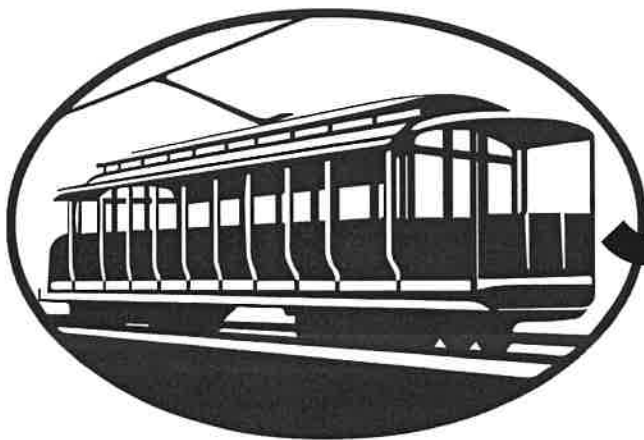


# 2023-2024 Adopted Budget



**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 20<sup>th</sup> day of March, 2023, at 7:00 p.m.

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

ABSENT: Members: None

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

**RESOLUTION NO. R23-004**

**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, 2023, 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 2023-2024 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1: Title - This resolution shall be known as the Jamestown Charter Township 2023 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 28, 2023 and a public hearing on the proposed budget was held on March 20, 2023. 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 1.0092 mills for Township operations; and voter authorized extra-voted millages of 1.4405 mills for roads; 0.9603 mills for the fire department operations; 0.4846 mills for fire department equipment; and 0.4119 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 2023-2024 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	\$2,691,450	\$2,701,180
Roads	\$ 739,500	\$ 601,800
Fire Operating	\$ 502,750	\$ 630,610
Fire Replacement	\$ 248,500	\$1,782,850
Capital Improvement Plan	\$ 18,000	\$ 265,000
Library	\$ 65,500	\$ 315,000
Debt Service - Parks	\$ 616,230	\$ 616,230
Parks Construction	\$ 15,000	\$ 100,000
Sewer	\$1,357,000	\$1,188,500
Water	\$1,026,350	\$ 887,660

**2023-2024 BUDGET**

**GENERAL FUND 101**

<i>REVENUES</i>	
Taxes	\$588,500
Cable Franchise Fees	\$73,000
Permit Fees	\$380,950
State Revenue Sharing	\$1,050,000
Metro Act	\$15,000
Cemetery Fees	\$44,000
Special Use Fees and Fines	\$29,300
Interest Earnings	\$7,500
Rentals	\$32,000
Reimbursements	\$201,200
Other Revenues	\$5,000
Transfers	\$265,000
Total Revenues and Other Sources	\$2,691,450
<i>EXPENDITURES</i>	
101 - Township Board	\$95,650
171 - Supervisor	\$64,100
191 - Elections	\$31,790
209 - Assessor	\$146,400
215 - Clerk	\$80,680
247 - Board of Review	\$1,370
248 - General Office	\$43,150
253 - Treasurer	\$51,720
265 - Building & Grounds	\$79,600
276 - Cemetery	\$69,880
301 - Sheriff Department	\$256,110
371 - Inspection Department	\$407,190
400 - Planning Commission	\$201,350
410 - Zoning Board of Appeals (ZBA)	\$3,370
415 - Planning, Zoning Department	\$84,860
445 - Drains	\$55,000
448 - Street Lighting	\$49,700
751 - Parks & Recreation (Pathways)	\$331,530
790 - Library	\$23,000
871 - Worker Comp Insurance	\$8,500
Transfers	\$616,230
Total Expenditures and Other Uses	\$2,701,180
Net Revenues (Expenditures)	\$(9,730)
Beginning Unassigned Fund Balance	\$1,745,104
Ending Unassigned Fund Balance	\$1,735,374

**ROAD FUND 204**

<i>REVENUES</i>	
Taxes	\$737,500
Interest Earnings	\$2,000
Total Revenues and Other Sources	\$739,500
<i>EXPENDITURES</i>	
446 -Highways & Streets	\$601,800
Total Expenditures and Other Uses	\$601,800
Net Revenues (Expenditures)	\$137,700
Beginning Fund Balance	\$1,537,772
Ending Fund Balance	\$1,675,472

**FIRE OPERATING FUND 206**

<i>REVENUES</i>	
Taxes	\$488,700
Interest Earnings	\$1,000
Other Revenues	\$13,050
Total Revenues and Other Sources	\$502,750
<i>EXPENDITURES</i>	
336 -Fire Department	\$614,610
871 - Workers Comp Insurance	\$16,000
Total Expenditures and Other Uses	\$630,610
Net Revenues (Expenditures)	\$(127,860)
Beginning Fund Balance	\$377,521
Ending Fund Balance	\$249,661

**FIRE EQUIPMENT FUND 214**

<i>REVENUES</i>	
Taxes	\$245,500
Interest Earnings	\$500
Other Revenues	\$2,500
Total Revenues and Other Sources	\$248,500
<i>EXPENDITURES</i>	
336 – Fire Department	\$2,500
336 – Fire Department Capital Outlay	\$1,518,180
905 – Debt Service	\$262,170
Total Expenditures and Other Uses	\$1,782,850
Net Revenues (Expenditures)	\$(1,534,350)
Beginning Fund Balance	\$1,790,736
Ending Fund Balance	\$256,386

**CAPITAL IMPROVEMENT PLAN FUND 243**

<i>REVENUES</i>	
Interest Earnings	\$3,000
Other Revenues	\$15,000
Total Revenues and Other Sources	\$18,000
<i>EXPENDITURES</i>	
Transfers	\$265,000
Total Expenditures and Other Uses	\$265,000
Net Revenues (Expenditures)	\$(247,000)
Beginning Fund Balance	\$294,541
Ending Fund Balance	\$47,541

**LIBRARY OPERATING FUND 271**

<i>REVENUES</i>	
Taxes	\$500
Grants	\$15,000
Fines	\$31,000
Interest Earnings	\$1,000
Rentals	\$2,000
Donations	\$10,000
Reimbursements	\$1,000
Other Revenue	\$5,000
Transfers	\$0
Total Revenues and Other Sources	\$65,500
<i>EXPENDITURES</i>	
790 – Library	\$315,000
Total Expenditures and Other Uses	\$315,000
Net Revenues (Expenditures)	\$(249,500)
Beginning Fund Balance	\$634,650
Ending Fund Balance	\$385,150

**DEBT SERVICE – PARKS FUND 308**

<i>REVENUES</i>	
Transfers	\$616,230
Total Revenues and Other Sources	\$616,230
<i>EXPENDITURES</i>	
905 – Debt Service	\$616,230
Total Expenditures and Other Uses	\$616,230
Net Revenues (Expenditures)	\$0
Beginning Fund Balance	\$0
Ending Fund Balance	\$0

**PARKS CONSTRUCTION FUND 408**

<i>REVENUES</i>	
Interest Earnings	\$15,000
Total Revenues and Other Sources	\$15,000
<i>EXPENDITURES</i>	
751 – Parks & Recreation	\$100,000
Total Expenditures and Other Uses	\$100,000
Net Revenues (Expenditures)	\$(85,000)
Beginning Fund Balance	\$3,331,338
Ending Fund Balance	\$3,246,338

**SEWER FUND 590**

<i>REVENUES</i>	
Connection Fees	\$360,000
Wastewater Sales	\$976,000
Late Fees	\$8,000
Interest Earnings	\$10,000
Other Revenue	\$3,000
Total Revenues and Other Sources	\$1,357,000
<i>EXPENDITURES</i>	
590 – Sewer Department	\$943,800
905 – Debt Service	\$244,700
Total Expenditures and Other Uses	\$1,188,500
Net Revenues (Expenditures)	\$168,500
Beginning Cash Reserves	\$3,075,978
Ending Cash Reserves	\$3,244,478



**WATER FUND 591**

<i>REVENUES</i>	
Connection Fees	\$350,000
Wastewater Sales	\$630,000
Fines and Fees	\$2,200
Interest Earnings	\$3,650
Other Revenue	\$40,500
Total Revenues and Other Sources	\$1,026,350
<i>EXPENDITURES</i>	
591 -- Water Department	\$699,660
905 -- Debt Service	\$188,000
Total Expenditures and Other Uses	\$887,660
Net Revenues (Expenditures)	\$138,690
Beginning Cash Reserves	\$1,596,272
Ending Cash Reserves	\$1,734,962

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: Miedema, DeHaan, VanHaitsma, Brouwer and Tacoma.

NAYS: Members: McCormick and Miller

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 20<sup>th</sup> day of March, 2023, 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 23<sup>rd</sup> day of March, 2023.

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

**Jamestown Charter Township  
2023-2024 Salary, Hourly, and Per Diem Rates**

<b>Township Staff</b>	<b>2022-2023</b>	<b>2023-2024</b>
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Supervisor	\$40,325.90 Annually	\$43,148.71 Annually
Deputy Supervisor	\$17.25 per hour	\$18.46 per hour
Assessor	\$15,572 Annually for 2 days per week	\$17,677 Annually for 2 days per week
Assessing Reappraisal Services	\$93,482.00 Annually	\$105,983 Annually
Clerk	\$36,081.07 Annually	\$43,148.71 Annually
Deputy Clerk	\$17.25 per hour	\$18.46 per hour
Treasurer	\$32,959.87 Annually	\$35,267.06 Annually
Deputy Treasurer/Front Desk Receptionist	\$17.25 per hour	\$18.46 per hour
Planner	Contract (\$5,100 per month) Contract expires 3/31/24	Contract (\$5,600 per month) Contract expires 3/31/24
Finance Director	Contract \$65 per hour	Contract \$70 per hour
Zoning Administrator	Contract based on fees collected (Expires 3/31/23)	Contract based on fees collected (Expires 3/31/24)
Water/Sewer Administration	Contract Boss & Sons Environ. (\$120,000 Annually)	Contract Boss & Sons Environ. (\$154,000 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	\$16 per hour	\$16 per hour
Election Inspectors	\$14 per hour	\$14 per hour

**Jamestown Charter Township Fire Department  
2023-2024 Pay Schedule  
Effective April 1, 2022 – March 31, 2023**

**Fire Call Pay Scale**

Probationary Fire Personnel pay per call per hour	\$19.65
Fire Personnel pay non-emergency work	\$19.65
Fire Personnel pay per call per hour (with merit increases)	\$21.00-\$27.75 (cap)
Deputy Chief, Captain, Lieutenant pay per call per hour (with merit increases)	\$22.00-\$28.90 (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	\$92,860 Full-time
Deputy Chief	\$5,960
Captain	\$4,695
Lieutenant	\$4,100

**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 2023-2024

	CAPITAL IMPROVEMENT							DEBT SERVICE	
	GENERAL FUND	SPECIAL REVENUE FUNDS					FUNDS		FUND
	Fund 101 General	Fund 204 Road	Fund 206 Fire	Fund 214 Fire Equipment	Fund 271 Library	Fund 243 CIP	Fund 408 Parks Const	Fund 308 Debt Service Parks	
<b>REVENUES:</b>									
Taxes	\$ 588,500	\$ 737,500	\$ 488,700	\$ 245,500	\$ 500	\$ -	\$ -	\$ -	
Cable Franchise Fees	73,000	-	-	-	-	-	-	-	
Permit Fees	380,950	-	-	-	-	-	-	-	
State Revenue Sharing	1,050,000	-	-	-	-	-	-	-	
Metro Act	15,000	-	-	-	-	-	-	-	
Grants	-	-	-	-	15,000	-	-	-	
Cemetery Fees	44,000	-	-	-	-	-	-	-	
Special Use Fees and Fines	29,300	-	-	-	31,000	-	-	-	
Interest Earnings	7,500	2,000	1,000	500	1,000	3,000	15,000	-	
Rentals	32,000	-	-	-	2,000	-	-	-	
Reimbursements	201,200	-	-	-	1,000	-	-	-	
Other Revenues	5,000	-	13,050	2,500	15,000	15,000	-	-	
<b>Total Revenues</b>	<b>2,426,450</b>	<b>739,500</b>	<b>502,750</b>	<b>248,500</b>	<b>65,500</b>	<b>18,000</b>	<b>15,000</b>	<b>-</b>	
<b>EXPENDITURES:</b>									
Legislative	95,650	-	-	-	-	-	-	-	
General Government	498,810	-	-	-	-	-	-	-	
Cemetery	69,880	-	-	-	-	-	-	-	
Public Safety	256,110	-	614,610	2,500	-	-	-	-	
Community and Economic Development	694,270	-	-	-	-	-	-	-	
Public Works	104,700	-	-	-	-	-	-	-	
Highways and Streets	-	601,800	-	-	-	-	-	-	
Recreation and Culture	354,530	-	-	-	311,500	-	-	-	
Capital Outlay	2,500	-	-	1,518,180	-	-	100,000	-	
Debt Service	-	-	-	262,170	-	-	-	616,230	
Other Expenditures	8,500	-	16,000	-	3,500	-	-	-	
<b>Total Expenditures</b>	<b>2,084,950</b>	<b>601,800</b>	<b>630,610</b>	<b>1,782,850</b>	<b>315,000</b>	<b>-</b>	<b>100,000</b>	<b>616,230</b>	
<b>Revenues Over/(Under) Expenditures</b>	<b>341,500</b>	<b>137,700</b>	<b>(127,860)</b>	<b>(1,534,350)</b>	<b>(249,500)</b>	<b>18,000</b>	<b>(85,000)</b>	<b>(616,230)</b>	
<b>INTERFUND TRANSFERS:</b>									
Interfund Transfers In	265,000	-	-	-	-	-	-	616,230	
Interfund Transfers Out	(616,230)	-	-	-	-	(265,000)	-	-	
<b>Net Interfund Transfers</b>	<b>(351,230)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(265,000)</b>	<b>-</b>	<b>616,230</b>	
<b>Change in Fund Balance</b>	<b>(9,730)</b>	<b>137,700</b>	<b>(127,860)</b>	<b>(1,534,350)</b>	<b>(249,500)</b>	<b>(247,000)</b>	<b>(85,000)</b>	<b>-</b>	
<b>Budgeted Beginning Fund Balance</b>	<b>1,745,104</b>	<b>1,537,772</b>	<b>377,521</b>	<b>1,790,736</b>	<b>634,650</b>	<b>294,541</b>	<b>3,331,338</b>	<b>-</b>	
<b>Budgeted Ending Fund Balance</b>	<b>\$ 1,735,374</b>	<b>\$ 1,675,472</b>	<b>\$ 249,661</b>	<b>\$ 256,386</b>	<b>\$ 385,150</b>	<b>\$ 47,541</b>	<b>\$ 3,246,338</b>	<b>\$ -</b>	

Budget amounts listed above are based on the budget approved by the Jametown Charter Township Board on March 20, 2023

**JAMESTOWN CHARTER TOWNSHIP**  
Budget Summary for Fiscal Year 2023-2024

	<b>ENTERPRISE FUNDS</b>	
	Fund 590	Fund 591
	Sewer	Water
<b>REVENUES:</b>		
Grants	\$ -	\$ -
Connection Fees and Charges	360,000	350,000
Sewage Disposal Services	976,000	-
Water Sales	-	630,000
Penalties and Late Fees	8,000	2,200
Special Assessment Income	-	-
Interest Earnings	10,000	3,650
Reimbursements	-	-
Other Revenues	3,000	40,500
<b>Total Revenues</b>	<b>1,357,000</b>	<b>1,026,350</b>
<b>EXPENDITURES:</b>		
Administration	147,300	106,160
Operation and Maintenance	696,500	473,500
Capital Outlay	100,000	120,000
Debt Service	244,700	188,000
Other Expenditures	-	-
<b>Total Expenditures</b>	<b>1,188,500</b>	<b>887,660</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>168,500</b>	<b>138,690</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>168,500</b>	<b>138,690</b>
<b>Budgeted Beginning Fund Balance</b>	<b>3,075,978</b>	<b>1,596,272</b>
<b>Budgeted Ending Fund Balance</b>	<b>\$ 3,244,478</b>	<b>\$ 1,734,962</b>

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on March 20, 2023