



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

DR. TIM BORING
DIRECTOR

Conservation Programs Unit Partner Report – April 2026

Success Stories:

- Congratulations to Antrim, Arenac, Barry, Chippewa Luce Mackinac, Dickinson, Genesee, Gladwin, Iron Baraga, Jackson, Marquette, Mecosta, Ottawa, St. Joseph, and Van Buren Conservation Districts for receiving \$1,240,400 of the \$2.4 million awarded in Michigan Invasive Species Grant Program funding to prevent, detect, eradicate, and control invasive species!
- Congratulations to Alger, Benzie, Gogebic, Mecosta, and Missaukee Conservation Districts for receiving a 2026 Wildflower Association of Michigan (WAM) grant!
- Congratulations to Missaukee Conservation District for receiving a NextCycle Michigan grant in the amount of \$9,852 to implement their Evergreen to Earth Christmas Tree Recycling Program. The district will take in Christmas trees this upcoming holiday season and turn them into biochar, re-distributing the biochar back into the community.

Partner Updates / Reminders:

- CPU has created a [CD Operations SharePoint site](#) to provide space for documents and training resources. District managers will receive a notification from Nadene Berthiaume regarding accessing the site; please work through the prompts for access. Once all access has been granted, you will receive a series of emails asking you to confirm if your access is working or if you need further technical assistance. Nadene will be hosting some online meetings to work through technical issues. The State of Michigan SharePoint site must be accessed with Microsoft Authenticator. You may need to download the free Microsoft Authenticator app on a cell phone. You WILL NOT need to purchase any tools to access the site. Examples of documents and resources on the SharePoint site include MDARD election documents, the CD directory, links (MDARD tech maps, etc.), budgeting resources, reporting templates, etc.
- The CD Operations Manual has been updated and is available via the new CD Operations SharePoint site. Regional Coordinators can also email it to district managers and directors upon request.
- Grant reporting reminders and templates can also be found on the new CD Operations SharePoint site 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**.

- Save the Date: FAP Camp 2026 will be held August 4th - 6th in Presque Isle County. All FAP foresters are required to attend and should discuss any conflicts with their Regional Coordinator. District managers are not required to attend this as a requirement of the FAP grant agreement. More details to come.
- 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. The FY26 quarter one Operating Grant data reported to date is as follows:

FY26 Operations Funding Accomplishments	Q1
Number of new grant proposals submitted	130
Number of new grants received	55
Total funds received this quarter (all sources excluding MDARD grants)	\$2,684,020.12
Number of board meetings conducted	188
Number of municipality meetings attended	302
Number of legislative meetings attended	32
Number of outreach events/workshops hosted	473
Number of outreach events/workshops attendees	25,771

- 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**.
 - IF all documentation is in **QuickBooks**, it is requested you **ONLY** submit the **Transaction Detail** for expenses incurred for the reporting period. To obtain the correct report, 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.
 - As a reminder, invoices **MUST** be separated by the applicable grant budget categories and align with the P&L.
 - IF these parameters aren't met, your Regional Coordinator or the Finance Unit may reject your payment and ask for further documents.
- 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.

Educational Opportunities:

- EGLE and the US Army Corps of Engineers will be hosting two free symposiums on **Permits and Processes: Working in Michigan Waters**. Both workshops will be from 10:15 – 4:00 EST. RSVP by email to LRE_REG_Outreach@usace.army.mil.
 - **April 2nd** in East Lansing
 - **May 14th** in Marquette
- EGLE will be hosting a [webinar](#) to discuss the FY26 Nonpoint Source Watershed Implementation Funding on **April 8th** – 10:00 - 11:00 EST.
- A train-the-trainer workshop will be held for conservation and watershed professionals who want to increase farmer participation in conservation-related networks and initiatives: [Build Farmer Networks for Conservation: Train-the-Trainer Workshop for Conservation Professionals](#)
Mondays on **May 4th, 11th, and 18th** – 12:00 - 2:00 EST (virtual and free)
- 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.
- 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:
[Rock Snot on the Radar: Tracking Didymo in Michigan Rivers](#) – **April 15th** 9:00 EST
- MSU is offering a [Fiscally Ready Communities Webinar Series](#), monthly through August. Coming soon:
[Managing Internal Controls](#) – **April 23rd** 10:00 EST
[Nuts and Bolts: Fees, Fines, Purchasing, and Receipting](#) – **May 14th** 2:00 EST
- MSU is also offering a new *monthly* series on [Local Government Policy and Practices](#) throughout 2026. This series will offer insights, tools, and research to help public sector leaders strengthen their communities.

Fun Facts for Conservation Districts:

- Robert's Rules of Order: [Board Motions](#)
 - Motion – a director makes a motion (“I move...”)
 - Second – another director seconds the motion (it is worthy of consideration)
 - Restate the Motion – the chairperson restates the motion
 - Debate – the board discusses the motion, asking appropriate questions
 - Vote – the chairperson restates the motion, asks for affirmative votes, then negative votes
 - Announce the Vote – the chairperson announces the result of the vote and any instructions

Funding Opportunities:

- The [Great Lakes Sediment and Nutrient Reduction Program](#) provides grants to reduce nutrients and sediments entering the Great Lakes. This year's program will focus on helping Indigenous Nations, nonfederal units of government, or incorporated nonprofit organizations reduce phosphorus contributions to waters within the Great Lakes basin and other efforts to achieve measure of progress under the GLRI Action Plan IV. A [webinar](#) is available for review. Applications are due **April 27th**.
- NFWF announced the [Five Star Grant Program](#) to develop community capacity to sustain local natural resources for future generations by providing funding to local partnerships focused on improving water quality, watersheds, and the species and habitats they support.

Michigan priority areas include Detroit, Grand Rapids, Ann Arbor, and Lansing (priority for migratory bird projects). Applications are due **May 14th**.

- 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.

ADMINISTRATIVE REPORT

MARCH 2026

MDARD Ops Grant – Completed sent by Zander to MDARD. Should be caught up.

Signage Quote from Copy Shop – Recommending purchase

Rented Skid Steer – asked Zander to prepare a check. \$ 1,800 +/- For Antrim County forests, for Mrs. Boucher and Jim Goetz tree planting. Will be reimbursed cost.

Recommending approval to sign check.

Worked on Policies, Have a credit card policy for review. Also need to update FOIA and Investment policies which are required to have. FYI we do have a policy manual – needs updating.

Reviewed and asked Zander to review operational manual.

HHW – Zander getting this organized – should be set for June.

Annual report completed will present April 16 to BOC.

Melissa removed from all insurance policies.

Mellissa removed from all access via passwords.

Web site – Zander continues to work on this. Asked to update profiles.

Ellsworth – Recycling fence – Agreed to put fence up – Village agreed to put post in.

ACD Retirement – trying to fix contributions records. Katie and Wade.

Letter to BCC – reviewed sent – corresponding – on agenda for this meeting.

CAKE – Communications with State. Grant related admin.

Tree Sale – Reviews of sales.

NOTE: Picking up trees on the 21st. 22nd. Packing trees on 23 and 24th. Tree sales in our parking lot on the 25th and 26th.

FORESTRY REPORT

MARCH 2026

County Forest Timber Sale at Hawk Lake – In progress. Visit site each day.

Renting Skid Steer for tree planting projects.

Bellaire Garden Club – upcoming seminar tool sharpening

Ron Hilton – Red Pine

Bob Richards – Kewadin

Mike James – Trees on torch

Mary Ellen Boucher – tree planting

Ellsworth School – contract prepared for cutting.

James Hall – Pine on Paterson road. (biewer lumber – storm damage

Jim Goetz tree planting.

Office & Program Assistant Report

- Managing tree sale store on web site
- Optimized picture files for treesale
- Advertised tree sale, and mushroom class 103 via email
- Paying bills as they come through the mail / email
- Categorized charges for VISA card statement
- Updates to both websites (Antrimcd.org is basically completed)
- Deposited numerous checks
- Manage normal office task (opening, answering phones, responding to emails)
- Submitted updated board contact information to MDARD
- Submitted Q2 reimbursement for MDARD ops grant
- Applied for EGLE Scrap Tire grant for HHW events



Board Report: March 2026

Executive Summary:

- Over 1,000 additional hemlocks covering 30 acres are measured, tagged, and ready for treatment.
- Submitted Consumers Planet Awards grant application for continued HWA treatment.
- Tabled at the Kalkaska Conservation District seed Swap.
- Two additional events scheduled for this summer.

Project Updates:

Project	Last Month (February)	This Month (March)	Next Month (April)
Hemlock Woolly Adelgid	- Finish Detection Surveys (35 properties surveyed, 85 acres) - WPS Preserve Survey -Submitted letter of intent to Consumer's Planet Awards for continued HWA funding	- Start Delimitation survey of ACNA (30 acres, over 1,000 trees) -Submit Consumer's Energy Planet Awards Grant Application	- Finish HWA delimitations and possibly begin treatment - Test treatment equipment
Coastal-Riparian Restoration	- Continue Financial and Progress Reports	-Meeting with GRNA to plan summer work together	- Inventory and purchase new equipment if needed
Other	- Update Treatment Tracking Procedures - Posted Seasonal Jobs & started interviewing -Gave HWA update to Antrim County Commissioners	-Continue interviews for technicians - Entrance call for MISGP Core Grant	- Q3 Steering committee meeting - Invasives pull with Glacial Hills
Events	- Attend Michigan Invasive Species Coalition Annual Meeting - Winter Seed Sowing at Kalkaska CD	- Bellaire literary club seed sowing canceled due to weather - Seeds swaps with the Kalkaska Conservation District	- Seed Swap with KCD - Garlic mustard paper making

Financial Overview:

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

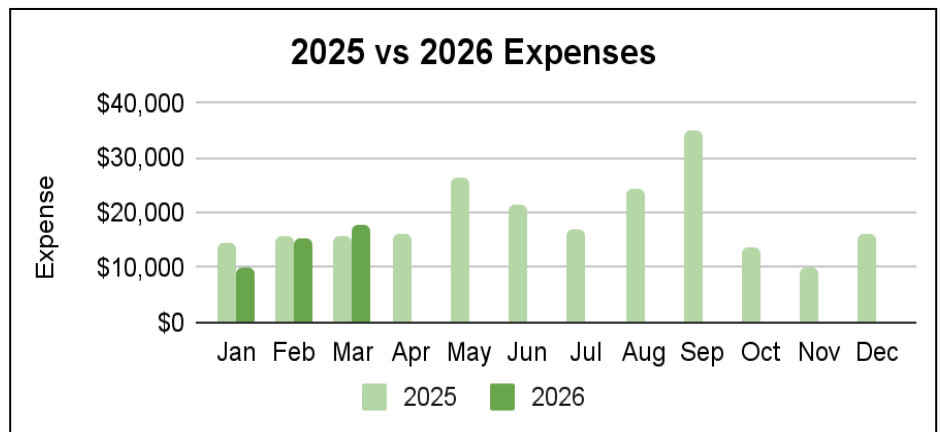
Grant Balance Summary			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$239,326.48	\$151,561.31	\$87,765.17
Fringe Total	\$65,784.52	\$51,289.33	\$14,495.19
Equipment Total	\$11,510.00	\$3,635.86	\$7,874.14
Training/Permits	\$2,880.00	\$613.00	\$2,267.00
Indirect	\$36,767.00	\$21,432.69	\$15,334.31
Contractual Total	\$161,451.00	\$119,299.63	\$42,151.37
Travel	\$25,741.00	\$6,431.06	\$19,309.95
Total	\$543,460.00	\$354,262.88	\$189,197.12

Highlights

- GLRI 035, MISGP IS24 Core and HWA reimbursements received
- GLRI 090 and 018 reimbursements submitted

Upcoming

- MISGP IS24 - Core grant expires at the end of April.



Community Outreach:

This month, we tabled and brought native seeds to a seed swap hosted by the Kalkaska Conservation District on March 26th. Despite the rain, the event was well attended and we gave away over 25 seed packets and got to introduce several residents to the Go Beyond Beauty Program.

Event planning continues as CAKE adds the Boyne City Salmon Release day and an aquatic invasive species ID training with Paddle Antrim. In addition the Walloon Lake Association and Conservancy (WLAC) wrote an article about our joint sow and restore project for their newsletter.

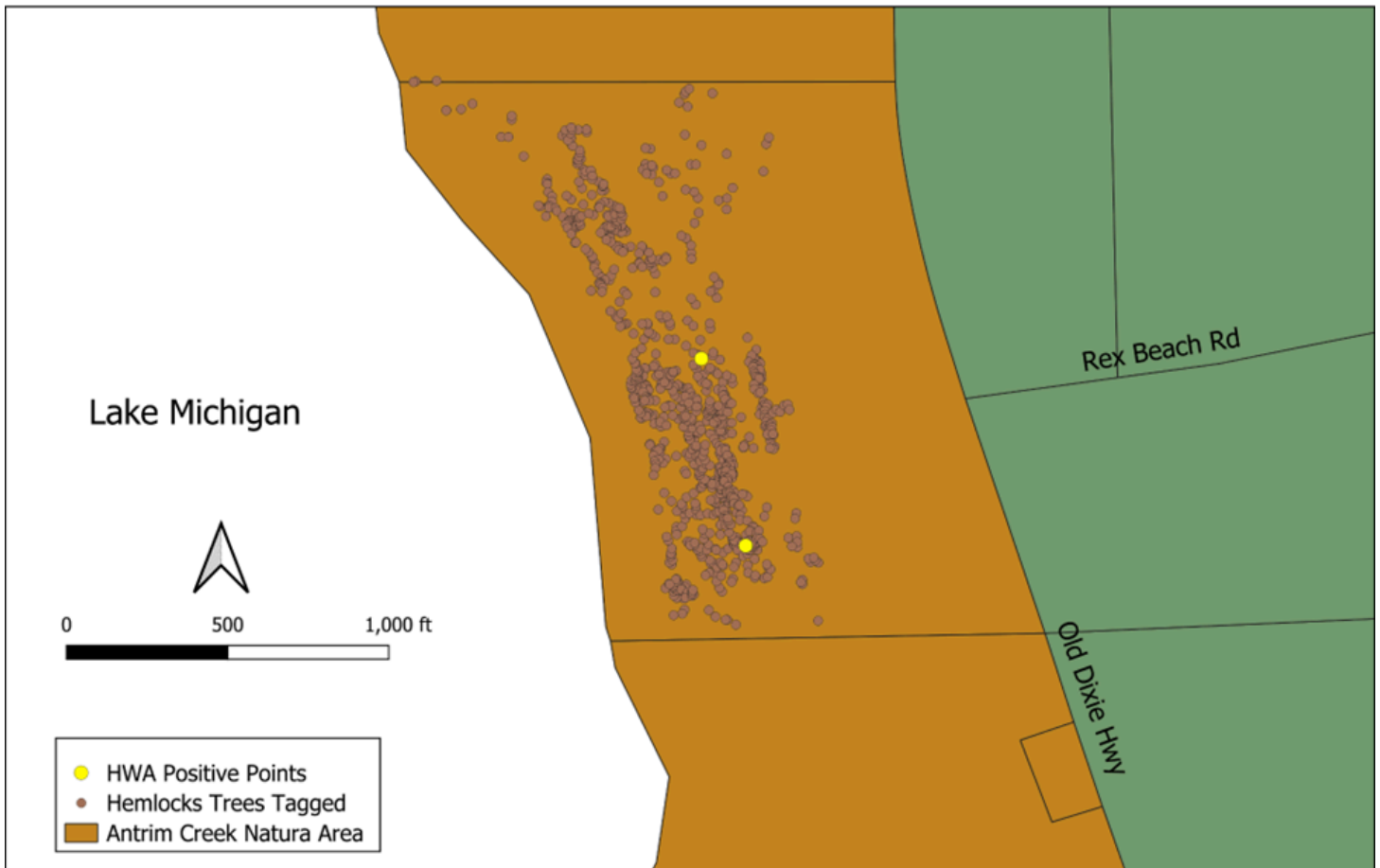
In addition to CAKE's usual social media posts, CAKE staff are also creating additional educational and Tree Sale posts for the ACD.

Field Report:

Delimitation process has begun at Antrim Creek Natural Area. Delimitation surveys are done not only to determine the spread of HWA, but also to measure and tag every tree in preparation for treatment. With help from the DNR and Kalkaska Conservation District's FAP Forester, over 1,000 trees have been tagged covering 30 acres. HWA has only been confirmed on two trees (shown in yellow).

Plans are being made to begin delimiting private parcels who have signed up for treatment last year near the Torch Bay Natural Area/Bay Harbor infestation sites. We plan to be finished with delimitation by the end of April just in time for treatment season.

HWA Delimitation Progress for March



Financial Breakdown by Grant

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

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

GLRI - 090 - Expanding CAKE to BI Archipelago			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$47,000.00	\$9,836.34	\$37,163.66
Fringe Total	\$6,000.00	\$5,692.41	\$307.59
Equipment Total	\$3,000.00	\$0.00	\$3,000.00
Training/Permits	\$1,000.00	\$538.00	\$462.00
Indirect	\$10,000.00	\$1,606.68	\$8,393.32
Contractual Total	\$25,000.00	\$0.00	\$25,000.00
Travel	\$8,000.00	\$0.00	\$8,000.00
Total	\$100,000.00	\$17,673.43	\$82,326.57

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

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	\$39,050.39	\$6,928.61
Fringe Total	\$17,524.00	\$17,662.40	-\$138.40
Equipment Total	\$400.00	\$358.97	\$41.03
Training/Permits	\$770.00	\$75.00	\$695.00
Indirect	\$4,387.00	\$4,129.13	\$257.87
Contractual Total	\$0.00	\$0.00	\$0.00
Travel	\$940.00	\$1,840.85	-\$900.85
Total	\$70,000.00	\$63,116.74	\$6,883.26

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

MISGP IS24 - HWA			
Description	Total Budget	Total Expenses	Total Remaining
Wages Total	\$81,775.00	\$53,175.78	\$28,599.22
Fringe Total	\$30,697.00	\$19,038.16	\$11,658.84
Equipment Total	\$3,430.00	\$1,749.63	\$1,680.37
Training/Permits	\$1,110.00	\$0.00	\$1,110.00
Indirect	\$12,086.00	\$7,494.64	\$4,591.36
Contractual Total	\$30,400.00	\$17,749.92	\$12,650.08
Travel	\$5,502.00	\$1,969.45	\$3,532.55
Total	\$165,000.00	\$101,177.58	\$63,822.42

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



ANTRIM CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING DRAFT MINUTES

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

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

Attendance ACD Board: Adrienne Wolff, Bryan Smith, Kathleen Peterson, Kelly Doyle. Randy Johnson via phone from 3:01pm - 4:54pm.

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

ACD Staff: Mike Meriwether, Zander LaPointe. Wade Foster and Katie Gray joined after re-opening from closed session at 3:51pm.

Agenda Review and Approval:

Item Additions/Amendments:

- Discuss a confidential attorney-client communication that is exempt from disclosure under MCL 15.243(1)(g), Section 13 of the Freedom of Information Act (Potential closed session pursuant to MCL 15.268(1)(h), Section 8 of the Open Meetings Act). Motion will be included at the top of the agenda to accommodate lawyer meeting time availability.
- Approval of Special Board Meeting Minutes for March 19, 2026.
- Approval for Closed Session Minutes for Special Board Meeting for March 19, 2026.
- Stipend for Mike Meriwether as Interim Director

Motion made by Kelly Doyle to accept agenda with the additions listed. Second by Adrienne Wolff. Motion passes 4-0.

Public Comment: Jarris Rubingh: County commissioners and public continue to inquire about the status of employment of Executive Director.

Information and Correspondence: Attorney confidential memo.

Closed Session

Motion made by Adrienne Wolff at 3:09 to go into closed session to discuss a confidential attorney-client communication that is exempt from disclosure under MCL 15.243(1)(g), Section 13 of the Freedom of Information Act (Potential closed session pursuant to MCL 15.268(1)(h), Section 8 of the Open Meetings Act). Closed session will also include interim director Mike Meriwether. Motion second by Kathleen Peterson. Roll Call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes, Randy - n/a. Motion carries 4-0.

Motion made by Adrienne Wolff to return to open session at 3:51pm. Motion second by Kelly Doyle. Motion carries 4-0.

Motion: Our Executive Director has requested separation from her position at ACD on two separate occasions in 2026, most recently on March 5, 2026. Per her requests, I move that ACD end our Executive Director's at-will employment as of today. Motion by Adrienne Wolff,

second by Kathleen Peterson. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes, Randy - n/a. Motion carries 4-0.

Motion: In her correspondence from March 5, 2026, our Executive Director has also requested a separation agreement. While I do not agree with the allegations in the letter, per her request for an amicable resolution, and in recognition of her service over the years, I move that we offer Ms. Zelenak a Separation Agreement and Release, that includes a severance in the amount of 6 weeks of pay correlating to 1 week per each year of service with the ACD and other considerations in the form recommended by our legal counsel. Motion by Adrienne Wolff, second by Kelly Doyle. Roll Call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - no, Randy - n/a. Motion carries 3-1.

Motion: To authorize Board Chairperson Adrienne Wolff and ACD legal counsel to finalize the Separation Agreement and Release and cover letter, and for Adrienne Wolff to present them to Ms. Zelenak on behalf of the Board. Motion by Adrienne Wolff, Second by Bryan Smith. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes, Randy - n/a. Motion carries 4-0.

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

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

Approval of Board Meeting Minutes for February 25, 2026: *Motion by Adrienne Wolff to accept meeting minutes. Second by Kathleen Peterson. Motion carries 4-0.*

Approval of Open Board Meeting Minutes for March 19th, 2026: *Motion by Kelly Doyle to accept meeting minutes pending correction of Kathleen's last name. Second by Kathleen Peterson to accept meeting minutes. Motion carries 4-0.*

Approval of Closed Session Board Meeting Minutes for March 19th, 2026: *Motion by Adrienne Wolff to accept meeting minutes pending correction of Kathleen's last name. Second by Kathleen Peterson. Motion carries 4-0.*

Financial Review and Requests:

Motion by Adrienne Wolff to approve the financial reports for February 2026. Second by Kelly Doyle. Motion carries 4-0.

New Business:

Budget Amendments

Motion by Kathleen Peterson to accept the revised budget. Second by Bryan Smith. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes, Randy - n/a. Motion carries 4-0.

Creation of Restricted ACD Donation Fund

Motion by Adrienne Wolff to create a new line item in budget for Restricted Cedar River Fund for Abdeen Jabara's 2025 donation. Second by Bryan Smith. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes, Randy - n/a. Motion carries 4-0.

Policies Renewal from Fischer Insurance

Motion by Adrienne Wolff to renew policies with Fischer Insurance totaling \$7,074.97. Second by Kelly Doyle. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - abstain due to conflict of interest, Randy - n/a. Motion carries 3-0 with 1 abstention.

April Board Meeting:

Motion by Adrienne Wolff to hold regular board meeting on April 15, 2026 at 3:00pm. Second by Kelly Doyle. Motion passes 4-0.

ACD Officer Designation of Vice Chair

Adrienne Wolff nominates Bryan Smith to Vice Chair position. Second by Kathleen Peterson.

ACD annual report to Antrim County Commissioners

Mike Meriwether to schedule his report to the county commissioners for April 16th (schedule permitting) with May 7th date as an alternate.

CAKE Checking Account

Consideration of creating a separate CAKE-CISMA checking account. Decision made to leave CAKE accounting as is, in lieu of recent changes to improve accounting clarity.

Stipend for Mike Meriwether as interim director

Motion made by Adrienne Wolff to provide Mike Meriwether a stipend of \$2,500 per quarter while he serves as Interim Director, with payment retroactive to this quarter ending March 31st. Second by Kathleen Peterson. Roll call: Peterson - yes, Wolff - yes, Doyle - yes, Smith - yes. Motion passes 4-0.

Old/Ongoing/Unfinished Business

Tree Sale Update

April 25-26th for Saturday/Sunday tree sale pickups at the Cameron building location. Request for volunteer support for packing and distribution.

BCC / Stover Road facility

Proposed commitment letter
Roof Replacement
Staining and Chinking

Motion by Adrienne Wolff to sign the proposed commitment letter and send back to Bellaire Conservation Club with the addition of language mentioning release of the ACD from past, pending, and future claims. Second Kelly Doyle. Motion carries 4-0.

Health Insurance Account Access

Discussion to confirm access to insurance accounts by Interim Director and Office & Program Assistant. Board requests the removal of previous Executive Director from account access.

Credit Card Statement Update

Board to consider adjustment to future Board Meeting dates to accommodate comprehensive review of credit card statements before payments are officially made.

Financial Access for Mike & Zander

Motion by Adrienne Wolff to have Melissa Zelenak removed from Alden State Bank accounts, MI Class accounts, and Visa credit card. Motion second Kathleen Peterson. Motion carries 4-0.

Motion by Adrienne Wolff to add Mike Meriwether to Alden State Bank account and Visa credit card account. Motion second Kathleen Peterson. Motion carries 4-0.

MDARD Operations Grant

- Elements Completion: Jim Pawlowicz recommends completion of Legal and Annual Meeting Elements by Board before upcoming annual meeting (July 22). Notes that petitions for nominations need to be submitted 60 days beforehand (May 22).
- Reporting Update: Discussion of MDARD Operations Grant requirements still needing to be fulfilled. Jim also recommends updates to website to reflect current staff and board members.

County Recycling

Mike Meriwether working to build fencing around Ellsworth's recycling center this spring, with hopes to survey and establish any additional fencing at other Antrim recycling sites.

ACD Website

Zander anticipates transition to the new website nearing May 1st to consolidate existing platforms.

General Discussion & Director Reports

Administration Committee - Smith, Wolff, and Foster - none

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

Education & Outreach - Doyle, Peterson, and Gray

Upcoming Event: Great Lakes Mushroom Company Mushroom 103: March 28

Next Month: Great Lakes Mushroom Company Mushroom 104: April 26th.

Next Board Meeting Date: April 15 @ 3:00pm.

Motion to adjourn at 6:11 pm by Adrienne Wolff, second by Kelly Doyle. Motion carries 4-0.



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

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

Statement Date: April 7, 2026
Statement No. 15747
Account No. 797.00
Page: 1

adrienne.wolff@gmail.com
RE: Employment Matters

PAYMENT DUE WITHIN 30 DAYS

Payments received after 04/07/2026 are not included on this statement.

Current Fees

			Rate	Hours	
03/02/2026	LJR	Teleconference with Ms. Wolff regarding ongoing personnel matter; preparing draft language for closed session; preparing draft Accommodation Questionnaire and cover language.	250.00	2.60	650.00
03/10/2026	LJR	Reviewing documentation from Ms. Wolff regarding Executive Director proposal.	250.00	0.40	100.00
03/11/2026	LJR	Teleconference with Ms. Wolff regarding Executive Director proposal, risks, and logistics for Board meeting; correspondence with Ms. Wolff regarding the same.	250.00	1.30	325.00
03/13/2026	LJR	Email correspondence with Ms. Wolff regarding personnel matter and language for Special Meeting agenda and notice.	250.00	0.70	175.00
03/16/2026	LJR	Preparing attorney-client communication to Board regarding personnel matter; preparing draft agreement as exhibit; email correspondence with Ms. Wolff regarding special meeting agenda and notice.	250.00	5.50	1,375.00
03/17/2026	LJR	Finalizing attorney-client communication to Board regarding personnel matter and related exhibits.	250.00	2.20	550.00
03/19/2026	LJR	Attending Special Board meeting.	250.00	1.50	375.00
03/20/2026	LJR	Beginning subsequent attorney client communication to Board.	250.00	0.80	200.00
03/23/2026	LJR	Continuing to prepare attorney client communication regarding ongoing personnel matter; preparing draft separation letter, motions			

Antrim Conservation District
 Account No. 797.00
 RE: Employment Matters

Statement Date: 04/07/2026
 Statement No. 15747
 Page No. 2

			Rate	Hours	
		language and updated draft agreement; email correspondence with Ms. Wolff regarding the same.	250.00	2.60	650.00
03/24/2026	LJR	Finalizing documents for Board meeting; correspondence with Ms. Wolff regarding the same.	250.00	0.90	225.00
03/25/2026	LJR	Correspondence with Ms. Wolff regarding outstanding issues; correspondence with Board regarding clarification points; attending Board Meeting closed session; finalizing documents.	250.00	3.10	775.00
03/30/2026	LJR	Email correspondence with Ms. Wolff regarding executed Separation Agreement.	250.00	0.20	50.00
		For Current Services Rendered		<u>21.80</u>	<u>5,450.00</u>
		Total Current Work			5,450.00
		Previous Balance			\$1,000.00
		Balance Due			<u>\$6,450.00</u>

Aged Due Amounts					
<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
5,450.00	1,000.00	0.00	0.00	0.00	0.00

Please Remit \$6,450.00



Antrim Conservation District
4820 Stover Rd, Bellaire, MI 49615
www.antrimcd.com

POSITION DESCRIPTION - TITLE: Executive Director

The Executive Director advances the District's initiatives through actively seeking supporters to secure funding, sponsorships, and volunteers to support the District's programs. The Executive Director will contribute to the development of fundraising goals and campaigns to establish and maintain supporter/donor relationships. The Executive Director will be proactive, self-motivated and able to perform well in a team setting. This is a critical role that requires consistently demanding work to accomplish goals and increase the organization's services as identified in the mission and the strategic plan (currently being updated) with guidance provided by the Board of Directors.

DUTIES AND RESPONSIBILITIES

A. Finance Manager Duties & Responsibilities:

1. Prepares the District's annual budgets and periodic amendments with input from staff for approval by the board of directors.
2. Processes and oversees the maintenance and precise records of all accounts payable and receivable with support from an outside book-keeping agency.
3. Prepares and submits comprehensive financial statements to be reviewed monthly by the Board.
4. Carries out ACD's fiduciary responsibilities for the Charlevoix, Antrim, Kalkaska, Emmet Cooperative Invasive Species Management Area (CAKE CISMA) including tracking and reconciliation of multiple funding sources and project budgets.
5. Provides authorized signature for operational agreements, contracts, grants, checks, District correspondence as recommended by the District Supervisor and approved by the Board.
6. Reviews bills, assigns to the appropriate project, submits for processing of checks, gets checks signed, mailed.
7. Prepares invoices for services rendered or products shipped.
8. Prepares invoices and reimbursements for grant projects and contracts and ensures project deliverables are carried out and reported on in accordance with contractual agreements.
9. Provides district financial performance content as required for District publications and communications.

B. Administrative Duties & Responsibilities:

1. Oversees the efficient and effective day-to-day operation of the organization.
2. Prepares and submits documents and reports to Michigan Department of Agriculture and Michigan Association of Conservation Districts, ensuring that the district adheres to Conservation District Law, Open Meetings Act and other pertinent organizational rules.
3. Maintains and monitors district liability, board liability, property, auto, health and building insurances to insure it is adequate, pertinent and cost competitive.
4. Acts as liaison with landlord, and main point of contact for permissions, complaints, etc.
5. Coordinates routine building maintenance and capital improvements plans, corresponds with contractors, ensures permits are in place.
6. Determines need for office supplies and order needed materials.
7. Attends training sessions when approved by the district board.
8. Compiles monthly staff reports for district board on activities and accomplishments.
9. Prepares products for shipping and delivers to post office.
10. Reviews and responds to tax concerns, employment verifications, unemployment claims.
11. Tracks FOIA requests and files legal documents.
12. Performs other related duties as requested by the district board.
13. Represents Antrim Conservation District on Local Emergency Planning Committee

C. Board of Directors Support:

1. In collaboration with staff, directors and stakeholders, prepares a strategic plan and an annual work plan.
2. Ensures that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities established by the Board.
3. Provides communication and corresponds with Board members as necessary to keep them informed of important District opportunities and/or risks.
4. Coordinates requests for assistance with other agencies and organizations as appropriate.
5. Supports the Board by preparing agendas, minutes, and associated materials for board meetings and send out notice of meetings.
6. Prepares and submits monthly, special, and annual requests and reports to Antrim Board of Commissioners.
7. Drafts policies for the approval of the Board and prepares/updates procedures to implement the organizational policies.
8. Takes the lead in planning and preparation for the annual election of directors, annual meeting, and budget hearing.

D. Human Resources Duties & Responsibilities:

1. Submits and reviews timesheets for accuracy and grant reimbursement purposes.
2. Maintains an organized and secure file system for personnel payroll records.
3. Coordinates the posting, tracking, screening, interview process, on-boarding paperwork and orientation of new hires.
4. Ensures that new staff receive an orientation to the organization and that appropriate training is provided.
5. Manages health insurance and retirement benefit programs, annual reports to insurance companies, correspondence, payments, and records. Submits new enrollees or terminated enrollees in health insurance system. Reviews and consults with staff to renew health care benefits each year. Assists staff with benefits questions and concerns.
6. Makes updates to retirement plan and monthly payments to EmPower (retirement plan sponsor]).
7. Ensures that personnel, client, donor and volunteer files area securely stored and privacy/confidentiality is maintained.
8. Conducts annual reviews for each staff member and helps to create goals and priorities for next year for each staff with help from board. Conducts quarterly reviews for new hires.

E. Fundraising and Outreach Responsibilities:

1. Determine annual fundraising and grant goals based upon annual project priorities for the community.
2. Establish a realistic budget for District events that leads to the achievement of fundraising goals
3. Account for anticipated fundraising outcomes of each and all events
4. Contributes to Outreach communications to provide content for the promotion of fundraising / volunteer supported events
5. Identifies and evaluates grant opportunities specific to return on investment efforts
6. Coordinates grant application processes and fund-raising event support.
7. Researches and identifies prospective new donors and proactively initiates sponsorships.
8. Works with staff to ensure project activity is achievable with staff/volunteer resources.
9. Fosters positive relationships with current and potential business partners.
10. In collaboration with the Communications, Education and Outreach staff, promotes the District's brand and generates interest in district programs.
11. Assists in developing and coordinating outreach and/or fundraising events as approved by the Board of Directors.

SUPERVISION:

The Executive Director position reports directly to the Board of Directors and periodically to the Antrim County Board of Commissioners.

QUALIFICATIONS:

- Knowledge of leadership and management principles as they relate to government, non-profit and voluntary organizations.
- Knowledge of local, state and federal legislation applicable to governmental agencies and non-profits with relation to employment standards, human rights, occupational health and safety, charities, taxation, health insurance, liability, etc.
- Knowledge and experience in environmental stewardship and/or conservation principles
- Familiarity with current community challenges and opportunities relating to the mission of the organization.
- Knowledge of human resources management
- Knowledge and experience in financial management
- Knowledge and experience in grant writing and grant administration
- Knowledge and experience in project management
- Excellent interpersonal communications skills
- Excellent oral and written communications skills

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 and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor.

ANTRIM CONSERVATION DISTRICT

- 2025 ANNUAL REPORT
- Presented by Mike Meriwether

The Antrim Conservation District was established in 1945 and has been implementing conservation practices and providing technical assistance ever since.

The ACD is funded by federal and state grants, a county millage of 0.1 mill, proceeds from native plant sales and other sales, as well as private donations.

Board Of Directors

The ACD is led by a publicly elected Board of Directors who oversee the activities of ACD.

Currently the ACD board of Directors consists of:

- Chair Adrienne Wolf
- Vice Chair Brian Smith
- Secretary Kelly Doyle
- Director Randy Johnson
- Director Kathleen Peterson

INTRODUCTION

- ACD activities in 2025 have included the administration of Forestry, Invasive Species, Household Hazardous Waste, Recycling Site Maintenance, Public Education and Outreach Programs.

Annual Activities

- Serve as resource for the community
- Provide technical assistance to private ownerships
 - Forestry
 - Invasive species
 - Land usage – environmental questions.
- Point of contact for environmental issues within the county.
- Daily site visits to recycling bins.
- Hazardous Waste Pick-ups
- Outreach programming

Specific Focus in 2025

Recycling – HHW - tire grant – site cleanup

Invasive species – treatments - outreach

Trees sales – Native Plant sales

Public outreach

Forestry services

2025 focus continued

Land Acquisitions – craven pond

Social media – facebook, podcasts

Grants total dollars \$268,440.00

- State
- Federal
- Invasive grants
- Cedar River Grant

C.A.K.E – CISMA
(cooperative invasive species management area – Charlevoix, Antim, Kalkaska, Emmet.)

Wade Foster, Katie Gray,
Tyler Landcaster, summer staff in 2025

ACD – manages this regional program

Hemlock Wolly Adelged – 1,000 acres surveyed

6,000 trees preparing to treat. (372 treated)

30 events – 700 participants

Grants – 5 grants spent \$ 208,525.18 in 2025

ACD continues to pursue grant dollars to address invasive species in the area.

SEE ATTACHED annual report for more details

RECYCLING ACD administers two recycling programs for the county

- Household Hazardous Waste – Mancelona, Bellaire, Elk Rapids
 - 63,340 tons of waste from 3 locations
- SITE Cleanups – Elk Rapids, Central lake, Ellsworth, Mancelona, Alba, Alden
 - Ron Oyer site manager part time 3 days in winter / 4 in summer

Other actions : Boat Wrap recycling, guidebook, tour of Emmet County Facility.

Forestry

- ACD has administered forestry program since around 1970 +/-
- Addresses technical assistance free to private ownerships, governments, schools and non-profit organizations.
- In Antrim county the forestry program also addresses the forest management of county owned forest lands
- SEE ANNUAL FORESTRY REPORT

EDUCATION AND OUTREACH

Community Outreach has been a priority for the ACD. Local seminars included :

FOR KIDS :

Stream Biology
Pollinators
Story hour and story trail
Envirothon

FOR ADULTS :

Raised Beds
Soil Science workshops
Birding
Native Plants
Composting
Community Gardens
Tramma training course

Expenditures and Revenues

In 2025 the ACD approved an operating budget of \$702,048.00.

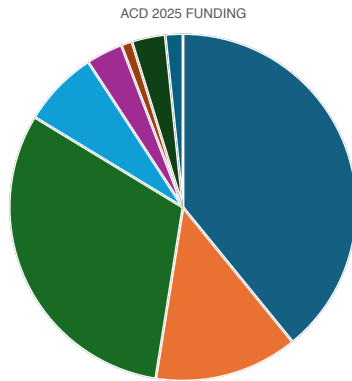
Forestry represented 12.6 percent of the budget.

Donations were at 7 percent – received large project oriented donation for cedar river.

Grants (all) - represent 39 percent of revenues earmarked for specific projects.

Millage represents 32 percent of funding – general operations 0.1 mil.

Plant and other sales 3 percent of revenue.



Expenses 2025 = \$ 698,705

- Major expenses are :
- Operational Expenses made up 40 percent \$279,482
 - Insurance, building, administration, fuel, office supplies etc.
- With employees making up 55 percent of budget \$384,287.75
 - In 2025 we had 7 full time employees and 4 seasonal employees

- Strategic Planning
- Resident Surveys
- Re entry to Stover Road building
- Address Forestry Assistance Program
- Cedar River Trails Improvements
- Land Acquisitions – identify priorities
- Outreach programming – hire education coordinator
- Grant Writing

Summary Questions

- ?



April 6, 2026

FROM: Bellaire Conservation Club

TO: Antrim Conservation District

LETTER OF COMMITMENT

The Antrim Conservation District (ACD) and the Bellaire Conservation Club (BCC) are interested in entering into a new 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. 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 BCC has agreed to re-test the floor of the leased space of the building, using the lead testing kit that Randy Johnson recommended, after the cleaning and resealing of the floors has been complete.

ROOF

The ACD has addressed the roof replacement of the Stover Road facility as an agenda item on the March 25th board of directors meeting. The ACD Board has agreed to pay to replace the roof by June 30, 2026 or prior to establishing the new lease. The ACD currently has several contractors looking at the roof to provide replacement cost estimates. The ACD will develop a capital outlay schedule and contract with a professional roofing company to complete the work. It would be acceptable to have completed replacement, or made payment, or signed a contract with a roofing contractor/professional roofing company by June 30th 2026.

STAINING AND CHINKING

The ACD will also have a plan and schedule addressing the staining and chinking maintenance on the outside of the Stover Road building within the year of 2026. The

ACD will develop a capital outlay schedule within their future budget processes to address building maintenance issues.

OUTDOOR SPACE

The ACD will clean up the outdoor space of trash and debris left when they vacated the building in 2025. I have included pictures taken 3-5-2025 from around the property showing what was left after the vacation of the building by the ACD.

RELEASE

Once the floors are re-sealed, roof and chinking has been satisfied, and the outside is clean the BCC will release the ACD from any additional claims regarding the maintenance of the building located at 4820 Stover Road, Bellaire Michigan 49615.

NEW LEASE

Upon completion of the above items, the BCC and the ACD will begin the process of developing a mutually beneficial lease or rental agreement between the two parties.

A new lease would include 5 office rooms, server room, copy room, bathroom, and lobby/great room, and storage shed behind the building. A new lease would exclude hallway space, bathroom, office off hallway, kitchen area and large meeting space. This will eliminate any possible lead to be transferred directly from range area and into leased space in the future.

Antrim Conservation District Representative

Date

Bellaire Conservation Club Representative

Date



Michigan Conservation District

Legal Requirements Element

Fiscal Year 2026

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

Conservation District:	Date:
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Conservation District Law – Natural Resources and Environmental Protection Act (NREPA) Public Act 451 of 1994, 324.9301 – 324.51306	Y/N/A/?
Annual meeting and elections held according to CD law and MDARD guidance: <ul style="list-style-type: none"> At least 60 days prior to the annual meeting, an individual shall file at the district office a petition signed by five residents of the district. Notice of the annual meeting shall be published in the official newspaper of record for the area in which the district is located at least 45 days prior to the date of the annual meeting. The notice shall include the date, time, and location of the annual meeting, an agenda of items to be considered at the meeting, and a list of all candidates for directors of the district. A resident of a district who is unable to attend the annual meeting may vote for the directors of the district by absentee ballot. 	
Meet MDARD grant eligibility requirements: <ul style="list-style-type: none"> Annually submit a budget to the department. Maintain accurate financial records of receipts and disbursements and uniform accounting in accordance with generally accepted accounting principles under procedures prescribed by the department. Provide for a biennial independent certified audit by a certified public accountant of the financial records, accounts, and procedures of the district. The audit report shall show profits and losses and the financial condition of the district. Agree to comply with subsection (10) and agree to return any grant funds (FAP) received if subsection (10) is violated. 	
A writing prepared, owned, used, in the possession of, or retained by a board shall be available through the Freedom of Information Act.	
Business of the board shall be conducted at a public meeting in compliance with Open Meetings Act.	
Freedom of Information Act (FOIA), Public Act 442 of 1976, 15.231 – 15.246	Y/N/A/?
A board approved FOIA policy is in place and posted on the district website.	
Respond to FOIA request within five business days of receipt of the request.	
If an extension is needed the district notifies the requester within five business days to extend the time by ten business days.	
In alignment with FOIA requirements, district maintains records following the approved retention schedules (county schedules GS1, GS26, GS30, GS31, GS35, GS38).	
Open Meetings Act (OMA), Public Act 267 of 1976, MCL 15.261 – 15.272	Y/N/A/?
All meetings are held in accordance with the public notice requirements.	
A schedule of regular meetings posted within 10 days after the first meeting of the calendar or fiscal year; public notice includes the dates, times, and locations. Changes in the schedule follow posting requirements.	



Michigan Conservation District

Legal Requirements Element

Fiscal Year 2026

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

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



Michigan Conservation District

Legal Requirements Element

Fiscal Year 2026

<p><u>Insect Pest and Plant Disease Act</u>, Public Act 189 of 1931 – see MDARD website for more information</p> <ul style="list-style-type: none"> • Appropriate nursery grower or dealer license is acquired from MDARD every year prior to conducting a tree sale. (Grower license \$40-\$100 per year or dealer license \$35-\$100 per year) • Schedule annual/biennial inspection as applicable per license type. • Comply with state and federal plant pest quarantines, prohibited and restricted plants, care of nursery stock regulations. 	
<p><u>Credit Card Transactions</u>, Public Act 266 of 1995</p> <ul style="list-style-type: none"> • A credit card policy is in place if the district uses a credit card. • The total credit limit does not exceed 5% of the total budget for the year. 	
<p><u>Investments of Surplus Funds of Political Subdivisions</u>, Public Act 20 of 1943, as amended by Public Act 196 of 1997</p> <ul style="list-style-type: none"> • An investment policy is in place and includes all requirements. 	
<p><u>County Boards of Commissioners</u>, Public Act 156 of 1851, as amended</p> <ul style="list-style-type: none"> • 46.22 – By resolution, the county board may place a millage on even-numbered year ballots and remit the proceeds to the conservation district. 	
<p><u>Budget Hearings of Local Governments</u>, Public Act 43 of 1963</p> <ul style="list-style-type: none"> • A local unit shall hold a public hearing on its proposed budget. • The local unit shall give notice of the hearing by publication in a newspaper of general circulation within the local unit at least six days before the hearing. • The notice shall include the time and place of the hearing and shall state the place where a copy of the budget is available for public inspection. 	
<p><u>Elliot Larsen Civil Rights Act</u>, Public Act 453 of 1976</p>	
<p><u>Improved Workforce Opportunity Wage Act</u>, Public Act 337 of 1938</p>	
<p><u>Earned Sick Time Act</u>, Public Act 338 of 2018</p> <ul style="list-style-type: none"> • Covered employers include local government that have one or more employees. • Small business = 10 or fewer employees, including part-time and seasonal / temporary. • Large business = 11 or more employees, including part-time and seasonal / temporary. • Minimum accrual rates apply at 1 hour / 30 hours worked. Business size determines allowable annual use. Frontloading sick leave is allowable. • Workforce poster requirement. 	
<p><u>Persons with Disabilities Civil Rights Act</u>, Public Act 220 of 1976</p>	

Federal Laws	Y/N/A/?
<u>Americans with Disabilities Act of 1990</u>	
<p><u>Fair Labor Standard Act</u> of 1938, as amended</p> <ul style="list-style-type: none"> • Workforce poster requirement and Federal minimum wage. 	
<p><u>Family Medical Leave Act</u>, Part 825 of 1993</p> <ul style="list-style-type: none"> • Covered employers includes local government. • Covered employees must work where the employer has at least 50 employees within 75 miles. 	
<p><u>Pregnant Worker's Fairness Act</u> of 2023</p> <ul style="list-style-type: none"> • Applies to local governments with 15 or more employees. 	

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



Michigan Conservation District

Legal Requirements Element

Fiscal Year 2026

Legal Requirements Element Goals:

Regional Coordinator assistance requested?

Date of annual meeting and election:

When was the last FY audit completed?

Where compliance is a concern, the Regional Coordinator's recommendations are as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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