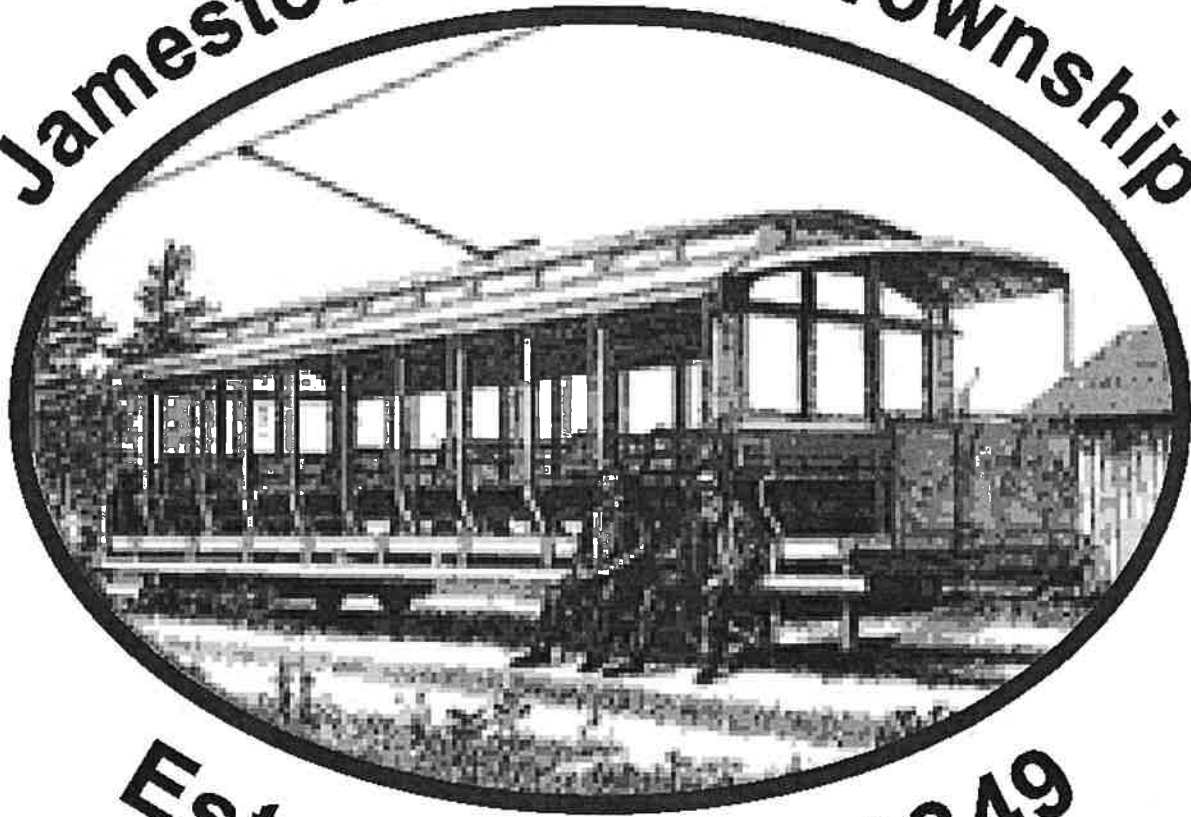


**Jamestown Charter Township**



**Established in 1849**

**2019-2020  
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 18<sup>th</sup> day of February, 2019, at 7:00 p.m.

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

ABSENT: Members: Oskin

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

**RESOLUTION NO. R19-002**

**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, 2019, 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 2019-2020 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1: Title - This resolution shall be known as the Jamestown Charter Township 2019 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*, newspapers of general circulation within the Township, on January 31, 2019 and a public hearing on the proposed budget was held on February 18, 2019. 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 2019 tax rates.

SECTION 4: Adoption of Budget by Activity/Department – Jamestown Charter Township adopts the 2019-2020 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	\$1,834,400	\$2,201,671
Roads	\$865,400	\$1,220,150
Fire Operating	\$370,730	\$ 613,750
Fire Replacement	\$190,000	\$ 199,500
Library	\$251,789	\$ 246,789

**2019-2020 BUDGET**

**GENERAL FUND 101**

<i>REVENUES</i>	
Taxes	\$413,500
Cable Franchise Fees	\$72,000
Permit Fees	\$262,150
State Revenue Sharing	\$605,000
Metro Act	\$8,000
Cemetery Fees	\$20,700
Special Use Fees and Fines	\$27,650
Interest Earnings	\$5,000
Rentals	\$28,500
Reimbursements	\$176,400
Other Revenues	\$10,000
Transfers	\$205,500
Total Revenues and Other Sources	\$1,834,400
<i>EXPENDITURES</i>	
101 - Township Board	\$76,681
171 – Supervisor	\$49,961
191 – Elections	\$18,820
209 – Assessor	\$110,840
215 – Clerk	\$62,930
247 – Board of Review	\$1,477
248 – General Office	\$45,985
253 – Treasurer	\$43,784
265 – Building & Grounds	\$27,700
276 – Cemetery	\$76,500
301 – Sheriff Department	\$198,600
350 – Fire Department	\$422,540
371 –Inspection Department	\$312,077
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)	\$229,031
790 – Library	\$16,200
871 –Worker Comp Insurance	\$2,000
Transfers	\$160,000
Total Expenditures and Other Uses	\$2,201,671
Net Revenues (Expenditures)	\$(367,271)
Beginning Unassigned Fund Balance	\$986,600
Ending Unassigned Fund Balance	\$619,329

**ROAD FUND 204**

<i>REVENUES</i>	
Taxes	\$540,200
Interest Earnings	\$200
Transfers	\$325,000
Total Revenues and Other Sources	\$865,400
<i>EXPENDITURES</i>	
446 –Highways & Streets	\$1,220,150
Total Expenditures and Other Uses	\$1,220,150
Net Revenues (Expenditures)	\$(354,750)
Beginning Fund Balance	\$715,481
Ending Fund Balance	\$360,731

**FIRE OPERATING FUND 206**

<i>REVENUES</i>	
Taxes	\$362,500
Interest Earnings	\$1,700
Other Revenues	\$6,530
Total Revenues and Other Sources	\$370,730
<i>EXPENDITURES</i>	
336 –Fire Department	\$497,750
871 – Workers Comp Insurance	\$10,500
Transfers	\$105,500
Total Expenditures and Other Uses	\$613,750
Net Revenues (Expenditures)	\$(243,020)
Beginning Fund Balance	\$680,383
Ending Fund Balance	\$437,363

**FIRE EQUIPMENT FUND 214**

<i>REVENUES</i>	
Taxes	\$177,200
Interest Earnings	\$1,800
Other Revenues	\$11,000
Total Revenues and Other Sources	\$190,000
<i>EXPENDITURES</i>	
336 – Fire Department	\$4,500
336 – Fire Department Capital Outlay	\$195,000
Total Expenditures and Other Uses	\$199,500
Net Revenues (Expenditures)	\$(9,500)
Beginning Fund Balance	\$265,063
Ending Fund Balance	\$255,563

**LIBRARY OPERATING FUND 271**

<i>REVENUES</i>	
Taxes	\$158,100
Grants	\$5,989
Fines	\$23,000
Interest Earnings	\$100
Rentals	\$2,100
Donations	\$1,500
Reimbursements	\$1,000
Transfers	\$60,000
Total Revenues and Other Sources	\$251,789
<i>EXPENDITURES</i>	
790 – Library	\$246,789
Total Expenditures and Other Uses	\$246,789
Net Revenues (Expenditures)	\$5,000
Beginning Fund Balance	\$295,160
Ending Fund Balance	\$300,160

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, Bergwerff, 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 18 day of February, 2019, 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 19<sup>th</sup> day of February, 2019.



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

**Jamestown Charter Township  
2019-2020 Salary, Hourly, and Per Diem Rates**

**Township Staff                                      2018-2019                                      2019-2020 proposed**

Supervisor	\$38,000	\$38,760
Deputy Supervisor	\$17.00	\$17.34
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	\$34,000 annually	\$34,680 annually
Deputy Clerk	\$15.50 per hour	\$16.00 per hour
Treasurer	\$31,000	\$31,680
Deputy Treasurer	\$16.25 per hour	\$15.00 per hour
Planner	Contract (\$3,700 per month)	Contract (\$4,400 per month)
Zoning Administrator	Contract based on fees collected	Contract based on fees collected
Water/Sewer Admin	Contract BS&E (\$109,000 annually)	Contract BS&E (\$109,000 annually)

**Township Boards, Commissions, Committees**

Trustees	\$100 per board meeting	\$120 per board meeting
	\$100 per extra meeting	\$120 per extra board meeting
	\$50 per non-board meeting	\$50 per non-board meeting
Board of Review	\$100 per diem	\$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	\$13 per hour	\$15 per hour
Election inspectors	\$12 per hour	\$13 per hour



# Jamestown Charter Township Fire Department

## 2019-20 Pay Schedule

### Effective April 1, 2019 – March 31, 2020

#### 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 2019-2020

	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
<b>REVENUES:</b>								
Taxes	\$ 413,500	\$ 540,200	\$ 362,500	\$ 177,200	\$ 158,100	\$ -	\$ -	\$ -
Cable Franchise Fees	72,000	-	-	-	-	-	-	-
Permit Fees	262,150	-	-	-	-	-	-	-
State Revenue Sharing	605,000	-	-	-	-	-	-	-
Metro Act	8,000	-	-	-	-	-	-	-
Grants	-	-	-	-	5,989	-	-	-
Cemetery Fees	20,700	-	-	-	-	-	-	-
Special Use Fee and Fines	27,650	-	-	-	23,000	-	-	-
Interest Earnings	5,000	200	1,700	1,800	100	2,700	-	750
Rentals	28,500	-	-	-	2,100	-	-	-
Reimbursements	176,400	-	1,000	-	1,000	-	-	-
Other Revenues	10,000	-	5,530	11,000	1,500	-	-	-
<b>Total Revenues</b>	<b>1,628,900</b>	<b>540,400</b>	<b>370,730</b>	<b>190,000</b>	<b>191,789</b>	<b>2,700</b>	<b>-</b>	<b>750</b>
<b>EXPENDITURES:</b>								
Legislative	76,681	-	-	-	-	-	-	-
General Government	361,497	-	-	-	-	-	-	-
Cemetery	76,500	-	-	-	-	-	-	-
Public Safety	933,217	-	497,750	4,500	-	-	-	-
Community and Economic Development	270,545	-	-	-	-	-	-	-
Public Works	76,000	-	-	-	-	-	-	-
Highways and Streets	-	1,220,150	-	-	-	-	-	-
Recreation and Culture	245,231	-	-	-	246,679	-	-	-
Capital Outlay	-	-	-	195,000	-	-	-	-
Other Expenditures	2,000	-	10,500	-	110	-	-	-
<b>Total Expenditures</b>	<b>2,041,671</b>	<b>1,220,150</b>	<b>508,250</b>	<b>199,500</b>	<b>246,789</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Revenues Over / (Under) Expenditures</b>	<b>(412,771)</b>	<b>(679,750)</b>	<b>(137,520)</b>	<b>(9,500)</b>	<b>(55,000)</b>	<b>2,700</b>	<b>-</b>	<b>750</b>
<b>INTERFUND TRANSFERS:</b>								
Interfund Transfers In	205,500	325,000	-	-	60,000	50,000	-	649,900
Interfund Transfers Out	(160,000)	-	(105,500)	-	-	(699,900)	-	(325,000)
<b>Net Interfund Transfers</b>	<b>45,500</b>	<b>325,000</b>	<b>(105,500)</b>	<b>-</b>	<b>60,000</b>	<b>(649,900)</b>	<b>-</b>	<b>324,900</b>
<b>Change in Fund Balance</b>	<b>(367,271)</b>	<b>(354,750)</b>	<b>(243,020)</b>	<b>(9,500)</b>	<b>5,000</b>	<b>(647,200)</b>	<b>-</b>	<b>325,650</b>
<b>Budgeted Beginning Fund Balance</b>	<b>986,600</b>	<b>715,481</b>	<b>680,383</b>	<b>265,063</b>	<b>295,160</b>	<b>965,052</b>	<b>1,259</b>	<b>646,536</b>
<b>Budgeted Ending Fund Balance</b>	<b>\$ 619,329</b>	<b>\$ 360,731</b>	<b>\$ 437,363</b>	<b>\$ 255,563</b>	<b>\$ 300,160</b>	<b>\$ 317,852</b>	<b>\$ 1,259</b>	<b>\$ 972,186</b>

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on February 18, 2019.

**JAMESTOWN CHARTER TOWNSHIP**  
Budget Summary for Fiscal Year 2019-2020

	<b>ENTERPRISE FUNDS</b>	
	Fund 590 Sewer	Fund 591 Water
<b>REVENUES:</b>		
Grants	\$ 24,000	\$ -
Connection Fees and Charges	937,500	297,640
Sewage Disposal Services	650,000	-
Water Sales	-	658,375
Penalties and Late Fees	3,600	1,200
Special Assessment Income	3,000	1,500
Interest Earnings	1,200	2,400
Reimbursements	-	-
Other Revenues	100	5,000
<b>Total Revenues</b>	<b>1,619,400</b>	<b>966,115</b>
<b>EXPENDITURES:</b>		
Administration	107,022	140,722
Operation and Maintenance	801,700	297,900
Capital Outlay	72,400	560,300
Debt Service	266,074	164,788
Depreciation Expense	270,000	120,000
Other Expenditures	-	-
<b>Total Expenditures</b>	<b>1,517,196</b>	<b>1,283,710</b>
<b>Revenues Over / (Under) Expenditures</b>	<b>102,204</b>	<b>(317,595)</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>102,204</b>	<b>(317,595)</b>
<b>Budgeted Beginning Fund Balance (Unrestricted)</b>	<b>1,018,746</b>	<b>1,167,453</b>
<b>Budgeted Ending Fund Balance (Unrestricted)</b>	<b>\$ 1,120,950</b>	<b>\$ 849,858</b>

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on February 18, 2019.