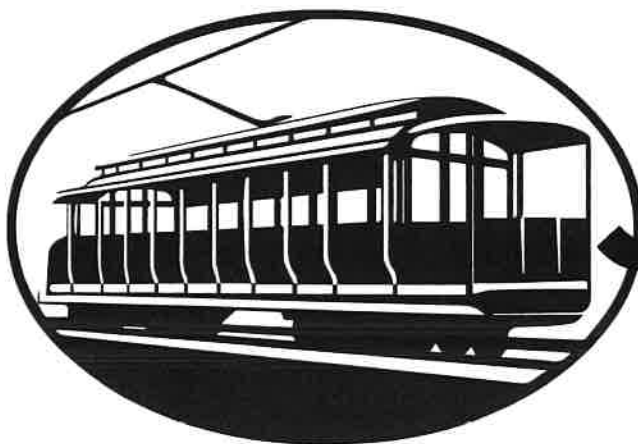


2020-2021 Adopted Budget



JAMESTOWN
CHARTER TOWNSHIP
ESTABLISHED 1849

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 17th day of February, 2020, at 7:00 p.m.

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

ABSENT: Members: None

The following preamble and resolution was offered by Member Miller and seconded by Member Bergwerff:

RESOLUTION NO. R20-004

**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, 2020, 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 2020-2021 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1: Title - This resolution shall be known as the Jamestown Charter Township 2020 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 Rapids Press*, a newspaper of general circulation within the Township, on January 28, 2020 and a public hearing on the proposed budget was held on February 17, 2020. 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 1.0471 mills for Township operations; and voter authorized extra-voted millages of 1.4944 mills for roads; 0.9963 mills for fire department operations; 0.4939 mills for fire department equipment; and 0.4274 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 2020 tax rates.

SECTION 4: Adoption of Budget by Activity/Department – Jamestown Charter Township adopts the 2020-2021 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	\$2,019,250	\$2,170,084
Roads	\$ 941,750	\$1,220,150
Fire Operating	\$ 424,730	\$ 591,950
Fire Replacement	\$ 205,450	\$ 139,500
Capital Improvement Plan	\$ 52,000	\$ 200,000
Road Capital Improvement Plan	\$ 53,500	\$ 325,000
Library	\$ 272,881	\$ 252,501

2019-2020 BUDGET**GENERAL FUND 101**

<i>REVENUES</i>	
Taxes	\$510,500
Cable Franchise Fees	\$75,000
Permit Fees	\$225,150
State Revenue Sharing	\$617,000
Metro Act	\$8,000
Cemetery Fees	\$23,450
Special Use Fees and Fines	\$31,750
Interest Earnings	\$5,500
Rentals	\$29,000
Reimbursements	\$177,900
Other Revenues	\$12,000
Transfers	\$304,000
Total Revenues and Other Sources	\$2,019,250
<i>EXPENDITURES</i>	
101 - Township Board	\$79,994
171 – Supervisor	\$49,981
191 – Elections	\$36,040
209 – Assessor	\$115,840
215 – Clerk	\$64,030
247 – Board of Review	\$1,477
248 – General Office	\$42,385
253 – Treasurer	\$43,784
265 – Building & Grounds	\$45,200
276 – Cemetery	\$51,500
301 – Sheriff Department	\$217,500
350 – Fire Department	\$416,100
371 –Inspection Department	\$219,077
400 –Planning Commission	\$192,495
410 –Zoning Board of Appeals (ZBA)	\$5,575
415 – Planning, Zoning Department	\$72,475
445 –Drains	\$33,000
448 –Street Lighting	\$43,000
751 –Parks & Recreation (Pathways)	\$262,031
790 – Library	\$16,600
871 –Worker Comp Insurance	\$2,000
Transfers	\$160,000
Total Expenditures and Other Uses	\$2,170,084
Net Revenues (Expenditures)	\$(150,834)
Beginning Unassigned Fund Balance	\$715,939
Ending Unassigned Fund Balance	\$565,105

ROAD FUND 204

<i>REVENUES</i>	
Taxes	\$615,250
Interest Earnings	\$1,500
Transfers	\$325,000
Total Revenues and Other Sources	\$941,750
<i>EXPENDITURES</i>	
446 –Highways & Streets	\$1,220,150
Total Expenditures and Other Uses	\$1,220,150
Net Revenues (Expenditures)	\$(278,400)
Beginning Fund Balance	\$1,200,841
Ending Fund Balance	\$922,441

FIRE OPERATING FUND 206

<i>REVENUES</i>	
Taxes	\$412,700
Interest Earnings	\$5,500
Other Revenues	\$6,530
Total Revenues and Other Sources	\$424,730
<i>EXPENDITURES</i>	
336 –Fire Department	\$477,450
871 – Workers Comp Insurance	\$10,500
Transfers	\$104,000
Total Expenditures and Other Uses	\$591,950
Net Revenues (Expenditures)	\$(167,220)
Beginning Fund Balance	\$468,158
Ending Fund Balance	\$300,938

FIRE EQUIPMENT FUND 214

<i>REVENUES</i>	
Taxes	\$202,350
Interest Earnings	\$1,900
Other Revenues	\$1,200
Total Revenues and Other Sources	\$205,450
<i>EXPENDITURES</i>	
336 – Fire Department	\$4,500
336 – Fire Department Capital Outlay	\$135,000
Total Expenditures and Other Uses	\$139,500
Net Revenues (Expenditures)	\$65,950
Beginning Fund Balance	\$321,978
Ending Fund Balance	\$387,928

CAPITAL IMPROVEMENT PLAN FUND 243

<i>REVENUES</i>	
Interest Earnings	\$2,000
Transfers	\$50,000
Total Revenues and Other Sources	\$52,000
<i>EXPENDITURES</i>	
Transfers	\$200,000
Total Expenditures and Other Uses	\$200,000
Net Revenues (Expenditures)	\$(148,000)
Beginning Fund Balance	\$296,951
Ending Fund Balance	\$148,951

ROAD MAINTENANCE CAPITAL IMPROVEMENT PLAN FUND 253

<i>REVENUES</i>	
Interest Earnings	\$3,500
Transfers	\$50,000
Total Revenues and Other Sources	\$53,500
<i>EXPENDITURES</i>	
Transfers	\$325,000
Total Expenditures and Other Uses	\$325,000
Net Revenues (Expenditures)	\$(271,500)
Beginning Fund Balance	\$972,345
Ending Fund Balance	\$700,845

LIBRARY OPERATING FUND 271

<i>REVENUES</i>	
Taxes	\$175,100
Grants	\$7,922
Fines	\$24,909
Interest Earnings	\$100
Rentals	\$2,500
Donations	\$1,200
Reimbursements	\$1,000
Other Revenue	\$150
Transfers	\$60,000
Total Revenues and Other Sources	\$272,881
<i>EXPENDITURES</i>	
790 – Library	\$252,501
Total Expenditures and Other Uses	\$252,501
Net Revenues (Expenditures)	\$20,380
Beginning Fund Balance	\$305,914
Ending Fund Balance	\$326,294

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: Budget Transfers – Pursuant to MCL 141.439(2), the Township Board hereby authorizes and directs the Township Supervisor to make and execute necessary budget transfers between Activity/Department appropriations, in an amount not to exceed \$10,000 per specific transfer, without the prior approval of the Township Board; provided, however, that such budget transfers shall be submitted to the Township Board for review and approval at the next regularly scheduled Township Board meeting following such transfer.


SECTION 11: Conflicting Resolutions. All resolutions or portions thereof inconsistent with the provisions of this resolution are hereby rescinded.

YEAS: Members: Brouwer, DeHaan, Bergwerff, Miller and Tacoma

NAYS: Members: Altman and Oskin

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 17th day of February, 2020, 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 20th day of February, 2020.



Candy DeHaan, Clerk
Charter Township of Jamestown

**Jamestown Charter Township
2020-2021 Salary, Hourly, and Per Diem Rates**

Township Staff	2019-2020	2020-2021 proposed
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Supervisor	\$38,760	\$38,760
Deputy Supervisor	\$17.34	\$17.70
Assessor	\$60,000 annually for 2 days per week	\$60,000 annually for 2 days per week
Assistant Assessor	\$31.25 per hour for 8 hrs/wk	\$31.25 per hour for 8 hrs/wk
Clerk	\$34,680 annually	\$34,680 annually
Deputy Clerk	\$16.00 per hour	\$16.50 per hour
Treasurer	\$31,680	\$31,680
Deputy Treasurer	\$15.00 per hour	\$15.00 per hour
Planner	Contract (\$4,400 per month)	Contract (\$4,400 per month) Contract expires 3-31-21
Zoning Administrator	Contract based on fees collected	Contract based on fees collected Contract expires 3-31-22
Water/Sewer Admin	Contract BS&E (\$109,000 annually)	Contract BS&E (\$109,000 annually)

Township Boards, Commissions, Committees

Trustees	\$120 per board meeting	\$120 per board meeting
	\$120 per extra meeting	\$120 per extra board meeting
	\$50 per non-board meeting	\$50 per non-board meeting
Board of Review	\$20 per hour	\$20 per hour
Planning Commission		
Chairperson	\$90 per meeting	\$90 per meeting
Commission members	\$80 per meeting	\$80 per meeting
Zoning Board of Appeals		
Chairperson	\$79 per meeting	\$79 per meeting
Board members	\$69 per meeting	\$69 per meeting
Secretary	\$109 for taking minutes	\$109 for taking minutes
Site Plan Review Committee	\$50 per meeting	\$50 per meeting
Fire Board		
Chairperson	\$79 per meeting	\$79 per meeting
Board members	\$69 per meeting	\$69 per meeting
All other Committees	\$50 per meeting	\$50 per meeting

Elections

Chairperson	\$15 per hour	\$15 per hour
Election inspectors	\$13 per hour	\$13 per hour

Jamestown Charter Township Fire Department

2020-21 Pay Schedule

Effective April 1, 2020 – March 31, 2021

Fire Call Pay Scale

Probationary Fire personnel pay per call per hour	\$17.00
Fire personnel pay non-emergency work	\$17.00
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: \$17.00 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	\$83,415 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 2020-2021

	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 253 Road Maint CIP		
REVENUES:									
Taxes	\$ 510,500	\$ 615,250	\$ 412,700	\$ 202,350	\$ 175,100	\$ -	\$ -		
Cable Franchise Fees	75,000	-	-	-	-	-	-		
Permit Fees	225,150	-	-	-	-	-	-		
State Revenue Sharing	617,000	-	-	-	-	-	-		
Metro Act	8,000	-	-	-	-	-	-		
Grants	-	-	-	-	7,922	-	-		
Cemetery Fees	23,450	-	-	-	-	-	-		
Special Use Fee and Fines	31,750	-	-	-	24,909	-	-		
Interest Earnings	5,500	1,500	5,500	1,900	100	2,000	-		3,500
Rentals	29,000	-	-	-	2,500	-	-		
Reimbursements	177,900	-	1,000	-	1,000	-	-		
Other Revenues	12,000	-	5,530	1,200	1,350	-	-		
Total Revenues	1,715,250	616,750	424,730	205,450	212,881	2,000			3,500
EXPENDITURES:									
Legislative	79,994	-	-	-	-	-	-		
General Government	398,737	-	-	-	-	-	-		
Cemetery	51,500	-	-	-	-	-	-		
Public Safety	852,677	-	477,450	4,500	-	-	-		
Community and Economic Development	270,545	-	-	-	-	-	-		
Public Works	76,000	-	-	-	-	-	-		
Highways and Streets	-	1,220,150	-	-	-	-	-		
Recreation and Culture	78,631	-	-	-	252,381	-	-		
Capital Outlay	-	-	-	135,000	-	-	-		
Other Expenditures	2,000	-	10,500	-	120	-	-		
Total Expenditures	1,810,084	1,220,150	487,950	139,500	252,501				
Revenues Over / (Under) Expenditures	(94,834)	(603,400)	(63,220)	65,950	(39,620)	2,000			3,500
INTERFUND TRANSFERS:									
Interfund Transfers In	304,000	325,000	-	-	60,000	250,000	50,000		
Interfund Transfers Out	(360,000)	-	(104,000)	-	-	(200,000)	(325,000)		
Net Interfund Transfers	(56,000)	325,000	(104,000)		60,000	50,000	(275,000)		
Change in Fund Balance	(150,834)	(278,400)	(167,220)	65,950	20,380	52,000	(271,500)		
Budgeted Beginning Fund Balance	715,939	1,200,841	468,158	321,978	305,914	296,951	972,345		
Budgeted Ending Fund Balance	\$ 565,105	\$ 922,441	\$ 300,938	\$ 387,928	\$ 326,294	\$ 348,951	\$ 700,845		

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on February 17, 2020.

JAMESTOWN CHARTER TOWNSHIP
Budget Summary for Fiscal Year 2020-2021

	ENTERPRISE FUNDS		
	Fund 590	Fund 591	
	Sewer	Water	
REVENUES:			
Grants	\$ -	\$ -	-
Connection Fees and Charges	450,000	150,000	
Sewage Disposal Services	700,000	-	
Water Sales	-	547,550	
Penalties and Late Fees	4,000	1,500	
Special Assessment Income	3,000	350	
Interest Earnings	1,500	3,100	
Reimbursements	-	-	
Other Revenues	800	3,500	
Total Revenues	1,159,300	706,000	
EXPENDITURES:			
Administration	85,272	138,725	
Operation and Maintenance	451,600	248,400	
Capital Outlay	-	750,000	
Debt Service	267,475	181,295	
Depreciation Expense	290,000	130,000	
Other Expenditures	-	-	
Total Expenditures	1,094,347	1,448,420	
Revenues Over / (Under) Expenditures	64,953	(742,420)	
INTERFUND TRANSFERS:			
Interfund Transfers In	-	-	
Interfund Transfers Out	-	-	
Net Interfund Transfers	-	-	
Change in Fund Balance	64,953	(742,420)	
Budgeted Beginning Fund Balance (Unrestricted)	1,291,345	853,118	
Budgeted Ending Fund Balance (Unrestricted)	\$ 1,356,298	\$ 110,698	

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on February 17, 2020.