

**CHARTER TOWNSHIP OF HAMPTON
REGULAR MEETING MINUTES
November 28, 2022**

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

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

ABSENT: None

ALSO PRESENT: Hewitt and 10 people in the audience

APPROVAL OF MINUTES: Motion by Wisniewski, seconded by Wright, to approve the regular meeting minutes from November 14, 2022 and the special meeting minutes from November 18, 2022 and waive the reading.

Motion carried.

COMMUNICATIONS: Motion by Benchley, supported by Wisniewski, to receive the October DPS report. Motion carried.

AUDITORS REPORT:

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

#50349-#50435	General Fund	\$ 85,078.10
#4499-#4506	Sewer Fund	\$ 25,614.60
#2037-#2043	Water Fund	\$ 62,266.50
#7100-#7112	Tax Fund	<u>\$ 16,558.98</u>
		<u>\$189,518.18</u>

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

NAYS: None

Motion carried.

OPEN TO THE PUBLIC: No one addressed the Board.

OLD BUSINESS: None.

NEW BUSINESS: Motion by Wisniewski, supported by Benchley, to appoint Jodie Hebner as an alternate to the Zoning Board of Appeals.

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

NAYS: None

Motion carried.

Motion by Kenniston, seconded by Wisniewski, to adopt the following resolution:

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 - "Hard Caps" Option - limits a public employer's total annual health care costs for employees based on coverage levels as defined in the Act.

- 2) Section 4 - "80%/20%" Option - limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body.
- 3) Section 8 - "Exemption" Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body.

WHEREAS, the Hampton Township Board of Trustees has decided to adopt the annual Exemption option as its choice of compliance under the Act.

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Hampton Board of Trustees elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year January 1, 2023 through December 31, 2023.

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

Motion by Wisniewski, supported by Kenniston, to approve the following budget adjustments:

GENERAL FUND (101):

101-000-578-001 State Grants Revenue	+ 7,500
101-101-900-000 Printing & Publishing	+ 5,000
101-191-727-000 Office Supplies Expense	+ 7,500
101-201-727-000 Office Supplies-Expense	+ 3,000
101-201-778-000 Equipment Repair	+ 7,000
101-265-930-000 Building Maintenance	+ 5,000
101-202-716-000 HRA	+ 10
101-441-803-000 Contracted Services	-20,010

DDA FUND (494)

494-865-910-000	+40.00
494-900-995-000	+50.00
494-201-752-000	-90.00

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

Motion by Kenniston, seconded by Wisniewski, to approve the following:

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 4.9825 mills to be levied upon the Taxable Valuation of \$331,025,882 on the 2022 Winter Tax Roll for Hampton Township. This levy will generate revenue for the Township operational purposes of \$1,649,336 of which the Downtown Development Authority (DDA) will capture \$41,854 leaving a total of \$1,617,482. And the Road Improvement Levy millage rate is .6477 mills which will generate revenue for road improvements in the amount of \$214,415, of which the Downtown Development Authority (DDA) will capture \$5,440 leaving a total of \$208,975. And that the Public Safety Levy millage rate is 1.4948 mills which will generate revenue for public safety in the amount of \$494,817 of which the DDA will capture \$12,034 leaving a total of \$482,783. And a Drain Assessment generating \$344,259.

GENERAL FUND	REVENUE	Expendable Fund Balance	3,948,654
		Revenue from Taxes	2,454,102
		Permits & Licenses	154,500
		State Revenues	1,012,500
		Interest & Rents	64,000
		Other Revenues	166,200
	TOTAL GENERAL FUND REVENUE:		7,799,956
	EXPENSE:		
		101-Township Board	85,400
		171-Supervisor	92,836
		191-Elections	6,000
		201-GSA	75,290
		202-HSA	49,000
		209-Assessor	57,800
		210-Attorney	55,000
		211-Consultant	20,000
		215-Clerk	96,651
		247-Board of Review	2,090
		253-Treasurer	84,501
		265-Hall & Grounds	35,000
		266-Community Building	13,750
		294-Public Relations	4,500
		301-Police	1,235,400
		336-Fire	293,350
		400-Planning Commission	29,255
		410-Board of Appeals	6,325
		441-DPW	208,550
		442-Ordinance Enforcement	30,175
		443-Bay Co. Drain	10,000
		444-O&M Drain Contract	297,450
		448-Street Lights	115,000
		526-Transfer Station	15,350
		751-Finn Road Park/Launch	340,750
		752-Parks - Others	455,500
		753-Railtrail	10,500
		851-Insurance & Bonds	100,000
		874-Retirement Benefits	45,000
		890-Contingency	1,445,755
	TOTAL GENERAL FUND EXPENSE:		5,316,178

GARBAGE FUND	REVENUE:	Expendable Fund Balance	00
		Fees	670,000
	TOTAL GARBAGE FUND REVENUE:		670,500
	EXPENSE:	227-Contracted Services	640,000
		890-Contingency	0
	TOTAL GARBAGE EXPENSE:		640,000
BUILDING FUND	REVENUE:	Expendable Fund Balance	174,128
		Permit Fees	87,000
	TOTAL BUILDING FUND REVENUE:		261,128
	EXPENSE:	201-General Services	16,400
		371-Building Inspector	25,550
		372-Plumbing/Heating Inspec.	31,600
		373-Electrical Inspector	10,850
		890-Contingency	46,769
	TOTAL BUILDING FUND EXPENSE:		131,169
ROAD FUND	REVENUE:	Expendable Fund Balance	496,704
		Revenue from Taxes	200,000
	TOTAL ROAD FUND REVENUE:		696,704
ROAD FUND	EXPENSE:	446-Road Levy/Services	400,000
		890-Contingency	261,000
	TOTAL ROAD FUND EXPENSE:		35,704
DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND			
	REVENUE:	Expendable Fund Balance	-0-
		Transfer In from DDA	57,550
	TOTAL DEBT SERVICE REVENUE:		57,550
	EXPENSE:	800-Bond & Interest Payment	57,550
		956-Contingency	0
	TOTAL DEBT SERVICE EXPENSE:		57,550
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)			
	Revenue:	Expendable Fund Balance	333,572
		Revenue from Taxes	122,900
		Interest	200
TOTAL DDA REVENUE:		456,672	
	Expense:	201-Office Expense	16,300
		210-Legal Fees	500
		211-Consultant	500
		447-Engineer	500
		865-Insurance	10,000
		956-Contingency	261,200
		900-Transfer to Debt Service	57,550
TOTAL DDA EXPENSE:		346,550	

SEWER FUND	Revenue:	Expendable Fund Balance	5,579,381
		Program Revenues	2,500,000
		Interest	2,500
		TOTAL SEWER FUND REVENUE:	8,081,881
	Expense:	492-ERR	79,500
527-Sewage Disposal		925,000	
536-Sewer Operating		520,100	
851-Bonds		925,000	
890-Contingency		2,271,578	
TOTAL SEWER FUND EXPENSE:	4,721,178		
ERR FUND	REVENUE:	Expendable Fund Balance	706,734
		Transfer In from Sewer	79,500
	TOTAL ERR FUND REVENUE:	786,234	
ERR FUND	EXPENSE:	536-Contracted Services	79,500
		890-Contingency	706,734
	TOTAL ERR FUND EXPENSE:	786,234	
WATER FUND	Revenue:	Expendable Fund Balance	2,286,618
		DWAM Grant	380,000
		Program Revenues	2,584,800
		Interest	3,000
	TOTAL WATER FUND REVENUE:	5,254,418	
Expense:	537-Water	2,907,300	
	851-Insurance	15,000	
	890-Contingency	1,867,743	
TOTAL WATER FUND EXPENSE:	4,790,043		

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

Motion by Wisniewski, supported by Close, to adopt the following:

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 27, 2022, the salary for the office of Hampton Township Supervisor, Clerk & Treasurer shall be at \$59,300.02.

And
November 28, 2022

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 27, 2022, the salary for the office of Hampton Township Trustees shall be \$5,896.69.

AYES: Wisniewski, Close, Wright, Kenniston, Benchley

NAYS: DeWyse, Samyn

Motion carried.

Motion by DeWyse, seconded by Wisniewski, to approve the following 2023 Fee Schedule:

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
\$200.00	\$100.00

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 \$35/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	Daily Rate	RTS Qtrly Charge	Min Qtrly Usage	Min Qtrly Usage Charge	Total Min Qtrly Charge
5/8"	\$0.9344	\$85.26	8	\$45.92	\$131.18
3/4"	\$1.3702	\$125.03	9	\$51.66	\$176.69
1"	\$2.6090	\$238.07	9	\$51.66	\$289.73
1 1/4" - 1 1/2"	\$5.7814	\$527.55	9	\$51.66	\$579.21
2"	\$10.2850	\$938.51	20	\$114.80	\$1,053.31
3"	\$23.0787	\$2,105.93	20	\$114.80	\$2,220.73
4"	\$40.9899	\$3,740.33	20	\$114.80	\$3,855.13
6"	\$92.1652	\$8,410.07	20	\$114.80	\$8,524.87
Consumers	\$92.1652	\$8,410.07	20	\$162.60	\$8,3572.67
			Per Unit	\$5.74	
			Consumers	\$8.13	

WATER

Meter Size	Daily Rate (RTS/90 days)	RTS Quarterly Charge	Total Min Qtrly Charge
5/8"	0.2447	\$22.02	\$22.02
3/4"	0.3013	\$27.12	\$27.12
1"	0.4572	\$41.15	\$41.15
1 1/4" - 1 1/2"	0.8962	\$80.66	\$80.66
2"	1.5196	\$136.76	\$136.76
3"	3.2899	\$296.09	\$296.09
4"	5.7686	\$519.17	\$519.17
6"	12.8503	\$1,156.53	\$1,156.53
	Per Unit	\$4.59	

Garbage \$23.25/month

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Regular Meeting

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Water Meters 5/8" \$310 3/4" \$360 1" \$460 1-1/2" \$780 Other-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 Inspect Fee Illegal Taps- 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
 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 \$28.00/night \$168.00/week
 \$495.00/Month \$2,550.00/Year (May-October)*
 Finn Road Park 50 Amp Site \$30.00/night \$182.00/week
 \$525.00/Month \$2,700.00/Year (May-October)*

*Yearly Permits May be paid in 3 Installments:

	30 AMPS	50 AMPS
#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 1st thru April 15th) Must supply proof of insurance

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

Motion by Close, supported by Wright, to approve the rental agreement with Bay County for the Community Building as presented.

AYES: Close, Wright, Benchley, Wisniewski, Samyn, DeWyse
NAYS: Kenniston
Motion carried.

ATTORNEY REPORT: Nothing.

ENGINEER REPORT: Not in attendance.

STANDING COMMITTEE REPORTS: None.

OFFICER/TRUSTEE/DEPT. HEAD/COMMISSIONER REPORTS:

CLERK: Motion by Benchley, supported by Wisniewski, to receive the October 2022 Revenue and Expense report and the reading be waived. Motion carried.

TREASURER: Nothing

TRUSTEES: Discussed installing bollards by the bridges on the Nature Trail. Wisniewski has permission to install in 2023 at his own expense.

SUPERVISOR: Nothing.

DPW ADMINISTRATOR BENCHLEY: Completed storing summer equipment and materials, installed plows, holding weekly safety meetings, still marking water boxes for Dependable Sewer for lead line testing, cutting grass along ditches, storm pump at the end of Boutell Road has been repaired and will be checking on pulling out the boat dock at Finn Road Park.

PUBLIC SAFETY DIRECTOR BENCHLEY: 176 calls, 11 traffic stops, 26 medical calls, and 11 vehicle crashes since the last Board meeting; and officers worked hard on a residential break-in to recover the property and arrest the individuals involved.

COUNTY COMMISSIONER JOHNSON: Household Assistant Grants totaling over \$360,000 have been approved and new appointments will be made to the Veteran's Affairs and Department of Aging Boards.

OPEN TO THE PUBLIC: None.

ADJOURNMENT: Motion by Wisniewski, supported by Benchley, to adjourn the meeting at 7:47 p.m.
Motion carried.

Respectfully submitted:

Approved by:

Frances DeWyse, Clerk

Terri Close, Supervisor