



# **GLADSTONE DDA REGULAR MEETING**

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

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

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## **AGENDA**

### **CALL TO ORDER**

1. Roll Call

### **PUBLIC COMMENT**

### **APPROVAL OF MINUTES**

- [2.](#) Regular Meeting Minutes - June 20, 2023

### **FINANCIALS**

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

### **CONFLICTS OF INTEREST**

### **ADDITIONS TO THE AGENDA**

### **UNFINISHED BUSINESS**

4. North Shore Development

### **NEW BUSINESS**

- [5.](#) Old-Fashioned Christmas
- [6.](#) Facade Grant Program
- [7.](#) Mural at 1000 Delta Ave

### **CITY COMMENTS & REPORTS**

8. City Manager
9. Community Development
10. DDA Coordinator
  - DDA Board Opening
  - DDA By-Laws & Rules of Procedure
  - Prep for Parental Leave
    - Informational Meeting #2 at August Commission Meeting
    - Posted Code Enforcement Position
    - Wrapping up Master Plan
  - Upcoming Items:
    - Business After Hours on July 26th
    - August Meeting:
      - Farmers Market Updates from Brianna Ecklid

## **BOARD COMMENTS & REPORTS**

### **ADJOURNMENT**

The City of Gladstone will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Gladstone. Individuals with disabilities requiring auxiliary aids or services should contact the City of Gladstone by writing or calling City Hall at (906) 428-2311.

**Posted:** 07/13/2023

**Amended:** 07/18/2023

*\*Amendment included additional documentation regarding the Mural at 1000 Delta Ave not initially available at the time the packet was circulated.*

Patricia West, DDA Coordinator | pwest@gladstonemi.gov

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

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

#### G. Public Comment

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



# GLADSTONE DDA REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
June 20, 2023  
8:00 AM

## MINUTES

### CALL TO ORDER

DDA Coordinator, Patricia West, called the meeting to order at 8:01 AM ET.

#### 1. Roll Call

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

**Staff Present:** Eric Buckman, Patricia West, Renée Barron

### REORGANIZATION OF AGENDA

#### 2. Election of Officers

##### A. Chair

Motion made by Closs, Seconded by Skwor to nominate Jay Bostwick as the DDA Board Chairperson. No other nominations for office.

Roll Call Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, Neumeier, LeDuc - ***Nominee Unanimously Elected***

##### B. Vice-Chair/Secretary

Motion made by Bostwick, Seconded by Thompson to nominate Kyle Closs as the DDA Board Vice-Chair/Secretary. No other nominations for office.

Roll Call Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, Neumeier, LeDuc - ***Nominee Unanimously Elected***

### PUBLIC COMMENT

Mr. John Pickard provided public comment on behalf of the Soo Line Restoration Authority. The authority is building a formal plan to request resources from the City of Gladstone and the DDA.

#### 3. Tax Increment Financing | Informational Meeting #1

DDA Coordinator, Patricia West, presented the first Informational Meeting of 2023 for the DDA's Tax Increment Financing Plan.

#### 4. **DDA Membership Recognition: Linda Howlett**

DDA Membership Recognition: Linda Howlett

Mrs. Linda Howlett was recognized by DDA Chairperson, Jay Bostwick, for her nearly 20 years of service to the Gladstone DDA on behalf of the Gladstone Area Schools.

### APPROVAL OF MINUTES

#### 5. **Regular Meeting Minutes - May 9, 2023**

Motion made by Closs, Seconded by Skwor to approve the regular meeting minutes from May 9, 2023.

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

### FINANCIALS

#### 6. **April Revenue & Expenditure Report**

The April financials were provided to the DDA for review.

**CONFLICT OF INTEREST:** *None*

### AMENDMENTS TO THE AGENDA

Motion made by Bostwick, Seconded by Thompson to schedule a joint meeting with the full DDA, City Commission, and Soo Line Restoration Authority upon the receipt of their formal project plan and resources request.

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

### UNFINISHED BUSINESS

#### 7. **North Shore Development**

Renée Barron, Director of Community Development, provided an update on the North Shore Development. Renée and City Manager, Eric Buckman, have met with interested investors and developers who have presented the city with a draft vision for the site. The city is reviewing the vision with department heads to outline infrastructure needs and gather feedback. A follow up meeting is planned for July.

Upon receipt of the draft vision, the City of Gladstone was advised against pursuing the Michigan Spark Grant by Coleman Engineering for the recreation path along the North Shore, so Gladstone's second round application will prioritize the repair of the existing boardwalk, which is submitted through the Parks & Recreation Department.

### NEW BUSINESS

#### 8. **Amendments to the DDA By-Laws & Rules of Procedure**

Motion made by Closs, Seconded by Neumeier to amend the Gladstone DDA By-Laws and Rules of Procedure as presented, to then be submitted to the City Commission for final approval.

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

#### 9. **Board Resignation: Taylor Miller**

Motion made by Closs, Seconded by Skwor to accept the resignation of Taylor Miller, with regret, from the Gladstone Downtown Development Authority and post the board vacancy to collect applications.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, Neumeier, LeDuc -

## 10. DDA Subcommittee Assignments

DDA Subcommittee Assignments were reviewed. The board was in agreement to fill the vacancies below:

- Add Jay Bostwick to the DDA Budget Subcommittee
- Add Marcey Skwor to the Old-Fashioned Christmas Subcommittee
- Add Robert LeDuc to the Redevelopment Ready Committee

## COMMENTS

### 11. City Manager

City Manager, Eric Buckman, provided the following updates:

- **Irish Oaks Golf Course:** Updated the DDA Board on the Irish Oaks Golf Course as it related to the cart-sheds being sold off. A group has also inquired about leasing of the course.
- **Public Safety Contract:** The Public Safety contract has been finalized.
- **Legal Updates:** Updates were provided on open items with the City of Gladstone.
- **Gladstone Tribal Community Health Center:** The Sault Tribe of Chippewa Indians has applied to the Department of Interior to have the land located at 2002 Minneapolis Ave put in trust.
- **North Shore Development:** Property owner, Josh King, has expressed interest in working together towards the North Shore Development.
- **Thank You:** Recognition was given to Linda Howlett for her years of service to the DDA.

### 12. Community Development: *None*

### 13. DDA Coordinator

DDA Coordinator, Patricia West, provided an update on the items below.

#### A. Farmers Market Updates

Updates were provided on the Gladstone Farmers Market, and recognition was given to Brianna Ecklid, the new Market Coordinator, for her efforts in a successful start to the season.

#### B. Historical Home Markers

The board was asked if they had any information on a timeframe or prior commitments to historical home markers. Renée Barron suggested checking old budgets specifically around the year 2015.

#### C. Upcoming Items

- Old Fashioned Christmas Planning:** The first Old Fashioned Christmas Planning Meeting will kick-off in July.
- Informational Meeting #2:** It is anticipated that the second Informational Meeting will be presented at a City Commission Meeting in August.
- Parental Leave Details:** It is anticipated that Patricia West will be out on parental leave beginning in September. Renée Barron and Kim Berry will assist with agenda creation and minute taking during her absence. Other responsibilities may fall on the DDA Vice-Chair/Secretary, Kyle Closs.
- Website Updates:** Updates to the DDA webpage will be forthcoming.

#### Other Updates

- **Delta Force:** Participated in a ride-along with Gladstone Public Safety as part of the Delta Force program.
- **Thank You:** Recognized Linda Howlett for her nearly 20 years of service to the Gladstone Downtown Development Authority.

Item 2.

#### 14. DDA Members

DDA Board Chairperson, Jay Bostick, inquired about the following items and provided the additional updates below.

- **DDA Bike Racks:** The bike racks have not yet been placed downtown. DDA Coordinator, Patricia West, committed to following up with Parks and Recreation on the status of that.
- **Condemned Property of 11 S 9th St:** Patricia West and Renée Barron provided an update on the status of the property.
- **Saloon Pizza Update:** Renée Barron provided an update on the rebuild of the Saloon Pizza
- **Employment Update:** After 23 years with Mainstreet Pizza, Jay Bostwick announced he will be leaving to join Dominos.

The newest DDA Board Member representing Gladstone Area Schools, Nathan Neumeier, introduced himself to the board.

**PUBLIC COMMENT:** *None*

#### ADJOURNMENT

Motion made by Neumeier, Seconded by LeDuc to adjourn at 9:05 AM ET.

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

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	(18,963.08)
248-000-001.007	FARMERS MKT EBT	762.60
248-000-017.000	INVESTMENT IN FIRST BANK	163,198.35
248-000-055.000	ACCRUED INCOME	1,122.76
248-000-078.001	DUE FROM COUNTY TREASURER	187.28
<b>Total Assets</b>		<b>146,307.91</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	2,877.66
<b>Total Liabilities</b>		<b>2,877.66</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	291,579.69
<b>Total Fund Balance</b>		<b>291,579.69</b>
<b>Beginning Fund Balance - 22-23</b>		<b>291,579.69</b>
<b>Net of Revenues VS Expenditures - 22-23</b>		<b>(144,109.28)</b>
<b>*22-23 End FB/23-24 Beg FB</b>		<b>147,470.41</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(4,040.16)</b>
<b>Ending Fund Balance</b>		<b>143,430.25</b>
<b>Total Liabilities And Fund Balance</b>		<b>146,307.91</b>

\* Year Not Closed

Item 3.

PERIOD ENDING 05/31/2023

% Fiscal Year Completed: 16.67

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 05/31/2023 NORMAL (ABNORMAL)	AVAILABLE		% BDGT USED
		2023-24 AMENDED BUDGET	MONTH 05/31/2023 INCREASE (DECREASE)		BALANCE NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-437.001	CITY CAPTURE	149,483.00	0.00	0.00	149,483.00	0.00	
248-000-437.005	BAY COLLEGE CAPTURE	31,935.00	0.00	0.00	31,935.00	0.00	
248-000-437.009	DELTA COUNTY CAPTURE	48,595.00	0.00	0.00	48,595.00	0.00	
248-000-437.013	DC ROAD PATROL CAPTURE	12,554.00	0.00	0.00	12,554.00	0.00	
248-000-437.015	COMM ACTION CAPTURE	7,725.00	0.00	0.00	7,725.00	0.00	
248-000-437.019	911 DISPATCH CAPTURE	7,241.00	0.00	0.00	7,241.00	0.00	
248-000-437.021	DATA CAPTURE	5,793.00	0.00	0.00	5,793.00	0.00	
248-000-437.023	DC RECYCLING CAPTURE	2,895.00	0.00	0.00	2,895.00	0.00	
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	8,207.00	0.00	0.00	8,207.00	0.00	
248-000-440.000	MISCELLANEOUS INCOME	0.00	(1.80)	0.00	0.00	0.00	
248-000-540.000	GRANT REVENUE	5,400.00	0.00	0.00	5,400.00	0.00	
248-000-665.000	INTEREST REVENUE	1,500.00	(745.44)	107.43	1,392.57	7.16	
248-000-674.000	DONATIONS	2,000.00	0.00	0.00	2,000.00	0.00	
248-000-675.006	FARMERS MARKET	4,500.00	0.00	0.00	4,500.00	0.00	
248-000-699.390	TRANSFER FROM FUND BALANCE	94,381.00	0.00	0.00	94,381.00	0.00	
<b>Total Dept 000 - REVENUE</b>		<b>382,209.00</b>	<b>(747.24)</b>	<b>107.43</b>	<b>382,101.57</b>	<b>0.03</b>	
<b>TOTAL REVENUES</b>		<b>382,209.00</b>	<b>(747.24)</b>	<b>107.43</b>	<b>382,101.57</b>	<b>0.03</b>	
Expenditures							
Dept 537 - ADMINISTRATIVE							
248-537-704.000	WAGES-PART TIME EMPLOYEES	22,500.00	1,716.33	2,921.15	19,578.85	12.98	
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	0.00	0.00	2,000.00	0.00	
248-537-708.000	UNEMPLOYMENT	100.00	0.44	1.16	98.84	1.16	
248-537-709.000	FICA 6.2%	1,519.00	107.52	185.02	1,333.98	12.18	
248-537-711.000	MEDICARE 1.45%	355.00	25.15	43.26	311.74	12.19	
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EXP	100.00	2.08	7.32	92.68	7.32	
248-537-728.000	MSA EMPLOYER EXPENSE	50.00	0.86	2.98	47.02	5.96	
248-537-735.000	EDUCATION & TRAINING	500.00	0.00	25.00	475.00	5.00	
248-537-736.000	TRANSPORTATION & LODGING	500.00	0.00	0.00	500.00	0.00	
248-537-751.000	MATERIALS & SUPPLIES	500.00	0.00	34.99	465.01	7.00	
248-537-753.000	PRINTING & PUBLISHING	1,500.00	0.00	0.00	1,500.00	0.00	
248-537-756.000	COMPUTER	2,500.00	23.86	71.60	2,428.40	2.86	
248-537-757.000	COPIES	700.00	0.00	0.00	700.00	0.00	
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	0.00	0.00	20,000.00	0.00	
248-537-761.003	GENERAL FUND CONCIERGE FEES	15,000.00	0.00	0.00	15,000.00	0.00	
248-537-762.000	INTEREST EXPENSE	19,875.00	0.00	0.00	19,875.00	0.00	
248-537-800.006	CONTRACTED SERVICES-NORTHSHORE	5,000.00	0.00	0.00	5,000.00	0.00	
248-537-802.000	LEGAL FEES	500.00	0.00	0.00	500.00	0.00	
248-537-803.000	AUDIT FEES	1,000.00	0.00	0.00	1,000.00	0.00	
248-537-808.000	TELEPHONE	540.00	41.35	41.35	498.65	7.66	
248-537-819.000	FACADE GRANT PROGRAM	0.00	3.60	3.60	(3.60)	100.00	
248-537-880.001	CHRISTMAS CELEBRATION	5,500.00	0.00	0.00	5,500.00	0.00	
248-537-880.003	FARMERS MARKET	6,500.00	34.95	67.40	6,432.60	1.04	
248-537-910.000	INSURANCE LIABILITY	100.00	0.00	50.00	50.00	50.00	
248-537-970.051	NORTH SHORE	0.00	219.12	219.12	(219.12)	100.00	
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	0.00	0.00	227,000.00	0.00	
248-537-995.007	NORTHSHORE LOAN PAYMENT	41,370.00	0.00	0.00	41,370.00	0.00	
248-537-995.203	TRANSFER TO LOCAL STREET	7,000.00	473.64	473.64	6,526.36	6.77	
<b>Total Dept 537 - ADMINISTRATIVE</b>		<b>382,209.00</b>	<b>2,648.90</b>	<b>4,147.59</b>	<b>378,061.41</b>		



REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

Item 3.

PERIOD ENDING 05/31/2023  
 % Fiscal Year Completed: 16.67

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE		AVAILABLE		% BDGT USED
		2023-24 AMENDED BUDGET	MONTH 05/31/2023 INCREASE (DECREASE)	05/31/2023 NORMAL (ABNORMAL)	05/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
TOTAL EXPENDITURES		382,209.00	2,648.90	4,147.59		378,061.41		1.09
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		382,209.00	(747.24)	107.43		382,101.57		0.03
TOTAL EXPENDITURES		382,209.00	2,648.90	4,147.59		378,061.41		1.09
NET OF REVENUES & EXPENDITURES		0.00	(3,396.14)	(4,040.16)		4,040.16		100.00



# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** July 18, 2023  
**Department:** DDA  
**Presenter:** Patricia West

**AGENDA ITEM TITLE:**

Old-Fashioned Christmas

**BACKGROUND:**

Shelly Claycomb has served as the Old-Fashioned Christmas (OFC) event planner in a contractor role for the last several years. She has notified Patricia West that she would like to take a step back from the role as she will not be in town for the event this year.

The DDA has allocated \$2000 towards payment to this event planner contractor role.

With the DDA Coordinator, Patricia West, out on parental leave during the event, **the DDA needs to set the direction for what they want the 2023 Old-Fashioned Christmas to be this year.**

**Questions to Consider:**

- Does that DDA grant the OFC Subcommittee authority to replace the event coordinator, oversee the application and interview process should this be required, and recommend a candidate for hire to the broader board?
- Should we explore the idea of Shelly Claycomb training in new event coordinator?
- Should we replace the DDA Coordinator’s spot on the OFC Subcommittee this year?
- Should we scale back this year, and what does that mean?

**FISCAL EFFECT:**

\$5500 has been budgeted for the OFC  
- \$2000 of that was allocated for the event planner

**SUPPORTING DOCUMENTATION:**

- 2022 OFC Flyer
- 2023 Suggested Map of Event
- 2023 OFC What’s Important Survey

**RECOMMENDATION:**

**Event Coordinator:**

Motion to grant the OFC Subcommittee authority to replace the event coordinator, overseeing the outreach or application/interview process should this be required, and recommend a candidate for hire to the broader board.

**OFC Subcommittee**

Consensus among the DDA to appoint another member of the DDA Board to the OFC Subcommittee due to the DDA Coordinator's absence.

**Scale of the Event**

Provide the OFC Subcommittee clear direction on expectations of event offerings.

GLADSTONE DDA PRESENTS:

# OLD FASHIONED CHRISTMAS

FRIDAY, NOVEMBER 25TH

EVENT BEGINS WITH TREE LIGHTING AT 6PM  
EVENT CONCLUDES AT 8PM

## ACTIVITY

## LOCATION

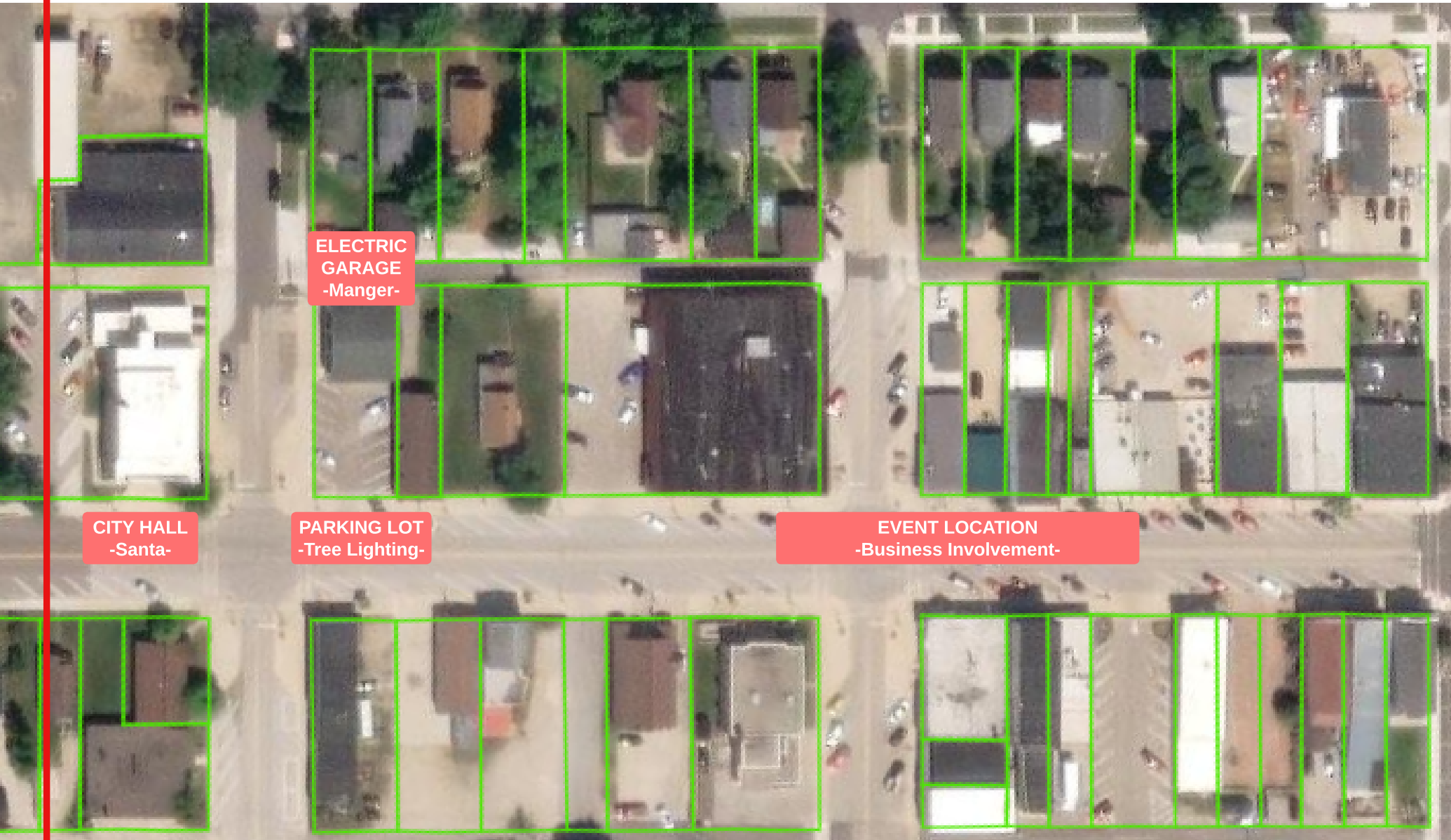
Kids Craft & Hot Dogs (North Bluff Grocery & Kiwanis Sponsored)	Iversons
Cookies & Cider (DDA Sponsored)	Brampton Bike & Ski
Letters to Santa	Dance it Up!
Face Painting	D&D Dog Dynamics
Kids Games	Evangelical Covenant Church
Warm Peanuts	Main Street Pizza
Ice Cream	Dairy Flo
Chocolate Treat	Frame Farm
Hot Chocolate	Great Lake Credit Union
Raindeer Chow & Hot Cocoa	The Dew Drop
Football Toss Game	Xcellerate Gym
Kids Craft	Trotters Floral
Chirstmas Treat Game	Grace & Claire Boutique
Hot Cocoa, Treat, & Photo Booth	Happy Rock Boutique
Cookies, Egg Nog, Hot Cocoa	Waters Edge Chiropractic
Adult & Kids Beverages and Live Music	Wally's Bar
Burning Barrels with S'mores	Delta Avenue
Meet Santa	Farmers Market
Live Nativity Scene (Grace Church Sponsored)	Electical Garage (near city hall)

Sponsors: Gladstone DDA, City of Gladstone, D&D Dog Dynamics, Trotters Floral, Iversons, A1 Septic, Wards Auto, Frame Farm, Xcellerate, Main Street Pizza, Dairy Flo, Dance It Up, Dew Drop, Great Lakes Credit Union, Waters Edge Chiropractic, Brampton Bike, Happy Rock Boutique, Grace & Claire Boutique, Evangelical Covenant Church, Wally's, Aderman Flooring, Grace Church, Trinity Episcopal Church, All Saints Church, Rodney Bricker



### Christmas Wagon Rides

Sponsored by Chamber of Commerce, A1 Septic, & Aderman Flooring



CITY HALL  
-Santa-

ELECTRIC  
GARAGE  
-Manger-

PARKING LOT  
-Tree Lighting-

EVENT LOCATION  
-Business Involvement-



# 2023 Old Fashioned Christmas Survey

What's Important to You?

Please circle how much value you place in each of the previous Old Fashioned Christmas offerings we've coordinated below.

## Burn Barrels & S'Mores

### Coordination Required:

- Set-up
- Clean-up
- Volunteers: Assist with s'mores and keep the fires burning

Do Without	Somewhat Important	Keep this!
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## Nativity Scene

### Coordination Required:

- Get a local church to take ownership over the activity
- Ensure location is available for them to begin set-up
- Ensure location gets cleaned up prior to work resuming on Monday

Do Without	Somewhat Important	Keep this!
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## Santa Meet & Greet

### Coordination Required:

- Book Santa
- Oversee Santa's arrival from Police/Fire Station
- Location Set-Up
- Location Clean-Up
- Volunteers: Crowd Control/Line Management

Do Without	Somewhat Important	Keep this!
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## Tree Lighting Ceremony

### Coordination Required:

- Coordinate tree set-up with Electric Department
- Work with the Mayor on their speech
- Coordinate with the Electric Department on Audio needs

Do Without	Somewhat Important	Keep this!
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## Wagon Rides

### Coordination Required:

- Secure wagons from previous volunteers and Chamber of Commerce
- Oversee the pick-up and return of the wagons
- Oversee the decorating of the wagons
- Oversee the music playing on the wagons
- Volunteers: Crowd Control/Line Management

Do Without	Somewhat Important	Keep this!
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# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** July 18, 2023  
**Department:** Community Development  
**Presenter:** Renee Barron

### AGENDA ITEM TITLE:

DDA Façade Program

### BACKGROUND:

In the past the DDA has directed staff to accept façade applications as they come in regardless of what is budgeted. When business owners come in I help them through the process of preparing the façade request. This requires working with them to figure out what they desire to do to their building, what is covered by the façade program, getting prices from contractors on the work, all while understanding and committing to our grant guidelines. Once the proposal is complete these are presented to the full DDA board for consideration. Previously, when funds were either run out or not budgeted projects were sometimes approved for the following fund year, pulled out of fund balance or sometimes funded in two different fund year cycles.

With very little room in our current fund balance and no façade dollars allocated in the existing budget I am seeking guidance on how to handle current façade requests. I have one request pending and another that is likely on the horizon. I am hesitant to encourage business owners to go through all the steps necessary to complete the façade application if the DDA is not able to approve projects due to funding constraints. If the DDA is unable to fund facades I worry about wasting everyone's time and making the DDA look poorly when they come seeking approval.

I need some clarification and direction on how the board would like me to respond to current requests.

### FISCAL EFFECT:

### SUPPORTING DOCUMENTATION:

### RECOMMENDATION:

Direct staff to notify business owners that façade funds are not available at this time.



# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** July 18, 2023  
**Department:** DDA  
**Presenter:** Patrick Johnson

**AGENDA ITEM TITLE:**

Mural at 1000 Delta Ave

**BACKGROUND:**

The mural at 1000 Delta Ave needs repair. Patrick Johnson, the building owner, will present on the history of the mural and his request of the DDA.

The mural was a previous façade project sponsored by the DDA.

The DDA did not budget for any façade updates or projects for this year, so anything that would be approved would require a budget amendment.

**FISCAL EFFECT:**

Exact request is unknown, but preliminary numbers reflect \$2000-\$3000 for materials and labor and potentially an additional \$1600 for a donor plaque.

**SUPPORTING DOCUMENTATION:**

Email correspondence between Patrick John and Mia Tavonatti (the mural project coordinator)

**RECOMMENDATION:**



## Patricia West

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**From:** Renée Barron  
**Sent:** Tuesday, July 11, 2023 1:50 PM  
**To:** Patricia West  
**Subject:** FW: Mural

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**From:** Patrick Johnson <patrickjohnsondc@gmail.com>  
**Sent:** Saturday, July 1, 2023 9:08 AM  
**To:** Renée Barron <rbarron@gladstonemi.org>  
**Subject:** Re: Mural

It appears that is what she wants. Funding for the project came from the DDA, an art grant that Mia had, and Patronicity. The patronicity grant as a 50/50 match of community donations. Suani and I are willing to put some cash towards the deal, but are disappointed that our lease with Mia is for 7 years and we are not there yet. I'm half tempted to paint over it, but I feel that there is a value to the community by having it still. Thanks for looking into this.

Patrick Johnson D.C.  
 Water's Edge Chiropractic PLC  
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 Gladstone, MI 49837  
 (906) 428-9076  
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On Jun 28, 2023, at 2:04 PM, Renée Barron <[rbarron@gladstonemi.org](mailto:rbarron@gladstonemi.org)> wrote:

Hi Patrick,  
 Finally got to thinking about this. Just to confirm; Mia is looking for \$2,000-\$3,000 for repairs and an additional \$1600 for the plaque? Can you remind me of the funding sources for this project.

---

**From:** Patrick Johnson <[patrickjohnsondc@gmail.com](mailto:patrickjohnsondc@gmail.com)>  
**Sent:** Wednesday, June 21, 2023 12:20 PM  
**To:** Renée Barron <[rbarron@gladstonemi.org](mailto:rbarron@gladstonemi.org)>; ICE Suani Nieto <[suaninieto@gmail.com](mailto:suaninieto@gmail.com)>  
**Subject:** Fwd: Mural

Hey Renee, I was in contact with Mia regarding her art work on the wall. Below is our conversation. I was hoping I could pick your brain on how we could proceed. Please let me know.

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Begin forwarded message:

**From:** mia tavonatti <[miatav@yahoo.com](mailto:miatav@yahoo.com)>  
**Date:** June 18, 2023 at 10:34:24 PM EDT  
**To:** Patrick Johnson <[patrickjohnsondc@gmail.com](mailto:patrickjohnsondc@gmail.com)>  
**Subject: Re: Mural**  
**Reply-To:** mia tavonatti <[miatav@yahoo.com](mailto:miatav@yahoo.com)>

Hi Patrick,  
Sorry for the delay. yes this will be fine. I understand your need for tenant improvements.

As for the spalling, that wall was spalling way before we got there, and the large majority of it is in the top 4'-0" of the wall so, if it was a matter of the wall not being allowed to dry, it would be equal everywhere. The only thing I can even think to do is to go over all the white with a heavy coat of NovaColor paint since the areas where we painted the actual images seem to be holding with a few small exceptions. When we paint, we work very hard to fill every hole and basically put a "condom" on the wall but we didn't cover the white areas with Novacolor and the painters are never nearly as careful as we are. We used very high quality water sealing paint / primer but it shows you how much stronger the Novacolor is.

I do not have ANY money to do these additions and I don't think Jeff would want to do it and he is the only one I trust. I'll ask him. If you can raise \$2-3K for materials and labor, we can try this, but I can't guarantee it will stop the spalling since this wall just never has much time to dry out and no matter when we do it, we could just be locking in more moisture.

I also still have to pay at least \$1600 for the donor plaque. I had the design done but then covid hit...plus, I really don't have anyone to back check all the names, and I worry about missing someone, even though I keep very good records. Lorna has been on my case and I want this done before I move to Italy, so lets figure out a way to get this all done this summer!

EnJoy!  
Mia

**Mia Tavonatti Productions, Inc.**  
<http://www.miatavonatti.com>

[Sign up for Retreat, Workshop + Exhibition Updates!](#)

[Like me on Facebook](#)

[\*The Power of Words Project\*](#)

On Friday, June 16, 2023, 1:21:33 PM PDT, Patrick Johnson <[patrickjohnsondc@gmail.com](mailto:patrickjohnsondc@gmail.com)> wrote:

Thank you Mia. I spoke with our contractor John, the guy who lent us the lift for the project. He said that the 6" of flashing already up there is very well secured and doesn't

think it's the problem. He goes up to check after every winter. He's and I are confused as to what more could be done.

Looking back, do you think that the wall got sealed up before it was dry. I noticed that the pieces Jeff worked on previously, no longer have the spalling issue.

Attached you will find a very rough drawing of the anticipated garage door. The door would replace a portion of the wall and be painted to match the original art work. Please let me know what you think?

As always, we appreciate your expertise in this project.

<image001.jpg>

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On Jun 8, 2023, at 11:53 AM, mia tavonatti <[miatav@yahoo.com](mailto:miatav@yahoo.com)> wrote:

Hi Patrick,  
I hope all is well with you.

First, can you send me a pic if the wall with a quick sketch of where exactly the garage door is being proposed?

Second, this wall has always and will continue to spall. The upper portion of the wall is the worst and this will not stop until you do some moisture abatement at the top, including, at a very minimum, flashing overlapping the top edge because the water continues to perk down through the bricks, freeze, expand and push outwards.

My foundation has already tried to address this twice and spent \$7000 the first time and \$3000 the second time. This extra spending is the reason there is no donor plaque yet, because we ate all that up trying to solve a problem that is endemic to this old brick wall.

Jeff has a full time job now and most likely isn't available. If you can address the top of the wall soon, while we have a dry period, I can probably find some \$\$ to pay someone to do the work, but this will be the last time, if we can't keep moisture out of this wall.

Let me know what you think and let's continue this conversation and hopefully find a solution because I also love this mural and would love to keep it beautiful for years to come.

Thanks,  
Mia

[Sent from Yahoo Mail on Android](#)

On Wed, Jun 7, 2023 at 5:03 PM, Patrick Johnson <[patrickjohnsondc@gmail.com](mailto:patrickjohnsondc@gmail.com)> wrote:

Hey Mia, Suani and I hope you are doing well. I wanted to reach out to you for a couple of reasons.

The first is, we have a brewery moving into the theater portion of the Rialto and he needs to punch a garage door through the wall for loading and unloading product. From my discussions with him, we determined

that the best location would be a spot 10'x10' located under the blue play button on the wall. There would be about a 3' portion of the button that would need to be removed. He would make sure the garage door would have the 3' portion of the mural on it. Would that be ok?

Second, I have noticed the upper part of the mural is starting to show more spalling of the brick. Would Jeff be able to come by and touch up the art?

We absolutely love the mural and constantly receive complements on how it has been a wonderful addition to the Gladstone Downtown. Thank you for your continued hard work and sharing your talent with our community.

Sincerely,

Patrick Johnson D.C.  
Water's Edge Chiropractic PLC  
1010 Delta Ave. Ste. 216  
Gladstone, MI 49837  
(906) 428-9076  
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<image0.jpeg>

## GRANT OF EASEMENT

**GRANT OF EASEMENT** made this 13th day of April 2019, by and between **Tlapa Management**, a LLC corporation, hereinafter referred to as "Grantor" and **Svelata Foundation** 3744 E Fernwood Ave. Orange, CA 92869, hereinafter referred to as "Grantee".

### WITNESSETH:

**WHEREAS**, Grantor is the owner of property located in the City of Gladstone in the downtown district. A portion of the building on this property is ideal for the creation of a public art mural. Grantee has requested an easement to a portion of the Grantor's building located at 1000 Delta Ave, Gladstone, Michigan 49837. This public artwork is to be part of a national humanitarian mural campaign created and conducted through the Power of Words Project in collaboration with the Svelata Foundation. The Grantor agrees to grant the easement for sole purposes of allowing the creation and maintenance of a public art display mural on its building pursuant to the terms and conditions specified in this Easement Agreement.

**WHEREAS**, the Grantor agrees to grant an easement herein contained to the Grantee, its successors and assigns, for these specific purposes specified below;

**NOW THEREFORE**, for One Dollar (\$1.00) and other valuable consideration the receipt of which is hereby acknowledged, the Grantor does hereby grant, declare and convey the following Easement:

1. **THE GRANT:** The Grantor does hereby grant to the Grantee an easement to utilize space to create an artistic mural. The space to be utilized is the east-facing wall of the building, facing towards North 10th Street in Gladstone, Michigan.
2. **USE AND PURPOSE:** The sole purpose of this easement is to allow Grantee access to the above-specified building for the purpose of creating a public art mural as has been described and addressed above.
3. **RESTRICTIONS AND RESERVATIONS:** Grantor agrees that it will, at no time, interfere with the section of the building so as to impede or limit the ability of the Grantee to create the public art mural display. The easement shall be for a period of seven (7) years from the date of execution, unless terminated as provided below. At the end of the seven (7) year period, the Easement shall automatically renew if it has not been terminated by either party. It is the intent of the parties to have the public art mural display to continue as long as practical.
4. **TERMINATION OF EASEMENT:** At the expiration of the seven (7) year period, the Easement may be terminated by either party upon thirty (30) day written notice to the other party. If neither party terminates, the easement will continue for another seven (7) year period.

Within the initial seven (7) year easement term, or any time thereafter, the Easement may be terminated by the Grantor with the Grantee's consent, in writing, if the Grantor establishes any of the following:

1. The property is to be sold and the buyer requires removal of the Easement as a condition of the purchase and sale;
2. If a condition of refinancing the property, the lender requires removal of the Easement

as a condition of refinancing;

- 3. The property is to be substantially remodeled or altered in a way that would preclude continued maintenance of the public artwork;
- 4. That the circumstances have materially changed and the continued existence of the easement or maintenance of the artwork substantially impedes the Grantor's reasonable use and enjoyment of the property.

The Grantee shall not unreasonably withhold consent to terminate upon the Grantor establishing any of the conditions specified above.

The Grantee may terminate the Easement at any time at its sole discretion upon thirty (30) day notice to the Grantor, should the Grantor fail to substantially perform to the Grantor's obligations under the easement.

5. **MAINTENANCE AND REMOVAL OF PUBLIC ARTWORK:** The Grantee shall be responsible for maintaining the artwork during the existence of the Easement. The artwork shall be maintained and cared for in its original form, no significant alterations shall be permitted once the display is complete. Any significant damage to the artwork must be promptly repaired by the Grantee. Failure of the Grantee to repair said artwork within a reasonable period of time shall permit the Grantor to terminate the Easement and remedy the damage. Provided, however, that any damage that is caused by the Grantor shall not be the Grantee's responsibility and Grantor will have the obligation to repair the artwork in a reasonably prudent manner.

The Grantee may remove the artwork from the property if, in its sole discretion, the art mural has been excessively damaged and the cost of repair would be excessive.

If the Grantee removes the artwork, it will restore the property to its original condition. The Grantee shall have sole discretion to enter upon the property and maintain and repair the artwork.

6. **RIGHT OF ENTRY:** The Grantee shall have the right to enter the property during normal business hours and at all other times with advanced approval of the Grantor for any and all purposes described in this Easement.

This instrument and the transfer of property is exempt from tax because it is a written instrument in which the value of the consideration for the property is less than \$100.00 [MCL 207.526(a), MCL 207.505(a)].

**IN WITNESS WHEREOF**, the Grantor has executed this Grant of Utility Easement on this \_\_\_\_ day of April, 2019.

WITNESSETH:

**Tlapa Management,**  
a LLC corporation

\_\_\_\_\_  
\*

\_\_\_\_\_  
By: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_  
\*

STATE OF MICHIGAN        }  
  }ss



**Patricia West**

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**From:** Patrick Johnson <patrickjohnsondc@gmail.com>  
**Sent:** Friday, July 14, 2023 1:56 PM  
**To:** Patricia West  
**Subject:** Re: Preparation for the 07/18 DDA Meeting Mural Presentation | 1000 Delta Ave

**Categories:** Need to Complete

Please see below

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On Jul 13, 2023, at 2:39 PM, Patricia West <pwest@gladstonemi.gov> wrote:

Hey Patrick,

In an effort to try to anticipate some of the DDA's questions during your presentation at the 07/18 DDA Meeting, I thought I would outline some questions I believe would be helpful for you to speak to as you address the board. See below.

1. What is the project scope? **The scope is to paint and seal the spots on the wall where the brick has fallen away.**
2. What is the project timeline? **I'd like to finish this summer**
3. How much funding are you requesting? **The repair will cost roughly \$3000.**
4. Does the previous work have a warranty on in? **Please see contract, and emails**
5. Does your insurance cover any of the repairs needed? **Because it is a lease, no**

I believe that will spark some valuable discussion during the meeting.

Thank you!  
Patricia West  
DDA Coordinator