

Grayling Charter Township  
Board of Trustees Special Meeting Minutes  
Thursday, March 28, 2024

Members present: Jeri Selthoffer, Lacey Stephan, JoAnn Michal, Joe Smock, Shannon Sorenson, Brenda Wargo and Diane Giska

Members absent: None

Others present: None

Supervisor Stephan called the meeting to order at 10:00 am

1. (Remain standing) **Pledge of Allegiance:**
2. The purpose of the meeting is to present for adoption the Grayling Charter Township General Fund, Township Improvement Fund and Liquor Law Enforcement Fund Budgets for the Fiscal Year 2024-2025. Present for payment any claims that need to be paid prior to March 31, 2024, amend the 2023-2024 Budgets and any other matters that may legally come before the board. A Public Hearing regarding the budgets was held on March 20, 2024.
3. Supervisor Stephan presents Budget Summary Overview. Attachment "A"
4. Motion by Smock support By Selthoffer to adopt the General Fund Budget Expenditures of \$26,820,230.00 for fiscal year 2024-2025 Roll call vote: Wargo; aye, Selthoffer, aye; Stephan, aye; Michal, aye; Smock, aye; Sorenson, aye; Giska, aye; nays, none. Motion carried. Attachment "B"
5. Motion by Selthoffer support by Sorensonk to adopt the Township Improvement fund for fiscal year 2024-2025. Roll call vote: Wargo; aye, Selthoffer, aye; Stephan, aye; Michal, aye; Smock, aye; Sorenson, aye; Giska, aye; nays, none. Motion Carried. Attachment "C"
6. Motion by Sorenson support by Michal to adopt the Liquor Law Enforcement Fund Budgets for fiscal year 2024-2025. Roll call vote: Wargo; aye, Selthoffer, aye; Stephan, aye; Michal, aye; Smock, aye; Sorenson, aye; Giska, aye; nays, none. Motion carried. Attachment "D"
7. Motion by Selthoffer support by Michal to present the General Appropriations Budget Act for approval for fiscal year 2024-2025. Roll call vote: Wargo; aye, Selthoffer, aye; Stephan, aye; Michal, aye; Smock, aye; Sorenson, aye; Giska, aye; nays, none. Motion carried. Attachment "E"
8. Moton by Smock support by Wargo to present Management's Discussion and Analysis, an addendum to our annual audit for adoption, for fiscal year 2024-2025. All ayes. Motion Carried. Attachment "F"
9. To present any amendment's necessary in the 2023-2024 budget. There were none.

10. Motion by Smock support by Selthoffer to approve payment for claims that need to be paid prior to March 31, 2024 on vouchers 3244-3247 in the amount of \$4,369.13. All ayes, motion carried. Attachment 'G'
11. Motion by Michal support by Smock to approve minutes from March 20, 2024. All ayes, motion carried.
12. New Business. None. Unfinished business. Discussion about municipal water ownership.
13. Motion by Smock support by Michal to adjourn. All ayes, motion carried

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

## 2024-2025 Fiscal Year

### Grayling Charter Township, Summary Overview

#### Overview

This year like most years you will see some year-end budget amendments. We have continued and expect to do a modest amount of needed updating and repairs at the township offices and the Compactor/Recycle Center. We are able to do this because of our conservative approach and planning. Again, our cash position reflects our fiscally responsible approach. We expect, like the last few years, some excess revenue at close of this fiscal year. Our forecasted excess revenue on our 2023-2024 budget will be transferred into the Township Improvement Fund to be distributed based on needs. We have been successful in increasing our cash on hand and operating within the annual budget.

#### Township Offices

Looking forward, our plans for 2024-2025 include sealing and striping the parking lot at the township office, replacing lights with modern LED fixtures as they fail, and security cameras. We identified a need to replace all of our windows. We plan to save and possibly eliminate some of the windows and add to savings with replacement likely happening in budget year 2024-2025.

#### Building and Zoning

Our Building and Zoning Department is expected to pick up additional student housing at KCC and development on industrial drive. New housing permits are expected to be steady. With additional housing and new building and infrastructure in the MOU the township will likely attract more investors and developers. We are cautiously preparing the township for anticipated growth.

#### Assessing

Our assessing department continues to receive excellent scores and is running smoothly.

#### Economic Development

Our 2024-2025 budget should see small increase of economic development (ED) in our township. Our township, will receive a grant to extend municipal water from 4-mile to areas 1 and 2. I've applied for grants to extend municipal water to areas 3 and 4. Federal government is testing and doing an engineering study to help with more funding to extend municipal water to all our contaminated residents. Key economic drivers are Industrial Drive development, Kirtland College student housing, and the water and sewer system that will service much of the Industrial Development Park (IDP). Water and Sewer service is attracting quality commercial and industrial interest in the MOU. There is a huge influx of government funding to extend high speed internet to rural communities. Grayling township will work with providers to accomplish the goal of expanding high speed internet to our underserved residents. New business has already created many new jobs. We have learned that this growth happens over time and we now are more comfortable about keeping up with the increasing demand.

**Compactor/Recycle Center** We are concerned about how much we are receiving from purchasers of our recycled products. The township has successfully adjusted to the change in our operation. We have to evaluate the changes needed to accommodate our residents and adjust our operation as needed. We will continue to accumulate funds for the Compactor/Recycle Center for capital improvements, repair and maintenance. This year we would like to give a facelift to the 50+ year old compacter office. We plan to continue to improve our facility and services.

### **Fire Department and Cemetery**

We continue partnering with the City of Grayling for our Fire Department. Military contract entered into by the GGTFD has been extended through 2024 and we are anticipating continuing our contract with military in the future. I continue to work tirelessly with City of Grayling to figure out the budget for our fire department going forward. We have diligently worked at making sure we provide professional reliable fire, emergency and ambulance service to our township residents and businesses. At the same time making sure we remain fiscally responsible. We again have budgeted \$435,815 to fund these services and build up a capital account to replace aging fleet. GCT fire milage will ensure that we have funding in place for at least the next 10 years.

## **Employee Benefits**

The cost of providing quality Health Care, 401 K match and other employee benefits continues to increase. All benefits are a challenge due to changes in the health care system revenues and additional expenses. We annually research our options and continue to seek ways to provide quality coverage and benefits at a reduced cost.

## **Roads and Pathways**

A long-term goal to be discussed further is to increase funding for the Roads account in order to accumulate enough money to match CCRC allocation money and keep encouraging special assessments for re-paving local secondary roads. North Park will be paved this year. Dale Street, Clough subdivision, and Karen Woods have petitions turned in and will be the next road project.

Please review this rough draft of the 2024-2025 budget proposal. We will discuss this at our March 20, 2024 meeting with final approval at our March 28, 2024 meeting. Thanks for your careful consideration. As always if you have any questions about the budget or anything regarding the budget, please contact me.

Respectfully,

Lacey Stephan 111

Grayling Charter Township Supervisor

Grayling Township

|  | Prior Year Actual | Current Year    |                |                   |                 | (6)<br>Requested | (7)<br>Recommended | (8)<br>Adopted |
|--|-------------------|-----------------|----------------|-------------------|-----------------|------------------|--------------------|----------------|
|  |                   | Original Budget | Amended Budget | Actual Thru March | Estimated Total |                  |                    |                |
| Month: 3/31/2024                       |                   |                 |                |                   |                 |                  |                    |                |
| Fund: 101 - GENERAL FUND               |                   |                 |                |                   |                 |                  |                    |                |
| Revenues                               |                   |                 |                |                   |                 |                  |                    |                |
| Dept: 000.000 ASSETS-LIAB-FB-REV.      |                   |                 |                |                   |                 |                  |                    |                |
| 403.000 TAXES:REAL & PERS. CURRENT     | 211,813           | 215,000         | 215,000        | 147,927           | 0               | 215,000          | 215,000            | 215,000        |
| 404.000 DEL PERS TAX & DEPT MIL AFFAIR | 75                | 0               | 0              | 131               | 0               | 110              | 110                | 110            |
| 405.000 FIRE MILLAGE                   | 222,962           | 240,000         | 240,000        | 174,554           | 0               | 230,000          | 230,000            | 230,000        |
| 424.000 TAXES; STATE P. I. L. T.       | 108,723           | 96,000          | 96,000         | 114,240           | 0               | 96,000           | 96,000             | 96,000         |
| 425.000 US & STATE PAYMENTS/OTHER      | 0                 | 0               | 0              | 0                 | 0               | 0                | 0                  | 0              |
| 434.000 TRAILER PARK FEES              | 0                 | 0               | 0              | 0                 | 0               | 0                | 0                  | 0              |
| 445.000 TAXES; PENALTIES & INTEREST    | 0                 | 1,300           | 1,300          | 0                 | 0               | 1,200            | 1,200              | 1,200          |
| 447.000 TAX ADMINISTRATION FEE         | 85,398            | 70,000          | 70,000         | 92,172            | 0               | 75,000           | 75,000             | 75,000         |
| 451.000 SPEC ASSESS REV/OTHER          | 0                 | 700             | 700            | 0                 | 0               | 700              | 700                | 700            |
| 452.000 SPEC. ASSESSMENT - JONES LAKE  | 0                 | 43,790          | 43,790         | 0                 | 0               | 43,790           | 43,790             | 43,790         |
| 453.000 SPEC ASSESSMENT - RTH          | 5,466             | 5,466           | 5,466          | 4,919             | 0               | 5,466            | 5,466              | 5,466          |
| 454.000 SPEC ASSESSMENT - SHERWOOD     | 0                 | 58,791          | 58,791         | 2,424             | 0               | 58,791           | 58,791             | 58,791         |
| 474.000 METRO ACT PAYMENT              | 12,142            | 11,000          | 11,000         | 18,023            | 0               | 16,000           | 16,000             | 16,000         |
| 476.000 L. & P. BLDG. PERMITS          | 55,193            | 60,000          | 60,000         | 71,809            | 0               | 60,000           | 60,000             | 60,000         |
| 477.000 CABLE FRANCHISE FEES           | 57,976            | 43,000          | 43,000         | 55,034            | 0               | 43,000           | 43,000             | 43,000         |
| 478.000 L.&P. PLUMBING PERMITS         | 6,042             | 5,000           | 5,000          | 4,470             | 0               | 5,000            | 5,000              | 5,000          |
| 479.000 L.&P. MECHANICAL PERMITS       | 11,997            | 10,000          | 10,000         | 12,747            | 0               | 10,000           | 10,000             | 10,000         |
| 480.000 L. & P. ELECTRICAL PERMITS     | 16,514            | 13,000          | 13,000         | 14,020            | 0               | 13,000           | 13,000             | 13,000         |
| 481.000 FIRE PLAN REVIEW /PMTS         | 0                 | 0               | 0              | 0                 | 0               | 0                | 0                  | 0              |
| 530.000 ARPA GRANT REVENUE             | 460,563           | 0               | 500            | 33,521            | 0               | 43,123           | 43,123             | 43,123         |
| 541.000 STATE DRINKING WATER GRANT     | 0                 | 0               | 0              | 0                 | 0               | 24,999,050       | 24,999,050         | 24,999,050     |
| 566.000 MNRTF GRANT/F.H. PARK          | 0                 | 0               | 0              | 0                 | 0               | 0                | 0                  | 0              |
| 568.000 4 MILE IND PK GRANTS           | 0                 | 0               | 0              | 0                 | 0               | 0                | 0                  | 0              |
| 574.000 STATE REVENUE SHARING          | 622,997           | 540,000         | 540,000        | 609,374           | 0               | 600,000          | 600,000            | 600,000        |
| 586.000 ENVIRONMENTAL GRANTS           | 0                 | 8,000           | 8,000          | 0                 | 0               | 0                | 0                  | 0              |
| 587.000 RIVER CLEANUP GRANT/G.FISH H.C | 0                 | 0               | 0              | 0                 | 0               | 0                | 0                  | 0              |
| 607.000 FILING FEES: P.C. & Z.B.A.     | 12,440            | 7,500           | 7,500          | 21,254            | 0               | 7,500            | 7,500              | 7,500          |
| 626.000 CHARGES: SUMMER TAX COLLECTION | 22,392            | 22,000          | 22,000         | 22,399            | 0               | 22,000           | 22,000             | 22,000         |
| 626.001 CHARGES: SCHOOL ELECTIONS      | 3,188             | 2,500           | 2,500          | 0                 | 0               | 2,500            | 2,500              | 2,500          |
| 628.000 CHARGES: COMPACTOR STATION FEE | 18,962            | 17,000          | 17,000         | 18,079            | 0               | 17,000           | 17,000             | 17,000         |
| 629.000 RECYCLING:COUNTY PORTION       | 0                 | 0               | 0              | 0                 | 0               | 0                | 0                  | 0              |
| 630.000 FIRE DEPT RUNS                 | 0                 | 0               | 0              | 0                 | 0               | 0                | 0                  | 0              |
| 652.000 SPECIAL ASSESSMENTS/TRASH      | 241,240           | 228,000         | 228,000        | 183,221           | 0               | 230,000          | 230,000            | 230,000        |
| 657.000 ORDINANCE ENFORCEMENT FINES    | 200               | 1,500           | 1,500          | 117               | 0               | 500              | 500                | 500            |
| 665.000 INTEREST ON INVESTMENTS        | 10,097            | 6,000           | 6,000          | 15,297            | 0               | 12,000           | 12,000             | 12,000         |
| 673.000 RECYCLABLES SALES              | 12,679            | 12,000          | 12,000         | 4,723             | 0               | 12,000           | 12,000             | 12,000         |
| 675.000 OTHER REVENUE                  | -153,864          | 200             | 200            | 19,080            | 0               | 500              | 500                | 500            |

BUDGET WORKSHEET

Fiscal Year 24/25

Grayling Township

| Month: 3/31/2024                       | Prior Year Actual | Current Year    |                |                   | Estimated Total | (6) Requested | (7) Recommended | (8) Adopted |
|--|-------------------|-----------------|----------------|-------------------|-----------------|---------------|-----------------|-------------|
|  |                   | Original Budget | Amended Budget | Actual Thru March |                 |               |                 |             |
| Fund: 101 - GENERAL FUND               |                   |                 |                |                   |                 |               |                 |             |
| Revenues                               |                   |                 |                |                   |                 |               |                 |             |
| Dept: 000.000 ASSETS-LIAB-FB-REV.      |                   |                 |                |                   |                 |               |                 |             |
| 676.000 REIMBURSEMENTS REFUNDS,REBATES | 2,859             | 1,500           | 1,500          | 1,027             | 0               | 1,000         | 1,000           | 1,000       |
| 677.000 REIMBURSE; EMPLOYEE BENEFITS   | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 695.000 PI/PC PERFORMANCE BONDS        | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 699.000 TRANSFERS IN: OTHER            | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 699.246 TRANSFERS IN: TWP IMPROVE.FUND | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| ASSETS-LIAB-FB-REV.                    | 2,048,054         | 1,719,247       | 1,719,747      | 1,640,562         | 0               | 26,820,230    | 26,820,230      | 26,820,230  |
| Total Revenues                         | 2,048,054         | 1,719,247       | 1,719,747      | 1,640,562         | 0               | 26,820,230    | 26,820,230      | 26,820,230  |
| Expenditures                           |                   |                 |                |                   |                 |               |                 |             |
| Dept: 000.000 ASSETS-LIAB-FB-REV.      |                   |                 |                |                   |                 |               |                 |             |
| 702.000 GOVERNING BODY FEES            | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| ASSETS-LIAB-FB-REV.                    | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| Dept: 101.000 GOVERNING BODY FEES      |                   |                 |                |                   |                 |               |                 |             |
| 702.000 GOVERNING BODY FEES            | 6,009             | 6,500           | 6,500          | 5,755             | 0               | 6,500         | 6,500           | 6,500       |
| 710.000 FRINGES: SOCIAL SECURITY       | 474               | 800             | 800            | 558               | 0               | 800           | 800             | 800         |
| 712.000 FRINGE BENEFITS                | 1,676             | 3,000           | 3,000          | 1,672             | 0               | 3,000         | 3,000           | 3,000       |
| 956.000 CONTRIBUTIONS/UNALLOCATED      | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| GOVERNING BODY FEES                    | 8,159             | 10,300          | 10,300         | 7,985             | 0               | 10,300        | 10,300          | 10,300      |
| Dept: 171.000 SUPERVISOR SALARY        |                   |                 |                |                   |                 |               |                 |             |
| 702.001 SUPERVISOR SALARY              | 57,021            | 65,767          | 65,767         | 57,949            | 0               | 68,398        | 68,398          | 68,398      |
| 704.007 DEPUTY SUPERVISOR              | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 710.000 FRINGES: SOCIAL SECURITY       | 4,375             | 4,800           | 4,800          | 4,472             | 0               | 4,800         | 4,800           | 4,800       |
| 712.000 FRINGE BENEFITS                | 34,063            | 35,000          | 35,000         | 29,494            | 0               | 38,500        | 38,500          | 38,500      |
| 712.002 FR BEN: PHONE                  | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| SUPERVISOR SALARY                      | 95,459            | 105,567         | 105,567        | 91,915            | 0               | 111,698       | 111,698         | 111,698     |
| Dept: 215.000 CLERK'S OFFICE           |                   |                 |                |                   |                 |               |                 |             |
| 702.002 CLERK: SALARY                  | 40,257            | 44,283          | 44,283         | 42,580            | 0               | 47,383        | 47,383          | 47,383      |
| 704.002 DEPUTY CLERK: SALARY           | 1,891             | 1,650           | 1,650          | 2,957             | 0               | 3,000         | 3,000           | 3,000       |
| 710.000 FRINGES: SOCIAL SECURITY       | 3,357             | 4,000           | 4,000          | 3,624             | 0               | 4,200         | 4,200           | 4,200       |
| 712.000 FRINGE BENEFITS                | 11,483            | 27,703          | 27,703         | 15,838            | 0               | 20,000        | 20,000          | 20,000      |
| CLERK'S OFFICE                         | 56,988            | 77,636          | 77,636         | 64,999            | 0               | 74,583        | 74,583          | 74,583      |
| Dept: 228.000 COMPUTERS/INFO TECH      |                   |                 |                |                   |                 |               |                 |             |
| 801.003 COMPUTER SERVICES              | 10,849            | 16,000          | 16,000         | 8,118             | 0               | 16,000        | 16,000          | 16,000      |
| 801.021 TAX ROLL PROCESSING            | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 980.002 COMPUTER HARDWARE              | 2,040             | 5,000           | 5,000          | 0                 | 0               | 5,000         | 5,000           | 5,000       |
| 984.000 COMPUTER SOFTWARE              | 550               | 5,000           | 5,000          | 260               | 0               | 5,000         | 5,000           | 5,000       |
| COMPUTERS/INFO TECH                    | 13,439            | 26,000          | 26,000         | 8,378             | 0               | 26,000        | 26,000          | 26,000      |
| Dept: 228.001 COMPUTER SERVICES .G.    |                   |                 |                |                   |                 |               |                 |             |









BUDGET WORKSHEET

Fiscal Year 24/25

Grayling Township

| Month: 3/31/2024                       | Prior   | Current Year |         |             |           | (6)        | (7)         | (8)        |
|--|---------|--------------|---------|-------------|-----------|------------|-------------|------------|
|  | Year    | Original     | Amended | Actual Thru | Estimated | Requested  | Recommended | Adopted    |
|  | Actual  | Budget       | Budget  | March       | Total     |            |             |            |
| Fund: 101 - GENERAL FUND               |         |              |         |             |           |            |             |            |
| Expenditures                           |         |              |         |             |           |            |             |            |
| Dept: 446.000 ROAD IMPROVEMENTS        |         |              |         |             |           |            |             |            |
| 801.010 ROAD IMPROV & SIGNS:CONTR.SERV | 364,006 | 10,013       | 10,013  | 0           | 0         | 90,000     | 90,000      | 90,000     |
| ROAD IMPROVEMENTS                      | 364,006 | 10,013       | 10,013  | 0           | 0         | 90,000     | 90,000      | 90,000     |
| Dept: 448.000 STREET LIGHTING          |         |              |         |             |           |            |             |            |
| 926.000 STREET LIGHTING                | 17,430  | 21,000       | 21,000  | 16,538      | 0         | 15,000     | 15,000      | 15,000     |
| STREET LIGHTING                        | 17,430  | 21,000       | 21,000  | 16,538      | 0         | 15,000     | 15,000      | 15,000     |
| Dept: 521.000 COMPACTOR STATION        |         |              |         |             |           |            |             |            |
| 702.001 SUPERVISOR SALARY              | 2,500   | 2,750        | 2,750   | 2,644       | 0         | 2,750      | 2,750       | 2,750      |
| 703.003 COMPACTOR WAGES                | 11,820  | 17,930       | 17,930  | 18,188      | 0         | 19,000     | 19,000      | 19,000     |
| 710.000 FRINGES: SOCIAL SECURITY       | 1,095   | 1,500        | 1,500   | 1,594       | 0         | 1,500      | 1,500       | 1,500      |
| 712.000 FRINGE BENEFITS                | 17,448  | 5,000        | 5,000   | 303         | 0         | 5,000      | 5,000       | 5,000      |
| 750.001 SUPPLIES/COMPACTOR             | 46      | 0            | 0       | 151         | 0         | 200        | 200         | 200        |
| 801.011 COMPACTOR: CONTRACTUAL SERVICE | 86,974  | 85,000       | 85,000  | 86,541      | 0         | 80,000     | 80,000      | 80,000     |
| 801.020 RECYCLABLES TRANSFER           | 0       | 0            | 0       | 0           | 0         | 0          | 0           | 0          |
| 861.001 MILEAGE/COMPACTOR              | 0       | 600          | 600     | 0           | 0         | 600        | 600         | 600        |
| 928.000 COMPACTOR: UTILITIES           | 1,651   | 1,700        | 1,700   | 1,462       | 0         | 1,800      | 1,800       | 1,800      |
| 931.000 COMPACTOR: REPAIRS & MAINT.    | 2,331   | 5,000        | 5,000   | 1,231       | 0         | 2,500      | 2,500       | 2,500      |
| 955.004 MISCELLANEOUS-COMPACTOR        | 248     | 1,500        | 1,500   | 1,413       | 0         | 1,500      | 1,500       | 1,500      |
| 971.000 COMPACTOR: EQUIPMENT & LAND    | 0       | 15,000       | 15,000  | 1,319       | 0         | 10,000     | 10,000      | 10,000     |
| 975.000 RECYCLING CENTER               | 0       | 0            | 0       | 0           | 0         | 0          | 0           | 0          |
| 976.000 RECYCLING EQUIPMENT            | 0       | 0            | 0       | 0           | 0         | 0          | 0           | 0          |
| COMPACTOR STATION                      | 124,113 | 135,980      | 135,980 | 114,846     | 0         | 124,850    | 124,850     | 124,850    |
| Dept: 528.000 RECYCLING CENTER         |         |              |         |             |           |            |             |            |
| 702.001 SUPERVISOR SALARY              | 2,500   | 2,750        | 2,750   | 2,644       | 0         | 2,750      | 2,750       | 2,750      |
| 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  | 73,353      | 0         | 74,800     | 74,800      | 74,800     |
| 710.000 FRINGES: SOCIAL SECURITY       | 5,825   | 7,000        | 7,000   | 5,814       | 0         | 6,200      | 6,200       | 6,200      |
| 712.000 FRINGE BENEFITS                | 300     | 300          | 300     | 303         | 0         | 5,000      | 5,000       | 5,000      |
| 750.003 SUPPLIES/RECYCLING             | 145     | 1,000        | 1,000   | 403         | 0         | 1,000      | 1,000       | 1,000      |
| 801.020 RECYCLABLES TRANSFER           | 0       | 0            | 0       | 0           | 0         | 0          | 0           | 0          |
| 861.000 MILEAGE                        | 0       | 200          | 200     | 0           | 0         | 200        | 200         | 200        |
| 928.001 UTILITIES/RECYCLING            | 3,458   | 3,000        | 3,000   | 2,129       | 0         | 3,000      | 3,000       | 3,000      |
| 931.003 REPAIRS & MAINT/RECYCLING      | 5,998   | 5,000        | 5,000   | 461         | 0         | 4,000      | 4,000       | 4,000      |
| 955.007 MISCELLANEOUS-OTH RECYCLE      | 0       | 0            | 0       | 0           | 0         | 0          | 0           | 0          |
| 980.004 EQUIPMENT/RECYCLING            | 1,024   | 1,500        | 1,500   | 0           | 0         | 1,500      | 1,500       | 1,500      |
| RECYCLING CENTER                       | 92,886  | 95,550       | 95,550  | 85,107      | 0         | 98,450     | 98,450      | 98,450     |
| Dept: 536.000 WATER & SEWER SYSTEM     |         |              |         |             |           |            |             |            |
| 998.000 WATER & SEWER SYSTEM           | 0       | 0            | 0       | 0           | 0         | 25,181,850 | 25,181,850  | 25,181,850 |
| WATER & SEWER SYSTEM                   | 0       | 0            | 0       | 0           | 0         | 25,181,850 | 25,181,850  | 25,181,850 |

BUDGET WORKSHEET

Fiscal Year 24/25

Grayling Township

| Month: 3/31/2024                       | Prior Year Actual | Current Year    |                |                   | Estimated Total | (6) Requested | (7) Recommended | (8) Adopted |
|--|-------------------|-----------------|----------------|-------------------|-----------------|---------------|-----------------|-------------|
|  |                   | Original Budget | Amended Budget | Actual Thru March |                 |               |                 |             |
| Fund: 101 - GENERAL FUND               |                   |                 |                |                   |                 |               |                 |             |
| Expenditures                           |                   |                 |                |                   |                 |               |                 |             |
| Dept: 567.000 CEMETERY CONTRACTED SERV |                   |                 |                |                   |                 |               |                 |             |
| 801.004 CEMETERY: CONT. SERVICE        | 0                 | 39,054          | 39,054         | 39,000            | 0               | 39,000        | 39,000          | 39,000      |
| 986.000 PERPETUAL CARE CONTR.          | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| CEMETERY CONTRACTED SERV.G.            | 0                 | 39,054          | 39,054         | 39,000            | 0               | 39,000        | 39,000          | 39,000      |
| Dept: 701.000 PLANNING                 |                   |                 |                |                   |                 |               |                 |             |
| 710.000 FRINGES: SOCIAL SECURITY       | 138               | 100             | 100            | 138               | 0               | 120           | 120             | 120         |
| 712.000 FRINGE BENEFITS                | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 801.008 PLANNING COMM.: FEES: FEES     | 1,800             | 2,500           | 2,500          | 1,800             | 0               | 2,500         | 2,500           | 2,500       |
| 955.002 MISCELLENEOUS - PLANNING       | 400               | 2,500           | 2,500          | 0                 | 0               | 2,500         | 2,500           | 2,500       |
| PLANNING                               | 2,338             | 5,100           | 5,100          | 1,938             | 0               | 5,120         | 5,120           | 5,120       |
| Dept: 701.001 PLANNING COMM.           |                   |                 |                |                   |                 |               |                 |             |
| 801.008 PLANNING COMM.: FEES: FEES     | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 955.002 MISCELLENEOUS - PLANNING       | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| PLANNING COMM.                         | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| Dept: 702.000 ZONING                   |                   |                 |                |                   |                 |               |                 |             |
| 710.000 FRINGES: SOCIAL SECURITY       | 142               | 200             | 200            | 101               | 0               | 100           | 100             | 100         |
| 712.000 FRINGE BENEFITS                | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 801.009 Z.B.A.: FEES                   | 1,860             | 3,000           | 3,000          | 1,320             | 0               | 3,000         | 3,000           | 3,000       |
| ZONING                                 | 2,002             | 3,200           | 3,200          | 1,421             | 0               | 3,100         | 3,100           | 3,100       |
| Dept: 702.001 ZONING BOARD OF APPEALS  |                   |                 |                |                   |                 |               |                 |             |
| 801.009 Z.B.A.: FEES                   | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| ZONING BOARD OF APPEALS                | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| Dept: 728.000 ECONOMIC DEVELOPMENT     |                   |                 |                |                   |                 |               |                 |             |
| 704.008 PT ADMIN                       | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 710.000 FRINGES: SOCIAL SECURITY       | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 804.000 CONTR.SERV/ECONOMIC DEV.       | 9,000             | 5,000           | 5,000          | 18,156            | 0               | 10,000        | 10,000          | 10,000      |
| ECONOMIC DEVELOPMENT                   | 9,000             | 5,000           | 5,000          | 18,156            | 0               | 10,000        | 10,000          | 10,000      |
| Dept: 751.000 PARKS AND RECREATION     |                   |                 |                |                   |                 |               |                 |             |
| 704.004 RIVER CLEANUP PAYROLL          | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 704.005 PARK WAGES                     | 0                 | 0               | 0              | 182               | 0               | 3,000         | 3,000           | 3,000       |
| 710.000 FRINGES: SOCIAL SECURITY       | 228               | 450             | 450            | 312               | 0               | 400           | 400             | 400         |
| 712.000 FRINGE BENEFITS                | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 750.002 PARK & TRAILS SUPPLIES         | 98                | 2,000           | 2,000          | 89                | 0               | 1,000         | 1,000           | 1,000       |
| 801.012 GRG. RECREATION AUTHORITY      | 0                 | 1,500           | 1,500          | 0                 | 0               | 1,500         | 1,500           | 1,500       |
| 881.001 RECREATION GRANTS/OTHER        | 0                 | 0               | 0              | 0                 | 0               | 0             | 0               | 0           |
| 931.002 PARK & TRAILS REPAIRS & MAINT  | 8,688             | 14,500          | 14,500         | 33,288            | 0               | 15,000        | 15,000          | 15,000      |
| 971.001 TOWNSHIP PARKS                 | 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           |
| PARKS AND RECREATION                   | 117,016           | 168,450         | 168,450        | 134,198           | 0               | 20,900        | 20,900          | 20,900      |

BUDGET WORKSHEET

Fiscal Year 24/25

Grayling Township

| Month: 3/31/2024                        | Prior            | Current Year     |                  |                  | (6)       | (7)               | (8)               |                   |
|---|------------------|------------------|------------------|------------------|-----------|-------------------|-------------------|-------------------|
|   | Year             | Original         | Amended          | Actual Thru      | Estimated | Requested         | Recommended       | Adopted           |
|   | Actual           | Budget           | Budget           | March            | Total     |                   |                   |                   |
| Fund: 101 - GENERAL FUND                |                  |                  |                  |                  |           |                   |                   |                   |
| Expenditures                            |                  |                  |                  |                  |           |                   |                   |                   |
| Dept: 851.000 INSURANCE & BONDS         |                  |                  |                  |                  |           |                   |                   |                   |
| 935.000 INSURANCE AND BONDS             | 28,699           | 32,000           | 32,000           | 45,828           | 0         | 46,000            | 46,000            | 46,000            |
| INSURANCE & BONDS                       | <u>28,699</u>    | <u>32,000</u>    | <u>32,000</u>    | <u>45,828</u>    | <u>0</u>  | <u>46,000</u>     | <u>46,000</u>     | <u>46,000</u>     |
| Dept: 852.000 BC/BS/HOSPITALIZATION INS |                  |                  |                  |                  |           |                   |                   |                   |
| 712.000 FRINGE BENEFITS                 | 0                | 0                | 0                | 0                | 0         | 0                 | 0                 | 0                 |
| BC/BS/HOSPITALIZATION INS               | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| Dept: 861.000 RETIREMENT/TWP. SHARE FRG |                  |                  |                  |                  |           |                   |                   |                   |
| 714.000 FRINGES: RETIREMENT TWP. SH..   | 0                | 0                | 0                | 0                | 0         | 0                 | 0                 | 0                 |
| RETIREMENT/TWP. SHARE FRG               | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| Dept: 862.000 SOCIAL SECURITY FRG       |                  |                  |                  |                  |           |                   |                   |                   |
| 710.000 FRINGES: SOCIAL SECURITY        | 0                | 0                | 0                | 0                | 0         | 0                 | 0                 | 0                 |
| SOCIAL SECURITY FRG                     | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| Dept: 863.000 SICK PAY/OTHER            |                  |                  |                  |                  |           |                   |                   |                   |
| 801.014 SICK PAY/ OTHER                 | 0                | 0                | 0                | 0                | 0         | 0                 | 0                 | 0                 |
| SICK PAY/OTHER                          | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| Dept: 870.000 UNEMPLOYMENT INSURANCE FI |                  |                  |                  |                  |           |                   |                   |                   |
| 718.000 FRINGES: UNEMPLOYMENT INS.      | 0                | 0                | 0                | 0                | 0         | 0                 | 0                 | 0                 |
| UNEMPLOYMENT INSURANCE FRG              | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| Dept: 899.000 TAX TRIBUNAL REFUNDS ORD. |                  |                  |                  |                  |           |                   |                   |                   |
| 964.000 TAX TRIBUNAL REFUNDS ORDERED    | 0                | 0                | 0                | 0                | 0         | 0                 | 0                 | 0                 |
| TAX TRIBUNAL REFUNDS ORD.               | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| Dept: 999.000 TRANSFERS OUT             |                  |                  |                  |                  |           |                   |                   |                   |
| 999.000 TRANSFERS OUT                   | 0                | 0                | 0                | 1                | 0         | 0                 | 0                 | 0                 |
| TRANSFERS OUT                           | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>1</u>         | <u>0</u>  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| Dept: 999.001 TRANSFERS OUT             |                  |                  |                  |                  |           |                   |                   |                   |
| 999.246 TRANSFERS TO IMPROVEMENT FUND   | 0                | 0                | 0                | 0                | 0         | 0                 | 0                 | 0                 |
| TRANSFERS OUT                           | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>         | <u>0</u>  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| Total Expenditures                      | <u>2,109,434</u> | <u>1,719,247</u> | <u>1,719,747</u> | <u>1,372,004</u> | <u>0</u>  | <u>26,820,230</u> | <u>26,820,230</u> | <u>26,820,230</u> |
| GENERAL FUND                            | <u>-61,380</u>   | <u>0</u>         | <u>0</u>         | <u>268,558</u>   | <u>0</u>  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| Grand Total:                            | -61,380          | 0                | 0                | 268,558          | 0         | 0                 | 0                 | 0                 |

**Grayling Charter Township**  
**Township Improvement fund Budget (04/01/23 – 03/31/24)**

|                             |              |
|-----------------------------|--------------|
| <b>Revenues</b>             |              |
| Beginning Fund Balance      | \$441,499.75 |
| National Forrest            | \$3,466.63   |
| Est. Interest Earned        | \$778.03     |
| Transfers from General Fund | \$0          |
| Total                       | \$445,744.41 |

|   |                     |
|---|---------------------|
| <b>Expenditures</b>                           |                     |
| Transfers to General Fund                     | \$0                 |
| <b>Total End of Year Fund Balance 3-31-24</b> | <b>\$445,744.41</b> |

|   |                     |
|---|---------------------|
| <b><u>Reserved and Unreserved Funds 2024-25</u></b> |                     |
| Reserved for Economic Development                   | \$100,000           |
| Reserved for Equip. Replacement                     | 52,500              |
| Reserved for Compactor/Recycling                    | 50,000              |
| Reserved for Roads                                  | 53,500              |
| Reserved for Retiree Benefits                       | 26,000              |
| Unreserved  | 153,777.78          |
|   | <b>\$435,777.78</b> |

Attachment "C"

**Grayling Charter Township**

*Attachment "D"*

**2024-25 Liquor Law Enforcement Budget (04/01/24 – 03/31/25)**

**Revenues**

|                   |                    |
|-------------------|--------------------|
| Beginning Balance | \$8,196.80         |
| State of Michigan | \$2,715.90         |
|                   | =====              |
|                   | <b>\$10,912.70</b> |

**Expenses**

|   |                |
|---|----------------|
| Inspection Fees to Constable/12 inspections | \$2,275        |
| Supplies                                    | 100            |
|   | =====          |
|   | <b>\$2,375</b> |

**Fund balance (4/1/24) \$8537.70**

**Charter Township of Grayling**  
**PO Box 521 2090 Viking Way**  
**Grayling, MI 49738**  
**Tel: (989) 348-4361 Fax: (989) 348-6713**

**Grayling Charter Township General Appropriations Budget Act**

A resolution to establish a general appropriation act for Grayling Charter Township; to define the powers and duties of the Grayling charter Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Grayling Charter Township ordains (resolves):

**Section 1: Title**

This resolution shall be known as the Grayling Charter Township General Appropriations Act.

**Section 2: Chief Administrative Officer**

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer as enumerated in this act.

**Section 3: Fiscal Officer**

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer as enumerated in this act.

**Section 4: Public Hearings on the Budget**

Pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on Thursday, March 7, 2024 and March 14, 2024, and a public hearing on the proposed budget is held on Thursday, March 28, 2024.



## **Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2024-25, including an allocated millage of .8560 mills, fire department of 1.00 mills and various miscellaneous revenues shall total \$26,820,230

## **Section 6: Millage Levy**

The Grayling Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll, an amount equal to or less than 1.8560 mills.

## **Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2024-2025 for the various township cost centers are as follows:

| <b>Cost Center</b> | <b>Description</b>     | <b>Amount</b> |
|--------------------|------------------------|---------------|
| 101.000            | Governing body Fees    | 10,300.00     |
| 171.000            | Supervisor's Office    | 111,698.00    |
| 215.000            | Clerk's Office         | 74,583.00     |
| 228.000            | Computers/Info. Tech.  | 26,000.00     |
| 247.000            | Board of Review        | 2,150.00      |
| 248.000            | Other General Services | 34,500.00     |
| 253.000            | Treasurer's Office     | 55,154.00     |
| 257.000            | Assessor's Office      | 71,710.00     |
| 262.000            | Elections              | 31,200.00     |
| 265.000            | Township Offices       | 148,000.00    |
| 266.000            | Attorney/Court         | 6,000.00      |
| 567.000            | Cemetery Services      | 39,054.00     |
| 301.000            | Twp. Law Enforcement   | 11,550.00     |
| 336.000            | Fire Dept. Contractual | 435,815.00    |
| 371.000            | Inspection Dept.       | 167,350.00    |
| 446.000            | Road/Sign Improvements | 90,000.00     |
| 448.000            | Street Lighting        | 15,000.00     |
| 521.000            | Compactor Station      | 124,850.00    |
| 528.000            | Recycling Center       | 98,450.00     |
| 536.998            | Water and Sewer System | 25,181,850    |

|         |                       |                 |
|---------|-----------------------|-----------------|
| 721.000 | Planning Board        | 5,120.00        |
| 722.000 | Zoning Board          | 3,100.00        |
| 728.000 | Economic Development  | 10,000.00       |
| 760.000 | Parks and Recreation  | 20,900.00       |
| 851.000 | Insurance and Bonds   | 46,000.00       |
| 967.000 | Transfer to Twp. Imp. | 0000.00         |
|         |                       | \$26,820,230.00 |

**Section 8: Adoption of Budget by Reference**

The general fund budget of Grayling Charter Township is hereby adopted by reference, with revenues and program activity expenditures as indicated in Sections 5 and 7 of this act.

**Section 9: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

**Section 10: Transfer Authority**

The Chief Administrative Officer and the Fiscal Officer, together as one, shall have the authority to make transfers among the various cost centers or line items without prior board approval, if the amount to be transferred does not exceed ten-percent (10%) of the appropriation item from which the transfer is to be made, whichever is less. Monthly bills may be paid prior to monthly board approval to avoid late charges. The Board shall be notified at its next meeting of any bill paid to avoid late charges as well as transfers made, and reserves the right to modify, amend or nullify any such payment or transfer made. Under no circumstances may the total general fund budget be changed without prior board approval.

**Section 11: Allotment of Appropriations**

No later than the first day of the fiscal year, each department, board or commission of Grayling Charter Township shall submit to the Chief Administrative Officer a statement of proposed allotments of appropriations

based on expected periodic requirements. The Chief Administrative Officer shall review, modify or approve the proposed allotment plan for any cost center.

### **Section 12: Periodic Fiscal Reports**

The Fiscal Officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- A. A summary statement of the actual financial condition of the general fund at the end of the previous month;
- B. A summary statement showing the receipts and expenditures and encumbrances for the previous month and for the current fiscal year to the end of the previous month;
- C. A detailed list of:
  - 1. Expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
  - 2. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous month for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations and any revisions in the estimate of expenditures.

### **Section 13: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

### **Section 14: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 15: Violations of this Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible officials or employees to disciplinary action as outlined in Public Act 621 of 1978, and the Grayling Charter Township Employee Policy Manual.

**Section 16: Board Adoption**

Motion made by Selthoffer,

Seconded by Michal,

to adopt the foregoing resolution. Upon roll call vote, the following voted:

Soreson 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 March 28<sup>st</sup> 2024

Diane Giska, Clerk

**MANAGEMENT'S DISCUSSION & ANALYSIS  
YEAR ENDED MARCH 31, 2023**

This section of Charter Township of Grayling's annual financial report presents our discussion and analysis of the Township's financial performance during the twelve months ended March 31, 2023. Please read it in conjunction with the financial statements, which immediately follow this section.

**FINANCIAL HIGHLIGHTS**

Assets at March 31, 2023 totaled \$4,260,979 for governmental activities. Of this total, \$1,411,323 represents capital assets net of depreciation, \$2,749,316 in cash and \$100,340 in other current assets.

Overall revenues were \$2,284,297 of which \$400,646 is classified as program revenues, and \$1,883,651 is classified as general revenues consisting primarily of state-shared revenues, property taxes and earned ARPA funds. Overall expenses totaled \$1,701,531.

The Township has outstanding debt items consisting of a loan for fire truck and personnel vacation time. Capital asset activity is addressed further in subsequent section of this letter.

The following table shows in condensed format, the net position as of March 31, 2023 and 2022.

|                                  | <b>Governmental Activities</b> |              |
|----------------------------------|--------------------------------|--------------|
|                                  | 2023                           | 2022         |
| <b>Assets</b>                    |                                |              |
| Current assets                   | \$2,849,656                    | \$ 2,845,350 |
| Noncurrent assets                | 1,411,323                      | 1,024,448    |
| Total assets                     | 4,260,979                      | 3,869,798    |
| <b>Liabilities</b>               |                                |              |
| Accounts Payable                 | (45)                           | 20,818       |
| Unearned Revenue - ARPA Funds    | 122,588                        | 270,107      |
| Fire Department Note             | 76,226                         | 99,614       |
| Total Liabilities                | 198,769                        | 390,539      |
| <b>Net Position</b>              |                                |              |
| Net investment in capital assets | 1,335,097                      | 924,834      |
| Restricted                       | 48,307                         | 7,266        |
| Committed                        | 419,500                        | 414,564      |
| Assigned                         | 22,000                         | 22,000       |
| Unrestricted                     | 2,237,306                      | 2,110,595    |
| Total net position               | 4,062,210                      | 3,479,259    |

The current level of unrestricted net position for our governmental activities stands at \$2,237,306, or about 131% of annual expenditures.

The following table shows the changes in the net position during the current year and as compared to the prior year.

|                          | <u>Governmental Activities</u> |                   |
|--------------------------|--------------------------------|-------------------|
|                          | <u>2023</u>                    | <u>2022</u>       |
| Program revenue          | \$ 400,646                     | \$ 399,720        |
| General revenue          | 1,883,651                      | 1,260,702         |
| Total revenue            | 2,284,297                      | 1,660,422         |
| Program expenses:        |                                |                   |
| General government       | 552,161                        | 525,390           |
| Public safety            | 405,169                        | 322,145           |
| Public works             | 604,615                        | 306,790           |
| Community Development    | 136,956                        | 15,390            |
| Interest on Debt Service | 2,630                          | 3,244             |
| Total program expenses   | 1,701,531                      | 1,172,959         |
| Change in net position   | <u>\$ 582,766</u>              | <u>\$ 487,463</u> |

## OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts: management's discussion and analysis, the basic financial statements, and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Township.

The first two statements are government-wide financial statements and provide both long and short-term information about our overall financial status. These statements present an overview of the government broken down by the services it provides.

The remaining statements are fund financial statements, which focus on individual parts of the Township in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

## GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide statements report information about the Township as a whole using accounting methods used by private companies. The statement of net position includes all of the Township's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two government-wide statements report net position and how it has changed. Net position is the difference between the Township's assets and liabilities. This is one method to measure our financial health or position.

Over time, increases or decreases in the Township's net position are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the Township, you may also have to consider additional factors such as tax base changes, economic conditions, and personnel changes.

Most of the activities of the Township are reported as governmental activities. These would include the operations recorded in the General and Liquor Law Enforcement Funds.

## **FUND FINANCIAL STATEMENTS**

The fund financial statements provide more detailed information about the Township's funds, focusing on significant (major) funds, not the Township as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Township board also may create them. Funds are established to account for funding and spending of specific financial resources and to show proper expenditure of those resources.

The Township has the following types of funds:

**Governmental Funds:** Most of the Township's activities are included in the governmental fund category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that the differences between the Township's government-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them.

**Fiduciary Funds:** The Township is a trustee or fiduciary for assets that belong to others. The Township maintains these funds and is responsible for ensuring that the assets of these activities are collected and disbursed to the respective entities to which the funds belong. These activities do not appear in the Township's government-wide financial statements since the assets do not belong to the Township. The Township maintains a Tax Collection Fund in this category.

## **FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS**

**General Fund –** This fund is used to record all activities of the Township not required to be recorded in a separate fund. The major source of revenue for the general fund is from the Township's tax base, and revenue sharing from the State of Michigan. The major expenses for this fiscal year include the general operating activities of the Township.

**Fire Fund –** This fund is set up to receive revenues derived from property taxes and turn them over to the local fire authority.

**Township Improvement Fund –** This fund was established to fund future improvements determined by the board annually.

**Liquor Law Enforcement Fund –** This fund is used to account for liquor fees received to be used for the enforcement of liquor laws of the State of Michigan. The major source of revenue for the liquor law enforcement fund is revenue sharing from the State of Michigan. The major expenses for this fiscal year include liquor inspection fees.

CLAIMS TO BE PAID 03/28/2024

Date: 03/27/2024

Time: 2:40 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> |            |         |                |               |                                |                              |          |
| 3244                       | 03/28/2024 | Printed |                | D040          | DAVIS, NANCY                   | REIMBURSE TRAINING & MILEAGE | 665.95   |
| 3245                       | 03/28/2024 | Printed |                | E016          | ELECTION SOURCE                | ELCTION 2-27-24 TESTING      | 3,585.00 |
| 3246                       | 03/28/2024 | Printed |                | F012          | FICK & SONS, INC.              | FUEL MAINTENANCE & TRUCK     | 83.68    |
| 3247                       | 03/28/2024 | Printed |                | M021          | MICHIGAN TOWNSHIPS ASSOCIATION | BOR GUIDE MANUAL             | 34.50    |

|                        |  |                 |
|------------------------|--|-----------------|
| <b>Total Checks: 4</b> | <b>Checks Total (excluding void checks):</b> | <b>4,369.13</b> |
|------------------------|--|-----------------|

|                          |  |                 |
|--------------------------|--|-----------------|
| <b>Total Payments: 4</b> | <b>Bank Total (excluding void checks):</b> | <b>4,369.13</b> |
|--------------------------|--|-----------------|

|                          |   |                 |
|--------------------------|---|-----------------|
| <b>Total Payments: 4</b> | <b>Grand Total (excluding void checks):</b> | <b>4,369.13</b> |
|--------------------------|---|-----------------|



# **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.


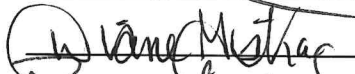
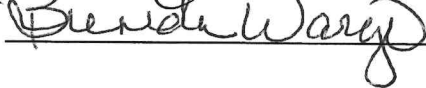
I am suggesting, in order to continue a fiscally responsible approach, that you consider some revisions on budget issues that, with change, could have a positive long-term impact on the township budget. These changes would also compensate fairly for work performed.

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 Treasure's. |                  |                 |             |

 Lacey Stephan, Supervisor  
 Diane, Giska Clerk  
 Brenda Wargo, Treasurer

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

Sorenson aye ✓ nay \_\_\_\_\_  
Wargo aye ✓ nay \_\_\_\_\_  
Giska aye \_\_\_\_\_ nay ✓ Abstain  
Stephan aye ✓ nay \_\_\_\_\_  
Michal aye ✓ nay \_\_\_\_\_  
Smock aye ✓ nay \_\_\_\_\_  
Selthoffer aye ✓ nay \_\_\_\_\_

This resolution was declared adopted on ~~May~~ March 20, 2024