

**Approved 6-18-2022 MINUTES
BINGHAM TOWNSHIP REGULAR BOARD MEETING
JUNE 20, 2022**

1. CALL TO ORDER

Midge Werner, Supervisor, called the Bingham Township Board Regular Meeting to order at 7:05 p.m. on Monday, June 20, 2022. Meeting available via zoom.

2. ROLL CALL - QUORUM PRESENT

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

Absent: None

Staff Present: Steve Patmore, Marge Johnson - via Zoom

3. PLEDGE OF ALLEGIANCE

4. AGENDA APPROVAL

Sandra Grant/moved, Jeff Layman/supported, to approve the Board Meeting Agenda for June 20, 2022 as presented, motion carried.

5. CONFLICT OF INTEREST - None

6. APPROVAL OF MAY 16, 2022 MEETING MINUTES

Sandra Grant/moved, Midge Werner/supported, to approve the May 16, 2022 Meeting Minutes as presented, motion carried.

7. PUBLIC COMMENT - None.

8. OLD BUSINESS

a. Housing North Contract

The Contract with Housing North was submitted for approval, that Yarrow Brown sent to the township.

Sandra Grant/moved, Todd Stone/supported, that Bingham Township enter into a Contract with Housing North (Contract No. 2022-0620.01) in an amount not to exceed \$2,000.00 over a 24-month period, and authorize Midge Werner, Supervisor, to sign the Contract. Roll call vote: Yes: Werner, Morio, Grant, Stone, Layman. No: None, motion carried.

Steve Patmore said Housing North will provide the township with a liaison resource person that will help us.

b. Parshall Tree Care-Stump grinding/removal/top soil - Maple Grove Cemetery

Midge Werner said Parshall Tree Care submitted a proposal for stump grinding, clean up and putting top soil down for \$870.00. Seeding would be an additional cost which the township could get someone to do.

Midge Werner/moved, Sandra Grant/supported, to approve the proposal from Parshall Tree Care for stump grinding, clean up and top soil application in the amount of \$870.00, to come out of Cemetery 245 Fund, motion carried.

9. NEW BUSINESS

a. Road Commission Report - John Popa & Brendan Mullane

John Popa and Brendan Mullane reviewed the Road Commission's Annual Report. Passed out copies of the report.

Comments regarding Bingham Township -

- Bingham Township should look at putting monies in roads, Road Commission can add funds to it.
- Woodside Court Subdivision - Needs new surface (50-50 split)

b. Zoning Administrator Contract - Midge Werner

The Zoning Administrator's Contract was submitted for approval which is \$20,979.00 and includes a 4% raise this year.

Sandra Grant/moved, Kathy Morio/supported, to approve the Agreement between Suttons Bay Township and Bingham Township for the Zoning Administrator services, that Bingham Township will pay \$29,979.00 annually which equates to \$1,748.25 a month, and authorize the Supervisor and Clerk to sign the Contract, motion carried.

c. Salary Resolutions for 2022-2023

Midge Werner said Salary Resolutions for 2022-2023 were approved at the Annual Meeting of June 20, 2022.

d. Draft Budget 2022-2023 - Midge Werner

Sandra Grant reviewed the changes to the budget - 6561 payroll expenditures - FICA \$8,000 to \$10,000 for additional election workers, 245 office equipment add \$4,000, 245-754 assessor's field inspection project add \$8,000, reducing 245-259 and 245-762 each cost center by \$1,000, capital outlay is total cost center for 977 is \$182,000. Overall budget didn't change because added \$2,000 to 6561 and take away \$2,000 from 977.

Sandra Grant/moved, Todd Stone/supported, to accept the Bingham Township Budget 2022-2023, that is presented and revised as of 6-10-2022 and amended at the meeting. Roll call vote: Yes: Werner, Morio, Grant, Stone, Layman. No: None, motion carried.

e. Assessing Field Inspection Project - Midge Werner

The Township has to go through AMAR Report every five years where assessing has to be reevaluated.

Memo submitted from Angela Friske regarding field inspection project: Hire Dan Priest for Field Inspection Project, 7/1/2022 - 6/30/2023, \$5 per vacant site and \$8 per improved site-approximately 30 parcels per day; 30 parcels x \$8=\$240/day; working 17 Mondays x \$240=\$4,080 plus 50 miles per day mileage allowance @.58 per mile = \$493.00 and an allowance for assistance with new construction field work in the fall/winter \$420.

Sandra Grant/moved, Jeff Layman/supported, to approve the Field Inspection Project submitted by Angela Friske, Assessor, for one year (7-1-2022-6-30-2023), hiring Dan Priest to do the work at rate of \$8.00 improved site, \$5.00 vacant site, and 58 cents a mile, and an allowance of \$420 for assistance with new construction field work in the fall/winter, motion carried.

f. Leelanau County Right of Refusal - Sandra Grant

Letter of May 25, 2022 reviewed from John Gallagher, County Treasurer.

- Property in Bingham Township located just north of Pineview Rd. right on the corner touching both Pineview Rd. and Center Highway;
Trailer on the property. Parcel #45-001-005-003-40.

- Leelanau County has chosen not to purchase the property.
- Bingham Township has first right of refusal to purchase the property before it goes to auction.
- Sandra Grant - don't see the township has a use for the property such as a park. Suggest Bingham Township refuse its right to purchase the property.
- Good location for affordable housing.

Sandra Grant/moved, Todd Stone/supported, that the township board request that Midge Werner, Supervisor, looks into the potential uses for property 45-001-005-003-40, and if the Supervisor deems that the township could get practical use or find it of value to the citizens, the Supervisor will make the call that the Township will purchase the property for the minimum bid. If the Supervisor deems that this is not of value to Bingham Township to purchase the property, the township would sign the right of refusal by June 25, 2022; motion carried.

g. Gosling Czubak Contract for Services at Boughey Park - Todd Stone

Todd Stone reviewed the Gosling Czubak Contract for Services at Boughey Park submitted by Kevin Krogulecki. Proposed scope of work for professional services was reviewed (7 bullet points). Todd Stone asked Gosling Czubak to define the parking at Boughey Park. Stone met with Kevin Krogulecki at Boughey Park who had current drawings and proposed a parking layout for \$3,800 which does not include cost of drilling and additional soil borings. The main purpose of their work is the parking lot.

Sandra Grant/moved, Midge Werner/supported, that Bingham Township enter into a Contract with Gosling-Czubak for the listed professional services for \$3,800, and the parking area hand auger soil borings not to exceed \$1,500, Discussion - Daniel Rose said it was his understanding because we are under some time constraints with the Road Commission wanting to put no parking on Bingham Road, that this \$3,800 portion of the proposal would provide engineered drawings that we could use to obtain bids from potential contractors and install parking lot, and it was my understanding that it would take a month before Gosling-Czubak initiated work on our project, and that they would have it done within 2-1/2 months after they began work, and the reason that was important, is given the time constraints we have with the Road Commission to

try and get the project moving so that we don't end up in a situation with no parking on Bingham Road and no parking lot to accommodate the park patrons when the parking is removed.

Todd Stone - the Road Commission basically said that as long as we show progress, that they are not going to cut us off. Entering into a Contract with Gosling-Czubak shows good faith to the Road Commission that we are moving ahead to try and resolve the issue. Don't see critical time line that they are going to cut us off.

Sandra Grant - letter says Gosling-Czubak will provide one final conceptual layout for parking area and beach access with opinions of cost.

Daniel Rose said the problem is that you will not get a bid from any construction company without engineered drawings so they know what they are bidding on. What you are voting on is going to give you another conceptual drawing, you already have one of those. You will have to go to Gosling-Czubak and say we need engineered drawings.

Todd Stone - pointed out what Gosling-Czubak will provide.

Midge Werner - Unless the committee is going to go with the concept plan that was in the plan for Boughey Park that they did a number of years ago, Kevin has to update that concept plan and get the number of parking spots as Todd was saying to know what is actually wanted. You don't have engineered plans based on that conceptual because it is dated. Make a decision with what the Parks & Rec wants to go forward with, and then do the engineered drawings.

Dan Rose - You are going to end up with a cost for engineered drawings after you vote on what's before you tonight.

Midge Werner - We understood that.

Motion carried.

h. Purchase of Swim Buoy Ground Tackle for Boughey Park - Todd Stone

Todd Stone said the purchase of swim buoys will be local and on-line. Cost is \$208.78 per buoy, looking at 4. The committee is asking for \$1,200.00 for Boughey Park.

Sandra Grant/moved, Jeff Lyman/supported, to approve Parks & Rec Committee under the direction of Todd Stone, to purchase equipment from various sources for four (4) ground tackle swim buoys, not to exceed \$1,200, motion carried.

10. COMMITTEE, STAFF AND OFFICER REPORTS

a. Parks and Recreation Committee - Todd Stone

Todd Stone - Last month had two representatives from Disability Network of Northern Michigan at the Parks & Rec Committee to give input for ADA considerations for parking at Boughey Park.

b. Buildings & Grounds Committee - Kathy Morio

Midge Werner - at Bingham Township Park, contacted Ace Welding to repair the pier - cost \$676. Midge Werner told Ace Welding to go ahead with the repair to the pier.

c. Cemetery Committee - Midge Werner

Getting some bids on what it would cost to put in a well at Bingham Cemetery, have to put in electric.

d. Zoning Administrator - Written report submitted.

e. Planning Commission - Next meeting in August.

f. Fire Authority - documents e-mailed to township board.

g. Assessor's Quarterly Report - None

h. Treasurer - Sandra Grant - Budget, end of year clean-up.

Sandra Grant/moved, Todd Stone/supported, to transfer \$880 from 265-Township Hall to 6561 Payroll Expenses, FICA which balances every cost center, motion carried.

Sandra Grant/moved, Kathy Morio/supported, for the fiscal year of 2021-2022, transfer \$21,665 into 245-265, Set Aside Funds; (coming from Township Board 101 \$8,960, 245-265 -- \$2,705 from 215 Clerk, \$2,000 - 253 Treasurer, \$4,000 262 Elections, \$2,000 - 265 Township Hall, \$2,000 - 721 Planning, brings total to transfer \$21,665 into 245-265 School House, motion carried.

Sandra Grant said tax bills will be sent out this month.

Request from Fire Chief to put mailing with tax bill

Request received from Fire Chief Jim Porter to insert mailer with the tax bill.

Sandra Grant/moved, Midge Werner/supported, if the Fire Chief Jim Porter decides to put a mailer in the tax bill, if he is willing to pay the charge for printing and stuffing the mailer, that the Township Board would allow him to include the mailer in the tax bill, motion carried.

i. **Trustee** - None.

j. **Clerk** -

Kathy Morio submitted Vendor Balance and Payroll.

Vendor Balance - \$26,277.61 (includes additions - information materials for upcoming election - \$468.21, Staples \$109.99, Township Attorney - \$1,841.

Payroll - \$10,138.31

Sandra Grant/moved, Midge Werner/supported, to approve the Vendor Balance of \$26,277.61 and Payroll - \$10,138.41, motion carried.

Kathy Morio said absentee applications will be mailed out for the August election.

k. **Supervisor** - No report.

11. **PUBLIC COMMENT AND ANNOUNCEMENTS** - None

12. **ADJOURNMENT** - The meeting was adjourned at 9:54 p.m.

Marge Johnson, Recording Secretary

Kathy Morio, Clerk