

DRAFT

**BINGHAM TOWNSHIP
REGULAR BOARD MEETING AGENDA
October 19, 2020 <> 7pm**

ZOOM MEETING ID: 842 5963 4955 PASS CODE: 436103

By Phone: +1 929 205 6099

<https://us02web.zoom.us/j/84259634955?pwd=UGVjYVoyZ3RDUExTRzJCM2VueWpwUT09>

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **AGENDA APPROVAL**
5. **CONFLICT OF INTEREST**
6. **APPROVAL OF September 21, 2020 MEETING MINUTES**
7. **PUBLIC COMMENT**
8. **OLD BUSINESS**
 - a. Short Term Rental Draft Ordinance
 - b. Resolution on Short Term Rental Policy
9. **NEW BUSINESS**
 - a. Letter of Resignation-Gary McGhee, Trustee
 - b. Reappoint. to Board of Appeals-Derek Kulpa & Mike Park to 3 yr term, retroactive to 7-1-2019 with term ending 7-1-2022 & Marge Johnson, alternate, 3 yr term ending 7-1-2023
10. **COMMITTEE, STAFF, AND OFFICER REPORTS**
 - a. Parks and Recreation Committee
 - b. Building & Grounds Committee
 - c. Cemetery Committee-Lot re-purchase
 - d. Zoning Administrator
 - e. Planning Commission-Kathy Egan
 - i. Comprehensive Plan Update
 - f. Fire Authority (documents emailed)
 - g. Assessor
 - h. Treasurer
 - i. Trustee
 - j. Clerk
 - i. Vendor & Payroll Reports
 - k. Supervisor
11. **PUBLIC COMMENTS AND ANNOUNCEMENTS**
12. **ADJOURNMENT**

DRAFT
BINGHAM TOWNSHIP
REGULAR BOARD MEETING MINUTES
SEPTEMBER 21, 2020

1. CALL MEETING TO ORDER

Supervisor Werner called the Bingham Township Regular Board Meeting to order on Monday, September 21, 2020, at 7:00 p.m. at the Bingham Township Hall, 7171 Center Hwy., Traverse City, MI. Meeting available via zoom.

2. ROLL CALL- QUORUM PRESENT

Present: Midge Werner, Kathy Morio, Sandra Grant, Brad Saxton, Gary McGhee

Absent and excused: None

Staff Present: Recording Secretary, Marge Johnson; Steve Patmore, Zon. Admin.

Guests Present: 1

3. PLEDGE OF ALLEGIANCE

4. AGENDA APPROVAL

Sandra Grant/moved, Brad Saxton/supported, to approve the Agenda as presented, PASSED.

5. CONFLICT OF INTEREST

None shown

6. APPROVAL OF MEETING MINUTES – August 17, 2020

Sandra Grant/moved, Brad Saxton/supported to approve the August 17, 2020 Meeting Minutes as presented. Roll call vote: Yes: 5. No: 0 PASSED.

7. PUBLIC COMMENT

Jack Lane, realtor, commented on proposed short term rental ordinance. Urged the township board to consider the benefit of short term rentals - great for businesses and tax base. License it, hire someone to respond to the complaints and enforce the ordinance. Consider allowing more than 10 people in a house if it is large enough to accommodate more than 10 people. How would the 180 days of operation be enforced.

Jeff VanRhee, 4900 Bay Court Dr. referred to the short term rental and the Fair Housing Act (two people per bedroom is discriminatory).

Midge Werner said the township attorney will be reviewing the Fair Housing Act and will be sending a letter to the township. The plan is to adopt the short term rental ordinance and have policies and procedures in place at the same time.

Kathy Egan said she does have a draft policy written up and application drafted for the township board to review. The plan is to adopt the ordinance and put the policies in place at the same time.

Cara Gelven, 4448 S.W. Bayshore Dr., asked if someone bought a house that has a short term rental, can that be taken away from the homeowner. How will the 180 days be enforced? What are the regulations for the septic system?

Midge Werner said all the questions asked and comments made will be taken into consideration.

Gary Strutz, 7888 SW Bayshore, Traverse City, asked where does the two person per bedroom come from?

Steve Patmore said the Health Department has regulations for drain field and septic field capacity.

Jonathon Rinkinen, 7611 SW Bayshore Dr., Traverse City, said many of the concerns expressed at township board meetings have not been addressed by the board. He is opposed to the two person per bedroom rule. There should be an exemption for people with holding tanks. Homes that were purchased prior to the short term rental ordinance going into effect should be grandfathered in.

Midge Werner said thank you for your comments.

8. OLD BUSINESS

a. Short Term Rental Ordinance Draft- Attorney Review

Kathy Egan said in response to the public comment that we have heard tonight, that the township has been working on this for well over a year. The township is in support of short term rentals or you would not be working on this. You would have taken steps to disallow them right across the board. You are working on a program to make them fit into the community, and again your top priorities in doing this are to protect the waters of Lake Leelanau and Grand Traverse Bay, and to keep the community for the property owners who are part of the community and kind of discourage the investors who are interested in purchasing real estate turning them into short term rentals, but they aren't part of the community. The people in the community have spoken tonight, that they own property here and spend time here and are looking for ways to support the property that they own here. That is where the 180 days came in as you are looking to discourage investors, but you are encouraging families who own property, cottages, second homes to try to keep them in the family and allowing them and protecting their way to invest in their own property by allowing them to rent it out. Yes, there is going to be standards for that and occupancy is one of those, because in the end these residential dwellings have to still behave like a residential dwelling, and its typical that there are large families, there are small families, but you have to come up with an occupancy number, and you came up with 10. More than 10 in a household week after week does not feel like a residence to the neighbors. So

that's where the committee and township board settled on 10 people. I just wanted to give that background information. The Ordinance was reviewed by your township attorney a year ago and you had made some changes, listened to the public, responding to them, and in light of that you wanted to have the attorney review just the changes that you have made since his original review of the draft ordinance. The letter that you have in your packet is the from Attorney Tom Grier, a review of the changes that you have done since last summer. In summary really, there are no recommended changes. He backed up everything and supported everything that you have in the draft, except that he did recommend eliminating one area that relates to a change in the zoning ordinance that it wasn't necessary, and the concern over the shared driveways and how to address those. So, that is his response to the draft in front of you tonight. As I mentioned earlier, when you are ready to consider this, there is a draft policy set up and a draft application. Both of those are following your direction of the draft ordinance and the same policy that has been in place in Suttons Bay and has been working well for the last couple of years.

Gary McGhee thanked Kathy Egan for her discussion of the short term rental ordinance. That is what the township board is trying to do in this ordinance. She did very well on the solid basis of this ordinance.

9. NEW BUSINESS

a. Designated Assessor-County Position – Resolution 2020-0921-01

Midge Werner said as required by MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission. This is through the AMAR program to have a designated assessor to be on call if it is needed. In Leelanau County we have had the AMAR audit and passed it, we are good for five (5) years. The appointment for this designated assessor is a five (5) year appointment. The only time a person would get paid is if there was a problem with someone's AMAR, and the township would have to pay for the work the designated assessor did so it would not be spread among the other townships. At the last Supervisor's meeting a motion was made to recommend to the Board of Comm. that Laurie Spencer be appointed the Designated Assessor for Leelanau County.

Sandra Grant/moved, Brad Saxton/supported to adopt Resolution 2020-0921-01, to enter into the Leelanau County Interlocal Agreement for County Designated Assessor under the Urban Cooperation Act, MCL 124.501 et seq, as amended, and the General Property Tax Act, as amended by MCL 211.10g for the purpose of designating Laurie Spencer, Equalization Director, to serve as the County's Designated Assessor, and authorizing the Township Supervisor to sign the Interlocal Agreement. Roll call vote: Yes: 5 No: 0 Motion passed.

10. COMMITTEE, STAFF, AND OFFICER REPORTS

a. Parks and Recreation Committee

Todd Stone gave an update on parks. Good attendance at parks, youth group finished work on Boughey and Bingham Parks, did not get into Groesser Park brush clearing. Starting work at Bingham Park where concrete was removed. Requesting Township Board approval of \$1,200 for basketball hoop and pole for half court.

Gary McGhee/moved, Midge Werner/supported, to approve up to \$1,200.00 for basketball hoop and pole, PASSED

Todd Stone asked the township board to approve the purchase of life rings with hangers at an estimated cost of \$500.00.

Brad Saxton/moved, Kathy Morio/supported, to authorize Bob Walton to purchase life rings and hangers not to exceed \$500.00, PASSED.

b. Building and Grounds - No report.

c. Cemetery Committee – No report.

d. Zoning Administrator – Written report from Zoning Administrator.

e. Planning Commission – Meeting held Sept. 3rd. Public hearing continued on 2K Cidery Special Use Permit, tabled until the October meeting. Held public hearing and approved Amendment to Tart Trail Special Use Permit to allow parking on Shady Lane Trail. Accepted the Planning Commission Annual Report 2020.

Sandra Grant/moved, Brad Saxton/supported, to accept the Bingham Township Planning Commission Annual Report 2020, PASSED.

f. Fire Authority - No report.

g. Assessor – No report.

h. Treasurer - Sandra Grant said summer tax collection is going well.

i. Trustee - No report.

j. Clerk –

i. Vendor & Payroll Reports

Kathy Morio submitted Vendor Balance of \$7,519.39 which includes \$16.80 – cleaning bill, and Payroll of \$10,302.52.

Sandra Grant/moved, Midge Werner/supported to approve the Vendor Balance of \$7,519.39, and Payroll of \$10,302.52. Roll call vote: Yes: 4. No: 0 Absent – 1. PASSED

Kathy Morio reported she has sent out 1,126 applications for absentee voter ballots. Have roughly 2,400 registered voters.

k. Supervisor - No report.

11. PUBLIC COMMENT AND ANNOUNCEMENTS

- Jeannie Coulter, 7576 E. Melissa Dr., will the basketball pole & swim rings be secured?
- Midge Werner – There is no way to secure the life ring.
- Cara Gelven – Would the draft application for short term rental be put on line.
- Jonathon Rinkinen – What is the plan for short term rental schedule.
- Midge Werner – Next month, want to have ordinance in place for January 2021.
Township has been taking comments over the past year.
- Gary McGhee - Accepted an offer on his house, closing October 7th.
- Cara Gelven, getting same feeling about public comment given, no discussion by the Township board.
- Gary McGhee - township board listens during public comment section.
- Todd Stone - Thanked Gary McGhee for his service, given this might be the last meeting where he serves as Trustee.

12. ADJOURNMENT - The meeting was adjourned at 8:11 p.m.

Minutes by Marge Johnson, Recording Secretary
Kathy Morio, Clerk

**Bingham Township
Leelanau County, Michigan**

Ordinance No. _____

**AN ORDINANCE TO REGULATE
SHORT-TERM RENTALS WITHIN BINGHAM TOWNSHIP**

**THIS ORDINANCE SHALL BE KNOWN AS
THE SHORT-TERM RENTAL ORDINANCE.**

Bingham Township Ordains:

Section 1: Preamble and Purpose

The Bingham Township Board finds and declares as follows:

- A. Like many other communities in Northwest Michigan, Bingham Township ("Township") wishes to reconcile the many different land use interests and concerns that are involved in the short-term rental of single family residential properties.
- B. Short-term rentals can provide a community, and even a state-wide benefit, by expanding the number and type of lodging facilities available near the lakeshores and other recreational features, and they can assist owners of homes by providing revenue which may be used for maintenance upgrades and deferred costs.
- C. However, short-term rental of single family dwellings can also cause difficulty where the character of the use takes on a more transitory and commercial character akin to a motel or similar use. Michigan courts have recently held that the transitory and for-profit nature of the short-term rental of single family detached homes can often be inconsistent with the traditional intended use of a detached single family dwellings and neighborhoods.¹
- D. It is with these findings and rulings in mind, that it is the intention of the Township that, to the extent that the short-term rental of single family homes is permitted in the Township, that such rental occur in a manner that remains consistent with the single family character of the residences and neighborhoods where they are located.

1 . Please see *Susan Reaume v. Township of Spring Lake*, Docket No. 341654, dated May 21, 2019. and *Concerned Property Owners of Garfield Township v. Charter Township of Garfield*, Docket No. 342831, dated October 25, 2018. These cases also take a restrictive approach to the issue of whether these prior historic short term rentals qualify as prior nonconforming uses under zoning law given the consistency of terms like "dwelling", "family" and "single family dwelling" in the past and present Township zoning ordinances.

- E. For the foregoing reasons, the purpose of the following regulations is to make the short-term rental activity permitted by this ordinance by resident owners and lessees resemble the existing and traditional single family residential uses. The regulations are intended to be strictly construed and vigorously enforced with this goal in mind.
- F. In addition to the single family residential character concerns, the Township also has environmental concerns associated with the protection of water quality in both West Grand Traverse and South Lake Leelanau where over-occupancy of a single family dwelling's septic system may be harmful. 2

Section 2: Applicability

- A. This Ordinance applies to all properties in Bingham Township unless otherwise stated herein.
- B. The Ordinance applies only to the rental of an entire dwelling unit on a short-term basis as defined herein. This ordinance does not apply to the short-term rental of individual rooms within a dwelling unit or portion of a dwelling unit.
- C. The Ordinance does not apply to the following:
 - 1. Legally permitted bed and breakfasts
 - 2. Legally permitted bed and breakfast inns
 - 3. All legally permitted and legally non-conforming motel and hotels
 - 4. All legally permitted and legally non-conforming waterfront resorts
- D. All requirements, regulations and standards imposed by this Ordinance are intended to apply in addition to any other applicable requirements, regulations and standards imposed elsewhere in other ordinances of the Township, including the Bingham Township Zoning Ordinance. Further, this Ordinance does not affect additional requirements placed on use of property (or a portion thereof) imposed by deeds, subdivision or condominium or other private use restrictions, or by the terms of rental agreements.

Section 3: Definitions

Unless otherwise specified herein, the terms used in this ordinance shall be defined as follows:

Dwelling Unit. A group of rooms located within a permanent structure or building and forming a single habitable unit having facilities which are used or intended to be used for sleeping, cooking, eating, and bathing purposes.

Local contact person. A local property manager, owner, or agent of the owner, who is available to respond to tenant and neighborhood questions or concern, or any agent of

2. To date, residential waterfront properties in the Township are dependent upon septic systems and not sanitary sewers.

the owner authorized by the owner to take remedial action and respond to any violation of this ordinance.

Managing agency or agent. A person, firm, or agency representing the owner of the property (or portion thereof) used for a short-term rental, or a person, firm or agency owning the property (or portion thereof) used for a short-term rental.

Occupant: Any person over the age of five (5) who is an overnight guest in the short-term rental.

Operator. The person who is proprietor of a property (or portion thereof) used for a short-term rental whether in the capacity of owner, lessee, mortgagee in possession, licensee, or any other capacity. Where the operator performs his functions through a managing agent of any type or character, other than an employee, or where the operator performs his functions through a rental agent, the managing agent or the rental agent has the same duties as his principal. Compliance with the provisions of this ordinance by either the principal or the managing agent or the rental agent is considered to be compliance by both.

Parking space. An onsite designated parking area legally available to the dwelling unit for overnight parking of a motorized vehicle or trailer.

Property owner. An individual, a group of individuals, or an association, firm, partnership, limited liability company, corporation, or other private entity, public or private.

Short-term rental. The commercial use of renting a dwelling unit for a period of time less than thirty (30) consecutive calendar days. Short-term rental does not include a bed and breakfast permitted and operated in accordance with the Bingham Township Zoning Ordinance.

Section 4: Short-Term Rental Standards

All short-term rentals must meet the following standards whether or not a permit is required:

A. Parcel Requirements

1. Only one (1) dwelling unit per parcel shall be leased, subleased, rented or sub-rented at any given time. All lodging is to be exclusively within the dwelling unit.

B. Only one permit for one short-term rental operation may be granted per property owner. 3

C. Rental Frequency:

3. This regulation is consistent with the recent court rulings and the Township's goal that the commercial aspect of the short-term rental of single family homes be limited and restricted.

1. The short-term rental may be rented for not more than a total of one-hundred-eighty (180) nights in a calendar year 3; and
 2. The short-term rental may be rented no more than two (2) occurrences in any seven (7) night period.
- D. Bingham Township will limit the number of short-term rental permits to eighty-six (86) per calendar year. 4
- E. Local Contact Person:
1. Each owner of a short-term rental must designate a local contact person who has access and authority to assume management of the unit and take remedial measures.
 2. The local contact person must be available twenty-four (24) hours a day during the rental period and be within thirty (30) minutes travel time of the property (or portion thereof) used for a short-term rental.
 3. The Township will provide the phone number of the local contact to all neighbors within a three hundred (300) foot radius of the subject property boundaries.
 4. An owner meeting the requirements of subsections (1) through (3) above may designate themselves as the local contact person.
- F. The occupancy of the short-term rental property does not exceed the lesser of:
1. Two (2) occupants per bedroom permitted on the Health Department permit.
 2. Ten (10) occupants .
- G. All parking associated with a short-term rental shall be out of the public or private roadway, shared driveway, and entirely on-site, in the garage, driveway or other improved parking area.
1. A minimum of two (2) parking spaces is required;
 2. Four (4) spaces are required for a short-term rental that holds a maximum occupancy between six (6) and eight (8) persons; and
 3. Five (5) spaces are required for a short-term rental that holds a maximum occupancy between nine (9) and ten (10) persons.
- H. Special events, outdoor events, lawn parties, gatherings, weddings, bachelor or bachelorette parties or similar activities are not allowed on the property for more than the number of occupants permitted in the residence or dwelling unit under this ordinance.

4 The number of allowed permits is determined as 5% of the taxable residential units in Bingham Township.

- I. The Animal Control Enforcement Ordinance of Leelanau County shall have authority over pets. Pets shall be secured on the property or on a leash at all times. Dogs shall not be allowed to whine, yelp, bark, or howl for a period of ten minutes or longer, as per the Animal Control Enforcement Ordinance of Leelanau County.
- J. Fireworks of any kind are not allowed on rental property except in accordance with the Bingham Township Consumer Fireworks Ordinance No. 02-07-15-13 (as amended).
- K. Fires are allowed only within provided devices or locations. Fires shall not be left unattended and must be fully extinguished. Only clean, dry wood may be burned.
- L. Provisions for recycling and trash disposal must be provided. Trash must be contained in properly sealed receptacles. There must be no overflow that will be attractive to vermin. If necessary, arrangements for additional trash pickups shall be made.
- M. The septic system shall meet the following standards:
 - 1. The owner shall maintain a current, permitted or approved wastewater disposal system per the Benzie/Leelanau District Health Department standards.
 - 2. The wastewater disposal system shall be properly functioning, be maintained in a properly functioning condition, and examined a minimum of once every three (3) years. As used in this subsection, "properly functioning" may include, but shall not be limited to, written documentation from a commercial septic hauler that the holding tank is being pumped on a regular basis given the size of the holding tank and that at least once every three (3) years the septic tank and/or dry-well has been pumped or that pumping is not required at the time of examination.
 - 3. If the wastewater disposal system stops functioning for any reason, all actions of renting the short-term rental must cease and desist immediately until such time as the system is properly functioning.
- N. Noise must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 11:00 PM to 8:00 AM. Quiet hours relates to any noise that would prevent sleep within neighboring properties.
- O. The owner shall provide these standards, the street address of the rental, and emergency contact phone numbers as part of all rental agreements and a copy is to be located prominently in the rental unit in bold-faced language with a font no smaller than 14 point.

Section 5: Owner Responsibilities

- A. The owner must insure the required standards are met.
- B. The owner must use best efforts to assure that the occupants or guests of the short-term rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this ordinance or any other local or state law pertaining to noise or disorderly conduct by notifying the occupants of the rules regarding short-term rentals and taking appropriate action to abate the violative conduct when notified that occupants are violating laws regarding their occupancy. It is not intended that the owner, local agent, or contact person act as a peace officer or place himself or herself in harm's way.
- C. The owner or local contact person must, upon notification that occupants or guests of his or her short-term rental have created unreasonable noise or disturbances, engaged in disorderly conduct or violated provisions of this ordinance, or state law pertaining to noise or disorderly conduct, promptly use best efforts to prevent a recurrence of such conduct by those occupants or guests.

Section 6: Short-Term Rental Permit

- A. The following application elements are required prior to receipt of a short-term rental permit or permit renewal.
 - 1. A fully completed and signed short-term rental permit application form provided by the Township including all the required supplemental documents.
 - 2. An affidavit signed by the property owner of the proposed short-term rental granting authority to the applicant to act on behalf of the property owner to request a permit under this Ordinance.
 - 2. A local contact per the requirements of Section 4.E of this Ordinance.
 - 3. A sketched site plan of the property including the location where all motor vehicles, boats, and other items will be parked.
 - 4. Maximum number of occupants to be accommodated while in use as a short-term rental, which shall in no circumstances, be greater than ten (10) persons.
 - 5. Any deed restrictions or use limitations in the subdivision covenants and restrictions or the condominium master deed and/or bylaws applicable to the short-term rental premises.
 - 6. Proof of a properly functioning wastewater disposal system per the standards of Section 4.N.

7. Annual fee as established by the Bingham Township Board.
- B. A short-term rental permit shall be issued by calendar year. All Permits shall expire at the end of the calendar year and must be renewed each year.

Section 7: Violation and Administrative Penalties

- A. Any of the following conduct is a violation of the short-term rental ordinance:
 1. Any advertising or leasing of a short-term rental without first having obtained a short-term rental permit.
 2. The permit holder has failed to comply with any of the standards, conditions and requirements of this Ordinance.
 3. Any false or misleading information supplied in the application process.
- B. The penalties for violations specified in subsection (A) above are as follows:
 1. For a first violation within any calendar year, the penalty is a warning notice of violation which may be verbal and/or written.
 2. A second violation within the same calendar year shall be subject to a municipal civil infraction punishable by a fine of not less than five hundred (500) dollars nor more than one thousand (1,000) dollars. All owners, regardless of their interest in the property, may be responsible for the civil infraction. The Township Zoning Administrator and other officials designated by the Township Board are hereby designated as the authorized officials to issue municipal civil infraction citations directing alleged violators of this ordinance to appear in court. Each day the violation remains may be a separate offense.
 3. A third violation within the same calendar year shall be subject to a municipal civil infraction punishable by a fine of not less than twice the amount of any previous fine but not more than two thousand (2,000) dollars, and the permit shall be revoked. An owner may reapply for a permit no sooner than twelve (12) months after revocation of a permit.
 4. If there are a total of three violations within any three (3) consecutive year period, the permit shall be immediately revoked. An owner may appeal a decision to revoke a permit to the Bingham Township Board.
- C. A violation of this ordinance shall be a nuisance per se. In addition to recovery of fines and costs, the Township shall have the right to seek an appropriate injunctive order, in a municipal civil infraction proceeding in district court, or in circuit court to enforce compliance with this ordinance.
- D. The Bingham Township Zoning Administrator or other persons designated by Bingham Township Board are authorized to issue all permits under this Ordinance and is also authorized to issue municipal civil infraction violation notices and/or citations for violations of this Ordinance.

Section 8: Private Actions to Enforce

- A. Any person who has suffered, or alleges to have suffered, damage to person or property for a violation of this ordinance may seek relief in a court of competent jurisdiction against the owner.
- B. Nothing in this ordinance creates any right of action against the township or any of its officers, employees, or agents. The sole purpose and intent of this section is to create a right of action between private parties, entities, and interests, which are or may be impacted or affected by various aspects of short-term rentals within the township.

Section 9: Severability.

If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the validity of the remainder of the Ordinance as a whole or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 10: Effective Date:

This Ordinance shall become effective thirty (30) days after being published in a newspaper of general circulation within the township.

Ordinance No. _____ was adopted on the _____th day of _____, 2019 by the Bingham Township Board of Trustees, as follows:

Motion by:
Support by:
Roll Call Vote:
Yeas:
Nays:
Absent:

Motion Carried.

I certify that this true copy of Ordinance _____ was adopted at a regular meeting of the Bingham Township Board of Trustees on _____, 2019 and published in the *Leelanau Enterprise* on _____, 2019.

Date of Township Approval:
Date of Publication:
Effective Date:

Date: _____

By: _____

Kathy Morio,
Bingham Township Clerk

RESOLUTION

BINGHAM TOWNSHIP – LEELANAU COUNTY

RESOLUTION NO. _____

At a regular meeting of the Bingham Township Board on Monday, October 19, 2020, held by Electronic Remote Access, the following Resolution was offered:

Resolution made by _____ and seconded by _____:

Whereas, on October 19, 2020, the Bingham Township Board adopted Ordinance No. _____, the Bingham Township Short Term Rental Ordinance, and

Whereas, the Short Term Rental Ordinance contains a provision that the Bingham Township Board may establish procedures for administering this ordinance, and

Whereas, the Short Term Rental Ordinance contains a provision that the Bingham Township Board may establish a permit fee for permits issued under this ordinance,

NOW, THEREFORE BE IT RESOLVED that the Bingham Township Board establishes the following procedures and fees for implementing the Short Term Rental Ordinance:

1. **Enforcement Date:** Bingham Township will commence enforcement of the Short Term Rental Ordinance on January 1, 2021. Any person advertising and/or operating a Short Term Rental on or after that date will be required to have a Short Term Rental Permit.
2. **Publication:** In addition to publication of the Notice of Adoption in the *Leelanau Enterprise*, the following measures shall be taken:
 - A. Bingham Township will place a notice of this ordinance in the township newsletter that is distributed with the December 2020 winter property tax bills.
 - B. Bingham Township will place the ordinance, application forms, this policy, and a log of permits on the township website.
3. **Permit Fee:** The annual permit fee for a Short Term Rental Permit shall initially be \$300.00, based upon the anticipated costs required to administer this Ordinance. This amount may be adjusted by the township board at any time by Resolution or by an amendment to the Bingham Township Fee Ordinance.
4. **Ordinance Administration:**
 - A. The adopted ordinance states that the Bingham Township Zoning Administrator will initially be the administrator of the Short Term Rental Ordinance.
 - B. The Bingham Township Board can at any time, by Resolution, designate another individual or firm to administer this ordinance.
 - C. In the absence of the Zoning Administrator or other individual or firm, the Bingham Township Supervisor shall have the authority to designate a temporary replacement.

- D. The Zoning Administrator shall submit a monthly written report on short-term rental permit activity and complaints to the township board.
- E. Bingham Township will consider contracting with a Short Term Rental Compliance Monitoring Firm to help identify those properties that are advertising short term rental in Bingham Township.

5. **Initial Application Process (for 2021):**

- A. **Applications for Short Term Rental Permits for calendar year 2021 will be accepted by Bingham Township starting on Thursday, November 5, 2020 at 10:00 a.m. at the Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI 49684.**
- B. Applications will be date, time stamped, and numbered upon receipt.
- C. Any applications received in the mail or special delivery prior to 10:00 a.m. on Thursday, November 5, 2020 will be date stamped and numbered at 5:00 p.m. on Thursday, November 5th.
- D. Submitted applications will be reviewed for completeness, including the permit fee and the required attachments. Incomplete applications will be set-aside and will lose their place in the queue. Applicants will be notified by email within 3 business days from their submittal of an incomplete application, and will have 5 business days to correct the application before it is mailed back to the Applicant.
- E. Completed applications will be reviewed for issuance of the permit. Applicants will be notified with any questions, issues, or applications that are non-compliant. Issued permits will be sent to the Owner and Applicant via email and first-class mail.
- F. If the number of submitted applications exceeds the number of allowable permits contained in the Short Term Rental Ordinance, a Waiting List will be established, and the Bingham Township Supervisor will be notified. The Permit Fee will be returned for applications on the Waiting List for thirty (30) days. If an Applicant on the Waiting List is notified of an opening, they will have ten (10) days to re-submit the Permit Fee.
- G. If there is a Waiting List and an existing Short Term Rental Permit is discontinued or revoked, the Administrator will issue a permit to the next qualifying application on the Waiting List.
- H. If the ownership of a permitted short term rental property changes, and the new owners wish to continue the short term rental, the new owners shall submit a new application to Bingham Township within thirty (30) days after the deeds are recorded. Failure to submit a new application within the thirty (30) days will result in the permit being revoked. The Ordinance states that Short Term Rental Permits are not transferrable.

5. **Renewal Application Process for Subsequent Calendar Years:**

- A. Renewal Short Term Rental Permits for subsequent calendar years may be applied for starting on October 1 of the current year. The permit holder will need to update any changes from the original application, submit the annual permit fee, and may need to submit updated proof of septic or holding tank pumping.
- B. Existing permit holders will have until March 1 of the permit year to submit a renewal application to keep their position on the list. If, after March 1st, a renewal application is not submitted, the permit will be considered abandoned.
- C. If, on March 2, there are less permits issued than the maximum allowable number, and there is a Waiting List, the Administrator shall issue permits to the next qualifying application(s) on the Waiting List.

Roll Call Vote:

Yes: _____

No: _____

Absent: _____

Resolution Declared Adopted by Supervisor Werner

CERTIFICATION

I, Kathy Morio, Clerk of the Township of Bingham, Leelanau County, hereby certifies that the foregoing is a true and complete copy of Resolution No. _____ adopted by the Bingham Township Board at their Regular Meeting on October, 19, 2020.

Dated October 19, 2020

Kathy Morio, Bingham Township Clerk

Bingham Township Short Term Rental Application Policy

Ordinance No. _____, also known as the Short Term Rental Ordinance, and hereinafter referred to as the "Ordinance", and shall be enforced as of January 1, 2021. Hereinafter a Short-Term Rentals shall be known as "STR".

All Bingham Township property owners shall be notified of the provisions in the Ordinance via letter, to be sent along with the winter 2020 tax bills.

Application process:

- Applications for a Short Term Rental Permit for 2021 shall be accepted beginning November 1, 2020.
- In each subsequent year renewal applications will be accepted for the following year beginning on October 1 and ending on February 28.
- On March 1 of each year each application will be processed as they come in, regardless if it is a renewal application or a first-time application.
- Applications must be complete with all required information and payment before it will be accepted and processed. The application will not be considered, nor a place held in the queue, until all the information, along with the payment is received. Incomplete applications will be returned with a list of items needed to make the application complete.
- Applications will be date-stamped as they come in.
- A log of all incoming applications and their status will be kept.
- Once the STR operator's information is on file, the same information will not have to be provided with subsequent renewal applications, unless the information has changed.
- Once the application is complete, there will be a maximum 10 business day turn-around for the application to be processed.

The annual fee will be \$_____. Once an application has been accepted there shall be no refunds regardless if the permit is issued or not.

The Township will be responsible for notifying the neighboring property owners of the STR operation, and the phone number(s) to call if there are any concerns. This will be done once, unless there is a change in information that warrants a re-notification.

STR permits are not transferable upon sale or transfer of the property.

Bingham Township Short-Term Rental Permit Application

Property Owner

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Managing Agency or Agent Name (if applicable)

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Local Contact Person (available 24 hours)

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Location of Property

Street Address: _____

Development name (if applicable): _____

Property Number: _____

The Property Owner is hereby notified that the Michigan Personal Residence Exemption status on this property may be affected by signing this Application.

It is the Property Owner's responsibility to protect themselves with the proper home owner's insurance coverage for short term rental activity.

It is the responsibility of the Property Owner to be aware and comply with the rules of the U.S. Internal Revenue Service with regard to Residential Rental Property.

The Township may provide the assessor and the IRS with this information.

The Short-Term Rental Permit shall run with the landowner and shall automatically expire upon sale or transfer of the property.

The Short-Term Rental Permit may be revoked for failure to comply with the Short-Term Rental Standards. If revoked, reapplication for a new Short-Term Rental Permit may be applied for, but no sooner than one year from the date of revocation.

With granting of a Short-Term Rental permit it is agreed that the operation will conform with the Bingham Township Short-Term Rental Ordinance and that the Township shall not be held liable for any damages resulting therefrom.

I have read the Bingham Township Short-Term Rental Ordinance and the information on this application and acknowledge and state that it is accurate to the best of my knowledge. If any information that I have provided as actual and truthful is indeed false and untrue I understand that this permit may be revoked, and that I may not reapply for a Short-Term Rental Permit for a one year period.

Print name of Property Owner

Signature of Property Owner

Date: _____

Office Use

Date of application: _____ Date issued: _____

Date application complete: _____ Expiration date: _____

Required Attachments:

- Deed restrictions on property (if applicable)
- Proof of a properly functioning wastewater disposal system (Section 4.N).
- Site plan of property (may be hand-drawn and must include the measured dimensions) indicating property lines, building's driveway, parking area, drain field location and docks (if applicable).
- Floor plan indicating gross square footage and number of total rooms. Indicate bedrooms, kitchen, bathrooms, etc.
- Maximum number of occupants to be accommodated (maximum 10, see Section 3.F).
- Short-term rental rules, if any, in addition to those required by this Ordinance.
- Annual fee as established by the Bingham Township Board.

Gary L. McGhee
9315 S. Ranger Road
Baldwin, MI 49304

October 7, 2020

Marian Werner, Supervisor
Bingham Township
7171 S. Center Hwy
Traverse City, MI 49684

Midge & Fellow Board Members,

In light of the sale of my home in Bingham Township and subsequent move out of the area, I regret that I must resign my position as Trustee for Bingham Township effective immediately and prior to the end of my elected term of office.

In addition, as the Township Board representative on the Bingham Township Planning Commission, this resignation applies to the Planning Commission as well.

It has been an honor to serve the residents of Bingham Township alongside my fellow Board/Commission members and I am proud of the accomplishments over these past 8 years.

Sincerely,



Gary L. McGhee

ZONING ADMINISTRATOR'S REPORT

SEPTEMBER 2020

BINGHAM TOWNSHIP

PREPARED BY STEVE PATMORE

For October 2020 Township Board Meeting

LAND USE PERMITS ISSUED

		NEW		ACCESSORY	
DATE	TOTAL	HOMES	ADDITIONS	BUILDINGS	OTHER
September 2020	5	3	2	0	0
Year To Date 2020	28	9	8	11	0
YTD 2019	36	11	9	13	3
YTD 2018	43	17	7	17	2
YTD 2017	49	20	12	16	1
YTD 2016	34	13	8	13	0
YTD 2015	37	14	12	6	5
YTD 2014	26	6	5	13	2

20-024 Single Family Dwelling – 10140 E. Bingham Rd.

20-025 Single Family Dwelling – 6042 S. Lake Leelanau Dr.

20-026 Deck Addition – 3729 S. Lee Point Rd.

20-027 Steps Addition – 3146 S. Skeba Rd.

20-028 Single Family Dwelling – 10705 E. Captains Ct. (Bayview Pines)

Land Divisions

- Several questions & discussions on Land Divisions & Boundary Line Transfers

Zoning Board of Appeals:

- ZBA granted variance for accessory building with several conditions of approval.

Other Work:

- Public Hearings on 2K Cidery and Leelanau Trail Parking at Shady Lane Rd.
- Several questions/comments on the draft Short-Term Rental Ordinance.
- Short Term Rental Permit process and procedures.
- Application received for commercial project on Bingham Road.
- Application received for re-approval of third commercial storage building at Monstrey Self Storage.
- Many questions on Land Use Permits, setbacks, zoning, permit process, etc. due to the high activity in the areas real-estate market.

Memo To: The Bingham Township Board
From: Bingham Township Planning Commission
Date: October 1, 2020
Re: Updating the 1999 Comprehensive Plan

After a review of the 1999 Bingham Township Comprehensive Plan, the Planning Commission feels it is the time to take the steps to start updating the Plan. The 1999 Comprehensive Plan was the first master plan for the township and it set the tone and direction for over 20 years. It is a good, solid document that has served its purpose well and we feel that it is due to be updated into a streamlined document focused on the vision for the township.

Here are the reasons:

1. Concerns have come before the Planning Commission over the past years that either were not addressed in the Plan or are in need of updated input from the community to clarify the desires of the township. Some of the concerns include --
 - **Housing:** Should the township provide options for housing other than single-family, housing densities, and opportunities for aging in place? Concerns about the impact of short-term rentals, the future of home businesses and remote working.
 - **Agriculture:** Expansions of agritourism opportunities, noise and other impacts from agritourism sites, and protection of agriculture and prime soils
 - **Commercial:** Is the township meeting the commercial needs of the community? **Consider** the future of the commercial districts, the commercial pressure on M22, and the future goals of the Bingham Rd. commercial district
 - **Infrastructure:** how and where renewable energy production fits into the township.
2. We also feel that we need new public opinion surveys to confirm the direction of the township. Because there was so much citizen involvement going into the 1999 Plan the goals it has provided the Planning Commission with good direction but the information is old and new questions need to be asked. It is time to once again hear from the long-time resident of the township while engaging the new generation for the first time. The Planning Commission needs to confirm if the goals are the same or does the community want to move in a new direction.
3. All the demographics and statistics used to guide the direction of the township are over 20 years old and need to be updated. Much of the information in the 1999 Plan is now wrong or completely outdated.
4. The conclusion and directions for action in the current Plan are written to be vague and are no longer serving as a clear guide for action. The Plan itself could be more user-friendly and is unwieldy.

5. Professional advice learned from the session brought to Leelanau County, is that any plan that is 20 years old needs to be updated in order to guide the community and to defend its decisions in court if necessary.

The Planning Commission feels that now is the time to get the process started. The process itself is a long one and will likely take two years once a contract is signed with a consultant. Although the 2020 Census results are important and will not be available until 2021, if the process is started now the Planning Commission can be ready when census data is available.

The Planning Commission is asking the Township Board to consider allowing the release of an RFP to begin the process to find a suitable consultant. The Board would be invited to help interview the candidates and would approve and hold the contract.

Thank you.

At the October 1, 2020 Bingham Township Planning Commission meeting, the Planning Commission voted to forward this memo to the Township Board.

Bingham Township Clerk and Treasurer Balance Sheet

	As of sept 30, 2020	
	Clerk	Treasurer
101 . General Fund Cash: General Checking TCSB	172,326.54	172,326.54
General Investment 18 mo CD Northwestern	115,286.15	115,286.15
General Investment 12 mo CD Northwestern	76,908.00	76,908.00
TOTAL	364,520.69	364,520.69
245 . Set Aside Fund:245 Fund Investment Acct.		
245 . Set Aside Fund:245-245 Area Improvements	16,781.47	
245 . Set Aside Fund:245-246 Parks and Rec. Grant	48,869.87	
245 . Set Aside Fund:245-248 Parks and Rec. Improvements	16,295.98	
245 . Set Aside Fund:245-259 Office Equipment	17,828.59	
245 . Set Aside Fund:245-262 Elections	6,005.46	
245 . Set Aside Fund:245-265 Schoolhouse	44,291.80	
245 . Set Aside Fund:245-276 Cemetery	40,071.21	
245 . Set Aside Fund:245-466 Roads	13,115.44	
245 . Set Aside Fund:245-539 Grants	7,984.33	
245 . Set Aside Fund:245-721 Planning - Master Plan	27,346.68	
245 . Set Aside Fund:245-802 Attorney	4,003.63	
TOTAL	242,594.46	242,594.46
Total Money in Bingham Township Accounts	\$607,115.15	\$607,115.15
Difference		0.00

11:53 AM

10/16/20

Bingham Township
Vendor Balance Summary
All Transactions

	<u>Oct 19, 20</u>
American Waste	22.00
Charter Communications cable	139.97
Cherryland Electric Cooperative	74.72
Consumers Energy	185.63
Day Signs	24.00
Election Source	71.11
Jordan Fehrenbach	195.00
Kathy M. Morio	133.94
Marge Johnson	144.00
Netlink Business Systems	356.30
Northern Building Supply, LLC	292.20
Paul Whiteford	1,268.00
Suttons Bay Township	1,640.00
Tobin & Co., P.C.	766.41
Tri- Gas	195.92
Wells Fargo Financial Leasing	91.29
TOTAL	<u><u>5,600.49</u></u>

10/16/20

Bingham Township
Payroll Transactions by Payee
 October 1 - 19, 2020

Date	Num	Name	Amount
Michigan Treasury			
10/16/2020	To Print	Michigan Treasury	-370.19
Total Michigan Treasury			-370.19
United States Treasury			
10/16/2020	To Print	United States Treasury	-1,874.92
Total United States Treasury			-1,874.92
Clark, Kim R.			
10/19/2020		Clark, Kim R.	-512.39
Total Clark, Kim R.			-512.39
Dashner, Charles B			
10/19/2020		Dashner, Charles B	-57.26
Total Dashner, Charles B			-57.26
Friske, Angela			
10/19/2020		Friske, Angela	-1,773.18
Total Friske, Angela			-1,773.18
Grant, Sandra K			
10/19/2020		Grant, Sandra K	-1,700.15
Total Grant, Sandra K			-1,700.15
Jasinski, Catherine D			
10/19/2020		Jasinski, Catherine D	-69.26
Total Jasinski, Catherine D			-69.26
Layman, Jeffrey H			
10/19/2020		Layman, Jeffrey H	-57.27
Total Layman, Jeffrey H			-57.27
McGhee, Gary L			
10/19/2020		McGhee, Gary L	-196.72
Total McGhee, Gary L			-196.72
Morio, Kathy			
10/19/2020		Morio, Kathy	-1,736.53
Total Morio, Kathy			-1,736.53
Saxton, Brad			
10/19/2020		Saxton, Brad	-154.26
Total Saxton, Brad			-154.26
Walker, Marie			
10/19/2020		Walker, Marie	-66.07
Total Walker, Marie			-66.07
Werner, Marian E			
10/19/2020		Werner, Marian E	-1,176.52
Total Werner, Marian E			-1,176.52
TOTAL			-9,744.72

Bingham Township
Profit & Loss Budget vs. Actual
July 1 through October 19, 2020

	<u>Jul 1 - Oct 19, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
245 Account				
245-665 · Interest Income	131.41	1,500.00	-1,368.59	8.76%
Total 245 Account	131.41	1,500.00	-1,368.59	8.76%
400 · REVENUES				
401 · Current Taxes	0.00	46,914.00	-46,914.00	0.0%
405 · School Payment-Summer Tax Coll.	5,112.50	5,200.00	-87.50	98.32%
420 · Delinquent Pers Property Taxes	0.00	50.00	-50.00	0.0%
445 · Penalties & Interest on Taxes	0.00	4,000.00	-4,000.00	0.0%
476 · Land Use Permits	1,425.00	5,000.00	-3,575.00	28.5%
477 · Special Land Use Permits	0.00	400.00	-400.00	0.0%
478 · Land Divisions	200.00	700.00	-500.00	28.57%
479 · Appeals/Variations	600.00	200.00	400.00	300.0%
574 · State Revenue Sharing	62,918.00	193,506.00	-130,588.00	32.52%
580 · Metro Funds	500.00	6,600.00	-6,100.00	7.58%
642 · Ord. Books, Copies, FOIAs	0.00	50.00	-50.00	0.0%
665 · Interest Income	748.75	1,000.00	-251.25	74.88%
667 · Schoolhouse Rent	0.00	500.00	-500.00	0.0%
675 · Cemetery Lots	400.00	1,000.00	-600.00	40.0%
677 · Reimbursements	5,978.13	2,000.00	3,978.13	298.91%
687 · Refunds/Rebates	0.00	1,000.00	-1,000.00	0.0%
Total 400 · REVENUES	77,882.38	268,120.00	-190,237.62	29.05%
Total Income	78,013.79	269,620.00	-191,606.21	28.94%

Bingham Township

Profit & Loss Budget vs. Actual

July 1 through October 19, 2020

Expense	Jul 1 - Oct 19, 20	Budget	\$ Over Budget	% of Budget
101-TOWNSHIP BOARD				
101-724 · Clean-Up Day	0.00	3,500.00	-3,500.00	0.0%
101-702 · Trustee Salaries	1,400.80	4,202.40	-2,801.60	33.33%
101-704 · Land Division Salary	200.00	600.00	-400.00	33.33%
101-705 · Office Aide	804.63	2,300.00	-1,495.37	34.98%
101-725 · Contractual Service-Lawn Maint.	6,176.00	12,000.00	-5,824.00	51.47%
101-726 · Miscellaneous	1,126.59	2,000.00	-873.41	56.33%
101-802 · Attorney	0.00	4,000.00	-4,000.00	0.0%
101-803 · Audit	0.00	3,600.00	-3,600.00	0.0%
101-805 · Dues (MTA, Planning)	0.00	3,900.00	-3,900.00	0.0%
101-806 · Webmaster	150.00	600.00	-450.00	25.0%
101-860 · Mileage	0.00	200.00	-200.00	0.0%
101-865 · Insurance	160.00	7,080.00	-6,920.00	2.26%
101-866 · Hazmat	395.00	400.00	-5.00	98.75%
101-920 · Street Lights (electric bill)	298.88	950.00	-651.12	31.46%
101-955 · Education	0.00	2,000.00	-2,000.00	0.0%
101-956 · Recording Secretary	441.50	927.00	-485.50	47.63%
Total 101-TOWNSHIP BOARD	11,153.40	48,259.40	-37,106.00	23.11%
171-SUPERVISOR				
171-706 · Supervisor Salary	5,518.80	16,556.40	-11,037.60	33.33%
Total 171-SUPERVISOR	5,518.80	16,556.40	-11,037.60	33.33%
215- CLERK				
215-705 Clerical Assistant-f/c	0.00	500.00	-500.00	0.0%
215-701 · Clerk Salary	8,383.80	25,151.36	-16,767.56	33.33%
215-703 · Deputy Wages	1,041.60	3,000.00	-1,958.40	34.72%
Total 215- CLERK	9,425.40	28,651.36	-19,225.96	32.9%
247-BOARD of REVIEW				
247-704 · Per Diems	165.00	1,650.00	-1,485.00	10.0%
Total 247-BOARD of REVIEW	165.00	1,650.00	-1,485.00	10.0%
253 - TREASURER				
253-702 Treasurer Salary	8,649.96	25,949.82	-17,299.86	33.33%
253-703 Deputy Wages	0.00	500.00	-500.00	0.0%
253-956 Miscellaneous	0.00	1,600.00	-1,600.00	0.0%
253-705 · Clerical Assistant	0.00	500.00	-500.00	0.0%
Total 253 - TREASURER	8,649.96	28,549.82	-19,899.86	30.3%
257 · ASSESSOR				
257-702 · Assessor Salary	8,372.92	25,118.80	-16,745.88	33.33%
257-703 · Asst.Assessor Salary	0.00	3,394.49	-3,394.49	0.0%
257-860 · Mileage	28.89	400.00	-371.11	7.22%
257-999 · Field Projects	137.20	4,000.00	-3,862.80	3.43%
Total 257 · ASSESSOR	8,539.01	32,913.29	-24,374.28	25.94%

Bingham Township
Profit & Loss Budget vs. Actual
July 1 through October 19, 2020

	Jul 1 - Oct 19, 20	Budget	\$ Over Budget	% of Budget
262 · ELECTIONS				
262-703 · Wages	3,794.70	8,000.00	-4,205.30	47.43%
262-727 · Supplies	1,701.83	900.00	801.83	189.09%
262-728 · Shredding	65.00	100.00	-35.00	65.0%
262-860 · mileage	247.49	450.00	-202.51	55.0%
262-930 · Mach set-ups	0.00	500.00	-500.00	0.0%
Total 262 · ELECTIONS	5,809.02	9,950.00	-4,140.98	58.38%
265- TOWNSHIP HALL				
265-730 · Tax Bill/Assessment Notice	314.57	3,500.00	-3,185.43	8.99%
265-727 · Supplies	249.35	3,200.00	-2,950.65	7.79%
265-728 · Postage	174.66	5,500.00	-5,325.34	3.18%
265-850 · Telephone	231.06	1,100.00	-868.94	21.01%
265-851 · Copy Machine	968.16	2,200.00	-1,231.84	44.01%
265-852 · Software Support	1,271.00	2,500.00	-1,229.00	50.84%
265-855 · Internet Access	439.92	1,100.00	-660.08	39.99%
265-900 · Advertising & Publishing	732.86	2,300.00	-1,567.14	31.86%
265-920 · Ut - ELECTRIC	544.35	2,600.00	-2,055.65	20.94%
265-921 · UT - Gas	195.92	1,100.00	-904.08	17.81%
265-930 · Repairs/maintenance	318.77	1,200.00	-881.23	26.56%
265-931 · Cleaning	58.80	900.00	-841.20	6.53%
265-932 · Waste Pickup	88.00	275.00	-187.00	32.0%
Total 265- TOWNSHIP HALL	5,587.42	27,475.00	-21,887.58	20.34%
276- CEMETERIES				
276-701 · Sexton	0.00	400.00	-400.00	0.0%
276-727 · Supplies/ Maintenance	0.00	1,000.00	-1,000.00	0.0%
276-920 · Utilities - Keswick Cemetery	112.19	350.00	-237.81	32.05%
276-932 · Waste Pick-up	160.00	450.00	-290.00	35.56%
276-940 · Porta Potty Rental	0.00	540.00	-540.00	0.0%
Total 276- CEMETERIES	272.19	2,740.00	-2,467.81	9.93%

Bingham Township
Profit & Loss Budget vs. Actual
July 1 through October 19, 2020

	<u>Jul 1 - Oct 19, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
721 · PLANNING				
721-704 · Planning Meeting Per Diem	820.00	5,700.00	-4,880.00	14.39%
721-855 · Education	0.00	900.00	-900.00	0.0%
721-956 · Recording Secretary	189.00	770.00	-581.00	24.55%
Total 721 · PLANNING	<u>1,009.00</u>	<u>7,370.00</u>	<u>-6,361.00</u>	<u>13.69%</u>
722 · PLANNING/ZONING CONTRACT				
722-726 · Planning Services	700.00	8,400.00	-7,700.00	8.33%
722-727 · Zoning Services	6,560.00	19,680.00	-13,120.00	33.33%
Total 722 · PLANNING/ZONING CONTRACT	<u>7,260.00</u>	<u>28,080.00</u>	<u>-20,820.00</u>	<u>25.86%</u>
723 · ZONING BOARD OF APPEALS				
723-704 · Mtg, Per Diem	425.00	855.00	-430.00	49.71%
723-855 · Education	36.00	200.00	-164.00	18.0%
Total 723 · ZONING BOARD OF APPEALS	<u>461.00</u>	<u>1,055.00</u>	<u>-594.00</u>	<u>43.7%</u>
755 · PARKS				
755-727 · Supplies	352.81	250.00	102.81	141.12%
755-920 · Utilities - Bingham Twp Park	32.19	140.00	-107.81	22.99%
755-932 · Waste Pick-up	400.00	800.00	-400.00	50.0%
755-940 · Porta Potty Rentals	1,655.35	2,900.00	-1,244.65	57.08%
755-945 · Park Improvements	1,299.00	7,500.00	-6,201.00	17.32%
Total 755 · PARKS	<u>3,739.35</u>	<u>11,590.00</u>	<u>-7,850.65</u>	<u>32.26%</u>
6561 · PAYROLL EXPENSES - FICA	4,031.09	8,000.00	-3,968.91	50.39%
977 · CAPITAL OUTLAY	0.00	22,000.00	-22,000.00	0.0%
996 · TRANSFER OUT TO 245 FUND	100.00	0.00	100.00	100.0%
8000 · 245 Expenditures	13,680.00	0.00	13,680.00	100.0%
CONTINGENCY	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>	<u>0.0%</u>
Total Expense	<u>85,400.64</u>	<u>275,840.27</u>	<u>-190,439.63</u>	<u>30.96%</u>
Net Income	<u><u>-7,386.85</u></u>	<u><u>-6,220.27</u></u>	<u><u>-1,166.58</u></u>	<u><u>118.75%</u></u>