



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

November 19, 2024

8:15 AM

A Regular Meeting of the Downtown Development Authority will be held on Tuesday, November 19, 2024 at 8:15 AM hosted at City Hall Chambers – 1100 Delta Avenue.

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) Regular Meeting Minutes - October 15, 2024

FINANCIALS

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

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) 2024 Facade Grant Applications

CITY COMMENTS & REPORTS

5. Downtown Social District
6. Holiday Home Decorating Contest
7. North Shore Development
8. Old-Fashioned Christmas Updates
9. Receipt of Community Foundation Grant
10. Special Assessment Updates
11. Upcoming 2024 Information Meeting Presentations
12. Vacancies on the Planning Commission

BOARD COMMENTS & REPORTS

PUBLIC COMMENT

ADJOURNMENT

The City of Gladstone will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Gladstone.

Individuals with disabilities requiring auxiliary aids or services should contact the City of Gladstone by writing or calling City Hall at (906) 428-2311.

Posted: 11-18-2024 | Patricia West, DDA Director | pwest@gladstonemi.gov

RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

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

G. Public Comment

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



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue
 October 15, 2024
 8:15 AM

MINUTES

CALL TO ORDER

Board chair, Jay Bostwick, called the meeting to order at 8:15 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson (Excused)
Jacob Taylor	Melissa Silta (Excused)
Jay Bostwick	Nathan Neumeier (Excused)
Jason Lippens	
Kyle Closs (Departed at 9:25 AM)	
Robert LeDuc	

Staff Present: Eric Buckman & Patricia West

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - September 17, 2024

Motion made by Closs, Seconded by Taylor to approve the Regular Meeting Minutes from September 17, 2024.

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

MOTION CARRIED.

FINANCIALS

3. August Revenue & Expenditure Report

DDA Director, Patricia West, provided an overview of the August financials.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

4. Downtown Social District

DDA Director, Patricia West, provided an update on the growing community interest in establishing a social district in the downtown area. She explained that moving forward

with this initiative will require obtaining a permit from the State of Michigan, and the process must go through the City Commission, which will include holding a public hearing. West noted that several details still need to be finalized and requested the board's support to continue exploring this initiative and determining the next steps.

Motion made by LeDuc, Seconded by Closs to support the DDA's pursuit of a social district.

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

MOTION CARRIED.

5. End of Year Meeting Schedule

The board discussed availability for the final meetings of the 2024 calendar year. Consensus agreed to keep the existing meeting schedule.

6. Grant Opportunity | DTE Energy Foundation Tree Planting

Motion made by Closs, Seconded by LeDuc to support the Gladstone DDA's application for \$4000 to pursue the planting of a total of 12 trees (four per intersection) at the intersections of Delta & 8th, Delta & 10th St, and Delta & 11th St, with the DDA committing \$8,000 towards the project in the 2025-2026 fiscal year if the grant is awarded.

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

MOTION CARRIED.

7. Holiday Home Decorating Competition

Jay Bostwick volunteered to join the judges' panel for the 2024 Holiday Home Decorating Competition sponsored by WPPI Energy. The board was unanimously supportive.

8. Old-Fashioned Christmas Volunteers

DDA Director, Patricia West, requested volunteer availability for the event on November 29th.

- Robert LeDuc committed to providing porta-johns, firewood, and volunteering to load trailers.
- Jason Lippens volunteered his time for the event.
- Jay Bostwick will participate through Domino's.
- Other board members present have scheduling conflicts and will not be available to attend.

CITY COMMENTS & REPORTS

9. 2024 Annual Report on Status of Tax Increment Financing Plan

The 2024 Annual Report on Status of Tax Increment Financing Plan was submitted by the City Treasurer and is available on our website.

10. Downtown Day

DDA Director, Patricia West, provided an overview of the 2024 inaugural Downtown Day celebration. The event was very successful and the DDA has received a lot of positive feedback from the businesses and community.

11. Everything you Need to Know about Special Assessments

City Manager, Eric Buckman, presented the board information on Special Assessments, referencing the slideshow he provided to the City Commission on September 23, 2024.

12. Placer.ai Information

DDA Director, Patricia West, provided an update to the board regarding a sales call she attended for Placer.ai, a software that analyzes cell phone data to gather insights on

foot traffic, demographics, sales, and other metrics within specific locations. She highlighted the various potential use cases for this software that could be valuable to the board. The intent of sharing this information was to make the board aware of the software's existence for any future research opportunities that may arise.

13. Revitalization & Placemaking (RAP) Program

DDA Director, Patricia West, notified the board of upcoming grant opportunities through MEDC for Revitalization and Placemaking (RAP Fund). This includes Real Estate Rehabilitation and Development, Public Place-Based Infrastructure, and Facade Subgrants. West intends to prioritize projects on the TIF plan, consult with city staff, see how many facade grant applications we receive, and wait for the outcome of the Community Foundation grant application before submitting a recommendation to the board on applying for these funds.

14. Overview of Upcoming Projects

- **MEDC Visit:** MEDC Community Development Manager, Raymond Govus, will be making a visit to Gladstone on December 13th. Patricia West will keep the board informed of the schedule for the day.
- **Farmers Market Wrap-Up:** Bands, customers, and vendors have all been encouraged to provide feedback on their experience. Once that feedback has been consolidated, Patricia West will coordinate a meeting with Parks & Recreation to do an end of season debrief and discuss funding commitments for next year.
- **Facade Grant Applications:** Two applications have been submitted for the facade grant, and we are expecting at least one more submission before the deadline on October 31st.
- **Informational Meetings:** The DDA is required to complete two informational meetings by the end of the calendar year. West plans to present the first to the DDA during their December meeting, and the second to the City Commission in December as well.

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by LeDuc, Seconded by Becker to adjourn at 9:35 AM ET.

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

MOTION CARRIED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 10/31/2024

Item 3.
 Y1 10/31/2024
 Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY			
*** Assets ***			
248-000-001.000	CASH	67,650.15	
248-000-017.000	INVESTMENT IN FIRST BANK	73,872.32	
248-000-017.001	INVESTMENTS IN MI CLASS	99,122.93	
248-000-055.000	ACCRUED INCOME	1,389.80	
Total Assets		242,035.20	
*** Liabilities ***			
248-000-202.000	ACCOUNTS PAYABLE	2,877.66	
248-000-216.000	REVENUE COLLECTED IN ADVANCE	3,400.00	
Total Liabilities		6,277.66	
*** Fund Equity ***			
248-000-390.000	FUND BALANCE	170,658.87	
Total Fund Equity		170,658.87	
Total Fund 248:			
TOTAL ASSETS		242,035.20	
BEG. FUND BALANCE		170,658.87	
+ NET OF REVENUES & EXPENDITURES		65,098.67	
= ENDING FUND BALANCE		235,757.54	
+ LIABILITIES		6,277.66	
= TOTAL LIABILITIES AND FUND BALANCE		242,035.20	

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 10/31/2024
 % Fiscal Year Completed: 58.63

Item 3.

GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024 (Abnormal)	Activity For 10/31/2024 (Decrease)	Available Balance 10/31/2024 (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-437.001	CITY CAPTURE	208,066.00	240,190.22	49,653.36	(32,124.22)	115.44
248-000-437.005	BAY COLLEGE CAPTURE	44,406.00	25,651.91	5,302.93	18,754.09	57.77
248-000-437.009	DELTA COUNTY CAPTURE	67,568.00	77,950.77	16,114.39	(10,382.77)	115.37
248-000-437.013	DC ROAD PATROL CAPTURE	17,474.00	0.00	0.00	17,474.00	0.00
248-000-437.015	COMM ACTION CAPTURE	10,752.00	0.00	0.00	10,752.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	10,079.00	0.00	0.00	10,079.00	0.00
248-000-437.021	DATA CAPTURE	8,063.00	0.00	0.00	8,063.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	4,030.00	0.00	0.00	4,030.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	9,676.00	0.00	0.00	9,676.00	0.00
248-000-540.000	GRANT REVENUE	4,000.00	0.00	0.00	4,000.00	0.00
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	6,363.00	6,363.18	6,363.18	(0.18)	100.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	0.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	5,500.00	4,312.48	539.73	1,187.52	78.41
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	60.00	59.91	0.00	0.09	99.85
248-000-675.006	FARMERS MARKET	1,125.00	1,225.00	0.00	(100.00)	108.89
248-000-675.007	FARMERS MARKET--PRESCRIPTION FOR HEA	4,500.00	1,705.00	1,425.00	2,795.00	37.89
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	20.00	20.00	180.00	10.00
248-000-699.390	TRANSFER FROM FUND BALANCE	78,812.00	0.00	0.00	78,812.00	0.00
Total Dept 000 - REVENUE		505,674.00	357,478.47	79,418.59	148,195.53	70.69
Revenues		505,674.00	357,478.47	79,418.59	148,195.53	70.69
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-704.000	WAGES-PART TIME EMPLOYEES	23,178.00	12,683.79	2,564.00	10,494.21	54.72
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	1,490.00	572.00	510.00	74.50
248-537-708.000	UNEMPLOYMENT	100.00	2.09	0.34	97.91	2.09
248-537-709.000	FICA 6.2%	1,519.00	1,041.96	268.74	477.04	68.60
248-537-711.000	MEDICARE 1.45%	355.00	243.73	62.86	111.27	68.66
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	346.00	297.49	137.66	48.51	85.98
248-537-728.000	MSA EMPLOYER EXPENSE	140.00	102.15	48.71	37.85	72.96
248-537-735.000	EDUCATION & TRAINING	500.00	0.00	0.00	500.00	0.00
248-537-736.000	TRANSPORTATION & LODGING	500.00	0.00	0.00	500.00	0.00
248-537-751.000	MATERIALS & SUPPLIES	750.00	135.12	0.00	614.88	18.02
248-537-754.000	POSTAGE	150.00	13.58	12.94	136.42	9.05
248-537-756.000	COMPUTER	3,000.00	409.71	158.24	2,590.29	13.66
248-537-757.000	COPIES	700.00	9.10	2.38	690.90	1.30
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	0.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	7,000.00	7,000.00	2,000.00	0.00	100.00
248-537-762.000	INTEREST EXPENSE	17,654.00	0.00	0.00	17,654.00	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	323.80	41.45	216.20	59.96
248-537-819.000	FACADE GRANT PROGRAM	50,000.00	0.00	0.00	50,000.00	0.00
248-537-880.001	CHRISTMAS CELEBRATION	5,500.00	504.16	129.81	4,995.84	9.17
248-537-880.003	FARMERS MARKET	4,300.00	10,751.06	1,921.64	(6,451.06)	250.02
248-537-880.004	FARMERS MARKET--PRESCRIPTION FOR HEA	4,500.00	1,700.00	1,410.00	2,800.00	37.78
248-537-880.005	FARMERS MARKET--SQUARE	4,000.00	6,022.06	0.00	(2,022.06)	150.55
248-537-900.000	PRINTING & PUBLISHING	4,000.00	2,500.00	0.00	1,500.00	62.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 10/31/2024
 % Fiscal Year Completed: 58.63

Item 3.

GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024 Normal (Abnormal)	Activity For 10/31/2024 Increase (Decrease)	Available Balance 10/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-910.000	INSURANCE LIABILITY	100.00	150.00	0.00	(50.00)	150.00
248-537-960.000	OTHER OPERATING SUPPLIES	250.00	0.00	0.00	250.00	0.00
248-537-970.051	NORTH SHORE	84,500.00	0.00	0.00	84,500.00	0.00
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	0.00	100.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	43,592.00	0.00	0.00	43,592.00	0.00
Total Dept 537 - ADMINISTRATIVE		507,674.00	292,379.80	9,330.77	215,294.20	57.59
Expenditures		507,674.00	292,379.80	9,330.77	215,294.20	57.59
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		505,674.00	357,478.47	79,418.59	148,195.53	
TOTAL EXPENDITURES		507,674.00	292,379.80	9,330.77	215,294.20	
NET OF REVENUES & EXPENDITURES:		(2,000.00)	65,098.67	70,087.82	(67,098.67)	

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 11/19/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

2024 Façade Grant Applications

BACKGROUND:

The DDA received four applications for the 2024 Façade Grant program. The Façade Grant Subcommittee convened on Tuesday, November 12, to conduct an in-depth review of the applications and finalize their recommendation to the full DDA Board.

The subcommittee used a scoring rubric to evaluate each project's alignment with the program's goals, considering factors such as eligibility, viability, visual and economic impact, relevance, historic preservation, design and material quality, and the balance of improvement versus maintenance.

FISCAL EFFECT:

\$37,500

SUPPORTING DOCUMENTATION:

- **Submission #1:** 709 Delta Ave
- **Submission #2:** 20 S 10th St
- **Submission #3:** 1016 Delta Ave
- **Submission #4:** 816 Delta Ave

RECOMMENDATION:

Adjust the budgeted expenses from \$25,000 to \$37,500, with revenue modifications to allow for a 50% property owner match in adherence to the program guidelines to fund the following projects:

- **709 Delta Avenue:** \$30,000.00
- **1016 Delta Ave:** \$5,000.00
- **20 S 10th St:** \$2,500.00

