



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

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

A Regular Meeting of the Downtown Development Authority will be held on Tuesday, February 20, 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 - January 16, 2024

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
5. North Shore Development

NEW BUSINESS

- [6.](#) 2024-2025 Budget Planning
- [7.](#) DDA Board Vacancy - Applications Review
- [8.](#) Farmers Market Coordinator Resignation & Job Posting
- [9.](#) NMPSA Downtown Development & Revitalization Training

CITY COMMENTS & REPORTS

10. City Manager
11. Community Development Director
12. DDA Coordinator
 - Downtown Day (Fourth Saturday of September)
 - Old Fashioned Christmas Debrief
 - Facade Grant Program

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: 02-15-2024 | 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
January 16, 2024
8:00 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:02 AM ET.

1. Roll Call

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

Staff Present: Patricia West & Renee Barron

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - September 19, 2023

Motion made by Closs, seconded by Skwor to approve the regular meeting minutes from September 19, 2023.

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

MOTION CARRIED.

FINANCIALS

3. November Revenue & Expense Report

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

4. New DDA Board Member Introduction - Melissa Silta (Edward Jones)

Melissa Silta took a moment to introduce herself to the board as the newest member.

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

The DDA Coordinator, Patricia West, began the discussion by giving a summary overview of the \$25,000 funding granted to Patrick Johnson in November of 2016. This

overview referenced prior discussions documented in minutes as outlined on page 9 of the DDA Agenda packet. Following the summary, a staff recommendation was made to stop the payment of all outstanding funding commitments (\$6971.78) effective 01/16/2023 and require the previously paid out amount of \$18,028.22 be repaid in whole to the Gladstone Downtown Development Authority over the course of 24 months, with the first installment of \$9014.11 due January 31, 2025, and the second installment of \$9014.11 due January 31, 2026.

The discussion was then turned over to Patrick Johnson and Suani Nieto. They provided a thorough history of funding commitments and funding avenues pursued for the project to date.

Board members discussed the options below, but no formal motion was made:

- Stopping the payment of any outstanding funding to be owed and forgive the \$18,028.22 previously paid out in engineering fees.
- Stopping the payment of any outstanding funding to be owed and placing a lien on the property, which would be removed when the project comes to a completion, with yet to be identified parameters put in place.

Motion made by LeDuc, seconded by Becker to table the discussion until the February meeting in the interested of time.

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

MOTION CARRIED.

Following the motion, Jay Bostwick asked that the entire minutes referring to the \$25,000 for the architecture & engineering fees be included in the February meeting.

6. August Revenue & Expense Report - Farmers Market Expenses

DDA Coordinator, Patricia West, provided a follow-up from the September meeting to clarify why the Farmers Market line item on the budget exceeded what was budgeted. This was due to replacing the brick pavers at the Farmers Market Square, which was originally budgeted for in the "Transfer to Local Street" line item, and later moved to the "Farmers Market" line item. In total, the project ran over budget by \$1366.07 due to material costs. The board did not express any further concerns.

7. North Shore Development

City Manager, Eric Buckman, and Community Development Director, Renee Barron, recently met with an attorney who recommended the developers put together a proposal to the city on how they would like to move forward. We hope to hear back and have further direction in April.

NEW BUSINESS

8. Board Member Resignation - Marcey Skwor

Motion made by Closs, seconded by LeDuc to accept the resignation of Marcey Skwor and post notice of the DDA vacancy with an application deadline set for end of day on Monday, February 12, 2024.

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

MOTION CARRIED.

9. 2024 DDA Regular Meeting Schedule

Motion made by Neumeier, seconded by Becker to approve the 2024 meeting schedule as outlined in the supporting documentation to adhere to the Gladstone Downtown Development Authority's By-Laws & Rules of Procedure, as well as the Open Meetings Act.

Item 2.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

10. City Manager

None - Absent.

11. Community Development Director

None.

12. DDA Coordinator

Patricia West provided an update on the items below and recognized/thanked Marcey Skwor for her service to the board.

- MACC Project Minigrant for the Farmers Market Bands
- 2024-2025 Budget Planning
- Historical Home Markers
- Facade Grant Program
- 2023 TIF Requirement Completed
- Old Fashioned Christmas Debrief

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

Patrick Johnson took a moment to thank and address the board following the discussion regarding agenda item number 5, expressing that he is happy to share any additional information requested. He made the request that any minutes referencing the Rialto center be entered into the next agenda packet. Finally, he asked for clarification from the board on how to become a sponsor of the Old Fashioned Christmas, as referenced with a star by the business name on the flyer.

Suani Nieto also addressed the board with concern over omitted details in what was presented in the agenda packet on details relating to agenda item number 5, and what was documented in prior minutes regarding the terms of the funding commitment.

ADJOURNMENT

Motion made by Skwor, seconded by Neumeier to adjourn the meeting at 9:23 AM ET.

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

MOTION CARRIED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 12/31/2023

Item 3.
YTD 12/31/2023
Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY			
*** Assets ***			
248-000-001.000	CASH	(76,652.87)	
248-000-017.000	INVESTMENT IN FIRST BANK	159,338.42	
248-000-017.001	INVESTMENTS IN MI CLASS	8,226.00	
248-000-055.000	ACCRUED INCOME	2,090.89	
Total Assets		93,002.44	
*** 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		93,002.44	
BEG. FUND BALANCE		147,470.41	
+ NET OF REVENUES & EXPENDITURES		(57,345.63)	
= ENDING FUND BALANCE		90,124.78	
+ LIABILITIES		2,877.66	
= TOTAL LIABILITIES AND FUND BALANCE		93,002.44	

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 12/31/2023

Item 3.

GL Number	Description	23-24 Amended Budget	YTD Balance 12/31/2023 Normal (Abnormal)	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-437.001	CITY CAPTURE	149,483.00	194,583.37	1,355.55	(45,100.37)	130.17
248-000-437.005	BAY COLLEGE CAPTURE	31,935.00	21,839.18	1,197.43	10,095.82	68.39
248-000-437.009	DELTA COUNTY CAPTURE	48,595.00	63,257.22	440.68	(14,662.22)	130.17
248-000-437.013	DC ROAD PATROL CAPTURE	12,554.00	827.59	827.59	11,726.41	6.59
248-000-437.015	COMM ACTION CAPTURE	7,725.00	509.20	509.20	7,215.80	6.59
248-000-437.019	911 DISPATCH CAPTURE	7,241.00	477.36	477.36	6,763.64	6.59
248-000-437.021	DATA CAPTURE	5,793.00	381.80	381.80	5,411.20	6.59
248-000-437.023	DC RECYCLING CAPTURE	2,895.00	190.76	190.76	2,704.24	6.59
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	8,207.00	458.22	458.22	7,748.78	5.58
248-000-540.000	GRANT REVENUE	5,400.00	1,960.00	1,960.00	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	5,441.63	4,347.60	(3,941.63)	362.78
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	6,085.00	0.00	(1,585.00)	135.22
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	302,434.98	12,146.19	79,774.02	79.13
Revenues		382,209.00	302,434.98	12,146.19	79,774.02	79.13
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-704.000	WAGES-PART TIME EMPLOYEES	22,500.00	8,971.60	151.44	13,528.40	39.87
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	2.03	0.06	97.97	2.03
248-537-709.000	FICA 6.2%	1,519.00	832.41	19.99	686.59	54.80
248-537-711.000	MEDICARE 1.45%	355.00	194.65	4.66	160.35	54.83
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	100.00	346.20	7.68	(246.20)	346.20
248-537-728.000	MSA EMPLOYER EXPENSE	50.00	134.62	3.06	(84.62)	269.24
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	65.88	(86.33)	100.00
248-537-756.000	COMPUTER	2,500.00	632.99	128.68	1,867.01	25.32
248-537-757.000	COPIES	700.00	120.12	109.20	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	18,778.69	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	332.21	41.44	207.79	61.52
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	5,422.87	5,152.55	77.13	98.60
248-537-880.003	FARMERS MARKET	13,500.00	16,521.98	150.27	(3,021.98)	122.39
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
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 12/31/2023

Item 3.

GL Number	Description	23-24 Amended Budget	YTD Balance 12/31/2023 Normal (Abnormal)	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-995.007	NORTHSHORE LOAN PAYMENT	41,370.00	42,466.55	42,466.55	(1,096.55)	102.65
Total Dept 537 - ADMINISTRATIVE		382,209.00	359,780.61	67,080.15	22,428.39	94.13
Expenditures		382,209.00	359,780.61	67,080.15	22,428.39	94.13
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		382,209.00	302,434.98	12,146.19	79,774.02	
TOTAL EXPENDITURES		382,209.00	359,780.61	67,080.15	22,428.39	
NET OF REVENUES & EXPENDITURES:		0.00	(57,345.63)	(54,933.96)	57,345.63	



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: February 20, 2024
Department: Downtown Development Authority
Presenter: Patricia West

AGENDA ITEM TITLE:

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

BACKGROUND:

During the January 16, 2024 DDA Regular Meeting, the DDA Coordinator, Patricia West, began the discussion by giving a summary overview of the \$25,000 funding granted to Patrick Johnson in November of 2016. This overview referenced prior discussions documented in minutes as outlined on page 9 of the DDA Agenda packet for 01/16/2024. Following the summary, a staff recommendation was made to stop the payment of all outstanding funding commitments (\$6971.78) effective 01/16/2023 and require the previously paid out amount of \$18,028.22 be repaid in whole to the Gladstone Downtown Development Authority over the course of 24 months, with the first installment of \$9014.11 due January 31, 2025, and the second installment of \$9014.11 due January 31, 2026.

The discussion was then turned over to Patrick Johnson and Suani Nieto. They provided a thorough history of funding commitments and funding avenues pursued for the project to date.

Board members discussed the options below, but no formal motion was made:

- Stopping the payment of any outstanding funding to be owed and forgive the \$18,028.22 previously paid out in engineering fees.
- Stopping the payment of any outstanding funding to be owed and placing a lien on the property, which would be removed when the project comes to a completion, with yet to be identified parameters put in place.

Motion made by LeDuc, seconded by Becker to table the discussion until the February meeting in the interested of time.

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

MOTION CARRIED.

FISCAL EFFECT:

\$25,000

SUPPORTING DOCUMENTATION:

- History of DDA Board Decisions Related to Architecture & Engineering Fees (\$25,000) for 1000 Delta Ave
- DDA Minutes
 - November 7, 2016
 - September 17, 2019

- October 15, 2019
- October 20, 2020
- October 21, 2021
- August 15, 2023
- September 19, 2023

RECOMMENDATION:

Stop the payment of all outstanding funding commitments (\$6971.78) effective today and require the previously paid out amount of \$18,028.22 be repaid in whole to the Gladstone Downtown Development Authority over the course of 24 months, with the first installment of \$9014.11 due January 31, 2025, and the second installment of \$9014.11 due January 31, 2026.

History of DDA Board Decisions Related to Architecture & Engineering Fees (\$25,000)

1000 Delta Ave | Patrick Johnson

[Excerpt from Minutes] November 7, 2016

Pat Johnson is looking for funds for engineering costs (Engineer proposal packet reviewed) for renovations of the Rialto Center. He is proposing adding 3-4 new apartments upstairs and doing general remodeling of the commercial space as well as re purposing two of the commercial spaces on the ground floor. The engineering costs are a necessary part of the project for him to complete the project correctly as well as for any application to the state for grant assistance. If the city is successful in securing a rental rehab grant for this building it will open the doors for other buildings in the city for rental rehab in the downtown area.

Motion by Mark Roxbury; seconded by Derby Chase to approve up to \$25,000 for engineering costs for the Rialto Center to Pat Johnson. If the rehabilitation project does not take place 100% of the DDA funds shall be paid back to the DDA. MOTION CARRIED

[Excerpt from Minutes] September 17, 2019

This item was placed on the Agenda for Board discussion and resolution on the motion made by the DDA Board at the November 7, 2016 Board Meeting. Ron read the motion, which was:

Motion by Mark Roxbury; seconded by Derby Chase to approve up to \$25,000 for engineering costs for the Rialto Center to Pat Johnson. If the rehabilitation project does not take place 100% of the DDA funds shall be paid back to the DDA. MOTION CARRIED

Both Renée and Ron explained that this motion is still pending and that staff need direction to finalize the action. Handling of such motions are critical for maintaining equal treatment. Additional engineering requests are being received and more will come. Staff needs direction on how to best handle this motion and set precedence for future requests.

Motion by Jay Bostwick; seconded by Derby Chase to table the agenda item until the next DDA Board Meeting and to invite Patrick Johnson to the meeting to present the case for uses of the engineering expenditures.

*****MOTION CARRIED UNANIMOUSLY*****

[Excerpt from Minutes] October 15, 2019

Patrick Johnson presented the status on his building. \$25,000 was granted towards the engineering study that needed to be completed on this building in order for Johnson to apply for MEDC grants. Johnson explained that he has completed the roof work, a mural façade, repurposed some of the commercial space and is working to move his existing business into the building. 3 apartments currently exist upstairs with the potential for 3 additional units. The engineering funds were granted 3 years ago with no caveat of an expiration or timeline.

Motion by Derby Chase; seconded by Jay Bostwick to review this project again in one year (October 2020). MOTION CARRIED

[Excerpt from Minutes] October 20, 2020

Patrick Johnson reported that the Rialto Center retail space was now within one spot of being totally full and there are several options being investigated to fill that spot. He said that when the original \$25,000 Engineering Study was funded, the Rialto was anticipating an MEDC 75 percent funding and the remaining 25 percent by the Rialto's owners. Things

Date: February 12, 2024

changed at MEDC and Patrick reported that they were not able to come up with the cash needed to continue. Ron reported at over \$18,000 of the Engineering Study money was expended. Patrick Johnson committed to continue working to fill the building and improve cash flow and agreed to be responsible for the full Engineering monies if not brought to a conclusion.

City Manager Buckman said that a directory of business sign would be a good way to attract traffic. Patrick said that Delta Business Solutions next door had complete a tree trimming project that made the Rialto signage much more visible.

Motion by Derby Chase; seconded by Jay Bostwick to review this project again in one year (October 2021).

*****MOTION CARRIED UNANIMOUSLY*****

[Excerpt from Minutes] October 21, 2021

Patrick Johnson reviewed the status of the project. He discussed the original \$25,000 Engineering funds and Renée Barron confirmed that \$18,028 has been spent to date. Patrick said that the Rialto businesses are nearly full and that he is still looking to add another 3 apartments on the second floor. He said \$100,000 of personal funding is needed and reported that the sale of his former Chiropractic Office on Delta Avenue had added funding which will be used for this purpose.

Motion by Jay Bostwick; seconded by Erica Quinn to review this project again in one year (October 2022) *MOTION CARRIED UNANIMOUSLY*****

[Excerpt from Minutes] August 15, 2023

Motion made by Closs, seconded by Neumeier to revisit this issue during the January 2024 meeting, requiring Patrick Johnson provide a structured timeline for the project to document that the project is being prioritized and suitable progress is being made. Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Neumeier, LeDuc MOTION CARRIED.

[Excerpt from Minutes] September 19, 2023

Patrick Johnson was present at the meeting and provided some history on his project and gave some updates of where he is headed. Johnson outlined that the engineering costs that have been spent to date have supported the existing/new businesses that are there. He also asked what the DDA is looking for as far as the “structured timeline” requested for the January DDA meeting. The DDA members provided him with some ideas of what they are looking for and staff explained the difficulties with the open-ended deadlines on this project. Bostwick directed Barron to have an outline of the engineering costs that have been paid out and the blueprints from the engineer for the January meeting. Johnson reported that he will be seeking façade funding from the DDA when the work for the apartments is conducted and that he would provide details requested at the January meeting.

[Excerpt from Minutes] January 16, 2024 (Unofficial – Not yet approved)

The DDA Coordinator, Patricia West, began the discussion by giving a summary overview of the \$25,000 funding granted to Patrick Johnson in November of 2016. This overview referenced prior discussions documented in minutes as outlined on page 9 of the DDA Agenda packet. Following the summary, a staff recommendation was made to stop the payment of all outstanding funding commitments (\$6971.78) effective 01/16/2023 and require the previously paid out amount of \$18,028.22 be repaid in whole to the Gladstone Downtown Development Authority over the course of 24 months, with the first installment of \$9014.11 due January 31, 2025, and the second installment of \$9014.11 due January 31, 2026.

The discussion was then turned over to Patrick Johnson and Suani Nieto. They provided a thorough history of funding commitments and funding avenues pursued for the project to date.

Board members discussed the options below, but no formal motion was made:

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Date: February 12, 2024

- Stopping the payment of any outstanding funding to be owed and placing a lien on the property, which would be removed when the project comes to a completion, with yet to be identified parameters put in place.

Motion made by LeDuc, seconded by Becker to table the discussion until the February meeting in the interested of time. Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Silta, Neumeier, LeDuc - *MOTION CARRIED*.

As of 02/12/2024, \$18,028.22 of the committed \$25,000 DDA funds have been paid towards the project.

**DDA
Meeting Minutes
November 7, 2016
DDA Building on Delta Avenue
8:00 AM**

Members Present: Darin Hunter, Linda Howlett, Mark Roxbury, Derby Chase, Ron Miaso, Linda Wicklund, Jackie French and Mayor Jay Bostwick.

Members Absent: Marcey Skwor

Vacancies: 2

Others Staff Present: Renée Barron

Meeting was brought to order at 8:03 AM by Jackie French

1. CALL TO ORDER

A. Roll call was noted

2. PUBLIC COMMENT: None

3. APPROVE MINUTES

Motion by Linda Howlett; seconded by Linda Wicklund to approve the meeting minutes from the October 11th, 2016 regular DDA meeting as presented. MOTION CARRIED

Motion by Darin Hunter; seconded by Ron Miaso to approve the meeting minutes from the October 26, 2016 OFC meeting as presented. MOTION CARRIED

4. PUBLIC HEARING

None

5. REVIEW BUDGET/FINANCIALS AS OF 10/31/16

Financials will be reviewed at next regular meeting

6. UNFINISHED BUSINESS

A. Coleman Engineering Quote for Alley Study

Tabled to the next meeting

B. Old Fashioned Christmas Subcommittee (OFCS)

The OFCS met several times and some new activities are planned. Hay rides on Delta, fire barrels on Delta, picture opportunities with Disney characters and more businesses involved. Derby asked that members wear Santa hats and support DDA activities.

C. Redevelopment Ready Community Subcommittee (RRC)

The quarterly RRC report was shared.

D. Administrative & Building Improvements Subcommittee

This team will wait until after the holidays (1st of January) to meet. Renée Barron to coordinate setting up the meeting.

6. NEW BUSINESS

A. Gus Macker-2017

DDA members discussed what the original agreement was with the Chamber and how the previous two years have worked for the City. The DDA felt that the City should look for sponsors and expand a search for sponsors to include Escanaba businesses. The DDA also discussed whether or not staffing should be assigned to the activity. Linda Howlett stated that the City/DDA has done good things in Gladstone that Escanaba has tried to mimic. She feels the Gus Macker is a good event for the city and that she would support another year. Darin Hunter stated that the City should work with local businesses to help support the event. Ron Miaso felt that the event gives the City great visibility.

Motion by Linda Howlett; seconded by Jay Bostwick to support the Gus Macker for the 2017 calendar year with \$10,000. MOTION CARRIED

B. MSU SBEI Grant Opportunity

Renée Barron described the SBEI grant opportunity through MSUE for the North Shore Project. Ron Miaso and Jay Bostwick have attended sessions on the project along with staff and this opportunity would be a good fit for that area. \$7500 is needed as inkind match for the City to apply for the opportunity.

Motion by Jay Bostwick; seconded by Derby Chase to support the SBEI with \$7500 required matching funds. Motion Carried

C. Ms. Judy Owens-State Wide Real Estate Application

Motion by Derby Chase; seconded by Ron Miaso to accept Ms Judy Owens application for DDA member. MOTION CARRIED

D. Alley Extension 10to 11th Street

This item was tabled until the next meeting.

E. Pat Johnson Project

Pat Johnson is looking for funds for engineering costs (Engineer proposal packet reviewed) for renovations of the Rialto Center. He is proposing adding 3-4 new apartments upstairs and doing general remodeling of the commercial space as well as re purposing two of the commercial spaces on the ground floor. The engineering costs are a necessary part of the project for him to complete the project correctly as well as for any application to the state for grant assistance. If the city is successful in securing a rental rehab grant for this building it will open the doors for other buildings in the city for rental rehab in the downtown area.

Motion by Mark Roxbury; seconded by Derby Chase to approve up to \$25,000 for engineering costs for the Rialto Center to Pat Johnson. If the rehabilitation project does not take place 100% of the DDA funds shall be paid back to the DDA. MOTION CARRIED

7. Public Comment: None

Meeting adjourned at 9:20AM.

NEXT REGULAR MEETING SCHEDULED FOR December 13th, 2016 at 8:00AM.

Linda Howlett, Vice Chairman/Secretary

Respectfully submitted by Renee Barron

**DDA
DDA Meeting Minutes
September 17, 2019
Electric Department Conference Room
8:00 AM**

Members Present: Greg Styczynski, Kyle Closs, Derby Chase, Jay Bostwick, Mike Williams, Linda Norlander, Robert DeLuc, Linda Howlett, Sarah Slagstad

Members Absent: Mayor Thompson – Excused, Marcy Skwor – Excused

Vacancies - 0

Other Staff Present: Ron Miaso, Renée Barron

Guests / Public: None

Meeting was brought to order by Linda Howlett at 8:05

I. CALL TO ORDER

- a. Roll Call was noted

II. Amendments to Agenda - None

III. PUBLIC COMMENT

Greg Styczynski informed the Board that he sent a Letter of Interest to the City expressing his desire to be considered for the vacant position on the City Commission and that, if selected, he would have to resign from the DDA Board.

Renée Barron relayed regrets from City Manager Buckman that he would not be able to attend this Board Meeting due to a meeting regarding the PILT discussion for the Gladstone Housing Commission.

IV. APPROVE MINUTES

- a. **Motion by Derby Chase; seconded by Jay Bostwick to approve the DDA Regular Meeting Minutes – July 16, 2019.**

*****MOTION CARRIED UNANIMOUSLY*****

V. PUBLIC HEARING: None**VI. BUDGET:**

- a. Ron reviewed the financials for the period ending August 31, 2019. Since the last meeting was cancelled due to the special joint meeting, all of the period activity reported was for both July and August. He reported that revenue of \$220,880 was recorded for the period from the Summer Tax Payoff and some minor sources like interest and various small Farmers Market payments.

On the expenditure side the major items were \$2,908 for legal fees (primarily Miller Canfield), two months of DDA Coordinator expenses, Farmers Market payroll and vendor payments, the Coppo Earnest money payment, and the next payment to UP State Bank.

Jay Bostwick asked Ron to investigate the \$468 invoice from Coleman Engineering charged to the Delta Parking Study.

Renée Barron clarified that the \$20,000 payment to UP State Bank was below the approved \$25,000 level due to outstanding curb work that has not been completed. She reported that the Bank is in agreement with the payment level until the curb issue is resolved.

Ron reviewed the Fund Balance and Projected Fund Balance for the DDA and explained the positive effect that the decision to not prepay 9th Street had on the Projected Fund Balance.

VII. UNFINISHED BUSINESS:**a. 9th Street Bond Project Update**

Renée reviewed the status of the project and recapped the City Commission meeting held on September 9, 2019 where a Public Hearing was held for the Special Assessment. There were a total of four residents who commented at the Public Hearing. There were no protests to the assessments lodged at the meeting but one protest was received by mail prior to the meeting.

Ron reviewed the minutes from the August 19, 2019 Joint Meeting on 9th Street which approved an additional \$20,000 annually from the DDA as well as funding \$47,083 from fund balance for Engineering expenses on 9th Street.

Linda Howlett recommended that a motion be made to approve the minutes from the Special Meeting which were included in the Agenda Package.

Motion by Greg Styczynski; seconded by Derby Chase to approve the Joint Meeting Minutes of August 19, 2019.

*****MOTION CARRIED UNANIMOUSLY*****

Derby Chase was concerned that the increased DDA funding of \$20,000 be handled as outlined in the motion which specifically said the “Cash balance on hand of the DDA be placed in a special account with the interest earned used toward the bond payment over fifteen years.”

Ron Miaso was directed to work with the Treasurer to insure that this is handled properly. In addition, the Board directed Ron to begin preparing budget amendments to handle this, the Coppo property earnest money, and several smaller issues.

The DDA Board also wanted to express thanks to the City Staffs and City Commission for their understanding and gratitude of the significant financial support that the DDA is giving for the 9th Street Project, which would not be possible without the DDA.

b. North Shore Update

Ron reported that a possible developer meeting could take place in the next month as interest has been to TJ Thomas regarding the Northshore.

Ron gave an overview of a waterfront development progressing in Traverse City which has a lot of similarities to the North Shore – fifty acres, waterfront development, terraced lots to the water and residential.

Renée gave an update on concerns voiced by Besse and their position in the Northshore project. They have been treated the same as all owners in the project area. The DDA has moved forward with property that fit the goals of the project. Derby Chase wanted to make sure that the non-industrial zoned property could be a good addition at the right price. The Board discussed the financial constraints of any added earnest money due to the 9th Street commitment.

Ron presented a Follow-Up Marketing Proposal from Place+Main Advisors which would update the RFQ to reflect the current property available, add new graphics and narrative including posting and advertising the RFQ, and assisting the City in reviewing RFQ responses. The total price for the proposal is \$6,000.

Ron informed the Board that there were some concerns from City Department

Heads regarding the success of Place+Main on developments of this nature. Ron distributed four recent projects by Place+Main that demonstrate their capabilities. Ron informed the Board that there was an original \$10,000 marketing budget for the North Shore in the current budget, and that after excluding the Coppo Earnest money which will be handled in a budget amendment, there was approximately \$8,000 remaining in that budget.

Motion by Derby Chase; seconded by Jay Bostwick to approve the Follow-Up Proposal dated 8/30/2019 from Place+Main for an amount not to exceed \$6,000.

*****MOTION CARRIED UNANIMOUSLY*****

c. Rialto Center Project

This item was placed on the Agenda for Board discussion and resolution on the motion made by the DDA Board at the November 7, 2016 Board Meeting. Ron read the motion, which was:

Motion by Mark Roxbury; seconded by Derby Chase to approve up to \$25,000 for engineering costs for the Rialto Center to Pat Johnson. If the rehabilitation project does not take place 100% of the DDA funds shall be paid back to the DDA. MOTION CARRIED

Both Renée and Ron explained that this motion is still pending and that staff need direction to finalize the action. Handling of such motions are critical for maintaining equal treatment. Additional engineering requests are being received and more will come. Staff needs direction on how to best handle this motion and set precedence for future requests.

Motion by Jay Bostwick; seconded by Derby Chase to table the agenda item until the next DDA Board Meeting and to invite Patrick Johnson to the meeting to present the case for uses of the engineering expenditures.

*****MOTION CARRIED UNANIMOUSLY*****

d. DDA Informational Meeting

Ron informed the Board that the DDA Informational Meeting Number 1 is scheduled for September 23, 2019.

e. Delta Avenue Parking Study

The Study is underway by Coleman Engineering and Ron will verify the invoice posted to Engineering & Architect Fees.

f. DDA Plan Amendment / Timeline

Ron updated the board on a meeting held on 9/10/19 with Renée and Eric on the amendment. Ron will update the timeline with items completed and update the schedule.

VIII. NEW BUSINESS

a. Old Fashioned Christmas

Ron reviewed the DDA approved minutes from the December 18, 2019 Old Fashioned Christmas Committee meeting of December 5, 2018. Jay Bostwick requested confirmation that Shelly Claycomb would continue as the event coordinator and that was confirmed by the minutes.

Jay Bostwick asked that an additional member be added to the OFC Subcommittee. Robert DeLuc agreed to join the Subcommittee. Renée will have Shelly organize the first meeting.

IX. Comments

- a. City Manager – Not present due to prior commitment.**
- b. DDA/EDC Coordinator**
 - i.** Ron discussed the MEDC meeting that he attended on 9/13/2019 at the Commerce Center. He reported that Jen Tucker will have a new manager and that the Façade Initiative program future is not certain.
 - ii.** Ron said that he will have cataract surgery at the time of the next meeting and Renée advised that we should retain the existing date for the meeting and not reschedule.
 - iii.** Renée reported that the Planning Commission approved the Housing Commission Development and Rezoning for the project. She expressed gratitude for the excellent vision and knowledge of the Planning Commission.
 - iv.** She also reported several new developments going on throughout the City.

- c. DDA Board Comments – Linda Howlett told the Board that the Gladstone Schools have good student numbers for the year and discussed the difficulty of preparing a budget when the State Budget has not yet been finalized. She pointed out that although the counts are known, the foundation allowance is an unknown. Kyle Closs talked about the strong school participation resulting in robust class sizes.

X. PUBLIC COMMENT

None

XI. ADJOURNMENT

Motion by Derby Chase; seconded by Greg Styczynski to adjourn.

*****MOTION CARRIED UNANIMOUSLY*****

The DDA adjourned at 9:30 A.M.

Respectfully Submitted,



Ron Miaso, DDA / EDC Coordinator

**DDA
DDA Meeting Minutes
October 15th, 2019
Electric Department Conference Room
8:00 AM**

Members Present: Marcy Skwor, Derby Chase, Jay Bostwick, Kyle Closs, Linda Norlander, Robert LeDuc, Linda Howlett, Mike Williams, Sarah Slagstad and Mayor Thompson

Members Absent: None

Vacancies - 1

Other Staff Present: Renée Barron and Eric Buckman (Ron Miaso excused for medical reasons)

Meeting was brought to order at 8:02 by Jay Bostwick

I. CALL TO ORDER:

Roll Call was noted

II. AMENDMENTS TO AGENDA:

None

III. PUBLIC COMMENT: None

IV. APPROVE MINUTES

Motion by Derby Chase; seconded by Marcy Skwor to approve the following minutes:

i. Regular Meeting Minutes – September 17, 2019

ii. OFC Committee Minutes—October 1, 2019

MOTION CARRIED UNANIMOUSLY

V. PUBLIC HEARING: None

VI. BUDGET:

Linda Howlett took over duties as Chairperson and a Staff report from Ron Miaso was reviewed by Renee Barron on the budget detail year to date as of September 30th, 2019 as Ron was unable to attend the meeting.

Budget and staff report were reviewed with no concerns.

VII. UNFINISHED BUSINESS:

A. Steve Mann—Miller Canfield

Steve Mann was invited to attend the staff meeting via teleconference to answer questions about the Turner report and the resolved litigation with Mike O’Conner. After

careful consideration it was decided that any discussion with our attorneys regarding these issues should be done in closed session as we are entitled to by law.

Turner Report Update

Barron reviewed that the report is final and discussed a tentative schedule that the Turner report would be shared with the community. The City will also be sharing the rate study that was performed as part of the settlement. The DDA board members are encouraged to attend those meetings. The reports will be shared when the meeting dates are determined.

B. 9th Street Bond Project Update

Buckman reported that he has discussed the project with Baird (Bonding Attorney) and that we are on course to secure funding. The interest rates are lower than what was projected. This is good news for the City and DDA and Buckman is considering locking in early to ensure we benefit from the unexpected low rates.

Restricted Fund for DDA Funding-this item was tabled until Ron returns.

C. North Shore Update

Place + Main Meeting

Buckman gave a review of the meeting that took place on 9/8/19 with Joe Borgstrom from Place +Main. They updated the map, reviewed Phase 1 environmentals on the property and discussed the hold up for moving forward. Currently we are waiting on the First Right of Refusal to be cleared off of Paul Coppo's property. Staff will continue to work with the attorneys on this issue.

D. Rialto Center Project:

Patrick Johnson presented the status on his building. \$25,000 was granted towards the engineering study that needed to be completed on this building in order for Johnson to apply for MEDC grants. Johnson explained that he has completed the roof work, a mural façade, repurposed some of the commercial space and is working to move his existing business into the building. 3 apartments currently exist upstairs with the potential for 3 additional units. The engineering funds were granted 3 years ago with no caveat of an expiration or timeline.

Motion by Derby Chase; seconded by Jay Bostwick to review this project again in one year (October 2010). MOTION CARRIED

E. Old Fashioned Christmas: Minutes from the last subcommittee meeting provided an overview of the OFC activities. Jay Bostwick reviewed the activities and changes for this year and secured availability of the DDA members for the day of the event.

F. Delta Avenue Parking Update: Barron gave an update on what Coleman engineering has been doing. Currently Coleman is waiting for the City to provide them with what each

business is required to provide for parking.

G. DDA Plan Amendment/Timeline: Ron Miaso provided materials which included an updated timeline for the DDA amendment activities.

VIII. NEW BUSINESS

A. DDA Board Application: Jeff Diebolt submitted an application to be considered as a member of the DDA. Barron shared that the current DDA opening was posted in the press by the City Clerk and that the posting stated that applications will be accepted until November 13th, 2019. The DDA discussed whether to wait until the posting deadline or to accept Diebolt’s application as presented.

Motion by Jay Bostwick; seconded by Derby Chase to accept Jeff Diebolt’s application to fill the vacant DDA position. Roll Call Vote:

- | | |
|---------------------|---------------------|
| Closs-No | Norlander-No |
| Chase-Yes | LeDuc-No |
| Bostwick-Yes | Slagstad-Yes |
| Williams-No | Thompson-Yes |
| Skwor-No | Howlett-No |

Motion Failed: 6-No 4-Yes

IX. Comments

- a. City Manager – Buckman updated the DDA on Delfabs new machine, reviewed his recent meeting with the library, the rate study, an order of the court to tear down the residential building at 1311 Delta, new employee in Community Development; Dave Cowen, clean audit report and that the Housing Commission will not be developing as planned.
- b. DDA/EDC Coordinator, Ron Miaso - None
- c. DDA Board Comments – Linda Howlett—reported that the school has flat enrollment, they are also in the audit mode and trying to grow fund balance.

H. PUBLIC COMMENT

TJ Thomas, EDA Director reported on his work in the county regarding SBDC trainings for online businesses, the Northshore project and RRC activities.

I. ADJOURNMENT: Meeting adjourned at 9:21AM.

**Respectfully Submitted,
Renee Barron, Community Development Director**

**DDA
DDA Meeting Minutes
October 20, 2020 Regular Meeting
City Hall Chambers
8:00 AM**

Members Present: Derby Chase, Linda Norlander, Jay Bostwick, Linda Howlett (Virtual), Kyle Closs, Amanda Phillips, Sarah Slagstad

Members Absent: Mayor Thompson, Mike Williams, Robert LeDuc, Marcey Skwor

Vacancies - 0

Other Staff Present: Ron Miaso, Eric Buckman

Guests / Public: Patrick Johnson

Meeting was brought to order by Jay Bostwick at 8:08

- I. CALL TO ORDER**
 - a. Roll Call was noted**

- II. Amendments to Agenda**

Patrick Johnson asked to move his Agenda Item on Rialto Center Project forward to the first item under Unfinished Business. There were no objections. Although Patrick Johnson presented information directly following the Budget discussion, it will be shown for consistency in the original Agenda order.

- III. PUBLIC COMMENT**

None

- IV. APPROVE MINUTES**

- a. Motion by Derby Chase; seconded by Linda Norlander to approve the DDA Regular Meeting Minutes – July 21, 2020.**

*****MOTION CARRIED UNANIMOUSLY*****

- V. PUBLIC HEARING: None**

VI. BUDGET:

- a. Ron reviewed the financials for the period ending September 30, 2020. On the revenue side, tax captures of \$91,539 were received from the Summer Tax Collections and \$25 of Farmers Market revenues from various vendors at the Market were recorded.
- b. Expenditures were reviewed by Ron which included an expense from Miller Canfield for work on the DDA Plan Amendment. Ron stated that we were pleased with the assistance they provided in guiding Gladstone through the process. Besides the Coordinator monthly charge, Printing and Publishing charges of \$4,217 were recoded for required postings in the Daily Press and the Action Paper for the DDA Plan Amendment requirements.
- c. Ron reviewed the Fund Balance and Projected Fund Balance for the DDA. He stated that the cash balance this period showed two entries, a Cash balance and Investment in First Bank balance. City Manager Buckman discussed the First Bank entry by saying that Bob Valentine (former Escanaba Treasurer) is very involved with municipal investments and is able to get a better return while complying with the investment rules for municipalities. Eric said that Bob Valentine would be happy to present particulars of the investment program at a future DDA Board Meeting. Eric also reported that starting next month, a new revenue line item account will be included that will track the First Bank revenues.

VII. UNFINISHED BUSINESS:**a. 9th Street Bond Project Update**

City Manager Eric Buckman reported the project is basically complete and that the City will be meeting with the contractors and Coleman Engineering on October 22, 2020 to review Punch List items. He encourage all to bring any punch list items to his attention for review at that time.

City Manager Buckman reported that there were funds being held for items that may need future spending such as plantings that may not be totally acceptable due to fall plantings. He also stated while it looks as though there may be a budget surplus, at this time bills are still being reviewed and we have not had a final accounting of all items.

He proposed a future joint meeting of the City Commission and the DDA to determine how to move forward with any positive news and all items are on the table. Kyle Closs suggested that a quicker payout of the bond would be a good direction, but other options will be discussed.

Linda Norlander suggested that good news to the budget may be used to go back to the public. Jay Bostwick and Amanda Phillips discussed some issues with downtown businesses during the construction proves. Eric Buckman said that he had heard of some issues with the subcontractors of various parts of the project, but overall the prime contractor did a very good job. Finally, Derby Chase suggested that with 9th Street looking so good with freshly painted lines, we may want to look at repainting the Delta Avenue street lines for a more finished look on our two main streets.

b. North Shore Update

Ron reported that there has not been much activity / interest at this point and some inquiries were concerned with the scope of the project being too large in scope. Kyle Closs reported that First Bank was seeing many large project being put on hold for a variety of COVID-19 and political reasons. Ron will get a meeting with our consultants on the project set up to discuss new options.

c. Delta Avenue Parking Study

Ron reported that Coleman Engineering was complete with the study and that they want to present their findings at the next DDA board meeting. After discussing with Scott Nowack of C.E., the meeting will include a DDDA discussion of options to help the most critical parking needs.

d. DDA Plan Amendment / Timeline

Ron reviewed that timeline of events since that occurred since the last DDA Board Meetings and said that all items have now been completed. This has been over a year's work and thanked all for their work and input.

e. Farmers Market Update

Ron said that the Market ended on October 5, 2020 three weeks early. One of the Vendors family members tested positive for COVID-19 and other vendors were concerned with continuing the Market. Several virtual meetings of the Committee were held and the consensus decision was to make 10/5/2020 the last day of the 2020 Market. Ron thanked Market manager Samantha Grzybowski for a very successful year and look forward to 2021.

VIII. NEW BUSINESS

a. Rialto Center Project

Patrick Johnson reported that the Rialto Center retail space was now within one spot of being totally full and there are several options being investigated to fill that spot. He said that when the original \$25,000 Engineering Study was funded, the Rialto was anticipating an MEDC 75 percent funding and the remaining 25 percent by the Rialto's owners. Things changed at MEDC and Patrick reported that they were not able to come up with the cash needed to continue. Ron reported that over \$18,000 of the Engineering Study money was expended. Patrick Johnson committed to continue working to fill the building and improve cash flow and agreed to be responsible for the full Engineering monies if not brought to a conclusion.

City Manager Buckman said that a directory of business sign would be a good way to attract traffic. Patrick said that Delta Business Solutions next door had complete a tree trimming project that made the Rialto signage much more visible.

Motion by Derby Chase; seconded by Jay Bostwick to review this project again in one year (October 2021).

*****MOTION CARRIED UNANIMOUSLY*****

b. 2020 DDA Information Meeting #1

Ron reviewed the proposed DDA Informational Meeting presentation and requested that the Board recommend presenting to the City Commission at the November 9, 2020 meeting.

Motion by Linda Norlander; seconded by Jay Bostwick to put the Informational Meeting #1 on the City Commission meeting agenda for 11/9/2020.

*****MOTION CARRIED UNANIMOUSLY*****

c. DDA Board Makeup

Ron reviewed the DDA Board makeup from Public Act 57 of 2018 which would allow the Mayor to appoint a designee for the Mayor. Ron proposed a change in the language to allow such a change to the Bylaws consistent with the law.

Motion by Derby Chase; seconded by Kyle Closs to amend the Bylaws in II.A to read “The DDA shall consist of the mayor or his or her designee and ten members selected by the mayor, who shall be appointed by the mayor, subject to approval by a majority vote of the members 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.”

*****MOTION CARRIED UNANIMOUSLY*****

IX. COMMENTS

- a. City Manager – None
- b. DDA/EDC Coordinator – Ron discussed the upcoming Michigan Economic Developers Association Fall Economic Development Toolbox Virtual Conference to be held on November 13, 2020. The entry fee is \$160 and Ron plans to virtually attend. There is \$2,000 in this year’s training budget and to date none of it was spent.
- c. DDA Board Comments – Jay Bostwick and Ron Miaso discussed the plans for Old Fashioned Christmas. The normal event with Santa visits, face painting, burn barrels and kids games will not take place due to COVID-19. There will be a tree lighting ceremony on November 27 at 6:00 PM. A Home Decorating contest will be held and a Family Viewing Nights will take place on 12/18/20 from 7:00 till 8:00 PM. DDA Members will distribute candy to vehicles and Santa will wave from a Fire Truck as viewers drive by. They will also get instruction on where to view the Homes that are in the decorating contest.

X. PUBLIC COMMENT

None

XI. ADJOURNMENT

Motion by Linda Norlander; seconded by Derby Chase to adjourn.

*****MOTION CARRIED UNANIMOUSLY*****

The DDA adjourned at 9:03 A.M.

Respectfully Submitted,

Ron Miaso, DDA / EDC Coordinator

**DDA
DDA Meeting Minutes
October 21, 2021 Regular Meeting
City Hall Chambers
8:00 AM**

Members Present: Marcey Skwor, Linda Norlander, Jay Bostwick, Erica Quinn, Robert LeDuc, Trish Kidd, Mike Williams

Members Absent: Derby Chase, Mayor Thompson, Kyle Closs, Linda Howlett

Vacancies - 1

Other Staff Present: Ron Miaso, Eric Buckman, Renée Barron

Guests / Public: Patrick Johnson

Meeting was brought to order by Jay Bostwick at 8:25

I. CALL TO ORDER

- a. Roll Call was noted**

II. Amendments to Agenda

Motion by Marcey Skwor; seconded by Linda Norlander move the Rialto Project Update to the top of Unfinished Business as Item A.

*****MOTION CARRIED UNANIMOUSLY*****

III. PUBLIC COMMENT

None

IV. APPROVE MINUTES – September 16, 2021

Motion by Linda Norlander; seconded by Mike Williams to approve the DDA Regular Meeting Minutes – September 16, 2021.

*****MOTION CARRIED UNANIMOUSLY*****

V. PUBLIC HEARING:

None

VI. BUDGET:

a. Year to Date September 30, 2021.

Ron reported that over \$8 thousand of Tax Capture was reported in September. On the expense side, \$451 of DDA related Audit fees were recorded, minor Farmers Market expenses for Music and the Market Manager Phone also hit the ledger in September.

Also recorded were the usual DDDA Coordinator charge as well as \$621 for Electrical parts for the Delta Avenue light pole project previously approved by the Board. Ron also reported that based on input from the Electrical Department, the Project should come in about \$2 thousand below the budgeted amount.

VII. UNFINISHED BUSINESS:

a. Rialto Center Project Update – Patrick Johnson

Patrick Johnson reviewed the status of the project. He discussed the original \$25,000 Engineering funds and Renée Barron confirmed that \$18,028 has been spent to date.

Patrick said that the Rialto businesses are nearly full and that he is still looking to add another 3 apartments on the second floor. He said \$100,000 of personal funding is needed and reported that the sale of his former Chiropractic Office on Delta Avenue had added funding which will be used for this purpose.

Motion by Jay Bostwick; seconded by Erica Quinn to review this project again in one year (October 2022)

*****MOTION CARRIED UNANIMOUSLY*****

b. 9th Street Bond Project Update

City Manager Eric Buckman reported that he continues to work with Jim Parry of Oberstar and they are within \$10,000 to settle all issues. Once the dollar amount is settled, the Project will be closed out and there should be an overall Project Cost.

Eric said our attorneys advised saying nothing until the project is officially closed.

c. North Shore Update

Renée Barron reported on the Joint Special Meeting held on September 30, 2021 which resulted in motions to purchase the privately owned acreage, and that a Resolution is going to go to the City Commission to move ahead with the Purchase.

d. Delta Avenue Parking Study

Ron Miaso reported that the Parking Signage mock up being constructed by DPW has not yet been completed.

e. North 15th Street Reconstruction

City Manager Eric Buckman reported that the project is complete.

f. Locomotive Repainting and Signage

Ron Miaso reported that the Gladstone signage for the Locomotive approved at the last DDA Board Meeting are complete. Although the Board approved 2 signs, John Pickard requested another sign be authorized. Ron worked with Sign UP and they agreed to supply three signs at the same cost which was approved.

City Manager Eric Buckman said that the lights are being funded by WPPI and that he is working to resolve the Netting required to keep birds from destroying the paint by looking at the Mary Cretens Fund.

g. RRC 2.0

Ron Miaso reported that after reviewing some history on the RRC Committee and the major items that still need to be accomplished, Ron and Renée Barron recommend that the Committee be at the City level with Oversight by the City Manager. The Proposed Committee would be Ron Miaso, Renée Barron, One DDA Board Member, One City Commissioner, and two members of the Planning Board.

The Board recommended that Linda Howlett be the DDA representative. Since she was not at the meeting, Ron will contact her to discuss. In addition, the City Commissioner election could alter this spot on the Committee.

Motion by Marcey Skwor; seconded by Linda Norlander to support the framework and Committee Membership discussed above.

*****MOTION CARRIED UNANIMOUSLY*****

h. Trees

Ron Miaso reported on his survey of downtown businesses regarding Delta Avenue Trees. He said that the results were evenly split – some businesses complained about snow removal and leaves being a maintenance issue. One business was concerned about the roots causing water pipe issues. Other businesses wanted trees downtown and that green space improves the visual appeal of downtown.

City Manager Eric Buckman talked about a City Commission Tree Policy which was approved many years ago. He said that the Policy is not very detailed and useful for guidance. There was a discussion on tree roots and Board Member Robert LeDuc advised that simply cutting a tree will not stop roots from continuing to grow.

VIII. NEW BUSINESS

a. Farmers Market Coordinator Position

Ron Miaso reported that Trish West is excited about the position and will work with current Market Coordinator Samantha Grzybowski to insure a smooth transition.

IX. COMMENTS

- a.** City Manager Buckman reported that the election is coming up and the City Clerk is preparing for the election.
- b.** DDA/EDC Coordinator – None
- c.** DDA Board Members - None

X. PUBLIC COMMENT

None

XI. ADJOURNMENT

Motion by Mike Williams; seconded by Erica Quinn to adjourn.

*****MOTION CARRIED UNANIMOUSLY*****

The DDA adjourned at 9:25 A.M.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "RMiaso".

Ron Miaso, DDA / EDC Coordinator



GLADSTONE DDA REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
 August 15, 2023
 8:00 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:01 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson
Jay Bostwick	
Jason Lippens	
Kyle Closs (Left at 8:42 AM)	
Marcey Skwor	
Nathan Neumeier (Arrived at 8:04 AM)	
Robert LeDuc	

Staff Present: Eric Buckman, Patricia West, Renee Barron

PUBLIC COMMENT

APPROVAL OF MINUTES

2. **Regular Meeting Minutes - July 18, 2023**

Motion made by Skwor, seconded by Becker to approve the regular meeting minutes from July 18, 2023.

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

MOTION CARRIED.

FINANCIALS

3. **July Revenue & Expenditure Report**

CONFLICTS OF INTEREST: *None*

ADDITIONS TO THE AGENDA: *None*

UNFINISHED BUSINESS

4. **Mural for 1000 Delta Ave**

Motion made by Bostwick, seconded by LeDuc to not support the funding request to repair the brick causing damage to the mural at 1000 Delta Ave.

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

MOTION CARRIED.

5. **North Shore Development**

Renee Barron provided additional updates on the progress of conversations with potential investors and developers of the North Shore Development.

Item 4.

NEW BUSINESS

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

Motion made by Closs, seconded by Neumeier to revisit this issue during the January 2024 meeting, requiring Patrick Johnson provide a structured timeline for the project to document that the project is being prioritized and suitable progress is being made.
Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Neumeier, LeDuc

MOTION CARRIED.

CITY COMMENTS & REPORTS

7. City Manager

Eric Buckman provided an update on the items below:

- Impacts of Staff Shortages with Parks & Recreation
- The City of Gladstone has hired three new full-time employees in the last few weeks
- EPA Site Clean-Up

8. Community Development

Renee Barron provided updates on the items below.

- Closed Session regarding The Oaks at the 08/14 City Commission Meeting
- Code Enforcement Job Posting
- New Home Developments
- Census Data and Stats for the City of Gladstone
- Saloon Pizza Updates

9. DDA Coordinator

Patricia West provided an update on the items below:

- Business After Hours
- DDA Board Opening
- Historical Home Markers
- Informational Meeting #2
- Old-Fashioned Christmas
- Parental Leave
- Parks & Recreation Staff Shortage Impacts
- Website Updates

10. Farmers Market Coordinator: None

BOARD COMMENTS & REPORTS: None

ADJOURNMENT

Motion made by LeDuc, seconded by Becker to adjourn at 9:05 AM.

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

MOTION CARRIED.



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue
September 19, 2023
8:00 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:04AM.

1. Roll Call: **Present:** Daniel Becker, Jay Bostwick, Kyle Closs, Robert LeDuc & Joe Thompson **Excused:** Nathan Neumeir, Marcey Skwor **Absent:** Jason Lippens
Staff Present: Renée Barron, Eric Buckman

PUBLIC COMMENT

APPROVAL OF MINUTES

2. **Regular Meeting Minutes - August 15, 2023**
Motion by Closs, seconded by Thompson to approve the regular meeting minutes from August 15, 2023. **MOTION CARRIED**

FINANCIALS

3. August Revenue & Expense Report

Barron to review the line item under Farmer's Market as to why it is over budget. Vicki Schroeder confirmed that the work DPW did on the repairs to the sidewalks in the Market area are what caused the overage. This will be looked into further for the next meeting and Barron will figure out what charges were for this activity.

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA: Remove item #7 under unfinished business.

UNFINISHED BUSINESS

4. DDA Board Opening - Applications Review

The DDA Board reviewed an application from Melissa Silta. Motion by Closs; seconded by LeDuc to recommend Melissa Silta to the City Commission to fill the DDA open position. **MOTION CARRIED**

5. North Shore Development

Barron gave an overview of where the City is at with the current developer. It was discussed that the City should consider marketing the property.

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

Patrick Johnson was present at the meeting and provided some history on his project and gave some updates of where he is headed. Johnson outlined that the engineering costs that have been spent to date have supported the existing/new businesses that are there. He also asked what the DDA is looking for as far as the "structured timeline" requested for the January DDA meeting. The DDA members provided him with some ideas of what they are looking for and staff explained the difficulties with the open-ended deadlines on this project. Bostwick directed Barron to have an outline of the

engineering costs that have been paid out and the blueprints from the engineer for the January meeting. Johnson reported that he will be seeking façade funding from the DDA when the work for the apartments is conducted and that he would provide details requested at the January meeting.

Item 4.

~~7. Patrick Johnson Engineering Costs~~

NEW BUSINESS

CITY COMMENTS & REPORTS

7. Historical Home Markers

Buckman gave an overview of the Historical Home’s Committee activities. For the initial part of the process the committee is going to focus on 10 homes. These homes will be over 100 years old and are homes of some of the founding families of Gladstone. The DDA will consider this project at the next budget cycle to begin in early 2024.

8. Tax Increment Financing Plan - Due September 29, 2023

Vicki Schroeder will be responsible for completing this form and submitting it to the state to meet DDA requirements.

BOARD COMMENTS & REPORTS

9. Old-Fashioned Christmas (OFC)

Barron reported that the OFC coordinator that was hired resigned after the first meeting. She requested permission of the group to post the OFC coordinator position ASAP.

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: 09-15-2023 | Patricia West, DDA Coordinator | pwest@gladstonemi.gov

RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

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

G. Public Comment

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.



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: February 20, 2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

2024/2025 DDA Budget Request

BACKGROUND:

The City of Gladstone’s 2024/2025 fiscal year ends March 31, 2024, and the 2024/2025 fiscal year begins on April 1, 2023. The DDA is seeking to finalize their budget request, so that it may be put forward to the City Commission. The DDA Budget Subcommittee has met and discussed in detail the included budget.

Notable Items:

- Reduced Concierge Fees from \$15,000 to \$5,000
- \$25,000 allocated to Façade Grants
- \$4000 to repairs and maintenance to the Farmers Market Square
- \$3000 allocated for Marketing and Promotion (Photography/Video of Downtown)
- \$84,500 in a North Shore Fund Reserve

FISCAL EFFECT:

\$480,668.06

SUPPORTING DOCUMENTATION:

- 2024-2025 DDA Budget Request

RECOMMENDATION:

Motion to recommend the 2024-2025 DDA Budget Request to the City Commission.



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: February 20, 2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

DDA Board Vacancy: Applications Review

BACKGROUND:

Following the resignation of Marcey Skwor from the DDA Board, the board is left with one vacancy.

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

Board Applications:

- Jacob Taylor

RECOMMENDATION:

Motion to recommend applicant 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.



**APPLICATION FORM
GLADSTONE CITY BOARDS AND COMMITTEES**

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

Eligibility Requirements:

- Are you a registered voter in the City of Gladstone? * Yes No
- Have you been a City resident for at least 12 months? Yes No
- Are you currently in default to the City of Gladstone? Yes No
- Are you related to any elected City Commissioner (including by marriage)? Yes No

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

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

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

Applicant Name as it Appears on License: Jacob A Taylor

Driver's License Number: T460356031323

Home Address: 807 Homestead St, MQT, MI 49855 Phone: 906-241-3606

Occupation: Banker Business: Baybank

Business Address: 104 S 10th St, Gladstone, MI 49837 Phone: 906-428-4040

E-Mail Address: jacob@baybank.us

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

N/A

(over)

Education/Credentials: BBA - Finance Northwood University 2017
MBA Northwood University 2018

Professional activities that relate to this board/committee: I am a newly appointed VP at Bank of America and want to contribute and get involved in the community.

Community activities that relate to this board/committee: I have been involved with local non-profits (Scouting & BPA) since being a youth member. I also attend & volunteer at various community functions & fundraisers.

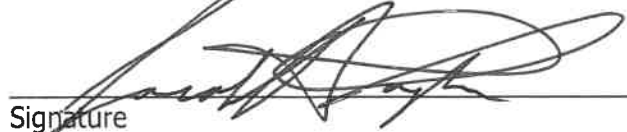
Why are you interested in serving on this board/committee? Being an officer at a community bank HQ'd in Gladstone, I think it is important to serve our community.

What talents or experience would you bring to the board/committee? My background is entirely in Finance & Accounting and I have experience serving on multiple non-profit boards.

Any other comments or information you wish to provide to the Mayor and City Commissioners? I am looking to relocate as soon as I am able to find a house.

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

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

Signature 

Date 12/19/2023

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

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



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: February 20, 2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Farmers Market Coordinator Resignation & Job Posting

BACKGROUND:

Due to starting a new full-time position, Brianna Ecklid has submitted her resignation as the Farmers Market Coordinator based on her availability.

FISCAL EFFECT:

\$2000

SUPPORTING DOCUMENTATION:

None

RECOMMENDATION:

Motion 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.



Downtown Development & Revitalization

Wednesday, March 6, 2024

Agenda:

8:00 – 8:30	Registration & Continental Breakfast
8:30 – 9:30	Intro to Downtown Developments & Visioning
9:30 – 9:45	Break & Networking
9:45 – 11:00	Technical Assistance for Downtowns
11 :00 – noon	Financial Tools for Downtown Development
Noon – 12:30	Lunch (provided) – Border Grill
12 :30 – 1 :45	Completing a Downtown Development Project A-Z
1:45 – 2:00	Break & Networking
2:00 – 3:15	R&D Panel: Rip Off & Duplicate!
3:15 – 3:30	Q & A; Evals & Certs

Join us for this exciting day of collaboration with Jen Tucker from the Michigan Economic Development Corporation, Tara Laase-McKinney with the Marquette DDA and other state-wide professionals to discuss strategies and resources in downtown development and revitalization. Topics will include the public act that guides DDAs, community visioning, technical and financial tools, how to implement a project A-Z, and more! This full-day workshop will include discussion, networking and tools to help you revitalize your communities!

About the Presenters:

Jen Tucker serves the Upper Peninsula, as well as Michigan Prosperity Regions 9 and 10, as a Redevelopment Services Director for the Michigan Economic Development Corporation. With over 15 years of experience working in community development, and over 20 years of experience as a snow shoveling resident of the UP, she is armed with experience working at the local, county and state levels.

Tara Laase-McKinney is the Executive Director of the Marquette Downtown Development Authority and holds experience there of over nine years. Formerly the Events and Promotions Coordinator, she orchestrated events blending her skills in marketing, community development and event planning. A proud graduate of NMU and resident for 15 years, Tara has a keen understanding of the symbiotic relationship between local business, residents and government entities, spearheading initiatives and economic growth.

Other Presenters: Christopher Germain; Leigh Young and Jill Tremonti; Ray Govus; David Nelson; Bryce Sturmer; Ben Argall; Kathy Reynolds; Mike Bradford; Eric Waara



Materials and Registration Fees

NMPSA Members: \$40/pp
Non-members: \$85/pp
Student: \$15/pp

Location

Citizens Forum Room
Lakeview Arena
401 E. Fair Avenue
Marquette, MI 49855

Registration Policies

We will notify registrants if circumstances require us to reschedule or cancel a course. **Reservation confirmations are not sent.** Registrations made by telephone, mail, online or e-mail will be considered a commitment to attend. **Any registrants who do not attend the workshop will not be refunded the registration fee.** NMPSA adheres to the registration policies as set forth by the MML. These policies can be reviewed at these sites: www.nml.org/events/training/registration_policies.htm. Online registration and lodging info can be found at the NMPSA website: www.nmpsa.org
Registration deadline 1 week prior to workshop enforced.

Transfers

You may transfer your registration to another person who is not registered. Please call or email: 906-225-8105 or nmpsa@marquettemi.gov

Questions?

Please Contact NMPSA Director,
Cindy Noble at
nmpsa@marquettemi.gov
(906) 225-8105

March 6, 2024 DDA & Revitalization Seminar REGISTRATION FORM

NMPSA Members: \$40 per person; Non-members: \$85 per person; Students: \$15 per person

Name: _____ Email: _____ NMPSA Member: Y N

Name of Municipality or Entity: _____ Job Title: _____

Street Address: _____ City: _____ Zip: _____

Daytime Phone: _____ Payment Will Be: 1. Mailed 2. Brought to Event 3. Included with registrations

To Register: Mail this form to NMPSA, PO Box 87, Marquette, MI 49855. Please include a check payable to NMPSA with mail-in registrations OR email this form to Cindy Noble (nmpsa@marquettemi.gov).

Registration deadline: 1 week prior to workshop.
Please use one form per registrant (Form may be copied)

Item 9.

Office Use Only: Check # _____ Amount _____ Date _____