



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
May 20, 2025
8:15 AM

AGENDA

CALL TO ORDER

1. Roll Call
2. Election of DDA Board Chair & Vice Chair

PUBLIC COMMENT

APPROVAL OF MINUTES

3. DDA Regular Meeting Minutes - April 15, 2025

FINANCIALS

4. March 2025 Year End Financials
5. 2025-2026 DDA Fiscal Budget
6. MI Class April Account Statement

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

7. DDA Board Member Resignation | Melissa Silta
8. DDA Board Term Expiration | Jason Lippens & Nathan Neumeier
9. 2025 Downtown Annual Survey
10. Michigan Downtown Association (MDA) Summer Workshop | Traverse City
11. Welcome to Downtown Sign Replacement

CITY COMMENTS & REPORTS

12. Facade Grant Update | 709 Delta Ave
13. Farmers Market Updates
14. Farmers Market Purchases
15. Michigan Downtown Association Annual Conference
16. North Shore Development
17. Orange Cat Media Contract
18. Social District Updates

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: 05-15-2025 | Patricia West, DDA Director | 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.



Board: Downtown Development Authority
Agenda May 20, 2025
Date: _____
Presenter: Patricia West

Staff Report

Agenda Item Title:

Election of DDA Board Chair & Vice Chair

Background:

According to the Gladstone DDA By-Laws and Rules of Procedure, the election of all officers shall occur at the DDA's first regular meeting after May 10th each year. All terms of office shall be for two years with eligibility for reelection.

- Nomination of members for an office shall be by a current member of the DDA during the meeting when elections are held.
- All nominations shall be seconded by another member of the DDA to be considered a valid nomination.
- All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected.
- To be elected to an office, a nominee must receive a majority of the votes of the full DDA.

The last election of officers was conducted on June 20, 2023 and our current officers are below.

- Jay Bostwick, Chairperson
- Kyle Closs, Vice-Chairperson/Secretary

Fiscal Effect:

None

Supporting Documentation:

DDA By-Laws & Rules of Procedure (Officer information can be found beginning on page 3)

Recommendation:

Nominate and elect a DDA Chairperson and Vice-Chairperson/Secretary

By-Laws & Rules of Procedure

Downtown Development Authority

ADOPTED: 10/08/2023
AMENDMENT: 11/09/2020
AMENDMENT: 07/10/2023



GLADSTONE
— MICHIGAN —

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By-Laws & Rules of Procedure

Gladstone Downtown Development Authority

I. AUTHORITY

The Downtown Development Authority, hereinafter called, “The DDA” is a public authority of the City of Gladstone created by City Ordinance 471. These By-laws and Rules of Procedure are adopted by the City of Gladstone DDA pursuant to Public Act 197 of 1975, recodified as Public Act 57 of 2018, and shall have the powers and responsibilities as granted by the act.

II. MEMBERSHIP

- A. The DDA shall consist of the mayor or his or her designee and eight members selected by the mayor, who shall be appointed by the mayor, subject to the approval by a majority vote of the members elect of the City Commission. If the mayor chooses a designee, the designee shall be from the City Commission and shall serve for a period of at least one year.
- B. The majority of the members shall be persons having an interest in property in the downtown district. A minimum of one member shall be a resident of the downtown district and one member shall be a representative of Gladstone Area Schools.
- C. The term of each DDA member shall be four years. All members shall hold office until their successors are appointed. Members may be removed from office by the City Commission for misfeasance, malfeasance or nonfeasance upon written charges and after a public hearing.
- D. Vacancies occurring in office other than through the expiration of term shall be filled through appointment by the mayor for the un-expired term.
- E. Members of the DDA shall serve without compensation for their services, unless otherwise provided by the City Commission.
- F. Members of the DDA and staff shall be entitled to receive reimbursement for expenses incurred for travel in the performance of activities authorized by the City Commission, including but not limited to, attendance at conferences, workshops, educational and training programs and meetings. Such reimbursement for expenses shall be at the rates provided by the city for travel by City Staff. However, the following types of travel shall not be eligible for reimbursement:
 - a. Travel to and from DDA meetings.
 - b. Local travel for the purpose of viewing sites, which will be the subject of DDA action.
 - c. Attendance at conferences, workshops, education and training programs and meetings, which are held within a radius of ten (10) miles from Gladstone City Hall.
 - d. Travel for which there is no funds available in the DDA budget.
 - e. Travel which the chairperson of the DDA, in his or her sole discretion, determines to be not eligible for reimbursement under these provisions.

III. OFFICERS

A. Selection

- a. The officers of the DDA shall consist of Chairperson and Vice-Chairperson/Secretary selected from the general membership of the DDA.
- b. The election of all officers shall occur at the DDA's first regular meeting after May 10th each year.
- c. Nominations of members for an office shall be by a current member of the DDA during the meeting when elections are held.
- d. All nominations shall be seconded by another member of the DDA to be considered a valid nomination.
- e. All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected.
- f. To be elected to an office, a nominee must receive a majority of the votes of the full DDA.
- g. All terms of office shall be for two years with eligibility for reelection.

B. Resignation of the Officers

- a. An officer may resign his/her office by submitting a letter to the DDA Chairperson.
- b. The resignation from office will not be effective until acted upon and accepted by the DDA at its next regularly scheduled meeting.

C. Duties of the Officers

- a. The Chairperson shall:
 - i. Preside at all meetings and shall conduct all meetings in accordance with the Open Meetings Act, (Public Act 57 of 2018 , as amended), and the rules provided herein.
 - ii. As appropriate, act as liaison between the DDA and the City staff, consultants and all other pertinent agencies or agents of the City of Gladstone.
 - iii. Appoint such committees and subcommittees as the Chairperson deems desirable.
 - iv. In cooperation with the City Manager, prepare the agendas for all meetings.
 - v. Be responsible for enforcing these Rules of Procedures and for enforcing orderly conduct at meetings.
 - vi. Have the powers and duties set forth in Roberts Rules of Order to the extent that they do not conflict with these Rules of Procedure.
 - vii. Have the authority to cancel a scheduled meeting in advance of the meeting date where the Chairperson has determined that quorum will not be available and shall reschedule the meeting as may be required.
 - viii. Appoint the recording secretary to record the official record of the meeting.
 - ix. The Chairperson shall have the duty to vote in the same manner as members of the DDA.
- b. The Vice-Chairperson/Secretary shall:
 - i. Assume the duties of the Chairperson in the absence of the Chairperson, or when specifically authorized to do so.

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- ii. Succeed to the office of Chairperson in the event of a vacancy in that office, in which case the DDA shall select a successor to the office of Vice-Chairperson/Secretary at the earliest practical time.
- iii. Perform such other duties as the Chairperson may assign.
- iv. As Secretary of the DDA shall:
 - 1. Delegate the execution of documents in the name of the DDA to the recording secretary.
 - 2. Delegate the receipt and review of all communications addressed to the Secretary to the recording secretary.
 - 3. Delegate to the recording secretary the keeping of attendance records, providing of all required notices, and preparation of a meeting agenda.
 - 4. Perform such other duties as may be ordered by the Chairperson or DDA
- c. The recording secretary shall take notes for minutes and prepare a first draft of minutes for review, perform the duties delegated to the recording secretary by the Secretary, and perform other duties as may be ordered by the Chairperson or DDA.

IV. MEETINGS

A. Meeting Notices

- a. All meeting notices shall be posted at the City Hall in accordance with the Open Meetings Act.
- b. The notice shall include the date, time, and place of the meeting.
- c. Notice of any change in the date or time of a meeting shall be posted in the manner required by the Open Meetings Act.

B. Regular Meetings and Special Meetings

- a. The DDA shall hold a regular meeting each month for which there is business to be conducted but shall hold at least four regular meetings each year. It shall keep a record of its transactions, findings and determinations, and such record shall be a public record.
- b. At the first meeting of the DDA in each calendar year a schedule of the meeting dates, times and places shall be set and within ten days after a Public Notice of the dates, time and place shall be posted in compliance with the Open Meetings Act.

If there is a change in the schedule of the regular meetings of the DDA there shall be posted within three days after the meeting at which the change is made, a Public Notice stating the dates, times, and place.

- c. Special meetings of the DDA shall be held at the call of the Chairperson or upon written request to the secretary by at least three DDA members and shall be scheduled in compliance with the Open Meetings Act. Each member of the DDA shall receive notice (written, email or voicemail) of a special meeting at least 24 hours prior to the meeting. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the DDA unless the item has been stated in the notice of such meeting.
- d. Closed sessions may be scheduled in accordance with the Open Meetings Act.

C. Quorum

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- a. The presence of a majority of membership of the DDA shall constitute a quorum of the DDA.
 - b. If a quorum is not present, the members of the DDA may discuss matters of interest but can take no action until the next regular or special meeting.
- D. Motions
- a. All motions shall be restated or summarized by the Chairperson before a vote is taken.
 - b. The name of the maker and supporters of the motions shall be recorded.
- E. Voting
- a. All DDA members shall have the duty to vote on matters before the DDA and shall not abstain on any matter except where there is a conflict of interest.
 - b. The affirmative vote of five members of the DDA is required to make any determination upon any matter, except as otherwise provided in these Rules of Procedure or ordinance or City Code or state law.
 - c. A simple majority of a quorum is required for procedural motions or resolutions, such as:
 - i. Motion to approve or amend the minutes.
 - ii. Motion to table.
 - iii. Motion to postpone.
 - iv. Motion to recess.
 - v. Motion to adjourn.
 - vi. Motion to recognize achievement or contribution.
 - vii. Motion to add matters to the agenda.
 - viii. Motion to approve consent agenda.
 - ix. Motion to Set Public Hearings.
 - d. Voting on procedural motions or resolutions described in “C” above may be voice vote. In all matters other than procedural, the presiding officer shall call for a voice vote, and if no member states opposition to the motion, it shall be deemed to have passed unanimously and shall be so recorded. In the event any member votes “no”, a roll call shall be conducted and recorded.
 - e. Before participating in a decision or hearing or casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member SHALL disclose the potential conflict of interest to the DDA. The member is disqualified from participating in the discussion or hearing and from voting on the matter as provided here in or as may be provided by a majority vote of the remaining members of the DDA. Failure of a member to disclose a potential conflict of interest as required in these bylaws constitutes malfeasance in office.
 - i. A conflict of interest for a member of the DDA shall include, but not necessarily be limited to, a matter pending before the DDA which:
 - 1. Concerns the member himself or herself
 - 2. Concerns work on land owned by the member, or which is adjacent to land owned by the member.
 - 3. Involves a corporation, company, partnership, or other entity in which the member is a part owner, or any other relationship where the member may stand to have a financial gain or loss.

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4. Concerns the member's spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parent in-law, or members of the member's household.
 5. The member's employee or employer is:
 - a. An applicant or agent for an applicant, or
 - b. Has a direct interest in the outcome.
 6. The member has a close business or family relationship with an applicant, the applicant's attorney or other representative, or any expert witness.
 - ii. A conflict of interest shall not include an interest the member may have in common with the general public interest.
 - iii. If such a conflict of interest is identified, the member shall disqualify himself or herself at the outset of the hearing or discussion and shall not participate in the discussion or decision, and if so, requested by the chairperson shall leave the meeting room until the issue is concluded.
 - iv. In the event a member is unsure whether he or she is in a conflict of interest position, the remaining members of the DDA by a majority vote shall decide whether or not a conflict of interest exists, and such decision shall be binding and final.
 - f. On all other issues each member shall have an obligation to vote, unless excused for good cause by the unanimous vote of the remaining members present.
- F. Order of Business
- a. A written agenda for all members shall be prepared and followed. No matters for consideration shall be accepted after the agenda packets have been delivered unless the DDA, by separate action, accepts the matter for discussion/action. The general order of business shall be the following:
 - i. CALL TO ORDER
 1. ROLL CALL
 - ii. PUBLIC COMMENT
 - iii. APPROVAL OF MINUTES
 - iv. FINANCIALS
 - v. CONFLICTS OF INTEREST
 - vi. ADDITIONS TO THE AGENDA
 - vii. UNFINISHED BUSINESS
 - viii. NEW BUSINESS
 - ix. CITY COMMENTS & REPORTS
 - x. BOARD COMMENTS & REPORTS
 - xi. ADJOURNMENT
 - b. A written agenda for special meetings shall be prepared and followed, however the form enumerated above shall not be necessary.
- G. Public Comment
- a. During this portion of the agenda, a member of the audience may address the DDA on any issue, including items that were not scheduled on the agenda.

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- b. 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.
- H. Rules of Order
 - a. DDA meetings shall be informal. However, if required to keep order, meetings shall be governed by “Roberts Rules of Order”, latest published edition, for issues not specifically covered by these Bylaws. Where these Bylaws conflict or are different than “Roberts Rules of Order”, then these Bylaws control.
- I. Beginning and Ending Time
 - a. All DDA meetings shall begin promptly at the time set in the meeting schedule.
 - b. Every effort should be made to complete the agenda items.
 - c. At the discretion of the Chairperson a motion to adjourn may be entertained even though all business on the agenda has not been completed.

V. MINUTES

- A. The DDA minutes shall be prepared by the recording secretary.
- B. The minutes shall contain the following:
 - a. A synopsis of the discussion of the DDA and comments by the public.
 - b. A complete restatement of all motions, and a record of all transactions, findings, and determinations.
 - c. A record of the outcome of DDA voice votes and a recording of roll call votes.
 - d. A summary of the conditions or recommendations made on any action, and
 - e. A record of member’s attendance.
- C. The minutes of the DDA including all attached communications, actions and resolutions shall be deposited with the City Clerk to be accepted by the City Commission. Minutes shall be available for public inspection after the meeting to which the minutes refer. Corrections in the minutes shall be made not later than the next meeting after the meeting to which they refer and shall be made available not later than the next meeting after correction.

VI. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- A. All meetings of the DDA shall be open to the public and held in a place available to the general public, except for closed sessions authorized under the Open Meetings Act.
- B. All deliberations and decisions of the DDA shall be made at a meeting open to the public, except decisions made at a closed session as noted in section “VI; A”.
- C. A person shall not be excluded from a meeting of the DDA except for breach of the peace committed at the meeting or a closed session as provided in the Open Meetings Act.
- D. All records, files, publication, correspondences, and other materials are available to the public for reading, copying and other purposes as governed by the Freedom of Information Act, except for the records of closed sessions.

VII. AMENDMENTS

- A. These By-laws and Rules of Procedure may be amended by the DDA by a concurring vote of five members during any regular meeting or special meeting, provided that all members have received an advanced copy of the proposed amendments prior to the meeting at which such

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amendments are to be considered. Amendments will then be submitted to the City Commission for final approval.

THESE BY-LAWS AND RULES OF PROCEDURE WERE ADOPTED ON 10/8/2013.




Downtown Development Authority Chairperson



Date



Vice-Chairperson/Secretary



Date



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
April 15, 2025
8:15 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:16 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson
Jacob Taylor	Melissa Silta (Excused)
Jay Bostwick	
Jason Lippens (Arrived at 8:20 AM ET)	
Kyle Closs	
Nathan Neumeier	
Robert LeDuc	

Staff Present: Patricia West

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. DDA Regular Meeting Minutes - February 18, 2025

Motion made by Neumeier, seconded by Closs to approve the DDA Regular Meeting Minutes of February 18, 2025.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Neumeier, LeDuc

MOTION CARRIED.

FINANCIALS

The February 2025 financials were not included in the agenda packet, but distributed at the meeting. Those financials are provided at the end of the minutes.

DDA Director, Patricia West, provided an overview of the February revenue and expenditures reports.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

West indicated a typo on the agenda, stating that items 6-12 should have been listed under City Comments & Reports, not Board Comments & Reports.

No other agenda additions or modifications were presented.

UNFINISHED BUSINESS

NEW BUSINESS

3. 2025-2026 DDA Budget Acceptance

Motion made by Closs, seconded by Neumeier to accept the 2025/2026 DDA Budget for the record.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Neumeier, LeDuc

MOTION CARRIED.

4. 2025-2026 Parks & Recreation Contract

Motion made by Neumeier, Seconded by LeDuc to approve entering into the proposed service agreement with the City of Gladstone's Parks & Recreation Department to oversee beautification, maintenance, event preparation and clean-up, farmers market services, trash collection, and other miscellaneous duties as assigned within the downtown district.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Neumeier, LeDuc

MOTION CARRIED.

5. Facade Grant Withdrawal | 1016 Delta Ave

Motion made by Closs, seconded by Taylor to accept the statement of withdrawal from Whitney Maloney for the 2024 Facade Grant Application round for the record and carry the \$5,000.00 funding forward into the 2025 Facade Grant Application round..

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Neumeier, LeDuc

MOTION CARRIED.

CITY COMMENTS & REPORTS

West updated the board of Melissa Silta's intent to resign due to a scheduling conflict. Silta has been instructed to submit her formal resignation in writing.

6. Code Enforcement Updates

West provided an update on code enforcement improvements within the downtown, highlighting that sidewalk snow removal has been added to the Parks & Recreation contract.

7. Downtown Business Additions & Changes

West made reference to the many business additions or changes happening within the DDA District. The board agreed that our downtown has some strong momentum right now.

- Davinci Spas
- DeHooghie & Viau Ownership & Location Change
- Gladstone Deli Ownership Change
- Peninsula Pharmacy
- Sand Bar Ownership & Name Change (MIDD Bar & Lounge)
- Sip 906 Nutrition

8. Election of Officers

Our chair and vice-chair elections will take place during the May meeting. Officer responsibilities and the nomination process can be found in the DDA's By-Laws & Rules of Procedure.

9. Farmers Market Vendor Applications Open

The application is open, and vendors are actively being recruited.

10. May Term Expirations | Jason Lippens & Nathan Neumeier

Jason Lippens and Nathan Neumeier's board terms expire May 2025. West will follow up with each of them individually about their continued interest.

Item 3.

11. North Shore Development

No update currently.

12. Social District Updates

West presented a slideshow on the steering committee's proposed social district plan. Becker suggested contacting the State Police Post to inform them of the proposal. West indicated she would contact them.

The proposal will be presented to the City Commission at their regular meeting on April 28th at 6 PM. West is requesting they set a public hearing for their May 12th meeting.

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Closs, Seconded by Neumeier to adjourn at 9:18 AM ET.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Neumeier, LeDuc

MOTION CARRIED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 03/31/2025

Item 4.
 YTD 03/31/2025
 Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY			
*** Assets ***			
248-000-001.000	CASH	114,385.13	
248-000-017.000	INVESTMENT IN FIRST BANK	75,207.87	
248-000-017.001	INVESTMENTS IN MI CLASS	101,017.49	
248-000-055.000	ACCRUED INCOME	1,486.75	
248-000-078.001	DUE FROM COUNTY TREASURER	25,889.62	
Total Assets		317,986.86	
*** Liabilities ***			
248-000-202.000	ACCOUNTS PAYABLE	5,413.07	
248-000-216.000	REVENUE COLLECTED IN ADVANCE	3,500.00	
248-000-257.000	ACCRUED PAYROLL	1,484.72	
Total Liabilities		10,397.79	
*** Fund Equity ***			
248-000-390.000	FUND BALANCE	170,658.87	
Total Fund Equity		170,658.87	
Total Fund 248:			
TOTAL ASSETS		317,986.86	
BEG. FUND BALANCE		170,658.87	
+ NET OF REVENUES & EXPENDITURES		136,930.20	
= ENDING FUND BALANCE		307,589.07	
+ LIABILITIES		10,397.79	
= TOTAL LIABILITIES AND FUND BALANCE		317,986.86	

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 03/31/2025
 % Fiscal Year Completed: 100.00

Item 4.

GL Number	Description	24-25 Amended Budget	YTD Balance 03/31/2025 (Abnormal)	Activity For 03/31/2025 (Decrease)	Available Balance 03/31/2025 Normal (Abnormal)	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-437.001	CITY CAPTURE	208,066.00	268,967.60	10,244.17	(60,901.60)	129.27
248-000-437.005	BAY COLLEGE CAPTURE	44,406.00	61,974.22	4,599.94	(17,568.22)	139.56
248-000-437.009	DELTA COUNTY CAPTURE	67,568.00	91,220.53	6,125.98	(23,652.53)	135.01
248-000-437.013	DC ROAD PATROL CAPTURE	17,474.00	23,911.28	2,028.98	(6,437.28)	136.84
248-000-437.015	COMM ACTION CAPTURE	10,752.00	14,713.65	1,248.31	(3,961.65)	136.85
248-000-437.019	911 DISPATCH CAPTURE	10,079.00	13,793.58	1,170.24	(3,714.58)	136.85
248-000-437.021	DATA CAPTURE	8,063.00	11,080.45	940.39	(3,017.45)	137.42
248-000-437.023	DC RECYCLING CAPTURE	4,030.00	5,516.09	467.96	(1,486.09)	136.88
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	9,676.00	13,122.82	1,112.69	(3,446.82)	135.62
248-000-540.000	GRANT REVENUE	4,000.00	600.00	0.00	3,400.00	15.00
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	6,363.00	6,363.18	0.00	(0.18)	100.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	2,500.00	0.00	22,500.00	10.00
248-000-665.000	INTEREST REVENUE	5,500.00	8,726.25	983.67	(3,226.25)	158.66
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	60.00	64.89	0.00	(4.89)	108.15
248-000-675.006	FARMERS MARKET	1,125.00	1,325.00	0.00	(200.00)	117.78
248-000-675.007	FARMERS MARKET--FOOD ASSISTANCE PROG	4,500.00	1,705.00	0.00	2,795.00	37.89
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	20.00	0.00	180.00	10.00
248-000-699.390	TRANSFER FROM FUND BALANCE	78,812.00	0.00	0.00	78,812.00	0.00
Total Dept 000 - REVENUE		505,674.00	525,604.54	28,922.33	(19,930.54)	103.94
Revenues		505,674.00	525,604.54	28,922.33	(19,930.54)	103.94
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-704.000	WAGES-PART TIME EMPLOYEES	23,178.00	25,023.06	3,317.18	(1,845.06)	107.96
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	3,975.00	750.00	(1,975.00)	198.75
248-537-708.000	UNEMPLOYMENT	100.00	7.93	2.19	92.07	7.93
248-537-709.000	FICA 6.2%	1,519.00	2,053.34	266.16	(534.34)	135.18
248-537-711.000	MEDICARE 1.45%	355.00	480.29	62.25	(125.29)	135.29
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	346.00	459.21	23.80	(113.21)	132.72
248-537-728.000	MSA EMPLOYER EXPENSE	140.00	115.23	0.00	24.77	82.31
248-537-734.000	MEMBERSHIP & DUES	0.00	325.00	75.00	(325.00)	100.00
248-537-735.000	EDUCATION & TRAINING	500.00	45.00	0.00	455.00	9.00
248-537-736.000	TRANSPORTATION & LODGING	500.00	0.00	0.00	500.00	0.00
248-537-751.000	MATERIALS & SUPPLIES	750.00	756.41	21.29	(6.41)	100.85
248-537-753.000	PRINTING & PUBLISHING	0.00	586.00	0.00	(586.00)	100.00
248-537-754.000	POSTAGE	150.00	43.32	0.69	106.68	28.88
248-537-756.000	COMPUTER	3,000.00	1,289.85	132.21	1,710.15	43.00
248-537-757.000	COPIES	700.00	1,085.14	251.86	(385.14)	155.02
248-537-760.000	EQUIPMENT RENTALS	0.00	33.74	0.00	(33.74)	100.00
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	0.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	7,000.00	7,000.00	0.00	0.00	100.00
248-537-762.000	INTEREST EXPENSE	17,654.00	17,653.33	0.00	0.67	100.00
248-537-802.000	LEGAL FEES	500.00	0.00	0.00	500.00	0.00
248-537-803.000	AUDIT FEES	1,000.00	1,138.82	0.00	(138.82)	113.88
248-537-808.000	TELEPHONE	540.00	840.20	242.29	(300.20)	155.59
248-537-819.000	FACADE GRANT PROGRAM	50,000.00	2,532.00	32.00	47,468.00	5.06
248-537-880.001	CHRISTMAS CELEBRATION	5,500.00	5,974.95	381.34	(474.95)	108.64
248-537-880.003	FARMERS MARKET	4,300.00	10,887.27	41.21	(6,587.27)	252.10

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 03/31/2025
 % Fiscal Year Completed: 100.00

Item 4.

GL Number	Description	24-25 Amended Budget	YTD Balance 03/31/2025 (Abnormal)	Activity For 03/31/2025 (Decrease)	Available Balance 03/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-880.004	FARMERS MARKET--FOOD ASSISTANCE PROG	4,500.00	1,800.00	0.00	2,700.00	40.00
248-537-880.005	FARMERS MARKET--SQUARE	4,000.00	11,327.34	2,583.03	(7,327.34)	283.18
248-537-900.000	PRINTING & PUBLISHING	4,000.00	2,500.00	0.00	1,500.00	62.50
248-537-910.000	INSURANCE LIABILITY	100.00	150.00	0.00	(50.00)	150.00
248-537-960.000	OTHER OPERATING SUPPLIES	250.00	0.00	0.00	250.00	0.00
248-537-970.051	NORTH SHORE	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	100.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	43,592.00	43,591.91	0.00	0.09	100.00
Total Dept 537 - ADMINISTRATIVE		507,674.00	388,674.34	8,182.50	118,999.66	76.56
Expenditures		507,674.00	388,674.34	8,182.50	118,999.66	76.56
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		505,674.00	525,604.54	28,922.33	(19,930.54)	103.94
TOTAL EXPENDITURES		507,674.00	388,674.34	8,182.50	118,999.66	76.56
NET OF REVENUES & EXPENDITURES:		(2,000.00)	136,930.20	20,739.83	(138,930.20)	

BUDGET REPORT FOR CITY OF GLADSTONE

Calculations As of 02/28/2025

Item 5.

GL Number	Description	23-24 Activity	24-25 Amended Budget	24-25 Activity	24-25 PROJECTED	25-26 REQUESTED	25-26 RECOMMENDED
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Department: REVENUE							
248-000-437.001	CITY CAPTURE	198,816	208,066	258,723	268,967	259,718	0
248-000-437.005	BAY COLLEGE CAPTURE	43,358	44,406	57,374	58,967	55,470	0
248-000-437.009	DELTA COUNTY CAPTURE	66,319	67,568	85,095	89,551	84,288	0
248-000-437.013	DC ROAD PATROL CAPTURE	16,953	17,474	21,882	23,194	21,775	0
248-000-437.015	COMM ACTION CAPTURE	10,432	10,752	13,465	14,254	13,399	0
248-000-437.019	911 DISPATCH CAPTURE	9,779	10,079	12,623	13,362	12,561	0
248-000-437.021	DATA CAPTURE	7,823	8,063	10,140	10,734	10,093	0
248-000-437.023	DC RECYCLING CAPTURE	3,910	4,030	5,048	5,343	5,023	0
248-000-437.025	DELTA COUNTY JAIL BOND CAPTUR	9,388	9,676	12,010	12,713	11,943	0
248-000-540.000	GRANT REVENUE	1,960	4,000	600	4,000	6,000	0
DELTA AVE TREES, FARMERS MKT BUILDINGS							
248-000-573.000	LOCAL COMM STABILIZATION SHAR	6,363	6,363	6,363	6,363	6,363	0
248-000-642.000	DDA FACADE OWNER'S MATCH		25,000	2,500	2,500	25,000	0
248-000-665.000	INTEREST REVENUE	6,651	5,500	6,807	6,807	5,000	0
248-000-666.001	LIABILITY & PROP INS REIMBURS	60	60	60	60	60	0
248-000-675.006	FARMERS MARKET	6,815	1,125	1,325	1,325	1,500	0
248-000-675.007	FARMERS MARKET--FOOD ASSISTAN		4,500	1,705	1,705	1,800	0
248-000-675.008	FARMERS MARKET--SQUARE RENTAL		200	20	20	200	0
248-000-675.009	SOCIAL DISTRICT SPONSORSHIPS		0		0	6,000	0
248-000-675.010	SOCIAL DISTRICT STICKER REVEN		0		0	1,200	0
248-000-699.390	TRANSFER FROM FUND BALANCE		78,812		0	0	0
Total Department REVENUE:		388,627	505,674	495,740	519,865	527,393	0
Department: ADMINISTRATIVE							
248-537-702.000	WAGES-FULLTIME EMPLOYEES		0		0	7,500	0
248-537-704.000	WAGES-PART TIME EMPLOYEES	13,025	23,178	21,706	23,178	31,498	0
248-537-707.000	TEMPORARY EMPLOYEES	1,344	2,000	3,225	3,225	0	0
248-537-708.000	UNEMPLOYMENT	5	100	6	100	125	0
248-537-709.000	FICA 6.2%	1,093	1,519	1,787	1,787	1,953	0
248-537-711.000	MEDICARE 1.45%	256	355	418	418	457	0
248-537-716.000	DEFINED CONTRIBUTION PENSION	358	346	435	435	433	0
248-537-728.000	MSA EMPLOYER EXPENSE	140	140	115	140	176	0
248-537-734.000	MEMBERSHIP & DUES		0	250	250	250	0
248-537-735.000	EDUCATION & TRAINING	105	500	45	100	700	0
248-537-736.000	TRANSPORTATION & LODGING		500		0	500	0
248-537-751.000	MATERIALS & SUPPLIES	494	750	735	750	750	0
248-537-751.011	BEAUTIFICATION PURCHASES		0		0	14,521	0
TREES & GARLAND							
248-537-751.012	SOCIAL DISTRICT PURCHASES		0		0	8,100	0
SIGNAGE, NEW LOGO, STICKERS, CUPS							
248-537-753.000	PRINTING & PUBLISHING		0	586	586	0	0
248-537-754.000	POSTAGE	90	150	43	50	50	0
248-537-756.000	COMPUTER	747	3,000	1,100	3,000	4,270	0
248-537-757.000	COPIES	136	700	833	833	700	0
248-537-760.000	EQUIPMENT RENTALS		0	34	35	0	0
248-537-761.000	GENERAL FUND ADMINISTRATIVE F	20,000	20,000	20,000	20,000	20,000	0
248-537-761.003	GENERAL FUND CONCIERGE FEES	15,000	7,000	7,000	7,000	10,000	0
248-537-762.000	INTEREST EXPENSE	18,779	17,654	17,653	17,654	16,500	0
248-537-802.000	LEGAL FEES		500		500	500	0
248-537-803.000	AUDIT FEES	987	1,000	1,139	1,139	1,000	0

BUDGET REPORT FOR CITY OF GLADSTONE

Calculations As of 02/28/2025

Item 5.

GL Number	Description	23-24 Activity	24-25 Amended Budget	24-25 Activity	24-25 PROJECTED	25-26 REQUESTED	25-26 RECOMMENDED
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Department: ADMINISTRATIVE							
248-537-808.000	TELEPHONE	498	540	556	556	540	0
248-537-819.000	FACADE GRANT PROGRAM	4	50,000	2,500	5,000	62,500	0
248-537-880.000	SPONSORSHIPS		0		0	2,000	0
248-537-880.001	CHRISTMAS CELEBRATION	5,535	5,500	5,594	5,594	3,000	0
248-537-880.003	FARMERS MARKET	16,872	4,300	10,846	10,846	4,500	0
248-537-880.004	FARMERS MARKET--FOOD ASSISTAN		4,500	1,800	1,800	1,800	0
248-537-880.005	FARMERS MARKET--SQUARE		4,000	8,744	7,971	0	0
248-537-880.009	DOWNTOWN DAY		0		0	1,000	0
248-537-900.000	PRINTING & PUBLISHING		4,000	2,500	2,500	5,000	0
248-537-910.000	INSURANCE LIABILITY	100	100	150	150	150	0
248-537-960.000	OTHER OPERATING SUPPLIES	187	250		0	0	0
248-537-970.000	CAPITAL OUTLAY		0		0	22,500	0
FARMERS MARKET STRUCTURES							
248-537-970.051	NORTH SHORE	219	84,500		0	0	0
248-537-995.006	9TH STREET BOND PAYMENT	227,000	227,000	227,000	227,000	227,000	0
248-537-995.007	NORTHSHORE LOAN PAYMENT	42,467	43,592	43,592	43,592	44,748	0
248-537-995.390	TRANSFER TO FUND BALANCE		0		133,676	32,672	0
Total Department ADMINISTRATIVE:		(365,441)	(507,674)	(380,392)	(519,865)	(527,393)	0
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL ESTIMATED REVENUES		388,627	505,674	495,740	519,865	527,393	0
TOTAL APPROPRIATIONS		365,441	507,674	380,392	519,865	527,393	0
NET OF REVENUES & APPROPRIATIONS:		23,186	(2,000)	115,348	0	0	0



DDA Fund

Account Number: MI-01-0886-0005

Account Statement

April 30, 2025
Page 8 of 20

Account Summary

Average Monthly Yield: 4.3961%

Michigan CLASS	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
	101,017.49	0.00	0.00	365.59	1,471.46	101,212.61	101,383.08

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2025	Beginning Balance			101,017.49	
04/30/2025	Income Dividend Reinvestment	365.59			
04/30/2025	Ending Balance			101,383.08	

Tel: (855) 382-0496

<https://www.michiganclass.org/>



Board: Downtown Development Authority
Agenda May 20, 2025
Date: _____
Presenter: Patricia West

Staff Report

Agenda Item Title:

DDA Board Member Resignation | Melissa Silta

Background:

Melissa Silta has submitted her resignation from the Downtown Development Authority

Fiscal Effect:

None

Supporting Documentation:

Letter of Resignation

Recommendation:

Motion to accept the resignation of Melissa Silta and post notice of the DDA board vacancy with an application deadline set for end of day on Monday, June 9, 2025.



Letter of Resignation

From Silta, Melissa A <Melissa.Silta@edwardjones.com>

Date Wed 5/14/2025 1:09 PM

To Patricia West <pwest@gladstonemi.gov>

Dear Patricia and Board Members of the DDA,

I am writing to formally resign from my position as a board member of the Downtown Development Authority, effective immediately.

This decision was made after careful consideration, and is due to personal commitments. I am grateful for the opportunity to have served on the board.

Thank you again for the opportunity to be a part of the DDA. I wish the board and the organization continued success in the future.

Sincerely,

Melissa Silta

Melissa Silta, AAMS ®
Financial Advisor – Edward Jones ®
1327 Delta Ave 1 Gladstone, MI 49837
P: 906-428-8139 | F: 844-459-4964



✉: melissa.silta@edwardjones.com

Who do you know who might benefit from my services? Please share my name.

Melissa Silta, AAMS™
Financial Advisor
Edward Jones
1327 Delta Ave
Gladstone, MI 49837-1315
(906) 428-8139
www.edwardjones.com

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Item 7.

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Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 05/20/2025
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

DDA Board Term Expirations – Jason Lippens & Nathan Neumeier

BACKGROUND:

According to the City of Gladstone’s DDA By-Laws, each member’s term lasts four years. Both Jason Lippens & Nathan Neumeier’s term expirations are May 2025. Both are seeking reappointment to the DDA Board.

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

None

RECOMMENDATION:

Motion to recommend Jason Lippens and Nathan Neumeier 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 2029.





Board: Downtown Development Authority
Agenda May 20, 2025
Date: _____
Presenter: Patricia West

Staff Report

Agenda Item Title:

2025 Downtown Annual Survey

Background:

DDA Director Patricia West has developed a list of survey questions intended to gather feedback from the downtown community.

The survey will be hosted on the City’s website and aims to support ongoing planning and engagement efforts within the district. West is requesting feedback on the proposed questions and seeking guidance on whether the survey should proceed as presented or be reviewed further by a subcommittee before publication.

Fiscal Effect:

None

Supporting Documentation:

[DRAFT] 2025 Survey Questions

Recommendation:

Motion to proceed with publishing and distributing the survey.

Thank you for taking the time to complete the Gladstone Downtown Development Authority’s (DDA) Annual Survey. We’re reaching out to business and property owners in the downtown district to better understand the needs of our community, identify areas for future focus, and gather valuable feedback to share with our board. This survey will take between 5-10 minutes to complete.

1. What is your association with the City of Gladstone?
 - Business Owner
 - Property Owner
 - Resident
 - Other

Communication

2. Please indicate how well you feel the DDA has communicated with you and involved you in their annual activities and initiatives?

	I did not feel informed	This did not apply to me	I felt adequately informed
Downtown Day			
Farmers Market			
Façade Grant Program			
Social District			
Old-Fashioned Christmas			

Downtown Beautification & Placemaking

3. The DDA seeks to make our downtown district an attractive place for businesses and residents alike. Please indicate your satisfaction with our beautification and maintenance efforts.

	Unsatisfied	Neutral	Satisfied	N/A
Downtown Trash Collection				
Flower Basket Maintenance				
Grass & Weed Maintenance Downtown				
Sidewalk Snow Removal at				

Farmers Market Square				
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4. Do you have any suggestions on where we should focus our downtown placemaking and beautification efforts? (Ex. additional trash receptacles, bike racks, picnic tables, etc.)

Code Enforcement

5. The DDA partners with Community Development to identify code enforcement issues within the downtown. This may be as minor as timely sidewalk snow removal or could be a much larger issue involving blight or unsafe inhabitation of a property. Do you have any code enforcement concerns which you would like to share with the DDA?

Façade Grant Program

The DDA is proud to have brought back the façade grant program in 2024. As we look to future planning, we would like to gauge what façade projects may present themselves in the next three years.

6. Do you foresee pursuing a façade project in the next three years if funding were available?
 - a. Yes
 - i. Please briefly describe your potential project.
 - b. No
7. Do you have any additional feedback on our façade grant program?

Residential Opportunities

8. Does your downtown property currently include or have the potential for residential space
 - a. Yes
 - i. Are you interested in securing state funding to assist with renovations?
 1. Yes
 - a. Please share a brief description of your project
 2. No
 - b. No

Let's Make Gladstone Iconic

9. Traverse City has its cherries. Mackinac has its fudge. What iconic signature could Gladstone create that sets us apart from other communities? Get creative! It doesn't have to be food related, either. (Examples might include utilizing the play on words with "Happy Rock" or incorporating photo opportunities around town by utilizing local artists to paint murals.)

Final Feedback

10. How can the DDA better support you? Is there anything else you'd like to share that hasn't already been covered?
11. Name
12. Email

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 05/20/2025
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Michigan Downtown Association (MDA) Summer Workshop | Traverse City

BACKGROUND:

The Michigan Downtown Association (MDA) Summer Workshop is scheduled for June 5, 2025 in Traverse City, MI.

Agenda Topic: Strong Michigan Downtowns – The Importance of Fostering Relationships and Partnerships

DDA Director, Patricia West would like to attend.

- Departure Date: June 4th
- Return Date: June 6th

FISCAL EFFECT:

TOTAL: \$1102.07

- **Bridge Fare:** \$8.00
- **Hotel Total Cost:** \$449.82
- **Meals & Incidentals (Per Diem):** \$137.25
- **Mileage (IRS Mileage Rate):** \$357.00
- **Workshop Cost:** \$150.00

SUPPORTING DOCUMENTATION:

Expense Reimbursement Policy
Workshop Agenda

RECOMMENDATION:

Motion to approve DDA Director's travel request to attend the MDA Summer Workshop in Traverse City on June 5, 2025



CITY OF GLADSTONE EXPENSE REIMBURSEMENT POLICY

The Gladstone City Commission hereby recognizes that public officials and employees of the City of Gladstone may, from time to time, in the course of their duties, attend meetings and functions for the benefit of all of the citizens of the City. The City Commission, by way of this policy statement, intends to set forth the conditions under which a public official or an employee of the City may be reimbursed for legitimate expenses incurred and arising out of City employment for duties beneficial to the citizenry at large.

Generally, the following types of expenses shall be considered as a proper charge against public funds by officials or employees of the City when on City business: transportation charges, lodging, meals, reasonable gratuities (15%), baggage handling, and other attendant expenses. **UNDER NO CIRCUMSTANCES WILL EXPENSES OF A PERSONAL NATURE BE INCLUDED IN A CHARGE AGAINST PUBLIC FUNDS.**

It is the intention of the Gladstone City Commission to establish the following policy for specific items eligible for reimbursement. The City Manager shall have sole and complete authority to authorize officials and employees to complete vouchers for expenses incurred in the conduct of City business.

1. **Reimbursement for Use of Personal Car:**

A. City officials and employees who use their own personal vehicle for official City business conducted outside the City shall be reimbursed at the current IRS rate per mile. If a city-owned vehicle is available, then the official or employee shall not be reimbursed for an amount greater than the cost of operation of the city-owned vehicle.

B. The City Treasurer and or Clerk is hereby authorized to provide reimbursement to all officials and employees of the City who regularly use their personal vehicle in the conduct of City business. Said reimbursement shall only be paid when a City vehicle is not available.

2. **Reimbursement for Meals:**

A. When attending to City business, officials and employees will be compensated for meals based on the actual cost of said meals.

B. A "meal" allowance schedule (allowance includes gratuity) is hereby established for the three regular meals in a day:

Breakfast	\$8.50
Lunch	\$12.00
Dinner	\$25.25

Claims for meal expenses that are below the rates listed above will not require a

receipt for the meal. Any claims for an amount greater than the above listed will require a receipt and turned into the City Treasurer or Clerk.

3. **Reimbursement for Lodging:**

When attending to City business out of the City, the cost of lodging shall be a reimbursable expense. A receipt to said lodging must be submitted with the expense voucher.

4. **Reimbursement for Gratuities:**

It is recognized that gratuities are a necessary expense of doing business. Reimbursement shall be granted for gratuities but in no case shall a gratuity exceed fifteen (15%) percent of a valid charge.

5. **Out-of-State Travel:**

The City Manager shall be authorized to grant permission for out-of-state trips and conferences for all City employees. The City Commission shall give their own authorization for trips outside the state.

6. **Advance of Funds:**

Advances of funds to officials and employees is authorized. The City Manager, or his authorized agent, may grant authorization for obtaining advance funds. Any advance funds remaining upon the completion of a conference or trip, must be turned in to the Treasurer's office at the earliest possible time after the date of return.

7. **Payment by Credit Card:**

When an official or City employee pays expenses by personal credit card, bills or invoices supporting such payment must be included with the expense voucher.

8. **Husband and Wives:**

Expenses of husbands and wives of City officials and employees who attend conferences or conventions out of the City shall not be paid from public funds, except that reasonable travel, lodging, and meal expenses may be absorbed by the City of the wife or husband of the Mayor, Commissioners or City Manager, for the Mayor's exchange program or a State, National, International conference in which the wives and/or husbands of these officials would be expected to attend, as approved by the City Commission.

9. **General Policy:**

A. No official or employee shall be reimbursed for travel from his (her) home to their place of regular employment.

B. There shall not be reimbursement made to any person for "miscellaneous expenses" which may be listed on an expense voucher. If the expense is reimbursable, it must be listed.

C. The reimbursement for use of taxis or other forms of public transportation

shall be limited to trips necessary for the conduct of official City business.

D. This City Commission urges all City officials and employees to use public transportation when available and when it will not interfere in the conduct of official City business.

E. In order to properly conduct City business, it is necessary, from time to time, for City Commissioners to absent themselves from the City due to official City business, they shall receive a per diem of \$80.00 per day from the City.

F. When the Mayor performs a wedding in the City of Gladstone on behalf of his position he shall be reimbursed \$35.00 for such services.

This policy shall be in full force and effect immediately upon adoption by the City Commission.

Adopted: 02-27-2006

Revised: 03-18-2015



SUMMER WORKSHOP

Thursday, June 5, 2025

Traverse City, MI

In-person and Virtual Attendance Option



**Strong
Michigan Downtowns**
The Importance of Fostering
Relationships and Partnerships

Summer Workshop

WEDNESDAY, JUNE 4, 2025

Park Place Hotel
300 E. State Street
Traverse City, MI 49684

Item 10.

4:30 pm – 5:30 pm

Walking Tour of Downtown Traverse City

Be sure to put on your walking shoes for this interactive and informative tour of downtown Traverse City.

Meet in the lobby of the Park Place Hotel.

5:30 pm – 7:30 pm

Networking Event

Enjoy complimentary appetizers and a cash bar. H & L Social, rooftop at Hotel Indigo, 263 W. Grandview Parkway, Traverse City
Generously sponsored by Lumecon.

THURSDAY, JUNE 5, 2025

Strong Michigan Downtowns-

The Importance of Fostering Relationships and Partnerships

In a world of emails, tweets, and memes, the art of communication between humans seems to be waning. However, for a downtown director and staff, positive interactions are more important than ever. What does it take to accurately disperse information to stakeholders while being an engaged participant in meetings and policy referendums? Building trust with volunteers, staff, board members, municipal leaders, and downtown stakeholders is instrumental to the success of a downtown program and director, but it isn't easy. Join us in downtown Traverse City for the MDA's Annual Summer Workshop and discover how fostering relationships and partnerships can strengthen your Michigan downtown.

8:00 am – 8:30 am

Registration

*Continental Breakfast Sponsored by
Downtown Traverse City*

8:30 am – 8:45 am

Welcome

*Cristina Sheppard-Decius, Chair,
Michigan Downtown Association*

8:45 am – 9:05 am

Welcome to Traverse City

Over the last 40 years, the Traverse City DDA and its partners have worked to transform Downtown into the cultural and economic hub of Northwest Michigan. Tree-lined and pedestrian friendly streets, boutique shops, unique restaurants and position on Lake Michigan attract new residents and jobs to the region and support a thriving tourism industry - helping to routinely place Traverse City on several enviable "top-ten" lists every year. Learn more about what's next for Downtown Traverse City and its biggest challenge.

*Harry Burkholder, Executive Director,
Traverse City DDA*

9:05 am – 9:15 am

Attendee Introductions

9:15 am – 9:30 am

Vendor & Sponsor Introductions

9:30 am – 10:00 am **Leveraging Partnerships to Revitalize Downtown with Limited Capacity**

Item 10.

The City of Ewart, a rural community of 1,800 in Osceola County, Michigan, has leveraged partnerships with the Middle Michigan Economic Development Corporation and the Michigan Economic Development Corporation to develop programming and support for investment in their historic downtown. Learn how leaders within the municipality and the DDA learned about development best practices, hosted a developer day, and have actively partnered to transition stagnant downtown properties to excited new owners, bringing much needed investment into a community with limited capacity.

*Joshua Prusik, Main Street Specialist, MEDC
Todd Bruggema, Director, Ewart DDA & Main Street
Pepper Lockhart, City Manager, City of Ewart
Kati Mora, President & CEO, Middle Michigan
Development Corporation*

10:00 am – 10:15 am **Networking Break**

10:15 am – 11:00 am **Roberts Rules, Providing Order and Understanding with Board Members**

Robert's Rules can provide a framework for organized, productive, and tension-reduced meetings. Understanding the format can help ensure voices are heard appropriately, respect is maintained for all, and the organization conducts business efficiently. The cherry on the top is that proficiency in meeting management can help foster stronger relationships with board and committee members.

*Jeff Aronoff, Principal, Managing Director,
Miller Canfield*

11:00 am – 11:45 am **Strengthening Trust with Business and Property Owners**

As Downtown Professionals, building relationships with local downtown business and property owners is a fundamental part of the job. Often, we get sidetracked because of a host of other things we are asked and/or required to do. In this session, hear how building business relationships is important for achieving career success. Learn how to build trust by creating awareness of programs and resources that are available to business owners and property owners helping them to be more successful while reducing your work related stress.

*Tara Laase-McKinney, Executive Director,
Marquette DDA
Matthew Welch, Northwest Regional Director,
Michigan Small Business Development Center*

11:45 am – 12:50 pm **Lunch on Site**

*Lunch generously sponsored by
Lake Trust Credit Union*

Legislative Update



12:50 pm – 1:50 pm

**Building Relationships with Stakeholders
Being in the Room With**

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Downtown revitalization succeeds when all hands are on deck but it can be difficult to juggle the personalities of volunteers, staff, board members, elected officials, and business owners. What are the best practices a downtown director can follow so communication is clear and roles and responsibilities are plainly identified and understood? In this session, learn how to build the political support you need by seeking the right mix of board members and partnering with local government while gaining the support of the business community and a volunteer base.

*Tina Conner Wellman, Director, Portland DDA
Kaelie Fessler – DDA/Main Street Director,
Roger City
Scott McLennon – Mayor, Roger City*

Available for MIPDM credit

1:50 pm – 2:00 pm

Networking Break

2:00 pm – 3:00 pm

**The Housing Continuum:
Evolution to Solution**

The housing crisis in Michigan is a multifaceted challenge that requires collaborative efforts at local, regional, and national levels. Organizations like Midland County's Housing Forward and Kalamazoo County's Housing Commission are making strides in addressing the urgent need for attainable housing. By understanding the underlying issues and implementing strategic solutions, these entities exemplify how communities can work towards a more sustainable and equitable housing future for all residents. The path forward involves not only increasing the supply of affordable housing but also fostering inclusive policies and community engagement to ensure that everyone has a place to call home.

*Mary Balkema, Housing Director,
Kalamazoo County Housing Department
Nicole Wilson, Vice President Economic
Development, Midland Business Alliance*

3:00 pm – 3:30 pm

**Dear Abby,
I'm a Downtown Director and...**

Throughout the Workshop, attendees will have the opportunity to submit a written concern or challenge they have experienced as a downtown director or staff member. Our moderators will offer their insight and lead the group discussion regarding the topics raised. Advice and guidance regarding work relationships, time management, and every aspect of the job will be given in this interactive session. The MDA is better than therapy!

Moderators:

*Annaka Norris, Principal Planner, Planning and
Local Business, Development Division, Economic
Development Department, Oakland County
Cristina Sheppard-Decius, Owner,
POW! Strategies & MDA Board Chair*

3:30 pm

Closing Remarks

*Dana Walker, Director,
Michigan Downtown Association*

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Registration Form for Annual MDA Summer Workshop:

MDA Member: **\$150** MDA Non-Member: **\$175**

After May 27, please add \$25 for late registration fee.

Workshop Sponsor (includes one table and one registration): **\$300**

Virtual Format price is the same.

Sorry, no refunds, but changes to type of registration can be requested. We look forward to hosting a safe and informative event! Please return this form with payment to MDA by **May 27, 2025**. Make checks payable to the Michigan Downtown Association.

Send payment to:

Michigan Downtown Association

P.O. Box 3591

North Branch, MI 48461

director@michigandowntowns.com

Credit Card payments are accepted over the phone at 248-838-9711.

Save time! Register and pay online at <https://www.memberleap.com/members/evr/regmenu.php?orgcode=MDTA>

Name _____

Organization _____

Phone _____ Email _____

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____ Visa __MC__Dis__Amex

Card No. _____

Exp. Date _____ Sec. Code: _____

Name on Card: _____

Signature: _____

Zip Code: _____



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MICHIGAN
DOWNTOWN
ASSOCIATION



Strengthening Downtowns

Founded in 1980, the Michigan Downtown Association is a driving force in the interest and growth of downtowns and communities throughout Michigan. The MDA encourages the development, redevelopment and continuing improvement of Michigan communities and downtowns.


The Mission of the Michigan Downtown Association is to strengthen and sustain downtowns.

MDA's Vision is to be the leader in preserving and enhancing downtowns and their ongoing management.


www.michigandowntowns.com




Item 10.



Downtown Traverse City



Downtown Traverse City



Downtown Traverse City

Upcoming Events:

Downtown Day, Saturday, September 27, 2025

Annual Conference, November 6-7, 2025, Downtown Rochester

Hotel

A special hotel rate is available for attendees of the Summer Workshop at Park Place Hotel, 300 E. State Street, if you book by **May 4, 2025**, for \$189 per night (plus fees and taxes). Call the hotel directly (231) 946-5000, option #0, and use the code **MDA25**.





**MICHIGAN
DOWNTOWN
ASSOCIATION**

Strengthening Downtowns

P.O. Box 3591, North Branch, MI 48461

Item 10.



Board:	<u>Downtown Development Authority</u>
Agenda	<u>May 20, 2025</u>
Date:	
Presenter:	<u>Patricia West</u>

Staff Report

Agenda Item Title:

Welcome to Downtown Sign Replacement

Background:

In 2024, the "Welcome to Downtown Gladstone" sign located at 1456 Delta Avenue was damaged by a vehicle. The replacement of the sign was delayed to allow for integration of the City's updated branding, which has since been completed.

Insurance will reimburse the City up to \$8,943.43 toward the cost of replacing the sign. During the redesign process, it was recommended that dimensional lettering be added to the word "Gladstone" to enhance the sign's visibility and visual appeal. This upgrade increased the total project cost to \$9,574.63, resulting in an overage of \$630.20.

We are requesting that the DDA consider covering this \$630.20 enhancement cost. The full project cost will be initially charged to the DDA budget, with reimbursement of \$8,943.43 expected from the insurance provider.

Fiscal Effect:

\$630.20 (Account: 248-537-751.001)

Supporting Documentation:

Cook Sign Services Quote

Recommendation:

Motion to approve the purchase of the replacement "Welcome to Downtown Gladstone" sign and to authorize the Downtown Development Authority to cover the cost difference of \$630.20 not covered by insurance.



105 N. Garfield St. Marquette, Mi. 49855
(906) 228-8690 Fax (906) 228-8691

Item 11.

company **City of Gladstone**
contact **Patricia West**
office **(906) 428-2311**
cell
address **1100 Delta Avenue**
Gladstone, MI 49837
INVOICE EMAIL **pwest@gladstonemi.gov**

Job Name **Gladstone Welcome Sign 1.25**
Install Location **1456 Delta Ave, Gladstone**
Date **5/13/2025**
Due Date
PO#
Sales Person **Harrison**
Tax Exempt **yes**

Cook Sign is pleased to quote on the following:

Quote includes:

- 1) "Welcome to Gladstone" aluminum sign
 - * High performance vinyl that reads "Welcome to Downtown"
 - * 16" custom dimensional plastic letters that read "GLADSTONE"
 - ** "G" is 24"
 - * Top section is an aluminum composite panel with printed vinyl decoration
 - * Installation of new posts and post sleeves with caps
- ** Same size and materials as previous sign, but with artwork changes
- ** Permit and obtainment by customer, not included in quote



Materials & Taxed Production: \$8,110.13
Installation: \$1,464.50
Sales Tax: \$0.00

Job Total: \$9,574.63

** Our workers are covered under workmen compensation insurance. Proof of insurance will be supplied upon request.

This price is good for 30 days. Initial investment 65% may be required with balance upon completion.

All items listed in this proposal remain the property of Cook Sign Service Inc until paid in full.

You agree that this agreement will be governed by the laws of Michigan and your consent to the exclusive jurisdiction and venue of courts Mi. in Marquette County, Mi in all disputes arising out of or relating to this agreement. Acceptance of agreement:

the above investment, specifications and conditions are satisfactory & are hereby accepted.

This agreement is contingent upon accidents or delays beyond our control.

Customer Approval: _____ Date: _____