

**BINGHAM TOWNSHIP
REGULAR BOARD MEETING AGENDA**

May 17, 2021 7pm

By Phone: (929)205-6099 US(New York)

ZOOM MEETING ID: 842 5963 4955 PASS CODE: 436103

<https://us02web.zoom.us/j/84259634955?pwd=UGVjYVoyZ3RDUEExTRzJCM2VueWpwUT09>

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. AGENDA APPROVAL**
- 5. CONFLICT OF INTEREST**
- 6. APPROVAL OF April 19, 2021 MEETING MINUTES**
- 7. PUBLIC COMMENT**
- 8. OLD BUSINESS**-Drainage District Follow-up
- 9. NEW BUSINESS**
 - a. John Popa, Road Commission Annual Report
 - b. Lakeview Road Speed Study-Midge Werner
 - c. Zoning Ordinance 21-001 Amendment-Steve Patmore
 - d. Zoning Admin. Contract-Midge Werner
 - e. Contract for Planning Services with Networks Northwest-Midge Werner
 - f. BS&A Proposal-Sandra Grant
 - g. Michigan Municipal Insurance Coverage Proposal-Jonathan Koets
 - h. Gabridge & Co. Audit Proposal-Kathy Morio
 - i. Lawn Maintenance Proposal-Midge Werner
 - j. Draft 2021-2022 Budget-Midge Werner
 - k. Salary Resolutions-Midge Werner
- 10. COMMITTEE, STAFF AND OFFICER REPORTS**
 - a. Parks and Recreation Committee – Todd Stone
 - b. Building & Grounds Committee – Kathy Morio
 - c. Cemetery Committee - Midge Werner
 - d. Zoning Administrator/STR Administrator-Steve Patmore
 - e. Planning Commission-Steve Patmore, Jeff Layman
 - f. Fire Authority (documents emailed)
 - g. Assessor's Quarterly Report (Jan/Apr/Jul/Oct)
 - h. Treasurer
 - i. Trustee
 - j. Clerk
 - i. Vendor & Payroll Reports
 - k. Supervisor-Library budget report
- 11. PUBLIC COMMENTS AND ANNOUNCEMENTS**
- 12. ADJOURNMENT**

DRAFT

**BINGHAM TOWNSHIP
REGULAR MEETING MINUTES
APRIL 19, 2021**

1. **CALL TO ORDER**
Supervisor Midge Werner called the Bingham Township Board Meeting to order on April 19, 2021, at 7:00 p.m. at the Bingham Township Hall, 7171 Center Hwy., Traverse City, MI, via zoom meeting.
2. **ROLL CALL- QUORUM PRESENT**
Present: Midge Werner, Kathy Morio, Sandra Grant, Todd Stone, Jeff Layman
Absent and excused: None
Staff Present: Recording Secretary, Marge Johnson; Steve Patmore, Zon. Admin
3. **PLEDGE OF ALLEGIANCE**
The Pledge of Allegiance was recited by everyone present.
4. **AGENDA APPROVAL**
Sandra Grant/moved, Jeff Layman/supported to approve the agenda as presented, PASSED.
5. **CONFLICT OF INTEREST**
Midge Werner said Three Trees Vineyard, Inc. is her neighbor.
Todd Stone said Three Trees Vineyard, Inc. is his neighbor down the road.
6. **APPROVAL OF MARCH 15, 2021 MEETING MINUTES**
Sandra Grant/moved, Tom Stone/supported, to approve the March 15, 2021 Meeting Minutes as submitted, PASSED.
7. **PUBLIC COMMENT**
The following individuals made comments about the Lee Point Drainage District.
Richard Mayor, 3846 Lee Point Rd.
Susan Darnold, Lee Point Rd.
Veronica Moyer, Lee Point Rd.
David Almeter, 3804 Lee Point Rd.
Neil Englehart, Lee Point Rd.
Kathy Morio, Township Clerk

8. OLD BUSINESS

a. Lee Point Road Drainage District Discussion

Consensus of the township board to hold a special meeting with the Drain Commissioner, the Road Commission Manager and the residents of the possible Lee Point Road Drainage District for the purpose of having a discussion about a possible drainage district. The meeting would be via zoom. Postcards to be mailed to residents in that area.

9. NEW BUSINESS

a. May 15th Clean-up Day-Midge Werner

A proposal was submitted from American Waste for Clean Up Day at the Leelanau County Road Commission Garage on Saturday, May 15, 2021 from 9 a.m. to 12 noon. Billing rates: Garbage Truck with Driver/Helper - \$180.00 per hr./ MSW-(Trash will be) \$35.00 per compacted yard.

Sandra Grant/moved, Kathy Morio/supported, to accept the proposal from American Waste for Clean Up Day on May 15, 2021, at the Leelanau County Road Commission Garage and Midge Werner may sign. Roll call vote: Yes: Todd Stone, Kathy Morio, Midge Werner, Sandra Grant, Jeff Layman. No: None. Motion passed.

Todd Stone and Kathy Morio will represent the township on Clean-Up Day.

b. Bingham Township Park Ordinance No. 01-071816

Todd Stone of the Parks & Recreation Committee said the proposed amendment to Section 2 to the Park Ordinance gives a better definition when the parks are open and closed.

Section 2, Time of Use -

PARKS shall be open to the public use from "Sunrise to Sunset". PARKS shall be closed to the public use from "Sunset to Sunrise". Nothing in this Section shall restrict persons engaged in ice fishing from using the PARKS for ingress and egress to West Grand Traverse Bay and South Lake Leelanau, as provided in Section 5 of the Parks Ordinance.

Sandra Grant/moved, Todd Stone/supported, to adopt Amendment 20210419.1 to the Bingham Township Park Ordinance No. 01-071816. Roll call vote for the motion: Yes: Todd Stone, Kathy Morio, Midge Werner, Sandra Grant, Jeff Layman. No: None. Ordinance Amendment adopted.

c. Three Trees Vineyard, Inc. Small Winemaker License - Resolution

Steve Patmore submitted information regarding Three Trees Vineyard, Inc. who is requesting the township board approve a resolution recommending Three Trees Vineyard Inc. be considered for approval by the Michigan Liquor Control Commission for a Small Winemakers License at 5200 S. Elm Valley Road, Suttons Bay, MI

Kathy Morio/moved, Sandra Grant/supported, to adopt Resolution 20210419.1 recommending Three Trees Vineyard, Inc. be considered for a Small Winemaker License at 5200 S. Elm Valley Rd, Suttons Bay, MI 49682 Roll call vote: Yes: Todd Stone, Kathy Morio, Midge Werner, Sandra Grant, Jeff Layman. No: None

d. Covid Preparedness & Response Plan

The Covid Preparedness & Response Plan was submitted for approval. This plan is from the Michigan Township Association.

Midge Werner/moved, Todd Stone/supported, to adopt the Covid Preparedness & Response Plan as presented. Roll call vote: Yes: Todd Stone, Kathy Morio, Midge Werner, Sandra Grant, Jeff Layman. No: No. Motion passed.

e. New Copy Machine Lease

Kathy Morio submitted a proposal from Netlink Business Solutions to lease a Sharp MX 2651 Color Digital Copier at \$76.14 a month. The current copier lease is expiring.

Kathy Morio/moved, Jeff Layman/supported, to lease a Sharp MX 2651 Color Digital Copier at \$76.14 a month from Netlink Business Solutions. Roll call vote: Yes: Todd Stone, Kathy Morio, Midge Werner, Sandra Grant, Jeff Layman No: No. Unanimous vote - yes

10. COMMITTEE, STAFF AND OFFICER REPORTS

a. Parks and Recreation Committee-Todd Stone

Todd Stone submitted a bid from Molon Asphalt, Inc. for \$852.00 to stripe the basketball court at Bingham Park.

Sandra Grant/moved, Jeff Layman/supported, to accept the proposal of Molon Asphalt, Inc. to stripe the basketball court at Bingham Park for \$852.00 and pay out of existing budget. Motion passed. Unanimous vote yes.

Todd Stone said the Committee has a bid for sealing the concrete, the cost to come out of next year's budget. The Committee is moving forward with Groesser Park.

b. Building & Grounds Committee

Midge Werner said she will be meeting with Andy Rink and Jon Walter to review the proposal to construct an addition to the township hall.

c. **Cemetery Committee**

Discussion was held regarding the repairs proposed for Maple Grove Cemetery.

d. **Zoning Administrator/STR Administrator**

Steve Patmore submitted his report. April is a busy month for permits. Short term rental applications at 52. Patmore met with Host Compliance regarding short term rentals.

e. **Planning Commission**

The Planning Commission held two meetings to discuss the master plan. The Planning Commission held a public hearing on some zoning ordinance amendments which will be ready for the May township board agenda.

f. **Fire Authority**

Documents e-mailed to the township board.

g. **Assessor's Quarterly Report (Jan/Apr/Jul/Oct)**

Sandra Grant/moved, Kathy Morio/supported, to accept the Assessor's Quarterly Report, motion carried. Unanimous yes vote.

h. **Treasurer**

Sandra Grant said her office is running smoothly.

i. **Trustees** - No report

j. **Clerk**

The Clerk submitted Vendor Balance and Payroll Report. Vendor Balance - \$13,565.77, includes Netlink \$339.41 and EMC insurance premium renewal of \$7,314.00. Payroll is \$9,152.47.

Sandra Grant/moved, Jeff Layman/supported, to approve the Vendor Balance of \$13,565.77 and Payroll of \$9,152.47, motion carried unanimously.

k. **Supervisor**

Midge Werner said she is working on the 2021-2022 township budget.

Leelanau County Board of Commissioners declared a State of Emergency for the county. Since a state of emergency has been declared, township board meetings may continue via zoom meetings.

Midge Werner/moved, Todd Stone/supported, that the Bingham Township Board goes on record supporting the County's emergency declaraton and sets the remainder of board meetings for 2021 to be zoom meetings. Motion carried unanimously.

11. **PUBLIC COMMENTS AND ANNOUNCEMENTS**

None.

12. **ADJOURNMENT**

The meeting was adjourned at 8:35 p.m.

**MINUTES BY MARGE JOHNSON, RECORDING SECRETARY
KATHY MORIO, CLERK**

Supervisor

From: Supervisor <supervisor@twp.bingham.mi.us>
Sent: Thursday, February 25, 2021 3:51 PM
To: 'jmw202@gmail.com'
Subject: FW: Lakeview Road Speed Study
Attachments: Township Response Letter.pdf; TCO from MSP.PDF; Bingham Twp Proposed Reduction Location.pdf

From: Keith Moore <kmoore@leelanauroads.org>
Sent: Friday, February 19, 2021 11:52 AM
To: Midge Werner <supervisor@twp.bingham.mi.us>
Subject: Lakeview Road Speed Study

Midge,
I have attached a response letter regarding the speed study and results from the State Police. I also attached the existing traffic control order provided by MSP along with a map indicating current speed zone location. Please share this info with the rest of the board so they are informed. Feel free to contact me with any questions regarding this study.

Thank you,

Keith Moore

Engineering Technician
Leelanau County Road Commission
231-271-3993 ext 224
213-645-7572 Cell
kmoore@leelanauroads.org



Virus-free. www.avg.com



February 19, 2021

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

RE: Leelanau County, Bingham Township Speed Study Request

Mrs. Werner,

In August, 2020, you contacted the Road Commission requesting us to perform a speed study on a section of Lakeview Road, just north of the Bingham/Elmwood township line to create a speed zone.

In late October, LCRC conducted a traffic and speed study using Jamar Gen2 Radar Traffic Recorders. These recorders are designed to use radar to provide vehicle count and direction, measure the length to determine the class of vehicle, and also measure the vehicle travel speed.

After conducting the speed study, LCRC sent all compiled data to the Michigan State Police. The data consisted of:

- Maps of the segment proposing a speed reduction.
- Maps of the segment in Elmwood Township that currently has a traffic control order for speed reduction.
- Crash data of this segment. (There has only been 1 reported accident in 10 years in this segment).
- A summary of vehicle counts and speeds over a 5 day period.

Below is the summary of vehicle information used in the speed study:

- Total of 659 vehicles counted
- Daily average counts of 132 cars per day.
- Slowest speed of 12 MPH.
- Fastest speed of 71 MPH
- Average speed of 43 MPH.
- 85th Percentile speed of 51 MPH.
 - This is the speed used to determine speed limits.
- 38 vehicles travelling faster than 55 MPH
- 5.8% of vehicles are travelling faster than 55 MPH.

Commissioners

Garth Greenan
Jim Calhoun
Robert Joyce
Greg Mikowski
John Popa

Staff

Manager – Brendan Mullane
Superintendent – Dave Priest
Finance Manager – Susan Boyd
Fleet Manager – Tim Trudell
Engineer Tech – Keith Moore

General Contact Info

Phone (231) 271-3993
Fax (231) 271-5612
e-mail lcrc@leelanauroads.org
<http://leelanaucountyroads.org>



Due to roadway similarities, LCRC requested the Michigan State Police to consider the speed reduction based on extending the existing traffic control order in place within the limits of Elmwood Township, to include a portion of Bingham Township.

It was LCRC understanding the speed reduction within Elmwood Township was based on MCL 257.627 (g) *35 miles per hour on a highway segment with not less than 45 vehicular access points but no more than 49 vehicular access points within 1/2 mile.* This MCL refers to the density of access points. The more access points along a section of roadway increases the potential of an accident.

The Michigan State Police indicated that MCL 257.627 is not a stand-alone guideline that determines a speed reduction. All other factors have to be taken into consideration as well. Other determining factors are roadway conditions (visibility) and the 85th percentile factor.

The northern section of Lakeview Road is relatively straight with minimal hills or intersections to consider. The northern section also has minimal access points after the existing speed zone.

When all speeds are recorded, the top 15% is removed. This leaves us with the 85th percentile. This is the speed the MSP bases speed reductions on. The 85th percentile was 51 MPH. MSP stated the 85th percentile speed of 51 MPH indicates the 55 MPH posted speed is correct.

The Michigan State Police responded that the data provided did not justify extending the traffic control order beyond the existing location along Lakeview Road in Bingham Township. The MSP also provided a copy of the existing traffic control order in place along Lakeview Road. The description states the speed reduction is in Elmwood Township, but when measured to the described start and end points, LCRC found the speed reduction zone currently extends into Bingham Township approximately 1850' north of the township line. I have attached the TCO for your information.

The MSP also indicated this location appears to require additional patrol to help reduce high speed travel.

If you have any comment or concerns, feel free to contact me at the Road Commission at 231-271-3993 Ext. 224.

Sincerely,

A handwritten signature in black ink that reads "Keith Moore".

Keith Moore
Engineering Technician

cc: LCRC Managing Director



**TRAFFIC CONTROL ORDER
CONTROLLING SPEED ON COUNTY HIGHWAYS**

TRAFFIC CONTROL ORDER NO. S 45-163-79

Pursuant to Act 300, P.A. 1949, as amended, we have jointly caused an engineering and traffic investigation to be made with respect to County Road LAKEVIEW ROAD in the Township of Elmwood

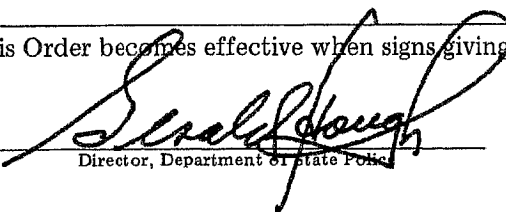
in Leelanau County, and having thereby determined that the speed of vehicular traffic is greater or less than is reasonable or safe under the conditions found to exist at the intersection or other place or upon any part of such highway hereafter described, hereby determine and declare the following reasonable and safe speed limits and direct the Leelanau County Road Commission to erect and maintain appropriate signs in conformity with the Michigan Manual of Uniform Traffic Control Devices which give notice of the following determination:

Speed Limit of:

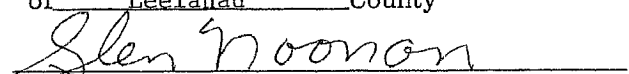


Thirty-five (35) miles per hour on LAKEVIEW ROAD between a point nine-tenths (0.9) of a mile westerly of the southerly junction of Leelanau County Road 641, and a point seven-tenths (0.7) of a mile southwesterly of the northerly junction of Leelanau County Road 641.

Any Traffic Control Orders heretofore made with respect to the foregoing are hereby rescinded and superseded: _____

This Order becomes effective when signs giving notice of same have been erected.



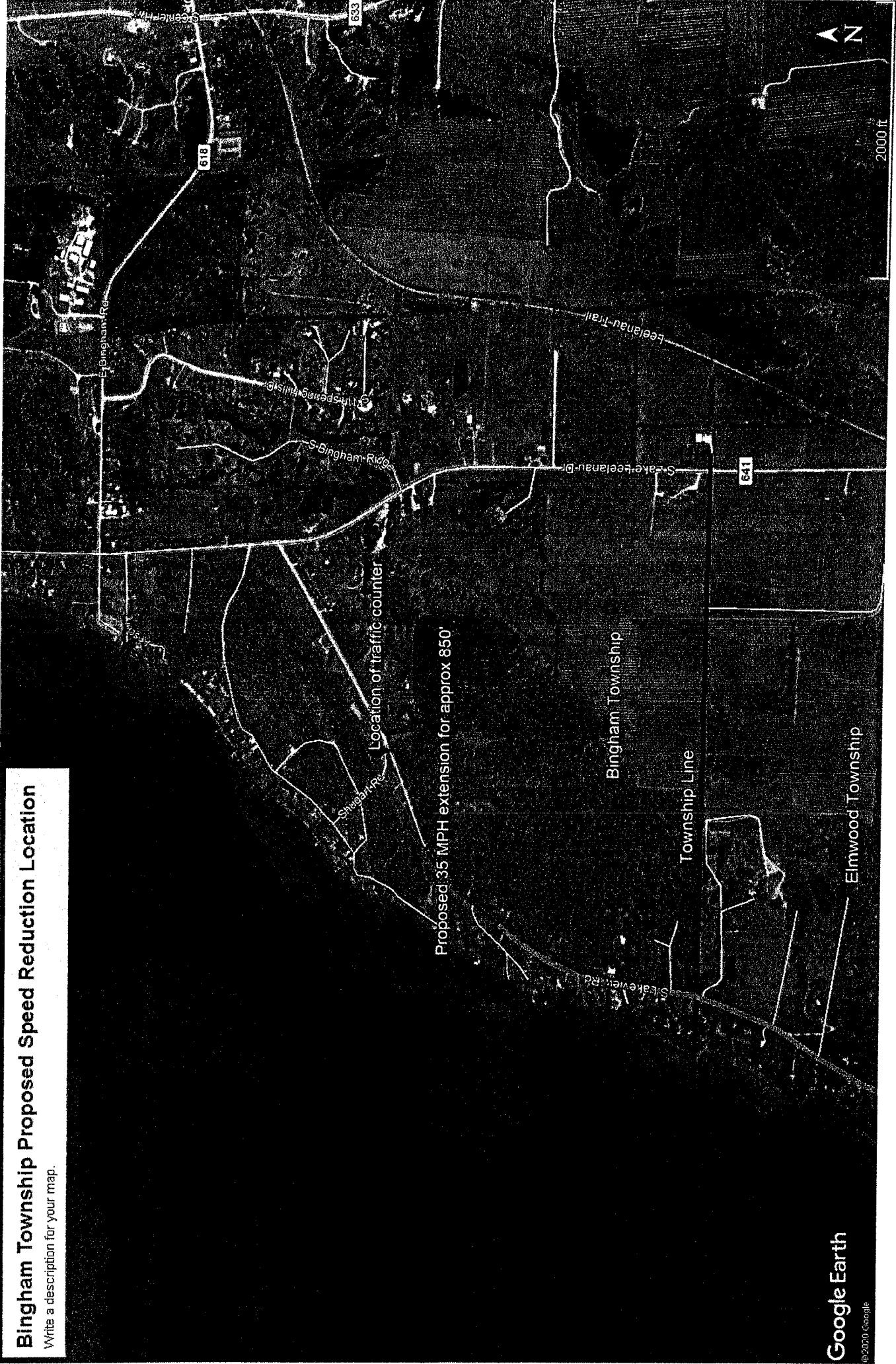
Director, Department of State Police

Board of County Road Commissioners
of Leelanau County



Date October 2, 1979

Date August 29, 1979

Bingham Township Proposed Speed Reduction Location

Write a description for your map.



Board Memo

May 17, 2021 Board Meeting

Proposed "Housekeeping" Zoning Amendment

Enclosed Are:

- Memo from Mathew Cooke dated May 6, 2021.
- Memo from Mathew Cooke dated March 4, 2021 explaining the proposed amendment.
- Zoning Amendment recommended by Planning Commission on March 4, 2021.
- Leelanau County Planning Commission Staff Report
- Excerpt of March 23, 2021 Leelanau County Planning Commission Meeting Minutes pertaining to discussion on this proposed amendment.

Recommended Board Action:

Motion to adopt Bingham Township Zoning Ordinance No. _____, which amends Articles 2, 3, 4, 5, 6, 7, & 12 of the Bingham Township Zoning Ordinance.

May 6, 2021

To: Bingham Township Planning Commission
Fr: Mathew Cooke, Community Planner
Re: Annual Report and Zoning Ordinance Amendment Update

As a reminder, I will not be in attendance for this meeting; however, Rob Carson will be attending in my place and will forward any comments or concerns to me.

2020 Annual Report

Attached is the drafted 2020 Bingham Township Planning Commission Annual Report to be submitted to the Township Board. This is a summary of the past years work (May 2020-April 2021) the Planning Commission has worked on and completed.

Please review and let me now if there are any changes, additions, or subtractions to be made.

Zoning Ordinance Amendment

The Planning Commission approved a Zoning Ordinance amendment at their March meeting which was sent on to the Leelanau County Planning Commission. After their amendment review which found no incompatibilities, the amendment was passed on to the Township Board for consideration, expected to occur in May.

One point that was brought up at the Leelanau County Planning Commission was in regards to a Farm Market being a Special Land Use. So far, I have not found anything that would preclude this but anticipate having contact with Ryan Coffey from MSU Extension and Mike Wozniak from MDARD on this. Should there be an issue, I will ask the Township Board to send the amendment back to the Planning Commission for further review.

To: Bingham Township Planning Commission
From: Mathew Cooke, Community Planner
Date: March 4, 2021
Re: Summary of Zoning Ordinance Amendment

Below is a quick summary of the changes to the Zoning Ordinance as proposed in the attached Zoning Ordinance Amendment.

Section 1 of Township Ordinance

- Mobile Home standards language moved here to be applied to all districts as opposed to having the language in each residential district where it now is (Sections 5.4 and 6.3)

Section 2 of Township Ordinance

- Refers each mention of Mobile Homes back to new Sect 3.6.2 where we just put the standards.

Section 3 of Township Ordinance

- Delete most references to short-term rentals because they are covered in a separate police power ordinance that was adopted in October 2020.
- Add reference to Short Term Rental Ordinance in Definitions (Section 2.2) and Home Business Uses (Section 12.5)

Section 4 of Township Ordinance

- Removes Section 5.2G Tasting Room and Section 5.2H Farm Market from Use by Right in Rural Residential District

Section 5 of Township Ordinance

- Deletes acreage requirements for livestock as determined by discussion and research

Section 6 of Township Ordinance

- Deletes a MDARD Right to Farm chart we never use, which uses a term not found elsewhere in the Ordinance

Section 7 of Township Ordinance

- Deletes acreage requirements for livestock as determined by discussion and research

Section 8 of Township Ordinance

- Adds in Farm Market as a Special Land Use in the Rural Residential District
- Tasting Rooms language is not added back in; therefore is not an allowed use in the Rural Residential District

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**BINGHAM TOWNSHIP
ORDINANCE NO. _____**

(Zoning Ordinance Amendment No. 21-001)

**AN ORDINANCE TO AMEND
THE BINGHAM TOWNSHIP ZONING ORDINANCE
AN AMENDMENT TO THE BINGHAM TOWNSHIP PERMANENT ZONING
ORDINANCE BY AMENDING ARTICLE 2 DEFINITIONS, ARTICLE 3 GENERAL
PROVISIONS, ARTICLE 4 AGRICULTURAL DISTRICT, ARTICLE 5 RURAL
RESIDENTIAL DISTRICT, ARTICLE 6 RESIDENTIAL DISTRICT, AND ARTICLE
12 HOME BUSINESS USES.**

BINGHAM TOWNSHIP ORDAINS:

Bingham Township Ordinance Section 1: Amendment of Article 3

Article 3 is hereby amended to add a new Section 3.6.2 to read as follows:

3.6.2 Mobile Homes

Mobile Homes are recognized by Bingham Township as valid single family dwellings. They are permitted, provided:

1. The home is used as a single family dwelling.
2. Is attached to a permanent foundation meeting the requirements of the applicable state construction code.
3. It has health department approval for well and septic systems.

Bingham Township Ordinance Section 2: Amendment of Article 4, Article 5 and Article 6

Sections 4.5.A and 5.4.A and 6.3.A are hereby amended to read in their entirety as follows:

Mobile Homes provided they meet the requirements of Section 3.6.2 Mobile Homes.

Bingham Township Ordinance Section 3: Amendment of Article 2, Article 4, Article 5, Article 6, and Article 7

Strike references to short-term rentals in the following sections. Add reference to the Bingham Township Short Term Rental Ordinance in Definitions (Section 2.2) and in Short Term Rentals (Section 12.5 and 12.5.1), and renumber the remaining items in these Sections as applicable.

Section 2.2

~~RENTAL, SHORT-TERM: The renting of a dwelling for less than thirty (30) days.~~
RENTAL, SHORT-TERM: Short Term Rentals are defined by the Bingham Township Short Term Rental Ordinance, as amended.

Sections 4.2.F

~~Short Term Rentals No Land Use Permit necessary to rent on a short-term basis; however, structures and additions over one hundred (100) square feet require a Land Use Permit.~~

Section 5.2.F, Section 6.2.E, and Section 7.3.D.d

~~Short Term Rentals~~

Sections 12.5.1, 12.5.1, and 12.5.2

SECTION 12.5 SHORT-TERM RENTALS

SECTION 12.5.1 PURPOSE

Short Term Rentals are allowed as provided for by the Bingham Township Short Term Rental Ordinance, as amended.

~~SECTION 12.5.1 INTENT~~

~~Short term rentals have been used as temporary lodging for decades in Bingham Township. Given the lack of traditional motels and hotels and the increase of tourist and vacation demand for this use, it is the intent of this section to accommodate short term rentals in Bingham Township.~~

~~SECTION 12.5.2 DISTRICTS ALLOWED~~

~~Short term rentals shall be an allowable use in the Residential, Agricultural Rural Residential, and Commercial Zoning Districts.~~

Bingham Township Ordinance Section 4: Amendment of Article 5

Strike Sections 5.2.G. and 5.2.H in their entirety and renumber the remaining items in these Sections.

~~G. Tasting Room, provided it qualifies as a Farm Market as defined in the Generally Accepted Agricultural Management Practices (GAAMP), published by the Michigan Department of Agriculture, as outlined in the Right-To-Farm Act.~~

~~H. Farm Market, as defined in the Generally Accepted Agricultural Management Practices (GAAMP), published by the Michigan Department of Agriculture, as outlined in the Right-To-Farm Act.~~

Bingham Township Ordinance Section 5: Amendment of Article 4 and Article 5

Strike Sections 4.4.B and 5.4.G in their entirety and renumber the remaining items in these Sections.

~~Keeping horses and livestock for personal use~~

- ~~1. There shall be a minimum parcel size of two (2) acres for up to two (2) horses and/or livestock.~~
- ~~2. There shall be one (1) additional acre for each additional horse and/or livestock.~~

Bingham Township Ordinance Section 6: Amendment of Article 5
Strike the chart in Section 5.4.I in its entirety

Bingham Township Ordinance Section 7: Amendment of Article 4 and Article 5

Strike Sections 4.4.C and 5.5.H in their entirety and renumber the remaining items in these Sections.

~~Keeping horses and livestock for profit or as a business (i.e., Boarding Stable), provided:~~

- ~~1. There shall be a minimum parcel size of ten (10) acres for up to the first two (2) horses and/or livestock.~~
- ~~2. There shall be one (1) additional acre for each additional horse and/or livestock.~~
- ~~3. Setback for stables, barn, and manure storage: 200 feet from all property lines.~~

Bingham Township Ordinance Section 8: Amendment of Article 5
Add new Section 5.5.H to read in its entirety as follows:

Farm Market

1. The minimum parcel size shall be ten (10) acres. The minimum parcel width shall be three hundred thirty (330) feet.
2. Pre-existing structures built prior to 2008 that are located within one hundred (100) foot setback may be approved for use of a farm market subject to site plan review by the Planning Commission.
3. The actual area under roof used for the display and sale of farm produce shall not be greater than one thousand (1,000) square feet.
4. Parking
 - a. Shall be a minimum of fifty (50) feet from any lot line.
 - b. A lesser setback may be approved by the Planning Commission,

- upon site plan review, and based upon such factors as parcel size, topography, neighboring uses, road access, and other such factors.
- c. There shall be no parking on county or state roads.
 - d. Emergency access to the site shall be maintained at all times.
 - e. Parking may be located on non-paved surfaces.
 - f. All parking shall meet the parking standards of Section 11.2 Off Street Parking and Loading.
 - g. There shall be one parking space provided for each one hundred (100) square feet of usable floor space and one additional space for every two employees and meet all other standards of Section 11.2 Off Street Parking and Loading. Parking shall be located a minimum of fifty (50) feet from any lot line.
5. Hours of operation shall not extend past 8:00 PM.
 6. Sales shall be limited to: farm products such as fruit, vegetables, or baked goods; plant nursery stock; or farm related products such as milk, cheese, honey, preserves or butter. Sale of other items (pop, candy, newspapers, etc.) shall not exceed ten (10) percent of all goods sold. A bakery may exist as part of a farm market.
 7. Sales of plant nursery stock shall be limited to that which has been grown in Leelanau County for at least one full growing season, i.e. planted in the spring, sold no sooner than the next spring, except that bedding plants, sown on the premises, may be sold when ready for market.
 8. Sales: Sales shall be derived from products grown or produced in Michigan and at least twenty five (25) percent from products grown on the premises, or on land owned by the farm market operator.
 9. All signs shall comply with Section 3.13 Signs.
 10. Limited Food Service Kitchens are allowed in Farm Markets if requirements of Section 4.6.O are met.

Bingham Township Ordinance Section 9. Severability.

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not effect any remaining portions or application of this Ordinance, which can be given effect without the invalid portion or application.

Bingham Township Ordinance Section 10. Effective Date.

This Ordinance shall become effective eight (8) days following publication of a synopsis in a newspaper of general circulation within the Township, as provided by law.

Ordinance No. _____ was adopted on the _____ th day of _____ 2020 by Bingham Township Board of Trustees, as follows:

Motion By:

Support By:

Roll Call Vote: Yeas:

Nays:

Absent:

Motion Carried.

I certify that this is a true copy of Ordinance No. _____ was adopted at a regular meeting of the Bingham Township Board of Trustees on _____, 2021 and published in the Leelanau Enterprise on _____, 2021.

BINGHAM TOWNSHIP

By:
Midge Werner, Supervisor

By:
Kathy Morio, Clerk

Date of Township Approval:

Date of Publication:

Effective Date:

TEXT AMENDMENT REVIEW
PC02-21-01 Bingham Township
Text Amendments – Articles 2 thru 7

Reviewing Entity: Leelanau County Planning Commission
Date of Review: March 23, 2021

Section 1: General Information

Date Request Received: March 10, 2021

Last Day of Review Period: April 9, 2021 (30-day review period under the Michigan Zoning Enabling Act)

Requested Action: Review and comment on proposed amendments to the Bingham Township Zoning Ordinance, Articles 2 thru 7.

Applicant: Bingham Township Planning Commission

Section 2: Proposal

See Appendix for a copy of the proposed text amendments.

Section 3: Other Planning Input

Township Plan: The Bingham Township Master Plan (Readopted 2015), does not specifically address this amendment.

Leelanau General Plan: The Leelanau General Plan, does not specifically address this amendment.

Township Planning Commission:

The Bingham Township Planning Commission held a public hearing on January 7, 2021. The minutes of January 7 do not state that the Public hearing was ‘opened’ (page 8 of the minutes). For all Public Hearings, the Hearing should be opened, public comment taken, and then the public hearing is closed before any action is taken. The January 7 meeting minutes state a motion was made to postpone the public hearing to the February 4, 2021 Planning Commission meeting.

At the February 4 township planning commission meeting, the public hearing was continued. (This public hearing was reopened, and then closed prior to a motion being made.) The township planning commission passed a motion to postpone the proposed zoning ordinance amendments to the March 2021 meeting.

At the March 4 township planning commission meeting, the public hearing was continued. There were no public comments provided. The minutes do not show the ‘closing’ of the public hearing. A motion was passed to recommend sending the proposed zoning ordinance amendments to the Leelanau County Planning Commission for review, and then to the Bingham Township Board if Leelanau County Planning does not have any substantive changes with the amendments.

Section 4: Analysis

Compatibility

A. Is the proposed text compatible with other language in the zoning ordinance?

Yes

B. Are there any issues with the proposed text (such as poor wording, confusing text, unenforceable language, etc.)?

See staff comments.

C. Do the land uses or other related dimensional standards (height, bulk, area, setback, etc.) in the proposed text amendment(s) conflict with the existing zoning ordinance?

No

Issues of Greater Than Local Concern

A. Does the proposed text amendment(s) include any issues of greater than local concern? Please list.

No

Comparison with Local Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the community's plan? Please list.

No

Comparison with County Plans or Ordinances

A. Do the contents in the proposed text amendment(s) conflict with the General Plan? Please list.

No

Current Zoning District:

For Current text, Link to the Township Zoning Ordinance at:

<https://www.leelanau.cc/binghamtwpord.asp>

Section 5: Staff Comments

Section 1 of the proposed amendment will amend Article 3 adding a new Section 3.6.2 to read as follows:

3.6.2 Mobile Homes

Mobile Homes are recognized by Bingham Township as valid single family dwellings. They are permitted, provided:

1. The home is used as a single family dwelling.
2. Is attached to a permanent foundation meeting the requirements of the applicable state construction code.
3. It has health department approval for well and septic systems.

Section 2 of the proposed amendment will amend Article 4, Section 4.5.A, Article 5, Section 5.4.A, and Article 6, Section 6.3.A and they will **now** read in their entirety as follows:

Mobile Homes provided they meet the requirements of Section 3.6.2 Mobile Homes.

Section 3 of the proposed amendment will **strike** reference to short-term rentals in the following sections: Section 2.2, Section 4.2.F, Section 5.2.F, Section 6.2.F, Section 7.3.D.d., **add** reference to the Bingham Township Short Term Rental Ordinance in Definitions (Section 2.2) and in Short Term Rentals (Section 12.5 and 12.5.1), and renumber the remaining items in these Sections.

Section 4 of the proposed amendment will amend Article 5. Striking Sections 5.2.G and Section 5.2.H (see below) in their entirety and renumber the remaining items in these Sections.

Section 5.2.G. Tasting Room, provided it qualifies as a Farm Market as defined in the Generally Accepted Agricultural Management Practices (GAAMP), published by the Michigan Department of Agriculture, as outlined in the Right-to-Farm Act.

Section 5.2.H. Farm Market, as defined in the Generally Accepted Agricultural Management Practice (GAAMP), published by the Michigan Department of Agriculture, as outlined in the Right-to-Farm Act.

Section 5 of the proposed amendment will amend Article 4 and Article 5. Striking Section 4.4.B and 5.4.G (see below) in their entirety and renumber the remaining items in these Sections.

Section 4.4.B. Keeping horses, provided it is not for profit or as a business:

1. There shall be a minimum parcel size of two (2) acres for up to two (2) horses.
2. There shall be one (1) additional acre for each additional horse.

Section 5.4.G. Keeping horses and livestock: for personal use

1. There shall be a minimum parcel size of two (2) acres for up to two (2) horses and/or livestock.
2. There shall be one (1) additional acre for each additional horse and/or livestock.

Section 6 of the proposed amendment will strike the chart in Article 5, Section 5.4.I in its entirety.

Section 7 of the proposed amendment will amend Article 4 and Article 5, striking Section 4.4.C and 5.5.H (see below) in their entirety and renumber the remaining items in these Sections.

Section 4.4.C and Section 5.5.H read as follows:

Keeping horses and livestock for profit or as a business (i.e., Boarding Stable), provided:

1. There shall be a minimum parcel size of ten (10) acres for up to the first two (2) horses and or livestock.
2. There shall be one (1) additional acre for each additional horse and/or livestock.
3. Setback for stables, barn, and manure storage: 200 feet from all property lines.

Section 8 of the proposed amendment will amend Article 5, adding a new Section 5.5.H to read as follows:

Farm Market

1. The minimum parcel size shall be ten (10) acres. The minimum parcel width shall be three hundred thirty (330) feet.
2. Pre-existing structures built prior to 2008 that are located within one hundred (100) foot setback may be approved for use of a farm market subject to site plan review by the Planning Commission.
3. The actual area under roof used for the display and sale of farm produce shall not be greater than one thousand (1,000) square feet.
4. Parking
 - a. Shall be a minimum of fifty (50) feet from any lot line.
 - b. A lesser setback may be approved by the Planning Commission, upon site plan review, and based upon such factors as parcel size, topography, neighboring uses, road access, and other such factors.
 - c. There shall be no parking on county or state roads.
 - d. Emergency access to the site shall be maintained at all times.

- e. Parking may be located on non-paved surfaces.
 - f. All parking shall meet the parking standards of Section 11.2 Off Street Parking and Loading.
 - g. There shall be one parking space provided for each one hundred (100) square feet of usable floor space and one additional space for every two employees and meet all other standards of Section 11.2 Off Street Parking and Loading. Parking shall be located a minimum of fifty (50) feet from any lot line.
5. Hours of operation shall not extend past 8:00 P.M.
 6. Sales shall be limited to: farm products such as fruit, vegetables, or baked goods; plant nursery stock; or farm related products such as milk, cheese, honey, preserves or butter. Sale of other items (pop, candy, newspapers, etc.) shall not exceed ten (10) percent of all goods sold. A bakery may exist as part of a farm market.
 7. Sales of plant nursery stock shall be limited to that which has been grown in Leelanau County for at least one full growing season, i.e. planted in the spring, sold no sooner than the next spring, except that bedding plants, sown on the premises, may be sold when ready for market.
 8. Sales: Sales shall be derived from products grown or produced in Michigan and at least twenty-five (25) percent from products grown on the premises, or on land owned by the farm market operator.
 9. All signs shall comply with Section 3.13 Signs.
 10. Limited Food Service Kitchens are allowed in Farm Markets if requirements of Section 4.6.O are met.

Bingham Township has been working on these amendments for some time, and most of them could be termed as 'housekeeping' items meaning they simplify or clarify sections of the ordinance but do not change the scope or intent. The township has eliminated the acreage requirements for livestock after doing some research and holding discussions. They also reference to short-term rentals since there is a police power ordinance governing short-term rentals.

Staff did not find any major issues with the proposed amendments. However, staff suggests the Public Hearing process be reviewed to make sure it was properly followed with the 'continuations' of the Public Hearing, and proper notices. It is staff's understanding that a Public Hearing can be recessed if the time and place is announced during the initial meeting. If not, the required notices may be required again for the next hearing. The township may wish to check with their legal counsel on this issue, prior to the Township Board taking final action.

A REGULAR MEETING OF THE LEELANAU COUNTY PLANNING COMMISSION WAS HELD ON TUESDAY, MARCH 23, 2021, AT THE LEELANAU COUNTY GOVERNMENT CENTER.

Proceedings of the meeting were recorded and are not the official record of the meeting. The formally approved written copy of the minutes will be the official record of the meeting.

EXCERPT OF DRAFT MINUTES

Meeting was called to order at 5:32 p.m. by Chairman Yoder who led the Pledge of Allegiance. The Meeting was held at the Leelanau County Government Center, 8527 E. Government Center Dr., Suttons Bay, MI and via ZOOM.

ROLL CALL

Members Present: R. Miller (Cleveland Twp.), T. Nixon (Suttons Bay Twp.), M. Lautner (Solon Twp.), K. Todd (Leelanau Twp.), N. Griswold (Elmwood Twp.), A. Trumbull (Bingham Twp.), D. Hubbell (Centerville Twp.)
(via ZOOM)

Members Present: S. Yoder, M. Black
(At Government Center)

Members Absent: G. Carlson, C. Noonan

Staff Present: T. Galla, Director, G. Myer, Senior Planner
(At Government Center)

Public Present: None
(At Government Center)

Public Present: None
(via ZOOM)

CONSIDERATION OF AGENDA

Motion by Black, seconded by Nixon, to accept the agenda as presented. Motion carried 8-0.

CONFLICT OF INTEREST – None.

(Hubbell present on ZOOM 5:34)

PUBLIC COMMENT

The phone number for public comment was announced.

No comments received.

STAFF COMMENTS

Galla updated members on the CIP, saying for the first time ever, no new projects have been proposed from any departments. It will still require some minor updating on charts and dates.

CONSIDERATION OF JANUARY 26, 2021 MEETING MINUTES

Motion by Nixon, seconded by Todd, to accept the minutes as presented. Motion carried 9-0.

NEW BUSINESS

PC02-21-01 Bingham Township - Text Amendments.

Galla reviewed the staff report stating this request was received on March 10, and the township is proposing several amendments to Articles 2 thru 7. A public hearing was held on January 7th and the meeting minutes don't state the public hearing was opened. Proper procedure is to open the public hearing, take public comment, and then close the public hearing before any action is taken. This may have been done properly, but the minutes don't reflect that, so the township may want to review that so it is recorded properly. Galla continued, saying the January 7 meeting minutes state a motion was made to postpone the public hearing to the February 4, 2021 Planning Commission meeting. At the February 4 township planning commission meeting, the public hearing was continued. The township planning commission passed a motion to postpone the proposed zoning ordinance amendments to the March 2021 meeting. At the March 4 township planning commission meeting, the public hearing was continued. There were no public comments provided. The minutes do not show the 'closing' of the public hearing. A motion was passed to recommend sending the proposed zoning ordinance amendments to the Leelanau County Planning Commission for review, and then to the Bingham Township Board if Leelanau County Planning does not have any substantive changes with the amendments. Galla concluded by saying the township has been working on these amendments for some time, and most of them could be termed as "housekeeping" items. Staff did not find any major issues or concerns with the proposed amendments. It was noted in the staff report that the township may want to review the Public Hearing process to make sure it was properly followed with the "continuation" of the Public Hearing and proper notices.

Hubbell questioned if the areas where they amended the acreage for horses and livestock were zoned Recreational Farm. Lautner asked if it was Residential. Hubbell stated that if it's Agricultural, arbitrarily deciding on farm size could cause problems with the Right to Farm Act. Galla stated the zoning administrator emailed her today on this, and she told him to follow up with Michigan Department of Agricultural and Rural Development (MDARD) and check the Generally Accepted Agricultural Management Practices (GAAMPs.) Lautner questioned if they could limit that in Residential and stated that it should be followed up on with regard to both livestock and farm market.

Todd stated Section 3.6.2, the mobile home revision, talks about multiple residences and should actually be renamed 3.6.2 General Residential Standards. It is at the current time named "Standards for Residential Developments." This would make it much clearer. Todd continued, saying Section 5.4 only deals with horses, not livestock and it appears to her that they are deleting all requirements for acreage per animal. Nixon agreed. Todd said to have no limitations on this seems like it could cause problems. This section only pertains to horses for personal enjoyment or a business of horses. It doesn't have anything to do with farming. Section 4 under "uses by right" is farming which includes livestock already. One of the sections being deleted, Section 4.4.C, Keeping horses for profit or as a business (i.e., Boarding Stable) and the other one is keeping horses provided it is not for profit or as a business. What would prevent someone from having ten horses on the two-acre minimum lot?

Lautner stated that some of the language was taken out and put back in again. Black pointed out that Section 4.4.B mentions two acres for 2 horses and one additional acre for each additional horse. Yoder

said they eliminated a lot of things, but in essence, they did add some language in other sections which was shown in the staff report.

Todd said it is her understanding, that they have taken away any rules regarding keeping horses as pets. She sees hoarding issues, possibly they need to consult with a veterinarian or animal control. Lautner stated we do not get into all of those issues; we comment on zoning.

Steve Patmore, Bingham Township Zoning Administrator, called in and stated that the township decided that if it's not a farm, to eliminate parcel size requirement for horses or livestock. They felt it was either covered in the Right to Farm Act, for profit, or covered under animal welfare or county ordinances. The township felt it was not their responsibility to monitor how many horses or animals people have and the line between the Right to Farm Act and township requirements is a grey area. Patmore continued, saying this doesn't allow them to be kept in the Residential District, this only applies to the Agricultural District and Rural Residential, which is a buffer district between the Agricultural District and the Residential District.

Griswold said striking tasting room with no amended language seems like it would cause issues at the township and he wonders what the reason is for striking this. Patmore said tasting rooms and farm market, were "uses by right," and the Planning Commission decided to make them a "special land use." He is not sure if they can make a farm market a "special land use" if it meets the GAAMP and he will be checking with GAAMP. Griswold said it seems it is a big jump opening the township up to a lawsuit. Patmore said he is not sure they can do it with a farm market. Most people would like to get a public notice if a tasting room is going in next to them. Getting public input on that is a good idea he thinks.

Black said he thinks most townships define animals as "large" and "small" they typically don't specifically say horses. There are veterinarians who treat large animals and those who treat small animals. Patmore said there was a lot of discussion at the township on horses and livestock.

Motion by Nixon, seconded by Lautner, to forward staff report, minutes and all comments to Bingham Township Planning Commission. Motion carried 9-0.

Contractual Agreement

Between

Bingham Township
7171 S Center Street
Traverse City, MI 49684

And

Networks Northwest

P.O. Box 506
Traverse City, MI 49685-0506

This Contract, designated Number 8212 is made and entered into by and between Bingham Township, 7171 S. Center, Traverse City, Michigan 49684, hereinafter referred to as THE TOWNSHIP and Networks Northwest, P.O. Box 506, Traverse City, MI 49685-0506, hereinafter referred to as NN.

In consideration of the mutual promises, covenants, and representations herein contained, the parties hereto agree as follows:

I. STATEMENT OF PURPOSE

The purpose of this agreement is to develop terms and conditions to support the arrangement for NN to provide Planning Services to Bingham Township.

II. SCOPE OF WORK

NN agrees to perform the functions set forth in Attachment A and comply fully with mutually agreed upon subsequent revisions and/or modifications.

III. PERIOD OF PERFORMANCE

NN shall commence performance of this Contract on July 1, 2021, and shall complete said performance on June 30, 2024.

IV. STIPULATIONS

1. All powers not explicitly vested in THE TOWNSHIP shall remain with NN.
2. A request for Contract modification can be made by either party and will be subject to negotiation and mutual consensus.
3. It is understood that THE TOWNSHIP will operate in a professional capacity of appropriate and accurate administration of their zoning ordinance regulations, management of meetings in accordance with Robert's Rule of Order and following commission by-laws.
4. NN staff shall not be considered parliamentary professionals nor legal representatives to the respective bodies of Bingham Township.
5. The time allotment within this contract shall not be applied to supplemental planning projects that require a broader scope of work for completion. These projects include but are not limited to the following:

- Zoning Ordinance regulation revision, re-writing or development
- Master Plan updating and development
- Recreation Plan updating and development
- Capital Improvement Plan updating and development
- Codified Ordinance updating and development

V. COMPENSATION

1. THE TOWNSHIP agrees to pay NN as compensation for all work performed and services provided under this Agreement's allowable costs, as outlined in Attachment A. Payment shall be due quarterly upon receipt of invoice from NN. Additional time requested to be spent outside of the contracted allotment of ten (10) hours per month, will be charged at an hourly rate of \$71.40 per hour, or by individual project with an outlined Scope of Work and deliverable at an agreed upon contract amount. See Attachment A for subsequent years of the agreement.

VI. TERMINATION

1. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination.
2. If either party terminates this Contract, NN will be reimbursed for all costs incurred up to receipt date of said effective termination date. NN will be reimbursed a proportionate share of the fixed fee based on the portion of the project that is complete as determined by THE TOWNSHIP; and THE TOWNSHIP will receive the work product produced by NN under this Contract up to the effective date of termination, prior to NN being reimbursed. In no case will the compensation paid to NN for partial completion of services exceed the amount NN would have received had the services been completed in full.

VII. INDEMNIFICATION

To the fullest extent permitted by law, the THE TOWNSHIP shall indemnify, defend (at THE TOWNSHIP's sole expense) and hold harmless NN (including its officers, employees and agents) from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) which arise or are in any way connected with the work performed, materials furnished, or services provided under this Agreement by NN or its agents. These indemnity and defense obligations shall apply to any acts or omissions, negligent or willful misconduct of NN, its employees or agents, whether active or passive.

THE TOWNSHIP's indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against NN (including its officers, employees and agents) for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ACKNOWLEDGEMENT OF AGREEMENT

FOR BINGHAM TOWNSHIP

Marian Werner
Township Supervisor

Date

NETWORKS NORTHWEST



Chris Christensen
Chief Elected Official

2-2-2021

Date

Attachment A

SCOPE OF WORK

Bingham Township Planning Services Proposal:

1. Planning Support: (10 hours per month, with additional time compensated at \$71.40 per hour)
2. Period of Service: April 2021 through March 2024 (3 year contract, with a 2% increase each year)
3. Cost:
 - 1st year: \$8,568.00 (This is a 2% increase from the 2020 contract)
 - 2nd year: \$8,739.36
 - 3rd year: \$8,914.15
4. Services to be Provided:
5. Networks Northwest staff will provide professional planner services to the Bingham Township Planning Commission and Township Board. Networks Northwest staff will attend, participate, and provide professional assistance/support at Planning Commission meetings. All other attendance at meetings outside of regularly scheduled Planning Commission meetings shall be at the hourly rate of seventy dollars and forty cents (\$71.40) per hour (rounded to the half hour) and shall include a flat rate of forty dollars (\$40) per meeting to cover travel expenses and travel time if in-person, non-virtual attendance is requested.
6. Conduct research and provide reports on planning topics as requested by the Planning Commission.
7. Report on trends and issues pertinent to Bingham Township.
8. Review meeting agendas, minutes, packets, and reports, with the caveat that all meeting materials and packet distribution shall occur at least five (5) business days prior to the scheduled meeting and with the understanding that at times additional information may be distributed within that five (5) day timeframe, but this shall not constitute normal practice.
9. Work with Zoning Administrator, Township Planning Commission, Township Board, and staff to coordinate activities and project implementation.
5. Contract Period:

This contract would run July 1, 2021 through March 31, 2024.

Proposal for BS&A Online - Public Records Search, Presented to...
Bingham Township, Leelanau County MI

April 12, 2021

Quoted by: Keegan Nixon



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

BS&A Online – Public Records Search provides a convenient way to display your BS&A databases on the web, giving taxpayers and business professionals a way to access your data at any time.

Included with BS&A Online – Public Records Search is an online directory of customers who host data using our software. The intent of this directory is to provide interested parties with a list of accessible data. Directory membership is included free with the use of this service.

Subscription Option

With this option, your municipality pays an Annual Service Fee that covers basic service, including general lookup of your BS&A data. Users of the website pay nothing to view the available data. BS&A sets up your system and configures the website.

Prices based on an approximate parcel count of 2,127. Due to continuous changes and improvements in technology, BS&A Software reserves the right to increase the Annual Service Fee yearly, based on the CPI.

Municipality's Annual Service Fee

\$3,150 —

(Optional; annual fee) ~~Assessing Property Sale Search~~
Allows searches for comparable sale data based on query and Neighborhood filters

~~-\$1,575~~ *NO*



Option; Frequency; Data Selection

STEP 1: Select Your Option

- Subscription
- (optional) Assessing Property Sale Search

STEP 2: Select Your Update Frequency

- Real-time *most places*
- Daily

Internet connection requirements: BS&A Online-Public Record Search requires a high-speed internet connection (cable modem or DSL) to provide **real-time** or **daily** update frequencies.

STEP 3: Select the Data to Display

- | | | |
|---|---|---|
| <input type="checkbox"/> Animal License | <input type="checkbox"/> Cemetery Management | <input type="checkbox"/> Special Assessment |
| <input checked="" type="checkbox"/> Assessing | <input type="checkbox"/> Delinquent Personal Property | <input checked="" type="checkbox"/> Tax |
| <input type="checkbox"/> Assessing Property Sale Search | <input type="checkbox"/> Miscellaneous Receivables | <input type="checkbox"/> Utility Billing |
| <input type="checkbox"/> Building Department | <input type="checkbox"/> P.R.E. Audit | |

Payment Processing Requirements

The acceptance of online payments through your BS&A Online-Public Records Search website will require a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/about/partners/> for information.



Acceptance

Signature constitutes...

1. An order for products and services as quoted
2. Agreement with the proposed Annual Service Fee (Subscription option)

Signature

Date

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: knixon@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the setup process.



Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Support Contact

Name Angela W. Fenske Title Assessor

Phone/Fax 231-922-6767 Email assessor@twp.bingham.mi.us

Mailing Address ~~8000~~ 7171 S. Center Hwy

City, State, Zip Traverse City MI 49684

IT Contact

Name Netlink Title IT

Phone/Fax 231-946-8808 Email www.netlinkbus.com

Mailing Address _____

City, State, Zip Traverse City MI 49684

→ Sandra Grant
231-922-6767
7171 S Center Hwy
Traverse City MI 49684

Treasurer
treasurer@twp.bingham.mi.us
US



Michigan Municipal Insurance Coverage Proposal

For

Bingham Township
Leelanau County

June 1st, 20120 to June 1st, 2021

Fitzmaurice Garvin Insurance Agency

735 Woodmere Avenue
Traverse City, MI 49686

 **EMC** Insurance Companies

Ted Hartleb Agency

Service Guarantee!

"Our Pledge"

To listen to our clients needs, wants, and concerns in regards to their insurance and benefits.

Provide our business partners with the highest quality of insurance products available to us in the market place based on their insurance needs.

Provide our business partners with continuing education of what products they are purchasing, what insurance products are available to them, and how those products can better serve them.

Provide our business partners access to us for questions, renewals, and claims. We give our clients our cell phone numbers so one of us can be reached at your convenience twenty-four hours per day, seven days per week.

Provide our business partners employees with continuing education of the employee benefits that have been purchased for them on their behalf.

Assist employees with questions, problems and concerns regarding their employee benefits.

To always employ individuals who are educated and licensed in the field of insurance and who are committed to making our business partners their number one priority!

For over forty years the Ted Hartleb Agency has had one goal and that is to give you, our clients, the best service that we can offer, you can count on us to be there for you!

We are proud to provide quality insurance programs from Employers Mutual Insurance Company, Grange Insurance, Michigan Millers Mutual Insurance Company, Safeco Insurance Company, Wolverine, West Bend, Liberty Mutual, Progressive, Blue Cross Blue Shield of Michigan, and many others.

Insuring your Municipalities, Fairs and Festivals, Public School Systems, Businesses, Benefits, Home and Auto, etc...

Please Call Us and Ask How We Can Assist Your Insurance Needs.
269-385-5911



**EMC INSURANCE GROUP INC.
NAMED TO FORBES.COM 100
MOST TRUSTWORTHY COMPANIES LIST**

FOR IMMEDIATE RELEASE

Contact: Lisa Hamilton (Media)
515-345-7589
Steve Walsh (EMCI Investors)
515-345-2515

EMC Insurance Group Inc. on 50 Most Trustworthy Financial Companies List by *Forbes*

DES MOINES, Iowa (Aug. 26, 2016) — For the third consecutive year, EMC Insurance Group Inc. (EMCI)* is listed on the 50 Most Trustworthy Financial Companies list, announced by *Forbes*. EMCI achieved an accounting and governance risk (AGR) score of 84 in the small-cap category. EMCI was previously listed on the *Forbes* 100 Most Trustworthy Companies list in 2013.

MSCI ESG Research compiled the list separate from the *Forbes* 100 Most Trustworthy Companies list. To create the list, MSCI ESG Research reviewed nearly 700 publicly-traded North American financial companies with market caps of \$250 million or greater for the year ending December 2015. MSCI ESG Research considers accounting and governance behaviors, including high-risk events, revenue and expense recognition methods, SEC actions and bankruptcy risk in scoring a company's credibility. An AGR number is then given to each company and is the final composite by which organizations are scored. "We highlight companies that are most transparent and reporting accurately on their financial outcomes, whether good or bad," states MSCI ESG Research.

The entire list and article can be found here: <http://ow.ly/C09M303g24f>

***About EMC Insurance Group Inc.**

EMC Insurance Group Inc. (EMCI) is a publicly held insurance holding company with operations in property and casualty insurance and reinsurance. EMCI was formed in 1974 and became publicly held in 1982. The company's common stock trades on the Global Select Market tier of the NASDAQ Stock Market under the symbol EMCI. EMCI's parent company is Employers Mutual Casualty Company (EMCC). EMCI and EMCC, together with their subsidiary and affiliated companies, operate under the trade name EMC Insurance Companies. For more information, visit www.emcins.com/ir.

About EMC Insurance Companies

EMC Insurance Companies is among the top 50 insurance organizations in the country based on net written premium, with more than 2,100 employees. The company was organized in 1911 to write workers' compensation protection in Iowa. Today, EMC provides property and casualty insurance products and services throughout the United States and writes reinsurance contracts worldwide. Operating under the trade name EMC Insurance Companies, Employers Mutual Casualty Company and one or more of its affiliated companies is licensed in all 50 states and the District of Columbia. For more information, visit www.emcins.com and www.CountonEMC.com.

--end--

EMC INSURANCE COMPANIES JUMPS TO NUMBER 2 IN 40 BEST COMPANIES FOR LEADERS

(December 29, 2016) – For the fourth consecutive year, EMC is listed as one of the best 40 companies for leaders in the January/February 2016 issue of *Chief Executive magazine*. EMC ranks 2nd this year, jumping from 4th in 2015, and remains listed among notable companies including GE, IBM and P&G.

The annual ranking is based on a survey of organizations worldwide conducted by *Chief Executive* in cooperation with Chally Group Worldwide. The companies are scored on the following criteria:

1. Having a formal leadership process in place
2. Commitment of the CEO to leadership development
3. Percent of senior and middle management positions filled by internal candidates
4. Number of companies that report recruiting from the company
5. A shareholder performance metric

LIST OF COMPANIES (TOP 15 OF 40)

1. GENERAL ELECTRICAL
2. **EMC INSURANCE COMPANIES**
3. HITACHI DATA SYSTEMS
4. IBM
5. JOHNSON CONTROLS
6. VF CORPORATION
7. VERIZON COMMUNICATIONS
8. 3M
9. P&G
10. DOW CHEMICALS
11. OWENS CORNING
12. LAFARGEHOLCIM
13. FLUOR
14. WIPRO
15. SOUTHWEST AIRLINES

**Features
of the**

EMC PUBLIC ENTITY PROGRAM

- 1) Designed Exclusively for Michigan Public Entities**
- 2) 100% of Covered Risk is with Insurance Company – NO POOLING**
- 3) Non-Assessable**
- 4) Higher Limits Available Upon Request**
- 5) Local Loss Control Services Available**
- 6) Local Claims Service**

- 7) Underwriting of Risk done in Michigan**
- 8) EMC – Providing Insurance Products for over 100 years**
- 9) EMC – Insuring Municipalities for over 40 years**
- 10) EMC – Over \$4,000,000,000 in assets**
- 11) EMC – A Proud American Company!**

SERVICE COMPANIES

MARKETING AND SERVICE:

Ted Hartleb Agency
5840 King Highway
Kalamazoo, MI 49048
269-385-5911
269-385-3370 (fax)

Your Service Agent is: **Jonathan Koets**
Your in office Account Manager is: **Rob Koets**

INSURANCE CARRIER:

EMC INSURANCE COMPANY
PO BOX 30546
Lansing, MI 48909
800-292-1320 (toll free)

**Office established in Michigan since 1940*

CLAIMS AND LOSS CONTROL ADMINISTRATION:

EMC INSURANCE COMPANY
PO BOX 30546
Lansing, MI 48909
800-292-1320 (toll free)

Loss Control Services

As an EMC policyholder, you have preferred access to extensive loss control information and resources. All loss control services are free of charge and include:

- Safety Video Library—Online access to hundreds of safety videos
- Compliance Benchmarking—Receive on-site surveys with reports of potential violations
- Environmental Health Services—Identify workplace risks with recommendations
- Ergonomic Assessments—Assess employee work stations
- Fleet EMC—Learn about defensive driving and DOT regulations
- *Loss Control Insights*—Free monthly online newsletter focused on loss control
- Partnership Services—Develop cost-effective safety solutions
- Review of Safety Programs—Evaluate programs to comply with industry standards
- Safety Talks and Safety Signs—Download hundreds of talks and signs
- Security Consulting—Develop an emergency response plan
- Training Certificates—Create certificates for employees who complete training courses

Claims Services

An insurance claim has a financial and personal impact. That's why our primary goal is to handle your claim as fairly and quickly as possible, regardless of the type or size. Claims services include:

- Weekly workers' compensation meetings to discuss difficult claims and new laws
- Quarterly educational meetings for claims staff
- Adjuster credibility
- Open communication with insureds throughout the claims process
- Reduced medical costs with PPOs, prescription programs and a medical claims review unit
- Chiropractic care, physical/occupational therapy, inpatient and outpatient hospitalization and diagnostic procedure reviews
- Insured, claimant and medical provider contact made within 24 hours of claim receipt
- Experienced nurses, life care planning and input on complex medical issues

Attorney Services

The law firm of Zausmer, August & Caldwell, P.C. provides free advice to EMC municipal clients. Licensed attorney Heidi Hudson will work with you directly and can be reached at 248-851-4111. Heidi has experience with labor and employment law, school law, insurance defense and fraud claims. Free advice is offered on issues such as:

- Litigation
- Employment
- Drafting, interpretation and enforcement of ordinances and charters
- Land use, zoning and permits
- Property acquisitions and conveyances
- Facilitation of public works, including bidding, contracts, construction monitoring and disputes
- Review and preparation of municipal policies
- Open Meetings Act and Freedom of Information Act compliance
- Inter-government and shared service agreements
- Enforcement of construction, fire, property maintenance and other codes

COMPREHENSIVE PUBLIC ENTITY PROPERTY COVERAGE

BLANKET PROPERTY LIMIT	\$599,541
BUSINESS PERSONAL PROPERTY	INCLUDED
PROPERTY IN THE OPEN	INCLUDED
SPECIAL CAUSE OF LOSS	
PROPERTY DEDUCTIBLE	\$250
BUSINESS INCOME & EXTRA EXPENSE	ALS
EARTHQUAKE (subject to a 10% deductible)	AVAILABLE
SEWER BACK UP (per occurrence)	\$100,000
VALUABLE PAPERS AND RECORDS	\$500,000
ACCOUNTS RECEIVABLE (at each premise)	\$250,000
MONEY AND SECURITIES (on and off each premise)	\$10,000

*Schedule of Properties Provided with application and issued with policy

PROPERTY COVERAGE HIGHLIGHTS:

- 1) All signs and fences within 1000 feet of covered property are included in the building limit
- 2) Personal Property within 1000 feet of premises: covered
- 3) Debris Removal: up to an additional **\$250,000**.
- 4) **Ordinance and Law coverage included in building limit**
- 5) Electronic Data and Interruption of Computer Operations : \$100,000 annual aggregate
- 6) Fire Extinguisher System Recharge – unlimited
- 7) Fire Department Service Charge: \$50,000
- 8) Pollutant Cleanup and Removal: \$100,000 annual aggregate
- 9) **Personal Property of Others: \$100,000**
- 10) Cost of Taking Inventory - \$50,000 per occurrence limit
- 11) Direct damage to utility services - \$1,000,000 sub limit
- 12) Changes or extremes in temperature or humidity - \$25,000 per occurrence
- 13) **Unreported Buildings and Structures - \$50,000 for any one occurrence**
- 14) **Appurtenant Buildings and Structures - \$500,000**
- 15) Newly acquired or constructed buildings **\$2,000,000 limit** **120 days**
- 16) Newly acquired personal property **\$2,000,000 limit** **120 days**
- 17) Personal Effects Limit - \$100,000
- 18) Property in transit - **\$250,000 limit**
- 19) **Outdoor property tree, shrub or plants: \$500,000 total, \$1,000 max per each**
- 20) Arson Reward: \$25,000
- 21) Lock Replacement and Re-Keying - \$25,000
- 22) Legal Liability including personal property: \$250,000
- 23) Fine Arts Limit - \$100,000
- 24) Expediting Expenses - \$100,000
- 25) Non-owned detached trailers on premises: \$15,000
- 26) **Building Foundations and Pilings Limit – up to 10% of building limit not to exceed \$1,000,000 per occurrence**
- 27) **Underground Fiber Optic Cable – coverage provided at policy limit subject to a \$2,500 deductible**
- 28) **Emergency services commandeered property: \$500,000**

*For additional coverage and exclusions please refer to the coverage document.

BINGHAM TOWNSHIP PROPERTY SCHEDULE

<u>LOCATION 1</u>	<u>7171 S. CENTER HWY</u>	
TOWNSHIP HALL	BUILDING	\$449,327
	PERSONAL PROPERTY	\$59,168
<u>LOCATION 2</u>	<u>S. CENTER HWY (CO ROAD 633)</u>	
BINGHAM CEMETERY FENCING & SIGN	PROPERTY IN THE OPEN	\$5,530
<u>LOCATION 3</u>	<u>S. CENTER HWY (CO ROAD 633)</u>	
MAPLE GROVE CEMETERY FENCING & SIGN	PROPERTY IN THE OPEN	\$5,530
<u>LOCATION 4</u>	<u>PARK ROAD</u>	
BINGHAM PARK		
RESTROOM	BUILDING	\$5,530
PLAYGROUND EQUIPMENT	PROPERTY IN THE OPEN	\$9,661
BASKETBALL COURT & BACKBOARDS	PROPERTY IN THE OPEN	\$6,180
<u>LOCATION 5</u>	<u>WEST BAY SHORE DRIVE (M-22)</u>	
BOUGHEY PARK PAVILION	BUILDING	\$55,298
<u>LOCATION 6</u>	<u>LEE POINT ROAD</u>	
HENDRYX PARK SIGN & 5 BENCHES	PROPERTY IN THE OPEN	\$2,211
<u>LOCATION 7</u>	<u>M-22 & HILLTOP ROAD</u>	
GROESSER PARK SIGN	PROPERTY IN THE OPEN	\$1,106
	TOTAL BUILDING	\$510,155
	TOTAL PERSONAL PROPERTY	\$59,168
	TOTAL PROPERTY IN THE OPEN	<u>\$30,218</u>
	COMBINED TOTAL	\$599,541

*For additional coverage and exclusions please refer to the coverage document.

INLAND MARINE

LIMIT OF SCHEDULED EQUIPMENT	see property form
LIMIT OF UNSCHEDULED EQUIPMENT	see property form
PROPERTY IN TRANSIT	see property form
DEDUCTIBLE	\$250

*Any equipment with a replacement cost value over \$25,000 must be scheduled on the policy.

*Schedule of equipment provided at application and policy issuance.

INLAND MARINE SCHEDULE

1) see property form

ELECTRONIC DATA PROCESSING

HARDWARE	\$100,000
SOFTWARE	\$100,000
CATASTROPHIC LIMIT	\$300,000
EXTRA EXPENSE	\$100,000
PROTECTION AND CONTROL SYSTEMS	INCLUDED
TELECOMMUNICATIONS EQUIPMENT	INCLUDED
REPRODUCTION EQUIPMENT	INCLUDED
PROPERTY IN TRANSIT	\$200,000
DEDUCTIBLE	\$250
EARTH MOVEMENT AND VOLCANIC DEDUCTIBLE	\$5,000
MECHANICAL BREAKDOWN DEDUCTIBLE	\$250
ELECTRICAL AND POWER SUPPLY DISTURBANCE DEDUCTIBLE	\$250
COVERAGE EXTENTIONS:	
Additional Debris Removal	\$25,000
Electrical and Power Supply Disturbance	COVERED
Emergency Removal (Number of Days)	365
Emergency Removal Expense	\$5,000
Fraud and Deceit	\$5,000
SUPPLEMENTAL COVERAGES:	
Newly Purchased or Leased Hardware	\$500,000
Earthquake	COVERED
Flood	N/A
Incompatible Hardware and Media	\$10,000
Pollutant Cleanup and Removal	\$15,000
Property in Transit	\$20,000
Recharge of Fire Extinguishing Equipment	\$15,000
Software Storage	\$50,000
Virus and Hacking	\$50,000
any one occurrence	\$50,000
annual aggregate	\$150,000

*For additional coverage and exclusions please refer to the coverage document.

BOILER AND MACHINERY

(MECHANICAL BREAKDOWN COVERAGE)

LIMIT OF INSURANCE	\$599,541
DEDUCTIBLE	\$250

CRIME COVERAGE

COVERAGE IN ADDITION TO PRIMARY PROPERTY COVERAGE

AT EACH NAMED LOCATION	\$100,000
DEDUCTIBLE	\$1,000

*Includes Computer and Funds Transfer Fraud and Mysterious Disappearance.

BOND COVERAGE

EMPLOYEE BLANKET BOND FAITHFUL PERFORMANCE	(\$1,000 deductible applies)	\$100,000 INCLUDED
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PUBLIC OFFICIALS BONDS

TREASURER	\$25,000
DEPUTY TREASURER	\$15,000
CLERK	\$10,000
DEPUTY CLERK	\$10,000
SUPERVISOR	\$5,000
FAITHFUL PERFORMANCE	INCLUDED

*For additional coverage and exclusions please refer to the coverage document.

COMPREHENSIVE PUBLIC ENTITY AUTO POLICY

LIMIT OF LIABILITY	\$1,000,000
HIRED AND NON OWNED AUTO COVERAGE	INCLUDED
HIRED AUTO PHYSICAL VEHICLE DAMAGE COVERAGE	\$75,000

- 1) Elected Official Vehicle Endorsement: Up to a \$1,000 deductible reimbursement or repair of a Elected Officials personal vehicle if it is involved in an accident and there is physical damage to their vehicle**

*For additional coverage and exclusions please refer to your policy

COMPREHENSIVE PUBLIC ENTITY LIABILITY COVERAGE

PER OCCURRENCE LIMIT	\$1,000,000
AGGREGATE LIMIT	\$3,000,000
DEDUCTIBLE	NONE
DAMAGE TO PREMISES RENTED TO YOU	\$1,000,000
MEDICAL EXPENSE LIMIT	\$10,000
PERSONAL AND ADVERTISING INJURY LIMIT	\$1,000,000
PRODUCTS AND COMPLETED OPERATIONS AGGREGATE LIMIT	\$3,000,000
EMPLOYEE BENEFIT LIABILITY (\$1,000 deductible)	INCLUDED

- A) Bodily Injury Included (broadened definition)
- B) Personal Injury Included
- C) Property Damage Included

ADDITIONALLY NAMED:

The "Persons Covered" provision of the Comprehensive Public Entity Liability coverage also includes the following while acting "on behalf of" or "in the interest of" the Named Entity.

- 1) Any member of the governing body of the named Entity
- 2) Any member of the board/commission of the named Entity
- 3) Any elected or appointed official of the named Entity
- 4) Any employee of the named Entity
- 5) Any volunteer of the named Entity

ADDITIONALLY INCLUDED:

- 1) Personal injury includes hazard groups:
 - a) Detention, Imprisonment, Malicious Prosecution
 - b) Wrongful Entry or Eviction or other Invasion of the Right of Private Occupancy
 - c) A Publication or Utterance of a Libel, Slander or other Defamatory or Disparaging Material
- 2) Contractual Liability – Coverage for the Entity When it Becomes Legally Obligated for Liability Assumed Through an Approved Contractual Agreement
- 3) Advertising Injury Liability – Includes Slogan Infringement
- 4) Host Liquor Liability – Includes Incidental Giving and Serving
- 5) Broad Form Property Damage Liability
- 6) Extended Bodily Injury – bodily injury, sickness or disease sustained by a person, including mental anguish or death resulting from bodily injury, sickness or disease
- 7) Incidental Medical Malpractice - Included
- 8) EMT/EMS coverage - Available
- 9) Fellow Employee Exclusion - Deleted
- 10) Cemetery Professional - Included
- 11) Care, custody and control exclusion waived (will include vehicles)
- 12) **Broad Liability coverage available for all electric, gas, sewer, and water utility operations**
- 13) Sewer back up coverage – optional
- 14) Special Events Coverage – Available
- 15) Vacant Land - Included
- 16) Lakes and Reservoirs – Included
- 17) **Additional Interest – Leelanau County Road Commission and Steven Patmore - Included**

*For additional coverage and exclusions please refer to your policy

COMPREHENSIVE PUBLIC ENTITY ERRORS AND OMISSION COVERAGE

EMC LINEBACKER FORM

PER OCCURRENCE LIMIT	\$1,000,000
AGGREGATE LIMIT	\$2,000,000
EMPLOYMENT PRACTICES LIABILITY	INCLUDED
WRONGFUL ACT	INCLUDED
DEDUCTIBLE	\$0

OCCURRENCE FORM

The "Persons Covered" provision of the Comprehensive Public Entity Liability coverage also includes the following while acting "on behalf of" or "in the interest of" the Named Entity.

- 1) Any member of the governing body of the named Entity
- 2) Any member of the board/commission of the named Entity
- 3) Any elected or appointed official of the named Entity
- 4) Any employee of the named Entity
- 5) Any volunteer of the named Entity

ADDITIONALLY INCLUDED:

Supplementary payments and plaintiff/claimant attorney's fees and expenses

Good Samaritan Coverage - Included

Defense Costs: First Dollar Coverage

Zoning: inverse condemnation, takings – **MONETARY DAMAGE LIMIT - \$250,000**

****DEFENSE COSTS – OUTSIDE POLICY LIMITS**

Actual or alleged errors

Misstatements or misleading statement

Act or omission or neglect or breach of duty

Injunctive Relief (non-monetary) NO SUB-LIMIT

Included

Loss of Salary/Fringe Benefit \$75,000/\$150,000

Included

** See options page for Monetary Damage Coverage Limits for Regulatory Takings and Inverse Condemnation

*For additional coverage and exclusions please refer to your policy

PUBLIC ENTITY UMBRELLA COVERAGE

LIMIT OF COVERAGE	\$2,000,000
AGGREGATE LIMIT	\$2,000,000
SIR	\$0

EXCESS COVERAGE OVER:	GENERAL LIABILITY	INCLUDED
	EMPLOYEE BENEFIT LIABILITY	INCLUDED
	AUTO LIABILITY	INCLUDED
	ERRORS OR OMISSIONS LIABILITY	INCLUDED
	WORKERS COMPENSATION	INCLUDED

WORKERS COMPENSATION

PROVIDED BY EMC INSURANCE COMPANY

LIMITS OF LIABILITY

<i>Bodily Injury by Accident</i>	<i>\$500,000 Each Accident</i>
<i>Bodily Injury by Disease</i>	<i>\$500,000 Policy Limit</i>
<i>Bodily Injury by Disease</i>	<i>\$500,000 Each Employee</i>

*Payrolls provided at application and subject to annual audit

*For additional coverage and exclusions please refer to your policy

Recommendations

- 1) Obtain certificates of Liability and Worker Compensation Insurance from sub contractor's that preform work on your behalf and/or on your premises.
- 2) Annually review higher limits of Liability and may be obtained through written request.
- 3) Aggressively remove ice and snow from walkways and parking lots.
- 4) Complete proper background checks on new hires.
- 5) Run Motor Vehicle Records periodically on all employees who drive on your behalf.
- 6) Annually obtain certificates of insurance from employees who drive on your behalf.
- 7) Difference In Condition (DIC) Policy – consideration for purchase of coverage for many of the common exclusions found in a Standard Property Policy.
- 8) Document any disciplinary action(s) for review with counsel.
- 9) Regular review of Real and Personal Property Values and Schedules.
- 10) Regular inspections of vehicles, equipment, fire suppression systems and electrical services.
- 11) Document all maintenance and inspections.
- 12) Regular update of employment handbooks, policies and procedures.
- 13) Regular update of zoning and ordinance laws.
- 14) Utilize loss control services and establish a time table for implementation.
- 15) Establish a tree maintenance program or if you already have one, review it to be sure that the Authority is documenting, cutting down and/or removing dead trees/limbs from Authority Property.
- 16) Carefully review Business Income and Extra Expense exposures to insure current limits are met with Authority Board approval.
- 17) Review your bonding exposures and limits to insure that your bonds provide adequate protection for your Authority.
- 18) Cyber Liability is a growing area of litigation for municipalities throughout the country. It is a area of liability you should discuss and review to determine if this type of protection should be added to the Authority Insurance Program.

We can provide assistance in helping with many of these recommendations and/or provide options for you based on written request.

SUMMARY OF COVERAGES AND PREMIUM

1) GENERAL LIABILITY	INCLUDED
2) ERRORS AND OMISSIONS	INCLUDED
3) PROPERTY	INCLUDED
4) INLAND MARINE	AVAILABLE
5) ELECTRONIC DATA PROCESSING	INCLUDED
6) AUTO LIABILITY	INCLUDED
7) BOILER AND MACHINERY (Mechanical Breakdown)	INCLUDED
8) CRIME COVERAGE	INCLUDED
9) BOND COVERAGE	INCLUDED
10) UMBRELLA	INCLUDED
11) WORKERS COMPENSATION	INCLUDED

TOTAL PREMIUM	\$7,612
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Optional Coverage:

UMBRELLA

LIMIT	AGGREGATE	PREMIUM
\$2,000,000	\$2,000,000	INCLUDED
\$3,000,000	\$3,000,000	\$606
\$4,000,000	\$4,000,000	\$1,212
\$5,000,000	\$5,000,000	\$1,818

**Higher limits are available upon request.*

PROPERTY	EARTHQUAKE	\$41
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PUBLIC OFFICIAL LIABILITY

MONETARY DAMAGE COVERAGE ZONING		
	\$250,000	INCLUDED
	\$500,000	\$230
	\$750,000	\$489
	\$1,000,000	\$689

CYBERSOLUTIONS	\$50,000 - \$100,000	\$992
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GROUP ACCIDENT POLICY	FOR ELECTED OFFICIALS	LAST PAGE
	\$10,000	\$240
	\$20,000	\$330
	\$30,000	\$420
	\$40,000	\$510
	\$50,000	\$600

BINGHAM TOWNSHIP

Acceptance of Insurance Proposal

Effective Date of Policy: June 1st, 2021

Signature	Title	Date
TOTAL ANNUAL PREMIUM		\$7,612
OPTIONAL LIMITS ACCEPTED:		
INITIAL	LIMIT	PREMIUM ADJUSTMENT
_____	GROUP ACCIDENT POLICY \$ _____	\$ _____
_____	PROPERTY EARTHQUAKE	\$ _____
_____	CYBERSOLUTIONS \$50,000 - \$100,000	\$ _____
_____	UMBRELLA \$ _____	\$ _____
_____	MONETARY DAMAGE \$ _____	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
TOTAL ANNUAL PREMIUM:		\$ _____

CYBER SOLUTIONS – optional coverage

DATA COMPROMISE COVERAGE

RESPONSE EXPENSE LIMIT	ANNUAL AGGREGATE	\$100,000
LEGAL REVIEW		\$50,000
FORENSIC "IT" REVIEW SUBLIMIT		\$50,000
NAMED MALWARE SUBLIMIT		\$50,000
PUBLIC RELATIONS SUBLIMIT		\$10,000
REGULATORY FINES AND PENALTIES		\$50,000
PCI FINES AND PENALTIES		\$50,000
DEDUCTIBLE		\$1,000

DATA COMPROMISE DEFENSE AND LIABILITY LIMIT

	ANNUAL AGGREGATE	\$100,000
NAMED MALWARE SUBLIMIT		\$50,000
DEDUCTIBLE		\$1,000

IDENTITY RECOVERY COVERAGE

IDENTITY RECOVERY LIMIT	\$25,000
EXPENSE REIMBURSEMENT DEDUCTIBLE	\$0

CYBER COVERAGE

COMPUTER ATTACK LIMIT	\$100,000
LOSS OF BUSINESS SUBLIMIT	\$50,000
PUBLIC RELATIONS SUBLIMIT	\$10,000
CYBER EXTORTION SUBLIMIT	\$10,000
MISDIRECTED FRAUD PAYMENT	\$5,000
DEDUCTIBLE	\$1,000

NETWORK SECURITY DEFENSE AND LIABILITY LIMIT

	ANNUAL AGGREGATE	\$100,000
DEDUCTIBLE		\$1,000

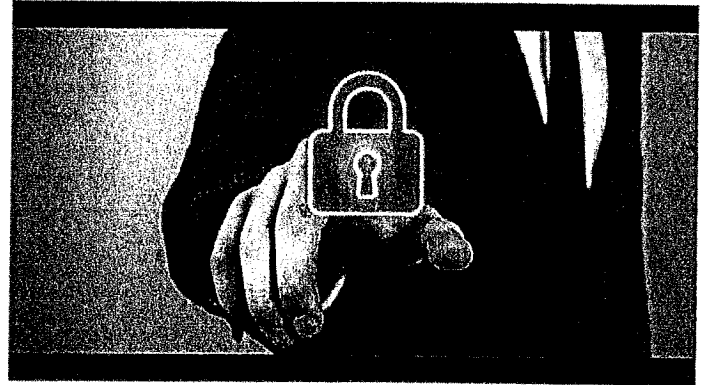
ELECTRONIC MEDIA LIABILITY

	\$100,000
DEDUCTIBLE	\$1,000

*For additional coverage and exclusions please refer to the coverage document.

CyberSolutions

Almost every business relies on data and computer systems, and when these systems experience an attack, critical information can be lost. The effects of a cyber attack or data breach, including loss of income and expensive litigation, can be long lasting and financially devastating.



Coverage When You Need It Most

CyberSolutions from EMC Insurance Companies provides the robust protection you need to respond to and recover from a data breach or cyber attack. We do this by combining data compromise and cyber liability coverage into one product that offers a variety of limits and deductibles at affordable rates.

Available to a wide variety of businesses and organizations—from schools and municipalities to offices, manufacturers and contractors—CyberSolutions helps pay for the costs associated with:

- Computer software restoration
- Data recovery
- Third-party liability protection
- Response efforts
- Defense and liability
- Identity recovery for key individuals within your organization

Cyber Liability Component

The cyber liability component of CyberSolutions protects your organization against two related risks: computer attacks and liability to third parties due to security weaknesses in your computer systems.

Computer Attacks

When a computer attack causes damage to your electronic data and computer systems, CyberSolutions pays for the costs associated with recovery, including:

- **Data Restoration:** The cost of a professional firm hired to replace lost or corrupted data from electronic sources
- **Data Re-Creation:** The cost of a professional firm hired to research, re-create and replace lost or corrupted data from nonelectronic sources*
- **System Restoration:** The cost of a professional firm hired to restore your computer system to its pre-attack level of functionality by replacing or reinstalling software, removing malicious code and correcting the configuration of your computer system
- **Loss of Business:** Business income lost and extra expense incurred during the period of time when system and data recovery activities are taking place*
- **Public Relations Services:** Assistance from a professional public relations firm in communicating with outside parties concerning the computer attack and your response*

* Sublimits apply

Network Security Liability

Network security liability provides coverage for defense costs (within the policy limits) and associated settlement and judgment costs arising from actions brought by third parties who allege injuries as a result of a failure in the security of your business systems, including:

- A breach of third-party business data
- An unintended propagation of malware
- A denial of service attack in which you unintentionally participated

Data Compromise Component

The data compromise component of CyberSolutions provides the following coverages to help you notify and assist your clients and others following a breach of personal information:

Response Expense Coverage

Includes coverage for costs associated with a legal and forensic information technology review of the breach, public relations and notification to the affected individuals. This coverage also includes services for the affected individuals:

- A toll-free help line
- Credit monitoring
- Identity restoration case management

Defense and Liability Coverage

Provides coverage for data compromise defense and liability (within the policy limits) in the event that affected individuals or a government entity brings an action against you. There must first be a covered loss under the response expenses coverage before defense and liability coverage goes into effect.

Identity Recovery Coverage

Provides expense reimbursement and case management services caused by an identity theft for key individuals within your organization. Covered expenses may include:

- Various legal costs
- Lost wages
- Child and elder care costs
- Mental health counseling

Policyholders who are victims of covered identity thefts are assigned a case manager who provides a wide range of identity recovery services, including letter writing, phone calls, credit report requests, follow-up and record keeping.

Claim and Legal Services

Claim services are provided by data compromise and identity recovery claim specialists. Policyholders who need legal defense are represented by experienced law firms—a service that would normally be too expensive for many business owners.

Tools and Resources Through eRiskHub®

With CyberSolutions, you'll also receive access to eRiskHub, an online risk management portal that includes tools to manage cyber security risks and resources to help you stay informed of the latest security threats. Learn more about eRiskHub on our website.



Visit www.emcins.com/businessins/cybersolutions to view more information about CyberSolutions, including real examples of how this coverage can protect your business or organization.

Learn More

To learn more about CyberSolutions, contact your local insurance agent or visit www.emcins.com/businessins/cybersolutions.

EMC Insurance Companies
717 Mulberry Street
Des Moines, IA 50309
800-447-2295 • 515-280-2511



Disclaimer: The contents of this brochure are for informational purposes only and are not intended to be all-inclusive. Refer to the issued policy for specific details regarding coverages, conditions and exclusions. In the event of a conflict between the terms contained herein and the policy, the policy terms and conditions will prevail.



COMMERCIAL BILLING PLAN

EMC's billing plan offers you **convenience** and **flexibility** in the payment of your insurance premium.

4 Easy Ways to Pay



Electronic Funds Transfer (EFT)

- ▶ Recurring automatic bank account withdrawals
- ▶ No monthly installment fee

Sign up on Policyholder Access, contact your agent or visit www.emcins.com and select **Business > Payment/Billing Options** to find the EFT Authorization Form.



Online

- ▶ Pay by eCheck, credit or debit card
- ▶ Single withdrawal or payment

Visit www.emcins.com and select **Make a Payment**.



By Phone

- ▶ Pay by eCheck, credit or debit card
- ▶ Single withdrawal or payment

Call 855-404-9076 (automated payment service only).



By Mail

- ▶ Pay by check, money order or cashier's check (do not send cash)

Submit your payment using the provided statement and envelope.

Allow at least 7 days for your payment to reach our office.

Choose Your Amount

With EMC's flexible payment options, you can pick the amount that works for you:

- ▶ Full account premium
- ▶ Minimum amount due
- ▶ Any amount in between

2 Ways to Save

Avoid monthly installment fees by choosing one of these payment methods:

- ▶ Pay your bills with electronic funds transfer (EFT)
- ▶ Pay the account balance in full on the first invoice

If you have questions about EMC's Commercial Billing Plan, contact your insurance agent. Thank you for choosing EMC for your insurance needs.

EMC Insurance Companies

717 Mulberry Street | Des Moines, IA 50309 | 800-447-2295 | 515-280-2511

www.emcins.com |

An exclusive offer for
Michigan Township
Board Members

Group Accidental Death and Dismemberment Insurance

Benefit amount is selected by the township and will be paid if death or dismemberment occurs as a result of an accidental injury.*

Accidental Death and Dismemberment Coverage (AD&D)

In the event of accidental death	
Incident	Benefit levels available
Accidental Death	\$10,000-\$50,000
Common Carrier Accidental Death	Pays double the Accidental Death Benefit Amount

Refer to certificate ELP037 MI for schedule of dismemberment benefits, which differ from accidental death.

*Available if Actively-At-Work and between the ages of 18 and 79. (Coverage terminates at age 80 or when no longer eligible, whichever occurs first.)

Annual Premium Rates	
Benefit Amount	Premium
\$10,000	\$48.00
\$20,000	\$66.00
\$30,000	\$84.00
\$40,000	\$102.00
\$50,000	\$120.00

- Coverage is Guaranteed Issue - no health questions!
- Benefits are payable in addition to any other insurance coverage you may have!



PO Box 9202
Des Moines, IA 50306-9202
800-232-5818
www.EMCNationalLife.com



5840 King HWY
Kalamazoo, MI 49048-5930
269-385-5811
www.HartlebAgency.com

Product underwritten and administered by EMC National Life Company. This provides an overview only of the Group Accidental Death and Dismemberment Insurance product. Please refer to and read policy form ELP036 and certificate form ELP037 MI carefully for all contractual provisions, benefits and limitations.

EMC, Reg design and Count on EMC Reg. U.S. Pat. & Tm. Off.
EMK991

May 7, 2021

Dear Ms. Kathy Morio,

We are writing to extend our sincere thanks to the Township of Bingham for the opportunity we have had to be of service as the Township's auditors for the past two years. We have enjoyed working with you and your staff. We trust that you feel that the Township has benefited from our professional relationship as well.

We are provided proposed fees for the next three fiscal year audit reports (June 30, 2021 was included in our previous proposal for \$3,695). It has been a pleasure working with you and we would love to have another three years to look forward to with the Township!

Following is a schedule showing the proposed fees:

<u>6/30/2022</u>	<u>6/30/2023</u>	<u>6/30/2024</u>
\$ 3,795	\$ 3,895	\$ 3,995

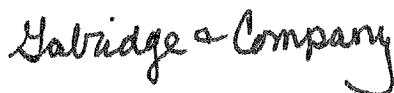
These fees are based on the presumption that the Township's accounting records will be reasonably adjusted and auditable. Any additional services required to assist the Township in preparing a reasonably adjusted trial balance will be billed at our standard hourly rate.

The fees quoted for subsequent years may be subject to renegotiation if changes in the scope of the Township's operations or new professional requirements make our estimate of hours unrealistic. If any such changes occur, we will discuss the reasons with you, and arrive at a new fee arrangement prior to incurring any charges.

These fees are independent of any special projects for which a separate engagement is contracted. We will, of course, continue to be available throughout the year to answer general business questions, and to assist you or your staff with accounting for specific transactions without charge.

Again, we thank you for the continuing opportunity to be of service to the Township, and we look forward to many more years of exceeding your expectations. If you have any questions regarding this extension, or if we can be of assistance to you in any, please do not hesitate to contact us.

Very truly yours,



Joe Verlin, CPA, CGFM
Gabridge & Company, PLC

Whiteford Lawn Maintenance
7160 East Fouch Road
Traverse City, MI 49684
231-313-1907

Midge Werner
Bingham Twp. Supervisor
7171 S. Center HWY
Traverse City, MI 49684

Dear Bingham Township,

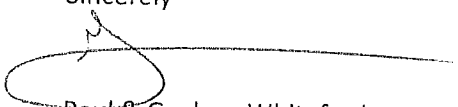
This letter is to confirm that we are going to be keeping the yard maintenance up for the follow year of 2021 – 2022. We look forward to working with you.

Enclosed please find the 2021 bid information for the Bingham Parks, Cemeteries and Township Hall.

Please note that prices have increased slightly.

If you have any questions, please give us a call.

Sincerely



Paul & Gaylene Whiteford

Enclosure 1

Bouhey Park	Mowing Services	\$65.00
	Spring Clean Up	\$210.00
	Fall Clean Up	\$300.00
Bingham Park	Mowing Services	\$65.00
	Spring Clean Up	\$210.00
	Fall Clean Up	\$300.00
Hendryx Park	Mowing Services	\$38.00
	Spring Clean Up	\$65.00
	Fall Clean Up	\$70.00
Township Hall	Mowing Services	\$59.00
	Spring Clean Up	\$130.00
	Fall Clean Up	\$170.00
Maple Grove Cemetery	Mowing Services	\$300.00
	Spring Clean Up	\$500.00
	Fall Clean Up	\$615.00
Bingham Cemetery	Mowing Services	\$145.00
	Spring Clean Up	\$255.00
	Fall Clean Up	\$495.00

DRAFT**Bingham Township Budget 2021-22**

To Be Approved June 21, 2021

as of April. profit loss

	Budget 21-22	Year to date 20-21	Budget 20-21	% of Budget
Income				
245 . Interest Income	1,500.00	380.42	1,500.00	25.36%
400 . Revenues				
401 . Current Property Taxes	49,229.00	44,685.25	46,914.00	95.25%
405 . School Payment - Summer Tax Coll.	5,200.00	5,112.50	5,200.00	98.32%
420 . Delinquent Pers. Prop. Taxes	50.00	0.00	50.00	0.0%
445 . Penalties & Interest on Taxes	4,000.00	0.00	4,000.00	0.0%
474 . Short Term Rental Permits	25,800.00	14,700.00	0.00	100.0%
476 . Land Use Permits	5,000.00	1,500.00	5,000.00	30.0%
477 . Special Land Use Permits	400.00	0.00	400.00	0.0%
478 . Land Divisions	1,050.00	500.00	700.00	71.43%
479 . Appeals/Variances	200.00	1,200.00	200.00	600.0%
539 . Park and Rec.- Grants/matching	0.00	0.00	0.00	0.0%
574 . State Revenue Sharing	218,961.00	184,977.00	193,506.00	95.59%
580 . Metro Funds	6,600.00	545.19	6,600.00	8.26%
642 . Ord. Books, Copies, FOIA Requests	50.00	0.00	50.00	0.0%
665 . Interest Income	1,000.00	246.87	1,000.00	24.69%
667 . Schoolhouse Rent	500.00	0.00	500.00	0.0%
675 . Cemetery Lots	1,000.00	0.00	1,000.00	0.0%
677 . Reimbursements	2,000.00	6,013.93	2,000.00	300.7%
687 . Refunds/Rebates	1,000.00	0.00	1,000.00	0.0%
699 . Transfer In (245 Funds)	0.00	0.00	0.00	0.0%
Total 400 . Revenue	322,040.00	259,480.74	268,120.00	96.78%
Unbudgeted Revenue		0.00		
Total Revenue	323,540.00	259,861.16	269,620.00	96.38%
Expenditures				
101 . Township Board				
101-702 . Trustee Salaries	4,286.46	3,326.90	4,202.40	79.17%
101-704 . Land Division Salary	600.00	500.00	600.00	83.33%
101-705 . Office Aide	2,346.00	2,090.89	2,300.00	90.91%
101-720 . Short Term Rental Overhead	10,000.00	0.00	0.00	0.0%
101-721 . Short Term Rental Administration	8,600.00	2,000.00	0.00	100.0%
101-724 . Clean-up Day	3,500.00	0.00	3,500.00	0.0%
101-725 . Lawn Maintenance	13,000.00	9,963.50	12,000.00	83.03%
101-726 . Miscellaneous	2,000.00	12,457.67	2,000.00	622.88%
101-802 . Attorney	4,000.00	1,970.00	4,000.00	49.25%
101-803 . Audit	3,800.00	3,770.00	3,600.00	104.72%
101-805 . Dues (MTA, Planning)	4,000.00	40.00	3,900.00	1.03%
101-806 . Webmaster	600.00	450.00	600.00	75.0%
101-860 . Mileage	200.00	19.04	200.00	9.52%
101-865 . Insurance	7,825.00	507.00	7,080.00	7.16%
101-866 . HazMat	400.00	395.00	400.00	98.75%
101-920 . Street Lights	950.00	523.04	950.00	55.06%
101-955 . Education	1,000.00	302.00	2,000.00	15.1%
101-956 . Recording Secretary	1,100.00	788.00	927.00	85.01%
Total 101 . Township Board	68,207.46	39,103.04	48,259.40	81.03%

Budget 21-22

Bingham Township Budget 2021-22

DRAFT

To Be Approved June 21, 2021

as of April. profit loss

	Budget 21-22	Year to date 20-21	Budget 20-21	% of Budget
171 . Supervisor				
171-706 Supervisor Salary	16,887.53	13,797.00	16,556.40	83.33%
Total 171 . Supervisor	16,887.53	13,797.00	16,556.40	83.33%
215 . Clerk				
215-701 . Clerk Salary	25,654.39	20,959.50	25,151.36	83.33%
215-703 . Deputy Wages	3,000.00	2,914.80	3,000.00	97.16%
215-705 . Clerical Assistant(Foia/Cemetery)	400.00	121.80	500.00	24.36%
Total 215 . Clerk	29,054.39	23,996.10	28,651.36	83.75%
247 . Board of Review				
247-704 . Per Diem	1,650.00	1,695.00	1,650.00	102.73%
Total 247 . Board of Review	1,650.00	1,695.00	1,650.00	102.73%
253 . Treasurer				
253-702 . Treasurer Salary	26,468.82	21,624.90	25,949.82	83.33%
253-703 . Deputy Wages	500.00	367.92	500.00	73.58%
253-705 . Clerical Assistant	500.00	0.00	500.00	0.0%
253-956 . Miscellaneous	1,600.00	0.00	1,600.00	0.0%
Total 253 . Treasurer	29,068.82	21,992.82	28,549.82	77.03%
257 . Assessor				
257-702 . Assessor Salary	25,621.18	20,932.30	25,118.80	83.33%
257-703 . Asst. Assessor Salary	3,462.38	1,967.97	3,394.49	57.98%
257-860 . Mileage	400.00	70.49	400.00	17.62%
257-999 . Field Project	0.00	137.20	4,000.00	3.43%
Total 257 . Assessor	29,483.56	23,107.96	32,913.29	70.21%
262 . Elections				
262-703 . Wages	4,000.00	9,453.80	8,000.00	118.17%
262-727 . Supplies	1,500.00	2,369.81	900.00	263.31%
262-728 . Shredding	100.00	65.00	100.00	65.0%
262-860 . Mileage	450.00	386.89	450.00	85.98%
262-930 . Machine Expenses	1,000.00	0.00	500.00	0.0%
Total 262 . Elections	7,050.00	12,275.50	9,950.00	123.37%
265 . Township Hall				
265-727 . Supplies	3,200.00	1,217.66	3,200.00	38.05%
265-728 . Postage	5,000.00	523.98	5,500.00	9.53%
265-730 . Bills/ Assessment Notice	3,500.00	2,117.86	3,500.00	60.51%
265-850 . Telephone	850.00	710.90	1,100.00	64.63%
265-851 . Copy Machine	2,000.00	1,756.06	2,200.00	79.82%
265-852 . Software Support	4,500.00	2,671.00	2,500.00	106.84%
265-855 . Internet Access	1,100.00	799.90	1,100.00	72.72%
265-900 . Advertising & Publishing	2,400.00	1,813.38	2,300.00	78.84%
265-920 . Utilities - Electric	2,800.00	2,217.54	2,600.00	85.29%
265-921 . Utilities - Gas	1,100.00	680.64	1,100.00	61.88%
265-930 . Repairs/Maintenance	1,200.00	953.72	1,200.00	79.48%
265-931 . Cleaning	900.00	138.60	900.00	15.4%
265-932 . Waste Pickup	300.00	224.00	275.00	81.46%
Total 265 . Township Hall	28,850.00	15,825.24	27,475.00	57.6%

Budget '21-'22

DRAFT**Bingham Township Budget 2021-22**

To Be Approved June 21, 2021

as of April. profit loss

	Budget 21-22	Year to date 20-21	Budget 20-21	% of Budget
276 . Cemeteries				
276-701 . Sexton	400.00	0.00	400.00	0.0%
276-702 . Cemetery Clerk	1,200.00	0.00	0.00	0.0%
276-727 . Supplies/Maintenance	800.00	160.00	1,000.00	16.0%
276-920 . Utilities (Keswick Cem.)	350.00	286.31	350.00	81.8%
276-932 . Waste pick-up	450.00	160.00	450.00	35.56%
276-940 . Porta Potty Rental	0.00	0.00	540.00	0.0%
Total 276 . Cemeteries	3,200.00	606.31	2,740.00	22.13%
721 . Planning				
721-704 . Planning Mtg. per Diem	5,700.00	2,675.00	5,700.00	46.93%
721-855 . Education	900.00	0.00	900.00	0.0%
721-956 . Recording Secretary	770.00	504.00	770.00	65.46%
Total 721 . Planning	7,370.00	3,179.00	7,370.00	43.13%
722 . Planning/Zoning Contract				
722- 726 . Planning Services	8,400.00	4,900.00	8,400.00	58.33%
722- 727 . Zoning Services	20,172.00	16,400.00	19,680.00	83.33%
Total 722 . Planning/Zoning Contract	28,572.00	21,300.00	28,080.00	75.86%
723 . Zoning Board of Appeals				
723-704 . Mtg. per Diem	855.00	425.00	855.00	49.71%
723-855 . Education	200.00	0.00	200.00	0.0%
Total 723 . Zoning Board of Appeals	1,055.00	425.00	1,055.00	40.28%
725 . Fire Authority				
723-704 . Mtg. per Diem	480.00	0.00	0.00	0.0%
Total 723 . Fire Authority	480.00	0.00	0.00	0.0%
755 . Parks				
755-727 . Supplies	250.00	547.52	250.00	219.01%
755-920 . Park Rep per Diem	480.00	0.00	0.00	0.0%
755-920 . Utilities (Bing.Twp.Park)	300.00	106.94	140.00	76.39%
755-932 . Waste pick-up	800.00	415.00	800.00	51.88%
755-940 . Porta Potty Rental	2,900.00	1,655.35	2,900.00	57.08%
755-945. Park Improvements	7,000.00	7,858.88	7,500.00	104.79%
Total 755 . Parks	11,730.00	10,583.69	11,590.00	91.32%
6561 . Payroll Expenses - FICA	8,000.00	7,834.89	8,000.00	97.94%
Total Expenses w/o Capital Outlay & Fire:	270,658.76	195,721.55	252,840.27	77.41%

DRAFT**Bingham Township Budget 2021-22**

To Be Approved June 21, 2021

as of April. profit loss

	Budget 21-22	Year to date 20-21	Budget 20-21	% of Budget
977 . Capital Outlay to 245.Funds				
245-245 . Area Improvement	0.00	0.00	0.00	0.0%
245-246 . Parks and Rec. Grant	0.00	0.00	0.00	0.0%
245-248 . Parks and Rec. Improvement	10,000.00	0.00	4,000.00	
245-259 . Office Equipment	2,000.00	0.00	0.00	0.0%
245-262 . Elections	6,000.00	0.00	3,000.00	0.0%
245-265 . Schoolhouse	20,000.00	0.00	2,000.00	0.0%
245-276 . Cemeteries	0.00	0.00	0.00	0.0%
245-466 . Roads	0.00	0.00	0.00	0.0%
245-539 . Grants	0.00	0.00	0.00	0.0%
245-665 . Interest on Funds	0.00	0.00	0.00	0.0%
245-721 . Planning- Master Plan	0.00	0.00	10,000.00	0.0%
245-752 . Assessor Field Project	10,000.00	0.00	0.00	0.0%
245-802 . Attorney	3,000.00	0.00	3,000.00	0.0%
Total 977 . Capital Outlay to 245 Funds	51,000.00	0.00	22,000.00	0.0%
996 . Transfer Out (245)	0.00	0.00	0.00	
699 . Transfer In (Gen. Checking)	0.00	0.00	0.00	
8000-245. Expenditures		18,640.00		
Contingency	1,000.00	0.00	1,000.00	0.0%
4000 . Reconciliation Discrepancies		0.00		
To General Fund Savings		0.00		0.0%
Total Expenses	322,658.76	195,721.55	275,840.27	70.96%
with 245 and Reconciliation Discrepancies		214,361.55		
Net Income	881.24	64,139.61	-6,220.27	

**Bingham Township – Leelanau County, MI
Resolution #20210517.01**

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

BE IT RESOLVED that MCLA41.95 authorizes the Township Board of Bingham Township to determine the salaries for the offices of Supervisor, Treasurer, Clerk, and Trustee for the fiscal year 2021-2022 by adopting a resolution at least 30 days prior to the Township Annual Meeting, and

BE IT RESOLVED that as of 07-01-2021, the salary of the township Supervisor shall be as follows: Supervisor: \$16,887.53 Base Salary.

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the Annual Meeting held on Monday, June 21, 2021 at 5:30pm, at which time the electors may modify these amounts. Pursuant to MCL41.95(7), and such modifications that may be made by the electors cannot result in a reduction of salary during the official's term of office. In the event the electors fail to act on this resolution, the officer shall be entitled to the salary as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on May 17, 2021, is properly adopted by the Bingham Township Board at least 30 days prior to the Annual Meeting, as required by law.

The foregoing resolution offered by board member: _____

Supported by board member: _____

Upon a roll call vote, the following voted: ___ Aye ___ No

Roll call Vote 5/17/2021: AYE _____

NO _____

June 21, 2021: Resolution offered by board member: _____; Supported by board member: _____

Audience Vote June 21, 2021 ___yes, ___opposed

The Supervisor declared the resolution _____

_____, Clerk
Kathy Morio

Bingham Township – Leelanau County, MI

Resolution #20210517.02

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

BE IT RESOLVED that MCLA41.95 authorizes the Township Board of Bingham Township to determine the salaries for the offices of Supervisor, Treasurer, Clerk, and Trustee for the fiscal year 2021-2022 by adopting a resolution at least 30 days prior to the Township Annual Meeting, and

BE IT RESOLVED that as of 07-01-2021, the salary of the township Treasurer shall be as follows: Treasurer: \$26,468.82 Base Salary.

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the Annual Meeting held on Monday, June 21, 2021 at 5:30pm, at which time the electors may modify these amounts. Pursuant to MCL41.95(7), and such modifications that may be made by the electors cannot result in a reduction of salary during the official's term of office. In the event the electors fail to act on this resolution, the officer shall be entitled to the salary as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on May 17, 2021, is properly adopted by the Bingham Township Board at least 30 days prior to the Annual Meeting, as required by law.

The foregoing resolution offered by board member: _____

Supported by board member: _____

Upon a roll call vote, the following voted: _____ Aye _____ No.

Roll Call Vote 5/17/2021: AYE: _____

NO: _____

June 21, 2021: Resolution offered by board member: _____; supported by board member: _____

Audience Vote June 21, 2021 ____yes, ____opposed

The Supervisor declared the resolution _____

_____, Clerk
Kathy Morio

Bingham Township – Leelanau County, MI
Resolution #20210517.03

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

BE IT RESOLVED that MCLA41.95 authorizes the Township Board of Bingham Township to determine the salaries for the offices of Supervisor, Treasurer, Clerk, and Trustee for the fiscal year 2021-2022 by adopting a resolution at least 30 days prior to the Township Annual Meeting, and

BE IT RESOLVED that as of 07-01-2021, the salary of the township Clerk shall be as follows:
Clerk: \$25,654.39 Base Salary.

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the Annual Meeting held on Monday, June 21, 2021 at 5:30pm, at which time the electors may modify these amounts. Pursuant to MCL41.95(7), and such modifications that may be made by the electors cannot result in a reduction of salary during the official's term of office. In the event the electors fail to act on this resolution, the officer shall be entitled to the salary as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on May 17, 2021, is properly adopted by the Bingham Township Board at least 30 days prior to the Annual Meeting, as required by law.

The foregoing resolution offered by board member: _____

Supported by board member: _____

Upon a roll call vote, the following voted: ____ Aye ____ No.

Roll Call Vote 5/17/2021: AYE: _____

NO: _____

June 21, 2021: Resolution offered by board member: _____; supported by board member: _____

Audience Vote June 21, 2021 ____yes, ____opposed

The Supervisor declared the resolution _____

_____, Clerk
Kathy Morio

Bingham Township – Leelanau County, MI

Resolution #20210517.04

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

BE IT RESOLVED that MCLA41.95 authorizes the Township Board of Bingham Township to determine the salaries for the offices of Supervisor, Treasurer, Clerk, and Trustee for the fiscal year 2021-2022 by adopting a resolution at least 30 days prior to the Township Annual Meeting, and

BE IT RESOLVED that as of 07-01-2021, the salary of the township Trustees shall be as follows: Trustees: \$4,286.46 Base Salary for two trustees (\$2,143.23 each).

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the Annual Meeting held on Monday, June 21, 2021 at 5:30pm, at which time the electors may modify these amounts. Pursuant to MCL41.95(7), and such modifications that may be made by the electors cannot result in a reduction of salary during the official's term of office. In the event the electors fail to act on this resolution, the officer shall be entitled to the salary as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on April 20, 2020, is properly adopted by the Bingham Township Board at least 30 days prior to the Annual Meeting, as required by law.

The foregoing resolution offered by board member: _____

Supported by board member: _____

Upon a roll call vote, the following voted: ____ Aye ____ No.

Roll Call Vote 5/17/2021: AYE: _____

NO: _____

June 21, 2021: Resolution offered by board member: _____ supported by board member: _____

Audience Vote June 21, 2021 ____yes, ____opposed

The Supervisor declared the resolution _____

_____, Clerk
Kathy Morio

ZONING ADMINISTRATOR'S REPORT

APRIL 2021

BINGHAM TOWNSHIP

PREPARED BY STEVE PATMORE

For May 2021 Planning Commission and Township Board Meetings

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY BUILDINGS	COMMERCIAL AND B&B
April 2021	16	5	2	4	5
Year To Date 2021	23	8	3	7	5
YTD 2020	7	0	3	3	1
YTD 2019	10	3	5	1	1
YTD 2018	12	5	2	5	0
YTD 2017	11	4	3	3	1
YTD 2016	12	4	2	6	0
YTD 2015	13	6	5	1	1
YTD 2014	4	2	0	2	0

Busiest month for permits ever since I've been doing this.

Many questions on Land Use Permits, setbacks, zoning, permit process, etc.
Revisions to Land Use Permits

Land Divisions

- Approved Land Division on Otto Road and Boundary Line Transfer on Bay Ridge Lane.
- Preliminary reviews and questions on Land Divisions.

Zoning Board of Appeals:

- Application Received for dimensional variance on Bingham Road.

Short Term Rental Administration

- 53 Short Term Rental Permits issued so far for 2021
- 3 Applications pending review.
- Still getting several questions, inquiries, and request for interpretations every week.
- Will send out notices once the 24/7 Hotline number is established.

Other Work:

- Lots of questions and inquiries on properties.
- Worked with PC Committee on a work plan for the Comprehensive Plan Update – making good progress.
- Three Trees Vineyards Small Winemakers License – Future Tasting Room.
- Follow-up work on the Special Use Permits for the Bingham Road Commercial Storage Project and 2K Farms Winery Special Events.
- Research into how other communities are dealing with noise issues and sound measurement.
- County Planning Commission meeting on zoning ordinance amendment.
- Questions on Leelanau Cheese facility and possible sale.
- Inquiry on the former PDM Commercial Site on Bingham Road.

4/20/2021

To: Bingham Township Board

From: Rob Carson, A.I.C.P., Regional Director of Community Development

Re: Bingham Township Master Plan Development Scope of Work and Cost Estimate

Cost Estimate: \$15,000

Executive Summary:

The development of the Bingham Township Master Plan will draw upon content from the existing Master Plan, will address relevant topics of today (i.e. renewable energy, rural development/tourism, broadband, short term rentals, home occupations and cottage industry, marijuana, community needs, among others), will include updated demographic information and seasonal population figures, updated maps, and provide live internal document links and links to readily available external data and resources. The final document will be a printable version that is able to be hosted online with live links.

Contractor Facilitation

Networks Northwest staff will act as a facilitator and plan developer. Staff will gather data and work with the Planning Commission to synthesize the information utilizing their guidance for plan direction and policy.

Communication

It is expected that staff will have a primary point of contact to the Planning Commission. Staff will attend Planning Commission meetings when it is necessary to disseminate information, perform analysis through the PC, review and receive public input and perform document review and adoption. It is expected that staff will attend 6 meetings over the course of the 12-14 month process.

Scope Outline & Process:

- Review Existing Master Plan Content:
 - Pull existing relevant language and content for utilization in the revised plan.
- Acquire Data:
 - GIS data (State & Federal fee free and County fee source) **Data acquisition costs are outside estimated cost. GIS data fees can be found on the attached Leelanau County Fee Schedule. Recommended files to obtain: roads, parcels, hillshade. Oftentimes Counties will provide data to the Township at a reduced rate.*
 - US Census Data
 - Regional Specific Data
- Develop Public Input Process and Administer:
 - Work with the Planning Commission to develop a survey to be administered. Discuss other forms of solicitation of stakeholders.

- Develop Draft Existing Conditions Maps:
 - Land use classification map (built from parcel assessment classification) **requires parcel gis data purchase*
 - Environmental Features (hydrology, wetlands, soils, high risk erosion, steep slopes) **steep slopes requires hillshade "DEM" purchase*
 - Transportation (roads, leelanau trail) **roads requires purchase*
 - Public Lands and Recreation Features (Identification of publicly owned land through parcel ownership. Township Park locations can be easily digitized with point features.)
 - Current Zoning: This will need to be digitized by staff from existing zoning map
- Develop Socio-Economic Profile:
 - Display data within a plan appendices, with a summary of statistics and major trends within the plan. Relies upon 2020 census.
- Develop Primary Plan Content:
 - Introduction
 - Methodology & Planning Enabling Act Required Content
 - Existing Conditions (utilize relevant available data from existing plan, augment with additional information and mapped data)
 - Develop Public Input Section (Survey responses and live input information if able)
 - Issues of Greater than Local Concern, Current Issue Content and Goals
- Develop Land Use Analysis Maps:
 - Analysis of Existing Land Use Map
 - Analysis of Existing Zoning Map
 - Parcel Size Analysis Map
 - Less than 1-2 acres
 - 2-4 acres
 - 5-10 acres
 - 10-19 acres
 - 20-39 acres
 - 40+ acres
- Future Land Use Plan:
 - Develop Future Land Use Map through dissemination of the plan data to the Planning Commission and having them guide the boundary development. Base boundaries along parcel lines, roadways or natural features whenever possible to ease administration.
- Zoning Guide
 - Develop very broad guidance to regulatory standards, uses and densities.

Deliverables:

- Complete Digital Plan with Live Links
- Complete Digital Plan prepared for printing
- Digital Plan Files
- GIS Shapefiles

For additional information please refer to the Leelanau County Enhanced Access To Records Policy.

Map and Data Order

Individuals must submit their requests in writing to the Leelanau County Planning and Community Development office, on a request form provided by the Planning Office; or the Leelanau County Equalization Department, on a request form provided by the Equalization office. Individuals must indicate acceptance of the terms of Leelanau County's Enhanced Access to Records Policy when submitting any requests for data, and pay appropriate fees. Projects will be prioritized by the Planning Director or Equalization Director. Fees for digital data will be collected by the County prior to the release of data.

Disclaimer

Every effort is made to offer the most current, accurate, detailed, and clearly expressed information possible. However, inadvertent errors may occur and information provided is not intended to replace any official source. Leelanau County makes no representation as to the accuracy, appropriateness, or any other aspect of the information provided.

Non-Disclosure

Information obtained through this policy shall not be transmitted, distributed, or sold to any third party without the express written consent of the Leelanau County Board of Commissioners.

Fee Schedule

The following fee schedule applies to all existing map data and digital data for Leelanau County. Special or custom projects will be subject to a service rate for labor of the lowest fully loaded rate for the qualified GIS personnel. (quarter hour increments)

Printed and Digital Documents

Black & white print-outs and copies are sold at a flat-rate of \$.50/page.

Color print-outs and copies are sold at a flat-rate of \$1.00/page.

Documents that are e-mailed or faxes will be sold at a rate of \$1.00 for the first sheet and \$.50 (for black and white) or \$1.00 (for color) for each additional sheet.

Blueprints, up to 24" X 36", scanned and plotted are available for \$5.00 each (1-4 copies), \$4.00 each (5+ copies).

Scanned documents are subject to a service rate for labor of the lowest fully loaded rate for the qualified GIS personnel. (quarter hour increments)

Plotted Map Fees

Plot Size	Map	Aerial Image
11"x17"	\$10	\$17
18"x24"	\$15	\$25
24"x36"	\$25	\$37
36"x48"	\$35	\$55

Additional charges for digital storage media (DVD, CD, USB) or mailing costs apply.

Digital Geographic Data Fees

Parcels	Orthoimagery (2006, 2012, 2017)
20 cents per parcel	\$10 per tile (~ 1/4 Section)
\$2,500 for entire County	\$4,000 for entire County

1 ft Contours & Hillshade (2015)	Street Centerlines
\$10 per tile (~1/4 Section)	\$50 per Township
\$4,000 for entire County	\$550 for entire County

The following shapefiles (SHP) are available for the entire County at a cost of \$35 per shapefile;

- Approximate PLSS boundaries (Sections, Eighths, Government Lots)
- Approximate PLSS Quarter Corners
- Hydrography
- Political boundaries (school districts, Village & township boundaries)
- Oil & Gas Wells
- Watersheds
- Wetlands
- Critical Dune Area
- Historical Datasets

*Additional shapefiles may be available upon request.

Property Assessment/Tax Data (Excel Spreadsheet)

County-Wide: \$50

Contains: Owner Name, Property Address, Assessed Value, Taxable Value, etc.

Can be delivered via CD, E-Mail or FTP.

Hard Copy Map Fees (Township Tax Maps)

Bingham	\$70
Centerville	\$49
Cleveland	\$64
Elmwood	\$110
Empire	\$71
Glen Arbor	\$94
Kasson	\$52
Leelanau	\$123
Leland	\$87
Solon	\$47
Suttons Bay	\$68

ALL TOWNSHIPS: \$837 for hard copies, or \$150 for digital PDF

Leelanau County Tax Maps are delivered in an Adobe PDF format and optimized for printing on 8.5" x 11" paper.
Tax maps can be delivered via CD, E-Mail or FTP.

May, 2018

Bingham Township
Treasurer's Monthly Report
April 2021

	<u>Apr 21</u>
Income	
245 set aside	
665 . 245 interest income	43.85
Total 245 set aside	<u>43.85</u>
Regular Revenue	
474 . Short Term Rental Permit	600.00
401 . Current Taxes	8,711.06
478 . Land Divisions	750.00
574 . Revenue Sharing	36,200.00
580 . Contrib. from Other Local	45.19
665 . Interest Income	28.15
Total Regular Revenue	<u>46,334.40</u>
Total Income	<u>46,378.25</u>
Expense	
General Expenses	
Expenses	14,951.46
Payroll Expense	9,152.47
Total General Expenses	<u>24,103.93</u>
Property Tax Expenses	
Service Charge from bank	26.24
Total Property Tax Expenses	<u>26.24</u>
Total Expense	<u>24,130.17</u>
Net Income	<u><u>22,248.08</u></u>

**Bingham Township
Clerk and Treasurer Balance Sheet**

	As of April 31, 2021	
	Clerk	Treasurer
101 . General Fund Cash: General Checking TCSB	185,046.40	185,046.40
General Investment 18 mo CD Northwestern	115,445.79	115,445.79
General Investment 12 mo CD Northwestern	76,994.31	76,994.31
TOTAL	377,486.50	377,486.50
245 . Set Aside Fund:245 Fund Investment Acct.		<u>268,172.51</u>
245 . Set Aside Fund:245-245 Area Improvements	16,801.55	
245 . Set Aside Fund:245-246 Parks and Rec. Grant	60,934.18	
245 . Set Aside Fund:245-248 Parks and Rec. Improvements	11,449.20	
245 . Set Aside Fund:245-259 Office Equipment	17,849.93	
245 . Set Aside Fund:245-262 Elections	9,013.13	
245 . Set Aside Fund:245-265 Schoolhouse	46,345.11	
245 . Set Aside Fund:245-276 Cemetery	40,219.29	
245 . Set Aside Fund:245-466 Roads	13,176.33	
245 . Set Aside Fund:245-539 Grants	7,993.84	
245 . Set Aside Fund:245-721 Planning - Master Plan	37,381.03	
245 . Set Aside Fund:245-802 Attorney	7,008.92	
TOTAL	<u>268,172.51</u>	<u>268,172.51</u>
Total Money in Bingham Township Accounts	\$645,659.01	\$645,659.01

Difference

0.00

10:11 AM

05/14/21

Bingham Township
Vendor Balance Summary
All Transactions

	<u>May 17, 21</u>
American Waste	23.00
BS&A Software	909.00
Cathy Core	33.60
Charter Communications cable	139.97
Cherryland Electric Cooperative	19.17
Consumers Energy	233.59
Leelanau Enterprise & Tribune	601.75
Marge Johnson	144.00
Netlink Business Systems	180.00
Networks Northwest (NW MI COG)	700.00
Pitney Bowes Inc	169.98
Suttons Bay Township	1,640.00
Wells Fargo Financial Leasing	91.29
TOTAL	<u>4,885.35</u>

Bingham Township
Payroll Transactions by Payee
 April 20 through May 17, 2021

Date	Name	Num	Amount
Michigan Treasury			
05/14/2021	Michigan Treasury	To Print	-385.91
Total Michigan Treasury			-385.91
United States Treasury			
05/14/2021	United States Treasury	To Print	-1,925.68
Total United States Treasury			-1,925.68
Clark, Kim R.			
05/17/2021	Clark, Kim R.		-362.63
Total Clark, Kim R.			-362.63
Core, Peggy N.			
05/17/2021	Core, Peggy N.		-417.78
Total Core, Peggy N.			-417.78
Dashner, Charles B			
05/17/2021	Dashner, Charles B		-57.27
Total Dashner, Charles B			-57.27
Friske, Angela			
05/17/2021	Friske, Angela		-1,775.19
Total Friske, Angela			-1,775.19
Grant, Dennis			
05/17/2021	Grant, Dennis		-57.27
Total Grant, Dennis			-57.27
Grant, Sandra K			
05/17/2021	Grant, Sandra K		-1,702.15
Total Grant, Sandra K			-1,702.15
Jasinski, Catherine D			
05/17/2021	Jasinski, Catherine D		-66.07
Total Jasinski, Catherine D			-66.07
Layman, Jeffrey H			
05/17/2021	Layman, Jeffrey H		-211.53
Total Layman, Jeffrey H			-211.53
Morio, Kathy			
05/17/2021	Morio, Kathy		-1,738.54
Total Morio, Kathy			-1,738.54
Park, J Michael			
05/17/2021	Park, J Michael		-66.08
Total Park, J Michael			-66.08
Stone(trustee), Todd			
05/17/2021	Stone(trustee), Todd		-154.27
Total Stone(trustee), Todd			-154.27
Walker, Marie			
05/17/2021	Walker, Marie		-57.26
Total Walker, Marie			-57.26
Werner, Marian E			
05/17/2021	Werner, Marian E		-1,179.51

10:50 AM

05/14/21

Bingham Township
Payroll Transactions by Payee
April 20 through May 17, 2021

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Amount</u>
Total Werner, Marian E			-1,179.51
Woods, Mary E			
05/17/2021	Woods, Mary E		-57.27
Total Woods, Mary E			-57.27
TOTAL			-10,214.41

Bingham Township
Profit & Loss Budget vs. Actual
 July 1, 2020 through May 17, 2021

	<u>Jul 1, '20 - May 17, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
245 Account				
245-665 · Interest Income	424.27	1,500.00	-1,075.73	28.29%
Total 245 Account	<u>424.27</u>	<u>1,500.00</u>	<u>-1,075.73</u>	<u>28.29%</u>
400 · REVENUES				
674 · Donations	8,000.00	0.00	8,000.00	100.0%
474 · Short Term Rental Permits	14,700.00	0.00	14,700.00	100.0%
401 · Current Taxes	44,685.25	46,914.00	-2,228.75	95.25%
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	1,500.00	5,000.00	-3,500.00	30.0%
477 · Special Land Use Permits	0.00	400.00	-400.00	0.0%
478 · Land Divisions	1,150.00	700.00	450.00	164.29%
479 · Appeals/Variances	1,200.00	200.00	1,000.00	600.0%
574 · State Revenue Sharing	184,977.00	193,506.00	-8,529.00	95.59%
580 · Metro Funds	545.19	6,600.00	-6,054.81	8.26%
642 · Ord. Books, Copies, FOIAs	0.00	50.00	-50.00	0.0%
665 · Interest Income	275.02	1,000.00	-724.98	27.5%
667 · Schoolhouse Rent	0.00	500.00	-500.00	0.0%
675 · Cemetery Lots	600.00	1,000.00	-400.00	60.0%
677 · Reimbursements	6,013.93	2,000.00	4,013.93	300.7%
687 · Refunds/Rebates	0.00	1,000.00	-1,000.00	0.0%
Total 400 · REVENUES	<u>268,758.89</u>	<u>268,120.00</u>	<u>638.89</u>	<u>100.24%</u>
Total Income	269,183.16	269,620.00	-436.84	99.84%

Bingham Township
Profit & Loss Budget vs. Actual
July 1, 2020 through May 17, 2021

Expense	<u>Jul 1, '20 - May 17, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
101-TOWNSHIP BOARD				
101-720 · Short Term Rentals				
101-721 · Short Term Rental-Admin	2,000.00	0.00	2,000.00	100.0%
Total 101-720 · Short Term Rentals	2,000.00	0.00	2,000.00	100.0%
101-724 · Clean-Up Day	0.00	3,500.00	-3,500.00	0.0%
101-702 · Trustee Salaries	3,677.10	4,202.40	-525.30	87.5%
101-704 · Land Division Salary	550.00	600.00	-50.00	91.67%
101-705 · Office Aide	2,296.69	2,300.00	-3.31	99.86%
101-725 · Contractual Service-Lawn Maint.	9,963.50	12,000.00	-2,036.50	83.03%
101-726 · Miscellaneous				
101-727 · Miscellaneous-Covid	1,846.45	0.00	1,846.45	100.0%
101-726 · Miscellaneous - Other	10,611.22	2,000.00	8,611.22	530.56%
Total 101-726 · Miscellaneous	12,457.67	2,000.00	10,457.67	622.88%
101-802 · Attorney	1,970.00	4,000.00	-2,030.00	49.25%
101-803 · Audit	3,770.00	3,600.00	170.00	104.72%
101-805 · Dues (MTA, Planning)	40.00	3,900.00	-3,860.00	1.03%
101-806 · Webmaster	450.00	600.00	-150.00	75.0%
101-860 · Mileage	19.04	200.00	-180.96	9.52%
101-865 · Insurance	7,821.00	7,080.00	741.00	110.47%
101-866 · Hazmat	395.00	400.00	-5.00	98.75%
101-920 · Street Lights (electric bill)	540.98	950.00	-409.02	56.95%
101-955 · Education	302.00	2,000.00	-1,698.00	15.1%
101-956 · Recording Secretary	860.00	927.00	-67.00	92.77%
Total 101-TOWNSHIP BOARD	47,112.98	48,259.40	-1,146.42	97.62%
171-SUPERVISOR				
171-706 · Supervisor Salary	15,176.70	16,556.40	-1,379.70	91.67%
Total 171-SUPERVISOR	15,176.70	16,556.40	-1,379.70	91.67%
215- CLERK				
215-705 Clerical Assistant-f/c	121.80	500.00	-378.20	24.36%
215-701 · Clerk Salary	23,055.45	25,151.36	-2,095.91	91.67%
215-703 · Deputy Wages	3,385.20	3,000.00	385.20	112.84%
Total 215- CLERK	26,562.45	28,651.36	-2,088.91	92.71%
247-BOARD of REVIEW				
247-704 · Per Diems	1,695.00	1,650.00	45.00	102.73%
Total 247-BOARD of REVIEW	1,695.00	1,650.00	45.00	102.73%
253 - TREASURER				
253-702 Treasurer Salary	23,787.39	25,949.82	-2,162.43	91.67%
253-703 Deputy Wages	367.92	500.00	-132.08	73.58%
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	24,155.31	28,549.82	-4,394.51	84.61%

Bingham Township
Profit & Loss Budget vs. Actual
 July 1, 2020 through May 17, 2021

	<u>Jul 1, '20 - May 17, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
257 · ASSESSOR				
257-702 · Assessor Salary	23,025.53	25,118.80	-2,093.27	91.67%
257-703 · Assessor Assistant Salary	2,173.77	3,394.49	-1,220.72	64.04%
257-860 · Mileage	70.49	400.00	-329.51	17.62%
257-999 · Field Projects	137.20	4,000.00	-3,862.80	3.43%
Total 257 · ASSESSOR	<u>25,406.99</u>	<u>32,913.29</u>	<u>-7,506.30</u>	<u>77.19%</u>
262 · ELECTIONS				
262-703 · Wages	9,453.80	8,000.00	1,453.80	118.17%
262-727 · Supplies	2,369.81	900.00	1,469.81	263.31%
262-728 · Shredding	65.00	100.00	-35.00	65.00%
262-860 · mileage	386.89	450.00	-63.11	85.98%
262-930 · Mach set-ups	0.00	500.00	-500.00	0.0%
Total 262 · ELECTIONS	<u>12,275.50</u>	<u>9,950.00</u>	<u>2,325.50</u>	<u>123.37%</u>
265- TOWNSHIP HALL				
265-730 · Tax Bill/Assessment Notice	2,117.86	3,500.00	-1,382.14	60.51%
265-727 · Supplies	2,603.35	3,200.00	-596.65	81.36%
265-728 · Postage	693.96	5,500.00	-4,806.04	12.62%
265-850 · Telephone	770.88	1,100.00	-329.12	70.08%
265-851 · Copy Machine	2,186.76	2,200.00	-13.24	99.4%
265-852 · Software Support	3,580.00	2,500.00	1,080.00	143.2%
265-855 · Internet Access	879.89	1,100.00	-220.11	79.99%
265-900 · Advertising & Publishing	2,415.13	2,300.00	115.13	105.01%
265-920 · Ut - ELECTRIC	2,422.00	2,600.00	-178.00	93.15%
265-921 · UT - Gas	680.64	1,100.00	-419.36	61.88%
265-930 · Repairs/maintenance	1,133.72	1,200.00	-66.28	94.48%
265-931 · Cleaning	172.20	900.00	-727.80	19.13%
265-932 · Waste Pickup	247.00	275.00	-28.00	89.82%
Total 265- TOWNSHIP HALL	<u>19,903.39</u>	<u>27,475.00</u>	<u>-7,571.61</u>	<u>72.44%</u>
276- CEMETERIES				
276-701 · Sexton	0.00	400.00	-400.00	0.0%
276-727 · Supplies/ Maintenance	160.00	1,000.00	-840.00	16.0%
276-920 · Utilities - Keswick Cemetery	315.44	350.00	-34.56	90.13%
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	<u>635.44</u>	<u>2,740.00</u>	<u>-2,104.56</u>	<u>23.19%</u>

Bingham Township Profit & Loss Budget vs. Actual July 1, 2020 through May 17, 2021

	<u>Jul 1, '20 - May 17, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
721 · PLANNING				
721-704 · Planning Meeting Per Diem	3,150.00	5,700.00	-2,550.00	55.26%
721-855 · Education	0.00	900.00	-900.00	0.0%
721-956 · Recording Secretary	576.00	770.00	-194.00	74.81%
Total 721 · PLANNING	<u>3,726.00</u>	<u>7,370.00</u>	<u>-3,644.00</u>	<u>50.56%</u>
722 · PLANNING/ZONING CONTRACT				
722-726 · Planning Services	5,600.00	8,400.00	-2,800.00	66.67%
722-727 · Zoning Services	18,040.00	19,680.00	-1,640.00	91.67%
Total 722 · PLANNING/ZONING CONTRACT	<u>23,640.00</u>	<u>28,080.00</u>	<u>-4,440.00</u>	<u>84.19%</u>
723 · ZONING BOARD OF APPEALS				
723-704 · Mtg, Per Diem	425.00	855.00	-430.00	49.71%
723-855 · Education	0.00	200.00	-200.00	0.0%
Total 723 · ZONING BOARD OF APPEALS	<u>425.00</u>	<u>1,055.00</u>	<u>-630.00</u>	<u>40.28%</u>
755 · PARKS				
755-727 · Supplies	547.52	250.00	297.52	219.01%
755-920 · Utilities - Bingham Twp Park	108.14	140.00	-31.86	77.24%
755-932 · Waste Pick-up	415.00	800.00	-385.00	51.88%
755-940 · Porta Potty Rentals	1,655.35	2,900.00	-1,244.65	57.08%
755-945 · Park Improvements	7,858.88	7,500.00	358.88	104.79%
Total 755 · PARKS	<u>10,584.89</u>	<u>11,590.00</u>	<u>-1,005.11</u>	<u>91.33%</u>
6561 · PAYROLL EXPENSES - FICA	8,560.73	8,000.00	560.73	107.01%
977 · CAPITAL OUTLAY	0.00	22,000.00	-22,000.00	0.0%
8000 · 245 Expenditures	18,640.00	0.00	18,640.00	100.0%
CONTINGENCY	0.00	1,000.00	-1,000.00	0.0%
Total Expense	<u>238,500.38</u>	<u>275,840.27</u>	<u>-37,339.89</u>	<u>86.46%</u>
Net Income	<u>30,682.78</u>	<u>-6,220.27</u>	<u>36,903.05</u>	<u>-493.27%</u>