



# **GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY**

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

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A Regular Meeting of the Downtown Development Authority will be held on Tuesday, September 19, 2023 at 8:00 AM hosted at City Hall Chambers – 1100 Delta Avenue.

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## **AGENDA**

### **CALL TO ORDER**

1. Roll Call

### **PUBLIC COMMENT**

### **APPROVAL OF MINUTES**

- [2.](#) Regular Meeting Minutes - August 15, 2023

### **FINANCIALS**

- [3.](#) August Revenue & Expense Report

### **CONFLICTS OF INTEREST**

### **ADDITIONS TO THE AGENDA**

### **UNFINISHED BUSINESS**

4. DDA Board Opening - Applications Review
5. North Shore Development
6. Architecture & Engineering Fees (\$25,000) | 1000 Delta Ave | Patrick Johnson
7. Patrick Johnson Engineering Costs

### **NEW BUSINESS**

### **CITY COMMENTS & REPORTS**

8. Historical Home Markers
9. Tax Increment Financing Plan - Due September 29, 2023

### **BOARD COMMENTS & REPORTS**

10. Old-Fashioned Christmas

### **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](mailto: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  
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 2.

## **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.***

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2023	08/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - REVENUE									
248-000-437.001	CITY CAPTURE	149,483.00		101,034.61		43,473.93		48,448.39	67.59
248-000-437.005	BAY COLLEGE CAPTURE	31,935.00		10,792.99		4,644.07		21,142.01	33.80
248-000-437.009	DELTA COUNTY CAPTURE	48,595.00		32,845.39		14,132.89		15,749.61	67.59
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		2,090.34		880.55		(590.34)	139.36
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		1,520.00		25.00		2,980.00	33.78
248-000-699.390	TRANSFER FROM FUND BALANCE	94,381.00		0.00		0.00		94,381.00	0.00
<b>Total Dept 000 - REVENUE</b>		<b>382,209.00</b>		<b>148,343.80</b>		<b>63,156.44</b>		<b>233,865.20</b>	<b>38.81</b>
TOTAL REVENUES									
		<b>382,209.00</b>		<b>148,343.80</b>		<b>63,156.44</b>		<b>233,865.20</b>	<b>38.81</b>
Expenditures									
Dept 537 - ADMINISTRATIVE									
248-537-704.000	WAGES-PART TIME EMPLOYEES	22,500.00		8,185.55		1,204.32		14,314.45	36.38
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00		1,344.00		416.00		656.00	67.20
248-537-708.000	UNEMPLOYMENT	100.00		1.97		0.25		98.03	1.97
248-537-709.000	FICA 6.2%	1,519.00		773.07		100.47		745.93	50.89
248-537-711.000	MEDICARE 1.45%	355.00		180.78		23.49		174.22	50.92
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EXP	100.00		338.52		0.00		(238.52)	338.52
248-537-728.000	MSA EMPLOYER EXPENSE	50.00		131.56		0.00		(81.56)	263.12
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		6.24		0.00		(6.24)	100.00
248-537-756.000	COMPUTER	2,500.00		259.36		15.49		2,240.64	10.37
248-537-757.000	COPIES	700.00		0.14		0.00		699.86	0.02
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 CONCLERGE FEES	15,000.00		15,000.00		0.00		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		503.05		503.05		496.95	50.31
248-537-808.000	TELEPHONE	540.00		166.70		40.59		373.30	30.87
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		0.00		(2,364.00)		5,500.00	0.00
248-537-880.003	FARMERS MARKET	6,500.00		12,856.12		10,743.76		(6,356.12)	197.79
248-537-910.000	INSURANCE LIABILITY	100.00		100.00		25.00		0.00	100.00
248-537-960.000	OTHER OPERATING SUPPLIES	0.00		187.28		187.28		(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		0.00		0.00		0.00	100.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	41,370.00		0.00		0.00		41,370.00	100.00
248-537-995.203	TRANSFER TO LOCAL STREET	7,000.00		0.00		(6,002.07)		7,000.00	100.00

Item 3.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023	NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Total Dept 537 - ADMINISTRATIVE		382,209.00	287,353.05		4,893.63	94,855.95	75.18
TOTAL EXPENDITURES		382,209.00	287,353.05		4,893.63	94,855.95	75.18
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		382,209.00	148,343.80		63,156.44	233,865.20	38.81
TOTAL EXPENDITURES		382,209.00	287,353.05		4,893.63	94,855.95	75.18
NET OF REVENUES & EXPENDITURES		0.00	(139,009.25)		58,262.81	139,009.25	100.00