



# **GLADSTONE CITY COMMISSION REGULAR MEETING**

City Hall Chambers – 1100 Delta Avenue  
August 28, 2023  
6:00 PM

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## **AGENDA**

### **CALL TO ORDER**

1. Invocation
2. Pledge of Allegiance
3. Roll Call

### **PUBLIC HEARINGS**

### **PUBLIC COMMENT**

### **CONFLICTS OF INTEREST**

### **CONSENT AGENDA**

- [4.](#) DDA Regular Meeting Minutes of July 18, 2023
- [5.](#) Zoning Board of Appeals Meeting Minutes of August 14, 2023
- [6.](#) City Commission Regular Meeting Minutes of August 14, 2023
- [7.](#) Payment of Bills

### **UNFINISHED BUSINESS**

- [8.](#) Jones Property - Lake Shore Drive

### **NEW BUSINESS**

- [9.](#) Lifesaving Awards Presentation
- [10.](#) Investment Review
- [11.](#) Fund Balance Policy Updates
- [12.](#) Proclamation - National Rail Safety Week September 18 - 24, 2023

### **CITY MANAGER'S REPORT**

### **CITY COMMISSION & COMMITTEE REPORTS**

### **BOARDS & COMMISSIONS REPORTS**

### **CITY COMMISSIONER COMMENTS**

### **CITY CLERK COMMENTS**

### **CLOSED SESSION**

### **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: 08-24-2023

Kimberly Berry, MiPMC  
906-428-2311  
[kberry@gladstonemi.org](mailto:kberry@gladstonemi.org)

## **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.



# GLADSTONE DDA REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
July 18, 2023  
8:00 AM

## MINUTES

### CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:02 AM ET.

#### 1. Roll Call

PRESENT	ABSENT
Joe Thompson	Nathan Neumeier - Excused
Daniel Becker	
Jay Bostwick	
Jason Lippens	
Kyle Closs	
Marcey Skwor	
Robert LeDuc	

**Staff Present:** Eric Buckman, Patricia West, Renee Barron

**PUBLIC COMMENT:** None

### APPROVAL OF MINUTES

#### 2. Regular Meeting Minutes - June 20, 2023

Motion made by Closs, seconded by Skwor to approve the regular meeting minutes from June 20, 2023.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc

**MOTION CARRIED.**

### FINANCIALS

#### 3. May Revenue & Expenditure Report

### CONFLICTS OF INTEREST

### ADDITIONS TO THE AGENDA

### UNFINISHED BUSINESS

#### 4. North Shore Development

Renee Barron provided an update to the board on the progress of the North Shore Development. There is a meeting scheduled for today (07/18/2023) with the developer, architect and engineer to align on revisions to the initial drawing following input from city staff and considering utilities.

### NEW BUSINESS

#### 5. Old-Fashioned Christmas

Motion made by Closs, Seconded by LeDuc to allow the Old-Fashioned Christmas Subcommittee oversight and authority to hire the event coordinator replacement in a contract role with training provided by the previous event coordinator.  
Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc

**MOTION CARRIED.**

**6. Facade Grant Program**

Motion made by Closs, seconded by Becker to direct city staff to notify business owners that facade funds are not available at this time, and that we are not accepting applications. Staff can notify those who inquire that the process will be revisited when the 2024-2025 budget is proposed.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc

**MOTION CARRIED.**

**7. Mural at 1000 Delta Ave**

Patrick Johnson presented on repairs required to the bricks at 1000 Delta Ave behind the mural. Additional packet material was provided during the meeting. The agenda packet was amended on 07/18/2023 to include the items below:

- Email | Subject: Preparation for the 07/18 DDA Meeting Mural Presentation | Delta Ave
- Grant of Easement

Motion made by Closs, seconded by Thompson to table this discussion until City Manager, Eric Buckman, connects one of his contacts with Patrick to review the brick situation.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc

**MOTION CARRIED.**

Patrick John was also able to provide an update on the items below:

- Business After Hours
- Brewery moving into the Rialto Center
- Architecture/Engineering Fees – This will be added to the August agenda for further discussion.

**CITY COMMENTS & REPORTS**

**8. City Manager**

Eric Buckman, provided an update on the items below:

- North Shore Development
- Public Hearings for Street Paving
- Public Safety Staffing
- Monopole Antenna Updates for 911
- 4th of July Celebration

**9. Community Development**

Renee Barron, provided updates on the following items:

- Code Enforcement Official position has been posted.
- Oaks Golf Course
- Two Small Claims Court Cases

**10. DDA Coordinator**

- DDA Board Opening
- DDA By-Laws & Rules of Procedure
- Prep for Parental Leave
  - Informational Meeting #2 at August Commission Meeting
  - Posted Code Enforcement Position
  - Wrapping up Master Plan
- Upcoming Items:
  - Business After Hours on July 26th
- August Meeting:
  - Farmers Market Updates from Brianna Ecklid
  - Historical Home Markers

## **BOARD COMMENTS & REPORTS**

### **ADJOURNMENT**

Motion made by Skwor, Seconded by LeDuc to adjourn at 9:30 AM ET.  
Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc

***MOTION CARRIED.***



# GLADSTONE ZONING BOARD OF APPEALS REGULAR MEETING

Electric Department Conference Room - 10 North  
11th Street  
August 14, 2023  
5:00 PM

## MINUTES

### CALL TO ORDER

Mayor Thompson called the meeting to order, and Clerk Berry called the roll:

### PRESENT

Mayor Joe Thompson  
Commissioner Judy Akkala  
Mayor Pro-Tem Brad Mantela (Arrived 5:18 pm)  
Commissioner Robert Pontius

### ABSENT - EXCUSED

Commissioner Greg Styczynski

### PUBLIC COMMENT- None

### CONFLICTS OF INTEREST -None

### CONSENT AGENDA

Motion by Mayor Thompson; seconded by Commissioner Pontius to approve the ZBA minutes of October 10, 2022.

MOTION CARRIED

### NEW BUSINESS

Mayor Thompson opened the hearing to Mr. Jeff Diebolt, property owner at 11 South 9th Street to present his appeal.

Mayor Thompson offered the floor to Ms. Renee Barron, City of Gladstone Community Development Director and Ms. Patricia West, City of Gladstone Code Enforcement Official who presented the staff report.

Motion by Commissioner Akkala; seconded by Mayor Thompson to sustain the decision by the City of Gladstone Code Enforcement Official by vote of the Zoning Board of Appeals.

Voting Yea: Mayor Thompson, Commissioner Akkala, Mayor Pro-Tem Mantela, Commissioner Pontius

MOTION CARRIED

There being no further business before the Zoning Board of Appeal, Mayor Thompson adjourned the meeting at 5:41 PM

\_\_\_\_\_  
**Mayor Joe Thompson**

\_\_\_\_\_  
**City Clerk Kimberly Berry**

**GLADSTONE**



# **GLADSTONE CITY COMMISSION REGULAR MEETING**

City Hall Chambers – 1100 Delta Avenue

August 14, 2023

6:00 PM

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## **MINUTES**

### **CALL TO ORDER**

Mayor Thompson called the meeting to order, Invocation given by Commissioner Pontius and roll called by Clerk Kim Berry:

### **PRESENT**

Mayor Joe Thompson  
Commissioner Judy Akkala  
Mayor Pro-Tem Brad Mantela  
Commissioner Robert Pontius

### **ABSENT - EXCUSED**

Commissioner Greg Styczynski

### **PUBLIC COMMENT**

Steve Viau, Delta County Commissioner - 817 Delta Avenue

### **CONSENT AGENDA**

Motion by Commissioner Mantela; seconded by Commissioner Akkala to approve the consent agenda.

MOTION CARRIED

### **UNFINISHED BUSINESS**

Motion by Mayor Thompson; seconded by Commissioner Mantela to table the Jones Property on Lake Shore Drive to Monday, August 28, 2023 regular Commission meeting.

MOTION CARRIED

### **NEW BUSINESS**

Motion by Mayor Thompson; seconded by Commissioner Akkala to approve the hire of Municipal Well & Pump to rebuild the Water Department high service pump in the amount of \$10,380.00.

MOTION CARRIED

Motion by Commissioner Mantela; seconded by Commissioner Akkala to appoint Commissioner Robert Pontius as the City of Gladstone Voting Delegate at the MML Annual Meeting scheduled for October 18, 2023 conference held in Traverse City.

MOTION CARRIED

Motion by Commissioner Mantela; seconded by Commissioner Pontius to approve the METRO Act Right of Way Permit Extension to December 31, 2028 and authorize Manager Eric Buckman to sign the extension documents.

MOTION CARRIED

Motion by Mayor Thompson; seconded by Commissioner Akkala to approve Request for Disbursement of Funds Draw #13 totaling \$753,669.00.

MOTION CARRIED

### **CITY MANAGER'S REPORT**

Manager Eric Buckman reported on the following:

Met with Teamsters Union regarding grievance filed on contract language related to interdepartmental transfers; in reference to the recent Electric Department external hiring of two Apprentices; going to mediation the end of the month.

Attended Waterworth Zoom presentation for software and support for tracking assets and rates.

Attended Zoom meeting with ATC regarding moving 69 kv line

Attended monthly EDC and DATA meetings.

Spent much of my time at the Campground, Parks and Harbor due to personnel changes and shortage of part-time seasonal employees as many returning back to college or starting school athletics. Hired Perry Good Cleaners for bathrooms and showers.

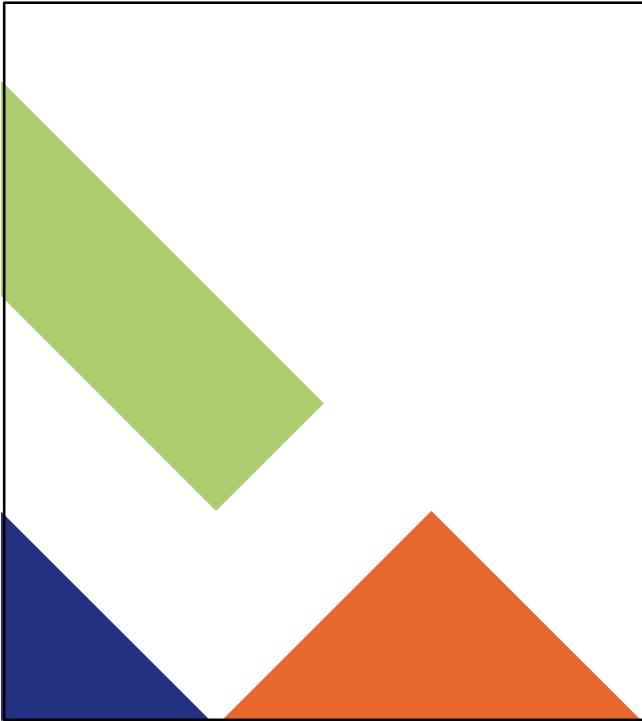
Hired three full-time employees and want to welcome Bryce Dykes and Tyler Flynn, Apprentice Linemen to the Electric Department and Lief Sjoquist to Public Safety.

The EPA notified us that they will begin cleaning up and removing the equipment from the site on Lake Shore Drive.

### **BOARDS & COMMISSIONS REPORTS**


Patricia West, DDA Coordinator presented the DDA Informational Meeting #2 as follows:





# Informational Meeting

Downtown Development Authority  
City of Gladstone



1



“

## DDA Mission Statement

To enhance the quality of life and develop a positive image of Downtown Gladstone for businesses, residents and visitors.”



2

# What is a DDA?

- DDAs comprehensively manage downtowns to maximize the local economy.  
DDAs are downtown management organizations that rely on TIF dollars for their operation
- Quasi-governmental arm of the City  
Goal to halt property value deterioration and increase property tax valuation to eliminate the causes of that deterioration, and to promote

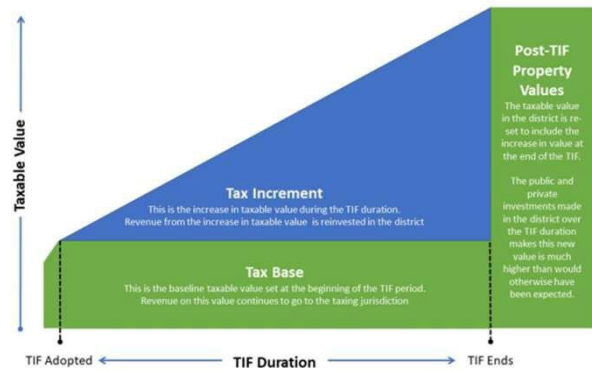
- **The DDA is responsible for and represents**
  - Downtown District (as defined by ordinance)
  - Its Businesses, Property Owners, and Residents
- **The DDA Benefits**
  - Community- What happens in Downtown affects ALL

3

# What is TIF?

## Tax Increment Financing (TIF)

- Tax Increment Financing (TIF) is the annual capture of the year-to-year growth in property values in a defined district.
- Upon adoption of a TIF plan, the 'Taxable Value Base Year' is set; which all growth is calculated from
- Allows community to direct funds to engage in specific, critical economic development activities without raising local property taxes.
- Stimulates economic growth and is self-sustaining: As property values increase, the DDA captures more funding through TIF and is able to do more projects.

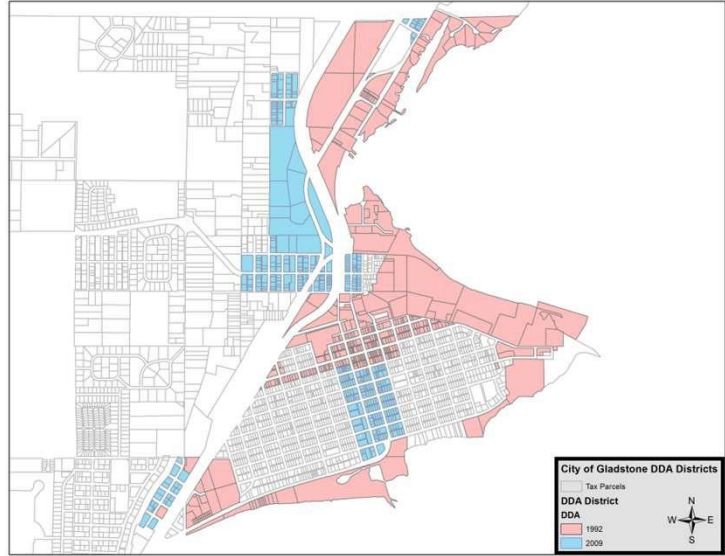


4

# TIF District

Gladstone had two DDA Districts.

- The first was established in 1992
- The second was established in 2009



5

# 2023 Goals

Grant Revenue

- Hannahville 2% Grant for the North Shore
- Farmers Market (\$4000 Secured!)

Rental Revenue

- Property Development Opportunities
  - North Shore Development

6

## 2023 Goals

### Build upon the Gladstone Farmers Market to encourage foot traffic downtown.

- Expand our Food Assistance Program offerings through the implementation of **Senior Project Fresh**
- Improve marketing of the event to our community
- Onboard new Farmers Market Coordinator
- Recruit Vendors
- Replace the deteriorating brick pavers along the sidewalk of the market square



7

## DDA's Future Direction and Ongoing Initiatives

Coordinate with city departments on strategized street improvements and utility upgrades within the downtown district

Partner with property owners in the downtown district to promote residential and office space opportunities above downtown businesses

Pursue development opportunities for key properties

- Secure funding to implement the façade improvement program

Support development of the North Shore waterfront through infrastructure allowing mixed used commercial and residential zoning

Encourage and support the creation of a Gladstone Business Association to promote businesses through activities and events while serving as a

8



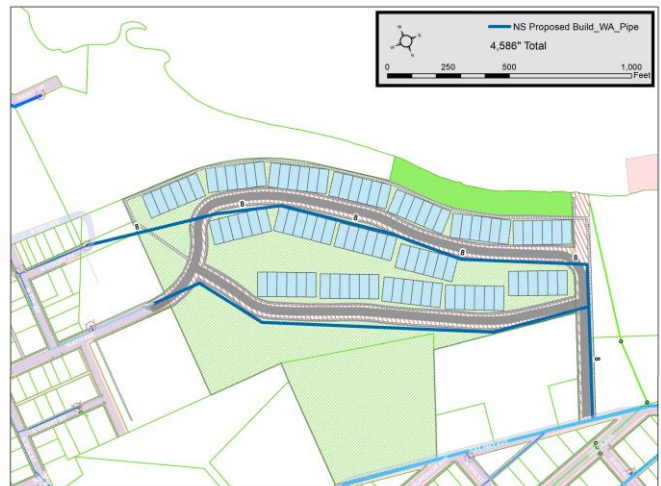
# 2023 Projects

Here's where you'll see us this year!

## North Shore Development

The DDA is actively involved in the future **North Shore housing development**.

- Financial support in acquiring the North Shore property
- Ongoing meetings with investors, developers and engineers
- Pursuing grant funding to secure public access to the waterfront



# Gladstone Farmers Market

Sponsor and support the **Gladstone Farmers Market!**

- Band Coordination
- Farmers Market Promotion on Social Media
- Food Assistance Programs
- General Market Oversight
- Market Square Upkeep
- Market Space Rentals for Vendors



11

# Old-Fashioned Christmas

Sponsor and support the **Old-Fashioned Christmas!**

- Collaboration with Businesses and Sponsors
- Coordination with Event Planner
- Promotion of the Event

GLADSTONE DDA PRESENTS:  
**OLD FASHIONED CHRISTMAS**  
 FRIDAY, NOVEMBER 25TH

EVENT BEGINS WITH TREE LIGHTING AT 6PM  
 EVENT CONCLUDES AT 8PM

ACTIVITY	LOCATION
Kids Craft & Hot Dogs (North Bull Grocery & Kiwanis Sponsored)	Iversons
Cookies & Cider (D&D Sponsored)	Brampton Bike & Ski
Letters to Santa	Dance it Up!
Face Painting	D&D Dog Dynamics
Kids Games	Evangelical Covenant Church
Warm Peanuts	Main Street Pizza
Ice Cream	Dairy Flo
Chocolate Treat	Frame Farm
Hot Chocolate	Great Lake Credit Union
Raindeer Chow & Hot Cocoa	The Dew Drop
Football Toss Game	Xcellerate Gym
Kids Craft	Trotters Floral
Christmas Treat Game	Grace & Clare Boutique
Hot Cocoa, Treat, & Photo Booth	Happy Rock Boutique
Cookies, Egg Nog, Hot Cocoa	Waters Edge Chiropractic
Adult & Kids Beverages and Live Music	Wally's Bar
Burning Barrels with S'mores	Delta Avenue
Meet Santa	Farmers Market
Live Nativity Scene (Grace Church Sponsored)	Electrical Garage (near city hall)

Sponsors: Gladstone DDA, City of Gladstone, D&D Dog Dynamics, Trotters Floral, Iversons, All Sports, Wally's Auto, Frame Farm, Xcellerate, Main Street Pizza, Dairy Flo, Dance it Up, Dew Drop, Great Lakes Credit Union, Waters Edge Chiropractic, Brampton Bike, Happy Rock Boutique, Grace & Clare Boutique, Evangelical Covenant Church, Wally's Adornment Flooring, Grace Church, Trinity Episcopal Church, All Saints Church, Rodney Bricker

**Christmas wagon Rides**  
 Sponsored by: Committee of Commerce At Septic & Adornment Flooring

12

Manager Buckman reviewed the year-to-date financial reports.

## **CITY CLERK COMMENTS**

Item 6.

Clerk Berry reported she will be out of the office utilizing some vacation days over the next two weeks.

## **CLOSED SESSION**

Motion by Commissioner Mantela; seconded by Commissioner Pontius to enter closed session at 6:37 pm to consider material exempt from discussion or disclosure by state of federal statute as allowable under the Open Meetings Act 267 of 1976 (15.268) Section 8 item h.

Voting Yea: Mayor Thompson, Commissioner Akkala, Mayor Pro-Tem Mantela, Commissioner Pontius

## **MOTION CARRIED**

Mayor Thompson called the meeting back into open session at 7:24 pm and reported no action taken in closed session. No action required staff will continue to work with Miller Canfield attorneys regarding the Gladstone Oaks, LLC matter.

## **ADJOURNMENT**

There being no further business before the Commission Mayor Thompson adjourned the meeting at 7:25 PM

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**Mayor Joe Thompson**

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**City Clerk Kimberly Berry**

**City Gladstone  
Payment of Bills  
August 24, 2023**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
Water	Carlson Asphalt - Invoice #95 various locations for patching	\$ 19,665.00
Electric	CC Power, LLC - Invoice #23618	\$ 7,489.57
All Funds	Anderson Tackman & Company Invoice #76650 Audit	\$ 18,000.00
<b>Total Bills Over \$5,000 for Commission Approval</b>		<b>\$ 45,154.57</b>

**\*\*Not Budgeted**



# Carlson Asphalt

PO BOX 91  
PESHTIGO, WI 54157  
715-923-5721  
carlsonasphalt@gmail.com

Invoice Item 7.

Date	Invoice #
8/8/2023	95

Bill To
CITY OF GLADSTONE 1100 DELTA AVE GLADSTONE, MI 49837

		Terms
		Due on receipt
Job Completed	Description	Amount
7/27/2023	Asphalt patches completed on: 14th Street (north of Minnesota Ave), 1427 15th Street (off Delta Ave, across from alley by bar saloon), 3rd Ave No. (behind Family Dollar & storage units), and 1608 Minneapolis Ave  <i>Water</i>	19,665.00

Thank you for your business!!!	<b>Total</b>	\$19,665.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$19,665.00

# c.C. Power L.L.C.

**ELECTRICAL CONTRACTOR**

P.O. BOX 2028 • 3850 BEEBE ROAD • KALKASKA, MI 49646  
 OFFICE (231) 258-5909 FAX (231) 258-5957

## INVOICE


Item 7.

INVOICE DATE	CUSTOMER NO.	INVOICE NUMBER
08-14-2023	07050	23618
P.O. NUMBER	WORK ORDER NO.	SHIP DATE

TO:  
 CITY OF GLADSTONE  
 1100 DELTA AVENUE  
 GLADSTONE, MI 49837

JOB SITE:  
 GLADSTONE  
 T&M WORK

JOB NUMBER		TERMS	SALES PERSON	
TM-23-06002		DUE UPON RECEIPT		
ITEM	DESCRIPTION	UNIT	UNIT PRICE	AMOUNT
1	BILLING FOR CREWS WORKING T&E WORK WEEK ENDING 8/6/2023  DETAILS ATTACHED  JACOB SNOWAERT'S CREW: 8/3/23 - THREE MAN CREW W/ EQUIPMENT 8/3/23 - TWO MAN CREW W/ EQUIPMENT 8/4/23 - THREE MAN CREW W/ EQUIPMENT			
		7	391.79	2,742.53
		3	276.38	829.14
		10	391.79	3,917.90
	<i>Electric</i>			

*PLEASE REMIT PAYMENT TO P.O. BOX 2028 • KALKASKA, MI 49646  PAST DUE INVOICES ARE SUBJECT TO AN ANNUAL FINANCE CHARGE OF 18% (1½% MONTHLY)	SUBTOTAL	\$7,489.57
	TAX AMOUNT	
	*PLEASE REMIT THIS AMOUNT 	\$7,489.57



CC POWER LLC  
CREW RATES T&E (TIME) INVOICE

JOB #: TM-23-06002  
Invoice #: 23618  
Invoice Date: 08/14/23

Sec A - Labor (TIME)																
Work Day	Work Dates	Item Number	Employee Name	Labor Class	SAP# / WO#	ST Hrs	OT Hrs	DT Hrs	Total Man Hours	ST Rate	Total ST Amount	OT Rate	Total OT Amount	DT Rate	Total DT Amount	Total Amount
<b>CREW #1: JACOB SNOWAERT, JACK RANTANEN, DREW BATHO</b>																
THU	8/3/2023	80	JACOB SNOWAERT	3 Person	GLADSTONE TM	7.00			7.00	\$ 391.79	\$ 2,742.53	\$ 575.93	\$ -	\$ 752.24	\$ -	\$ 2,742.53
THU	8/3/2023	84	JACOB SNOWAERT	2 Person	GLADSTONE TM	3.00			3.00	\$ 276.38	\$ 829.14	\$ 406.28	\$ -	\$ 530.65	\$ -	\$ 829.14
FRI	8/4/2023	80	JACOB SNOWAERT	3 Person	GLADSTONE TM	10.00			10.00	\$ 391.79	\$ 3,917.90	\$ 575.93	\$ -	\$ 752.24	\$ -	\$ 3,917.90
									0.00	0	\$ -	0	\$ -	0	\$ -	\$ -
									0.00	0	\$ -	0	\$ -	0	\$ -	\$ -
									0.00	0	\$ -	0	\$ -	0	\$ -	\$ -
									0.00	0	\$ -	0	\$ -	0	\$ -	\$ -

ADJUSTMENTS TO WEEKLY CREW HOURS																
Work Day	Work Dates	Item Number	Employee Name	Labor Class	SAP# / WO#	ST Hrs	OT Hrs	DT Hrs	Total Man Hours	ST Rate	Total ST Amount	OT Rate	Total OT Amount	DT Rate	Total DT Amount	Total Amount
									0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Labor (TIME)</b>						20.00	0.00	0.00	20.00		\$ 7,489.57		\$ -		\$ -	\$ 7,489.57

Sec B - Meals																
Work Day	Work Dates	Item Number	Employee Name	Labor Class	SAP# / WO#	MEALS	Prem DT		Total Man Hours			MEAL Rate	Total Prem OT Amount	Prem DT Rate	Total Prem DT Amount	Total Amount
									0.00			\$ 18.00	\$ -	0	\$ -	\$ -
									0.00			\$ 18.00	\$ -	0	\$ -	\$ -
									0.00			\$ 18.00	\$ -	0	\$ -	\$ -
									0.00			\$ 18.00	\$ -	0	\$ -	\$ -
<b>Total Labor (PREMIUM)</b>						0.00	0.00		0.00			\$ -		\$ -	\$ -	

Sec C - Special or Extra Equipment Used																
Must have been requested/pre-approved by Field Leader. Use rates from Exhibit B in Contract.																
Work Day	Work Dates	Item Number	Equipment	SAP# / WO#	Hrs	Equip #		Total Equip Hours							Rate	Total Equipment
								0.00								0 \$ -
								0.00								0 \$ -
								0.00								0 \$ -
								0.00								0 \$ -
								0.00								0 \$ -
								0.00								0 \$ -
<b>Total Equipment</b>					0.00			0.00							\$ -	\$ -

<b>Total Man-hours</b>	20.00
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Section A - Labor	\$7,489.57
Section B- Meals	\$0.00
Section C- Special or Extra Equipment	\$0.00
<b>Total Invoice</b>	<b>\$7,489.57</b>

The Totals must match.

SAP# / WO#	AMOUNT
GLADSTONE TM	\$7,489.57
<b>Total Invoice</b>	<b>\$7,489.57</b>



**Anderson, Tackman & Company, PLC**

901 Ludington Street  
Escanaba, MI 49829

Phone: 906-786-3111  
E-mail: receptionist@atccpa.com

CITY OF GLADSTONE  
1100 DELTA AVENUE  
GLADSTONE, MI 49837

Client ID: 44200  
Invoice: 76650  
Date: 07/31/2023  
Due Date: Due upon receipt

Progress billing in connection with the audit of the financial statements for the period ended March 31, 2023 18,000.00

Invoice Total \$18,000.00

*Various - All funds.*

**Please return this portion with your payment.**

ID: 44200  
CITY OF GLADSTONE

Invoice: 76650  
Date: 07/31/2023  
Due Date: Due upon receipt  
Amount Due: \$18,000.00



Card Type: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

Card #: \_\_\_\_\_ Pin #: \_\_\_\_\_

Check No. \_\_\_\_\_

Signature: \_\_\_\_\_

Payment due upon receipt.

GLADSTONE



City of Gladstone, MI

1100 Delta Avenue  
Gladstone, MI 49837  
www.gladstonemi.org

MEETING TYPE  
STAFF REPORT

Agenda Date: 08-28-2023

Eric Buckman, City Manager:

Department: City Commission

Department Head Name:

Presenter: Eric Buckman

Kim Berry, City Clerk:

This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.

**AGENDA ITEM TITLE:**

Jones Property Discussion

**BACKGROUND:**

Last action taken by City Commissioner per minutes of December 12, 2022.

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:**

12-12-2022

**RECOMMENDATION:**

Manager Buckman will give an update on the progress he has made with the property owners and next steps.



6:00 PM  
December 12, 2022  
Gladstone, MI

**GLADSTONE CITY COMMISSION REGULAR MEETING MINUTES**

PRESENT: Mayor Joe Thompson, Commissioners Judy Akkala, Brad Mantela, Robert Pontius  
and Greg Styczynski

ABSENT: None

Mayor Thompson called the meeting to order, gave the invocation followed by the Pledge of Allegiance and Clerk Berry called the roll.

Public Comment:

Kristin Madalinski 605 S. 13<sup>th</sup> Street and Parks & Recreation Seasonal Employee  
Andrea Simmons 415 S. 4<sup>th</sup> Street  
Brady LeDuc 1019 Minneapolis Avenue

Motion by Commissioner Mantela; seconded by Commissioner Akkala to approve the consent agenda as presented.

MOTION CARRIED

Motion by Commissioner Pontius; seconded by Commissioner Akkala to research the title of the Jones Property and send a letter to owners regarding rezoning to parks or options of donating property to city.

MOTION CARRIED

Motion by Commissioner Mantela; seconded by Commissioner Styczynski to approve draw request #5 in the amount \$601,161.00 for the Wastewater Treatment Plant Improvement Project.

MOTION CARRIED

Motion by Mayor Thompson; seconded by Commissioner Akkala to approve change order #2 as recommended by C2AE Engineering for a net increase to the Wastewater Treatment Plant Improvement Project contract price of \$69,561.00.

MOTION CARRIED

Motion by Commissioner Akkala; seconded by Commissioner Pontius to accept the proposal not to exceed \$15,000.00 from C2AE Engineering as described in the Proposal for Professional Engineering Services CWSRF Project Plan 2023.

MOTION CARRIED

**CITY OF GLADSTONE RESOLUTION NO. 2022-13**

**County of Delta, State of Michigan**

**SPARK GRANT EASTSHORE NATURE TRAIL PROJECT**

**RESOLUTION OF AUTHORIZATION RESOLUTION ARPA-0043**

Motion by Commissioner Mantela; seconded by Commissioner Styczynski:

WHEREAS, the City of Gladstone Commission supports the submission of an application titled, "East Shore Nature Trail Project" to the Spark grant program for rebuilding of the East Shore

6:00 PM  
December 12, 2022  
Gladstone, MI

Nature Trail Boardwalk, which is a part of the state-wide Iron Belle Trail, that traverses through the City of Gladstone; and,

WHEREAS, City of Gladstone is hereby making a financial commitment to the project in the amount of \$130,000.00 matching funds, in cash and/or force account: and,

NOW THEREFORE, BE IT RESOLVED that the Gladstone City Commission hereby authorizes submission of a Spark Application for \$491,000.00 and further resolves to make available its financial obligation amount of \$130,000.00 (20.9 %) of a total \$621,000.00 project cost, during the 2022-2023 fiscal year.

AYES: Mayor Joe Thompson, Commissioners Judy Akkala, Brad Mantela, Robert Pontius and Greg Styczynski

NAYS: None

ABSENT: None

**RESOLUTION ADOPTED UNANIMOUSLY**

Motion by Commissioner Styczynski; seconded by Commissioner Akkala to authorize the purchase of the Public Safety Department Drone and other accessories and warranty extensions from Noar Technologies for up to \$7,000.00 utilizing funding from the Gordon Olson account of \$6,000 and \$1,000 donation.

**MOTION CARRIED**

Motion by Mayor Thompson, seconded by Commissioner Styczynski to approve the 2023 City Commission Regular Meeting Schedule as follows:

**GLADSTONE CITY COMMISSION  
2023 REGULAR MEETING SCHEDULE**

**All meetings begin at 6:00 PM and are held at Gladstone City Hall  
1100 Delta Avenue, Gladstone, MI. 49837**

- January 9, 2023
- January 23, 2023
- February 13, 2023
- February 27, 2023
- March 13, 2023
- March 27, 2023
- April 10, 2023
- April 24, 2023
- May 8, 2023
- May 22, 2023
- June 12, 2023
- June 26, 2023
- July 10, 2023

6:00 PM  
December 12, 2022  
Gladstone, MI

- July 24, 2023
- August 14, 2023
- August 28, 2023
- September 11, 2023
- September 25, 2023
- October 9, 2023
- October 23, 2023
- November 13, 2023
- November 27, 2023
- December 11, 2023
- ~~12/25/2023~~ - Cancelled

Agenda Packets and Minutes are available on the city's website  
[www.gladstonemi.org](http://www.gladstonemi.org)

Kim Berry, City Clerk

**MOTION CARRIED**

Manager Buckman made the following comments:

- Old Fashioned Christmas went really well, thank you to Tricia West, Jay Bostwick and Shelly Claycomb for a great event.
- Worked on Irish Oaks Golf Course – now in lawyer’s hands
- Met with Brett Neimi of WPPI on wholesale power costs, Brett will be at a future meeting to discuss and spent the community promotion dollars
- Attended CPR/AED training – all employees receiving training
- Attended DDA meeting
- Attended library board meeting discussed COVID \$
- Mayor Thompson and I met with person intending to put in microbrewery
- Our condolences to the family of Jay Pepin who passed away, Jay & Kathy Pepin has served as campground hosts for numerous years and Kathy is a city retiree as well.

Clerk Berry reported that the July 25, 2022 agenda packet has all historical information regarding the Jones Property.

There being no further business before the Commission; Mayor Thompson adjourned the meeting at 7:29 PM.

\_\_\_\_\_  
Joe Thompson, Mayor

\_\_\_\_\_  
Kimberly Berry, City Clerk



GLADSTONE



**City of Gladstone, MI**

1100 Delta Avenue  
Gladstone, MI 49837  
www.gladstonemi.org

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** 8-28-23

**Eric Buckman, City  
Manager:**

**Department:** Public Safety

**Department Head Name:** Ronald L. Robinson

**Presenter:** Ronald L. Robinson

**Kim Berry, City Clerk:** \_\_\_\_\_

**This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:**

Lifesaving Award(s)

**BACKGROUND:**

- 1) Gladstone Public Safety has a policy covering awards and commendations.
- 2) Department Personnel can recommend other personnel for various awards, by written correspondence, to the Director of Public safety.
- 3) When recommendations are brought to the Director's attention, he meets with the award/commendation board to review the incident(s) to verify the actions performed fit the award/commendation requested.
- 4) Several recommendations have been reviewed recently and have been approved by the board.
- 5) It is with great honor to present the following awards:
  - A) Lifesaving Award – Presented to PSO's Scott Larson and Dylan Nadeau-Enright for their, April 5<sup>th</sup> response to a medical call, where their direct involvement saved the life of a 43 y.o.female.
  - B) Lifesaving Award – Also presented to PSO's Scott Larson, PSO Dylan Nadeau-Enright, and Deputy Josh Simmons, for their, July 5<sup>th</sup>, response to a medical call, where their direct involvement saved the life of a 66 y.o. male.
  - C) Lifesaving Award – Presented to D/Sgt. Aaron Quinlan and PSO Mike Willemsen (Retired), for their, July 7<sup>th</sup>, response to a medical call, where their direct involvement saved the life of an 87 y.o. male.
- 6) The above incidents are a testament of the outstanding, and dedicated, service that all Public Safety Officers provide on a daily basis and it is an honor, for me, to work with them.
- 7) Thank you

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

Lifesaving awards - presented to PSO'S/Deputy

**RECOMMENDATION:**

None

GLADSTONE



**City of Gladstone, MI**

1100 Delta Avenue  
Gladstone, MI 49837  
www.gladstonemi.org

**MEETING TYPE  
STAFF REPORT**

<b>Agenda Date:</b> August 28, 2023	<b>Eric Buckman, City Manager:</b>
<b>Department:</b> All Funds	<b>Department Head Name:</b> Vicki Schroeder
<b>Presenter:</b> Robert Valentine	<b>Kim Berry, City Clerk:</b>

**This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:** Investment Review

**BACKGROUND:** Robert Valentine from First Bank will be in attendance to conduct an investment review.

**FISCAL EFFECT:** Investment Revenue

**SUPPORTING DOCUMENTATION:** April-June 2023 Statement and investment report.

**RECOMMENDATION:**



INVESTMENT MANAGEMENT GROUP  
BUILT ON TRUST

August 17, 2023

Vicki Schroeder  
City Treasurer  
1100 Delta Avenue  
Gladstone, MI 49837

Dear Vicki,

Enclosed is the reporting for the City's August 28<sup>th</sup> annual investment review. Since my last meeting with the City Council in July of 2022, interest rates have continued their upward trajectory, with short rates having doubled over the last year. As we have discussed in the past, bond values always decline in a rising rate environment, which results in temporary paper losses for investors. Market interest rates are always moving in one direction or another and those paper gains and losses are always present with bond investing. However, with a properly structured portfolio, you should not have to realize any of those losses. Thus, the focus should remain on the opportunities resulting from the new, higher, yields available in today's market.

Gladstone's portfolio is laddered in way which places the greatest emphasis on the short end of the yield curve. Consequently, you have approximately \$2 million maturing over the next 16 months, and those funds will most likely be rolled over at significantly higher yields. Your portfolio currently generates \$172,000 in annual income, and this amount will climb to approximately \$220,000 one year from now if there is no decline in rates.

Inflation is far from contained, and the Fed has much work to do to bring CPI down to its target level of 2%. Accordingly, we see continued upward pressure on rates as the most likely case going forward. In particular, we think the intermediate and long segments of the curve are likely to steepen more than the short end. Our strategy for your portfolio in this environment will remain much the same; we will keep your assets laddered, and will remain focused on the short end of the yield curve.

It has been more than a dozen years since bond investors have been able to generate meaningful returns, and we are grateful for the opportunity to help our clients navigate this new, more favorable rate environment.

Thank you for selecting First Bank as your investment advisor.

Warm regards,

A handwritten signature in blue ink that reads 'Robert Valentine'.

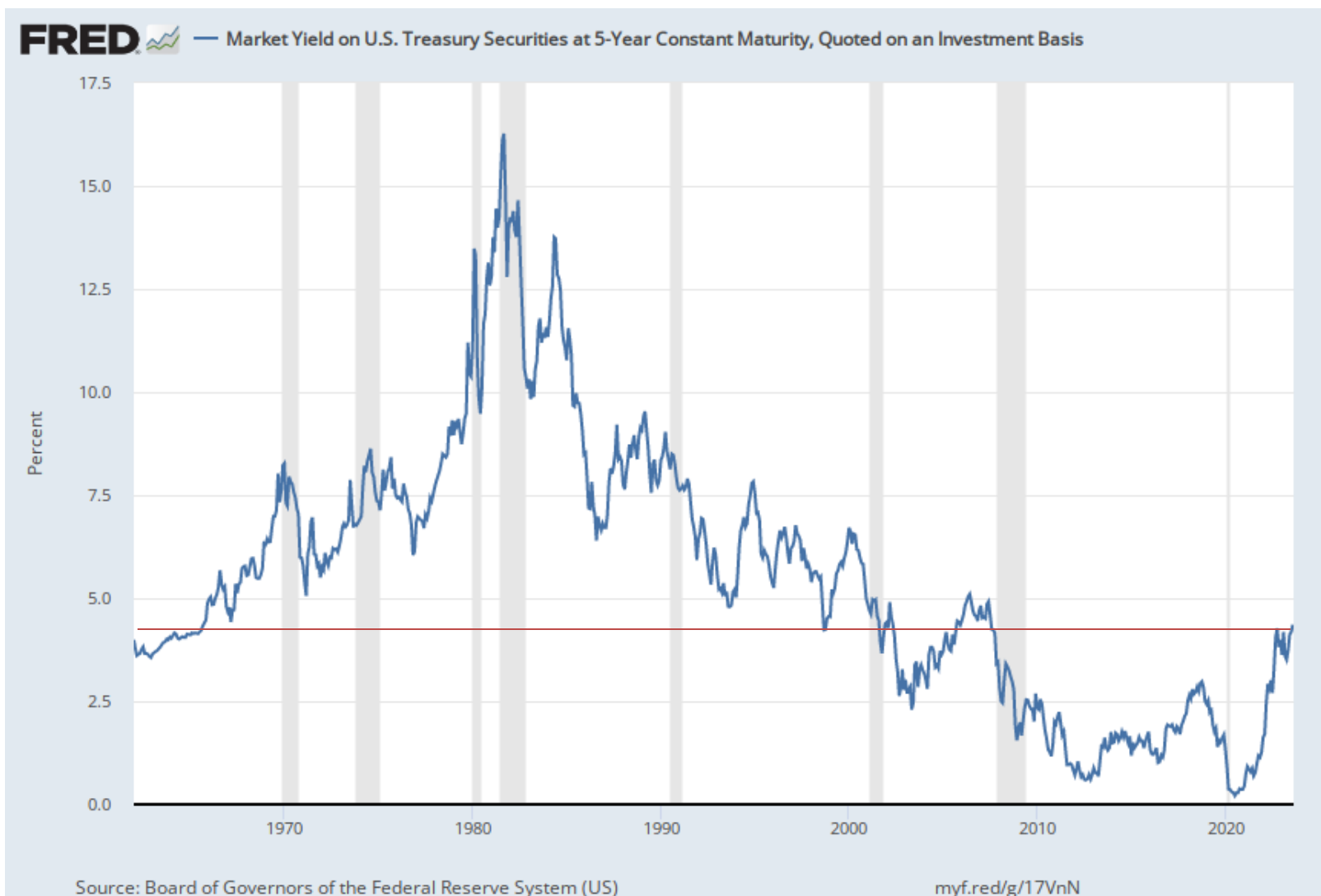
Robert Valentine  
Vice President  
Institutional Investment Services

*Investments products obtained through First Bank's Investment Management Group are not FDIC insured and may lose value.*

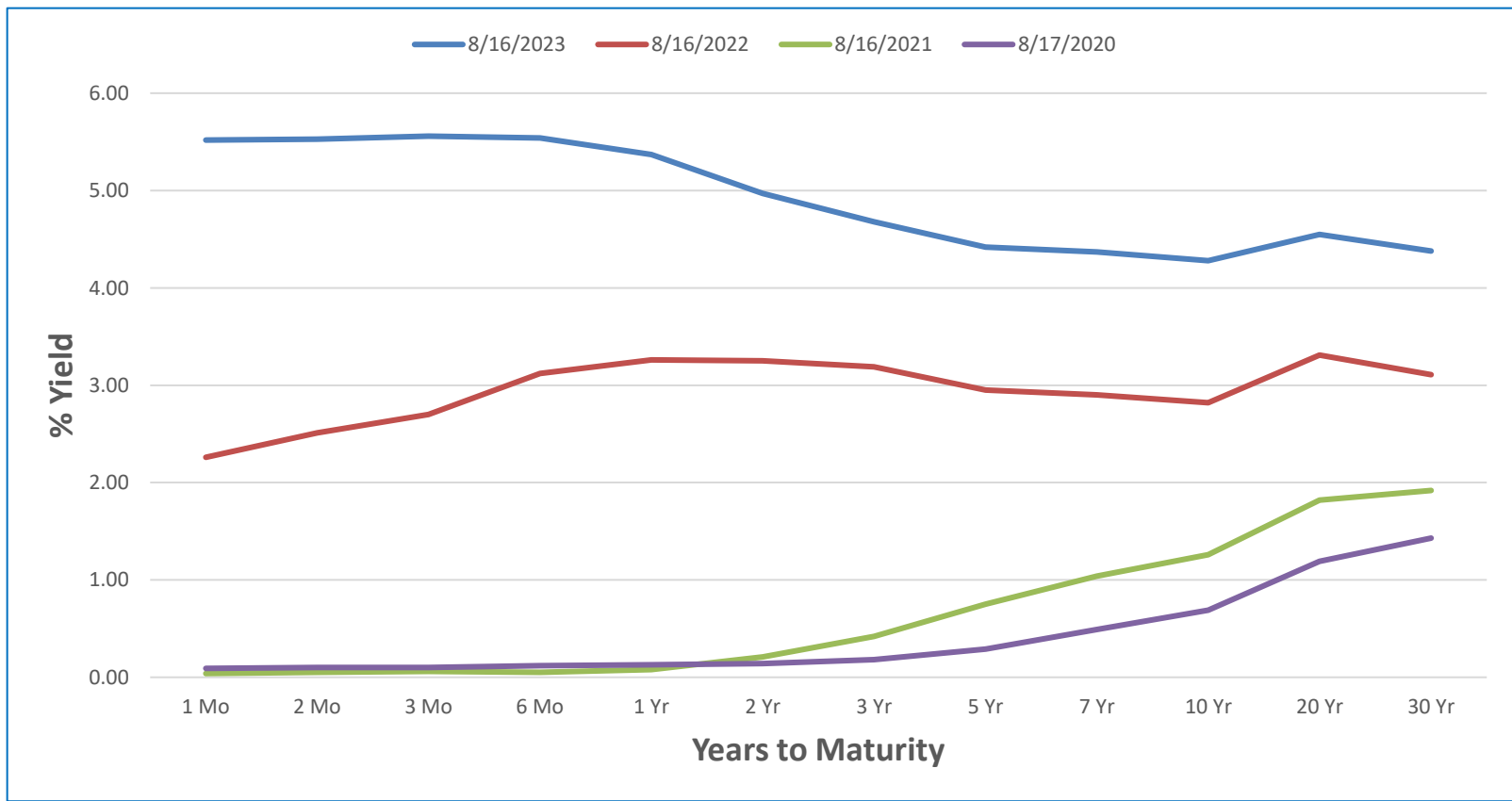


# City of Gladstone Investment Portfolio Review

### 5 YEAR TREASURY YIELD 1962 – JULY 2023



### TREASURY YIELD CURVE COMPARISON



### ACCOUNT RECONCILIATION 07/31/23

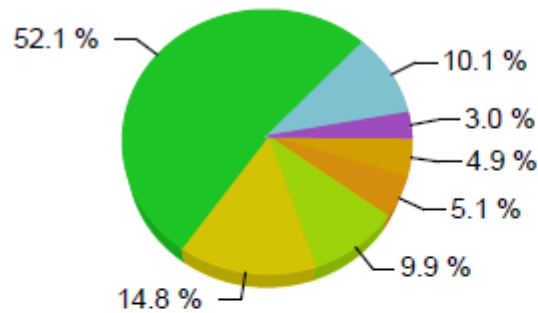
	1 Month	3 Months	Year to Date (7 Months)	2 Years	Inception to Date 08/01/2020
<b>Beginning Portfolio Value</b>	<b>5,506,270.44</b>	<b>5,505,786.02</b>	<b>5,410,062.47</b>	<b>3,387,081.31</b>	<b>3,365,394.45</b>
Net Contributions/Withdrawals	.00	7,222.13	7,222.13	2,333,103.20	2,333,103.20
Fees Deducted	-684.06	-2,505.76	-7,011.82	-19,818.00	-27,446.93
Income Earned	14,071.56	37,658.14	71,337.17	147,241.63	189,997.58
Interest	9,653.58	19,940.60	49,433.98	110,608.28	145,130.72
Dividends	96.61	1,218.00	3,753.81	5,659.19	6,616.82
Short Term	.00	.00	.00	.26	.26
Other Income	.00	.00	.00	.00	2,810.84
Market Appreciation	-6,996.12	-35,498.71	31,051.87	-334,946.32	-348,386.48
<b>Ending Portfolio Value</b>	<b>5,512,661.82</b>	<b>5,512,661.82</b>	<b>5,512,661.82</b>	<b>5,512,661.82</b>	<b>5,512,661.82</b>



**PERFORMANCE THROUGH 07/31/23**

	Market Value	1 Month	3 Months	Year to Date (7 Months)	1 Year	2 Years	Inception to Date 08/01/2020
Bloomberg U.S. Treasury 3-5 Yr		.20	-1.80	1.12	-2.38	-4.37	-3.09
Total Fixed	5,085,991	.11	.00	1.83	-.77	-3.46	-2.02
Total Cash & Equivalents	426,671	.62	1.56	4.54	5.71	2.97	1.97

**FIXED INCOME SECTORS AS OF 07/31/23**



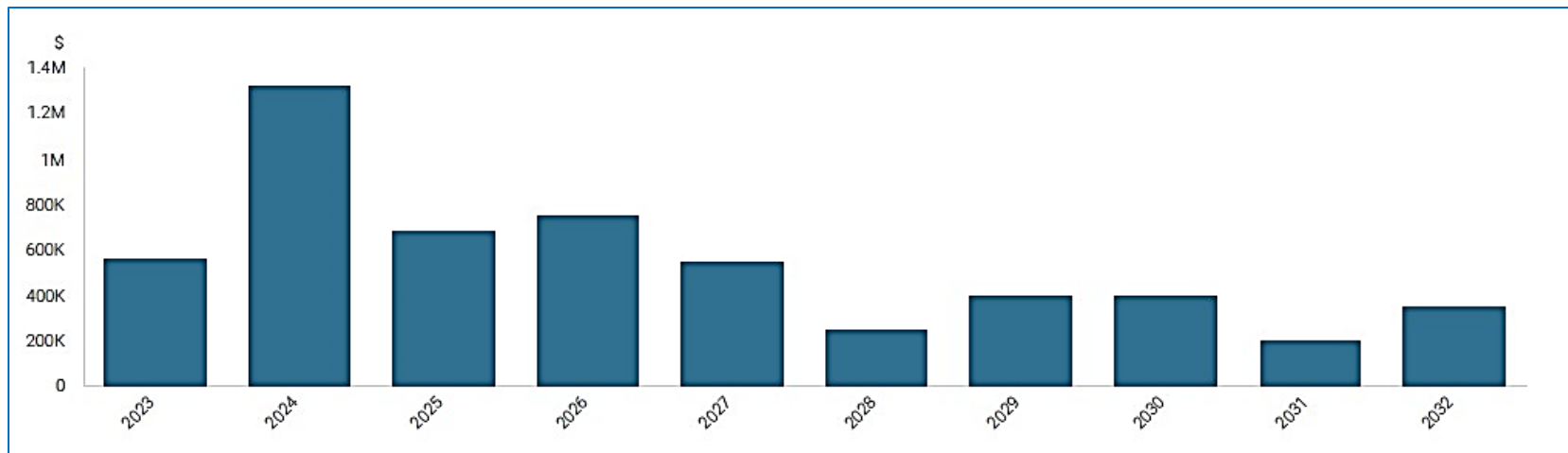
U.S. TREASURY B (3 %)	BANK CERTIFICAT (9.9 %)
U.S. TREASURY B (10.1 %)	BROKERAGE CDS (5.1 %)
U.S. GOVT AGENC (52.1 %)	FB CERTIFICATES (4.9 %)
MUNICIPAL BONDS (14.8 %)	

**Sectors**

U.S. TREASURY B  
 U.S. TREASURY B  
 U.S. GOVT AGENC  
 MUNICIPAL BONDS  
 BANK CERTIFICAT  
 BROKERAGE CDS  
 FB CERTIFICATES  
 TOTAL

<u>Ending Value</u>	<u>Segment %</u>
160,000.00	3.0
531,507.99	10.1
2,733,377.39	52.1
778,367.16	14.8
517,932.37	9.9
268,682.59	5.1
256,123.20	4.9
5,245,990.70	100.0

### DOLLARS MATURING BY YEAR



## INVESTMENT PORTFOLIO AS OF 07/31/2023



	Description	Maturity Date	Units	Unit Cost	Current Price	Yield to Maturity	Market Value	Unrealized Gain/Loss	Annual Income	Duration	Quality Rating	Quality2 Rating
1	US TREASURY BILL 4.613% DUE 8/1/2023	08/01/2023	160,000.000	.990	.985	.000	160,000.00	.00		.000-	-	
2	US TREASURY NOTE .125% DUE 08/15/2023	08/15/2023	260,000.000	96.930	99.794	5.208	259,613.43	7,451.60	325.00	.083-	Aaa	
3	US TREASURY NOTE .375% DUE 10/31/2023	10/31/2023	275,000.000	96.040	98.777	5.325	271,894.56	7,518.50	1,031.25	.250-	Aaa	
4	FLAGSTAR BANK 5.3% DUE 12/8/2023	12/08/2023	25,000.000	100.000	100.024	5.211	25,194.77	6.00	1,325.00	.418-	-	
5	FIRST BANK CD 4.75% DUE 01/25/2024	01/25/2024	255,923.370	100.000	100.000	4.748	256,123.20	.00	12,156.36	.500-	-	
6	FEDERAL HOME LOAN BANK 4.75% DUE 3/8/2024	03/08/2024	287,000.000	99.920	99.637	5.357	291,373.32	-812.21	13,632.50	.664-	Aaa	
7	DCCU/EMBERS CD#5814959-300 1.2% DUE 7/23/2024	07/23/2024	259,149.480	100.000	100.000	1.200	259,217.64	.00	3,109.79	.997-	-	
8	FHLMC 5.25% DUE 8/23/2024	08/23/2024	260,000.000	100.000	99.311	5.924	264,199.43	-1,791.40	13,650.00	1.067-	Aaa	
9	PENINSULA FED CU CD#35596300 4.67% DUE 08/26/24	08/26/2024	256,548.340	100.000	100.000	4.667	258,714.73	.00	11,980.81	1.069-	-	
10	FEDERAL HOME LOAN BANK 5.75% DUE 1/17/2025	01/17/2025	260,000.000	100.000	100.074	5.694	260,773.79	192.40	14,950.00	1.458-	Aaa	
11	FHLMC 5.125% DUE 1/21/2025	01/21/2025	165,000.000	99.950	98.947	5.881	163,497.45	-1,654.95	8,456.25	1.463-	Aaa	
12	FEDERAL HOME LOAN BANK 5% DUE 10/17/2025	10/17/2025	255,000.000	99.760	98.870	5.545	255,801.83	-2,264.40	12,750.00	2.155-	Aaa	
13	MOUNT MORRIS MICH CONS SCH 2.00% DUE 05/01/2026	05/01/2026	140,000.000	105.450	94.964	3.946	133,649.60	-14,673.40	2,800.00	2.767-	Aa1	
14	FEDERAL HOME LOAN MORT CORP 5.375% DUE 5/18/2026	05/18/2026	270,000.000	99.870	99.500	5.567	271,592.81	-985.50	14,512.50	2.665AA+	-	
15	SALLIE MAE BK MURRAY UT CD 1.05% DUE 08/18/2026	08/18/2026	271,000.000	99.770	89.379	4.838	243,487.82	-28,146.06	2,845.50	3.039-	-	
16	FERRIS ST UNIV MICH REV 4.00% DUE 10/01/2026	10/01/2026	50,000.000	109.330	100.112	3.961	50,722.67	-4,607.50	2,000.00	3.080-	A1	
17	WYANDOTTE MICH ELEC REV REF 4.921% DUE 10/1/2026	10/01/2026	15,000.000	111.680	98.884	5.306	15,078.65	-1,919.40	738.15	3.042AA	-	
18	FEDERAL HOME LOAN BANK 5.85% DUE 3/16/2027	03/16/2027	250,000.000	100.000	99.213	6.092	253,516.87	-1,967.50	14,625.00	3.351-	Aaa	
19	FEDERAL FARM CREDIT BANK 1.00% DUE 08/03/2027	08/03/2027	300,000.000	100.000	86.539	4.726	261,100.33	-40,383.00	3,000.00	4.004-	Aaa	
20	NAPOLEON MICH CMNTY SCHS 2.50% DUE 05/01/2028	05/01/2028	100,000.000	103.040	94.366	3.806	94,991.00	-8,670.00	2,500.00	4.573AA	-	
21	FEDERAL HOME LN MTG CORP 1.05% DUE 07/21/2028	07/21/2028	150,000.000	100.000	84.132	4.663	126,241.75	-23,802.00	1,575.00	4.871-	Aaa	
22	TENNESSEE VALLEY AUTH FED 1.209% DUE 1/15/2029	01/15/2029	150,000.000	90.280	78.058	5.983	117,087.00	-18,337.50	1,813.50	5.310NR	-	
23	GENESEE MI SCH DIST RFDG 1.493% DUE 5/01/2029	05/01/2029	250,000.000	100.000	82.719	4.984	207,730.62	-43,202.50	3,732.50	5.579AA	-	
24	TENNESSEE VALLEY AUTH FED 1.284% DUE 1/15/2030	01/15/2030	150,000.000	88.560	75.232	5.963	112,848.00	-19,984.50	1,926.00	6.208NR	-	
25	FEDERAL HOME LN MTG CORP 1.35% DUE 07/29/2030	07/29/2030	250,000.000	100.000	79.833	4.776	199,601.25	-50,417.50	3,375.00	6.657-	Aaa	
26	FEDERAL HOME LOAN BANK 1.40% DUE 07/29/2031	07/29/2031	200,000.000	100.000	77.864	4.762	155,743.56	-44,272.00	2,800.00	7.526-	Aaa	
27	CHIPPEWA VLY MI SCHS RFDG 1.869% DUE 5/01/2032	05/01/2032	100,000.000	100.000	78.483	4.924	78,950.25	-21,517.00	1,869.00	8.075-	Aa1	
28	GRAND RAPIDS MI CMNTY CLLG 1.895% DUE 5/01/2032	05/01/2032	250,000.000	100.000	78.424	4.963	197,244.37	-53,940.00	4,737.50	8.065AA+	-	
29	FIDELITY MONEY MARKET GOVERNMENT PRINCIPAL	07/31/2023	265,926.850	1.000	1.000	5.040	266,671.12	.00	13,402.71	.000-	-	
30	DELTA COUNTY CREDIT UNION SAVINGS ACCT 5814959	07/31/2023	1.000	5.000	5.000	.000	5.00	.00	.00	.000-	-	
31	PENINSULA FEDERAL CU SAVINGS ACCT 35596-000	07/31/2023	1.000	5.000	5.000	.000	5.00	.00	.00	.000-	-	
							5,512,671.82	-368,179.82	171,619.32	2.869		

## LOOKING AHEAD

1. Inflation is not yet under control and higher rates are needed
2. Intermediate and long rates are likely to continue rising
3. A recession may be on the horizon but we do not expect it in 2023
4. Best opportunities are maturities in the 6 month to 1 year space
5. Avoid holding cash balances

GLADSTONE



City of Gladstone, MI

1100 Delta Avenue  
Gladstone, MI 49837  
www.gladstonemi.org

MEETING TYPE  
STAFF REPORT

<b>Agenda Date:</b> August 28, 2023	<b>Eric Buckman, City Manager:</b>
<b>Department:</b> General Fund	<b>Department Head Name:</b> Vicki Schroeder
<b>Presenter:</b> Vicki Schroeder	<b>Kim Berry, City Clerk:</b>

**This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:** Fund Balance Policy Updates

**BACKGROUND:** We currently are going through the City’s audit process. The auditors made some minor suggestions to the new fund balance policy adopted at the 3/13/23 commission meeting. The updates have been stricken and made in red. The changes are to the word “expenses.” According to Generally Accepted Accounting Principles, an expenditure refers to an outflow of cash.

**FISCAL EFFECT:** None

**SUPPORTING DOCUMENTATION:** Fund Balance Policy

**RECOMMENDATION:** Motion to accept the Fund Balance Policy changes.

## CITY OF GLADSTONE FUND BALANCE POLICY COMPLIANT WITH GASB 54

This policy will replace the Fund Balance Policy approved 10/23/2017.

### **Introduction & Purpose:**

The City of Gladstone, County of Delta, State of Michigan has adopted the guidelines set forth in this document titled "Fund Balance Policy". This policy establishes an appropriate level of fund balance in the General Fund, define the components of fund balance, and direct officials in the methods to be used for increasing or decreasing fund balance when trends indicate fund balance will fall outside the minimum/maximum levels.

### **Definition and Classifications:**

Fund balance is created from excess revenues over expenditures. It is a fund's net assets, mostly made up of cash and investments and, unless otherwise restricted, available for spending. There are five components of fund balance, namely:

- **Non-spendable Fund Balance.** This portion of fund balance is *non-spendable* because of its form, for example inventory and non-financial assets, or because of legal or contractual requirements.
- **Restricted Fund Balance.** This portion of fund balance is *restricted* due to external limitations place on the use of the funds. The restriction typically comes from outside the local government as a condition of the revenue source.
- **Committed Fund Balance.** Fund balance is *committed* if a limitation is set in place by formal action of the City Commission prior to the end of the fiscal year. Examples are amounts set aside for specific purposes. The limitation is binding until the City Commission takes formal action to remove it.
- **Assigned Fund Balance.** *Assigned Fund Balance* amounts are funds that are to be used for specific purposes but do not meet the restricted or committed criteria. The assignment of funds may come from the City Commission or City Manager and can be done after the end of the fiscal year. Less formality is needed to impose, remove or modify a constraint reflected in the *Assigned Fund Balance*. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed.

- **Unassigned Fund Balance.** The General Fund and no other governmental fund, may have resources that cannot be classified in one of the four categories described above. Only the General Fund can report a surplus, an *Unassigned Fund Balance*.

The minimum level of General Fund balance that the City strives to maintain as undesignated (Committed, Assigned and Unassigned) is an amount equal to 20% to 30% of the City's General Fund previous years audited ~~operating expenses~~ **non-capital expenditures**.

The maximum level of General Fund balance that the City strives to maintain as undesignated (Committed, Assigned and Unassigned) is an amount equal to 40% of the City's General Fund previous years audited ~~operating expenses~~ **non-capital expenditures**.

The minimum/maximum range will be determined each year and used as a guide by administration during the budget development process.

When fund balance approaches its minimum threshold, the following measures shall be used to build up fund balance:

- Cut or delay capital improvements.
- Cut general operating ~~expenses~~ **expenditures**.
- Increase rates and charges.
- Millage increase.

When fund balance approaches its maximum threshold, the following measures shall be used to reduce fund balance with long-term planning in mind:

- Consider capital improvements or fund capital improvement plan.
- Fully fund the defined benefit pension plan, if not already at full funding.
- Move up the debt schedule for existing bond payments to lower the City's debt burden.

Adopted: 3/13/2023

Revised: 8/28/2023



**Proclamation  
National Rail Safety Week**

**WHEREAS *Rail Safety Week*** is to be held across the U.S. from September 18 to 24, 2023;

**WHEREAS**, 2,194 rail grade crossing collisions resulted in 803 personal injuries and were responsible for 274 fatalities in the United States during 2022; and

**WHEREAS**, 1,208 pedestrian trespassing casualties have occurred in the United States resulting in 658 pedestrians being killed and another 550 injured while trespassing on railroad property rights of way during 2022; and

**WHEREAS**, educating and informing the public about rail safety (reminding the public that railroad right of ways are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

**WHEREAS**, the International Association of Chiefs of Police, National Operation Lifesaver, United States Department of Transportation, and all local, state, county, and railroad law enforcement officers, first responders, and railroad corporations commit to partnering together in an effort to educate at a national level all aspects of railroad safety, to enforce applicable laws in support of National Rail Safety Week;

**THEREFORE**, I, Joe Thompson, City of Gladstone Mayor, do hereby attest my full support proclaiming September 18<sup>th</sup> to 24<sup>th</sup>, 2023, National Rail Safety Week and I encourage all citizens to recognize the importance of rail safety education.

---

Joe Thompson, Mayor  
City of Gladstone

