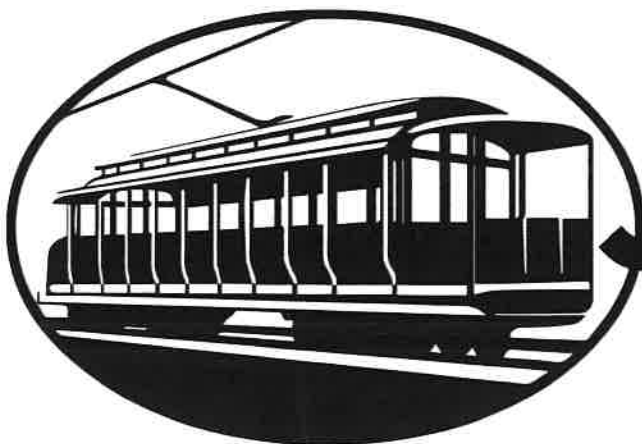


2022-2023 Adopted Budget



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 21st day of February, 2022, at 7:00 p.m.

PRESENT: Members: VanHaitsma, DeHaan, Brouwer, McCormick, Meidema, Miller and Tacoma

ABSENT: Members: Non

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

RESOLUTION NO. R22-006

**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, 2022, 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 2022-2023 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1: Title - This resolution shall be known as the Jamestown Charter Township 2022 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 15, 2022 and a public hearing on the proposed budget was held on February 21, 2022. 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 1.0256 mills for Township operations; and voter authorized extra-voted millages of 1.4638 mills for roads; 0.9789 mills for the fire department operations; 0.4895 mills for fire department equipment; and 0.4186 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 2022 tax rates.

SECTION 4: Adoption of Budget by Activity/Department – Jamestown Charter Township adopts the 2022-2023 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	\$2,690,500	\$2,912,810
Roads	\$ 813,100	\$ 986,750
Fire Operating	\$ 472,200	\$ 582,470
Fire Replacement	\$ 234,400	\$1,715,100
Capital Improvement Plan	\$ 50	\$ 450,000
Library	\$ 245,800	\$ 284,750
Debt Service - Parks	\$ 624,020	\$ 624,020
Sewer	\$1,542,100	\$1,615,970
Water	\$ 895,700	\$ 722,440

2022-2023 BUDGET**GENERAL FUND 101**

<i>REVENUES</i>	
Taxes	\$562,000
Cable Franchise Fees	\$75,000
Permit Fees	\$448,000
State Revenue Sharing	\$850,000
Metro Act	\$9,000
Cemetery Fees	\$38,400
Special Use Fees and Fines	\$35,000
Interest Earnings	\$900
Rentals	\$34,000
Reimbursements	\$183,200
Other Revenues	\$5,000
Transfers	\$450,000
Total Revenues and Other Sources	\$2,690,500
<i>EXPENDITURES</i>	
101 - Township Board	\$88,000
171 – Supervisor	\$61,180
191 – Elections	\$49,650
209 – Assessor	\$121,070
215 – Clerk	\$72,620
247 – Board of Review	\$1,690
248 – General Office	\$46,650
253 – Treasurer	\$49,060
265 – Building & Grounds	\$85,000
276 – Cemetery	\$95,500
301 – Sheriff Department	\$236,500
371 – Inspection Department	\$357,690
400 – Planning Commission	\$208,600
410 – Zoning Board of Appeals (ZBA)	\$2,950
415 – Planning, Zoning Department	\$79,430
445 – Drains	\$50,000
448 – Street Lighting	\$55,700
751 – Parks & Recreation (Pathways)	\$598,500
790 – Library	\$23,500
871 – Worker Comp Insurance	\$5,500
Transfers	\$624,020
Total Expenditures and Other Uses	\$2,912,810
Net Revenues (Expenditures)	\$(222,310)
Beginning Unassigned Fund Balance	\$1,414,124
Ending Unassigned Fund Balance	\$1,191,814

ROAD FUND 204

<i>REVENUES</i>	
Taxes	\$698,000
Interest Earnings	\$100
Reimbursements	\$115,000
Total Revenues and Other Sources	\$813,100
<i>EXPENDITURES</i>	
446 –Highways & Streets	\$986,750
Total Expenditures and Other Uses	\$986,750
Net Revenues (Expenditures)	\$(173,650)
Beginning Fund Balance	\$590,838
Ending Fund Balance	\$417,188

FIRE OPERATING FUND 206

<i>REVENUES</i>	
Taxes	\$461,600
Interest Earnings	\$50
Other Revenues	\$10,550
Total Revenues and Other Sources	\$472,200
<i>EXPENDITURES</i>	
336 –Fire Department	\$573,970
871 – Workers Comp Insurance	\$8,500
Total Expenditures and Other Uses	\$582,470
Net Revenues (Expenditures)	\$(110,270)
Beginning Fund Balance	\$388,463
Ending Fund Balance	\$278,193

FIRE EQUIPMENT FUND 214

<i>REVENUES</i>	
Taxes	\$232,850
Interest Earnings	\$50
Other Revenues	\$1,500
Total Revenues and Other Sources	\$234,400
<i>EXPENDITURES</i>	
336 – Fire Department	\$2,600
336 – Fire Department Capital Outlay	\$1,452,070
905 – Debt Service	\$260,430
Total Expenditures and Other Uses	\$1,715,100
Net Revenues (Expenditures)	\$(1,480,700)
Beginning Fund Balance	\$1,864,632
Ending Fund Balance	\$383,932

CAPITAL IMPROVEMENT PLAN FUND 243

<i>REVENUES</i>	
Interest Earnings	\$50
Total Revenues and Other Sources	\$50
<i>EXPENDITURES</i>	
Transfers	\$450,000
Total Expenditures and Other Uses	\$450,000
Net Revenues (Expenditures)	\$(449,950)
Beginning Fund Balance	\$462,168
Ending Fund Balance	\$12,218

LIBRARY OPERATING FUND 271

<i>REVENUES</i>	
Taxes	\$205,500
Grants	\$10,500
Fines	\$24,000
Interest Earnings	\$100
Rentals	\$1,500
Donations	\$1,200
Reimbursements	\$1,000
Other Revenue	\$2,000
Transfers	\$0
Total Revenues and Other Sources	\$245,800
<i>EXPENDITURES</i>	
790 – Library	\$284,750
Total Expenditures and Other Uses	\$284,750
Net Revenues (Expenditures)	\$(38,950)
Beginning Fund Balance	\$364,075
Ending Fund Balance	\$325,125

DEBT SERVICE – PARKS FUND 308

<i>REVENUES</i>	
Transfers	\$624,020
Total Revenues and Other Sources	\$624,020
<i>EXPENDITURES</i>	
905 – Debt Service	\$624,020
Total Expenditures and Other Uses	\$624,020
Net Revenues (Expenditures)	\$0
Beginning Fund Balance	\$0
Ending Fund Balance	\$0

SEWER FUND 590

<i>REVENUES</i>	
Connection Fees	\$613,600
Wastewater Sales	\$920,000
Late Fees	\$6,000
Interest Earnings	\$1,500
Other Revenue	\$1,000
Total Revenues and Other Sources	\$1,542,100
<i>EXPENDITURES</i>	
590 – Sewer Department	\$1,371,040
905 – Debt Service	\$244,930
Total Expenditures and Other Uses	\$1,615,970
Net Revenues (Expenditures)	\$(73,870)
Beginning Cash Reserves	\$2,964,083
Ending Cash Reserves	\$2,890,213

WATER FUND 591

<i>REVENUES</i>	
Connection Fees	\$250,000
Wastewater Sales	\$600,000
Fines and Fees	\$2,000
Interest Earnings	\$200
Other Revenue	\$43,500
Total Revenues and Other Sources	\$895,700
<i>EXPENDITURES</i>	
591 – Water Department	\$534,940
905 – Debt Service	\$187,500
Total Expenditures and Other Uses	\$722,440
Net Revenues (Expenditures)	\$173,260
Beginning Cash Reserves	\$1,252,300
Ending Cash Reserves	\$1,425,560

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 21st day of February, 2022, 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 24th day of February, 2022.



Candy DeHaan, Clerk
Charter Township of Jamestown

**Jamestown Charter Township
2022-2023 Salary, Hourly, and Per Diem Rates**

Township Staff	2021-2022	2022-2023 Proposed
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Supervisor	\$39,535.20 Annually	\$40,325.90 Annually
Deputy Supervisor	\$17.00 per hour	\$17.25 per hour
Assessor	\$60,000 Annually for 2 days per week	\$61,800 Annually for 2 days per week
Assistant Assessor	\$31.25 per hour for 8 hrs/week	\$36.00 per hour for 8 hrs/week
Clerk	\$35,373.60 Annually	\$36,081.07 Annually
Deputy Clerk	\$17.00 per hour	\$17.25 per hour
Treasurer	\$32,313.60 Annually	\$32,959.87 Annually
Deputy Treasurer	\$17.00 per hour	\$17.25 per hour
Planner	Contract (\$4,600 per month) Contract expires 3/31/24	Contract (\$5,100 per month) Contract expires 3/31/24
Finance Director	Contract \$50 per hour	Contract \$65 per hour
Zoning Administrator	Contract based on fees collected (Expires 3/31/22)	Contract based on fees collected (Expires 3/31/22)
Water/Sewer Administration	Contract Boss & Sons Environ. (\$109,000 Annually)	Contract Boss & Sons Environ. (\$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
Election Meeting	\$20 per meeting	\$20 per 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 Planning 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

Elections

Chairperson	\$15 per hour	\$16 per hour
Election Inspectors	\$13 per hour	\$14 per hour

**Jamestown Charter Township Fire Department
2022-2023 Pay Schedule
Effective April 1, 2022 – March 31, 2023**

Fire Call Pay Scale

Probationary Fire Personnel pay per call per hour	\$18.35
Fire Personnel pay non-emergency work	\$18.35
Fire Personnel pay per call per hour (with merit increases)	\$21.00-\$25.95 (cap)
Deputy Chief, Captain, Lieutenant pay per call per hour (with merit increases)	\$22.00-\$27.00 (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	\$85,083 Full-time
Deputy Chief	\$5,569
Captain	\$4,386
Lieutenant	\$3,831

Training Academies/Continuing Education

Firefighter 1&2 Academy	(Contingent on passing)	\$3,500
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 2022-2023

	SPECIAL REVENUE FUNDS					CAPITAL	DEBT
						IMPROVEMENT	SERVICE
	GENERAL FUND	Fund 204	Fund 206	Fund 214	Fund 271	Fund 243	Fund 308
	Fund 101	Road	Fire	Fire Equipment	Library	CIP	Debt Service Parks
	General						
REVENUES:							
Taxes	\$ 562,000	\$ 698,000	\$ 461,600	\$ 232,850	\$ 205,500	\$ -	\$ -
Cable Franchise Fees	75,000	-	-	-	-	-	-
Permit Fees	448,000	-	-	-	-	-	-
State Revenue Sharing	850,000	-	-	-	-	-	-
Metro Act	9,000	-	-	-	-	-	-
Grants	-	-	-	-	10,500	-	-
Cemetery Fees	38,400	-	-	-	-	-	-
Special Use Fees and Fines	35,000	-	-	-	24,000	-	-
Interest Earnings	900	100	50	50	100	50	-
Rentals	34,000	-	-	-	1,500	-	-
Reimbursements	183,200	115,000	-	-	1,000	-	-
Other Revenues	5,000	-	10,550	1,500	3,200	-	-
Total Revenues	2,240,500	813,100	472,200	234,400	245,800	50	-
EXPENDITURES:							
Legislative	88,000	-	-	-	-	-	-
General Government	406,920	-	-	-	-	-	-
Cemetery	70,500	-	-	-	-	-	-
Public Safety	236,500	-	573,970	2,600	-	-	-
Community and Economic Development	648,670	-	-	-	-	-	-
Public Works	105,700	-	-	-	-	-	-
Highways and Streets	-	986,750	-	-	-	-	-
Recreation and Culture	622,000	-	-	-	282,750	-	-
Capital Outlay	105,000	-	-	1,452,070	-	-	-
Debt Service	-	-	-	260,430	-	-	624,020
Other Expenditures	5,500	-	8,500	-	2,000	-	-
Total Expenditures	2,288,790	986,750	582,470	1,715,100	284,750	-	624,020
Revenues Over/(Under) Expenditures	(48,290)	(173,650)	(110,270)	(1,480,700)	(38,950)	50	(624,020)
INTERFUND TRANSFERS:							
Interfund Transfers In	450,000	-	-	-	-	-	624,020
Interfund Transfers Out	(624,020)	-	-	-	-	(450,000)	-
Net Interfund Transfers	(174,020)	-	-	-	-	(450,000)	624,020
Change in Fund Balance	(222,310)	(173,650)	(110,270)	(1,480,700)	(38,950)	(449,950)	-
Budgeted Beginning Fund Balance	1,414,124	590,838	388,463	1,864,632	364,075	462,168	-
Budgeted Ending Fund Balance	\$ 1,191,814	\$ 417,188	\$ 278,193	\$ 383,932	\$ 325,125	\$ 12,218	\$ -

Budget amounts listed above are based on the budget approved by the Jametown Charter Township Board on February 21, 2022

JAMESTOWN CHARTER TOWNSHIP
Budget Summary for Fiscal Year 2022-2023

	ENTERPRISE FUNDS	
	Fund 590	Fund 591
	Sewer	Water
REVENUES:		
Grants	\$ -	\$ -
Connection Fees and Charges	613,600	250,000
Sewage Disposal Services	920,000	-
Water Sales	-	600,000
Penalties and Late Fees	6,000	2,000
Special Assessment Income	-	-
Interest Earnings	1,500	200
Reimbursements	-	-
Other Revenues	1,000	43,500
Total Revenues	1,542,100	895,700
EXPENDITURES:		
Administration	94,840	83,940
Operation and Maintenance	730,200	327,000
Capital Outlay	546,000	124,000
Debt Service	244,930	187,500
Other Expenditures	-	-
Total Expenditures	1,615,970	722,440
Revenues Over/(Under) Expenditures	(73,870)	173,260
INTERFUND TRANSFERS:		
Interfund Transfers In	-	-
Interfund Transfers Out	-	-
Net Interfund Transfers	-	-
Change in Fund Balance	(73,870)	173,260
Budgeted Beginning Fund Balance	2,964,083	1,252,300
Budgeted Ending Fund Balance	\$ 2,890,213	\$ 1,425,560

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on February 21, 2022