



# **GLADSTONE DDA REGULAR MEETING**

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

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A Regular Meeting of the Downtown Development Authority will be held on Tuesday, June 20, 2023 at 8:00 AM hosted at City Hall Chambers – 1100 Delta Avenue.

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## **AGENDA**

### **CALL TO ORDER**

1. Roll Call

### **REORGANIZATION OF AGENDA**

2. Election of Officers
  - A. Chair
  - B. Vice-Chair/Secretary

### **PUBLIC COMMENT**

3. Tax Increment Financing | Informational Meeting #1
4. DDA Membership Recognition: Linda Howlett

### **APPROVAL OF MINUTES**

5. Regular Meeting Minutes - May 9, 2023

### **FINANCIALS**

6. April Revenue & Expenditure Report

### **CONFLICT OF INTEREST**

### **AMENDMENTS TO THE AGENDA**

### **UNFINISHED BUSINESS**

7. North Shore Development

### **NEW BUSINESS**

8. Amendments to the DDA By-Laws & Rules of Procedure
9. Board Resignation: Taylor Miller
10. DDA Subcommittee Assignments

### **COMMENTS**

11. City Manager
12. Community Development
13. DDA Coordinator
  - A. Farmers Market Updates
  - B. Historical Home Markers
  - C. Upcoming Items

- i. Old Fashioned Christmas Planning
- ii. Informational Meeting #2
- iii. Parental Leave Details
- iv. Website Updates

14. DDA Members

**PUBLIC COMMENT**

**ADJOURNMENT**

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

**Posted: 06-15-2023**

Patricia West, DDA Coordinator | pwest@gladstonemi.gov

**RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS**

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

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.



# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** June 20, 2023  
**Department:** DDA  
**Presenter:** Patricia West

**AGENDA ITEM TITLE:**

Election of Officers

**BACKGROUND:**

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

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

The last election of officers was conducted on May 18, 2021 and our current officers are below.

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

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

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

**RECOMMENDATION:**

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

**CITY OF GLADSTONE, MICHIGAN  
DDA**

**BY-LAWS AND RULES OF PROCEDURE**

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

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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 10<sup>th</sup> 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

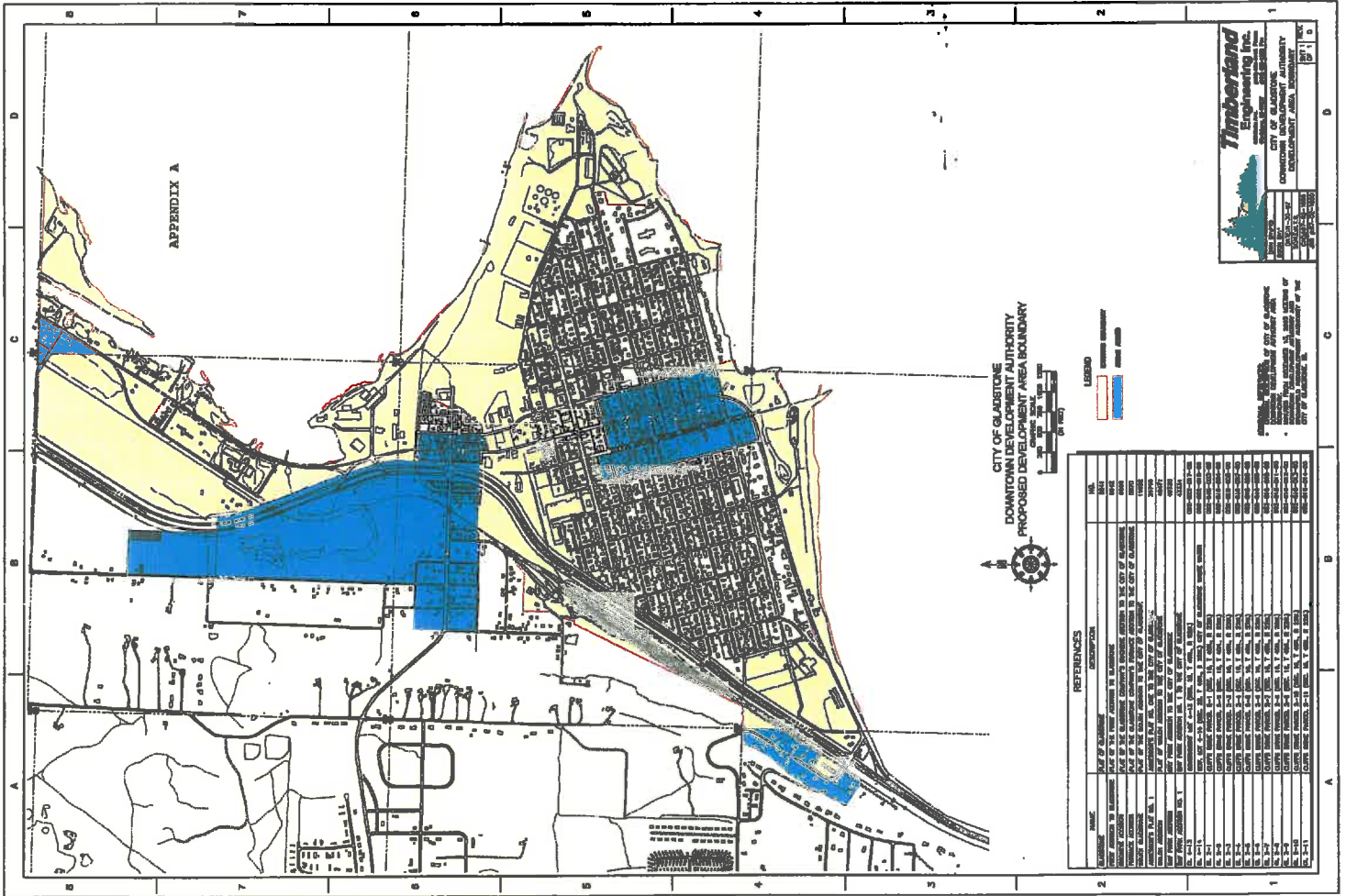
DDA

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Vice-Chairperson/Secretary



APPENDIX A

NAME	DESCRIPTION
CHARTER OF THE CITY OF GARBERVILLE	1989
ORDINANCE NO. 100	1989
ORDINANCE NO. 101	1989
ORDINANCE NO. 102	1989
ORDINANCE NO. 103	1989
ORDINANCE NO. 104	1989
ORDINANCE NO. 105	1989
ORDINANCE NO. 106	1989
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ORDINANCE NO. 199	1989
ORDINANCE NO. 200	1989

**Timberland Engineering & Construction**  
 1000 S. GARBERVILLE AVENUE  
 GARBERVILLE, CA 95620  
 TEL: (530) 832-2222  
 FAX: (530) 832-2223  
 WWW: WWW.TIMBERLAND-ENGINEERING.COM

**CITY OF GARBERVILLE  
 DEVELOPMENT AREA BOUNDARY**

DATE: 10/15/2010  
 DRAWN BY: J. WILSON  
 CHECKED BY: J. WILSON  
 SCALE: AS SHOWN

# Informational Meeting

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**Downtown Development Authority**  
**City of Gladstone**





# **DDA Mission Statement**

To enhance the quality of life and develop a positive image of Downtown Gladstone for businesses, residents and visitors."



# What is a DDA?



- DDAs comprehensively manage downtowns to maximize the local economy.
- DDAs are downtown management organizations that rely on TIF dollars for their operation
- Quasi-governmental arm of the City
- Goal to halt property value deterioration and increase property tax valuation to eliminate the causes of that deterioration, and to promote economic growth.

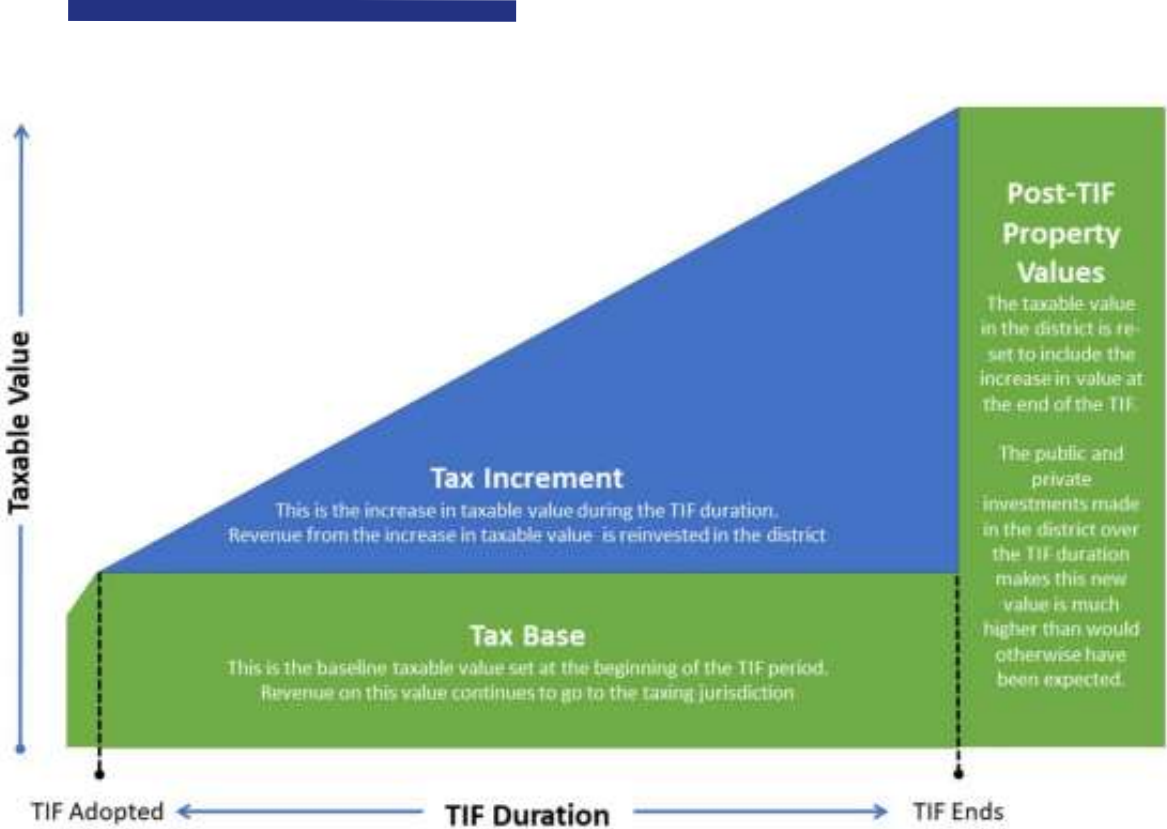


- **The DDA is responsible for and represents**
  - Downtown District (as defined by ordinance)
  - Its Businesses, Property Owners, and Residents
- **The DDA Benefits**
  - Community- What happens in Downtown affects ALL
  - City- DDA provides focused resources & insights

# What is TIF?

## Tax Increment Financing (TIF)

- Tax Increment Financing (TIF) is the annual capture of the year-to-year growth in property values in a defined district.
- Upon adoption of a TIF plan, the 'Taxable Value Base Year' is set; which all growth is calculated from
- Allows community to direct funds to engage in specific, critical economic development activities without raising local property taxes.
- Stimulates economic growth and is self-sustaining: As property values increase, the DDA captures more funding through TIF and is able to do more projects.

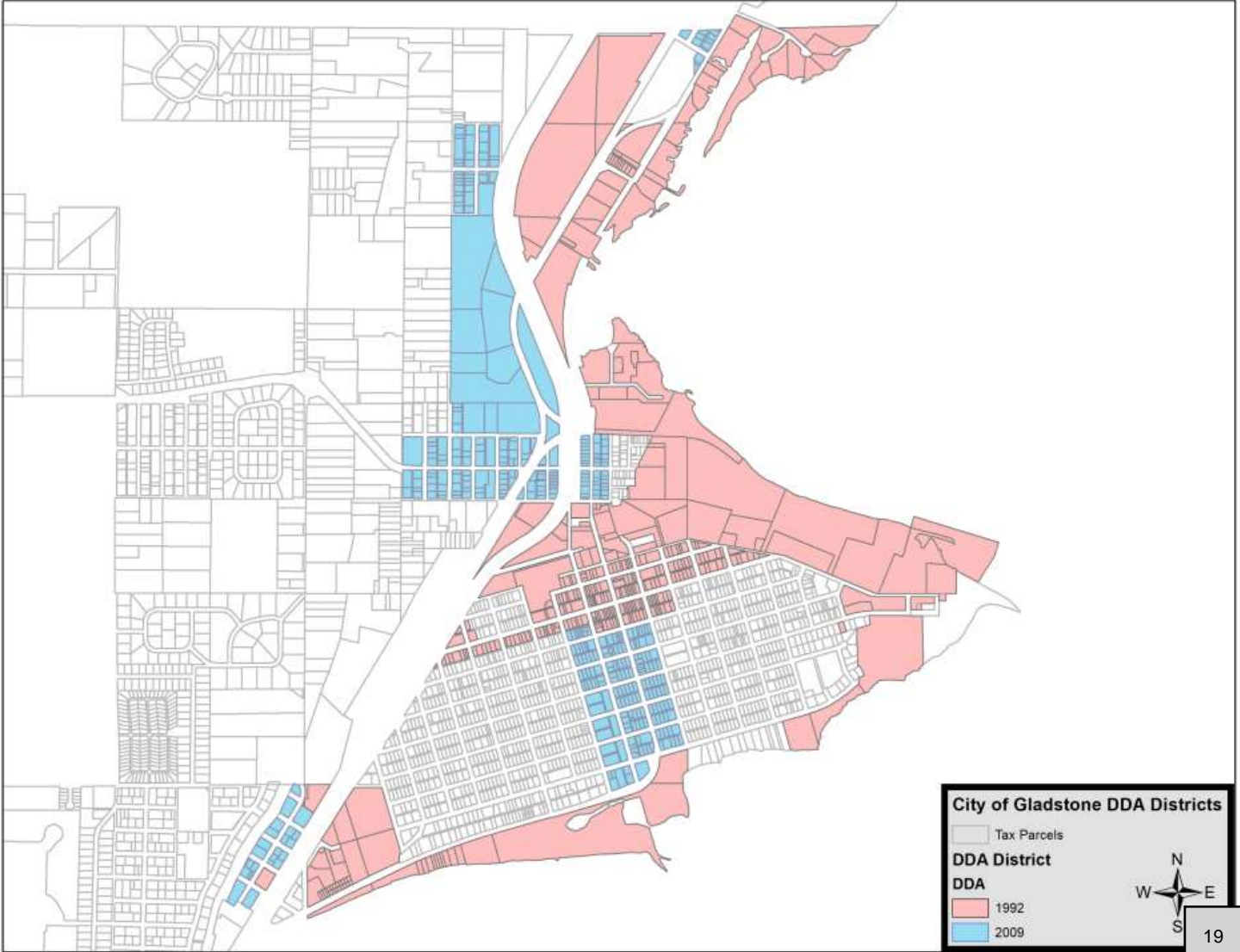


# TIF District



Gladstone had two DDA Districts.

- The first was established in 1992
- The second was established in 2009



# 2023 Goals

## Pursue Revenue Sources outside of the Tax Increment Financing Plan.

- Grant Revenue
  - Farmers Market (\$4000 Secured!)
  - Old Fashioned Christmas
- Rental Revenue
  - Market Square
- Property Development Opportunities
  - North Shore Development

# 2023 Goals

## Build upon the Gladstone Farmers Market to encourage foot traffic downtown.

- Expand our Food Assistance Program offerings through the implementation of **Senior Project Fresh**
- Improve marketing of the event to our community
- Onboard new Farmers Market Coordinator
- Recruit Vendors
- Replace the deteriorating brick pavers along the sidewalk of the market square



# DDA's Future Direction and Ongoing Initiatives

## Increase property tax valuation by eliminating the causes of deterioration and promote economic growth

- Coordinate with city departments on strategized street improvements and utility upgrades within the downtown district
- Partner with property owners in the downtown district to promote residential and office space opportunities above downtown businesses
- Pursue development opportunities for key properties within the downtown district
- Secure funding to implement the façade improvement program
- Support development of the North Shore waterfront through infrastructure allowing mixed used commercial and residential zoning
- Encourage and support the creation of a Gladstone Business Association to promote businesses through activities and events while serving as a resources to one another



# 2023 Projects

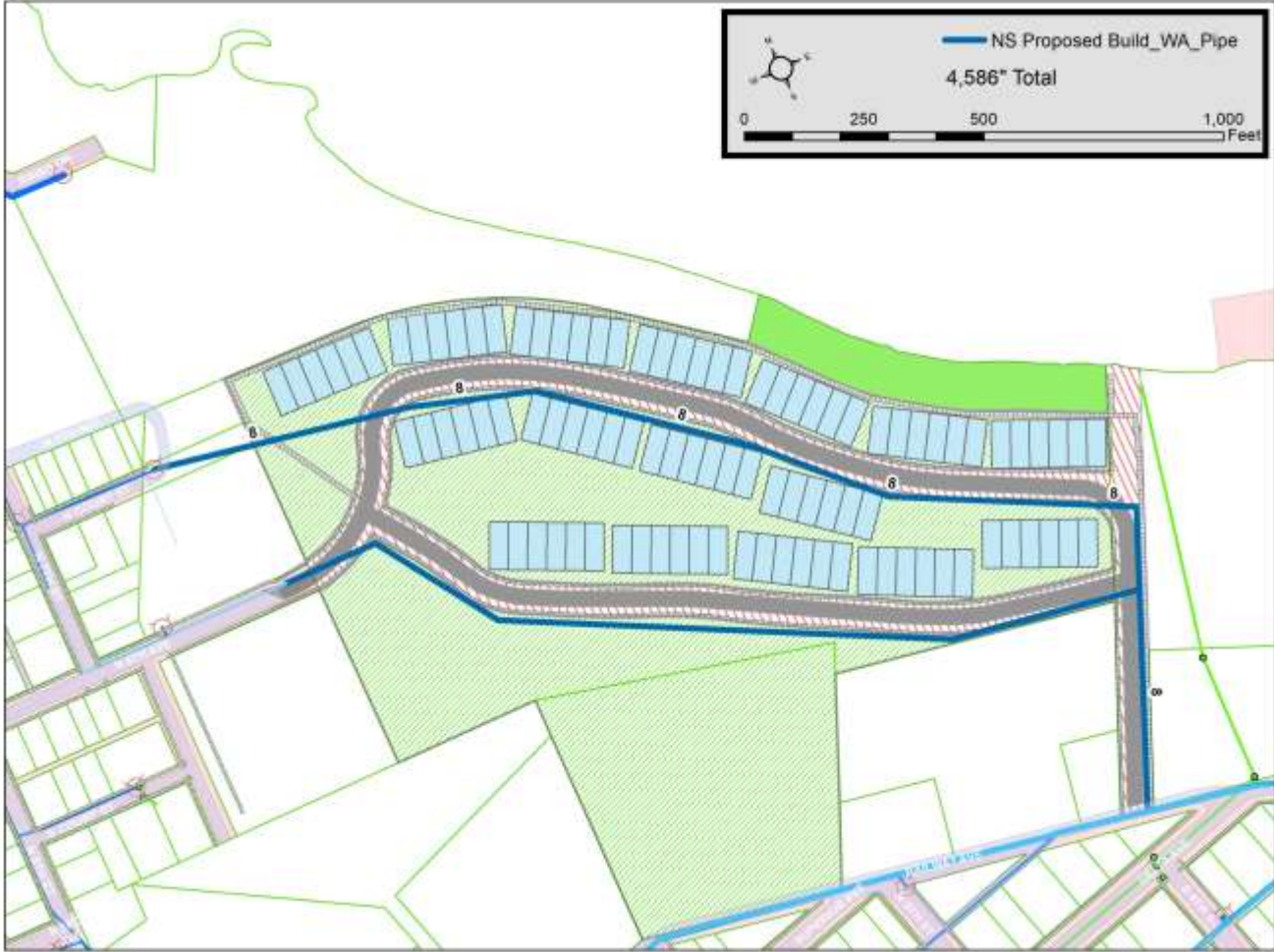
Here's where you'll see us this year!

# North Shore Development



The DDA is actively involved in the future **North Shore housing development**.

- Financial support in acquiring the North Shore property
- Ongoing meetings with investors, developers and engineers
- Pursuing grant funding to secure public access to the waterfront





# Gladstone Farmers Market

Sponsor and support the Gladstone Farmers Market!

- Band Coordination
- Farmers Market Promotion on Social Media
- Food Assistance Programs
- General Market Oversight
- Market Square Upkeep
- Market Space Rentals for Vendors



# Old-Fashioned Christmas

Sponsor and support the Old-Fashioned Christmas!

- Collaboration with Businesses and Sponsors
- Coordination with Event Planner
- Promotion of the Event

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 & Iversons 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
Christmas 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, Al 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, Al Septic, & Aderman Flooring



# GLADSTONE DDA MEETING

City Hall Chambers – 1100 Delta Avenue

May 09, 2023

8:00 AM

## MINUTES

### CALL TO ORDER

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

#### 1. Roll Call

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

**Staff Present:** Eric Buckman and Patricia West

**PUBLIC COMMENT:** *None*

### APPROVAL OF MINUTES

#### 2. Regular Meeting Minutes - April 18, 2023

Motion made by Closs, seconded by Skwor to approve the Regular Meeting Minutes from April 18, 2023.

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

### FINANCIALS

#### 3. March Revenue & Expenditure Report (Final)

The March financials were provided to the DDA for review.

**CONFLICT OF INTEREST:** *None*

**AMENDMENTS TO THE AGENDA:** *None*

### UNFINISHED BUSINESS

#### 4. DDA Board Vacancy: Representative from Gladstone Area Schools

Motion made by Skwor, seconded by Lippens to recommend Nathan Neumeier to the mayor, subject to the approval by a majority vote of the members elect of the City

Commission, as the Gladstone Area Schools representative on the Downtown Development Authority (DDA).

Item 5.

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

## 5. North Shore Development

- a. SPARK Grant Application: The application opened on May 1st and closes at the end of June. DDA Coordinator, Patricia West, plans to work closely with Renee Barron on this application for the North Shore walking path.
- b. City Manager, Eric Buckman recently met an architect and two investors to do a tour of the property. The meeting went well.
- c. DDA Coordinator, Patricia West, will coordinate a walking tour of the North Shore for the DDA over email, giving the City Commission the opportunity to join if interested.

## NEW BUSINESS

### 6. DDA Board Member Term Expirations - Kyle Closs

Motion made by Bostwick, seconded by LeDuc to recommend Kyle Closs to the mayor for reappointment to the Downtown Development Authority (DDA), subject to the approval by a majority vote of the members elect of the City Commission, with a new term expiration of May 2027.

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

### 7. Farmers Market Coordinator

Motion made by Skwor, seconded by LeDuc to extend a job offer to Brianna Ecklid for the Farmers Market Coordinator position, pending a background check.

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

### 8. Proposal to Hire a Marketing Agency

Motion made by Closs, seconded by Thompson to pursue a marketing agency to assist the Master Plan Subcommittee with outlining the marketing implementation section of the amendment to the City of Gladstone's Master Plan, with a budgeted amount of up to \$500 coming from the Downtown Development Authority.

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

### 9. Meeting Time Availability Conflict

Motion made by Thompson, seconded by Becker to table the discussion on DDA Board Member, Taylor Miller's, availability conflict to attend the regular scheduled DDA meeting time until the DDA Coordinator can confirm Taylor's availability to meet at 4:00 PM on the third Tuesday of each month instead.

## COMMENTS

### 10. City Manager

Eric Buckman, provided legal updates on open items with the City of Gladstone.

He also met with Phil LaMarche to discuss building homes in the Grandview subdivision, which is already set up for utilities.

### 11. Community Development: *None*

### 12. DDA Coordinator

#### a. Farmers Market Updates

i. The vendor application is live and we have received six applications.

ii. We are in the process of booking bands for the season, and have enough budget to have a band each week.

#### b. Upcoming Items

i. DDA Elections (June)

ii. DDA By-Law Updates

iii. Information Meeting #1

### 13. DDA Members

Jason Lippens asked about the upgrades being made to the campground, and how many additional campsites that will allow for. City staff did not know that information upfront, but can provide an update next meeting.

Marcey Skwor asked if the City of Gladstone had any plans for a dog park. There are no plans at this time, but there was discussion around where ideal locations would be.

**PUBLIC COMMENT:** *None*

## ADJOURNMENT

Motion made by Skwor, seconded by Thompson to adjourn at 8:49 AM ET.

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

Item 6.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	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	1.80	(1.80)	100.00
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	852.87	852.87	647.13	56.86
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
Total Dept 000 - REVENUE		382,209.00	854.67	854.67	381,354.33	0.22
TOTAL REVENUES		382,209.00	854.67	854.67	381,354.33	0.22
Expenditures						
Dept 537 - ADMINISTRATIVE						
248-537-704.000	WAGES-PART TIME EMPLOYEES	22,500.00	1,204.82	1,204.82	21,295.18	5.35
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	0.72	0.72	99.28	0.72
248-537-709.000	FICA 6.2%	1,519.00	77.50	77.50	1,441.50	5.10
248-537-711.000	MEDICARE 1.45%	355.00	18.11	18.11	336.89	5.10
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EXP	100.00	5.24	5.24	94.76	5.24
248-537-728.000	MSA EMPLOYER EXPENSE	50.00	2.12	2.12	47.88	4.24
248-537-735.000	EDUCATION & TRAINING	500.00	25.00	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	34.99	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	47.74	47.74	2,452.26	1.91
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	0.00	0.00	540.00	0.00
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	32.45	32.45	6,467.55	0.50
248-537-910.000	INSURANCE LIABILITY	100.00	50.00	50.00	50.00	50.00
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	0.00	0.00	7,000.00	0.00
Total Dept 537 - ADMINISTRATIVE		382,209.00	1,498.69	1,498.69	380,710.31	0.39
TOTAL EXPENDITURES		382,209.00	1,498.69	1,498.69	380,710.31	0.39

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

Item 6.

PERIOD ENDING 04/30/2023

% Fiscal Year Completed: 8.20

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2023	MONTH 04/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		382,209.00	854.67	854.67	381,354.33	0.22
TOTAL EXPENDITURES		382,209.00	1,498.69	1,498.69	380,710.31	0.39
NET OF REVENUES & EXPENDITURES		0.00	(644.02)	(644.02)	644.02	100.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	(15,739.59)
248-000-001.007	FARMERS MKT EBT	762.60
248-000-017.000	INVESTMENT IN FIRST BANK	163,943.79
248-000-040.000	MISCELLANEOUS ACCOUNTS RECEIVABLE	95.40
248-000-055.000	ACCRUED INCOME	1,122.76
248-000-078.001	DUE FROM COUNTY TREASURER	187.28
<b>Total Assets</b>		<b>150,372.24</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	3,545.85
<b>Total Liabilities</b>		<b>3,545.85</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>(644.02)</b>
<b>Ending Fund Balance</b>		<b>146,826.39</b>
<b>Total Liabilities And Fund Balance</b>		<b>150,372.24</b>

\* Year Not Closed





# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** June 20, 2023  
**Department:** DDA  
**Presenter:** Patricia West

### AGENDA ITEM TITLE:

Amendments to the DDA By-Laws & Rules of Procedure

### BACKGROUND:

With the recent reduction in the size of the DDA Board, we need to amend our DDA By-Laws and Rules of Procedure.

### INFORMATION ON AMENDMENTS (As outlined in the existing By-Laws and Rules of Procedure)

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.

### FISCAL EFFECT:

None

### SUPPORTING DOCUMENTATION:

Red-lined Draft of the DDA By-Laws & Rules of Procedure Amendment

### RECOMMENDATION:

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

**DRAFT**

# By-Laws & Rules of Procedure

## Downtown Development Authority

ADOPTED: 10/08/2023  
AMENDMENT: 11/09/2020  
AMENDMENT: 06/26/2023



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**By-Laws & Rules of Procedure**  
Gladstone Downtown Development Authority

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## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

#### I. AUTHORITY

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

#### II. MEMBERSHIP

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

## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

### III. OFFICERS

#### A. Selection

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

#### B. Resignation of the Officers

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

#### C. Duties of the Officers

- a. The Chairperson shall:
  - i. Preside at all meetings and shall conduct all meetings in accordance with the Open Meetings Act, (Public Act ~~57 267~~ of ~~2018 1976~~, as amended), and the rules provided herein.
  - ii. As appropriate, act as liaison between the DDA and the City staff, consultants and all other pertinent agencies or agents of the City of Gladstone.
  - iii. Appoint such committees and subcommittees as the Chairperson deems desirable.
  - iv. In cooperation with the City Manager, prepare the agendas for all meetings.
  - v. Be responsible for enforcing these Rules of Procedures and for enforcing orderly conduct at meetings.
  - vi. Have the powers and duties set forth in Roberts Rules of Order to the extent that they do not conflict with these Rules of Procedure.
  - vii. Have the authority to cancel a scheduled meeting in advance of the meeting date where the Chairperson has determined that quorum will not be available and shall reschedule the meeting as may be required.
  - viii. Appoint the recording secretary to record the official record of the meeting.
  - ix. The Chairperson shall have the duty to vote in the same manner as members of the DDA.
- b. The Vice-Chairperson/Secretary shall:
  - i. Assume the duties of the Chairperson in the absence of the Chairperson, or when specifically authorized to do so.

## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

- ii. Succeed to the office of Chairperson in the event of a vacancy in that office, in which case the DDA shall select a successor to the office of Vice-Chairperson/Secretary at the earliest practical time.
- iii. Perform such other duties as the Chairperson may assign.
- iv. As Secretary of the DDA shall:
  1. ~~Delegate the Execute- execution of~~ documents in the name of the DDA to the recording secretary.
  - ~~2. Review and sign the draft of the minutes.~~
  - ~~3-2.~~ Delegate the receipt and review of Receive all communications addressed to the Secretary to the recording secretary.
  - ~~4-3.~~ Delegate to the recording secretary the keeping of attendance records, providing of all required notices, and preparation of a meeting agenda.
  - ~~5-4.~~ Perform such other duties as may be ordered by the Chairperson or DDA
- c. The recording secretary shall take notes for minutes and prepare a first draft of minutes for review ~~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.

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#### IV. MEETINGS

##### A. Meeting Notices

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

##### B. Regular Meetings and Special Meetings

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

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

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

## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

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

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## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

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



## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

- G. Public Comment ~~on Items Not Scheduled for Agenda~~
- a. During this portion of the agenda, a member of the audience may address the DDA on any issue, ~~including items~~ that ~~is-were~~ not scheduled on ~~that-the~~ agenda.
  - b. A member of the audience speaking during this portion of the agenda shall limit his/her remarks to three minutes unless such time limit is extended by the Chairperson.
  - ~~c. 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
- a. DDA meetings shall be informal. However, if required to keep order, meetings shall be governed by “Roberts Rules of Order”, latest published edition, for issues not specifically covered by these Bylaws. Where these Bylaws conflict or are different than “Roberts Rules of Order”, then these Bylaws control.
- I. Beginning and Ending Time
- a. All DDA meetings shall begin promptly at the time set in the meeting schedule.
  - b. Every effort should be made to complete the agenda items.
  - c. At the discretion of the Chairperson a motion to adjourn may be entertained even though all business on the agenda has not been completed.

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## V. MINUTES

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

## VI. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

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

**By-Laws & Rules of Procedure**  
Gladstone Downtown Development Authority

VII. AMENDMENTS

- A. These By-laws and Rules of Procedure may be amended by the DDA by a concurring vote of ~~six~~ five members during any regular meeting or special meeting, provided that all members have received an advanced copy of the proposed amendments prior to the meeting at which such amendments are to be considered. Amendments will then be submitted to the City Commission for final approval.

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

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\_\_\_\_\_  
Downtown Development Authority Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice-Chairperson/Secretary

\_\_\_\_\_  
Date



# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** June 20, 2023  
**Department:** DDA  
**Presenter:** Patricia West

**AGENDA ITEM TITLE:**

Board Resignation: Taylor Miller

**BACKGROUND:**

Taylor Miller has resigned from the DDA Board due to her family relocating.

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

Taylor Miller's Resignation

**RECOMMENDATION:**

Motion to accept the resignation of Taylor Miller, with regret, from the Gladstone Downtown Development Authority.

**Patricia West**

---

**From:** Taylor Miller <tlks1234@outlook.com>  
**Sent:** Thursday, June 15, 2023 11:42 AM  
**To:** 29; Patricia West  
**Subject:** Taylor Miller resignation

Good Morning Jay,

At this time my family is moving out of the area to pursue new opportunities. Therefore, I regret to inform you that I will be resigning my position on the DDA. I wish the board the best and truly appreciate everything the board does for the community.

Thank you,  
Taylor Miller

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## Staff Report

**Agenda Date:** 06/20/2023  
**Department:** DDA  
**Presenter:** Patricia West

### AGENDA ITEM TITLE:

DDA Subcommittee Assignments

### BACKGROUND:

There are existing vacancies on DDA Subcommittees.

- DDA Budget
- Old Fashioned Christmas
- Redevelopment Ready Committee

Furthermore, there are a few subcommittees that are inactive.

- DDA Business
- DDA Façade Grants

### FISCAL EFFECT:

None

### SUPPORTING DOCUMENTATION:

DDA Subcommittee Assignments

### RECOMMENDATION:

Seeking nominations to fill the subcommittee vacancies.

Also looking to dissolve the DDA Business Subcommittee and DDA Façade Grants Subcommittee.



# Downtown Development Authority

City of Gladstone

Item 10.

## DDA Subcommittees

DDA Budget	
Patricia West	DDA Coordinator
Kyle Closs	DDA
Vacant	DDA

DDA Business	
Patricia West	DDA Coordinator
Marcey Skwor	DDA
Kyle Closs	DDA

DDA Façade Grants	
Renee Barron	Community Development Director
Jason Lippens	Contractor/DDA
Vacant	DDA
Marcey Skwor	DDA
Vicki Schroeder	Treasurer

Farmers Market Oversight	
Patricia West	DDA Coordinator
Jay Bostwick	DDA
Kyle Closs	DDA
Brianna Ecklid	Farmers Market Coordinator

Old Fashioned Christmas	
Patricia West	DDA Coordinator
Jay Bostwick	DDA
Robert LeDuc	DDA
Vacant	DDA
Shelly Claycomb	Event Contractor

Parks & Recreation Contract/Workload	
Patricia West	DDA Coordinator
Jay Bostwick	DDA
Kyle Closs	DDA
Jason Davis	Parks & Recreation Director

Redevelopment Ready Committee	
Robert Pontius	Commissioner
Renee Barron	Community Development Director
Patricia West	DDA Coordinator
Kyle Closs	DDA
Vacant	DDA

Effective: June 14, 2023