



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

June 16, 2026

8:15 AM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

FINANCIALS

- [2.](#) April Revenue & Expense Report
- [3.](#) Cumulative Rate of Return on Investments

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) Proposed Social District Commons Area Expansion
- [5.](#) "The Depot" Playground
- [6.](#) Use of DDA Inventory | Kids Fishing Contest on August 15th

CITY COMMENTS & REPORTS

7. "I Voted" Sticker Competition
8. 4th of July Updates
9. Cabela's National Walleye Tour on June 18 & 19
10. City Hall Adjust Summer Hours
- [11.](#) E-Waste Collection Event on June 26th
12. MEDC Region 1 Educational Forum
13. Michigan Downtown Summer Workshop Summary
- [14.](#) Summer Concert Series
15. TV6 Around Town Filming

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: 06-12-2026 | 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.

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 04/30/2026
 % Fiscal Year Completed: 8.22

Item 2.

GL Number	Description	26-27 Original Budget	26-27 Amended Budget	Activity For 04/30/2026 Incr (Decr)	YTD Balance 04/30/2026 Norm (Abnorm)	Available Balance 04/30/2026 Norm (Abnorm)	% Bdgt 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	0.00	284,970.00	0.00
248-000-437.005	BAY COLLEGE CAPTURE	61,579.00	61,579.00	0.00	0.00	61,579.00	0.00
248-000-437.009	DELTA COUNTY CAPTURE	93,566.00	93,566.00	0.00	0.00	93,566.00	0.00
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
248-000-642.000	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	1,026.65	1,026.65	8,793.35	10.45
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	50.00	50.00	0.00	0.00	50.00	0.00
248-000-675.006	FARMERS MARKET--VENDOR FEES	2,750.00	2,750.00	0.00	0.00	2,750.00	0.00
248-000-675.007	FARMERS MARKET--FOOD ASSISTANCE PROG	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
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	1,026.65	1,026.65	608,033.35	0.17
Revenues		609,060.00	609,060.00	1,026.65	1,026.65	608,033.35	0.17
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-702.000	WAGES-FULLTIME EMPLOYEES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-537-702.101	DPW BENEFITS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-537-703.000	SALARIES	16,048.00	16,048.00	933.04	933.04	15,114.96	5.81
248-537-704.000	WAGES-PART TIME EMPLOYEES	11,500.00	11,500.00	509.99	509.99	10,990.01	4.43
248-537-708.000	UNEMPLOYMENT	125.00	125.00	0.31	0.31	124.69	0.25
248-537-709.000	FICA 6.2%	4,638.00	4,638.00	84.69	84.69	4,553.31	1.83
248-537-711.000	MEDICARE 1.45%	923.00	923.00	19.80	19.80	903.20	2.15
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	4,636.00	4,636.00	102.63	102.63	4,533.37	2.21
248-537-724.000	SICK PAY	383.00	383.00	0.00	0.00	383.00	0.00
248-537-728.000	MSA EMPLOYER EXPENSE	1,865.00	1,865.00	30.96	30.96	1,834.04	1.66
248-537-734.000	MEMBERSHIP & DUES	425.00	425.00	0.00	0.00	425.00	0.00
248-537-735.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
248-537-736.000	TRANSPORTATION & LODGING	1,000.00	1,000.00	99.53	99.53	900.47	9.95
248-537-751.000	MATERIALS & SUPPLIES	750.00	750.00	4.99	4.99	745.01	0.67
248-537-751.011	BEAUTIFICATION PURCHASES	5,800.00	5,800.00	0.00	0.00	5,800.00	0.00
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	0.00	23,500.00	0.00
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	0.00	1,300.00	0.00
248-537-757.000	COPIES	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00
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	20,000.00	20,000.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	15,000.00	15,000.00	20,800.00	20,800.00	(5,800.00)	138.67
248-537-762.000	INTEREST EXPENSE	15,313.00	15,313.00	0.00	0.00	15,313.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 04/30/2026
 % Fiscal Year Completed: 8.22

Item 2.

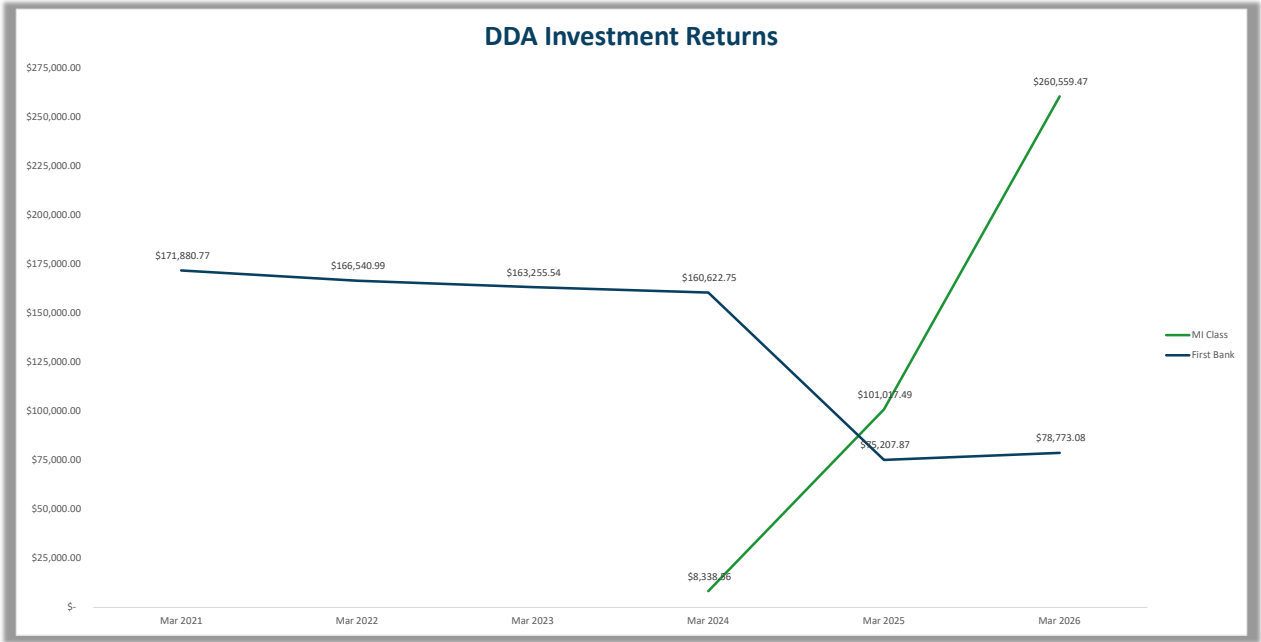
GL Number	Description	26-27 Original Budget	26-27 Amended Budget	Activity For 04/30/2026 Incr (Decr)	YTD Balance 04/30/2026 Norm (Abnorm)	Available Balance 04/30/2026 Norm (Abnorm)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
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	0.00	7,500.00	0.00
248-537-808.000	TELEPHONE	840.00	840.00	0.00	0.00	840.00	0.00
248-537-819.000	FACADE GRANT PROGRAM	32,491.00	32,491.00	0.00	0.00	32,491.00	0.00
248-537-819.001	FACADE GRANT PROGRAM OWNERS MATCH	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-537-880.000	SPONSORSHIPS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
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	200.00	200.00	6,300.00	3.08
248-537-880.004	FARMERS MARKET--FOOD ASSISTANCE PROG	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
248-537-880.009	DOWNTOWN DAY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
248-537-900.000	PRINTING & PUBLISHING	500.00	500.00	0.00	0.00	500.00	0.00
248-537-910.000	INSURANCE LIABILITY	150.00	150.00	50.00	50.00	100.00	33.33
248-537-970.003	CAPITAL OUTLAY--TRASH ENCLOSURES	7,500.00	7,500.00	326.60	326.60	7,173.40	4.35
248-537-970.005	CAPITAL OUTLAY--FARMERS MRKT STRUCTU	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-537-970.008	CAPITAL OUTLAY--THE DEPOT	70,000.00	70,000.00	0.00	0.00	70,000.00	0.00
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	43,162.54	43,162.54	565,897.46	7.09
Expenditures		609,060.00	609,060.00	43,162.54	43,162.54	565,897.46	7.09
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		609,060.00	609,060.00	1,026.65	1,026.65	608,033.35	0.17
TOTAL EXPENDITURES		609,060.00	609,060.00	43,162.54	43,162.54	565,897.46	7.09
NET OF REVENUES & EXPENDITURES:		0.00	0.00	(42,135.89)	(42,135.89)	42,135.89	

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 04/30/2026

Item 2.
04/30/2026
Normal (Abnormal)

GL Number	Description	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY		
*** Assets ***		
248-000-001.000	CASH	29,748.42
248-000-017.000	INVESTMENT IN FIRST BANK	78,995.93
248-000-017.001	INVESTMENTS IN MI CLASS	261,363.27
248-000-055.000	ACCRUED INCOME	343.52
248-000-136.000	BUILDINGS	26,732.58
248-000-137.000	ACCUMULATED DEPRECIATION	(1,336.63)
Total Assets		395,847.09
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	850.00
248-000-257.000	ACCRUED PAYROLL	259.28
Total Liabilities		1,109.28
*** Fund Equity ***		
248-000-390.000	FUND BALANCE	309,988.86
Total Fund Equity		309,988.86
Total Fund 248:		
TOTAL ASSETS		395,847.09
BEG. FUND BALANCE - 25-26		309,988.86
+ NET OF REVENUES/EXPENDITURES - 25-26		126,884.84
+ NET OF REVENUES & EXPENDITURES		(42,135.89)
= ENDING FUND BALANCE		394,737.81
+ LIABILITIES		1,109.28
= TOTAL LIABILITIES AND FUND BALANCE		395,847.09

	Initial Investment	3/31/2021		3/31/2022		3/31/2023		3/31/2024		3/31/2025			3/31/2026			TOTAL INVESTMENT	INTEREST TOTAL	CUMULATIVE ROI
		Return	Balance	Return	Balance	Return	Balance	Return	Balance	Investment/Withdrawal	Return	Balance	Additional Investment	Return	Balance			
MI Class	\$ 8,217.70							\$ 120.86	\$ 8,338.56	\$ 88,406.27	\$ 4,272.66	\$ 101,017.49	\$ 150,000.00	\$ 9,541.98	\$ 260,559.47	\$ 246,623.97	\$ 13,935.50	5.65%
First Bank	\$ 174,835.57	\$ (2,954.80)	\$ 171,880.77	\$ (5,339.78)	\$ 166,540.99	\$ (3,285.45)	\$ 163,255.54	\$ (2,632.79)	\$ 160,622.75	\$ (88,406.27)	\$ 2,991.39	\$ 75,207.87		\$ 3,565.21	\$ 78,773.08	\$ 86,429.30	\$ (7,656.22)	-8.86%





Board: Downtown Development Authority

Agenda Date: June 16, 2026

Presenter: Patricia West

Item 4.

Staff Report

Agenda Item Title:

Proposed Social District Commons Area Expansion

Background:

Through discussions regarding Bay College's proposed "Rockin' the Bay" event, hosted in partnership with Wally's Bar, it was identified that the City-owned downtown parking lots are not currently included within the Social District Event Commons Area. As a result, alcoholic beverages purchased from participating Social District establishments cannot be legally possessed or consumed within these locations during special events.

Staff is seeking feedback from the DDA regarding a potential amendment to the Social District Management and Operations Plan to expand the Event Commons Area to include the three downtown municipal parking lots. Expanding the commons area would provide greater flexibility for future community events and outdoor gatherings. If supported by the DDA, the proposed amendment would be forwarded to the City Commission for consideration and approval before being submitted to the Michigan Liquor Control Commission for final authorization.

Fiscal Effect:

TBD

Supporting Documentation:

Social District Map Proposal

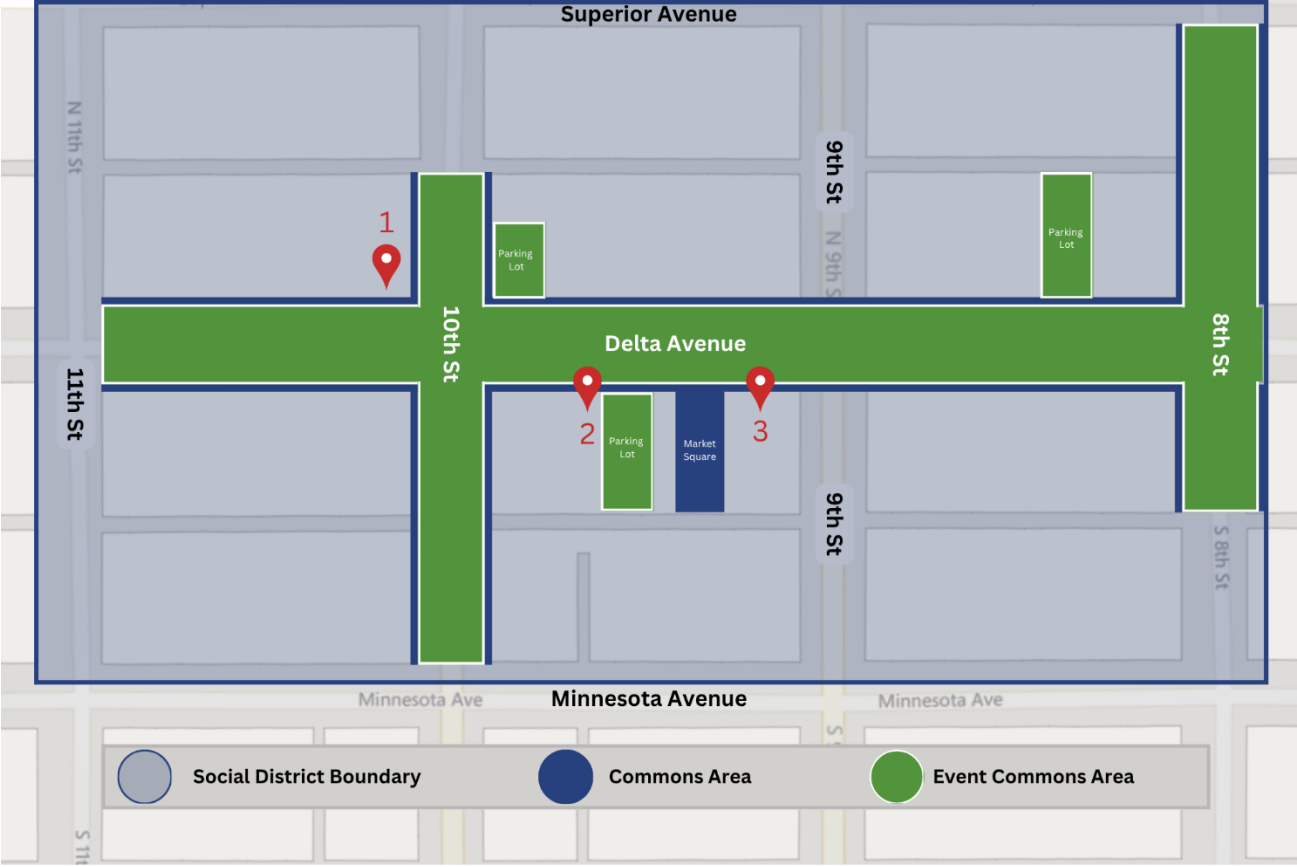
Recommendation:

Staff recommends that the DDA discuss the proposed expansion of the Social District Event Commons Area to include the three downtown municipal parking lots and, if supportive, recommend that the City Commission approve the necessary amendment to the Social District Management and Operations Plan.

EXISTING MAP



PROPOSED MAP





Board: Downtown Development Authority

Agenda Date: May 26, 2026

Presenter: Patricia West

Item 5.

Staff Report

Agenda Item Title:

The Depot Playground

Background:

Plans are moving forward for The Depot Project. Dynamic Designs has scheduled a surveyor to visit the site this month to identify property boundaries and collect topographic information, which will help guide future design and engineering decisions.

In preparation for the project's next phase, West has been working with Miracle Playgrounds, which has developed the attached conceptual playground design for board consideration. Miracle Playgrounds is currently preparing cost estimates based on the proposed layout and will provide pricing for two surfacing options: poured-in-place rubber surfacing and synthetic turf. A formal proposal will be presented once quotes are finalized. Board feedback is requested to determine whether the conceptual design aligns with the desired direction for the project.

Additionally, a potential funding opportunity is available through the Michigan Economic Development Corporation (MEDC) Public Spaces Community Places program. The program provides matching funds of up to \$50,000 for projects that successfully complete a crowdfunding campaign. Included with this packet are the guidelines from the 2026 program; staff anticipates a similar funding opportunity will be available in 2027.

Staff would like to engage the Board in a discussion regarding the feasibility of utilizing a community crowdfunding campaign to support construction of the playground and leverage MEDC matching funds. Topics for consideration include fundraising goals, community engagement strategies, potential campaign partners, and the Board's willingness to pursue this funding approach.

Fiscal Effect:

TBD

Supporting Documentation:

Miracle Proposed Playground Designs

2026 Public Spaces Community Places Program Guidelines

Recommendation:

Staff recommends that the DDA Board provide feedback on the conceptual design for the proposed playground.

Additionally, staff recommend that the Board discuss the feasibility of pursuing an MEDC Public Spaces Community Places crowdfunding campaign to leverage up to \$50,000 in matching funds for The Depot Project. Feedback received from the Board will assist staff in refining the project scope, identifying fundraising goals, and preparing for future grant and fundraising opportunities.



Decks



Brown

Metals



Black



Metallic
Grey



Red

Plastics



Grey



Light
Grey



Red

Actual colors may vary. We work hard to ensure are our renderings are as life-like as possible.

Gladstone City Park
Gladstone, MI
26011372





Decks



Brown

Metals



Black



Metallic
Grey



Red

Plastics



Grey



Light
Grey



Red

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Plastics



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Plastics



Grey



Light
Grey



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26011372





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Metallic
Grey



Red

Plastics



Grey



Light
Grey



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Gladstone, MI
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Plastics



Grey



Light
Grey



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Gladstone, MI
26011372





PUBLIC SPACES COMMUNITY PLACES

PROGRAM GUIDELINES

Adopted by the Michigan Strategic Fund (MSF) Board 1/27/26

PROGRAM DESCRIPTION

The Michigan Strategic Fund (“MSF”), the Michigan Economic Development Corporation (“MEDC”), in partnership with the Michigan Municipal League, has developed Public Spaces Community Places, a creative placemaking and funding program.

Public Spaces Community Places (PSCP) is a grant match program that utilizes donation-based crowdfunding to generate public interest and funding to revitalize or create public spaces. By utilizing web-based donations, projects are accessible to anyone willing to donate in real-time. This model we call crowdgranting engages the public as each person plays a part in achieving place-based improvements and instills community pride as residents become invested in their surroundings.

Placemaking projects are aided by PSCP which assists the fundraising efforts of patrons through a crowdfunding campaign on a crowdfunding platform. This creative funding mechanism mobilizes community members to make individual contributions, with the MSF providing a grant match if the campaign goal is reached. Potential projects must focus on the “activation of public spaces creating community places.” Michigan’s ability to attract and retain young knowledge-based talent is greatly increased by taking advantage of unique placemaking assets in each of our communities, making this funding mechanism even more valuable.

As placemaking projects affect the lives and well-being of entire communities, it is important that they establish public awareness, gain local momentum, and earn the support of their “crowd” to hit their goal and maintain a local landmark.

ELIGIBLE APPLICANTS

Municipalities, L3C’s, and tax-exempt nonprofit entities located in Michigan are eligible to apply. Nonprofit entities must have an up-to-date Charitable Solicitation License or exemption in place before project launch.

ELIGIBLE PROJECTS

Applications may be submitted for projects located in Michigan that activate public placemaking, or places where people gather and spend time. Placemaking means the activation of a new or distressed public space or community place, or projects that increase universal accessibility for existing spaces. Before applying for the PSCP program, applicants are encouraged to have established public awareness and local momentum for their project.

Projects that fit this description include:

- Streetscape Beautification & Walkability
- Public Plaza Development
- Access to Public Amenities (River Walks, Canoe Liveries, Pier Enhancements)
- Farmer's Markets, Community Kitchens, Pop-Up Retail/Incubator Spaces (community or nonprofit)
- Alley Rehabilitation
- Park Enhancements
- Bike Paths & Non-Motorized Infrastructure
- Bandshells & Amphitheaters
- Community Theater Rehabilitation (community or nonprofit)
- Public Wi-Fi
- Place Branding & Event Implementation

Any event-based activation of public space will be limited to a \$7,500 grant amount. Event-based projects must be taking place over at least 3 months and at least 4 events must occur. Established festivals and entertainment series are not eligible.

For any indoor spaces, regular public programming must be included in the plans and a portion of the total PSCP funding may be used to provide such programming. PSCP will offer additional matching funds, up to \$25,000 above the typical \$50,000 threshold, for new public space projects that incorporate universal design elements. Universal design is the design of buildings, products, or environments to make them accessible to all people, regardless of age, disability, or other factors. These projects will be required to obtain a letter of support from a regional disability advocacy group in order to qualify for the additional incentive amount. A list of regional disability advocacy centers can be found at <https://dnmichigan.org/>.

The PSCP program is also available to existing public spaces that are upgrading with universal design elements – applicants can request up to a \$50k 1:1 match to make these spaces more accessible to all.

GRANT DOLLARS

Eligible projects must have a minimum total development cost of \$10,000 and the recipient is required to crowdfund fifty (50%) percent of the total development cost. As an example, if the total development cost was \$10,000, the recipient would be required to crowdfund \$5,000 in order to receive any of the \$5,000 in PSCP matching funds. No PSCP matching funds will be provided if the fundraising goal is not met. PSCP matching

grant funds will be available up to \$50,000 per project, or a total funding goal of \$100,000 needed to complete the space. Exception: projects that incorporate Universal Design elements may be eligible for additional funding up to \$150,000 in total development costs (i.e., \$75,000 crowdfund requirement and PSCP matching funds).

“Prior committed funding” constitutes funds provided by a project stakeholder: the local unit of government, a nonprofit entity, private source, or other state or federal agencies , which are committed to the project scope of work before the time of application. All projects are encouraged to have prior committed funding before participating in the PSCP program, however, this is not a requirement for projects under \$100,000 in total development cost. Projects must be able to complete the development from prior committed funding and crowdfunded dollars along with PSCP match. Projects that cannot be completed due to insufficient funding are subject to repayment of the PSCP matching funds. Projects over \$100,000 in total development costs are required to have prior committed funding sources in place at time of application and must use the PSCP program to fill the remaining gap in development costs needed, up to \$100,000. The funding secured through the PSCP program must be the FINAL portion of funds needed to complete and activate the space. See some funding scenarios below.

Projects may only use the PSCP program once per project and project site. If approved for a PSCP campaign, an applicant has only one opportunity to potentially capture the PSCP grant match for the proposed project. If unsuccessful in reaching its crowdfunding goal, an additional PSCP campaign will not be considered on the same project in the future.

Scenario 1:

Total project development cost: \$120,000

Prior Committed Funding: \$70,000

Financial Gap: \$50,000 • Campaign Goal: \$25,000

PSCP Match, if Campaign Goal is achieved: \$25,000

Scenario 2:

Total project development cost: \$30,000

Campaign Goal: \$15,000

PSCP Match, if Campaign Goal is achieved: \$15,000

ADDITIONAL RESTRICTIONS AND CONDITIONS

- Projects must hit the crowdfunding target within 60 days of the campaign's launch date or else they will not receive the PSCP grant money.
- Project videos are NOT required. MEDC Videography staff has produced a helpful 'How To' video to assist those making a video for their PSCP campaign. Watch that here: [Making an Effective Video: Tips for Public Spaces Community Places Campaigns](#).
- The PSCP Contractor selected by the MSF will provide crowdfunding support to those applicants securing an award of PSCP funding with technical and strategic assistance.
- Any individual donor/entity can donate a maximum of \$10,000 or 35% of the goal to the crowdfund requirement (whichever is lesser). At least 10% of your campaign raise must come in through online donations.
- Grants will only be made to an applicant deemed eligible under these guidelines and awards will only be given for complete campaigns up to the total amount allocated to the PSCP Program by the MSF Board and new projects will only be considered if funding is available for the entire requested amount.
- Projects must complete project construction within one (1) year of their project start date. Projects that fail to meet this condition are subject to repayment of the PSCP matching funds.

PROJECT AND APPLICATION PROCESS FLOW

STEP 1 - Tell Us About Your Project

Applicants will utilize the [PSCP Contractor's website](#) to build out a basic profile for their project. This profile acts as the initial application. Once a project page is started, the PSCP Contractor will make contact with the applicant. Applicants may be required to acquire a Solicitation License.

STEP 2 - Contractor Review

PSCP Contractor will perform an initial screening of the project and profile. PSCP Contractor's staff may request additional information to determine that the applicant organization is a Michigan based nonprofit, municipality, or L3C; that no fiduciaries or fiscal sponsors exist; and that the project has city/local approvals for the proposed project when/if necessary.

STEP 3 - MEDC/MML Review

If the project passes the initial PSCP Contractor's review, applications will be forwarded to the PSCP review team (made up of the PSCP Program Manager, MEDC Community Development Manager (on behalf of the MSF), and representative from the MML) and screened to verify eligibility with the criteria noted in this document. MSF/MEDC/MML staff may contact the applicant for more information if needed to confirm that the project will create a new public space or activate an underused/vacant public space; ; that funds from a PSCP supported campaign allows for the project to be fully completed and opened for public use; and that funded PSCP projects are able to complete construction within 1 year of receiving the PSCP matching grant funds.

STEP 4 - Project Goes Live!

If a project is eligible under these guidelines, a campaign will prepare a launch date and press release with the PSCP Contractor, the MEDC and MML to go out on the day of the launch. When that is all set, a project is ready to start crowdfunding! The PSCP Contractor will provide technical assistance as needed throughout the raise period.

STEP 5 - Implementation

If the crowdfunding campaign is successful, the MSF will match the funds raised and implementation can soon follow. If the campaign is not successful within 60 days of launch, the amount of PSCP matching funds reserved for that campaign will lapse to the program fund to support additional campaigns.

All PSCP Program awards shall be memorialized by final written agreement with terms and conditions in accordance with these PSCP Guidelines, MSF approval, and any other applicable laws. These terms and conditions shall include, without limitation, requirements governing disbursements, repayment provisions, and periodic reporting to facilitate the MEDC's report to the Michigan Legislature. Reporting is to be completed monthly and final reporting documents are due once the project is completed. Reports shall include, but are not limited to, a timeline and update of project implementation, a project budget, a line-item expense report, and images of the project site. The PSCP Program agreements shall also include a provision for repayment due to breach of the written agreement.



Board: Downtown Development Authority

Agenda Date: June 16, 2026

Presenter: Patricia West

Item 6.

Staff Report

Agenda Item Title:

DDA Inventory | Kids Fishing Day

Background:

The Columbus Club of Gladstone, in partnership with the Knights of Columbus Councils 6667 and 640, has requested the use of one DDA-owned pop-up canopy for the Kids Fishing Contest scheduled for August 15, 2026, at Van Cleve Park.

Fiscal Effect:

N/A

Supporting Documentation:

DDA Inventory Policy

Recommendation:

Staff recommends approval of the request to utilize one DDA-owned pop-up canopy for the Kids Fishing Contest on August 15, 2026, subject to availability and coordination with City staff regarding delivery and pickup.



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.

DDA Chairperson

January 12, 2026

Date of Adoption

E-WASTE COLLECTION

**FRIDAY, JUNE 26TH
10 AM TO 2 PM EDT
GLADSTONE AREA PUBLIC SCHOOL
BUS GARAGE
103 N 12TH STREET
GLADSTONE, MI**

\$5 FEE PER CAR

***BUSINESSES CAN BE
INVOICED FOR MATERIALS
(DIFFERING PRICES)**



**KEYBOARDS, CORDS,
& ROUTERS**



**DESKTOP PRINTERS
& SCANNERS**



TV'S, MONITORS



**GAMING
CONSOLES**



**DVD & VCR
PLAYERS**



**COMPUTERS,
PHONES &
TABLETS**



**DESKTOP FAX
MACHINES**



**NO KITCHEN
APPLIANCES
(COFFEE POTS,
MICROWAVES,
VACUUMS, LAMPS)
OR REAR
PROJECTION TVS**

CONTACT KATHLEEN AT (906) 228-6095 EXT.11



CITY OF GLADSTONE
PRESENTS
**Summer
Concert Series**

LIVE MUSIC - LAWN CHAIRS - FRIENDS

FEATURING

JUNE 11	PAUL PERRY	CLASSIC COUNTRY, 70S SOFT ROCK
JUNE 18	DARRELL SYRIA BAND	VARIETY ACOUSTIC
JUNE 25	DAY DREAMER'S BAND	TOP 40S
JULY 9	2ND EDITION	CLASSIC ROCK, BLUES
JULY 16	ANGELS & OUTLAWS	CLASSIC ROCK, COUNTRY
JULY 23	MAKE BELIEVE SPURS	FOLK
JULY 30	BORROWED TIME	HITS FROM 50S TO TODAY
AUGUST 6	BIG AL AND THE TOMATAS	ROCK VARIETY
AUGUST 13	FINDING FEATHERS	FOLK



7 - 9:00 PM

GLADSTONE BEACH HOUSE