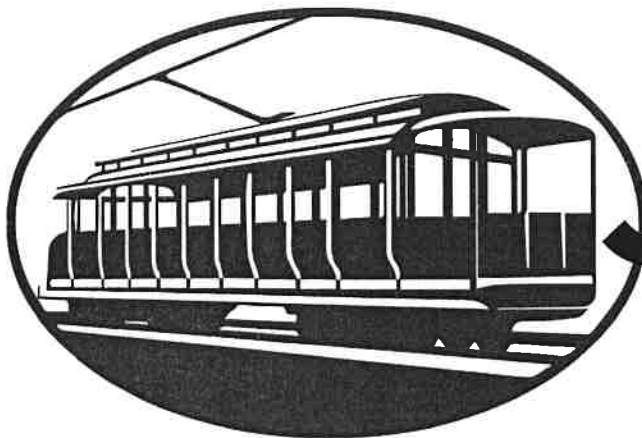


# 2024-2025 Adopted Budget



**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 18<sup>th</sup> day of March, 2024, 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 Miller and seconded by Member Brouwer:

**RESOLUTION NO. R24-004**

**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, 2024, 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 2024-2025 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1: Title - This resolution shall be known as the Jamestown Charter Township 2024 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 29, 2024 and a public hearing on the proposed budget was held on March 18, 2024. 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 1.4638 mills for roads; 0.9759 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 2023 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	\$2,538,750	\$2,697,070
Roads	\$ 864,000	\$ 180,600
Fire Operating	\$ 583,950	\$ 629,530
Fire Replacement	\$ 289,500	\$ 323,510
Capital Improvement Plan	\$ 18,000	\$ 0
Library	\$ 284,100	\$ 335,600
Debt Service - Parks	\$ 631,450	\$ 631,450
Parks Construction	\$ 50,000	\$2,588,500
Sewer	\$1,620,300	\$1,088,600
Water	\$1,126,900	\$ 837,690

**2024-2025 BUDGET**

**GENERAL FUND 101**

<i>REVENUES</i>	
Taxes	\$646,500
Cable Franchise Fees	\$70,500
Permit Fees	\$455,650
State Revenue Sharing	\$1,060,000
Metro Act	\$13,500
Cemetery Fees	\$42,300
Special Use Fees and Fines	\$39,150
Interest Earnings	\$27,000
Rentals	\$25,000
Reimbursements	\$154,800
Other Revenues	\$5,000
Transfers	\$0
Total Revenues and Other Sources	\$2,538,750
<i>EXPENDITURES</i>	
101 - Township Board	\$85,650
171 – Supervisor	\$77,290
215 – Clerk	\$83,660
247 – Board of Review	\$1,530
248 – General Office	\$50,050
253 – Treasurer	\$52,180
257 – Assessor	\$152,200
262 – Elections	\$55,170
265 – Building & Grounds	\$49,600
301 – Sheriff Department	\$267,000
371 –Inspection Department	\$432,150
445 –Drains	\$55,000
448 –Street Lighting	\$61,370
567 – Cemetery	\$112,500
701 – Planning Commission	\$199,250
702 – Zoning Board of Appeals (ZBA)	\$3,350
715 – Planning & Zoning	\$88,820
751 –Parks & Recreation (Pathways)	\$206,450
790 – Library	\$24,400
871 –Worker Comp Insurance	\$8,000
Transfers	\$631,450
Total Expenditures and Other Uses	\$2,697,070
Net Revenues (Expenditures)	\$(158,320)
Beginning Unassigned Fund Balance	\$1,984,037
Ending Unassigned Fund Balance	\$1,825,717

**ROAD FUND 204**

<i>REVENUES</i>	
Taxes	\$852,500
Interest Earnings	\$11,500
Total Revenues and Other Sources	\$864,000
<i>EXPENDITURES</i>	
446 –Highways & Streets	\$180,600
Total Expenditures and Other Uses	\$180,600
Net Revenues (Expenditures)	\$683,400
Beginning Fund Balance	\$1,743,263
Ending Fund Balance	\$2,426,663

**FIRE OPERATING FUND 206**

<i>REVENUES</i>	
Taxes	\$571,500
Interest Earnings	\$2,400
Other Revenues	\$10,050
Total Revenues and Other Sources	\$583,950
<i>EXPENDITURES</i>	
336 –Fire Department	\$613,530
871 – Workers Comp Insurance	\$16,000
Total Expenditures and Other Uses	\$629,530
Net Revenues (Expenditures)	\$(45,580)
Beginning Fund Balance	\$389,561
Ending Fund Balance	\$343,981

**LIBRARY OPERATING FUND 271**

<i>REVENUES</i>	
Taxes	\$238,100
Grants	\$11,000
Fines	\$31,500
Interest Earnings	\$1,000
Rentals	\$1,000
Donations	\$1,000
Reimbursements	\$0
Other Revenue	\$500
Transfers	\$0
Total Revenues and Other Sources	\$284,100
<i>EXPENDITURES</i>	
790 – Library	\$335,600
Total Expenditures and Other Uses	\$335,600
Net Revenues (Expenditures)	\$(51,500)
Beginning Fund Balance	\$596,872
Ending Fund Balance	\$545,372

**DEBT SERVICE – PARKS FUND 308**

<i>REVENUES</i>	
Transfers	\$631,450
Total Revenues and Other Sources	\$631,450
<i>EXPENDITURES</i>	
905 – Debt Service	\$631,450
Total Expenditures and Other Uses	\$631,450
Net Revenues (Expenditures)	\$0
Beginning Fund Balance	\$0
Ending Fund Balance	\$0

**CAPITAL IMPROVEMENT PLAN FUND 401**

<i>REVENUES</i>	
Interest Earnings	\$3,000
Other Revenues	\$15,000
Total Revenues and Other Sources	\$18,000
<i>EXPENDITURES</i>	
Transfers	\$0
Total Expenditures and Other Uses	\$0
Net Revenues (Expenditures)	\$18,000
Beginning Fund Balance	\$259,022
Ending Fund Balance	\$277,022

**FIRE EQUIPMENT FUND 402**

<i>REVENUES</i>	
Taxes	\$286,000
Interest Earnings	\$2,500
Other Revenues	\$1,000
Total Revenues and Other Sources	\$289,500
<i>EXPENDITURES</i>	
336 – Fire Department	\$4,500
336 – Fire Department Capital Outlay	\$56,000
905 – Debt Service	\$263,010
Total Expenditures and Other Uses	\$323,510
Net Revenues (Expenditures)	\$(34,010)
Beginning Fund Balance	\$270,869
Ending Fund Balance	\$236,859

**PARKS CONSTRUCTION FUND 408**

<i>REVENUES</i>	
Interest Earnings	\$50,000
Total Revenues and Other Sources	\$50,000
<i>EXPENDITURES</i>	
751 – Parks & Recreation	\$2,588,500
Total Expenditures and Other Uses	\$2,588,500
Net Revenues (Expenditures)	\$(2,538,500)
Beginning Fund Balance	\$3,264,474
Ending Fund Balance	\$725,974

**SEWER FUND 590**

<i>REVENUES</i>	
Connection Fees	\$500,000
Wastewater Sales	\$1,000,000
Late Fees	\$7,000
Interest Earnings	\$110,000
Other Revenue	\$3,300
Total Revenues and Other Sources	\$1,620,300
<i>EXPENDITURES</i>	
590 – Sewer Department	\$841,100
905 – Debt Service	\$247,500
Total Expenditures and Other Uses	\$1,088,600
Net Revenues (Expenditures)	\$531,700
Beginning Cash Reserves	\$4,052,244
Ending Cash Reserves	\$4,583,944



**WATER FUND 591**

<i>REVENUES</i>	
Connection Fees	\$240,700
Water Sales	\$800,000
Fines and Fees	\$2,200
Interest Earnings	\$38,000
Other Revenue	\$46,000
Total Revenues and Other Sources	\$1,126,900
<i>EXPENDITURES</i>	
591 – Water Department	\$649,850
905 – Debt Service	\$187,840
Total Expenditures and Other Uses	\$837,690
Net Revenues (Expenditures)	\$289,210
Beginning Cash Reserves	\$2,008,915
Ending Cash Reserves	\$2,298,125

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: Miller, Miedema, DeHaan, VanHaitsma, Brouwer, McCormick 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<sup>th</sup> day of March 2024, 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 March, 2024.



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

**Jamestown Charter Township  
2024-2025 Salary, Hourly, and Per Diem Rates**

Township Staff	2023-2024	2024-2025
Supervisor	\$43,148.71 Annually	\$44,874.66 Annually
Deputy Supervisor	\$25.00 per hour	\$25.00 per hour
Assessor	\$17,677 Annually for 2 days per week	\$18,384.08 Annually for 2 days per week
Assessing Reappraisal Services	\$105,983 Annually	\$110,222 Annually
Clerk	\$43,148.71 Annually	\$44,874.66 Annually
Deputy Clerk	\$18.46 per hour	\$20.00 per hour
Treasurer	\$35,267.06 Annually	\$36,677.74 Annually
Deputy Treasurer/Front Desk Receptionist	\$18.46 per hour	\$20.00 per hour
Planner	Contract (\$5,600 per month) Contract expires 3/31/24	Contract (\$6,000 per month) Contract expires 3/31/29
Finance Director	Contract \$70 per hour	Contract \$72.80 per hour
Zoning Administrator	Contract based on fees collected (Expires 3/31/24)	Contract based on fees collected (Expires 3/31/24)
Water/Sewer Administration	Contract Boss & Sons Environ. (\$154,000 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
Library Board Liaison	\$50 per meeting	\$50 per meeting
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	\$18 per hour
Election Inspectors	\$14 per hour	\$16 per hour

**Jamestown Charter Township Fire Department  
2024-2025 Pay Schedule  
Effective April 1, 2024 – March 31, 2025**

**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 2024-2025

	GENERAL FUND				CAPITAL IMPROVEMENT FUNDS			DEBT SERVICE FUND
	Fund 101	Fund 204	Fund 206	Fund 271	Fund 401	Fund 402	Fund 408	Fund 308
	General	Road	Fire	Library	CIP	Fire Equipment	Parks Const	Debt Service Parks
<b>REVENUES:</b>								
Taxes	\$ 646,500	\$ 852,500	\$ 571,500	\$ 238,100	\$ -	\$ 286,000	\$ -	\$ -
Cable Franchise Fees	70,500	-	-	-	-	-	-	-
Permit Fees	455,000	-	-	-	-	-	-	-
State Revenue Sharing	1,060,000	-	-	-	-	-	-	-
Metro Act	13,500	-	-	-	-	-	-	-
Grants	-	-	-	11,000	-	-	-	-
Cemetery Fees	42,300	-	-	-	-	-	-	-
Special Use Fees and Fines	39,150	-	-	31,500	-	-	-	-
Interest Earnings	27,000	11,500	2,400	1,000	3,000	2,500	50,000	-
Rentals	25,000	-	-	1,000	-	-	-	-
Reimbursements	154,800	-	-	1,000	-	-	-	-
Other Revenues	5,000	-	10,050	500	15,000	1,000	-	-
<b>Total Revenues</b>	<b>2,538,750</b>	<b>864,000</b>	<b>583,950</b>	<b>284,100</b>	<b>18,000</b>	<b>289,500</b>	<b>50,000</b>	<b>-</b>
<b>EXPENDITURES:</b>								
Legislative	85,650	-	-	-	-	-	-	-
General Government	521,680	-	-	-	-	-	-	-
Cemetery	112,500	-	-	-	-	-	-	-
Public Safety	267,000	-	613,530	-	-	4,500	-	-
Community and Economic Development	723,570	-	-	-	-	-	-	-
Public Works	116,370	-	-	-	-	-	-	-
Highways and Streets	-	180,600	-	-	-	-	-	-
Recreation and Culture	230,850	-	-	333,600	-	-	-	-
Capital Outlay	-	-	-	-	-	56,000	2,588,500	-
Debt Service	-	-	-	-	-	263,010	-	631,450
Other Expenditures	8,000	-	16,000	2,000	-	-	-	-
<b>Total Expenditures</b>	<b>2,065,620</b>	<b>180,600</b>	<b>629,530</b>	<b>335,600</b>	<b>-</b>	<b>323,510</b>	<b>2,588,500</b>	<b>631,450</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>473,130</b>	<b>683,400</b>	<b>(45,580)</b>	<b>(51,500)</b>	<b>18,000</b>	<b>(34,010)</b>	<b>(2,538,500)</b>	<b>(631,450)</b>
<b>INTERFUND TRANSFERS:</b>								
Interfund Transfers In	-	-	-	-	-	-	-	631,450
Interfund Transfers Out	(631,450)	-	-	-	-	-	-	-
<b>Net Interfund Transfers</b>	<b>(631,450)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>631,450</b>
<b>Change in Fund Balance</b>	<b>(158,320)</b>	<b>683,400</b>	<b>(45,580)</b>	<b>(51,500)</b>	<b>18,000</b>	<b>(34,010)</b>	<b>(2,538,500)</b>	<b>-</b>
<b>Budgeted Beginning Fund Balance</b>	<b>1,984,037</b>	<b>1,743,263</b>	<b>389,561</b>	<b>596,872</b>	<b>259,022</b>	<b>270,869</b>	<b>3,264,474</b>	<b>-</b>
<b>Budgeted Ending Fund Balance</b>	<b>\$ 1,825,717</b>	<b>\$ 2,426,663</b>	<b>\$ 343,981</b>	<b>\$ 545,372</b>	<b>\$ 277,022</b>	<b>\$ 236,859</b>	<b>\$ 725,974</b>	<b>\$ -</b>

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on March 18, 2024

**JAMESTOWN CHARTER TOWNSHIP**  
Budget Summary for Fiscal Year 2024-2025

	<b>ENTERPRISE FUNDS</b>	
	Fund 590	Fund 591
	Sewer	Water
<b>REVENUES:</b>		
Grants	\$ -	\$ -
Connection Fees and Charges	500,000	240,700
Sewage Disposal Services	1,000,000	-
Water Sales	-	800,000
Penalties and Late Fees	7,000	2,200
Special Assessment Income	-	-
Interest Earnings	110,000	38,000
Reimbursements	-	-
Other Revenues	3,300	46,000
<b>Total Revenues</b>	<b>1,620,300</b>	<b>1,126,900</b>
<b>EXPENDITURES:</b>		
Administration	127,400	111,850
Operation and Maintenance	710,500	477,000
Capital Outlay	3,200	61,000
Debt Service	247,500	187,840
Other Expenditures	-	-
<b>Total Expenditures</b>	<b>1,088,600</b>	<b>837,690</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>531,700</b>	<b>289,210</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>531,700</b>	<b>289,210</b>
<b>Budgeted Beginning Fund Balance</b>	<b>4,052,244</b>	<b>2,008,915</b>
<b>Budgeted Ending Fund Balance</b>	<b>\$ 4,583,944</b>	<b>\$ 2,298,125</b>

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on March 18, 2024