EXECUTIVE DIRECTOR’S MONTHLY REPORT

Reporting Period: July 2026
Prepared by: Wade Foster, Executive Director
Board Meeting: August 26th, 2026

DIRECTOR SUMMARY

This was a productive month focused on strengthening District operations, advancing key programs, and establishing longer-term priorities. Staff continued work on recycling and Household Hazardous Waste programming while maintaining relationships with county and community partners. Significant administrative progress was also made through the development of a five-year plan, improvements to financial systems, and preparations to move back into the District's 4820 Stover Road facility.

HIGHLIGHTS

Household Hazardous Waste: Supported the Bellaire collection event, which served **318 vehicles and collected nearly 800 tires**.

Recycling & Outreach: Continued public outreach through advertising in the *Traverse City Eagle*, *Antrim Review*, and *Elk Rapids News*, as well as participation at the Elk Rapids Farmers Market.

Strategic Planning: Developed a draft five-year plan establishing priorities and direction for the District.

Operations: Negotiated the 4820 Stover Road lease, organized the annual meeting and election, and began establishing a shared Google Drive for District records.

Financial Systems: Began working with the District's accountant and MDARD accounting support to clean up the chart of accounts and transition to QuickBooks Online.

Cost Savings: Reduced or eliminated unused subscriptions, saving approximately **$150 per month**, or **$1,800 annually**.

FINANCIAL & BUDGET UPDATE

- Staffing expenses were higher than normal in July due to three pay periods landing within the month.
- Several budget amendments have been identified to better align the budget with current District activities and anticipated expenditures.

BOARD CONSIDERATIONS

Budget Amendments: Review and approve recommended adjustments resulting from the current budget review.

Education & Outreach Specialist: Approval is needed to move forward with hiring for this position, which will expand the District's education and community outreach capacity.

Director Bios for the Website: We are missing bios for Kelly, Kathleen, and Heidi on our website and pictures of Kelly and Heidi. Please send them to Wade or Zander so they can be added. If you let us know, we can also adapt a director bio from your election bio.

UPCOMING PRIORITIES

Over the next month, the District will focus on:

1. **Policy Review** — Begin a comprehensive review of District policies and identify policies that should be updated, revised, or added.
2. **Education & Outreach Staffing** — Move forward with the hiring process following Board approval.
3. **Strategic Planning** — Continue refining the five-year plan and translating District priorities into actionable goals and projects. Create Annual Business Plan FY27
4. **Facility Transition** — Continue with moving operations back into the 4820 Stover Road building.
5. **Financial Clean Up** — Begin cleaning up the chart of accounts and switching from Quickbooks Desktop to Quickbooks Online

CAKE CISMA

Board Report: July 2026

Project Updates:

Project	Last Month (June)	This Month (July)	Next Month (August)
Hemlock Woolly Adelgid	-2,364 Hemlocks have been treated - Large trees at ACNA and Torch Bay Preserve are Treated	- Small trees will be treated at ACNA and Torch Bay - Bigs will begin to be treated at Bay Harbor Club Assoc.	- More treatment, hoping to start wrapping up treatments
Coastal-Riparian Restoration	- Volunteer Dune pulls at Wilcox Palmer Sha and ACNA	- Volunteer Dune pull at ACNA - Volunteer days with ESLA & Elk Rapids Village - Volunteer Loosestrife removal with Thayer Lake association	- complete permitting for remaining treatments - start on phragmites treatments if possible
Other	- Helped Glacial Hills plant their native rain garden - Led native restoration planting at WLAC's Wildwood Preserve	- Purchase Equipment for EFB surveys - Steering Committee meeting for Q4.	- Techs working on autumn olive removal for glacial hills - Katie attending annual MISC training in Ludington
Events	- Barberry Trade up at Charlevoix and Antrim Conservation District Plant Sales - Led Paddle Antrim aquatic invasive species training	- Landing Blitz with the Walloon Lake Association & Conservancy - Elk Rapids Farmer's Market - ACD Annual Meeting - presentation to White Pine Drive annual meeting on HWA	-Charlevoix Garden party -Re-generative agriculture speaking event in Emmet with CCD -planning fall events and workshops

Financial Overview:

CAKE July Expenses	
Description	**Expense**
Wages	$9,895.40
Fringe	$2,528.38
Equipment Total	$1,259.96
Training/Permits	$0.00
Indirect	$1,264.32
Contractual Total	$0.00
Travel	$598.85
Total	**$15,546.91**

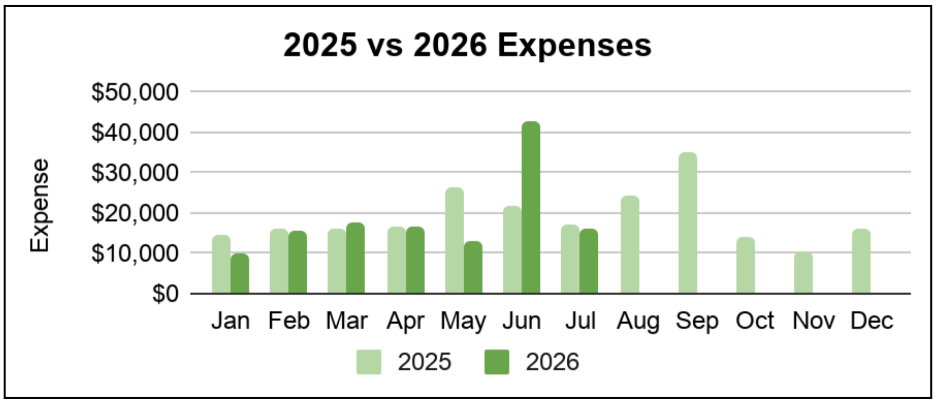
Grant Balance Summary			
Description	**Total Budget**	**Total Expenses**	**Total Remaining**
Wages Total	$298,849.20	$201,913.39	$96,935.81
Fringe Total	$87,189.50	$64,263.06	$22,926.44
Equipment Total	$17,341.62	$6,585.53	$10,756.09
Training/Permits	$3,480.00	$593.00	$2,887.00
Indirect	$45,302.95	$28,186.10	$17,116.85
Contractual Total	$161,451.00	$129,626.28	$31,824.72
Travel	$28,899.59	$8,880.83	$20,018.76
Total	**$642,513.86**	**$440,048.19**	**$202,465.67**

Highlights

- Higher Equipment cost this month from kayak purchase
- Lower wage expenses from Wade leaving co-coordinator position

Upcoming

- Large expenses for next month include Lesco Bandit 2F purchase



Community Outreach:

In July, CAKE CISMA collaborated with several local partners on community-based invasive species projects. In downtown Elk Rapids, we joined the Elk-Skegemog Lakes Association (ESLA) and the Village of Elk Rapids for a two-day shoreline restoration project. ESLA members and other volunteers cut invasive shrubs and trees, CAKE CISMA treated the cut stems to prevent regrowth, and the Elk Rapids Department of Public Works removed the large woody debris.

We also continued our long-standing partnerships with organizations such as the Thayer Lake Association and Grand Traverse Regional Land Conservancy through volunteer workdays. Returning to these sites year after year allows us to build volunteer knowledge, maintain progress, and achieve better long-term control of invasive species. We are pleased with the results and encouraged by the continued interest from volunteer groups interested in taking on new projects with us.

Field Report:

In July, CAKE CISMA's field crew continued treating hemlock woolly adelgid at Antrim Creek Natural Area, Torch Bay Natural Area, and Bay Harbor Club. Across the three sites, the crew treated 652 trees representing 5,644 total treatment inches. This work helps protect hemlock resources at priority sites while supporting the long-term management of known infestations in Antrim county.

The crew also began surveying for European frog-bit through CAKE CISMA's new two-year early detection survey subaward from EGLE. Surveys focus on high-risk aquatic sites and are designed to detect new populations while they are still small enough for rapid response and potential eradication. Field data collected through this project will be mapped and used to guide future monitoring and management.

The crew also continued collecting data for an environmental DNA (eDNA) research project with Grand Valley State University. In addition, they completed several small-scale stewardship projects in Antrim Conservation District-managed natural areas in coordination with Mike Merriwether. The crew has also continued to spend at least one day a week managing invasive species at Glacial Hills and helping lead their volunteer crew.

Image 1: Crew managing invasive cattails in the fen at Grass River Natural Area

Image 2: surveying for EFB with GRNA interns on the grass river

Financial Breakdown by Grant

GLRI - 035 - Coastal/Riparian Habitat Restoration			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	$60,502.48	$50,234.72	$10,267.76
Fringe Total	$10,343.52	$8,983.87	$1,359.65
Equipment Total	$2,280.00	$1,527.26	$752.74
Training/Permits	$0.00	$55.00	-$55.00
Indirect	$9,524.00	$8,257.53	$1,266.47
Contractual Total	$106,051.00	$101,549.71	$4,501.29
Travel	$11,299.00	$2,799.84	$8,499.17
Total	**$200,000.00**	**$173,407.92**	**$26,592.08**

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	$18,062.59	$28,937.41
Fringe Total	$6,000.00	$7,494.69	-$1,494.69
Equipment Total	$3,000.00	$75.04	$2,924.96
Training/Permits	$1,000.00	$538.00	$462.00
Indirect	$10,000.00	$2,645.09	$7,354.91
Contractual Total	$25,000.00	$0.00	$25,000.00
Travel	$8,000.00	$280.58	$7,719.43
Total	**$100,000.00**	**$29,095.99**	**$70,904.01**

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

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

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

MISGP IS24 - 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 IS24 - HWA			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	$81,775.00	$69,813.67	$11,961.33
Fringe Total	$30,697.00	$22,692.07	$8,004.93
Equipment Total	$3,430.00	$2,557.75	$872.25
Training/Permits	$1,110.00	$0.00	$1,110.00
Indirect	$12,086.00	$10,113.69	$1,972.31
Contractual Total	$30,400.00	$28,076.57	$2,323.43
Travel	$5,502.00	$3,280.98	$2,221.03
Total	**$165,000.00**	**$136,534.72**	**$28,465.28**

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

MISGP IS25 - Core			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	$44,173.00	$12,263.40	$31,909.60
Fringe Total	$16,968.00	$4,257.38	$12,710.62
Equipment Total	$147.00	$0.00	$147.00
Training/Permits	$1,370.00	$0.00	$1,370.00
Indirect	$6,303.00	$1,656.65	$4,646.35
Contractual Total	$0.00	$0.00	$0.00
Travel	$1,039.00	$45.68	$993.33
Total	**$70,000.00**	**$18,223.10**	**$51,776.90**

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

GBB 2026			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	$2,800.00	$923.30	$1,876.70
Fringe Total	$1,200.00	$119.73	$1,080.27
Equipment Total	$2,000.00	$0.00	$2,000.00
Training/Permits	$0.00	$0.00	$0.00
Indirect	$0.00	$104.30	-$104.30
Contractual Total	$0.00	$0.00	$0.00
Travel	$500.00	$0.00	$500.00
Total	**$6,500.00**	**$1,147.33**	**$5,352.67**

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

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

Grant Period: NA to NA

EFB Surveys			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	$9,749.72	$416.50	$9,333.22
Fringe Total	$2,636.98	$31.89	$2,605.09
Equipment Total	$1,750.00	$1,259.96	$490.04
Training/Permits	$0.00	$0.00	$0.00
Indirect	$2,232.95	$210.42	$2,022.53
Contractual Total	$0.00	$0.00	$0.00
Travel	$749.59	$395.85	$353.74
Total	**$17,119.24**	**$2,314.62**	**$14,804.62**

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

Glacial Hills 2026			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	$2,800.00	$1,852.50	$947.50
Fringe Total	$600.00	$141.70	$458.30
Equipment Total	$0.00	$0.00	$0.00
Training/Permits	$0.00	$0.00	$0.00
Indirect	$0.00	$0.00	$0.00
Contractual Total	$0.00	$0.00	$0.00
Travel	$100.00	$87.73	$12.28
Total	**$3,500.00**	**$2,081.93**	**$1,418.08**

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

FORESTRY REPORT

July 10 – August 14

2026

ANTRIM COUNTY FORESTS LANDS

Clean-up Cedar River Natural Area clear trails.

S.e.e.d.s invoice given to Wade for payment – Cedar River 6K – from Jabara donation.

Star Township Storm Damage - Timber sale – finished up. Closed out 18 K generated for county.

Airport _ timber sale – clearing for weather stations. Cutting Boundary, volume estimates, etc,

Pine Sale – Finished up and closed contracts from pine thinning on Hawk Lake, Simpson Road and Valley road – 13K generated for County.

Grass River – Hazard Tree inspections on trails with Brain. Property review with Emma.

Forest Budget for County. 2027

ACD

Clear Trails at Boucher property. CAKE crew repaired and constructed boardwalk.

Clear Trails at Jabarra Property (Mancelona). Replaced signage, mowed parking and trail,

ACD Annual Meeting

Property Tour with Adrieanne and Kelly.

Cook Martin – trail – walking bridge inspection.

PRIVATE OWNERSHIPS

David Harris – Pine thinning

Joe Lush – Property inspections

Andy Puiono – Deck removal – reclaimed treated lumber for ACD projects.

Echo Township – Cemetery tree inspections.

Mike Beal – property review

Ruthann Eckler – property review –

Abdeen – agreed to remove cedar tree for him – recycled ino posts for bridge and trail repare.

Ann Birch – tree inspections

Marie Kadlec – tree inspection

Chis Eiffels – Property inspection

Dave Kilgore – Tree inspection

MIKE MERIWETHER

Office & Program Assistant Report

- Paying bills as they come through the mail / email
- Categorized charges for VISA card statement
- Deposited numerous checks
- Manage normal office task (opening, answering phones, responding to emails)
- Updates to and consolidated information to one website
- Kept ballots stocked in the office, and mailed out numerous mail out ballots.
- Completed second HHW event, large volunteer turnout, one of the largest events weve had
- Filled entire trailer with tires over triple our usual amount
- Conducted first boat wash at fischermans paradise boat launch, with TCC intern.

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

DR. TIM BORING
DIRECTOR

Conservation Programs Unit
Partner Report – August 2026

Partner Updates / Reminders:

- Notifications have been sent out to all successful and unsuccessful Conservation Technical Assistance Program (CTAP) grant applicants. Any questions should be directed to the appropriate Field Coordinator and Erik Palm.

- The IRS has announced an increase to the mileage reimbursement rate to $0.76 per mile, effective July 1, 2026.

- Since the 2024 MDARD realignment, internal feedback and discussions around de-siloing, prioritized coordination, and examination of how to further improve has resulted in another department realignment. These changes build on existing collaborations and MDARD's core mission to protect human health, the environment, and the prosperity of Michigan agriculture. This realignment includes:
    - The Private Lands Forestry Program and Intercounty Drains Program will both move to the Conservation and Stewardship Division - Bureau of Environment and Sustainability
    - Conservation Programs Unit will move under the Soil and Water Climate Section (remaining with the Conservation and Stewardship Division)
    - The Farm to Family Program will move under the Agriculture Development Bureau

- After six years of one-on-one accounting support being provided to CDs by Maner Costerisan, MDARD's contract has officially expired. As a result, free one-on-one accounting assistance provided by Maner will no longer be available for the foreseeable future. MDARD will continue offering accounting support through Regional Coordinator Nadene Berthiaume BerthiaumeN@michigan.gov to the extent possible and as her schedule allows.

- FAP Camp 2026 will be held **August 4th – 6th** in the Presque Isle and Cheboygan Counties area. All FAP foresters are required to attend and should discuss any conflicts with their Regional Coordinator. District managers are not required to attend this training. Additionally, foresters will have the ability to attend an optional oak wilt training, hosted by the DNR, on **August 3rd – 4th**.

- CD websites should be reviewed to ensure they are compliant with Title II of the Americans with Disabilities Act (ADA). A new ruling by the US Department of Justice has specific requirements about how to ensure the web content and mobile applications (apps) are accessible to people with disabilities. An extension has been authorized. The compliance

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date for conservation districts is extended from April 26, 2027, to **April 26, 2028**. MDARD has made resources available on the CD Operations SharePoint site and will have a session at the MACD Fall Conference. Web content accessibility guidelines (WCAG) international standards are also available.

Educational Opportunities:

- MDARD is working with MACD to conduct four in-person regional trainings for CD directors and managers this summer and fall. A 101-level training during the day (12:30-4:30 pm), followed by a 201-level training the same evening (5:15-8:30 pm; the Lansing 201 training will be held October 21st during the Fall Conference). Scholarships for directors are available. We encourage all directors and managers, especially newer ones, to attend one of these training sessions. The first session was held on July 29th in Scottville. The remaining sessions will be held in:
    - **Iron Mountain**: August 12th – Register Here
        - TownePlace Suites by Marriott – 200 S. Stephenson Ave., Iron Mountain
    - **West Branch**: August 26th – Register Here
        - Edwards Township Hall – 3601 Wickes Rd., West Branch
    - **Lansing**: October 19th (101-level only)
        - Lansing Center – 333 E. Michigan Ave., Downtown Lansing

- The Southeast Michigan Council of Governments will be hosting a Grant Management Class on August 13-14 in Detroit. Tuition is $625 and includes two days of instruction, a 500-page participant guide, and reference binder. Learning objectives are available. Questions can be sent to cs@grantwritingusa.com or by calling 1-800-814-819.

- Michigan Technological University and NIACS are planning a forestry event at the Ford Center in Alberta on September 11th. See attached flyer for information and registration.

- The MI Society of American Foresters fall conference will be October 14-15th in Marquette at Northern Michigan University's Northern Center.

- EGLE hosts a monthly local leaders webinar series on how to address environmental issues in your community.

- MSU is offering a Fiscally Ready Communities Webinar Series, monthly through August.
  Getting Grant Ready – **August 20th** 10:00 EST

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

Fun Facts for Conservation Districts:

- **At least six days** before the September budget hearing, the conservation district must place a newspaper ad to invite the public to comment on the proposed budget prior to final passage by the board; this does not need to be a legal notice. During this time, the proposed budget should be available at the district office for public viewing; if your office is closed to the public, consider placing the proposed budget on your website instead.

- **September board meeting –** The board should reserve part of their monthly meeting time to allow the public to comment on the proposed budget (budget hearing). After public comment has been heard, the board will vote to approve the proposed budget, which becomes the general *appropriations act* after approval. The appropriations act indicates that the board shall adopt the budget and authorize the spending of district funds. In local units of government that do not normally adopt a general appropriations act, this can be accomplished by inclusion of wording in the budget adoption resolution indicating that the resolution is the general appropriations act.
- **Amendments to FY26 appropriations –** Amendments are necessary if a deviation from the current budget is likely to occur due to increased expense or reduced revenue and must be approved by the board prior to the expenditure being made. Amendments should occur throughout the year as deviations occur. However, it is very common for a final appropriations amendment to be made during the September board meeting. Amendments will change the projected beginning and ending balances of the upcoming fiscal year and should be accounted for in the FY27 appropriations act.
- **Following board approval of the FY27 budget –** Submit your approved budget to the grants mailbox with a copy to your Regional Coordinator.

Funding Opportunities:

- The Ottawa National Forest Resource Advisory Committee (RAC) is inviting public proposals to invest approximately $121,000 of accumulated funds authorized by the Secure Rural Schools Act. Project proposals must benefit National Forest lands in Gogebic, Ontonagon, Iron, Baraga, Houghton, and Marquette Counties that meet criteria for activities which improve natural resources. Applications are due **September 4th**.

- In August, the Midwest Glacial Lakes Partnership will announce their Lake Conservation grant for projects benefiting glacial lake fish habitats, which include the chemical, physical, and biological components of the habitats that fishes found in glacial lakes use throughout their lives.

VOL. 1 ISSUE 7 · JULY 2026

THE PRODUCE BIN

A Monthly Work Summary

July 2026 Work Report

Farmer Consultations

- On-Farm Visit - Antrim County 7/1
- Consultation - Manistee County 7/9
- On-Farm Visit - Leelanau County 7/10
- On-Farm Visit - Manistee County 7/20

Trainings & Educational Events

- Foodborne Outbreak Investigation & Response 7/22
- On-Farm Readiness Review - Part 1 7/29

Community Engagement

- Waste Water Plant - Biosolids Tour 7/10
- Produce Safety Primer II - GLIF Students 7/13
- Tomato Preservation Workshop 7/27
- Ridgefest - MI Pomesters 7/30

Progress of FY '26 Goals

FARM CONSULTATIONS

94%

RISK REDUCTION PRACTICES

100%

NETWORK & EDUCATION EVENTS

82%

TRAINING EVENTS

90%

PRODUCE SAFETY RISK ASSESSMENTS

83%

A Short Season Update.....

Coming out of a hectic June, July has proven to be much calmer as growers dig in for the peak of the growing season and the arriving harvest. August, on the other hand, is filling up fast with community events all throughout the region. This first year continues to be one full of learning, as I experience the growing season in this position and the flow of work in relation to growers. It has been joyful.

The Social Soil

Perennial Farm Ecosystem Conference Saturday, August 22nd

"A full-day learning event focused on regenerative agriculture strategies for orchard and vineyard systems."

MICHIGAN ASSOCIATION of CONSERVATION DISTRICTS

Michigan Association of Conservation Districts
P.O. Box 477
Flint, Michigan 48501
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MACD August 2026 Board of Directors Update

It was great seeing many of you at the NACD Summer meeting! This meeting gathered conservation leaders from across the country for learning, with a spotlight on natural resources conservation in Michigan. We received so many great comments about the event, and what a fantastic host Michigan was. Thank you for being a part of it. A special thank you to the **Ottawa, Kent, and Ionia Conservation Districts** for supporting the highly reviewed farm tours!

Membership Dues

In your board packet this month, look for additional information about our updated membership benefits, ROI, and more. We have been working hard to make sure that your membership dollars more than pay for themselves multiple times over! One new way we want to do that this year is through a full-time staff member dedicated solely to advocacy for Conservation Districts so we can make sure our voice is heard in Lansing. If you have any questions reach out to MACD, or to your State Council representative at any time.

Annual Conference

In the next couple of weeks, we will be sending out registration for Annual Conference. This year's event will feature a Conservation District showcase, state-wide awards, over 75 training sessions for District Board members and staff alike, and opportunities for field trips and networking. We hope you will be able to join us for some or all of this event. A couple of special highlights as we look forward to this event:

- Please check in with your District manager to make sure your Disitrict has submitted photos and information for the District showcase so that you can be included as we show off to partners, invited guests, and others the good work being done all over the state.

- You can also get involved by submitting nominations for our annual awards. See all the categories and submit your nominations at https://bit.ly/27Awards by August 28.

- We will be implementing a virtual option to attend the Annual meeting on October 20 from 8:30am to 11:30am to ensure that every District has the opportunity to vote and be represented in important decisions that affect all Districts.

Federal Budget and Grant Cancellations Update

At the NACD North Central Meeting, it was shared that regardless of what happens with the budget passage, USDA/NRCS is fully funded into 2027 in order to minimize impacts from a potential shutdown during budget negotiations. MACD will continue to get additional guidance and information as it is available.

Additionally, a federal judge ruled future grants cannot be canceled for changing administrative priorities. While this does not impact past grants that were already terminated, it gives more security for future grant applications.

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If your District ever experiences challenges related to grant payments, terms, or other issues with either state or federal grants, please reach out to MACD. We have assisted several Districts this year with grants and often been able to get positive resolution.

Featured Member Benefit

One of your membership benefits is access to the group Fischer's Insurance plan. But did you know that your District may be able to save even more?

By completing Fremont's Workers' Compensation Return-to-Work Program, your District could qualify for a 5% Workers' Compensation premium credit. Fremont makes it easy, providing all the templates, documentation, and tools needed for implementation.

While workplace injuries can't be eliminated entirely, documented safety practices, employee training, and Return-to-Work procedures can reduce claim frequency, improve outcomes, and even prevent some claims altogether. This saves everyone more.

And the benefits don't stop at Workers' Comp. The platform also offers valuable tools and resources to strengthen your overall MACD Business Insurance Program, including Property, Liability, and Auto coverage. By promoting consistent risk management across participating districts, it supports long-term insurability, financial stability, and real, measurable savings.

Thank you for all your work in building local leadership across the state!

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August 1, 2027

Dear District Board,

I hope this message finds you well! As we approach the new fiscal year, thank you for including your membership dues in your budget. For your convenience, your invoice is attached. We have also included a summary of membership benefits and information about the ROI that Districts have received this past year.

We know that funding remains a top concern, and MACD is committed to supporting districts in many ways, including financially. We are particularly proud of the many dollars of direct support we were able to send to Districts this year. We will be increasing that direct support this year through implementation of mini-grants and other programs. With your support through the Special Allocation, we also want to hire a full-time staff member dedicated to advocacy to continue pushing for additional state operational funds.

If you're currently invoiced for **Advanced Membership**, this level provides your district with the highest tier of support, including access to 501(c)(3) donation opportunities, individualized MACD assistance, and discounts on events and tools. If you'd prefer to adjust to Basic Membership, we can revise your invoice. For more details, visit https://www.macd.org/become-a-member/.

MACD
PO Box 477
Flint, MI 48501

Or pay online by utilizing this QR code by scanning with your phone camera:

Thank you for being part of the MACD community!

Please don't hesitate to reach out if you have any questions or if we can help your district in any way.

Warmly,

Executive Director

MACD Member Benefits

Basic vs. Advanced Membership

BASIC	ADVANCED
$650	$1,300

Benefit	Basic	Advanced
Advocacy & Core Access		
Legislative Advocacy	Yes	Yes
Partner Advocacy	Yes	Yes
Community Advocacy	Yes	Yes
Online Training Events	Free	Free
Access to a library of training resources	Full Access	Full Access
Access to Fisher Insurance Policy	Yes	Yes
Listed in District Directory	Yes	Yes
Monthly open office hours	Yes	Yes
Business support tools, GSuite	Yes	Yes
Voting privileges	Yes	Yes
MACD News and updates	Yes	Yes
Events, Training & Listings		
Discount to conferences/in-person events	0%	15%
Listings on the job board	Self-posting	Assisted posting
$15 or under event listed on website	Self-posting	Assisted posting
Ticketed cost event	Not available	Self-posting
Business, Marketing & Added Programs		
501(c)3 Donation Umbrella	$250/application	Yes
Quickbooks Discount Program	No	30%
Canva access	No	Yes
Included in bulk purchase opportunities	Yes	Yes

Membership ROI for FY26

Total Dues Received in 2026 = $73,500

Benefits to Districts*

(payments and discounts)

• Legislative Advocacy (State Operational Funds)	$3,000,000
• NACD Training Scholarships	$50,000
• Direct Cooperative Grant and Program Payments	$53,926
• Pass-through Donations	$39,000
• Conference Discounts	$15,658
• Quickbooks Discounts	$2,177
• Canva access	$1,980
• Google Workspace access and management	$6,930
• T-shirt bulk purchase	$5,739
Total Direct Benefits	**$3,175,410**

Total ROI - $42 for every $1 invested in MACD

Additional Benefits

In addition to these direct monetary benefits, MACD provides support to Districts in many other ways that reduce administrative burden, increase outreach and awareness of Conservation Districts, provide advocacy and representation, and support District operations. Some of these include:

- **Group Bargaining for Fischer's Insurance Policy**
- **Legislative Action Day**
- **240+ Hours attending legislative and advocacy meetings**
- **6 Lunch & Learn Virtual Training**
- **Annual Conference with 70+ sessions**
- **Represented CDs at local, state, and federal events and committees**
- **$16,092,140 Sent out in available grants**
- **Average of 42 support requests monthly, including tech, HR, grant, partner, and accounting support**
- **Representation at all Region meetings in the state**

****Total benefits calculated as of end of July 2026, will add additional quarter of benefits for the annual report***

Special Allocation for Advocacy

What?

State Council has approved a special 3-year dues allocation to fund MACD's first-ever full-time Advocacy staff person. To reach the $27,000/year needed, we're asking Districts to pledge a minimum of $500/year for three years (Districts with larger budgets may consider $750/year). Commitment to this pledge is contingent on Districts receiving at least $40,000 in operational funds from the state. **For less than $50/month from your District, we could have full-time representation in Lansing!**

Why?

Grant dollars can't legally fund advocacy or lobbying work, so no matter how much grant funding MACD brings in, it can never be used for this position. The only way to build this capacity is through unrestricted District dues. **MACD has already grown its budget through other sources, specifically to free up room for this investment** without risking our 501(c) (3) status. Now we need your support to close the final gap.

The timing matters. This is an unusually high-turnover political cycle in Lansing:

- Several term-limited legislators means many relationships have to be built from scratch
- A new Governor takes office
- A new MDARD Director is likely
- Experienced legislative staff will be job-hunting, creating both risk and opportunity

Without a dedicated advocate on the ground, Districts risk losing ground just as the landscape resets. With one, we're positioned to build the next generation of relationships early, and position Districts as leaders in natural resources at a critical time.

How?

A full-time Advocacy staff person, based in Lansing, would:

- Track bills, hearings, and legislative opportunities in real time
- Attend committee meetings and public events on Districts' behalf
- Provide direct training and support to Districts on their own advocacy efforts
- Support the Executive Director and Legislative Committee in developing legislative materials and messaging

The bottom line: This isn't just an association expense; it's an investment in Districts' future funding and influence. **A $500–$750/year pledge secures a dedicated advocate working every day to protect and grow state operational funds for every District.** Please consider adding this pledge to your District dues this year!

INVOICE

MI ASSOCIATION OF CONSERVATION DISTRICTS
PO Box 477
Flint, MI 48501-0477

executive.director@macd.org
+1 (517) 324-5274
www.macd.org

Bill to
Antrim Conservation District-C
Antrim Conservation District
4820 Stover Rd.
BELLAIRE, MI 49615

Invoice details
Invoice no.: 7836
Terms: Net 60
Invoice date: 10/01/2026
Due date: 11/30/2026

#	Product or service	Description	Amount
1.	**District Dues**	FY27 Dues - Advanced Membership	$1,300.00
2.	**Advocacy Campaign**	Special allocation	$500.00

Total **$1,800.00**

PAYMENT INSTRUCTIONS

Online:
https://www.macd.org/become-a-member

OR

By mail:
P.O. Box 477, Flint, MI 48501

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

ANTRIM CONSERVATION DISTRICT

BOARD OF DIRECTORS MEETING - DRAFT MINUTES

July 22nd, 2026 2:00pm 7915 Cameron Street, Central Lake, MI 49622

Call meeting to order by Chairperson at: 2:04pm by Adrienne Wolff

Attendance ACD Board: Adrienne Wolff, Kelly Doyle, Randy Johnson, Bryan Smith. Kathleen Peterson at 2:07pm.

Partners/Public: Jarris Rubingh, Jim Pawlowicz, Lyndsey Eccles, Lori Sak, Paul Sak, Amy Drake, Jesse Anderson, Terry VanAlstine, Doug Bedell, multiple guests.

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

Agenda Review and Approval:
Motion to approve agenda with the additions listed by Bryan Smith, second by Kelly Doyle. Motion carries 4-0.

Public Comment:
Jarris Rubingh: At last County Commissioner meeting (7/16/26), Sheriff's 2025 Annual Report was given. Available for view online on county website (**https://www.antrimcountymi.gov**) under Government/Board of Commissioners/ Agendas and Minutes- packets.

Amy Drake: Asked for clarification about the process of ballot counting. Wade Foster describes the process: Polls officially close at 5:00pm and voters will be able to continue casting votes up until then. At close, two volunteer polling officials (Jarris Rubingh and Doug Bedell) will begin tabulating all ballots, including absentee, which have been compiled from the polling lockbox. One official will read the votes out loud while the other tabulates. This process will continue until all votes have been counted. After winner is announced, all ballots will be sealed and kept on file for 6 months in case anyone calls for a recount.

Information and Correspondence:
July 8th, 2026 Correspondence from Ryan Haveson, video game developer.

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

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

Approval of Board Meeting Minutes for June 24th, 2026:
Motion by Kathleen Peterson, second by Adrienne Wolff to accept June 24th, 2026 meeting minutes. Motion carries 5-0.

Financial Review and Requests:
Motion to approve the financials for June 2026: motion by Randy Johnson, second by Kathleen Peterson. Motion carries 5-0.

New Business:

Addition of Executive Director Wade Foster as Accounts Administrator
Alden State Bank, MiClass, Empower Retirement Accounts, Blue Cross Blue Shield

Motion to add Wade Foster to Alden State Bank Accounts, MiClass Account, Empower Retirement Accounts, Blue Cross Blue Shield Accounts. Motion made by Kelly Doyle, second by Bryan Smith. Motion carries 5-0.

ACD/ CAKE CISMA MOA
Summary of changes and MOA attached in meeting packet.

Motion to accept the ACD Cake CSMA MOA. Motion made by Adrienne Wolff, second by Kathleen Peterson. Motion carries 5-0.

CAKE CISMA Crew Lead Job Posting

Motion to accept the CAKE CISMA Crew Lead job posting. Motion made by Randy Johnson, second by Kathleen Peterson. Motion carries 5-0.

Crew lead job posting will be made available for two weeks on national job boards, conservation job boards, and locally. Katie Gray asks that a ACD staff member or board member to be made available to help with interview and hiring process.

Old/Ongoing/Unfinished Business

ACD/BCC Lease Agreement for 4820 Stover Rd.

Motion to accept the lease agreement with BCC in the final re-written form with an updated move-in date as September 1, 2026. Motion made by Randy Johnson, second by Kelly Doyle. Roll call vote: Johnson- yes. Peterson- yes. Doyle-yes. Wolff-yes. Smith- yes. Motion carries 5-0.

General Discussion & Director Reports

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

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

Education & Outreach - Doyle, Peterson, Gray - none

Upcoming Meetings & Events:
- July 23rd at 9:45 - CAKE CISMA & Grand Traverse Land Conservancy dune pull at Antrim Creek Natural Area.
- July 25th 8am-noon at Bellaire High School parking lot - Household Hazardous Waste collection in Bellaire
- September 16th - Tentative MACD Region 3 Meeting in Charlevoix. Recommended board member attendance for this event.

Next Board Meeting Date: August 26th, 2026 at 3pm.
Motion to adjourn at 2:52pm by Randy Johnson, second by AW. Motion carries 5-0.

Draft Minutes Approved By Secretary: ______________________________ *Date:* ______________

Antrim Conservation District
7915 Cameron Street, Central Lake, MI 49622
231-533-8363
www.AntrimCD.org

ANTRIM CONSERVATION DISTRICT
BOARD OF DIRECTORS ANNUAL MEETING - DRAFT MINUTES
Agenda for July 22, 2026 3pm

Call meeting to order by: Wade Foster at 3:32pm

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

Partners/Public: Jarris Rubingh, Jim Pawlowicz, Lyndsey Eccles, Lori Sak, Paul Sak, Amy Drake, Jesse Anderson, Terry VanAlstine, Doug Bedell, multiple guests.

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

Public Comment: none

Annual Report Presentations: by ACD Staff

Wade Foster: 2025 ACD General Report
Mike Meriwether: 2025-26 Annual Forestry Report
Katie Gray and Wade Foster: 2025 CAKE CISMA Report

2026 Conservation Steward Award Presentation:
Congratulations to Doug Bedell, ACD 2026 Conservation Steward of the Year.

Election of directors:
Polls close at 5:00pm. Election voting results were as follows:

One (1) Director position is available for 4 years. Candidates:
- **Adrienne Wolff - 252 votes**
- James Michanowicz - 161 votes

One (1) Director position is available for 3 years. Candidates:
- **Kelly Doyle - 260 votes**
- Jesse Anderson - 149 votes

Two (2) Director positions are available for 2 years. Candidates:
- **Kathleen Peterson - 169 votes**
- **Heidi Shaffer - 236 votes**
- Patricia Wiltse - 156 votes
- Amy Drake - 145 votes
- Bryan Smith - 98 votes

Adrienne Wolff, 252 votes, elected for a term of four years, July 22, 2026 to July 22, 2030

Kelly Doyle, 260 votes, elected for a term of three years, July 22, 2026 to July 22, 2029

Kathleen Peterson, 169 votes, elected for a term of two years, July 22, 2026 to July 24, 2028

Heidi Shaffer, 236 votes, elected for a term of two years, July 22, 2026 to July 24, 2028

Meeting adjourned after conclusion of vote count at at 6:40pm.

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

August 4th, 4:00pm 7915 Cameron Street, Central Lake, MI 49622

Meeting called to order by Chairperson at: *4:03pm by Adrienne Wolff*

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

Partners/Public: Jarris Rubingh

ACD Staff: Wade Foster

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

Public Comment:
Rubingh: Charlevoix County Commissioners appointed someone to oversee water level assessment & planning for Six Mile Lake.

New/Current Business:

Recognize Newly Elected Directors Oaths of Office
Motion by Adrienne Wolff to recognize the newly elected Conservation Directors Oaths of Office. Second by Randy Johnson. Motion carries 4-0.

Assignment of Officer Designations
Kathleen Peterson nominates Adrienne Wolff as Chairperson, second by Heidi Shaffer. Motion carries 5-0.

Heidi Shaffer nominates Kathleen Peterson as Vice Chairperson, second by Adrienne Wolff. Motion carries 5-0.

Adrienne Wolff nominates Kelly Doyle as Secretary, second by Kathleen Peterson. Motion carries 5-0.

Heidi Shaffer nominates Randy Johnson as Treasurer and Heidi Shaffer as Assistant Treasurer, second by Adrienne Wolff. Motion carries 5-0.

Approval of FY 2027 County Appropriations Request
Includes funding for ACD recycling program, and household hazardous waste program.

Motion by Heidi Shaffer to approve sending the FY 2027 County Appropriations Request with the noted corrections distributed. Second by Kathleen Peterson. Motion carries 5-0.

<u>Fischer Insurance Update to Accommodate Upcoming Move to 4820 Stover Road</u>
The new lease with the BCC has been signed and notarized for official move-in date September 1, 2026. Early move-in process approved by the BCC as along as insurance coverage has begun. Fischer quoted insurance coverage at $3,768 per year ($314/month).

Motion by Heidi Shaffer to accept the Fischer Insurance quote for $3,768 per year and move forward with moving beginning August 10, with updated policies to be appropriate for new space. Motion second by Adrienne Wolff. Roll call: Johnson- yes. Peterson- yes. Doyle- yes. Shaffer- yes. Wolff- yes. Motion carries 5-0.

Next Board Meeting Date: August 26, 2026 at 3:00pm at 7915 Cameron Street.

Motion to adjourn: *Motion by Adrienne Wolff, second Randy Johnson at 5:10pm. Motion carries 5-0.*

Minutes Approved By Secretary: ______________________________ *Date:* ______________

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

	Jan - Jul 26	Budget	% of Budget
Income			
4300 · County Allocation	67,063.50	84,135.60	79.7%
4350 · County Millage Appropriation	276,951.41	268,000.00	103.3%
4400 · Donation	2,441.70	5,000.00	48.8%
4600 · General	0.00	1,000.00	0.0%
4810 · Grants/MDARD/DOLE/Misc	299,067.83	313,400.00	95.4%
4900 · Contract Management HHW	7,420.42	10,500.00	70.7%
4910 · Native Plant Sales	3,777.46	5,000.00	75.5%
5000 · Plat Book	1,408.08	1,000.00	140.8%
5100 · Contract Management Recycling	17,217.51	25,000.00	68.9%
5300 · Tree Sales	23,937.65	18,000.00	133.0%
5400 · Income - Workshop	2,977.60	3,000.00	99.3%
5500 · Interest Income	4,860.67	12,000.00	40.5%
Total Income	707,123.83	746,035.60	94.8%
Cost of Goods Sold			
6000 · Cost of Sales	13,372.66	0.00	100.0%
Total COGS	13,372.66	0.00	100.0%
Gross Profit	693,751.17	746,035.60	93.0%
Expense			
10000 · Wage Expense			
9920 · FICA Expense	14,639.10	26,000.00	56.3%
9930 · SUTA Expense	477.99	700.00	68.3%
9935 · In Lieu Of Insurance	3,400.00	3,000.00	113.3%
9937 · Overtime Pay	416.55	1,000.00	41.7%
9938 · Vacation Pay	0.00	5,000.00	0.0%
9940 · Bonus	0.00	1,000.00	0.0%
9999 · Wages & Salaries	192,598.04	400,000.00	48.1%
10000 · Wage Expense - Other	0.00		
Total 10000 · Wage Expense	211,531.68	436,700.00	48.4%
5999 · Benefits - Employee			
6500 · Benefits - Health Insurance	23,947.53	37,500.00	63.9%
6600 · Benefits - Retirement	4,692.66	9,000.00	52.1%
6700 · Benefits - VSP Vision	325.07	800.00	40.6%
6750 · Benefits - Dental	1,399.10	2,500.00	56.0%
Total 5999 · Benefits - Employee	30,364.36	49,800.00	61.0%
6100 · Advertising	2,065.85	1,000.00	206.6%
6300 · Annual Meeting	278.85	1,500.00	18.6%
6800 · Board Per Diem Expense	2,025.00	5,000.00	40.5%
6810 · Bank Fees/Credit Card Fees	192.00	200.00	96.0%
6900 · Building Maintenance	32,548.00	0.00	100.0%
7100 · Dues & Subscriptions	4,118.56	5,000.00	82.4%
7200 · Equipment Expense	1,856.08	7,000.00	26.5%
7300 · Fuel	6,105.19	5,000.00	122.1%
7400 · Public Education			
7400.1 · Community Conservation Instruct	0.00	7,000.00	0.0%
7400 · Public Education - Other	5,892.30	10,000.00	58.9%
Total 7400 · Public Education	5,892.30	17,000.00	34.7%
7450 · Grant Expense	8,038.36	5,000.00	160.8%
7500 · HHW Expense	5,748.00	7,500.00	76.6%
7800 · Insurance Expense	8,943.97	12,000.00	74.5%
8100 · IT Services	113.25	1,500.00	7.6%
8150 · Land & Property Expense	442.27	2,000.00	22.1%
8200 · Legal and Accounting Fees	13,226.00	13,750.00	96.2%
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	130.02	10,000.00	1.3%
8550 · Native Plant Expense	4,091.20	15,000.00	27.3%
8700 · Office Equipment & Supplies	327.38	3,000.00	10.9%
8900 · Operating Supplies	1,452.93	3,000.00	48.4%

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

	Jan - Jul 26	Budget	% of Budget
9100 · Phone Expense	3,773.11	3,500.00	107.8%
9200 · Postage Expense	206.13	2,500.00	8.2%
9300 · Printing Expense	1,151.85	2,000.00	57.6%
9402 · Training & Prof Development	320.00	2,000.00	16.0%
9450 · Property & Trails Maintenance	0.00	2,000.00	0.0%
9460 · Property Tax	0.00	100.00	0.0%
9700 · Recyling Contract Expense	0.00	3,000.00	0.0%
9800 · Rental Expense	13,861.84	18,000.00	77.0%
9900 · Repairs & Building Maintenance	410.00	4,000.00	10.3%
9905 · Rubbish Expense & Trash Removal	512.00	1,200.00	42.7%
9955 · Subcontractor Expense	15,278.60	20,000.00	76.4%
9970 · Travel (non field/grant)	-708.94	1,000.00	-70.9%
9975 · Utilities - Charter Internet	169.99	149.99	113.3%
9985 · Utilities - Propane	633.78	485.40	130.6%
9995 · Vehicle Maintenance	919.73	2,000.00	46.0%
Total Expense	376,094.34	664,385.39	56.6%
Net Income	**317,656.83**	**81,650.21**	**389.0%**

Antrim Conservation District
Profit & Loss
July 2026

	Jul 26	Jul 25
Income		
4300 · County Allocation	0.00	49,084.50
4400 · Donation	613.00	0.00
4900 · Contract Management HHW	2,997.00	1,656.00
4910 · Native Plant Sales	1,125.82	236.00
5000 · Plat Book	215.20	0.00
5300 · Tree Sales	0.00	379.35
5500 · Interest Income	899.19	8,066.10
Total Income	5,850.21	59,421.95
Cost of Goods Sold		
6000 · Cost of Sales	0.00	377.55
Total COGS	0.00	377.55
Gross Profit	5,850.21	59,044.40
Expense		
10000 · Wage Expense		
9920 · FICA Expense	2,072.27	2,761.38
9930 · SUTA Expense	44.83	42.42
9935 · In Lieu Of Insurance	400.00	800.00
9999 · Wages & Salaries	29,163.32	35,475.82
10000 · Wage Expense - Other	0.00	0.00
Total 10000 · Wage Expense	31,680.42	39,079.62
5999 · Benefits - Employee		
6500 · Benefits - Health Insurance	2,471.60	4,562.44
6600 · Benefits - Retirement	512.40	787.79
6700 · Benefits - VSP Vision	29.51	57.36
6750 · Benefits - Dental	128.60	247.78
Total 5999 · Benefits - Employee	3,142.11	5,655.37
6100 · Advertising	153.00	126.64
6800 · Board Per Diem Expense	450.00	375.00
7100 · Dues & Subscriptions	477.94	604.86
7200 · Equipment Expense	217.39	551.93
7300 · Fuel	1,084.10	526.69
7400 · Public Education	0.00	876.69
7450 · Grant Expense	3,784.80	-20.98
7500 · HHW Expense	0.00	300.00
7800 · Insurance Expense	0.00	72.00
8100 · IT Services	82.00	138.00
8200 · Legal and Accounting Fees	300.00	280.00
8300 · Licenses & Permit Fees	0.00	303.18
8400 · Meals Per Diem	0.00	123.03
8500 · Field Mileage Reimbursements	50.92	107.80
8900 · Operating Supplies	78.00	449.69
9100 · Phone Expense	539.78	501.93
9200 · Postage Expense	35.83	73.00
9402 · Training & Prof Development	0.00	245.00
9700 · Recyling Contract Expense	0.00	54.30
9800 · Rental Expense	3,260.00	0.00
9900 · Repairs & Building Maintenance	110.00	150.00
9955 · Subcontractor Expense	206.05	0.00
9970 · Travel (non field/grant)	0.00	99.60
9972 · Uniforms	0.00	117.05
9975 · Utilities - Charter Internet	0.00	149.99
9980 · Utilities - Electric	0.00	160.00
9985 · Utilities - Propane	148.38	0.00
9990 · Utilities - Water & Sewer	0.00	147.22
9995 · Vehicle Maintenance	253.03	84.00
Total Expense	46,053.75	51,331.61
Net Income	**-40,203.54**	**7,712.79**

Antrim Conservation District
Balance Sheet
As of July 31, 2026

	Jul 31, 26
ASSETS	
Current Assets	
Checking/Savings	
1000 · Antrim Conservation District	425,771.08
1100 · Forestry Savings Account	4,190.44
1200 · MI Class CD - General Fund	219,623.93
1201 · MI Class CD - Forestry Fund	82,358.91
Total Checking/Savings	731,944.36
Other Current Assets	
1210 · Petty Cash	800.00
Total Other Current Assets	800.00
Total Current Assets	732,744.36
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	**953,301.43**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1700 · Accrued - Retirement	580.53
1710 · Aflac Payable	-660.94
231 · Accrued - FICA Payable	97.04
234 · Accrued - MI Withholding Tax	1,130.03
235 · Accrued - SUTA Payable	470.71
Total Other Current Liabilities	1,617.37
Total Current Liabilities	1,617.37
Total Liabilities	1,617.37
Equity	
2200 · Liability Fund	20,000.00
30000 · Opening Balance Equity	335.35
3100 · Unrestricted Net Assets	613,691.88
Net Income	317,656.83
Total Equity	951,684.06
TOTAL LIABILITIES & EQUITY	**953,301.43**

Antrim Conservation District
Deposit Detail
July 2026

Type	Num	Date	Name	Account	Amount
Deposit		**07/29/2026**		**1000 · Antrim Conservation District**	**5,384.00**
				4900 · Contract Management HHW	-2,882.00
				4400 · Donation	-613.00
				4910 · Native Plant Sales	-760.00
				7200 · Equipment Expense	-600.00
				4910 · Native Plant Sales	-414.00
				4900 · Contract Management HHW	-115.00
TOTAL					-5,384.00
Deposit		**07/31/2026**		**1100 · Forestry Savings Account**	**8.24**
				5500 · Interest Income	-8.24
TOTAL					-8.24
Deposit		**07/31/2026**		**1000 · Antrim Conservation District**	**890.95**
				5500 · Interest Income	-890.95
TOTAL					-890.95
Deposit		**07/31/2026**		**1000 · Antrim Conservation District**	**215.20**
				5000 · Plat Book	-215.20
TOTAL					-215.20

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck		**07/14/2026**	**Alexander LaPointe**		**1000 · Antrim Cons...**		**-1,243.75**
					9999 · Wages & Sal...	-1,386.00	1,386.00
					9999 · Wages & Sal...	-176.00	176.00
					9999 · Wages & Sal...	-176.00	176.00
					9935 · In Lieu Of Ins...	-200.00	200.00
					1700 · Accrued - Ret...	150.00	-150.00
					1700 · Accrued - Ret...	150.00	-150.00
					6600 · Benefits - Ret...	-58.14	58.14
					1700 · Accrued - Ret...	58.14	-58.14
					231 · Accrued - FIC...	170.00	-170.00
					9920 · FICA Expense	-120.16	120.16
					231 · Accrued - FIC...	120.16	-120.16
					231 · Accrued - FIC...	120.16	-120.16
					9920 · FICA Expense	-28.10	28.10
					231 · Accrued - FIC...	28.10	-28.10
					231 · Accrued - FIC...	28.10	-28.10
					234 · Accrued - MI ...	75.99	-75.99
TOTAL						-1,243.75	1,243.75
Paycheck		**07/14/2026**	**Caroline H Lamberts**		**1000 · Antrim Cons...**		**-976.42**
					9999 · Wages & Sal...	-340.00	340.00
					9999 · Wages & Sal...	-323.00	323.00
					9999 · Wages & Sal...	-68.00	68.00
					9999 · Wages & Sal...	-68.00	68.00
					9999 · Wages & Sal...	-102.00	102.00
					9999 · Wages & Sal...	-136.00	136.00
					9999 · Wages & Sal...	-136.00	136.00
					231 · Accrued - FIC...	57.00	-57.00
					9920 · FICA Expense	-21.08	21.08
					9920 · FICA Expense	-20.02	20.02
					9920 · FICA Expense	-4.22	4.22
					9920 · FICA Expense	-4.22	4.22
					9920 · FICA Expense	-6.32	6.32
					9920 · FICA Expense	-16.86	16.86
					231 · Accrued - FIC...	72.72	-72.72
					231 · Accrued - FIC...	72.72	-72.72
					9920 · FICA Expense	-4.93	4.93
					9920 · FICA Expense	-4.68	4.68
					9920 · FICA Expense	-0.99	0.99
					9920 · FICA Expense	-0.99	0.99
					9920 · FICA Expense	-1.48	1.48
					9920 · FICA Expense	-3.94	3.94
					231 · Accrued - FIC...	17.01	-17.01
					231 · Accrued - FIC...	17.01	-17.01
					234 · Accrued - MI ...	49.85	-49.85
					9930 · SUTA Expense	-1.90	1.90
					9930 · SUTA Expense	-1.81	1.81
					9930 · SUTA Expense	-0.38	0.38

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					9930 · SUTA Expense	-0.38	0.38
					9930 · SUTA Expense	-0.57	0.57
					9930 · SUTA Expense	-1.52	1.52
					235 · Accrued - SUT...	6.56	-6.56
TOTAL						-976.42	976.42
Paycheck		**07/14/2026**	**Hunter Green**		**1000 · Antrim Cons...**		**-966.86**
					9999 · Wages & Sal...	-374.00	374.00
					9999 · Wages & Sal...	-399.50	399.50
					9999 · Wages & Sal...	-136.00	136.00
					9999 · Wages & Sal...	-68.00	68.00
					9999 · Wages & Sal...	-102.00	102.00
					9999 · Wages & Sal...	-136.00	136.00
					231 · Accrued - FIC...	104.00	-104.00
					9920 · FICA Expense	-23.19	23.19
					9920 · FICA Expense	-24.77	24.77
					9920 · FICA Expense	-16.86	16.86
					9920 · FICA Expense	-4.22	4.22
					9920 · FICA Expense	-6.32	6.32
					231 · Accrued - FIC...	75.36	-75.36
					231 · Accrued - FIC...	75.36	-75.36
					9920 · FICA Expense	-5.42	5.42
					9920 · FICA Expense	-5.79	5.79
					9920 · FICA Expense	-3.94	3.94
					9920 · FICA Expense	-0.99	0.99
					9920 · FICA Expense	-1.48	1.48
					231 · Accrued - FIC...	17.62	-17.62
					231 · Accrued - FIC...	17.62	-17.62
					234 · Accrued - MI ...	51.66	-51.66
					9930 · SUTA Expense	-2.10	2.10
					9930 · SUTA Expense	-2.24	2.24
					9930 · SUTA Expense	-1.52	1.52
					9930 · SUTA Expense	-0.38	0.38
					9930 · SUTA Expense	-0.57	0.57
					235 · Accrued - SUT...	6.81	-6.81
TOTAL						-966.86	966.86
Paycheck		**07/14/2026**	**Kathrine A Gray**		**1000 · Antrim Cons...**		**-1,598.27**
					9999 · Wages & Sal...	-1,507.92	1,507.92
					9999 · Wages & Sal...	-197.76	197.76
					9999 · Wages & Sal...	-271.92	271.92
					9100 · Phone Expen...	-12.50	12.50
					6600 · Benefits - Ret...	-59.70	59.70
					1700 · Accrued - Ret...	59.70	-59.70
					231 · Accrued - FIC...	155.00	-155.00
					9920 · FICA Expense	-93.49	93.49
					9920 · FICA Expense	-29.90	29.90

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					231 · Accrued - FIC...	123.39	-123.39
					231 · Accrued - FIC...	123.39	-123.39
					9920 · FICA Expense	-21.87	21.87
					9920 · FICA Expense	-6.99	6.99
					231 · Accrued - FIC...	28.86	-28.86
					231 · Accrued - FIC...	28.86	-28.86
					234 · Accrued - MI ...	84.58	-84.58
TOTAL						-1,598.27	1,598.27
Paycheck		**07/14/2026**	**Lily Stephan**		**1000 · Antrim Cons...**		**-1,001.48**
					9999 · Wages & Sal...	-540.00	540.00
					9999 · Wages & Sal...	-90.00	90.00
					9999 · Wages & Sal...	-126.00	126.00
					9999 · Wages & Sal...	-90.00	90.00
					9999 · Wages & Sal...	-72.00	72.00
					9999 · Wages & Sal...	-144.00	144.00
					9999 · Wages & Sal...	-144.00	144.00
					231 · Accrued - FIC...	61.00	-61.00
					9920 · FICA Expense	-33.48	33.48
					9920 · FICA Expense	-5.58	5.58
					9920 · FICA Expense	-7.81	7.81
					9920 · FICA Expense	-5.58	5.58
					9920 · FICA Expense	-4.46	4.46
					9920 · FICA Expense	-17.86	17.86
					231 · Accrued - FIC...	74.77	-74.77
					231 · Accrued - FIC...	74.77	-74.77
					9920 · FICA Expense	-7.82	7.82
					9920 · FICA Expense	-1.31	1.31
					9920 · FICA Expense	-1.83	1.83
					9920 · FICA Expense	-1.31	1.31
					9920 · FICA Expense	-1.04	1.04
					9920 · FICA Expense	-4.18	4.18
					231 · Accrued - FIC...	17.49	-17.49
					231 · Accrued - FIC...	17.49	-17.49
					234 · Accrued - MI ...	51.26	-51.26
					9930 · SUTA Expense	-3.04	3.04
					9930 · SUTA Expense	-0.50	0.50
					9930 · SUTA Expense	-0.71	0.71
					9930 · SUTA Expense	-0.50	0.50
					9930 · SUTA Expense	-0.40	0.40
					9930 · SUTA Expense	-1.61	1.61
					235 · Accrued - SUT...	6.76	-6.76
TOTAL						-1,001.48	1,001.48

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck		**07/14/2026**	**Ronald A Oyer**		**1000 · Antrim Cons...**		**-725.60**
					9999 · Wages & Sal...	-898.53	898.53
					231 · Accrued - FIC...	66.00	-66.00
					9920 · FICA Expense	-55.71	55.71
					231 · Accrued - FIC...	55.71	-55.71
					231 · Accrued - FIC...	55.71	-55.71
					9920 · FICA Expense	-13.03	13.03
					231 · Accrued - FIC...	13.03	-13.03
					231 · Accrued - FIC...	13.03	-13.03
					234 · Accrued - MI ...	38.19	-38.19
TOTAL						-725.60	725.60
Paycheck		**07/14/2026**	**Sarah E Snyder**		**1000 · Antrim Cons...**		**-1,054.27**
					9999 · Wages & Sal...	-442.00	442.00
					9999 · Wages & Sal...	-85.00	85.00
					9999 · Wages & Sal...	-306.00	306.00
					9999 · Wages & Sal...	-68.00	68.00
					9999 · Wages & Sal...	-68.00	68.00
					9999 · Wages & Sal...	-34.00	34.00
					9999 · Wages & Sal...	-136.00	136.00
					9999 · Wages & Sal...	-136.00	136.00
					231 · Accrued - FIC...	69.00	-69.00
					9920 · FICA Expense	-27.40	27.40
					9920 · FICA Expense	-5.27	5.27
					9920 · FICA Expense	-18.97	18.97
					9920 · FICA Expense	-4.22	4.22
					9920 · FICA Expense	-4.22	4.22
					9920 · FICA Expense	-2.11	2.11
					9920 · FICA Expense	-16.86	16.86
					231 · Accrued - FIC...	79.05	-79.05
					231 · Accrued - FIC...	79.05	-79.05
					9920 · FICA Expense	-6.41	6.41
					9920 · FICA Expense	-1.23	1.23
					9920 · FICA Expense	-4.44	4.44
					9920 · FICA Expense	-0.99	0.99
					9920 · FICA Expense	-0.99	0.99
					9920 · FICA Expense	-0.49	0.49
					9920 · FICA Expense	-3.94	3.94
					231 · Accrued - FIC...	18.49	-18.49
					231 · Accrued - FIC...	18.49	-18.49
					234 · Accrued - MI ...	54.19	-54.19
					9930 · SUTA Expense	-2.48	2.48
					9930 · SUTA Expense	-0.48	0.48
					9930 · SUTA Expense	-1.71	1.71
					9930 · SUTA Expense	-0.38	0.38
					9930 · SUTA Expense	-0.38	0.38
					9930 · SUTA Expense	-0.19	0.19

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					9930 · SUTA Expense	-1.52	1.52
					235 · Accrued - SUT...	7.14	-7.14
TOTAL						-1,054.27	1,054.27
Paycheck		**07/14/2026**	**Wade M Foster**		**1000 · Antrim Cons...**		**-1,727.82**
					9999 · Wages & Sal...	-1,534.40	1,534.40
					9999 · Wages & Sal...	-219.20	219.20
					9999 · Wages & Sal...	-109.60	109.60
					9999 · Wages & Sal...	-296.64	296.64
					6600 · Benefits - Ret...	-64.80	64.80
					1700 · Accrued - Ret...	64.80	-64.80
					231 · Accrued - FIC...	175.00	-175.00
					9920 · FICA Expense	-115.52	115.52
					9920 · FICA Expense	-18.39	18.39
					231 · Accrued - FIC...	133.91	-133.91
					231 · Accrued - FIC...	133.91	-133.91
					9920 · FICA Expense	-27.02	27.02
					9920 · FICA Expense	-4.30	4.30
					231 · Accrued - FIC...	31.32	-31.32
					231 · Accrued - FIC...	31.32	-31.32
					234 · Accrued - MI ...	91.79	-91.79
TOTAL						-1,727.82	1,727.82
Paycheck		**07/14/2026**	**Michael B Meriwet...**		**1000 · Antrim Cons...**		**-1,857.41**
					9999 · Wages & Sal...	-2,480.00	2,480.00
					1700 · Accrued - Ret...	212.50	-212.50
					6600 · Benefits - Ret...	-74.40	74.40
					1700 · Accrued - Ret...	74.40	-74.40
					231 · Accrued - FIC...	124.00	-124.00
					9920 · FICA Expense	-153.76	153.76
					231 · Accrued - FIC...	153.76	-153.76
					231 · Accrued - FIC...	153.76	-153.76
					9920 · FICA Expense	-35.96	35.96
					231 · Accrued - FIC...	35.96	-35.96
					231 · Accrued - FIC...	35.96	-35.96
					234 · Accrued - MI ...	96.37	-96.37
TOTAL						-1,857.41	1,857.41

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck		**07/28/2026**	**Alexander LaPointe**		**1000 · Antrim Cons...**		**-1,176.23**
					9999 · Wages & Sal...	-1,595.00	1,595.00
					9999 · Wages & Sal...	-55.00	55.00
					9935 · In Lieu Of Ins...	-200.00	200.00
					1700 · Accrued - Ret...	150.00	-150.00
					1700 · Accrued - Ret...	150.00	-150.00
					6600 · Benefits - Ret...	-55.50	55.50
					1700 · Accrued - Ret...	55.50	-55.50
					231 · Accrued - FIC...	160.00	-160.00
					9920 · FICA Expense	-114.70	114.70
					231 · Accrued - FIC...	114.70	-114.70
					231 · Accrued - FIC...	114.70	-114.70
					9920 · FICA Expense	-26.82	26.82
					231 · Accrued - FIC...	26.82	-26.82
					231 · Accrued - FIC...	26.82	-26.82
					234 · Accrued - MI ...	72.25	-72.25
TOTAL						-1,176.23	1,176.23
Paycheck		**07/28/2026**	**Caroline H Lamberts**		**1000 · Antrim Cons...**		**-486.75**
					9999 · Wages & Sal...	-85.00	85.00
					9999 · Wages & Sal...	-136.00	136.00
					9999 · Wages & Sal...	-229.50	229.50
					9999 · Wages & Sal...	-102.00	102.00
					9920 · FICA Expense	-5.27	5.27
					9920 · FICA Expense	-8.43	8.43
					9920 · FICA Expense	-14.23	14.23
					9920 · FICA Expense	-6.33	6.33
					231 · Accrued - FIC...	34.26	-34.26
					231 · Accrued - FIC...	34.26	-34.26
					9920 · FICA Expense	-1.23	1.23
					9920 · FICA Expense	-1.97	1.97
					9920 · FICA Expense	-3.33	3.33
					9920 · FICA Expense	-1.48	1.48
					231 · Accrued - FIC...	8.01	-8.01
					231 · Accrued - FIC...	8.01	-8.01
					234 · Accrued - MI ...	23.48	-23.48
					9930 · SUTA Expense	-0.48	0.48
					9930 · SUTA Expense	-0.76	0.76
					9930 · SUTA Expense	-1.29	1.29
					9930 · SUTA Expense	-0.57	0.57
					235 · Accrued - SUT...	3.10	-3.10
TOTAL						-486.75	486.75

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck		**07/28/2026**	**Hunter Green**		**1000 · Antrim Cons...**		**-998.30**
					9999 · Wages & Sal...	-272.00	272.00
					9999 · Wages & Sal...	-323.00	323.00
					9999 · Wages & Sal...	-289.00	289.00
					9999 · Wages & Sal...	-136.00	136.00
					9999 · Wages & Sal...	-34.00	34.00
					9999 · Wages & Sal...	-136.00	136.00
					10000 · Wage Expe...	-50.92	50.92
					231 · Accrued - FIC...	101.00	-101.00
					9920 · FICA Expense	-16.86	16.86
					9920 · FICA Expense	-20.03	20.03
					9920 · FICA Expense	-17.92	17.92
					9920 · FICA Expense	-8.43	8.43
					9920 · FICA Expense	-2.11	2.11
					9920 · FICA Expense	-8.43	8.43
					231 · Accrued - FIC...	73.78	-73.78
					231 · Accrued - FIC...	73.78	-73.78
					9920 · FICA Expense	-3.96	3.96
					9920 · FICA Expense	-4.68	4.68
					9920 · FICA Expense	-4.19	4.19
					9920 · FICA Expense	-1.97	1.97
					9920 · FICA Expense	-0.49	0.49
					9920 · FICA Expense	-1.97	1.97
					231 · Accrued - FIC...	17.26	-17.26
					231 · Accrued - FIC...	17.26	-17.26
					234 · Accrued - MI ...	50.58	-50.58
					9930 · SUTA Expense	-1.53	1.53
					9930 · SUTA Expense	-1.81	1.81
					9930 · SUTA Expense	-1.62	1.62
					9930 · SUTA Expense	-0.76	0.76
					9930 · SUTA Expense	-0.19	0.19
					9930 · SUTA Expense	-0.76	0.76
					235 · Accrued - SUT...	6.67	-6.67
TOTAL						-998.30	998.30
Paycheck		**07/28/2026**	**Kathrine A Gray**		**1000 · Antrim Cons...**		**-1,598.28**
					9999 · Wages & Sal...	-1,680.96	1,680.96
					9999 · Wages & Sal...	-98.88	98.88
					9999 · Wages & Sal...	-98.88	98.88
					9999 · Wages & Sal...	-98.88	98.88
					9100 · Phone Expen...	-12.50	12.50
					6600 · Benefits - Ret...	-59.70	59.70
					1700 · Accrued - Ret...	59.70	-59.70
					231 · Accrued - FIC...	155.00	-155.00
					9920 · FICA Expense	-104.21	104.21
					9920 · FICA Expense	-6.13	6.13
					9920 · FICA Expense	-13.04	13.04
					231 · Accrued - FIC...	123.38	-123.38

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					231 · Accrued - FIC...	123.38	-123.38
					9920 · FICA Expense	-24.38	24.38
					9920 · FICA Expense	-1.43	1.43
					9920 · FICA Expense	-3.05	3.05
					231 · Accrued - FIC...	28.86	-28.86
					231 · Accrued - FIC...	28.86	-28.86
					234 · Accrued - MI ...	84.58	-84.58
TOTAL						-1,598.28	1,598.28
Paycheck		**07/28/2026**	**Lily Stephan**		**1000 · Antrim Cons...**		**-523.31**
					9999 · Wages & Sal...	-180.00	180.00
					9999 · Wages & Sal...	-126.00	126.00
					9999 · Wages & Sal...	-72.00	72.00
					9999 · Wages & Sal...	-216.00	216.00
					9920 · FICA Expense	-11.17	11.17
					9920 · FICA Expense	-7.81	7.81
					9920 · FICA Expense	-4.46	4.46
					9920 · FICA Expense	-13.39	13.39
					231 · Accrued - FIC...	36.83	-36.83
					231 · Accrued - FIC...	36.83	-36.83
					9920 · FICA Expense	-2.61	2.61
					9920 · FICA Expense	-1.83	1.83
					9920 · FICA Expense	-1.04	1.04
					9920 · FICA Expense	-3.13	3.13
					231 · Accrued - FIC...	8.61	-8.61
					231 · Accrued - FIC...	8.61	-8.61
					234 · Accrued - MI ...	25.25	-25.25
					9930 · SUTA Expense	-1.01	1.01
					9930 · SUTA Expense	-0.70	0.70
					9930 · SUTA Expense	-0.40	0.40
					9930 · SUTA Expense	-1.21	1.21
					235 · Accrued - SUT...	3.32	-3.32
TOTAL						-523.31	523.31
Paycheck		**07/28/2026**	**Michael B Meriwet...**		**1000 · Antrim Cons...**		**-1,857.41**
					9999 · Wages & Sal...	-2,232.00	2,232.00
					9999 · Wages & Sal...	-248.00	248.00
					1700 · Accrued - Ret...	212.50	-212.50
					6600 · Benefits - Ret...	-74.40	74.40
					1700 · Accrued - Ret...	74.40	-74.40
					231 · Accrued - FIC...	124.00	-124.00
					9920 · FICA Expense	-153.76	153.76
					231 · Accrued - FIC...	153.76	-153.76
					231 · Accrued - FIC...	153.76	-153.76
					9920 · FICA Expense	-35.96	35.96
					231 · Accrued - FIC...	35.96	-35.96

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					231 · Accrued - FIC...	35.96	-35.96
					234 · Accrued - MI ...	96.37	-96.37
TOTAL						-1,857.41	1,857.41
Paycheck		**07/28/2026**	**Ronald A Oyer**		**1000 · Antrim Cons...**		**-882.28**
					9999 · Wages & Sal...	-1,104.75	1,104.75
					231 · Accrued - FIC...	91.00	-91.00
					9920 · FICA Expense	-68.50	68.50
					231 · Accrued - FIC...	68.50	-68.50
					231 · Accrued - FIC...	68.50	-68.50
					9920 · FICA Expense	-16.02	16.02
					231 · Accrued - FIC...	16.02	-16.02
					231 · Accrued - FIC...	16.02	-16.02
					234 · Accrued - MI ...	46.95	-46.95
TOTAL						-882.28	882.28
Paycheck		**07/28/2026**	**Sarah E Snyder**		**1000 · Antrim Cons...**		**-685.91**
					9999 · Wages & Sal...	-136.00	136.00
					9999 · Wages & Sal...	-459.00	459.00
					9999 · Wages & Sal...	-68.00	68.00
					9999 · Wages & Sal...	-136.00	136.00
					231 · Accrued - FIC...	18.00	-18.00
					9920 · FICA Expense	-8.43	8.43
					9920 · FICA Expense	-28.46	28.46
					9920 · FICA Expense	-4.22	4.22
					9920 · FICA Expense	-8.43	8.43
					231 · Accrued - FIC...	49.54	-49.54
					231 · Accrued - FIC...	49.54	-49.54
					9920 · FICA Expense	-1.97	1.97
					9920 · FICA Expense	-6.66	6.66
					9920 · FICA Expense	-0.99	0.99
					9920 · FICA Expense	-1.97	1.97
					231 · Accrued - FIC...	11.59	-11.59
					231 · Accrued - FIC...	11.59	-11.59
					234 · Accrued - MI ...	33.96	-33.96
					9930 · SUTA Expense	-0.76	0.76
					9930 · SUTA Expense	-2.57	2.57
					9930 · SUTA Expense	-0.38	0.38
					9930 · SUTA Expense	-0.76	0.76
					235 · Accrued - SUT...	4.47	-4.47
TOTAL						-685.91	685.91

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck		**07/28/2026**	**Wade M Foster**		**1000 · Antrim Cons...**		**-1,752.16**
					9999 · Wages & Sal...	-2,192.00	2,192.00
					6600 · Benefits - Ret...	-65.76	65.76
					1700 · Accrued - Ret...	65.76	-65.76
					231 · Accrued - FIC...	179.00	-179.00
					9920 · FICA Expense	-135.90	135.90
					231 · Accrued - FIC...	135.90	-135.90
					231 · Accrued - FIC...	135.90	-135.90
					9920 · FICA Expense	-31.78	31.78
					231 · Accrued - FIC...	31.78	-31.78
					231 · Accrued - FIC...	31.78	-31.78
					234 · Accrued - MI ...	93.16	-93.16
TOTAL						-1,752.16	1,752.16
Check	**EFT**	**07/02/2026**	**VSP**		**1000 · Antrim Cons...**		**-29.51**
					6700 · Benefits - VS...	-29.51	29.51
TOTAL						-29.51	29.51
Check	**EFT**	**07/13/2026**	**Delta Dental**		**1000 · Antrim Cons...**		**-128.60**
					6750 · Benefits - De...	-128.60	128.60
TOTAL						-128.60	128.60
Check	**EFT**	**07/17/2026**	**Empower Retirement**		**1000 · Antrim Cons...**		**-257.04**
					1700 · Accrued - Ret...	-257.04	257.04
TOTAL						-257.04	257.04
Check	**EFT**	**07/17/2026**	**Empower Retirement**		**1000 · Antrim Cons...**		**-512.50**
					1700 · Accrued - Ret...	-512.50	512.50
TOTAL						-512.50	512.50
Check	**EFT**	**07/17/2026**	**Aflac**		**1000 · Antrim Cons...**		**-112.92**
					1710 · Aflac Payable	-112.92	112.92
TOTAL						-112.92	112.92

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**EFT**	**07/17/2026**	**GoDaddy**		**1000 · Antrim Cons...**		**-48.18**
					4910 · Native Plant ...	-48.18	48.18
TOTAL						-48.18	48.18
Check	**EFT**	**07/17/2026**	**Verizon**		**1000 · Antrim Cons...**		**-514.78**
					9100 · Phone Expen...	-36.99	36.99
					9100 · Phone Expen...	-36.99	36.99
					9100 · Phone Expen...	-111.76	111.76
					9100 · Phone Expen...	-329.04	329.04
TOTAL						-514.78	514.78
Liability Check	**EFT**	**07/20/2026**	**State of Michigan**		**1000 · Antrim Cons...**		**-1,760.62**
					234 · Accrued - MI ...	-1,760.62	1,760.62
TOTAL						-1,760.62	1,760.62
Check	**EFT**	**07/21/2026**	**Visa**		**1000 · Antrim Cons...**		**-1,931.96**
					8900 · Operating Su...	-78.00	78.00
					7200 · Equipment E...	-4.34	4.34
					9900 · Repairs & Bui...	-55.00	55.00
					7200 · Equipment E...	-72.20	72.20
					9985 · Utilities - Pro...	-74.19	74.19
					9800 · Rental Expen...	-260.00	260.00
					9985 · Utilities - Pro...	-74.19	74.19
					7100 · Dues & Subs...	-83.40	83.40
					9955 · Subcontracto...	-206.05	206.05
					7200 · Equipment E...	-236.15	236.15
					9900 · Repairs & Bui...	-55.00	55.00
					7200 · Equipment E...	-504.70	504.70
					9995 · Vehicle Maint...	-39.87	39.87
					9200 · Postage Exp...	-5.83	5.83
					7100 · Dues & Subs...	-119.91	119.91
					9200 · Postage Exp...	-30.00	30.00
					7100 · Dues & Subs...	-33.13	33.13
TOTAL						-1,931.96	1,931.96

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	**E-pay**	**07/02/2026**	**United States Trea...**		**1000 · Antrim Cons...**		**-2,875.72**
					231 · Accrued - FIC...	-863.00	863.00
					231 · Accrued - FIC...	-815.62	815.62
					231 · Accrued - FIC...	-815.62	815.62
					231 · Accrued - FIC...	-190.74	190.74
					231 · Accrued - FIC...	-190.74	190.74
TOTAL						-2,875.72	2,875.72
Liability Check	**E-pay**	**07/02/2026**	**United States Trea...**		**1000 · Antrim Cons...**		**-313.72**
					231 · Accrued - FIC...	-124.00	124.00
					231 · Accrued - FIC...	-76.88	76.88
					231 · Accrued - FIC...	-76.88	76.88
					231 · Accrued - FIC...	-17.98	17.98
					231 · Accrued - FIC...	-17.98	17.98
TOTAL						-313.72	313.72
Liability Check	**E-pay**	**07/17/2026**	**United States Trea...**		**1000 · Antrim Cons...**		**-3,174.42**
					231 · Accrued - FIC...	-981.00	981.00
					231 · Accrued - FIC...	-888.83	888.83
					231 · Accrued - FIC...	-888.83	888.83
					231 · Accrued - FIC...	-207.88	207.88
					231 · Accrued - FIC...	-207.88	207.88
TOTAL						-3,174.42	3,174.42
Liability Check	**E-pay**	**07/28/2026**	**United States Trea...**		**1000 · Antrim Cons...**		**-2,779.12**
					231 · Accrued - FIC...	-828.00	828.00
					231 · Accrued - FIC...	-790.65	790.65
					231 · Accrued - FIC...	-790.65	790.65
					231 · Accrued - FIC...	-184.91	184.91
					231 · Accrued - FIC...	-184.91	184.91
TOTAL						-2,779.12	2,779.12
Check	**1044**	**07/01/2026**	**Blue Care Network ...**		**1000 · Antrim Cons...**		**-2,471.60**
					6500 · Benefits - He...	-390.95	390.95
					6500 · Benefits - He...	-415.01	415.01
					6500 · Benefits - He...	-1,665.64	1,665.64
TOTAL						-2,471.60	2,471.60

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**1049**	**07/01/2026**	**Central Lake Prope...**		**1000 · Antrim Cons...**		**-1,500.00**
					9800 · Rental Expen...	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Check	**1050**	**07/01/2026**	**Mi Association of ...**		**1000 · Antrim Cons...**		**-3,784.80**
					7450 · Grant Expense	-3,784.80	3,784.80
TOTAL						-3,784.80	3,784.80
Check	**1051**	**07/01/2026**	**Circle North Media**		**1000 · Antrim Cons...**		**-153.00**
					6100 · Advertising	-68.00	68.00
					6100 · Advertising	-85.00	85.00
TOTAL						-153.00	153.00
Check	**1052**	**07/01/2026**	**Randall D Johnson**		**1000 · Antrim Cons...**		**-75.00**
					6800 · Board Per Di...	-75.00	75.00
TOTAL						-75.00	75.00
Check	**1053**	**07/01/2026**	**Kathleen Peterson**		**1000 · Antrim Cons...**		**-75.00**
					6800 · Board Per Di...	-75.00	75.00
TOTAL						-75.00	75.00
Check	**1054**	**07/01/2026**	**Kelly Doyle**		**1000 · Antrim Cons...**		**-75.00**
					6800 · Board Per Di...	-75.00	75.00
TOTAL						-75.00	75.00
Check	**1055**	**07/01/2026**	**Adrienne Wolff**		**1000 · Antrim Cons...**		**-150.00**
					6800 · Board Per Di...	-150.00	150.00
TOTAL						-150.00	150.00

Antrim Conservation District
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**1056**	**07/01/2026**	**Bryan Smith**		**1000 · Antrim Cons...**		**-75.00**
					6800 · Board Per Di...	-75.00	75.00
TOTAL						-75.00	75.00
Check	**1057**	**07/08/2026**	**Michael B Meriwet...**		**1000 · Antrim Cons...**		**-2,500.00**
					9999 · Wages & Sal...	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Check	**1058**	**07/10/2026**	**Accounting Services**		**1000 · Antrim Cons...**		**-300.00**
					8200 · Legal and Ac...	-300.00	300.00
TOTAL						-300.00	300.00
Check	**1059**	**07/14/2026**	**Integrity Software ...**		**1000 · Antrim Cons...**		**-82.00**
					8100 · IT Services	-82.00	82.00
TOTAL						-82.00	82.00
Check	**1060**	**07/14/2026**	**Antrim County Tra...**		**1000 · Antrim Cons...**		**-1,297.26**
					7300 · Fuel	-1,084.10	1,084.10
					9995 · Vehicle Maint...	-91.16	91.16
					9995 · Vehicle Maint...	-122.00	122.00
TOTAL						-1,297.26	1,297.26
Check	**1062**	**07/27/2026**	**SOME CPA's**		**1000 · Antrim Cons...**		**-241.50**
					7100 · Dues & Subs...	-241.50	241.50
TOTAL						-241.50	241.50
Check	**1063**	**07/27/2026**	**Central Lake Prope...**		**1000 · Antrim Cons...**		**-1,500.00**
					9800 · Rental Expen...	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00

Card Service Center

Cardholder Name and Account Number

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

mastercard.

1-2

07/2026

Account Information

Statement Closing Date	07/27/2026
Credit Limit	$6,000.00
Available Credit	$2,556.00
Cash Credit Limit	$600.00
Available Cash	$600.00
Amount Over Credit Limit	$0.00

Account Summary

	Previous Balance	$1,931.96
-	Payments and Credits	$1,931.96
+/-	**Finance Charge(net)**	**$0.00**
+	Purchases	$3,443.88
+	Cash Advances	$0.00
+	Other Charges	$0.00
=	**New Balance**	**$3,443.88**

Payment Information

Payment Due Date: 08/21/2026 — Minimum Payment Due: $103.32 — New Balance: $3,443.88

Transactions

Post Date	Trans Date	Reference	Description	Amount
06/28	06/26	0230537J22X9108SR	MENARDS 3376 GAYLORD MI	GEN9960 $177.95
07/01	06/30	0230537J600G1Z4VT	USPS PO 2507900646 BELLAIRE MI	GEN6300 $78.00
07/01	06/30	0230537J600G1Z4YQ	TRACTOR SUPPLY #2734 BELLAIRE MI	GEN9965 $105.99
07/02	07/01	7541823J67KE0VQGY	PY *ANTRIM STORAGE BELLAIRE MI	GEN 9800 $260.00
07/02	07/01	0230537J700JZYVDJ	TRACTOR SUPPLY #2734 BELLAIRE MI	GEN9965 $50.83
07/03	07/02	0230537J800KTXAJS	TRACTOR SUPPLY #2734 BELLAIRE MI	GEN9700 $148.38
07/03	07/03	F879700J800CHGDDA	AUTOMATIC PAYMENT - THANK YOU	-$1,931.96
07/09	07/07	0230537JD2X7FXKP7	MENARDS 3376 GAYLORD MI	GEN9960 $74.18
07/09	07/08	0543684JEHEVPJ7Y1	DOLLAR GENERAL #17078 CENTRAL LAKE MI	GEN6300 $12.00
07/12	07/10	0543684JGHEVZ7P55	DOLLAR GENERAL #17078 CENTRAL LAKE MI	GEN 8800 $6.50
07/12	07/10	0230537JG00KD94BR	USPS PO 2517200650 CENTRAL LAKE MI	GEN9200 $99.06
07/12	07/11	5543286JG5XXYRQTK	AMAZON MKTPL*DR99L6ZG3 SEATTLE WA	GEN9700 $166.69
07/14	07/13	1527021JJ0033NPK3	MICROSOFT-G169704686 MSBILL.INFO WA	GEN 7100 $12.57
07/19	07/17	0230537JP00K6LHBB	TRACTOR SUPPLY #2734 BELLAIRE MI	CAKE7200 $1,259.96
07/19	07/17	5265384JPR1AGWGXG	SUBWAY 21995 EAST JORDAN MI	GEN 6300 $494.01
07/20	07/19	1230202JR003734AJ	ADOBE SAN JOSE CA	GEN 7100 $71.97
07/21	07/19	0543684JT5SBSS4NJ	MEIJER STORE #257 PETOSKEY MI	GEN6300 $160.02

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

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

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

Refer to Credit Card Information page for important details.

Detach the bottom portion and return payment using enclosed envelope no later than 5 days before the due date. Please use blue or black ink.

ALDEN STATE BANK
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043

Account Number XXXX-XXXX-XXXX-0862

New Balance $3,443.88

Minimum Payment Due $103.32

Please include your account number on your check.

Payment Due Date

August

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

Amount Enclosed $

☐ New address, phone number or e-mail?
Check the box to the left and print changes on back.

MICHAEL B MERIWETHER
PO BOX 1006
BELLAIRE MI 49615-1006

0102

2159

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

543548050240086200010332003443885

Cardholder Name and Account Number
MICHAEL B MERIWETHER
PO BOX 1006
XXXX-XXXX-XXXX-0862

Transactions (continued)

Post Date	Trans Date	Reference	Description	Amount
07/21	07/20	0230537JS00HGAP8E	TRACTOR SUPPLY #2734 BELLAIRE MI	GEN9700 $187.34
07/26	07/23	5550080JYR9LPT2YD	GILLROYS HARDWARE 6772 BELLAIRE MI	GEN9700 $52.98
07/26	07/25	0543684JZ00BHVL4S	FAMILY FARE 645 BELLAIR MI	GEN7500 $25.45
			TOTAL FEES FOR THIS PERIOD	
			TOTAL INTEREST FOR THIS PERIOD	

Finance Charge Calculation

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

Type of Balance	APR %	Average Daily Balance	Finance Charge	Remaining Balance
Purchases	17.74% (V)	$0.00	$0.00	$3,443.88
Cash Advances	17.74% (V)	$0.00	$0.00	$0.00

Days in Billing Cycle: 31 (V) = Variable Rate
Refer to Credit Card Information page for important details. Website: www.cardmanager.net

1-2

Notes of Interest

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

Michigan CLASS

Investor ID: MI-01-0855

0000658-0004868 PDFT 206372

Antrim Conservation District
4820 Stover Road
Bellaire, MI 49615

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 3.7530%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0855-0001	General Fund	199,166.82	0.00	0.00	635.83	4,655.96	199,504.53	199,802.65
MI-01-0855-0002	Forestry Fund	85,389.62	0.00	0.00	272.59	1,850.97	85,534.40	85,662.21
TOTAL		**284,556.44**	**0.00**	**0.00**	**908.42**	**6,506.93**	**285,038.93**	**285,464.86**

Account Number: MI-01-0855-0001

General Fund

Account Summary

Average Monthly Yield: 3.7530%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	199,166.82	0.00	0.00	635.83	4,655.96	199,504.53	199,802.65

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
07/01/2026	Beginning Balance			199,166.82	
07/31/2026	Income Dividend Reinvestment	635.83			
07/31/2026	Ending Balance			199,802.65	

Michigan CLASS®

Account Statement

Account Number: MI-01-0855-0002

Forestry Fund

Account Summary

Average Monthly Yield: 3.7530%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	85,389.62	0.00	0.00	272.59	1,850.97	85,534.40	85,662.21

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
07/01/2026	Beginning Balance			85,389.62	
07/31/2026	Income Dividend Reinvestment	272.59			
07/31/2026	Ending Balance			85,662.21	

Michigan CLASS

Michigan CLASS

Michigan CLASS

Date	Dividend Rate	Daily Yield
07/01/2026	0.000103318	3.7711%
07/02/2026	0.000412672	3.7631%
07/03/2026	0.000000000	3.7632%
07/04/2026	0.000000000	3.7632%
07/05/2026	0.000000000	3.7632%
07/06/2026	0.000102856	3.7542%
07/07/2026	0.000102851	3.7541%
07/08/2026	0.000102716	3.7491%
07/09/2026	0.000102204	3.7305%
07/10/2026	0.000305424	3.7160%
07/11/2026	0.000000000	3.7160%
07/12/2026	0.000000000	3.7160%
07/13/2026	0.000102257	3.7324%
07/14/2026	0.000102825	3.7531%
07/15/2026	0.000102833	3.7534%
07/16/2026	0.000103056	3.7616%
07/17/2026	0.000308346	3.7515%
07/18/2026	0.000000000	3.7515%
07/19/2026	0.000000000	3.7515%
07/20/2026	0.000102435	3.7389%
07/21/2026	0.000102325	3.7354%
07/22/2026	0.000102808	3.7525%
07/23/2026	0.000102913	3.7563%
07/24/2026	0.000309381	3.7641%
07/25/2026	0.000000000	3.7642%
07/26/2026	0.000000000	3.7642%
07/27/2026	0.000103137	3.7645%
07/28/2026	0.000103313	3.7709%
07/29/2026	0.000103270	3.7694%
07/30/2026	0.000103338	3.7718%
07/31/2026	0.000103436	3.7754%

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

Antrim Conservation District Education & Outreach Specialist Position Proposal

Justification:

The Education & Outreach Specialist would expand the Antrim Conservation District's community engagement by building a strong volunteer base, establishing consistent educational programming and fundraising events, and increasing public awareness of District programs. The position would also manage the District's newsletter, social media, and website to provide consistent, professional communication. This role would strengthen the District's visibility, volunteer support, and connection with the community.

Financial Justification:

The ACD currently has a large availability in funding that can fully cover the position. Furthermore, the position will help bring in more donations and can secure grants to further expand ACD's educational capabilities and community programs. This position can also support the CAKE CISMA program's education and outreach objectives using a portion of CAKE grant funds.

Available Funds for non-grant, non-allocated wages	
Millage	277,000.00
MDARD Ops	45,000.00
Net Tree/Plant Sale income	10,000.00
Wade/Zander Staff Expense	-131,000.00
Operational Expenses*	-121,800.00
Available Funds FY27	**79,200.00**

Current Non-Grant, Non-County Allocated Staff Expense with 3% Cost of Living Increase FY27	
Wade wage	58,700.00
Wade Fringe	13,900.00
Zander Wage	47,900.00
Zander Fringe	10,500.00
Total Staff Expense	**131,000.00**

Estimated Education and Outreach Position Expense	
E&O Wage at $22/hr	46,500.00
E&O Estimated Fringe	17,000.00
Total E&O Expense	**63,500.00**

*Operational expenses were calculated by adding together all non-wage/fringe expenses FY26 excluding roof repair, HHW expense (covered by county appropriation), Native plant/Tree Sale Expense, Subcontractor Expense (Overwhelming amount covered by CAKE grant), and Property and Trail Maintenance (Majority covered by Jabara Donation). This is likely an overestimate as a portion of these expenses are covered by CAKE grants/indirect and legal fees were higher than average FY26.

ANTRIM CONSERVATION DISTRICT
4820 Stover Road Bellaire MI 49615
231-533-8363 www.AntrimCD.org

Position Description
Education & Outreach Specialist

POSITION SUMMARY

The Antrim Conservation District (ACD) is seeking an enthusiastic and community-minded Education & Outreach Specialist to expand public engagement with the District and its conservation programs. This position will develop and coordinate educational programming, build and manage a strong volunteer network, organize community events and fundraisers, and oversee the District's communications, including its newsletter, social media, and website. The Education & Outreach Specialist will serve as a representative of the ACD and work to increase awareness, participation, and support for conservation efforts throughout Antrim County.

COMPENSATION

The Education & Outreach Specialist is a full time, 40 hours/week, FLSA non-exempt position with a pay range of $20-$25 per hour commensurate with experience. Benefits include paid holidays, paid sick and vacation, retirement, and a health insurance package including dental and vision.

WORK LOCATION

Antrim Conservation District Office – 4820 Stover Road, Bellaire, Michigan, with fieldwork in the surrounding counties, as necessary. Overnight or weekends work will be required based on events, meetings, training or other work related activities.

RESPONSIBILITIES AND DUTIES

Education & Programming

- Develop and maintain a consistent schedule of educational programs, workshops, presentations, and community events.
- Coordinate programs for schools, community organizations, landowners, families, and the general public.
- Develop engaging educational materials and activities related to conservation, natural resources, recycling, water quality, invasive species, and other District programs.
- Coordinate with ACD staff, partner organizations, agencies, and outside presenters to provide high-quality educational opportunities.
- Evaluate program participation and effectiveness and make recommendations for improvement.

Volunteer & Community Engagement

- Develop and maintain a strong volunteer base to support ACD programs, events, conservation projects, and fundraising activities.
- Recruit, train, schedule, and recognize volunteers.
- Develop opportunities for community members to become actively involved in District programs.
- Build relationships with schools, municipalities, nonprofits, businesses, civic organizations, and other community partners.
- Represent the ACD at community events, fairs, farmers markets, meetings, and other public gatherings.

Fundraising & Events

- Plan and coordinate fundraising events and campaigns to support District programs and operations.
- Develop new fundraising opportunities and community partnerships.
- Assist with sponsorships, donations, event promotion, and donor outreach.
- Coordinate logistics, volunteers, promotional materials, and follow-up for District events.

Communications & Public Relations

- Manage the ACD's social media presence and develop a consistent content calendar.
- Write, edit, and coordinate the District newsletter.
- Maintain and regularly update the ACD website.
- Develop flyers, brochures, press releases, presentations, and other promotional and educational materials.
- Promote ACD programs, events, volunteer opportunities, and conservation resources.
- Maintain a consistent and professional public image for the District.

Administrative & Organizational Support

- Maintain calendars, program schedules, volunteer records, and outreach contacts.
- Track participation, volunteer involvement, fundraising results, and other outreach metrics.
- Assist with grant applications and reporting related to education and outreach activities.
- Prepare periodic reports for the Executive Director and Board of Directors.
- Assist other ACD staff with public engagement and program-related activities as needed.
- Perform other duties as assigned.

QUALIFICATIONS

Required:

- Excellent written and verbal communication skills.
- Strong organizational and time-management skills.
- Ability to work independently and manage multiple projects and deadlines.
- Ability to communicate effectively with people of different ages, backgrounds, and levels of knowledge about conservation.
- Strong interpersonal skills and the ability to build positive relationships with community members and partner organizations.
- Experience with social media and basic website content management.
- Ability to work occasional evenings and weekends for programs and events.
- Valid driver's license and reliable transportation.

Preferred:

- Degree or relevant experience in environmental education, natural resources, communications, education, marketing, or a related field.
- Experience developing and presenting educational programs.
- Experience recruiting or coordinating volunteers.
- Experience planning events or fundraising campaigns.
- Experience working with conservation, environmental, agricultural, or natural resource organizations.
- Experience with graphic design, photography, email marketing, or website management.
- Proficient in the use of Microsoft Office, Google Suite, Zoom, Mailchimp, ArcGIS and other business software platforms.

PHYSICAL REQUIREMENTS

- Must possess the visual and auditory ability to identify and respond to environmental and other hazards related to fieldwork.
- 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.

Employee Printed Name Employee Signature Date

Executive Director Printed Name Executive Director Signature Date

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.

Executive Director Proposed Budget Ammendments

August 2026

	Jan - Jul 26	Budget	% of Budget	Proposed Amendment	Proposed Budget	Reason for Change
Income						
4300 · County Allocation	67,063.50	84,135.60	79.71%		84,135.60	
4350 · County Millage Appropriation	276,951.41	268,000.00	103.34%		268,000.00	
4400 · Donation	2,441.70	5,000.00	48.83%		5,000.00	
4600 · General	0	1,000.00	0.00%		1,000.00	
4810 · Grants/MDARD/DOLE/Misc	299,067.83	313,400.00	95.43%	120,000.00	433,400.00	Accurate projection of remaining grant reimbursements
4900 · Contract Management HHW	7,420.42	10,500.00	70.67%		10,500.00	
4910 · Native Plant Sales	3,777.46	5,000.00	75.55%		5,000.00	
5000 · Plat Book	1,408.08	1,000.00	140.81%		1,000.00	
5100 · Contract Management Recycling	17,217.51	25,000.00	68.87%		25,000.00	
5300 · Tree Sales	23,937.65	18,000.00	132.99%		18,000.00	
5400 · Income - Workshop	2,977.60	3,000.00	99.25%		3,000.00	
5500 · Interest Income	4,860.67	12,000.00	40.51%		12,000.00	
Total Income	707,123.83	746,035.60	94.78%		866,035.60	
Cost of Goods Sold						
6000 · Cost of Sales	13,372.66	0	100.00%		0	Tree sale expense to be moved to native plant expense where budgeted
Total COGS	13,372.66	0	100.00%		0	
Gross Profit	693,751.17	746,035.60	92.99%		866,035.60	
Expense						
10000 · Wage Expense						
9920 · FICA Expense	14,639.10	26,000.00	56.30%		26,000.00	
9930 · SUTA Expense	477.99	700	68.28%	200.00	900.00	Spent over 50% after half the year
9935 · In Lieu Of Insurance	3,400.00	3,000.00	113.33%	3,000.00	6,000.00	Spent over 50% after half the year
9937 · Overtime Pay	416.55	1,000.00	41.66%		1,000.00	
9938 · Vacation Pay	0	5,000.00	0.00%		5,000.00	
9940 · Bonus	0	1,000.00	0.00%	-1,000.00	0.00	Haven't been using, don't think we should
9999 · Wages & Salaries	192,598.04	400,000.00	48.15%	-75,000.00	325,000.00	Adjusted for wages remaining & new positions through year end
10000 · Wage Expense - Other	0				0.00	
Total 10000 · Wage Expense	211,531.68	436,700.00	48.44%		363,900.00	
5999 · Benefits - Employee						
6500 · Benefits - Health Insurance	23,947.53	37,500.00	63.86%	5,500.00	43,000.00	Spent over 50% after half the year
6600 · Benefits - Retirement	4,692.66	9,000.00	52.14%		9,000.00	
6700 · Benefits - VSP Vision	325.07	800	40.63%	-100.00	700.00	Change to reflect predicted cost for the rest of the year

Executive Director Proposed Budget Ammendments

August 2026

	Jan - Jul 26	Budget	% of Budget	Proposed Amendment	Proposed Budget	Reason for Change
6750 · Benefits - Dental	1,399.10	2,500.00	55.96%	100.00	2,600.00	Change to reflect predicted cost for the rest of the year
Total 5999 · Benefits - Employee	30,364.36	49,800.00	60.97%		55,300.00	
6100 · Advertising	2,065.85	1,000.00	206.59%	5,000.00	6,000.00	Increase for Recycling ads required by contract with the county
6300 · Annual Meeting	278.85	1,500.00	18.59%	-500.00	1,000.00	Decrease to what was spent for annual meeting
6800 · Board Per Diem Expense	2,025.00	5,000.00	40.50%	-1,000.00	4,000.00	Spent under 50% after half the year
6810 · Bank Fees/Credit Card Fees	192	200	96.00%	200.00	400.00	Spent over 50% after half the year
6900 · Building Maintenance	32,548.00	0	100.00%	32,548.00	32,548.00	Raise for roof repair
7100 · Dues & Subscriptions	4,118.56	5,000.00	82.37%	1,600.00	6,600.00	Spent over 50% after half the year
7200 · Equipment Expense	1,856.08	7,000.00	26.52%	-2,500.00	4,500.00	Less equipment expenses expected than budgeted
7300 · Fuel	6,105.19	5,000.00	122.10%	5,000.00	10,000.00	Over 100% used after half the year
7400 · Public Education						
7400.1 · Community Conservation Instruct	0	7,000.00	0.00%	-7,000.00	0.00	
7400 · Public Education - Other	5,892.30	10,000.00	58.92%	-4,000.00	6,000.00	Do we have any other educational campaigns we want to do this year?
Total 7400 · Public Education	5,892.30	17,000.00	34.66%		6,000.00	
7450 · Grant Expense	8,038.36	5,000.00	160.77%	4,800.00	9,800.00	Account reflects MACD purchases, Increase to cover exceeded budget from confrence payment and next years membership
7500 · HHW Expense	5,748.00	7,500.00	76.64%		7,500.00	
7800 · Insurance Expense	8,943.97	12,000.00	74.53%		12,000.00	
8100 · IT Services	113.25	1,500.00	7.55%	-1,200.00	300.00	Less than 50% spent first half the year
8150 · Land & Property Expense	442.27	2,000.00	22.11%		2,000.00	
8200 · Legal and Accounting Fees	13,226.00	13,750.00	96.19%		13,750.00	
8300 · Licenses & Permit Fees	75	500	15.00%		500.00	
8400 · Meals Per Diem	0	1,000.00	0.00%	-500.00	500.00	Decrease to reflect expected espenses through year end
8500 · Field Mileage Reimbursements	130.02	10,000.00	1.30%	-9,000.00	1,000.00	
8550 · Native Plant Expense	4,091.20	15,000.00	27.28%	2,500.00	17,500.00	Increase to include trees for tree sale currently in cost of goods sold
8700 · Office Equipment & Supplies	327.38	3,000.00	10.91%	-2,300.00	700.00	Less than 50% spent first half of the year
8900 · Operating Supplies	1,452.93	3,000.00	48.43%		3,000.00	
9100 · Phone Expense	3,773.11	3,500.00	107.80%	1,500.00	5,000.00	Over budget, costs calculated to cover the rest of the year
9200 · Postage Expense	206.13	2,500.00	8.25%	-2,000.00	500.00	No large mailings planned for remainder of the year
9300 · Printing Expense	1,151.85	2,000.00	57.59%		2,000.00	
9402 · Training & Prof Development	320	2,000.00	16.00%		2,000.00	
9450 · Property & Trails Maintenance	0	2,000.00	0.00%	7,000.00	9,000.00	Increase to cover bridge building and board walk maintanence
9460 · Property Tax	0	100	0.00%		100.00	

Executive Director Proposed Budget Ammendments
August 2026

	Jan - Jul 26	Budget	% of Budget	Proposed Amendment	Proposed Budget	Reason for Change
9700 · Recyling Contract Expense	0	3,000.00	0.00%	-3,000.00	0.00	Account should be a class
9800 · Rental Expense	13,861.84	18,000.00	77.01%	3,500.00	21,500.00	More than 50% spent first half of year
9900 · Repairs & Building Maintenance	410	4,000.00	10.25%	-2,500.00	1,500.00	Reduced to estimated Stover office chink and stain cost
9905 · Rubbish Expense & Trash Removal	512	1,200.00	42.67%		1,200.00	Less than 50% expened first half of the year
9955 · Subcontractor Expense	15,278.60	20,000.00	76.39%	-2,000.00	18,000.00	Reduced to reflect expected expenses
9970 · Travel (non field/grant)	-708.94	1,000.00	-70.89%	1,300.00	2,300.00	Increase to cover hotel expenses for MACD Annual Conference
9975 · Utilities - Charter Internet	169.99	149.99	113.33%	800.01	950.00	Increaed to cover expected expenses
9985 · Utilities - Propane	633.78	485.4	130.57%	148.38	633.78	Increased to match current expense
9995 · Vehicle Maintenance	919.73	2,000.00	45.99%		2,000.00	
Total Expense	376,094.34	664,385.39	56.61%	-38,903.61	625,481.78	
Net Income	**317,656.83**	**81,650.21**	**389.05%**	158,903.61	240,553.82	

Yearly Antrim Conservation District Board Calendar - DRAFT

Month	Deadlines	Sub-Committee Meeting
January		E&O
February	- Review and update policies	Finance and Admin
March	- Budget Quarterly Review - Amend if necessary	Buildings and Properties
April	- Interested Director Candidates must submit nominating petition 60 days before annual meeting	E&O
May	- Annual meeting/election notice must be published 45 days before the meeting	Finance and Admin
June	- Budget Quarterly Review - Amend if necessary	Buildings and Properties
July	- Approve County Appropriations Request - Annual Meeting and Election - Renew Stover Lease every three years (2029)	E&O
August	- Recognize receipt of notarized oath for newly elected board members - Reorganize Board Officer Positions	Finance and Admin
September	- Budget Quarterly Review - Amend if necessary - Discuss audit needs - Approve next years Annual Business Plan	Buildings and Properties
October	- Approve CAKE CISMA MISGP Grant Apps	E&O
November	- Staff Annual Reviews - Review Staff Contracts	Finance and Admin - Next Year's Budget
December	- Budget Hearing - Approve new Board meeting schedule	Buildings and Properties