



Antrim Conservation District
Adrienne Wolff, Board Chairperson
Mike Meriwether, Interim Director
P.O. Box 520
Bellaire, MI 49616

April 17, 2026

Subject: Notice of Agreement Termination and Desire for Reinstatement

Dear Chairperson Wolff and Interim Director Meriwether,

The Board of Commissioners would like to explicitly recognize and express appreciation for the hard work already invested in the ACD's stability. The County would like to particularly acknowledge Chairperson Adrienne Wolff for her leadership and transparency during this transition, as well as Interim Director Mike Meriwether for his long-term dedication and experience he has brought to the role. Please understand that this notice is not a dismissal of the significant efforts made over recent months.

On behalf and at the direction of the Antrim County Board of Commissioners, I am writing to formally provide notice that the County intends to terminate its current contract with the Antrim Conservation District (ACD), effective one year from today, April 17, 2027.

It is the expressed desire of the Board of Commissioners to view this one-year window as a collaborative opportunity to solidify the ACD's foundation so that our partnership can continue on a secure, long-term footing. The Board of Commissioners' primary responsibility is to ensure the good stewardship of public funds, and as such, Antrim County has every intention to retract this termination notice prior to April 17, 2027 once the ACD is able to demonstrate a high standard of fiscal and organizational health including a sustainable, long-term leadership plan. To demonstrate this financial progress, the Board of Commissioners would like to see ACD maintain a balanced budget following industry best practices. The Board of Commissioners is requesting that such a budget is provided for review before the ACD millage rate is set in May 2026 and May 2027.

Our hope is that this period of transition results in a stronger, more resilient Conservation District that continues to serve the residents of Antrim County for years to come. We look forward to working with you over the coming months to achieve these goals.

Sincerely,

Jeremy Scott
Antrim County Administrator



**ANTRIM COUNTY
BOARD OF COMMISSIONERS**

P.O. Box 520
Bellaire, Michigan 49615
Phone (231) 533-6353
Fax (231) 533-6935
Chairman: William Hefferan

May 15, 2026

Antrim Conservation District
Mike Meriwether, Executive Director
Adrienne Wolff, Chairperson
P.O. Box 1006
Bellaire, MI 49615

Mike and Adrienne,

I would like to respectfully encourage the Antrim Conservation District to publicly post and open the Director position as part of the hiring process. Conducting an open recruitment process promotes transparency and provides an opportunity to attract a broad pool of qualified candidates for consideration.

The County Human Resources Department has offered to assist in any way needed throughout the process, including helping with the position posting, coordinating interviews, or providing general guidance on hiring procedures and best practices.

We appreciate the important work of the Conservation District and your leadership during this transition. Please feel free to reach out if the County can provide any assistance moving forward.

Sincerely,

Jarris Rubingh, Vice Chairman
Antrim County Board of Commissioners

Wade Foster
918 West St.
Boyne City, MI
(517) 877-0225
wadefoster1002@gmail.com

May 18th, 2026

Antrim Conservation District
7915 Cameron Street
Central Lake, MI

Dear Members of the Board,

I appreciate the opportunity to be considered for the Executive Director position with the Antrim Conservation District. Over the past five years with the district as a field crew lead and my current role as CAKE CISMA Co-Coordinator, I have developed a strong understanding of both our conservation work and the operational needs required to support it successfully.

During my time as CAKE coordinator, one of my most significant accomplishments was addressing reimbursement and grant management issues that had fallen behind prior to my transition into the role. I worked to bring reimbursements current and developed financial and project tracking systems to improve organization, accountability, and long-term project management. Through this experience, I managed grants, budgets, staff, volunteers, and repaired partnerships while also learning firsthand the importance of strong administrative systems and clear communication.

My goal as Executive Director would first be to rebuild and strengthen the district's operational foundation. This includes reviewing and improving internal policies and procedures, ensuring financial systems are accurate and organized, and creating clear processes that support both staff and board operations. I believe strong internal structure is essential to reducing turnover, improving staff support, and positioning the district for long-term success.

Once our foundation is strengthened, I would focus on expanding the district's role as a trusted conservation resource within the community. I believe there is a significant opportunity to simply increase public engagement through volunteer development, stewardship of our natural areas, educational outreach, and stronger collaboration with partner organizations throughout the region.

In the long term, I would like to expand district programming through strategic grant development and partnerships that align with our mission and community needs. I believe this process should begin with the development of a new five-year strategic plan for the district. My goal would be to first compile successful program models implemented by other conservation districts, along with ideas and priorities identified by our local partners, staff, and board members. From there, I would like to conduct community surveys to help identify the programs and services with the greatest local interest before working with the board to establish a final long-term vision for the district.

As a leader, I value transparency, fiscal responsibility, practical stewardship, and community engagement. I believe in setting clear expectations and goals while maintaining a supportive and flexible work environment that helps staff succeed and grow professionally.

I care deeply about the future of this district and the work it provides to the community. I would be honored for the opportunity to help lead the organization forward and continue building a strong, stable, and effective conservation district for years to come. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, reading "Wade Foster". The signature is written in a cursive, flowing style. The first name "Wade" is written with a large, prominent 'W' and a small 'a'. The last name "Foster" is written with a large 'F' and a small 'o'. The signature is positioned below the word "Sincerely,".

Wade Foster

Wade Foster

918 West St. Boyne City, MI 49712 | (517) 877-0225 | wadefoster1002@gmail.com

Work Experience

CAKE CISMA | MAY 2021 – CURRENT

Program Coordinator: September 2024 - Current | Wage: \$24.72/hr

- Oversee and manage daily operations, projects, and programs
- Prepare and present comprehensive monthly and annual reports to the Antrim Conservation District Board and the CAKE CISMA Steering committee.
- Monitor and track progress across 8 grants from federal, state, and local partners.
- Tracks budgets and controls the spending categories across all grants.
- Sustain funding through proactive pursuit of grants and other financial opportunities.
- Hire, train, and supervise CAKE CISMA staff in plant ID, pesticide applications, and data collection.
- Represent CAKE CISMA at educational, professional, and community events.
- Create quarterly work plans with staff and conduct annual performance reviews.

Restoration Crew Lead: March 2022 – September 2024 | Wage: \$21.00/hr

- Trained and led seasonal field crew and volunteers in surveying, field treatments, and data collection.
- Directly managed seasonal field crew and maintained field equipment and work vehicles.
- Utilized GIS software to create data layers for recording field data, determining priority sites, and displaying collected information in management plans and reports for partner organizations.
- Conducted hemlock woolly adelgid treatments with high pressure injector.
- Complied with all Michigan pesticide regulations outlined in Act 451 and Regulation 637.
- Applied for and maintained aquatic nuisance control (ANC) permits in 4 counties and adhered to restrictions and reporting requirements outlined under Part 33 of NREPA.

JIM GRAY'S COTTAGE CARE | JUNE 2023 – CURRENT | WAGE: \$24.00/HR

- Seasonal dock installation and removal, native riparian planting, and lawn care on weekends.

Skills

Technical: ArcGIS (ArcMap, Pro, Online, and Field Maps), QGIS, Python, Google Workspace, Microsoft 365, Midwest Plant ID, wetland delineation, stream monitoring.

Certifications: Applied GIS in Natural Resources, National Wildfire Coordinating Group RX 310 – Intro to Fire Effects. Michigan Boater Safety Certificate.

Licenses: Certified MDARD pesticide applicator in categories: 2 (Forest), 3B (Ornamental), 5 (Aquatic), and 6 (Right of Way).

Education

GRAND VALLEY STATE UNIVERSITY | BACHELOR OF SCIENCE IN NATURAL RESOURCE MANAGEMENT

Related coursework: Principles of Financial Accounting, Forest Ecology and Management, Watershed and Wetland Management, Ecology, Intermediate Applied Statistics, Natural Resource Policy, Advanced GIS, Resource Measurement and Maps, and GIS Applications in Natural Resource Management.

Wade Foster

918 West St. Boyne City, MI 49712 | (517) 877-0225 | wadefoster1002@gmail.com

References

Ms. Alison Adams
Executive Director
Charlevoix Conservation District
Alison.adams@macd.org
Office: 231-582-6193 (daytime)
Cell: 231-881-5109 (evenings)

Mr. Kyle Williams
Pesticide Inspector
MDARD
Kyle.g.williams40@gmail.com
231-709-7226

Mr. Jim Gray
Business owner
Jim Gray's Cottage Service
3238 Lake Grove Rd
Petoskey, MI 49770
231-622-8676

ACD April / May 2026 Reports

From Mike Meriwether

ADMINISTRATION

Letter From BOC – Attached – Responded to letter, provided BOC with requested information.

Budget – Reconciled with Zander – My excel spreadsheet with quick books should be balanced.

Credit Card – Up-dated with new cards / ACD and Mike Meriwether

Empower –

1. Changed Passwords and user ID. I am now administrator.
2. Hiedi Shaffer requested payout – I approved it \$ 86.00.

Tree Sales Completed

Have a few outstanding invoices.

Seemed successful – a few extra trees gave away. Profit = \$5,444.34 +/-.

Got rid of a lot of storage items. Sold some – gave away some.

Received \$ 2k donation from Jim Goetz for tree planting assistance.

Recycling – Several issues with recycling.

Mancelona – complaint with neighbor (Nicole Johnson). Have cleaned up site and worked with townships on resolution to future problems. I planted some trees along her fence and would like to put up deer fence along property line. They will call back to let me know if we can use their fence or should we construct one.

Elk Rapids – Many complaints. Asked GLF to up the pickup rate and to bring in some more bins. They did. Also, Ron and Zander spend a day cleaning up site. Site is scheduled to be moved to transfer station soon.

Bellaire – Complaint regarding stream bank – lots of trash blowing into ditch. Sent Ron, Zander and Dough Bedell to clean up. Need more attention and will likely put up a fence here as well. Moving fence from old office to Bellaire site. Creek will likely need to be cleaned up once a week.

Ellsworth – Agreed to put up fence as soon as village lets me know when posted are place. Talked with Jerry Rasmussen and Tex Drenth – they will be calling us when ready for fence.

All others seem to be ok currently.

Will request \$ 500.00 from Jeremy to help with fencing expenses.

Central Lake Township - requesting assistance regarding tire shredding – and solid waste disposal at the dump. Will investigate it.

Old Building

1. Have been picking up back yard at old building. Lots of items: buckets, posts, bins etc.
2. Floor has been cleaned and tested for lead. No lead showed up. Agreed to seal floor – Eric will let me know when.
3. Club is discussing a rental agreement for our review.
4. Roof – Randy took care of roof – thanks.

Unemployment

Mellissa was denied unemployment but has re-applied. Appears to have been denied a second time.

I met with Stephanie HR person with Antrim County. Discussion on how to deal with unemployment issues.

We were notified that we have not be processing forms in a timely manner – which we have. We receive documents with a day or two notices to respond. I will be filing a formal protest regarding responsiveness.

Zander was able to access – reset our access to the unemployment forms and such. So, we can now complete forms online.

Election

Seems to be an issue with the state? Agenda Item.

Phones

Asked for all general phone calls to be sent to me. I feel we were having some communication issues with the public – should be resolved for now.

Annual Meeting – agenda item _ possible move to different date? Also do you want to plan an event? Recommend a bingo fund raiser – maybe for flood victims, maybe for cedar river, or other ?

OUTREACH

Torch Lake center in Alden is requesting collaboration relative to flooding – they want to do an outreach mailing – Zander working on this with Nancy Brown – Requesting \$1,475.00

AGENDA ITEMS FOR MAY MEETING

Request for outreach assistance - \$ 1475.00. Torch Lake Center – Alden – Mailing regarding flood reclamation issues, recommendations etc.

Annual Meeting – Dates / event proposal> Elections.

Budget Review – Review budget and year to date expenditures – may need a few amendments?

Executive Director – Hiring recommendations from committee. Special Meeting set for 13th.

Car – Recommend we sell. Don't really need it anymore – was for soil erosion.

FORESTRY

Tree Planting – Assisted with several private landowner with planting projects; Tom Cooper, Kevin Russel, Jim Goetz, Mary Boucher.

Tree Planting – Completed 1000 trees planted on county forest land hawk lake.

Tree Planting – Assisting Village of Bellaire with park plantings. Landscape trees.

Tree Sales – seem to go ok. See above

Hawk Lake Timber Sale – large pine sale on county land generated 80k for county, Several other sales pending for next few months. Will be marking trees on the following parcels.

Star Township storm damage sale pending.

Valley Road Pine Sale pending

Simpson Road Pine Sale. Pending

Glacial Hills – Opposition letter to BOC regarding proposed pole barn.

Mohrmann Park – Met with Lynsey looking at bridges.

Signage – Had several signs made for ACD properties.

Recorded Landowner (field visits)

Dan Rudy

Sue Haughfore

Mitch beech/ James Hall pine

Deb Gerber

Ed Martel

Bruce Priemer tree marking

Jim Goetz tree planting

Mary Boucher – tree planting

Tommy Cooper- tree planting – rented tree planter

Kevin Russel – rented tree planter

John Hussy – tree

Dean Crandel – Forest home twp.

Brain Ferral – tree planting

Gary Strange – trees maintenance

ATTACHMENT 1

FROM: MIKE MERIWETHER – Forester

TO: ANTRIM COUNTY BOARD OF COMMISSIONERS (BOC)

SUBJECT: GLACIAL HILLS – proposed building

Dear BOC

It has come to my attention that the Glacial Hills Board is considering placing a 30x40 foot pole barn on county forest land at Vandermark Road (Glacial Hills). I recently met with Dean Crandal and reviewed the proposed site.

As I have the management responsibilities for the property, I would like to inform the BOC that I am opposed to any expansion of the existing footprint at this site. Here are some of my concerns.

1. Aesthetics – The natural beauty of the area should be maintained.
2. Property Line – The proposed site is close to the property line – respecting neighboring property owners is important. Clearing trees will disrupt view from neighbors. The existing trees are currently screening the trail head area.
3. Expanding footprint – It is my opinion that the expansion of the trail head area is not needed. A 30 x 40-foot structure is excessive.
4. County Forest Land – Conversion of forest land un-necessary and not recommended.
5. Alternatives – There are alternatives:
 - a. Use Eckhart Road property - owned by the township.
 - b. Use village property owned - by Village of Bellaire.
 - c. Replace smaller storage shed with larger one at same location using same footprint area.

Please feel free to contact me with any questions you may have.

Mike Meriwether
Forester
Antrim County
231-350-3963

Office & Program Assistant Report

- Helped with tree sale
- Drove to get fruit trees and conifers for tree sale
- Advertised tree sale, and mushroom class 104 via email (Ended up being canceled)
- Paying bills as they come through the mail / email
- Categorized charges for VISA card statement
- Deposited numerous checks
- Manage normal office task (opening, answering phones, responding to emails)
- HHW event day scheduled with Elk Rapids DPW
- Updates to both websites (Antrimcd.org is now completed)



Board Report: April 2026

Executive Summary:

- Over 1,596 additional hemlocks are measured, tagged, and ready for treatment.
- Continuing outreach efforts and planning additional events with several local schools (Ellsworth & Boyne City)
- Staff attended the DNR's annual HWA treatment training on April 30th

Project Updates:

Project	Last Month (March)	This Month (April)	Next Month (May)
Hemlock Woolly Adelgid	- Start Delimitation survey of ACNA (30 acres, over 1,000 trees) - Submit Consumer's Energy Planet Awards Grant Application	- Finished delimitation of ACNA - Additional 1596 hemlocks tagged	- Finishing delimitation surveys - Crawlers become active during this time, planned outreach about that
Coastal-Riparian Restoration	- Meeting with GRNA to plan summer work together	- Did inventory and purchased some equipment	
Other	- Continue interviews for technicians - Entrance call for MISGP Core Grant	- Q3 Steering committee meeting - Invasives pull with Glacial Hills - Seeds purchased for CAKE native seed Library	- CISMA plans to submit a letter of intent for the Sustain Our Great Lakes Grant - Attend EGLE's European Frogbit Early Detection Training
Events	- Bellaire literary club seed sowing canceled due to weather - Seeds swaps with the Kalkaska Conservation District	- Seed Swap with KCD - Garlic mustard paper making - Earth Day lesson with Ellsworth Elementary	- Spring Ephemeral Wander Walloom - Volunteer Garlic Mustard Pulls with Glacial Hills & WLAC - Teaching at Salmon Release Day in Boyne City

Financial Overview:

CAKE April Expenses	
Description	Expense
Wages	\$10,947.90
Fringe	\$4,231.11
Equipment Total	\$364.83
Training/Permits	\$0.00
Indirect	\$1,214.11
Contractual Total	\$0.00
Travel	\$387.15
Total	\$17,145.10

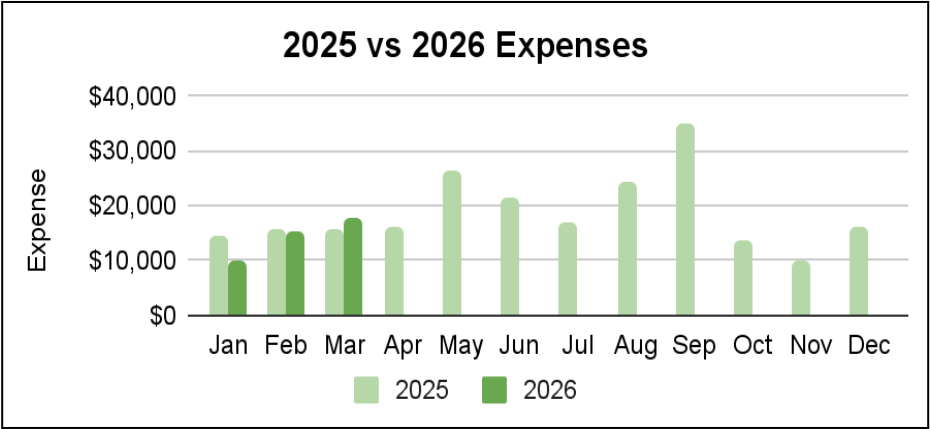
Grant Balance Summary			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$286,299.48	\$161,438.89	\$124,860.59
Fringe Total	\$83,952.52	\$54,830.63	\$29,121.89
Equipment Total	\$15,491.62	\$4,333.49	\$11,158.13
Training/Permits	\$3,480.00	\$538.00	\$2,942.00
Indirect	\$43,070.00	\$22,583.81	\$20,486.19
Contractual Total	\$161,451.00	\$119,299.63	\$42,151.37
Travel	\$28,050.00	\$7,056.73	\$20,993.27
Total	\$621,794.62	\$370,081.18	\$251,713.44

Highlights

- MISGP IS24 Core grant ended, final report/reimbursement in progress.
- Executed MISGP IS25 Core and Go Beyond Beauty 2026 grants totalling \$78,500.
- Added CAKE Donations into report.

Upcoming

- Glacial Hills funds for shared work and european frogbit survey grant.



Community Outreach:

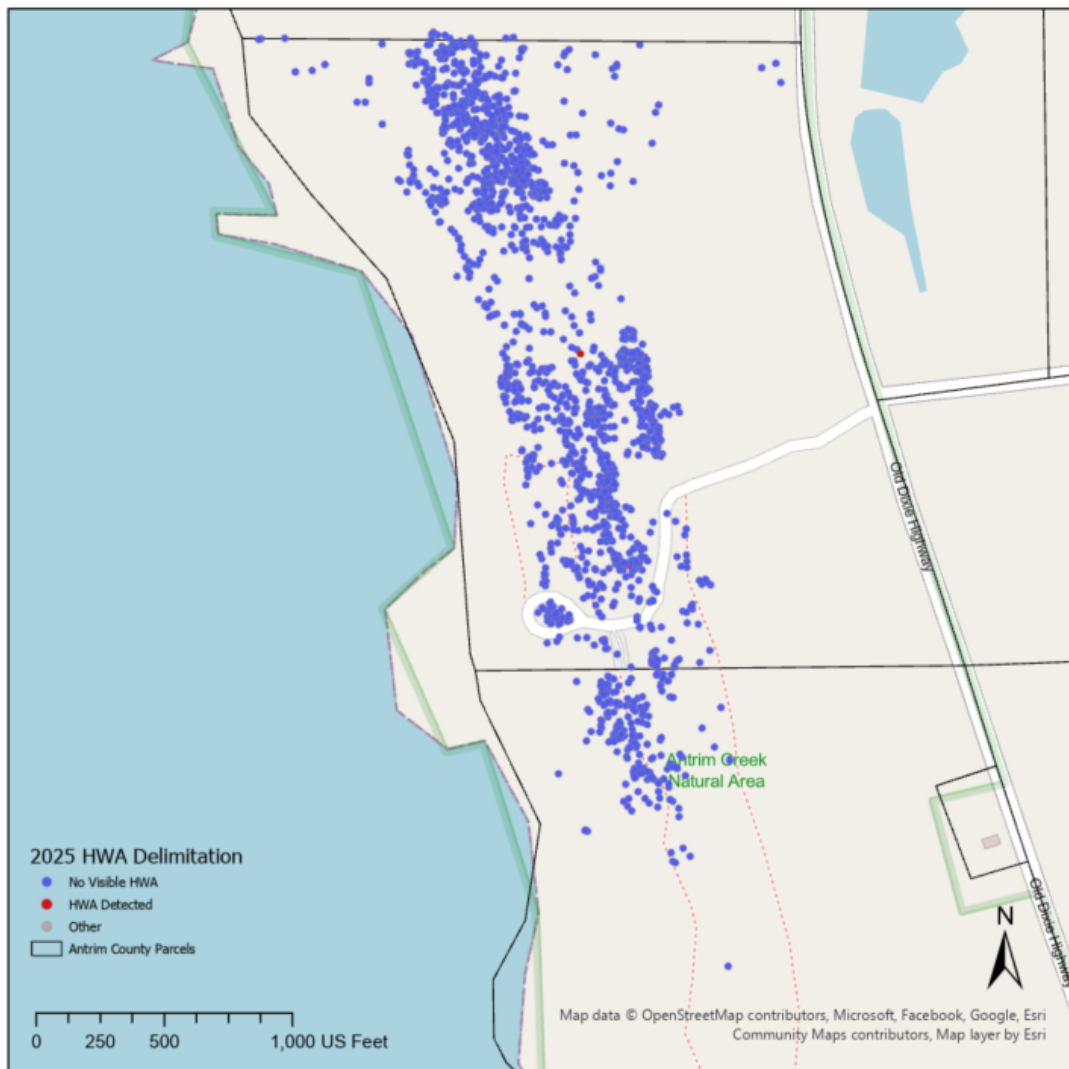
This month, staff participated in the ERCOL WPIT group meeting and hosted a garlic mustard papermaking workshop as part of ongoing outreach and community engagement efforts. Tyler and Wade also attended an Earth Day event with Ellsworth Elementary School, where they spoke with approximately 85 students about invasive species, trees, and the work they do in Antrim County. Each student received a red pine seedling provided by the Antrim Conservation District.

In addition, Katie hosted an Earth Day volunteer workday at a local natural area and led the invasive species crew during Glacial Hills’ annual workday event. Both events saw strong volunteer participation, and collectively volunteers removed approximately 80 pounds of invasive plant material from local natural areas.

Field Report:

During the month, the HWA delimitation process at the Antrim Creek Natural Area was concluded (final map below). Staff from the Michigan DNR assisted with delimitation efforts at several HWA sites this month. All grant-funded delimitation work is expected to be completed in May. While we anticipate being able to treat all landowners currently enrolled in the program, we do not expect to have sufficient funding or staff capacity to complete treatments for all identified sites in Antrim County this season. At this time, additional inquiries are being deferred to next year's program cycle or referred to contractors, though there appear to be limited contractors currently offering this type of work in the region.

We also completed seasonal field technician hiring this month. Tyler's last day with the organization was April 22, and significant time was dedicated to preparing for the field season and redistributing workload responsibilities prior to his departure.



Financial Breakdown by Grant

GLRI - 035 - Coastal/Riparian Habitat Restoration			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$60,502.48	\$49,103.28	\$11,399.20
Fringe Total	\$10,343.52	\$8,809.97	\$1,533.55
Equipment Total	\$2,280.00	\$1,527.26	\$752.74
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$9,524.00	\$8,180.56	\$1,343.44
Contractual Total	\$106,051.00	\$101,549.71	\$4,501.29
Travel	\$11,299.00	\$2,620.76	\$8,678.24
Total	\$200,000.00	\$171,791.54	\$28,208.46
Grant Period: 1/3/2022 to 1/2/2027			

C3F Seed Library			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$4,070.00	\$939.36	\$3,130.64
Fringe Total	\$1,220.00	\$202.22	\$1,017.78
Equipment Total	\$2,400.00	\$498.20	\$1,901.80
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$770.00	\$137.48	\$632.52
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Total	\$8,460.00	\$1,777.26	\$6,682.74
Grant Period: 1/1/2025 to 5/31/2026			

MISGP IS24 - HWA			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$81,775.00	\$56,388.85	\$25,386.15
Fringe Total	\$30,697.00	\$20,332.09	\$10,364.91
Equipment Total	\$3,430.00	\$1,949.06	\$1,480.94
Training/Permits	\$1,110.00	\$0.00	\$1,110.00
Indirect	\$12,086.00	\$7,917.61	\$4,168.39
Contractual Total	\$30,400.00	\$17,749.92	\$12,650.08
Travel	\$5,502.00	\$2,550.18	\$2,951.83
Total	\$165,000.00	\$106,887.71	\$58,112.30
Grant Period: 4/18/2025 to 4/30/2027			

GBB 2026			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$2,800.00	\$0.00	\$2,800.00
Fringe Total	\$1,200.00	\$0.00	\$1,200.00
Equipment Total	\$2,000.00	\$0.00	\$2,000.00
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$0.00	\$0.00	\$0.00
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$500.00	\$0.00	\$500.00
Total	\$6,500.00	\$0.00	\$6,500.00
Grant Period: 2/5/2026 to 10/31/2027			

GLRI - 090 - Expanding CAKE to BI Archipelago			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$47,000.00	\$11,257.37	\$35,742.63
Fringe Total	\$6,000.00	\$6,021.32	-\$21.32
Equipment Total	\$3,000.00	\$0.00	\$3,000.00
Training/Permits	\$1,000.00	\$538.00	\$462.00
Indirect	\$10,000.00	\$1,784.06	\$8,215.94
Contractual Total	\$25,000.00	\$0.00	\$25,000.00
Travel	\$8,000.00	\$23.93	\$7,976.08
Total	\$100,000.00	\$19,624.68	\$80,375.32
Grant Period: 7/29/2025 to 8/3/2027			

MISGP IS24 - Core			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$45,979.00	\$43,750.03	\$2,228.97
Fringe Total	\$17,524.00	\$19,465.03	-\$1,941.03
Equipment Total	\$400.00	\$358.97	\$41.03
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$4,387.00	\$4,564.10	-\$177.10
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$1,710.00	\$1,861.87	-\$151.87
Total	\$70,000.00	\$70,000.00	\$0.00
Grant Period: 4/18/2025 to 4/30/2026			

MISGP IS25 - Core			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$44,173.00	\$0.00	\$44,173.00
Fringe Total	\$16,968.00	\$0.00	\$16,968.00
Equipment Total	\$147.00	\$0.00	\$147.00
Training/Permits	\$1,370.00	\$0.00	\$1,370.00
Indirect	\$6,303.00	\$0.00	\$6,303.00
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$1,039.00	\$0.00	\$1,039.00
Total	\$70,000.00	\$0.00	\$70,000.00
Grant Period: 4/10/2026 to 4/30/2027			

CAKE Donation			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$0.00	\$0.00	\$0.00
Fringe Total	\$0.00	\$0.00	\$0.00
Equipment Total	\$1,834.62	\$0.00	\$1,834.62
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$0.00	\$0.00	\$0.00
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Total	\$1,834.62	\$0.00	\$1,834.62
Grant Period: NA to NA			





CTAP Grant – Quarterly Progress Report Form

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

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

Fiscal Year: 2026

Quarter: Second Quarter

Program Output Category	Program	Q1 Actual (Oct-Dec)	Q2 Actual (Jan-Mar)	Q3 Actual (Apr-Jun)	Q4 Actual (Jul-Sep)	Local Defined FY26 Output
Completed Risk Assessments	MAEAP	0	15			20
Performance Rating & Score: 5 - Outstanding		Field Coordinator Comments: As of 4/3/26, there are 6 System Assessments started but not completed in FY26. Lauren has had problems with the application not tracking all her work properly and accurately.				
Completed Risk Reductions	MAEAP	12	28			67
Performance Rating & Score: 5 - Outstanding		Field Coordinator Comments: you are well over half way to your goal of 67 risk reductions.				
New Verifications	MAEAP	6	0			7
Performance Rating & Score: 1 - Unsatisfactory		Field Coordinator Comments: - Total Verification Request Forms Processed in Q2: 1 Farm (3 New System Vers & 0 System Revers) - 664.5 Newly Verified Acres in FY26 so far				
Reverifications	MAEAP	0	0			8
Performance Rating & Score: 1 - Unsatisfactory		Field Coordinator Comments: Total Verification Request Forms Processed in Q2: 1 Farm (3 New System Vers & 0 System Revers)				



Program Output Category	Program	Q1 Actual (Oct-Dec)	Q2 Actual (Jan-Mar)	Q3 Actual (Apr-Jun)	Q4 Actual (Jul-Sep)	Local Defined FY26 Output
Soil Health Assessments	RAP	0	N/A			21
Performance Rating & Score: Not Applicable		Field Coordinator Comments:				
Soil Health Tests	RAP	0	N/A			21
Performance Rating & Score: Not Applicable		Field Coordinator Comments:				
Soil Health Management Plans	RAP	N/A	N/A			4
Performance Rating & Score: Not Applicable		Field Coordinator Comments:				
Site visits	MAEAP/ RAP	11	23			60
Performance Rating & Score: 5 - Outstanding		Field Coordinator Comments: Well over half the way to your goal of 60 Site Visits for FY26				

Other Performance Areas:	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-Jun)	Q4 (Jul-Sep)
Did the technician complete an outreach activity (educational meeting, workshop, field day)? Field Coordinator Comments: Field day scheduled 8/22/26	N/A	N/A		



Other Performance Areas (con't):	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-Jun)	Q4 (Jul-Sep)
Was the Annual Planning process completed? Field Coordinator Comments: Annual Planning completed 11/5/2026	Yes	No		
Did the technician enter quality program data on a weekly basis? (Yes: 80-100%; Somewhat: 50-79%; No: 0-49%) Field Coordinator Comments: Q1 - Achieved Weekly Data Entry 64% of the Quarter Q2 - Achieved Weekly Data Entry 92% of the Quarter	Somewhat	Yes		
Did effective communication and coordination take place between the Field Coordinator and the technician? Field Coordinator Comments: Lauren is a very effective communicator and our time together is very well coordinated	Yes	Yes		
For new technicians, was Orientation completed within 30 days? Field Coordinator Comments: Lauren has been an extremely effective technician and has been very helpful in Benzie and Leelanau counties	N/A	N/A		
For new technicians, was a Performance Evaluation completed? Field Coordinator Comments: Lauren has been very helpful training newer technicians and offering OFT days in the field.	N/A	N/A		

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

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



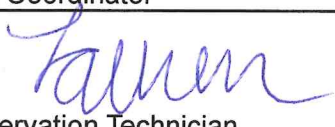
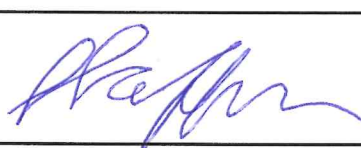
Additional Space for Comments from the Field Coordinator, Conservation Technician and District Manager are available in the space provided below.

Performance Ratings are specific to the Q2 Actual Numbers.

Lauren has been instrumental in helping to keep some farmers in the loop on MAEAP/RAP activities in Benzie and Leelanau Counties. The application has had issues tracking all of Lauren's data input.

Lauren is a team player and always willing to help train new technicians and teach them all the different aspects of the job.

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

x Dan Busby	Digitally signed by Dan Busby Date: 2026.04.06 16:13:22 -04'00'	
Field Coordinator		Date
x 		4/15/26
Conservation Technician		Date
x 		4/15/26
Conservation District Manager		Date



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

DR. TIM BORING
DIRECTOR

Conservation Programs Unit Partner Report – May 2026

Partner Updates / Reminders:

- The most recent [Open Meetings Act Handbook \(March 2026\)](#) is now available.
- The Michigan Department of Treasury has issued a significant number of incorrect tax-related notices (dated between March 30 and April 17, 2026) due to a system error on their end. The issues stem from estimated payments and credit carryforwards that were not properly applied to taxpayer accounts. Treasury has confirmed that all prepayments are accurately reflected in its eServices system, and corrected notices will be issued once the problem is resolved. If your appeal deadline is approaching and you have not received a corrected notice, you should proceed with filing an appeal to protect your rights. Separately, some taxpayers may receive unexpected refund checks from the State related to underpayment penalties. **Do not cash these checks.** If you receive one, return it to Treasury.
- CPU has created a [CD Operations SharePoint site](#) to provide space for documents and training resources. District managers received a notification from Nadene Berthiaume regarding accessing the site. The State of Michigan SharePoint site must be accessed with Microsoft Authenticator. You may need to download the free Microsoft Authenticator app on a cell phone. You WILL NOT need to purchase any tools to access the site. Examples of documents and resources on the SharePoint site include MDARD election documents, the CD directory, links, maps, budgeting resources, reporting templates, etc.
- The CD Operations Manual has been updated and is available via the new CD Operations SharePoint site. Regional Coordinators can also email it to district managers and directors upon request.
- Michigan law requires that all public records be listed on an approved retention and disposal schedule that identifies how long the records must be kept, when they may be destroyed, and when certain records can be placed in permanent preservation. **The CD retention and disposal schedule, [GS#38](#), has been updated.** This update lengthens the requirement for keeping Oaths of Office and adds a schedule for volunteer records. CD's will also follow the County Schedules [GS#1](#), [GS#26](#), [GS#30](#), [GS#31](#), and [GS#35](#). Please send any questions to your Regional Coordinator.

Educational Opportunities:

- EGLE and the US Army Corps of Engineers will be hosting their last free symposium on **Permits and Processes: Working in Michigan Waters**. The workshop will be from 10:15 – 4:00 EST. RSVP by email to LRE_REG_Outreach@usace.army.mil.
 - **May 14th** in Marquette
- The Michigan Community Service Commission has announced free [training focused on volunteer management](#). Featured training will be centered around volunteer engagement, recruitment, and recognition. Training courses are free of charge but do require advanced registration. Training courses will wrap up in May, but all recordings are available.
- EGLE hosts a [monthly local leaders webinar series](#) on how to address environmental issues in your community.
- 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:
[Quarantines Demystified: Keeping Michigan Green and Pest-Free](#) – **April 15th 9:00**
- MSU is offering a [Fiscally Ready Communities Webinar Series](#), monthly through August. Coming soon:
[Nuts and Bolts: Fees, Fines, Purchasing, and Receipting](#) – **May 14th 2:00 EST**
[From Fundamentals to Best Practices](#) – **June 3rd 2:00 EST**
- MSU is also offering a new *monthly* series on [Local Government Policy and Practices](#) throughout 2026. This series will offer insights, tools, and research to help public sector leaders strengthen their communities.

Fun Facts for Conservation Districts:

- An annual report can serve as a useful document that highlights conservation district programs and accomplishments over the year, which can then be shared with the public. It can also reflect the goals outlined in a district's annual business plan. The following topics can serve as a guide to prepare an annual report, although additional topics and layouts make each report unique. While the annual report can be created any time during the year, it's recommended to share it during a districts annual meeting, place a copy on the district's website, provide to partners and municipalities, and to offer copies in the district office. The CD Operations Manual, chapter five, has further details.
 - History & facts of the district
 - Natural resource concerns and district priorities
 - Implementation of conservation practices
 - Special activities/events
 - Partnerships & award winners
 - District's operating budget
 - Director candidates for the election

- Conservation districts are required to hold an annual meeting for board of director election purposes. Districts are encouraged to maintain a full board of five (5) directors, elected or appointed. [CD Law](#) requires and MDARD's guidance can be found in the CD Operations Manual, chapter seven.

Funding Opportunities:

- NFWF announced the [Five Star Grant Program](#) to develop community capacity to sustain local natural resources for future generations by providing funding to local partnerships focused on improving water quality, watersheds, and the species and habitats they support. Michigan priority areas include Detroit, Grand Rapids, Ann Arbor, and Lansing (priority for migratory bird projects). Applications are due **May 14th**.
- The DNR announced the [Urban and Community Forestry Assistance grants](#) to increase, enhance, and improve access to tree canopy and its benefits, improve the resilience and sustainability of the urban and community forest, and support the active participation of the community in urban forestry planning, planting and care. Applications are due **May 18th**.
- MDARD announced the [Conservation Technical Assistance Program \(CTAP\) grant](#) RFP process for competitive grants designed to support both the Regenerative Agriculture Program and the Michigan Agriculture Environmental Assurance Program. Applications are due **June 5th**.
- EGLE announced the [Nonpoint Source \(NPS\) Program implementation funding](#) for watershed projects that restore impaired waters or protect high quality waters. Projects must address nonpoint sources of pollution primarily through implementing recommended activities in Department approved [watershed management plans](#). Proposals for invited applicants are due **June 30th**.
- The Michigan Tree Farm Committee is again providing funds in 2026 to tree farmers and inspecting foresters to host 10 Tree Farm field days around the state. Applications are due **November 1st** but are reviewed quarterly.

ANTRIM CONSERVATION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES - DRAFT

April 15th, 2026 3:00pm 7915 Cameron Street, Central Lake, MI 49622

Call meeting to order by Chairperson at: 3:05pm by Adrienne Wolff

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

Partners/Public: Jarris Rubingh, Jim Pawlowicz, Eric Douglas, Paul Sak, Lori Sak

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

Agenda Review and Approval:

Item Additions:

- Forestry Program (properties, long-term policies for land management, and proper maintenance fund)
- Discuss Empower Employee Retirement account

Motion made by Kathleen Peterson to accept agenda with the additions listed. Second by Randy Johnson. Motion carries 4-0.

Public Comment:

Jarris Rubingh: The Antrim County Board Chairman has declared State of Emergency due to current flooding. Sign up for the RAVE alert system, available on the Antrim County website. Asked county administrator to work on a contract for Mike Meriwether for post-retirement forestry work for the county.

Information and Correspondence: New/Updated MDARD Conservation District Operations Manual

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

Motion made by Randy Johnson to accept monthly staff and partner reports. Second by Kathleen Peterson. Motion carries 4-0.

Approval of Board Meeting Minutes for March 25, 2026:

Motion by Kathleen Peterson to officially nominate Bryan Smith for Vice Chair for a full board vote. Motion second by Adrienne Wolff. Motion carries 4-0.

Motion by Adrienne Wolff to accept March 25, 2026 Meeting Minutes, second by Kathleen Peterson. Motion carries 4-0.

Approval of Board Closed Session Meeting Minutes for March 25, 2026:

Motion by Adrienne Wolff to accept March 25, 2026 Closed Session Meeting Minutes, second by Kelly Doyle. Motion carries 4-0.

Financial Review and Requests:

Statement from attorney Lindsay Raymond for review.

Motion made by Adrienne Wolff to accept and pay the statement from attorney Lindsey Raymond. Second by Kathleen Peterson. Roll Call: Johnson- yes, Peterson- yes, Wolff- yes, Doyle- yes. Motion carries 4-0.

Motion made by Randy Johnson to approve the financials for March 2026. Second by Kathleen Peterson, motion carries 4-0.

New Business:ACD Employee Structure Discussion

- Current open positions:
 - Executive Director
 - 2022 Position Description attached in board packet.
 - Education & Outreach

Administration committee intends to meet before next Board Meeting to discuss and clarify roles for future position(s) and recruitment.

ACD Annual Meeting

- Date: July 22nd
- Location: TBD
- Board Member Petitions: 5 signatures from interested candidates need to be turned in no later than May 23rd, 2026.
- Notice of Annual Meeting & Elections: needs to be published in the Antrim Review no later than June 7th, 2026.
- Absentee Ballots: need to be made available for pickup in our office 45 days before election.
 - Chapter 7 of MDARD CD operations manual further defines election parameters.

Current anticipated Board openings include (1) 4-year term and (1) partial term (2 years); open positions will be advertised in the newspaper and on social media.

Grant: MDARD - Conservation Technical Assistance Program

- Application Deadline: June 5th, 2026
- Funding Period: October 1, 2026 – September 30, 2029
- Grant application guide, forms, and supporting information [here](#).
- Had partnered with GTCD in the past, grant application structure has changed. This program includes MAEAP and a new regenerative agriculture component.

Consideration to reach out to GTCD again for further partnership opportunities.

Empower Retirement Program

Motion by Kathleen Peterson to remove Melissa Zelenak from the Empower Retirement Program account, and to add Mike Meriwether to the account. Second by Adrienne Wolff. Motion carries 4-0.

Old/Ongoing/Unfinished BusinessACD annual report to Antrim County Commissioners

- The 16th of April at 7pm
- Annual Report prepared by Mike Meriwether attached in board packet

Tree Sale Update

- Distribution will be the 25th and 26th of April at 7915 Cameron Street, Central Lake
- Order packing 22nd-23rd

Consideration of spring native plant sale in May.

BCC / Stover Road facility

Newest Draft of ACD/BCC Commitment Letter attached in board packet.

Motion made by Randy Johnson to accept the April 6th Letter of Commitment between the BCC and ACD. Motion second by Adrienne Wolff. Motion carries 4-0.

Discussion to continue gathering quotes for roofing repairs for review at the next board meeting.

Credit Card

- Credit Card Policy - draft to be sent and reviewed before next board meeting.
- Statement Payments

Budget Amendments

Will need to review and adjust for:

- Legal
- Wages

MDARD Elements

- Legal Element & Annual Meeting Element most pertinent

Board will need to complete all four elements before September.

County Recycling

- Ellsworth recycling location - fencing project ongoing

Forestry Program

Deb Pruitt to help put together an ACD property map

Mike Meriwether purchased signage for display at existing properties

- Suggests consideration about the long-term plan, usage, and future of these properties

General Discussion & Director Reports

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

Building & Properties Committee - Wolff, Johnson, and Meriwether - none

Education & Outreach - Doyle, Peterson, and Gray

Upcoming Event: April 26th - Great Lakes Mushroom Company - Mushroom 104: Cooking With Mushrooms

Next Board Meeting Date: May 27th, 2026 at 3pm

Motion to adjourn at 5:11pm by Kathleen Peterson, second by Adrienne Wolff. Motion carries 4-0.

Draft Minutes Approved By Secretary: _____ Date: _____

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 SPECIAL MEETING - DRAFT

April 22nd, 2:30pm 7915 Cameron Street, Central Lake, MI 49622

Meeting called to order by Chairperson at: 2:31pm by Adrienne Wolff

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

Partners/Public: Jarris Rubingh, Jim Pawlowicz, Eric Douglas, Lyndsey Eccles

ACD Staff: none

Agenda Review and Approval: *Motion to approve by Randy Johnson, second by Kathleen Peterson. Motion carries 4-0.*

Public Comment: Jarris Rubingh - Wondering if the district been in contact with Mancelona Township regarding recycling fencing. Chairperson Wolff confirms there has been contact with GFL about replacing bins and adding an extra trash pickup day at the Mancelona site, and discussion towards building more fencing surrounding several Antrim recycling areas to help contain loose debris.

New/Current Business:

Roof Replacement of 4820 Stover Road Building

Three roofing company bids provided: Szoka Construction LLC, JNJ Quality Roofing Repair, Northshore Exteriors LLC

Motion made by Randy Johnson to accept J&J Roofing quote to replace the Stover Road Building at the amount of \$28,350. Second by Adrienne Wolff. Roll call: Johnson- yes, Peterson- yes, Doyle- yes, Wolff- yes. Motion carries 4-0.

Motion by Adrienne Wolff to allocate funds for roof replacement from the district's MI Class account. Second by Randy Johnson. Motion carries 4-0.

Next Board Meeting Date: May 27, 2026

Motion to adjourn: *Motion made at 2:44pm by Randy Johnson, second by Kathleen Peterson. Motion carries 4-0.*

Draft Minutes Approved By Secretary: _____ Date: _____

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 SPECIAL MEETING - DRAFT

May 13th, 2:30pm 7915 Cameron Street, Central Lake, MI 49622

Meeting called to order by Chairperson at: 2:30pm by Adrienne Wolff

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

Partners/Public: Jarris Rubingh, Amy Drake

ACD Staff: Mike Meriwether, Zander LaPointe, Wade Foster

Agenda Review and Approval: *Motion by Kathleen Peterson, second by Randy Johnson. Motion carries 5-0.*

Public Comment:

Jarris Rubingh: The County (Human Resources and Deputy Administrator) is offering to help post and set up interviews for open Executive Director position at no cost if this is desired. Also mentioned that he's receiving notices from public that recycling in Bellaire needs attention. Mike Meriwether confirms that a fence was added to the site yesterday and that active additional cleanup efforts are ongoing.

Amy Drake: Introduces herself to the board, expresses interest in getting more involved with the ACD.

New/Current Business:

Appointment of Directors

Due to the discovery of improper certification from the previous 2025 board's elections, MDARD representative had recommended making appointments to the board for those positions affected for the remainder of this year's terms.

Motion by Adrienne Wolff to appoint Kelly Doyle as a board member until the next annual meeting and election on July 22, 2026. Second by Randy Johnson. Motion carries 3-0.

Motion by Adrienne Wolff to appoint Kathleen Peterson as board member until next annual meeting and election on July 22, 2026. Second by Randy Johnson. Motion carries 4-0.

Motion by Adrienne Wolff to appoint Bryan Smith as board member until next annual meeting and election on July 22, 2026. Second by Randy Johnson. Motion carries 4-0.

Executive Director Job Posting

Draft of job description included in email to board, staff & partners.

Wolff notes current ACD personnel manual allows for posting open positions internally at the organization for view, interview, and hire for one week before posting publicly through standard procedures. Administration Committee set to oversee this effort in the coming week.

Motion by Randy Johnson to accept the new Executive Director position description. Second by Kathleen Peterson. Motion carries 5-0.

Next Board Meeting Date: May 27, 2026

Motion to Adjourn: Motion made by Adrienne Wolff at 3:06pm, second by Randy Johnson. Motion carries 5-0.

Draft Minutes Approved By Secretary: _____ Date: _____

Antrim Conservation District Profit & Loss

April 2026
Apr 26

Income	
4300 · County Allocation	16,000.00
4350 · County Millage Appropriation	148,835.52
4810 · Grants/MDARD/DOLE/Misc	75,136.22
5000 · Plat Book	130.00
5300 · Tree Sales	4,250.91
5400 · Income - Workshop	-741.00
5500 · Interest Income	776.66
Total Income	244,388.31
Cost of Goods Sold	
6000 · Cost of Sales	2,164.16
Total COGS	2,164.16
Gross Profit	242,224.15
Expense	
10000 · Wage Expense	
9920 · FICA Expense	2,166.04
9930 · SUTA Expense	8.06
9935 · In Lieu Of Insurance	400.00
9999 · Wages & Salaries	30,389.43
Total 10000 · Wage Expense	32,963.53
5999 · Benefits - Employee	
6500 · Benefits - Health Insurance	2,904.93
6600 · Benefits - Retirement	806.27
6700 · Benefits - VSP Vision	53.21
6750 · Benefits - Dental	228.38
Total 5999 · Benefits - Employee	3,992.79
6100 · Advertising	68.00
6800 · Board Per Diem Expense	300.00
7100 · Dues & Subscriptions	254.09
7200 · Equipment Expense	1,934.50
7300 · Fuel	457.35
7800 · Insurance Expense	7,074.97
8150 · Land & Property Expense	255.28
8200 · Legal and Accounting Fees	1,280.00
8900 · Operating Supplies	414.19
9100 · Phone Expense	539.12
9200 · Postage Expense	78.00
9800 · Rental Expense	1,760.00
9995 · Vehicle Maintenance	570.61
Total Expense	51,942.43
Net Income	190,281.72

Antrim Conservation District

Balance Sheet

As of May 13, 2026
May 13, 26

ASSETS

Current Assets

Checking/Savings

1000 · Antrim Conservation District	582,547.51
1100 · Forestry Savings Account	4,167.00
1200 · MI Class CD - General Fund	219,623.93
1201 · MI Class CD - Forestry Fund	82,358.91

Total Checking/Savings 888,697.35

Other Current Assets

1210 · Petty Cash	800.00
-------------------	--------

Total Other Current Assets 800.00

Total Current Assets 889,497.35

Fixed Assets

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

Total Fixed Assets 220,557.07

TOTAL ASSETS **1,110,054.42**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

1700 · Accrued - Retirement	2,091.04
1710 · Aflac Payable	-265.72
231 · Accrued - FICA Payable	97.04
234 · Accrued - MI Withholding Tax	1,640.86
235 · Accrued - SUTA Payable	331.88

Total Other Current Liabilities 3,895.10

Total Current Liabilities 3,895.10

Total Liabilities 3,895.10

Equity

2200 · Liability Fund	20,000.00
30000 · Opening Balance Equity	335.35
3100 · Unrestricted Net Assets	613,691.88
Net Income	472,132.09

Total Equity 1,106,159.32

TOTAL LIABILITIES & EQUITY **1,110,054.42**

Antrim Conservation District Check Register

April 2026

	Name	Type	Num	Date	Amount
Apr 26	Visa	Check		04/09/2026	1,006.28
	Empower Retirement	Check	EFT	04/07/2026	762.50
	Empower Retirement	Check	EFT	04/07/2026	513.00
	VSP	Check	EFT	04/02/2026	53.21
	Delta Dental	Check	EFT	04/02/2026	228.38
	Verizon	Check	EFT	04/27/2026	514.12
	Central Lake Properties	Check	1001	04/01/2026	1,500.00
	Fischer Insurance Agency	Check	1002	04/01/2026	7,074.97
	DAR LAW	Check	1003	04/01/2026	1,000.00
	Adrienne Wolff	Check	1004	04/01/2026	75.00
	Kathleen Peterson	Check	1005	04/01/2026	75.00
	Bryan Smith	Check	1006	04/01/2026	75.00
	Kelly Doyle	Check	1007	04/01/2026	75.00
	Adams County Nursery INC	Check	1008	04/09/2026	2,164.16
	Ginop Sales INC	Check	1009	04/09/2026	1,934.50
	Circle North Media	Check	1010	04/09/2026	68.00
	Accounting Services	Check	1011	04/15/2026	280.00
	Antrim County Transportation	Check	1012	04/21/2026	1,027.96
	Blue Care Network of Michigan	Check	1013	04/30/2026	2,904.93
	Antrim County Treasurer	Check	1019	04/27/2026	255.28
Apr 26					<u><u>21,587.29</u></u>

Antrim Conservation District

Profit & Loss Budget vs. Actual

January 1 through May 13, 2026

	Jan 1 - May 13, 26	Budget	% of Budget
Income			
4300 · County Allocation	67,063.50	84,135.60	79.71%
4350 · County Millage Appropriation	276,951.41	268,000.00	103.34% - Amend
4400 · Donation	575.00	5,000.00	11.5%
4600 · General	0.00	1,000.00	0.0%
4810 · Grants/MDARD/DOLE/Misc	299,067.83	313,400.00	95.43%
4900 · Contract Management HHW	0.00	7,500.00	0.0%
4910 · Native Plant Sales	0.00	5,000.00	0.0%
5000 · Plat Book	382.68	1,000.00	38.27%
5100 · Contract Management Recycling	17,217.51	25,000.00	68.87%
5300 · Tree Sales	21,422.74	18,000.00	119.02% - Amend
5400 · Income - Workshop	2,977.60	3,000.00	99.25%
5500 · Interest Income	1,990.24	12,000.00	16.59%
Total Income	687,648.51	743,035.60	92.55%
Cost of Goods Sold			
6000 · Cost of Sales	13,372.66	0.00	100.0% - Treesale expense / Native Plant expense
Total COGS	13,372.66	0.00	100.0%
Gross Profit	674,275.85	743,035.60	90.75%
Expense			
10000 · Wage Expense			
9920 · FICA Expense	8,502.55	26,000.00	32.7%
9930 · SUTA Expense	339.16	700.00	48.45%
9935 · In Lieu Of Insurance	2,200.00	3,000.00	73.33%
9937 · Overtime Pay	358.80	1,000.00	35.88%
9938 · Vacation Pay	0.00	5,000.00	0.0%
9940 · Bonus	0.00	1,000.00	0.0%
9999 · Wages & Salaries	111,214.45	400,000.00	27.8%
Total 10000 · Wage Expense	122,614.96	436,700.00	28.08%
5999 · Benefits - Employee			
6500 · Benefits - Health Insurance	18,571.00	37,500.00	49.52%
6600 · Benefits - Retirement	3,144.62	9,000.00	34.94%
6700 · Benefits - VSP Vision	212.84	800.00	26.61%
6750 · Benefits - Dental	913.52	2,500.00	36.54%
Total 5999 · Benefits - Employee	22,841.98	49,800.00	45.87%
6100 · Advertising	1,062.85	1,000.00	106.29% - Amend
6300 · Annual Meeting	0.00	1,500.00	0.0%
6800 · Board Per Diem Expense	1,575.00	5,000.00	31.5%
6810 · Bank Fees/Credit Card Fees	192.00	200.00	96.0%
6900 · Building Maintenance	3,373.00	0.00	100.0%
7100 · Dues & Subscriptions	3,025.69	5,000.00	60.51%
7200 · Equipment Expense	1,934.50	7,000.00	27.64%
7300 · Fuel	2,241.39	5,000.00	44.83%

Combine w/
9900 below

Antrim Conservation District
Profit & Loss Budget vs. Actual
January 1 through May 13, 2026

	Jan 1 - May 13, 26	Budget	% of Budget
7400 · Public Education			
7400.1 · Community Conservation Instruct	0.00	10,000.00	0.0%
7400 · Public Education - Other	2,625.30	10,000.00	26.25%
Total 7400 · Public Education	2,625.30	20,000.00	13.13%
7450 · Grant Expense	4,253.56	5,000.00	85.07%
7500 · HHW Expense	2,448.00	7,500.00	32.64%
7800 · Insurance Expense	8,943.97	12,000.00	74.53%
8100 · IT Services	31.25	1,500.00	2.08%
8150 · Land & Property Expense	255.28	2,000.00	12.76%
8200 · Legal and Accounting Fees	5,746.00	13,750.00	41.79%
8300 · Licenses & Permit Fees	75.00	500.00	15.0%
8400 · Meals Per Diem	0.00	1,000.00	0.0%
8500 · Field Mileage Reimbursements	0.00	10,000.00	0.0%
8550 · Native Plant Expense	446.00	15,000.00	2.97%
8700 · Office Equipment & Supplies	258.48	3,000.00	8.62%
8900 · Operating Supplies	839.03	3,000.00	27.97%
9100 · Phone Expense	2,154.90	3,500.00	61.57%
9200 · Postage Expense	159.25	2,500.00	6.37%
9300 · Printing Expense	1,014.44	2,000.00	50.72%
9402 · Training & Prof Development	0.00	2,000.00	0.0%
9450 · Property & Trails Maintenance	0.00	2,000.00	0.0%
9460 · Property Tax	0.00	100.00	0.0%
9700 · Recycling Contract Expense	0.00	3,000.00	0.0%
9800 · Rental Expense	8,581.84	18,000.00	47.68%
9900 · Repairs & Building Maintenance	3,648 - 275.00	4,000.00	6.88%
9905 · Rubbish Expense & Trash Removal	480.00	1,200.00	40.0%
9955 · Subcontractor Expense	3,951.95	20,000.00	19.76%
9970 · Travel (non field/grant)	will fix w/Anissa - -708.94	1,000.00	-70.89%
9975 · Utilities - Charter Internet	299.98	149.99	200.0% - Amend
9985 · Utilities - Propane	485.40	485.40	100.0%
9995 · Vehicle Maintenance	666.70	2,000.00	33.34%
Total Expense	202,143.76	667,385.39	30.29%
Net Income	472,132.09	75,650.21	624.1%



MICHAEL B MERIWETHER

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

Statement Closing Date:
April 27, 2026

Summary of Account Activity		
Previous Balance		\$ 3,087.09
Payments	-	3,087.09
Other Credits	-	0.00
Other Debits	+	0.00
Purchases	+	1,498.49
Cash Advances	+	0.00
Balance Transfers	+	0.00
Fees Charged	+	0.00
Interest Charged	+	0.00
NEW BALANCE		\$ 1,498.49
Credit Limit		\$ 6,000.00
Available Credit		4,501.00
Available Cash		4,501.00
Amount Disputed		0.00
Statement Closing Date		04/27/26
Days in Billing Cycle		29

Payment Information		
New Balance		\$ 1,498.49
Total Minimum Payment Due		\$53.00
Payment Due Date		05/22/2026
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.		
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	9 year(s)	\$2,242.00
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
	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
04/06	04/07	4225	24906416096254672773562	PY *Antrim Storage 847-8581277 MI ARBSESS* 920-347-4450 WI	GEN 9100 260.00
04/06	04/07	5999	24116416096716487132164	CAKE	7200 57.64

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 0150

ALDEN STATE BANK
P O BOX 39
ALDEN MI 49612 - 0039Account Number
7621Check box to indicate
name/address change
on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
04/27/26	\$1,498.49	\$53.00	05/22/2026

\$

MICHAEL B MERIWETHER
PO BOX 1006
BELLIARE MI 49615

MAKE CHECK PAYABLE TO:

VISA
PO BOX 4512
CAROL STREAM IL 60197 - 4512

12 #### #### #### 7621 00005300 00149849

MICHAEL B MERIWETHER

Account Number: ##### 7621

Statement Closing Date:
April 27, 2026

Transactions... Continued					
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
04/07	04/08	9402	24137466098001196276448	USPS PO 2507900646 BELLAIRE MI	GEN 9200 1.05
04/09	04/10	5045	24011346099100095355636	MICROSOFT#G151898782 MICROSOFT.COM WA	GEN 7100 15.88
04/10	04/12	9399	24275396100900704384445	EMMET COUNTY DPW GATEHOUS PETOSKEY MI	GEN 9905 31.00
04/10	04/12	5969	24011346101100021353669	TEXTEDLY TEXTEDLY.COM CA	GEN 7100 8.00
04/10	04/12	9399	24000976100562000035856	EMMET SVC FEE PETOSKEY MI	GEN 9905 1.00
04/13	04/14	5542	24231686103714543405046	MARATHON 199653 RAPID CITY MI	FOR 7300 100.07
04/18	04/19	5542	24122546109720580762308	BP#8526386BELLAIRE BP BELLAIRE MI	FOR 7300 150.07
04/17	04/20	5261	24325456109900011353375	PRAIRIE MOON NURSERY 866-4178156 MN	Cake 8550 498.20
04/19	04/20	5734	24793386109000527261097	Adobe Inc 800-8336687 CA	GEN 7100 119.91
04/20	04/21	5542	24122546111722820897957	BP#8526386BELLAIRE BP BELLAIRE MI	FOR 7300 79.85
04/21	04/22	8999	24692166111406547289105	SQ *FILE SAVERS DATA RECO gosq.com MT	GEN 9100 25.00
04/22	04/23	5945	24000776112100026343002	LS DP INDUSTRIES DPIND.COM/STO ME	Cake 8900 100.85
04/24	04/26	5331	24011346114100124703674	AMAZON RETA* BS9YV6A01 WWW.AMAZON.CO WA	GEN 8800 39.97
Payments, Adjustments and Others					
04/02	04/02	0000	74121266092001166535305	ACH PMT THANK YOU	3,087.09 -
TOTAL PAYMENTS OR ADJUSTMENTS					\$ 3,087.09 -
Fees					
TOTAL FEES FOR THIS PERIOD					\$ 0.00
Interest Charged					
TOTAL INTEREST FOR THIS PERIOD					\$ 0.00
2026 Totals Year To Date					
Total Fees Charged in 2026				\$ 10.00	
Total Interest Charged in 2026				\$ 37.37	

Interest Charge Calculation/Plan Level Information					
Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge
CURRENT					
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
¹ ICM Interest Charge Method: See reverse side of Page 1 for explanation.					
² 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.					



Attn: Adrienne Wolff
Antrim Conservation District
4820 Stover Road
Bellaire, MI 49615

625 Second Street
Traverse City, MI 49684
231-714-0157

Statement Date: May 5, 2026
Statement No. 15932
Account No. 797.00
Page: 1

adrienne.wolff@gmail.com
RE: Employment Matters

PAYMENT DUE WITHIN 30 DAYS

Current Fees

		Hours	
04/30/2026	Reviewing documentation from Ms. Wolff regarding FOIA requests; correspondence regarding the same.	0.60	150.00
	For Current Services Rendered	0.60	150.00
	Total Current Work		150.00
	Balance Due		<u>\$150.00</u>
	Please Remit		<u>\$150.00</u>

Payments received after 05/05/2026 are not included on this statement.

ANTRIM CONSERVATION DISTRICT

Credit Card Policy & User Agreement

DRAFT v1.1 - April 15, 2026

1. Purpose and Scope

The purpose of this policy is to establish clear guidelines for the distribution and use of Antrim Conservation District credit cards. This policy applies to all employees and board members authorized to hold an organizational credit card.

2. Card Eligibility and Issuance

- **Authorization:** Cards are issued only to employees with regular, demonstrated business need.
- **Agreement:** Before receiving a card, the individual must sign the Cardholder Agreement below (Section 6).
- **Ownership:** All cards remain the sole property of Antrim Conservation District and must be surrendered upon request or termination of employment.

3. Authorized vs. Prohibited Use

- **Authorized Expenses:** Cards may only be used for legitimate business purposes related to the organization's mission, such as:
 - Mission-related travel (airfare, lodging, rental cars).
 - Office supplies and approved vendor payments.
 - Business meals with documented attendees and purposes.
- **Prohibited Expenses:** The following are strictly forbidden:
 - Personal purchases of any kind.
 - Cash advances, money orders, or wire transfers.
 - Alcohol, tobacco, firearms, or adult entertainment.
 - Capital expenditures exceeding \$ 1,000.00 without prior Board approval.

4. Documentation and Reconciliation

- **Receipts:** Original, itemized receipts must be submitted for every transaction.
- **Deadlines:** Cardholders must reconcile their statements and submit all documentation to the Finance Department within [5] days of the statement date.
- **Missing Receipts:** If a receipt is lost, the cardholder must provide a written explanation. Frequent missing receipts may lead to card revocation.

5. Enforcement and Liability

- **Misuse:** Unauthorized or personal charges must be reimbursed to the organization immediately.
- **Disciplinary Action:** Violations of this policy may result in card revocation, disciplinary action, or termination of employment.
- **Lost/Stolen Cards:** Must be reported to the issuing bank and the Executive Director immediately.

6. Cardholder Agreement

I, _____ [Employee Name], acknowledge that I have received a copy of the Antrim Conservation District Credit Card Policy. I understand that I am personally responsible for the safekeeping of this card and for all charges made to it. I agree to use the card only for authorized business purposes and to provide original receipts for all transactions. I authorize Antrim Conservation District to deduct any unauthorized or personal charges from my wages if I fail to reimburse them promptly.

Signature: _____ Date: _____



ANTRIM CONSERVATION DISTRICT

7915 Cameron St, Central Lake MI, 49622

www.AntrimCD.com 231.533.8363

May 27th, 2026

Michigan Department of Agriculture and Rural Development

Subject: Letter of Support for Inclusion of Antrim Conservation District in Grand Traverse Conservation District's Proposed Service Area

To Whom It May Concern:

On behalf of the Antrim Conservation District, I am writing in support of Grand Traverse Conservation District's grant proposal for the 2026 Michigan Department of Agriculture & Rural Development's Conservation Technical Assistant Program.

Our organizations' past partnership in the Michigan Agriculture Environmental Assistance Program has served to strengthen regional conservation by expanding access to technical assistance for landowners and agricultural producers. We share interconnected natural resources, watersheds, agricultural interests, and conservation priorities that benefit from coordinated planning and implementation across county lines.

The GTCD has demonstrated a strong commitment to conservation stewardship, community engagement, and technical expertise. Expanding services into Antrim County would help increase implementation of specialized conservation practices, including soil health initiatives, water quality protection and support for sustainable agricultural practices.

The continuation of this collaborative approach would ensure that the farming community in Antrim County would have access to the assistance and technical resources needed to address current and emerging environmental and agricultural challenges.

Our board of directors strongly support the inclusion of the Antrim Conservation District in the proposed CTAP service area and appreciate MDARD's consideration of this proposal. Thank you for your continued commitment to conservation efforts and regional partnerships throughout Michigan.

Sincerely,

Adrienne Wolff
Board Chairperson

Antrim Conservation District
PO Box 1006
Bellaire, MI 49615

May 21st, 2026

Antrim Conservation District
7915 Cameron Street
Central Lake, MI 49622

To the Antrim Conservation District Board of Directors,

I am writing on behalf of the ACD Administration Committee to offer our recommendation in support of hiring Wade Foster as Executive Director of the Antrim Conservation District.

Wade brings a combination of leadership ability, practical problem-solving skills, and a genuine passion for conservation and public service. Throughout his time at CAKE Cisma, he has consistently demonstrated integrity, professionalism, and the ability to work effectively with a wide range of people and organizations.

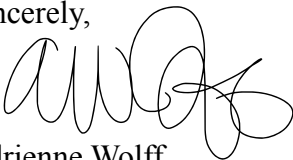
One of Wade's strengths is his ability to connect with both community members and organizational partners while maintaining steady leadership. He is thoughtful, dependable, and capable of balancing day-to-day operational responsibilities with long-term strategic goals. His communication skills, collaborative nature, and dedication to stewardship make him well suited for this specific leadership role within the ACD.

The Administration Committee also believes there is significant value in selecting an Executive Director from within the existing staff. An internal candidate brings continuity, institutional knowledge, and an established understanding of the district's mission, programs, partnerships, and community relationships. We believe hiring internally will help maintain organizational stability during this leadership transition while preserving momentum on ongoing initiatives and strategic priorities.

Wade already understands the unique challenges facing the Antrim Conservation District. He has firsthand knowledge of the organization's operations and has a clear vision of the restructuring needed. Wade has already demonstrated his commitment to the district's success and is more than capable of helping the ACD continue to grow and strengthen its impact within the community.

We are confident that Wade would serve the district exceptionally well as Executive Director, and we strongly encourage the Board to give his application its highest consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adrienne Wolff', with a stylized, cursive script.

Adrienne Wolff

Board Chairperson, Antrim Conservation District



Michigan Conservation District

Legal Requirements Element

Fiscal Year 2026

Legal Requirements: Please review the list of laws and legal requirements which conservation districts are accountable to operate in compliance with. If you are operating in compliance with or are aware of the law, place a **Y** (for Yes) or **A** (for Aware) in the **Y/N/A/?** column. If you are not in compliance or unsure and have questions about the law, place a **N** (for No) or **?** (for Unsure) in the **Y/N/A/?** column. The MDARD Regional Coordinator will discuss this element during the operations review. Additional information is available in the [CD Operations Manual](#), Chapters 6, 7, 9, and 14.

Conservation District:	Date:
-------------------------------	--------------

<u>Conservation District Law</u> – Natural Resources and Environmental Protection Act (NREPA) Public Act 451 of 1994, 324.9301 – 324.51306	Y/N/A/?
Annual meeting and elections held according to CD law and MDARD guidance: - At least 60 days prior to the annual meeting, an individual shall file at the district office a petition signed by five residents of the district. - Notice of the annual meeting shall be published in the official newspaper of record for the area in which the district is located at least 45 days prior to the date of the annual meeting. - The notice shall include the date, time, and location of the annual meeting, an agenda of items to be considered at the meeting, and a list of all candidates for directors of the district. - A resident of a district who is unable to attend the annual meeting may vote for the directors of the district by absentee ballot.	
Meet MDARD grant eligibility requirements: - Annually submit a budget to the department. - Maintain accurate financial records of receipts and disbursements and uniform accounting in accordance with generally accepted accounting principles under procedures prescribed by the department. - Provide for a biennial independent certified audit by a certified public accountant of the financial records, accounts, and procedures of the district. The audit report shall show profits and losses and the financial condition of the district. - Agree to comply with subsection (10) and agree to return any grant funds (FAP) received if subsection (10) is violated.	
A writing prepared, owned, used, in the possession of, or retained by a board shall be available through the Freedom of Information Act.	
Business of the board shall be conducted at a public meeting in compliance with Open Meetings Act.	
<u>Freedom of Information Act</u> (FOIA), Public Act 442 of 1976, 15.231 – 15.246	Y/N/A/?
A board approved FOIA policy is in place and posted on the district website.	
Respond to FOIA request within five business days of receipt of the request.	
If an extension is needed the district notifies the requester within five business days to extend the time by ten business days.	
In alignment with FOIA requirements, district maintains records following the approved retention schedules (county schedules GS1, GS26, GS30, GS31, GS35, GS38).	
<u>Open Meetings Act</u> (OMA), Public Act 267 of 1976, MCL 15.261 – 15.272	Y/N/A/?
All meetings are held in accordance with the public notice requirements.	
A schedule of regular meetings posted within 10 days after the first meeting of the calendar or fiscal year; public notice includes the dates, times, and locations. Changes in the schedule follow posting requirements.	



Michigan Conservation District

Legal Requirements Element

Fiscal Year 2026

With a quorum present, all board deliberations and decisions are made at meetings open to the public.	
Closed meetings are only held for the purposes outlined in the law; a separate set of minutes are taken.	
Minutes include date, time, place, attendees, decisions made and are available to the public eight days (unapproved) or five days (approved) following the meeting.	
<u>Uniform Budgeting and Accounting Act</u> , Public Act 2 of 1968, MCL 141.421 – 141.438	Y/N/A/?
An Appropriations Act is passed annually and amended as necessary.	
An audit is conducted at least biennially, in accordance with generally accepted auditing standards.	
A budget is passed annually and updated as necessary.	
Other Laws Under NREPA, Public Act 451 of 1994, as amended	Y/N/A/?
<u>Soil Erosion and Sedimentation Control</u> , Part 91 of NREPA	
<u>Farmland and Open Space Preservation Act</u> , Part 361 of NREPA, (formerly Public Act 116)	
<u>Michigan Agriculture Environmental Assurance Program</u> , Section 324.8710 of NREPA	
<u>Pesticide Control</u> , Part 83 of NREPA, 324.8311 – 324.8317, 324.8330 – see MDARD website for more information	Y/N/A/? or N/A
Restricted use pesticide applicators are compliant with certification requirements and pay appropriate fees - \$75, every three years.	
District maintains records of restricted use pesticide applications for three years from the date of application and makes those records available, upon request, to an authorized representative of MDARD.	
Applicator pesticide use is consistent with pesticide labels.	
Registered applicators complete training every three years for registration renewal.	
Commercial applicators only make pesticide applications in the category they are certified/registered.	
If offering a fee-for-service, district obtains a commercial applicator license - \$100, annually.	
Pesticide containers are free from damage that renders them unsafe. Pesticides are handled, stored, and transported so they are unable to endanger people, the environment, or food/products they are stored/transported with.	
Pesticide labels are not detached, defaced, or destroyed.	
Files are kept for one year of all invoices and shipping data pertaining to pesticides.	

Other Michigan Laws	Y/N/A/?
<u>Qualified Forest Program</u> , <u>The General Property Tax</u> , Public Act 206 of 1893	
<u>Right to Forest Act</u> , Public Act 676 of 2002	
<u>Right to Farm Act</u> , Public Act 93 of 1981	



Michigan Conservation District

Legal Requirements Element

Fiscal Year 2026

<u>Insect Pest and Plant Disease Act</u>, Public Act 189 of 1931 – see MDARD website for more information • Appropriate nursery grower or dealer license is acquired from MDARD every year prior to conducting a tree sale. (Grower license \$40-\$100 per year or dealer license \$35-\$100 per year) • Schedule annual/biennial inspection as applicable per license type. • Comply with state and federal plant pest quarantines, prohibited and restricted plants, care of nursery stock regulations.	
<u>Credit Card Transactions</u>, Public Act 266 of 1995 • A credit card policy is in place if the district uses a credit card. • The total credit limit does not exceed 5% of the total budget for the year.	
<u>Investments of Surplus Funds of Political Subdivisions</u>, Public Act 20 of 1943, as amended by Public Act 196 of 1997 • An investment policy is in place and includes all requirements.	
<u>County Boards of Commissioners</u>, Public Act 156 of 1851, as amended • 46.22 – By resolution, the county board may place a millage on even-numbered year ballots and remit the proceeds to the conservation district.	
<u>Budget Hearings of Local Governments</u>, Public Act 43 of 1963 • A local unit shall hold a public hearing on its proposed budget. • The local unit shall give notice of the hearing by publication in a newspaper of general circulation within the local unit at least six days before the hearing. • The notice shall include the time and place of the hearing and shall state the place where a copy of the budget is available for public inspection.	
<u>Elliot Larsen Civil Rights Act</u>, Public Act 453 of 1976	
<u>Improved Workforce Opportunity Wage Act</u>, Public Act 337 of 1938	
<u>Earned Sick Time Act</u>, Public Act 338 of 2018 • Covered employers include local government that have one or more employees. • Small business = 10 or fewer employees, including part-time and seasonal / temporary. • Large business = 11 or more employees, including part-time and seasonal / temporary. • Minimum accrual rates apply at 1 hour / 30 hours worked. Business size determines allowable annual use. Frontloading sick leave is allowable. • Workforce poster requirement.	
<u>Persons with Disabilities Civil Rights Act</u>, Public Act 220 of 1976	

Federal Laws	Y/N/A/?
<u>Americans with Disabilities Act of 1990</u>	
<u>Fair Labor Standard Act</u> of 1938, as amended • Workforce poster requirement and Federal minimum wage.	
<u>Family Medical Leave Act</u>, Part 825 of 1993 • Covered employers includes local government. • Covered employees must work where the employer has at least 50 employees within 75 miles.	
<u>Pregnant Worker's Fairness Act</u> of 2023 • Applies to local governments with 15 or more employees.	

Operations Review – After completing the sections above, identify goals you may want to achieve and assistance you may need from your Regional Coordinator. Remember your Regional Coordinator is available to conduct training, provide support and identify resources to help the district achieve the goals identified throughout the year.



Michigan Conservation District

Legal Requirements Element

Fiscal Year 2026

Legal Requirements Element Goals:
Regional Coordinator assistance requested?
Date of annual meeting and election:
When was the last FY audit completed?
Where compliance is a concern, the Regional Coordinator's recommendations are as follows:

Annual Meeting and Election Requirements: Please review the list of annual meeting and election requirements. If you are operating in compliance with the law and MDARD guidance, place a **Y** (for Yes) in the **Y/N/?** column next to each item. If you are not in compliance or are unsure and have questions, place an **N** (for No) or **?** (for unsure) in the **Y/N/?** column. The MDARD Regional Coordinator will discuss this element during the operations review. Additional information is available in the [CD Operations Manual](#).

The election process is outlined in [Conservation District Law](#) – Natural Resources and Environmental Protection Act (NREPA) Public Act 451 of 1994, 324.9307, and the law specifies and MDARD requires the following:

- A CD board shall consist of five directors elected during the CD's annual meeting.
- The election shall be nonpartisan with directors elected by residents of the CD at large.
- The term of office of each director is 4 years.
- A director shall hold office until:
 - a successor has been elected and qualified,
 - they resign and resignation is accepted by the board,
 - they pass away, or
 - they move out of the district
- Vacancies shall be filled by appointment by the board until the next annual meeting.
- New directors elected to fill vacancies shall serve for the remainder of the vacated terms.
- If MDARD does not certify a director election, the board shall call a special election. The procedures for the special election shall be the same as those for an election at the annual meeting. However, if the board received notification that the department would not be able to certify the director elections from a special election at least 120 days before the next annual meeting, the vacancies shall be filled at the next annual meeting.
- Election documents can be found in the [CD Operations Manual](#) or from MDARD staff.

Conservation District:	Date:
-------------------------------	--------------

Annual Meeting and Election Planning (recommended):	Response (Y/N/?)
A minimum of <u>120 days</u> prior, the district reviews board term expirations and vacancies to determine a strategy to recruit candidates for the board.	
A minimum of <u>90 days</u> prior, the district selects a location, date and time, and agenda. District manager prepares and distributes nominating petitions.	
<i>Best Management Practice(s): schedule the annual meeting and election date at the beginning of the fiscal or calendar year while setting the year's board meeting dates, per Open Meetings Act.</i>	

Nominating Petitions:	Response (Y/N/?)
A minimum of <u>60 days</u> prior, interested candidates submit a nominating petition, signed by five residents of the conservation district. A candidate only runs for one board term; the length of term and date of the election is stated on the petition.	
After submission, the district manager (or designee) verifies the petition(s) was signed by eligible county residents and signs off with the date received.	
<i>Best Management Practice(s): the district manager assists with filling out the top portion of the nominating petitions.</i>	

Notice of Annual Meeting:	Response (Y/N/?)
A minimum of <u>45 days</u> prior, the notice of the annual meeting and election is published in the official newspaper of record for the area in which the district is located. The notice includes the date, time, and location of the annual meeting, an agenda of items to be considered at the meeting, and a list of all candidates for directors of the conservation district.	
<i>Best Management Practice(s): because the notification lists the candidates for the ballot, publication cannot occur prior to 59 days before the annual meeting and election. Ensure printing occurs 45-59 days prior. Including information regarding absentee ballot voting ensures district-wide transparency and engagement.</i>	

Absentee Voting Preparation and Acceptance:	Response (Y/N/?)
The district manager prepares a voter registration and qualification form and an absentee ballot. Applicable candidates are listed on the absentee ballot according to the length of term each is seeking. Written instructions on the ballot explain how many votes, per term, a voter may cast.	
A minimum of <u>45 days</u> prior or when the annual meeting notice is published (whichever comes first), absentee ballots and voter registration and qualification forms are available at the CD office. Residents may vote in person, during business hours, and via the mail.	
To ensure anonymity, collected absentee ballots shall be sealed and secured at the district until the annual meeting. Voter registration and qualification forms should be kept separate.	
<i>Best Management Practice(s): keep an absentee ballot voter list of who has requested one and if they were returned.</i>	

Annual Meeting Voting Preparation:	Response (Y/N/?)
The district manager prepares the regular ballot. Applicable candidates are listed on the regular ballot according to the length of term each is seeking. Written instructions on the ballot explain how many votes, per term, a voter may cast.	
Polling officials ensure voters have not submitted an absentee ballot.	
During the annual meeting and election, voters receive a voter registration and qualification form which will be exchanged for a ballot. This is done on a one for one basis.	
Polling officials count and record regular and absentee ballots, in view of the public, and announce the election results at the annual meeting. In the event of a tie vote, the election results are decided by lot (coin flip, etc.; see CD Operations Manual).	
A certificate of election results form is completed and signed by polling officials.	
<i>Best Management Practice(s): bring the list of absentee voters to the annual meeting to ensure no resident has voted twice. Determine the polling officials prior to the annual meeting and ensure they're trained.</i>	

Validating Directors and Certifying the Election:	Response (Y/N/?)
Newly elected directors submit notarized oaths of office to the district promptly after the election. A newly elected director cannot count towards a quorum, make motions, or vote until their notarized oath of office has been submitted to the board, and the election has been certified by MDARD. The board should recognize receipt of the notarized oath(s) of office during the next board meeting within the meeting minutes. Oath(s) of office are submitted promptly to the MDARD Regional Coordinator and grants mailbox, once received.	
District manager submits nominating petition(s), newspaper notification, and certification of election results form to the MDARD Regional Coordinator for certification.	
MDARD reviews election documentation to determine eligibility for certification and notifies the district within 90 calendar days after the election.	
If MDARD cannot certify the regular election, a special election will be required. A special election will follow all the steps for a regular election.	

Retention and Disposal Schedule:	Response (Y/N/?)
Election ballots and voter registration and qualification forms are retained for <u>two years</u> . For the first <u>six months</u> following the election, the district must seal these documents and surrender the ballots and voter registration and qualification forms <i>unopened</i> to MDARD staff, upon request.	
District retains the nominating petition(s), newspaper notification, and oath(s) of office for <u>two years</u> .	
District retains certificate of election results form and MDARD certification email <u>permanently</u> .	

Director Appointments and Resignations:	Response (Y/N/?)
Board appoints when a vacancy occurs, or when an election is canceled.	
Appointment terms are until the next annual meeting and election.	
Appointed directors do not take office until an oath of office is accepted by the district.	
Appointments follow the original term of the last election for the director they are replacing.	
Prior to appointment, director resignation letters are accepted by the board.	
If a director moves out of the district or passes away, the board acknowledges the vacancy in board minutes.	

Operations Review – After completing the sections above, identify goals you may want to achieve and assistance you may need from your Regional Coordinator. Remember your Regional Coordinator is available to conduct training, provide support and identify resources to help the district achieve the goals identified throughout the year.

Annual meeting and election element goals:
Regional Coordinator assistance requested?
Date of annual meeting and election:
Current board members and their terms: