GLADSTONE CITY COMMISSION
FISCAL YEAR 2025-2026 BUDGET WORK SESSION

City Hall Chambers – 1100 Delta Avenue
March 05, 2025
5:00 PM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

NEW BUSINESS

2. City of Gladstone Proposed Fiscal Year 2025-2026 Budget
3. General Fund
4. Dr. Mary Cretens Fund
5. Economic Development Corporation Fund
6. Downtown Development Fund
7. Debt Service Fund

ADJOURNMENT

The City of Gladstone will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Gladstone. Individuals with disabilities requiring auxiliary aids or services should contact the City of Gladstone by writing or calling City Hall at (906) 428-2311.

Posted: 02-28-2025

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RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

(Excerpt from City Commission Rules of Procedure Adopted: 11-25-2019

A. Public Comment / Public Hearings

At regular and special meetings of the commission, individuals wishing to be heard may address the commission during the public comment/public hearing periods as set forth in the agenda under the following rules:

1. Each speaker shall state name and address for the record.
2. Each speaker is limited to three (3) minutes of comment unless the presiding officer decides more time is necessary
3. Each speaker shall try to be concise and refrain from repeating comments already addressed by the commission.
4. Speakers who do not cease speaking when asked to do so will be deemed out of order and will not be allowed to address the commission again for the remainder of the meeting; continued disruption will warrant removal from the meeting.
5. The commission shall not decide issues that arise during public comment.
6. Speakers should address the commission through the presiding officer.
7. Commissioners and staff will not debate with the public.
8. Speakers will not verbally attack City Commissioners, City Staff or members of the public attending the meeting. Any such behavior will not be tolerated and any person presenting in this manner will be warned by the Mayor and shall be removed by Public Safety for noncompliance.
9. No vulgar or obscene language will be used by the speakers.
10. Any information the speaker wants to distribute to the Commission must first ask the Chair (Mayor) if they may present the Commission written comments at the meeting.
11. Speakers may not ask questions of the board during this time as the Commission or Staff will not address them during this public comment period.

City of Gladstone
2025-26
Annual Budget

3/4/2025

General Government Budget Review 2025/2026

Description	Income	
Administrative fees	$	453,953
Franchise Fees/Licenses	$	89,200
FOIA Requests	$	1,100
Misc./Penalty/Reimbursements	$	89,500
Code Enforcement/Zoning	$	44,020
Transfer from Dr. Mary Cretens	$	45,600
Total Income	**$**	**723,373**

Total Income	$	723,373
Total Expenses	$	1,431,124
Income-Expense	**$**	**(707,751)**

Net Cost of City Hall	$	707,751
2020 Census		5,257
Cost/Resident/Year	$	134.63
Cost/Resident/Day	**$**	**0.37**

Description	Expenses		
	City Commission	$	132,927
	City Manager	$	167,973
	Office Clerk	$	95,081
	City Clerk	$	182,832
	Board of Review	$	2,953
	City Treasurer	$	185,906
	City Assessor	$	87,585
	Elections	$	27,980
	City Hall	$	48,677
	Computer Copier		
	Debt Service	$	300,000
	Community Development	$	199,210
	Total Expenses	**$**	**1,431,124**

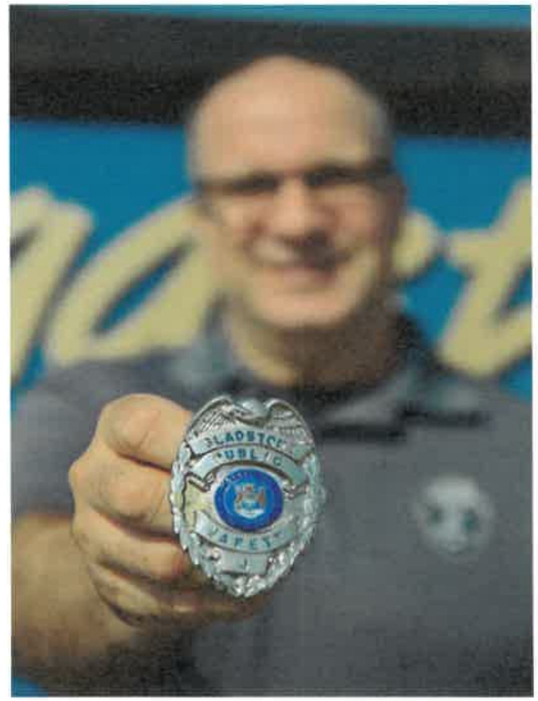
Capital Projects: Finish City Hall Updates- ARPA

News or Notes: Northshore
Update Property Maintenance Code
Flex Zoning

Public Safety Budget Review 2025/2026

Description		Income
Act 33 PS Millage	$	538,405
Grants/Rev Sharing	$	2,700
SOR Fees	$	600
Rampart Rent	$	4,000
Parking Violations	$	300
School Officer	$	62,640
Fire Calls	$	1,000
Transfer from Olson Trust	$	4,500
Transfer from K-9 Fund	$	9,875
Transfer from Building Fund	$	50,000
Transfer from Patrol Car Fund	$	7,800
K-9 Donations	$	1,500
Misc. & Donations	$	10,900
Total Income	**$**	**694,220**

Description		Expenses
Police Department	$	1,865,891
K-9 Program	$	9,875
Fire Department	$	439,446
Total Expenses	**$**	**2,315,212**



Total Income	$	694,220
Total Expenses	$	2,315,212
Income-Expense	**$**	**(1,620,992)**

Net Cost of Public Safety	$	1,620,992
2020 Census		5,257
Cost/Resident /year	$	308.35
Cost/Resident/Day	$	0.84
+Cost/Resident/Day PA33	$	0.28
Total Cost/Resident/Day	**$**	**1.13**

Capital Projects: Gym Equipment, Taser Body Cam Payment
Start Upfitting, Police &

News or Notes: School Laison Officer
Fire Truck Fund
Patrol Car Fund
Fund Upset
Public Safety Special Assessment-Millage = 4.5 Mills

Public Works Budget Review 2025/2026

Description		Income
Alley Maint. From Utilities	$	33,674
Sale of Gravel Pit	$	200,000
Gravel Sales	$	10,000
Grass & Snow Code Enforcement	$	-
Equipment Rental	$	200,000
DPW Misc.	$	2,500
Building Rental	$	10,000
Grave Opening & Storage	$	35,000
Cemetery Lot Sales	$	14,000
Sale of Equipment	$	10,000
Transfer from Perpetual Care	$	11,000
Dr. Mary Cretens: Cemetery/Trees	$	34,000
Total Income	**$**	**560,174**

Description		Expenses
Forestry	$	44,798
DPW Administration	$	161,978
Alley Maintenance	$	30,673
Grounds Maintenance	$	37,703
Equipment Pool	$	228,598
Fernwood Cemetery	$	115,406
Total Expenses	**$**	**619,156**

Total Income	$	560,174
Total Expenses	$	619,156
Income-Expense	**$**	**(58,982)**

Net Cost of Public Works	$	58,982
2020 Census		5,257
Cost/Resident /Year	$	11.22
Cost/Resident/Day	**$**	**0.03**

Capital Projects: DPW Building Engineering, Cemetery Water System, Trees

News or Notes: Sell Gravel Pit

Recreation Budget Review 2025/2026

Description		Income
Beautification DDA	$	10,000
Grants	$	-
Beach House Rental + Conc.	$	800
Pavilion & Gazebo Rental	$	4,900
Sports Park Tickets	$	45,000
Sports Park Concession	$	15,000
Sports Park Building Rental	$	5,500
Bayshore Ballfield	$	1,100
Rec. Programs	$	600
Campground	$	194,500
Misc.	$	5,000
Snack Shack	$	12,000
Donations for Projects	$	10,540
Transfer from Pram Funds	$	14,760.00
Dr. Mary Cretens	$	118,400
Total Income	**$**	**438,100**

Description		Expenses
Recreation Admin.	$	323,295
Beautification	$	10,000
Parks	$	112,910
Beach	$	62,314
Other Rec. Facilities	$	58,491
Ice Rink	$	-
Campground	$	117,975
Sports Park	$	119,525
Rec. Programs	$	30,055
Total Expenses	**$**	**834,565**

Total Income	$	438,100
Total Expenses	$	834,565
Income-Expense	**$**	**(396,465)**

Net Cost of Recreation	$	396,465
2020 Census		5,257
Cost/Resident /Year	$	75.42
Cost/Resident/Day	**$**	**0.21**

Capital Projects: Pram Shack
Memorial Bench's
Chip Sealing -Beach & Pavillion

News or Notes: Civic Recreation Software

25/26 General Fund Summary

	Income	Expense	Net Expense
General Gov.	$ 723,373	$ 1,431,124	$ 707,751
Public Safety	$ 694,220	$ 2,315,212	$ 1,620,992
Recreation	$ 438,100	$ 834,565	$ 396,465
DPW	$ 560,174	$ 619,156	$ 58,982
Total	**$ 2,415,867**	**$ 5,200,057**	**$ 2,784,190**

Taxes & PILT's	$ 2,075,416
Revenue Sharing	$ 744,271
	$ 2,819,687

Taxes & Revenue Sharing	$ 2,819,687
Net General Fund Expense	$ 2,784,190
Net Funds to Fund Balance	$ 35,497
Cost/Resident/Day	$ 1.44
+Cost/Resident/Day PA33	$ 0.28
Total Cost/Resident/Day	**$ 1.73**

3/31/24 Audited Fund Balance	$ 261,388
3/31/25 Projected Fund Balance	$ 592,762
3/31/26 Requested Fund Balance	**$ 628,259**

Target Fund Balance as per Policy	**$ 1,200,000**

Major Street Budget Review 2025/2026

Description		Income
Special Assessment	$	-
Grants	$	-
Act 51 Funds	$	709,634
Build Michigan Roads	$	11,000
Winter Maint Payment	$	4,000
Penalty Income	$	-
Interest Income	$	8,000
Miscellaneous Income	$	1,000
Transfer from Fund Balance	$	-
Total Income	**$**	**733,634**

Description		Expenses
Re-Construction		54,400
Non-Motorized		7,007
Surface Maintenance		91,668
Storm Sewers		10,568
Traffic Control		25,517
Winter Maint.		125,520
Sweeping/Flushing		26,513
Administration		392,441
Total Expenses	**$**	**733,634**

Total Income	$	733,634
Total Expenses	$	733,634
Income-Expense	$	-

Capital Projects: Start South Hill Project
Engineering for the Fed Aid

News or Notes:

Transfer $200,000 to Local Streets

3/31/24 Audited Fund Balance	$	368,891
3/31/25 Projected Fund Balance	$	365,388
3/31/26 Requested Fund Balance	$	497,022

Local Street Budget Review 2024/2025

Description	Income
Special Assessment -Int./Penalty	$ -
Grants	$ -
Act 51 Funds	$ 268,436
Build Michigan Roads	$ 2,500
Winter Maint. Payment	$ 1,200
Metro Act 48 Funds	$ 29,064
Permit Fees	$ 500
Penalty Income	$ -
Interest Income	$ 14,500
Misc.	$ -
Transfer from Major Street	$ 200,000
Transfer from Fund Balance	$ -
Total Income	**$ 516,200**

Description	Expenses
Re-Construction	$ 9,600
Non-Motorized	$ 2,536
Surface Maintenance	$ 256,851
Storm Sewers	$ 9,065
Traffic Control	$ 6,329
Winter Maint.	$ 109,898
Sweeping/Flushing	$ 39,979
Administration	81,942
Total Expenses	**$ 516,200**

Total Income	$ 516,200
Total Expenses	$ 516,200
Income-Expense	**$ -**

Capital Projects: Chip Seal

Crack Seal

News or Notes: $200,000 Transfer from Major St.

3/31/24 Audited Fund Balance	$ 249,245
3/31/25 Projected Fund Balance	$ 225,779
3/31/26 Requested Fund Balance	$ 270,014

Dr. Mary Cretens Budget Review 2025/2026

Description	Income
Annual Contribution	$ 155,000
Interest Income	$ 20,000
Transfer from Fund Balance	$ 23,000
Total Income	**$ 198,000**

Description	Expenses
4th of July	$ 35,000
Improvements to City	$ 10,600
Cemetery and Rec.	$ 13,000
Cemetery Improvements	$ 25,000
Playgrounds	**$ 77,900**
Fishing Piers	**$ 36,500**
Total Expenses	**$ 198,000**

Total Income	$ 198,000
Total Expenses	$ 198,000
Income-Expense	**$ -**

Capital Projects: Chip Seal Beach Parking
Sports Park Upgrades, 4th of July
Cemetery Sprinkler System, Civic
Recreation Software

News or Notes: Summer Concerts

3/31/24 Audited Fund Balance	$ 448,136
3/31/25 Projected Fund Balance	$ 432,083
3/31/26 Requested Fund Balance	$ 409,083

Committed Fund Balances	
Boardwalk	$ 100,000
City Hall Renovations	$ 35,000
Total	$ 135,000

Economic Development Budget Review 2025/2026

Description	Income
Interest Income	$ 2,200
Land Sales	$ -
Transfer from Fund Balance	$ 10,350
Total Income	**$ 12,550**

Description	Expenses
Administration	2,550
Economic Development	10,000
Total Expenses	**$ 12,550**

Total Income	$ 12,550
Total Expenses	$ 12,550
Income-Expense	**$ -**

Capital Projects:

News or Notes: Advertise and Promote

3/31/24 Audited Fund Balance	$ 62,586
3/31/25 Projected Fund Balance	$ 101,226
3/31/26 Requested Fund Balance	$ 90,876

DDA Budget Review 2025/2026

Description	Income
Annual Capture	$ 474,270
Grants & Donations	$ 6,000
Local Community Stabalization	$ 6,363
Façade Owner Match	$ 25,000
Interest Income	$ 5,060
Farmers Market	$ 3,500
Social District Revenue	$ 7,200
Transfer from Fund Balance	$ -
Total Income	**$ 527,393**

Description	Expenses
Administration	$ 76,552
Beautification Mat.& Sup.	$ 14,521
Social District Mat. & Sup.	$ 10,100
Down Town Concierge	$ 10,000
Interest on Loans	$ 16,500
Façade Grant Program	$ 62,500
Christmas Celebration	$ 3,000
Farmers Market	$ 29,800
9th Street Bond	$ 227,000
North Shore Loan	$ 44,748
Transfer to Fund Balance	$ 32,672
Total Expenses	**$ 527,393**

Total Income	$ 527,393
Total Expenses	$ 527,393
Income-Expense	**$ -**

Capital Projects: Façade Grants, Farmers Market Structures & Blvd. Trees

News or Notes: Social District

3/31/23 Audited Fund Balance	$ 154,173
3/31/24 Projected Fund Balance	$ 186,335
3/31/25 Requested Fund Balance	$ 107,523

Debt Service Budget Review 2025/2026

Description		Income
General Fund Contribution	$	25,000
Major Street Contribution	$	29,400
Local Street Contribution	$	9,600
DDA Contribution	$	227,000
Wastewater Contribution	$	25,000
Water Contribution	$	18,000
9th St. Special Assessment	$	-
Penalty Income	$	-
Interest Income	$	12,000
Transfer from Fund Balance	$	13,950
Total Income	**$**	**359,950**

Description		Expenses
Administration	$	1,100
9th St. Project Interest	$	78,850
9th St. Project Bond Payment	$	280,000
Transfer to Fund Balance	$	-
Total Expenses	**$**	**359,950**

Total Income	$	359,950
Total Expenses	$	359,950
Income-Expense	$	-

Capital Projects: 9th Street Dept Service

No More Special Assessments

3/31/24 Audited Fund Balance	$	179,758
3/31/25 Projected Fund Balance	$	168,305
3/31/26 Requested Fund Balance	$	154,355

Solid Waste Budget Review 2025/2026

Description		Income
Garbage Collection Fees	$	360,000
Compost Revenue	$	191,800
Sale of Carts	$	400
Loader Loan	$	13,500
Penalty Income	$	4,000
Interest Income	$	14,000
Misc.	$	650
Total Income	**$**	**584,350**

Description		Expenses
Composting	$	28,092
City Cleanup	$	12,075
Garbage Collection	$	219,761
Administration	$	278,979
Meter Reading & Billing	$	8,669
Vehicle Expense	$	36,774
Total Expenses	**$**	**584,350**

Total Income	$	584,350
Total Expenses	$	584,350
Income-Expense	**$**	**-**

Capital Projects:

News or Notes: Transfer to Fund Balance = $56,668
Transfer to Capital Projects = $50,000
For Building Engineering
3% Rate Increase

3/31/24 Audited Fund Balance	$	745,616
3/31/25 Projected Fund Balance	$	825,167
3/31/26 Requested Fund Balance	$	881,835

Electric Fund Budget Review 2025/2026

Description	Income
Sales to Customers	$ 4,923,089
Consumer Services/Reconnect	$ 3,000
DPW Truck Loan	$ 31,500
DPW Sweeper Loan	$ 22,600
Door Hanger/Penalty Income	$ 55,000
Interest Income	$ 90,000
Rent/Investment/Cell Tower Income	$ 145,235
Misc.	$ 2,000
Transfer from Fund Balance	$ 275,877
Total Income	**$ 5,548,301**

Total Income	$ 5,548,301
Total Expenses	$ 5,548,301
Income-Expense	**$ -**

Description	Expenses
Street Lighting	$ 117,720
Administrative	$ 1,311,421
Safety	$ 75,200
Meter Reading & Billing	$ 217,450
Consumer Services	$ -
WPPI Community Services	$ 24,900
New Construction	$ 17,865
Line Maintenance	$ 677,800
Meter Maintenance	$ -
Energy & Substation	$ 2,903,570
Energy Optimization	$ 40,000
Building & Grounds	$ 53,625
Vehicle Expense	$ 108,750
Total Expenses	**$ 5,548,301**

Capital Projects: New Meters, Line Trimming, New Poles,
New Flooring in Office, New Pickup

News or Notes: Rate increase as per Rate Study
2 Lineman in School
Substation Study

3/31/24 Audited Fund Balance	$ 7,328,425
3/31/25 Projected Fund Balance	$ 7,159,471
3/31/26 Requested Fund Balance	$ 6,883,594

Wastewater Fund Budget Review 2025/2026

Description	Income
Sales to Customers	$ 1,811,058
Sales to Customers-Masonville	$ 296,624
Consumer Services/Tap Fees	$ 5,000
Penalty Income	$ 13,000
Interest Income	$ 30,000
Misc.	$ 8,000
SRF Proceeds	$ 2,000,000
Total Income	**$ 4,163,682**

Total Income	$ 4,163,682
Total Expenses	$ 4,163,682
Income-Expense	**$ -**

Description	Expenses
Solids Handling	$ 13,311
New Line Construction	$ -
Masonville Sewer	$ 95,679
Administrative	$ 1,417,056
Safety	$ 11,390
Meter Reading & Billing	$ 45,023
Consumer Services	$ 14,285
Line Maintenance	$ 16,690
Meter Maintenance	$ 20,446
Plant O & M	$ 205,522
Lab	$ 82,215
Lift Stations	$ 60,860
Building & Grounds	$ 37,890
Plant Improvements	$ 101,344
Vehicle Expense	$ 34,454
Consent Order	$ 2,007,517
Total Expenses	**$ 4,163,682**

Capital Projects: Plant Improvements Complete, East End Lift Station, Start on Collection System

News or Notes: Rate increase as per Rate Study
Plant Constuction Finished!?
Transfer to Fund Balance = $54,963

3/31/24 Audited Fund Balance	$ 5,690,072
3/31/25 Projected Fund Balance	$ 5,778,246
3/31/26 Requested Fund Balance	$ 5,833,209

Water Fund Budget Review 2025/2026

Description		Income
Sales to Customers	$	998,000
Fire Protection	$	57,950
Consumer Services/Tap Fees	$	7,200
Penalty Income	$	7,500
Interest Income	$	15,000
Misc.	$	10,500
Grants	$	-
Transfer From Fund Balance	$	203,773
Total Income	**$**	**1,299,923**

Total Income	$	1,299,923
Total Expenses	$	1,299,923
Income-Expense	**$**	**-**

Description		Expenses
New Line Construction	$	18,000
Administrative	$	531,713
Safety	$	5,710
Meter Reading & Billing	$	42,400
Consumer Services	$	68,850
Line Maintenance	$	28,240
Reservoir & Elevated Tanks	$	24,350
Meter Maintenance	$	26,160
Plant O & M	$	301,820
Lab	$	142,260
Hydrant Maintenance	$	3,620
Building & Grounds	$	21,300
Plant Improvements	$	8,500
Vehicle Expense	$	77,000
Total Expenses	**$**	**1,299,923**

Capital Projects: Clear Well Inspection/Touch Up
New Meters , New Truck

News or Notes: Rate Increase as per Study
New Employee, Lost Water Audit

3/31/24 Audited Fund Balance	$	2,573,068
3/31/25 Projected Fund Balance	$	2,387,562
3/31/26 Requested Fund Balance	$	2,183,789

Item 2.

Harbor Budget Review 2025/2026

Description	Income
Launch Permits	$ 4,900
Grants	$ 172,000
Seasonal Dockage	$ 65,000
Transient Dockage	$ 5,700
Gas and Oil Sales	$ 12,500
Interest on Investment	$ 5,000
Misc.	$ 435
Transfer from Fund Balance	$ 188,533
Total Income	**$ 454,068**

Description	Expenses
Administration	101,068
Harbor Phase II Project	353,000
Total Expenses	**$ 454,068**

Total Income	$ 454,068
Total Expenses	$ 454,068
Income-Expense	**$ -**

Capital Projects: Harbor Phase II Project - 49% Grant

News or Notes: $188,533 Transferred from Fund Balance

3/31/24 Audited Fund Balance	$ 390,237
3/31/25 Projected Fund Balance	$ 422,257
3/31/26 Requested Fund Balance	$ 233,724

Cemetery Perpetual Care Budget Review 2025/2026

Description	Income
Perpetual Care Revenue	$ 1,000
Interest Income	$ 11,000
Total Income	**$ 12,000**

Description	Expenses
Transfer to General Fund	$ 11,000
Transfer to Fund Balance	$ 1,000
Audit Fees	$ -
Total Expenses	**$ 12,000**

Total Income	$ 12,000
Total Expenses	$ 12,000
Income-Expense	**$ -**

Capital Projects:

News or Notes: continuing forever : everlasting.
occurring continually : constant.
Perpetually

3/31/24 Audited Fund Balance	$ 276,309
3/31/25 Projected Fund Balance	$ 278,309
3/31/26 Requested Fund Balance	$ 279,309

Retirement System Budget Review 2025/2026

Description		Income
Interest from Investments	$	12,000
Transfer From General Fund	$	75,000
Transfer From Major Street Fund	$	15,747
Transfer From Local Street Fund	$	15,747
Transfer From Water Fund	$	-
Total Income	**$**	**118,494**

Description	Expenses
Admin. Transfer to FB	118,494
	-
Total Expenses	**118,494**

Total Income	$	118,494
Total Expenses	$	118,494
Income-Expense	**$**	**-**

Capital Projects:

News or Notes: $118,494 to Fund Balance

3/31/24 Audited Fund Balance	$	372,969
3/31/25 Projected Fund Balance	$	384,969
3/31/26 Requested Fund Balance	$	503,463