

**BINGHAM TOWNSHIP
REGULAR BOARD MEETING AGENDA**

March 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=MGINdjR3SkFORFkvcVlwWFRQeDFMZz09>

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. AGENDA APPROVAL**

- 5. CONFLICT OF INTEREST**
- 6. APPROVAL OF February 20, 2023 MEETING MINUTES**

- 7. PUBLIC COMMENT**

- 8. OLD BUSINESS**

- 9. NEW BUSINESS**

- 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
 - i. Letter from Betsy Coffia, State Representative

- 11. PUBLIC COMMENTS AND ANNOUNCEMENTS**

- 12. ADJOURNMENT**

DRAFT MINUTES

**BINGHAM TOWNSHIP
REGULAR BOARD MEETING MINUTES
FEBRUARY 20, 2023**

1. CALL TO ORDER

Midge Werner, Supervisor, called the Bingham Township Board Meeting to order on Monday, February 20, 2023, at 7:00 p.m. at the Bingham Township Hall and via Zoom.

2. ROLL CALL - QUORUM PRESENT

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

Absent: None

Staff: Steve Patmore, Marge Johnson

3. PLEDGE OF ALLEGIANCE

4. AGENDA APPROVAL

Sandra Grant/moved, Todd Stone/supported, to approve the agenda as submitted, motion carried.

5. CONFLICT OF INTEREST - None.

6. APPROVAL OF JANUARY 16, 2023 MEETING MINUTES

Jeff Layman/moved, Sandra Grant/supported, to approve the January 16, 2023 Minutes as corrected, under Public Comment – Gretchen Scharfenberg, new neighbor to the north of Bingham Township Hall, stopped in to say hello, motion carried.

7. PUBLIC COMMENT - Jim O'Rourke, County Commissioner, informed the township Board of county commissioner activities.

8. OLD BUSINESS

a. MTA Conference - April 17-20, 2023 in Traverse City. The MTA Conference Information was reviewed.

Midge Werner/moved, Sandra Grant/supported, to approve paying for up to five Board members to attend the MTA Conference - April 17-20, 2023,

motion carried.

9. NEW BUSINESS

a. Zach Hillyer-Housing North

Zach Hillyer made a brief presentation of what Housing North does and said he is working with the Housing Action Committee, to obtain rental housing thru Peninsula Housing.

b. Bingham Township May 2023 Clean-up Day

Midge Werner said Bingham Township Clean-up Day will be held on Saturday, May 20, 2023 from 9 am to 12 noon. The bid from GFL was reviewed and concerns were expressed about the fuel surcharge of 25% of the total charges.

Sandra Grant/moved, Jeff Layman/supported, to accept the bid of GFL for the May 20, 2023 Clean-up Day, with the request that Midge Werner, Supervisor, contact GFL to see if the fuel surcharge could be reduced, motion carried.

c. Township Hall Rentals

Midge Werner said the township hall was not rented during COVID. Consensus of the Board to not rent the township hall until construction is finished.

10. COMMITTEE, STAFF AND OFFICER REPORTS

a. Parks and Recreation Committee - Todd Stone

Committee is reviewing the five-year plan. Committee looking at items to purchase with proposed budget. The Sparks Grant was not awarded to the township. Deciding what portajons should be rented for the parks. G.T. Band 2% funds awarded Bingham Park and Rec. a \$16,000 grant.

b. Building & Grounds - Kathy Morio

No report.

c. Cemetery Committee - Midge Werner

No report.

d. Zoning Administrator - Steve Patmore submitted his report.

e. Planning Commission - No meeting in February. March 2nd Meeting-master plan

f. Fire Authority - New Union Contract approved.

g. Assessor - No report.

- h. Treasurer - No report.
- i. Trustees - No report.

- j. Clerk -
Kathy Morio, Clerk, submitted Vendor Balance of \$7,770.15 and Payroll Report of \$10,607.61.
Sandra Grant/moved, Todd Stone/supported, to approve Vendor Balance of \$7,770.15 and Payroll Report of \$10,607.61, motion carried.
- k. Supervisor - Midge Werner said the Sparks Grant application requires that the township prove ownership of Boughey Park. Midge Werner said information was found showing that the Township owns Boughey Park.

11. PUBLIC COMMENTS AND ANNOUNCEMENTS

Gretchen Scharfenberg said she owns property across the street from the township hall.

12. ADJOURNMENT

The meeting was adjourned at 8:17 p.m.

Minutes by Marge Johnson, Recording Secretary
Kathy Morio, Clerk

ZONING ADMINISTRATOR'S REPORT

FEBRUARY 2023

BINGHAM TOWNSHIP

PREPARED BY STEVE PATMORE

For March 2023 Township Board Meeting

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY BUILDINGS	OTHER
February 2023	5	0	2	2	1
Year To Date 2023	8	0	2	5	1
YTD 2022	6	3	0	2	1
YTD 2021	3	2	0	1	0
YTD 2020	2	0	0	2	0
YTD 2019	6	1	4	0	1
YTD 2018	2	1	0	1	0
YTD 2017	2	2	0	0	0
YTD 2016	2	0	0	2	0
YTD 2015	2	0	1	1	0
YTD 2014	0	0	0	0	0

LUP 23-004 Reissuance of expired permit to add to garage – Lakeview Rd.

LUP 23-005 Addition to home -- Lee Point Rd.

LUP 23-006 Addition to dwelling – Park Rd

LUP 23-007 Detached garage addition – Skeba Rd. South

LUP 23-008 Owner occupied rental (B&B) – Lake Leelanau Dr.

Revisions to existing permits.

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

Land Division

- Approved Land Division for one new parcel on Pineview.
- Approved Land Division for one new parcel on Maple Valley Rd.
- Preliminary Reviews and frequent questions.

Zoning Board of Appeals:

- No Activity

Short Term Rental Administration

- Over 70 applications for renewals and new permits in process for 2023 at end of month.
- Inquiries every day.

Other Work:

- Leelanau Boat Company Condominium – working with Attorney
- Lighting complaint reviews & resolution.
- Master Plan Review
- Inquiries on duplexes.

Bingham Township Vendor Balance Summary All Transactions

	<u>Mar 20, 23</u>
Cathy Core	16.80
Charter Communications cable	169.97
Cherryland Electric Cooperative	94.96
Consumers Energy	329.80
GFL Environmental	31.16
Granicus	10,047.30
KCI (Kent Communications Inc)	98.34
Leelanau Enterprise & Tribune	139.18
Lorin Lardie	87.65
Marge Johnson	150.00
Netlink Business Systems	218.61
Pitney Bowes Global Financial Servies LLC	174.66
Purchase Power	4,370.78 604.50
Running, Wise & Ford, P.L.C.	707.00
Staples	169.99
Steven Patmore	2,258.00
Suttons Bay Township	1,748.25
Wells Fargo Financial Leasing, Inc	77.08
TOTAL	<u><u>17,889.53</u></u> 17,123.25

Bingham Township
Payroll Transactions by Payee
February 21 through March 20, 2023

<u>Date</u>	<u>Name</u>	<u>Amount</u>
Michigan Treasury 03/20/2023	Michigan Treasury	-483.87
Total Michigan Treasury		-483.87
United States Treasury 03/17/2023	United States Treasury	-2,284.66
Total United States Treasury		-2,284.66
Clark, Kim R. 03/20/2023	Clark, Kim R.	-559.51
Total Clark, Kim R.		-559.51
Core, Peggy N. 03/20/2023	Core, Peggy N.	-658.17
Total Core, Peggy N.		-658.17
Emeott, Scott 03/20/2023	Emeott, Scott	-405.26
Total Emeott, Scott		-405.26
Friske, Angela 03/20/2023	Friske, Angela	-1,887.92
Total Friske, Angela		-1,887.92
Grant, Dennis 03/20/2023	Grant, Dennis	-61.67
Total Grant, Dennis		-61.67
Grant, Sandra K 03/20/2023	Grant, Sandra K	-1,838.50
Total Grant, Sandra K		-1,838.50
Jasinski, Catherine D 03/20/2023	Jasinski, Catherine D	-66.08
Total Jasinski, Catherine D		-66.08
Layman, Jeffrey H 03/20/2023	Layman, Jeffrey H	-233.33
Total Layman, Jeffrey H		-233.33
Morio, Kathy 03/20/2023	Morio, Kathy	-1,929.48
Total Morio, Kathy		-1,929.48
Okma, Lou 03/20/2023	Okma, Lou	-405.26
Total Okma, Lou		-405.26
Pawlowicz, James L 03/20/2023	Pawlowicz, James L	-61.66
Total Pawlowicz, James L		-61.66
Schultz, Virginia D 03/20/2023	Schultz, Virginia D	-405.26
Total Schultz, Virginia D		-405.26

Bingham Township
Payroll Transactions by Payee
February 21 through March 20, 2023

<u>Date</u>	<u>Name</u>	<u>Amount</u>
Stone{trustee}, Todd 03/20/2023	Stone{trustee}, Todd	-198.09
Total Stone{trustee}, Todd		-198.09
Werner, Marian E 03/20/2023	Werner, Marian E	-1,261.22
Total Werner, Marian E		-1,261.22
TOTAL		-12,739.94

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

	<u>Jul 1, '22 - Mar 20, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
245 Account				
245-665 · Interest Income	1,175.01	1,500.00	-324.99	78.33%
Total 245 Account	<u>1,175.01</u>	<u>1,500.00</u>	<u>-324.99</u>	<u>78.33%</u>
400 · REVENUES				
474 · Short Term Rental Permits	11,100.00	25,800.00	-14,700.00	43.02%
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	127,487.63	115,000.00	12,487.63	110.86%
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	600.00	1,000.00	-400.00	60.0%
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	<u>377,513.87</u>	<u>467,292.00</u>	<u>-89,778.13</u>	<u>80.79%</u>
Total Income	<u>378,688.88</u>	<u>468,792.00</u>	<u>-90,103.12</u>	<u>80.78%</u>

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

Expense	Jul 1, '22 - Mar 20, 23	Budget	\$ Over Budget	% of Budget
725 · Fire Authority				
725-704 · Mtg. per Diem	360.00	480.00	-120.00	75.0%
Total 725 · Fire Authority	360.00	480.00	-120.00	75.0%
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	6,100.00	8,600.00	-2,500.00	70.93%
101-720 · Short Term Rentals - Other	10,047.30	10,000.00	47.30	100.47%
Total 101-720 · Short Term Rentals	16,147.30	18,600.00	-2,452.70	86.81%
101-724 · Clean-Up Day	0.00	4,200.00	-4,200.00	0.0%
101-702 · Trustee Salaries	3,327.30	4,436.49	-1,109.19	75.0%
101-704 · Land Division Salary	450.00	600.00	-150.00	75.0%
101-705 · Office Aide	1,467.28	2,400.00	-932.72	61.14%
101-725 · Contractual Service-Lawn Maint.	10,920.00	13,000.00	-2,080.00	84.0%
101-726 · Miscellaneous				
101-727 · Miscellaneous-Covid	108.00	0.00	108.00	100.0%
101-726 · Miscellaneous - Other	359.90	2,000.00	-1,640.10	18.0%
Total 101-726 · Miscellaneous	467.90	2,000.00	-1,532.10	23.4%
101-802 · Attorney	903.00	4,000.00	-3,097.00	22.58%
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	450.00	600.00	-150.00	75.0%
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)	640.12	950.00	-309.88	67.38%
101-955 · Education	0.00	1,000.00	-1,000.00	0.0%
101-956 · Recording Secretary	746.88	1,100.00	-353.12	67.9%
Total 101-TOWNSHIP BOARD	41,299.78	68,436.49	-27,136.71	60.35%
171-SUPERVISOR				
171-706 · Supervisor Salary	13,108.95	17,478.59	-4,369.64	75.0%
Total 171-SUPERVISOR	13,108.95	17,478.59	-4,369.64	75.0%
215- CLERK				
215-705 Clerical Assistant-f/c	0.00	400.00	-400.00	0.0%
215-701 · Clerk Salary	19,914.21	26,552.29	-6,638.08	75.0%
215-703 · Deputy Wages	3,286.44	3,500.00	-213.56	93.9%
Total 215- CLERK	23,200.65	30,452.29	-7,251.64	76.19%
247-BOARD of REVIEW				
247-704 · Per Diems	2,090.00	2,090.00	0.00	100.0%
Total 247-BOARD of REVIEW	2,090.00	2,090.00	0.00	100.0%

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

	<u>Jul 1, '22 - Mar 20, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
253 - TREASURER				
253-702 Treasurer Salary	20,546.46	27,395.23	-6,848.77	75.0%
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	20,546.46	29,995.23	-9,448.77	68.5%
257 · ASSESSOR				
257-702 · Assessor Salary	19,888.47	26,517.92	-6,629.45	75.0%
257-703 · Assessor Assistant Salary	2,012.30	3,583.56	-1,571.26	56.15%
257-860 · Mileage	143.93	300.00	-156.07	47.98%
Total 257 · ASSESSOR	22,044.70	30,401.48	-8,356.78	72.51%
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	4,162.71	3,500.00	662.71	118.94%
265-727 · Supplies	1,533.94	3,200.00	-1,666.06	47.94%
265-728 · Postage	5,117.61	6,000.00	-882.39	85.29%
265-850 · Telephone	719.82	1,000.00	-280.18	71.98%
265-851 · Copy Machine	965.42	1,500.00	-534.58	64.36%
265-852 · Software Support	2,413.15	7,500.00	-5,086.85	32.18%
265-855 · Internet Access	809.91	1,300.00	-490.09	62.3%
265-900 · Advertising & Publishing	1,414.34	2,400.00	-985.66	58.93%
265-920 · Ut - ELECTRIC	1,700.69	2,800.00	-1,099.31	60.74%
265-921 · UT - Gas	716.89	1,350.00	-633.11	53.1%
265-930 · Repairs/maintenance	537.60	1,200.00	-662.40	44.8%
265-931 · Cleaning	260.40	900.00	-639.60	28.93%
265-932 · Waste Pickup	261.64	400.00	-138.36	65.41%
Total 265- TOWNSHIP HALL	20,614.12	33,050.00	-12,435.88	62.37%
276- CEMETERIES				
276-702 · Cemetery Clerk	900.00	1,200.00	-300.00	75.0%
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	51.86	350.00	-298.14	14.82%
276-932 · Waste Pick-up	284.40	450.00	-165.60	63.2%
Total 276- CEMETERIES	1,406.85	3,200.00	-1,793.15	43.96%

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

	<u>Jul 1, '22 - Mar 20, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
721 · PLANNING				
721-704 · Planning Meeting Per Diem	2,985.00	6,120.00	-3,135.00	48.78%
721-855 · Education	0.00	900.00	-900.00	0.0%
721-956 · Recording Secretary	525.00	770.00	-245.00	68.18%
Total 721 · PLANNING	<u>3,510.00</u>	<u>7,790.00</u>	<u>-4,280.00</u>	<u>45.06%</u>
722 · PLANNING/ZONING CONTRACT				
722-726 · Planning Services	4,369.68	8,568.00	-4,198.32	51.0%
722-727 · Zoning Services	15,734.25	20,979.00	-5,244.75	75.0%
Total 722 · PLANNING/ZONING CONTRACT	<u>20,103.93</u>	<u>29,547.00</u>	<u>-9,443.07</u>	<u>68.04%</u>
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	<u>0.00</u>	<u>1,740.00</u>	<u>-1,740.00</u>	<u>0.0%</u>
755 · PARKS				
755-704 · Park Rep per Diem	360.00	480.00	-120.00	75.0%
755-727 · Supplies	154.79	250.00	-95.21	61.92%
755-920 · Utilities - Bingham Twp Park	196.50	300.00	-103.50	65.5%
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	<u>5,657.33</u>	<u>11,530.00</u>	<u>-5,872.67</u>	<u>49.07%</u>
6561 · PAYROLL EXPENSES - FICA	7,711.72	10,000.00	-2,288.28	77.12%
977 · CAPITAL OUTLAY	0.00	182,000.00	-182,000.00	0.0%
996 · TRANSFER OUT TO 245 FUND	16,714.00	0.00	16,714.00	100.0%
8000 · 245 Expenditures	41,248.06	0.00	41,248.06	100.0%
4000 · Reconciliation Discrepancies	300.00	0.00	300.00	100.0%
Total Expense	<u>251,512.10</u>	<u>467,491.08</u>	<u>-215,978.98</u>	<u>53.8%</u>
Net Income	<u>127,176.78</u>	<u>1,300.92</u>	<u>125,875.86</u>	<u>9,775.91%</u>



103RD DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

PHONE: (517) 373-3817
FAX: (517) 373-5495
BetsyCoffia@house.mi.gov

BETSY COFFIA
STATE REPRESENTATIVE

February 22nd, 2023

Dear Supervisor Marian Werner,

I'd like to take a moment to extend my hand in gratitude to you and your board for the good work you do for the people of Bingham Township. Grassroots efforts and local government are at the heart of progress for the 103rd District. Having served two terms as a Grand Traverse County Commissioner, I value and appreciate your work and leadership in local government. As your new State Representative, I want to assure you that I am committed to building partnerships that are good for our region and the people who live here.

It is an honor to represent the 103rd and I know I can't do it alone. I am seeking input from our local municipalities to ensure that the legislative decisions that are ahead are fully informed by the people that call the 103rd MI House District their home. I respectfully request that this letter be submitted as received and file on your next board agenda.

I invite you to please look at your calendar and reach out to Kate Nieman, my constituent services director and scheduler, to set up a time to chat about your township's priorities. She can be reached at 517-373-3817. I look forward to hearing from you about your goals, celebrations, and challenges for the people you serve.

Best,

State Representative Betsy Coffia
Michigan State House District 103