



GLADSTONE DDA REGULAR MEETING

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

A Regular Meeting of the Downtown Development Authority will be held on Tuesday, August 15, 2023 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 - July 18, 2023

FINANCIALS

3. July Revenue & Expenditure Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

4. Mural for 1000 Delta Ave
5. North Shore Development

NEW BUSINESS

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

CITY COMMENTS & REPORTS

7. City Manager
8. Community Development
9. DDA Coordinator
10. Farmers Market Coordinator

BOARD COMMENTS & REPORTS

ADJOURNMENT

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

Posted: 08/10/2023 | 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.



GLADSTONE DDA REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
 July 18, 2023
 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
Joe Thompson	Nathan Neumeier - Excused
Daniel Becker	
Jay Bostwick	
Jason Lippens	
Kyle Closs	
Marcey Skwor	
Robert LeDuc	

Staff Present: Eric Buckman, Patricia West, Renee Barron

PUBLIC COMMENT: None

APPROVAL OF MINUTES

2. Regular Meeting Minutes - June 20, 2023

Motion made by Closs, seconded by Skwor to approve the regular meeting minutes from June 20, 2023.

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

MOTION CARRIED.

FINANCIALS

3. May Revenue & Expenditure Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

4. North Shore Development

Renee Barron provided an update to the board on the progress of the North Shore Development. There is a meeting scheduled for today (07/18/2023) with the developer, architect and engineer to align on revisions to the initial drawing following input from city staff and considering utilities.

NEW BUSINESS

5. Old-Fashioned Christmas

Motion made by Closs, Seconded by LeDuc to allow the Old-Fashioned Christmas Subcommittee oversight and authority to hire the event coordinator replacement in a contract role with training provided by the previous event coordinator.
Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc

MOTION CARRIED.

6. Facade Grant Program

Motion made by Closs, seconded by Becker to direct city staff to notify business owners that facade funds are not available at this time, and that we are not accepting applications. Staff can notify those who inquire that the process will be revisited when the 2024-2025 budget is proposed.

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

MOTION CARRIED.

7. Mural at 1000 Delta Ave

Patrick Johnson presented on repairs required to the bricks at 1000 Delta Ave behind the mural. Additional packet material was provided during the meeting. The agenda packet was amended on 07/18/2023 to include the items below:

- Email | Subject: Preparation for the 07/18 DDA Meeting Mural Presentation | Delta Ave
- Grant of Easement

Motion made by Closs, seconded by Thompson to table this discussion until City Manager, Eric Buckman, connects one of his contacts with Patrick to review the brick situation.

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

MOTION CARRIED.

Patrick John was also able to provide an update on the items below:

- Business After Hours
- Brewery moving into the Rialto Center
- Architecture/Engineering Fees – This will be added to the August agenda for further discussion.

CITY COMMENTS & REPORTS

8. City Manager

Eric Buckman, provided an update on the items below:

- North Shore Development
- Public Hearings for Street Paving
- Public Safety Staffing
- Monopole Antenna Updates for 911
- 4th of July Celebration

9. Community Development

Renee Barron, provided updates on the following items:

- Code Enforcement Official position has been posted.
- Oaks Golf Course
- Two Small Claims Court Cases

10. DDA Coordinator

- DDA Board Opening
- DDA By-Laws & Rules of Procedure
- Prep for Parental Leave
 - Informational Meeting #2 at August Commission Meeting
 - Posted Code Enforcement Position
 - Wrapping up Master Plan
- Upcoming Items:
 - Business After Hours on July 26th
- August Meeting:
 - Farmers Market Updates from Brianna Ecklid
 - Historical Home Markers

BOARD COMMENTS & REPORTS

ADJOURNMENT

Motion made by Skwor, Seconded by LeDuc to adjourn at 9:30 AM ET.
Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc

MOTION CARRIED.

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	(217,534.74)
248-000-017.000	INVESTMENT IN FIRST BANK	163,444.23
248-000-055.000	ACCRUED INCOME	1,979.24
248-000-078.001	DUE FROM COUNTY TREASURER	187.28
Total Assets		(51,923.99)
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	2,877.66
Total Liabilities		2,877.66
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	291,579.69
Total Fund Balance		291,579.69
Beginning Fund Balance - 22-23		291,579.69
Net of Revenues VS Expenditures - 22-23		(144,109.28)
*22-23 End FB/23-24 Beg FB		147,470.41
Net of Revenues VS Expenditures - Current Year		(202,272.06)
Ending Fund Balance		(54,801.65)
Total Liabilities And Fund Balance		(51,923.99)

* Year Not Closed

Item 3.

PERIOD ENDING 07/31/2023
% Fiscal Year Completed: 33.33

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	AVAILABLE	% BDGT USED
		2023-24	MONTH 07/31/2023	07/31/2023	BALANCE	
		AMENDED BUDGET	INCREASE (DECREASE)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-437.001	CITY CAPTURE	149,483.00	57,560.68	57,560.68	91,922.32	38.51
248-000-437.005	BAY COLLEGE CAPTURE	31,935.00	6,148.92	6,148.92	25,786.08	19.25
248-000-437.009	DELTA COUNTY CAPTURE	48,595.00	18,712.50	18,712.50	29,882.50	38.51
248-000-437.013	DC ROAD PATROL CAPTURE	12,554.00	0.00	0.00	12,554.00	0.00
248-000-437.015	COMM ACTION CAPTURE	7,725.00	0.00	0.00	7,725.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	7,241.00	0.00	0.00	7,241.00	0.00
248-000-437.021	DATA CAPTURE	5,793.00	0.00	0.00	5,793.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	2,895.00	0.00	0.00	2,895.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	8,207.00	0.00	0.00	8,207.00	0.00
248-000-540.000	GRANT REVENUE	5,400.00	0.00	0.00	5,400.00	0.00
248-000-665.000	INTEREST REVENUE	1,500.00	331.80	1,209.79	290.21	80.65
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	0.00	9.39	60.47	(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	820.00	1,495.00	3,005.00	33.22
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	83,583.29	85,187.36	297,021.64	22.29
TOTAL REVENUES		382,209.00	83,583.29	85,187.36	297,021.64	22.29
Expenditures						
Dept 537 - ADMINISTRATIVE						
248-537-704.000	WAGES-PART TIME EMPLOYEES	22,500.00	1,463.94	6,981.23	15,518.77	31.03
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	352.00	928.00	1,072.00	46.40
248-537-708.000	UNEMPLOYMENT	100.00	0.22	1.72	98.28	1.72
248-537-709.000	FICA 6.2%	1,519.00	112.59	672.60	846.40	44.28
248-537-711.000	MEDICARE 1.45%	355.00	26.34	157.29	197.71	44.31
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EXP	100.00	0.00	338.52	(238.52)	338.52
248-537-728.000	MSA EMPLOYER EXPENSE	50.00	0.00	131.56	(81.56)	263.12
248-537-735.000	EDUCATION & TRAINING	500.00	0.00	25.00	475.00	5.00
248-537-736.000	TRANSPORTATION & LODGING	500.00	0.00	0.00	500.00	0.00
248-537-751.000	MATERIALS & SUPPLIES	500.00	36.00	70.99	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	0.00	6.24	(6.24)	100.00
248-537-756.000	COMPUTER	2,500.00	4.40	243.87	2,256.13	9.75
248-537-757.000	COPIES	700.00	0.00	0.14	699.86	0.02
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	25,000.00	25,000.00	(5,000.00)	125.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	15,000.00	15,000.00	15,000.00	0.00	100.00
248-537-762.000	INTEREST EXPENSE	19,875.00	0.00	0.00	19,875.00	0.00
248-537-800.006	CONTRACTED SERVICES-NORTHSHORE	5,000.00	0.00	0.00	5,000.00	0.00
248-537-802.000	LEGAL FEES	500.00	0.00	0.00	500.00	0.00
248-537-803.000	AUDIT FEES	1,000.00	0.00	0.00	1,000.00	0.00
248-537-808.000	TELEPHONE	540.00	43.82	126.11	413.89	23.35
248-537-819.000	FACADE GRANT PROGRAM	0.00	0.00	3.60	(3.60)	100.00
248-537-880.001	CHRISTMAS CELEBRATION	5,500.00	0.00	2,364.00	3,136.00	42.98
248-537-880.003	FARMERS MARKET	6,500.00	1,389.91	2,112.36	4,387.64	32.50
248-537-910.000	INSURANCE LIABILITY	100.00	25.00	75.00	25.00	75.00
248-537-970.051	NORTH SHORE	0.00	0.00	219.12	(219.12)	100.00
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	227,000.00	227,000.00	0.00	100.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	41,370.00	0.00	0.00	41,370.00	0.00
248-537-995.203	TRANSFER TO LOCAL STREET	7,000.00	0.00	6,002.07	997.93	8
Total Dept 537 - ADMINISTRATIVE		382,209.00	270,454.22	287,459.42	94,749.58	75.21

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

Item 3.

PERIOD ENDING 07/31/2023
 % Fiscal Year Completed: 33.33

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE		AVAILABLE		% BDT USED
		2023-24 AMENDED BUDGET	MONTH 07/31/2023 INCREASE (DECREASE)	07/31/2023 NORMAL (ABNORMAL)	07/31/2023 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
TOTAL EXPENDITURES		382,209.00	270,454.22	287,459.42		94,749.58		75.21
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		382,209.00	83,583.29	85,187.36		297,021.64		22.29
TOTAL EXPENDITURES		382,209.00	270,454.22	287,459.42		94,749.58		75.21
NET OF REVENUES & EXPENDITURES		0.00	(186,870.93)	(202,272.06)		202,272.06		100.00



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: August 15, 2023
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Mural at 1000 Delta Ave

BACKGROUND:

Summary from 07/18/2023 DDA Meeting

The DDA motioned to table the funding request from Patrick Johnson regarding the brick repairs causing damage to the mural at 1000 Delta Ave during the July meeting until City Manager, Eric Buckman, was able to connect with an expert on the repair work.

Budget Information:

- At the time of budget planning, the DDA anticipated to pull \$94,381 from the fund balance, as our expenditures exceeded our revenue.

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

Façade Grant Information:

- The DDA decided in the July meeting to not accept façade applications, and that the façade program would be revisited during the 2024-2025 budget planning process.
- The previous façade program guidelines included these stipulations:
 - A current business owner at the location of an approved façade must wait a minimum of five years before they may be eligible to re-apply for additional funds.
 - The business owner chooses their own contractor

FISCAL EFFECT:

Preliminary numbers reflect \$2000-\$3000 for materials and labor.

SUPPORTING DOCUMENTATION:

- Guidelines for DDA Façade Improvement Grant Program
- Email from Patrick Johnson outlining project scope, timeline, funding, and warranty/insurance information

RECOMMENDATION:

Staff recommends denying the request for funding given past precedent of not funding contractor repair work, in addition to the budget constraints and façade grant information outlined above.

Guidelines for DDA facade improvement grant program

1. Fill out application. Available at the Community Development office (located at City Hall 1100 Delta Avenue).
2. Submit a written plan to the DDA. Written plan to include: **detailed drawings/pictures** of work which includes color samples, types and samples of material used, proof of insurance and project cost estimate, completed application, signed guidelines and signed DDA Contract. (Use CHECKLIST to ensure application is complete)
3. Get the plan approved by the DDA.
 - a. Submit the entire plan to the grant administrator **two weeks** prior to DDA meeting. The DDA meets the 3rd Tuesday of each month at 8:00 AM. Plan to attend the meeting when project is presented and be able to discuss the project in further with the DDA.
4. Façade requirements:
 - a. The DDA provides grant funding on a matching basis per the Façade Grant Funding Guidelines. A minimum owner's match of 50% is required for total (façade) projects costs. Grants are awarded based on availability of funds, project scope and value added to the building and district. Owner must pay his/her share of match of the total cost of the façade project up front, after project is approved, prior to any funding being released. Owner's match is the first money reimbursed on the project. Owners match required is based on 50% of the total facade project costs. Matching funds for other work (interior or non façade work) being completed will be considered when determining whether to approve a project.
 - b. Project must include drawings, scope of work to be completed, cost estimate and a list of materials that will be used.
 - c. Project work must be completed by a licensed contractor when required.
 - d. All work completed must enhance the façade of an existing building.
 - e. Evidence of total project costs and matching funds shall be provided.
 - f. Complete Insurance Change Agreement and ensure that business will have insurance coverage through the duration of the grant/loan.
 - g. Complete the Notice to Proceed.
 - h. Complete Contractor/Owner Agreement.
 - i. Complete Contract with DDA.
 - j. City Commission approval is required for administration of project funds prior to the start of project.
5. Choose a contractor.
 - a. **Business owner chooses contractor.**
 - b. Contractor must present proof of insurance, license and complete a W-9 before work begins.
 - c. The business owner, the contractor and a representative of the DDA or City of Gladstone must sign the Owner & Contractor Agreement.

6. Contractor is given 1/2 of the total cost of the project up front to purchase materials and get the project started. Additional draws may be made as the work progresses with proper documentation and lien waivers as required.
 - a. The “Request for Payment” form will be used for each draw.
 - b. At least 25% of the total project costs will be withheld until all work is complete and the owner and building inspector or grant administrator makes a final inspection.
 - c. A sworn statement shall be signed by contractor stating that all contractors, sub-contractors and suppliers have been paid in full before receiving final payment.

7. A lien will be placed on the property, through a mortgage and mortgage note and filed with the Register of Deeds for a five year time period. If the property maintains the business status for the five- year period the loan/grant will be forgiven and the lien removed at the end of the five years. Passed by the board at the April 11, 2006 meeting. Fee’s associated with the removal of the lien (Delta County Register of Deeds) will be the responsibility of the owner/s.

8. All information submitted by owners and contractors will be kept confidential and will remain in the City of Gladstone files for at least five years.

9. A current business owner at the location of an approved facade must wait a minimum of five years before they may be eligible to re-apply for additional funds.

10. All business projects considered for review must be located within the DDA district and the primary use must be business related.

11. Approved grants have one year to complete the project once it has been approved by the DDA. Grants that exceed the one-year time frame to complete work will need to reapply to the DDA. (Passed by DDA 5-25-10)

12. Any Façade work that requires any additional reviews shall demonstrate successful compliance to the Grant Administrator prior to the final release of façade funds or prior to the work necessitating the compliance is commenced. Additional reviews that may be required may include but not be limited to:
 - DEQ Compliance
 - Mechanical/Electrical Permit
 - Building Permit
 - Zoning Compliance
 - Site Plan Review
 - Sign Permit

Owner Signature

Date

Patricia West

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

Categories: Need to Complete

Please see below

Patrick Johnson D.C.
Water's Edge Chiropractic PLC
1010 Delta Ave. Ste. 216
Gladstone, MI 49837
(906) 428-9076
www.WatersEdgeChiro.com

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

Hey Patrick,

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

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

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

Thank you!
Patricia West
DDA Coordinator



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: August 15, 2023
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

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

BACKGROUND:

[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] 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 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***

As of 08/09/2023, \$18,028.22 of the committed \$25,000 DDA funds have been paid towards this project.

FISCAL EFFECT:

\$25,000

SUPPORTING DOCUMENTATION:

- Committed Funding Breakdown and Payments
- DDA Minutes – November 7, 2016
- DDA Minutes – October 20, 2020
- DDA Minutes – October 21, 2021

RECOMMENDATION:

Staff recommends requiring 100% of the funds (\$18,028.22) be paid back to the DDA.

Effective Date	Description	Amount
11/7/2016	Amount Approved	\$ 25,000.00
8/9/2023	Amount Paid	\$ 18,028.22
8/9/2023	Remaining Funds Available to Patrick Johnson	\$ 6,971.78

**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
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 signs would be a good way to attract traffic. Patrick said that Delta Business Solutions next door had completed 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', is written in black ink.

Ron Miaso, DDA / EDC Coordinator