

**BINGHAM TOWNSHIP
REGULAR BOARD MEETING AGENDA
December 18, 2023 7pm**

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

- 5. CONFLICT OF INTEREST**

- 6. APPROVAL OF November 20, 2023 Reg. Board Meeting Minutes**

- 7. PUBLIC COMMENT**

- 8. OLD BUSINESS**
 - a. Park & Rec Committee Bylaws-Todd Stone

- 9. NEW BUSINESS**
 - a. 2024 Board Meeting Dates
 - b. Park & Rec Policy on Memorial Gifts-Todd Stone
 - c. Park & Rec Fund Request-Todd Stone

- 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**

SUBMITTED: 11-21=23

APPROVED:

**BINGHAM TOWNSHIP
REGULAR BOARD MEETING MINUTES**

November 20, 2023, 7:00 p.m.

1. CALL TO ORDER

Midge Werner called the meeting to order at 7:02 p.m.

2. ROLL CALL

Midge Werner, Supervisor	Present
Kathy Morio, Clerk	Present
Sandra Grant, Treasurer	Present
Jeff Layman, Trustee	Present
Todd Stone, Trustee	Present

Quorum Present

In attendance: Steve Patmore, Zach Marano, Jim O'Rourke

3. PLEDGE OF ALLEGIANCE

4. AGENDA APPROVAL

Sandy/moved, Todd/supported to approve the agenda as presented. Motion carried.

5. CONFLICT OF INTEREST - None

6. APPROVAL OF MINUTES

October 16, 2023 (Regular Board Meeting) – Correction: 2 sentences in section #10 were reworded.

Midge/moved, Sandy/supported to approve the minutes of October 16, 2023 as presented and amended. Motion carried.

November 6, 2023 (Special Meeting) - **Sandy/moved, Kathy/supported to approve the minutes of November 6, 2023. Motion carried.**

7. PUBLIC COMMENT

Jim O'Rourke – The County is working on their budget. There will be a survey going out to the County's 123 employees to gather information about the working environment at the County. He also explained how the County is trying to fill the Financial Officer position.

8. OLD BUSINESS - None

9. NEW BUSINESS

a. Parks & Rec policy update

Midge and Todd made some changes to the Parks & Rec by-laws in Section 7, Safety. Park stewards are not to enforce rules themselves. Incidents should be reported to the Supervisor and the police should be called if there is a safety concern. A recent

incident was discussed: a park steward's right to freedom of speech, Township liability, and a steward's code of conduct that is expected. Midge suggested that we have the attorney guide us in the wordage used in the by-laws. It was agreed that the Township needs to address how to handle a safety situation and the role of the park steward. Stewards are expected to follow a code of conduct. The Incident report document was reviewed. The Incident report needs to be submitted to the clerk or supervisor in a timely fashion. It was agreed that the by-laws (safety section) and the incident report should be reviewed by the attorney.

10. COMMITTEE, STAFF, AND OFFICER REPORTS

a. Parks and Recreation Committee – Todd Stone

The by-laws were discussed as above. The Committee is moving forward with the 5-year plan. The committee met with the Road Commission concerning the parking area at Boughey Park. Gosling Czubak was contacted about an approximate cost for the project. It was asked if Parks & Rec information is connected with the Township's website. Steve Patmore can help with a link if it is needed. A survey of the public would be needed for the 5-year plan. Midge noted that there were 3 garbage totes left at Bingham Park. Kathy will call GFL to get them picked up.

b. Building and Grounds Committee – Kathy Morio

The construction is coming along nicely. The flagpole rope is broke. Maybe the fire department can help in getting a new one installed.

c. Cemetery Committee – Midge Werner

The forester gave a report on the trees in the cemeteries at the last meeting. A three-person committee will review the report. This will aid in planning for the budget meeting. Whiteford Maintenance did a lot of trimming which looks very nice. The boundary at Bingham needs to be checked out. The roof of the building at Keswick is in bad shape. Maybe Kurtis could look at it.

d. Zoning Administrator/STR Administrator – Steve Patmore

There were 78 short term rental registrations in 2023. 86 is the limit. Questions and registrations have already come in for 2024. Steve Patmore attended the TTCI technical meeting. MDOT has a tracking model of roads which includes Bingham Township. Traffic coming out of Bingham to Traverse City will be tracked. Midge talked about a possible plan to connect Harris Road to Zimmerman Road.

e. Planning Commission – Steve Patmore, Jeff Layman

The Planning Commission had a good meeting on the Master Plan/Goals and Objectives. A draft of the Master Plan should be available early next year.

f. Fire Authority (documents mailed) – Sandra Grant

At the last meeting, it was decided to apply for the 2% grant to help pay for a tanker truck.

g. Assessor's Quarterly Report (January, April, July, October)

No report.

Angela Friske mentioned giving Dan Priest a raise in pay. He currently gets \$5.00 a vacant parcel and \$8.00 a parcel for occupied parcels. It was decided to raise his rate from \$5.00 a vacant parcel to \$5.50 a vacant parcel and for occupied parcels from \$8.00 a parcel to \$8.50 a parcel, retroactive to July 1, 2023. This would need a resolution.

Sandra/moved, Jeff supported to adopt Resolution 231120.1 increasing Dan Priest's wage from \$5.00 a vacant parcel to \$5.50 a vacant parcel and for occupied parcels, from \$8.00 an occupied parcel to \$8.50 an occupied parcel, retroactive to July 1, 2023.

<u>Voice Roll Call</u>	
Midge Werner	Yes
Kathy Morio	Yes
Sandra Grant	Yes
Jeff Layman	Yes
Todd Stone	Yes

Motion Carried.

- h. Treasurer – Tax bills go out November 29, 2023. The audit went great. We have to sign a document that we accept the audit. Large budgeted items on the statement this year were for the addition. The building of the addition would go on this year and its furnishings will go on next year's.

Sandra explained CD's and CDAR's. CDAR's are getting more interest. CDAR's can earn us over \$20,000 a year. Every dollar in the Township is insured.

Midge/moved, Todd/supported to accept the audit report for year ending June 30, 2023. Motion carried.

- i. Trustees

Jeff Layman asked about what a Township manager does and if it would be something for Bingham Township. Midge responded with an explanation and noted that Bingham Township is too small for a Township manager.

- j. Clerk

- Vendor and Payroll Reports

There was one addition to the Vendor Balance Summary of \$27.21.

Sandy/moved and Midge/supported the vendor balance of \$43,768.95 and payroll total of \$11,652.96. Motion carried.

Sandy suggested and discussed adding funds to the election line item 245-262. With the new election laws, more funds may be needed to run elections. It would be easier for the Clerk if the funds were available in the elections line item. The election line item is currently \$12,563.05. Sandy felt the fund should be at \$30,000 or \$40,000. Putting more in this line item would eliminate amending the budget at election time. The money would come from the general fund.

Sandra moved/Todd supported to move \$27,436.95 from the general checking to line item 245-262 elections fund. Motion carried.

k. Supervisor

Midge reported that the barge is getting repaired. It is not known where it will be moved to. It needs to be moved by December 8. She also reported that a group called Twin Flames is looking to put together a retreat center in Bingham Township. The group supposedly helps people in relationships. Steve Patmore has not heard anything about it as yet. Midge mentioned that there will be a Christmas Party at 5:30 p.m. before the December meeting. Details to follow.

11. PUBLIC COMMENTS AND ANNOUNCEMENTS - None

12. ADJOURNMENT

The meeting was adjourned at 8:47 p.m.

Respectfully submitted,
Cindy Kacin
Recording Secretary

The next meeting is December 18, 2023.

Bingham Township
Parks and Recreation Committee Bylaws

Final (??/??/????)

Section 1. Purpose

The purpose of the Bingham Township Parks and Recreation Committee is to assist the Township Board by proposing park and recreation needs and programs for the residents of the Township.

Section 2. Specific Committee Responsibilities:

- a. Work with Township Board regarding potential development, redevelopment, or expansion of both existing or new recreational programs and facilities by planning for short term and long-term parks and recreational needs.
- b. Assist with establishing policies, rules, and regulations with which parks and recreational programs may operate.
- c. Work with the Township Board in the development and completion of the “Bingham Township 5-Year Plan”.
- d. Volunteer to provide direct physical assistance with projects, maintenance, repairs, and construction of facilities and grounds in all Township Parks as deemed practical by the Committee and Township Board. Where not practical, help with determining a best plan for getting work completed by outside help (contractor).
- e. Conduct community surveys and host public hearings whenever required or appropriate to assist in setting priorities, with grant writing, and recommending plans for expanding park programs and facilities.
- f. Committee investigates opportunities for identifying funding alternatives and other resources for the operation, expansion, or maintenance of parks and programs.
- g. Develop an annual budget to propose to the Township Board no later than March 1 of each year.
- h. Assess and report to the Township Supervisor any safety and security issues at all parks and recreation facilities.
- i. Report to the Township Supervisor all complaints, disputes, or other grievances from the public arising out of the parks and recreation activities.
- j. Serve as township advocates for current township parks and recreation programs, while encouraging usage and support.
- k. Review and evaluate the Bylaws annually or as needed and make any recommended changes to the Township Board.

- l. Perform other duties and responsibilities as requested by the Township Supervisor and/or Township Board.
- m. Committee proposals are presented to the Township Board on a monthly basis through the appointed representative from the Township Board. It is then up to the Committee to then implement the proposals approved by the Board.

Section 3. Membership

- a. The Committee is composed of up to eleven (11) residents of the Township, approved by the Township Board. The Committee will also have one appointed representative from the Township Board.
- b. Each Board appointed committee member serves at the pleasure of the Township Board for a period of one (1) or two (2) years. Members may be reappointed for additional terms by the Township Board.
- c. No individual committee member may act in an official capacity except through the approval of the Township Board or Supervisor. Doing so may result in dismissal.
- d. Any committee member who is absent for three (3) meetings during the calendar year may be removed by the Township Board from the committee unless the absence is due to personal illness, personal injury, or a family emergency.

Section 4. Officers and Duties

- a. Annually at the December meeting, the Committee will elect from its membership a Chairperson, Vice-Chairperson, and Secretary. If during the year a position is vacated, a new person will be elected.
- b. Chairperson: Presides over all meetings and appoints committee members to sub-committees as necessary and may schedule Special Meetings whenever necessary. The Chairperson sets the final agenda for all meetings after getting input from committee members and then forwarding that agenda to the Secretary to send out to all members.
- c. Vice-Chairperson: Shall act in the absence of the Chairperson.
- d. Secretary: Shall act in the absence of the Chairperson and Vice-Chairperson. Will send approved agenda to all Committee members and the Township Clerk for posting prior to the meeting. Will record Minutes of each committee meeting and forward a draft copy to the committee members and Township Supervisor no later than eight (8) days following the meeting, pursuant to the Open Meetings Act. The Secretary is responsible for keeping all attendance records of committee members as noted in the Minutes. The Secretary, in the minutes, will highlight any significant issues and proposals for consideration by the Township Board. The Secretary will post all relevant information to the P&R Website, once approved by the P&R Committee Chairperson, Township Board, or Township Supervisor.

- e. Board Representative: Shall act as the liaison between the Committee and the Township Board, communicating both the Board's and the Committee's wishes as required.

Section 5. Meetings

- a. The regular meetings of the Parks and Recreation Committee will be held according to the committee's established and approved yearly schedule. The meetings will be held the second Monday of each month, unless otherwise noted. Following final approval by the committee of their Meeting Schedule, it will be published and posted under requirements set forth within the Open Meetings Act.
- b. All meetings will require a quorum of eligible voting members in attendance in order to conduct business and make decisions. Meetings held with less than a quorum will be discussion sessions only where no votes will be taken.
- c. Meetings will be conducted under generally accepted Parliamentary rules as described in Robert Rules of Order.

Section 6. Compensation

- a. Appointed members of the committee, except for the Board representative, serve without compensation. If a committee member attends a Township Board approved meeting/conference, they will be reimbursed for approved expenses only.

Section 7: Safety

- a. Committee members, ***as a representative of Bingham Township***, shall not interact with the public to enforce any park rules. If an infraction of a park rule is observed, the member should contact the proper law enforcement agency if the infraction is deemed a safety concern. Subsequently, the Township Supervisor will be notified of the incident as soon as possible. If the infraction is considered to be minor and of no danger to the public, the Township Supervisor should be contacted first, where a decision will be made as to the proper follow-up.
- b. All infractions will be documented using the attached form. Once completed, the form will be forwarded to the Township Supervisor and Township Clerk for filing and follow-up if required.

Bingham Township

P&R Incident Report

Park Location:

Reported by (Committee Member Name):

Date & Time of Incident:

Date & Time Reported:

Incident Reported to (Name if known):

Brief Description of Incident:

Brief Description of Resolution:

Follow-up by Township (if required):

Bingham Township Parks & Recreation Policy on Memorial Gifts

Bingham Township Parks are provided for the enjoyment of residents and visitors. If a person or organization wishes to make a monetary or in-kind donation to the township, the Township Board, along with the Parks & Recreation Committee will consider opportunities for recognition using the following filters and guidelines.

Named Gift Opportunities must:

- Fit within the scope of the Township's current strategic plan.
- Be reasonable and fitting in size, scope, materials, and function.
- Be a positive reflection of the Township's image.
- Be offered sparingly, in response to a prospect's direct interest.
- Include no political or religious mention or connection.

Elements of nature will be largely off-limits. Where permitted, naming should consider (and ideally capture) the cultural or geographic significance of the placement.

Bingham Township may create, amend, or end donor recognition program at any time.

General Guidelines

- Recognition of donors will be made based on the value of the gift(s) made to Bingham Township. The specific value of individual gifts will not be disclosed publicly, unless agreed to by the donor and Bingham Township.
- Bequests received without documentation or previous gift agreements may receive naming recognition, consistent with the intentions of the gift or the known interests of the donor(s) and at the recommendation of the Parks & Recreation Committee if appropriate.
- Gifts of land value with philanthropic intent may be considered for named gift recognition.
- Physical installation of naming recognition may not occur until Bingham Township has received in full any gift related to the naming.
- Physical installation, placement, and maintenance will be organized and completed by the Township.
- In order to have consistency of look and design, all plaques or signage will be approved by the Bingham Township Board.
- Bingham Township reserves the right to decline any potential donations perceived as not compatible with the organization's vision, mission, values, and/or goals. Further, the Board reserves the right to remove naming recognition should that continued

acknowledgement be perceived as negative or incompatible with the Townships' vision, mission, values, and/or goals.

Recognition Process and Letter of Agreement

- A letter of agreement will be used between the donor(s) and Bingham Township for named gift recognition. Each agreement will:
 1. identify the intention of the donor(s),
 2. will state the terms of the named gift recognition, and
 3. must be signed by both the donor and the Bingham Township representative.
- Naming opportunities are, given the depth of the donor commitment, intended to be durable and long-lasting. However, as structures age, programs evolve, or natural areas change, there may come a point or time when naming rights may need to be re-visited. Bingham Township will make every effort to spell out those future conditions in each letter of agreement and strive to work with original donors as conditions change.

Bingham Township

2024-2029 Recreation Plan

Goals & Objectives

Goal #1: Construction of new parking lot for Boughey Park.

- **Objective:** Develop a new parking lot design with the help of an engineering firm.
- **Objective:** Seek funding approval from Township Board for development of Site Plan and Engineering Study suitable to obtain funding.
- **Objective:** Identify and seek funding opportunities to enable construction of new parking lot as identified by Site Plan and Engineering study.
- **Objective:** Once funded, verify final design, set timelines, and seek bids for construction.
- **Objective:** Construct parking lot as per bid.

The current parking area for Boughey Park is on County Road right-of-way and poses a risk to the public. It is also undersized for the use that the park gets and has no dedicated ADA parking spaces.

Goal #2: Improve existing park facilities and provide barrier-free access to meet requirements of the American Disabilities Act (ADA) where possible.

- **Objective:** Identify facility and grounds deficiencies at each park.
- **Objective:** Create a plan with timelines to make necessary changes to address deficiencies.
- **Objective:** Address the deficiencies per the plan's timeline schedule and funding access.

The Bingham Township parks came into existence prior to ADA laws and therefore lack the desired facilities. Some work has been done to bring the parks into compliance, as the Township budget has allowed. It's recognized that this is a long-term goal and that more things can be done with planning and funding.

Goal #3: Meet the conditions necessary to establish Groesser Park for public use.

- **Objective:** Develop the necessary site plan and engineering studies as per deed restrictions and as needed to seek funding to build the park infrastructure.
- **Objective:** Develop a plan to seek funding.
- **Objective:** Once funded, verify final design, set timelines, and seek bids for construction.
- **Objective:** Construct Park infrastructure per site plan and bid.

The property was deeded from the Groesser Family to the Township Of Bingham years ago for the purpose of developing the land for a Township park accessible to everyone. There are some deed restrictions to be met. While some clearing has been done, funding for the infrastructure is the main roadblock preventing completion.

Goal #4: Enhance Park Safety & Security

- **Objective:** Identify safety and security issues, as related to the parks.
- **Objective:** Develop a safety, security, and risk management plan that addresses safety and security issues, as per Township Board directives.
- **Objective:** Implement the safety, security, and risk management plan, as allowed by budget.

The Township wishes to maintain parks that can be enjoyed safely while being secure.

Goal #5: Provide better communication of P&R amenities with the public.

- **Objective:** Develop a dedicated Parks & Recreation Website that provides an overview of the Bingham Township park facilities, news of local park and recreational opportunities, park usage policies, volunteer opportunities, and contact information.
- **Objective:** Improve park communication through the use of information kiosks and enhanced informational signage, as allowed by funding.

The Township would like a better means of communicating with the public regarding park amenities, regulations, and use opportunities. It's recognized that the internet and improved signage are main tools for interaction with the community.

Goal #6: To Recruit and maintain a healthy volunteer organization.

- **Objective:** Identify structure, problems, growth, and fundraising means of organization.
- **Objective:** Create a volunteer policy.
- **Objective:** Create and implement a volunteer recruitment plan.

The P&R Committee is limited to what it can accomplish due to limited size and personnel turnover. In order to maintain the parks and implement new ideas, it's critical to grow the volunteer group.

Goal #7: Develop Mebert Creek Natural Area responsibly.

- **Objective:** Identify development opportunities through discussion with other entities, while maintaining the current identity of the park.
- **Objective:** Develop a plan if opportunities are identified.
- **Objective:** Implement plan as funding allows.

Mebert Creek has been identified as a watershed critical to the health of Lake Leelanau so it's important that we develop it responsibly. Based on past surveys, most of the public supports keeping the park natural, with minimal changes. The Committee would review the status of the park and determine if changes can/should be made.

Goal #8: Reforestation of Township Parks.

- **Objective:** Identify and inventory the current flora in all parks.
- **Objective:** With help from local arborists, identify desired species for planting.
- **Objective:** Develop plan for planting in each park.
- **Objective:** Determine cost for each park and identify funding for the projects.

The trees/shrubs in our Township parks are mature. They are kept trimmed to keep them healthy, but it is recognized that as they age, they will need to be replaced. Ideally, we can develop a long-range plan that allows us to repopulate the trees/shrubs as they age out.

Goal #9: Acquire any large tracts of land that become available for providing open space in the Township.

- **Objective:** Identify needs beyond existing parks.
- **Objective:** If needs exist and suitable parcels become available, identify moneys to help acquire them.

The Township should be open to acquiring additional space providing it can be funded responsibly.

ZONING ADMINISTRATOR'S REPORT BINGHAM TOWNSHIP

November 2023

For December 2023 Planning Commission & Township Board Meetings

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY BUILDINGS	Commercial/ Other/Solar
NOVEMBER 2023	1	0	1	0	0
Year To Date 2023	51	11	12	23	5
YTD 2022	47	14	14	15	4
YTD 2021	59	24	11	18	6
YTD 2020	33	9	10	14	0
YTD 2019	48	16	12	17	3
YTD 2018	53	19	9	23	2
YTD 2017	59	22	16	20	1
YTD 2016	45	19	9	16	1
YTD 2015	44	14	14	10	6
YTD 2014	30	6	5	17	2

LUP 23-051 7508 E. Sierra Drive Addition to residence
 Several revisions to existing permits.
 Many questions on Land Use Permits, setbacks, zoning, permit process, etc.

Land Division

- Approved one application for one new parcel on Pineview Rd.

Zoning Board of Appeals:

- No Activity

Short Term Rental Administration

- 78 permits issued for 2023
- Inquiries every day.
- Renewals for 2024 coming in steady

Other Work:

- Inspections / enforcement letters.
- Master Plan Review
- Many Inquiries on zoning matters.
- Participated in TTCI Technical Committee Meeting

Bingham Township Treasurer's Monthly Report

November 2023

Nov 23

Income	
Property Tax Revenues	
402 . Current Property Taxes	82,949.43
665 . Interest Income	68.30
Total Property Tax Revenues	83,017.73
245 set aside	
665 . 245 interest income	619.50
Total 245 set aside	619.50
Regular Revenue	
474 . Short Term Rental Permit	5,700.00
476 . Land Use Permits	1,050.00
478 . Land Divisions	150.00
574 . Revenue Sharing	51,852.00
665 . Interest Income	2,415.79
675 . Cemetery Lots	1,000.00
Total Regular Revenue	62,167.79
Total Income	145,805.02
Expense	
General Expenses	
Expenses	53,590.95
Payroll Expense	11,652.96
Total General Expenses	65,243.91
Property Tax Disbursements	
Commission on Aging	0.00
County Allocation	17,198.38
School Debt	7,323.79
School Operating Tax	35,805.05
School Sinking Fund	2,455.10
State Education Tax	30,729.85
TBAISD	14,786.53
Total Property Tax Disbursements	108,298.70
Property Tax Expenses	
Service Charge from bank	51.96
Boad of Review Adjustments	831.51
Total Property Tax Expenses	883.47
Total Expense	174,426.08
Net Income	-28,621.06

Bingham Township Clerk and Treasurer Balance Sheet

As of October 31, 2023		
	Clerk	Treasurer
101 . General Fund Cash: General Checking TCSB	324,233.91	324,233.91
General Investment 18 mo CD Northwestern	115,504.32	115,504.32
General Investment 12 mo CD Northwestern	77,039.26	77,039.26
TOTAL	516,777.49	516,777.49
245 . Set Aside Fund:245 Fund Investment Acct.	15,880.88	503,008.74
245 . Set Aside Fund:245-245 Area Improvements	62,085.03	
245 . Set Aside Fund:245-246 Parks and Rec. Grant	25,018.66	
245 . Set Aside Fund:245-248 Parks and Rec. Improvements	7,385.45	
245 . Set Aside Fund:245-248 Parks and Rec. Improvements	15,376.96	
245 . Set Aside Fund:245-259 Office Equipment	12,563.05	
245 . Set Aside Fund:245-262 Elections	54,734.97	
245 . Set Aside Fund:245-265 Schoolhouse	7,109.03	
245 . Set Aside Fund:245-276 Cemetery	45,080.56	
245 . Set Aside Fund:245-466 Roads	8,134.41	
245 . Set Aside Fund:245-539 Grants	204,809.48	
245 . Set Aside Fund:245-540 Federal Grant	30,318.72	
245 . Set Aside Fund:245-721 Planning - Master Plan	4,323.98	
245 . Set Aside Fund:245-752 Assessor Field Project	10,187.56	
245 . Set Aside Fund:245-802 Attorney	503,008.74	503,008.74
TOTAL	\$1,019,786.23	\$1,019,786.23
Total Money in Bingham Township Accounts	\$1,019,786.23	\$1,019,786.23

10:52 AM

12/15/23

Bingham Township
Vendor Balance Summary
All Transactions

	<u>Dec 18, 23</u>
Cathy Core	18.14
Charter Communications cable	169.97
Cherryland Electric Cooperative	96.41
Consumers Energy	357.37
Cynthia A. Kacin	150.00
Election Source	1,853.27
GFL Environmental	32.20
KCI (Kent Communications Inc)	1,039.13
Leelanau Enterprise & Tribune	67.30
Lorin Lardie	18.14
Netlink Business Systems	158.20
Northrn Building Supply	38.98
Pitney Bowes Global Financial Servies LLC	174.66
Steven Patmore	1,779.60
Suttons Bay Township	1,888.11
Tri- Gas	58.58
Wells Fargo Financial Leasing, Inc	77.08
TOTAL	<u><u>7,977.14</u></u>

Bingham Township
Payroll Transactions by Payee
November 21 through December 18, 2023

Date	Name	Amount
Michigan Treasury 12/15/2023	Michigan Treasury	-417.66
Total Michigan Treasury		-417.66
United States Treasury 12/15/2023	United States Treasury	-2,142.12
Total United States Treasury		-2,142.12
Clark, Kim R. 12/18/2023	Clark, Kim R.	-218.84
Total Clark, Kim R.		-218.84
Core, Peggy N. 12/18/2023	Core, Peggy N.	-328.20
Total Core, Peggy N.		-328.20
Emeott, Scott 12/18/2023	Emeott, Scott	-52.98
Total Emeott, Scott		-52.98
Friske, Angela 12/18/2023	Friske, Angela	-2,031.53
Total Friske, Angela		-2,031.53
Grant, Dennis 12/18/2023	Grant, Dennis	-61.81
Total Grant, Dennis		-61.81
Grant, Sandra K 12/18/2023	Grant, Sandra K	-1,982.41
Total Grant, Sandra K		-1,982.41
Layman, Jeffrey H 12/18/2023	Layman, Jeffrey H	-238.09
Total Layman, Jeffrey H		-238.09
Morio, Kathy 12/18/2023	Morio, Kathy	-2,072.42
Total Morio, Kathy		-2,072.42
Okma, Lou 12/18/2023	Okma, Lou	-52.98
Total Okma, Lou		-52.98
Park, J Michael 12/18/2023	Park, J Michael	-70.64
Total Park, J Michael		-70.64
Priest, Daniel J 12/18/2023	Priest, Daniel J	-206.18
Total Priest, Daniel J		-206.18
Schultz, Virginia D 12/18/2023	Schultz, Virginia D	-52.98
Total Schultz, Virginia D		-52.98

11:17 AM
12/15/23

Bingham Township
Payroll Transactions by Payee
November 21 through December 18, 2023

<u>Date</u>	<u>Name</u>	<u>Amount</u>
Stone{trustee}, Todd 12/18/2023	Stone{trustee}, Todd	-211.60
Total Stone{trustee}, Todd		-211.60
Werner, Marian E 12/18/2023	Werner, Marian E	-1,355.02
Total Werner, Marian E		-1,355.02
TOTAL		-11,495.46

Bingham Township
Profit & Loss Budget vs. Actual
 July 1 through December 18, 2023

	<u>Jul 1 - Dec 18, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
245 Account				
245-665 · Interest Income	5,768.00	1,500.00	4,268.00	384.53%
Total 245 Account	5,768.00	1,500.00	4,268.00	384.53%
Building Authority Account				
665 Interest	3,935.61	0.00	3,935.61	100.0%
Total Building Authority Account	3,935.61	0.00	3,935.61	100.0%
400 · REVENUES				
474 · Short Term Rental Permits	6,000.00	25,800.00	-19,800.00	23.26%
401 · Current Taxes	141.40	58,004.00	-57,862.60	0.24%
405 · School Payment-Summer Tax Coll.	0.00	5,200.00	-5,200.00	0.0%
420 · Delinquent Pers Property Taxes	0.00	50.00	-50.00	0.0%
445 · Penalties & Interest on Taxes	0.00	4,000.00	-4,000.00	0.0%
476 · Land Use Permits	1,125.00	5,000.00	-3,875.00	22.5%
477 · Special Land Use Permits	0.00	400.00	-400.00	0.0%
478 · Land Divisions	150.00	1,050.00	-900.00	14.29%
479 · Appeals/Variances	0.00	200.00	-200.00	0.0%
539 · Grants	25,000.00	226,000.00	-201,000.00	11.06%
574 · State Revenue Sharing	140,587.00	282,130.00	-141,543.00	49.83%
580 · Metro Funds	0.00	7,500.00	-7,500.00	0.0%
642 · Ord. Books, Copies, FOIAs	0.00	50.00	-50.00	0.0%
665 · Interest Income	162.25	1,000.00	-837.75	16.23%
675 · Cemetery Lots	2,700.00	1,000.00	1,700.00	270.0%
677 · Reimbursements	50.64	1,000.00	-949.36	5.06%
687 · Refunds/Rebates	0.00	1,000.00	-1,000.00	0.0%
Total 400 · REVENUES	175,916.29	619,384.00	-443,467.71	28.4%
Total Income	185,619.90	620,884.00	-435,264.10	29.9%

Bingham Township
Profit & Loss Budget vs. Actual
 July 1 through December 18, 2023

Expense	<u>Jul 1 - Dec 18, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
725 · Fire Authority				
725-704 · Mtg. per Diem	240.00	480.00	-240.00	50.0%
Total 725 · Fire Authority	<u>240.00</u>	<u>480.00</u>	<u>-240.00</u>	<u>50.0%</u>
101-TOWNSHIP BOARD				
101-722 · MPO Contract	0.00	3,700.00	-3,700.00	0.0%
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	2,900.00	8,600.00	-5,700.00	33.72%
101-720 · Short Term Rentals - Other	0.00	10,000.00	-10,000.00	0.0%
Total 101-720 · Short Term Rentals	<u>2,900.00</u>	<u>18,600.00</u>	<u>-15,700.00</u>	<u>15.59%</u>
101-724 · Clean-Up Day	0.00	4,500.00	-4,500.00	0.0%
101-702 · Trustee Salaries	2,395.68	4,791.41	-2,395.73	50.0%
101-704 · Land Division Salary	300.00	600.00	-300.00	50.0%
101-705 · Office Aide	870.66	2,346.00	-1,475.34	37.11%
101-725 · Contractual Service-Lawn Maint.	10,246.00	13,000.00	-2,754.00	78.82%
101-726 · Miscellaneous	7.00	2,000.00	-1,993.00	0.35%
101-802 · Attorney	0.00	4,000.00	-4,000.00	0.0%
101-803 · Audit	4,045.00	4,000.00	45.00	101.13%
101-805 · Dues (MTA, Planning)	0.00	4,000.00	-4,000.00	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	822.00	7,825.00	-7,003.00	10.51%
101-866 · Hazmat	395.00	400.00	-5.00	98.75%
101-920 · Street Lights (electric bill)	435.24	950.00	-514.76	45.82%
101-955 · Education	541.32	1,000.00	-458.68	54.13%
101-956 · Recording Secretary	525.00	1,100.00	-575.00	47.73%
Total 101-TOWNSHIP BOARD	<u>24,782.90</u>	<u>74,612.41</u>	<u>-49,829.51</u>	<u>33.22%</u>
171-SUPERVISOR				
171-706 · Supervisor Salary	9,438.42	18,876.88	-9,438.46	50.0%
Total 171-SUPERVISOR	<u>9,438.42</u>	<u>18,876.88</u>	<u>-9,438.46</u>	<u>50.0%</u>
215- CLERK				
215-705 Clerical Assistant-f/c	0.00	400.00	-400.00	0.0%
215-701 · Clerk Salary	14,338.26	28,676.47	-14,338.21	50.0%
215-703 · Deputy Wages	355.39	3,240.00	-2,884.61	10.97%
Total 215- CLERK	<u>14,693.65</u>	<u>32,316.47</u>	<u>-17,622.82</u>	<u>45.47%</u>
247-BOARD of REVIEW				
247-704 · Per Diems	360.00	2,090.00	-1,730.00	17.23%
Total 247-BOARD of REVIEW	<u>360.00</u>	<u>2,090.00</u>	<u>-1,730.00</u>	<u>17.23%</u>

Bingham Township
Profit & Loss Budget vs. Actual
 July 1 through December 18, 2023

	<u>Jul 1 - Dec 18, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
253 - TREASURER				
253-702 Treasurer Salary	14,793.42	29,586.85	-14,793.43	50.0%
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	<u>14,793.42</u>	<u>32,186.85</u>	<u>-17,393.43</u>	<u>45.96%</u>
257 · ASSESSOR				
257-702 · Assessor Salary	14,319.66	28,639.35	-14,319.69	50.0%
257-703 · Assessor Assistant Salary	2,095.82	3,870.24	-1,774.42	54.15%
257-860 · Mileage	148.04	400.00	-251.96	37.01%
Total 257 · ASSESSOR	<u>16,563.52</u>	<u>32,909.59</u>	<u>-16,346.07</u>	<u>50.33%</u>
262 · ELECTIONS				
262-703 · Wages	0.00	9,000.00	-9,000.00	0.0%
262-727 · Supplies	1,853.27	1,700.00	153.27	109.02%
262-728 · Shredding	85.55	175.00	-89.45	48.89%
262-860 · mileage	0.00	500.00	-500.00	0.0%
262-930 · Mach set-ups	0.00	2,500.00	-2,500.00	0.0%
Total 262 · ELECTIONS	<u>1,938.82</u>	<u>13,875.00</u>	<u>-11,936.18</u>	<u>13.97%</u>
265- TOWNSHIP HALL				
265-730 · Tax Bill/Assessment Notice	1,995.79	4,200.00	-2,204.21	47.52%
265-727 · Supplies	963.43	3,200.00	-2,236.57	30.11%
265-728 · Postage	2,445.27	6,000.00	-3,554.73	40.76%
265-850 · Telephone	479.88	1,200.00	-720.12	39.99%
265-851 · Copy Machine	756.30	1,600.00	-843.70	47.27%
265-852 · Software Support	1,002.00	7,900.00	-6,898.00	12.68%
265-855 · Internet Access	539.94	1,300.00	-760.06	41.53%
265-900 · Advertising & Publishing	486.39	2,400.00	-1,913.61	20.27%
265-920 · Ut - ELECTRIC	804.51	2,800.00	-1,995.49	28.73%
265-921 · UT - Gas	58.58	1,400.00	-1,341.42	4.18%
265-930 · Repairs/maintenance	352.67	1,200.00	-847.33	29.39%
265-931 · Cleaning	99.77	900.00	-800.23	11.09%
265-932 · Waste Pickup	188.00	400.00	-212.00	47.0%
Total 265- TOWNSHIP HALL	<u>10,172.53</u>	<u>34,500.00</u>	<u>-24,327.47</u>	<u>29.49%</u>
276- CEMETERIES				
276-702 · Cemetery Clerk	600.00	1,200.00	-600.00	50.0%
276-701 · Sexton	129.60	432.00	-302.40	30.0%
276-727 · Supplies/ Maintenance	508.52	800.00	-291.48	63.57%
276-920 · Utilities - Keswick Cemetery	347.97	500.00	-152.03	69.59%
276-932 · Waste Pick-up	229.98	450.00	-220.02	51.11%
Total 276- CEMETERIES	<u>1,816.07</u>	<u>3,382.00</u>	<u>-1,565.93</u>	<u>53.7%</u>

Bingham Township
Profit & Loss Budget vs. Actual
 July 1 through December 18, 2023

	<u>Jul 1 - Dec 18, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
721 · PLANNING				
721-704 · Planning Meeting Per Diem	1,245.00	5,700.00	-4,455.00	21.84%
721-855 · Education	0.00	900.00	-900.00	0.0%
721-956 · Recording Secretary	150.00	770.00	-620.00	19.48%
Total 721 · PLANNING	<u>1,395.00</u>	<u>7,370.00</u>	<u>-5,975.00</u>	<u>18.93%</u>
722 · PLANNING/ZONING CONTRACT				
722-726 · Planning Services	2,228.53	8,914.15	-6,685.62	25.0%
722-727 · Zoning Services	11,328.66	22,657.32	-11,328.66	50.0%
Total 722 · PLANNING/ZONING CONTRACT	<u>13,557.19</u>	<u>31,571.47</u>	<u>-18,014.28</u>	<u>42.94%</u>
723 · ZONING BOARD OF APPEALS				
723-704 · Mtg, Per Diem	0.00	855.00	-855.00	0.0%
723-855 · Education	0.00	200.00	-200.00	0.0%
Total 723 · ZONING BOARD OF APPEALS	<u>0.00</u>	<u>1,055.00</u>	<u>-1,055.00</u>	<u>0.0%</u>
755 · PARKS				
755-704 · Park Rep per Diem	240.00	480.00	-240.00	50.0%
755-727 · Supplies	76.24	500.00	-423.76	15.25%
755-920 · Utilities - Bingham Twp Park	143.22	300.00	-156.78	47.74%
755-932 · Waste Pick-up	655.56	800.00	-144.44	81.95%
755-940 · Porta Potty Rentals	2,482.75	3,200.00	-717.25	77.59%
755-945 · Park Improvements	627.01	11,425.00	-10,797.99	5.49%
Total 755 · PARKS	<u>4,224.78</u>	<u>16,705.00</u>	<u>-12,480.22</u>	<u>25.29%</u>
6561 · PAYROLL EXPENSES - FICA	<u>4,851.13</u>	<u>10,000.00</u>	<u>-5,148.87</u>	<u>48.51%</u>
996 · TRANSFER OUT TO 245 FUND	<u>-9,025.00</u>	<u>0.00</u>	<u>-9,025.00</u>	<u>100.0%</u>
8000 · 245 Expenditures	<u>77,432.50</u>	<u>0.00</u>	<u>77,432.50</u>	<u>100.0%</u>
CONTINGENCY	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>	<u>0.0%</u>
4000 · Reconciliation Discrepancies	<u>4.92</u>	<u>0.00</u>	<u>4.92</u>	<u>100.0%</u>
Total Expense	<u>187,239.85</u>	<u>312,930.67</u>	<u>-125,690.82</u>	<u>59.83%</u>
Net Income	<u><u>-1,619.95</u></u>	<u><u>307,953.33</u></u>	<u><u>-309,573.28</u></u>	<u><u>-0.53%</u></u>