

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

**ANTRIM CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING**

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

DRAFT MEETING MINUTES

Call meeting to order by Chairperson at: 3:04pm by Adrienne Wolff

Attendance ACD Board: Randy Johnson, Kathleen Peterson, Kelly Doyle, and Adrienne Wolff. Bryan Smith, arrival at 3:19pm.

Partners/Public: Jarris Rubingh, Lyndsey Eccles, Jim Pawlowicz, Dan Burchett, Robyn Gransow.

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

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

Public Comment: none

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

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

Forestry Department summary by Mike Meriwether (in person):

- Assisting Ellsworth Schools with storm damage recovery from 2025 ice storm
- Large timber sale (pine) with county
- Been working on tree sale for the district

CAKE update: received donation from Charlevoix County Community Foundation - \$1000 for program

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

Approval of Board Meeting Minutes for January 28, 2026: *motion by Kathleen Peterson, second by Kelly Doyle to accept monthly reports, motion carries 4-0*

Approval of Special Board Meeting Minutes for February 12, 2026: *motion by Kathleen Peterson, second by Kelly Doyle to accept monthly reports, motion carries 4-0*

Financial Review and Requests:

Motion to approve the financials for November 2025: motion by Kathleen Peterson, second by Adrienne Wolff, motion carries 4-0

Motion to approve the financials for December 2025: motion by Randy Johnson, second by Kathleen Peterson, motion carries 4-0

Motion to approve the financials for January 2026: motion by Randy Johnson, second by Kathleen Peterson, motion carries 4-0

New Business:

Appointment to Fill Vacant ACD Board Seat

Motion to appoint Bryan Smith to vacant board seat: Motion made by Adrienne Wolff, second by Kathleen Peterson, motion carries 4-0

Insurance Account Access

Mike Meriwether and Zander to seek access to High Street Health Insurance accounts, currently inaccessible by staff present.

Accounts on Automatic Payment

Zander LaPointe provides Board current list of automatic payments for review. Board discusses option to remove land line, as staff currently comfortable using cell phones. Zander to remove unused Textedly account.

Board discusses need for review of the ACD credit card policy with consideration of adjusting CC bill statement date with bank to correspond to monthly Board meetings.

Board to review and consider ACD website consolidation by next meeting.

MiClass Online Portal

Motion to add Randy Johnson to MI Class Online Portal access. Motion made by Adrienne Wolff, second Kathleen Peterson. Motion carries 4-0.

General Budget Review

Mike Meriwether conducts general budget review, including CAKE-CISMA, recycling and household hazardous waste program budgets. Suggests creating a separate CAKE account and restricted fund donation account to track funds independently. Will be forwarding updated budget review to the Board.

Forestry Program

Amended Forestry Budget Proposal by Mike Meriwether:

Revised forestry budget from \$102,127.00 to \$84,135.60. Suggests the ACD pay 10% of forestry budget.

Revisions include pay raise to meet the country average - from \$62,077 to \$64,500 - and health care reimbursement for Medicare expense - Mike paid out of pocket, asking to be reimbursed.

Motion to increase Forester wage from \$62,077 to \$64,500. Motion made by Randy Johnson, second by Adrienne Wolff. Roll call: Wolff- yes, Peterson- yes, Doyle- yes, Johnson- yes. Motion carries 4-0.

Motion to reimburse Mike Meriwether \$1,384 for health insurance expenses. Motion made by Adrienne Wolff, second by Kathleen Peterson. Roll call: Wolff- yes, Peterson- yes, Doyle- yes, Johnson- yes. Motion carries 4-0.

Motion to send Antrim County Commissioners revised budget for their approval. Motion made by Adrienne Wolff, second by Randy Johnson. Motion carries 4-0..

Conflict of Interest form for ACD Board & Employees

Motion to adopt a required conflict of interest form for all ACD employees and board members to agree to and sign annually. Motion made by Randy Johnson, second by Kelly Doyle. Motion carries 4-0.

Board Stipends

Board acknowledges the lack of stipend payment for board meetings back through December 2025 due to special circumstances. Board expresses desire to reward greater workload of chairperson duties with an increased stipend.

Motion to increase Board Chairperson's stipend to twice as much as regular board members. Motion made by Kathleen Peterson, second by Randy Johnson. Roll Call: Wolff- abstain, Peterson- yes, Doyle- yes, Johnson- yes. Motion carries 3-0.

Motion to retroactively pay board member stipends from January 2026. Motion made by Adrienne Wolff, second by Kathleen Peterson. Roll Call: Wolff- yes, Peterson- yes, Doyle- yes, Johnson- yes. Motion carries 4-0.

Motion to retroactively pay Board Chairperson at the increased rate dating back to January 2026. Motion made by Kelly Doyle, second by Kathleen Peterson. Motion carries 4-0.

Antrim County Household Hazardous Waste

2026 Dates: June 13, July 25, September 26

Contract received by county from ERG Environmental Services.

Discussion of sick/vacation maximum roll-over

Chairperson in contact with accountant and attorney to review current sick/vacation policies for further recommendations on how to implement any necessary adjustments to align with the stated policies.

Officer/This e designations

Motion to nominate Kelly Doyle as Secretary and Randy Johnson as Treasurer. Motion by Adrienne Wolff, second by Kelly Doyle. Motion carries 4-0.

Old/Ongoing/Unfinished Business

Tree Sale

April 25-26 Plant Sale has been officially launched with varieties simplified this year. Exploring options for temporary tree storage prior to sale date at the Cameron building.

Office & Program Assistant Job Description

Motion to accept the new Office & Program Assistant Job Description. Motion made by Kathleen Peterson, second by Adrienne Wolff. Motion carries 4-0.

Motion to transfer Zander LaPointe to new role as the Office & Program Assistant at the rate of \$22/hr. Motion by Adrienne Wolff, second by Randy Johnson. Roll call: Wolff- yes, Peterson- yes, Doyle- yes, Johnson- yes. Motion carries 4-0.

Legal Update

Personnel manual sent to Employment Practices Liability Insurance attorney for general review and suggested amendments, with specific focus on clear language for sick and vacation policies. Review included in paid insurance services.

Former ACD Office Location - Stover Road

BCC president confirmed receipt of chairperson's email on 2/13 to discuss floor repair options in Stover offices, will follow up after discussion with his board.

Roofing quotes obtained ranging between \$28,000-40,000.

Cameron Street Lease Agreement

Office spaces consolidated from 4 to 3 rooms. Continued attempts to contact landlord to discuss specifics of lease agreement.

TriTerra Invoice

Awaiting details from Kyle from TriTerra to clarify the additional \$1,000 billed for consulting services. Zander to reissue a check for initial amount approved by the Board until further information is received.

Administration

Continued support requested in absence of Executive Director:

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

Executive Director Personnel Discussion - Closed Session

Motion to move into closed session per MCL 15.268(1)(a).
No motion made.

General Discussion & Director Reports

Administration Committee - Smith, Wolff, Zelenak, and Foster

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

Education & Outreach - Doyle, Peterson, Zelenak and Gray

- 2/28 Workshop: Mushroom 102 with Great Lakes Mushroom Company: Sold out!
- Elk Rapids Composting and Recycling workshop on 2/26
- Social Media Administration - Katie Gray to be added to ACD Facebook admin.

Next Board Meeting Date: March 25, 2026 at 3:00pm.

Motion to adjourn at 6:30 pm by Randy Johnson, second by Kathleen Peterson, motion carries 4-0.

Draft Minutes Approved By Secretary: _____ Date: _____

March 10, 2026

Forestry and Administration Report

Antrim Conservation District

FORESTRY RELATED

Signage at Toad Lake property – refreshed

Village of Bellaire – Tree planting

Bellaire Garden Club – Tree inspections

Ellsworth School – Timber Sale ongoing

Annual Report to BOC – Presented forestry annual Report

Monitoring Timber Sale at Hawk Lake - County

Marking Trees at Valley Road – County

ADMINISTRATIVE

Reviewing Time sheets

Reviewing bank statements

Reviewing Bills paid

Bank Deposits

Gaylord Computer recovery – trying to recover data from portable hard drive.

Met with Anissa at accountants' office – with Adrienne

Met with Chris Corbett – Office rental, use of parking lot for tree sales.

Mi grant reimbursements – CAKE Grants should be receiving reimbursements soon.

Met with Bellaire Conservation Club – Attended their board meeting. Discussing building.

Tree Sales – review with Zander

Gathering data for annual report – would like to give in April.

Roof inspection with Mark Byard

Scrap tire grant – Zander working on it. Battery Grant – could make application next year?

Mike Meriwether

Office & Program Assistant Report

- Helped correct financials on Quick Books
- Helped Mike created new budget for 2026
- Set up tree sale store on web site
- Advertised tree sale via email
- Submitted MDARD OPS Q1 grant info (approved)
- Moved the rest of ACD items out of the original fourth office
- Paying bills as they come through the mail / email
- Categorized charges for VISA card statement
- Numerous updates to both websites
- Manage normal office task (opening, answering phones, responding to emails)



Board Report: February 2026

Executive Summary:

- HWA detection surveys conducted on 35 properties covering 85 acres
- Submitted Consumers Planet Awards letter of intent for continued HWA treatment
- Attended Michigan Invasive Species Coalition (MISC) Annual Meeting
- Led a Winter Seed Sowing event at the Kalkaska Conservation District

Project Updates:

Project	Last Month (January)	This Month (February)	Next Month (March)
Hemlock Woolly Adelgid	- Begin Detection Surveys (16 acres and 10 of 45 surveyed) - Created 2026 Project Timeline	- Continue Detection Surveys (35 more properties surveyed, 85 acres) - Wilcox Palmer Sha Preserve Survey -Submitted letter of intent to Consumer's Planet Awards for continued HWA funding	-Continue delimitation of infestations slated for treatment this summer -Submit Consumer's Energy Planet Awards Grant Application
Coastal-Riparian Restoration	- Planned treatment sites - Began Final Report for GLRI-283	- Continue Financial and Progress Reports	-Meeting with GRNA to plan summer work together
Other	- Grant Reimbursement catch up on MISGP grants	- Update Treatment Tracking Procedures - Posted Seasonal Jobs & started interviewing -Gave HWA update to Antrim County Commissioners	-Continue interviews for technicians -
Events	- Seed sowing Workshop at Charlevoix CD - CAKE Annual Meeting - HWA Hike with Walloon Lake Assoc. & Conservancy	- Attend Michigan Invasive Species Coalition Annual Meeting - Winter Seed Sowing at Kalkaska CD	- Bellaire literary club seed sowing workshop and presentation - Seeds swaps with the Kalkaska Conservation District

Financial Overview:

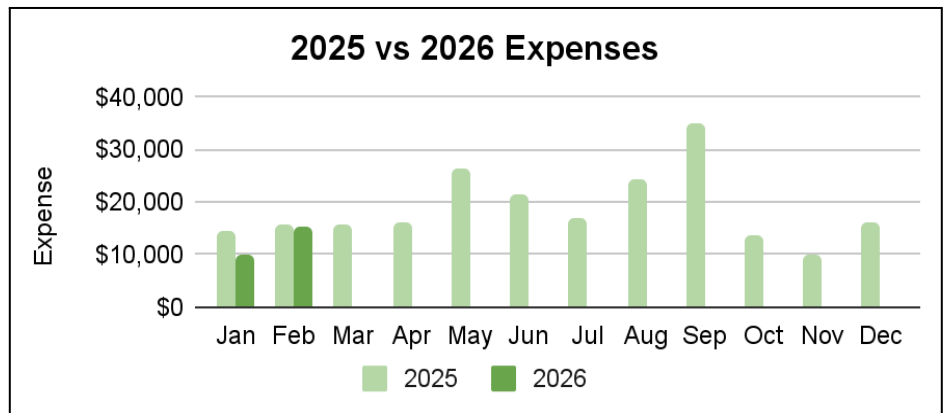
CAKE February Expenses	
Description	Expense
Wages	\$8,631.43
Fringe	\$4,763.35
Equipment Total	\$0.00
Training/Permits	\$55.00
Indirect	\$1,153.87
Contractual Total	\$0.00
Travel	\$403.48
Total	\$15,007.12

Grant Balance Summary			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$241,316.48	\$140,613.41	\$100,703.07
Fringe Total	\$64,564.52	\$47,058.22	\$17,506.30
Equipment Total	\$11,510.00	\$3,271.03	\$8,238.97
Training/Permits	\$2,880.00	\$613.00	\$2,267.00
Indirect	\$35,997.00	\$20,229.02	\$15,767.98
Contractual Total	\$161,451.00	\$119,299.63	\$42,151.37
Travel	\$25,741.00	\$6,043.91	\$19,697.10
Total	\$543,460.00	\$337,128.22	\$206,331.78

*For a more detailed breakdown by grant, see page 4.

Highlights

- Travel higher this month for hotel room at the MISC Annual meeting (Attendance required for core funding).
- Partial reimbursements for Core and HWA grants submitted and approved.



Community Outreach:

Outreach efforts this month were primarily focused on planning for the upcoming summer season. Several events are currently in development, including a volunteer native habitat restoration planting project at a former golf course owned by the Walloon Lake Association in Charlevoix County, a Go Beyond Beauty bird-friendly gardening workshop in Emmet County, seed swaps with the Kalkaska Conservation District, and invasive species volunteer workdays with Glacial Hills in Antrim County.

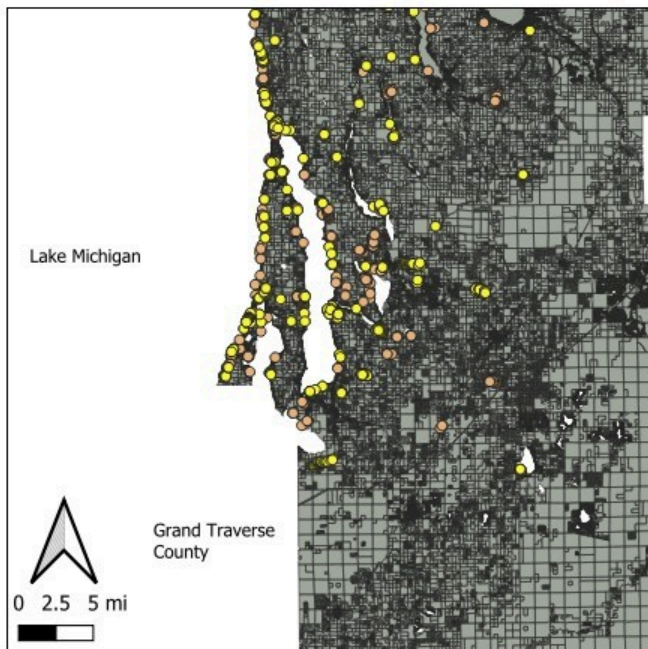
This month, we also held our final public winter seed-sowing workshop with the Kalkaska Conservation District on February 20th. Attendance was strong, with some participants traveling from Otsego and Grand Traverse counties to attend the event.

Wade also provided public comment at an Antrim County Board of Commissioners meeting regarding the current status of hemlock woolly adelgid infestations in the county, helping ensure transparency and open communication about our ongoing management efforts.

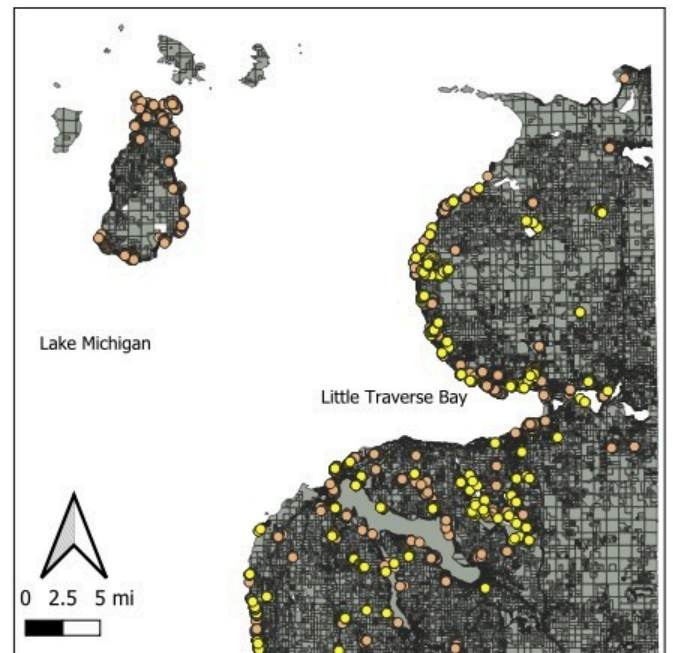
Map of the Month

February's map of the month displays the locations where CAKE CISMA has previously conducted Hemlock Woolly Adelgid Detection Surveys. Surveys conducted within the last 3 years are shown in bright yellow while surveys conducted more than 3 years ago are shown in light brown. HWA detection surveys are quick surveys meant to cover a large area, prioritizing high traffic areas with known hemlock populations, in order to quickly identify new HWA infestations. CAKE has always offered free detection surveys to landowners on a first come first serve basis during the winter months and has conducted over 500 surveys in the past five years.

HWA Survey Points for CAKE CISMA Service Region



Antrim and Kalkaska Counties



Charlevoix and Emmet Counties

Legend

- Recent HWA Survey Points (2023-2026)
- Historic HWA Survey Points (Before 2023)

Financial Breakdown by Grant

GLRI - 035 - Coastal/Riparian Habitat Restoration			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$60,502.48	\$48,460.56	\$12,041.92
Fringe Total	\$10,343.52	\$8,676.70	\$1,666.82
Equipment Total	\$2,280.00	\$1,527.26	\$752.74
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$9,524.00	\$8,152.20	\$1,371.80
Contractual Total	\$106,051.00	\$101,549.71	\$4,501.29
Travel	\$11,299.00	\$2,620.76	\$8,678.24
Total	\$200,000.00	\$170,987.19	\$29,012.81

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	\$8,627.06	\$38,372.94
Fringe Total	\$6,000.00	\$4,461.13	\$1,538.87
Equipment Total	\$3,000.00	\$0.00	\$3,000.00
Training/Permits	\$1,000.00	\$538.00	\$462.00
Indirect	\$10,000.00	\$1,362.62	\$8,637.38
Contractual Total	\$25,000.00	\$0.00	\$25,000.00
Travel	\$8,000.00	\$0.00	\$8,000.00
Total	\$100,000.00	\$14,988.81	\$85,011.19

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

C3F Seed Library			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$4,070.00	\$395.52	\$3,674.48
Fringe Total	\$1,220.00	\$86.39	\$1,133.61
Equipment Total	\$2,400.00	\$0.00	\$2,400.00
Training/Permits	\$0.00	\$0.00	\$0.00
Indirect	\$770.00	\$21.69	\$748.31
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Total	\$8,460.00	\$503.60	\$7,956.40

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

MISGP IS24 - Core			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$45,979.00	\$32,673.58	\$13,305.42
Fringe Total	\$17,524.00	\$15,510.52	\$2,013.48
Equipment Total	\$400.00	\$358.97	\$41.03
Training/Permits	\$770.00	\$75.00	\$695.00
Indirect	\$4,387.00	\$3,527.86	\$859.14
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$940.00	\$1,779.95	-\$839.95
Total	\$70,000.00	\$53,925.87	\$16,074.13

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

MISGP IS24 - HWA			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$81,775.00	\$50,456.69	\$31,318.31
Fringe Total	\$30,697.00	\$18,323.48	\$12,373.52
Equipment Total	\$3,430.00	\$1,384.80	\$2,045.20
Training/Permits	\$1,110.00	\$0.00	\$1,110.00
Indirect	\$12,086.00	\$7,164.65	\$4,921.35
Contractual Total	\$30,400.00	\$17,749.92	\$12,650.08
Travel	\$5,502.00	\$1,643.20	\$3,858.80
Total	\$165,000.00	\$96,722.74	\$68,277.26

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





GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

DR. TIM BORING
DIRECTOR

Conservation Programs Unit Partner Report – March 2026

Success Stories:

- Congratulations to Alger, Arenac, Berrien, Blue Water, Charlevoix, Eaton, Grand Traverse, Ionia, Isabella, Jackson, Kalamazoo, Kent, Lapeer, Mason-Lake, Oceana, Osceola-Lake, Ottawa, Saginaw, Tuscola, Van Buren, and Washtenaw Conservation Districts for receiving a MDARD Regenerative Agriculture Education and Outreach grant to promote regenerative agriculture practices and farmer-to-farmer networks!
- Congratulations to Alger and Allegan Conservation Districts for receiving a NACD Friends of NACD District grant to support voluntary, locally led conservation education, youth development, and food security projects!
- Congratulations to Jerry Miller, MACD President and Kent Conservation District Board Chair, for receiving the NACD Distinguished Service Award which recognizes an individual within the association, a conservation district, or a state association who has made significant contributions to the conservation and proper management of our nation's natural resources!
- NACD announced the [2025 photo and poster contest winners](#) during their annual meeting in San Antonio, TX. Congratulations to Arenac and Lapeer Conservation Districts, for working with the community and winning two 1st place photo contests! And congratulations to Arenac, Leelanau, and Tuscola Conservation Districts for working with the community and winning three 1st place poster contests!

Partner Updates / Reminders:

- CPU has created a CD Operations SharePoint site to provide space for documents and training resources. In early March, district managers who are new to SharePoint (i.e. do not have a CTAP grant) will be receiving a notification from Nadene Berthiaume regarding accessing the site. The new site can be found [here](#). Examples of documents and resources include MDARD election documents, the CD directory, links (MDARD tech maps, etc.), budgeting resources, templates, etc.
- The CD Operations Manual has been updated and will be released soon via the new CD Operations SharePoint site.
- Thank you to everyone for submitting your Operating Grant quarter one report via [Microsoft Forms](#). This new process is allowing CPU staff to compile quarterly data more efficiently. CPU hosted a webinar on December 3rd to discuss this year's reporting; the recording was sent out on 12/18, along with an Excel document for internal tracking of data. If you have

questions about reporting, contact your Regional Coordinator. The FY26 quarter one Operating Grant data is as follows:

FY26 Operations Funding Accomplishments	Q1 (draft)
Number of new grant proposals submitted	126
Number of new grants received	54
Total funds leveraged due to the Operations grant	\$2,368,338
Number of board meetings conducted	180
Number of municipality meetings attended	303
Number of legislative meetings attended	32
Number of outreach events/workshops hosted	465
Number of outreach events/workshops attendees	2,5864

- MDARD’s Finance Units have sent out grant reporting templates and reporting reminders, for all corresponding grants. Please review the reporting reminders each quarter prior to submission to the corresponding grant’s mailbox. Quarter two reporting, including FY’25 completed audit cover letters, if applicable, is due by **April 15th**.
- To ease the processing of grant reimbursement requests, and deliver more timely grant payments to districts, its important grant reporting is submitted clearly and accurately with proper document and email naming. If technicians are submitting their reporting separately, please ensure they understand how to properly label.
 - All grant reporting reminders offer guidance on naming of emails: CD, FY26, Quarter, Program
 - i.e. Delta CD FY26 Q1 CTAI Conservationist
 - i.e. Mason-Lake CD FY26 Q1 Operating
 - All attachments should follow a similar naming structure: CD, FY26, Quarter, Program, Document
 - i.e. Manistee CD FY26 Q1 FAP Reporting Workbook
 - i.e. Marquette CD FY26 Q1 Produce Safety Invoice
 - Operating document emails and attachments should be named similarly: CD, FY26, Document name
 - i.e. Ogemaw CD FY26 March Minutes (ok to bundle: Ogemaw CD FY26 March, April, May Minutes)
 - i.e. Tuscola CD FY26 Audit Cover Letter
- **Quarter Two Technical Grant Expense Documentation Instructions:**
 - For quarter two reporting, the **Profit and Loss by Class (P&L)** must be **split by quarters**, and all supporting documentation must reflect **Quarter two expenses only**.
 - To obtain the required transaction detail when using **QuickBooks**, follow the steps below:
 1. Generate your finalized **grant P&L** for the reporting period, configured to **split columns by quarter**, while still showing cumulative year-to-date totals.
 2. Click or double click on the **‘total expenses’** at the bottom of the **quarter two** column.

3. This will generate the required **Transaction Detail** report.
 4. Review memo or description fields to ensure each transaction includes sufficient detail, for example, “Q2 Admin, 80 hours” or “Internet.”
 5. Verify that the total expenses on the Transaction Detail report match the **quarter two total expenses** on the P&L and align with the applicable budget categories and totals reported on the invoice.
- Michigan law requires that all public records be listed on an approved retention and disposal schedule that identifies how long the records must be kept, when they may be destroyed, and when certain records can be placed in permanent preservation. **The CD retention and disposal schedule, [GS#38](#), has been updated.** This update lengthens the requirement for keeping Oaths of Office and adds a schedule for volunteer records. CD’s will also follow the County Schedules [GS#1](#), [GS#26](#), [GS#30](#), [GS#31](#), and [GS#35](#). Please send any questions to your Regional Coordinator.
 - MDARD is using Power BI to track the ways investments improve quality of life through [more than \\$250 million in grant funding across the state since 2019](#). Each dollar represents MDARD making a direct impact on our communities and delivering for our fellow Michiganders.
 - MACD will be hosting Legislative Action Day in Lansing on **March 11th**. The Fall Conference will be **October 20th – 22nd** in Lansing.

Educational Opportunities:

- The Michigan Community Service Commission has announced free [training focused on volunteer management](#). Featured training will be centered around volunteer engagement, recruitment, and recognition. Training courses are free of charge but do require advanced registration. Training courses occur throughout the spring.
- EGLE hosts a [monthly local leaders webinar series](#) on how to address environmental issues in your community:
 - March 10th, 1:00 - 2:00 EST**
 - [Integrating Groundwater Resource Awareness into Planning](#)
- The Midwest Glacial Lakes Partnership has announced a [lake conservation webinar series](#) addressing a diverse range of lake and fish habitat management issues such as aquatic plants, climate change, watershed conservation, and more.
- Invasive species pose a threat to Michigan's environment, economy, and sometimes even human health. The [NotMISpecies](#) webinar series will explore how agencies, universities and locally led organizations are working together to protect Michigan's natural resources through the Michigan Invasive Species Program. Recorded versions of all previous webinars are available:
 - Wednesday, March 25th, 9:00 - 10:00 EST**
 - [Old data, new insights: tracking invasive plant trends in MI's state parks](#)
- MSU is offering a [Fiscally Ready Communities Webinar Series](#), monthly through August. Coming soon:

Capital Asset Management and Planning – March 19th 2:00 EST
Managing Internal Controls – April 23rd 2:00 EST 10:00 EST

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

Fun Facts for Conservation Districts:

- Conservation districts are encouraged to include associate directors onto their board of directors. Associate directors have all the privileges of being a director, except they cannot make or approve motions, nor can they count towards a quorum. Associate directors bring a great deal of knowledge and insight to the district and, through participation and attendance, understand the district well to become a board director when needed or interested. Boards should approve associate directors by reflecting this in board minutes.

Funding Opportunities:

- The DNR has announced the availability of \$200,000 for [UP Deer Habitat Improvement Partnership Initiative \(DHPI\)](#) grants, designed to create partnerships that benefit habitat and systems for not only deer but a whole suite of wildlife while fostering conservation stewardship on private lands across the region. Applications are due **March 6th**.
- NFWF announced the [Healthy American Forests Initiative](#) RFP to support watershed restoration and vegetation management projects on National Forest System lands to achieve a healthy forest ecosystem. Applications *have been extended* until **March 17th**.
- The Great Lakes Protection Fund announced an RFP [A Call for People, Ideas, and Projects](#). Funding will be issued for projects that launch new building blocks for the future of the region's water use, improving waters, communities, and economies. Applications are due **March 18th**.
- MDARD has announced the Conservation Technical Assistance Program (CTAP) grant RFP process for competitive grants designed to support both the Regenerative Agriculture Program and the Michigan Agriculture Environmental Assurance Program. Information and updates can be found [here](#). The RFP release date is April 3rd. A [webinar](#) will be held April 7th at 3:00 EST. Applications are due **June 5th**.
- The Michigan Tree Farm Committee is again providing funds in 2026 to tree farmers and inspecting foresters to host 10 Tree Farm field days around the state. Applications are due **November 1st** but are reviewed quarterly.



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

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

Statement Date: March 2, 2026
Statement No. 15597
Account No. 797.00
Page: 1

adrienne.wolff@gmail.com
RE: Employment Matters

PAYMENT DUE WITHIN 30 DAYS

Payments received after 03/02/2026 are not included on this statement.

Current Fees

			Rate	Hours	
02/13/2026	LJR	Reviewing employment policies and correspondence from Ms. Wolff; providing assessment and comments.	250.00	1.60	400.00
02/16/2026	LJR	Reviewing documentation from Ms. Wolff related to leave request; completing FMLA ineligibility forms; teleconference with Ms. Wolff regarding the same; preparing draft response to employee leave request.	250.00	2.00	500.00
02/27/2026	LJR	Reviewing documentation from Ms. Wolff regarding personnel matter; correspondence regarding the same.	250.00	0.40	100.00
		For Current Services Rendered		4.00	1,000.00
		Total Current Work			1,000.00
		Balance Due			<u>\$1,000.00</u>
		Please Remit			<u>\$1,000.00</u>

P.O. Box 556
 Bellaire, MI 49615
 Phone: (800) 453-6170

Invoice # 980	Page 1 of 1
Account Number	Date
MACD000-01	3/1/2026
Balance Due On	
4/1/2026	
Amount Paid	Amount Due
	\$7,074.97

Michigan Association Of Conservation Districts
 7915 Cameron St
 Central Lake, MI 49622

Business Auto	Policy Number: CAP 0040011	Effective: 4/1/2026 to 4/1/2027
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
108567	4/1/2026	4/1/2026	RENB	Antrim Renewal of Business Auto Effective 4/1/2026	\$5,454.33

Commercial Package	Policy Number: CPP 0114208	Effective: 4/1/2026 to 4/1/2027
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
108568	4/1/2026	4/1/2026	RENB	Antrim Renewal of Commercial Package Effective 4/1/2026	\$920.09

Commercial Umbrella	Policy Number: CUP 0038421	Effective: 4/1/2026 to 4/1/2027
---------------------	----------------------------	---------------------------------

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
108569	4/1/2026	4/1/2026	RENB	Antrim Renewal of Commercial Umbrella Effective 4/1/202	\$700.55

Total Invoice Balance: \$7,074.97

Pay your bill online by clicking this link: <https://fischerins.epaypolicy.com/>
 or you can mail a check to P.O. Box 556 Bellaire, MI 49615. Thank You

Antrim Conservation District
Profit & Loss
January through February 2026

Jan - Feb 26

Income

4300 · County Allocation	51,063.50
4400 · Donation	375.00
4810 · Grants/MDARD/DOLE/Misc	48,589.54
5000 · Plat Book	222.68
5100 · Contract Management Recycling	17,217.51
5300 · Tree Sales	8,137.60
5400 · Income - Workshop	2,743.60
5500 · Interest Income	552.86

Total Income 128,902.29

Gross Profit 128,902.29

Expense

10000 · Wage Expense	
9920 · FICA Expense	3,872.54
9930 · SUTA Expense	282.45
9935 · In Lieu Of Insurance	1,200.00
9937 · Overtime Pay	61.80
9999 · Wages & Salaries	<u>49,551.37</u>
Total 10000 · Wage Expense	54,968.16

5999 · Benefits - Employee	
6500 · Benefits - Health Insurance	8,683.24
6600 · Benefits - Retirement	1,446.49
6700 · Benefits - VSP Vision	106.42
6750 · Benefits - Dental	<u>456.76</u>
Total 5999 · Benefits - Employee	10,692.91

6100 · Advertising	926.85
6810 · Bank Fees/Credit Card Fees	192.00
6900 · Building Maintenance	398.00
7100 · Dues & Subscriptions	2,120.57
7300 · Fuel	583.15
7400 · Public Education	1,025.30
7450 · Grant Expense	3,953.56
7500 · HHW Expense	2,448.00
8200 · Legal and Accounting Fees	4,186.00
8550 · Native Plant Expense	11,354.50
8900 · Operating Supplies	452.05
9100 · Phone Expense	1,063.65
9200 · Postage Expense	52.90
9300 · Printing Expense	392.50
9800 · Rental Expense	5,321.84
9900 · Repairs & Building Maintenance	220.00
9955 · Subcontractor Expense	2,751.95
9970 · Travel (non field/grant)	-831.84
9975 · Utilities - Charter Internet	299.98
9985 · Utilities - Propane	485.40
9995 · Vehicle Maintenance	0.00

Total Expense 103,057.43

Net Income 25,844.86

Antrim Conservation District Profit & Loss

February 2026
Feb 26

Income	
4300 · County Allocation	51,063.50
4400 · Donation	175.00
4810 · Grants/MDARD/DOLE/Misc	48,589.54
5000 · Plat Book	82.68
5100 · Contract Management Recycling	17,217.51
5300 · Tree Sales	8,137.60
5400 · Income - Workshop	1,482.00
5500 · Interest Income	177.81
Total Income	<u>126,925.64</u>
Gross Profit	<u>126,925.64</u>
Expense	
10000 · Wage Expense	
9920 · FICA Expense	1,908.77
9930 · SUTA Expense	138.01
9935 · In Lieu Of Insurance	400.00
9937 · Overtime Pay	61.80
9999 · Wages & Salaries	24,585.14
Total 10000 · Wage Expense	<u>27,093.72</u>
5999 · Benefits - Employee	
6500 · Benefits - Health Insurance	4,523.83
6600 · Benefits - Retirement	712.97
6700 · Benefits - VSP Vision	61.11
6750 · Benefits - Dental	261.64
Total 5999 · Benefits - Employee	<u>5,559.55</u>
6100 · Advertising	730.00
6810 · Bank Fees/Credit Card Fees	192.00
6900 · Building Maintenance	398.00
7100 · Dues & Subscriptions	1,558.51
7450 · Grant Expense	900.00
8200 · Legal and Accounting Fees	1,366.50
8550 · Native Plant Expense	10,908.50
8900 · Operating Supplies	133.94
9100 · Phone Expense	561.72
9200 · Postage Expense	52.90
9800 · Rental Expense	5,321.84
9955 · Subcontractor Expense	2,751.95
9970 · Travel (non field/grant)	-831.84
9975 · Utilities - Charter Internet	149.99
Total Expense	<u>56,847.28</u>
Net Income	<u><u>70,078.36</u></u>

Antrim Conservation District Balance Sheet

As of February 28, 2026
Feb 28, 26

ASSETS

Current Assets

Checking/Savings

1000 · Antrim Conservation District	131,011.99
1100 · Forestry Savings Account	4,152.11
1200 · MI Class CD - General Fund	219,623.93
1201 · MI Class CD - Forestry Fund	82,358.91

Total Checking/Savings 437,146.94

Other Current Assets

1210 · Petty Cash	800.00
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Total Other Current Assets 800.00

Total Current Assets 437,946.94

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 658,504.01

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Credit Card Payable	-3,865.21
1700 · Accrued - Retirement	658.65
1710 · Aflac Payable	-39.88
231 · Accrued - FICA Payable	585.26
234 · Accrued - MI Withholding Tax	1,017.93
235 · Accrued - SUTA Payable	275.17

Total Other Current Liabilities -1,368.08

Total Current Liabilities -1,368.08

Total Liabilities -1,368.08

Equity

2200 · Liability Fund	20,000.00
30000 · Opening Balance Equity	335.35
3100 · Unrestricted Net Assets	613,691.88
Net Income	25,844.86

Total Equity 659,872.09

TOTAL LIABILITIES & EQUITY 658,504.01

Antrim Conservation District Check Register

February 2026

Num	Date	Name	Amount
1000 · Antrim Conservation District			
	02/27/2026	Delta Dental	-261.64
EFT	02/22/2026	Visa	-5,128.64
EFT	02/10/2026	Empower Retirement	-762.50
EFT	02/10/2026	Empower Retirement	-362.92
EFT	02/24/2026	Empower Retirement	-512.50
EFT	02/24/2026	Empower Retirement	-287.61
EFT	02/03/2026	VSP	-61.11
EFT	02/03/2026	PayPal	-78.00
EFT	02/18/2026	PayPal	-36.00
EFT	02/18/2026	Charter Communications	-149.99
EFT	02/18/2026	PayPal	-78.00
EFT	02/27/2026	Verizon	-536.72
EFT	02/27/2026	Aflac	-112.92
204760	02/01/2026	Blue Care Network of Michigan	-4,523.83
204763	02/03/2026	Great Lakes Mushroom Company	-825.00
204765	02/02/2026	Lynn Bakker	-150.00
204766	02/02/2026	Scott Collins	-150.00
204767	02/02/2026	Central Lake Properties	-4,875.00
204768	02/02/2026	Mi Association of Conservation Districts	-1,300.00
204769	02/02/2026	Circle North Media	-85.00
204770	02/04/2026	Charlevoix Soil Conservation District	-600.00
204771	02/04/2026	Cold Stream Farm LLC	-3,314.00
204772	02/10/2026	Accounting Services	-280.00
204773	02/11/2026	Circle North Media	-645.00
204774	02/11/2026	Cold Stream Farm LLC	-6,207.00
204775	02/19/2026	Northern Pine Nursery	-1,387.50
Total 1000 · Antrim Conservation District			<u>-32,710.88</u>
TOTAL			<u>-32,710.88</u>

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

Statement Closing Date:
 February 25, 2026

Important News

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

PLEASE NOTE MINIMUM PAYMENT DUE. WE MAY REPORT INFORMATION ABOUT YOUR ACCOUNT TO CREDIT BUREAUS. LATE PAYMENTS, MISSED PAYMENTS, OR OTHER DEFAULTS MAY BE REFLECTED IN YOUR CREDIT REPORT.

Transactions

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
01/30	02/01	9402	24137466031001371636556	USPS PO 2507900646 BELLAIRE MI	16.80
02/03	02/05	7011	24000976035206901493174	TREETOPS - H LODGING TREETOPS VLG MI	122.90
02/04	02/05	9402	24137466036001248739695	USPS PO 2507900646 BELLAIRE MI	11.55
02/07	02/08	5969	24011346039100005911984	TEXTEDLY TEXTEDLY COM CA	8.00
02/08	02/09	5734	24011346039100073821537	SHOIFY* 485561726 SHOIFY COM IL	39.24
02/09	02/09	5045	24011346040100073652392	MICROSOFT#G140180116 MICROSOFT COM WA	15.88
02/17	02/18	5968	24906416048250727381921	SMK*SURVEYMONKEY.COM 971-2311154 CA	468.00
02/19	02/20	5818	24793386050000022613221	Adobe Inc 800-8336687 CA	119.91
02/23	02/24	8299	24493986055195942207149	METRO INSTITUTE INC 602-452-2901 AZ	55.00

Interest Charged					
02/25	02/25		74121266056066056064009	INTEREST CHARGE-PURCHASE	8.83
TOTAL INTEREST FOR THIS PERIOD					\$ 8.83

Fees					
TOTAL FEES FOR THIS PERIOD					\$ 0.00

2026 Totals Year To Date	
Total Fees Charged in 2026	\$ 0.00
Total Interest Charged in 2026	\$ 8.83

Interest Charge Calculation/Plan Level Information

Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge
CURRENT					
PURCHASES	G	\$ 706.48	1.2500%	15.00%	\$ 8.83
CASH	A	\$ 0.00	1.2500%	15.00%	\$ 0.00
TOTAL				15.00%	\$ 8.83

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



Summary Statement

February 28, 2026

Page 1 of 4

Investor ID: MI-01-0855

0000657-0006430 PDF 909479

**Antrim Conservation District
4820 Stover Road
Bellaire, MI 49615**

Michigan CLASS

Michigan CLASS

Average Monthly Yield: 3.7864%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
MI-01-0855-0001	General Fund	224,227.10	0.00	0.00	652.32	1,382.73	224,576.08	224,879.42
MI-01-0855-0002	Forestry Fund	84,085.14	0.00	0.00	244.61	518.51	84,216.01	84,329.75
TOTAL		308,312.24	0.00	0.00	896.93	1,901.24	308,792.09	309,209.17



Account Statement

February 28, 2026

Page 2 of 4

Account Number: MI-01-0855-0001

General Fund

Account Summary

Average Monthly Yield: 3.7864%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	224,227.10	0.00	0.00	652.32	1,382.73	224,576.08	224,879.42

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2026	Beginning Balance			224,227.10	
02/28/2026	Income Dividend Reinvestment	652.32			
02/28/2026	Ending Balance			224,879.42	



Forestry Fund

Account Summary

Average Monthly Yield: 3.7864%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	84,085.14	0.00	0.00	244.61	518.51	84,216.01	84,329.75

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2026	Beginning Balance			84,085.14	
02/28/2026	Income Dividend Reinvestment	244.61			
02/28/2026	Ending Balance			84,329.75	



Michigan CLASS

Michigan CLASS

Date	Dividend Rate	Daily Yield
02/01/2026	0.00000000	3.8216%
02/02/2026	0.000104764	3.8239%
02/03/2026	0.000104677	3.8207%
02/04/2026	0.000104581	3.8168%
02/05/2026	0.000104081	3.7990%
02/06/2026	0.000311730	3.7927%
02/07/2026	0.00000000	3.7927%
02/08/2026	0.00000000	3.7927%
02/09/2026	0.000103724	3.7859%
02/10/2026	0.000103344	3.7718%
02/11/2026	0.000103524	3.7786%
02/12/2026	0.000103499	3.7772%
02/13/2026	0.000413688	3.7749%
02/14/2026	0.00000000	3.7749%
02/15/2026	0.00000000	3.7749%
02/16/2026	0.00000000	3.7749%
02/17/2026	0.000103353	3.7719%
02/18/2026	0.000103968	3.7948%
02/19/2026	0.000103924	3.7932%
02/20/2026	0.000310608	3.7791%
02/21/2026	0.00000000	3.7791%
02/22/2026	0.00000000	3.7791%
02/23/2026	0.000103279	3.7696%
02/24/2026	0.000104100	3.7699%
02/25/2026	0.000103303	3.7770%
02/26/2026	0.000103486	3.7772%
02/27/2026	0.000206980	3.7774%
02/28/2026	0.00000000	3.7774%

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.**

2026 ACD Budget Review												
Items		2026 approved		Budget Revisions		Year to date	ytd %				2025	
						3/12/26						
INCOME												
Cake		\$268,000.00		\$268,400.00		\$ 48,589.54	18.1				\$246,240.00	
County Forestry		\$ 115,000.00		\$ 84,135.60		\$ 51,063.50	6.69				\$ 98,000.00	
County Millage		\$268,000.00		\$268,000.00		\$128,115.89	47.8				\$228,126.48	
Donations		\$ 20,000.00		\$ 5,000.00		\$ 375.00	7.7				\$ 2,734.75	
General sales		\$ 1,000.00		\$ 1,000.00							\$ 6,334.55	
Grants /Mdard	opps	\$ 40,000.00		\$ 40,000.00							\$ 40,000.00	
Grants general	msc			\$ 5,000.00								
County Recycling HHW		\$ 7,500.00		\$ 7,500.00							\$ 22,851.72	
Native Plant Sale		\$ 8,000.00		\$ 5,000.00							\$ 3,759.79	
Plat Book		\$ 1,000.00		\$ 1,000.00		\$ 222.68	22.2					
County Recycling Contract		\$ 25,000.00		\$ 25,000.00		\$ 17,217.51	68.87				\$ 22,851.72	
Sale of Asset		\$ 1,500.00		\$ -							\$ 1,500.00	
Tree Sales		\$ 30,000.00		\$ 18,000.00		\$ 8,287.60	46.4				\$ 33,000.00	
Interest savings		\$ 12,000.00		\$ 12,000.00		\$ 552.86	4.6				\$ 12,001.04	
Refunds	workshops	\$ -		\$ 3,000.00		\$ 2,743.60	91.45					
	Total	\$797,000.00		\$743,035.60		\$257,168.18	34.61				\$717,400.05	
EXPENSES												
Futa												
fica		\$ 26,000.00		\$ 26,000.00		\$ 4,690.15	1.8				\$ 18,523.66	no cake
suta		\$ 700.00		\$ 700.00		\$ 314.86	19				\$ 279.86	
in lieu of insurance		\$ 5,000.00		\$ 3,000.00		\$ 1,400.00	46.67				\$ 10,000.00	
Overtime		\$ 1,000.00		\$ 1,000.00		\$ 94.80	9.48				\$ 366.08	
vacation		\$ 15,000.00		\$ 5,000.00							\$ 15,000.00	
sick leave		\$ 10,000.00									\$ 10,000.00	
bonus		\$ 2,000.00		\$ 1,000.00							\$ 1,850.00	
wages		\$375,000.00		\$400,000.00		\$ 59,993.46	16				\$206,735.48	no cake
life insurance		\$ 800.00		\$ -				looking for this	cancel		\$ 650.00	
health insurance		\$ 45,000.00		\$ 37,500.00		\$ 14,591.70	38.91				\$ 36,261.02	
retirement		\$ 9,000.00		\$ 9,000.00		\$ 1,740.75	19.34				\$ 6,773.75	
vision		\$ 800.00		\$ 800.00		\$ 106.42	13.3				\$ 596.47	
dental		\$ 2,500.00		\$ 2,500.00		\$ 456.76	18.27				\$ 2,079.85	
advertising		\$ 2,000.00		\$ 1,000.00		\$ 926.85	92.68	newspaper			\$ 6,910.14	
annual meeting		\$ 1,500.00		\$ 1,500.00							\$ 1,463.11	
board pier diem		\$ 4,000.00		\$ 5,000.00		\$ 825.00	16.5				\$ 4,875.00	
bank credit card fees		\$ 200.00		\$ 200.00		\$ 192.00	96				\$ 300.00	
dues and subscriptions		\$ 7,000.00		\$ 5,000.00		\$ 2,120.57	42.41				\$ 5,985.90	
equipment		\$ 5,000.00		\$ 7,000.00				cake 6000			\$ 9,601.44	?
fuel		\$ 5,000.00		\$ 5,000.00		\$ 1,397.35	27.94				\$ 3,575.41	
community conservation		\$ 20,000.00		\$ 10,000.00							\$ 200.00	
public outreach		\$ 20,000.00		\$ 10,000.00		\$ 1,025.30	10.25				\$ 2,630.05	
grant expense				\$ 5,000.00		\$ 4,253.56	85					
hhw expense		\$ 7,500.00		\$ 7,500.00		\$ 2,448.00	32.64				\$ 5,113.01	
Insurance all combined				\$ 12,000.00				itemize				
vehicle insurance		\$ 3,000.00						not correct our insurance is 12 k			\$ 10,290.44	
workers comp insurance		\$ 2,000.00									\$ 3,556.17	
insurance property		\$ 2,000.00										
invasive species control		\$120,000.00						what is this	cake			
it services		\$ 1,500.00		\$ 1,500.00		\$ 31.25	2.08				\$ 924.30	
land and property		\$ 2,000.00		\$ 2,000.00				combine with other catagories			\$ 2,598.19	
accounting				\$ 3,750.00		\$ 915.00	24.4					
legal fees		\$ 10,000.00		\$ 10,000.00		\$ 3,551.00	35.51				\$ 8,445.50	
licenses and permits		\$ 500.00		\$ 500.00		\$ 75.00	15				\$ 100.00	
meals event food		\$ 2,000.00		\$ 1,000.00							\$ 2,152.39	
mileage field reimbursement		\$ 1,000.00		\$ 10,000.00				travel from cake 9000			\$ 821.79	
native plant expense		\$ 5,000.00		\$ 15,000.00		\$ 11,654.50		tree sales here			\$ 7,645.62	
office equipment supplies		\$ 4,000.00		\$ 3,000.00				combine with operating exp			\$ 3,450.88	
operating expense		\$ 5,000.00		\$ 3,000.00		\$ 452.05	15				\$ 9,344.95	
phone expense		\$ 3,500.00		\$ 3,500.00		\$ 1,076.15	30.75				\$ 6,158.20	
postage		\$ 2,500.00		\$ 2,500.00		\$ 52.90	2.11				\$ 365.00	
printing expense		\$ 2,500.00		\$ 2,000.00		\$ 1,014.44	50.72				\$ 753.00	
professional development		\$ 4,000.00		\$ 2,000.00							\$ 8,961.72	

DRAFT

March 25, 2026

FROM: Antrim Conservation District

TO: Bellaire Conservation Club

The Antrim Conservation District (ACD) and the Bellaire Conservation Club (BCC) are interested in amending the former lease agreement between the two parties at 4820 Stover Road in Bellaire. To do so, both parties have agreed to sign this letter of commitment that addresses the following.

LEAD CONTAMINATION

The ACD and the BCC have agreed to jointly clean and then seal the wood floor in the lobby area and paint the concrete floor in the kitchen area. Labor is to be acquired through the volunteer networks of each entity. The ACD has agreed to pay for the polyurethane for the wood floor. The sealant for the concrete floor has already been purchased by the ACD.

The BCC has agreed to have the leased space of the building re-tested for lead deposits after the cleaning and refinishing of the floors has been complete.

Once the office spaces within the Stover Road facility receive a clean health inspection, the ACD will begin the process of developing a new lease agreement with the BCC for the office space the ACD formally occupied. A new lease would include 5 office rooms, server room, copy room, bathroom, and lobby/great room. A new lease would exclude hallway space, bathroom, office off hallway, kitchen area and classroom space. This will eliminate any possible lead to be brought from range area and into leased space in the future.

ROOF

The ACD will address the roof replacement of the Stover Road facility as an agenda item for the March 25th board of directors meeting. Pending a vote of board approval, the board chair will recommend an action plan for roof replacement by June 30, 2026. The ACD currently has several contractors looking at the roof to provide replacement cost estimates. The ACD will develop a capital outlay schedule within their future budget processes.

STAINING AND CHINKING

The ACD will also have on the March board meeting agenda to address the staining and chinking maintenance on the outside of the Stover Road building within the next 2 years. The ACD will develop a capital outlay schedule within their future budget processes to address building maintenance issues.

The ACD and the BCC mutually agree to re-construct a mutually beneficial lease agreement between the two parties before **June 30th of 2026.**

Antrim Conservation District Representative

Date

Bellaire Conservation Club Representative

Date