



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
January 20, 2026
8:15 AM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) DDA Regular Meeting Minutes - December 16, 2025

FINANCIALS

- [3.](#) December Revenue & Expenditure Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

- [4.](#) Amendment to Facade Grant | 20 S 10th St

NEW BUSINESS

- [5.](#) 2026 DDA Regular Meeting Schedule
- [6.](#) Grant Application Request | MACC – Facility Improvement & Equipment

CITY COMMENTS & REPORTS

7. America250MI Grant Submission
8. DDA-Owned Equipment & Supplies Policy
- [9.](#) Downtown Action Plan
10. New Downtown Businesses
11. North Shore Development
- [12.](#) Small Business Support Hub Event | February 24, 2026 at Saunders Point Brewing

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.

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 REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
December 16, 2025
8:15 AM

MINUTES

CALL TO ORDER

DDA Chairperson, Jay Bostwick, called the meeting to order at 8:15 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson (Excused)
Jacob Taylor	
Jay Bostwick	
Jason Lippens	
Kyle Closs	
Nathan Neumeier	
Robert LeDuc	
Parker Grzybowski	

Staff Present: Patricia West, Rob Spreitzer, Renee Barron, George Sailer

BOARD COMMENTS & REPORTS

2. 2025-2026 Informational Meeting

West provided the first informational meeting for the 2025-2026 fiscal year. All taxing jurisdictions were invited to attend the meeting.

Delta County was represented by County Administrator, Emily DeSalvo. Following the presentation, DeSalvo recognized the efforts of the DDA and its positive impact on the surrounding area. She also noted potential future partnership opportunities and encouraged submission of feedback on the County Park Plan.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

3. DDA Regular Meeting Minutes - November 18, 2025

Motion made by Grzybowski, seconded by LeDuc to approve the DDA Regular Meeting Minutes of November 18, 2025.

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

MOTION CARRIED.

FINANCIALS

4. November Revenue & Expenditure Report

West provided an overview of the November Revenue & Expenditure Report. She noted that she anticipates recommending a budget amendment in January due to employee benefits now being charged to the DDA account as a result of a change in her role, which was not previously budgeted.

Item 2.

She explained that a budget amendment would also provide an opportunity for the DDA to revisit the amount allocated for the façade grant program.

West further noted that an incorrect charge was posted to the Materials & Supplies line item and stated she would provide additional information regarding that charge at the January meeting.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

5. Amendment to Facade Grant at 20 S 10th St

West provided an update to the DDA regarding the façade grant for 20 S. 10th Street, noting that Gladstone Eye Care's contractor has indicated the project will not be completed by the January 27, 2026 deadline and has requested an extension.

The DDA requested that the contractor submit an itemized list of materials and a proposed timeline specifying the additional time needed to complete the project.

Motion made by Bostwick, seconded by Neumeier to postpone this discussion until the January meeting to review the additional items from the contractor before identifying a timeline.

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

MOTION CARRIED

6. Use of DDA-Owned Equipment & Supplies Policy

Motion made by Grzybowski, seconded by Taylor, to recommend adoption of the Use of DDA-Owned Equipment & Supplies Policy to the Gladstone City Commission, with the added requirement that borrowed items be returned within 24 hours unless an exception is granted.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

West provided an update on the following items.

7. City Hall Holiday Closures

West reminded the DDA of the upcoming City Hall closures for the holidays.

8. Completion of Tree Planting on Delta Ave

West reported that the Delta Avenue tree project has been completed. She noted that the final grant report was submitted in November and that she was subsequently notified the grant funding will also apply to select trees planted within the park system.

9. Facade Grant | 426 N 9th St

West reported that Alger Delta has indicated their intent in proceeding with the façade grant, and that the application will be presented to the Gladstone City Commission at its first meeting in January. Item 2.

10. Gladstone Ski Hill Updates

West reported that staff at the Gladstone Ski Hill are actively making snow and are aiming to open prior to next week.

11. Holiday Home Decorating Contest

West reported that participation sign-ups closed on December 15, and that judges plan to conduct evaluations this week to determine the top three winners.

12. Old-Fashioned Christmas Data

West presented cell phone usage data for the downtown during the event and noted that attendance peaked at approximately 1,500 people around 5:00 p.m. She reported on the overall success of the event and shared preliminary takeaways for future planning, including the potential to extend the event duration, increase the quantity of cookies and hot chocolate, and explore strategies to encourage foot traffic throughout the day rather than primarily in the evening after businesses close.

LeDuc volunteered as a trailer driver for the event and echoed support for extending the event by 30–60 minutes. Grzybowski, who was stationed in the Christmas Market area, provided feedback that the space was too small to accommodate the volume of pedestrian traffic.

This feedback will be incorporated into planning efforts for next year's event.

13. Progress of "The Depot"

West reported that the Gladstone City Commission approved the request to apply for the grant at its most recent meeting. She noted that outreach for letters of support has begun and that initial community feedback has been positive. The grant application is due January 15, 2026.

14. Recognition of City Manager, Eric Buckman

West recognized Eric Buckman, noting that he attended his final City Commission meeting as City Manager on December 8. She acknowledged his significant contributions to the City and stated that his leadership and efforts will be missed.

15. Sleigh the Deals Promotion

West reminded the DDA and those in attendance of the Chamber of Commerce's Sleigh the Deals promotion, which encourages residents to shop locally during the holiday season.

16. Social District Annual Meeting

West reported that she is coordinating the required annual social district meeting with participating establishments and will provide an update on the outcome at the January meeting.

17. Winter Tax Bill Error

West reported that a penalty was incorrectly applied to the winter tax bills that were mailed. She noted that staff corrected the error promptly and encouraged anyone with questions to contact the City's reception area or the Treasurer directly.

ADJOURNMENT

Motion made by Neumeier, seconded by LeDuc to adjourn at 9:17 AM ET.

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

MEETING ADJOURNED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE

Balance As of 12/31/2025

Item 3.

 YTD 12/31/2025
 Normal (Abnormal)

GL Number	Description	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY		
*** Assets ***		
248-000-001.000	CASH	(207,234.01)
248-000-017.000	INVESTMENT IN FIRST BANK	78,042.74
248-000-017.001	INVESTMENTS IN MI CLASS	406,922.88
248-000-055.000	ACCRUED INCOME	645.82
Total Assets		278,377.43
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	3,943.22
248-000-257.000	ACCRUED PAYROLL	259.28
Total Liabilities		4,202.50
*** Fund Equity ***		
248-000-390.000	FUND BALANCE	309,988.86
Total Fund Equity		309,988.86
Total Fund 248:		
TOTAL ASSETS		278,377.43
BEG. FUND BALANCE		309,988.86
+ NET OF REVENUES & EXPENDITURES		(35,813.93)
= ENDING FUND BALANCE		274,174.93
+ LIABILITIES		4,202.50
= TOTAL LIABILITIES AND FUND BALANCE		278,377.43

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 12/31/2025
% Fiscal Year Completed: 75.34

Item 3.

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-437.001	CITY CAPTURE	259,718.00	259,718.00	264,253.27	(4,535.27)	101.75
248-000-437.005	BAY COLLEGE CAPTURE	55,470.00	55,470.00	32,667.63	22,802.37	58.89
248-000-437.009	DELTA COUNTY CAPTURE	84,288.00	84,288.00	86,763.62	(2,475.62)	102.94
248-000-437.013	DC ROAD PATROL CAPTURE	21,775.00	21,775.00	3,231.77	18,543.23	14.84
248-000-437.015	COMM ACTION CAPTURE	13,399.00	13,399.00	1,988.62	11,410.38	14.84
248-000-437.019	911 DISPATCH CAPTURE	12,561.00	12,561.00	1,872.59	10,688.41	14.91
248-000-437.021	DATA CAPTURE	10,093.00	10,093.00	1,506.62	8,586.38	14.93
248-000-437.023	DC RECYCLING CAPTURE	5,023.00	5,023.00	745.56	4,277.44	14.84
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	11,943.00	11,943.00	1,581.95	10,361.05	13.25
248-000-437.026	VETERANS AFFAIRS CAPTURE	0.00	0.00	249.17	(249.17)	100.00
248-000-540.000	GRANT REVENUE	6,000.00	6,000.00	2,000.00	4,000.00	33.33
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	6,363.00	6,363.00	0.00	6,363.00	0.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	25,000.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	5,000.00	5,000.00	11,755.54	(6,755.54)	235.11
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	60.00	60.00	39.75	20.25	66.25
248-000-674.000	DONATIONS	0.00	0.00	2,500.00	(2,500.00)	100.00
248-000-675.006	FARMERS MARKET	1,500.00	1,500.00	2,975.00	(1,475.00)	198.33
248-000-675.007	FARMERS MARKET--FOOD ASSISTANCE PROG	1,800.00	1,800.00	2,260.00	(460.00)	125.56
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	200.00	0.00	200.00	0.00
248-000-675.009	SOCIAL DISTRICT SPONSORSHIPS	6,000.00	6,000.00	0.00	6,000.00	0.00
248-000-675.010	SOCIAL DISTRICT STICKER REVENUE	1,200.00	1,200.00	0.00	1,200.00	0.00
Total Dept 000 - REVENUE		527,393.00	527,393.00	416,391.09	111,001.91	78.95
Revenues		527,393.00	527,393.00	416,391.09	111,001.91	78.95
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-702.000	WAGES-FULLTIME EMPLOYEES	7,500.00	7,500.00	7,811.36	(311.36)	104.15
248-537-702.101	DPW BENEFITS	0.00	0.00	4,557.10	(4,557.10)	100.00
248-537-703.000	SALARIES	0.00	0.00	7,609.00	(7,609.00)	100.00
248-537-704.000	WAGES-PART TIME EMPLOYEES	31,498.00	31,498.00	19,003.47	12,494.53	60.33
248-537-708.000	UNEMPLOYMENT	125.00	125.00	5.60	119.40	4.48
248-537-709.000	FICA 6.2%	1,953.00	1,953.00	3,086.81	(1,133.81)	158.05
248-537-711.000	MEDICARE 1.45%	457.00	457.00	721.88	(264.88)	157.96
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	433.00	433.00	3,484.33	(3,051.33)	804.70
248-537-724.000	SICK PAY	0.00	0.00	80.00	(80.00)	100.00
248-537-728.000	MSA EMPLOYER EXPENSE	176.00	176.00	1,358.69	(1,182.69)	771.98
248-537-734.000	MEMBERSHIP & DUES	250.00	250.00	350.00	(100.00)	140.00
248-537-735.000	EDUCATION & TRAINING	700.00	700.00	150.00	550.00	21.43
248-537-736.000	TRANSPORTATION & LODGING	500.00	500.00	918.46	(418.46)	183.69
248-537-751.000	MATERIALS & SUPPLIES	750.00	750.00	327.01	422.99	43.60
248-537-751.011	BEAUTIFICATION PURCHASES	14,521.00	14,521.00	22,216.40	(7,695.40)	152.99
248-537-751.012	SOCIAL DISTRICT PURCHASES	8,100.00	8,100.00	1,700.68	6,399.32	21.00
248-537-754.000	POSTAGE	50.00	50.00	40.84	9.16	81.68
248-537-756.000	COMPUTER	4,270.00	4,270.00	619.00	3,651.00	14.50
248-537-757.000	COPIES	700.00	700.00	1,571.92	(871.92)	224.56
248-537-760.000	EQUIPMENT RENTALS	0.00	0.00	4,697.25	(4,697.25)	100.00
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	20,000.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	10,000.00	10,000.00	10,000.00	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 12/31/2025
 % Fiscal Year Completed: 75.34

Item 3.

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Available 12/31/2025 Normal (Abnormal)	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-762.000	INTEREST EXPENSE	16,500.00	16,500.00	16,498.14	1.86	99.99
248-537-802.000	LEGAL FEES	500.00	500.00	750.00	(250.00)	150.00
248-537-803.000	AUDIT FEES	1,000.00	1,000.00	1,065.56	(65.56)	106.56
248-537-808.000	TELEPHONE	540.00	540.00	590.11	(50.11)	109.28
248-537-819.000	FACADE GRANT PROGRAM	62,500.00	62,500.00	0.00	62,500.00	0.00
248-537-880.000	SPONSORSHIPS	2,000.00	2,000.00	2,059.00	(59.00)	102.95
248-537-880.001	CHRISTMAS CELEBRATION	3,000.00	3,000.00	2,891.52	108.48	96.38
248-537-880.003	FARMERS MARKET	4,500.00	4,500.00	15,030.21	(10,530.21)	334.00
248-537-880.004	FARMERS MARKET--FOOD ASSISTANCE PROG	1,800.00	1,800.00	2,780.00	(980.00)	154.44
248-537-880.005	FARMERS MARKET--SQUARE	0.00	0.00	50.00	(50.00)	100.00
248-537-880.009	DOWNTOWN DAY	1,000.00	1,000.00	1,111.00	(111.00)	111.10
248-537-900.000	PRINTING & PUBLISHING	5,000.00	5,000.00	490.00	4,510.00	9.80
248-537-910.000	INSURANCE LIABILITY	150.00	150.00	100.00	50.00	66.67
248-537-970.000	CAPITAL OUTLAY	22,500.00	22,500.00	26,732.58	(4,232.58)	118.81
248-537-970.051	NORTH SHORE	0.00	0.00	44,747.10	(44,747.10)	100.00
248-537-991.010	9TH STREET BOND PAYMENT	227,000.00	227,000.00	227,000.00	0.00	100.00
248-537-991.011	NORTHSHORE LOAN PAYMENT	44,748.00	44,748.00	0.00	44,748.00	0.00
248-537-995.390	TRANSFER TO FUND BALANCE	32,672.00	32,672.00	0.00	32,672.00	0.00
Total Dept 537 - ADMINISTRATIVE		527,393.00	527,393.00	452,205.02	75,187.98	85.74
Expenditures		527,393.00	527,393.00	452,205.02	75,187.98	85.74
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		527,393.00	527,393.00	416,391.09	111,001.91	78.95
TOTAL EXPENDITURES		527,393.00	527,393.00	452,205.02	75,187.98	85.74
NET OF REVENUES & EXPENDITURES:		0.00	0.00	(35,813.93)	35,813.93	



Board: Downtown Development Authority
Agenda January 20, 2026
Date: _____
Presenter: Patricia West

Staff Report

Agenda Item Title:

Amendment to Façade Grant | 20 S 10th St

Background:

Gladstone Eye Care has updated Patricia West that their contractor has informed them that they will not be able to complete the previously approved façade work prior to their grant deadline of January 27, 2026. They still intend to complete the project.

Fiscal Effect:

None.

Supporting Documentation:

None.

Recommendation:

Motion to recommend to the City Commission amend the façade grant contract to accommodate a new project completion deadline March 31, 2026.

Joe Darmogray Construction
 9242 Bayshore Dr.
 Gladstone, MI. 49837
 906-241-9303

Invoice

Date	Name
12/16/2025	Cameron

Signed : _____

Description	Amount
Gladstone Eye Care	
Remove and replace existing siding on front , south side and back of existing building	\$25,825
Includes:	
Remove and dispose of existing vinyl siding throughout	
Supply and install new Diamond Kote lap siding and shake on gables only siding	
Siding color (Glacier Fog) Shake Siding (Bedrock 9" shake) materials	
labor	
Supply and install 3 new JulietStyle Awnings over front 3 windows of office building	\$11,808
Includes:	
Black in color	
Lazy Scrolls materials	
labor	
scheduled to be shipped in the next week, holidays may play factor in day	
Draw #1 on awning order	\$5,904
Balance	\$31,729
Thankyou for your business!	
Total	\$31,729



Fwd: Invoice for Siding and Awning replacement

From Jessica Cameron <cameroneyes@gmail.com>

Date Wed 12/17/2025 11:22 AM

To Patricia West <pwest@gladstonemi.gov>

 1 attachment (120 KB)

Gladstone eye care center awning^J siding replacement.pdf;

Hi Patricia.

Here is my latest update from Joe. Hopefully things will go as planned.

Sincerely,

Jessica Cameron

----- Forwarded message -----

From: **joe gray** <jdarmogray1@yahoo.com>

Date: Tue, Dec 16, 2025 at 10:42 PM

Subject: Invoice for Siding and Awning replacement

To: Jessica Cameron <cameroneyes@gmail.com>

Hello Jess,

Attached please find the invoice for the siding and awning project at your office. I spoke with the awning company, they are hoping to ship out this week, holidays may screw that up, but they are going to let me know. Regardless I should have them real soon. I did pay for the remainder of the balance on them. Weather permitting, we should be able to begin work in February with completion in March, if weather allows, I would definitely like to get to it beforehand. I will drop a signed copy of this off at the office.

Thank you,
Joe



Gladstone Eyecare project

From joe gray <jdarmogray1@yahoo.com>
Date Wed 12/17/2025 10:16 PM
To Patricia West <pwest@gladstonemi.gov>

 1 attachment (175 KB)
Darmogray_MI 92 inches.jpeg;

Hello Patricia,

Jessica Cameron asked me to reach out to you in regards to the project at the eye care center. For the project, we are removing all the vinyl siding from the front, south side and back of the building and installing Diamond Kote smartside, color Glacier Fog. It is a baked on paint finish with a 30 year warranty. This will include all the necessary window and door trims along with corners to match. The gable ends on the front of the building will also be the Diamond Kote smartside product, in a 9" shake,.color Bedrock. This will also include all the necessary trims as needed.

We also have ordered and expect delivery after the first of the year, 3 new aluminum awnings that I will attach a picture of.

Job start time is expected the middle of February and completion the first part of March. This of course is all weather dependent. If I see a break in the weather prior, I will everything I can to begin. If you have any questions, please feel free to contact me!

906-241-9303
Joe Darmogray



2026 Regular Meeting Schedule

The regular meeting schedule for the Gladstone Downtown Development Authority (DDA) Board will occur on the **third Tuesday of each month at 8:15 AM Eastern Time** unless otherwise noted by an asterisk in the **City Hall Chambers, 1100 Delta Ave, Gladstone, MI**.

In adherence to the DDA By-Laws & Rules of Procedure, a schedule of the meeting dates, times, and places is set at the first meeting of the DDA in each calendar year.

Date	Time
January 20, 2026	8:15 AM ET
February 17, 2026	8:15 AM ET
March 17, 2026	8:15 AM ET
April 21, 2026	8:15 AM ET
May 19, 2026	8:15 AM ET
June 16, 2026	8:15 AM ET
July 21, 2026	8:15 AM ET
August 18, 2026	8:15 AM ET
September 15, 2026	8:15 AM ET
October 20, 2026	8:15 AM ET
November 17, 2026	8:15 AM ET
December 15, 2026	8:15 AM ET
January 19, 2027	8:15 AM ET

**Meeting deviates from the regular schedule.*



Board:	<u>Downtown Development Authority</u>
Agenda	<u>January 20, 2026</u>
Date:	
Presenter:	<u>Patricia West</u>

Staff Report

Agenda Item Title:

Grant Application Request | MACC – Facility Improvement & Equipment

Background:

MACC's Experience Support grant program provides arts and culture-related project funding to Michigan organizations for which arts and culture is not the primary focus of the organization's mission. MACC funding may only be allocated towards arts and culture programs/projects/services that are open to the public.

Staff would like to recommend the support of applying for the MACC Facility Improvement & Equipment grant to be applied to "The Depot".

All applicants are required to make a minimum 25% cash match (no in-kind expenses allowed) to the total amount awarded.

Fiscal Effect:

Maximum request amount is \$30,000, requiring a minimum 25% (\$7500) match from the DDA.

Supporting Documentation:

Michigan Arts & Culture Council | FY26 Experience Support Guidelines (Pages 1-6,8)

Recommendation:

Motion to approve the DDA's grant application for the MACC grant for placemaking efforts at 701 Delta Ave for up to \$30,000.



FY26 Experience Support Guidelines

*For Municipalities, Tribal Entities, PreK-12 Schools,
Colleges/Universities, and Non-Arts and Culture Nonprofit Organizations*

Application Deadline: Thursday January 22, 2026, 5:00PM EST

(Grant Period: Projects occurring March 1, 2026 through December 31, 2026.)

Available FY26 Experience Support Funding Opportunities

- Project Support (up to \$20,000)
- Facility Improvement & Equipment (up to \$30,000)
- Professional/Organizational Development (up to \$1,500)
- Field Trips (up to \$1,500)

MACC Mission Statement

The Council guides the distribution of resources to ensure that Michigan communities thrive from the civic, economic, and educational benefits of arts and culture.

MACC Vision Statement

The Council envisions a Michigan where communities celebrate creative expression and every person has access to, or participates in, arts and cultural experiences.

[Michigan Arts and Culture Council](https://michigan.gov/arts) (<https://michigan.gov/arts>)

Table of Contents

❑ Step 1: Confirm Applicant Eligibility & Collect Documentation	3
❑ Step 2: Available Grant Funding Opportunities & Allowable Expenses	6
❑ Step 3: Register Organization in SmartSimple	12
❑ Step 4: Update and Complete the User Profile	13
❑ Step 5: Update and Complete the Organization Profile	14
❑ Step 6: Access and Complete the Grant Application	17
❑ Appendix	23
○ Accessibility	
○ The Fine Print	
○ (For Nonprofit Applicants) Example of Charitable Solicitation Trust Upload	
○ (For Nonprofit Applicants) Example of 2023 Annual Report LARA Upload	
○ Tips for Completing Section 504 Self-Evaluation Workbook	
○ SmartSimple Instructions: Adding Contacts to Organization/Application	
○ SmartSimple Instructions: Instructions for Toggling Between Organizations (for those writing applications on behalf of multiple organizations)	

Application Assistance:

For questions during the application process, please contact any of MACC's Program Managers:

• Alex Flannery	517.331.5925	flannerya1@michigan.org
• Jackie Lillis-Warwick	517.881.4114	lillis-warwickj@michigan.org
• Chad Swan-Badgero	517.881.9472	badgeroc@michigan.org

Application Deadline:

The deadline to apply to the Experience Support grant program is **Thursday January 22, 2026, 5:00PM EST**. Following completion of the application, the organization's Authorizing Official must sign off on the application in the Assurances section. This signature must be obtained prior to the deadline, or the application will be considered incomplete and will not be considered for funding.

Confirm Applicant Eligibility & Collect Documentation

Grant Overview

MACC's Experience Support grant program provides arts and culture-related project funding to Michigan organizations for which arts and culture is not the primary focus of the organization's mission. MACC funding may only be allocated towards arts and culture programs/projects/services that are open to the public.

Eligible Michigan applicants for Experience Support:

- PreK-12 Schools (public or private schools, home schools, school districts, young adult special education, regional educational service agencies, and/or accredited Head Start programs)
- Colleges and Universities
- Municipalities and Tribal Entities
- Nonprofit organizations (with non-arts and culture-related missions)

Organizations that exist solely to raise funds on behalf of another organization, such auxiliary groups or "Friends of" groups, are not eligible.

MACC grant applications are adjudicated on a compliance and eligibility basis. If an applicant does not meet any (one or more) areas of compliance and eligibility listed below, the application is not recommended for funding.

Limit of One Grant Application Per Organization

According to State of Michigan's budget appropriation, MACC "shall administer an arts and cultural grant program that maintains an equitable geographic distribution of funding and utilizes past arts and cultural grant programs as a guideline for administering this program." To achieve this, each applicant organization is permitted to submit only one grant application in the FY26 grant cycle. Organizations with multiple branches, departments, or subunits must collaborate internally to submit a single MACC application. The single application can request funding that benefits multiple branches, departments, or subunits within the organization. Each program/ must be arts and culture related.

Applicants who have historically applied from multiple units are encouraged to seek an outside eligible organization to partner with on joint programming.

Cash Match Requirement

All applicants are required to make a minimum 25% cash match (no in-kind expenses allowed) to the total amount awarded. State funds may not be used as matching funds. For example, if an applicant is awarded a total of \$20,000 from MACC (through any combination of grant programs), it would be required to match the overall grant award with \$5,000 in cash ($\$20,000 \times 0.25 = \$5,000$). This means the total project cost should meet or exceed \$25,000 in this example (\$20,000 MACC funds and \$5,000 organization match). The SmartSimple portal will calculate the required cash match for applicants based on their grant request amount.

Eligibility Requirements

All Experience Support applicants must meet each of the following five requirements below. Additionally, nonprofit applicants specifically have two additional requirements (checkboxes 6, and 7).

Examples of correct information/documentation are referenced throughout this section and will appear in the Appendix. Incorrect documentation will result in the disqualification of the application.

1. The applicant possesses a valid Employer Identification Number (EIN) and is in good standing with the federal government, including being current on all required federal filings. MACC will use an IRS validation tool to verify the applicant's standing with the IRS. Applicants are not required to upload their 990 documents.

- Information about the EIN, including what it is and how to obtain it, can be found on the [IRS EIN](https://www.irs.gov/businesses/employer-identification-number) webpage (<https://www.irs.gov/businesses/employer-identification-number>).

2. The applicant possesses a valid Unique Entity ID (UEI) from the federal government, and the UEI is set to “public viewing” on SAM.gov. It is 100% free to obtain and maintain a UEI; organizations do not need to pay any outside party to manage the UEI process.

- UEIs can only be obtained from [SAM.gov](https://sam.gov/) website (<https://sam.gov/>). More information can be found on the [UEI Entity Registration](https://sam.gov/entity-registration) webpage (<https://sam.gov/entity-registration>).

3. The applicant is physically located (headquartered) and provides (or will provide) arts and culture programs/projects/services in the state of Michigan that are open to the public.

4. The applicant’s main mission is NOT arts and culture-related, as recognized by the Internal Revenue Service (IRS), but the organization has eligible proposed arts and culture-related programs/projects/services that are open to the public.

5. The applicant has completed a MACC Accessibility Self-Evaluation for Experience Support Applicants document. The self-evaluative document provides an overview of the organization’s staff, programming, and facilities in order to assist an organization’s compliance with the Americans with Disability Act.

- [MACC Accessibility Self-Evaluation for Experience Support Applicants](https://www.michiganbusiness.org/globalassets/documents/macc/macc-accessibility-self-evaluation-for-exp-support-fy26.pdf) (<https://www.michiganbusiness.org/globalassets/documents/macc/macc-accessibility-self-evaluation-for-exp-support-fy26.pdf>) is available as a pdf to download.
- Additional information about MACC and the ADA is available on the [MACC Accessibility](https://www.michiganbusiness.org/industries/macc/accessibility/) webpage (<https://www.michiganbusiness.org/industries/macc/accessibility/>).

Additionally, nonprofit applicants specifically have two additional requirements below. (Other Experience Support applicant types (i.e. schools, colleges/universities/municipalities/tribal entities) will not complete and can move on to the next section.

6. The applicant is properly registered as an active nonprofit organization with the Michigan Department of Licensing and Regulatory Affairs (LARA) and has completed its required 2025 LARA Annual Report filing. An example of the required 2025 LARA Annual Report is included in the Appendix.

- As of June 2025, all organizations must now file LARA Annual Reports online at the [MiBusiness Registry Portal](https://mibusinessregistry.lara.state.mi.us) (mibusinessregistry.lara.state.mi.us).
- To obtain a free PDF copy of an applicant's 2025 LARA Annual Report, either log in to the organization's MiBusiness Registry Portal account or perform a search at the link [MiBusiness Search](https://mibusinessregistry.lara.state.mi.us/search/business) (https://mibusinessregistry.lara.state.mi.us/search/business).

7. The applicant is properly registered as an active nonprofit organization with the Michigan Department of the Attorney General (AG) Charitable Trust Division and possesses a current Charitable Solicitation Registration to solicit donations in the State of Michigan (or has been exempted from that requirement). An example of the required document is included in the Appendix.

- More information on the AG's Charitable Solicitation Registration requirement is available on the AG's Charitable Trust homepage [Consumer Protection Charitable Organizations](https://www.michigan.gov/consumerprotection/charities/charitable-organizations) (https://www.michigan.gov/consumerprotection/charities/charitable-organizations).
- Organizations must download the organization's public-facing Charitable Trust PDF from the AG's website by conducting a search by visiting [Charitable Entity Search](https://www.ag.state.mi.us/CharitableTrust/frmDisclaimer.aspx) homepage (https://www.ag.state.mi.us/CharitableTrust/frmDisclaimer.aspx)

Available Grant Programs & Allowable Expenses

Available FY25 Experience Support Funding Opportunities

- Project Support (up to \$20,000)
- Facility Improvement & Equipment (up to \$30,000)
- Professional/Organizational Development (up to \$1,500)
- Field Trips (up to \$1,500)

Total potential Maximum Request Amount per organization = \$53,000

- Applicants to the MACC Experience Support program may not also apply in the MACC Mission Support or Partnership grant program.
- Applicants may request and receive funding in any number of the four available funding categories.
- Applicants of any budget size are eligible to request up to the maximum request amount per category.
- All applicants must submit a non-refundable application fee of \$10 to MACC when applying. If the application fee is not submitted, the applicant's application will be considered ineligible for FY26 funding.
- All funding must be spent within the grant period: March 1, 2026, to December 31, 2026.

Facility Improvement & Equipment

Maximum Request Amount: up to \$30,000

Facility Improvement & Equipment funding is designed to assist organizations with both facility improvements and/or the purchase of equipment related to the arts and culture programming, services, and/or activities the organization provides to its audiences and communities. Organizations may request any combination of facility improvement and/or equipment needs up to the maximum request amount. Organizations applying for Facility Improvement & Equipment must have proof of ownership of the building or evidence of a long-term lease.

Facility Improvement & Equipment - Allowable Expenses

- ✓ Expansion, renovation, or construction of applicant-owned cultural facilities
- ✓ Facility structure or system maintenance of applicant-owned cultural facilities
- ✓ Feasibility studies, architectural drawings/fees, and design fees
- ✓ Construction and project management costs
- ✓ Purchase of equipment directly related to the organization's arts/cultural production

Unallowable Facility Improvement & Equipment expenses include but are not limited to:

- ✗ Costs not directly related to the project/equipment request
- ✗ General operating costs, fundraising including cost of handling grant funds
- ✗ Travel
- ✗ Costs occurring before/after the grant period
- ✗ Purchase of land
- ✗ Purchase of a building
- ✗ Purchase of a vehicle
- ✗ Capital improvements to home offices
- ✗ Projects that take place outside of Michigan
- ✗ Paying consultants of the project that are members of the applicant's board or staff
- ✗ Debt retirement
- ✗ Mortgage payments
- ✗ Preservation or restoration of non-arts and cultural related collections
- ✗ Projects that utilize funding from other state programs as matching funds
- ✗ Projects that already received funding from a previous MACC award
- ✗ Any other expenses determined not eligible by MACC

Please contact MACC staff for questions regarding allowable/unallowable expenses.

Gladstone
DOWNTOWN DEVELOPMENT AUTHORITY

DOWNTOWN ACTION PLAN

January 2026





DOWNTOWN ACTION PLAN

The Gladstone Downtown Development Authority (DDA) has developed this Downtown Action Plan to guide investments, programs, and infrastructure improvements that enhance the vibrancy, economic vitality, and overall experience of Downtown Gladstone.

This plan integrates the objectives outlined in the Gladstone Master Plan (2025) and TIF Plan (2024) to create a cohesive citywide vision. It ensures DDA initiatives advance broader goals such as community engagement, historic preservation, walkable streets, and economic development.

GUIDING PRINCIPLES

- **Vibrancy & Engagement:**
Encourage a lively downtown that attracts residents and visitors, enhancing social and economic activity.
- **Partnership & Collaboration:**
Coordinate projects with city departments, local businesses, and community organizations.
- **Preservation & Identity:**
Celebrate Gladstone's history and waterfront character while integrating modern amenities.
- **Sustainability & Measurable Impact:** Prioritize projects that yield long-term benefits and trackable outcomes.



NEAR-TERM PRIORITIES (0 - 24 Months)

BUSINESS ASSOCIATION FACILITATION

Objective:

Assist in forming a Downtown Business Association to encourage collaboration, joint promotions, and information sharing among business owners.

Why It's Important:

A strong business community is the foundation of a thriving downtown. While the DDA focuses on infrastructure, investment, and public space improvements, a business association provides the social and economic connectivity that brings those spaces to life. It gives local merchants and service providers a unified voice and a direct role in shaping the downtown experience.



Establishing a Business Association Would:

- **Encourage Collaboration:** Business owners can share ideas, pool resources, and coordinate efforts on issues like events, marketing, and customer engagement.
- **Enhance Communication:** Creates a consistent channel between business owners, the DDA, and City Hall, which ensures downtown decisions reflect on-the-ground perspectives.
- **Foster a Sense of Community:** Builds camaraderie among business owners who often face similar challenges, transforming competitors into collaborators.
- **Strengthen Promotion and Branding:** Collective marketing campaigns, such as “Shop Local” weekends, scavenger hunts, or themed events, are far more effective when coordinated as a group.
- **Support Economic Resilience:** A connected network of business owners can respond faster to change, share resources, and help new entrepreneurs integrate into the district.

City Partners:

Economic Development Corporation

"THE DEPOT" FOOD TRUCK LOT



Objective: Partner with local community members, the Historic Committee, and the railroad to create a permanent food truck lot featuring utility hook-ups, fencing, and a pavilion inspired by the historic Gladstone Railroad Depot.

Why It's Important: Downtown spaces thrive when they offer destinations that draw people together. A food truck lot provides a flexible, low-barrier way to activate underused property while enhancing the vibrancy of downtown. It offers not just dining options, but also a community gathering space that encourages social interaction, pedestrian traffic, and economic activity for surrounding businesses.

By incorporating design elements inspired by the historic railroad depot, the project:

- **Celebrates Gladstone's History:** Preserves and showcases local heritage, connecting residents and visitors to the city's identity.
- **Supports Local Entrepreneurs:** Food trucks offer small-business opportunities, allowing local chefs and vendors to test ideas and reach a wider audience.

City Partners: Parks & Recreation Department

DOWNTOWN STREETScape ENHANCEMENTS



Objective: Conduct a downtown inventory and replace or install benches, bike racks, and trash receptacles to create a cohesive streetscape with long-lasting, durable infrastructure.

Why It's Important: Downtown public amenities are a critical part of creating an attractive, welcoming environment that encourages residents and visitors to linger, explore, and engage with local businesses. Coordinating benches, bike racks, and trash receptacles ensures a consistent visual identity and improves the overall aesthetic of the district.

Design & Operational Benefits:

- **Cohesive Look:** Selecting products that complement each other creates a visually unified streetscape and reinforces downtown branding.
- **Durability & Longevity:** Choosing long-lasting, high-quality materials reduces replacement costs and ensures amenities maintain their appeal over time.
- **Operational Efficiency:** New trash receptacles can be emptied mechanically by the garbage truck, eliminating the need for staff to handle trash directly. This reduces labor requirements, lowers liability, and enhances safety.

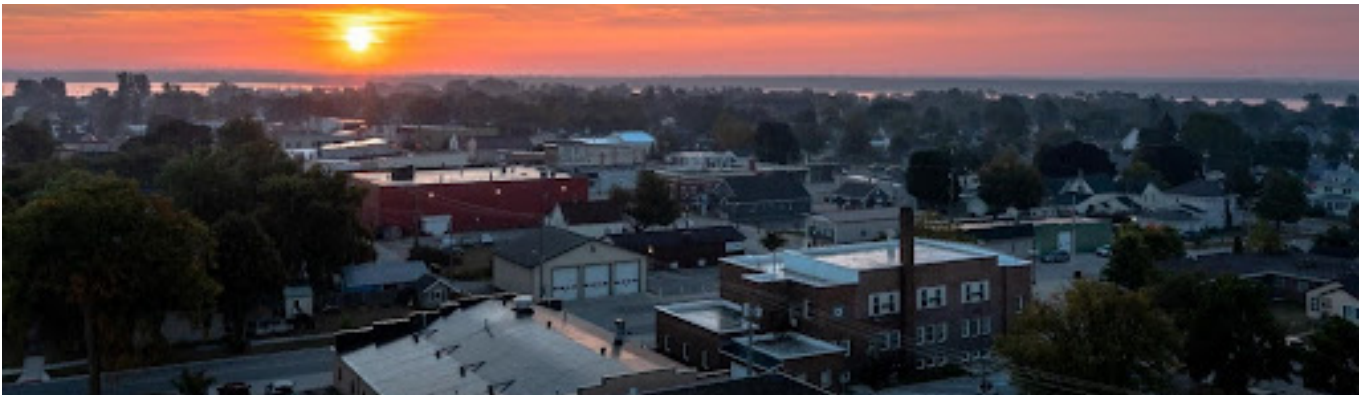
City Partners: Parks & Recreation Department

DOWNTOWN PARKING LOT ENHANCEMENTS

Objective: Improve accessibility and aesthetics in downtown parking lots with better signage and a curb cut at the Laundromat lot.

Why It's Important: Clear, safe, and convenient parking is critical to encourage visits to downtown businesses. Upgrades make parking more intuitive and safer for pedestrians, reducing barriers to commerce.

City Partners: Public Works Department



PERMANENT CHRISTMAS TREE

Objective: Install a permanent downtown Christmas tree with power access for lighting and events.

Why It's Important: A permanent Christmas tree provides a visual anchor for the downtown district, enhancing the sense of place and fostering annual traditions. It creates a central location for holiday events, performances, and family gatherings, increasing downtown foot traffic during the winter season.



Staff & Sustainability Benefits:

Reduced Staff Burden: A permanent tree eliminates the yearly process of sourcing, cutting down, transporting, and installing a live tree, saving staff significant time and labor.

Long-Term Sustainability: Avoiding the annual removal of a living tree reduces environmental impact and aligns with sustainable practices by preventing the waste of natural resources.

City Partners: Gladstone Electric Department & Public Works Department

MID-TERM PRIORITIES (24 - 48 Months)

DOWNTOWN MARKETING & BRANDING INITIATIVE

Objective: Develop promotional materials and a unified slogan (e.g., “Meet Me Downtown Gladstone”) that tie into the social district, Farmers Market, and events.

Why It’s Important: A cohesive brand strengthens downtown identity, encourages visitation, and increases awareness of local businesses and events. Marketing materials can unify messaging across social media, signage, and physical promotional items.

Community Connection: Provides a shared identity for residents and businesses, fostering pride and encouraging engagement in downtown experiences and events.



DOWNTOWN PHOTO OPPORTUNITIES

Objective: Install interactive art, murals, or signage that create “photo spots” and encourage social media engagement.

Why It’s Important: Photo-worthy attractions generate excitement and free publicity through social media, increasing tourism and local engagement. They highlight downtown identity while giving residents and visitors reasons to explore multiple streets and businesses.

Community Connection: Promotes local creativity, allows residents to take pride in unique downtown landmarks, and encourages family-friendly exploration of the area.



DOWNTOWN SCAVENGER HUNT PROGRAM

Objective: Create an ongoing scavenger hunt connecting businesses, with rewards redeemable at City Hall or participating merchants.

Why It's Important: Gamifying the downtown experience increases customer circulation, supports small businesses, and encourages repeat visits. It creates opportunities for creative promotions and collaboration among merchants.

Community Connection: Engages families, residents, and visitors in interactive downtown experiences that highlight local businesses, landmarks, and community culture.



SMALL-SCALE FAÇADE GRANT FOR ARTWORK, MURALS, AND SIGNS

Objective: Separate from our large façade grant program, implement a smaller grant program supporting small aesthetic improvements like murals, signage, and artwork.

Why It's Important: Visual improvements elevate downtown's appearance, reinforce a sense of identity, and attract visitors. Murals and signage can also celebrate local history, culture, or storytelling, strengthening Gladstone's unique character.

Community Connection: Empowers business owners and artists to contribute to downtown's vibrancy, fostering pride and community ownership of public spaces.



CONTINUING COMMITMENTS & CORE OPERATIONS

The Gladstone Downtown Development Authority (DDA) maintains several cornerstone programs and partnerships that directly contribute to the long-term vitality, appearance, and success of the downtown district. These efforts reflect the DDA's ongoing investment in creating a vibrant, inclusive, and economically resilient downtown, one that remains true to Gladstone's character while evolving to meet modern needs.

FAÇADE GRANT PROGRAM MANAGEMENT



The DDA's façade program continues to be one of its most impactful initiatives, directly supporting property owners in revitalizing their buildings and restoring architectural integrity. Beyond aesthetics, these improvements strengthen property values, reinforce historic character, and cultivate a cohesive downtown image that reflects Gladstone's sense of place. The program's success also demonstrates how public investment can leverage private dollars and stimulate broader redevelopment activity.

FARMERS MARKET OPERATIONS

The Gladstone Farmers Market serves as a cornerstone of community engagement and local entrepreneurship. Operated under the DDA, the market creates economic opportunity for growers and artisans, promotes healthy living, and activates the downtown square as a gathering space. By supporting live music and local food access programs, the market reflects the DDA's commitment to both economic inclusion and social vibrancy.



INFRASTRUCTURE & INTERDEPARTMENTAL SUPPORT

Strong coordination with city departments, including Public Works, Parks & Recreation, and Planning & Zoning, allows the DDA to support the upkeep, safety, and functionality of core downtown infrastructure. From lighting and sidewalks to parking and public spaces, these partnerships ensure that the City of Gladstone and DDA priorities are aligned for maximum impact. Together, these efforts uphold downtown's physical integrity and contribute to an accessible, pedestrian-friendly environment.

NORTH SHORE DEVELOPMENT COLLABORATION

As the North Shore redevelopment project advances, the DDA plays a crucial advisory and facilitative role in ensuring that this emerging area complements and enhances the downtown core. By aligning investment, design, and infrastructure priorities, the DDA helps guide growth in a way that strengthens Gladstone's overall economic ecosystem, connecting the waterfront, residential, and commercial components into one cohesive community vision.



PROPERTY MAINTENANCE IMPROVEMENTS

The DDA remains committed to visible and ongoing improvements throughout the district. Routine maintenance, seasonal landscaping, and targeted clean-up of blighted areas help preserve public assets, enhance curb appeal, and ensure downtown remains an inviting destination for residents and visitors alike. A clean, well-maintained environment signals investment and pride, which are key ingredients for attracting both new businesses and private reinvestment.

Together, these ongoing commitments reflect the DDA's role as both a facilitator and a steward of downtown vitality. The plan also maintains flexibility to embrace new opportunities as they arise, whether through grants, partnerships, or community-driven projects, all while remaining grounded in the guiding documents that shape Gladstone's future: the City Master Plan, Downtown Development and Tax Increment Financing (TIF) Plan, and Public Act 57 of 2018.



Creating Projections to Apply for a Bank Loan

Presenter: Daniel Yoder, Small Business Development Center

Join Navigator Ilana Minor for a hands-on session, Creating Projections to Apply for a Bank Loan, featuring Daniel Yoder from the Michigan Small Business Development Center (SBDC).

This session will cover:



Build confident financial projections to strengthen your loan application



Learn directly from SBDC expert Daniel Yoder on what lenders look for



Gain practical tools and insights to plan, expand, or stabilize your business

Dinner will be provided.

Join us!

Scan or visit
marquette.org/thehub
to register



Tuesday, February 10th
4-5:30 p.m. EST

***Presentation to begin at 4:30**



Saunders Point Brewery
1000 Delta Ave
Gladstone, MI 49837