



GLADSTONE DDA REGULAR MEETING

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

A Regular Meeting of the Downtown Development Authority will be held on Tuesday, April 18, 2023 at 8:00 AM hosted at City Hall Chambers – 1100 Delta Avenue.

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

2. Regular Meeting Minutes - March 21, 2023

FINANCIALS

3. March Revenue & Expenditure Report (Unreconciled)

CONFLICT OF INTEREST

AMENDMENTS TO THE AGENDA

UNFINISHED BUSINESS

4. DDA Board Vacancy: Representative from Gladstone Area Schools
5. 2023/2024 DDA Budget Request
6. **North Shore Development*

NEW BUSINESS

7. Farmers Market SNAP Program
8. Farmers Market Vendor Fee Schedule
9. Farmers Market Vendor Policies
10. Letter of Support for MML Foundation's Bridge Builders Microgrants
11. Rescheduling DDA's May Meeting

COMMENTS

12. City Manager
13. Community Development
14. DDA Coordinator
 - a. Upcoming Items
 - i. DDA By-Law Updates (May)
 - ii. DDA Board Member Term Expirations - Kyle Closs (May)
 - iii. DDA Officer Elections (June)
 - iv. Information Meeting #1 (June)
15. DDA Members

PUBLIC COMMENT

ADJOURNMENT

**Italicized: Ongoing; no update prepared.*

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: 04-13-2023

Kimberly Berry, MiPMC

906-428-2311

kberry@gladstonemi.org



GLADSTONE DDA REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
 March 21, 2023
 8:00 AM

MINUTES

A regular scheduled meeting of the Downtown Development Authority will be held on **Tuesday, March 21st at 8:00 AM ET** in the City Hall Chambers.

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:03 AM ET.

1. Roll Call

PRESENT	ABSENT
Joe Thompson	Kyle Closs
Jay Bostwick	Robert LeDuc
Daniel Becker	Taylor Miller
Jason Lippens	
Marcey Skwor	

Staff Present: Eric Buckman, Patricia West, Renee Barron and Vicki Schroeder

PUBLIC COMMENT: *None*

APPROVAL OF MINUTES

2. Regular Meeting Minutes - February 28th, 2023

Motion made by Bostwick, Seconded by Skwor to approve the minutes.

*Voting Yea: Thompson, Bostwick, Becker, Lippens, Skwor - **Motion Carried.***

FINANCIALS

3. February Revenue & Expenditure Report

The February budget was provided to the DDA Board for review. Vicki Schroeder is working with the county on the settlement process to make the city whole on unpaid taxes as the city approaches the end of their fiscal year.

CONFLICTS OF INTEREST: *None*

AMENDMENTS TO THE AGENDA: *None*

UNFINISHED BUSINESS

4. DDA Board Vacancy: General Board Application

The City Commission approved the appointment of Daniel Becker to the DDA Board on March 13, 2023. The DDA welcomed Daniel to his first meeting.

5. DDA Board Vacancy: Representative from Gladstone Area Schools

Motion made by Bostwick, Seconded by Lippens to post the Gladstone Area Schools DDA opening internally within the school system with an application deadline of April 14, 2023, while waiting to review Nathan Neumeier's application until after the posting has

closed.

Voting Yea: Thompson, Bostwick, Becker, Lippens, Skwor - **Motion carried.**

Item 2.

6. 2023/2024 DDA Budget Request

The City Commission has accepted the proposed fiscal year budget for 2023/2024 and set a public hearing for 6:00 PM on Monday, March 27, 2023.

7. *North Shore Development

No update prepared.

NEW BUSINESS

8. Additional \$480 in MACC Grant Funds for the Farmers Market

The DDA received \$2400 in MACC Grant funding in the fall to fund the bands at the farmers market during the 2023 market season. The City of Gladstone received notification that an additional \$480 in MACC Grant funding became available to us through the same grant, bringing the total funding for farmers market bands to \$2880.

9. Letter of Support: DOE GRIP Application for Smart Metering

The DDA was asked to write a letter of support for the Gladstone Electric Department's application in the Michigan Municipal Electric Association (MMEA) Consortium for smart metering. The letter of support had no financial impact to the DDA. The letter was signed by Board Chair, Jay Bostwick, and submitted to the City of Gladstone to be consolidated in the grant application.

10. North Shore: Waterfront Trail

Motion made by Skwor, Seconded by Lippens to allow the DDA Coordinator to assist in writing the Hannahville 2% Grant and the Michigan Spark Grant to apply for funding in pursuit of the North Shore Waterfront Trail, while also approving up to \$4600 in DDA funds for North Shore Contracted Services with Coleman Engineering to complete a Scope of Work to provide as supporting documentation for the Michigan Spark Grant .
Voting Yea: Thompson, Bostwick, Becker, Lippens, Skwor - **Motion carried.**

COMMENTS

a. City Manager

- City Manager, Eric Buckman, has been spending a lot of time on budget discussions and union contract negotiations in recent weeks.
- The tax tribunal on the special assessment from 2022 took place on February 28, 2023. The final decision has not been posted, but city staff were pleased with how the virtual hearing was conducted.
- There is not much to report on the legal issues as it relates to the lease on Irish Oaks. The city hopes this summer can be utilized to restore the property.

b. Community Development

- The Planning Commission is working on an amendment to the Master Plan, which they are hoping to finalize upon receiving the finalized census data this spring.

c. DDA Coordinator

- Farmers Market Coordinator Posting - The job posting closed on March 10th with zero applicants. However, Patricia West met with Kristyn Madalinski, Administrative

Assistant for Parks & Recreation, who was interested in the position and was considering applying.

Item 2.

- City Christmas Tree – The Electric Department confirmed that they have secured a Christmas Tree for the 2023 holiday season.
- Upcoming Items
 - DDA By-Laws Updates
 - DDA Board Member Term Expirations (May)
 - Election of DDA Officers (May)
 - Farmers Market Policy Updates
 - Farmers Market Vendor Applications
 - Information Meeting #1
- Generic Updates
 - Patricia West will be taking vacation from March 27 – 31st.
 - Patricia West is also expecting a baby in September 2023

d. DDA Members

PUBLIC COMMENT: *None*

ADJOURNMENT

Motion made by Skwor, Seconded by Lippens to adjourn at 9:00 AM ET.

Submitted by: Patricia West

Item 3.

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 03/31/2023	AVAILABLE		% BDGT USED
		AMENDED BUDGET	YTD BALANCE 03/31/2023 NORMAL (ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-437.000	IFT CAPTURE	0.00	0.00	0.00	0.00	0.00	0.00
248-000-437.001	CITY CAPTURE	212,514.00	147,487.49	0.00	65,026.51	69.40	
248-000-437.005	BAY COLLEGE CAPTURE	45,416.00	32,410.66	0.00	13,005.34	71.36	
248-000-437.009	DELTA COUNTY CAPTURE	69,089.00	49,303.18	0.00	19,785.82	71.36	
248-000-437.013	DC ROAD PATROL CAPTURE	17,850.00	12,487.14	0.00	5,362.86	69.96	
248-000-437.015	COMM ACTION CAPTURE	10,985.00	7,683.43	0.00	3,301.57	69.94	
248-000-437.019	911 DISPATCH CAPTURE	10,298.00	7,202.56	0.00	3,095.44	69.94	
248-000-437.021	DATA CAPTURE	8,238.00	5,761.99	0.00	2,476.01	69.94	
248-000-437.023	DC RECYCLING CAPTURE	4,119.00	2,877.41	0.00	1,241.59	69.86	
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	11,704.00	8,163.93	0.00	3,540.07	69.75	
248-000-440.000	MISCELLANEOUS INCOME	0.00	303.10	1.80	(303.10)	100.00	
248-000-440.001	MISC REVENUE CONTRIBUTION ACT	0.00	0.00	0.00	0.00	0.00	
248-000-496.005	DDA BUILDING RENTAL REVENUE	0.00	0.00	0.00	0.00	0.00	
248-000-540.000	GRANT REVENUE	0.00	8,040.00	0.00	(8,040.00)	100.00	
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPROPRIA	0.00	0.00	0.00	0.00	0.00	
248-000-642.000	DDA FACADE OWNER'S MATCH	60,000.00	0.00	0.00	60,000.00	0.00	
248-000-665.000	INTEREST REVENUE	3,000.00	(5,987.59)	0.00	8,987.59	(199.59)	
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	
248-000-674.000	DONATIONS	2,500.00	1,000.00	0.00	1,500.00	40.00	
248-000-675.006	FARMERS MARKET	1,480.00	4,760.00	0.00	(3,280.00)	321.62	
248-000-692.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	
248-000-699.390	TRANSFER FROM FUND BALANCE	183,740.00	0.00	0.00	183,740.00	0.00	
248-000-699.401	TRANSFER FROM CAP PROJECTS FUND	0.00	0.00	0.00	0.00	0.00	
248-000-699.582	TRANSFER FROM ELEC FUND	0.00	0.00	0.00	0.00	0.00	
Total Dept 000 - REVENUE		640,933.00	281,493.30	1.80	359,439.70	43.92	
TOTAL REVENUES		640,933.00	281,493.30	1.80	359,439.70	43.92	

Total Dept 000 - REVENUE

TOTAL REVENUES

Expenditures

Dept 537 - ADMINISTRATIVE

248-537-704.000	WAGES-PART TIME EMPLOYEES	0.00	5,456.25	1,312.50	(5,456.25)	100.00	
248-537-707.000	TEMPORARY EMPLOYEES	2,500.00	3,908.25	0.00	(1,408.25)	156.33	
248-537-708.000	UNEMPLOYMENT	2.00	73.10	0.78	(71.10)	3,655.00	
248-537-709.000	FICA 6.2%	185.00	636.63	84.58	(451.63)	344.12	
248-537-711.000	MEDICARE 1.45%	45.00	148.91	19.79	(103.91)	330.91	
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EXP	50.00	81.08	5.93	(31.08)	162.16	
248-537-727.000	WORKERS COMP	3,000.00	0.00	0.00	3,000.00	0.00	
248-537-728.000	MSA EMPLOYER EXPENSE	405.00	32.48	2.50	372.52	8.02	
248-537-734.000	MEMBERSHIP & DUES	0.00	0.00	0.00	0.00	0.00	
248-537-735.000	EDUCATION & TRAINING	1,200.00	74.99	0.00	1,125.01	6.25	
248-537-736.000	TRANSPORTATION & LODGING	800.00	0.00	0.00	800.00	0.00	
248-537-751.000	MATERIALS & SUPPLIES	0.00	1,280.24	0.00	(1,280.24)	100.00	
248-537-753.000	PRINTING & PUBLISHING	1,400.00	1,547.90	0.00	(147.90)	110.56	
248-537-754.000	POSTAGE	0.00	0.00	0.00	0.00	0.00	
248-537-756.000	COMPUTER	1,500.00	3,731.96	64.81	(2,231.96)	248.80	
248-537-757.000	COPIES	1,200.00	309.12	0.00	890.88	25.76	
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	14,100.00	14,100.00	0.00	0.00	100.00	
248-537-762.000	INTEREST EXPENSE	19,875.00	19,875.00	0.00	0.00	100.00	
248-537-800.000	CONTRACTED SERVICES	36,500.00	11,500.00	0.00	25,000.00	3	
248-537-800.006	CONTRACTED SERVICES-NORTHSHORE	5,000.76	0.00	0.00	5,000.76		
248-537-802.000	LEGAL FEES	5,000.00	0.00	0.00	5,000.00		

Item 3.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-537-802.001	LEGAL FEES-NORTHSHORE	20,000.00	0.00	0.00	20,000.00	0.00
248-537-803.000	AUDIT FEES	1,500.00	982.62	0.00	517.38	65.51
248-537-804.000	ENGINEERS & ARCHITECT FEES	500.00	0.00	0.00	500.00	0.00
248-537-808.000	TELEPHONE	600.00	282.12	41.35	317.88	47.02
248-537-819.000	FACADE GRANT PROGRAM	60,000.00	60.00	0.00	59,940.00	0.10
248-537-819.001	FACADE GRANT PROGRAM OWNERS MATCH	60,000.00	0.00	0.00	60,000.00	0.00
248-537-880.001	CHRISTMAS CELEBRATION	7,000.00	5,312.51	0.00	1,687.49	75.89
248-537-880.003	FARMERS MARKET	5,000.00	6,473.24	0.00	(1,473.24)	129.46
248-537-880.006	ADDITIONAL EVENTS	1,000.00	0.00	0.00	1,000.00	0.00
248-537-910.000	INSURANCE LIABILITY	0.00	100.00	0.00	(100.00)	100.00
248-537-960.000	OTHER OPERATING SUPPLIES	200.00	195.57	0.00	4.43	97.79
248-537-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
248-537-970.004	ELECTRIC RECEPTICLE REPLACEMENT	0.00	0.00	0.00	0.00	0.00
248-537-970.006	BOARD WALK PROJECT	30,000.00	880.00	0.00	29,120.00	2.93
248-537-970.007	DELTA AVENUE PARKING PROJECT	10,000.00	2,025.69	0.00	7,974.31	20.26
248-537-970.051	NORTH SHORE	0.00	0.00	0.00	0.00	0.00
248-537-991.002	UPPER PENINSULA STATE BANK PAYMENT	25,000.00	25,000.00	0.00	0.00	100.00
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	41,370.24	41,370.24	0.00	0.00	100.00
248-537-995.202	TRANSFER TO MAJOR STREET FUND	0.00	0.00	0.00	0.00	0.00
248-537-995.203	TRANSFER TO LOCAL STREET	39,000.00	39,000.00	0.00	0.00	100.00
248-537-995.301	TRANSFER TO BOND FUND	0.00	0.00	0.00	0.00	0.00
248-537-995.390	TRANSFER TO FUND BALANCE	0.00	0.00	0.00	0.00	0.00
248-537-995.401	TRANSFER TO CAPITAL PROJECTS FUND	0.00	0.00	0.00	0.00	0.00
248-537-995.590	TRANSFER TO WASTEWATER FUND	0.00	0.00	0.00	0.00	0.00
248-537-995.591	TRANSFER TO WATER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 537 - ADMINISTRATIVE		640,933.00	431,437.90	1,532.24	209,495.10	67.31
TOTAL EXPENDITURES		640,933.00	431,437.90	1,532.24	209,495.10	67.31
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		640,933.00	281,493.30	1.80	359,439.70	43.92
TOTAL EXPENDITURES		640,933.00	431,437.90	1,532.24	209,495.10	67.31
NET OF REVENUES & EXPENDITURES		0.00	(149,944.60)	(1,530.44)	149,944.60	100.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	(17,452.53)
248-000-001.007	FARMERS MKT EBT	762.60
248-000-017.000	INVESTMENT IN FIRST BANK	160,037.41
248-000-040.000	MISCELLANEOUS ACCOUNTS RECEIVABLE	93.60
248-000-055.000	ACCRUED INCOME	1,071.67
Total Assets		144,512.75
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	2,877.66
Total Liabilities		2,877.66
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	291,579.69
Total Fund Balance		291,579.69
Beginning Fund Balance		291,579.69
Net of Revenues VS Expenditures		(149,944.60)
Ending Fund Balance		141,635.09
Total Liabilities And Fund Balance		144,512.75



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: April 18, 2023
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

DDA Board Vacancy: Representative from Gladstone Area Schools

BACKGROUND:

The DDA motioned to open the Gladstone Area Schools DDA Board vacancy internally within the school system during the March meeting. Superintendent, Dr. Jay Kulbertis, did not provide a process to post this position internally as his employees would not be able to meet the established meeting time.

Dr. Kulbertis feels the School Board should be responsible for picking the DDA representative.

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

- DDA By-Laws
- Current School Board Application

RECOMMENDATION:

Determine how to move forward with the DDA board member representative from the Gladstone Area Schools.

**CITY OF GLADSTONE, MICHIGAN
DDA**

BY-LAWS AND RULES OF PROCEDURE

**ADOPTED: 10/8/13
Reviewed: 7/14/15
Amendment:
Amendment:**

Table of Contents

I.	AUTHORITY	3
II.	MEMBERSHIP	3
III.	OFFICERS	3
	A. Selection	3
	B. Resignation of the Officers	4
	C. Duties of the Officers	4
IV.	MEETINGS	5
	A. Meeting Notices	5
	B. Regular Meeting & Special Meetings	6
	C. Quorum	6
	D. Motions	6
	E. Voting	6
	F. Order of Business	8
	G. Public Comment on Items Not Scheduled for Public Hearing	9
	H. Rules of Order	9
	I. Beginning and Ending Time	9
V.	MINUTES	9
VI.	OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS	10
VII.	AMENDMENTS	10

I. AUTHORITY

These By-laws and Rules of Procedure are adopted by the City of Gladstone Downtown Development Authority (hereinafter called DDA) pursuant to Public Act 197 of 1975.

II. MEMBERSHIP

- A. The DDA shall consist of the mayor and ten 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.
- 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:
 1. Travel to and from DDA meetings.
 2. Local travel for the purpose of viewing sites, which will be the subject of DDA action.
 3. Attendance at conferences, workshops, education and training programs and meetings, which are held within a radius of ten (10) miles from Gladstone City Hall.
 4. Travel for which there is no funds available in the DDA budget.
 5. 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

1. The officers of the DDA shall consist of Chairperson and Vice-Chairperson/Secretary selected from the general membership of the DDA.
2. The election of all officers shall occur at the DDA's first regular meeting after May 10th each year.
3. Nominations of members for an office shall be by a current member of the DDA during the meeting when elections are held.
4. All nominations shall be seconded by another member of the DDA to be considered a valid nomination.
5. 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.
6. To be elected to an office, a nominee must receive a majority of the votes of the full DDA.
7. All terms of office shall be for two years with eligibility for reelection.

B. Resignation of the Officers

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

C. Duties of the Officers

1. The Chairperson shall:
 - (a) Preside at all meetings and shall conduct all meetings in accordance with the Open Meetings Act, (Public Act 267 of 1976, as amended), and the rules provided herein.
 - (b) 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.
 - (c) Appoint such committees and subcommittees as the Chairperson deems desirable.
 - (d) In cooperation with the City Manager, prepare the agendas for all meetings.
 - (e) Be responsible for enforcing these Rules of Procedures and for enforcing orderly conduct at meetings.
 - (f) 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.

- (g) 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.
 - (h) Appoint the recording secretary to record the official record of the meeting.
 - (i) The Chairperson shall have the duty to vote in the same manner as members of the DDA.
2. The Vice-Chairperson/Secretary shall:
- (a) Assume the duties of the Chairperson in the absence of the Chairperson, or when specifically authorized to do so.
 - (b) 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.
 - (c) Perform such other duties as the Chairperson may assign.
 - (d) As Secretary of the DDA shall:
 - (1) Execute documents in the name of the DDA.
 - (2) Review and sign the draft of the minutes.
 - (3) Receive all communications addressed to the Secretary.
 - (4) Delegate to the recording secretary the keeping of attendance records, providing of all required notices, and preparation of a meeting agenda.
 - (5) Perform such other duties as may be ordered by the Chairperson or DDA
3. The recording secretary shall take notes for minutes and prepare a first draft of minutes for review and signature by the Secretary, 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

1. All meeting notices shall be posted at the City Hall according to the Open Meetings Act.
2. The notice shall include the date, time and place of the meeting.
3. 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

1. 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.
2. 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.

3. 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.
4. Closed sessions may be scheduled in accordance with the Open Meetings Act.

C. Quorum

1. The presence of a majority of membership of the DDA shall constitute a quorum of the DDA.
2. 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

1. All motions shall be restated or summarized by the Chairperson before a vote is taken.
2. The name of the maker and supporters of the motions shall be recorded.

E. Voting

1. 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.
2. The affirmative vote of six 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.

3. A simple majority of a quorum is required for procedural motions or resolutions, such as:
 - (a) Motion to approve or amend the minutes.
 - (b) Motion to table.
 - (c) Motion to postpone.
 - (d) Motion to recess.
 - (e) Motion to adjourn.
 - (f) Motion to recognize achievement or contribution.
 - (g) Motion to add matters to the agenda.
 - (h) Motion to approve consent agenda.
 - (i) Motion to Set Public Hearings.
4. Voting on procedural motions or resolutions described in 3 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.
5. 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.
 - (a) 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.
 - (4) Concerns the member’s spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parents in-law, or members of the member’s household.

- (5) The member's employee or employer is:
 - An applicant or agent for an applicant, or
 - 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.
- (b) A conflict of interest shall not include an interest the member may have in common with the general public interest.
 - (c) 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.
 - (d) 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.
7. 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

1. A written agenda for all members shall be prepared and followed. The general order of business shall be the following:
 - (a) CALL TO ORDER
 - (b) ROLL CALL
 - (c) PUBLIC PARTICIPATION
 - (d) APPROVAL OF MINUTES
 - (e) FINANCIALS
 - (f) ADDITIONS TO THE AGENDA
 - (g) UNFINISHED BUSINESS
 - (h) NEW BUSINESS
 - (i) PUBLIC COMMENT
 - (j) ADJOURNMENT

2. A written agenda for special meetings shall be prepared and followed, however the form as enumerated above shall not be necessary.

G. Public Comment on Items Not Scheduled for Agenda

1. During this portion of the agenda, a member of the audience may address the DDA on any issue that is 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.
3. 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.

H. Rules of Order

1. 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

1. All DDA meetings shall begin promptly at the time set in the meeting schedule.
2. Every effort should be made to complete the agenda items.
3. 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:
 - (1) A synopsis of the discussion of the DDA and comments by the public.
 - (2) A complete restatement of all motions, and a record of all transactions, finding and determinations.
 - (3) A record of the outcome of DDA voice votes and a recording of roll call votes.
 - (4) A summary of the conditions or recommendations made on any action, and
 - (5) 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. 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 six members during any regular meeting or special meeting, provided that all members have received an advance copy of the proposed amendments prior to the meeting at which such amendments are to be considered.

THESE BY-LAWS AND RULES OF PROCEDURE ARE ADOPTED ON THIS:
10/8/2013

DDA

Chairperson

Vice-Chairperson/Secretary



**APPLICATION FORM
GLADSTONE CITY BOARDS AND COMMITTEES**

Please use this form to express your interest in serving on a particular board/committee or commission. You may attach additional material if you wish. For information on vacancies and board/committee bylaws, please visit www.gladstonemi.org, call 906-428-2311 or e-mail kberry@gladstonemi.org. Please note that applications are kept on file for six months. The Gladstone City Commission makes appointments to City Boards at their regular meetings as vacancies occur. Completed applications are public documents and are subject to the Michigan Freedom of Information Act.

Eligibility Requirements:

Are you a registered voter in the City of Gladstone?*	Yes	No	<input checked="" type="checkbox"/>
Have you been a City resident for at least 12 months?	Yes	No	<input checked="" type="checkbox"/>
Are you currently in default to the City of Gladstone?	Yes	No	<input checked="" type="checkbox"/>
Are you related to any elected City Commissioner (including by marriage)?	Yes	No	<input checked="" type="checkbox"/>

*According to the City Charter, each member appointed by the City Commission shall be a qualified and registered elector of the city on such day and throughout the member's tenure of office.

Name of City Board or Committee: If applying for more than one board/committee, please list order of preference:

- 1) Downtown Development Authority (DDA)
- 2) _____
- 3) _____

Applicant Name as it Appears on License: Nathan Paul Neumeier

Driver's License Number: N 560 622 676 993

Home Address: 7427 County 426 M.5 Road Phone: 906-280-0627

Occupation: Roofer Business: Independent Roofing & Siding Co

Business Address: 700 Stephenson Avenue, Escanaba, MI 49829 Phone: 906-786-5242

E-Mail Address: Nate.IndyRoof@gmail.com

Are you currently serving or have you served on any City board or committee? If so, please list and give approximate dates.

No

(over)

Education/Credentials: Gladstone Schools K-12, Bay 1 year

Professional activities that relate to this board/committee: Treasure Gladstone Area Schools Board, Vice Chair Escanaba Township

Community activities that relate to this board/committee: Gladstone Little league

Why are you interested in serving on this board/committee? Feel I can provide a verity of experience and try to better our community.

What talents or experience would you bring to the board/committee? A vast knowldge of construction and life experiance of working all over the United States.

Any other comments or information you wish to provide to the Mayor and City Commissioners?

Are you involved in any personal, professional or business pursuit that would affect your ability to make fair and impartial recommendations as a member of a City advisory board or committee? Yes No

Appointed members are expected to attend all meetings of the board/committee. A member who misses more than 3 consecutive meetings or 1/3 of all meetings will tender their resignation to the board/committee chair. Are you aware of the meeting schedule and are you available to attend regularly scheduled meetings? Yes No

Patrick J. ...
Signature

2/22/2023
Date

I certify that there are no misrepresentations, omissions or falsifications on this application and by signing this application I give consent to the City to conduct a background check to verify the information I have provided.

Please return this form with any attachments to:
kberry@gladstonemi.org; fax to: 906-428-3122; or mail to: City Clerk's Office, Gladstone City Hall, Gladstone, MI 49837.
Thank you for your interest in serving as a volunteer board or committee member. Your willingness to serve is greatly appreciated.



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: April 18, 2023
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

2023/2024 DDA Budget Request

BACKGROUND:

The DDA recommended the attached 2023/2024 DDA Budget to the City Commission for approval in March, which went into effect April 1, 2023.

Following the City Commission’s review of the budget request on February 28, 2023, the City Commission motioned to set a public hearing for March 27, 2023 to gather public input on the proposed budget.

The budget has since been approved by the City Commission and is now returned to the DDA to be accepted and implemented.

FISCAL EFFECT:

\$382,209

SUPPORTING DOCUMENTATION:

- DDA Budget Review 2023/2024 prepared for the City Commission
- 2023/2024 DDA Budget Request (Detailed)

RECOMMENDATION:

Motion to accept the 2023/2024 DDA Budget Request.

DDA Budget Review 2023/2024

<u>Description</u>	<u>Income</u>
Annual Capture	\$ 274,428
Grants & Donations	\$ 7,400
Interest Income	\$ 1,500
Farmers Market	\$ 4,500
Transfer from Fund Balance	\$ 94,381
Total Income	\$ 382,209
Total Income	\$ 382,209
Total Expenses	\$ 382,209
Income-Expense	\$ -

<u>Expenses</u>	
Administration	94,839
Christmas Celebration	5,500
Farmers Market	6,500
Boardwalk	0
9th Street Bond	227,000
North Shore Loan	41,370
Transfer to Local Street	7,000
Total Expenses	\$ 382,209

Capital Projects: New Sidewalk by Farmers Market = \$7,000

News or Notes:

3/31/22 Audited Fund Balance	\$ 291,580
3/31/23 Projected Fund Balance	\$ 146,771
3/31/24 Requested Fund Balance	\$ 52,390



02/01/2023

BUDGET REPORT FOR VICKI SCHROEDER
Calculations as of 01/31/2023

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 01/31/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
ESTIMATED REVENUES							
Dept 000 - REVENUE							
248-000-437.001	CITY CAPTURE	207,967	172,554	212,514	147,377	149,483	149,483
248-000-437.005	BAY COLLEGE CAPTURE	44,444	39,988	45,416	25,347	31,935	31,935
248-000-437.009	DELTA COUNTY CAPTURE	67,610	56,384	69,089	49,267	48,595	48,595
248-000-437.013	DC ROAD PATROL CAPTURE	17,468	14,579	17,850	6,961	12,554	12,554
248-000-437.015	COMM ACTION CAPTURE	10,750	8,970	10,985	4,283	7,725	7,725
248-000-437.019	911 DISPATCH CAPTURE	6,047	8,339	10,298	4,015	7,241	7,241
248-000-437.021	DATA CAPTURE	8,062	6,726	8,238	3,212	5,793	5,793
248-000-437.023	DC RECYCLING CAPTURE	4,031	3,360	4,119	1,605	2,895	2,895
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	11,220	9,552	11,704	4,551	8,207	8,207
248-000-440.000	MISCELLANEOUS INCOME				300		0
248-000-540.000	GRANT REVENUE				8,040	8,040	5,400
248-000-630.001	BEACH HOUSE RENTAL		102				
248-000-642.000	DDA FACADE OWNER'S MATCH		11,613	60,000			0
248-000-665.000	INTEREST REVENUE	(2,327)	(4,489)	3,000	(7,064)		1,500
248-000-674.000	DONATIONS		2,800	2,500	1,000	1,000	2,000
248-000-675.006	FARMERS MARKET	865	1,382	1,480	4,760	4,760	4,500
248-000-692.000	LOAN PROCEEDS		750,000				
248-000-699.390	TRANSFER FROM FUND BALANCE			183,740		144,809	94,381
Totals for dept 000 - REVENUE		376,137	1,081,860	640,933	253,654	433,037	382,209
TOTAL ESTIMATED REVENUES		376,137	1,081,860	640,933	253,654	433,037	382,209
APPROPRIATIONS							
Dept 537 - ADMINISTRATIVE							
248-537-704.000	WAGES-PART TIME EMPLOYEES				3,244	4,650	22,500
248-537-707.000	TEMPORARY EMPLOYEES		2,500	2,500	3,908	4,960	2,000
248-537-708.000	UNEMPLOYMENT	1	61	2	72	100	100
248-537-709.000	FICA 6.2%	124	230	185	493	600	1,519
248-537-711.000	MEDICARE 1.45%	29	54	45	115	140	355
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EXP		74	50	71	100	100
248-537-727.000	WORKERS COMP	438		3,000			0
248-537-728.000	MSA EMPLOYER EXPENSE	119	48	405	28	50	50
248-537-735.000	EDUCATION & TRAINING		173	1,200	75	100	500
248-537-736.000	TRANSPORTATION & LODGING			800			500
248-537-751.000	MATERIALS & SUPPLIES		4,108		1,280	1,100	500
248-537-753.000	PRINTING & PUBLISHING		275	1,400	1,368	1,500	1,500
248-537-756.000	COMPUTER		776	1,500	3,487	4,000	2,500
248-537-757.000	COPIES		1,075	1,200	227	450	700
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES		20,000	20,000	20,000	20,000	20,000
248-537-761.003	GENERAL FUND CONCIERGE FEES		14,100	14,100	14,100	14,100	15,000
248-537-762.000	INTEREST EXPENSE			19,875	19,875	19,875	19,875
248-537-800.000	CONTRACTED SERVICES		34,544	36,500	11,500	11,500	0
248-537-800.006	CONTRACTED SERVICES-NORTHSHORE		36,791	5,001			5,000
248-537-801.001	GENERAL FUND ADMINISTRATION FEES	20,000					0
248-537-801.002	GENERAL FUND CONCIERGE FEES	11,125					0
248-537-802.000	LEGAL FEES	4,650		5,000		2,500	500
248-537-802.001	LEGAL FEES-NORTHSHORE		1,171	20,000			0

248-537-803.000	AUDIT FEES	716	718	1,500	983	1,000	1,000
248-537-804.000	ENGINEERS & ARCHITECT FEES	322		500			0
248-537-805.000	WATER & SEWER	32,525					0
248-537-808.000	TELEPHONE		425	600	158	240	540
248-537-819.000	FACADE GRANT PROGRAM		14,074	60,000	60	100	0
248-537-819.001	FACADE GRANT PROGRAM OWNERS MATCH		11,613	60,000			0
248-537-880.001	CHRISTMAS CELEBRATION	3,577	6,619	7,000	4,815	4,100	5,500
248-537-880.003	FARMERS MARKET		2,529	5,000	6,333	6,300	6,500
248-537-880.006	ADDITIONAL EVENTS			1,000			0
248-537-882.000	FARMERS MARKET	3,188	409				
248-537-900.000	PRINTING & PUBLISHING	8,773					
248-537-910.000	INSURANCE LIABILITY				100	100	100
248-537-921.000	TELEPHONE	209					
248-537-941.000	COMPUTER	1,186					
248-537-942.000	COPIER RENTAL	1,150					
248-537-960.000	OTHER OPERATING SUPPLIES	2,193	45	200	196	196	0
248-537-964.000	EDUCATION & TRAINING	497					
248-537-970.006	BOARD WALK PROJECT			30,000	880	880	0
248-537-970.007	DELTA AVENUE PARKING PROJECT			10,000	2,026	2,026	0
248-537-970.051	NORTH SHORE	2,250	750,000				
248-537-991.000	PRINCIPAL	227,000	227,000				0
248-537-991.002	UPPER PENINSULA STATE BANK PAYMENT	25,000	25,000	25,000	25,000	25,000	0
248-537-995.006	9TH STREET BOND PAYMENT			227,000	227,000	227,000	227,000
248-537-995.007	NORTHSHORE LOAN PAYMENT			41,370	41,370	41,370	41,370
248-537-995.203	TRANSFER TO LOCAL STREET		50,000	39,000	39,000	39,000	7,000
Totals for dept 537 - ADMINISTRATIVE		344,772	1,204,112	640,933	427,764	433,037	382,209
TOTAL APPROPRIATIONS		344,772	1,204,112	640,933	427,764	433,037	382,209
NET OF REVENUES/APPROPRIATIONS - FUND 248		31,365	(122,252)		(174,110)		

Fund Balance Projections as of 02/24/2023

2022	3/31/2022 Ending Fund Balance	\$ 291,579.69
2023	3/31/2023 Borrow from Fund Balance	\$ (145,574.00)
	3/31/2023 Projected Fund Balance	\$ 146,005.69
2024	3/31/2024 Projected Borrow from Fund Balance	\$ (94,381.00)
	3/31/2024 Projected Fund Balance	\$ 51,624.69



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: April 18, 2023
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Farmers Market SNAP Program

BACKGROUND:

The SNAP program was underutilized at the 2022 Farmers Market. The program cost the DDA \$389.40/year and brought \$619.00 into the market. It is estimated that only 5-6 people took advantage of the program, and two of the customers were also vendors.

FISCAL EFFECT:

\$389.40

SUPPORTING DOCUMENTATION:

- GL Activity Report for the Farmers Market from 04/01/2021 to 11/07/2022.
- Budget Detail for the Farmers Market Food Assistance Programs

RECOMMENDATION:

Motion to discontinue the SNAP program at the Gladstone Farmers Market.

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Department 000 REVENUE							
04/01/2021			248-000-675.006 FARMERS MARKET			BEG. BALANCE	0.00
04/27/2021	CR	RCPT	HADEL FAMILY GARDENS	354886		60.00	(60.00)
04/27/2021	CR	RCPT	NELSON'S VEGGIES	354887		60.00	(120.00)
04/28/2021	CR	RCPT	GLADSTONE BERRY FARM	354897		60.00	(180.00)
04/30/2021	CR	RCPT	GORZINSKI, JAMES	354904		60.00	(240.00)
05/03/2021	CR	RCPT	RIVERSIDE PEONIES LLC	354911		60.00	(300.00)
05/04/2021	CR	RCPT	WILLIAMS GARDEN	354912		60.00	(360.00)
05/04/2021	CR	RCPT	CHOUNARD CREATIONS	354916		60.00	(420.00)
05/06/2021	CR	RCPT	REMNANT TRADING COMPANY	354923		60.00	(480.00)
05/06/2021	CR	RCPT	PAPPY PRODUCTS	354924		60.00	(540.00)
05/24/2021	CR	RCPT	WILSON CREEK GARDENS	355021		60.00	(600.00)
06/07/2021	CR	RCPT	THE WOOLY WARREN	355096		60.00	(660.00)
06/15/2021	CR	RCPT	BERGY BREAD	355144		60.00	(720.00)
06/30/2021	GJ	JE	REVERSAL OF FEE IN MAY AND RECORD DE	9436		16.00	(736.00)
07/12/2021	CR	RCPT	BACK OF THE CLOSET	355601		60.00	(796.00)
07/12/2021	CR	RCPT	CJS GOODIES	355602		60.00	(856.00)
07/20/2021	CR	RCPT	AL'S WOODWORKING	355732		10.00	(866.00)
07/28/2021	CR	RCPT	AL'S WOODWORKING	355887		10.00	(876.00)
07/31/2021	GJ	JE	DEPOSIT	9467		30.20	(906.20)
08/10/2021	CR	RCPT	AL'S WOODWORKING	356093		10.00	(916.20)
10/20/2021	CR	RCPT	BROWN, ELAINE	357361		10.00	(926.20)
10/20/2021	CR	RCPT	ELLISON, SUE	357362		10.00	(936.20)
12/16/2021	CR	RCPT	STATE OF MICHIGAN	358032		66.00	(1,002.20)
12/16/2021	CR	RCPT	STATE OF MICHIGAN	358033		52.00	(1,054.20)
12/16/2021	CR	RCPT	STATE OF MICHIGAN	358034		40.00	(1,094.20)
12/16/2021	CR	RCPT	STATE OF MICHIGAN	358035		50.00	(1,144.20)
12/16/2021	CR	RCPT	STATE OF MICHIGAN	358036		50.00	(1,194.20)
12/16/2021	CR	RCPT	STATE OF MICHIGAN	358037		44.00	(1,238.20)
12/16/2021	CR	RCPT	STATE OF MICHIGAN	358038		22.00	(1,260.20)
12/16/2021	CR	RCPT	STATE OF MICHIGAN	358039		50.00	(1,310.20)
12/16/2021	CR	RCPT	STATE OF MICHIGAN	358040		28.00	(1,338.20)
12/16/2021	CR	RCPT	STATE OF MICHIGAN	358041		44.00	(1,382.20)
04/01/2022			2022-23 Fiscal Year Begin				0.00
04/12/2022	CR	RCPT	CHOUNARD, JOANNE	359695		60.00	(80.00)
04/14/2022	CR	RCPT	POTTER, CATHERINE	359704		60.00	(120.00)
04/20/2022	CR	RCPT	BRICKER GARDENS	359724		60.00	(180.00)
04/25/2022	CR	RCPT	BERGER, FRED	359753		60.00	(240.00)
04/29/2022	CR	RCPT	YOOPER PRODUCE LLC	359775		60.00	(300.00)
05/02/2022	CR	RCPT	HADEL FAMILY GARDENS	359784		60.00	(360.00)
05/02/2022	CR	RCPT	BULTINICK, CHRISTINA	359785		60.00	(420.00)
05/02/2022	CR	RCPT	WILLIAMS, CHERYL	359796		60.00	(480.00)
05/02/2022	CR	RCPT	CJS GOODIES	359797		60.00	(540.00)
05/02/2022	CR	RCPT	POPPY'S HOMEMADE PRODUCTS	359798		60.00	(600.00)
05/02/2022	CR	RCPT	GLADSTONE BERRY FARM	359799		60.00	(660.00)
05/03/2022	CR	RCPT	REMNANT TRADING COMPANY	359804		60.00	(720.00)
05/09/2022	CR	RCPT	ELLISON, SUE	359841		60.00	(780.00)
05/23/2022	CR	RCPT	QUINLAN, TREVOR & LENA	359916		60.00	(840.00)
05/31/2022	GJ	JE	EBT SALES	9978		25.00	(865.00)
06/01/2022	CR	RCPT	HUDDLESTON, PATRICK	359954		60.00	(925.00)
06/07/2022	CR	RCPT	WAGNER, SUSAN]	360015		60.00	(985.00)
06/21/2022	CR	RCPT	GORZINSKI, JAMES SR	360107		60.00	(1,045.00)
06/28/2022	CR	RCPT	SCHENNING, GORDON	360170		60.00	(1,105.00)
06/30/2022	GJ	JE	FRMS MKT EBT SALES & FEES	9998		150.00	(1,255.00)
06/30/2022	GJ	JE	TO REVERSE MANUAL JOURNAL ENTRY: 999	9999	150.00		(1,105.00)
06/30/2022	GJ	JE	EBT SALES & FEES	10000		150.00	(1,255.00)
07/06/2022	CR	RCPT	LAKESTATE INDUSTRIES	360294		60.00	(1,315.00)
07/12/2022	CR	RCPT	FOWL WEATHER FARM	360474		60.00	(1,375.00)
07/31/2022	GJ	JE	EBT SALES & FEES	10029		45.00	(1,420.00)
08/08/2022	CR	RCPT	MUNDINGER, ALBERT	360987		10.00	(1,430.00)
08/15/2022	CR	RCPT	MUNDINGER, ALBERT	361078		10.00	(1,440.00)
08/29/2022	CR	RCPT	FREDERICK, SAMANTHA	361315		60.00	(1,500.00)
08/31/2022	GJ	JE	EBT SALES & FEES	10104		154.00	(1,654.00)
09/12/2022	CR	RCPT	UPCAP SERVICES	361788		393.00	(2,047.00)
09/22/2022	CR	RCPT	UPCAP SERVICES	362062		79.00	(2,126.00)
09/22/2022	CR	RCPT	UPCAP SERVICES	362063		223.00	(3,049.00)
09/30/2022	GJ	JE	EBT SALES & FEES	10160		205.00	(3,254.00)
10/04/2022	CR	RCPT	UPCAP	362127		395.00	(3,649.00)
10/11/2022	CR	RCPT	PHOTOS BY DEBRANN	362195		20.00	(3,669.00)
10/13/2022	CR	RCPT	UPCAP	362218		732.00	(4,401.00)
10/25/2022	CR	RCPT	HOLMES, DEBRANN	362293		10.00	(4,411.00)
10/31/2022	GJ	JE	EBT SALES & FEES	10201		40.00	(4,451.00)
11/07/2022			248-000-675.006				(4,451.00)
			Cumulative Net Debits and Credits:		150.00	5,983.20	(5,833.20)
TOTAL FOR DEPARTMENT 000 REVENUE					150.00	5,983.20	
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					150.00	5,983.20	(4,451.00)
GRAND TOTALS:					150.00	5,983.20	(4,451.00)

Recommend
to discontinue

609.00

150.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Department 537 ADMINISTRATIVE							
04/01/2022			248-537-880.003 FARMERS MARKET		BEG. BALANCE		0.00
04/22/2022	PR	CHK	SUMMARY PR 04/22/2022		112.00		112.00
04/30/2022	GJ	JE	MOVE PATRICIA TO TEM EE	9931		316.00	(204.00)
04/30/2022	GJ	JE	FARMERS MARKET EBT FEES	9949	32.45		(171.55)
05/06/2022	PR	CHK	SUMMARY PR 05/06/2022		204.00		32.45
05/20/2022	PR	CHK	SUMMARY PR 05/20/2022		150.00		182.45
05/26/2022	AP	INV	PARKER GRZYBOWSKI	CHECK REQUEST	20.00		202.45
05/31/2022	GJ	JE	FARMERS MARKET EBT FEES	9975	32.45		234.90
06/15/2022	CD	CHK	MICHELLE CZYGAN	75512	150.00		384.90
06/22/2022	AP	INV	CARDMEMBER SERVICE	STATEMENT	80.26		465.16
06/24/2022	AP	INV	EMILY C COTE	CHECK REQUEST	100.00		565.16
06/30/2022	CD	CHK	TREVOR QUINLAN	75638	12.00		577.16
06/30/2022	GJ	JE	JUNE CREDIT CARD FEES	9980	1.62		578.78
06/30/2022	GJ	JE	FARMERS MARKET EBT FEES	9985	32.45		611.23
06/30/2022	GJ	JE	FRMS MKT EBT SALES & FEES	9998	0.40		611.63
06/30/2022	GJ	JE	TO REVERSE MANUAL JOURNAL ENTRY: 999	9999		0.40	611.23
06/30/2022	GJ	JE	EBT SALES & FEES	10000	0.40		611.63
07/01/2022	CD	CHK	CHERYL WILLIAMS	75639	28.00		639.63
07/01/2022	CD	CHK	PARKER GRZYBOWSKI	75640	17.00		656.63
07/01/2022	CD	CHK	CATHY DAVIS	75641	29.00		685.63
07/01/2022	CD	CHK	MARK JASPER	75642	5.00		690.63
07/01/2022	CD	CHK	JAMES GORZINSKI	75643	30.00		720.63
07/01/2022	CD	CHK	HEATHER ELLISON	75644	10.00		730.63
07/01/2022	CD	CHK	BRIAN WALLEN	75645	200.00		930.63
07/15/2022	CD	CHK	MICHELLE CZYGAN	75736	150.00		1,080.63
07/27/2022	AP	INV	HEATHER ELLISON	CHECK REQUEST	5.00		1,085.63
07/27/2022	AP	INV	JAMES GORZINSKI	CHECK REQUEST	37.00		1,122.63
07/27/2022	AP	INV	JANET RIDER	CHECK REQUEST	10.00		1,132.63
07/27/2022	AP	INV	JOELLEN HADEL	CHECK REQUEST	33.00		1,165.63
07/27/2022	AP	INV	LAURA MAROHNIC	CHECK REQUEST	23.00		1,188.63
07/27/2022	AP	INV	PARKER GRZYBOWSKI	CHECK REQUEST	47.00		1,235.63
07/27/2022	AP	INV	RICKIE BRICKER	CHECK REQUEST	8.00		1,243.63
07/31/2022	GJ	JE	FARMERS MARKET EBT FEES	10026	32.45		1,276.08
07/31/2022	GJ	JE	EBT SALES & FEES	10029	0.80		1,276.88
08/10/2022	CD	CHK	JANET RIDER	75903	60.00		1,336.88
08/18/2022	AP	INV	JOELLEN HADEL	CHECK REQUEST	150.00		1,486.88
08/18/2022	AP	INV	MICHELLE CZYGAN	CHECK REQUEST	150.00		1,636.88
08/22/2022	AP	INV	CARDMEMBER SERVICE	STATEMENT	330.12		1,967.00
08/24/2022	AP	INV	JOELLEN HADEL	CHECK REQUEST	22.00		1,989.00
08/24/2022	AP	INV	MICHELLE CZYGAN	CHECK REQUEST	150.00		2,139.00
08/31/2022	GJ	JE	FARMERS MARKET EBT FEES	10092	32.45		2,171.45
08/31/2022	GJ	JE	EBT SALES & FEES	10104	0.40		2,171.85
09/01/2022	AP	INV	FRESH FREDDY'S FARM LLC	CHECK REQUEST	15.00		2,186.85
09/01/2022	AP	INV	CHERYL WILLIAMS	CHECK REQUEST	199.00		2,385.85
09/01/2022	AP	INV	LAURA MAROHNIC	CHECK REQUEST	20.00		2,405.85
09/01/2022	AP	INV	RICKIE BRICKER	CHECK REQUEST	33.00		2,438.85
09/01/2022	CD	CHK	DEBRA J MICHEAU	76087	100.00		2,538.85
09/14/2022	AP	INV	CATHLEEN R DAVIS	CHECK REQUEST	18.00		2,556.85
09/14/2022	AP	INV	GEORGE SAILER	CHECK REQUEST	250.00		2,806.85
09/14/2022	AP	INV	MICHAEL GRZYBOWSKI	CHECK REQUEST	21.00		2,827.85
09/14/2022	AP	INV	MICHAEL GRZYBOWSKI	CHECK REQUEST	42.00		2,869.85
09/14/2022	AP	INV	POMP'S TIRE SERVICE, INC.	100229021	150.64		3,020.49
09/15/2022	CD	CHK	RICKIE BRICKER	76175	8.00		3,028.49
09/15/2022	CD	CHK	JAMES GORZINSKI	76176	878.00		3,906.49
09/21/2022	CD	CHK	RICKIE BRICKER	76181	131.00		4,037.49
09/29/2022	AP	INV	CATHLEEN R DAVIS	CHECK REQUEST	7.00		4,044.49
09/29/2022	AP	INV	CHERYL WILLIAMS	CHECK REQUEST	102.00		4,146.49
09/29/2022	AP	INV	FRESH FREDDY'S FARM LLC	CHECK REQUEST	54.00		4,200.49
09/29/2022	AP	INV	HEATHER ELLISON	CHECK REQUEST	10.00		4,210.49
09/29/2022	AP	INV	LAURA MAROHNIC	CHECK REQUEST	121.00		4,331.49
09/29/2022	AP	INV	MICHAEL GRZYBOWSKI	CHECK REQUEST	59.00		4,390.49
09/29/2022	AP	INV	MICHELLE CZYGAN	CHECK REQUEST	150.00		4,540.49
09/29/2022	AP	INV	RICKIE BRICKER	CHECK REQUEST	139.00		4,679.49
09/29/2022	AP	INV	SAMANTHA FREDERICK	CHECK REQUEST	50.00		4,729.49
09/29/2022	AP	INV	STAPLES CREDIT PLAN	STATEMENT	70.07		4,799.56
09/30/2022	GJ	JE	MOVE EXPENSES TO CORRECT ACCNT	10143	315.23		5,114.79
09/30/2022	GJ	JE	FARMERS MARKET EBT FEES	10157	32.45		5,147.24
09/30/2022	GJ	JE	EBT SALES & FEES	10160	0.80		5,148.04
10/05/2022	CD	CHK	JAMES GORZINSKI	76269	710.00		5,858.04
10/05/2022	CD	CHK	JOELLEN HADEL	76270	92.00		5,950.04
10/13/2022	AP	INV	MARK J. JASPER	CHECK REQUEST	17.00		5,967.04
10/13/2022	AP	INV	MARK J. JASPER	CHECK REQUEST	8.00		5,975.04
10/13/2022	AP	INV	TREVOR JAMES QUINLAN	CHECK REQUEST	3.00		5,978.04
10/19/2022	CD	CHK	LAURA MAROHNIC	76333	26.00		6,004.04
10/27/2022	AP	INV	CATHLEEN R DAVIS	CHECK REQUEST	19.00		6,023.04
10/27/2022	AP	INV	CHERYL WILLIAMS	CHECK REQUEST	22.00		6,045.04
10/27/2022	AP	INV	HEATHER ELLISON	CHECK REQUEST	12.00		6,057.04
10/27/2022	AP	INV	MARK J. JASPER	CHECK REQUEST	77.00		6,134.04
10/27/2022	AP	INV	MICHAEL GRZYBOWSKI	CHECK REQUEST	102.00		6,236.04
10/27/2022	AP	INV	RICKIE BRICKER	CHECK REQUEST	104.00		6,340.04
10/31/2022	GJ	JE	FARMERS MARKET EBT FEES	10203	32.45		6,372.49
11/07/2022			248-537-880.003	END BALANCE	6,688.89	316.40	6,372.49
TOTAL FOR DEPARTMENT 537 ADMINISTRATIVE					6,688.89	316.40	
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					6,688.89	316.40	6,372.49

fees
 197.10
 ↓
 \$389.40/
 year

Farmers Market: Food Assistance Programs

REVENUE					
DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	CATEGORY	COMMENT
5/31/2022	248-000-675.006	FARMERS MARKET	\$ 25.00	EBT: Snap	Gladstone Reimbursement for SNAP Program
6/30/2022	248-000-675.006	FARMERS MARKET	\$ 150.00	EBT: Snap	Gladstone Reimbursement for SNAP Program
7/31/2022	248-000-675.006	FARMERS MARKET	\$ 45.00	EBT: Snap	Gladstone Reimbursement for SNAP Program
8/31/2022	248-000-675.006	FARMERS MARKET	\$ 154.00	EBT: Snap	Gladstone Reimbursement for SNAP Program
9/12/2022	248-000-675.006	FARMERS MARKET	\$ 393.00	Food as Medicine Sales	Gladstone Reimbursement from UPCAP
9/22/2022	248-000-675.006	FARMERS MARKET	\$ 79.00	Food as Medicine Sales	Gladstone Reimbursement from UPCAP
9/22/2022	248-000-675.006	FARMERS MARKET	\$ 923.00	Food as Medicine Sales	Gladstone Reimbursement from UPCAP
9/30/2022	248-000-675.006	FARMERS MARKET	\$ 205.00	EBT: Snap	Gladstone Reimbursement for SNAP Program
10/4/2022	248-000-675.006	FARMERS MARKET	\$ 395.00	Food as Medicine Sales	Gladstone Reimbursement from UPCAP
10/13/2022	248-000-675.006	FARMERS MARKET	\$ 732.00	Food as Medicine Sales	Gladstone Reimbursement from UPCAP
10/31/2022	248-000-675.006	FARMERS MARKET	\$ 40.00	EBT: Snap	Gladstone Reimbursement for SNAP Program
11/10/2022	248-000-675.006	FARMERS MARKET	\$ 309.00	Food as Medicine Sales	Gladstone Reimbursement from UPCAP
REVENUE SUM			\$ 3,450.00		

EXPENDITURES					
DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	CATEGORY	COMMENT
4/30/2022	248-537-880.003	FARMERS MARKET	\$ 32.45	EBT: Snap	EBT Fees
5/26/2022	248-537-880.003	FARMERS MARKET	\$ 20.00	Vendor Reimbursement	Food Assistance Programs: Gladstone Berry Farm
5/31/2022	248-537-880.003	FARMERS MARKET	\$ 32.45	EBT: Snap	EBT Fees
6/30/2022	248-537-880.003	FARMERS MARKET	\$ 0.40	EBT: Snap	EBT Fees
6/30/2022	248-537-880.003	FARMERS MARKET	\$ 12.00	Vendor Reimbursement	Food Assistance Programs: Trevor Quinlan
6/30/2022	248-537-880.003	FARMERS MARKET	\$ 32.45	EBT: Snap	EBT Fees
7/1/2022	248-537-880.003	FARMERS MARKET	\$ 28.00	Vendor Reimbursement	Food Assistance Programs: Cheryl Williams
7/1/2022	248-537-880.003	FARMERS MARKET	\$ 17.00	Vendor Reimbursement	Food Assistance Programs: Gladstone Berry Farm
7/1/2022	248-537-880.003	FARMERS MARKET	\$ 29.00	Vendor Reimbursement	Food Assistance Programs: Cathy Davis
7/1/2022	248-537-880.003	FARMERS MARKET	\$ 5.00	Vendor Reimbursement	Food Assistance Programs: Mark Jasper
7/1/2022	248-537-880.003	FARMERS MARKET	\$ 30.00	Vendor Reimbursement	Food Assistance Programs: James Gorzinski
7/1/2022	248-537-880.003	FARMERS MARKET	\$ 10.00	Vendor Reimbursement	Food Assistance Programs: Heather Ellison
7/27/2022	248-537-880.003	FARMERS MARKET	\$ 5.00	Vendor Reimbursement	Food Assistance Programs: Heather Ellison
7/27/2022	248-537-880.003	FARMERS MARKET	\$ 37.00	Vendor Reimbursement	Food Assistance Programs: James Gorzinski
7/27/2022	248-537-880.003	FARMERS MARKET	\$ 10.00	Vendor Reimbursement	Food Assistance Programs: Jan Rider
7/27/2022	248-537-880.003	FARMERS MARKET	\$ 33.00	Vendor Reimbursement	Food Assistance Programs: JoEllen Hadel
7/27/2022	248-537-880.003	FARMERS MARKET	\$ 23.00	Vendor Reimbursement	Food Assistance Programs: Yooper Produce
7/27/2022	248-537-880.003	FARMERS MARKET	\$ 47.00	Vendor Reimbursement	Food Assistance Programs: Gladstone Berry Farm
7/27/2022	248-537-880.003	FARMERS MARKET	\$ 8.00	Vendor Reimbursement	Food Assistance Programs: Rick Bricker
7/31/2022	248-537-880.003	FARMERS MARKET	\$ 32.45	EBT: Snap	EBT Fees
7/31/2022	248-537-880.003	FARMERS MARKET	\$ 0.80	EBT: Snap	EBT Fees
8/18/2022	248-537-880.003	FARMERS MARKET	\$ 150.00	Vendor Reimbursement	Food Assistance Programs: JoEllen Hadel
8/24/2022	248-537-880.003	FARMERS MARKET	\$ 22.00	Vendor Reimbursement	Food Assistance Programs: JoEllen Hadel
8/31/2022	248-537-880.003	FARMERS MARKET	\$ 32.45	EBT: Snap	EBT Fees
8/31/2022	248-537-880.003	FARMERS MARKET	\$ 0.40	EBT: Snap	EBT Fees
9/1/2022	248-537-880.003	FARMERS MARKET	\$ 15.00	Vendor Reimbursement	Food Assistance Programs: Fresh Freddy's Farm
9/1/2022	248-537-880.003	FARMERS MARKET	\$ 199.00	Vendor Reimbursement	Food Assistance Programs: Cheryl Williams
9/1/2022	248-537-880.003	FARMERS MARKET	\$ 20.00	Vendor Reimbursement	Food Assistance Programs: Yooper Produce
9/1/2022	248-537-880.003	FARMERS MARKET	\$ 33.00	Vendor Reimbursement	Food Assistance Programs: Rick Bricker
9/14/2022	248-537-880.003	FARMERS MARKET	\$ 21.00	Vendor Reimbursement	Food Assistance Programs: Gladstone Berry Farm
9/14/2022	248-537-880.003	FARMERS MARKET	\$ 42.00	Vendor Reimbursement	Food Assistance Programs: Gladstone Berry Farm
9/14/2022	248-537-880.003	FARMERS MARKET	\$ 18.00	Vendor Reimbursement	Food Assistance Programs: Cathy Davis
9/15/2022	248-537-880.003	FARMERS MARKET	\$ 8.00	Vendor Reimbursement	Food Assistance Programs: Rick Bricker
9/15/2022	248-537-880.003	FARMERS MARKET	\$ 878.00	Vendor Reimbursement	Food Assistance Programs: James Gorzinski
9/21/2022	248-537-880.003	FARMERS MARKET	\$ 131.00	Vendor Reimbursement	Food Assistance Programs: Rick Bricker
9/29/2022	248-537-880.003	FARMERS MARKET	\$ 7.00	Vendor Reimbursement	Food Assistance Programs: Cathy Davis
9/29/2022	248-537-880.003	FARMERS MARKET	\$ 102.00	Vendor Reimbursement	Food Assistance Programs: Cheryl Williams
9/29/2022	248-537-880.003	FARMERS MARKET	\$ 54.00	Vendor Reimbursement	Food Assistance Programs: Fresh Freddy's Farm
9/29/2022	248-537-880.003	FARMERS MARKET	\$ 10.00	Vendor Reimbursement	Food Assistance Programs: Heather Ellison
9/29/2022	248-537-880.003	FARMERS MARKET	\$ 121.00	Vendor Reimbursement	Food Assistance Programs: Yooper Produce
9/29/2022	248-537-880.003	FARMERS MARKET	\$ 59.00	Vendor Reimbursement	Food Assistance Programs: Gladstone Berry Farm
9/29/2022	248-537-880.003	FARMERS MARKET	\$ 139.00	Vendor Reimbursement	Food Assistance Programs: Rick Bricker
9/30/2022	248-537-880.003	FARMERS MARKET	\$ 32.45	EBT: Snap	EBT Fees
9/30/2022	248-537-880.003	FARMERS MARKET	\$ 0.80	EBT: Snap	EBT Fees
10/5/2022	248-537-880.003	FARMERS MARKET	\$ 710.00	Vendor Reimbursement	Food Assistance Programs: James Gorzinski
10/5/2022	248-537-880.003	FARMERS MARKET	\$ 92.00	Vendor Reimbursement	Food Assistance Programs: JoEllen Hadel
10/13/2022	248-537-880.003	FARMERS MARKET	\$ 17.00	Vendor Reimbursement	Food Assistance Programs: Mark Jasper
10/13/2022	248-537-880.003	FARMERS MARKET	\$ 8.00	Vendor Reimbursement	Food Assistance Programs: Mark Jasper
10/13/2022	248-537-880.003	FARMERS MARKET	\$ 3.00	Vendor Reimbursement	Food Assistance Programs: Trevor Quinlan
10/19/2022	248-537-880.003	FARMERS MARKET	\$ 26.00	Vendor Reimbursement	Food Assistance Programs: Yooper Produce
10/27/2022	248-537-880.003	FARMERS MARKET	\$ 19.00	Vendor Reimbursement	Food Assistance Programs: Cathy Davis
10/27/2022	248-537-880.003	FARMERS MARKET	\$ 22.00	Vendor Reimbursement	Food Assistance Programs: Cheryl Williams
10/27/2022	248-537-880.003	FARMERS MARKET	\$ 12.00	Vendor Reimbursement	Food Assistance Programs: Heather Ellison
10/27/2022	248-537-880.003	FARMERS MARKET	\$ 77.00	Vendor Reimbursement	Food Assistance Programs: Mark Jasper
10/27/2022	248-537-880.003	FARMERS MARKET	\$ 102.00	Vendor Reimbursement	Food Assistance Programs: Gladstone Berry Farm
10/27/2022	248-537-880.003	FARMERS MARKET	\$ 104.00	Vendor Reimbursement	Food Assistance Programs: Rick Bricker
10/31/2022	248-537-880.003	FARMERS MARKET	\$ 32.45	EBT: Snap	EBT Fees
11/10/2022	248-537-880.003	FARMERS MARKET	\$ 12.00	Vendor Reimbursement	Food Assistance Programs: James Gorzinski
EXPENDITURE SUM			\$ 3,776.55		

PROFIT/LOSS \$ (326.55)



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: April 18, 2023
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Farmers Market Vendor Fee Schedule

BACKGROUND:

The existing vendor fee for the Gladstone Farmers Market is below.

- One Time: \$10.00
- Season: \$60.00

I am looking to increase the vendor fees as outlined below to allow us to purchase and replace materials/supplies throughout the season (canopies, tables, chairs, A-frames, first aid kits, etc.)

- One Time: \$25.00
- Season: \$75.00

FISCAL EFFECT:

Estimated to bring in an additional \$300-\$400 to the market.

SUPPORTING DOCUMENTATION:

2023 Farmers Market Fee Comparison – Other UP Markets

RECOMMENDATION:

City Market	Full Time/Season	Part Time/One Time
Escanaba	\$60/Season	\$10/Week
Iron Mountain	\$200/Season	\$25/Week
Marquette	\$25/Week	\$30/Week



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: April 18, 2023
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Farmers Market Vendor Policies

BACKGROUND:

Attached is the redline document of modifications to the Farmers Market Policies. The notable changes are below.

- **Dogs:** Dogs are not permitted at the market
- **No Same Day Vendors:** The market does not accommodate same day vendors, so your application must be submitted *and approved* prior to your first market attendance.
- **Vendor Violations:** Vendors who violate any of the above will be given a verbal warning on the first offense, a written warning on the second offense, and their vendor placement will be revoked on the third offense. Depending on the severity of the violation, vendor placement may be revoked at the Farmers Market Coordinator's discretion without previous warning.
 - Problems, concerns or complaints shall be directed immediately to the Farmers Market Coordinator. Any grievance that cannot be resolved may be submitted in writing to the City of Gladstone **DDA Coordinator** for consideration.

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

2023 Farmers Market Vendor Policies (Redline Document)

RECOMMENDATION:

Motion to accept the suggested changes to the 2023 vendor policies as outline in the supporting document to be effect for the 2023 Farmers Market season.



CITY OF GLADSTONE FARMERS MARKET

2023 Vendor Policies

Vendor Policies

Product Criteria:

- Entry to market will be limited to vendors who grow/harvest food, produce and handcraft items in Delta, Marquette, Dickinson, Menominee, Alger, Schoolcraft, and Iron Counties of Michigan. All decisions made by the [Farmers Market Coordinator](#) are final. Decisions may be appealed through the City of Gladstone's [DDA Board Coordinator](#).
- All agricultural products sold must be germinated, grown, raised, or gathered by the vendor. **NO RESALE OF PRODUCTS WILL BE PERMITTED.**
- If you are selling any type of processed foods, you must be able to abide by all Cottage Food Industry laws for the State of Michigan or attach a copy of your commercial food-processing licenses as applicable to your application.
 - Food improperly labeled or which are not allowed must be immediately removed from the vendor's booth.
 - Failure to comply will lead to dismissal from the City of Gladstone Farmers Market and loss of vendor fees.
- All farmers/growers must provide the following information to consumers:
 - Name of the farm(s) that produced the product
 - The location of the farm
 - All signage required by the Michigan Department of Agriculture and alternative payment programs (ex. [SNAP Food as Medicine](#))
 - Clearly marked prices
 - Sellers of perennial plants are required to provide a copy of their current license to the [Farmers Market Manager](#) obtained from the State of Michigan Department of Agriculture at least one week prior to their [first market of the season](#)

Setup:

- Vendors may begin their setup at 1:30 PM and not before that time
- No early sales will be allowed or tolerated
- Seasonal spaces will be designated on a first come first serve basis beginning with the first market the vendor attends of the season. [Vendor booth assignments will be emailed out by the Farmers Market Coordinator or DDA Coordinator the morning of each market.](#)

Schedule:

- Vendors will select the weeks that you expect to participate in the Farmers Market [on your application.](#) ~~and indicate those dates on your application.~~ Any changes to this schedule should be communicated with the [Farmers Market Manager](#) [by 5:00 PM the evening before each market.](#) ~~no later than two hours~~

~~before the scheduled market.~~ It is understood that unusual circumstances do come up and we appreciate advance notice of cancellation to assist us in planning for the market logistics.

- Two unexcused absences will result in a loss of space and forfeit of fees paid.

Procedures

- Application:

- All prospective vendors must submit a City of Gladstone Farmers Market application and agreement.
- The market does not accommodate same day vendors, so your application must be submitted and approved prior to your first market attendance.
- Your vendor fees shall be paid no later than your first market attendance.
- Product Declarations: Vendors must submit a list of products they intend to sell on the vendor application. If the vendor wishes to add to the list, they must submit the addition to the Farmers Market Coordinator in writing to be added to their file.
 - The City of Gladstone Farmers Market does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. However, in the event that there are vendors on the waiting list and the same or similar products are excessive, duplicate products may be denied entry at the discretion of the Farmers Market Coordinator.

- Conduct & Courtesy:

- While at the market, vendors are expected to behave courteously to costumers, fellow vendors, market staff and volunteers. Vendors should always conduct themselves in a professional manner. All vendors must keep their space clean and attractive.
- Appropriate dress is required, with clothing in good condition and clean.
- ~~The City of Gladstone Farmers Market does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. However, in the event that there are vendors on the waiting list and the same or similar products are excessive, duplicate products may be denied entry at the discretion of the Market Manager.~~

- Dogs: Dogs are not permitted at the market

- Early Departures: Vendors leaving the market before closing time is disruptive and discouraging to other vendors and customers. The Gladstone Farmers Market operates as a business and should operate within posted opening and closing times.

- Parking:

- Vendors may park at or near the market site ~~ONLY~~ to load and unload. Vehicles should be moved during market hours to allow for customer parking. No vehicles larger than a car/pickup truck without a trailer are allowed to park in the City Public Parking lot next to 911 Delta Ave.
- No vehicle may obstruct the public parking lot, street, or alley at any time.
- Wagons are available to load and unload market items.
- Parking is available within the Bay Bank Parking Lot for vehicles no larger than a car/pickup truck without a trailer.

- ~~Conduct & Courtesy:~~

- ~~While at the market, vendors are expected to behave courteously to costumers, fellow vendors, market staff and volunteers. Vendors should conduct themselves in a professional manner at all times. All vendors must keep their space clean and attractive.~~
- ~~Appropriate dress is required, with clothing in good condition and clean.~~
-

- Setup & Cleanup: Vendors are responsible for set up and clean-up of their marketing space. All stands, tables, and products shall be transported to the market each market day and everything shall be removed after market close. Materials or produce may not be left overnight without exception.

- As part of your vendor fee, the Gladstone Farmers Market will provide one canopy (weather permitting), one table, and two chairs for each booth. These items will be set-up prior to 1:30 PM unless there are unforeseen circumstances with our concierge staff.
- ~~Early Departures: Vendors leaving the market before closing time is disruptive and discouraging to other vendors and customers. The Gladstone Farmers Market operates as a business and, as any business, should operate within posted opening and closing times.~~
- Smoking: No smoking is permitted within the perimeter of the market by vendors or customers. This policy is strictly enforced.
- Farmers Market Manager/Coordinator:
 - The Market ~~Manager~~Coordinator may deny or restrict any vendor or vendor representative's access to the market for failure to follow state or local laws, food assistance program requirements, or vendor policies or the guidelines for the Gladstone Farmers Market.
 - Vendors who violate any of the above will be given a verbal warning on the first offense, a written warning on the second offense, and their vendor placement will be revoked on the third offense. Depending on the severity of the violation, vendor placement may be revoked at the Farmers Market Coordinator's discretion without previous warning.
 - Problems, concerns or complaints shall be directed immediately to the ~~market manager~~Farmers Market Coordinator. Any grievance that cannot be resolved may be submitted in writing to the City of Gladstone DDA Coordinator for consideration at the next DDA Board Meeting.
 - The Farmers Market Coordinator reserves the right to inspect the growing operations of any vendors to ensure compliance of the market policies.
- The Gladstone Farmers Market will follow all State, Federal and local guidelines regarding Covid-19. Social distancing, masking and all other regulations in force at the time will be enforced at the market.
 - ~~The Farmers Market Manager reserves the right to inspect the growing operations of any vendors to ensure compliance of the market policies.~~



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: April 18, 2023
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Letter of Support for MML Foundation's Bridge Builders Microgrants

BACKGROUND:

As previously discussed, the DDA Coordinator will focus efforts on supplementing the DDA's revenue sources this year. The Bridge Builders Main Street Microgrant is awarding four microgrants up to \$5,000 across Michigan that bring together local artists and businesses in Michigan downtown. We will be asking the City Commission to grant permission for us to apply for funding to be used for Gladstone's Old-Fashioned Christmas. This will require a letter of support from one of the community's government leaders such as a manager, mayor, or council member.

FISCAL EFFECT:

\$5000

SUPPORTING DOCUMENTATION:

MML Foundation's Main Street Microgrant Information Packet

RECOMMENDATION:

Motion for the DDA Board Chair, Jay Bostwick, to submit a letter of support to include in the Michigan Municipal League Foundation's application for the Bridge Builders Main Street Microgrant.



Main Street Microgrants:

Bridge Builders Main Street Microgrants offer small, one-time grants of up to \$5,000 for collaborative, creative projects in Michigan Municipal League member communities ([link here](#)). Microgrants fund projects that bring together local artists and businesses in Michigan downtowns. Each project should build bridges across your community by bringing people together. This year, 4 microgrants of up to \$5,000 each will be awarded across Michigan.

Each application must include:

1. An artistic element led by an artist. Artists can be visual, performing, 3-D artists, poets, dancers, or any other artist recognized as an “artist” by a museum or by their mother. Artists must be compensated fairly for their time and expertise.
2. A project location within the community’s downtown or business district
3. At least 2 locally owned, brick and mortar, for-profit businesses that are located within that same downtown or business district
4. A letter of support from one of the community’s government leaders such as a manager, mayor, or council member
5. Details about how the project celebrates the neighborhood’s (or greater community’s) diversity such as generational, racial, cultural, economic, and/or ability
6. A start date of July 15 or later.

Who May Apply:

- Downtown Development Authorities
- Commercial Improvement Districts
- Municipal governments
- Local businesses

Who May Not Apply:

- Past recipients of Bridge Builders funding
- Non-local businesses
- Non-profits

What Kinds of Projects “Fit” This Program:

- Placemaking activities that bring together residents, businesses, and artists to transform a space
- Placemaking activities that elevate cultural traditions using arts and creative expression to bring people together
- Participatory, interactive projects that engage residents and promote their wellbeing
- Performative pieces (e.g. theater in parking lots, street musicians)



- Art, window front, sign, or other installations that engage residents
- Tours (self-guided or otherwise) that celebrate local history, culture, art, businesses, etc.
- This is not an exhaustive list. Get some inspiration here:
<https://mmlfoundation.org/projects/bridge-builders-microgrants/program-impact-and-history/>

What Doesn't "Fit":

- Legislative or partisan political activities
- Events or activities that require participants to pay to participate or attend (including fundraisers)
- Loans
- Typical business expenses such as rent and payroll
- Routine maintenance of public spaces
- School art shows
- Protests (The MML Foundation fully supports the right to protest, however, we cannot fund protests.)
- Anything that glorifies violence or promotes hate, discrimination, or exclusion

Bridge Builders Main Street Microgrants Application 2023

Bridge Builders Main Street Microgrants offer small, one-time grants of up to \$5,000 for collaborative, creative projects in Michigan Municipal League member communities ([link here](#)). Microgrants fund projects that bring together local artists and businesses in downtowns across Michigan. Each project should build bridges across your community by bringing people together. **Downtown Development Authorities/Commercial Improvement Districts, municipal governments, and local businesses are eligible to apply.** This year, 4 microgrants of up to \$5,000 each will be awarded across Michigan.

Each application must include:

1. An artistic element led by an artist. Artists can be visual, performing, 3-D artists, poets, dancers, or any other kind of artist recognized as an "artist" by a museum or by their mother. Artists must be compensated fairly for their time and expertise.
2. A project location within the community's downtown or business district.
3. At least two locally owned, brick and mortar, for-profit businesses that are located within that same downtown or business district.
4. A letter of support from one of the community's local government leaders such as a manager, mayor, or council member.
5. Details about how the project celebrates the neighborhood's (or greater community's) diversity such as generational, racial, cultural, economic, and/or ability.
6. A start date of July 15 or later.



Screening Questions:

If you answer “no” to any of the following questions, your project will not be eligible for application in 2023.

1. Will your project take place in a MML member community? [Click here](#) to view the full list of eligible communities.
2. Are you a Downtown Development Authority (DDA), Commercial Improvement District (CID), a municipal government, or small business?
3. Will your project take place in a downtown or business corridor?
4. Will your project include a lead artist who has already been identified and agreed to participate?
5. Is the applicant (a DDA/CID, municipal government, or local business) prepared to receive and track any awarded funds?
6. Would the applicant (a DDA/CID, municipal government, or local business) be a first-time recipient of Bridge Builders funding?
7. Will your project start on July 15 or later?

About the Applicant:

The category selected here will determine where grant funds are sent, if awarded. This means that if you apply as a DDA/CID or government, that entity will receive the funds. If you apply as a local business, that business will receive the funds.

- 1) Are you applying as....
 - a. A DDA or CID?
 - i. What is the entity’s name?
 - ii. What downtown area or business corridor does it serve?
 - iii. What is the entity’s contact info?
 1. Mailing address?
 2. Website?
 3. Email address?
 4. Phone number?
 - a. Relevant social accounts to share? (tip: list the account where project updates will be shared!)
 - iv. What is the name of the primary contact for this entity’s application/project?
 - v. What are their preferred pronouns?
 - vi. Is the primary contact information (phone number and email address) different from the primary entity’s contact information?



- b. A municipal government?
 - i. What is the entity's name?
 - ii. What is the entity's contact info?
 - 1. Mailing address?
 - 2. Website?
 - 3. Email address?
 - 4. Phone number?
 - 5. Twitter, Facebook, Instagram handles (Tip: list the account where project updates will be posted!)
 - iii. What is the name of the primary contact for this entity's application/project?
 - iv. What are their preferred pronouns?
 - v. Is the primary contact information (phone number and email address) different from the primary entity's contact information?

- c. A small business?
 - i. What is the entity's name?
 - ii. What services or goods does it provide?
 - iii. What is the entity's contact info?
 - 1. Mailing address?
 - 2. Website?
 - 3. Email address?
 - 4. Phone number?
 - 5. Twitter, Facebook, Instagram handles (Tip: list the account where project updates will be posted!)
 - iv. What is the name of the primary contact for this business's application/project?
 - v. What are their preferred pronouns?
 - vi. Is the primary contact information (phone number and email address) different from the primary entity's contact information?

About the Project: (Page Two)

In this section, you will tell us about your project idea including who you will work with and where it will take place. You'll also explain your budget.

- 2) Where will the project take place? (please include city/village too)
- 3) What is the project's name? (Tip: make this catchy, it will be used heavily if awarded!)
- 4) Anticipated project launch date: (Note: project launch dates must be between July 25, 2023 and December 31, 2023 to be considered for funding.)
- 5) Briefly describe your project idea including your role and any project partners.
- 6) How do you plan to spend the \$5,000 microgrant? Please list and explain the items, services, fees, expertise, etc. that you plan to purchase.



- 7) Will your project require special permits? For example, anything that requires a street closure or installing a permanent art piece will likely require a special permit from your local governing body or zoning board. If your project is funded, the MML Foundation is happy to advise on that process. ***Please note that all applicants must obtain any necessary permits for their projects, if selected for funding.***

About the Community: (Page Three)

Please tell us about how this project will meet the community's needs and what other resources you may have to help meet your goals.

- 8) Why does your community need this project?
9) How will you engage your community in this project?
10) What do you hope to achieve through this project? Be as specific as possible!
11) How will the project celebrate the community's diversity? Diversity can include different ages, races, cultures, socio-economic statuses, abilities, and more.
12) What resources do you already have to make this project successful? Resources could include things like time, partners, expertise, donated goods/materials/space, matching funds, and more. (Maximum 300 characters with spaces)

About the Artist: (Page Four)

In this section, please tell us about the project's artistic element.

- 13) Who is the artist?
a. First and Last Name?
b. Preferred pronouns?
c. Website?
d. Email address?
e. Phone number?
f. Relevant social accounts to share?
- 14) Describe the artist's or artists' work. This is not about credentials – what do they do as an artist? (Maximum 200 characters with spaces)
- 15) How will the artist be involved in this project?
- 16) Are there other artists involved in this project? (yes or no)
If yes...
- a) What are their names and what sort of art form do they practice?
b) How will they be involved in the project?



About The Partners: (Page Five)

In this section, you'll do two things: 1) tell us a little bit about your business partners and how they'll be involved in the project and 2) upload your letter of municipal support.

- 17) Please list your first project business partner including contact information.
 - a) Business name:
 - b) Business type:
 - i. Restaurant
 - ii. Retail
 - iii. Service
 - iv. Other: (with comment box)
 - c) Owner First and Last Name:
 - d) Physical Location Address:
 - e) Phone number:
 - f) Email Address:
 - g) Social media accounts:
- 18) How will this partner be involved in the project?
- 19) Please list your second project business partner including contact information.
 - a) Business name:
 - b) Business type:
 - i. Restaurant
 - ii. Retail
 - iii. Service
 - iv. Other: (with comment box)
 - c) Owner First and Last Name:
 - d) Physical Location Address:
 - e) Phone number:
 - f) Email:
 - g) Social media accounts:
- 20) How will this partner be involved in the project?
- 21) Do you have additional partners (business, non-profit, etc.)? (Yes or No)
If yes...
 - a) What are their names?
 - b) What role(s) will they have in the project?
 - c) Are they located within the same downtown or business district as the project?
- 22) Will your local municipal government be involved in the project? If so, how?
- 23) Please upload a letter of support on letterhead for your project from your local governing body (mayor, city/village manager, city/village council member). If you have any questions, please contact grants@mmlfoundation.org.



Photos: (Page six)

Please upload up to five photos/images that highlight your project. We would like at least 1 and up to 5 images of “before” photos of the site(s) where your project will happen. Cell phone photos are acceptable. These pictures will be used on the Michigan Municipal League Foundation website, social media, and other communication platforms if your project advances to the semifinal round so JPEG or PNG is best. If taking photos is an issue for you, please contact grants@mmlfoundation.org.

- a) Image Upload (1-5): Click to view
- b) Note: two images and captions are required to submit the application.

Acknowledgements: (Page Seven)

- I agree that we will obtain any necessary permits from our city/village/township to execute our project.
- I agree that the specified point of contact will be responsible for communicating status updates and messages from the MML Foundation to all the project partners.
- I agree that each artist will be appropriately paid for their time, expertise, and contributions to this project.
- I have read all requirements for this grant.



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: April 18, 2023
Department: DDA
Presenter: Jay Bostwick

AGENDA ITEM TITLE:

Rescheduling DDA's May Meeting

BACKGROUND:

Jay Bostwick is unavailable for the regularly scheduled DDA meeting on May 16, 2023 and would like to propose rescheduling the meeting to May 9, 2023 at 8:00 AM ET.

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

None

RECOMMENDATION:

Motion to reschedule the DDA's Regularly Scheduled Meeting of May 16, 2023 to take place on May 9, 2023 at 8:00 AM ET in the City Hall Chambers.