

**CHARTER TOWNSHIP OF HAMPTON
REGULAR MEETING
November 22, 2021**

The regular meeting of the Charter Township of Hampton Board of Trustees was called to order at 7:00 p.m. in the Township Boardroom by the Supervisor.

The pledge of allegiance was given to the flag. The invocation was read and a moment of silence was observed.

PRESENT: Kenniston, Wisniewski, Benchley, Wright, DeWyse, Samyn, & Close

ABSENT: None

ALSO PRESENT: Franz, Hebner, Worden, Bryan Benchley, and 1 other person

Motion by Kenniston, supported by Wisniewski, the November 8, 2021 regular meeting minutes and the November 17, 2021 special meeting minutes be approved.

Motion carried.

COMMUNICATIONS:

Motion by Wisniewski, supported by Wright, to receive the following communications:

- Michigan Department of Transportation Road Construction Projects for 2022
- Michigan Department of Treasury Required Financial Dashboard Documents
- Holiday Light Recycle Drive
- Winter 2021 Hampton Township Newsletter

Motion carried.

AUDITORS REPORT:

Motion by Wisniewski, seconded by Wright, the following warrants be approved for payment:

#49077 - #49149	General Fund	78,274.11
#1859-#1861	Trust & Agency	873.00
#4342 - #4349	Sewer Fund	30,019.85
#1175-#1200	Tax Fund	9,581.04
#1927 - #1933	Water Fund	10,986.65
		<u>\$ 129,734.65</u>

AYES: Wisniewski, Wright, Benchley, Kenniston, Samyn, DeWyse, Close

NAYS: None

Motion carried.

OPEN TO THE PUBLIC:

Mary Smith, 1164 W. Hampton Road, asked about 2022 garbage and recycling schedule.

OLD BUSINESS:

Motion by Wisniewski, supported by Kenniston, to approve the following policies:

- Water/Sewer Main Extension Policy
- Obsolete Property
- Water/Sewer Delinquent Policy

AYES: Wisniewski, Kenniston, Benchley, Wright, DeWyse, Samyn, Close

NAYS: None

Motion carried.

NEW BUSINESS:

Motion by Wisniewski, seconded by Kenniston, that the following resolution be adopted:

WHEREAS, a public hearing has been held by the Township Board of Trustees on said proposed budget preceded by not less than one week published notice as required by Section 26 of the Charter Township Act;

AND WHEREAS, all persons present at said public hearing were afforded an opportunity to be heard on said proposed budget;

AND WHEREAS, said propose budget includes a complete financial plan for the next calendar year (2022) of the Township as detailed in Section 25 of the Charter Township Act;

AND WHEREAS, such proposed budget, as modified, is in the opinion of the Township Board, in the best interest of the Township and reasonable and proper;

NOW, THEREFORE, BE IT RESOLVED, that said budget, modified for the next calendar year (2022) of the Township, is hereby adopted to govern the expenditures of the Township funds during said period, by activity, except to the extent of any unallocated supplemental or surplus funds which, by subsequent board resolution, may be subsequently allocated or reallocated in the best interest of the Township.

NOW, THEREFORE, BE IT ALSO RESOLVED, that the Hampton Township operational millage rate is established at 5.0000 mills to be levied upon the Taxable Valuation of \$332,004,046 on the 2021 Winter Tax Roll for Hampton Township. This levy will generate revenue for the Township operational purposes of \$1,650,417 of which the Downtown Development Authority (DDA) will capture \$33,830 leaving a total of \$1,616,587. And the Road Improvement Levy millage rate is .65 mills which will generate revenue for road improvements in the amount of \$214,539, of which the Downtown Development Authority (DDA) will capture \$4,397 leaving a total of \$210,142. And that the Public Safety Levy millage rate is 1.50 mills which will generate revenue for public safety in the amount of \$495,113 of which the DDA will capture \$10,148 leaving a total of \$484,965. And a Drain Assessment generating \$328,690 of which the DDA will capture \$2,153 leaving a total of \$326,537.

GENERAL FUND	REVENUE	Expendable Fund Balance	1,395,500
		Revenue from Taxes	2,602,502
		Permits & Licenses	159,000
		State Revenues	1,050,200
		ARPA	491,052
		Interest & Rents	37,548
		Other Revenues	166,224
	TOTAL GENERAL FUND REVENUE:		5,902,026
	EXPENSE:	101-Township Board	77,893
		171-Supervisor	90,180
		191-Elections	34,000
		201-GSA	120,595
		202-HSA	46,000
		209-Assessor	62,300

		210-Attorney	45,000
		211-Consultant	15,000
		215-Clerk	94,640
		247-Board of Review	2,080
		253-Treasurer	82,515
		265-Hall & Grounds	36,700
		266-Community Building	13,250
		294-Public Relations	4,500
		301-Police	1,190,300
		336-Fire	329,810
		400-Planning Commission	40,650
		410-Board of Appeals	5,465
		441-DPW	499,740
		442-Ordinance Enforcement	16,900
		443-Bay Co. Drain	200,000
		444-O&M Drain Contract	128,500
		448-Street Lights	125,000
		526-Transfer Station	7,900
		528-ARPA	491,052
		751-Finn Road Park/Launch	106,801
		752-Parks - Others	78,500
		753-Railtrail	31,000
		851-Insurance & Bonds	390,000
		874-Retirement Benefits	90,000
		890-Contingency	1,445,755
	TOTAL GENERAL FUND EXPENSE:		5,902,026
GARBAGE FUND	REVENUE:	Expendable Fund Balance	500
		Fees	584,000
	TOTAL BUILDING FUND REVENUE:		584,500
	EXPENSE:	227-Contracted Services	584,500
		890-Contingency	0
	TOTAL BUILDING FUND EXPENSE:		584,500
BUILDING FUND	REVENUE:	Expendable Fund Balance	75,000
		Permit Fees	88,200
	TOTAL BUILDING FUND REVENUE:		163,200
	EXPENSE:	201-General Services	52,600
		371-Building Inspector	21,360
		372-Plumbing/Heating Inspector	31,260
		373-Electrical Inspector	11,140
		890-Contingency	46,769
	TOTAL BUILDING FUND EXPENSE:		163,129
ROAD FUND	REVENUE:	Expendable Fund Balance	200,000
		Revenue from Taxes	214,200
	TOTAL ROAD FUND REVENUE:		414,200

ROAD FUND

EXPENSE:	446-Road Levy/Services	350,000
	890-Contingency	0
TOTAL ROAD FUND EXPENSE:		350,000

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

REVENUE:	Expendable Fund Balance	-0-
	Transfer In from DDA	52,455
TOTAL DEBT SERVICE REVENUE:		52,455

EXPENSE:	800-Bond Payment	52,455
	956-Contingency	0
TOTAL DEBT SERVICE EXPENSE:		52,455

**DOWNTOWN DEVELOPMENT AUTHORITY
 (DDA)**

Revenue:	Expendable Fund Balance	220,000
	Revenue from Taxes	175,000
	Interest	25
TOTAL DDA REVENUE:		395,025

Expense:	201-Office Expense	18,200
	210-Legal Fees	500
	211-Consultant	500
	447-Engineer	500
	865-Insurance	1,700
	956-Contingency	291,680
	900-Transfer to Debt Service	52,455
TOTAL DDA EXPENSE:		365,535

SEWER FUND

Revenue:	Expendable Fund Balance	2,095,718
	Program Revenues	2,503,750
	Interest	300
TOTAL SEWER FUND REVENUE:		4,599,768

Expense:	492-ERR	79,467
	527-Sewage Disposal	850,000
	536-Sewer Operating	677,340
	851-Bonds	721,383
	890-Contingency	2,271,578

TOTAL SEWER FUND EXPENSE:		4,599,768
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ERR FUND

REVENUE:	Expendable Fund Balance	500,000
	Transfer In from Sewer	79,467
TOTAL ERR FUND REVENUE:		579,467

ERR FUND	EXPENSE:	536-Contracted Services	30,000
		890-Contingency	500,000
	TOTAL ERR FUND EXPENSE:		530,000
USDA SEWER PROJ	Revenue:	Grant Proceeds	2,768,000
		Loan Proceeds	2,225,000
	TOTAL USDA PROJECT REVENUE:		4,993,000
	Expense:	970-Capital Project	4,993,000
	TOTAL SAW GRANT EXPENSE:		4,993,000
WATER FUND	Revenue:	Expendable Fund Balance	1,895,996
		DWAM Grant	400,000
		Program Revenues	2,505,600
		Interest	250
	TOTAL WATER FUND REVENUE:		4,801,846
	Expense:	537-Water	2,533,310
		890-Contingency	2,267,743
	TOTAL WATER FUND EXPENSE:		4,801,053

AYES: Wisniewski, Kenniston, Benchley, Wright, DeWyse, Samyn, Close
 NAYS: None
 Motion carried.

Motion by Wisniewski, seconded by Kenniston, that the following resolutions be adopted:

RESOLUTION TO
 ESTABLISH TOWNSHIP OFFICERS SALARY

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the Charter Township of Hampton Board of Trustees deems it desirable to adjust the salary of the township officials (Supervisor, Clerk & Treasurer) to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, and in an continued effort for internal comparability; now

THEREFORE BE IT RESOLVED, that as of November 29, 2021, the salary for the office of Hampton Township Supervisor, Clerk & Treasurer shall be at \$59,300.02.

And

RESOLUTION TO
 ESTABLISH TOWNSHIP OFFICERS SALARY

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the Charter Township of Hampton Board of Trustees deems it desirable to adjust the salary of the township trustees to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, and in an continued effort for internal comparability; now

THEREFORE BE IT RESOLVED that as of November 29, 2021, the salary for the office of Hampton Township Trustees shall be \$5,896.69.

AYES: Wisniewski, Kenniston, Benchley, Wright, DeWyse, Samyn, Close

NAYS: None

Motion carried.

Motion by Wisniewski, supported by DeWyse, that the following fee schedule be adopted:

HALL RENTAL

HALL RENTAL	Charitable Organization	Political Event Fund Raisers	Regular Fee	Damage Deposit
Barroom	\$50	\$50	\$100	\$100
Hall & Kitchen	\$100	\$100	\$300	\$100
Hall, Kitchen & Bar	\$150	\$150	\$400	\$100

COMMUNITY BUILDING

Fee	Damage Deposit
\$150.00	\$100.00

If Alcohol is served in either building, cost of security is \$175
 50th Wedding Anniversaries free if residents of Hampton for 5 years
 80th Birthday & Older a one-time free rental
 Hall Rental for Funeral Meals for Residents are free
 Deposit & Security fees apply for all the free rentals

MISCELLANEOUS

NSF/Other Check Fees	\$35
Notary Service	No Charge for Township Residents \$5 for Non-Residents
Assessment Roll	Electronic Copy \$25/each
Police Report	\$8 (first 2 pages) Each Additional Page \$1 Picture Pages \$2.50
FOIA Requests	\$.05 per page, labels \$.50 per sheet, CD \$5, flash drive \$10 fax \$2 for first page and \$1 per additional page, envelopes #10 \$.10 and manila \$.50, actual cost of any postage, plus actual labor costs in 15 minute increments for retrieval and preparation
Solicitor/Peddler	Daily \$10 Weekly \$20 Annual Fee \$40
Grass Cutting	\$100 Admin Fee Plus Time, Equipment & Materials
Children Crossing Signs	Per Bay County Road Commission Policy Resident Pays 100% of Cost and installation

SEWER

Meter Size	2022 Daily Rate	RTS Qtrly Charge	Min Qtrly Usage	Min Qtrly Usage Charge	Total Min Qtrly Charge
5/8"	\$0.9071	\$82.77	8	\$44.56	\$127.33
3/4"	\$1.3302	\$121.38	9	\$50.13	\$171.51
1"	\$2.5329	\$231.13	9	\$50.13	\$281.26
1 1/4" - 1 1/2"	\$5.6129	\$512.18	9	\$50.13	\$562.31
2"	\$9.9854	\$911.17	20	\$111.40	\$1,022.57
3"	\$22.4065	\$2,044.59	20	\$111.40	\$2,155.99
4"	\$39.7959	\$3,631.38	20	\$111.40	\$3,742.78
6"	\$89.4807	\$8,165.11	20	\$111.40	\$8,276.51
Consumers	\$89.4807	\$8,165.11	20	\$157.80	\$8,322.91
			Per Unit	\$5.57	
			Consumers	\$7.89	

WATER

Meter Size	Daily Rate (RTS/90 days)	RTS Quarterly Charge	Total Min Qtrly Charge
5/8"	0.2376	\$21.38	\$21.38
3/4"	0.2926	\$26.33	\$26.33
1"	0.4439	\$39.95	\$39.95
1 1/4" - 1 1/2"	0.8701	\$78.31	\$78.31
2"	1.4753	\$132.78	\$132.78
3"	3.1941	\$287.47	\$287.47
4"	5.6006	\$504.05	\$504.05
6"	12.4760	\$1,122.84	\$1,122.84
	Per Unit	\$4.45	

Garbage \$20.00/month

Water Meters 5/8" \$310 3/4" \$360 1" \$460 1-1/2" \$780 Others-Cost of Meter

Processing of Shut Notice \$5.00 Red Tag Fee \$15

Water Shut Off or Turn On Fee \$50.00

Residential Water or Sewer Tap \$3,200 Plus \$50 Inspection Fee Illegal Taps are double
 Developer Installed Main and Service Leads \$1,600 for Water or Sewer Plus \$50 inspection fee for each

Other than single family residential taps, customer pays all fees including restoration

Bulk Water \$6.00/ccf

BUILDING/ZONING

Re-Occupancy Certificate \$250

Rezoning \$750

Special Use Permit Residential \$300 Commercial \$500

Site Plan Type II \$750 Base Fee plus additional amounts in table below for Escrow
 If Type II is less than \$100,000 then only the \$750 Base Fee applies

Site Plan	Project Cost	Fee
Type I - Residential	Any	\$50 Fee No Escrow
Type II - Commercial	\$100,000-\$500,000	\$750
	\$500,001-\$1 million	\$1,500
	\$1 million-\$2.5 million	\$2,500
	\$2.5 million and above	\$5,000

Land Division	\$50
Subdivision Plat Review	\$100 for up to 20 Lots and \$5 for each additional lot (Per Ordinance 27)
Special Meetings	Planning Commission \$400 Zoning Board of Appeals \$300
Variance or Ordinance Interpretation ZBA	Residential \$250 Commercial \$750
Permit Renewal	\$50 if Renewed Before Expiration \$100 if after (Electrical, Heating & Plumbing) Building Percentage of Original Permit based on Percentage Completed
Demolition Permit	\$10 for Residential \$25 for Commercial

FINN ROAD PARK

Finn Road Park Boat Launch Fee	Daily \$7.00	Seasonal \$60.00
Finn Road Park Dump Station	\$10.00	
Finn Road Park Store Trailer/Boat	\$1.00/day for campers	
Finn Road Park Firewood	\$10.00/wheelbarrow	
Finn Road Park Ice	\$3.00	
Finn Road Park 30 Amp Site \$495.00/Month	\$28.00/night	\$168.00/week \$2,550.00/Year (May-October)*
Finn Road Park 50 Amp Site \$525.00/Month	\$30.00/night	\$182.00/week \$2,700.00/Year (May-October)*
*Yearly Permits May be paid in 3 Installments:	<u>30 AMPS</u>	<u>50 AMPS</u>
	#1 Due May 1 st	\$850 \$900
	#2 Due June 1 st	\$850 \$900
	#2 Due July 1 st	\$850 \$900

Finn Road Park Reservation: \$31.00/non-refundable deposit is required via credit card at the time of reserving. (\$28.00 to go towards the camping fee plus a \$3.00 reservation fee).

No Refunds

Finn Road Park Pavilion Rental	\$50.00/Day
RV Storage	\$165/Season (November 1 st thru April 15 th) Must supply proof of insurance

AYES: Wisniewski, DeWyse, Benchley, Wright, Kenniston, Samyn, Close
NAYS: None
Motion carried.

Motion by Wisniewski, seconded by Kenniston, that the following resolution be adopted:

RESOLUTION FOR A PARTIAL TERMINATION OF A FARMLAND DEVELOPMENT RIGHTS AGREEMENT WITH PRE-EXISTING STRUCTURE:

WHEREAS, on November 22, 2021 the Township Board received a request from Bernadette Jacobs for approval to have a certain parcel released from Farmland Development Rights Agreement number 09-15937-123169 which was executed in accordance with the provisions of PA 116 of 1974, commonly known as the Farmland and Open Space Preservation Act ("The Act"); and

WHEREAS, the parcel proposed for release from the agreement is two acres or less in size OR applicant provided documentation for larger than two-acre parcel; and

WHEREAS, Hampton Township Board finds that the request for release of the particular parcel is acceptable;

NOW THEREFORE BE IT RESOLVED BY THE HAMPTON TOWNSHIP BOARD AS FOLLOWS:

1. Hampton Township Board hereby approves the request to release the following described piece of property from said Farmland Development Rights Agreement:

SEC 35 T14N R6E BEG AT A PT N89 DEG 36'33"W 498 FT FRON N 1/4 COR FOR POB TH 500 DEG 08'32"W 233 FT TH N89 DEG 36'33"W 307 FT TH N00 DEG 08'32" 223 FT TH S89 DEG 36'33"E 307 FT BK TO POB.

2. That the Hampton Township Board hereby certifies that at least one structure located on the certain piece of property was present prior to the original execution of said Farmland Development Rights Agreement.
3. That the Hampton Township Clerk is hereby directed to transmit certified and sealed copies of this resolution the person making the request and to the Farmland Unit of the Michigan Department of Agriculture.

AYES: Wisniewski, Kenniston, Wright, Benchley, DeWyse, Samyn, Close
NAYS: None
Motion carried.

Motion by Kenniston, supported by Wisniewski, that the 2022 Senior Site Agreement Renewal be approved:

AYES: Kenniston, Wisniewski, Benchley, Wright, DeWyse, Samyn, Close
NAYS: None
Motion carried.

ATTORNEY REPORT:

Nothing.

ENGINEER REPORT:

Bartow was not present.

STANDING COMMITTEE REPORTS

None.

OFFICER/TRUSTEE REPORTS

- **Clerk**-Thanked the Treasurer and Supervisor for working on the 2022 budget, audit dates have been set, and Happy Thanksgiving to everyone.
- **Treasurer**-Happy Holidays to everyone
- **Trustees**-Wisniewski questioned if Consumers Energy is digging new ponds.
- **Supervisor**-Thanked the Clerk & Treasurer for their budget work, spoke about the Covid spike and the recommendation to wear masks indoors.
- **Public Safety Director**- Happy Thanksgiving and thanked the Board for all they do, 218 calls and 33 traffic stops since the last Board meeting, Shawn Bacon and Benjamin Brownlee completed First Responder program, will have continuing education class for First Responders, had 2 gun calls, and one overdose.
- **DPW Superintendent**-picked up leaves, shut water and winterized bath house at Finn Road Park; still cutting ditch banks, getting new trees for Wood Park, work on the old tennis courts will start this week or next week, pump at Consumers pump station installed, had some issues with SCADDA system, clutch out on one dump truck and sent out for repair, fire hydrant on Center Avenue is all set other than restoration, started Burns Road water main installation along with a new valve on the corner of Ridge and Burns Roads.
- **County Commissioner**-not in attendance

OPEN TO THE PUBLIC:

Mary Smith, 1164 W. Hampton Road, spoke about a survey she received from Consumers Energy.

Motion by Wisniewski, seconded by Samyn, to adjourn the meeting at 7:35 p.m.
Motion carried.

Respectfully submitted:

Approved by

Frances DeWyse, Clerk

Terri Close, Supervisor