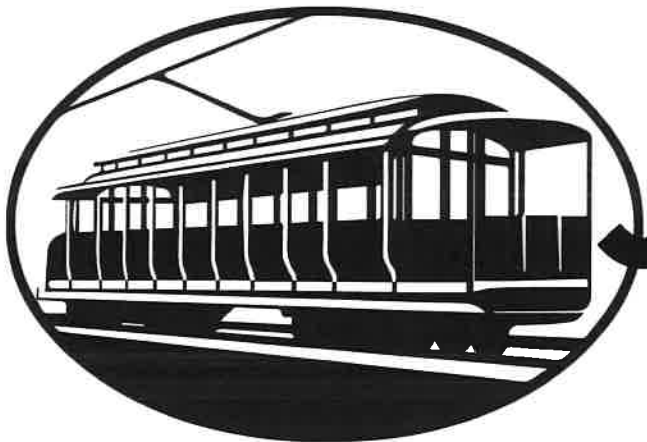


# 2021-2022 Adopted Budget



**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 15th day of February, 2021, at 7:00 p.m.

PRESENT: Members: VanHaitsma, DeHaan, Brouwer, McCornick, Miedema, Miller and Tacoma

ABSENT: Members: None

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

**RESOLUTION NO. R21-008**

**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, 2021, 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 2021-2022 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1: Title - This resolution shall be known as the Jamestown Charter Township 2021 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 February 2, 2021 and a public hearing on the proposed budget was held on February 15, 2021. 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 1.0413 mills for Township operations; and voter authorized extra-voted millages of 1.4861 mills for roads; 0.9908 mills for the fire department operations; 0.4911 mills for fire department equipment; and 0.4250 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 2021 tax rates.

SECTION 4: Adoption of Budget by Activity/Department – Jamestown Charter Township adopts the 2021-2022 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	\$1,991,855	\$2,075,060
Roads	\$1,196,000	\$1,186,270
Fire Operating	\$ 458,430	\$ 579,200
Fire Replacement	\$ 225,250	\$ 109,500
Capital Improvement Plan	\$ 252,900	\$ 200,000
Road Capital Improvement Plan	\$ 50,500	\$ 525,000
Library	\$ 286,840	\$ 257,900
Sewer	\$1,407,400	\$1,235,890
Water	\$ 840,330	\$ 699,425

**2021-2022 BUDGET****GENERAL FUND 101**

<i>REVENUES</i>	
Taxes	\$520,500
Cable Franchise Fees	\$75,000
Permit Fees	\$215,150
State Revenue Sharing	\$608,170
Metro Act	\$9,300
Cemetery Fees	\$27,250
Special Use Fees and Fines	\$28,750
Interest Earnings	\$800
Rentals	\$41,435
Reimbursements	\$203,000
Other Revenues	\$10,000
Transfers	\$252,500
Total Revenues and Other Sources	\$1,991,855
<i>EXPENDITURES</i>	
101 - Township Board	\$88,995
171 – Supervisor	\$59,115
191 – Elections	\$33,240
209 – Assessor	\$117,990
215 – Clerk	\$69,910
247 – Board of Review	\$1,480
248 – General Office	\$41,720
253 – Treasurer	\$45,780
265 – Building & Grounds	\$55,950
276 – Cemetery	\$58,000
301 – Sheriff Department	\$217,700
350 – Fire Department	\$216,070
371 – Inspection Department	\$219,080
400 – Planning Commission	\$192,545
410 – Zoning Board of Appeals (ZBA)	\$5,575
415 – Planning, Zoning Department	\$74,975
445 – Drains	\$53,000
448 – Street Lighting	\$43,000
751 – Parks & Recreation (Pathways)	\$92,935
790 – Library	\$26,000
871 – Worker Comp Insurance	\$2,000
Transfers	\$360,000
Total Expenditures and Other Uses	\$2,075,060
Net Revenues (Expenditures)	\$(83,205)
Beginning Unassigned Fund Balance	\$873,653
Ending Unassigned Fund Balance	\$790,448

**ROAD FUND 204**

<i>REVENUES</i>	
Taxes	\$670,700
Interest Earnings	\$300
Transfers	\$525,000
Total Revenues and Other Sources	\$1,196,000
<i>EXPENDITURES</i>	
446 –Highways & Streets	\$1,186,270
Total Expenditures and Other Uses	\$1,186,270
Net Revenues (Expenditures)	\$9,730
Beginning Fund Balance	\$490,417
Ending Fund Balance	\$500,147

**FIRE OPERATING FUND 206**

<i>REVENUES</i>	
Taxes	\$446,400
Interest Earnings	\$5,500
Other Revenues	\$6,530
Total Revenues and Other Sources	\$458,430
<i>EXPENDITURES</i>	
336 –Fire Department	\$516,200
871 – Workers Comp Insurance	\$10,500
Transfers	\$52,500
Total Expenditures and Other Uses	\$579,200
Net Revenues (Expenditures)	\$(120,770)
Beginning Fund Balance	\$462,720
Ending Fund Balance	\$341,950

**FIRE EQUIPMENT FUND 214**

<i>REVENUES</i>	
Taxes	\$223,350
Interest Earnings	\$700
Other Revenues	\$1,200
Total Revenues and Other Sources	\$225,250
<i>EXPENDITURES</i>	
336 – Fire Department	\$4,500
336 – Fire Department Capital Outlay	\$105,000
Total Expenditures and Other Uses	\$109,500
Net Revenues (Expenditures)	\$115,750
Beginning Fund Balance	\$476,775
Ending Fund Balance	\$592,525

**CAPITAL IMPROVEMENT PLAN FUND 243**

<i>REVENUES</i>	
Interest Earnings	\$2,900
Transfers	\$250,000
Total Revenues and Other Sources	\$252,900
<i>EXPENDITURES</i>	
Transfers	\$200,000
Total Expenditures and Other Uses	\$200,000
Net Revenues (Expenditures)	\$52,900
Beginning Fund Balance	\$487,103
Ending Fund Balance	\$540,003

**ROAD MAINTENANCE CAPITAL IMPROVEMENT PLAN FUND 253**

<i>REVENUES</i>	
Interest Earnings	\$500
Transfers	\$50,000
Total Revenues and Other Sources	\$50,500
<i>EXPENDITURES</i>	
Transfers	\$525,000
Total Expenditures and Other Uses	\$525,000
Net Revenues (Expenditures)	\$(474,500)
Beginning Fund Balance	\$536,413
Ending Fund Balance	\$61,913

**LIBRARY OPERATING FUND 271**

<i>REVENUES</i>	
Taxes	\$190,100
Grants	\$7,940
Fines	\$22,000
Interest Earnings	\$100
Rentals	\$2,500
Donations	\$1,200
Reimbursements	\$1,000
Other Revenue	\$2,000
Transfers	\$60,000
Total Revenues and Other Sources	\$286,840
<i>EXPENDITURES</i>	
790 – Library	\$257,900
Total Expenditures and Other Uses	\$257,900
Net Revenues (Expenditures)	\$28,940
Beginning Fund Balance	\$356,961
Ending Fund Balance	\$385,901

**SEWER FUND 590**

<i>REVENUES</i>	
Connection Fees	\$500,000
Wastewater Sales	\$900,000
Late Fees	\$4,000
Interest Earnings	\$3,000
Other Revenue	\$400
Total Revenues and Other Sources	\$1,407,400
<i>EXPENDITURES</i>	
590 – Sewer Department	\$971,040
905 – Debt Service	\$264,850
Total Expenditures and Other Uses	\$1,235,890
Net Revenues (Expenditures)	\$171,510
Beginning Cash Reserves	\$2,422,755
Ending Cash Reserves	\$2,594,265

**WATER FUND 591**

<i>REVENUES</i>	
Connection Fees	\$200,000
Wastewater Sales	\$610,000
Fines and Fees	\$26,130
Interest Earnings	\$700
Other Revenue	\$3,500
Total Revenues and Other Sources	\$840,330
<i>EXPENDITURES</i>	
591 – Water Department	\$523,190
905 – Debt Service	\$176,235
Total Expenditures and Other Uses	\$699,425
Net Revenues (Expenditures)	\$140,905
Beginning Cash Reserves	\$683,451
Ending Cash Reserves	\$824,356



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 grants the Township Supervisor the ability to execute budget transfers between Activity/Department appropriations without the prior approval of the Township Board. Such budget transfers shall be submitted to the Township Board at a later date for approval and shall not exceed \$10,000 per specific transfer.

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

YEAS: Members: McCormick, Brouwer, DeHaan, VanHaitsma, Miedema, Miller and Tacoma

NAYS: Members: None

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 15<sup>th</sup> day of February, 2021, 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 20<sup>th</sup> day of February, 2020.



\_\_\_\_\_  
Candy DeHaan, Clerk  
Charter Township of Jamestown

**Jamestown Charter Township  
2021-2022 Salary, Hourly, and Per Diem Rates**

**Township Staff    2020-2021    2021-2022 Proposed**

Supervisor	\$38,760 Annually	\$39,535.20 Annually
Deputy Supervisor	\$17.70 per hour	\$17.00 per hour
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/week	\$31.25 per hour for 8 hrs/week
Clerk	\$34,680 Annually	\$35,373.60 Annually
Deputy Clerk	\$16.50 per hour	\$17.00 per hour
Treasurer	\$31,680 Annually	\$32,313.60 Annually
Deputy Treasurer	\$15.00 per hour	\$17.00 per hour
Planner	Contract (\$4,000 per month) Contract expires 3/31/21	Contract (\$4,600 per month) Contract expires 3/31/24
Zoning Administrator	Contract based on fees collected	Contract based on fees collected (Expires 3/31/22)
Water/Sewer Administration	Contract Boss & Sons Environmental (\$109,000 Annually)	Contract Boss & Sons Environmental (\$109,000 Annually)

**Township Boards, Commissions, & Committees**

Trustees	\$120 per board meeting	\$120 per board meeting
	\$120 per extra board 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
Recording Secretary	\$109 for taking minutes	\$109 for taking minutes
Parks & Rec Committee		
Chairperson	\$60 per meeting	\$60 per meeting
Board members	\$50 per meeting	\$50 per meeting
Park Committee		
Chairperson	\$60 per meeting	\$60 per meeting
Board Members	\$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  
2021-2022 Pay Schedule  
Effective April 1, 2021 – March 31, 2022**

**Fire Call Pay Scale**

Probationary Fire Personnel pay per call per hour	\$18.00
Fire Personnel pay non-emergency work	\$18.00
Fire Personnel pay per call per hour (with merit increases)	\$21.00-\$25.45 (cap)
Deputy Chief, Captain, Lieutenant pay per call per hour (with merit increases)	\$22.00-\$26.50 (cap)

**Non-Fire Call Pay Scale: \$18.00 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
Deputy Chief	\$5,460
Captain	\$4,300
Lieutenant	\$3,756
Safety	\$2,860

**Training Academies/Continuing Education**

Firefighter 1&2 Academy	(Contingent on passing)	\$1,200
50% paid after completion; 25% after second year; 25% after third year		
Medical Fire Responder Class (MFR, EMT)	(Contingent on passing)	\$300
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 and available funds for training.

**JAMESTOWN CHARTER TOWNSHIP**  
Budget Summary for Fiscal Year 2021-2022

	GENERAL FUND	SPECIAL REVENUE FUNDS					CAPITAL IMPROVEMENT FUNDS	
	Fund 101 General	Fund 204 Road	Fund 206 Fire	Fund 214 Fire Equipment	Fund 271 Library	Fund 243 CIP	Fund 253 Road Maint CIP	
<b>REVENUES:</b>								
Taxes	\$ 520,500	\$ 670,700	\$ 446,400	\$ 223,350	\$ 190,100	\$ -	\$ -	
Cable Franchise Fees	75,000	-	-	-	-	-	-	
Permit Fees	215,150	-	-	-	-	-	-	
State Revenue Sharing	608,170	-	-	-	-	-	-	
Metro Act	9,300	-	-	-	-	-	-	
Grants	-	-	-	-	7,940	-	-	
Cemetery Fees	27,250	-	-	-	-	-	-	
Special Use Fees and Fines	28,750	-	-	-	22,000	-	-	
Interest Earnings	800	300	5,500	700	100	2,900	500	
Rentals	41,435	-	-	-	2,500	-	-	
Reimbursements	203,000	-	-	-	1,000	-	-	
Other Revenues	10,000	-	6,530	1,200	3,200	-	-	
<b>Total Revenues</b>	<b>1,739,355</b>	<b>671,000</b>	<b>458,430</b>	<b>225,250</b>	<b>226,840</b>	<b>2,900</b>	<b>500</b>	
<b>EXPENDITURES:</b>								
Legislative	88,995	-	-	-	-	-	-	
General Government	483,235	-	-	-	-	-	-	
Cemetery	58,000	-	-	-	-	-	-	
Public Safety	433,770	-	516,200	4,500	-	-	-	
Community and Economic Development	492,175	-	-	-	-	-	-	
Public Works	25,950	-	-	-	-	-	-	
Highways and Streets	-	1,186,270	-	-	-	-	-	
Recreation and Culture	92,935	-	-	-	257,900	-	-	
Capital Outlay	38,000	-	-	105,000	-	-	-	
Other Expenditures	2,000	-	10,500	-	-	-	-	
<b>Total Expenditures</b>	<b>1,715,060</b>	<b>1,186,270</b>	<b>526,700</b>	<b>109,500</b>	<b>257,900</b>	<b>-</b>	<b>-</b>	
Revenues Over/(Under) Expenditures	24,295	(515,270)	(68,270)	115,750	(31,060)	2,900	500	
<b>INTERFUND TRANSFERS:</b>								
Interfund Transfers In	252,500	525,000	-	-	60,000	250,000	50,000	
Interfund Transfers Out	(360,000)	-	(52,500)	-	-	(200,000)	(525,000)	
<b>Net Interfund Transfers</b>	<b>(107,500)</b>	<b>525,000</b>	<b>(52,500)</b>	<b>-</b>	<b>60,000</b>	<b>50,000</b>	<b>(475,000)</b>	
Change in Fund Balance	(83,205)	9,730	(120,770)	115,750	28,940	52,900	(474,500)	
Budgeted Beginning Fund Balance	873,653	490,417	462,720	476,775	356,961	487,103	536,413	
<b>Budgeted Ending Fund Balance</b>	<b>\$ 790,448</b>	<b>\$ 500,147</b>	<b>\$ 341,950</b>	<b>\$ 592,525</b>	<b>\$ 385,901</b>	<b>\$ 540,003</b>	<b>\$ 61,913</b>	

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on February 15, 2021

**JAMESTOWN CHARTER TOWNSHIP**  
Budget Summary for Fiscal Year 2021-2022

	<b>ENTERPRISE FUNDS</b>	
	Fund 590	Fund 591
	Sewer	Water
<b>REVENUES:</b>		
Grants	\$ -	\$ -
Connection Fees and Charges	500,000	200,000
Sewage Disposal Services	900,000	-
Water Sales	-	610,000
Penalties and Late Fees	4,000	26,130
Special Assessment Income	-	-
Interest Earnings	3,000	700
Reimbursements	-	-
Other Revenues	400	3,500
<b>Total Revenues</b>	<b>1,407,400</b>	<b>840,330</b>
<b>EXPENDITURES:</b>		
Administration	130,740	103,540
Operation and Maintenance	840,300	389,650
Capital Outlay	-	30,000
Debt Service	264,850	176,235
Depreciation Expense	-	-
Other Expenditures	-	-
<b>Total Expenditures</b>	<b>1,235,890</b>	<b>699,425</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>171,510</b>	<b>140,905</b>
<b>INTERFUND TRANSFERS:</b>		
Interfund Transfers In	-	-
Interfund Transfers Out	-	-
<b>Net Interfund Transfers</b>	<b>-</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>171,510</b>	<b>140,905</b>
<b>Budgeted Beginning Fund Balance</b>	<b>2,422,755</b>	<b>683,451</b>
<b>Budgeted Ending Fund Balance</b>	<b>\$ 2,594,265</b>	<b>\$ 824,356</b>

Budget amounts listed above are based on the budget approved by the Jametown Charter Township Board on February 15, 2021.