BINGHAM TOWNSHIP REGULAR BOARD MEETING AGENDA

February 20, 2023 7pm

By Phone: (929)205-6099 or (312)626-6799 ZOOM MEETING ID: 835 4616 7569 PASS CODE: 49684

https://us02web.zoom.us/j/83546167569?pwd=MGlNdjR3SkF0RFkvcVlwWFRQeDFMZz09

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. PLEDGE OF ALLEGIANCE
- 4. AGENDA APPROVAL
- 5. CONFLICT OF INTEREST
- 6. APPROVAL OF January 16, 2023 MEETING MINUTES
- 7. PUBLIC COMMENT
- 8. OLD BUSINESS
 - a. MTA Conference April 17-20, 2023 in Traverse City
- 9. NEW BUSINESS
 - a. Zach Hillyer-Housing North
 - b. Bingham Township May 2023 Clean-up Day
 - c. Township Hall Rentals

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
- i. Clerk
 - i. Vendor & Payroll Reports
- k. Supervisor

11. PUBLIC COMMENTS AND ANNOUNCEMENTS

12. ADJOURNMENT

DRAFT MINUTES

BINGHAM TOWNSHIP BOARD MEETING JANUARY 16, 2023 MINUTES

1. CALL TO ORDER

Midge Werner, Supervisor, called the Bingham Township Regular Board Meeting to order on Monday, January 16, 2023, at 7 pm at the Bingham Township Hall and via zoom.

2. ROLL CALL - QUORUM PRESENT

Present: M. Werner, K. Morio, S. Grant, T. Stone, J. Layman

Absent: None

Staff: Steve Patmore, Marge Johnson

3. PLEDGE OF ALLEGIANCE

4. AGENDA APPROVAL

Sandra Grant/moved, Jeff Layman/supported, to approve the agenda as amended, removing Item B under New Business - Park & Rec Committee Candidate, motion carried.

5. CONFLICT OF INTEREST

None.

6. APPROVAL OF DECEMBER 19, 2022 MEETING MINUTES

Sandra Grant/moved, Todd Stone/supported, to approve the December 19, 2022 Meeting Minutes as presented, motion carried.

7. PUBLIC COMMENT - None

8. OLD BUSINESS

a. Report on Assessor's Duties & Responsibilities - Angela Friske, Township Assessor

Angela Friske, Township Assessor, reported on the Assessor's Duties and Responsibilities. Angela Friske answered questions from the Board. The Board thanked Angela Friske for her good work as Assessor.

9. **NEW BUSINESS**

a. Veterans Service Officer - Lucas Clark

Lucas Clark was not present at the meeting.

c. MTA Conference - April 17-20, 2023 - Grand Traverse Resort Discussion was held about the upcoming MTA Conference.

10. COMMITTEE, STAFF AND OFFICER REPORTS

a. Parks and Recreation Committee - Todd Stone

Todd Stone said the Committee elected officers, welcomed a new member, started a calendar and the Groessser Park Subcommittee met on line with the DNR regarding Groesser Park.

- b. Buildings & Grounds Steve Patmore is working on the bid package for the township hall renovation/addition.
- c. Cemetery Committee Midge Werner said Consumers Energy will be installing electricity at Bingham Cemetery.
- d. Zoning Administrator Steve Patmore submitted his report.
- e. Planning Commission Special Meeting Thurs., Jan. 19, 2023, 6:30 p.m. regarding the Master Plan (agricultural district discussion)
- f. Fire Authority Had meeting, approved Minutes and paid bills.
- g. Assessor's Report (Oct thru Dec 2022)

Sandra Grant/moved, Kathy Morio/supported, to accept the Assessor's Quarterly Report (Oct thru Dec 2022), motion carried.

- h. Treasurer Collecting taxes.
- i. Trustee No report.
- j. Clerk -

Kathy Morio submitted Vendor Balance in amount of \$7,329.20, and Payroll Report of \$10,207.45.

Sandra Grant/moved, Midge Werner/supported, to approve Vendor Balance in the amount of \$7,329.20 and Payroll Report of \$10,207.45, motion carried.

k. Supervisor - Starting to work on next year's budget. Discussed need for handicapped accessible porta johns, one at Bingham and one at Boughey Park. Discussed the how many trash totes are needed at each park.

11. PUBLIC COMMENTS AND ANNOUNCEMENTS - None

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

Minutes by Marge Johnson, Recording Secretary Kathy Morio, Clerk



GFL Environmental Inc 280 Hughes Drive Traverse City, MI 49696

eneral Manager I

nail::Joshua:Tracey@Gflenv.com 231-932-6546 I » C: 231-384-1012



01/19/2023

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

Dear Midge,

We are in the process of finalizing our township cleanup dates for the upcoming 2023 season.

The scheduled date for Bingham Township

will be as follows:

May 20th, 2023 from 9:00am to 12:00pm The billing rates for 2023 will be as follows: The second section of the section of the second section of the section of the second section of the secti Garbage Truck with Driver/helper: \$200.00 per hour - portal to portal \$41.00 per compacted yard MSW - (Trash) will be: Fuel Surcharge: 25% of total charges Thank You for the opportunity in providing these services for you, as we are looking forward to the upcoming 2023 season. If you have any questions, please contact me at the office at 231-943-8088. Regards, fl n/-Josh Tracey General Manager I We the undersign officials would like to confirm and accept this proposal as noted above. Date Accepted____ Please return a copy of this signed proposal to: By email: dwimberley@gflenv.com By mail:

ATTN: Dylan Wimberley 280 Hughes Dr, Traverse City, MI 49696

ZONING ADMINISTRATOR'S REPORT

JANUARY 2023

BINGHAM TOWNSHIP

PREPARED BY STEVE PATMORE

For February 2023 Township Board Meeting

LAND USE PERMITS ISSUED

		NEW		ACCESSORY	
DATE	TOTAL	HOMES	ADDITIONS	BUILDINGS	OTHER
January 2023	3	0	0	3	0
Year To Date 2023	3	0	0	3	0
YTD 2022	5	3	0	1	1
YTD 2021	0	0	0	0	0
YTD 2020	2	0	0 .	2	0
YTD 2019	4	1	2	0	1
YTD 2018	0	0	0	0	0
YTD 2017	2	2	0	0	0
YTD 2016	0	0	0	0	0
YTD 2015	1	0	1	0	0
YTD 2014	0	0	0	0	0

LUP 23-001

Addition to accessory building - Kohler Rd

LUP 23-002

Accessory building - Erdt Rd

LUP 23-003

Detached garage - Skeba Rd. South

Revisions to existing permits.

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

Land Division

- Several inquiries.
- Preliminary Reviews

Zoning Board of Appeals:

No Activity

Short Term Rental Administration

- 41 applications for renewals processed at end of January for 2023
- Will have an updated number for the Board Meeting on Feb 20th.
- Inquiries every day.

Other Work:

- Leelanau Boat Company Condominium working with Attorney
- Lighting complaint reviews & resolution.
- Working with Housing North on attending March Planning Commission meeting

1:29 PM 02/15/23 Accrual Basis

Bingham Township Treasurer's Monthly Report January 2023

	Jan 23
Income Property Tax Revenues 402 . Current Property Taxes 410 . Current Pers. Prop. Taxes	279,656.32 7,143.18
Total Property Tax Revenues	286,799.50
245 set aside 665 . 245 interest income	176.98
Total 245 set aside	176.98
Regular Revenue 401 . Current Taxes 574 . Revenue Sharing	19,183.82 48,742.00
Total Regular Revenue	67,925.82
Total Income	354,902.30
Expense General Expenses Expenses Payroll Expense	9,484.04 10,237.45
Total General Expenses	19,721.49
Property Tax Disbursements Early Childhood Library BATA Commission on Aging County Allocation County Road Fire Operations Recycling Fee School Debt School Operating Tax School Sinking Fund State Education Tax TBAISD Township Allocation	14,569.54 46,754.95 33,048.61 21,631.02 187.15 34,512.59 300,484.01 10,995.37 79.69 0.00 27.09 334.42 2,776.91 13,803.72
Total Property Tax Disbursements	479,205.07
Property Tax Expenses Overpayment	270.00
Total Property Tax Expenses	270.00
Total Expense	499,196.56
et Income	-144,294.26

0.00

\$1,010,223.67

\$1,010,223.67

Total Money in Bingham Township Accounts

Difference

Bingham Township Clerk and Treasurer Balance Sheet

As of January 31, 2023	Clerk Treasurer	298,360.78	115,504.32 115,504.32	77,004.15	490,869.25	519,354.42	15,677.29	61,255.28	7,290.76	15,179.83	15,084.10	71,386.08	28,486.81	29,145.50	8,033.94	220,856.12	29,930.02	6,971.75	10,056.94	519,354.42
		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

0.00

Bingham Township Vendor Balance Summary All Transactions

	Feb 20, 23
Bob Walton	21.89
Cathy Core	16.80
Charter Communications cable	169.97
Cherryland Electric Cooperative	94.41
Consumers Energy	337.77
GFL Environmental	31.16
Housing North	1,000.00
Integrity Business Solutions	205.92
Kathy M. Morio	177.84
Leelanau County Clerk	2,682.12
Leelanau Enterprise & Tribune	311.20
Lorin Lardie	33.60
Marge Johnson	150.00
Netlink Business Systems	97.50
Northern Building Supply, LLC	11.17
Running, Wise & Ford, P.L.C.	196.00
Suttons Bay Township	1,748.25
Tri- Gas	407.47
Wells Fargo Financial Leasing, Inc	77.08
DTAL.	7,770.15

Bingham Township Payroll Transactions by Payee January 17 through February 20, 2023

Date	Name	Amount
Michigan Treasury 02/20/2023	Michigan Treasury	-418.30
Total Michigan Treasury		-418.30
United States Treasury 02/20/2023	United States Treasury	-1,946.80
Total United States Treasury	•	-1,946.80
Clark, Kim R. 02/20/2023	Clark, Kim R.	-475.53
Total Clark, Kim R.		-475.53
Dashner, Charles B 02/20/2023	Dashner, Charles B	-61.66
Total Dashner, Charles B		-61.66
Friske, Angela 02/20/2023	Friske, Angela	-1,887.91
Total Friske, Angela		-1,887.91
Grant, Dennis 02/20/2023	Grant, Dennis	-61.66
Total Grant, Dennis		-61.66
Grant, Sandra K 02/20/2023	Grant, Sandra K	-1,838.50
Total Grant, Sandra K		-1,838.50
Jasinski, Catherine D 02/20/2023	Jasinski, Catherine D	-66.07
Total Jasinski, Catherine D		-66.07
Layman, Jeffrey H 02/20/2023	Layman, Jeffrey H	-233.33
Total Layman, Jeffrey H		-233.33
Morio, Kathy 02/20/2023	Morio, Kathy	-1,929.48
Total Morio, Kathy		-1,929.48
Pawlowicz, James L 02/20/2023	Pawlowicz, James L	-61.67
Total Pawlowicz, James L		-61.67
Priest, Daniel J 02/20/2023	Priest, Daniel J	-105.72
Total Priest, Daniel J		-105.72
Stone{trustee}, Todd 02/20/2023	Stone{trustee}, Todd	-198.09
Total Stone{trustee}, Todd		-198.09
Werner, Marian E 02/20/2023	Werner, Marian E	-1,261.23
Total Werner, Marian E		-1,261.23

12:11 PM 02/17/23

Bingham Township Payroll Transactions by Payee January 17 through February 20, 2023

Date	Name	Amount
Woods, Mary E 02/20/2023	Woods, Mary E	-61.66
Total Woods, Mary E		-61.66
TOTAL		-10,607.61

Bingham Township Profit & Loss Budget vs. Actual

July 1, 2022 through February 20, 2023

	Jul 1, '22 - Feb 20, 23	Budget	\$ Over Budget	% of Budget
Income				
245 Account				
245-665 · Interest Income	1,016.49	1,500.00	-483.51	67.77%
Total 245 Account	1,016.49	1,500.00	-483.51	67.77%
400 · REVENUES				
474 · Short Term Rental Permits	10,800.00	25,800.00	-15,000.00	41.86%
401 · Current Taxes	34,245.61	52,427.00	-18,181.39	65.32%
405 · School Payment-Summer Tax Coll.	5,117.50	5,200.00	-82.50	98.41%
420 · Delinquent Pers Property Taxes	0.00	50.00	-50.00	0.0%
445 · Penalties & Interest on Taxes	773.84	4,000.00	-3,226.16	19.35%
476 ⋅ Land Use Permits	2,200.00	5,000.00	-2,800.00	44.0%
477 · Special Land Use Permits	700.00	400.00	300.00	175.0%
478 · Land Divisions	450.00	1,050.00	-600.00	42.86%
479 · Appeals/Variances	0.00	200.00	-200.00	0.0%
539 · Grants	111,487.63	115,000.00	-3,512.37	96.95%
574 · State Revenue Sharing	194,812.00	246,015.00	-51,203.00	79.19%
580 · Metro Funds	0.00	6,600.00	-6,600.00	0.0%
642 · Ord. Books, Copies, FOIAs	0.00	50.00	-50.00	0.0%
665 · Interest Income	0.00	1,000.00	-1,000.00	0.0%
667 · Schoolhouse Rent	0.00	500.00	-500.00	0.0%
675 · Cemetery Lots	200.00	1,000.00	-800.00	20.0%
677 · Reimbursements	0.00	2,000.00	-2,000.00	0.0%
687 · Refunds/Rebates	27.29	1,000.00	-972.71	2.73%
Total 400 · REVENUES	360,813.87	467,292.00	-106,478.13	77.21%
Total Income	361,830.36	468,792.00	-106,961.64	77.18%

Bingham Township Profit & Loss Budget vs. Actual July 1, 2022 through February 20, 2023

	Jul 1, '22 - Feb 20, 23	Budget	\$ Over Budget	% of Budget
ense	· ·			
725 · Fire Authority				
725-704 · Mtg. per Diem	320.00	480.00	-160.00	66.67%
Total 725 · Fire Authority	320.00	480.00	-160.00	66.67%
101-TOWNSHIP BOARD				
101-723 · Housing North Contract	1,000.00	1,000.00	0.00	100.0%
101-720 · Short Term Rentals		-		
101-721 · Short Term Rental-Admin	4,100.00	8,600.00	-4,500.00	47.67%
101-720 · Short Term Rentals - Other	0.00	10,000.00	-10,000.00	0.0%
Total 101-720 · Short Term Rentals	4,100.00	18,600.00	-14,500.00	22.04%
101-724 · Clean-Up Day	0.00	4,200.00	-4,200.00	0.0%
101-702 · Trustee Salaries	2,957.60	4,436.49	-1,478.89	66.67%
101-704 · Land Division Salary	400.00	600.00	-200.00	66.67%
101-705 · Office Aide	1,376.78	2,400.00	-1,023.22	57.37%
101-725 · Contractual Service-Lawn Maint.	10,920.00	13,000.00	-2,080.00	84.0%
101-726 · Miscellaneous	359.90	2,000.00	-1,640.10	18.0%
101-802 · Attorney	196.00	4,000.00	-3,804.00	4.9%
101-803 · Audit	3,935.00	3,550.00	385.00	110.85%
101-805 · Dues (MTA, Planning)	0.00	4,300.00	-4,300.00	0.0%
101-806 · Webmaster	300.00	600.00	-300.00	50.0%
101-860 · Mileage	0.00	200.00	-200.00	0.0%
101-865 · Insurance	845.00	6,100.00	-5,255.00	13.85%
101-866 · Hazmat	0.00	400.00	-400.00	0.0%
101-920 · Street Lights (electric bill)	568.84	950.00	-381.16	59.88%
101-955 · Education	0.00	1,000.00	-1,000.00	0.0%
101-956 · Recording Secretary	671.88	1,100.00	-428.12	61.08%
Total 101-TOWNSHIP BOARD	27,631.00	68,436.49	-40,805.49	40.38%
171-SUPERVISOR				
171-706 · Supervisor Salary	11,652.40	17,478.59	-5,826.19	66.67%
Total 171-SUPERVISOR	11,652.40	17,478.59	-5,826.19	66.67%
215- CLERK				
215-705 Clerical Assistant-f/c	0.00	400.00	-400.00	0.09
215-701 · Clerk Salary	17,701.52	26,552.29	-8,850.77	66.679
215-703 · Deputy Wages	2,523.62	3,500.00	-976.38	72.19
Total 215- CLERK	20,225.14	30,452.29	-10,227.15	66.42
247-BOARD of REVIEW	,	•		
247-704 · Per Diems	360.00	2,090.00	-1,730.00	17.239
Total 247-BOARD of REVIEW	360.00	2,090.00	-1,730.00	17.23%

Bingham Township Profit & Loss Budget vs. Actual July 1, 2022 through February 20, 2023

	Jul 1, '22 - Feb 20, 23	Budget	\$ Over Budget	% of Budget
253 - TREASURER				
253-702 Treasurer Salary	18,263.52	27,395.23	-9,131.71	66.67%
253-703 Deputy Wages	0.00	500.00	-500.00	0.0%
253-956 Miscellaneous	0.00	1,600.00	-1,600.00	0.0%
253-705 · Clerical Assistant	0.00	500.00	-500.00	0.0%
Total 253 - TREASURER	18,263.52	29,995.23	-11,731.71	60.89%
257 · ASSESSOR	•	·		
257-702 · Assessor Salary	17,678.64	26,517.92	-8,839.28	66.67%
257-703 · Assessor Assistant Salary	1,937.72	3,583.56	-1,645.84	54.07%
257-860 · Mileage	143.93	300.00	-156.07	47.98%
Total 257 · ASSESSOR	19,760.29	30,401.48	-10,641.19	65.0%
262 · ELECTIONS	,	·	·	
262-703 · Wages	7,925.25	6,000.00	1,925.25	132.09%
262-727 · Supplies	1,478.53	1,700.00	-221.47	86.97%
262-728 Shredding	78.45	150.00	-71.55	52.3%
262-860 · mileage	457.32	450.00	7.32	101.63%
262-930 · Mach set-ups	1,656.00	1,000.00	656.00	165.6%
Total 262 · ELECTIONS	11,595.55	9,300.00	2,295.55	124.68%
265- TOWNSHIP HALL	,	·		
265-730 · Tax Bill/Assessment Notice	4,064.37	3,500.00	564.37	116.13%
265-727 · Supplies	1,363.95	3,200.00	-1,836.05	42.62%
265-728 · Postage	4,338.45	6,000.00	1,661.55	72.31%
265-850 · Telephone	639.84	1,000.00	-360.16	63.98%
265-851 · Copy Machine	767.23	1,500.00	-732.77	51.15%
265-852 · Software Support	2,315.65	7,500.00	-5,184.35	30.88%
265-855 · Internet Access	719.92	1,300.00	-580.08	55.38%
265-900 · Advertising & Publishing	1,275.16	2,400.00	-1,124.84	53.13%
265-920 · Ut - ELECTRIC	1,399.70	2,800.00	-1,400.30	49.99%
265-921 · UT - Gas	716.89	1,350.00	-633.11	53.1%
265-930 · Repairs/maintenance	449.95	1,200.00	-750.05	37.5%
265-931 · Cleaning	243.60	900.00	-656.40	27.07%
265-932 · Waste Pickup	230.48	400.00	-169.52	57.62%
Total 265- TOWNSHIP HALL	18,525.19	33,050.00	-14,524.81	56.05%
276- CEMETERIES				
276-702 · Cemetery Clerk	800.00	1,200.00	-400.00	66.67%
276-701 · Sexton	0.00	400.00	-400.00	0.0%
276-727 · Supplies/ Maintenance	170.59	800.00	-629.41	21.32%
276-920 Utilities - Keswick Cemetery	23.05	350.00	-326.95	6.59%
276-932 · Waste Pick-up	284.40	450.00	-165.60	63.2%
Total 276- CEMETERIES	1,278.04	3,200.00	-1,921.96	39.94%

Bingham Township Profit & Loss Budget vs. Actual July 1, 2022 through February 20, 2023

	Jul 1, '22 - Feb 20, 23	Budget	\$ Over Budget	% of Budget
721 · PLANNING				
721-704 · Planning Meeting Per Diem	2,690.00	6,120.00	-3,430.00	43.95%
721-855 · Education	0.00	900.00	-900.00	0.0%
721-956 · Recording Secretary	450.00	770.00	-320.00	58.44%
Total 721 · PLANNING	3,140.00	7,790.00	-4,650.00	40.31%
722 · PLANNING/ZONING CONTRACT				
722-726 · Planning Services	4,369.68	8,568.00	-4,198.32	51.0%
722-727 · Zoning Services	13,986.00	20,979.00	-6,993.00	66.67%
Total 722 · PLANNING/ZONING CONTRACT	18,355.68	29,547.00	-11,191.32	62.12%
723 · ZONING BOARD OF APPEALS				
723-704 · Mtg, Per Diem	0.00	1,440.00	-1,440.00	0.0%
723-855 · Education	0.00	300.00	-300.00	0.0%
Total 723 · ZONING BOARD OF APPEALS	0.00	1,740.00	-1,740.00	0.0%
755 · PARKS				
755-704 · Park Rep per Diem	320.00	480.00	-160.00	66.67%
755-727 · Supplies	154.79	250.00	-95.21	61.92%
755-920 Utilities - Bingham Twp Park	172.82	300.00	-127.18	57.61%
755-932 · Waste Pick-up	605.00	600.00	5.00	100.83%
755-940 · Porta Potty Rentals	4,341.04	2,900.00	1,441.04	149.69%
755-945 · Park Improvements	0.00	7,000.00	-7,000.00	0.0%
Total 755 · PARKS	5,593.65	11,530.00	-5,936.35	48.51%
6561 · PAYROLL EXPENSES - FICA	6,806.39	10,000.00	-3,193.61	68.06%
977 · CAPITAL OUTLAY	0.00	182,000.00	-182,000.00	0.0%
996 · TRANSFER OUT TO 245 FUND	2,700.12	0.00	2,700.12	100.0%
8000 · 245 Expenditures	38,427.94	0.00	38,427.94	100.0%
4000 Reconciliation Discrepancies	300.00	0.00	300.00	100.0%
Total Expense	204,934.91	467,491.08	-262,556.17	43.84%
et Income	156,895.45	1,300.92	155,594.53	12,060.35%