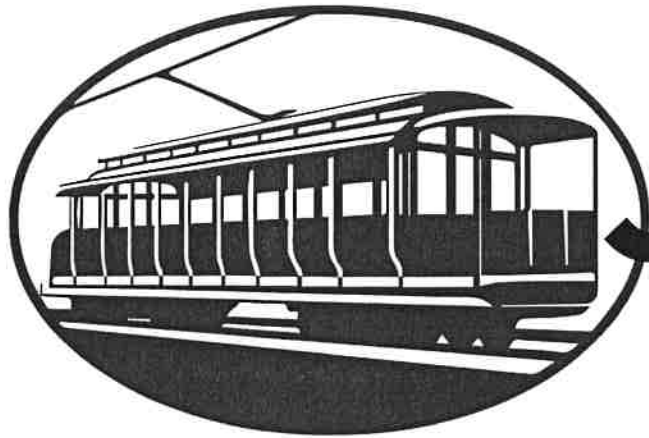


2025-2026
Adopted Budget



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, 2025, at 7:00 p.m.

PRESENT: Members: VanHaitsma, DeHaan, Brouwer, Miller, Tacoma, Windemuller and Wolfert

ABSENT: Members: None

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

RESOLUTION NO. R25-007

**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, 2025, 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 2025-2026 fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1: Title - This resolution shall be known as the Jamestown Charter Township 2025 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.

2025-2026 BUDGET**GENERAL FUND 101**

<i>REVENUES</i>	
Taxes	\$710,000
Cable Franchise Fees	\$61,000
Permit Fees	\$427,620
State Revenue Sharing	\$1,040,000
Metro Act	\$13,500
Cemetery Fees	\$45,300
Special Use Fees and Fines	\$32,850
Interest Earnings	\$24,000
Rentals	\$24,300
Reimbursements	\$71,800
Other Revenues	\$13,500
Transfers	\$0
Total Revenues and Other Sources	\$2,463,870
<i>EXPENDITURES</i>	
101 - Township Board	\$63,750
171 – Supervisor	\$78,810
215 – Clerk	\$86,660
247 – Board of Review	\$1,630
248 – General Office	\$55,550
253 – Treasurer	\$54,850
257 – Assessor	\$157,340
262 – Elections	\$33,000
265 – Building & Grounds	\$60,250
301 – Sheriff Department	\$284,190
371 – Inspection Department	\$405,570
445 –Drains	\$55,000
448 –Street Lighting	\$65,950
567 – Cemetery	\$92,550
701 – Planning Commission	\$122,160
702 – Zoning Board of Appeals (ZBA)	\$2,350
715 – Planning & Zoning	\$100,700
751 –Parks & Recreation	\$255,170
790 – Library	\$27,500
871 –Worker Comp Insurance	\$5,000
Transfers	\$646,250
Total Expenditures and Other Uses	\$2,624,230
Net Revenues (Expenditures)	\$(160,360)
Beginning Unassigned Fund Balance	\$1,950,453
Ending Unassigned Fund Balance	\$1,790,093

LIBRARY OPERATING FUND 271

<i>REVENUES</i>	
Taxes	\$275,500
Grants	\$10,000
Fines	\$27,500
Interest Earnings	\$4,000
Rentals	\$500
Donations	\$2,000
Reimbursements	\$1,000
Other Revenue	\$4,500
Transfers	\$0
Total Revenues and Other Sources	\$325,000
<i>EXPENDITURES</i>	
790 – Library	\$339,220
Total Expenditures and Other Uses	\$339,220
Net Revenues (Expenditures)	\$(14,220)
Beginning Fund Balance	\$554,962
Ending Fund Balance	\$540,742

DEBT SERVICE – PARKS FUND 308

<i>REVENUES</i>	
Transfers	\$646,250
Total Revenues and Other Sources	\$646,250
<i>EXPENDITURES</i>	
905 – Debt Service	\$646,250
Total Expenditures and Other Uses	\$646,250
Net Revenues (Expenditures)	\$0
Beginning Fund Balance	\$0
Ending Fund Balance	\$0

PARKS CONSTRUCTION FUND 408

<i>REVENUES</i>	
Interest Earnings	\$50,000
Total Revenues and Other Sources	\$50,000
<i>EXPENDITURES</i>	
751 – Parks & Recreation	\$887,730
Total Expenditures and Other Uses	\$887,730
Net Revenues (Expenditures)	\$(837,730)
Beginning Fund Balance	\$1,247,248
Ending Fund Balance	\$409,518

SEWER FUND 590

<i>REVENUES</i>	
Connection Fees	\$354,000
Wastewater Sales	\$1,180,000
Late Fees	\$7,500
Interest Earnings	\$81,800
Other Revenue	\$1,000
Total Revenues and Other Sources	\$1,624,300
<i>EXPENDITURES</i>	
590 – Sewer Department	\$970,960
905 – Debt Service	\$2,345,750
Total Expenditures and Other Uses	\$3,316,710
Net Revenues (Expenditures)	\$(1,692,410)
Beginning Cash Reserves	\$4,743,103
Ending Cash Reserves	\$3,050,693

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 17th day of February, 2025, 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 18th day of February, 2025.



Candy DeHaan, Clerk
Charter Township of Jamestown

**Jamestown Charter Township
Proposed 2025-2026 Salary, Hourly, and Per Diem Rates**

Township Staff	2024-2025	2025-2026
Supervisor	\$44,874.66 Annually	\$46,265.77 Annually
Deputy Supervisor	\$25.00 per hour	\$25.75 per hour
Assessor	\$18,384.08 Annually for 2 days per week	\$19,506 Annually for 2 days per week
Assessing Reappraisal Services	\$110,222 Annually	\$117,417 Annually
Clerk	\$44,874.66 Annually	\$46,265.77 Annually
Deputy Clerk	\$20.00 per hour	\$20.62 per hour
Treasurer	\$36,677.74 Annually	\$37,814.75 Annually
Deputy Treasurer/Front Desk Receptionist	\$20.00 per hour	\$20.62 per hour
Planner	Contract (\$6,000 per month) Contract expires 3/31/29	Contract (\$6,500 per month) Contract expires 3/31/29
Finance Director	Contract \$72.80 per hour	Contract \$75.05 per hour
Zoning Administrator	Contract based on fees collected (Expires 3/31/24)	Contract based on fees collected (Expires 3/31/25)
Water/Sewer Administration	Contract Boss & Sons Environ. (\$154,000 Annually)	Contract Boss & Sons Environ. (\$176,000 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	\$18 per hour	\$18 per hour
Election Inspectors	\$16 per hour	\$16 per hour

**Jamestown Charter Township Fire Department
Proposed 2025-2026 Pay Schedule
Effective April 1, 2025 – March 31, 2026**

Fire Call Pay Scale

Probationary Fire Personnel pay per call per hour	\$20.04
Fire Personnel pay non-emergency work	\$20.04
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: \$20.04 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	\$94,712 Full-time
Deputy Chief	\$6,019
Captain	\$4,742
Lieutenant	\$4,141

Training Academies/Continuing Education

Firefighter 1&2 Academy	(Contingent on passing)	\$3,700
50% paid after completion; 25% after second year; 25% after third year		
Medical Fire Responder Class (MFR, EMT)	(Contingent on passing)	\$400
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 2025-2026

	CAPITAL IMPROVEMENT							
	SPECIAL REVENUE FUNDS				FUNDS			DEBT SERVICE
	GENERAL FUND	Fund 204	Fund 206	Fund 271	Fund 401	Fund 402	Fund 408	FUND
	Fund 101	Road	Fire	Library	CIP	Fire Equipment	Parks Const	Fund 308
	General							Debt Service Parks
REVENUES:								
Taxes	\$ 710,000	\$ 952,500	\$ 631,000	\$ 275,500	\$ -	\$ 320,500	\$ -	\$ -
Cable Franchise Fees	61,000	-	-	-	-	-	-	-
Permit Fees	427,620	-	-	-	-	-	-	-
State Revenue Sharing	1,040,000	-	-	-	-	-	-	-
Metro Act	13,500	-	-	-	-	-	-	-
Grants	-	-	-	10,000	-	-	-	-
Cemetery Fees	45,300	-	-	-	-	-	-	-
Special Use Fees and Fines	32,850	-	-	27,500	-	-	-	-
Interest Earnings	24,000	12,000	2,000	4,000	2,500	1,500	50,000	-
Rentals	24,300	-	-	500	-	-	-	-
Reimbursements	71,800	-	-	1,000	-	-	-	-
Other Revenues	13,500	-	13,100	6,500	20,000	3,000	-	-
Total Revenues	2,463,870	964,500	646,100	325,000	22,500	325,000	50,000	-
EXPENDITURES:								
Legislative	63,750	-	-	-	-	-	-	-
General Government	528,090	-	-	-	-	-	-	-
Cemetery	92,550	-	-	-	-	-	-	-
Public Safety	284,190	-	643,420	-	-	4,500	-	-
Community and Economic Development	630,780	-	-	-	-	-	-	-
Public Works	120,950	-	-	-	-	-	-	-
Highways and Streets	-	237,000	-	-	-	-	-	-
Recreation and Culture	252,670	-	-	339,220	-	-	-	-
Capital Outlay	-	-	-	-	-	75,000	887,730	-
Debt Service	-	-	-	-	-	263,760	-	646,250
Other Expenditures	5,000	-	8,000	-	-	-	-	-
Total Expenditures	1,977,980	237,000	651,420	339,220	-	343,260	887,730	646,250
Revenues Over/(Under) Expenditures	485,890	727,500	(5,320)	(14,220)	22,500	(18,260)	(837,730)	(646,250)
INTERFUND TRANSFERS:								
Interfund Transfers In	-	-	-	-	-	-	-	646,250
Interfund Transfers Out	(646,250)	-	-	-	-	-	-	-
Net Interfund Transfers	(646,250)	-	-	-	-	-	-	646,250
Change in Fund Balance	(160,360)	727,500	(5,320)	(14,220)	22,500	(18,260)	(837,730)	-
Budgeted Beginning Fund Balance	1,950,453	2,697,280	515,253	554,962	280,448	301,019	1,247,248	-
Budgeted Ending Fund Balance	\$ 1,790,093	\$ 3,424,780	\$ 509,933	\$ 540,742	\$ 302,948	\$ 282,759	\$ 409,518	\$ -

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on February 21, 2025

JAMESTOWN CHARTER TOWNSHIP
Budget Summary for Fiscal Year 2025-2026

	ENTERPRISE FUNDS	
	Fund 590 Sewer	Fund 591 Water
REVENUES:		
Grants	\$ -	\$ -
Connection Fees and Charges	354,000	156,000
Sewage Disposal Services	1,180,000	-
Water Sales	-	800,000
Penalties and Late Fees	7,500	2,200
Special Assessment Income	-	-
Interest Earnings	81,800	32,000
Reimbursements	-	-
Other Revenues	1,000	35,400
Total Revenues	1,624,300	1,025,600
EXPENDITURES:		
Administration	135,760	128,810
Operation and Maintenance	829,200	532,000
Capital Outlay	6,000	62,000
Debt Service	2,345,750	-
Other Expenditures	-	-
Total Expenditures	3,316,710	722,810
Revenues Over/(Under) Expenditures	(1,692,410)	302,790
INTERFUND TRANSFERS:		
Interfund Transfers In	-	-
Interfund Transfers Out	-	-
Net Interfund Transfers	-	-
Change in Fund Balance	(1,692,410)	302,790
Budgeted Beginning Fund Balance	4,743,103	2,384,506
Budgeted Ending Fund Balance	\$ 3,050,693	\$ 2,687,296

Budget amounts listed above are based on the budget approved by the Jamestown Charter Township Board on February 21, 2025