



GLADSTONE CITY COMMISSION REGULAR MEETING

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

MINUTES

CALL TO ORDER

Mayor Thompson called the meeting to order, Invocation by Commissioner Styczynski and Roll Call by Clerk Berry.

PRESENT

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

PUBLIC HEARINGS - None

PUBLIC COMMENT - No public comment.

CONFLICTS OF INTEREST - None

CONSENT AGENDA

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Akkala to approve the consent agenda.

MOTION CARRIED

UNFINISHED BUSINESS

Motion made by Mayor Thompson, Seconded by Mayor Pro-Tem Mantela to table the Jones Property - Lake Shore Drive to the next regular Commission Meeting on Monday, September 11, 2023.

MOTION CARRIED

NEW BUSINESS

Public Safety Director Ron Robinson presented life saving awards to:

PSO's Scott Larson and Dylan Nadeau-Enright for their, April 5, 2023 response to a medical call, where their direct involvement saved the life of a 43-year-old female.

PSO's Scott Larson, PSO Dylan Nadeau-Enright, and Deputy Josh Simmons, for their, July 5, 2023, response to a medical call, where their direct involvement saved the life of a 66-year-old male.

Detective/Sgt. Aaron Quinlan and PSO Mike Willemsen (Retired August 2023), for their, July 7, 2023, response to a medical call, where their direct involvement saved the life of an 87-year-old male.

The above incidents are a testament of the outstanding, and dedicated, service that all Public Safety Officers provide daily, and it is an honor, for me, to work with them.

Mr. Robert Valentine, First Bank Vice President Institutional Investment Services gave a presentation on the City of Gladstone Investment Portfolio Review with activity through July 31, 2023.

Motion made by Mayor Thompson, Seconded by Commissioner Styczynski to approve the City of Gladstone Fund Balance Policy as follows:

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

MOTION CARRIED

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 – 24 2023, National Rail Safety Week and I encourage all citizens to recognize the importance of rail safety education.

CITY MANAGER'S REPORT

Manager Buckman reported on the following:

- * Attended the monthly DDA meeting
- * Treasurer and I met with MERS Representative regarding our pension grant and the effects
- * Attended a zoom meeting with Treasurer and Water Superintendent regarding Waterworth Software - Keeping Your Rates Live
- * Attended a meeting with a group of citizens who want to recognize the historic homes and businesses in Gladstone, wondering if there is any interest in this
- * Attended the open house for the new Edward Jones office at 1327 Delta Avenue
- * Interviewed by TV6 this morning regarding recreation and Pickleball in Gladstone
- * City Clerk has been on vacation last week and I miss her

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* Community Development Director and I have met with a couple of developers who are interested in developing along Braves Avenue. Preliminary engineering has started and considering starting a land development like fund

CITY COMMISSIONER COMMENTS – Thank You Public Safety!

There being no further business before the Commission, Mayor Thompson adjourned the meeting at 6:48 PM.

Joe Thompson, Mayor

Kimberly Berry, City Clerk