

**BINGHAM TOWNSHIP  
REGULAR BOARD MEETING AGENDA  
August 21, 2023 7pm**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. AGENDA APPROVAL**
  
- 5. CONFLICT OF INTEREST**
  
- 6. APPROVAL OF July 17, 2023 Reg. Board & August 2, 2023 Special Meeting Minutes**
  
- 7. PUBLIC COMMENT**
  
- 8. OLD BUSINESS**
  
  
- 9. NEW BUSINESS**
  - a. AT&T Metro Act Right of Way Permit Extension
  - b. Tobin & Company -Township Audit Contract
  
- 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**

**BINGHAM TOWNSHIP  
REGULAR BOARD MEETING**

**July 17, 2023 7:00 pm**

**1. CALL TO ORDER**

Midge Werner called the meeting to order at 7:00 pm.

**2. ROLL CALL**

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

*Quorum present*

Steve Patmore, staff

Guests: 4

**3. PLEDGE OF ALLEGIANCE**

**4. AGENDA APPROVAL**

**Sandra Grant/moved, Kathy Morio/supported to approve the agenda as presented.  
Motion carried.**

**5. CONFLICT OF INTEREST - None**

**6. APPROVAL OF MINUTES**

June 19, 2023 - **Sandra Grant/moved, Todd Stone/supported to approve the minutes of June 19, 2023. Motion carried.**

June 29, 2023, special meeting – A spelling correction of the name Curtis, should be Kurtis was noted.

**Midge Werner/moved, Todd Stone/supported to approve the minutes of June 29, 2023. Motion carried.**

**PUBLIC COMMENT**

Char Kirchner – She represents the Ingraham Foundation. It was Barton and Gail’s wish to donate funds to parks in Leelanau County for clean-up and improvement. Char Kirchner has been appointed to distribute the funds at her discretion. She would like to donate \$25,000 for work to be done at Groesser Park. Todd Stone will talk to the DNR about access to the park. Char Kirchner requested a plaque be placed at the park and a bench recognizing the Ingraham Foundation.

**Todd Stone/moved, Sandra Grant supported, to accept the award of \$25,000 from the Ingraham Foundation to be used at Groesser Park with the stipulation of a plaque be installed recognizing the Ingraham Foundation. Motion carried.**

On July 30, 2023, from 1-3 pm. There will be a memorial in honor of Gail Ingraham at the Botanical Gardens in Traverse City.

## OLD BUSINESS

### Midge Werner met with Kurtis Graham and Andy Rink

#### a. Building project update

- Install air conditioning – We will need a larger furnace to do that. The heating/cooling would be put on two zones. Currently the hallway and office are on electric heat. All the electric heat will be taken out and the whole building will be heated by natural gas.
- Netlink – Bill Schaub will come and help out with the electrical to put in wiring for WiFi and computer needs.
- Basement – It could be built with cement blocks or poured concrete. It is currently block under the office. Either method would cost about the same. The builder prefers poured walls. The decision does not have to be made now. There is a sump pump in the basement.
- Basement window – A window for the basement would be an Anderson window costing \$400. Midge Werner was concerned about security with a basement window. The window alone would not be considered an egress. The proposed window at \$400 is a middle grade window. There was discussion about the need for the window and whether or not we should step up in quality.
- Heat to north entry storage area – Heat is needed in the storage area. There is little insulation in that area and it is cold in the winter. It is a work area. It was decided that duct work would be installed to heat that area.
- Duct change in basement - The duct work from the furnace to the new room needs to be lower than the ceiling, however it will go over shelving units so it will not be a hazard or an eyesore.
- Entry door to new area – It was decided to use a pocket door. The main entrance to the office will be a secure door. Kurtis will be asked for a way the pocket door could be more secure.
- Flooring – It was decided that carpet squares would be used throughout the building. The squares can be replaced if they get stained. Carpet would help with absorbing the sound. Vinyl flooring would be easier to clean but it could be slippery when wet. This could be discussed again if there are concerns.
- Permits needed – The permit for the addition was just put in last week. The application for remodeling review has been applied for.
- Midge Werner would like someone to meet with her and the building contractor. She also suggested a new refrigerator is needed.
- Midge Werner spoke of two trees on the property that will need to be removed.
- It was decided that the building and the addition will have a new roof.
- Health Department – no discussion

- Township Land Use Permit – no discussion
- Contact person to deal with day-to-day communication with builder/architect – no discussion.

## 7. NEW BUSINESS

### a. Planning Commission and Parks & Rec Commissions, Reappointments – Midge Werner

- **Sandra Grant/moved, Todd Stone/supported to approve the reappointment of Cathy Jasinski and Jim Pawlowicz to the Planning Commission. The new expiration date will be July 1, 2026. Motion carried.**

Charley Dashner resigned from the Planning Commission.

- **Sandra Grant/moved, Kathy Morio/supported to approve the reappointment of Heather Jordan to the Parks and Rec Committee, her term to expire 7-1-24. Motion carried.**
- **Sandra Grant moved/Kathy Morio supported to extend the terms of Dan Rose and Jan Stone to 7-1-24. Motion carried.**

## 8. COMMITTEE, STAFF AND OFFICER REPORTS

### a. Parks and Recreation Committee – Todd Stone

Todd Stone reported that the current proposed lease does not fit what the Township wants and he will be contacting the DNR to work that out. Dan Rose will look at the lease legally.

The secretary will add items to the website.

There was discussion about volunteers who get injured while doing volunteer work in the parks. Sandra Grant stated that our insurance does cover volunteers.

However, the Township does not have anything like workman's compensation for volunteers. Volunteers are encouraged to use their own discretion in doing activities that may cause injury. There are no hard and fast rules. Common sense should prevail.

There was discussion about providing a sign on a structure that is used as a changing room, designating it as a changing room. It was agreed to find out the cost of sign. It was decided that signs would not be put on highways designating location of parks at this time.

There is a swing seat that needs to be replaced at Bingham Park. The Board agreed that it should be replaced.

There were 139 volunteer hours in June which is more than normal.

### b. Building and Grounds Committee – Kathy Morio

This was covered in the addition discussion.

### c. Cemetery Committee – Midge Werner

Midge Werner contacted a firm that could put in a watering system. She is waiting for a firm price. There are dead trees that need to be removed. There have been a few burials and some markers are being placed.

d. Zoning Administrator/STR Administrator – Steve Patmore

Mr. Patmore submitted a report. 14 land use permits were issued. There were 71 Short Term Rental registrations submitted, new and renewals. There was discussion about what is allowed for short term rentals. You must have your septic system inspected in order to register a STR. The maximum number of people is 10 for a two-bedroom home. Since registration has become required, owners have been tightening up on their rental practices.

e. Planning Commission – Steve Patmore, Jeff Layman

The Planning Commission met in June.

f. Fire Authority (documents mailed) – Sandra Grant

Standard business as usual.

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

The July report was received. Angela Friske has been busy. Inspections are being done. Kim prepares the cards and the inspections are done. There were two Board of Reviews.

**Sandra Grant/moved, Kathy Morio/supported to approve the Assessor's report for April through June. Motion carried.**

h. Treasurer

Interest is coming in from the CD's. The CDars generate more interest.

Trustees – Nothing further to report or discuss.

i. Clerk

• Vendor and Payroll Reports

Kathy Morio had one addition for mowing to add to the vendor report.

Total Vendor = \$14,734.81 Payroll= \$11,154.25

**Sandra Grant/moved, Todd Stone/supported to approve the vendor and payroll report and the additional payment to Paul Whiteford for mowing. Motion carried.**

Thanks was expressed to Marge Johnson for her many years of service, Cindy Kacin for accepting the recording secretary position, and Steve Patmore for setting up and running the township zoom meetings which have been discontinued.

j. Supervisor – no new information.

**9. PUBLIC COMMENTS AND ANNOUNCEMENTS**

Todd Stone noted that the Cherry Capital Cycling Club requested to use Bingham Park as a staging area. Some biking improvements were suggested. The Club does a nice job of keeping the park clean during their event.

**ADJOURNMENT**

The meeting was adjourned at 8:29 pm.

Respectfully submitted, Cindy Kacin

**BINGHAM TOWNSHIP**  
**SPECIAL BOARD MEETING Minutes**  
**Wednesday, August 2, 2023 6:30 pm**

**DRAFT MINUTES**

1. Meeting called to order by Supervisor, Midge Werner at 6:30 pm at the Bingham township hall.
2. Board members present: T. Stone, M. Werner, S. Grant, J. Layman, K. Morio
3. Pledge recited
4. Agenda approved. **Sandra Grant moved; Todd Stone supported to accept agenda as presented. Motion Carried.**
5. Conflict of interest: None
6. Public Comment: None
7. Old Business:
  - a. Building Project Update
    - i. Basement-Poured or Block Walls  
**Midge Werner Moved, Todd Stone supported to approve poured walls for the basement addition. Motion carried.**
    - ii. Tri-Gas Tank- Tri-Gas can move the gas tank offsite or move to a different location onsite, at no cost. Board consensus is to have Tri-Gas remove tank to an offsite location.
    - iii. FYI Health Department Approval has been received
    - iv. FYI Draft Bingham Township Land Use Permit has been received  
Soil Erosion office will be contacted by Kurtis Graham to see if a soil erosion permit is required.
  - b. Tree Removal Bids
    - i. Deering Tree Service submitted a bid of \$3,550.00
    - ii. Parshall Companies submitted a bid of \$3,125.00
    - iii. Brothers Tree Service submitted a bid of \$3,458.00  
The board discussed the bids and felt Deering Tree Service bid was most concise and company is located in Leelanau County.  
**Kathy Morio moved; Jeff Layman supported to go with the Deering Tree Service bid of \$3,550.00 for removal of 3 pine trees and 1 dead elm at the township hall. Motion carried.**
8. New Business
  - a. TTCI Bylaws and Resolution  
**Sandra Grant moved, Jeff Layman supported to appoint Midge Werner as Bingham township representative for the TTCI board and Steve Patmore as alternate. Motion carried.**  
  
**Sandra Grant moved, Todd Stone supported to adopt resolution 20230802.1 in support of the establishment of an intermunicipality committee, under Michigan Public Act 200 of 1957, for the purposes of transportation planning in the Greater Traverse Study Area. Motion carried.**

Meeting adjourned at 7:05 p.m. Minutes submitted by Kathy Morio, clerk



AT&T Michigan  
Angela Wesson  
METRO Act Administrator  
54 N. Mill Street  
Mailbox #30  
Pontiac, MI 48342

July 1, 2023

Bingham Township Clerk  
7171 S Center Hwy  
Traverse City, MI 48694

**METRO ACT RIGHT OF WAY PERMIT EXTENSION**

Dear Bingham Township Clerk,

This is a letter agreement which extends the existing METRO Act Permit issued by the Bingham Township/Leelanau County to Michigan Bell Telephone Company d/b/a AT&T Michigan ("AT&T") which expires on December 31, 2023. The extension is for a term to end on December 31, 2028.

If this is agreeable, please sign both copies of the extension letter agreement in the place provided below and return to AT&T Michigan at the address on this letterhead. Upon receipt AT&T will acknowledge and return one copy for your files.

Additional information regarding this renewal request may be found at <http://www.michigan.gov/mpsc>. Please click on Regulatory Information, Telecommunications, and METRO Act/Right of Way.

We would appreciate return of the signed copies within 30 days of receiving this request. Your cooperation is appreciated.

If you have any questions feel free to contact Ms. Angela Wesson via e-mail, [AD3245@att.com](mailto:AD3245@att.com) or 248-877-9518.

Agreed to by and on behalf of the  
**Bingham Township**

**Michigan Bell Telephone Company d/b/a  
AT&T** acknowledges receipt of this  
Permit Extension granted by the municipality.

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Angela Wesson

Its: \_\_\_\_\_

Its: METRO Act Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

July 19, 2023

Supervisor and Township Board  
Bingham Township  
7171 S. Center Hwy.  
Traverse City, MI 49684

We are pleased to confirm our understanding of the services we are to provide Bingham Township for the fiscal year ending June 30, 2023.

We will audit the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Bingham Township as of and for the year ending June 30, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Bingham Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Bingham Township's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

Management's Discussion and Analysis.  
Budgetary Comparison Schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies Bingham Township's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, either in a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements.

Combining and Individual Fund Financial Statements and Schedules  
State Audit Division Auditing Procedures Report – Form L 3174.

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Certified Public Accountants

Tobin & Co., P.C.  
2301 Garfield Rd., N  
Suite B  
Traverse City, MI 49686-5167



The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

### **Audit Procedures for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safe guards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of you confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

#### **Audit Procedures – Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Bingham Township's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Other Services**

We will also assist in preparing the financial statements of Bingham Township in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have

changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Tobin & Co., P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Michigan or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Tobin & Co., P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Michigan or its designee. The State of Michigan or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to issue our reports no later than August 15, 2023. Jonathan Poortenga is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, will not exceed \$3,650.00 for the year ended June 30, 2023. Out-of-pocket costs will not exceed \$100.00. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on the anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### **Reporting**

We will issue a written report upon completion of our audit of Bingham Township's financial statements. Our report will be addressed to management and those charged with governance of Bingham Township. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Bingham Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Tobin & Co., P.C.*

Tobin & Co., P.C.

RESPONSE:

This letter correctly sets forth the understanding of Bingham Township.

By: \_\_\_\_\_

Date: \_\_\_\_\_

# ZONING ADMINISTRATOR'S REPORT BINGHAM TOWNSHIP

July 2023

For August 2023 Township Board Meeting

## LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY BUILDINGS	Commercial/ Other/Solar
<b>JULY 2023</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>2</b>
<b>Year To Date 2023</b>	<b>46</b>	<b>10</b>	<b>10</b>	<b>21</b>	<b>5</b>
YTD 2022	30	12	6	10	2
YTD 2021	37	16	5	11	5
YTD 2020	18	6	5	7	0
YTD 2019	16	6	6	3	1
YTD 2018	25	10	4	10	1
YTD 2017	39	16	12	10	1
YTD 2016	26	10	7	9	0
YTD 2015	25	9	9	2	5
YTD 2014	20	5	4	9	2

- LUP 23-037 Single-family dwelling – 2495 S. Cherry Tree Ln.
- LUP 23-038 Shed – 2566 S. Pineview Rd.
- LUP 23-039 Addition to detached garage – 2994 S. Lake Leelanau Dr
- LUP 23-040 Covered deck – 3736 S. Lee Point Rd.
- LUP 23-041 Reconstruct attached garage + addition – 11253 E. Woodland Dr.
- LUP 23-042 Township Hall Addition – 7171 S. Center Highway
- LUP 23-043 Solar Array – 10266 E. Revold Rd.
- LUP 23-044 Pole Barn – 6100 S. Grapevine Tr.
- LUP 23-045 Change of barn use – storage to residential studio – 12582 E. Hendryx Dr.
- LUP 23-046 Single-family dwelling – 7221 S. Whispering Hills Dr.

2 Permits in process.  
 Several revisions to existing permits.  
 Many questions on Land Use Permits, setbacks, zoning, permit process, etc.

### Land Division

- Preliminary Reviews and discussions/questions.

### Zoning Board of Appeals:

- Discussions on potential variance

### Short Term Rental Administration

- 74 permits issued for 2023 to date.
- Inquiries every day.

### Other Work:

- Inspections / enforcement letters.
- Master Plan Review
- Many Inquiries on zoning matters.

# Bingham Township Treasurer's Monthly Report

July 2023  
 Jul 23

Income	
<b>Property Tax Revenues</b>	
402 . Current Property Taxes	810,531.02
410 . Current Pers. Prop. Taxes	5,207.87
665 . Interest Income	405.58
<b>Total Property Tax Revenues</b>	<b>816,144.47</b>
<b>245 set aside</b>	
665 . 245 interest income	81.42
<b>Total 245 set aside</b>	<b>81.42</b>
<b>Regular Revenue</b>	
476 . Land Use Permits	75.00
574 . Revenue Sharing	44,981.00
665 . Interest Income	173.99
<b>Total Regular Revenue</b>	<b>45,229.99</b>
<b>Total Income</b>	<b>861,455.88</b>
<b>Expense</b>	
<b>General Expenses</b>	
Bank Proof Adj. Debit	-20.00
Expenses	14,726.96
Payroll Expense	11,162.38
<b>Total General Expenses</b>	<b>25,869.34</b>
<b>Property Tax Disbursements</b>	
Commission on Aging	0.00
County Allocation	136,570.41
School Debt	58,157.46
School Operating Tax	239,773.69
School Sinking Fund	19,495.96
State Education Tax	244,022.77
TBAISD	117,418.60
<b>Total Property Tax Disbursements</b>	<b>815,438.89</b>
<b>Property Tax Expenses</b>	
Service Charge from bank	51.83
Bank Proof Adj. Debit	0.00
Overpayment	300.00
<b>Total Property Tax Expenses</b>	<b>351.83</b>
<b>Total Expense</b>	<b>841,660.06</b>
<b>Net Income</b>	<b>19,795.82</b>

# Bingham Township Clerk and Treasurer Balance Sheet

As of July 31, 2023		
	Clerk	Treasurer
101 . General Fund Cash: General Checking TCSB	336,505.49	336,505.49
General Investment 18 mo CD Northwestern	115,504.32	115,504.32
General Investment 12 mo CD Northwestern	77,039.26	77,039.26
<b>TOTAL</b>	<b>529,049.07</b>	<b>529,049.07</b>
245 . Set Aside Fund:245 Fund Investment Acct.		
245 . Set Aside Fund:245-245 Area Improvements	15,713.04	491,753.73
245 . Set Aside Fund:245-246 Parks and Rec. Grant	61,428.86	
245 . Set Aside Fund:245-248 Parks and Rec. Improvements	7,307.39	
245 . Set Aside Fund:245-259 Office Equipment	15,214.44	
245 . Set Aside Fund:245-262 Elections	12,430.27	
245 . Set Aside Fund:245-265 Schoolhouse	54,806.48	
245 . Set Aside Fund:245-276 Cemetery	5,976.37	
245 . Set Aside Fund:245-466 Roads	44,604.11	
245 . Set Aside Fund:245-539 Grants	8,052.28	
245 . Set Aside Fund:245-540 Federal Grant	221,184.88	
245 . Set Aside Fund:245-721 Planning - Master Plan	29,998.29	
245 . Set Aside Fund:245-752 Assessor Field Project	4,957.44	
245 . Set Aside Fund:245-802 Attorney	10,079.88	
<b>TOTAL</b>	<b>491,753.73</b>	<b>491,753.73</b>
<b>Total Money in Bingham Township Accounts</b>	<b>\$1,020,802.80</b>	<b>\$1,020,802.80</b>
Difference		0.00



**Bingham Township**  
**Payroll Transactions by Payee**  
 July 18 through August 21, 2023

Date	Name	Amount
<b>Michigan Treasury</b> 08/21/2023	Michigan Treasury	-426.60
Total Michigan Treasury		-426.60
<b>United States Treasury</b> 08/21/2023	United States Treasury	-2,121.56
Total United States Treasury		-2,121.56
<b>Clark, Kim R.</b> 08/21/2023	Clark, Kim R.	-491.74
Total Clark, Kim R.		-491.74
<b>Emeott, Scott</b> 08/21/2023	Emeott, Scott	-52.98
Total Emeott, Scott		-52.98
<b>Friske, Angela</b> 08/21/2023	Friske, Angela	-2,031.53
Total Friske, Angela		-2,031.53
<b>Grant, Sandra K</b> 08/21/2023	Grant, Sandra K	-1,982.42
Total Grant, Sandra K		-1,982.42
<b>Layman, Jeffrey H</b> 08/21/2023	Layman, Jeffrey H	-176.27
Total Layman, Jeffrey H		-176.27
<b>Morio, Kathy</b> 08/21/2023	Morio, Kathy	-2,072.41
Total Morio, Kathy		-2,072.41
<b>Okma, Lou</b> 08/21/2023	Okma, Lou	-52.98
Total Okma, Lou		-52.98
<b>Priest, Daniel J</b> 08/21/2023	Priest, Daniel J	-338.33
Total Priest, Daniel J		-338.33
<b>Schultz, Virginia D</b> 08/21/2023	Schultz, Virginia D	-52.98
Total Schultz, Virginia D		-52.98
<b>Stone{trustee}, Todd</b> 08/21/2023	Stone{trustee}, Todd	-211.60
Total Stone{trustee}, Todd		-211.60
<b>Werner, Marian E</b> 08/21/2023	Werner, Marian E	-1,355.02
Total Werner, Marian E		-1,355.02
<b>TOTAL</b>		<b>-11,366.42</b>

10:51 AM

08/17/23

**Bingham Township**  
**Vendor Balance Summary**  
All Transactions

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	<u>Aug 21, 23</u>
BS&A Software	792.00
Cathy Core	27.21
Charter Communications cable	169.97
Cherryland Electric Cooperative	96.41
Consumers Energy	134.59
Cynthia A. Kacin	75.00
Dennis Gerathy	650.00
GFL Environmental	290.74
Graham Builders	18,540.00
Housing North	1,000.00
J. Stephen Alguire	636.50
Leelanau Enterprise & Tribune	38.65
Pitney Bowes Inc	91.29
Profile	85.55
Staples	40.52
Suttons Bay Township	1,888.11
Todd Stone	219.50
Traverse City Area Public Schools	7.00
Wells Fargo Financial Leasing, Inc	77.08
Williams & Bay Portable Restrooms	551.50
<b>TOTAL</b>	<b><u>25,411.62</u></b>

**Bingham Township**  
**Profit & Loss Budget vs. Actual**  
 July 1 through August 21, 2023

	<u>Jul 1 - Aug 21, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>245 Account</b>				
245-665 · Interest Income	81.14	1,500.00	-1,418.86	5.41%
<b>Total 245 Account</b>	<b>81.14</b>	<b>1,500.00</b>	<b>-1,418.86</b>	<b>5.41%</b>
<b>Building Authority Account</b>				
665 Interest	138.88	0.00	138.88	100.0%
<b>Total Building Authority Account</b>	<b>138.88</b>	<b>0.00</b>	<b>138.88</b>	<b>100.0%</b>
<b>400 · REVENUES</b>				
474 · Short Term Rental Permits	0.00	25,800.00	-25,800.00	0.0%
401 · Current Taxes	0.00	58,004.00	-58,004.00	0.0%
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	75.00	5,000.00	-4,925.00	1.5%
477 · Special Land Use Permits	0.00	400.00	-400.00	0.0%
478 · Land Divisions	0.00	1,050.00	-1,050.00	0.0%
479 · Appeals/Variances	0.00	200.00	-200.00	0.0%
539 · Grants	0.00	226,000.00	-226,000.00	0.0%
574 · State Revenue Sharing	44,981.00	282,130.00	-237,149.00	15.94%
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	35.11	1,000.00	-964.89	3.51%
675 · Cemetery Lots	0.00	1,000.00	-1,000.00	0.0%
677 · Reimbursements	0.00	1,000.00	-1,000.00	0.0%
687 · Refunds/Rebates	0.00	1,000.00	-1,000.00	0.0%
<b>Total 400 · REVENUES</b>	<b>45,091.11</b>	<b>619,384.00</b>	<b>-574,292.89</b>	<b>7.28%</b>
<b>Total Income</b>	<b>45,311.13</b>	<b>620,884.00</b>	<b>-575,572.87</b>	<b>7.3%</b>

## Bingham Township Profit & Loss Budget vs. Actual July 1 through August 21, 2023

Expense	Jul 1 - Aug 21, 23	Budget	\$ Over Budget	% of Budget
<b>725 · Fire Authority</b>				
725-704 · Mtg. per Diem	80.00	480.00	-400.00	16.67%
<b>Total 725 · Fire Authority</b>	80.00	480.00	-400.00	16.67%
<b>101-TOWNSHIP BOARD</b>				
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	0.00	8,600.00	-8,600.00	0.0%
101-720 · Short Term Rentals - Other	0.00	10,000.00	-10,000.00	0.0%
<b>Total 101-720 · Short Term Rentals</b>	0.00	18,600.00	-18,600.00	0.0%
101-724 · Clean-Up Day	0.00	4,500.00	-4,500.00	0.0%
101-702 · Trustee Salaries	798.56	4,791.41	-3,992.85	16.67%
101-704 · Land Division Salary	100.00	600.00	-500.00	16.67%
101-705 · Office Aide	313.77	2,346.00	-2,032.23	13.38%
101-725 · Contractual Service-Lawn Maint.	2,802.00	13,000.00	-10,198.00	21.55%
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	0.00	4,000.00	-4,000.00	0.0%
101-805 · Dues (MTA, Planning)	0.00	4,000.00	-4,000.00	0.0%
101-806 · Webmaster	0.00	600.00	-600.00	0.0%
101-860 · Mileage	0.00	200.00	-200.00	0.0%
101-865 · Insurance	0.00	7,825.00	-7,825.00	0.0%
101-866 · Hazmat	395.00	400.00	-5.00	98.75%
101-920 · Street Lights (electric bill)	145.08	950.00	-804.92	15.27%
101-955 · Education	0.00	1,000.00	-1,000.00	0.0%
101-956 · Recording Secretary	225.00	1,100.00	-875.00	20.46%
<b>Total 101-TOWNSHIP BOARD</b>	5,786.41	74,612.41	-68,826.00	7.76%
<b>171-SUPERVISOR</b>				
171-706 · Supervisor Salary	3,146.14	18,876.88	-15,730.74	16.67%
<b>Total 171-SUPERVISOR</b>	3,146.14	18,876.88	-15,730.74	16.67%
<b>215- CLERK</b>				
215-705 Clerical Assistant-f/c	0.00	400.00	-400.00	0.0%
215-701 · Clerk Salary	4,779.42	28,676.47	-23,897.05	16.67%
215-703 · Deputy Wages	0.00	3,240.00	-3,240.00	0.0%
<b>Total 215- CLERK</b>	4,779.42	32,316.47	-27,537.05	14.79%
<b>247-BOARD of REVIEW</b>				
247-704 · Per Diems	180.00	2,090.00	-1,910.00	8.61%
<b>Total 247-BOARD of REVIEW</b>	180.00	2,090.00	-1,910.00	8.61%

## Bingham Township Profit & Loss Budget vs. Actual July 1 through August 21, 2023

	<u>Jul 1 - Aug 21, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>253 - TREASURER</b>				
253-702 Treasurer Salary	4,931.14	29,586.85	-24,655.71	16.67%
253-703 Deputy Wages	0.00	500.00	-500.00	0.0%
253-956 Miscellaneous	0.00	1,600.00	-1,600.00	0.0%
253-705 · Clerical Assistant	0.00	500.00	-500.00	0.0%
<b>Total 253 - TREASURER</b>	<u>4,931.14</u>	<u>32,186.85</u>	<u>-27,255.71</u>	<u>15.32%</u>
<b>257 · ASSESSOR</b>				
257-702 · Assessor Salary	4,773.22	28,639.35	-23,866.13	16.67%
257-703 · Assessor Assistant Salary	929.56	3,870.24	-2,940.68	24.02%
257-860 · Mileage	66.16	400.00	-333.84	16.54%
<b>Total 257 · ASSESSOR</b>	<u>5,768.94</u>	<u>32,909.59</u>	<u>-27,140.65</u>	<u>17.53%</u>
<b>262 · ELECTIONS</b>				
262-703 · Wages	0.00	9,000.00	-9,000.00	0.0%
262-727 · Supplies	0.00	1,700.00	-1,700.00	0.0%
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%
<b>Total 262 · ELECTIONS</b>	<u>85.55</u>	<u>13,875.00</u>	<u>-13,789.45</u>	<u>0.62%</u>
<b>265- TOWNSHIP HALL</b>				
265-730 · Tax Bill/Assessment Notice	956.66	4,200.00	-3,243.34	22.78%
265-727 · Supplies	171.74	3,200.00	-3,028.26	5.37%
265-728 · Postage	99.42	6,000.00	-5,900.58	1.66%
265-850 · Telephone	159.96	1,200.00	-1,040.04	13.33%
265-851 · Copy Machine	154.16	1,600.00	-1,445.84	9.64%
265-852 · Software Support	792.00	7,900.00	-7,108.00	10.03%
265-855 · Internet Access	179.98	1,300.00	-1,120.02	13.85%
265-900 · Advertising & Publishing	234.25	2,400.00	-2,165.75	9.76%
265-920 · Ut - ELECTRIC	180.60	2,800.00	-2,619.40	6.45%
265-921 · UT - Gas	0.00	1,400.00	-1,400.00	0.0%
265-930 · Repairs/maintenance	108.79	1,200.00	-1,091.21	9.07%
265-931 · Cleaning	27.21	900.00	-872.79	3.02%
265-932 · Waste Pickup	62.32	400.00	-337.68	15.58%
<b>Total 265- TOWNSHIP HALL</b>	<u>3,127.09</u>	<u>34,500.00</u>	<u>-31,372.91</u>	<u>9.06%</u>
<b>276- CEMETERIES</b>				
276-702 · Cemetery Clerk	200.00	1,200.00	-1,000.00	16.67%
276-701 · Sexton	0.00	432.00	-432.00	0.0%
276-727 · Supplies/ Maintenance	160.00	800.00	-640.00	20.0%
276-920 · Utilities - Keswick Cemetery	115.24	500.00	-384.76	23.05%
276-932 · Waste Pick-up	150.08	450.00	-299.92	33.35%
<b>Total 276- CEMETERIES</b>	<u>625.32</u>	<u>3,382.00</u>	<u>-2,756.68</u>	<u>18.49%</u>

## Bingham Township Profit & Loss Budget vs. Actual July 1 through August 21, 2023

	<u>Jul 1 - Aug 21, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>721 · PLANNING</b>				
721-704 · Planning Meeting Per Diem	0.00	5,700.00	-5,700.00	0.0%
721-855 · Education	0.00	900.00	-900.00	0.0%
721-956 · Recording Secretary	0.00	770.00	-770.00	0.0%
<b>Total 721 · PLANNING</b>	<u>0.00</u>	<u>7,370.00</u>	<u>-7,370.00</u>	<u>0.0%</u>
<b>722 · PLANNING/ZONING CONTRACT</b>				
722-726 · Planning Services	0.00	8,914.15	-8,914.15	0.0%
722-727 · Zoning Services	3,776.22	22,657.32	-18,881.10	16.67%
<b>Total 722 · PLANNING/ZONING CONTRACT</b>	<u>3,776.22</u>	<u>31,571.47</u>	<u>-27,795.25</u>	<u>11.96%</u>
<b>723 · ZONING BOARD OF APPEALS</b>				
723-704 · Mtg, Per Diem	0.00	855.00	-855.00	0.0%
723-855 · Education	0.00	200.00	-200.00	0.0%
<b>Total 723 · ZONING BOARD OF APPEALS</b>	<u>0.00</u>	<u>1,055.00</u>	<u>-1,055.00</u>	<u>0.0%</u>
<b>755 · PARKS</b>				
755-704 · Park Rep per Diem	80.00	480.00	-400.00	16.67%
755-727 · Supplies	0.00	500.00	-500.00	0.0%
755-920 · Utilities - Bingham Twp Park	47.74	300.00	-252.26	15.91%
755-932 · Waste Pick-up	369.08	800.00	-430.92	46.14%
755-940 · Porta Potty Rentals	1,103.00	3,200.00	-2,097.00	34.47%
755-945 · Park Improvements	627.01	11,425.00	-10,797.99	5.49%
<b>Total 755 · PARKS</b>	<u>2,226.83</u>	<u>16,705.00</u>	<u>-14,478.17</u>	<u>13.33%</u>
<b>6561 · PAYROLL EXPENSES - FICA</b>	1,595.70	10,000.00	-8,404.30	15.96%
<b>996 · TRANSFER OUT TO 245 FUND</b>	7,651.50	0.00	7,651.50	100.0%
<b>8000 · 245 Expenditures</b>	16,722.00	0.00	16,722.00	100.0%
<b>CONTINGENCY</b>	0.00	1,000.00	-1,000.00	0.0%
<b>4000 · Reconciliation Discrepancies</b>	-20.00	0.00	-20.00	100.0%
<b>Total Expense</b>	<u>60,462.26</u>	<u>312,930.67</u>	<u>-252,468.41</u>	<u>19.32%</u>
<b>Net Income</b>	<u>-15,151.13</u>	<u>307,953.33</u>	<u>-323,104.46</u>	<u>-4.92%</u>