GRAYLING CHARTER TOWNSHIP BOARD
REGULAR MEETING
DECEMBER 17, 2025

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

Members Absent: None

Others Present: Rodney VanDeCasteele, Mike Arwood, Gray, Keith Toro, Ashley Patti and Mark McNeil; Camp Grayling.

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 Rodney VanDeCasteele reviewed monthly Fire Department report with the board.
   Bob Dixon, Building Dept. stated his dept. has slowed down he gave an update on SAAB and Stoops Trucking.
   Kim Halstead reported things have slowed down.
   Patty Lara, was absent they have a cardboard truck coming in today.
2. Minutes from November 19, 2025. Motion by Smock support by Selthoffer to approve minutes of November 19, 2025. All ayes, motion carried.
3. Citizens who wish to speak. None
4. Treasurers report. Reviewed and placed on file. Winter tax bills went out Dec. 1 with compactor stickers, checking on CD rates, the bank has a new scanning system and it is very time consuming to make a deposit.
5. Discuss Township 2026 Poverty Exemption resolution. Motion by Smock support by Selthoffer to adopt Resolution #25-09 2026 Poverty Exemption Income Guidelines and Asset Test. All ayes, motion carried. Attachment "A"
6. Municipal water update. Update given by Keith Toro from C2AE. Progress report #21 attached.
7. Discuss setting 2026 GCTB meeting dates and time. Motion by Smock support by Michal to keep meetings the third Wednesday of the month at 10:00 am. All ayes, motion carried.
8. Update on property sale at 1173 W M-72. The bid was awarded to adjoining property owner Brian and Cynthia Owen in the amount of $25,500.00
9. Add Elizabeth Bertalan, Deputy Treasurer to all bank accounts. Motion by Michal support by Smock to add Elizabeth Bertalan, Deputy Treasurer to all bank accounts. All ayes, motion carried.
10. Unfinished business, none. New business, none. Other matters. Giska mentioned she received an email from county Clerk Jamie McClain that new election equipment will be required to be purchased by 2027 at a cost of approximately $20K per precinct. We have not heard it will be covered by the State.
11. Authorize payment of Monthly bills. Motion by Smock support by Michal to authorize payment of vouchers 4835, 4837, 4838 and 4860 thru 4893, Liquor inspections of $175.00 for a total of $2,549,423.55. All ayes, motion carried.
12. Motion by Selthoffer support by Smock and every one, Merry Christmas and Happy New Year, adjourn. All ayes, motion carried.

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

Diane Giska

TREASURER'S REPORT
GENERAL FUND Nov 25-26

Oct BALANCE	$ $869,790.02			Nov Bal	2,158,583.45
MMIA	34457	2,669,901.58			
Arpa -Oct interest	34456	6.97			
MI Assoc Mun-handicap doors	34459	8,949.82			
A&L Iron	34460	344.73			
N Davis Misc	34463	50.00			
D Giska -Misc	34464	100.00			
B wargo-Misc	34467	50.00			
Gr Twp Tax -admin & int	34465	670.83			
Everbk -Rev overpmt	34466	563.67			
Charter Comm-Francise Fee	34468	11,421.28			
MMIA-Bills	34469	50,000.00			
MMIA-Reimb C2AE, Lawyer	34470	610,291.50			
Gr Twp Bld Dept	34471	4,771.29			
Office	34472	140.00			
Gr Twp Bld Dept	34977	3,541.00			
Compactor	34979	1,924.00			
Nov interest	34980	2,056.11			
TOTAL		$ 3,364,782.78			
Election Payroll		4729-4737	$ 1,734.75		
Payroll 11/13/2025		4738-4751	20,657.81		
Bills 11/19/25		4725-27,4728-4793	2,028,905.48		
Payroll 11/26/25		v4794-4812 4813-34,36	24,671.82		
Trans to Twp Imp			19.49		
TOTAL			$ 2,075,989.35		

GEN MMIA

Oct	BALANCE	$ 5,053,376.64	
Nov	INTEREST	$ 1,888.23	3,330,193.08
From Gen	Dep	$	
Nov	BALANCE	$ 1,725,071.79	

TWP. IMPROVEMENTS

Oct	BALANCE	$ 686,562.36
Nov	INTEREST	$ 564.31
National Forest	Transfer in	19.49
	Transfer out	
Nov	BALANCE	$ 687,146.16

SECURITY	$ 10,000.00
FIRE DEPT	$ 268,000.00
RETIREES	$ 26,000.00
ROADS	$ 108,631.71
E DEVELOPMENT	100,000.00
COMPACTOR	$ 50,000.00
EQUIP REPLACEMENT	52,500.00
Unreserved	72,014.45
TOTAL	$ 687,146.16

Attachment "A"

Charter Township of Grayling, Crawford County, MI
RESOLUTION for 2026 Poverty Exemption Income Guidelines and Asset Test

RESOLUTION # 25-09

WHEREAS, the General Property Tax Act, MCL 211.7u, states that the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and
WHEREAS, the township board is required by MCL 211.7u to adopt guidelines for the poverty exemption;
NOW, THEREFORE, BE IT HEREBY RESOLVED that the Supervisor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household.

To be eligible for exemption, a person must do all the following on an annual basis:

(1) Own and occupy, as a principal residence, the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing a form prescribed by the state tax commission with the local assessing unit.
(2) File a claim with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, and an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return.
(3) Produce a valid driver license or other form of identification if requested by the supervisor or board of review.
(4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.
(5) Meet the federal poverty income guidelines as defined and determined annually.
(6) Meet additional eligibility requirements as determined by the township board, including:
- (a) If income exceeds the federal poverty income guidelines ***or*** assets exceed the amounts described below, a Poverty Exemption shall not be granted.
- (b) The Asset Level established under PA 390 of 1994 as described in State Tax Commission Bulletin 6 of 2017, shall be employed. This asset level test is adopted annually by the Township Board policy and the Board of Review:
  - a. Cash assets of the total household may not exceed an amount equal to two month's gross household income. This includes all forms of money generated, including income as described by the US Census Bureau, that is being held as: cash, cash apps or other online currency exchange programs, money in checking/savings accounts, stocks/bonds, one-time insurance payments/cash-out option insurance policies, coin/antique/artwork collections, boats, ORV's, motorcycles, recreational vehicles, jewelry, retirement accounts, gifts, loans, lump-sum inheritances, money markets and other financial institution accounts, an/or instruments or securities which can be readily converted to cash, food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms, Federal non-cash benefits programs such as Medicare, Medicaid, food stamps and school lunches.
  - b. Fixed Assets to the total household may not exceed $5,000. Non-cash assets are defined as those, which are not considered to be cash assets, as defined above.
  - c. Other Property, including real estate, of any value, that could be converted to cash and used to pay property taxes. Other real estate is defined as: real estate other than the primary dwelling.
  - d. The following assets are excluded from this limit:
    - i. Applicant's principal residence and adequate transportation

ii. Applicant's household personal property
iii. Assets not accessible by the applicant, co-owner, or any member of the applicant's household.

The following are the **Federal Poverty Income Guidelines**, which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Size of Family Unit	Poverty Guidelines
1	$15,650
2	$21,150
3	$26,650
4	$32,150
5	$37,650
6	$43,150
7	$48,650
8	$54,150
For each additional person	$5,500

BE IT ALSO RESOLVED that the supervisor and board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by:

Township Board Member, Joe Smock

and supported by

Township Board Member, Shannon Sorenson

Upon roll call vote, the following voted: All Ayes

The Township Supervisor declared the resolution adopted on **December 17, 2025**.

I, Diane Giska, the duly elected and acting Clerk of the Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on **December 17, 2025**, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

Diane Giska

Diane Giska, Township Clerk

Progress Report #21

Client:	Grayling Township	Date:	November 30, 2025
Project No.:	23-0238	Project Manager:	Keith Toro, PE
Project Name:	Grayling Twp Water System Expansion	Program Manager:	Erik Cronk, PLA, LEED AP
Project Phase:	Areas 1 & 2 and Transmission Main Construction	Project Start Date:	November 14, 2023
Client Approved Revised Completion Date:	July 31, 2026	Project Completion Date:	July 31, 2026
Client Project No.:		Period Covered:	November 1 – November 30, 2025

THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:

- Season end and winterization for construction activities in areas 1, 2, and transmission main.
- Finished shoulder gravel and restoration activities prior to winter conditions.
- Conducted weekly construction progress meetings with contractors and Township.
- Installed Arauco water tank connection.
- Started installation of PRV electrical racks.
- Ongoing coordination with Department of War and EGLE regarding funding.
- C2AE Resident Project Representatives are on site for:
  - Daily quantity measurements.
  - Observing directional drilling operation of transmission main subcontractor
- Meeting with Grayling Township residents to answer questions regarding progress and service connections.
- 2025 construction ended on November 26, 2025. Contractors have demobilized and left for the season.

THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:

- Issue balancing change orders for 2025 work.
- Work with Grayling Township to reassign balance of area 1 work.
- Hold a "lessons learned" meeting with contractor project managers in anticipation of 2026 construction.
- Extend yard laydown areas for winter storage.
- Assign values for stockpiled pipe and fittings and store securely for winter.
- Finalize and release for bid Contract #4 for services to residences.
- Continue working with Consumers Energy to obtain M-72 easement.

SCOPE CHANGES MADE DURING THE DEFINED PERIOD:

- Additional services by subconsultants and C2AE staff during the extended construction season

BUDGET STATUS (% COMPLETE):

- Overall progress is 83% complete.

SCHEDULE STATUS:

Task	Milestone Date	Status
Construction Administration	4/1/2025 – 7/2026	Ongoing
Construction Engineering and RPR	4/1/2025 – 6/2026	On pause for winter

INPUT NEEDED FROM CLIENT:

- Contract 1 2026 plan
- House hookup discussions for Contract 4 on directional drilling versus open cut

CLIENT INPUT, DECISIONS AND DIRECTIVES:

- None

REALIZED OR ANTICIPATED CONCERNS:

- Large construction cost overages and delays due to wet trench and special dewatering conditions
- Working with residents during construction disruptions
- Directional drilling easement from Consumers Energy along M-72 delaying work until 2026
- Additional archeological monitoring and soil testing activities due to slower contractor pace

VALUE ADDED:

- Coordination with BCGTUA
- Coordination with DoW
- Coordination with the City of Grayling
- Realignment of water main routes
- Additional survey work for easements and realignments
- Pavement overlay on Industrial Drive north of M-72

cc: Lacey Stephan III
C2AE Project Team

Check Register Report

CLAIMS TO BE PAID 12/17/2025

Date: 12/16/2025
Time: 3:07 pm
Page: 1

Grayling Township

BANK: HORIZON BANK

Check Number	Check Date	Status	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
HORIZON BANK Checks							
4835	12/03/2025	Printed		C084	CONSUMERS ENERGY	MUN WATER SYSTEM	73,910.20
4837	12/09/2025	Printed		M-116	M & M EXCAVATING COMPANY	WATER SYSTEM	824,471.82
4838	12/09/2025	Printed		T024	TOEBE COSTRUCTION LLC	WATER SYSTEM	1,603,769.15
4860	12/17/2025	Printed		A052	ANAVON	OFFICE PHONES	224.70
4861	12/17/2025	Printed		A004	ASHTON MONICA	MEDICAL SUPP REIMBURSE	750.36
4862	12/17/2025	Printed		A053	AUSABLE INSTALLATIONS	PARK REPAIR OF BATHROOM	1,080.69
4863	12/17/2025	Printed		B043	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INS PREMIUMS 2026	6,117.10
4864	12/17/2025	Printed		B053	BRADY PLUS	JANITORIAL SUPPLIES	42.75
4865	12/17/2025	Printed		C039	CAREY & JASKOWSKI PLLC	DEED LAND SALE	225.00
4866	12/17/2025	Printed		C039	CAREY & JASKOWSKI PLLC	WATER SYSTEM	56.25
4867	12/17/2025	Printed		C071	CHARTER COMMUNICATIONS	FAX & INTERNET	153.88
4868	12/17/2025	Printed		C005	CONSUMERS ENERGY	TWP HALL	1,989.35
4869	12/17/2025	Printed		J019	DAVE JOHNSON	FUEL REIMBURSE RECYCLE	34.33
4870	12/17/2025	Printed		D038	BRUCE DEAN	ELECTRICAL INSPECTIONS	4,312.00
4871	12/17/2025	Printed		D037	DELUXE	CHECKS- GENERAL AND TAX	1,103.77
4872	12/17/2025	Printed		F012	FICK & SONS, INC.	FUEL; BUILDING, RECYCLE	351.00
4873	12/17/2025	Printed		F035	FIRST NATIONAL BANK OF OMAHA	RECYLING, OFFICE, WATER SY	230.45
4874	12/17/2025	Printed		F002	TERESA FURST	MEDICAL SUPP REIMPURSE	32.73
4875	12/17/2025	Printed		G044	DIANE M. GISKA	PHONE, SUPPLIES	170.23
4876	12/17/2025	Printed		G029	GREAT LAKES ENERGY	STREET LIGHTS	323.55
4877	12/17/2025	Printed		I016	INFRASTRUCTURE ALTERNATIVES IN	WATER EXPAN. CONSULTING	3,235.00
4878	12/17/2025	Printed		M058	JACK MONEY	MECH & PLMB INSPECTIONS	635.00
'9	12/17/2025	Printed		M002	JOHN HANCOCK	TWP SHARE EMPLOYEE PENSION	2,536.72
4880	12/17/2025	Printed		K020	KCI	POSTAGE ASSESSMENT NOTICES	4,077.71
4881	12/17/2025	Printed		K037	KILE PAUL	PLUMB & MECH INSPECTION	380.00
4882	12/17/2025	Printed		H036	KIM HALSTEAD	ENFORCEMENT	31.20
4883	12/17/2025	Printed		M005	MCLEAN'S HARDWARE	OFFICE & RECYCLING SUPPLIES	84.89
4884	12/17/2025	Printed		005	CYNTHIA OLSON	MEDICAL SUPP REIMBURSE	417.68
4885	12/17/2025	Printed		P009	PRIMARY ELECTRIC	PARK ELECTICAL ARPA FUNDS	7,983.00
4886	12/17/2025	Printed		P009	PRIMARY ELECTRIC	REPAIR TRAIL LIGHTS	390.00
4887	12/17/2025	Printed		S045	SMK BEAUTIFICATION	SNOW REMOVAL	480.00
4888	12/17/2025	Printed		S069	SUMMIT FIRE PROTECTION	FIRE EXT. ANNUAL INSPECT	86.25
4889	12/17/2025	Printed		U007	U.S. POSTMASTER	PO BOX RENTAL	126.00
4890	12/17/2025	Printed		V006	VERIZON WIRELESS	CELL PHONE	121.32
4891	12/17/2025	Printed		V009	VISUAL EDGE, IT INC.	COPIER LEASE	330.58
4892	12/17/2025	Printed		W042	BRENDA WARGO	REIMBUR MILEAGE	269.50
4893	12/17/2025	Printed		W043	WASTE MANAGEMENT	COMPACTOR HAULING FEES	8,714.39

Total Checks: 37 **Checks Total (excluding void checks):** **2,549,248.55**

Total Payments: 37 **Bank Total (excluding void checks):** **2,549,248.55**

Total Payments: 37 **Grand Total (excluding void checks):** **2,549,248.55**

175.00

2,549,423.55

L&A
0353 12/12/25 Liquor Inspections Dec 175.00