

**BINGHAM TOWNSHIP
REGULAR BOARD MEETING AGENDA
July 17, 2023 7pm**

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

- 5. CONFLICT OF INTEREST**

- 6. APPROVAL OF June 19, 2023 Reg. Board & June 29, 2023 Special Meeting Minutes**

- 7. PUBLIC COMMENT**
 - a. Char Kirchner

- 8. OLD BUSINESS**
 - a. Building Project Update
 - Install Air Conditioning? -Need Larger Furnace.
 - Netlink-Spoke to Bill Schaub. -Basement-Block or Poured?
 - Basement window? -Windows-Anderson 400.
 - Heat to north entry storage area? -Duct change in basement.
 - Entry door to new area. -New flooring throughout? Carpet Squares?
 - Permits needed: -New roof on entire building?
 - Health Department
 - Township Land Use Permit
 - Contact person to deal with day-to-day communication with builder/architect.

- 9. NEW BUSINESS**
 - a. Planning Commission and Park & Rec Comm. Re-Appointments-Midge Werner

- 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)-Sandra Grant
 - 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 MINUTES

BINGHAM TOWNSHIP REGULAR BOARD MEETING June 19, 2023, 7:00 p.m. - Bingham Township Hall (ZOOM available to access by computer or smart phone)

1. CALL TO ORDER

Midge Werner, Supervisor, called the Bingham Township Regular Board Meeting to order on June 19, 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

3. PLEDGE OF ALLEGIANCE

4. AGENDA APPROVAL -

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

5. CONFLICT OF INTEREST - None

6. APPROVAL OF MAY 15, 2023 MEETING MINUTES

Todd Stone/moved, Midge Werner/supported, to approve the May 15, 2023 Meeting Minutes as presented, motion carried.

7. PUBLIC COMMENT – Zachary Marano, Leelanau Enterprise

8. OLD BUSINESS - None

9. NEW BUSINESS

a. Zoning Administrator's Contract with Suttons Bay Township
The Zoning Administrator's Contract for Steve Patmore was submitted for approval.

MIDGE WERNER/MOVED, JEFF LAYMAN/SUPPORTED, TO APPROVE THE ZONING ADMINISTRATOR'S CONTRACT WITH SUTTONS BAY TOWNSHIP FOR STEVE PATMORE FOR \$22,657.32, WITH PAYMENT IN 12 EQUAL PARTS OF \$1,888.11. Motion carried.

b. Salary Resolutions for 2023-2024

Midge Werner said the Salary Resolutions for the Supervisor, Clerk, Treasurer and two Trustees were approved at the June 19, 2023 Annual Meeting.

c. Draft 2023-2024 Budget Review

Midge Werner said the Budget was reviewed at the Annual Meeting on June 19, 2023, a change was made under expenditures and line item 101-722, MPO Contract in the amount of \$3,700.00, changes the Township Board balance to \$74,612.41. Total expenses - \$839,930.67. The Budget was discussed and approved at the Annual Meeting.

SANDRA GRANT/MOVED, JEFF LAYMAN/SUPPORTED, TO APPROVE THE BUDGET FOR THE YEAR 2023-2024 AS AMENDED, MOTION CARRIED.

d. Planning Commission Reappointments -

Midge Werner recommended moving the Planning Commission appointments to the July meeting and take care of all appointments at one time.

e. Fee Schedule Update - Steve Patmore (Resolution 20236019.02)

Steve Patmore reviewed proposed changes to the Fee Schedule and requested the changes be adopted.

JEFF LAYMAN/MOVED, TODD STONE/SUPPORTED, TO ADOPT RESOLUTION 20236019.02, AMENDING THE FEE SCHEDULE.

ROLL CALL VOTE: YES: Midge Werner, Kathy Morio, Sandra Grant, Jeff Layman, Todd Stone. No: None. Motion carried.

(Old Fee Schedule attached with changes noted)

LAND USE PERMIT FEES

SINGLE FAMILY DWELLING	\$200.00
DUPLEX	\$250.00
MULTI-FAMILY DWELLING	\$100.00 per unit
ADDITIONS AND OTHER STRUCTURES	
INCLUDING PARKING LOTS AND MOBILE HOME REPLACEMENTS	
Up To 1 250 sq. ft.	\$ 75.00 50.00
Greater Than 1 250 sq. ft.	\$ 150.00 100.00
COMMERCIAL & INDUSTRIAL BLDGS	\$500.00 per unit
CHANGE OF USE/HOME BUSINESS	\$150.00

SIGN PERMITS

ON PREMISE SIGN	\$ 50.00
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TEMPORARY PERMITS

TOWNSHIP APPROVED TEMPORARY USES AND RELATED EVENTS	\$100.00
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LAND DIVISION

PER PARCEL	75.00	150.00
	\$ 50.00 (Minimum of \$100.00)	

PROJECTS BEING CONSIDERED FOR REVIEW/APPLICATION ACTION

(See 99-01 for additional costs relating to the following ... see page three.)

FOR THOSE PROJECTS THAT REQUIRE REVIEW BY THE BINGHAM TOWNSHIP BOARD, BINGHAM TOWNSHIP PLANNING COMMISSION OR BINGHAM TOWNSHIP ZONING BOARD OF APPEALS,

THE FOLLOWING FEES APPLY (*)

Pre-Application Conference	\$ 400.00	- ^{1st} Special meeting
Rezoning Request	\$ 600.00	
Variance/Appeals	\$ 600.00	
Minor Site Plan Review	\$ <u>600.00</u>	
Home Business Review	\$ 600.00	
Major Site Plan Review	\$1400.00	
Site Condominium	\$1400.00	
Cluster Housing Development	\$1400.00	
New Tower	\$1400.00	1000.00

(*)This fee covers the cost of (1) or two (2) public meetings/hearings required by the zoning ordinance and formal application and review/approval/action of the Township Board of Commissioners.

Subsequent Public meetings/Hearings of a previously reviewed (or related) issue of a project shall be as follows:

Minor Site Plan	\$ 300.00
Major Site Plan	\$ 700.00

PRIVATE ROAD APPLICATION \$ 200.00

TOWERS

ADMINISTRATIVE REVIEW (*see below) \$ ~~500.00~~ 1070.
WIND TURBINE GENERATORS \$ 100.00

(*) No part of these fees tendered shall be refunded, even in the event of a withdrawal of an application. Fees shall be used to offset the actual costs of administrating these Ordinances. These costs shall include, but are not limited to: postage, photocopying, newspaper public hearing advertisements; notices to adjoining property owners; per diem, salaries, wages of staff, trustees, officers and commissioners; film; mileage; maps; reproductions of application materials; inspections; other staff review and preparation time.

(*) If construction proceeds without a permit, a penalty of two (2) times the cost of permit shall be assessed.

(*) The applicant will have the project completed in one year.

SECTION 99-01.2 ADDITIONAL COSTS OF REVIEW

An applicant shall be required to pay such additional fees in the amount determined by the actual costs, as documented and bill as **incurred**, such as an attorney, professional planner, engineers, surveyors, architects, landscape architects, hired by Bingham Township to review the submitted site plans and applications to determine the extent of conformance or non-conformance with the Bingham Township Zoning Ordinance and other regulated Land Use Ordinances/regulations/statutes of Bingham Township.

Estimated "Costs@ that are in excess of \$1500.00 shall require that the applicant(s) present a written agreement to reimburse the township for said cost incurred by the township for said professional reviews of the applicants project.

The applicant shall reimburse all monthly expenses incurred by the Township for the project within 30 days of billing. If at any time the account is not paid for a period of 45 days or more, due to the fault of the applicant(s), the Township shall cease all related review, bill the applicant for the unpaid balance and suspend the application process. A non-refundable default application fee charge in the amount of \$250.00, plus the unpaid balance of the account shall be filed with the Township before any work shall continue on the review of the application/project. No land use or other required permits shall be issued until this account is settled.

** Added/amended Nov. 18, 2019 board meeting

BINGHAM TOWNSHIP FEE SCHEDULE

(Refer to Resolution #01-081715 <> effective date August 17, 2015)

Resolution #2019-1118-1 (amended Res. #01-081715) updated Fee Schedule Nov. 18, 2019

(All previously published fee schedules are null and void.)

FOIA REQUESTS

COPIES (done at hall) (**see below)	\$0.10 (8½ x 11, 8½ x 14 b&w only, single or double side)
HOURLY WAGE	The Lowest Paid Employee Capable Of Retrieving The Information. (*)See Below (Applies to research/search and document reproduction.)
MAILING/POSTAGE	Actual Cost Of Mailing (postage/envelope/assembly time)

(*) At the 8/20/07 Regular Board Meeting, board members discussed the hourly wage fee for FOIA requests. Since the five people (assessor, zoning administrator, planner, clerk, and treasurer) who are the staff responding to the FOIA requests, and since each position’s hourly rate has been calculated at slightly above \$20.00 (see notes of August 2007 Board meeting), then the Board agreed to standardize the hourly rate for responding to FOIA requests by these five staff members at \$20 per hour. The board members also considered and reviewed the possible work/time of a recording secretary, whose time will be invoiced at \$14 per hour, if, in fact, this person’s time is used.

(**) Larger format copies will be completed by out of office professional services and invoiced at actual cost, plus staff time associated with facilitating the task.

SHORT TERM RENTAL APPLICATION \$300.00

RETURNED CHECK FEE** \$15.00

ZONING ORDINANCE BOOKS \$ 25.00 (plus mailing - postage & envelope)

MASTER PLAN BOOKS \$ 25.00 (plus mailing - postage & envelope)

COMPREHENSIVE PLAN BKS \$ 20.00 (plus mailing - postage & envelope)

CEMETERY LOTS
 \$200.00 per space (resident)
 \$500.00 per space (non-resident)

Township Hall Rental

PARTY/MEETING (no food/beverage) \$ 35.00 (resident)
 \$ 50.00 (non-resident)

PARTY/MEETING (food/beverage) \$ 50.00 (resident)
 \$ 75.00 (non-resident)

CHAIR/TABLE RENTAL no chair/table rentals*

*Amended 10/21/2019 Bd. meeting

[NOTE: A \$150 refundable deposit is required on all hall rentals, to be returned after inspection of hall clean up (noted on contract) by renters is approved. Checks are required three weeks prior to rental date]

10. COMMITTEE, STAFF AND OFFICER REPORTS

a. Parks & Recreation Committee - Todd Stone

Todd Stone said the Committee received the Lease from the DNR for Groesser Park which is being reviewed.

Discussion was held regarding the SPARKS GRANT. Todd Stone said the 2nd round for the Grant is due June 26, 2023.

Sandra Grant/Moved, Jeff Layman/Supported, that upon approval and review, by the Supervisor and Todd Stone, the updated Sparks Grant may be submitted. Motion carried.

MIDGE WERNER/MOVED, SANDRA GRANT/SUPPORTED, THAT THE BOARD AFFIRM ITS EARLIER RESOLUTION 20221121.01, APPROVING THE SUBMISSION OF A SPARKS GRANT. Roll call vote: Yes: Midge Werner, Kathy Morio, Sandra Grant, Jeff Layman, Todd Stone. No: None. Motion carried.

b. Buildings & Grounds Committee

Midge Werner said today two proposals were received for the construction of the addition to the township hall. A Special Meeting will be held on Thursday, June 22, 2023, at 7:00 p.m. to review the proposals.

Discussion was held regarding whether the roof should be replaced on the township hall.

c. Cemetery Committee - No report.

d. Zoning Administrator - Steve Patmore submitted his report.

e. Planning Commission - No report

f. Fire Authority - Documents e-mailed. Fire Board recognized and gave plaques to retired volunteers.

g. Assessor Quarterly Report - No report.

h. Treasurer – Tax bills will be mailed out soon.

i. Trustee - Jeff Layman said not receiving documents from Fire Board, emailed to his trustee email address.

j. Clerk -

Kathy Morio submitted Vendor Balance of \$20,743.98 and Payroll of \$11,462.10.

Sandra Grant/moved, Midge Werner/supported, to approve the Vendor Balance of \$20,743.98 and Payroll of \$11,462.10, motion carried.

Profit and Loss Statement

Sandra Grant/moved, Midge Werner/supported, that from 721 Planning into 257, Assessor, \$100, and coming from 721 Planning into Elections \$2,400, and that will leave us with a positive amount under 721 Planning of \$760.00, motion carried.

k. Supervisor - No report.

11. PUBLIC COMMENTS AND ANNOUNCEMENTS - None.

12. ADJOURNMENT - Midge Werner adjourned the meeting at 7:48 p.m.

Minutes by Marge Johnson, Recording Secretary
Kathy Morio, Clerk

DRAFT MINUTES

**BINGHAM TOWNSHIP
SPECIAL BOARD MEETING
Minutes
Thursday, June 29, 2023**

Meeting called to order by Supervisor, Midge Werner at 7pm at the Bingham township hall.

Board members present: T. Stone, M. Werner, S. Grant, J. Layman, K. Morio

Others present: Steve Patmore, Andy Rink, John Werner, Curtis Graham

Pledge recited

Amended agenda approved. Added B. Health Depart. Review Fee and C. Approve. Of June 22 minutes

Conflict of interest: None

Public Comment: None

Business:

a. Review of Bids

Discussed Graham Builders updated bid of \$92,700.00 and Camelot Construction bid of \$175,315.44

The township board discussed possible start dates, completion time line, both companies are very reputable, both contractors would be good to work with, both companies would do a quality construction project. The board discussed the need to be fiscally responsible and felt the lower bid should be our choice.

Sandra Grant moved, Kathy Morio supported, to accept the updated bid of \$92,700.00 from Graham Builders for the township hall addition project. Roll Call Vote: T. Stone-yes, M. Werner-yes, S. Grant-yes, J. Layman-yes, K. Morio-yes. Motion Carried.

Sandra Grant moved, Midge Werner supported, to give the contractor, Curtis Graham, of Graham Builders, a key to the township hall during construction/remodel. Motion Carried.

b. Health Department Septic Field Review Fee

Steve Patmore said the Health Department requires a review of septic fields for commercial construction additions. The cost of the review is \$175.00

Midge Werner moved, Sandra Grant supported, to approve the \$175.00 for the septic review by the Benzie-Leelanau District Health Department and funds to be used from the 245-540 Federal Grant (ARPA) account.

c. Special Meeting Minutes of June 22, 2023

Jeff Layman moved, Todd Stone supported, to approve the Special Meeting Minutes of June 22, 2023 as presented. Motion Carried.

Meeting Adjourned at 7:50 p.m. Minutes submitted by Kathy Morio, clerk

Term Expirations

Bingham Township Planning Commission 3-year terms

	<u>Expiration</u>
Charlie Dashner	7-1-24
Dennis Grant	7-1-25
Cathy Jasinski	7-1-23
Jeff Layman	11-20-2024 (Board Representative)
Mike Park	7-1-25
Jim Pawlowicz	7-1-23
Mary Woods	7-1-24

Bingham Township Parks and Recreation Committee as of 7-17-23

	<u>Term</u>	<u>Expiration</u>
Ted Cimifranca	2 year appointment	8-5-24
Brian Kindt	2 year appointment	8-5-24
Heather Jordan	1 year appointment	12-19-23
Dan Rose	1 year appointment	8-5-23
Jan Stone	1 year appointment	8-5-23
Todd Stone	Board Representative	11-20-2024

Bingham Township
Treasurer's Monthly Report
June 2023

	<u>Jun 23</u>
Income	
Property Tax Revenues	
665 . Interest Income	21.04
Total Property Tax Revenues	<u>21.04</u>
245 set aside	
665 . 245 interest income	76.02
Total 245 set aside	<u>76.02</u>
Regular Revenue	
474 . Short Term Rental Permit	2,100.00
401 . Current Taxes	2,543.22
476 . Land Use Permits	2,200.00
478 . Land Divisions	150.00
580 . Contrib. from Other Local	15,336.92
665 . Interest Income	450.29
Total Regular Revenue	<u>22,780.43</u>
Total Income	<u>22,877.49</u>
Expense	
General Expenses	
Expenses	30,365.45
Payroll Expense	14,630.63
Total General Expenses	<u>44,996.08</u>
Property Tax Expenses	
Service Charge from bank	47.63
Total Property Tax Expenses	<u>47.63</u>
Total Expense	<u>45,043.71</u>
Net Income	<u><u>-22,166.22</u></u>

Bingham Township Clerk and Treasurer Balance Sheet

As of June 33, 2023

	Clerk	Treasurer
101 . General Fund Cash: General Checking TCSB	300,457.67	300,457.67
General Investment 18 mo CD Northwestern	115,504.32	115,504.32
General Investment 12 mo CD Northwestern	77,004.15	77,004.15
TOTAL	492,966.14	492,966.14
245 . Set Aside Fund:245 Fund Investment Acct.		508,394.59
245 . Set Aside Fund:245-245 Area Improvements	15,710.45	
245 . Set Aside Fund:245-246 Parks and Rec. Grant	77,418.73	
245 . Set Aside Fund:245-248 Parks and Rec. Improvements	7,306.18	
245 . Set Aside Fund:245-259 Office Equipment	15,211.93	
245 . Set Aside Fund:245-262 Elections	12,428.22	
245 . Set Aside Fund:245-265 Schoolhouse	54,797.44	
245 . Set Aside Fund:245-276 Cemetery	5,975.38	
245 . Set Aside Fund:245-466 Roads	44,596.75	
245 . Set Aside Fund:245-539 Grants	8,050.96	
245 . Set Aside Fund:245-540 Federal Grant	221,323.37	
245 . Set Aside Fund:245-721 Planning - Master Plan	29,993.34	
245 . Set Aside Fund:245-752 Assessor Field Project	5,503.62	
245 . Set Aside Fund:245-802 Attorney	10,078.22	
TOTAL	508,394.59	508,394.59
Total Money in Bingham Township Accounts	\$1,001,360.73	\$1,001,360.73
Difference		0.00

Bingham Township
Vendor Balance Summary
All Transactions

	<u>Jul 17, 23</u>
Buneks'	160.00
Charter Communications cable	169.97
Cherryland Electric Cooperative	96.41
Child and Family Services of NW MI	4,000.00
City of Traverse City	395.00
Consumers Energy	161.25
GFL Environmental	290.74
KCI (Kent Communications Inc)	956.66
Lautner Irrigation, Inc.	108.79
Leelanau Enterprise & Tribune	195.60
Marge Johnson	150.00
Midge Werner	8.13
Networks Northwest (NW MI COG)	2,184.84
Northrn Building Supply	407.51
Staples	131.22
Suttons Bay Township	1,888.11
Wells Fargo Financial Leasing, Inc	77.08
Williams & Bay Portable Restrooms	551.50
TOTAL	<u>11,932.81</u>

Bingham Township
Payroll Transactions by Payee
 June 20 through July 17, 2023

Date	Name	Amount
Michigan Treasury 07/14/2023	Michigan Treasury	-418.20
Total Michigan Treasury		-418.20
United States Treasury 07/14/2023	United States Treasury	-2,100.84
Total United States Treasury		-2,100.84
Clark, Kim R. 07/17/2023	Clark, Kim R.	-295.31
Total Clark, Kim R.		-295.31
Friske, Angela 07/17/2023	Friske, Angela	-2,031.53
Total Friske, Angela		-2,031.53
Grant, Sandra K 07/17/2023	Grant, Sandra K	-1,982.41
Total Grant, Sandra K		-1,982.41
Layman, Jeffrey H 07/17/2023	Layman, Jeffrey H	-176.28
Total Layman, Jeffrey H		-176.28
Morio, Kathy 07/17/2023	Morio, Kathy	-2,072.42
Total Morio, Kathy		-2,072.42
Priest, Daniel J 07/17/2023	Priest, Daniel J	-510.65
Total Priest, Daniel J		-510.65
Stone(trustee), Todd 07/17/2023	Stone(trustee), Todd	-211.59
Total Stone(trustee), Todd		-211.59
Werner, Marian E 07/17/2023	Werner, Marian E	-1,355.02
Total Werner, Marian E		-1,355.02
TOTAL		-11,154.25