



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

March 19, 2024

8:00 AM

A Regular Meeting of the Downtown Development Authority will be held on Tuesday, March 19, 2024 at 8:00 AM hosted at City Hall Chambers – 1100 Delta Avenue.

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) Regular Meeting Minutes - February 20, 2024

FINANCIALS

- [3.](#) January Revenue & Expenditures Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

4. New DDA Board Member Introduction - Jacob Taylor (BayBank)
- [5.](#) NMPA Downtown Development & Revitalization Workshop
6. North Shore Development

NEW BUSINESS

- [7.](#) 2024/2025 Parks & Recreation Contract Renewal
- [8.](#) DDA Subcommittee Assignments
- [9.](#) Parks & Recreation 10th Street Banners
- [10.](#) Relaunch of the Facade Grant Program

CITY COMMENTS & REPORTS

11. City Manager
12. Community Development Director
13. DDA Coordinator

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: 03-14-2024 | 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 DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue
 February 20, 2024
 8:00 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:05 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson
Jay Bostwick	Nathan Neumeier (Excused)
Jason Lippens	
Kyle Closs	
Melissa Silta	
Robert LeDuc	

Staff Present: Eric Buckman & Patricia West

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - January 16, 2024

Motion made by Closs, seconded by Becker to approve the regular meeting minutes from January 16, 2024 with the addition of Robert LeDuc being added to the present column of the roll call.

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

MOTION CARRIED.

FINANCIALS

3. December Revenue & Expenditure Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

4. Architecture & Engineering Fees (\$25,000) | 1000 Delta Ave | Patrick Johnson

Motion made by Closs, seconded by LeDuc to stop the payment of all outstanding funding commitments (\$6971.78) effective today, and forgive the \$18,028.22 previously paid out in engineering and architecture fees.

Discussion:

Patrick Johnson clarified that he was committed to seeing the project through up to the point at which he would sell the building. He reiterated that he would repay the funds to the DDA if the building sold without the project coming to completion.

Board member, Dan Becker, proposed the idea of setting a formal timetable in which the board would require payment be returned if the building was sold.

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

MOTION CARRIED.

The board discussed the need for future funding commitments of this nature be better outlined with a timetable and terms prior to the approval of the funding. This process will be revisited at a DDA subcommittee level.

5. North Shore Development

City Manager, Eric Buckman, provided an update on the North Shore after meeting with the developer last week.

NEW BUSINESS**6. 2024-2025 Budget Planning**

DDA Coordinator, Patricia West, handed out additional packet material not available at the time in which the packet was created. The agenda packet was amended on 02/20/2024 to include the updated 2024-2025 budget recommendation.

Motion made by Closs, seconded by Silta to recommend the 2024-2025 DDA Budget Request to the City Commission.

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

MOTION CARRIED.**7. DDA Board Vacancy - Applications Review**

Motion made by Closs, seconded by Bostwick to recommend Jacob Taylor, representative from BayBank, to the mayor for appointment to the DDA board, subject to the approval by a majority vote of the members elect of the City Commission.

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

MOTION CARRIED.**8. Farmers Market Coordinator Resignation & Job Posting**

Motion made by Closs, seconded by LeDuc to post the Farmers Market Coordinator position as a temporary, non-benefitted, hourly position, and grant the DDA Farmers Market Subcommittee authority to oversee the applicant review and interview process so they may make a recommendation for hire to the whole DDA Board.

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

MOTION CARRIED.**9. NMPSA Downtown Development & Revitalization Training**

DDA Coordinator, Patricia West, shared information on the March 6th workshop. Patricia plans to attend and invited other board members to join her. Board Chair, Jay Bostwick, indicated he would join her. Other board members would follow up with Patricia to indicate their interest and availability.

CITY COMMENTS & REPORTS

10. City Manager

City Manager, Eric Buckman, provided legal updates on the items below.

- Annexation of Sioux Tribe property in Gladstone
- Irish Oaks property
- James T. Jones property

11. Community Development Director

12. DDA Coordinator

DDA Coordinator, Patricia West, provided an update to the board on the items below and anticipates these items to be discussed in upcoming meetings:

- Downtown Day (Fourth Saturday of September)
- Old Fashioned Christmas Debrief
- Facade Grant Program
- DDA Subcommittee Vacancies

BOARD COMMENTS & REPORTS

PUBLIC COMMENT

ADJOURNMENT

Motion made by LeDuc, seconded by Closs to adjourn at 9:18 AM ET.

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

MOTION CARRIED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 01/31/2024

Item 3.
01/31/2024

GL Number	Description	Normal	(Abnormal)
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY			
*** Assets ***			
248-000-001.000	CASH	(30,134.65)	
248-000-017.000	INVESTMENT IN FIRST BANK	159,840.31	
248-000-017.001	INVESTMENTS IN MI CLASS	8,264.65	
248-000-055.000	ACCRUED INCOME	2,090.89	
Total Assets		140,061.20	
*** Liabilities ***			
248-000-202.000	ACCOUNTS PAYABLE	2,877.66	
Total Liabilities		2,877.66	
*** Fund Equity ***			
248-000-390.000	FUND BALANCE	147,470.41	
Total Fund Equity		147,470.41	
Total Fund 248:			
TOTAL ASSETS		140,061.20	
BEG. FUND BALANCE		147,470.41	
+ NET OF REVENUES & EXPENDITURES		(10,286.87)	
= ENDING FUND BALANCE		137,183.54	
+ LIABILITIES		2,877.66	
= TOTAL LIABILITIES AND FUND BALANCE		140,061.20	

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 01/31/2024
 % Fiscal Year Completed: 83.61

Item 3.

GL Number	Description	23-24 Amended Budget	YTD Balance 01/31/2024 (Abnormal)	Activity For 01/31/2024 (Decrease)	Available Balance 01/31/2024 (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-437.001	CITY CAPTURE	149,483.00	194,891.67	308.30	(45,408.67)	130.38
248-000-437.005	BAY COLLEGE CAPTURE	31,935.00	34,539.15	12,699.97	(2,604.15)	108.15
248-000-437.009	DELTA COUNTY CAPTURE	48,595.00	63,357.45	100.23	(14,762.45)	130.38
248-000-437.013	DC ROAD PATROL CAPTURE	12,554.00	10,785.77	9,958.18	1,768.23	85.92
248-000-437.015	COMM ACTION CAPTURE	7,725.00	6,636.80	6,127.60	1,088.20	85.91
248-000-437.019	911 DISPATCH CAPTURE	7,241.00	6,221.77	5,744.41	1,019.23	85.92
248-000-437.021	DATA CAPTURE	5,793.00	4,977.18	4,595.38	815.82	85.92
248-000-437.023	DC RECYCLING CAPTURE	2,895.00	2,487.68	2,296.92	407.32	85.93
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	8,207.00	5,972.54	5,514.32	2,234.46	72.77
248-000-540.000	GRANT REVENUE	5,400.00	1,960.00	0.00	3,440.00	36.30
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	0.00	6,363.18	0.00	(6,363.18)	100.00
248-000-665.000	INTEREST REVENUE	1,500.00	5,982.17	540.54	(4,482.17)	398.81
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	0.00	60.47	0.00	(60.47)	100.00
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	6,815.00	730.00	(2,315.00)	151.44
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	351,050.83	48,615.85	31,158.17	91.85
Revenues		382,209.00	351,050.83	48,615.85	31,158.17	91.85
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-704.000	WAGES-PART TIME EMPLOYEES	22,500.00	10,103.96	1,132.36	12,396.04	44.91
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	1,344.00	0.00	656.00	67.20
248-537-708.000	UNEMPLOYMENT	100.00	2.78	0.75	97.22	2.78
248-537-709.000	FICA 6.2%	1,519.00	909.49	77.08	609.51	59.87
248-537-711.000	MEDICARE 1.45%	355.00	212.68	18.03	142.32	59.91
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	100.00	358.49	12.29	(258.49)	358.49
248-537-728.000	MSA EMPLOYER EXPENSE	50.00	139.62	5.00	(89.62)	279.24
248-537-735.000	EDUCATION & TRAINING	500.00	25.00	0.00	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	70.99	0.00	429.01	14.20
248-537-753.000	PRINTING & PUBLISHING	1,500.00	0.00	0.00	1,500.00	0.00
248-537-754.000	POSTAGE	0.00	86.33	0.00	(86.33)	100.00
248-537-756.000	COMPUTER	2,500.00	661.68	28.69	1,838.32	26.47
248-537-757.000	COPIES	700.00	120.12	0.00	579.88	17.16
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	15,000.00	15,000.00	0.00	0.00	100.00
248-537-762.000	INTEREST EXPENSE	19,875.00	18,778.69	0.00	1,096.31	94.48
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	987.37	0.00	12.63	98.74
248-537-808.000	TELEPHONE	540.00	373.65	41.44	166.35	69.19
248-537-819.000	FACADE GRANT PROGRAM	0.00	3.60	0.00	(3.60)	100.00
248-537-880.001	CHRISTMAS CELEBRATION	5,500.00	5,534.59	111.72	(34.59)	100.63
248-537-880.003	FARMERS MARKET	13,500.00	16,651.71	129.73	(3,151.71)	123.35
248-537-910.000	INSURANCE LIABILITY	100.00	100.00	0.00	0.00	100.00
248-537-960.000	OTHER OPERATING SUPPLIES	0.00	187.28	0.00	(187.28)	100.00
248-537-970.051	NORTH SHORE	0.00	219.12	0.00	(219.12)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 01/31/2024
 % Fiscal Year Completed: 83.61

Item 3.

GL Number	Description	23-24 Amended Budget	YTD Balance 01/31/2024 (Abnormal)	Activity For 01/31/2024 Increase (Decrease)	Available Balance 01/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	0.00	100.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	41,370.00	42,466.55	0.00	(1,096.55)	102.65
Total Dept 537 - ADMINISTRATIVE		382,209.00	361,337.70	1,557.09	20,871.30	94.54
Expenditures		382,209.00	361,337.70	1,557.09	20,871.30	94.54
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		382,209.00	351,050.83	48,615.85	31,158.17	
TOTAL EXPENDITURES		382,209.00	361,337.70	1,557.09	20,871.30	
NET OF REVENUES & EXPENDITURES:		0.00	(10,286.87)	47,058.76	10,286.87	



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 03/19/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

NMPA Downtown Development & Revitalization Workshop

BACKGROUND:

Jay Bostwick and Patricia West attended the workshop on March 6th.

FISCAL EFFECT:

N/A

SUPPORTING DOCUMENTATION:

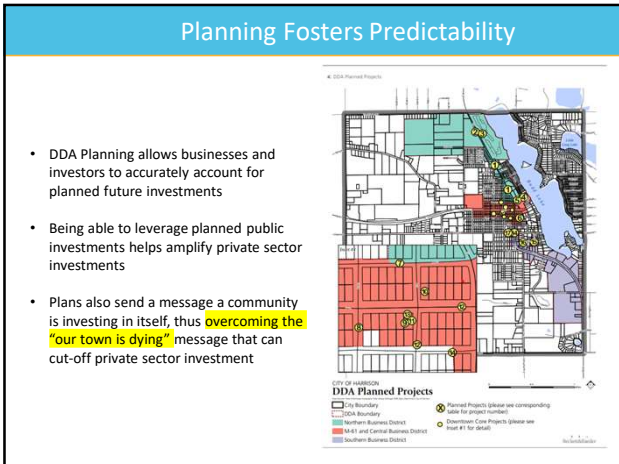
- Select slides on development in a downtown
- Patricia's ideas and takeaways from the workshop

RECOMMENDATION:

Create a three-board member Vision & Opportunity DDA Subcommittee with the intent to build out a five-year downtown action plan in alignment with the City Master Plan and the existing TIF Plan.



4



5



6

NMPA Ideas & Takeaways

Future Ideas

- Business Support
 - Developer Checklist – How to start your business in Gladstone (permits, inspections, etc.)
 - In alignment with the City of Gladstone Master Plan, the DDA could help downtown businesses start a Business Association
 - Business Association could provide trainings:
 - Development Information in Partnership with the City of Gladstone/DDA
 - Geofencing
 - Marketing/Social Media
 - Start up funding to attract new businesses to Gladstone
- Fun Stuff:
 - City Mascot – Happy Rock :D
 - Paint by numbers community mural
 - Replicating Music on 3rd from Marquette for Downtown Day

Major Takeaways

- TIF Plans (Downtown Plans) should be used as marketing tools and not lengthy word documents.
- Attracting businesses and future developers to your downtown requires working closely with Community Development and Planning & Zoning
 - Code Enforcement
 - Discouraging unoccupied/vacant buildings
 - Curling in Calumet
 - Coworking Space
 - Zoning intentionality and material use stipulations
 - Close collaboration with city officials (prospective developers walking the downtown with the City Manager)



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 03/19/2024
Department: Parks & Recreation
Presenter: Patricia West

AGENDA ITEM TITLE:

Parks & Recreation Contract

BACKGROUND:

The Parks & Recreation Contract Subcommittee reviewed to existing Parks & Recreation contract. The only recommended change to the contract is to reduce the funding from \$15,000 to \$5,000.

DDA Coordinator, Patricia West, met with Robert Brown (acting supervisor of Parks & Recreation) on 03/14/2024 to review the contract.

FISCAL EFFECT:

\$5,000

SUPPORTING DOCUMENTATION:

Proposed 2024-2025 DDA/Parks & Recreation Contract for Services

RECOMMENDATION:

Motion to approve the 2024-2025 DDA/Parks & Recreation Contract for services to the Downtown District.

2024-2025 Service Agreement

Item 7.

Gladstone Downtown Development Authority and the Parks & Recreation Department

The Gladstone Downtown Development Authority (DDA) proposes to pay the Parks & Recreation Department \$5,000 during the 2024-2025 budget period for the agreed upon services and responsibilities outlined below.

Parks & Recreation Responsibilities

Beautification & Maintenance

- Consistently water and provide general upkeep of all community gardens and green spaces in the DDA parks, boulevards, farmers market area and parking areas.
- Maintain City Hall property by cutting grass and pulling weeds.
- Maintain City parking lots in the downtown district by cutting grass, planting flowers, pulling weeds.
- Plant and maintain flowers in all DDA green spaces
- Pocket Park at the end of Delta Avenue will be mowed, trimmed, and maintained.
- Pull weeds in and around business districts.
- Sweep and maintain streets and sidewalks in front of businesses.
- Trees maintained in the DDA district to include trimming, watering and any other needed maintenance.

DDA Sponsored Events

- Assist with special events to including the Old Fashioned Christmas, Business after Hours, and other events hosted, sponsored, supported, or held by or in the DDA.
- Parks & Recreation staff to assist with activities related to Old Fashioned Christmas which include helping to set up & remove burning barrels, barricades, providing additional trash receptacles, trash removal prior to the event and event prep activities.

Farmers Market Services

- Clean the market square of any debris or waste the week prior to the first farmers market.
- Hang the farmers market sign visible from US 2/41 at the beginning of the season, and return it to the shed at the end of the season.
- Repair market equipment as needed (canopies, wagons, etc.)
- Return borrowed canopies to the market square prior to each Monday and repair/replace any canopies damaged while under Parks & Recreation's use
- Have a minimum of two concierge staff setup and teardown tents/tables/chairs and assist with general setup and breakdown of the farmers market during the market season.
- Working in conjunction with the Electric Department, place Sandwich Board Signage out Monday mornings and remove Tuesday morning.

Miscellaneous

- Staff will work with the DDA during the summer months on special requests that arise within the DDA boundaries.
- Seasonally set up and remove DDA bike racks, benches and garbage cans as weather permits.
- Oversight of staff activities will be supervised by the Parks and Recreation Department.

Trash Collection

- Ensure that trash receptacles along Delta Avenue and other related downtown locations are emptied on a regular basis throughout the entire year.
- General garbage pickup/clean up in the streets around businesses and in the boulevards.

	<h1>Downtown Development Authority</h1> <p>City of Gladstone 1100 Delta Ave Gladstone, MI 49837</p>
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Staff Report

Agenda Date: 03/19/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

DDA Subcommittee Assignments

BACKGROUND:

There are existing vacancies on DDA Subcommittees.

- DDA Business
- Old Fashioned Christmas

According to the DDA By-Laws, subcommittee assignments can be appointed by the DDA Board Chair.

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

DDA Subcommittee Assignments

RECOMMENDATION:

Seeking nominations/volunteers to fill the subcommittee vacancies to be formally appointed by the DDA Board Chair.



Downtown Development Authority

City of Gladstone

Item 8.

DDA Subcommittees

DDA Budget	
Patricia West	DDA Coordinator
Jay Bostwick	DDA
Kyle Closs	DDA

DDA Business	
Patricia West	DDA Coordinator
Vacant	DDA
Kyle Closs	DDA

DDA Façade Grants	
Patricia West	DDA Coordinator
Jason Lippens	Contractor/DDA
Dan Becker	DDA
Nathan Neumeier	DDA
Vicki Schroeder	Treasurer

Farmers Market Oversight	
Patricia West	DDA Coordinator
Jay Bostwick	DDA
Kyle Closs	DDA
Vacant	Farmers Market Coordinator

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

Parks & Recreation Contract/Workload	
Patricia West	DDA Coordinator
Jay Bostwick	DDA
Kyle Closs	DDA
Robert Brown	Parks & Recreation Director

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

Effective: February 27, 2024

Re: Project Planning

Genesis Graphics <genesis@genesisgraphicsinc.com>

Mon 3/11/2024 3:06 PM

To: Robert Brown <rbrown@gladstonemi.org>

Hi Robert,

Here's the updated quote.

Banners

Description: 18oz Double Sided Banner with 3 Inch Pole Pockets Top and Bottom (accommodates 1.25 pole), Full Color Graphics Both Sides, Includes Grommets and Zipties (to secure to poles)

Quantity: 20

Size: 24 x 48 Vertical Orientation

Price: \$53 Each (\$1060)

Art

Description: Individual Art per Banner, Universal Logos with Full Color Graphics Throughout (one side) Gladstone Logo on Colored Background (other side), Featuring Year Round Playground

Activities/Events

Quantity: 20

Price: \$33 Each (\$660)

Possible Photo Purchases

\$10 - \$50 per individual or package photos

Total: \$1720**Featured Activities & Events****Winter**

Skiing/Snowboarding/Tubing

Cross Country Skiing

Chalet

Ice Fishing

Ice Skating

Water(ish) - Areas/Activities

Harbor/Marina

Pram Sailing School

Boat Launch

Fishing Pier

Kayaking

Beach/Waterslide

Boardwalk

Island/Gazebo

Log Rolling

Land - Areas/Activities**Campground**

Picnicking/Pavilions
 Kids Kingdom/Playgrounds
 Skate Park
 Volleyball
 Tennis Courts
 Basketball Courts
 Biking/Bike Paths
 Marathons/Running/Walking
 Besse Sports Park:
 Pump Track

Pickleball

Baseball/Softball

Disc Golf**Attractions****Native American Statues**

Veterans Park/Wall

Soo Line Locomotive

Fall Colors
 Lake Views (Little Bay de Noc)

Local Events

Farmers Market
 Sidewalk Sales

Summer Concerts/Music**Independence Day Celebration**

This is a somewhat separated list to help us get an idea. If you could go through and let me know what's most important and what "seasonal" colors we should attribute to each, would be helpful. I have some ideas of my own, but your thoughts would be welcomed. It's hard to nail down categories, because it covers events, locations, seasons, activities, areas, and so on.

Also, the 4 x 8 Single Sided Banner for the Farmers Market would be \$123 each plus any art needed, if we don't have it. We would still need a photo to see what it is and to replicate it if need be.

Thank you for your patience,

Teri Ocha

genesis@genesisgraphicsinc.com

906.786.4913

Genesis Graphics

Open Monday-Thursday, 9 am - 5 pm
 1823 7th Ave. N, Escanaba, MI 49829



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 03/19/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Parks & Recreation 10th Street Banners

BACKGROUND:

Robert Brown is seeking financial assistance in purchasing banners to replace flowers which will line 10th Street in Gladstone. He is optimistic they will have a life span of 5+ years.

FISCAL EFFECT:

Up to \$1720.00

SUPPORTING DOCUMENTATION:

Quote from Genesis Graphics

RECOMMENDATION:

Consider helping the Parks & Recreation Department fund the banners.



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 03/19/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Relaunch of the Façade Grant Program

BACKGROUND:

In addition to Jason Lippens, Board Chair Jay Bostwick appointed Dan Becker and Nathan Neumeier to the Façade Grant Subcommittee. The committee met on 03/12/2024 to discuss the relaunch of the program, involving a thorough review of the existing application and comparing our program to the successful program in Munising.

Key Takeaways:

- Recommendation to set an application round each year of October 1 – November 30, with application decisions made available before the end of the calendar year so contractors can be secured.
- Better outline what is/is not considered façade work on the application.

As the application is finalized, it will be brought to the full DDA Board for final approval.

FISCAL EFFECT:

\$25,000

SUPPORTING DOCUMENTATION:

None

RECOMMENDATION:

Motion to establish an application round for façade grant funding from October 1st through November 30th each year, with application decisions made available before the end of the calendar year.