# BINGHAM TOWNSHIP REGULAR BOARD MEETING AGENDA

#### November 15, 2021 7pm

By Phone: (929)205-6099

ZOOM MEETING ID: 842 5963 4955 PASS CODE: 436103

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

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. PLEDGE OF ALLEGIANCE
- 4. AGENDA APPROVAL
- 5. CONFLICT OF INTEREST
- 6. APPROVAL OF October 18, 2021 MEETING MINUTES
- 7. PUBLIC COMMENT
- 8. OLD BUSINESS
- 9. NEW BUSINESS
  - a. Appointment of S.Grant & L.Mikowski, to the Aquatic Invasive Species Comm.of the Lake Assoc.

#### 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

#### 11. PUBLIC COMMENTS AND ANNOUNCEMENTS

#### 12. ADJOURNMENT

#### **DRAFT**

#### BINGHAM TOWNSHIP REGULAR MEETING MINUTES OCTOBER 18, 2021, 7pm

#### 1. CALL TO ORDER

Supervisor Midge Werner called the Bingham Township Board Meeting to order on Monday, October 18, 2021, at 7:00 p.m. at the township hall and via zoom.

#### 2. ROLL CALL- QUORUM

Present: Midge Werner, Kathy Morio, Sandra Grant, Jeff Layman

Absent and excused: Todd Stone

Staff Present: Recording Secretary, Marge Johnson;

Steve Patmore, Zon. Admin

#### 3. PLEDGE OF ALLEGIANCE

#### 4. AGENDA APPROVAL

Sandra Grant/moved, Jeff Layman/supported to approve the agenda as submitted, PASSED.

#### 5. CONFLICT OF INTEREST

None

#### 6. APPROVAL OF MINUTES

a. September 20, 2021

Discussion: Jeff Layman asked about the road ends. Midge Werner said the road ends belong to the Road Commission. Township has no control over the road ends.

Midge Werner/moved, Sandra Grant/supported, to approve the September 20, 2021 Minutes as presented, PASSED.

#### 7. PUBLIC COMMENT

None

#### 8. OLD BUSINESS

a. None.

#### 9. <u>NEW BUSINESS</u>

#### a. Township Hall Repair Bid - Camelot Construction

Midge Werner reviewed the bid from Camelot Construction for repair of the exterior of the township hall which is \$31,861.72. Midge Werner explained the work that would be done. She explained she had contacted local builders regarding the work to be done and only Camelot submitted a bid.

Sandra Grant/moved, Kathy Morio/supported, to accept the bid from Camelot Construction of \$31,861.72 out of 245-265 School House. Roll call vote: Yes: Midge Werner, Kathy Morio, Sandra Grant, Jeff Layman. No: None. Absent and excused: Todd Stone

#### b. Appoint Planning Commission Member

Midge Werner said she is appointing Jim Pawlowicz to fill the unexpired term of Marie Walker, who resigned, to July 1, 2023.

Sandra Grant/moved, Jeff Layman to support the Supervisor's appointment of Jim Pawlowicz to the Planning Commission to fill the unexpired term of Marie Walker, who resigned, to July 1, 2023, PASSED.

#### 10. COMMITTEE, STAFF AND OFFICER REPORTS

#### a. Parks and Recreation Committee

Midge Werner said Parks & Rec did not meet last month. Signs were ordered for the parks.

**b. Buildings & Grounds -** Kathy Morio said carpet cleaning of the township hall will be on October 29th.

#### c. Cemetery

Bingham Cemetery - Marsha Walton had a soil evaluation done for an area at Bingham Cemetery. Seed, specific for that area, will be planted this fall.

Maple Grove Cemetery - Midge Werner said a tree needs to be taken down in the cemetery.

- **d. Zoning Administrator** Steve Patmore submitted his Report. Getting questions about short term rentals.
- e. Planning Commission Steve Patmore said the Planning Commission is working on the master plan update and online survey. A link will be sent out with tax bills. Next meeting application for rezoning on Bingham Road.
- f. Fire Authority Packet emailed to board members.

#### g. Assessor's Quarterly Report - July thru Sept 2021

Dan Priest will be assisting with field inspection of new construction.

Midge Werner/moved, Jeff Layman/supported, to accept the Assessor's Quarterly Report - July thru Sept. 2021, PASSED.

h. Trustees - None.

#### i. Treasurer -

Sandra Grant recommends that the township no longer offer on-line credit card services thru Independent Bank, which charges \$25.00 per month for this service, for property tax payments.

Sandra Grant/moved, Jeff Layman, that the township will no longer offer credit card services thru Independent Bank at this time, PASSED.

Midge Werner/moved, Jeff Layman/supported, to approve the Treasurer attending the MTA Treasurer's Virtual Retreat at a cost of \$290.00 which includes the registration fee, PASSED.

#### j. Clerk

Kathy Morio reviewed the Vendor Balance - additions - Kal Excavating-\$2,000, and Paul Whiteford - \$1,344.00, total \$10,077.19. Payroll - \$10,001.18,

Sandra Grant/moved, Jeff Layman to pay Vendor Balance of \$10,077.19 and Payroll of \$10,001.18, PASSED>

Kathy Morio said she recently attended a class for clerks, on elections.

k. Supervisor - No report.

#### 11. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

12. <u>ADJOURNMENT</u> - Meeting adjourned at 7:58 pm.

Marge Johnson, Recording Secretary Kathy Morio, Clerk

#### ZONING ADMINISTRATOR'S REPORT

#### OCTOBER 2021

#### **BINGHAM TOWNSHIP**

#### PREPARED BY STEVE PATMORE

For November 2021 Planning Commission and Township Board Meetings

#### LAND USE PERMITS ISSUED

		NEW		ACCESSORY	COMMERCIAL
DATE	TOTAL	HOMES	ADDITIONS	BUILDINGS	AND B&B
October 2021	7	2	2	3	0
Year To Date 2021	53	23	7	17	6
YTD 2020	31	9	9	13	0
YTD 2019	43	14	11	15	3
YTD 2018	52	18	9	23	2
YTD 2017	55	22	14	18	1
YTD 2016	41	17	9	15	0
YTD 2015	41	14	14	7	6
YTD 2014	30	6	5	17	2

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

#### **Land Divisions**

- Approved 2 LDA Applications for boundary line adjustments
- Preliminary reviews and questions on Land Divisions.

#### **Zoning Board of Appeals:**

• No Activity

#### **Short Term Rental Administration**

- 68 Short Term Rental Permits issued so far for 2021.
- Still getting several questions, inquiries, and request for interpretations every week.
- Compliance monitoring program is active and in-use.
- Short Term Rental Hotline Number for Bingham Township is (231) 201-4007
- Renewal permits starting to come in.

#### Other Work:

- Lots of questions and inquiries on properties.
- Investigate and send letter on construction activity in Ag. District
- Investigate light complaint.
- Application for rezoning on Bingham Road.

# **Bingham Township** Treasurer's Monthly Report October 2021

	October 2021 Oct 21
Income	- COL 21
Property Tax Revenues	
402 . Current Property Taxes	26,986.37
687. Refund/Rebates	50.00
Total Property Tax Revenues	27,036.37
245 set aside	21,000.07
665 . 245 interest income	80.38
Total 245 set aside	80.38
Regular Revenue	00.50
477 . Special Land Use Permits	1,225.00
478 . Land Divisions	400.00
479 . Appeals/Variances	600.00
677 . Reimbursements	450.00
Total Regular Revenue	2,675.00
Total Income	
Expense	29,791.75
General Expenses	
Expenses	10,367.19
Payroll Expense	10,001.18
Total General Expenses	
Property Tax Disbursements	20,368.37
Commission on Aging	0.00
County Allocation	5,119.78
School Debt	1,653.84
School Operating Tax	3,280.07
School Sinking Fund	568.13
State Education Tax	9,038.74
TBAISD	4,369.08
Total Property Tax Disbursements	24,029.64
Property Tax Expenses	24,029.04
Bank Proof Adj. Debit	10.00
Boad of Review Adjustments	3,153.66
Overpayment	60.00
Total Property Tax Expenses	3,223.66
Total Expense	
rotal Expense Income	47,621.67 -17,829.92

0.00

\$766,160.25

\$766,160.25

Total Money in Bingham Township Accounts

Difference

# Bingham Township Clerk and Treasurer Balance Sheet

As of October 31, 2021	Clerk Treasurer	161,473.50 161,473.50	115,474.82 115,474.82	76,994.31	353,942.63	412,217.62	16,823.57	61,014.03	12,466.58	15,252.38	15,028.57	63,842.01	38,271.61	21,033.41	8,004.35	111,528.61	29,927.16	9,005.43	10,019.91	412,217.62
		101 . General Fund Cash: General Checking TCSB	General Investment 18 mo CD Northwestern	General Investment 12 mo CD Northwestern	TOTAL	245 . Set Aside Fund:245 Fund Investment Acct.	245 . Set Aside Fund:245-245 Area Improvements	245 . Set Aside Fund:245-246 Parks and Rec. Grant	245 . Set Aside Fund:245-248 Parks and Rec. Improvements	245 . Set Aside Fund:245-259 Office Equipment	245 . Set Aside Fund:245-262 Elections	245 . Set Aside Fund:245-265 Schoolhouse	245 . Set Aside Fund:245-276 Cemetery	245 . Set Aside Fund:245-466 Roads	245 . Set Aside Fund:245-539 Grants	245 . Set Aside Fund:245-540 Federal Grant	245 . Set Aside Fund:245-721 Planning - Master Plan	245 . Set Aside Fund:245-752 Assessor Field Project	245 . Set Aside Fund:245-802 Attorney	TOTAL

# Bingham Township Vendor Balance Summary All Transactions

	Nov 12, 21
Buneks'	165.61
Camelot Construction	4,590.14
Charter Communications cable	169.97
Cherryland Electric Cooperative	95.34
Consumers Energy	49.27
Diversified Carpet	390.20
Dornbos Sign & Safety	433.40
GFL Environmental	25.30
Leelanau Enterprise & Tribune	201.10
Maple River Direct	685.00
Marge Johnson	146.88
Running, Wise & Ford, P.L.C.	98.00
Suttons Bay Township	1,681.00
Traverse City Area Public Schools	5.40
Wells Fargo Financial Leasing	77.08
DTAL	8,813.69

# Bingham Township Payroll Transactions by Payee November 1 - 15, 2021

Date	Name	Amount
Clark, Kim R. 11/15/2021	Clark, Kim R.	-608.77
Total Clark, Kim R.		-608.77
Dashner, Charles B 11/15/2021	Dashner, Charles B	-57.27
Total Dashner, Charles B		-57.27
<b>Friske, Angela</b> 11/15/2021	Friske, Angela	-1,808.08
Total Friske, Angela		-1,808.08
<b>Grant, Dennis</b> 11/15/2021	Grant, Dennis	-57.26
Total Grant, Dennis		-57.26
<b>Grant, Sandra K</b> 11/15/2021	Grant, Sandra K	-1,765.50
Total Grant, Sandra K		-1,765.50
Jasinski, Catherine D 11/15/2021	Jasinski, Catherine D	-66.07
Total Jasinski, Catherine D		-66.07
Layman, Jeffrey H 11/15/2021	Layman, Jeffrey H	-214.62
Total Layman, Jeffrey H		-214.62
Morio, Kathy 11/15/2021	Morio, Kathy	-1,849.57
Total Morio, Kathy		-1,849.57
Park, J Michael 11/15/2021	Park, J Michael	-66.08
Total Park, J Michael		-66.08
Pawlowicz, James L 11/15/2021	Pawlowicz, James L	-57.27
Total Pawlowicz, James L		-57.27
<b>Priest, Daniel J</b> 11/15/2021	Priest, Daniel J	-233.47
Total Priest, Daniel J		-233.47
Stone{trustee}, Todd 11/15/2021	Stone{trustee}, Todd	-192.59
Total Stone{trustee}, Todd		-192.59
Werner, Marian E 11/15/2021	Werner, Marian E	-1,200.83
Total Werner, Marian E		-1,200.83
<b>Woods, Mary E</b> 11/15/2021	Woods, Mary E	-57.27
Total Woods, Mary E		-57.27
TOTAL		-8,234.65

	Jul 1 - Nov 15, 21	Budget	\$ Over Budget	% of Budget
Income				
245 Account				
245-665 · Interest Income	367.06	1,500.00	-1,132.94	24.47%
Total 245 Account	367.06	1,500.00	-1,132.94	24.47%
400 · REVENUES				
474 · Short Term Rental Permits	300.00	25,800.00	-25,500.00	1.16%
401 · Current Taxes	0.00	49,229.00	-49,229.00	0.0%
405 · School Payment-Summer Tax Coll.	0.00	5,200.00	-5,200.00	0.0%
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	0.00	5,000.00	-5,000.00	0.0%
477 · Special Land Use Permits	1,225.00	400.00	825.00	306.25%
478 · Land Divisions	825.00	1,050.00	-225.00	78.57%
479 · Appeals/Variances	600.00	200.00	400.00	300.0%
539 · Grants	111,486.00	0.00	111,486.00	100.0%
574 · State Revenue Sharing	130,506.00	218,961.00	-88,455.00	59.6%
580 · Metro Funds	0.00	6,600.00	-6,600.00	0.0%
642 · Ord. Books, Copies, FOIAs	78.60	50.00	28.60	157.2%
665 · Interest Income	24.60	1,000.00	-975.40	2.46%
667 · Schoolhouse Rent	0.00	500.00	-500.00	0.0%
675 · Cemetery Lots	0.00	1,000.00	-1,000.00	0.0%
677 · Reimbursements	712.11	2,000.00	-1,287.89	35.61%
687 · Refunds/Rebates	0.00	1,000.00	-1,000.00	0.0%
Total 400 · REVENUES	245,757.31	322,040.00	-76,282.69	76.31%
Total Income	246,124.37	323,540.00	-77,415.63	76.07%

•	Jul 1 - Nov 15, 21	Budget	\$ Over Budget	% of Budget
Expense				
725 · Fire Authority				
725-704 · Mtg. per Diem	200.00	480.00	-280.00	41.67%
Total 725 · Fire Authority	200.00	480.00	-280.00	41.67%
101-TOWNSHIP BOARD				
101-720 · Short Term Rentals				
101-721 · Short Term Rental-Admin	1,000.00	8,600.00	-7,600.00	11.63%
101-722 · Short Term Rent-Host Complian	0.00	10,000.00	-10,000.00	0.0%
Total 101-720 · Short Term Rentals	1,000.00	18,600.00	-17,600.00	5.38%
101-724 · Clean-Up Day	0.00	3,500.00	-3,500.00	0.0%
101-702 · Trustee Salaries	1,786.00	4,286.46	-2,500.46	41.67%
101-704 · Land Division Salary	250.00	600.00	-350.00	41.67%
101-705 · Office Aide	708.36	2,346.00	-1,637.64	30.19%
101-725 · Contractual Service-Lawn Maint.	6,080.00	13,000.00	-6,920.00	46.77%
101-726 · Miscellaneous				
101-727 · Miscellaneous-Covid	412.00	0.00	412.00	100.0%
101-726 · Miscellaneous - Other	5.40	2,000.00	-1,994.60	0.27%
Total 101-726 · Miscellaneous	417.40	2,000.00	-1,582.60	20.87%
101-802 · Attorney	98.00	4,000.00	-3,902.00	2.45%
101-803 · Audit	0.00	3,800.00	-3,800.00	0.0%
101-805 · Dues (MTA, Planning)	0.00	4,000.00	-4,000.00	0.0%
101-806 · Webmaster	150.00	600.00	-450.00	25.0%
101-860 · Mileage	0.00	200.00	-200.00	0.0%
101-865 · Insurance	0.00	7,825.00	-7,825.00	0.0%
101-866 · Hazmat	395.00	400.00	-5.00	98.75%
101-920 · Street Lights (electric bill)	353.32	950.00	-596.68	37.19%
101-955 · Education	290.00	1,000.00	-710.00	29.0%
101-956 · Recording Secretary	464.32	1,100.00	-635.68	42.21%
Total 101-TOWNSHIP BOARD	11,992.40	68,207.46	-56,215.06	17.58%
171-SUPERVISOR				
171-706 · Supervisor Salary	7,036.45	16,887.53	-9,851.08	41.67%
Total 171-SUPERVISOR	7,036.45	16,887.53	-9,851.08	41.67%
215- CLERK				
215-705 Clerical Assistant-f/c	0.00	400.00	-400.00	0.0%
215-701 · Clerk Salary	10,689.35	25,654.39	-14,965.04	41.67%
215-703 · Deputy Wages	0.00	3,000.00	-3,000.00	0.0%
Total 215- CLERK	10,689.35	29,054.39	-18,365.04	36.79%
247-BOARD of REVIEW				
247-704 · Per Diems	0.00	1,650.00	-1,650.00	0.0%
Total 247-BOARD of REVIEW	0.00	1,650.00	-1,650.00	0.0%

	Jul 1 - Nov 15, 21	Budget	\$ Over Budget	% of Budget
253 - TREASURER	0011-10010,21	Daaget	ψ Over Dadget	70 01 Dauget
253-702 Treasurer Salary	11,028.70	26,468.82	-15,440.12	41.67%
253-702 Treasurer Galary 253-703 Deputy Wages	235.68	500.00	-264.32	47.14%
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	11,264.38	29,068.82	-17,804.44	38.75%
257 · ASSESSOR	11,204.00	29,000.02	-17,004.44	00.7070
257 - ASSESSOR 257-702 · Assessor Salary	10,675.50	25,621.18	-14,945.68	41.67%
257-702 Assessor Salary	1,727.17	3,462.38	-1,735.21	49.88%
257-703 Assessor Assistant Salary	38.64	400.00	-361.36	9.66%
•	12,441.31	29,483.56	-17,042.25	42.2%
Total 257 · ASSESSOR 262 · ELECTIONS	12,441.31	28,403.30	-17,042.23	72.270
	0.00	4,000.00	-4,000.00	0.0%
262-703 · Wages	0.00	1,500.00	-1,500.00	0.0%
262-727 · Supplies 262-728 · Shredding	0.00	1,500.00	-1,300.00	0.0%
•	0.00	450.00	-450.00	0.0%
262-860 · mileage	0.00	1,000.00	-1,000.00	0.0%
262-930 · Mach set-ups			. "	0.0%
Total 262 · ELECTIONS	0.00	7,050.00	-7,050.00	0.076
265- TOWNSHIP HALL	270.72	2 500 00	-3,120.27	10.85%
265-730 · Tax Bill/Assessment Notice	379.73 818.69	3,500.00 3,200.00	-3,120.27 -2,381.31	25.58%
265-727 · Supplies	818.69 859.66	5,000.00	-2,381.31 -4,140.34	17.19%
265-728 · Postage		,	-4, 140.34 -450.10	47.05%
265-850 · Telephone	399.90	850.00	-450.10 -1,504.81	24.76%
265-851 · Copy Machine	495.19	2,000.00	·	12.28%
265-852 · Software Support	921.00	7,500.00	-6,579.00	40.91%
265-855 · Internet Access	449.95	1,100.00	-650.05	
265-900 · Advertising & Publishing	996.73	2,400.00	-1,403.27	41.53%
265-920 · Ut - ELECTRIC	577.75	2,800.00	-2,222.25	20.63% 20.82%
265-921 · UT - Gas	229.00	1,100.00	-871.00	68.86%
265-930 · Repairs/maintenance	826.36	1,200.00	-373.64	
265-931 · Cleaning	75.60	900.00	-824.40 475.00	8.4%
265-932 · Waste Pickup	124.20	300.00	-175.80	41.4%
Total 265- TOWNSHIP HALL	7,153.76	31,850.00	-24,696.24	22.46%
276- CEMETERIES				
276-702 · Cemetery Clerk	500.00	1,200.00	-700.00	41.67%
276-701 · Sexton	0.00	400.00	-400.00	0.0%
276-727 · Supplies/ Maintenance	551.86	800.00	-248.14	68.98%
276-920 · Utilities - Keswick Cemetery	120.98	350.00	-229.02	34.57%
276-932 · Waste Pick-up	168.76	450.00	-281.24	37.5%
Total 276- CEMETERIES	1,341.60	3,200.00	-1,858.40	41.93%

	Jul 1 - Nov 15, 21	Budget	\$ Over Budget	% of Budget
721 · PLANNING				
721-704 · Planning Meeting Per Diem	1,910.00	5,700.00	-3,790.00	33.51%
721-855 · Education	0.00	900.00	-900.00	0.0%
721-956 · Recording Secretary	220.32	770.00	-549.68	28.61%
Total 721 · PLANNING	2,130.32	7,370.00	-5,239.68	28.91%
722 · PLANNING/ZONING CONTRACT				
722-726 · Planning Services	2,142.00	8,568.00	-6,426.00	25.0%
722-727 · Zoning Services	8,405.00	20,172.00	-11,767.00	41.67%
Total 722 · PLANNING/ZONING CONTRACT	10,547.00	28,740.00	-18,193.00	36.7%
723 · ZONING BOARD OF APPEALS				
723-704 · Mtg, Per Diem	190.00	855.00	-665.00	22.22%
723-855 · Education	0.00	200.00	-200.00	0.0%
Total 723 · ZONING BOARD OF APPEALS	190.00	1,055.00	-865.00	18.019
755 · PARKS				
755-704 · Park Rep per Diem	200.00	480.00	-280.00	41.67%
755-727 · Supplies	4.99	250.00	-245.01	2.0%
755-920 · Utilities - Bingham Twp Park	93.08	300.00	-206.92	31.03%
755-932 · Waste Pick-up	215.64	800.00	-584.36	26.969
755-940 · Porta Potty Rentals	2,473.78	2,900.00	-426.22	85.39
755-945 · Park Improvements	579.33	7,000.00	-6,420.67	8.289
Total 755 · PARKS	3,566.82	11,730.00	-8,163.18	30.419
6561 · PAYROLL EXPENSES - FICA	3,605.96	8,000.00	-4,394.04	45.08%
996 · TRANSFER OUT TO 245 FUND	4,590.14	0.00	4,590.14	100.09
8000 · 245 Expenditures	21,405.70	0.00	21,405.70	100.09
CONTINGENCY	0.00	1,000.00	-1,000.00	0.09
otal Expense	108,155.19	274,826.76	-166,671.57	39.359
ncome	137,969.18	48,713.24	89,255.94	283.23%