

# **BINGHAM TOWNSHIP**

## **ANNUAL MEETING AGENDA**

**MONDAY, JUNE 21, 2021, 5:30PM**

(PRIOR TO THE REGULAR BOARD MEETING AT 7 PM)

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

MEETING ID: 842 5963 4955    PASSCODE: 436103    BY PHONE: 929-205-6099

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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. AGENDA APPROVAL**
- 5. CONFLICT OF INTEREST**
- 6. PUBLIC COMMENT**
- 7. OLD BUSINESS**
  - a. Approval of Annual Meeting Minutes of June 15, 2020
  
- 8. RECESS ANNUAL MEETING**
- 9. FY 2021-2022 BUDGET HEARING**
  - a. Call to Order
  - b. Budget Discussion
  - c. Adjourn
- 10. RE-OPEN ANNUAL MEETING**
- 11. NEW BUSINESS**
  - a. FY2021-2022 Truth In Taxation Hearing
    - i. Roll call vote to adopt General Appropriations Act FY2021-2022  
Resolution #2021-0621.01
  - b. FY2021-2022 Salary Resolutions
    - i. Presentation of, and vote (by all meeting attendees) to adopt Salary Resolutions  
(20210517.01, 20210517.02, 20210517.03, 20210517.04)
  
- 12. COMMITTEE REPORTS**
  - a. Parks and Recreation Committee – Annual report (Chairperson/Members)
  - b. Zoning Administrator – Annual report (ZA Patmore)
  - c. Planning Commission
  
- 13. PUBLIC COMMENTS AND ANNOUNCEMENTS**
- 14. ADJOURNMENT**

**DRAFT**

**BINGHAM TOWNSHIP  
ANNUAL MEETING  
MINUTES OF JUNE 15, 2020**

**1. CALL MEETING TO ORDER**

Midge Werner, Supervisor, called the Bingham Township Annual Meeting to order on Monday, June 15, 2020, at 5:30 p.m. at the Bingham Township Hall, 7171 S Center Highway, Traverse City, MI. Meeting available via audio zoom.

**2. ROLL CALL – QUORUM PRESENT**

Present: Midge Werner, Kathy Morio, Sandra Grant, Brad Saxton, Gary McGhee  
Absent and excused: None  
Staff Present: Marge Johnson, Recording Secretary; Steve Patmore, Zoning Administrator.  
Guests: 2 plus Eric Carlson on the phone

**3. PLEDGE OF ALLEGIANCE**

**4. AGENDA APPROVAL**

*Sandra Grant/moved, Gary McGhee/supported, to approve the Agenda as presented, Passed.*

**5. CONFLICT OF INTEREST**

None shown.

**6. PUBLIC COMMENT**

No public comment from the audience or on the phone.

**7. OLD BUSINESS**

**a. Approval of June 17, 2019 Annual Meeting Minutes**

*Sandra Grant/moved, Brad Saxton/supported, to approve the Minutes as corrected, (New Business, pg. 3, item A, Fiscal Year 2019-2020), PASSED.*

**8. RECESS ANNUAL MEETING**

The Annual Meeting was recessed at 5:35 pm

**DRAFT**

**9. FY 2020-2021 BUDGET HEARING**

**a. Call to order**

The Fiscal Year 2020-2021 Budget Hearing was called to order at 5:37 pm. by Midge Werner.

**b. Budget Discussion**

Midge Werner reviewed the 2020-2021 budget. Total Revenue - \$ 269,620.00  
Total Expenditures - \$ 275,840.27 – (Deficit \$6,200.20). There is money to fund the 245 funds. State revenue sharing will be decreased by 10% because of Covid-19. Township has new phone carrier - Charter (internet and phone) saving \$50/month.

Discussion -

- Gary McGhee - Any way to make up the deficit. Would like to see net budget.
- Sandra Grant – Have operational checking and two CD's. Setting aside money for the master plan.
- Midge Werner – Look at expense sheets, really not deficit in the budget. If there weren't 245 funds, no moving money into them, really not a budget deficit.
- Kathy Morio - Increase in postage.

**PUBLIC COMMENT**

Jim Pawlowicz asked about state revenue sharing. Midge Werner said the township would receive less state revenue sharing.

**ADJOURNMENT**

The budget hearing was adjourned at 5:55 p.m.

**10. RE-OPEN ANNUAL MEETING**

The Annual Meeting was reopened at 5:56 p.m.

**11. NEW BUSINESS**

**a. FY 2020-2021- Truth In Taxation Hearing**

A Truth In Taxation Hearing FY 2020-2021 was held.

Public hearing on the budget on June 15, 2020.

**Estimated Revenues**

Estimated township general fund revenues for fiscal year 2020-2021, including an allocated millage of 0.20 mills revenue sharing, and various miscellaneous revenues shall total \$269,620 for Township Funds.

Millage Levy

The Bingham Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon current tax roll an amount equal to 0.20 mills as set forth by the Tax and Allocation Board. The Board can levy up to one (1) mill

Estimated Expenditures –

Estimated township general fund expenditures for fiscal year 2020-2021 for the various Township activities shall be \$275,840.27.

There was no public comment. The Truth In Taxation Hearing was closed.

**Resolution 2020-0615.01 – The General Appropriations Act for 2020-2021**

*Sandra Grant/moved, Gary McGhee/supported, to adopt Resolution 2020-0615.01*

**The General Appropriations Act for 2020-2021, as presented.**

*Roll call vote: Yes - Brad Saxton, Kathy Morio, Midge Werner, Sandra Grant,  
Gary McGhee*

*No - None*

**Resolution 2020-0615.01 adopted.**

**b. FY 2020-2021 Salary Resolutions**

**i. Presentation of, and vote (by all meeting attendees) to adopt Salary Resolutions (2020-0420.01, 2020-0420.02, 2020-0420.03, and 2020-0420-04)**

Midge Werner said Township officials are receiving a 2% increase, as well as staff. If the public thinks salaries should be adjusted, it would need to be done now with a public vote.

**Resolution 2020-0420.01 – To Establish Township Supervisor’s Salary - \$16,556.40**

**Base Salary**

Resolution 2020-0420.01 –To Establish Township Supervisor Salary of \$16,556.40 was submitted to the electors. There was no public comment.

*Sandra Grant/moved, Brad Saxton/supported, to establish the Township Supervisor’s Salary of \$16,556.40 Vote by all those in attendance: Yes: 7 No: 0.*

*Resolution is adopted.*

**DRAFT**

**Resolution 2020-0420.02 – To Establish Township Treasurer’s Salary - \$25,949.82  
Base Salary**

Resolution 2020-0420.02 was submitted to the electors. There was no public comment.

*Midge Werner/moved, Gary McGhee/supported, to establish the Township Treasurer’s Salary of \$25,949.82. Vote by all those in attendance: Yes: 7 No: 0  
Resolution adopted.*

**Resolution 2020-0420.03 – To Establish Township Clerk’s Salary - \$25,151.36  
Base Salary**

Resolution 2020-0420-03 was submitted to the electors. There was no public comment.

*Sandra Grant/moved, Gary McGhee/supported, to establish the Township Clerk’s Salary of \$25,151.36. Vote by all those in attendance: Yes 7. No: 0  
Resolution adopted.*

**Resolution 2020-0420.04 – To Establish Township Trustees Salary of \$4,202.40  
Base Salary for two trustees (\$2,101.20 each)**

*Sandra Grant/moved, Kathy Morio/supported, to establish the Township Trustees Salary of \$4,202.40 Base Salary for two trustees (\$2,101.20 each).  
Vote by all those in attendance: Yes: 7 No: 0.  
Resolution adopted.*

**12. COMMITTEE REPORTS**

**a. Parks and Recreation Committee – Annual Report**

A roster of the Parks & Recreation Committee was submitted for approval.

Mary Bush, Erica Austin, Mary Erwin, Dan Rose, Theresa Rose, Jan Stone,  
Todd Stone, Bob Walton, Brad Saxton

*Sandra Grant/moved, Gary McGhee/supported, to accept the Parks & Recreation Committee Roster, PASSED.*

DRAFT

Things we have done and will be doing

- Awarded a grant for improvements at Boughey and Bingham Parks, to be done with Youth Works through Child & Family Services.
- Met with DNR for discussion of development of Groesser Park. Discussion ongoing.
- Contracted with Jon Walter for free work to develop a site plan for Groesser Park. Waited for completion of survey work.
- Plans in place to repair Boughey Park Pavilion (replace lower siding, repair floor, painting). Waiting for ability to work in parks (Grant work)
  
- Plans in place to remove old concrete at Bingham Park and set new playground equipment. Waiting on ability to work in parks (Grant work)
- Painted and repaired tables at Bingham and Boughey Parks.
- Two new tables installed at Boughey Park
- Established a sub-committee to draft a plan for development of the park.
- Replaced a missing Life Ring at Hendryx Park

**b. Zoning Administrator – Annual Report**

- Land Use Permits Issues – year to date 2020 - 10
- Land Divisions - Discuss Land Division & Boundary Line Transfer
- Revision to Township Land Division Ordinance.
- Preliminary review of potential applications.  
Approved application for three parcels on Erdt Rd.
- Zoning Board of Appeals – Inquiries.
- Other Work – Rezoning on Bingham Rd. Several questions/comments on draft of Short Term Rental Ordinance. Island View Special Use Permit. Special Events Public Hearing & Review for K&K Farms, 2K Cidery. Meeting w/Co. Bldg Safety Dept on Ag. Bldgs. Application from Tart Trails for new trail parking area off of Shady Lane. Fireworks Ordinance Revision to Prosecutor's Office.

**c. Planning Commission – Annual Report**

- Comprehensive Master Plan Review
- Other Zoning Ordinance Revision Work
- Projects – rezoning on Bingham Rd.; process of reviewing request from 2K Winery and Cidery to conduct Special Events and Activities at their Winery.
- Continuing Education - Attended the Master Plan Workshop, most PC members attended the workshop.
- Thinking of having a special meeting in July 2020 (can have 50 people present).

**DRAFT**

Midge Werner thanked the Planning Commissioners for attending the meetings on the Master Plan.

**13. PUBLIC COMMENTS AND ANNOUNCEMENTS**

Jeff Layman, Fort Rd., said he has been a Planning Commissioner for five (5) years, exciting to work with the Planning Commission and be part of that group. Jeff Layman said he is running for Bingham Township Trustee.

**14. ADJOURNMENT**

Midge Werner adjourned the Annual Meeting at 6:20 pm

**Kathy Morio, Clerk**

**Minutes by Marge Johnson, Recording Secretary**

# Draft

## Bingham Township Budget 2021-22

To Be Approved June 21, 2021

as of May profit loss

	Budget 21-22	Year to date 20-21	Budget 20-21	% of Budget
<b>Income</b>				
245 . Interest Income	1,500.00	424.27	1,500.00	28.29%
<b>400 . Revenues</b>				
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	1,150.00	700.00	164.29%
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	275.02	1,000.00	27.5%
667 . Schoolhouse Rent	500.00	0.00	500.00	0.0%
675 . Cemetery Lots	1,000.00	600.00	1,000.00	60.0%
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	8,000.00	0.00	100.0%
<b>Total 400 . Revenue</b>	<b>322,040.00</b>	<b>268,758.89</b>	<b>268,120.00</b>	<b>100.24%</b>
<b>Unbudgeted Revenue</b>		0.00		
<b>Total Revenue</b>	<b>323,540.00</b>	<b>269,183.16</b>	<b>269,620.00</b>	<b>99.84%</b>
<b>Expenditures</b>				
<b>101 . Township Board</b>				
101-702 . Trustee Salaries	4,286.46	3,677.10	4,202.40	87.5%
101-704 . Land Division Salary	600.00	550.00	600.00	91.67%
101-705 . Office Aide	2,346.00	2,296.69	2,300.00	99.86%
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	7,821.00	7,080.00	110.47%
101-866 . HazMat	400.00	395.00	400.00	98.75%
101-920 . Street Lights	950.00	540.98	950.00	56.95%
101-955 . Education	1,000.00	302.00	2,000.00	15.1%
101-956 . Recording Secretary	1,100.00	860.00	927.00	92.77%
<b>Total 101 . Township Board</b>	<b>68,207.46</b>	<b>47,112.98</b>	<b>48,259.40</b>	<b>97.62%</b>

Budget 21-22



# Draft

## Bingham Township Budget 2021-22

To Be Approved June 21, 2021

as of May profit loss

	Budget 21-22	Year to date 20-21	Budget 20-21	% of Budget
<b>171 . Supervisor</b>				
171-706 Supervisor Salary	16,887.53	15,176.70	16,556.40	91.67%
<b>Total 171 . Supervisor</b>	<b>16,887.53</b>	<b>15,176.70</b>	<b>16,556.40</b>	<b>91.67%</b>
<b>215 . Clerk</b>				
215-701 . Clerk Salary	25,654.39	23,055.45	25,151.36	91.67%
215-703 . Deputy Wages	3,000.00	3,385.20	3,000.00	112.84%
215-705 . Clerical Assistant(Foia/Cemetery)	400.00	121.80	500.00	24.36%
<b>Total 215 . Clerk</b>	<b>29,054.39</b>	<b>26,562.45</b>	<b>28,651.36</b>	<b>92.71%</b>
<b>247 . Board of Review</b>				
247-704 . Per Diem	1,650.00	1,695.00	1,650.00	102.73%
<b>Total 247 . Board of Review</b>	<b>1,650.00</b>	<b>1,695.00</b>	<b>1,650.00</b>	<b>102.73%</b>
<b>253 . Treasurer</b>				
253-702 . Treasurer Salary	26,468.82	23,787.39	25,949.82	91.67%
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%
<b>Total 253 . Treasurer</b>	<b>29,068.82</b>	<b>24,155.31</b>	<b>28,549.82</b>	<b>84.61%</b>
<b>257 . Assessor</b>				
257-702 . Assessor Salary	25,621.18	23,025.53	25,118.80	91.67%
257-703 . Asst. Assessor Salary	3,462.38	2,173.77	3,394.49	64.04%
257-860 . Mileage	400.00	70.49	400.00	17.62%
257-999 . Field Project	0.00	137.20	4,000.00	3.43%
<b>Total 257 . Assessor</b>	<b>29,483.56</b>	<b>25,406.99</b>	<b>32,913.29</b>	<b>77.19%</b>
<b>262 . Elections</b>				
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%
<b>Total 262 . Elections</b>	<b>7,050.00</b>	<b>12,275.50</b>	<b>9,950.00</b>	<b>123.37%</b>
<b>265 . Township Hall</b>				
265-727 . Supplies	3,200.00	2,603.35	3,200.00	81.36%
265-728 . Postage	5,000.00	693.96	5,500.00	12.62%
265-730 . Bills/ Assessment Notice	3,500.00	2,117.86	3,500.00	60.51%
265-850 . Telephone	850.00	770.88	1,100.00	70.08%
265-851 . Copy Machine	2,000.00	2,186.76	2,200.00	99.4%
265-852 . Software Support	4,500.00	3,580.00	2,500.00	143.2%
265-855 . Internet Access	1,100.00	879.89	1,100.00	79.99%
265-900 . Advertising & Publishing	2,400.00	2,415.13	2,300.00	105.01%
265-920 . Utilities - Electric	2,800.00	2,422.00	2,600.00	93.15%
265-921 . Utilities - Gas	1,100.00	680.64	1,100.00	61.88%
265-930 . Repairs/Maintenance	1,200.00	1,133.72	1,200.00	94.48%
265-931 . Cleaning	900.00	172.20	900.00	19.13%
265-932 . Waste Pickup	300.00	247.00	275.00	89.82%
<b>Total 265 . Township Hall</b>	<b>28,850.00</b>	<b>19,903.39</b>	<b>27,475.00</b>	<b>72.44%</b>

Budget '21-'22

# Draft

## Bingham Township Budget 2021-22

To Be Approved June 21, 2021

as of May profit loss

	Budget 21-22	Year to date 20-21	Budget 20-21	% of Budget
<b>276 . Cemeteries</b>				
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	315.44	350.00	90.13%
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%
<b>Total 276 . Cemeteries</b>	<b>3,200.00</b>	<b>635.44</b>	<b>2,740.00</b>	<b>23.19%</b>
<b>721 . Planning</b>				
721-704 . Planning Mtg. per Diem	5,700.00	3,150.00	5,700.00	55.26%
721-855 . Education	900.00	0.00	900.00	0.0%
721-956 . Recording Secretary	770.00	576.00	770.00	74.81%
<b>Total 721 . Planning</b>	<b>7,370.00</b>	<b>3,726.00</b>	<b>7,370.00</b>	<b>50.56%</b>
<b>722 . Planning/Zoning Contract</b>				
722- 726 . Planning Services	8,568.00	5,600.00	8,400.00	66.67%
722- 727 . Zoning Services	20,172.00	18,040.00	19,680.00	91.67%
<b>Total 722 . Planning/Zoning Contract</b>	<b>28,740.00</b>	<b>23,640.00</b>	<b>28,080.00</b>	<b>84.19%</b>
<b>723 . Zoning Board of Appeals</b>				
723-704 . Mtg. per Diem	855.00	425.00	855.00	49.71%
723-855 . Education	200.00	0.00	200.00	0.0%
<b>Total 723 . Zoning Board of Appeals</b>	<b>1,055.00</b>	<b>425.00</b>	<b>1,055.00</b>	<b>40.28%</b>
<b>725 . Fire Authority</b>				
723-704 . Mtg. per Diem	480.00	0.00	0.00	0.0%
<b>Total 723 . Fire Authority</b>	<b>480.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>755 . Parks</b>				
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	108.14	140.00	77.24%
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%
<b>Total 755 . Parks</b>	<b>11,730.00</b>	<b>10,584.89</b>	<b>11,590.00</b>	<b>91.33%</b>
<b>6561 . Payroll Expenses - FICA</b>	<b>8,000.00</b>	<b>8,560.73</b>	<b>8,000.00</b>	<b>107.01%</b>
<b>Total Expenses w/o Capital Outlay &amp; Fire:</b>	<b>270,826.76</b>	<b>219,860.38</b>	<b>252,840.27</b>	<b>86.96%</b>

# Draft

## Bingham Township Budget 2021-22

To Be Approved June 21, 2021

as of May profit loss

	Budget 21-22	Year to date 20-21	Budget 20-21	% of Budget
<b>977 . Capital Outlay to 245 Funds</b>				
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	4,000.00	4,000.00	
245-259 . Office Equipment	2,000.00	0.00	0.00	0.0%
245-262 . Elections	6,000.00	3,000.00	3,000.00	100.0%
245-265 . Schoolhouse	20,000.00	2,000.00	2,000.00	100.0%
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	10,000.00	10,000.00	100.0%
245-752 . Assessor Field Project	10,000.00	0.00	0.00	0.0%
245-802 . Attorney	3,000.00	3,000.00	3,000.00	100.0%
<b>Total 977 . Capital Outlay to 245 Funds</b>	<b>51,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>100.0%</b>
<b>996 . Transfer Out (245)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>699 . Transfer In (Gen. Checking)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>8000-245. Expenditures</b>		<b>18,640.00</b>		
<b>Contingency</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.0%</b>
<b>4000 . Reconciliation Discrepancies</b>		<b>0.00</b>		
<b>To General Fund Savings</b>		<b>0.00</b>		<b>0.0%</b>
<b>Total Expenses</b>	<b>322,826.76</b>	<b>241,860.38</b>	<b>275,840.27</b>	<b>87.68%</b>
<b>with 245 and Reconciliation Discrepancies</b>		<b>260,500.38</b>		
<b>Net Income</b>	<b>713.24</b>	<b>27,322.78</b>	<b>-6,220.27</b>	

**RESOLUTION 2021-0621.01**  
**TOWNSHIP GENERAL APPROPRIATIONS ACT**  
BINGHAM TOWNSHIP, LEELANAU COUNTY, MICHIGAN

A RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT

FOR BINGHAM TOWNSHIP: TO DEFINE THE POWERS AND DUTIES OF THE BINGHAM TOWNSHIP OFFICIALS IN RELATION TO THE ADMINISTRATION OF THE BUDGET, AND TO PROVIDE REMEDIES FOR REFUSAL OR NEGLIGENCE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDINANCE.

The Board of Trustees of Bingham Township resolves:

SECTION 1: TITLE.

This resolution shall be known as the Bingham Township General Appropriations Act **2021-2022**.

SECTION 2: CHIEF ADMINISTRATIVE OFFICER.

The supervisor shall be the chief administrative officer and shall perform the duties of the chief administrative officer enumerated in this act.

SECTION 3: FISCAL OFFICER.

The clerk shall be the fiscal officer and perform the duties of the fiscal officer enumerated in this act.

SECTION 4: PUBLIC HEARINGS ON THE BUDGET.

Pursuant to MCLA 141.412; MCLA 141.413, notice of the public hearing was posted on a website, and at the hall/office on June 9, 2021, and a public hearing on the proposed budget was held on **June 21, 2021**.

SECTION 5: ESTIMATED REVENUES.

**Estimated township general fund revenues for fiscal year 2021-2022, including an allocated millage of 0.20 mills revenue sharing, and various miscellaneous revenues shall total \$323,540.00 for Township Funds.**

SECTION 6: MILLAGE LEVY.

**The Bingham Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon current tax roll an amount equal to 0.20 mills as set forth by the Tax and Allocation Board.**

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SECTION 7: ESTIMATED EXPENDITURES

Estimated township general fund expenditures for fiscal year 2021-2022 for the various township activities are as follows:

EXPENDITURES

\*see accompanying FY2021-2022 budget for line item costs

COST CENTER	IDENTIFICATION	TOTAL FOR CENTER
GENERAL GOVERNMENT AND SERVICES		
<i>TOWNSHIP BOARD</i>	<i>-Schedule 1</i>	68,207.46
<i>SUPERVISOR</i>	<i>-Schedule 2</i>	16,887.53
<i>ELECTIONS</i>	<i>-Schedule 3</i>	7,050.00
<i>ASSESSOR</i>	<i>-Schedule 4</i>	29,483.56
<i>CLERK</i>	<i>-Schedule 5</i>	29,054.39
<i>BOARD OF REVIEW</i>	<i>-Schedule 6</i>	1,650.00
<i>TREASURER</i>	<i>-Schedule 7</i>	29,068.82
<i>TOWN HALL</i>	<i>-Schedule 8</i>	28,850.00
<i>CEMETERIES</i>	<i>-Schedule 9</i>	3,200.00
<i>ZONE/PLAN CONTRACT</i>	<i>-Schedule 10</i>	28,740.00
<i>PLANNING</i>	<i>-Schedule 11</i>	7,370.00
<i>BOARD OF APPEALS</i>	<i>-Schedule 12</i>	1,055.00
<i>FIRE AUTHORITY (per diem)</i>	<i>-Schedule 13</i>	480.00
<i>PARKS</i>	<i>-Schedule 14</i>	11,730.00
<i>CONTINGENCY</i>	<i>-Schedule 15</i>	1,000.00
<i>PAYROLL EXPENSES</i>	<i>-Schedule 16</i>	8,000.00
<i>TRANSFER OUT</i>		00.00
	<i>TOTAL</i>	<i>\$271,826.76</i>

SECTION 8: ADOPTION OF BUDGET BY REFERENCE

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

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**SECTION 9: ADOPTION OF BUDGET BY COST CENTER (SCHEDULE)**

The Board Of Trustees of Bingham Township adopts the **2021-2022** fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center. No transfer of cost center appropriations shall be made without prior board approval by budget amendment.

**SECTION 10: APPROPRIATION NOT A MANDATE TO SPEND**

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

**SECTION 11: TRANSFERS OF AUTHORITY WITHIN COST CENTERS**

The fiscal officer shall have the authority to make transfers among the various line items among the various cost centers without prior board approval, if the amount to be transferred does not exceed \$500.00 or (50%) of the appropriation item from which the transfer is to be made, whichever is less. The board shall be notified at its next meeting of any such transfers made and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

SECTION 13: PERIODIC FISCAL REPORTS

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

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

SECTION 14: LIMIT ON OBLIGATIONS AND PAYMENTS

No obligation shall be incurred against and no payment shall be made from any appropriation account unless sufficient funds are or will be available to meet the obligation.

SECTION 15: BUDGET MONITORING

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

SECTION 16: VIOLATIONS OF THIS ACT

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employees to disciplinary action as outlined in Public Act 621 of 1978.

SECTION 17: BOARD ADOPTION

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the foregoing resolution. Upon roll call vote,

the following voted aye: \_\_\_\_\_  
\_\_\_\_\_

the following voted nay: \_\_\_\_\_

the following were absent: \_\_\_\_\_ - excused \_\_\_\_\_

THE SUPERVISOR DECLARED THE MOTION PASSED AND THE GENERAL APPROPRIATIONS ACT FOR 2021/2022 DULY ADOPTED ON THE DAY OF THE ANNUAL BOARD MEETING OF JUNE 21, 2021.

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Kathy Morio, Bingham Township Clerk  
Bingham Township Appropriations Act



# 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: *Sandra Grant*

Supported by board member: *Kathy Morio*

Upon a roll call vote, the following voted: 5 Aye 0 No

Roll call Vote 5/17/2021: AYE: T. Stone, K. Morio, M. Werner, S. Grant, J. Layman

NO: None

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: *Jeff Layman*

Supported by board member: *Midge Werner*

Upon a roll call vote, the following voted: 5 Aye 0 No.

Roll Call Vote 5/17/2021: AYE: J. Layman, S. Grant, M. Werner, K. Morio, T. Stone

NO: None

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: *Sandra Grant*

Supported by board member: *Jeff Layman*

Upon a roll call vote, the following voted: 5 Aye 0 No

Roll Call Vote 5/17/2021: AYE: J. Layman, S. Grant, M. Werner, K. Morio, T. Stone

NO: None

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: *Sandra Grant*

Supported by board member: *Kathy Morio*

Upon a roll call vote, the following voted: 5 Aye 0 No

Roll Call Vote 5/17/2021: AYE: T. Stone, K. Morio, M. Werner, S. Grant, J. Layman

NO: None

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

## Clerk

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**From:** Todd Stone <retiredinsutttonsbay@gmail.com>  
**Sent:** Thursday, June 17, 2021 11:28 PM  
**To:** Kathy Morio  
**Cc:** Midge Werner; Todd Stone  
**Subject:** P&R Committee Members

Kathy,

I understand that you need the list of current members of the P&R Committee.

Here is the most recent list.

Mary Bush - Chairperson  
Bob Walton  
Mary Erwin  
Dan Rose  
Ted Cimafranca  
Jesse Lewit  
Jan Stone  
Todd Stone

Let me know if you have questions

Regards,  
Todd

# **Bingham Township Planning Commission Annual Report 2020**

(May 2020 - April 2021)

This is the Bingham Township Planning Commission's Annual Report to the Township Board, presented each June outlining the Commission's work over the past year. In 2020, the Planning Commission continued their work in the confines of COVID-19 restrictions.

In addition to a pandemic, long-time Planner Kathy Egan retired at the end of 2020, after nearly 20 years of working with Bingham Township in some capacity. We are all grateful for her work to make the Township its best version. Additionally, Gary McGee retired in November and Jeff Layman took over as the Township Board's representative on Planning Commission and Mary Woods became the newest Planning Commissioner. Nevertheless, the Planning Commission continued to move forward with improvements to the Zoning Ordinance and public hearings over 7 meetings.

## **Zoning Ordinance Updates**

The Planning Commission gave approval of an update in March 2021 to their ordinance which included consolidating Mobile Home Standards language into one section, deleting Short Term Rental language but adding in reference to the Bingham Township Short Term Rental Ordinance, move Farm Markets to be a Special Land Use in the Rural Residential District, Tasting Rooms removed from an allowable use in Rural Residential District, the removal of a Michigan Department of Agriculture and Rural Development's Right to Farm chart that was not used or referenced in the ordinance, and deleting acreage requirements for livestock in the Agriculture and Rural Residential Districts.

## **Public Hearings**

In September 2020, the Planning Commission held a Public Hearing to consider an amendment to Traverse Area Recreation Trail (TART)/Leelanau Trails Special Land Use Permit (SLUP) for the construction of an off-road parking lot. Members approved the amendment to construct a ten (10) space parking lot at the Shady Lane Road Trail Crossing.

After some delay due to the pandemic and continuation of the public hearing, the following month the Planning Commission approved an amendment to 2K Ciders Special Land Use Permit to conduct Special Events and Activities. Contingent upon 2K Ciders operating as a winery/cidery, the Planning Commission approved the request with conditions.

In November of 2020, the Planning Commission held a public hearing to consider re-approval of "Building A" for Monstrey Self Storage. The Planning Commission had approved a SLUP in 2002

but the construction needed to be completed within 5 years of that approval. It was the decision of members to re-approve the construction of "Building A" with conditions such as not to exceed 10,000 square feet and shielding of outdoor lights.

At the turn of the New Year, the Planning Commission held a public hearing to consider an application request from Leelanau Storage Space, LLC for Commercial Storage Buildings and Contractor Building and Yard. Members approved the application with conditions for an excavating contractor office, storage building, and outdoor storage. They also approved, with conditions, Commercial Storage for Leelanau Storage Space, LLC.

**Other Planning Commission Considerations**

- The Bingham Township Comprehensive Plan has served the Township well over the past 20 years. The Planning Commission continues to work with the Township Board to start this project. Aside from updating demographic and socio-economic data, the Plan update will also look into topics such as Commercial, Housing, and Broadband Accessibility within the Township.
- In the Planning Commission's efforts to maintain a Zoning Ordinance that best reflects what the Township wants to achieve, they intend to look into duplexes.
- Another priority is to be proactive and look into Solar and Wind ordinances and design one that works for the Township.
- Consider decibel levels for noise through a noise and sound study

**Respectfully Submitted by the Members of the Bingham Township Planning Commission:**

<b>Chair</b>	<b>Mike Park</b>
<b>Vice Chair</b>	<b>Marie Walker</b>
<b>Secretary</b>	<b>Cathy Jasinski</b>
<b>Members:</b>	<b>Charlie Dashner</b>
	<b>Dennis Grant</b>
	<b>Jeff Layman</b>
	<b>Mary Woods</b>
	<b>Gary McGee (through November 2020)</b>

**Planning & Zoning Staff:**

<b>Mathew Cooke</b>	<b>Planner, Networks Northwest</b>
<b>Steve Patmore</b>	<b>Zoning Administrator</b>