



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

April 28, 2026

8:15 AM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) Regular Meeting Minutes - March 24, 2026

FINANCIALS

- [3.](#) March 2026 Revenue & Expenditure Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

- [4.](#) Additional North Shore Payment Discussion

NEW BUSINESS

- [5.](#) Establishing "The Depot" Subcommittee
- [6.](#) Market Square Rental Policies
- [7.](#) Social District Hours Amendment

CITY COMMENTS & REPORTS

8. Delta County Public Transportation Survey
9. DPW Hiring Seasonal Position
10. Wastewater Hiring Operator
11. Zoning Administrator Certification

BOARD COMMENTS & REPORTS

12. Michigan Municipal League Site Visit

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: 04-27-2026 | 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 (RESCHEDULED FROM 03/17)

City Hall Chambers – 1100 Delta Avenue

March 24, 2026

8:15 AM

Item 2.

MINUTES

CALL TO ORDER

DDA Chairperson, Jay Bostwick, called the meeting to order at 8:20 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Jason Lippens
Jacob Taylor	Joe Thompson (Excused)
Jay Bostwick	Nathan Neumeier
Kyle Closs	
Robert LeDuc	
Parker Grzybowski	

Staff Present: Vicki Schroeder & Patricia West

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - February 17, 2026

Motion made by Closs, seconded by Taylor to approve the regular meeting meetings of February 17, 2026.

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

MOTION CARRIED.

FINANCIALS

3. DDA February Revenue & Expenditure Report

West provided an overview of the February Revenue & Expenditure Report, noting that the DDA is projected to add to its fund balance by the end of the fiscal year on March 31, 2026.

City Treasurer Vicki Schroeder also reported that, as part of closing out the fiscal year, funds will be transferred from investment accounts to cover cash asset balances.

4. City of Gladstone Investment Policy

Schroeder provided context on the City of Gladstone's existing investment policy.

5. PA 20 of 1943 | Investment of Surplus Funds of Political Subdivisions

Schroeder noted that Act 20 of 1943 provides statutory authority for municipalities to invest their funds.

CONFLICTS OF INTEREST

None.

Item 2.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

6. Additional North Shore Payment Discussion

West provided an overview of the potential impact an additional North Shore loan payment would have on the loan payoff date and total interest savings.

The board discussed what payment amount they would feel comfortable making.

Taylor noted that the current interest rate is low enough that continuing regular payments does not pose a significant financial burden to the DDA.

The DDA requested that Schroeder compile information on the average return on investments to help evaluate whether investing the funds would be more advantageous than making an additional loan payment.

Motion made by Closs, seconded by Becker to postpone this discussion until the April meeting, once we've had the return on investment information provided by Vicki Schroeder.

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

MOTION CARRIED.

7. Radio Results Network Proposal

Motion made by Closs, seconded by Grzybowski to decline the proposal from Radio Results Network.

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

MOTION CARRIED.

8. Letter of Support on Behalf of the DDA | Congressionally Directed Spending for North Shore

Motion made by Closs, seconded by LeDuc to approve the DDA Chairperson to sign the letter of support for the City of Gladstone's Congressional Directed Funding Requests for FY27.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

9. Current City Employment Vacancies

West shared about current city employment opportunities available on our website.

10. Downtown Business Updates

West provided an update that several promising business developments are currently underway and noted that more details will be shared as these opportunities progress.

11. Farmers Market Updates

The 2026 Farmers Market vendor roster is full, comprised entirely of returning vendors and offseason outreach coordinated through the Downtown Ambassador. A waitlist has been established.

12. "The Depot" Grant Updates

West reported that the DDA has been awarded a Michigan Arts & Culture Council grant totaling \$31,860. Of that amount, \$21,900 is allocated for “The Depot,” with the remaining \$9,960 designated to support musicians for the Farmers Market, Downtown Day, Summer Concert Series, and Fourth of July celebrations.

Item 2.

13. Market Square Rental

West reported that she met with Downtown Ambassador Samantha Gaudino on March 23 for a work session focused on improving marketing of the Farmers Market Square. They are exploring categorizing rental opportunities for vendors, private events, public events, and nonprofit/informational uses. A more detailed proposal is expected to be presented to the DDA for review in advance of the City Commission’s June fee schedule adoption.

14. Sign Survey Feedback

West shared the results of the sign survey conducted in February. The Planning Commission continues to explore potential amendments to the Sign Ordinance, with particular focus on regulations related to LED signage.

15. Social District Annual Meeting

The annual meeting was held on Thursday, March 12. Mayor Joe Thompson, Ron Robinson, Patricia West, Jake Mills, and Tonya Adams were in attendance.

During the meeting, a proposal was discussed to expand social district hours to better align with Farmers Market operations. The DDA Chairperson requested that this item be placed on the April DDA agenda for further discussion.

The group also discussed the potential future conversion of 10th Street (from Minnesota Avenue to Superior Avenue) from an existing two-lane to a one-way street. The concept includes expanding sidewalk space near the Rialto Center and Dairy Flo to accommodate outdoor seating. This idea remains in an exploratory phase, with administration gathering input from department heads. No formal commitment to the project has been made.

BOARD COMMENTS & REPORTS

None.

ADJOURNMENT

Motion made by LeDuc, seconded by Grzybowski to adjourn at 9:24 AM.

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

MEETING ADJOURNED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE

Balance As of 03/31/2026

Item 3.

 YTD
 03/31/2026
 Normal (Abnormal)

GL Number	Description	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY		
*** Assets ***		
248-000-001.000	CASH	35,811.83
248-000-017.000	INVESTMENT IN FIRST BANK	78,773.08
248-000-017.001	INVESTMENTS IN MI CLASS	260,559.47
248-000-055.000	ACCRUED INCOME	343.52
Total Assets		375,487.90
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	2,897.66
248-000-257.000	ACCRUED PAYROLL	2,151.62
Total Liabilities		5,049.28
*** Fund Equity ***		
248-000-390.000	FUND BALANCE	309,988.86
Total Fund Equity		309,988.86
Total Fund 248:		
TOTAL ASSETS		375,487.90
BEG. FUND BALANCE		309,988.86
+ NET OF REVENUES & EXPENDITURES		60,449.76
= ENDING FUND BALANCE		370,438.62
+ LIABILITIES		5,049.28
= TOTAL LIABILITIES AND FUND BALANCE		375,487.90

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 03/31/2026
% Fiscal Year Completed: 100.00

Item 3.

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	Activity For 03/31/2026 Incr (Decr)	YTD Balance 03/31/2026 Norm (Abnorm)	Available Balance 03/31/2026 Norm (Abnorm)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Revenues							
Department: 000 REVENUE							
248-000-437.001	CITY CAPTURE	259,718.00	259,718.00	551.84	267,045.93	(7,327.93)	102.82
248-000-437.005	BAY COLLEGE CAPTURE	55,470.00	55,470.00	2,281.33	55,938.19	(468.19)	100.84
248-000-437.009	DELTA COUNTY CAPTURE	84,288.00	84,288.00	181.18	87,680.55	(3,392.55)	104.02
248-000-437.013	DC ROAD PATROL CAPTURE	21,775.00	21,775.00	1,744.30	22,165.34	(390.34)	101.79
248-000-437.015	COMM ACTION CAPTURE	13,399.00	13,399.00	1,073.23	13,639.11	(240.11)	101.79
248-000-437.019	911 DISPATCH CAPTURE	12,561.00	12,561.00	1,010.69	12,843.54	(282.54)	102.25
248-000-437.021	DATA CAPTURE	10,093.00	10,093.00	813.22	10,333.78	(240.78)	102.39
248-000-437.023	DC RECYCLING CAPTURE	5,023.00	5,023.00	402.37	5,113.70	(90.70)	101.81
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	11,943.00	11,943.00	853.85	10,850.25	1,092.75	90.85
248-000-437.026	VETERANS AFFAIRS CAPTURE	0.00	0.00	134.52	1,709.43	(1,709.43)	100.00
248-000-540.000	GRANT REVENUE	6,000.00	6,000.00	0.00	6,000.00	0.00	100.00
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	6,363.00	6,363.00	0.00	0.00	6,363.00	0.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	25,000.00	7,461.42	7,461.42	17,538.58	29.85
248-000-665.000	INTEREST REVENUE	5,000.00	5,000.00	1,264.08	15,922.85	(10,922.85)	318.46
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	60.00	60.00	0.00	39.75	20.25	66.25
248-000-674.000	DONATIONS	0.00	0.00	0.00	2,500.00	(2,500.00)	100.00
248-000-675.006	FARMERS MARKET--VENDOR FEES	1,500.00	1,500.00	0.00	2,975.00	(1,475.00)	198.33
248-000-675.007	FARMERS MARKET--FOOD ASSISTANCE PROG	1,800.00	1,800.00	0.00	2,260.00	(460.00)	125.56
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	200.00	0.00	0.00	200.00	0.00
248-000-675.009	SOCIAL DISTRICT SPONSORSHIPS	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
248-000-675.010	SOCIAL DISTRICT STICKER REVENUE	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
Total Dept 000 - REVENUE		527,393.00	527,393.00	17,772.03	524,478.84	2,914.16	99.45
Revenues		527,393.00	527,393.00	17,772.03	524,478.84	2,914.16	99.45
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-702.000	WAGES-FULLTIME EMPLOYEES	7,500.00	7,500.00	0.00	7,811.36	(311.36)	104.15
248-537-702.101	DPW BENEFITS	0.00	0.00	0.00	4,623.53	(4,623.53)	100.00
248-537-703.000	SALARIES	0.00	0.00	1,881.47	12,158.74	(12,158.74)	100.00
248-537-704.000	WAGES-PART TIME EMPLOYEES	31,498.00	31,498.00	1,340.79	20,969.26	10,528.74	66.57
248-537-707.000	TEMPORARY EMPLOYEES	0.00	0.00	251.11	251.11	(251.11)	100.00
248-537-708.000	UNEMPLOYMENT	125.00	125.00	0.97	8.25	116.75	6.60
248-537-709.000	FICA 6.2%	1,953.00	1,953.00	208.74	3,495.63	(1,542.63)	178.99
248-537-711.000	MEDICARE 1.45%	457.00	457.00	48.82	817.49	(360.49)	178.88
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	433.00	433.00	206.96	3,994.67	(3,561.67)	922.56
248-537-724.000	SICK PAY	0.00	0.00	0.00	80.00	(80.00)	100.00
248-537-728.000	MSA EMPLOYER EXPENSE	176.00	176.00	65.23	1,520.11	(1,344.11)	863.70
248-537-734.000	MEMBERSHIP & DUES	250.00	250.00	75.00	540.00	(290.00)	216.00
248-537-735.000	EDUCATION & TRAINING	700.00	700.00	0.00	150.00	550.00	21.43
248-537-736.000	TRANSPORTATION & LODGING	500.00	500.00	0.00	918.46	(418.46)	183.69
248-537-751.000	MATERIALS & SUPPLIES	750.00	750.00	20.00	459.99	290.01	61.33
248-537-751.011	BEAUTIFICATION PURCHASES	14,521.00	14,521.00	0.00	22,216.40	(7,695.40)	152.99
248-537-751.012	SOCIAL DISTRICT PURCHASES	8,100.00	8,100.00	0.00	1,700.68	6,399.32	21.00
248-537-754.000	POSTAGE	50.00	50.00	2.22	43.06	6.94	86.12
248-537-756.000	COMPUTER	4,270.00	4,270.00	57.03	992.15	3,277.85	23.24
248-537-757.000	COPIES	700.00	700.00	569.10	2,141.02	(1,441.02)	305.86
248-537-760.000	EQUIPMENT RENTALS	0.00	0.00	0.00	4,962.78	(4,962.78)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 03/31/2026
 % Fiscal Year Completed: 100.00

Item 3.

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	Activity For 03/31/2026 Incr (Decr)	YTD Balance 03/31/2026 Norm (Abnorm)	Available Balance 03/31/2026 Norm (Abnorm)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	0.00	20,000.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	10,000.00	10,000.00	0.00	10,000.00	0.00	100.00
248-537-762.000	INTEREST EXPENSE	16,500.00	16,500.00	0.00	16,498.14	1.86	99.99
248-537-800.000	CONTRACTED SERVICES	0.00	0.00	1,500.00	1,500.00	(1,500.00)	100.00
248-537-802.000	LEGAL FEES	500.00	500.00	0.00	782.00	(282.00)	156.40
248-537-803.000	AUDIT FEES	1,000.00	1,000.00	0.00	1,065.56	(65.56)	106.56
248-537-808.000	TELEPHONE	540.00	540.00	56.35	722.16	(182.16)	133.73
248-537-819.000	FACADE GRANT PROGRAM	62,500.00	62,500.00	0.00	0.00	62,500.00	0.00
248-537-880.000	SPONSORSHIPS	2,000.00	2,000.00	0.00	2,059.00	(59.00)	102.95
248-537-880.001	CHRISTMAS CELEBRATION	3,000.00	3,000.00	0.00	3,406.64	(406.64)	113.55
248-537-880.003	FARMERS MARKET	4,500.00	4,500.00	0.00	15,030.21	(10,530.21)	334.00
248-537-880.004	FARMERS MARKET--FOOD ASSISTANCE PROG	1,800.00	1,800.00	0.00	2,780.00	(980.00)	154.44
248-537-880.005	FARMERS MARKET--SQUARE	0.00	0.00	0.00	50.00	(50.00)	100.00
248-537-880.009	DOWNTOWN DAY	1,000.00	1,000.00	0.00	1,111.00	(111.00)	111.10
248-537-900.000	PRINTING & PUBLISHING	5,000.00	5,000.00	0.00	590.00	4,410.00	11.80
248-537-910.000	INSURANCE LIABILITY	150.00	150.00	0.00	100.00	50.00	66.67
248-537-970.000	CAPITAL OUTLAY	22,500.00	22,500.00	0.00	26,732.58	(4,232.58)	118.81
248-537-991.010	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	227,000.00	0.00	100.00
248-537-991.011	NORTHSHORE LOAN PAYMENT	44,748.00	44,748.00	0.00	44,747.10	0.90	100.00
248-537-995.390	TRANSFER TO FUND BALANCE	32,672.00	32,672.00	0.00	0.00	32,672.00	0.00
Total Dept 537 - ADMINISTRATIVE		527,393.00	527,393.00	6,283.79	464,029.08	63,363.92	87.99
Expenditures		527,393.00	527,393.00	6,283.79	464,029.08	63,363.92	87.99
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		527,393.00	527,393.00	17,772.03	524,478.84	2,914.16	99.45
TOTAL EXPENDITURES		527,393.00	527,393.00	6,283.79	464,029.08	63,363.92	87.99
NET OF REVENUES & EXPENDITURES:		0.00	0.00	11,488.24	60,449.76	(60,449.76)	



Board: Downtown Development Authority
Agenda Date: April 28, 2026
Presenter: Patricia West

Item 4.

Staff Report

Agenda Item Title:

Additional North Shore Payment Discussion

Background:

This discussion was postponed in the March DDA meeting pending additional information on our average return on investments provided by the City Treasurer. The Treasurer is closing out the 2025-2026 fiscal year, and has asked to postpone this discussion to June.

During the February 2026 DDA Regular Meeting, the Board discussed the possibility of making an additional payment toward the North Shore loan at the end of the current fiscal year, given the anticipated contribution to the DDA fund balance.

Annual loan payments are made each December, and the loan is structured with a 15-year term. Payments began in December 2022 and are scheduled to conclude in December 2036.

At the close of the fiscal year on March 31, 2026, the DDA is projected to contribute approximately \$55,000 to the fund balance. With this contribution, the fund balance is expected to exceed \$300,000.

Insights with a March 2026 Payment:

- \$25,000 – Loan paid off in 2036 with ~\$8300 saved in interest
- \$50,000 – Loan paid off one year earlier with ~\$16,500 saved in interest
- \$75,000 – Loan paid off one year earlier with ~\$24,000 saved in interest

These estimates assume the regular annual payment schedule remains unchanged.

Fiscal Effect:

The current annual loan payment is \$61,245.24, including principal and interest. The fiscal impact of an additional payment would depend on the amount authorized by the Board.

Supporting Documentation:

North Shore Loan Repayment Schedule Options

Recommendation:

Discuss whether making an additional payment toward the North Shore loan is advisable currently and, if so, determine an appropriate payment amount.

North Shore Loan Payment Schedule Options

Payment Date	Interest Payment	Principal Payment	New Balance
Dec-22	\$ 19,875.00	\$ 41,370.24	\$ 708,629.76
Dec-23	\$ 18,778.69	\$ 42,466.55	\$ 666,163.21
Dec-24	\$ 17,653.33	\$ 43,591.91	\$ 622,571.29
Dec-25	\$ 16,498.14	\$ 44,747.10	\$ 577,824.19
Dec-26	\$ 15,312.34	\$ 45,932.90	\$ 531,891.29
Dec-27	\$ 14,095.12	\$ 47,150.12	\$ 484,741.17
Dec-28	\$ 12,845.64	\$ 48,399.60	\$ 436,341.57
Dec-29	\$ 11,563.05	\$ 49,682.19	\$ 386,659.39
Dec-30	\$ 10,246.47	\$ 50,998.77	\$ 335,660.62
Dec-31	\$ 8,895.01	\$ 52,350.23	\$ 283,310.39
Dec-32	\$ 7,507.73	\$ 53,737.51	\$ 229,572.87
Dec-33	\$ 6,083.68	\$ 55,161.56	\$ 174,411.31
Dec-34	\$ 4,621.90	\$ 56,623.34	\$ 117,787.97
Dec-35	\$ 3,121.38	\$ 58,123.86	\$ 59,664.11
Dec-36	\$ 1,581.10	\$ 59,664.11	\$ 0.00
\$ 168,678.57			

Payment Date	Interest Payment	Principal Payment	New Balance
Dec-22	\$ 19,875.00	\$ 41,370.24	\$ 708,629.76
Dec-23	\$ 18,778.69	\$ 42,466.55	\$ 666,163.21
Dec-24	\$ 17,653.33	\$ 43,591.91	\$ 622,571.29
Dec-25	\$ 16,498.14	\$ 44,747.10	\$ 577,824.19
Mar-26	0	25,000	\$ 552,824.19
Dec-26	\$ 14,649.84	\$ 46,595.40	\$ 506,228.79
Dec-27	\$ 13,415.06	\$ 47,830.18	\$ 458,398.62
Dec-28	\$ 12,147.56	\$ 49,097.68	\$ 409,300.94
Dec-29	\$ 10,846.47	\$ 50,398.77	\$ 358,902.18
Dec-30	\$ 9,510.91	\$ 51,734.33	\$ 307,167.84
Dec-31	\$ 8,139.95	\$ 53,105.29	\$ 254,062.55
Dec-32	\$ 6,732.66	\$ 54,512.58	\$ 199,549.97
Dec-33	\$ 5,288.07	\$ 55,957.17	\$ 143,592.80
Dec-34	\$ 3,805.21	\$ 57,440.03	\$ 86,152.77
Dec-35	\$ 2,283.05	\$ 58,962.19	\$ 27,190.58
Dec-36	\$ 720.55	\$ 27,190.58	\$ 0.00
\$ 160,344.49			

Payment Date	Interest Payment	Principal Payment	New Balance
Dec-22	\$ 19,875.00	\$ 41,370.24	\$ 708,629.76
Dec-23	\$ 18,778.69	\$ 42,466.55	\$ 666,163.21
Dec-24	\$ 17,653.33	\$ 43,591.91	\$ 622,571.29
Dec-25	\$ 16,498.14	\$ 44,747.10	\$ 577,824.19
Mar-26	0	50,000	\$ 527,824.19
Dec-26	\$ 13,987.34	\$ 47,257.90	\$ 480,566.29
Dec-27	\$ 12,735.01	\$ 48,510.23	\$ 432,056.06
Dec-28	\$ 11,449.49	\$ 49,795.75	\$ 382,260.31
Dec-29	\$ 10,129.90	\$ 51,115.34	\$ 331,144.96
Dec-30	\$ 8,775.34	\$ 52,469.90	\$ 278,675.07
Dec-31	\$ 7,384.89	\$ 53,860.35	\$ 224,814.72
Dec-32	\$ 5,957.59	\$ 55,287.65	\$ 169,527.07
Dec-33	\$ 4,492.47	\$ 56,752.77	\$ 112,774.29
Dec-34	\$ 2,988.52	\$ 58,256.72	\$ 54,517.57
Dec-35	\$ 1,444.72	\$ 54,517.57	\$ 0.00
\$ 152,150.41			

Payment Date	Interest Payment	Principal Payment	New Balance
Dec-22	\$ 19,875.00	\$ 41,370.24	\$ 708,629.76
Dec-23	\$ 18,778.69	\$ 42,466.55	\$ 666,163.21
Dec-24	\$ 17,653.33	\$ 43,591.91	\$ 622,571.29
Dec-25	\$ 16,498.14	\$ 44,747.10	\$ 577,824.19
Mar-26	0	75,000	\$ 502,824.19
Dec-26	\$ 13,324.84	\$ 47,920.40	\$ 454,903.79
Dec-27	\$ 12,054.95	\$ 49,190.29	\$ 405,713.50
Dec-28	\$ 10,751.41	\$ 50,493.83	\$ 355,219.67
Dec-29	\$ 9,413.32	\$ 51,831.92	\$ 303,387.75
Dec-30	\$ 8,039.78	\$ 53,205.46	\$ 250,182.29
Dec-31	\$ 6,629.83	\$ 54,615.41	\$ 195,566.88
Dec-32	\$ 5,182.52	\$ 56,062.72	\$ 139,504.16
Dec-33	\$ 3,696.86	\$ 57,548.38	\$ 81,955.78
Dec-34	\$ 2,171.83	\$ 59,073.41	\$ 22,882.37
Dec-35	\$ 606.38	\$ 22,882.37	\$ 0.00
\$ 144,676.87			

Extra Payment Amount	Interest Saved
\$ 25,000.00	\$ 8,334.08
\$ 50,000.00	\$ 16,528.17
\$ 75,000.00	\$ 24,001.70



Board: Downtown Development Authority

Agenda Date: April 28, 2026

Presenter: Patricia West

Item 5.

Staff Report

Agenda Item Title:

Establishing "The Depot" Subcommittee

Background:

Planning efforts are underway for the placemaking efforts at 701 Delta Ave. West is seeking to form a subcommittee of two DDA members to assist in the vision, phasing, and prioritization of the project.

The DDA By-Laws state that the DDA Chairperson has the authority to make subcommittee assignments.

Fiscal Effect:

None

Supporting Documentation:

AI Generated Vision of "The Depot"

Recommendation:

Assemble two DDA members to join "The Depot" Subcommittee.

THE DEPOT

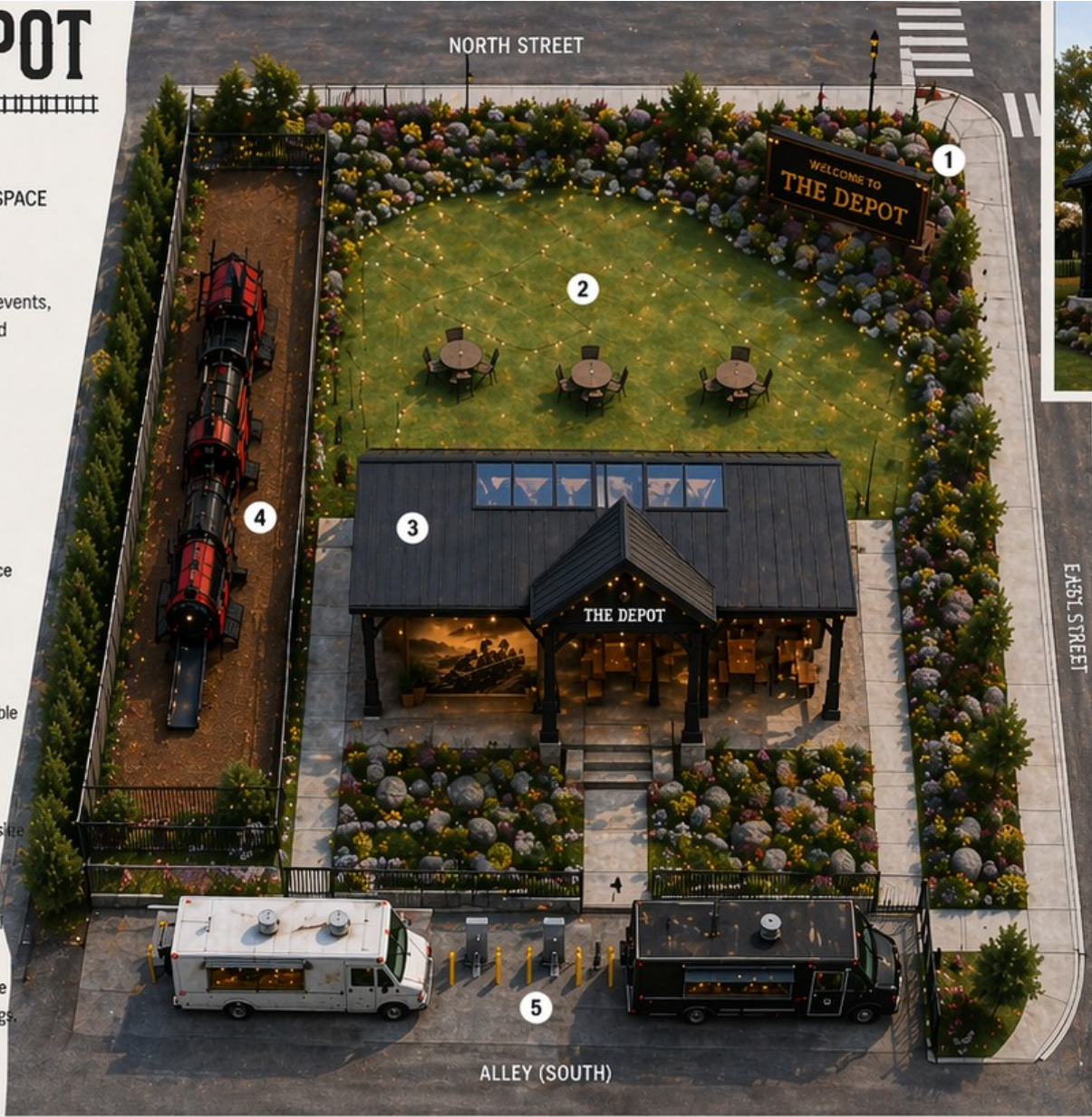
CONCEPT OVERVIEW

A COMMUNITY GATHERING SPACE
GLADSTONE, MI

The Depot is designed to be a flexible, welcoming space for events, performances, food trucks, and everyday community use.

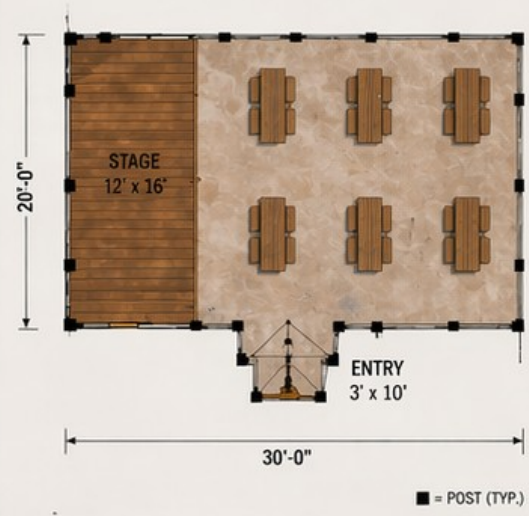
SITE FEATURES

- 1 Welcome Sign
Angled for visibility from North Street intersection
- 2 Open Lawn / Gathering Space
Flexible space for seating, events, and activities
- 3 Pavilion (20' x 30') with Integrated Stage (west end)
Bump-out entry with front gable
Skylights for natural light
Open, airy, and functional
- 4 Locomotive Playground
Fenced play area along west side with safety surfacing
- 5 Food Truck Area (2 Spaces)
Concrete pads with electrical and water hookups
- 6 Landscaping & Privacy Fence
Rock gardens, native plantings, and privacy fence along west property line



- ### PAVILION SPECIFICATIONS
- Size: 20' x 30'
 - Stage: 12' x 16' (Item 5. nd)
 - Bump-Out Entry: 3' x 10'
 - Roof: Metal (standing seam)
 - Posts: Black Painted Wood or Steel Wrapped
 - Ceiling: Stained Wood
 - Skylights: (4) Roof Mounted
 - Lighting: Recessed LED, Photocell-Controlled
 - Outlets: Power Outlets Throughout

PAVILION FLOOR PLAN (20' x 30')



FRONT ELEVATION (NORTH)



INTERIOR VIEW (LOOKING WEST)



MATERIAL PALETTE



SITE KEY (NORTH TO SOUTH)

- 1 Welcome Sign
- 2 Open Lawn / Gathering Space
- 3 Pavilion (20' x 30') with Stage
- 4 Locomotive Playground
- 5 Food Truck Area (2 Spaces)
- 6 Landscaping & Privacy Fence





Board: Downtown Development Authority
Agenda Date: April 28, 2026
Presenter: Samantha Gaudino

Item 6.

Staff Report

Agenda Item Title:

Market Square Rental Policies

Background:

Staff have been developing an action plan to better utilize the Farmers Market Square. As part of this effort, the proposed Market Square Rental Policies are enclosed. These policies establish a structured fee schedule for vendors, private parties, public events, and nonprofit organizations.

The policies also clarify when a Special Event Permit is required at the city level, define minimum rental timeframes, set expectations for maintenance and upkeep of the space, and outline how the Market Square integrates with the City's social district.

Adoption of this policy will funnel into the fee schedule, which is reviewed by the City Commission each June, with an effective date of August 1.

Fiscal Effect:

None

Supporting Documentation:

[DRAFT] Market Square Rental Policies
Use of DDA-Owned Equipment & Supplies Policy

Recommendation:

Motion to adopt the Market Square Rental Policies as presented, with the understanding that associated fees will be incorporated into the City's annual fee schedule, reviewed by the City Commission each June, with an effective date of August 1, 2026.

MARKET SQUARE RENTAL POLICIES

Downtown Market Square

The downtown market square at 907 Delta Avenue is available to rent on select days from May - October for the following: vendors, private parties, non profits, and public events.

Specifications

Vendor(s): Any individual making a transaction for profit through the sale of tangible goods in a shared space.

Private Parties: A private party is an event that is attended through private invitation and/or registration. This includes birthday, graduation, retirement, baby shower, or company parties. It also includes private classes such as yoga, painting, and other forms of entertainment requiring registration.

Non-Profit Vendor: Any individual or organization attempting to provide services, information, or assistance in a shared space, allowing access to pergolas. Proof of non profit status must be submitted.

Public Parties: A public party is an event that is open to all members of the community and requires a special event permit and insurance. For example, musical events or family events.

Rates		Inventory	Minimum Rental
Vendor (s)	\$10/4 hours	Not Included	4 hours
Private Party	\$30/hour	Up to 6 tables, 36 chairs	2 hours
Public Party	\$30/hour	Up to 6 tables, 36 chairs	2 hours
Non Profit	Waived	Not Included	4 hours

Discounts

The first hour fee will be waived if you cater from a downtown restaurant at a minimum of \$30. You must submit a receipt of order to the Downtown Ambassador 48 hours prior to your event for the discount to remain.

Payment & Cancellations

Payment is due no later than 48 hours before your reserved date. Failure to complete payment by this time will result in the forfeiture of your reservation. Cancellations must be made no later than 48 hours before your reserved date, except in the event of inclement weather. Cancellations occurring after this time may result in forfeiture of all fees paid.

Decorations

All decorations or signage attached to DDA structures, including tables, chairs, tents, or pergolas, must be attached using only DDA approved supplies which includes the following: scotch tape, push pins, fishing line, and bungee cords.

Set Up

The renter is responsible for all portions of set up. If your reservation includes the use of tables or chairs, they will be available 30 minutes before your reserved time and will require to be set up. Renters are responsible for ensuring they have reserved an adequate amount of time to complete their desired set up.

Clean Up

The renter is responsible for leaving the market square as it was upon arrival. Please ensure all trash, debris, decor, and personal belongings are not left behind. If tables and chairs were included, renters are responsible for folding these back down and leaving them where they found them. Renters are responsible for ensuring all materials used such as tape, push pins, or strings are adequately removed from DDA structures. Parties are additionally responsible for emptying the trash bin and discarding the bag in the city bin located in the alleyway behind the market square.

Alcohol

Guests are welcome to utilize the social district at the market square by purchasing from a participating downtown business in social district approved cups only. Renters are not allowed to bring or provide alcohol without obtaining the proper insurance and special event permit approval. If you need assistance with this, please contact the downtown ambassador.

Amenities

Limited access to electricity is available between the band stage and pergolas. Rear parking is available at the back of the market square. A port - a - John is available for use. In the event of inclement weather, 2 (10 X 20) canopies may be requested for use pending staff availability.

By renting the City of Gladstone Downtown Market Square, you are agreeing to abide by the policies outlined. Failure to comply may result in the forfeiture of your reservation, fees paid, and/or termination of your ability to rent in the future.



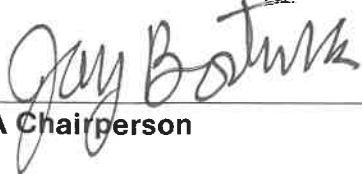
USE OF DDA-OWNED EQUIPMENT & SUPPLIES POLICY

Purpose:

The DDA maintains an inventory of equipment and supplies (including canopies, tables, and chairs) to support the operations of the Gladstone Farmers Market. This policy establishes guidelines for the use of these materials for purposes beyond Farmers Market activities.

Policy:

1. **Primary Use:** DDA-owned inventory is intended primarily for the Farmers Market. Use of these materials for other purposes is not guaranteed.
2. **DDA Use:** The DDA reserves the right to use its equipment and supplies for any activities or events sponsored or organized by the DDA, regardless of the inventory's primary use for the Farmers Market.
3. **Lending of Supplies:** The DDA may lend its equipment and supplies for non-Farmers Market events or purposes, subject to DDA Board approval.
4. **Exceptions:** Any exception to the primary use of DDA inventory must be reviewed and approved by the DDA Board. Staff does not have the authority to grant exceptions, except in the case of City of Gladstone sponsored events.
5. **In-Kind Sponsorships:** The DDA may choose to lend equipment as part of an in-kind sponsorship for a community event. These decisions are made on a case-by-case basis at the discretion of the DDA Board.
6. **Responsibility:** Organizations borrowing DDA-owned supplies must comply with all conditions established by the DDA, including care, setup, return requirements, and timelines. Any items damaged during use must be repaired or replaced at the expense of the borrowing organization. Borrowed items must be returned to the DDA within 24 hours unless an exception has been granted.
7. **Limitations:** The DDA reserves the right to deny requests if fulfilling them would compromise Farmers Market operations, exceed staff capacity, or deplete inventory.


 Jay Botwin
 DDA Chairperson

January 12, 2026
 Date of Adoption



Board: Downtown Development Authority
Agenda Date: April 28, 2026
Presenter: Patricia West

Item 7.

Staff Report

Agenda Item Title:

Social District Hours Amendment

Background:

The current social district hours of operation are as follows:

- Monday – Friday: 4:00 PM – 10:00 PM
- Saturday & Sunday: 12:00 PM – 10:00 PM

During the annual meeting with participating establishments, a suggestion was made to modify the Monday hours of operation to better accommodate the Farmers Market crowd that gathers in the Market Square area prior to the market opening. This item was subsequently requested to be placed on a future DDA agenda for discussion at the March DDA meeting.

If the DDA chooses to recommend an amendment to the hours of operation, the proposed change would be forwarded to the City Commission for consideration. Any modification to the social district hours would require adoption by resolution of the City Commission and an update to the Social District Management and Maintenance Plan.

If approved, the amended plan would be submitted to the Michigan Liquor Control Commission (MLCC) to reflect the updated hours of operation.

Fiscal Effect:

None

Supporting Documentation:

Gladstone Social District | Management & Maintenance Plan

Recommendation:

If the DDA should pursue modifying the hours, consider a variable schedule that aligns with the school calendar.

June – August		September - May	
Sunday - Saturday	12:00 PM – 10:00 PM	Monday - Friday	4:00 PM – 10:00 PM
		Saturday – Sunday	12:00 PM – 10:00 PM

Gladstone Social District Management & Maintenance Plan

City of Gladstone's Downtown Development Authority



This plan outlines the management and maintenance of the proposed Downtown Gladstone Social District for review by the Gladstone City Commission. Upon local approval, it will be submitted to the Michigan Liquor Control Commission (MLCC) for state approval.

The Gladstone Downtown Development Authority (DDA) seeks to establish this district to promote economic growth and expand opportunities for businesses and recreation. The DDA would serve as the district's managing authority, with any future updates to this plan requiring approval by the Gladstone City Commission.

What is a Social District?

Authorized by Michigan law in 2020, social districts allow communities to designate areas where beverages from licensed establishments can be enjoyed outdoors in specially marked containers. Introduced during the COVID-19 pandemic to support local businesses, these districts have since grown in popularity, enhancing downtown atmospheres and boosting tourism.

All State of Michigan and City of Gladstone laws regarding public intoxication, impaired driving, and open containers apply within and beyond district boundaries.

Boundaries within the District

Social District Boundary

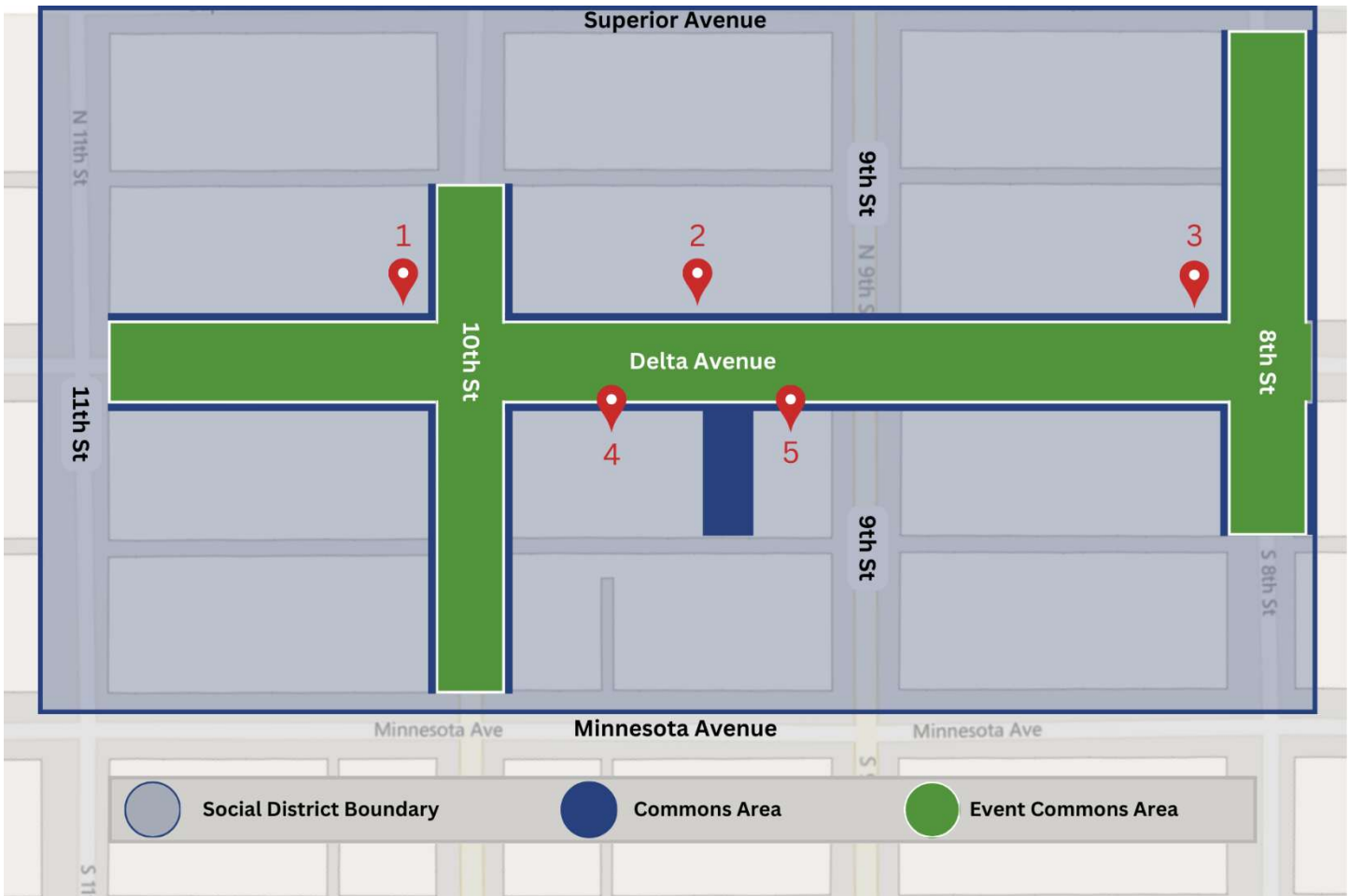
The social district designates areas where establishments with a Michigan Liquor Control Commission (MLCC) license and a Social District permit may sell beverages for outdoor consumption.

Commons Areas

Commons Areas are clearly marked spaces within the district where consumption may take place. These areas do not include the licensed premises themselves. Drinks must be consumed either in the establishment where purchased or within the designated Commons Areas, which include the sidewalks highlighted in blue on the map below and the Farmers Market Square at 907 Delta Avenue.

Event Commons Areas

For special events, the City Commission may approve an expanded Event Commons Area, allowing social district beverages to be consumed within additional designated streets, including Delta Avenue and portions of 8th and 10th Streets, as shown on the map below.



Hours of Operation

The social district will operate year-round, with hours of operation detailed in the table below. After 10:00 PM, beverages may only be sold for consumption within the license holder's service area and not in the district commons areas, per their liquor license.

Sunday	12:00 PM – 10:00 PM
Monday	4:00 PM – 10:00 PM
Tuesday	4:00 PM – 10:00 PM
Wednesday	4:00 PM – 10:00 PM
Thursday	4:00 PM – 10:00 PM
Friday	4:00 PM – 10:00 PM
Saturday	12:00 PM – 10:00 PM

Eligible Establishments

The City of Gladstone's proposed social district boundary would allow for five existing licensed establishments to participate in the district. It is recognized that this list of eligible establishments may change or grow over time.

(1) <u>Saunders Point Brewing</u> 1000 Delta Ave Gladstone, MI 49837	(2) <u>Dew Drop Family Restaurant</u> 916 Delta Ave Gladstone, MI 49837	(3) <u>American Legion</u> 802 Delta Ave Gladstone, MI 49837
(4) <u>Wally's Bar</u> 917 Delta Ave Gladstone, MI 49837	(5) <u>MIDD Bar & Lounge</u> 903 Delta Ave Gladstone, MI 49837	

After the City of Gladstone's Social District application is approved by the MLCC, the Gladstone DDA will establish and oversee a municipal application and approval form for eligible establishments. This form will confirm the city's support and must be included in each establishment's separate MLCC application to participate in the district.

Enforcement & Security

Gladstone Public Safety will enforce patron compliance within the social district. Clear signage will define district boundaries, and the municipal website will provide an overview and educational campaign on responsible use. Clear boundary markings and a strong educational campaign will be vital to the success of the district.

Public Safety will be notified whenever a special use permit is submitted for City Commission approval for an event within the district. If additional police presence is requested or required, Public Safety will coordinate with the event's overseeing department head or coordinator. The event coordinator will be responsible for any associated Public Safety staffing costs.

All State of Michigan and City of Gladstone laws regarding public intoxication, impaired driving, and open containers apply within and beyond the district. Public Safety will enforce these regulations using local ordinances and state liquor laws, and any violation of these laws should be reported to law enforcement.

Funding & Maintenance

The Gladstone DDA will cover both the initial and ongoing costs for logo creation, signage, staff operations, marketing, and maintenance responsibilities outlined in the Parks & Recreation contract.

Sponsorship Opportunities

Maintaining a clean downtown will require additional resources. To support waste management efforts, the DDA will seek sponsorships from downtown businesses to fund additional trash receptacles and assist in sustaining the existing Parks & Recreation contract. These sponsorships will not generate revenue but will help offset district maintenance and operational costs.

Serving Container Oversight

Licensed participating establishments will oversee the purchase of the social district containers but are required to adhere to the Michigan Liquor Control Code Act 58 of 1998, Section 436.1551 requirements for social district containers. It is the establishment's responsibility to ensure that their serving containers are compliant.

These requirements include:

- ✓ The container prominently displays the social district permittee's trade name or logo or some other mark that is unique to the social district permittee under the social district permittee's on-premises license.
- ✓ The container prominently displays a logo or some other mark that is unique to the commons area.
- ✓ The container is not glass.
- ✓ The container has a liquid capacity that does not exceed 16 ounces.

Sanitation & Trash Collection

State law requires that containers used for social district beverages be single-use. With increased foot traffic, a natural rise in waste is expected downtown.

The Gladstone DDA contracts with Parks & Recreation staff to manage routine trash collection within the district. This includes daily visual inspections of receptacles, which are emptied as needed.

Marketing of the District

The DDA will be responsible for marketing the district, including signage designating the boundaries of the social district, investing in our online presence by partnering with Orange Cat Media on an educational campaign to outline the rules and operations of the district, and information sessions for interested businesses.

Closing, Pausing, or Revoking the District

Certain circumstances or events may arise within the district where public alcohol consumption is not appropriate. In such cases, the Gladstone City Commission and/or the Gladstone DDA may temporarily close the social district. If closure is necessary, the DDA will provide at least seven (7) days' notice for all qualified licensees. During the closure, licensees must ensure that alcohol is not consumed outside their service area.

The privilege of having a social district comes with the responsibility of maintaining its benefits and integrity. A meeting shall be held annually between DDA administrative staff and the participating establishments to discuss the impact (either positive or negative) of the district and identify needs to ensure the success of its future. If the community or governing body determines that the district is being misused, the municipality may revoke its designation due to health, safety, or public wellbeing concerns, following a public hearing.