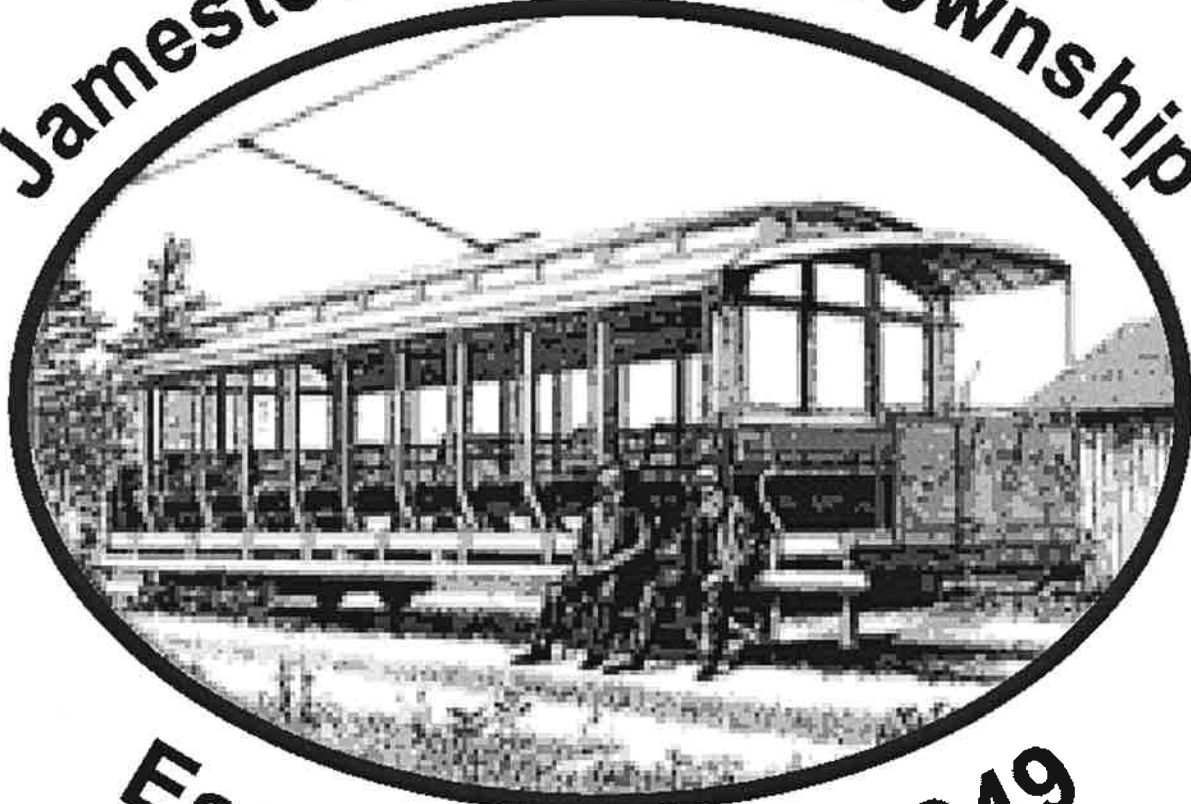


Jamestown Charter Township



Established in 1849

2018-2019

Adopted Budget

**CHARTER TOWNSHIP OF JAMESTOWN
COUNTY OF OTTAWA, MICHIGAN**

Minutes of a regular meeting of the Township Board of the Charter Township of Jamestown, Ottawa County, Michigan, held in the Township Hall, in said Township, on the 19th day of March, 2018, at 7:00 p.m.

PRESENT: Members: DeHaan, Brouwer, Altman, Oskin, Miller and Tacoma

ABSENT: Members: Bergwerff

The following preamble and resolution was offered by Member DeHaan and seconded by Member Altman:

RESOLUTION NO. R18-007

**RESOLUTION APPROVING ANNUAL TOWNSHIP BUDGET
AND DETERMINING PROPERTY TAX RATES FOR
SUPPORT OF BUDGET**

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 2 of 1968, as amended by Public Act 621 of 1978 requires that the Township adopt an annual budget, after public hearing; and

WHEREAS, the Township Board has convened a public hearing on the proposed Jamestown Charter Township budget for the fiscal year commencing April 1, 2018, after the publication of public notice as required by law; and

WHEREAS, the published notice of the Township Board public hearing on the annual budget stated that the Township property tax millage rates proposed to be levied to support the proposed budget would be a subject of the budget hearing; and

WHEREAS, the Township Board has considered the proposed annual budget for the above-stated fiscal year, has considered comments thereon made at the public hearing and has otherwise considered the budget and the property tax rates for the 2018-2019 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1: Title - This resolution shall be known as the Jamestown Charter Township 2018 General Appropriations Act and is adopted pursuant to the Uniform Budgeting and Accounting Act, Public Act 2 of 1968, as amended by Public Act 621 of 1978.

SECTION 2: Public Hearing on the Budget – Pursuant to MCL 141.412 and 141.413, notice of a public hearing on the proposed budget was published in the *Grand Valley Advance* and *Southwest Advance*, newspapers of general circulation within the Township, on February 25, 2018 and a public hearing on the proposed budget was held on March 19, 2018. The published notice of the Township Board public hearing on the annual budget stated that the Township property tax millage rates proposed to be levied to support the proposed budget would be a subject of the budget hearing.

SECTION 3: Millage Levy – The Township Board hereby tentatively approves the levy of, and shall collect, general ad valorem property tax on all real and personal property with the Township upon the property tax assessment roll, except property exempt from taxation, at the rates indicated below, or at such reduced millage rate(s) as may be required by operation of law: allocated millage of 0.8877 mills for Township operations; and voter authorized extra-voted millages of 1.5000 mills for roads; 0.9936 mills for the fire department operations; 0.500 mills for fire department equipment; and 0.5000 mills for library operations. The Township ad valorem property tax rates stated above shall be subject to final determination and adjustment by the Township Board, following any required Headlee Amendment reduction or such other reduction as may be required by law for the Township 2018 tax rates.

SECTION 4: Adoption of Budget by Activity/Department – Jamestown Charter Township adopts the 2018-2019 fiscal year budgets for the various funds by Activity/Department. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each Activity/Department.

SECTION 5: Payment of Bills – Pursuant to MCL 41.75, all claims (bills) against the Township shall be approved by the Jamestown Charter Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Township Board shall receive a list of claims (bills) paid prior to approval for approval at the next Board meeting.

SECTION 6: Authorized Salary, Hourly and Per Diem Rates – Included in the various Activities/Departments are amounts of the salary, hourly and per diem rates for the officials and employees of the Township as follows: (See Attached)

SECTION 7: Estimated Revenues and Expenditures – Estimated total revenues and expenditures for the various funds of Jamestown Charter Township are:

<u>FUND</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>
General	\$1,791,130	\$1,800,772
Roads	\$515,400	\$ 895,200
Fire Operating	\$357,730	\$ 534,780
Fire Replacement	\$246,273	\$ 174,620
Library	\$228,943	\$ 178,943

2018-2019 BUDGET

GENERAL FUND 101

<i>REVENUES</i>	
Taxes	\$390,500

Cable Franchise Fees	\$72,000
Permit Fees	\$227,000
State Revenue Sharing	\$566,000
Metro Act	\$8,000
Cemetery Fees	\$18,000
Special Use Fees and Fines	\$28,050
Interest Earnings	\$3,600
Rentals	\$29,250
Reimbursements	\$162,230
Other Revenues	\$4,000
Transfers	\$282,500
Total Revenues and Other Sources	\$1,791,130
<i>EXPENDITURES</i>	
101 - Township Board	\$63,386
171 - Supervisor	\$49,042
191 - Elections	\$18,630
209 - Assessor	\$116,240
215 - Clerk	\$62,095
247 - Board of Review	\$1,702
248 - General Office	\$44,870
253 - Treasurer	\$43,820
265 - Building & Grounds	\$29,000
276 - Cemetery	\$50,500
301 - Sheriff Department	\$168,500
350 - Fire Department	\$318,900
371 - Inspection Department	\$203,005
400 - Planning Commission	\$187,260
410 - Zoning Board of Appeals (ZBA)	\$4,360
415 - Planning, Zoning Department	\$47,537
445 - Drains	\$25,000
448 - Street Lighting	\$41,000
751 - Parks & Recreation (Pathways)	\$213,225
790 - Library	\$9,000
871 - Worker Comp Insurance	\$3,500
900 - MTT/STC Refunds	\$200
Transfers	\$100,000
Total Expenditures and Other Uses	\$1,800,772
Net Revenues (Expenditures)	\$(9,642)
Beginning Unassigned Fund Balance	\$800,173
Ending Unassigned Fund Balance	\$790,531

ROAD FUND 204

<i>REVENUES</i>	
Taxes	\$515,200
Interest Earnings	\$200
Total Revenues and Other Sources	\$515,400
<i>EXPENDITURES</i>	
446 -Highways & Streets	\$895,200
Total Expenditures and Other Uses	\$895,200
Net Revenues (Expenditures)	\$(379,800)
Beginning Fund Balance	\$1,055,640
Ending Fund Balance	\$675,840

FIRE OPERATING FUND 206

<i>REVENUES</i>	
Taxes	\$349,500
Interest Earnings	\$1,700
Other Revenues	\$6,530
Total Revenues and Other Sources	\$357,730
<i>EXPENDITURES</i>	
336 -Fire Department	\$422,750
871 - Workers Comp Insurance	\$5,500
900 - MTT/STC Refunds	\$230
Transfers	\$106,300
Total Expenditures and Other Uses	\$534,780
Net Revenues (Expenditures)	\$(177,050)
Beginning Fund Balance	\$738,708
Ending Fund Balance	\$561,658

FIRE EQUIPMENT FUND 214

<i>REVENUES</i>	
Taxes	\$172,200
Interest Earnings	\$1,800
Other Revenues	\$72,273
Total Revenues and Other Sources	\$246,273
<i>EXPENDITURES</i>	
336 – Fire Department	\$4,500
336 – Fire Department Capital Outlay	\$170,000
900 – MTT/STC Refunds	\$120
Total Expenditures and Other Uses	\$174,620
Net Revenues (Expenditures)	\$71,653
Beginning Fund Balance	\$649,052
Ending Fund Balance	\$720,705

LIBRARY OPERATING FUND 271

<i>REVENUES</i>	
Taxes	\$145,254
Grants	\$5,989
Fines	\$23,000
Interest Earnings	\$100
Rentals	\$2,100
Donations	\$1,500
Reimbursements	\$1,000
Transfers	\$50,000
Total Revenues and Other Sources	\$228,943
<i>EXPENDITURES</i>	
790 – Library	\$178,943
Total Expenditures and Other Uses	\$178,943
Net Revenues (Expenditures)	\$50,000
Beginning Fund Balance	\$233,186
Ending Fund Balance	\$283,186

SECTION 8: Periodic Financial Reports – The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

SECTION 9: Budget Monitoring – Whenever it appears to the Township Supervisor or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

SECTION 10: Conflicting Resolutions. All resolutions or portions thereof inconsistent with the provisions of this resolution are hereby rescinded.

YEAS: Members: Altman, Brouwer, DeHaan and Oskin

NAYS: Members: Miller and Tacoma

ABSTAIN: Members: None

RESOLUTION DECLARED ADOPTED.



Candy DeHaan, Clerk
Charter Township of Jamestown

STATE OF MICHIGAN)
) ss.
COUNTY OF OTTAWA)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Jamestown, Ottawa County, Michigan (the "Township"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting on the 19th day of March, 2018, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this 29th day of March, 2018.



Candy DeHaan, Clerk
Charter Township of Jamestown

**Jamestown Charter Township
2018-2019 Salary, Hourly, and Per Diem Rates**

Township Staff 2017-2018 2018-2019 proposed

Supervisor	\$36,057 annually	\$38,000
Deputy Supervisor	\$16.75 per hour	\$17.00
Assessor	\$15,000 annually for ½ day per week	\$60,000 annually for 2 days per week
Assistant Assessor	\$27.65 per hour for 8 hrs/wk	\$31.25 per hour for 8 hrs/wk
Clerk	\$31,000 annually	\$34,000 annually
Deputy Clerk	\$15.00 per hour	\$15.50 per hour
Treasurer	\$28,400 annually	\$31,000
Deputy Treasurer	\$16.00 per hour	\$16.25 per hour
Planner	Contract (\$2,900 per month)	Contract (\$3,300 per month)
Zoning Administrator	Contract based on fees collected	Same
Water/Sewer Admin	Contract BS&E (\$100,000 annually)	Same

Township Boards, Commissions, Committees

Trustees	\$100 per board meeting	Same
	\$71 per extra meeting	\$100 per extra board meeting
	\$50 per non-board meeting	Same
Board of Review	\$100 per diem	Same
Planning Commission		
Chairperson	\$79 per meeting	\$90 per meeting
Commission members	\$69 per meeting	\$80 per meeting
Zoning Board of Appeals		
Chairperson	\$79 per meeting	Same
Board members	\$69 per meeting	Same
Secretary	\$109 for taking minutes	Same
Site Plan Review Committee	\$50 per meeting	Same
Fire Board		
Chairperson	\$50 per meeting	\$79 per meeting
Board members	\$50 per meeting	\$69 per meeting
All other Committees	\$50 per meeting	Same

Elections

Chairperson	\$13 per hour	Same
Election workers	\$12 per hour	Same

Jamestown Charter Township Fire Department

2018-19 Pay Schedule

Effective April 1, 2018 – March 31, 2019

Fire Call Pay Scale

Probationary Fire personnel pay per call per hour	\$16.00
Fire personnel pay per call per hour	\$20.00
Fire personnel pay per call per hour (with merit increases)	\$21.00-\$24.00 (cap)
Deputy Chief, captain, Lieutenant pay per call per hour (with merit increases)	\$22.00-\$25.00 (cap)

Non-Fire Call Pay Scale: \$16.00 per hour

Apparatus/ SCBA checks
 Monthly trainings/medical meetings
 Meetings (chiefs, officer, Board, committee)
 Holiday 6 hour shift (Day 11am-5pm, night 5pm-11pm)
 Fire prevention/ school programs
 Continuing education – Fire training/ Fire officers classes** (see notes below)
 Report writing
 Medical Education Coordinator
 Web Master

Officer pay / Salaries

Chief	\$79,900 full time per year
Deputy Chief	\$5,150
Captain	\$3,800
Lieutenant	\$3,647

Training Academies/Continuing Education

Firefighter 1 & 2 Academy	Contingent on passing	\$1,200.00
50% paid after completion; 25% after second year; 25% after third year		
Medical Fire Responder class (MFR, EMT)	Contingent on passing	\$300.00
100% paid after completion		

** Fire training/Fire officer classes: Chief approved, contingent on passing, pay for classes

Note: Some hourly pay for classes may be considered. Pay to be approved/denied by the Chief upon written submittal. Contingent on budget & available funds for training.

JAMESTOWN CHARTER TOWNSHIP
Budget Summary for Fiscal Year 2018-2019

	GENERAL FUND	SPECIAL REVENUE FUNDS					CAPITAL IMPROVEMENT PLAN FUNDS		
	Fund 101 General	Fund 204 Road	Fund 206 Fire Operating	Fund 214 Fire Equipment	Fund 271 Library	Fund 243 CIP	Fund 248 Twp Bldgs CIP	Fund 253 Road Maint CIP	
REVENUES:									
Taxes	\$ 390,500	\$ 515,200	\$ 349,500	\$ 172,200	\$ 145,254	\$ -	\$ -	\$ -	
Cable Franchise Fees	72,000	-	-	-	-	-	-	-	
Permit Fees	227,000	-	-	-	-	-	-	-	
State Revenue Sharing	566,000	-	-	-	-	-	-	-	
Metro Act	8,000	-	-	-	-	-	-	-	
Grants	-	-	-	-	5,989	-	-	-	
Cemetery Fees	18,000	-	-	-	-	-	-	-	
Special Use Fee and Fines	28,050	-	-	-	23,000	-	-	-	
Interest Earnings	3,600	200	1,700	1,800	100	1,000	1,000	750	
Rentals	29,250	-	-	-	2,100	-	-	-	
Reimbursements	162,230	-	1,000	-	1,000	-	-	-	
Other Revenues	4,000	-	5,530	72,273	1,500	-	-	-	
Total Revenues	1,508,630	515,400	357,730	246,273	178,943	1,000	1,000	750	
EXPENDITURES:									
Legislative	63,386	-	-	-	-	-	-	-	
General Government	365,399	-	-	-	-	-	-	-	
Cemetery	50,500	-	-	-	-	-	-	-	
Public Safety	796,705	-	422,750	4,500	-	-	1,696,235	-	
Community and Economic Development	239,157	-	-	-	-	-	-	-	
Public Works	66,000	-	-	-	-	-	-	-	
Highways and Streets	-	895,200	-	-	-	-	-	-	
Recreation and Culture	222,225	-	-	-	178,943	-	-	-	
Capital Outlay	-	-	-	170,000	-	-	-	-	
Other Expenditures	3,700	-	5,730	120	-	-	-	-	
Total Expenditures	1,807,072	895,200	428,480	174,620	178,943	-	1,696,235	-	
Revenues Over / (Under) Expenditures	(298,442)	(379,800)	(70,750)	71,653	-	1,000	(1,695,235)	750	
INTERFUND TRANSFERS:									
Interfund Transfers In	388,800	-	-	-	50,000	-	-	50,000	
Interfund Transfers Out	(100,000)	-	(106,300)	-	-	(282,500)	-	-	
Net Interfund Transfers	288,800	-	(106,300)	-	50,000	(282,500)	-	50,000	
Change in Fund Balance	(9,642)	(379,800)	(177,050)	71,653	50,000	(281,500)	(1,695,235)	50,750	
Budgeted Beginning Fund Balance	800,173	1,055,640	738,708	649,052	233,186	1,066,109	2,860,987	582,975	
Budgeted Ending Fund Balance	\$ 790,531	\$ 675,840	\$ 561,658	\$ 720,705	\$ 283,186	\$ 784,609	\$ 1,165,752	\$ 633,725	

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on March 19, 2018.

JAMESTOWN CHARTER TOWNSHIP
Budget Summary for Fiscal Year 2018-2019

	ENTERPRISE FUNDS	
	Fund 590	Fund 591
	Sewer	Water
REVENUES:		
Grants	\$ 85,000	\$ 5,000
Connection Fees and Charges	850,000	240,000
Sewage Disposal Services	881,023	-
Water Sales	-	680,653
Penalties and Late Fees	3,600	500
Special Assessment Income	4,000	-
Interest Earnings	100	1,300
Reimbursements	-	-
Other Revenues	150	5,000
Total Revenues	1,823,873	932,453
EXPENDITURES:		
Administration	100,288	135,770
Operation and Maintenance	1,193,000	288,750
Capital Outlay	5,800	500,000
Debt Service	263,800	164,788
Depreciation Expense	190,000	120,000
Other Expenditures	-	-
Total Expenditures	1,752,888	1,209,308
Revenues Over / (Under) Expenditures	70,985	(276,855)
INTERFUND TRANSFERS:		
Interfund Transfers In	-	-
Interfund Transfers Out	-	-
Net Interfund Transfers	-	-
Change in Fund Balance	70,985	(276,855)
Budgeted Beginning Fund Balance	5,121,437	1,408,050
Budgeted Ending Fund Balance	\$ 5,192,422	\$ 1,131,195

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on March 19, 2018.