

GRAYLING CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
MARCH 20, 2024

Members Present: Lacey Stephan III, Diane Giska, JoAnn Michal, Claudia Selthoffer, Shannon Sorenson, Joe Smock and Brenda Wargo.

Members Absent: None

Others Present: Rodney VanDecastele, Duncan Gray, Bob Dixon, Kim Halstead, Sheriff Ryan Swope, Alayne Hansen and Jeni Caverson.

Supervisor called the meeting to order at 10:00 a.m.

Pledge of Allegiance

1. Correspondence & Reports: Building Dept. GFD Report, Zoning, Enforcement, and Compactor/Recycle Center.

Chief Van De Castele reviewed his report with the board.

Bob Dixon, Building Dept. Absent

Kim Halstead zoning enforcement reported it has been a slow month, dealing with Mobile Estates and Karen Woods.

Patty Lara reported they have been staying busy, taking applications and has done a few interviews, not very promising. Trustee smock inquired about bringing in mattresses he has seen dumped in the woods. Will get with Patty on a day help will be available.

2. Minutes from February 21, 2024. Motion by Selthoffer supported by Michal to approve minutes of February 21, 2024. Six ayes, one abstain, motion carried.

3. Treasurers Report. Reviewed and placed on file.

4. Close regular meeting: open public hearing

- A. Review and discuss 2024/2025 budget draft worksheet.

- B. Discuss salary amendments and cost control for fiscal year 2024-2025

Copy of Clerk's duties and salary request. Attachment "A"

5. Close public hearing: open regular meeting.

6. Citizens who wish to speak.

Alayne Hansen from Michigan works stated that there is money available for truck driving school, there are job fairs going on and they have been doing mock interviews.

Sheriff Ryan swope reviewed his yearly report with the Board and will email a copy to us.

Jenni Caverson from Camp Grayling informed us of upcoming events and left flyers in regard to those events.

7. Discuss adopting salary amendments. Motion by Smock supported by Michal to increase clerk salary by 7% all other employees and elected officials by 4% with the exception of Nancy Davis, Dave Johnson and Patty Lara as they will be receiving \$5,000.00 annually in lieu of health insurance waiver.

Roll call vote: Wargo, aye; Selthoffer, aye; Stephan, aye; Michal, aye; Smock, aye; Sorenson, aye and Giska, abstain. Six ayes, one abstain, motion carried.

Motion by Smock supported by Selthoffer to increase per diem for Board of Review, Zoning Board of Appeals, Planning Commission and Board of Trustee by 4%.

Roll call vote: Wargo, aye; Selthoffer, aye; Stephan, aye; Michal, aye; Smock, aye; Sorenson, aye and Giska, aye. All ayes, motion carried.

←  
Sorenson  
Wargo  
Selthoffer

8. Discuss approve paying CZAE engineering bills before monthly board meetings. Motion by Smock support by Sorenson to pay CZAE engineering bills up to \$100,000.00 per month prior to monthly board approval.  
Roll call vote: Wargo, aye; Selthoffer, aye; Stephan, aye; Michal, aye; Smock, aye; Sorenson, aye and Giska, aye. All ayes, motion carried.
9. Discuss Municipal Water Expansion. We need at least 50% willing to hook up to the municipal water system for grant approval. Letters with a survey will be going out to homeowners and the survey is also on our website. The Military will be signing an identical cooperative contract which means they will be able to participate with engineering.
10. Discuss closing on Columbus Day it is a Federal Holiday. Motion by Smock support by Sorenson to add Columbus Day to our schedule of days closed. All ayes, motion carried.
11. Unfinished business, none. New business, none. Other, Commission on Aging open house March 25, 2024 at 10:30. There is an invite only walk thru on Saturday the 23<sup>rd</sup> Supervisor Stephan will not be attending has requested Michal go since the fireplace was her idea.
12. Motion by Smock support by Sorenson to authorize payment of vouchers 3155 and 3189-3220 and Liquor inspections \$175.00 for a total of \$154,929.43. All ayes, motion carried.
13. Motion by Smock support by Michal to adjourn. All ayes, motion carried.

Diane Giska, C.M.:M.C. Grayling Charter Township Clerk

TREASURER'S REPORT  
GENERAL FUND Feb 23-24

Jan Balance	BALANCE	\$	451,328.89	Feb Bal	766,406.32
Gr Twp Tax			33637		
	State of MI-Pilt		33640		
	Charter		33641		
	Gr Twp Tax		33642		
	CASD-Summer tax collect		33643		
	Gr twp Bld Dept		33645		
	Gr Twp T & A -Trailer Tax		33646		
	COOR-Summer Tax Collect		33647		
	LCSA-Metro Act		33648		
	Crawford County		33650		
	Office		33651		
	State of Michigan Rev sharing		33652		
	Gr twp Bld Dept		33653		
	Compactor		33654		
	February interest		33655		
	TOTAL	\$	413,001.34		

	Payroll 2-8-24	3092-3110	19,001.71
	Bills 2-21-24	3090-91 3111-3134	31,177.37
	Payroll 2-22-24	3135-3153	19,722.62
	Transfer to Tax - pilt	33639	27,082.83
	Trans to Twp Impr-National Forest	33650	939.38
	TOTAL		\$ 97,923.91

GEN MMIA

Jan	BALANCE	\$	424,456.78
Feb	INTEREST	\$	674.28
from gen	TRANSFER	\$	
Feb	BALANCE	\$	425,131.06

TWP. IMPROVEMENTS

Jan	BALANCE	\$	44,733.84
Feb	INTEREST	\$	71.19
National Forest	Transfer		939.38
Feb	BALANCE	\$	45,744.41

Jan Bal CD#1 5491	6/19/2024	\$739,332.89	SECURITY	\$	10,000.00
Interest (5.123%)		3216.87	FIRE DEPT	\$	50,000.00
Feb bal		\$742,549.76	RETIRES	\$	26,000.00
			ROADS	\$	103,466.63
			E DEVELOPMENT		100,000.00
Jan bal CD#2 7336	3/19/2024	\$313,528.81	COMPACTOR	\$	50,000.00
Interest (5.18%)	On 3/19	\$4,049.07	EQUIP REPLACEMENT		52,500.00
Feb Bal		\$317,577.88	Unreserved		53,777.78
			TOTAL	\$	445,744.41

Jan bal CD#3 7759	4/11/2024	\$226,323.15
Interest (5.15%)	On 4/11	\$2,905.93
Feb Bal		\$229,229.08
Jan Bal CD #4 7760	4/11/2024	\$674,816.72
Interest (5.15%)	On 4/11	\$8,664.46
Feb Bal		\$683,481.18

*Not auditing over for 1000 papers*

*2/11/2024*





BUDGET WORKSHEET

	Prior Year Actual	Current Year			Estimated Total	Requested	Recommended	Adopted
		Original Budget	Amended Budget	Actual Thru March				
Month: 3/31/2024								(8)
Fund: 101 - GENERAL FUND								
Expenditures								
Dept: 248.000 OTHER GENERAL SERVICES								
720.000 EDUCATION AND TRAINING	1,802	4,000	4,000	1,936	0	4,000	0	0
791.000 MEMBERSHIPS & SUBSCRIPTIONS	6,468	8,000	8,000	8,156	0	8,500	0	0
801.002 AUDIT FEES	7,690	8,000	8,500	7,890	0	8,500	0	0
861.000 MILEAGE	1,737	1,500	1,500	1,262	0	1,500	0	0
880.000 COMMUNITY PROMOTION	2,000	2,000	2,000	620	0	2,000	0	0
881.000 COMMUNITY PROMOTION/GRANTS	0	0	0	2,000	0	3,000	0	0
900.000 PRINTING & PUBLISHING	4,106	5,000	5,000	5,745	0	6,000	0	0
901.000 PUBLICATION/NEWSLETTER	0	0	0	0	0	0	0	0
955.000 MISCELLANEOUS	1,569	2,000	2,000	575	0	1,000	0	0
OTHER GENERAL SERVICES	25,390	30,500	31,000	28,184	0	34,500	0	0
Dept: 253.000 TREASURER'S OFFICE								
702.003 TREASURER: SALARY	40,257	44,282	44,282	37,470	0	46,054	0	0
704.003 DEPUTY TREASURER: SALARY	8,019	9,000	9,000	6,258	0	500	0	0
710.000 FRINGES: SOCIAL SECURITY	3,898	3,500	3,500	3,541	0	3,600	0	0
712.000 FRINGE BENEFITS	42,754	42,528	42,528	24,962	0	5,000	0	0
712.001 FRINGE BENEFITS/EMPLOYEES	0	0	0	0	0	0	0	0
TREASURER'S OFFICE	94,928	99,310	99,310	72,231	0	55,154	0	0
Dept: 257.000 ASSESSOR								
703.000 ASSESSOR: SALARY	63,000	64,000	64,000	54,154	0	66,560	0	0
704.000 ASSESSOR: ASST. CLERICAL	0	0	0	0	0	0	0	0
710.000 FRINGES: SOCIAL SECURITY	4,819	5,000	5,000	4,143	0	5,000	0	0
712.000 FRINGE BENEFITS	0	0	0	0	0	0	0	0
712.001 FRINGE BENEFITS/EMPLOYEES	0	0	0	0	0	0	0	0
955.000 MISCELLANEOUS	0	0	0	90	0	150	0	0
ASSESSOR	67,819	69,000	69,000	58,387	0	71,710	0	0
Dept: 262.000 ELECTIONS								
705.000 ELECTIONS: INSPECTORS FEES	10,554	5,000	5,000	0	0	17,000	0	0
710.000 FRINGES: SOCIAL SECURITY	152	160	160	0	0	200	0	0
750.000 ELECTIONS: SUPPLIES	1,322	3,000	3,000	51	0	3,000	0	0
801.022 QVF COMPUTER & OPERATION	0	0	0	0	0	0	0	0
801.025 SCHOOL ELECTIONS	0	0	0	0	0	0	0	0
955.003 MISCELLANEOUS - ELECTION	1,623	3,000	3,000	0	0	3,000	0	0
980.003 EQUIPMENT ELECTIONS	7,599	5,000	5,000	2,000	0	8,000	0	0
ELECTIONS	21,250	16,160	16,160	2,051	0	31,200	0	0
Dept: 265.000 TOWNSHIP OFFICES								
703.001 TOWNSHIP OFFICES: SALARIES	48,297	54,747	54,747	43,350	0	54,000	0	0
710.000 FRINGES: SOCIAL SECURITY	3,949	6,000	6,000	3,646	0	5,000	0	0
712.000 FRINGE BENEFITS	6,868	10,000	10,000	10,029	0	11,000	0	0

BUDGET WORKSHEET

	Prior Year Actual	Original Budget	Current Year		Estimated Total	Requested	Recommended	Adopted
			Amended Budget	Actual Thru March				
Month: 3/31/2024								(8)
Fund: 101 - GENERAL FUND								
Expenditures								
Dept: 265.000 TOWNSHIP OFFICES								
728.000 TOWNSHIP OFFICES: SUPPLIES	4,659	5,000	5,000	4,471	0	5,000	0	0
730.000 TOWNSHIP OFFICES: POSTAGE	16,032	15,000	15,000	12,311	0	15,000	0	0
853.000 TOWNSHIP OFFICES: TELEPHONE	4,997	6,000	6,000	12,185	0	6,000	0	0
874.000 RETIREES INSPENSION ADMIN FEE	10,208	15,000	15,000	8,801	0	15,000	0	0
928.002 TOWNSHIP OFFICES:UTILITIES	7,251	8,500	8,500	4,476	0	8,000	0	0
930.000 TOWNSHIP OFFICES:REPAIRS,MAINT	7,299	12,000	12,000	5,314	0	9,000	0	0
931.001 CUSTODIAL SUPPLIES AND FEES	946	4,000	4,000	4,975	0	5,000	0	0
975.001 BLDG./PARKING EXPANSION	0	15,000	15,000	0	0	10,000	0	0
980.000 TOWNSHIP OFFICES:EQUIPMENT	2,279	2,500	2,500	3,035	0	3,000	0	0
980.001 MECHANICAL EQUIPMENT	290	500	500	0	0	2,000	0	0
TOWNSHIP OFFICES	113,075	154,247	154,247	112,593	0	148,000	0	0
Dept: 266.000 ATTORNEY/COURT								
801.000 ATTORNEYS' FEES	2,089	7,000	7,000	3,900	0	5,000	0	0
810.000 COURT FEES	0	1,000	1,000	0	0	1,000	0	0
ATTORNEY/COURT	2,089	8,000	8,000	3,900	0	6,000	0	0
Dept: 301.000 TWP. LAW ENFORCEMENT								
703.004 ORDINANCE ENFORCEMENT:SALARY	5,140	5,500	5,500	5,434	0	5,500	0	0
3.000 FRINGES: SOCIAL SECURITY	346	400	400	338	0	400	0	0
712.000 FRINGE BENEFITS	574	0	0	550	0	500	0	0
728.001 FUEL & SUPPLIES/VEHICLE	0	150	150	0	0	150	0	0
801.005 TOWNSHIP LAW ENFORCEMENT	2,875	10,000	10,000	1,005	0	3,000	0	0
861.000 MILEAGE	835	1,500	1,500	609	0	1,500	0	0
955.000 MISCELLENEOUS	120	500	500	17	0	450	0	0
980.000 TOWNSHIP OFFICES:EQUIPMENT	0	0	0	0	0	0	0	0
981.000 VEHICLE OUTLAY	0	0	0	0	0	0	0	0
TWP. LAW ENFORCEMENT	9,890	18,050	18,050	7,953	0	11,500	0	0
Dept: 336.000 FIRE DEPT. CONTRACTUAL								
801.006 FIRE DEPARTMENT	182,411	187,618	187,618	213,543	0	200,000	0	0
975.002 FIRE DEPT BLDG & LAND IMP	0	0	0	0	0	0	0	0
985.001 FIRE DEPT. IMPROVEMENT PROJECT	481,359	212,815	212,815	55,857	0	212,815	0	0
991.000 DEBT SERVICE/FIRE DEPT	25,925	23,000	23,000	0	0	20,000	0	0
992.000 DEBT SERVICE/INTEREST	0	3,000	3,000	0	0	3,000	0	0
FIRE DEPT. CONTRACTUAL	689,695	426,433	426,433	269,400	0	435,815	0	0
Dept: 371.000 INSPECTION DEPT.								
703.002 BUILDING INSPECTOR: SALARY	51,429	57,688	57,688	47,663	0	59,996	0	0
703.005 BLDG DEPT:CLERICAL	16,039	14,000	14,000	15,785	0	14,000	0	0
FRINGES: SOCIAL SECURITY	5,137	5,000	5,000	4,857	0	5,000	0	0
712.000 FRINGE BENEFITS	38,948	39,354	39,354	34,109	0	43,354	0	0



BUDGET WORKSHEET

	Prior Year Actual	Current Year			Estimated Total	Requested	Recommended	Adopted
		Original Budget	Amended Budget	Actual Thru March				
Month: 3/31/2024						(6)	(7)	(8)
Fund: 101 - GENERAL FUND								
Expenditures								
Dept: 371.000 INSPECTION DEPT.								
712.001 FRINGE BENEFITS/EMPLOYEES	0	0	0	0	0	0	0	0
728.001 FUEL & SUPPLIES/VEHICLE	1,747	2,000	2,000	1,836	0	2,000	0	0
801.007 ELECTRICAL INSPECTOR: FEES	14,571	18,000	18,000	10,856	0	18,000	0	0
801.016 PLUMBING INSPECTOR: FEES	6,267	6,000	6,000	4,333	0	6,000	0	0
801.017 MECHANICAL INSPECTOR: FEES	14,793	11,000	11,000	9,608	0	11,000	0	0
801.023 COMPUTERS/BLDG DEPT	0	1,500	1,500	1,560	0	1,500	0	0
801.024 OPERATIONS/BLDG DEPT	3,283	3,000	3,000	3,653	0	3,500	0	0
955.006 MISCELLANEOUS-BUILDING	605	3,000	3,000	2,178	0	3,000	0	0
981.000 VEHICLE OUTLAY	0	0	0	0	0	0	0	0
INSPECTION DEPT.	152,819	160,542	160,542	136,438	0	167,350	0	0
Dept: 446.000 ROAD IMPROVEMENTS								
801.010 ROAD IMPROV & SIGNS: CONTR.SERV	364,006	10,013	10,013	0	0	90,000	0	0
ROAD IMPROVEMENTS	364,006	10,013	10,013	0	0	90,000	0	0
Dept: 448.000 STREET LIGHTING								
926.000 STREET LIGHTING	17,430	21,000	21,000	15,168	0	15,000	0	0
STREET LIGHTING	17,430	21,000	21,000	15,168	0	15,000	0	0
Dept: 521.000 COMPACTOR STATION								
2.001 SUPERVISOR SALARY	2,500	2,750	2,750	2,327	0	2,750	0	0
703.003 COMPACTOR WAGES	11,820	17,930	17,930	15,655	0	19,000	0	0
710.000 FRINGES: SOCIAL SECURITY	1,095	1,500	1,500	1,376	0	1,500	0	0
712.000 FRINGE BENEFITS	17,448	5,000	5,000	275	0	5,000	0	0
750.001 SUPPLIES/COMPACTOR	46	0	0	151	0	200	0	0
801.011 COMPACTOR: CONTRACTUAL SERVICE	86,974	85,000	85,000	78,785	0	80,000	0	0
861.001 MILEAGE/COMPACTOR	0	600	600	0	0	600	0	0
928.000 COMPACTOR: UTILITIES	1,651	1,700	1,700	1,305	0	1,800	0	0
931.000 COMPACTOR: REPAIRS & MAINT.	2,331	5,000	5,000	791	0	2,500	0	0
955.004 MISCELLANEOUS-COMPACTOR	248	1,500	1,500	1,413	0	1,500	0	0
971.000 COMPACTOR: EQUIPMENT & LAND	0	15,000	15,000	1,319	0	10,000	0	0
COMPACTOR STATION	124,113	135,980	135,980	103,397	0	124,850	0	0
Dept: 528.000 RECYCLING CENTER								
702.001 SUPERVISOR SALARY	2,500	2,750	2,750	2,327	0	2,750	0	0
703.006 MANAGER'S SALARY/RECYCLING	0	0	0	0	0	0	0	0
704.006 PART TIME WAGES/RECYCLING	73,636	74,800	74,800	65,098	0	74,800	0	0
710.000 FRINGES: SOCIAL SECURITY	5,825	7,000	7,000	5,158	0	6,200	0	0
712.000 FRINGE BENEFITS	300	300	300	275	0	5,000	0	0
750.003 SUPPLIES/RECYCLING	145	1,000	1,000	403	0	1,000	0	0
.020 RECYCLABLES TRANSFER	0	0	0	0	0	0	0	0
861.000 MILEAGE	0	200	200	0	0	200	0	0



BUDGET WORKSHEET

	Prior Year Actual	Original Budget	Amended Budget	Current Year		Estimated Total	(6)	(7)	(8)
				Actual Thru March	Budget				
Month: 3/31/2024									
Fund: 101 - GENERAL FUND									
Expenditures									
Dept: 528.000 RECYCLING CENTER									
928.001 UTILITIES/RECYCLING	3,458	3,000	3,000	1,754	0	0	3,000	0	0
931.003 REPAIRS & MAINT/RECYCLING	5,998	5,000	5,000	371	0	0	4,000	0	0
955.007 MISCELLANEOUS-OTH RECYCLE	0	0	0	0	0	0	0	0	0
980.004 EQUIPMENT/RECYCLING	1,024	1,500	1,500	0	0	0	1,500	0	0
RECYCLING CENTER	92,886	95,550	95,550	75,386	0	0	98,450	0	0
Dept: 536.000 WATER & SEWER SYSTEM									
998.000 WATER & SEWER SYSTEM	0	0	0	0	0	0	25,181,850	0	0
WATER & SEWER SYSTEM	0	0	0	0	0	0	25,181,850	0	0
Dept: 567.000 CEMETERY CONTRACTED SERV									
801.004 CEMETERY: CONT. SERVICE	0	39,054	39,054	39,000	0	0	39,000	0	0
986.000 PERPETUAL CARE CONTR.	0	0	0	0	0	0	0	0	0
CEMETERY CONTRACTED SERV.G.	0	39,054	39,054	39,000	0	0	39,000	0	0
Dept: 701.000 PLANNING									
710.000 FRINGES: SOCIAL SECURITY	138	100	100	101	0	0	120	0	0
712.000 FRINGE BENEFITS	0	0	0	0	0	0	0	0	0
801.008 PLANNING COMM.: FEES: FEES	1,800	2,500	2,500	1,320	0	0	2,500	0	0
955.002 MISCELLANEOUS - PLANNING	400	2,500	2,500	0	0	0	2,500	0	0
PLANNING	2,338	5,100	5,100	1,421	0	0	5,120	0	0
Dept: 702.000 ZONING									
710.000 FRINGES: SOCIAL SECURITY	142	200	200	101	0	0	100	0	0
712.000 FRINGE BENEFITS	0	0	0	0	0	0	0	0	0
801.009 Z.B.A.: FEES	1,860	3,000	3,000	1,320	0	0	3,000	0	0
ZONING	2,002	3,200	3,200	1,421	0	0	3,100	0	0
Dept: 728.000 ECONOMIC DEVELOPMENT									
704.008 PT ADMIN	0	0	0	0	0	0	0	0	0
710.000 FRINGES: SOCIAL SECURITY	0	0	0	0	0	0	0	0	0
804.000 CONTR.SERV/ECONOMIC DEV.	9,000	5,000	5,000	18,156	0	0	10,000	0	0
ECONOMIC DEVELOPMENT	9,000	5,000	5,000	18,156	0	0	10,000	0	0
Dept: 751.000 PARKS AND RECREATION									
704.005 PARK WAGES	0	0	0	182	0	0	3,000	0	0
710.000 FRINGES: SOCIAL SECURITY	228	450	450	303	0	0	400	0	0
712.000 FRINGE BENEFITS	0	0	0	0	0	0	0	0	0
750.002 PARK & TRAILS SUPPLIES	98	2,000	2,000	89	0	0	1,000	0	0
801.012 GRG. RECREATION AUTHORITY	0	1,500	1,500	0	0	0	1,500	0	0
881.001 RECREATION GRANTS/OTHER	0	0	0	0	0	0	0	0	0
931.002 PARK & TRAILS REPAIRS & MAINT	8,688	14,500	14,500	31,743	0	0	15,000	0	0
301 TOWNSHIP PARKS	0	0	0	0	0	0	0	0	0
971.002 TRAILS AND PATHS PROJECTS	108,002	150,000	150,000	100,327	0	0	0	0	0

Month: 3/31/2024	Fund: 101 - GENERAL FUND	Expenditures	Prior Year Actual	Current Year			Estimated Total	Requested	Recommended	Adopted
				Original Budget	Amended Budget	Actual Thru March				
		PARKS AND RECREATION	117,016	168,450	168,450	132,644	0	20,900	0	0
		Dept: 851.000 INSURANCE & BONDS								
		935.000 INSURANCE AND BONDS	28,699	32,000	32,000	45,828	0	46,000	0	0
		INSURANCE & BONDS	28,699	32,000	32,000	45,828	0	46,000	0	0
		Dept: 899.000 TAX TRIBUNAL REFUNDS ORD.	0	0	0	0	0	0	0	0
		964.000 TAX TRIBUNAL REFUNDS ORDERED	0	0	0	0	0	0	0	0
		TAX TRIBUNAL REFUNDS ORD.	0	0	0	0	0	0	0	0
		Dept: 999.000 TRANSFERS OUT	0	0	0	1	0	0	0	0
		999.000 TRANSFERS OUT	0	0	0	1	0	0	0	0
		TRANSFERS OUT	0	0	0	1	0	0	0	0
		Dept: 999.001 TRANSFERS OUT	0	0	0	0	0	0	0	0
		999.246 TRANSFERS TO IMPROVEMENT FUND	0	0	0	0	0	0	0	0
		TRANSFERS OUT	0	0	0	0	0	0	0	0
		Total Expenditures	2,109,434	1,719,247	1,719,747	1,278,730	0	26,820,230	0	0
		GENERAL FUND	-61,380	0	0	103,917	0	0	0	0
		Grand Total:	-61,380	0	0	103,917	0	0	0	0

# Proposed Salary Amendments and Cost Control for Grayling

## Charter Township 2024-2025 Fiscal Year

The growth we are experiencing, will make it necessary to continue updating in several key areas. In 2023-2024 we made capital expenditures in our fire department. We will continue identifying needs and budgeting appropriately. Our year end statement will show our continued fiscally responsible approach. We still expect excess revenue at close of 2023-2024 fiscal year. Our forecasted excess revenue on our 2023-2024 budget will be transferred as needed. As it has been in the past our 2024-2025 budget proposal is a team effort and was thoughtfully constructed.

I am suggesting, in order to continue a fiscally responsible approach, that you consider some revisions on budget issues that, with change, could have a positive long-term impact on the township budget. These changes would also compensate fairly for work performed.

1. Continue exploring ways to have a greater impact on economic growth in our region i.e. seek new businesses, create and improve infrastructure, combine capital with CCRC to fix secondary roads, clean water solution for contaminated township residents, plan and develop recreational activity to attract tourism, as well as working to qualify for and take advantage of available grants, and make necessary upgrades to the fire department.

I believe that positive actions after careful thought and creative partnerships with City of Grayling, BCGTUA and CCRC are crucial to the long-term financial stability of our township. I have and will continue to provide more specific suggestions for consideration. Some things need to be implemented now; some will take time and some will require long term capital savings.

Please review list of proposed salary adjustments to be discussed at our Regular Board meeting 3/20/2024

	Statutory duties	w/cert + duties	2024-2025
Supervisor's Salary	\$36,000	\$65,767	\$68,398
Clerk's Salary	\$28,000	\$44,283	\$47,382
Deputy Clerk	\$1,000	\$2,000	\$2,160
Treasurer's Salary	\$25,000	\$44,282	\$46,053
Deputy Treasurer	Hourly	\$9,000	\$500
Building official and Zoning Administrator's			\$64,302.61
Office managers salary			\$21,963
Assessor's salary, as outlined in the audit agreement			\$66,560

Building assistant, Office assistant/Deputy Treasurer hourly pay \$15.88 Cost is shared between Building, office and Deputy Treasurer's.

\_\_\_\_\_ Lacey Stephan, Supervisor

\_\_\_\_\_ Diane, Giska Clerk

\_\_\_\_\_ Brenda Wargo, Treasurer

**Board Adoption:** Motion made by \_\_\_\_\_ Supported by \_\_\_\_\_ to adopt the foregoing resolution. Upon roll call vote, the following voted:

Sorenson aye \_\_\_\_\_ nay \_\_\_\_\_

Wargo aye \_\_\_\_\_ nay \_\_\_\_\_

Giska aye \_\_\_\_\_ nay \_\_\_\_\_

Stephan aye \_\_\_\_\_ nay \_\_\_\_\_

Michal aye \_\_\_\_\_ nay \_\_\_\_\_

Smock aye \_\_\_\_\_ nay \_\_\_\_\_

Selthoffer aye \_\_\_\_\_ nay \_\_\_\_\_

This resolution was declared adopted on May 20, 2024

Attachment "A"

#### CLERK'S STATUTORY DUTIES

- Maintains custody of all township records not assigned by law to another office
- Personnel records, track vacation time, sick time and personal time off (needed for audit)
- Maintains general ledger
- Update uniform chart of accounts
  - Assign GL#s
  - Monthly & Bi Weekly payroll
  - Monthly checks for 401K, Deferred Comp VOYA & AFLAC
  - Monthly State withholding form #5080 and check
  - Quarterly filing of State and Federal withholding and Unemployment Insurance
  - Yearly W-2, 1099's, Social Security and annual withholding tax forms
- Track budget thru out the year
- Print worksheets and enter numbers for new budget yearly
- Accounts payable; make out check and file invoices
- Set up new vendors
- Pay constable separate account
- Balance accounts with treasurer monthly General, T & A, Township Improvement & Liquor
- Schedule date for annual audit, verify date with treasurer, prepare and gather all documents for audit
- Prepare a space for auditor to work
- Complete annual payroll information form for group pension plan and file with Burnham & Flower
- Fill out and file annual Accident Fund Audit (required by workers comp insurance)
- Annual Blue Cross Prescription Drug Data Report (new in 2022)
- Prepares warrants for township checks
- The check register for Accounts Payable and Payroll
- Records and maintains township meeting minutes
- Permanent record hard copies on file in our vault
- Keep the township book of oaths
- For all boards Township Board, Zoning Board of appeals, Planning Commission, Board of Review and Constable
- Responsible for special meeting notices
- Published when required and posted on doors and website
- Publish board meeting minutes in local paper or website
- Keep voter registration file and administer election functions
- Voter registration includes
  - Voter data updated 2 times per month more often at election cycles (shared w/ deputy)
  - Print and mail voter ID cards (shared w/ deputy)
  - Maintain Master Cards of cancelled voters for five years audit annually and destroy old (shared w/ deputy)
- Elections
- Mail absent voter applications (our count has gone from 400 in 2020 to 1,568 current)

- Mail ballots and track in QVF (shared w/ deputy)
- Education with BOE weekly updates
- Order supplies
- Recruit and hire election inspectors
- Provide extra training
- Arrange catering of meals for election day
- Ensure publications are accurate and timely
- Arrange meetings of Election Commission to approve Election Inspectors and to verify Public Accuracy Testing of equipment
- Prepare voting location
- Additional mandatory hours for Saturday prior to election, since Feb 1<sup>st</sup> have put in 41 extra hours over and above the statutory for Election Day and the Saturday
- Same day voter registration
- Work along side election inspectors to problem solve
- Fill in where needed on election day
- Assist County Clerk with early voting workers and conducting of the 9 days of early voting. If we select not to participate with the county it would be all on us.
- Increased compliance reporting
- Take down voting facility
- Election audits
- Maintenance of record retention schedule
- Keeps township ordinance book
- On file in our vault
- Prepares some financial statements
- Delivers tax certificates to supervisor and county clerk (done by assessor)
- Must appoint a deputy
- Must post a surety bond

#### EXTRA DUTIES

- Notary
- FOIA Coordinator
- Fire Committee
- Renew SAM account
- Make out Tax checks for twice monthly disbursement (July-February)
- Make out Tax checks for overpayments
- Responsible for getting us the ARPA Monies
- Track and file all invoices and checks for ARPA money
- Have treasurer transfer ARPA funds
- Amend budget for ARPA spending
- Gather all documents for Auditor to file yearly ARPA report in March
- Maintain all ARPA records for nine years
- A new report the 2016 Asset Forfeiture Reporting Act
- Pick up and drop off mail, disperse to proper officials (shared w/ deputy)

## OFFICE MANAGER DUTIES

Zoning Administrators executive assistant  
Includes putting together packets for ZBA & PC boards  
Notifying members when packets are ready or meetings are cancelled  
Typing, posting and maintaining minutes and worksheets  
Outcome letter to property owners and a copy in the property file  
Filing of case work for permanent record  
SAD's  
Maintain the master list  
Verify maps, mailing list and publications  
Mail letters to property owners.  
File SAD paperwork in assessor's office and keep copies on file in my office  
Ensure coverage of staff in the office  
Order supplies for the office and recycle center  
Monitor computer rotation and equipment updates  
Answering phones  
Assisting with public walk ins  
Assisting other departments: Collect taxes when treasures or deputy are unavailable, provide building permit apps when dept is shorthanded, collect papers (PRE's PTA's DAY) for assessor, answer questions about upcoming board cases, sell compactor stickers.  
Order compactor sticker and assist with sending them out with tax bills (every 2 years)  
And anything else that needs to be done






Please review list of proposed salary adjustments to be discussed at our Regular Board meeting 3/15/2023

Statutory duties	w/cert + duties	2023-2024
Supervisor's Salary	\$36,000	\$65,767
Clerk's Salary	* \$28,000	\$44,283
Deputy Clerk	\$1,000	\$1,659
Treasurer's Salary	* \$25,000	\$44,282
Deputy Treasurer	Hourly	\$9,000
Building official and Zoning Administrator's		\$57,688
Office managers salary		\$21,118
Assessor's salary, as outlined in the audit agreement		\$64,000

*Why is there a \$3,000 - Difference in statutory duties not reflected in the final Salary add the \$3,000 - 44,283 x 5% = 2214*  
47,283  
2,214  
\$49,497.00

Office assistant/Deputy Treasurer hourly pay increased to \$19.38 Cost is shared between Building, office and Deputy Treasurer's.

  
 Lacey Stephan, Supervisor  
  
 Diane, Giska Clerk  
  
 Cindy Olson, Treasurer

Board Adoption: Motion made by Smock Supported by, Selthoffer to adopt the foregoing resolution. Upon roll call vote, the following voted:

Sorenson	aye <input checked="" type="checkbox"/>	nay <input type="checkbox"/>
Olson	aye <input checked="" type="checkbox"/>	nay <input type="checkbox"/>
Giska	aye <input checked="" type="checkbox"/>	nay <input type="checkbox"/>
Stephan	aye <input checked="" type="checkbox"/>	nay <input type="checkbox"/>
Michal	aye <input checked="" type="checkbox"/>	nay <input type="checkbox"/>
Smock	aye <input checked="" type="checkbox"/>	nay <input type="checkbox"/>
Selthoffer	aye <input checked="" type="checkbox"/>	nay <input type="checkbox"/>

This resolution was declared adopted on March 15, 2023

Check Register Report

CLAIMS TO BE PAID 03/20/2024

Date: 03/19/2024  
 Time: 3:32 pm  
 Page: 1

Grayling Township BANK: HORIZON BANK

Check Number	Check Date	Status	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>HORIZON BANK Checks</b>							
3155	03/01/2024	Printed		C079	C2AE	WATER FEASABILITY STUDY	2,700.00
3189	03/20/2024	Printed		A050	A+ LAWN CARE, LLC	SAD ARBUTUS 23-24	3,525.00
3190	03/20/2024	Printed		A052	ANAVON	OFFICE PHONES	220.64
3191	03/20/2024	Printed		A004	ASHTON MONICA	MEDICAL SUPP REIMBURSE	660.56
3192	03/20/2024	Printed		B 056	BEARDSLEE PLUMBING & HEATING	PARK REPAIR	200.00
3193	03/20/2024	Printed		B043	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INS PREMIUMS 2024	6,455.18
3194	03/20/2024	Printed		B015	BORCHER'S WAY	SAD BORCHERS WAY 23-24	2,400.00
3195	03/20/2024	Printed		C071	CHARTER COMMUNICATIONS	FAX & INTERNET	153.87
3196	03/20/2024	Printed		C005	CONSUMERS ENERGY	STREET LIGHTS 1000 0038 9377	1,775.59
3197	03/20/2024	Printed		C007	CRAWFORD COUNTY AVALANCHE	PUBLICATIONS	107.10
3198	03/20/2024	Printed		D017	DTE ENERGY	TOWNSHIP HALL UTILITY	378.73
3199	03/20/2024	Printed		D004	DUBOIS LUMBER CO.	MAINTENANCE PARK & TWP HALL	133.89
3200	03/20/2024	Printed		F012	FICK & SONS, INC.	FUEL BLDG & RECYCLE	290.27
3201	03/20/2024	Printed		F035	FIRST NATIONAL BANK OF OMAHA		1,361.69
3202	03/20/2024	Printed		FO16	GARY FOX	SAD CLEARWATER TRL 23-24	1,200.00
3203	03/20/2024	Printed		F002	TERESA FURST	MEDICAL SUPP REIMBURSE	41.15
3204	03/20/2024	Printed		G044	DIANE M. GISKA	PHONE, MILEAGE, ELECTION &	426.20
3205	03/20/2024	Printed		G057	GRAYLING RESTAURANT	PRIMARY ELECTION MEALS	468.00
3206	03/20/2024	Printed		G029	GREAT LAKES ENERGY	STREET LIGHTS	281.36
3207	03/20/2024	Printed		J005	JACK MILLIKIN, INC.	SAD ROAD MAINTENANCE 23-24	1,825.00
3208	03/20/2024	Printed		J005	JACK MILLIKIN, INC.	SAD JUNIPER WAY MAINT 23-24	7,200.00
3209	03/20/2024	Printed		M002	JOHN HANCOCK	TWP SHARE EMPLOYEE PENSION	2,372.81
3210	03/20/2024	Printed		K020	KCI	ASSESSMENT NOTICES BALANCE	019.92
3211	03/20/2024	Printed		H036	KIM HALSTEAD	ENFORCEMENT & MILEAGE	192.23
3212	03/20/2024	Printed		M068	MARCOR TECHNOLOGIES, LLX	ANNUA OFFICE 365 SUB	144.00
3213	03/20/2024	Printed		N031	NORTHEAST MI COUNCIL OF GOVTS	NEMCOG ANNUAL DUES	1,806.00
3214	03/20/2024	Printed		O005	CYNTHIA OLSON	MEDICAL SUPP REIMBURSE	334.74
3215	03/20/2024	Printed		S045	SMK BEAUTIFICATION	SAD NELS DRIVE 23-24	1,200.00
3216	03/20/2024	Printed		S045	SMK BEAUTIFICATION	SNOW PLOWING	425.00
3217	03/20/2024	Printed		V006	VERIZON WIRELESS	CELL PHONES	146.51
3218	03/20/2024	Printed		V009	VISUAL EDGE, IT INC.	COPIER LEASE	250.93
3219	03/20/2024	Printed		W042	BRENDA WARGO	MILEAGE REIMBURSE	137.11
3220	03/20/2024	Printed		W043	WASTE MANAGEMENT	COMPACTOR HAULING FEES	4,920.95
<b>Total Checks: 33</b>							<b>154,754.43</b>
<b>Total Payments: 33</b>							<b>154,754.43</b>
<b>Total Payments: 33</b>							<b>154,754.43</b>

*ieA*  
 0241 3/20/24 Superior Inspections March 175.00

175 -  
 154,929.43