Y	Y	Y
2019 Chevy Colorado	Y	Y	Y
2006 Ford F150	Y	Y	Y

The MACD Business Insurance Program brought to you by MACD in partnership with Fischer Insurance Agency.

Designed specifically for the needs of Conservation Districts, the MACD Business Insurance Program provides members with low-cost coverage customized to address the specific needs of individual Districts.

#### Property

#### General Liability

#### Business Auto

#### Workers' Compensation

#### Umbrella Liability

Fischer Insurance  
800.453.6170  
MACD  
517.453.6170



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**Property**

**General Liability**

**Business Auto**

**Workers' Compensation**

**Umbrella Liability**

Fischer Insurance  
800.453.6170  
MACD  
517.453.6170

**Workers' Compensation**

Employer Liability Limits \$1,000,000

Classification	Estimated Annual Payroll
Clerical	\$100,000
Surveyor	\$207,000
Salesperson	\$0
Landscaping	\$0

**Management Liability Insurance**

Cincinnati Insurance Company  
3/1/2023 -3/1/2026

Directors & Officers Liability	\$1,000,000
Investigative Costs Sublimit	\$100,000
Deductible	\$1,000
Employment Practices Liability	\$1,000,000
Wage and Hour Defense Sublimit	\$100,000
Immigration Defense Sublimit	\$100,000
Deductible	\$1,000

**ANNUAL PREMIUMS**

POLICY	PREMIUM
COMMERCIAL PACKAGE	\$2,381.17
COMMERCIAL UMBRELLA	\$753.60
COMMERCIAL AUTO	\$5,816.67
WORKERS COMPENSATION	\$1,141.63
MANAGEMENT LIABILITY	\$1,851.00
<b>TOTAL ANNUAL PREMIUM</b>	<b>\$11,944.07</b>

**Additional Coverage Options**

For additional information or to obtain a quote for the following coverages listed, please contact Joe Fischer. [Joe@fischerins.com](mailto:Joe@fischerins.com)

- Cyber Liability
- Owned Watercraft Liability



ANTRIM CONSERVATION DISTRICT  
7915 Cameron Street, Central Lake, MI 49622  
231-533-8363 [www.AntrimCD.com](http://www.AntrimCD.com)

## **Position Description: Office & Program Assistant**

### **POSITION SUMMARY**

The Office & Program Assistant is responsible for providing day-to-day office and program assistance for the Antrim Conservation District. Primary responsibilities include: being the primary contact for incoming calls and office inquiries; performing office tasks; assisting with education and outreach event coordination; assisting ACD staff with program duties; and other duties as directed by the Executive Director.

### **COMPENSATION**

The Office & Program Assistant may be offered as a part time or full-time position, up to 40 hours/week, FLSA nonexempt position with a pay range of \$18-\$22 per hour commensurate with experience. Full time 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 in Antrim County and surrounding counties, as necessary. Overnight or weekends work will be required based on events, meetings, training or other work-related activities.

### **WORKING CONDITIONS**

The primary workplace is in a typical office setting at the Antrim Conservation District office, although there will be times the employee will be required to work outside the office in outdoor settings.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

#### **Office Responsibilities**

- Works at ACD front desk answering incoming calls and taking messages appropriately
- Processes mail and deliveries and prepares items for shipping
- Processes accounts payable check requests
- Maintains stock room organization
- Maintains ACD event calendar and schedules events
- Assists with database management
- Assists with marketing and graphic design as needed
- Attends meetings as directed
- Posts public notices as directed
- Updates website and social media platforms as directed
- Assists with postal and email distributions
- Maintains volunteer database and schedule coordination as needed
- Perform errands outside the ACD office
- Maintains paper and computer filing systems
- Handles cash, check, or credit card payments online or in person as directed
- Types, designs, and proofs documents as needed
- Contribute to keeping facility and workspaces clean and inviting
- And other miscellaneous office duties as directed

### **Program Assistance**

- Be knowledgeable of ACD programs
- Assist the public, individuals, groups of decision makers, communities, municipalities, tribes, landowners, visitors to the area, and others to voluntarily conserve, maintain, and improve natural resources while implementing ACD conservation programming.
- Conduct site visits with landowners to identify resource concerns, management goals, and eligibility for local, state, or federal program assistance.
- Enters and compiles data for ACD programs
- Assist with coordination and implementation for ACD program events including sales meetings, classes, or other gatherings
- Create reference materials on conservation programs with the ACD Education, Outreach, & Giving Coordinator.
- Assists customers with filling out various program forms or applications as needed
- Collect, analyze, interpret, display, and disseminate information about the status, condition, and trend of soil, water, forests, and related natural resources so that stakeholders can make informed decisions for natural resource use and management.
- Assist in fulfilling grant contractual obligations including financial and activity reporting
- Participate in appropriate seminars, conferences, in-service training, and other professional activities to improve the knowledge and skills necessary to perform duties.
- Lead and or/assist with conservation program activities including water quality, shoreline health, trail management, invasive species, forestry, materials management, and other conservation program activities.

- Maintains positive working relationships with the public, vendors, municipalities, and other ACD partners
- And other miscellaneous duties related to current or future ACD programs

## **REQUIRED ABILITIES**

- Excellent organizational skills, with motivation for details and high level of accuracy
- Ability to operate general office equipment including copier, fax, scanner, computer, and other office tools as needed
- Experience with public speaking to various audiences
- Ability to handle routine natural resource questions
- Ability to utilize the internet for research, virtual communications, or training purposes
- Ability to write and prepare memos, letters, reports, or other and miscellaneous communications
- Ability to drive company vehicles
- Able to focus and manage several projects in an environment with multiple distractions
- Must be able to work independently and as part of a team
- Proficient in use of PC and Microsoft Office, Google Suite, and Zoom software platforms
- Must have a valid driver's license and reliable transportation
- Basic graphic design skills
- Excellent customer service skills in person or by phone
- Ability to work independently with minimal directio
- Ability to type 55wpm desired

## **REQUIRED QUALIFICATIONS**

- Associates degree from an accredited college or university with a focus on natural resources or similar fields.
- A minimum of three years' work experience
- Maintain current State of Michigan soil erosion and stormwater control certifications
- Maintain current State of Michigan herbicide/pesticide applicator certifications

## **PREFERRED QUALIFICATIONS**

- Knowledge of Michigan flora and fauna
- Background in natural resources management
- Knowledge of regional invasive species
- Proficiency using GPS units, wayfinding, and orienteering

## **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
- Able to work efficiently outdoors in varied conditions and terrains. Frequent standing, walking, walking on uneven surfaces, carrying, pushing, bending, kneeling, reaching, twisting, turning, and repetitive movements may be required.

**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.

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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.*