



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

October 20, 2026

8:15 AM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) DDA Special Meeting Minutes of September 24, 2026

FINANCIALS

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

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) DDA Board Applications Review
- [5.](#) MML Foundation Bridge Builders Main Street Microgrant
- [6.](#) Michigan Arts & Culture Council Experience Support Grant
- [7.](#) Parking Lot Sign Exploration
- [8.](#) Rescheduling November Meeting

CITY COMMENTS & REPORTS

9. Election Information for November 3, 2026
10. Facade Grant Program
11. Harvest Festival on October 25, 2026
12. Software & Website Updates
13. Trick-or-Treating Hours

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: 10-19-2026 | Patricia West, DDA Director | 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 SPECIAL MEETING

City Hall Chambers – 1100 Delta Avenue
September 24, 2026
8:15 AM

MINUTES

CALL TO ORDER

Vice-chair person, Daniel Becker, called the meeting to order at 8:17 AM ET.

1. Roll Call

PRESENT	EXCUSED
Daniel Becker	Kyle Closs (Excused)
Jacob Taylor	
Jason Lippens	
Joe Thompson	
Nathan Neumeier (Arrived at 8:21 AM ET)	
Parker Grzybowski	

Staff Present: Patricia West

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. DDA Regular Meeting Minutes of September 15, 2026

Motion made by Taylor, seconded by Grzybowski to approve the DDA Regular Meeting Minutes of September 15, 2026 with the correction that Parker Grzybowski was in attendance.

Voting Yea: Becker, Taylor, Lippens, Thompson, Grzybowski

MOTION CARRIED.

FINANCIALS

None.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

3. Dynamic Design Proposal | The Depot Final Design, Bidding/Construction Administration

Motion made by Taylor, seconded by Grzybowski to enter into the agreement with Dynamic Design for Services A and B, and to forego the services outlined in Section C of the revised contract dated September 17, 2026.

Item 2.

Voting Yea: Becker, Taylor, Lippens, Thompson, Neumeier, Grzybowski

MOTION CARRIED.

NEW BUSINESS

4. Snow Removal Contract with 3 Brothers Lawn & Snow

Motion made by Neumeier, seconded by Lippens to enter a snow removal contract with 3 Brothers Lawn & Snow for snow removal services at 701 Delta Ave and 907/909 Delta Ave.

Voting Yea: Becker, Taylor, Lippens, Thompson, Neumeier, Grzybowski

MOTION CARRIED.

CITY COMMENTS & REPORTS

None.

BOARD COMMENTS & REPORTS

None.

ADJOURNMENT

Motion made by Taylor, seconded by Neumeier to adjourn at 8:46 AM ET.

Voting Yea: Becker, Taylor, Lippens, Thompson, Neumeier, Grzybowski

MEETING ADJOURNED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 03/31/2027

Item 3.
03/31/2027
Normal (Abnormal)

GL Number	Description	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY		
*** Assets ***		
248-000-001.000	CASH	430,975.93
248-000-017.001	INVESTMENTS IN MI CLASS	264,690.43
Total Assets		695,666.36
*** Liabilities ***		
248-000-216.000	REVENUE COLLECTED IN ADVANCE	700.00
Total Liabilities		700.00
*** Fund Equity ***		
248-000-390.000	FUND BALANCE	309,988.86
Total Fund Equity		309,988.86
Total Fund 248:		
TOTAL ASSETS		695,666.36
BEG. FUND BALANCE - 25-26		309,988.86
+ NET OF REVENUES/EXPENDITURES - 25-26		101,748.17
+ NET OF REVENUES & EXPENDITURES		283,229.33
= ENDING FUND BALANCE		694,966.36
+ LIABILITIES		700.00
= TOTAL LIABILITIES AND FUND BALANCE		695,666.36

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 03/31/2027

Item 3.

GL Number	Description	26-27 Original Budget	26-27 Amended Budget	Activity For 03/31/2027 Incr (Decr)	YTD Balance 03/31/2027 Norm (Abnorm)	Available Balance 03/31/2027 Norm (Abnorm)	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Revenues							
Department: 000 REVENUE							
248-000-437.001	CITY CAPTURE	284,970.00	284,970.00	0.00	251,931.48	33,038.52	88.41
248-000-437.005	BAY COLLEGE CAPTURE	61,579.00	61,579.00	0.00	27,410.44	34,168.56	44.51
248-000-437.009	DELTA COUNTY CAPTURE	93,566.00	93,566.00	0.00	82,877.48	10,688.52	88.58
248-000-437.013	DC ROAD PATROL CAPTURE	24,172.00	24,172.00	0.00	0.00	24,172.00	0.00
248-000-437.015	COMM ACTION CAPTURE	14,874.00	14,874.00	0.00	0.00	14,874.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	14,006.00	14,006.00	0.00	0.00	14,006.00	0.00
248-000-437.021	DATA CAPTURE	11,270.00	11,270.00	0.00	0.00	11,270.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	5,577.00	5,577.00	0.00	0.00	5,577.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	11,833.00	11,833.00	0.00	0.00	11,833.00	0.00
248-000-437.026	VETERANS AFFAIRS CAPTURE	1,864.00	1,864.00	0.00	0.00	1,864.00	0.00
248-000-540.000	GRANT REVENUE	0.00	0.00	0.00	26,500.00	(26,500.00)	100.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	9,820.00	9,820.00	0.00	6,540.52	3,279.48	66.60
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	50.00	50.00	0.00	41.65	8.35	83.30
248-000-674.000	DONATIONS	0.00	0.00	0.00	150.00	(150.00)	100.00
248-000-675.006	FARMERS MARKET--VENDOR FEES	2,750.00	2,750.00	0.00	1,800.00	950.00	65.45
248-000-675.007	FARMERS MARKET--FOOD ASSISTANCE PROG	2,500.00	2,500.00	0.00	1,885.00	615.00	75.40
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	200.00	0.00	0.00	200.00	0.00
248-000-699.390	TRANSFER FROM FUND BALANCE	45,029.00	45,029.00	0.00	0.00	45,029.00	0.00
Total Dept 000 - REVENUE		609,060.00	609,060.00	0.00	399,136.57	209,923.43	65.53
Revenues		609,060.00	609,060.00	0.00	399,136.57	209,923.43	65.53
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-702.000	WAGES-FULLTIME EMPLOYEES	2,000.00	2,000.00	0.00	255.20	1,744.80	12.76
248-537-702.101	DPW BENEFITS	3,000.00	3,000.00	0.00	528.62	2,471.38	17.62
248-537-703.000	SALARIES	16,048.00	16,048.00	0.00	15,299.23	748.77	95.33
248-537-704.000	WAGES-PART TIME EMPLOYEES	11,500.00	11,500.00	0.00	12,407.52	(907.52)	107.89
248-537-708.000	UNEMPLOYMENT	125.00	125.00	0.00	4.03	120.97	3.22
248-537-709.000	FICA 6.2%	4,638.00	4,638.00	0.00	1,788.03	2,849.97	38.55
248-537-711.000	MEDICARE 1.45%	923.00	923.00	0.00	418.15	504.85	45.30
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	4,636.00	4,636.00	0.00	1,879.51	2,756.49	40.54
248-537-724.000	SICK PAY	383.00	383.00	0.00	405.00	(22.00)	105.74
248-537-728.000	MSA EMPLOYER EXPENSE	1,865.00	1,865.00	0.00	566.57	1,298.43	30.38
248-537-734.000	MEMBERSHIP & DUES	425.00	425.00	0.00	350.00	75.00	82.35
248-537-735.000	EDUCATION & TRAINING	200.00	200.00	0.00	570.00	(370.00)	285.00
248-537-736.000	TRANSPORTATION & LODGING	1,000.00	1,000.00	0.00	2,790.70	(1,790.70)	279.07
248-537-751.000	MATERIALS & SUPPLIES	750.00	750.00	0.00	773.06	(23.06)	103.07
248-537-751.011	BEAUTIFICATION PURCHASES	5,800.00	5,800.00	0.00	135.79	5,664.21	2.34
248-537-751.012	SOCIAL DISTRICT PURCHASES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-537-751.013	STREETSCAPE ENHANCEMENTS/INVENTORY	23,500.00	23,500.00	0.00	900.02	22,599.98	3.83
248-537-751.014	PERMANENT CHRISTMAS TREE	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
248-537-754.000	POSTAGE	50.00	50.00	0.00	0.00	50.00	0.00
248-537-756.000	COMPUTER	1,300.00	1,300.00	0.00	296.25	1,003.75	22.79
248-537-757.000	COPIES	1,750.00	1,750.00	0.00	785.26	964.74	44.87
248-537-760.000	EQUIPMENT RENTALS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
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	15,000.00	15,000.00	0.00	15,000.00	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 03/31/2027

Item 3.

GL Number	Description	26-27 Original Budget	26-27 Amended Budget	Activity For 03/31/2027 Incr (Decr)	YTD Balance 03/31/2027 Norm (Abnorm)	Available Balance 03/31/2027 Norm (Abnorm)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-762.000	INTEREST EXPENSE	15,313.00	15,313.00	0.00	0.00	15,313.00	0.00
248-537-800.000	CONTRACTED SERVICES	7,590.00	7,590.00	0.00	0.00	7,590.00	0.00
248-537-802.000	LEGAL FEES	750.00	750.00	0.00	0.00	750.00	0.00
248-537-803.000	AUDIT FEES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
248-537-804.000	ENGINEERS & ARCHITECT FEES	7,500.00	7,500.00	0.00	5,685.00	1,815.00	75.80
248-537-808.000	TELEPHONE	840.00	840.00	0.00	263.24	576.76	31.34
248-537-813.000	CREDIT CARD FEES	0.00	0.00	0.00	2.01	(2.01)	100.00
248-537-819.000	FACADE GRANT PROGRAM	32,491.00	32,491.00	0.00	2,532.50	29,958.50	7.79
248-537-819.001	FACADE GRANT PROGRAM OWNERS MATCH	25,000.00	25,000.00	0.00	7,461.42	17,538.58	29.85
248-537-880.000	SPONSORSHIPS	2,000.00	2,000.00	0.00	1,500.00	500.00	75.00
248-537-880.001	CHRISTMAS CELEBRATION	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-537-880.003	FARMERS MARKET	6,500.00	6,500.00	0.00	6,641.70	(141.70)	102.18
248-537-880.004	FARMERS MARKET--FOOD ASSISTANCE PROG	2,500.00	2,500.00	0.00	1,900.00	600.00	76.00
248-537-880.009	DOWNTOWN DAY	1,500.00	1,500.00	0.00	1,198.40	301.60	79.89
248-537-900.000	PRINTING & PUBLISHING	500.00	500.00	0.00	60.25	439.75	12.05
248-537-910.000	INSURANCE LIABILITY	150.00	150.00	0.00	100.00	50.00	66.67
248-537-970.003	CAPITAL OUTLAY--TRASH ENCLOSURES	7,500.00	7,500.00	0.00	11,131.29	(3,631.29)	148.42
248-537-970.005	CAPITAL OUTLAY--FARMERS MRKT STRUCTU	25,000.00	25,000.00	0.00	1,378.49	23,621.51	5.51
248-537-970.008	CAPITAL OUTLAY--THE DEPOT	70,000.00	70,000.00	0.00	900.00	69,100.00	1.29
248-537-991.010	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	0.00	227,000.00	0.00
248-537-991.011	NORTHSHORE LOAN PAYMENT	45,933.00	45,933.00	0.00	0.00	45,933.00	0.00
Total Dept 537 - ADMINISTRATIVE		609,060.00	609,060.00	0.00	115,907.24	493,152.76	19.03
Expenditures		609,060.00	609,060.00	0.00	115,907.24	493,152.76	19.03
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		609,060.00	609,060.00	0.00	399,136.57	209,923.43	65.53
TOTAL EXPENDITURES		609,060.00	609,060.00	0.00	115,907.24	493,152.76	19.03
NET OF REVENUES & EXPENDITURES:		0.00	0.00	0.00	283,229.33	(283,229.33)	



Board:	Downtown Development Authority
Agenda	October 20, 2026
Date:	
Presenter:	Patricia West

Staff Report

Agenda Item Title:

DDA Board Application Review

Background:

The DDA currently has two vacancies following the resignation of the individuals below:

- Jay Bostwick (term expiring 2030)
- Rob LeDuc (term expiring 2028)

Three applications have been received for the two vacancies. All applicants have met the eligibility criteria for consideration of appointments.

Per the By-Laws:

The DDA shall consist of the mayor or his or her designee and eight members selected by the mayor, who shall be appointed by the mayor, subject to approval by a majority vote of the members elect of the City Commission.

The DDA can determine their preferred method of selecting a recommended appointment.

Supporting Documentation:

Applications for Laena Bosk, Whitney Comps, and Morgan Frappier.

Recommendation:

Motion to recommend **[NOMINEE NAME]** to the mayor for appointment to the Gladstone Downtown Development Authority, subject to the majority vote of the members elect of the City Commission.

Gladstone

MICHIGAN

CITY BOARDS & COMMITTEES APPLICATION

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.gov, call 906-428-2311 or e-mail kberry@gladstonemi.gov.

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 as it appears on your government issued ID: Laena Ann Bosk

Driver's License Number: [REDACTED]

Home Address: 7685 Summit 19.55 Dr, Gladstone, MI 49837

Email: lbosk@glffcu.com Phone: 906-786-1044

Occupation: Senior Vice President Business: Great Lakes First FCU

Business Address: 1005 Delta Ave, Gladstone, MI 49837 Phone: 906-428-2362

Which board(s) are you applying for?

- | | |
|---|--|
| ☐ Board of Review | ☐ Planning Commission |
| ☒ Downtown Development Authority | ☐ Recreation Advisory Board |
| ☐ I am a property owner in the DDA District | ☐ Other: _____ |
| ☒ I am a business owner or representative in the DDA District | |
| ☐ I am a representative of Gladstone Areas Schools | |
| ☐ I am a resident in the DDA District | |
| ☐ Economic Development Corporation | |

Are you currently serving or have you served on any City of Gladstone board or committee?

- ☐ Yes - Please list the specific board(s) with an approximate date of service. ☒ No

Board(s): _____ Dates: _____

Applicant Education:

- | | |
|---|---|
| ☒ High School Diploma | ☐ Associate Degree |
| ☐ GED / High School Equivalency | ☒ Bachelor's Degree |
| ☐ Trade or Vocational School Certificate | ☐ Master's Degree |
| ☐ Professional Certificate or License | ☐ Doctoral or Professional Degree |
| ☐ Some College / College Coursework | ☐ Other Education, Training, or Credential |

Field(s) of Study / Training / Certificate: Accounting

Relevant Licenses or Certifications: _____

Applicant Experience:

Please describe any professional experience that relates to the purpose and work of this board.

As Senior Vice President of GLFFCU, I have experience with financial management, organizational leadership, and strategic planning. This role also provides experience in community engagement, local business development, and growth of local communities.

Please describe any community or volunteer experience that relates to the purpose and work of this board.

As a Credit Union Employee, we offer numerous events to volunteer for to support local communities. I have volunteered for Old Fashioned Christmas, the 4th of July parade, etc.

Why are you interested in serving on this board or committee?

Great Lakes First Federal Credit Union is a business right in the heart of downtown. We would like to become more involved in the Gladstone community and contribute to its growth and development.

What talents or experience would you bring to the board/committee?

I would bring strong financial knowledge, strategic thinking, and problem-solving skills. I am also experienced in working in teams, implementing projects, and making decisions to support growth.

Are there any other comments or information you wish to provide to the Mayor and City Commissioners?

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 of Gladstone advisory board or committee? ☐ Yes ☒ No

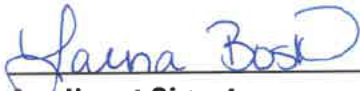
Board Expectations:

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 resign to the board/committee chair.

Are you aware of the meeting schedule and are you available to attend regularly scheduled meetings? ☒ Yes ☐ No

Applicant Certification:

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



Applicant Signature

9-1-2026

Date

Form Submission:

Please return this form with any attachments to: kberry@gladstonemi.gov or mail to:

City Clerk's Office | Gladstone City Hall

1100 Delta Ave.
Gladstone, MI 49837

Thank you for your interest in serving as a volunteer board or committee member.
Your willingness to serve is greatly appreciated.

Gladstone

MICHIGAN

Rec'd 9/14/2014
Item 4.

CITY BOARDS & COMMITTEES APPLICATION

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.gov, call 906-428-2311 or e-mail kberry@gladstonemi.gov.

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 as it appears on your government issued ID: Whitney Noel Comps

Driver's License Number: [REDACTED]

Home Address: 7451 24.75 Ln Gladstone MI 49837

Email: whitcomps@gmail.com Phone: 906-280-4617

Occupation: Self employed Business: Lavender Co

Business Address 1010 Delta Ave Phone: 906-399-0203

Which board(s) are you applying for?

- | | |
|---|--|
| ☐ Board of Review | ☐ Planning Commission |
| ☒ Downtown Development Authority | ☐ Recreation Advisory Board |
| ☐ I am a property owner in the DDA District | ☐ Other: _____ |
| ☒ I am a business owner or representative in the DDA District | |
| ☐ I am a representative of Gladstone Areas Schools | |
| ☐ I am a resident in the DDA District | |
| ☐ Economic Development Corporation | |

Are you currently serving or have you served on any City of Gladstone board or committee?

- ☐ Yes - Please list the specific board(s) with an approximate date of service. ☒ No

Board(s): _____ Dates: _____

Applicant Education:

- | | |
|---|---|
| ☐ High School Diploma | ☐ Associate Degree |
| ☐ GED / High School Equivalency | ☒ Bachelor's Degree |
| ☐ Trade or Vocational School Certificate | ☐ Master's Degree |
| ☐ Professional Certificate or License | ☐ Doctoral or Professional Degree |
| ☐ Some College / College Coursework | ☐ Other Education, Training, or Credential |

Field(s) of Study / Training / Certificate: B.S. Speech Pathology

Relevant Licenses or Certifications: _____

Applicant Experience:

Please describe any professional experience that relates to the purpose and work of this board.

I've climbed the ladder of owning a business in Gladstone for the last 2 years. - starting on a shelf at Superbloom, to the Farmer's Market in 2025, to renting at the Rialto in 2026, to now purchasing a building downtown.

Please describe any community or volunteer experience that relates to the purpose and work of this board.

Lavender Co has participated in several downtown events and collaborations with other businesses.

Why are you interested in serving on this board or committee?

There is something so special about Gladstone that needs to be celebrated & preserved. We have an amazing opportunity to continue the growth of this city, while protecting & enhancing the small-town charm it holds.

What talents or experience would you bring to the board/committee?

I grew up in a very tourist town, Mackinaw City. I was raised on knowing how to get consumers to town/businesses. I've worked in several family owned businesses and I've seen what works & what flops.

Are there any other comments or information you wish to provide to the Mayor and City Commissioners?

I am very passionate about the growth and success of Gladstone. I want to see everyone in town succeed! Gladstone has the potential to be so much more than a dot on a map.

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 of Gladstone advisory board or committee? ☐ Yes ☒ No

Board Expectations:

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 resign to the board/committee chair.

Are you aware of the meeting schedule and are you available to attend regularly scheduled meetings? ☒ Yes ☐ No

Applicant Certification:

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

W. J. Comp
Applicant Signature

9-14-2026
Date

Form Submission:

Please return this form with any attachments to: kberry@gladstonemi.gov or mail to:

City Clerk's Office | Gladstone City Hall
1100 Delta Ave.
Gladstone, MI 49837

Thank you for your interest in serving as a volunteer board or committee member.
Your willingness to serve is greatly appreciated.

Gladstone

MICHIGAN

CITY BOARDS & COMMITTEES APPLICATION

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.gov, call 906-428-2311 or e-mail kberry@gladstonemi.gov.

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 as it appears on your government issued ID: Morgan Lynn Frappier

Driver's License Number: [REDACTED]

Home Address: 523 Superior Ave

Email: mfrappier91821@gmail.com Phone: 906-241-8698

Occupation: Manager of The Dewdrop Business: The Dewdrop family Restaurant

Business Address: 916 Delta Ave Phone: 906-420-8578

Which board(s) are you applying for?

- | | |
|---|--|
| ☐ Board of Review | ☐ Planning Commission |
| ☒ Downtown Development Authority | ☐ Recreation Advisory Board |
| ☐ I am a property owner in the DDA District | ☐ Other: _____ |
| ☒ I am a business owner or representative in the DDA District | |
| ☐ I am a representative of Gladstone Areas Schools | |
| ☒ I am a resident in the DDA District | |
| ☐ Economic Development Corporation | |

Are you currently serving or have you served on any City of Gladstone board or committee?

- ☐ Yes - Please list the specific board(s) with an approximate date of service. ☒ No

Board(s): _____ Dates: _____

Applicant Education:

- | | |
|---|---|
| ☒ High School Diploma | ☐ Associate Degree |
| ☐ GED / High School Equivalency | ☐ Bachelor's Degree |
| ☐ Trade or Vocational School Certificate | ☐ Master's Degree |
| ☐ Professional Certificate or License | ☐ Doctoral or Professional Degree |
| ☒ Some College / College Coursework | ☐ Other Education, Training, or Credential |

Field(s) of Study / Training / Certificate: Business

Relevant Licenses or Certifications: liquor certifications, servsafe ^{Certifications} ~~Certificat~~

Applicant Experience:

Please describe any professional experience that relates to the purpose and work of this board.

I attend a Leadership Conference in Nov 2025, I put together fundraisers. I volunteer for downtown events also work events. I am also a V.P in Bay de Noc Lions.

Please describe any community or volunteer experience that relates to the purpose and work of this board.

I am a member of Bay de Noc Lions, Coaching little league Softball. I also volunteer in school event at cameron school

Why are you interested in serving on this board or committee?

I believe I will have impact as people know me, they trust me but most of all they talk to me. I know how to talk to upset people and what they need in that time frame. I also enjoy being in community events.

What talents or experience would you bring to the board/committee?

My talent is knowing the community of Gladstone. Being Born and Rase in this downtown pulse my 15 years of working at are local Restaurant I have gain of face to face impressing with the people of downtown.

Are there any other comments or information you wish to provide to the Mayor and City Commissioners?

I feel as much as I do in the communttee and my social life I provide a background of all ages in the downtown. I feel a familiar face will bring a change to the PDA.

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 of Gladstone advisory board or committee? ☐ Yes ☒ No

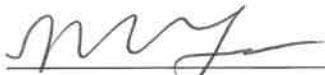
Board Expectations:

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 resign to the board/committee chair.

Are you aware of the meeting schedule and are you available to attend regularly scheduled meetings? ☒ Yes ☐ No

Applicant Certification:

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



Applicant Signature

9-28-26

Date

Form Submission:

Please return this form with any attachments to: kberry@gladstonemi.gov or mail to:

City Clerk's Office | Gladstone City Hall
1100 Delta Ave.
Gladstone, MI 49837

Thank you for your interest in serving as a volunteer board or committee member.
Your willingness to serve is greatly appreciated.



Board:	<u>Downtown Development Authority</u>
Agenda	<u>October 20, 2026</u>
Date:	
Presenter:	<u>Patricia West</u>

Staff Report

Agenda Item Title:

MML Foundation Bridge Builders Main Street Microgrant

Background:

Main Street Microgrants are small one-time grants of up to \$5,000 for collaborative, creative, projects in main street corridors and downtowns in Michigan Municipal League member communities.

Staff seek approval to apply for an art piece to be displayed on the side of the Electric Department's Garage to improve the streetscape of the city-owned parking lot, while serving as signage for public parking.

Supporting Documentation:

MML Foundation Main Street Microgrants Criteria

Project Vision

Cost Estimate from Genesis Graphics (15' x 6' made of polymetallic material)

Fiscal Impact:

Grant Award: \$5000

DDA Amount: \$7000 - \$10,000

Recommendation:

Motion to authorize the submission of an application to the MML Foundation's Bridge Builders Main Street Microgrant Program for a public art signage installation on the Electric Department building located on 11th Street, with any additional funding needs to be considered during the FY 2027–2028 budget planning process.

Main Street Microgrants are small one-time grants of up to \$5,000 for collaborative, creative projects in main street corridors and downtowns in Michigan Municipal League member communities (see the [list here](#)).

These microgrants fund projects that bring together local governments, artists, historical and cultural organizations, and businesses with the aim of building bridges across your community by bringing people together.

Projects may take many forms—from public art and performances to community events, storytelling projects, temporary installations, cultural activities, and other creative ideas that encourage people to connect with one another and their community.

This year, nine microgrants of up to \$5,000 each will be awarded. Three Main Street Microgrants will be awarded in Lapeer County. Six Main Street Microgrants will be available to MML member communities across the state of Michigan.

Each application must include:

1. A creative element that enhances a downtown experience and encourages community connection. Projects may include public art, performances, storytelling, cultural activities, interactive experiences, temporary installations, creative placemaking, or other forms of creative expression. The creative component should be led by an artist, creative professional, cultural practitioner, or other individual with relevant expertise. Creative contributors must be compensated fairly for their time and expertise.
2. A project location within the community's downtown or business district.
3. Support from at least two locally owned, brick-and-mortar businesses located within that same downtown or business district.
4. A letter of support from a community leader, such as a city or village manager, mayor, township official, downtown development representative, or council member.
5. Details about how the project brings people together, welcomes participation, and creates opportunities for community members of different backgrounds, ages, experiences, and abilities to connect and engage.
6. A start date of January 1, 2027 or later. Projects must be completed by September 30, 2027

Who is eligible to apply?

- Municipal Governments
- Local and Small Businesses
- Downtown Development Authorities
- Neighborhood/Commercial Improvement Districts

Who is NOT eligible to apply?

- Past recipients of Bridge Builders funding
- Non-local businesses
- Non-profits



2023 Main Street Grant Recipient: Welcome to Bessemer - Our Past Creates Our Future

What Kinds of Projects “Fit” The Program:

- Creative placemaking activities that bring together residents, businesses, and artists to transform a space
- Projects that celebrate local culture, traditions, heritage, and community identity through creative expression
- Participatory and interactive experiences that engage residents and promote community connection and wellbeing
- Performances and live experiences, such as music, theater, storytelling, demonstrations, or cultural presentations
- Public art, temporary installations, creative storefront displays, wayfinding, signage, or other projects that encourage exploration and engagement
- Walking tours, self-guided experiences, scavenger hunts, or other activities that celebrate local history, culture, art, businesses, or points of interest
- Creative events and activities that encourage people to gather, connect, and experience downtown in new ways
- This is not an exhaustive list. Get some inspiration [here](#)!

What Doesn’t “Fit”:

- Legislative or partisan political activities
- Religious or faith-based activities intended to advance a particular faith, including worship services, evangelism, or sectarian instruction
- Events or activities that require participants to pay to participate or attend (including fundraisers)
- Loans
- Typical business expenses such as rent and payroll
- Routine maintenance of public spaces
- School art shows
- Protests
- Anything that glorifies violence or promotes hate, discrimination, or exclusion

Genesis Graphics Inc.
 1823 7th Ave N
 Escanaba, MI 49829-1421
 +19067864913
 genesis@genesisgraphicsinc.com

**ADDRESS**

Wendy Taavola
 Gladstone, City of
 1100 Delta Ave
 Gladstone, MI 49837 USA

SHIP TO

Wendy Taavola
 Gladstone, City of
 1100 Delta Ave
 Gladstone, MI 49837 USA

Estimate 1750**DATE 07/15/2026****DESCRIPTION****QTY****RATE****AMOUNT**

72 x 45 x 1/2 Inch Outdoor HPL Panels - Threaded Inserts for Included Wall
 Cleats and Wall Rails for Back Mounting

4

2,799.00

11,196.00

Art Prep and Design

4

60.00

240.00

SUBTOTAL

11,436.00

TAX

0.00

TOTAL**\$11,436.00**

Accepted By

Accepted Date





Board: Downtown Development Authority
Agenda October 20, 2026
Date: _____
Presenter: Patricia West

Item 6.

Staff Report

Agenda Item Title:

Michigan Arts & Culture Council (MACC) Grant Application

Background:

Staff is seeking the DDA's approval to submit an application to the Michigan Arts and Culture Council (MACC) Experience Support Grant Program to support live music and entertainment as part of downtown programming.

The proposed application would request funding to offset the cost of musicians performing at community events, including Music in the Park through the Parks & Recreation Department, as well as the purchase of portable stage risers to support live entertainment during Downtown Day, Old-Fashioned Christmas, and Wednesday Night Music sponsored by Saunders Point Brewing. The stage risers would provide a reusable resource for future downtown events and programming.

The Michigan Arts and Culture Council supports arts and cultural programming throughout Michigan, recognizing the civic, economic, and educational benefits these activities bring to communities.

The Experience Support Grant Program provides funding to organizations whose primary mission is not focused on arts and culture, including municipalities. Eligible funding categories include Project Support, Facility Enhancement & Equipment Purchase, Professional/Organizational Development, and Field Trips. Applicants may request funding under multiple categories within a single application. The application deadline is October 22, 2026, at 5:00 PM ET.

Supporting Documentation:

MACC Grant Guidelines

Fiscal Impact:

Grant Request: \$15,000 | DDA Match: \$5000

Downtown Day Music	\$600
Farmers Market Music:	\$3600
Harvest Festival Music:	\$300
Music in the Park:	\$4800
Old-Fashioned Christmas Music:	\$600
Stage Risers:	\$6500
The Depot Music:	\$3600
TOTAL	\$20,000

Recommendation:

Motion to authorize staff to submit an application to the Michigan Arts and Culture Council Experience Support Grant Program for funding to support live music programming and the purchase of portable stage risers for community events.



FY27 Experience Support Guidelines

*For Municipalities, Tribal Entities, PreK-12 Schools,
Colleges/Universities, and Non-Arts and Culture Nonprofit Organizations*

Application Deadline: Thursday October 22, 2026, 5:00PM ET

(Grant Period: Projects occurring January 1, 2027, through December 31, 2027.)

Available FY27 Experience Support Funding Opportunities

- Project Support (up to \$20,000)
- Facility Improvement & Equipment (up to \$30,000)
- Professional/Organizational Development (up to \$1,500)
- Field Trips (up to \$1,500)

Michigan Arts and Culture Council (MACC) Mission Statement

The Council guides the distribution of resources to ensure that Michigan communities thrive from the civic, economic, and educational benefits of arts and culture.

MACC Vision Statement

The Council envisions a Michigan where communities celebrate creative expression and every person has access to, or participates in, arts and cultural experiences.

[Michigan Arts and Culture Council](https://michigan.gov/arts) (<https://michigan.gov/arts>)

Project Support

Maximum Request Amount: up to \$20,000

Project Support funding is designed to support the production, presentation, and creation of arts and culture experiences for Michigan communities. Projects may range anywhere from a single, one-day event to a program that takes place over the entire grant period. Experience opportunities resulting from grant funds must be open to the public. Grant funds can only be used for the specific arts and culture-related project that is awarded (under no circumstances may grant funds be used for any portion of the organization's non-arts and culture-related programs).

(PreK-12 applicants that previously submitted project requests under MACC's Arts in Education program should now apply here in Project Support. In the case of PreK-12 schools, the "community" would include a "community" of students, and "open to the public" would mean programming open to any student attending the school).

Project Support - Allowable Expenses

- ✓ Fees related to hiring artists and/or culture bearers such as wages, honoraria, and residencies
- ✓ Expenses directly relating to the specific arts and culture-related project that is awarded, including:
 - ✓ In-state travel expenses include transportation of equipment and lodging for artists/culture bearers
 - ✓ Staff time directly related to the project
 - ✓ Production supplies
 - ✓ Marketing expenses
 - ✓ Fees related to renting a facility for the project
 - ✓ Transportation costs associated with moving art, cultural objects, or arts and cultural equipment

Unallowable Project Support expenses include but are not limited to:

- ✗ Out-of-state travel
- ✗ Incentives for participation including cash awards
- ✗ Scholarships
- ✗ Contributions or donations to other organizations
- ✗ Individual private lesson instruction
- ✗ Fundraising activities
- ✗ Capital improvements
- ✗ Equipment purchases
- ✗ Existing deficits
- ✗ Scholarly or academic activities (including tuition and research) which generate academic credit or formal study toward an academic or professional degree
- ✗ Any other expenses determined not eligible by MACC

Facility Improvement & Equipment

Maximum Request Amount: up to \$30,000

Facility Improvement & Equipment funding is designed to assist organizations with both facility improvements and/or the purchase of equipment related to the arts and culture programming, services, and/or activities the organization provides to its audiences and communities. Organizations may request any combination of facility improvement and/or equipment needs up to the maximum request amount. Organizations applying for Facility Improvement must have proof of ownership of the building or evidence of a long-term lease.

Facility Improvement & Equipment - Allowable Expenses

- ✓ Expansion, renovation, or construction of applicant-owned cultural facilities
- ✓ Facility structure or system maintenance of applicant-owned cultural facilities
- ✓ Feasibility studies, architectural drawings/fees, and design fees
- ✓ Construction and project management costs
- ✓ Purchase of equipment directly related to the organization's arts/cultural production

Unallowable Facility Improvement & Equipment expenses include but are not limited to:

- ✗ Costs not directly related to the project/equipment request
- ✗ General operating costs, fundraising including cost of handling grant funds
- ✗ Travel
- ✗ Costs occurring before/after the grant period
- ✗ Purchase of land
- ✗ Purchase of a building
- ✗ Purchase of a vehicle
- ✗ Capital improvements to home offices
- ✗ Projects that take place outside of Michigan
- ✗ Paying consultants of the project that are members of the applicant's board or staff
- ✗ Debt retirement
- ✗ Mortgage payments
- ✗ Preservation or restoration of non-arts and cultural related collections
- ✗ Projects that utilize funding from other state programs as matching funds
- ✗ Projects that already received funding from a previous MACC award
- ✗ Any other expenses determined not eligible by MACC

Please contact MACC staff with questions regarding allowable/unallowable expenses.



Board:	<u>Downtown Development Authority</u>
Agenda	<u>October 20, 2026</u>
Date:	
Presenter:	<u>Patricia West</u>

Staff Report

Agenda Item Title:

Downtown Parking Solutions

Background:

The DDA expressed interest in exploring signage for the city owned parking lots.

Staff is seeking direction on the scope of work. The document to follow shows pricing information that starts at just a few hundred dollars and spans up into the tens of thousands.

Once staff is given a more definitive direction, we can seek actual quotes from local companies.

Supporting Documentation:

Downtown Parking Ideas & Pricing Considerations

Recommendation:

N/A

DOWNTOWN PARKING IDEAS

SIGNAGE CONSIDERATIONS FOR PRICING



Order vibrant pole banners that stand out wherever they are displayed. Print on both sides for maximum exposure of your message. All designs are printed on durable 18 oz. vinyl and come with pole pockets for an easy setup. You can also include a hardware kit or only request for a replacement banner. [Read More](#)

Full Color Custom Pole Banners

Durable - Double Sided - Fast Production

★★★★★ 78 Reviews

Size (in Inches)

24" x 60"

Quantity

5

[Buy More, Save More!](#)

Printed Sides: Double Sided

Pole Pockets: 2" Pocket Top & Bottom

Grommets: 4 Corners

Accessories: None

Price:

\$415.20

(\$83.04 each)

[Get Started](#)

[Additional Details](#)

CAPE CHARLES ASSEMBLY



Assembly-CAPE CHARLES-MED

AS SHOWN:
60"x42"

AS SHOWN:
\$ 1,567.40

SINGLE-SIDED 0.25" MAX METAL
8" POSTS

HERITAGE ASSEMBLY



Assembly-HERITAGE-MED

AS SHOWN:
60"x42"

AS SHOWN:
\$1,316.40

SINGLE-SIDED 0.25" MAX METAL
8" POSTS

Additional sizes available : 48"x36", 60"x42", 72"x42", 84" x 46" - Custom sizes/shapes available upon request.



Durable street and sidewalk decals that shine wherever they are placed. Made from a PVC-free aluminum foil base and designed to withstand both foot and rolling vehicle traffic.

[Read More](#)

Street and Sidewalk Decals

Durable - Easy Installation - Certified Slip-Resistant - One-Day Production

★★★★★ 20 Reviews

Size (in Inches)

W 48

H 36

Quantity

1

[Buy More, Save More!](#)

Shape: Rounded Corners (1")

Square / Rectangle



Rounded Corners (1")



Rounded Corners (1/4")



Circle / Oval



Custom



Custom with Border



Accessories: Hand Roller

Price:

\$218.30

[Get Started](#)

[Additional Details](#)

Cook Sign is pleased to quote on the following:

Quote includes:

- 1) "Welcome to Gladstone" aluminum sign
 - * High performance vinyl that reads "Welcome to Downtown"
 - * 16" custom dimensional plastic letters that read "GLADSTONE"
 - ** "G" is 24"
 - * Top section is an aluminum composite panel with printed vinyl decoration
 - * Installation of new posts and post sleeves with caps

- ** Same size and materials as previous sign, but with artwork changes
- ** Permit and obtainment by customer, not included in quote



Materials & Taxed Production: \$8,110.13

Installation: \$1,464.50

Sales Tax: \$0.00

Job Total: \$9,574.63

DELTA & 11TH ST PARKING LOT

Item 7.











Gladstone Eye Care Parking Lot





Board:	Downtown Development Authority
Agenda	October 20, 2026
Date:	
Presenter:	Patricia West

Staff Report

Agenda Item Title:

Rescheduling November Meeting

Background:

The regular meeting for November is scheduled for Tuesday, November 17th which presents a conflict with hunting season for many. As a proactive attempt, staff is seeking to reschedule the November meeting to **Thursday, November 12th at 3:00 PM ET.**

Supporting Documentation:

N/A

Recommendation:

Motion to reschedule the November meeting to Thursday, November 12th at 3:00 PM ET in City Hall Chambers.