

**GLADSTONE**



# **GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY (RESCHEDULED FROM 06/18/2024)**

City Hall Chambers – 1100 Delta Avenue

June 11, 2024

8:15 AM

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A Regular Meeting of the Downtown Development Authority will be held on Tuesday, June 11, 2024 at 8:15 AM hosted at City Hall Chambers – 1100 Delta Avenue.

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## **AGENDA**

### **CALL TO ORDER**

1. Roll Call

### **PUBLIC COMMENT**

### **APPROVAL OF MINUTES**

2. Regular Meeting Minutes - May 21, 2024

### **FINANCIALS**

3. 2023/2024 Pre-Audited Financials
4. April Revenue & Expenditure Report

### **CONFLICTS OF INTEREST**

### **ADDITIONS TO THE AGENDA**

### **UNFINISHED BUSINESS**

5. North Shore Development

### **NEW BUSINESS**

6. 2024-2025 Fee Schedule
7. Downtown Day Subcommittee
8. FY25 MACC Grant Application
9. Proposal to Change Meeting Time
10. DDA Coordinator Evaluation

### **CITY COMMENTS & REPORTS**

11. City Manager
12. Community Development Director
13. DDA Coordinator

### **BOARD COMMENTS & REPORTS**

### **PUBLIC COMMENT**

### **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: 06-06-2024 | AMENDED: 06-10-2024 to include the DDA Coordinator Evaluation under New Business**

Patricia West, DDA Coordinator | pwest@gladstonemi.gov

## **RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS**

### **(Excerpt from DDA By-Laws & Rules of Procedure)**

#### G. Public Comment

1. During this portion of the agenda, a member of the audience may address the DDA, including items that were not scheduled on that agenda.
2. A member of the audience speaking during this portion of the agenda shall limit his/her remarks to three minutes unless such time limit is extended by the Chairperson.



# GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue  
May 21, 2024  
8:00 AM

## MINUTES

### CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:00 AM ET.

#### 1. Roll Call

PRESENT	ABSENT
Joe Thompson	Nathan Neumier
Daniel Becker	
Jacob Taylor	
Jay Bostwick	
Jason Lippens	
Kyle Closs	
Melissa Silta (Arrived at 8:02 AM)	
Robert LeDuc	

**Staff Present:** Eric Buckman, Wendy Taavala, & Patricia West

### PUBLIC COMMENT

*None.*

### APPROVAL OF MINUTES

#### 2. Regular Meeting Minutes - April 16, 2024

Motion made by Closs, seconded by LeDuc to approve the regular meeting minutes from April 16, 2024.

Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Silta, LeDuc

***MOTION CARRIED.***

### FINANCIALS

#### 3. March Revenue & Expenditure Report

A review of the year end March financials was provided. The 2023-2024 financials have not yet been audited.

### CONFLICTS OF INTEREST

### ADDITIONS TO THE AGENDA

Agenda item number eight was amended to read "Digital Media Proposal"

### UNFINISHED BUSINESS

#### 4. North Shore Development

City Manager, Eric Buckman, informed the board that he received an updated proposal from the developer on May 20, 2024.

## 5. Recommendation to Hire Farmers Market Coordinator | Marla Pryal

Motion made by Closs, seconded by Silta to extend an offer to Marla Pryal to fulfill the Farmers Market Coordinator position for \$17.00/hour.

Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Silta, LeDuc

**MOTION CARRIED.**

## NEW BUSINESS

### 6. DDA Board Member Term Expirations - Jay Bostwick & Robert LeDuc

Motion made by Closs, seconded by Becker to recommend Jay Bostwick and Robert LeDuc to the mayor for reappointment to the Downtown Development Authority, subject to the approval by a majority vote of the members elect of the City Commission, with a new term expiration of May 2028.

Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Silta, LeDuc

**MOTION CARRIED.**

### 7. Code Enforcement Partnership Opportunities

Code Enforcement Official, George Sailer, presented status updates on properties he is working on within the downtown. Two handouts were provided with before/after photos of properties.

Code Enforcement covers a broad spectrum of violations, from significant safety/building code violations, so smaller infractions, such as unkept yards, signs in the boulevard, and improperly parked recreational vehicles.

The Vision & Opportunity Subcommittee plans to consider partnership opportunities with Code Enforcement in the future.

### 8. ~~Orange Cat~~ Digital Media Proposal

Motion made by Closs, seconded by Silta to fund up to \$4000 to enter a digital marketing contract in partnership with the City of Gladstone. The contract would be intended to renew form year to year, unless otherwise stated in writing by either party at least one month prior to the contract renewal date.

Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Silta, LeDuc

**MOTION CARRIED.**

## CITY COMMENTS & REPORTS

### 9. City Manager

- **Special Assessment:** In lieu of the public notice sent out regarding the City Commission considering a special assessment to enter into Michigan Public Act 33 of 1951, City Manager Eric Buckman presented an overview of the City of Gladstone Taxes, titled "Understanding your Tax Bill". This is the same presentation which was presented at the City Commission Meeting on 05/13/2024.
- **The Oaks:** Manager Buckman also updated the board that he has been informed by the City of Gladstone's attorney that the issue with the Oaks is now resolved.
- **North Shore Development:** As a follow-up to the North Shore Development, the City of Gladstone intends to build a North Shore Committee once an investor/developer has been secured, and DDA representation will be included on that committee.

### 10. Community Development Director

None.

### 11. DDA Coordinator

- **Facade Grant:** Reminder that the facade grant application will go live at the end of the summer.
- **Farmers Market:**
  - The first market of the season will be June 3<sup>rd</sup>
  - 14 Vendor Application as of 05/20/2024
  - Picnic Tables are assembled and down at the Market Square
- **Fee Schedule:** The City of Gladstone reviews its fee schedule each June, so Patricia plans to review the DDA's existing fees to see if any changes should be recommended.
- **Historical Marker Signs:** Patricia West recently met with Ann Jousma Miller to learn about the historical building marker signs she is working with a committee on. A map of the signs will be put up on the City of Gladstone website, and there may be future opportunity for the DDA to collaborate on this initiative.
- **New Businesses in the Downtown:** There are two new businesses set to open downtown which Patricia West would like to connect with.
  - Superbloom Coffee
  - Saunders Point Brewing
- **Recreation Advisory Board Meeting:** Patricia attended the Parks & Recreation Advisory Board Meeting on May 7, 2024 to discuss how the two boards could work together in the future.

## BOARD COMMENTS & REPORTS

### PUBLIC COMMENT

The following individuals spoke under Public Comment:

- Cathy Sjoquist, Recreation Advisory Board Member, spoke on beautification efforts around the City of Gladstone
- Lisa Thomas, Owner of McCarthy's Maytag Laundry & Gladstone Laundromat, provided a handout and spoke on the need for a public restroom facility in the downtown.

### ADJOURNMENT

Motion made by LeDuc, seconded by Silta to adjourn at 9:33 AM ET

Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Silta, LeDuc

***MOTION CARRIED.***

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 03/31/2024  
 % Fiscal Year Completed: 100.00

Item 3.

GL Number	Description	23-24 Original Budget	23-24 Amended Budget	YTD Balance 03/31/2024 Norm (Abnorm)	Activity For 03/31/2024 Incr (Decr)	Available Balance 03/31/2024 Norm (Abnorm)	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>Account Category: Revenues</b>							
<b>Department: 000 REVENUE</b>							
248-000-437.001	CITY CAPTURE	149,483.00	149,483.00	198,816.23	3,573.16	(49,333.23)	133.00
248-000-437.005	BAY COLLEGE CAPTURE	31,935.00	31,935.00	43,357.81	4,826.67	(11,422.81)	135.77
248-000-437.009	DELTA COUNTY CAPTURE	48,595.00	48,595.00	66,318.69	2,847.00	(17,723.69)	136.47
248-000-437.013	DC ROAD PATROL CAPTURE	12,554.00	12,554.00	16,953.17	3,058.60	(4,399.17)	135.04
248-000-437.015	COMM ACTION CAPTURE	7,725.00	7,725.00	10,431.77	1,881.99	(2,706.77)	135.04
248-000-437.019	911 DISPATCH CAPTURE	7,241.00	7,241.00	9,779.39	1,764.27	(2,538.39)	135.06
248-000-437.021	DATA CAPTURE	5,793.00	5,793.00	7,823.13	1,411.37	(2,030.13)	135.04
248-000-437.023	DC RECYCLING CAPTURE	2,895.00	2,895.00	3,909.99	705.29	(1,014.99)	135.06
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	8,207.00	8,207.00	9,387.68	1,693.65	(1,180.68)	114.39
248-000-540.000	GRANT REVENUE	5,400.00	5,400.00	1,960.00	0.00	3,440.00	36.30
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	0.00	0.00	6,363.18	0.00	(6,363.18)	100.00
248-000-665.000	INTEREST REVENUE	1,500.00	1,500.00	6,650.83	359.21	(5,150.83)	443.39
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	0.00	0.00	60.47	0.00	(60.47)	100.00
248-000-674.000	DONATIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-000-675.006	FARMERS MARKET	4,500.00	4,500.00	6,815.00	0.00	(2,315.00)	151.44
248-000-699.390	TRANSFER FROM FUND BALANCE	94,381.00	94,381.00	0.00	0.00	94,381.00	0.00
Total Dept 000 - REVENUE		382,209.00	382,209.00	388,627.34	22,121.21	(6,418.34)	101.68
Revenues		382,209.00	382,209.00	388,627.34	22,121.21	(6,418.34)	101.68
<b>Account Category: Expenditures</b>							
<b>Department: 537 ADMINISTRATIVE</b>							
248-537-704.000	WAGES-PART TIME EMPLOYEES	22,500.00	22,500.00	13,024.63	1,752.40	9,475.37	57.89
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	2,000.00	1,344.00	0.00	656.00	67.20
248-537-708.000	UNEMPLOYMENT	100.00	100.00	4.56	1.07	95.44	4.56
248-537-709.000	FICA 6.2%	1,519.00	1,519.00	1,093.08	110.42	425.92	71.96
248-537-711.000	MEDICARE 1.45%	355.00	355.00	255.63	25.84	99.37	72.01
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	100.00	100.00	358.49	0.00	(258.49)	358.49
248-537-728.000	MSA EMPLOYER EXPENSE	50.00	50.00	139.62	0.00	(89.62)	279.24
248-537-735.000	EDUCATION & TRAINING	500.00	500.00	105.00	0.00	395.00	21.00
248-537-736.000	TRANSPORTATION & LODGING	500.00	500.00	0.00	0.00	500.00	0.00
248-537-751.000	MATERIALS & SUPPLIES	500.00	500.00	493.93	422.94	6.07	98.79
248-537-753.000	PRINTING & PUBLISHING	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
248-537-754.000	POSTAGE	0.00	0.00	90.08	3.75	(90.08)	100.00
248-537-756.000	COMPUTER	2,500.00	2,500.00	753.76	62.39	1,746.24	30.15
248-537-757.000	COPIES	700.00	700.00	136.08	15.96	563.92	19.44
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	20,000.00	0.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	15,000.00	15,000.00	15,000.00	0.00	0.00	100.00
248-537-762.000	INTEREST EXPENSE	19,875.00	19,875.00	18,778.69	0.00	1,096.31	94.48
248-537-800.006	CONTRACTED SERVICES-NORTHSHORE	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-537-802.000	LEGAL FEES	500.00	500.00	0.00	0.00	500.00	0.00
248-537-803.000	AUDIT FEES	1,000.00	1,000.00	987.37	0.00	12.63	98.74
248-537-808.000	TELEPHONE	540.00	540.00	497.99	82.90	42.01	92.22
248-537-819.000	FACADE GRANT PROGRAM	0.00	0.00	3.60	0.00	(3.60)	100.00
248-537-880.001	CHRISTMAS CELEBRATION	5,500.00	5,500.00	5,534.59	0.00	(34.59)	100.63
248-537-880.003	FARMERS MARKET	6,500.00	13,500.00	16,871.71	125.00	(3,371.71)	124.98
248-537-910.000	INSURANCE LIABILITY	100.00	100.00	100.00	0.00	0.00	100.00
248-537-960.000	OTHER OPERATING SUPPLIES	0.00	0.00	187.28	0.00	(187.28)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 03/31/2024  
 % Fiscal Year Completed: 100.00

Item 3.

GL Number	Description	23-24 Original Budget	23-24 Amended Budget	YTD Balance 03/31/2024 Norm (Abnorm)	Activity For 03/31/2024 Incr (Decr)	Available Balance 03/31/2024 Norm (Abnorm)	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>Account Category: Expenditures</b>							
<b>Department: 537 ADMINISTRATIVE</b>							
248-537-970.051	NORTH SHORE	0.00	0.00	219.12	0.00	(219.12)	100.00
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	227,000.00	227,000.00	0.00	0.00	100.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	41,370.00	41,370.00	42,466.55	0.00	(1,096.55)	102.65
248-537-995.203	TRANSFER TO LOCAL STREET	7,000.00	0.00	0.00	0.00	0.00	0.00
Total Dept 537 - ADMINISTRATIVE		382,209.00	382,209.00	365,445.76	2,602.67	16,763.24	95.61
Expenditures		382,209.00	382,209.00	365,445.76	2,602.67	16,763.24	95.61
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>							
TOTAL REVENUES		382,209.00	382,209.00	388,627.34	22,121.21	(6,418.34)	
TOTAL EXPENDITURES		382,209.00	382,209.00	365,445.76	2,602.67	16,763.24	
NET OF REVENUES & EXPENDITURES:		0.00	0.00	23,181.58	19,518.54	(23,181.58)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 04/30/2024  
 % Fiscal Year Completed: 8.22

Item 4.

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 04/30/2024 Norm (Abnorm)	Activity For 04/30/2024 Incr (Decr)	Available Balance 04/30/2024 Norm (Abnorm)	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>Account Category: Revenues</b>							
<b>Department: 000 REVENUE</b>							
248-000-437.001	CITY CAPTURE	208,066.00	208,066.00	0.00	0.00	208,066.00	0.00
248-000-437.005	BAY COLLEGE CAPTURE	44,406.00	44,406.00	0.00	0.00	44,406.00	0.00
248-000-437.009	DELTA COUNTY CAPTURE	67,568.00	67,568.00	0.00	0.00	67,568.00	0.00
248-000-437.013	DC ROAD PATROL CAPTURE	17,474.00	17,474.00	0.00	0.00	17,474.00	0.00
248-000-437.015	COMM ACTION CAPTURE	10,752.00	10,752.00	0.00	0.00	10,752.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	10,079.00	10,079.00	0.00	0.00	10,079.00	0.00
248-000-437.021	DATA CAPTURE	8,063.00	8,063.00	0.00	0.00	8,063.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	4,030.00	4,030.00	0.00	0.00	4,030.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	9,676.00	9,676.00	0.00	0.00	9,676.00	0.00
248-000-540.000	GRANT REVENUE	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	6,363.00	6,363.00	0.00	0.00	6,363.00	0.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	5,500.00	5,500.00	(641.33)	(641.33)	6,141.33	(11.66)
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	60.00	60.00	0.00	0.00	60.00	0.00
248-000-675.006	FARMERS MARKET	1,125.00	1,125.00	0.00	0.00	1,125.00	0.00
248-000-675.007	FARMERS MARKET--PRESCRIPTION FOR HEA	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	200.00	0.00	0.00	200.00	0.00
248-000-699.390	TRANSFER FROM FUND BALANCE	78,812.00	78,812.00	0.00	0.00	78,812.00	0.00
Total Dept 000 - REVENUE		505,674.00	505,674.00	(641.33)	(641.33)	506,315.33	0.13
Revenues		505,674.00	505,674.00	(641.33)	(641.33)	506,315.33	0.13
<b>Account Category: Expenditures</b>							
<b>Department: 537 ADMINISTRATIVE</b>							
248-537-704.000	WAGES-PART TIME EMPLOYEES	23,178.00	23,178.00	519.23	519.23	22,658.77	2.24
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-537-708.000	UNEMPLOYMENT	100.00	100.00	0.32	0.32	99.68	0.32
248-537-709.000	FICA 6.2%	1,519.00	1,519.00	32.70	32.70	1,486.30	2.15
248-537-711.000	MEDICARE 1.45%	355.00	355.00	7.65	7.65	347.35	2.15
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	346.00	346.00	0.00	0.00	346.00	0.00
248-537-728.000	MSA EMPLOYER EXPENSE	140.00	140.00	0.00	0.00	140.00	0.00
248-537-735.000	EDUCATION & TRAINING	500.00	500.00	0.00	0.00	500.00	0.00
248-537-736.000	TRANSPORTATION & LODGING	500.00	500.00	0.00	0.00	500.00	0.00
248-537-751.000	MATERIALS & SUPPLIES	750.00	750.00	0.00	0.00	750.00	0.00
248-537-754.000	POSTAGE	150.00	150.00	0.00	0.00	150.00	0.00
248-537-756.000	COMPUTER	3,000.00	3,000.00	112.83	112.83	2,887.17	3.76
248-537-757.000	COPIES	700.00	700.00	0.00	0.00	700.00	0.00
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-537-762.000	INTEREST EXPENSE	17,654.00	17,654.00	0.00	0.00	17,654.00	0.00
248-537-802.000	LEGAL FEES	500.00	500.00	0.00	0.00	500.00	0.00
248-537-803.000	AUDIT FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-537-808.000	TELEPHONE	540.00	540.00	0.00	0.00	540.00	0.00
248-537-819.000	FACADE GRANT PROGRAM	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
248-537-880.001	CHRISTMAS CELEBRATION	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
248-537-880.003	FARMERS MARKET	4,300.00	4,300.00	0.00	0.00	4,300.00	0.00
248-537-880.004	FARMERS MARKET--PRESCRIPTION FOR HEA	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
248-537-880.005	FARMERS MARKET--SQUARE	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00



REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 04/30/2024  
 % Fiscal Year Completed: 8.22

Item 4.

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 04/30/2024 Norm (Abnorm)	Activity For 04/30/2024 Incr (Decr)	Available Balance 04/30/2024 Norm (Abnorm)	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>Account Category: Expenditures</b>							
<b>Department: 537 ADMINISTRATIVE</b>							
248-537-900.000	PRINTING & PUBLISHING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
248-537-910.000	INSURANCE LIABILITY	100.00	100.00	100.00	100.00	0.00	100.00
248-537-960.000	OTHER OPERATING SUPPLIES	250.00	250.00	0.00	0.00	250.00	0.00
248-537-970.051	NORTH SHORE	84,500.00	84,500.00	0.00	0.00	84,500.00	0.00
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	0.00	227,000.00	0.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	43,592.00	43,592.00	0.00	0.00	43,592.00	0.00
Total Dept 537 - ADMINISTRATIVE		505,674.00	505,674.00	772.73	772.73	504,901.27	0.15
Expenditures		505,674.00	505,674.00	772.73	772.73	504,901.27	0.15
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>							
TOTAL REVENUES		505,674.00	505,674.00	(641.33)	(641.33)	506,315.33	
TOTAL EXPENDITURES		505,674.00	505,674.00	772.73	772.73	504,901.27	
NET OF REVENUES & EXPENDITURES:		0.00	0.00	(1,414.06)	(1,414.06)	1,414.06	

BALANCE SHEET REPORT FOR CITY OF GLADSTONE  
Balance As of 04/30/2024

Item 4.  
 Y1 04/30/2024  
 Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>			
<b>*** Assets ***</b>			
248-000-001.000	CASH	5,310.82	
248-000-017.000	INVESTMENT IN FIRST BANK	159,928.66	
248-000-017.001	INVESTMENTS IN MI CLASS	8,375.51	
248-000-055.000	ACCRUED INCOME	1,900.60	
<b>Total Assets</b>		175,515.59	
<b>*** Liabilities ***</b>			
248-000-202.000	ACCOUNTS PAYABLE	2,877.66	
248-000-216.000	REVENUE COLLECTED IN ADVANCE	3,400.00	
<b>Total Liabilities</b>		6,277.66	
<b>*** Fund Equity ***</b>			
248-000-390.000	FUND BALANCE	147,470.41	
<b>Total Fund Equity</b>		147,470.41	
<b>Total Fund 248:</b>			
<b>TOTAL ASSETS</b>		175,515.59	
BEG. FUND BALANCE - 23-24		147,470.41	
+ NET OF REVENUES/EXPENDITURES - 23-24		23,181.58	
+ NET OF REVENUES & EXPENDITURES		(1,414.06)	
= ENDING FUND BALANCE		169,237.93	
+ LIABILITIES		6,277.66	
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		175,515.59	

# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** 06/11/2024  
**Department:** DDA  
**Presenter:** Patricia West

**AGENDA ITEM TITLE:**

2024-2025 Fee Schedule

**BACKGROUND:**

The City Commission reviews and updates the fee schedule each June. Included are the recommendations the DDA Coordinator made to the commission effective August 2024 unless otherwise noted.

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:**

DDA 2024-2025 redline document.

**RECOMMENDATION:**

Motion to support the updated fee schedule as outlined in the attached document.



**Market Square Rental**

*\*Market Square rentals are in 4 hour blocks*

Set-Up	Fee	Refundable Deposit	<del>Addition Hour</del>	6ft Table & 2 Chairs	Canopy, 6ft Table & 2 Chairs
Full Space	\$ 100.00	\$ 25.00	<del>\$ 25.00</del>	\$ 10.00	\$ 15.00
Farmers Market Vendor (Extended Season)	\$ 10.00	\$ -	N/A	N/A	N/A

Farmers Market		
Vendor Fee-Full Season	\$ 100.00	includes 1 canopy, 1 table & 2 chairs
Vendor Fee-One Time	\$ 25.00	includes 1 canopy, 1 table & 2 chairs

Effective April 2025

# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** 06/11/2024  
**Department:** DDA  
**Presenter:** Patricia West

**AGENDA ITEM TITLE:**

Downtown Day Subcommittee

**BACKGROUND:**

Communities across the State of Michigan will celebrate the Michigan Downtown Association's 5th Annual Downtown Day on Saturday, September 28, 2024.

Downtown Day is the fourth Saturday of September and is a day dedicated to Michigan Downtowns. Celebrating is easy! Simply shop, dine, and support your downtown establishments. Go for a stroll down Main Street or enjoy the park.

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

None

**RECOMMENDATION:**

Create a Downtown Day Subcommittee to assist with direction and planning of Downtown Day.



# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** 06/11/2024  
**Department:** DDA  
**Presenter:** Patricia West

**AGENDA ITEM TITLE:**

FY25 MACC Grant Application

**BACKGROUND:**

Seeking approval to apply for a \$4000 arts and culture grant through MACC to fund bands and marketing materials for the 2024 Gladstone Farmers Market season. The grant requires a 1:1 match which will need to be accounted for in the upcoming budget cycle. The DDA match can include cash and in-kind donations. The deadline is July 24, 2024. Patricia West intends to attend a info session on the funding on 06/12/2024.

If awarded, this will be the fourth year in a row that we have received this funding.

**FISCAL EFFECT:**

\$4000

**SUPPORTING DOCUMENTATION:**

None

**RECOMMENDATION:**

Motion to support the application for the MACC FY25 Grant for \$4000 for the Gladstone Farmers Market.



# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** 06/11/2024  
**Department:** DDA  
**Presenter:** Patricia West

**AGENDA ITEM TITLE:**

Proposal to Change Meeting Time

**BACKGROUND:**

DDA Coordinator, Patricia West, would like input from the board about pushing back the start time of future meetings to 8:15 AM to ease the burden of school drop and other morning commitments.

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

None

**RECOMMENDATION:**



GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** June 11, 2024

**Eric Buckman, City  
Manager:**

**Department:** Community Development

**Department Head Name:**

**Presenter:** Renée Barron

**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:**

DDA Coordinator Evaluation

**BACKGROUND:**

The DDA Coordinator position was due for an annual evaluation. DDA Chair; Jay Bostwick and Vice Chair; Kyle Closs met with Community Development Director; Renée Barron to discuss and evaluate the DDA Coordinator; Patricia West. Her review considered the main facets of her job including quality of work, attendance & punctuality, communication skills, judgement & decision-making, initiative & flexibility, cooperation & teamwork and knowledge of her position. In all categories the review group felt that Patricia exceeded expectations. Ms. West was given two main goals to work on for the upcoming year to enhance her skill set within her position. The goals include; 1) look for ways to streamline processes to utilize technology in a way to improve efficiencies and 2) look for ways to improve the city's and DDA's image in the public through better communication, web design, marketing, branding and other outlets to positively promote the city and DDA.

**FISCAL EFFECT:**

\$1,822 increase in wage line item.

**SUPPORTING DOCUMENTATION:**

**RECOMMENDATION:**

The review committee recommends that Patricia West's title be changed from DDA Coordinator to DDA Director and the funding allocated for this position be raised to \$25,000.



Item 13.

Sun	Mon	Tue	Wed	Thu	Fri	
26	27	28	29	30	31	1
2	3 3p Gladstone Farmers Market	4 5p CANCELLED Planning Commission Meeting 6:30p CANCELLED Parks & Recreation Advisory Board 7p Gladstone Housing Commission Meeting	5	6 6p Public Safety Open House	7 10a Free Tire Recycling Event on Friday!	8
9	10 3p Gladstone Farmers Market 6p City Commission Regular Meeting	11 8:15a Downtown Development Authority (Rescheduled from 06/18/2024) 12p Economic Development Corporation (EDC) Regular Meeting	12	13 7p Summer Concert Series   Seth Brown Duo	14 9a American Legion Flag Disposal	15 6:30a WISCO Bass Tournament   Gladstone Yacht Club 8a North Bluff Open Disc Golf Tournament (Round 1) 5p Open Mic Night
16 8a North Bluff Open Disc Golf Tournament (Round 2)	17 3p Gladstone Farmers Market	18	19	20 4p Hot Rods & Harleys 7p Summer Concert Series   Failte	21 10a Electronics Recycling Event	22
23	24 3p Gladstone Farmers Market 6p City Commission Regular Meeting	25	26	27 7p Summer Concert Series   Cosmic Exposure	28	29
30	1	2	3	4	5	6

# July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1 3p Gladstone Farmers Market	2 6:30p Parks & Recreation Advisory Board	3	4 4th of July Celebration CITY HALL CLOSURE - Independence Day 8a Fran Cannon Firecracker Run/Walk 11a Independence Day Parade	5	6
7	8 3p Gladstone Farmers Market 6p City Commission Regular Meeting	9 12p Economic Development Corporation (EDC) Regular Meeting 5p Planning Commission Meeting	10	11 7p Summer Concert Series   Jam Band	12	13 7a MISH Waterfront Marathon   Half   10 K
14	15 3p Gladstone Farmers Market	16 8a Downtown Development Authority 1p July Board of Review	17	18 4p Hot Rods & Harleys 7p Summer Concert Series   2nd Edition	19	20
21	22 3p Gladstone Farmers Market 6p City Commission Regular Meeting	23	24	25 7p Summer Concert Series   Derrell Syria Band	26	27
28	29 3p Gladstone Farmers Market	30	31 5p Business After Hours   Downtown Gladstone	1	2	3