

BINGHAM TOWNSHIP

ANNUAL MEETING AGENDA

MONDAY, JUNE 19, 2023, 5:30PM

(PRIOR TO THE REGULAR BOARD MEETING AT 7 PM)

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=MGINdjR3SkF0RFkvcVlwWFRQeDFMZz09>

- 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 20, 2022
- 8. RECESS ANNUAL MEETING**
- 9. FY 2023-2024 BUDGET HEARING**
 - a. Call to Order
 - b. Budget Discussion
 - c. Adjourn
- 10. RE-OPEN ANNUAL MEETING**
- 11. NEW BUSINESS**
 - a. FY2023-2024 Truth in Taxation Hearing
 - i. Roll call vote to adopt General Appropriations Act FY2023-2024 Resolution #20230619.01
 - b. FY2023-2024 Salary Resolutions
 - i. Presentation of, and vote (by all meeting attendees) to adopt Salary Resolutions (20230515.01, 20230515.02, 20230515.03, 20230515.04)
- 12. COMMITTEE REPORTS**
 - a. Parks and Recreation Committee – Annual Report-Todd Stone
 - b. Zoning Administrator – Annual Report-ZA Patmore
 - c. Planning Commission – Annual Report-Jeff Layman
- 13. PUBLIC COMMENTS AND ANNOUNCEMENTS**
- 14. ADJOURNMENT**

DRAFT MINUTES
BINGHAM TOWNSHIP
ANNUAL MEETING
MINUTES OF JUNE 20, 2022

1. CALL TO ORDER

Midge Werner, Supervisor, called the Bingham Township Annual Meeting to order on Monday, June 20, 2022, at 5:35 p.m. at the Bingham Township Hall, 7171 S. Center Highway, Traverse City, MI, available via zoom.

2. ROLL CALL- QUORUM PRESENT

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

Absent and excused: None

Staff Present: Recording Secretary, Marge Johnson; Steve Patmore, Zon. Admin

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by everyone present.

4. AGENDA APPROVAL

Todd Stone/moved, Kathy Morio/supported, to approve the Annual Meeting Agenda for 2022 as presented, motion carried.

5. CONFLICT OF INTEREST - None

6. PUBLIC COMMENT

None.

7. OLD BUSINESS

a. Approval of Annual Meeting Minutes - June 21, 2021

Midge Werner/moved, Jeff Layman/supported, to approve the Annual Meeting Minutes of June 21, 2021 as presented, motion carried.

8. RECESS ANNUAL MEETING at 5:37 pm

9. FY 2022-2023 BUDGET HEARING

a. Call to Order

The Fiscal Year 2022-2023 Budget Hearing was called to order at 5:38 pm by Midge Werner.

b. Budget Discussion

Midge Werner reviewed the proposed 2022-2023 budget.

Under grants - income added ARPA Funds the township will be getting next year (second half of their payment to us). State Revenue Sharing went up. Metro Fund increased, received last payment for his year. Total Revenue \$468,792.00.

Midge Werner said short term rental based on if all 86 permits issued.

Everyone getting a 3.5% increase. Insurance changed to reflect contract entered into with Paul Olson, Michigan Underwriters of Michigan - \$4,800. Purchased Cyber Insurance – \$1,200.00.

Total Expenditures \$468,491.08 from budget.

Public Comment - None

Adjournment

The budget hearing was adjourned at 5:45 pm

10. Re-Open Annual Meeting

The Annual Meeting was reopened at 5:46 pm

11. NEW BUSINESS

a. FY2022-2023 Truth In Taxation Hearing

i. Roll call vote to adopt General Appropriations Act FY 2022-2023

A Truth In Taxation Hearing FY 2022-2023 was held.

Public hearing on the budget on June 20, 2022.

Estimated Revenues.

Estimate township general fund revenues for fiscal year 2022-2023, including an allocated millage of 0.20 mills revenue sharing, and various miscellaneous revenues shall total for Township Funds. **\$468,792.00.**

Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2022-2023 for the various township activities are as follows: **\$ 283,491.08.**

Sandra Grant/moved, Todd Stone/supported, to adjust Section 7, estimated expenses, to include transfer out funds of \$184,000 with total for Schedule 17 of \$467,491.08- Revenues plus \$1,000.00 contingency that was not added into General Appropriations Act Resolution 2022-0620.01.

Roll call vote: Yes: Werner, Morio, Grant, Layman, Stone. No: None. motion carried.

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 as amount equal to 0.20 mills as set forth by the Tax and Allocation Board.

Resolution #2022-0620.01 - To Establish a General Appropriations Act

Sandra Grant/moved, Jeff Layman/supported, to adopt Resolution

#2022-620.01, To Establish a General Appropriation Act as amended.

Roll call vote: Yes: Werner, Morio, Grant, Layman, Stone. No: None motion carried.

b. FY 2022-2023 Salary Resolutions

Resolution 20220516.01.01 To Establish Township Supervisor's Salary \$17,478.59

Resolution 20220516.01 To Establish Township Supervisor's Salary of \$17,478.59 was submitted to the electors. There was no public comment.

Sandra Grant/moved, Todd Stone/supported, to adopt Resolution 20220516.01 To Establish Township Supervisor's Base Salary of \$17,478.59.

Vote by all those in attendance: Yes: 6 No: 0, motion carried.

Resolution 20220516.02 to Establish Township Treasurer's Salary - \$27,395.23

Resolution 20220516.02 To Establish Township Treasurer's Salary of \$27,395.23 was submitted to the electors. There was no public comment.

Midge Werner/moved, Jeff Layman/supported, to adopt Resolution 20220516.02 To Establish Township Treasurer's Base Salary of \$27,395.23.

Vote by all those in attendance: Yes: 6. No: 0, motion carried.

Resolution 20220516.03 to Establish Township Clerk's Salary of \$26,552.29

Resolution 20220516.03 To Establish Township Clerk's Salary of \$26,552.29 was submitted to the electors. There was no public comment.

Sandra Grant/moved, Midge Werner/supported, to adopt Resolution 20220516.03 To Establish Township Clerk's Base Salary of \$26,552.29.

Vote by all those in attendance: Yes: 6. No: 0, motion carried.

Resolution 20220516.04 to Establish Township Trustees Salary

Resolution 20220516.04 To Establish Township Trustees Salary of \$4,436.49. (\$2,218.24 each) was submitted to the electors. There was no public comment.

Sandra Grant/moved, Kathy Morio/supported, to adopt Resolution 20220516.04 to Establish Township Trustees Base Salary of \$4,436.49 (\$2,218.24 individually).

Vote by all those in attendance: Yes: 6. No: 0, motion carried.

12. COMMITTEE REPORTS.

a. Parks & Recreation

Todd Stone reported -

- Parks being enjoyed by township and surrounding residents.
- Coming year - complete parking at Boughey Park.
- Developed swim buoys at Boughey Park.
- Completed lease agreement with DNR for Groesser Park
- Larger size ADA portajohn recommended for Boughey and Bingham Parks
- Park Committee recommends putting out totes and portajohns May 1st to September 30th

Board agreed that Todd Stone has done a good job representing the Board on the Parks & Rec Committee and thanked Todd and his wife Jan for work on the township hall berm.

b. Zoning Administrator

Steve Patmore reported

- Average record for land use permits.
- Short Term Rentals - 58 permits (17 new, 38 renewals (3 renewals by one owner), 3 new, 19 not renewed. Host Compliance - at peak time 105 listings that included Black Star hotel and Bed and Breakfast places.

c. Planning Commission

- Annual Report in packet.
- Master Plan - series of public meetings to be held. Committees to review draft master plan.

13. PUBLIC COMMENTS AND ANNOUNCEMENTS

No comment.

14. ADJOURNMENT - The meeting was adjourned at 6:20 p.m.

Minutes by Marge Johnson, Recording Secretary
Kathy Morio, Township Clerk

Bingham Township Budget 2023-24

To Be Approved June 19, 2023

as of March profit loss

			Budget 23-24	Year to date 22-23	Budget 22-23	% of Budget
Income						
	245 . Interest Income		1,500.00	1,175.01	1,500.00	78.33%
	400 . Revenues					
	401 . Current Property Taxes		58,004.00	34,245.61	52,427.00	65.32%
	405 . School Payment - Summer Tax Coll.		5,200.00	5,117.50	5,200.00	98.41%
	420 . Delinquent Pers. Prop. Taxes		50.00	0.00	50.00	0.0%
	445 . Penalties & Interest on Taxes		4,000.00	773.84	4,000.00	19.35%
	474 . Short Term Rental Permits		25,800.00	11,100.00	25,800.00	43.02%
	476 . Land Use Permits		5,000.00	2,200.00	5,000.00	44.0%
	477 . Special Land Use Permits		400.00	700.00	400.00	175.0%
	478 . Land Divisions		1,050.00	450.00	1,050.00	42.86%
	479 . Appeals/Variances		200.00	0.00	200.00	0.0%
	539 . Grants		226,000.00	127,487.63	115,000.00	110.86%
	574 . State Revenue Sharing		282,130.00	194,812.00	246,015.00	79.19%
	580 . Metro Funds		7,500.00	0.00	6,600.00	0.0%
	642 . Ord. Books, Copies, FOIA Requests		50.00	157.20	50.00	314.4%
	665 . Interest Income		1,000.00	0.00	1,000.00	0.0%
	667 . Schoolhouse Rent		0.00	0.00	500.00	0.0%
	675 . Cemetery Lots		1,000.00	600.00	1,000.00	60.0%
	677 . Reimbursements		1,000.00	0.00	2,000.00	0.0%
	687 . Refunds/Rebates		1,000.00	27.29	1,000.00	2.73%
	Total 400 . Revenue		619,384.00	377,671.07	467,292.00	80.82%
	Unbudgeted Revenue			0.00		
	Total Revenue		620,884.00	378,846.08	468,792.00	80.81%
Expenditures						
	101 . Township Board					
	101-702 . Trustee Salaries		4,791.41	3,327.30	4,436.49	75.0%
	101-704 . Land Division Salary		600.00	450.00	600.00	75.0%
	101-705 . Office Aide		2,346.00	1,467.28	2,400.00	61.14%
	101-720 . Short Term Rental Overhead		10,000.00	10,047.30	10,000.00	100.47%
	101-721 . Short Term Rental Administration		8,600.00	6,100.00	8,600.00	70.93%
	101-723 . Housing North Contract		1,000.00	1,000.00	1,000.00	100.0%
	101-724 . Clean-up Day		4,500.00	0.00	4,200.00	0.0%
	101-725 . Lawn Maintenance		13,000.00	10,920.00	13,000.00	84.0%
	101-726 . Miscellaneous		2,000.00	467.90	2,000.00	23.4%
	101-802 . Attorney		4,000.00	903.00	4,000.00	22.58%
	101-803 . Audit		4,000.00	3,935.00	3,550.00	110.85%
	101-805 . Dues (MTA, Planning)		4,000.00	0.00	4,300.00	0.0%
	101-806 . Webmaster		600.00	450.00	600.00	75.0%
	101-860 . Mileage		200.00	0.00	200.00	0.0%
	101-865 . Insurance		7,825.00	845.00	6,100.00	13.85%
	101-866 . HazMat		400.00	0.00	400.00	0.0%
	101-920 . Street Lights		950.00	640.12	950.00	67.38%
	101-955 . Education		1,000.00	0.00	1,000.00	0.0%
	101-956 . Recording Secretary		1,100.00	746.88	1,100.00	67.9%
	Total 101 . Township Board		70,912.41	41,299.78	68,436.49	60.35%

Budget 23-24

Bingham Township Budget 2023-24

To Be Approved June 19, 2023

as of March profit loss

		Budget 23-24	Year to date 22-23	Budget 22-23	% of Budget
	171 . Supervisor				
	171-706 Supervisor Salary	18,876.88	13,108.95	17,478.59	75.0%
	Total 171 . Supervisor	18,876.88	13,108.95	17,478.59	75.0%
	215 . Clerk				
	215-701 . Clerk Salary	28,676.47	19,914.21	26,552.29	75.0%
	215-703 . Deputy Wages	3,240.00	3,286.44	3,500.00	93.9%
	215-705 . Clerical Assistant(Foia/Cemetery)	400.00	0.00	400.00	0.0%
	Total 215 . Clerk	32,316.47	23,200.65	30,452.29	76.19%
	247 . Board of Review				
	247-704 . Per Diem	2,090.00	2,090.00	2,090.00	100.0%
	Total 247 . Board of Review	2,090.00	2,090.00	2,090.00	100.0%
	253 . Treasurer				
	253-702 . Treasurer Salary	29,586.85	20,546.46	27,395.23	75.0%
	253-703 . Deputy Wages	500.00	0.00	500.00	0.0%
	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%
	Total 253 . Treasurer	32,186.85	20,546.46	29,995.23	68.5%
	257 . Assessor				
	257-702 . Assessor Salary	28,639.35	19,888.47	26,517.92	75.0%
	257-703 . Asst. Assessor Salary	3,870.24	2,012.30	3,583.56	56.15%
	257-860 . Mileage	400.00	143.93	300.00	47.98%
	257-999 . Field Project	0.00	0.00	0.00	0.0%
	Total 257 . Assessor	32,909.59	22,044.70	30,401.48	72.51%
	262 . Elections				
	262-703 . Wages	9,000.00	7,925.53	6,000.00	132.09%
	262-727 . Supplies	1,700.00	1,478.53	1,700.00	86.97%
	262-728 . Shredding	175.00	78.45	150.00	52.3%
	262-860 . Mileage	500.00	457.32	450.00	101.63%
	262-930 . Machine Expenses	2,500.00	1,656.00	1,000.00	165.6%
	Total 262 . Elections	13,875.00	11,595.83	9,300.00	124.69%
	265 . Township Hall				
	265-727 . Supplies	3,200.00	1,533.94	3,200.00	47.94%
	265-728 . Postage	6,000.00	5,117.61	6,000.00	85.29%
	265-730 . Bills/ Assessment Notice	4,200.00	4,162.71	3,500.00	118.94%
	265-850 . Telephone	1,200.00	719.82	1,000.00	71.98%
	265-851 . Copy Machine	1,600.00	965.42	1,500.00	64.36%
	265-852 . Software Support	7,900.00	2,413.15	7,500.00	32.18%
	265-855 . Internet Access	1,300.00	809.91	1,300.00	62.3%
	265-900 . Advertising & Publishing	2,400.00	1,414.34	2,400.00	58.93%
	265-920 . Utilities - Electric	2,800.00	1,700.69	2,800.00	60.74%
	265-921 . Utilities - Gas	1,400.00	716.89	1,350.00	53.1%
	265-930 . Repairs/Maintenance	1,200.00	537.60	1,200.00	44.8%
	265-931 . Cleaning	900.00	260.40	900.00	28.93%
	265-932 . Waste Pickup	400.00	261.64	400.00	65.41%
	Total 265 . Township Hall	34,500.00	20,614.12	33,050.00	62.37%

Budget '23-'24

Bingham Township Budget 2023-24

To Be Approved June 19, 2023

as of March profit loss

		Budget 23-24	Year to date 22-23	Budget 22-23	% of Budget
	276 . Cemeteries				
	276-701 . Sexton	432.00	0.00	400.00	0.0%
	276-702 . Cemetery Clerk	1,200.00	900.00	1,200.00	75.0%
	276-727 . Supplies/Maintenance	800.00	170.59	800.00	21.32%
	276-920 . Utilities	500.00	51.86	350.00	14.82%
	276-932 . Waste pick-up	450.00	284.40	450.00	63.2%
	276-940 . Porta Potty Rental	0.00	0.00	0.00	0.0%
	Total 276 . Cemeteries	3,382.00	1,406.85	3,200.00	43.96%
	721 . Planning				
	721-704 . Planning Mtg. per Diem	5,700.00	2,985.00	6,120.00	48.78%
	721-855 . Education	900.00	0.00	900.00	0.0%
	721-956 . Recording Secretary	770.00	525.00	770.00	68.18%
	Total 721 . Planning	7,370.00	3,510.00	7,790.00	45.06%
	722 . Planning/Zoning Contract				
	722- 726 . Planning Services	8,914.15	4,369.68	8,568.00	51.0%
	722- 727 . Zoning Services	22,657.32	15,734.25	20,979.00	75.0%
	Total 722 . Planning/Zoning Contract	31,571.47	20,103.93	29,547.00	68.04%
	723 . Zoning Board of Appeals				
	723-704 . Mtg. per Diem	855.00	0.00	1,440.00	0.0%
	723-855 . Education	200.00	0.00	300.00	0.0%
	Total 723 . Zoning Board of Appeals	1,055.00	0.00	1,740.00	0.0%
	725 . Fire Authority				
	725-704 . Mtg. per Diem	480.00	360.00	480.00	75.0%
	Total 723 . Fire Authority	480.00	360.00	480.00	75.0%
	755 . Parks				
	755-704 . Park Rep per Diem	480.00	360.00	480.00	75.0%
	755-727 . Supplies	500.00	154.79	250.00	61.92%
	755-920 . Utilities (Bing.Twp.Park)	300.00	196.50	300.00	65.5%
	755-932 . Waste pick-up	800.00	605.00	600.00	100.83%
	755-940 . Porta Potty Rental	3,200.00	4,341.04	2,900.00	149.69%
	755-945. Park Improvements	11,425.00	1,279.33	7,000.00	18.28%
	Total 755 . Parks	16,705.00	6,936.66	11,530.00	60.16%
	6561 . Payroll Expenses - FICA	10,000.00	7,711.72	10,000.00	77.12%
	Total Expenses w/o Capital Outlay & Fire:	308,230.67	194,169.65	285,491.08	68.01%

Bingham Township Budget 2023-24

To Be Approved June 19, 2023

as of March profit loss

		Budget 23-24	Year to date 22-23	Budget 22-23	% of Budget
	977 . Capital Outlay to 245 Funds				
	245-245 . Area Improvement	15,000.00	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	215,000.00	0.00	9,000.00	
	245-259 . Office Equipment	25,000.00	0.00	4,000.00	0.0%
	245-262 . Elections	10,000.00	0.00	10,000.00	0.0%
	245-265 . Schoolhouse	225,000.00	0.00	19,000.00	0.0%
	245-276 . Cemeteries	25,000.00	0.00	14,000.00	0.0%
	245-466 . Roads	0.00	0.00	0.00	0.0%
	245-539 . Grants	0.00	0.00	0.00	0.0%
	245-540 . ARPA Funds	0.00	0.00	115,000.00	0.0%
	245-665 . Interest on Funds	0.00	0.00	0.00	0.0%
	245-721 . Planning- Master Plan	0.00	0.00	0.00	0.0%
	245-752 . Assessor Field Project	9,000.00	0.00	8,000.00	0.0%
	245-802 . Attorney	3,000.00	0.00	3,000.00	0.0%
	Total 977 . Capital Outlay to 245 Funds	527,000.00	0.00	182,000.00	0.0%
	996 . Transfer Out (245)	0.00	0.00	0.00	
	699 . Transfer In (Gen. Checking)	0.00	0.00	0.00	
	8000-245. Expenditures		33,404.17		
	Contingency	1,000.00	0.00	1,000.00	0.0%
	4000 . Reconciliation Discrepancies		375.00		
	To General Fund Savings		0.00		0.0%
	Total Expenses	836,230.67	194,169.65	468,491.08	41.45%
	with 245 and Reconciliation Discrepancies				
	Net Income	-215,346.67	184,676.43	300.92	

Bingham Township Profit & Loss Budget vs. Actual July 1, 2022 through June 19, 2023

	Jul 1, '22 - Jun 19, 23	Budget	\$ Over Budget	% of Budget
Income				
245 Account				
245-665 · Interest Income	2,006.93	1,500.00	506.93	133.8%
Total 245 Account	2,006.93	1,500.00	506.93	133.8%
400 · REVENUES				
474 · Short Term Rental Permits	15,600.00	25,800.00	-10,200.00	60.47%
401 · Current Taxes	49,946.55	52,427.00	-2,480.45	95.27%
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	700.00	1,050.00	-350.00	66.67%
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	283,300.00	246,015.00	37,285.00	115.16%
580 · Metro Funds	50.30	6,600.00	-6,549.70	0.76%
642 · Ord. Books, Copies, FOIAs	0.00	50.00	-50.00	0.0%
665 · Interest Income	228.75	1,000.00	-771.25	22.88%
667 · Schoolhouse Rent	0.00	500.00	-500.00	0.0%
675 · Cemetery Lots	800.00	1,000.00	-200.00	80.0%
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	486,931.86	467,292.00	19,639.86	104.2%
Total Income	488,938.79	468,792.00	20,146.79	104.3%

Bingham Township Profit & Loss Budget vs. Actual July 1, 2022 through June 19, 2023

Expense	Jul 1, '22 - Jun 19, 23	Budget	\$ Over Budget	% of Budget
725 · Fire Authority				
725-704 · Mtg. per Diem	480.00	480.00	0.00	100.0%
Total 725 · Fire Authority	480.00	480.00	0.00	100.0%
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	7,900.00	8,600.00	-700.00	91.86%
101-720 · Short Term Rentals - Other	10,047.30	10,000.00	47.30	100.47%
Total 101-720 · Short Term Rentals	17,947.30	18,600.00	-652.70	96.49%
101-724 · Clean-Up Day	3,876.25	4,200.00	-323.75	92.29%
101-702 · Trustee Salaries	4,436.40	4,436.49	-0.09	100.0%
101-704 · Land Division Salary	600.00	600.00	0.00	100.0%
101-705 · Office Aide	1,666.38	2,400.00	-733.62	69.43%
101-725 · Contractual Service-Lawn Maint.	14,628.00	13,000.00	1,628.00	112.52%
101-726 · Miscellaneous	1,688.22	2,000.00	-311.78	84.41%
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)	4,557.50	4,300.00	257.50	105.99%
101-806 · Webmaster	600.00	600.00	0.00	100.0%
101-860 · Mileage	0.00	200.00	-200.00	0.0%
101-865 · Insurance	7,780.00	6,100.00	1,680.00	127.54%
101-866 · Hazmat	395.00	400.00	-5.00	98.75%
101-920 · Street Lights (electric bill)	856.44	950.00	-93.56	90.15%
101-955 · Education	1,425.00	1,000.00	425.00	142.5%
101-956 · Recording Secretary	971.88	1,100.00	-128.12	88.35%
Total 101-TOWNSHIP BOARD	67,266.37	68,436.49	-1,170.12	98.29%
171-SUPERVISOR				
171-706 · Supervisor Salary	17,478.60	17,478.59	0.01	100.0%
Total 171-SUPERVISOR	17,478.60	17,478.59	0.01	100.0%
215- CLERK				
215-705 Clerical Assistant-f/c	0.00	400.00	-400.00	0.0%
215-701 · Clerk Salary	26,552.28	26,552.29	-0.01	100.0%
215-703 · Deputy Wages	3,286.44	3,500.00	-213.56	93.9%
Total 215- CLERK	29,838.72	30,452.29	-613.57	97.99%
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 June 19, 2023

	Jul 1, '22 - Jun 19, 23	Budget	\$ Over Budget	% of Budget
253 - TREASURER				
253-702 Treasurer Salary	27,395.28	27,395.23	0.05	100.0%
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	27,395.28	29,995.23	-2,599.95	91.33%
257 · ASSESSOR				
257-702 · Assessor Salary	26,517.96	26,517.92	0.04	100.0%
257-703 · Assessor Assistant Salary	3,724.55	3,583.56	140.99	103.93%
257-860 · Mileage	236.29	300.00	-63.71	78.76%
Total 257 · ASSESSOR	30,478.80	30,401.48	77.32	100.25%
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	1,630.81	3,200.00	-1,569.19	50.96%
265-728 · Postage	5,292.27	6,000.00	-707.73	88.21%
265-850 · Telephone	959.76	1,000.00	-40.24	95.98%
265-851 · Copy Machine	1,451.84	1,500.00	-48.16	96.79%
265-852 · Software Support	7,886.15	7,500.00	386.15	105.15%
265-855 · Internet Access	1,079.88	1,300.00	-220.12	83.07%
265-900 · Advertising & Publishing	2,146.63	2,400.00	-253.37	89.44%
265-920 · Ut - ELECTRIC	2,314.44	2,800.00	-485.56	82.66%
265-921 · UT - Gas	1,079.04	1,350.00	-270.96	79.93%
265-930 · Repairs/maintenance	596.40	1,200.00	-603.60	49.7%
265-931 · Cleaning	310.80	900.00	-589.20	34.53%
265-932 · Waste Pickup	355.12	400.00	-44.88	88.78%
Total 265- TOWNSHIP HALL	29,265.85	33,050.00	-3,784.15	88.55%
276- CEMETERIES				
276-702 · Cemetery Clerk	1,200.00	1,200.00	0.00	100.0%
276-701 · Sexton	152.00	400.00	-248.00	38.0%
276-727 · Supplies/ Maintenance	170.59	800.00	-629.41	21.32%
276-920 · Utilities - Keswick Cemetery	150.53	350.00	-199.47	43.01%
276-932 · Waste Pick-up	327.68	450.00	-122.32	72.82%
Total 276- CEMETERIES	2,000.80	3,200.00	-1,199.20	62.53%

Bingham Township
Profit & Loss Budget vs. Actual
July 1, 2022 through June 19, 2023

	<u>Jul 1, '22 - Jun 19, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
721 · PLANNING				
721-704 · Planning Meeting Per Diem	3,855.00	6,120.00	-2,265.00	62.99%
721-855 · Education	0.00	900.00	-900.00	0.0%
721-956 · Recording Secretary	675.00	770.00	-95.00	87.66%
Total 721 · PLANNING	<u>4,530.00</u>	<u>7,790.00</u>	<u>-3,260.00</u>	<u>58.15%</u>
722 · PLANNING/ZONING CONTRACT				
722-726 · Planning Services	6,554.52	8,568.00	-2,013.48	76.5%
722-727 · Zoning Services	20,979.00	20,979.00	0.00	100.0%
Total 722 · PLANNING/ZONING CONTRACT	<u>27,533.52</u>	<u>29,547.00</u>	<u>-2,013.48</u>	<u>93.19%</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	480.00	480.00	0.00	100.0%
755-727 · Supplies	154.79	250.00	-95.21	61.92%
755-920 · Utilities - Bingham Twp Park	266.91	300.00	-33.09	88.97%
755-932 · Waste Pick-up	709.84	600.00	109.84	118.31%
755-940 · Porta Potty Rentals	4,892.54	2,900.00	1,992.54	168.71%
755-945 · Park Improvements	3,198.88	7,000.00	-3,801.12	45.7%
Total 755 · PARKS	<u>9,702.96</u>	<u>11,530.00</u>	<u>-1,827.04</u>	<u>84.15%</u>
6561 · PAYROLL EXPENSES - FICA	9,967.35	10,000.00	-32.65	99.67%
977 · CAPITAL OUTLAY	0.00	182,000.00	-182,000.00	0.0%
8000 · 245 Expenditures	78,204.50	0.00	78,204.50	100.0%
4000 · Reconciliation Discrepancies	300.00	0.00	300.00	100.0%
Total Expense	<u>348,128.30</u>	<u>467,491.08</u>	<u>-119,362.78</u>	<u>74.47%</u>
Net Income	<u>140,810.49</u>	<u>1,300.92</u>	<u>139,509.57</u>	<u>10,823.92%</u>

RESOLUTION 2023-0619.01
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 NEGLECT 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 2023-2024.

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 19 2023, and a public hearing on the proposed budget was held on **June 19, 2023**.

SECTION 5: ESTIMATED REVENUES.

Estimated township general fund revenues for fiscal year 2023-2024, including an allocated millage of 0.20 mills revenue sharing, and various miscellaneous revenues shall total \$620,884.00 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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RESOLUTION 2023-0619.01

SECTION 7: ESTIMATED EXPENDITURES

Estimated township general fund expenditures for fiscal year 2023-2024 for the various township activities are as follows:

EXPENDITURES

*see accompanying FY2023-2024 budget for line item costs

COST CENTER	IDENTIFICATION	TOTAL FOR CENTER
GENERAL GOVERNMENT AND SERVICES		
<i>TOWNSHIP BOARD</i>	<i>-Schedule 1</i>	70,912.41
<i>SUPERVISOR</i>	<i>-Schedule 2</i>	18,876.88
<i>ELECTIONS</i>	<i>-Schedule 3</i>	13,875.00
<i>ASSESSOR</i>	<i>-Schedule 4</i>	32,909.59
<i>CLERK</i>	<i>-Schedule 5</i>	32,316.47
<i>BOARD OF REVIEW</i>	<i>-Schedule 6</i>	2,090.00
<i>TREASURER</i>	<i>-Schedule 7</i>	32,186.85
<i>TOWN HALL</i>	<i>-Schedule 8</i>	34,500.00
<i>CEMETERIES</i>	<i>-Schedule 9</i>	3,382.00
<i>ZONE/PLAN CONTRACT</i>	<i>-Schedule 10</i>	31,571.47
<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>	16,705.00
<i>PAYROLL EXPENSES</i>	<i>-Schedule 16</i>	<u>10,000.00</u>
		308,230.67
 <i>CONTINGENCY</i>		 1,000.00
<i>TRANSFER OUT-245</i>		527,000.00
	TOTAL	\$ 836,230.67

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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RESOLUTION 2023-0619.01

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

The Board Of Trustees of Bingham Township adopts the **2023-2024** 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 _____ second 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 2023/2024 DULY ADOPTED ON THE DAY OF THE ANNUAL BOARD MEETING OF JUNE 19, 2023.

Kathy Morio, Bingham Township Clerk
Bingham Township Appropriations Act

Bingham Township – Leelanau County, MI

Resolution #20230515.01

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 2023-2024 by adopting a resolution at least 30 days prior to the Township Annual Meeting, and

BE IT RESOLVED that as of 07-01-2023, the salary of the township Supervisor shall be as follows: Supervisor: \$18,876.88 Base Salary.

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the Annual Meeting held on Monday, June 19, 2023 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 15, 2023, 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: *Aye: M. Werner, S. Grant, J. Layman, T. Stone, K. Morio*

No: None

Roll call Vote 5/15/2023: AYES: 5 NO: 0

June 19, 2023: Resolution offered by board member: _____ Supported by board member: _____

Audience Vote June 19, 2023: ___ yes, ___ opposed

The Supervisor declared the resolution adopted.

_____, Clerk
Kathy Morio

Bingham Township – Leelanau County, MI

Resolution #20230515.02

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 2023-2024 by adopting a resolution at least 30 days prior to the Township Annual Meeting, and

BE IT RESOLVED that as of 07-01-2023, the salary of the township Treasurer shall be as follows: Treasurer: \$29,586.85 Base Salary.

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the Annual Meeting held on Monday, June 19, 2023 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 15, 2023, 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: *Midge Werner*

Supported by board member: *Todd Stone*

Upon a roll call vote, the following voted: Aye: *J. Layman, S. Grant, M. Werner, K. Morio, T. Stone*

No: *None*

Roll Call Vote 5/15/2023: AYE: 5 NO: 0

June 19, 2023: Resolution offered by board member: ____ Supported by board member: ____

Audience Vote June 19, 2023: __ yes, __ opposed

The Supervisor declared the resolution adopted.

_____, Clerk
Kathy Morio

Bingham Township – Leelanau County, MI

Resolution #20230515.03

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 2023-2024 by adopting a resolution at least 30 days prior to the Township Annual Meeting, and

BE IT RESOLVED that as of 07-01-2023, the salary of the township Clerk shall be as follows:
Clerk: \$28,676.47 Base Salary.

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the Annual Meeting held on Monday, June 19, 2023 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 15, 2023, 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: *Todd Stone*

Upon a roll call vote, the following voted: Aye: *S. Grant, J. Layman, M. Werner, T. Stone, K. Morio*
No: *None*

Roll Call Vote 5/15/2023: AYE: 5 NO: 0

June 19, 2023: Resolution offered by board member: ____, Supported by board member: ____

Audience Vote June 19, 2023 __yes, __ opposed

The Supervisor declared the resolution adopted.

_____, Clerk
Kathy Morio

Bingham Township – Leelanau County, MI

Resolution #20230515.04

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 2023-2024 by adopting a resolution at least 30 days prior to the Township Annual Meeting, and

BE IT RESOLVED that as of 07-01-2023, the salary of the township Trustees shall be as follows: Trustees: \$4,791.41 Base Salary for two trustees (\$2,395.70 each).

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the Annual Meeting held on Monday, June 19, 2023 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 15, 2023, 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: *Midge Werner*

Supported by board member: *Sandra Grant*

Upon a roll call vote, the following voted: *Aye: J. Layman, S. Grant, T. Stone, M. Werner, K. Morio*

No: None

Roll Call Vote 5/15/2023: AYE: 5 NO: 0

June 19, 2023: Resolution offered by board member: ___ Supported by board member: ___

Audience Vote: June 19, 2023 __ yes, __opposed

The Supervisor declared the resolution adopted.

_____, Clerk
Kathy Morio

Bingham Township Planning Commission Annual Report 2022

(May 2022 - April 2023)

The Bingham Township Planning Commission's Annual Report is presented to the Township Board every June outlining the work over the past year. In-person meetings returned for the Planning Commission to continue their work which consisted of the Master Plan and a couple of public hearings and discussions.

Master Plan Development

The development of the Bingham Township Master Plan continues to move towards the approval process. This has been one of the Planning Commissions biggest tasks to update the 1999 Bingham Township Comprehensive Plan since the project began in June 2021.

Networks Northwest assisted the Planning Commission in hosting two public input events on May 19th and 21st 2022 at the Bingham Township Hall. The Public Input sessions gathered public response on various topics such as solar energy, housing options, and mapping exercises. A further public input session-Special Planning Commission meeting was held on January 19th 2023 specifically for gathering input on the Agriculture District in the Future Land Use District of the Master Plan draft.

Currently, the Planning Commission is working on the development of the Township Future Land Use Map, Goals and Objectives, and the Action Plan which culminates into a final draft to be sent out for public comment and review. It is expected that the Master Plan will have Township Board approval in the fall of 2023.

Public Hearings

During their June and August 2022 meetings, the Planning Commission discussed changes to the Zoning Ordinance for landscaped rest areas and side trails to be accessory uses as a special use on the Leelanau Trail. The Planning Commission ultimately decided not to make any amendments at this time to the Zoning Ordinance after discussion and a public hearing

Around the same time in August, the Planning Commission next considered the Three Trees Winery tasting room request. After discussion and a public hearing, the Planning Commission approved a special land use permit with conditions.

Other Planning Commission Considerations

- Housing North presented to the Planning Commission at their March 2023 meeting.

- Once the Master Plan is complete the Planning Commission will develop priorities based upon the goals and objectives of the Master Plan.

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

Chair **Mike Park**
Vice Chair **Jeff Layman (Township Board Representative)**
Secretary **Cathy Jasinski**
Members: **Charlie Dashner**
Dennis Grant
Mary Woods
Jim Pawlowicz

Planning & Zoning Staff:

Mathew Cooke **Planner, Networks Northwest**
Steve Patmore **Zoning Administrator**