



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

April 16, 2024

8:00 AM

A Regular Meeting of the Downtown Development Authority will be held on Tuesday, April 16, 2024 at 8:00 AM hosted at City Hall Chambers – 1100 Delta Avenue.

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) Regular Meeting Minutes - March 19, 2024

FINANCIALS

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

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

- [4.](#) 2024-2025 DDA Budget Acceptance
- [5.](#) 10th Street Banner Updates
6. North Shore Development

NEW BUSINESS

- [7.](#) Tree Planting in the Downtown
- [8.](#) Farmers Market Table Purchase Recommendation

CITY COMMENTS & REPORTS

9. DDA Coordinator

BOARD COMMENTS & REPORTS

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: 04-11-2024 | 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

City Hall Chambers – 1100 Delta Avenue

March 19, 2024

8:00 AM

MINUTES

CALL TO ORDER

Board Vice Chair, Kyle Closs, called the meeting to order at 8:03 AM ET.

1. Roll Call

| PRESENT | ABSENT |
|---------------------------------------|-------------------------|
| Joe Thompson | Jay Bostwick (Excused) |
| Daniel Becker | Jason Lippens (Excused) |
| Kyle Closs | Nathan Neumeier |
| Melissa Silta (Arrived at 8:07 AM ET) | |
| Robert LeDuc | |

Staff Present: Patricia West & Renee Barron

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - February 20, 2024

Motion made by Closs, seconded by Thompson to approve the regular meeting minutes from February 20, 2024.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.

FINANCIALS

3. January Revenue & Expenditures Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

4. New DDA Board Member Introduction - Jacob Taylor (BayBank)

Jacob Taylor took a moment to introduce himself to the DDA Board.

5. NMPA Downtown Development & Revitalization Workshop

DDA Coordinator, Patricia West, provided a high-level overview of the key takeaways and ideas prompted from the workshop she attended with Board Chair, Jay Bostwick, on March 6th.

Motion made by Closs, seconded by Silta to create a three-board member Vision & Opportunity DDA Subcommittee with the intent to build out a five-year downtown action plan in alignment with the City Master Plan and the existing TIF plan.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.**6. North Shore Development**

Community Development Director, Renee Barron, joined the meeting to provide an update on the North Shore Development. The prospective developer has made an offer to the city to purchase the land, and the city is working with their attorney to review it and ensure the long-term vision is aligned with the city and tax revenue capture is secured for the future. Pending the status of the offer, a slideshow presentation may be available for the April DDA Meeting.

NEW BUSINESS**7. 2024/2025 Parks & Recreation Contract Renewal**

Motion made by Closs, seconded by Becker to approve the proposed 2024-2025 DDA/Parks & Recreation Contract for services to the Downtown District.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.**8. DDA Subcommittee Assignments**

The board recommends Jacob Taylor, Melissa Silta, and Robert LeDuc to the DDA Board Chair, Jay Bostwick, for appointment to the newly formed "Vision & Opportunity" DDA Subcommittee, intended to create a downtown action plan.

The board also recommends to the DDA Board Chair to reduce the size of the Old Fashioned Christmas Subcommittee to two DDA members, the DDA Coordinator, and the Event Coordinator.

No appointment was made to the vacancy on the DDA Business Subcommittee at this time, as the board would like to wait to see what direction the subcommittee is given by the Vision & Opportunity Subcommittee.

9. Parks & Recreation 10th Street Banners

Motion made by Closs, seconded by LeDuc for Parks & Recreation to work with Patricia West on the creation of the 10th Street Banners, approving up to \$2000 of DDA funds to cover the cost of the banners.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.

DDA Coordinator, Patricia West, indicated that the MACC grant we received from the Farmers Market covered the cost of some marketing supplies, and so we will also be pricing out new marketing materials for the Farmers Market, including a banner for the Farmers Market Square and a replacement banner to hang along the highway.

10. Relaunch of the Facade Grant Program

Motion made by Closs, seconded by Becker to establish an application round for facade grant funding of September 1st through October 31st each year, with application decisions made available before the end of the calendar year.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.**CITY COMMENTS & REPORTS**

11. City Manager
12. Community Development Director
13. DDA Coordinator

Patricia West provided an update on the items below.

Item 2.

- **City Website:** The City of Gladstone's website is in the process of changing platforms. We are waiting for a go-live date with our Project Manager and anticipate the change to take place prior to the next DDA meeting.
- **Engineering & Architecture Fees for 1000 Delta Ave:** The City Commission will review the decision of the DDA to forgive the funding commitment discussed in the February 2024 DDA Meeting.
- **Farmers Market Grant:** The DDA received a \$4000 MACC Grant to be used on farmers market bands and marketing material.
- **Farmers Market Coordinator:** The position is posted, and referrals are encouraged.
- **Master Plan Amendment:** The Master Plan Amendment is marching towards completion, and we anticipate the public hearing processes to span over the next two months.

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Closs, seconded by Silta to adjourn at 9:17 AM ET.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 02/29/2024
 % Fiscal Year Completed: 91.53

Item 3.

| GL Number | Description | 23-24 Amended Budget | YTD Balance 02/29/2024 (Abnormal) | Activity For 02/29/2024 (Decrease) | Available Balance 02/29/2024 (Abnormal) | % Bdgt Used |
|---|--------------------------------------|----------------------|-----------------------------------|------------------------------------|---|-------------|
| Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | |
| Account Category: Revenues | | | | | | |
| Department: 000 REVENUE | | | | | | |
| 248-000-437.001 | CITY CAPTURE | 149,483.00 | 195,243.07 | 351.40 | (45,760.07) | 130.61 |
| 248-000-437.005 | BAY COLLEGE CAPTURE | 31,935.00 | 38,531.14 | 3,991.99 | (6,596.14) | 120.65 |
| 248-000-437.009 | DELTA COUNTY CAPTURE | 48,595.00 | 63,471.69 | 114.24 | (14,876.69) | 130.61 |
| 248-000-437.013 | DC ROAD PATROL CAPTURE | 12,554.00 | 13,894.57 | 3,108.80 | (1,340.57) | 110.68 |
| 248-000-437.015 | COMM ACTION CAPTURE | 7,725.00 | 8,549.78 | 1,912.98 | (824.78) | 110.68 |
| 248-000-437.019 | 911 DISPATCH CAPTURE | 7,241.00 | 8,015.12 | 1,793.35 | (774.12) | 110.69 |
| 248-000-437.021 | DATA CAPTURE | 5,793.00 | 6,411.76 | 1,434.58 | (618.76) | 110.68 |
| 248-000-437.023 | DC RECYCLING CAPTURE | 2,895.00 | 3,204.70 | 717.02 | (309.70) | 110.70 |
| 248-000-437.025 | DELTA COUNTY JAIL BOND CAPTURE | 8,207.00 | 7,694.03 | 1,721.49 | 512.97 | 93.75 |
| 248-000-540.000 | GRANT REVENUE | 5,400.00 | 1,960.00 | 0.00 | 3,440.00 | 36.30 |
| 248-000-573.000 | LOCAL COMM STABILIZATION SHARE APPRO | 0.00 | 6,363.18 | 0.00 | (6,363.18) | 100.00 |
| 248-000-665.000 | INTEREST REVENUE | 1,500.00 | 6,291.62 | 309.45 | (4,791.62) | 419.44 |
| 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 | 6,815.00 | 0.00 | (2,315.00) | 151.44 |
| 248-000-699.390 | TRANSFER FROM FUND BALANCE | 94,381.00 | 0.00 | 0.00 | 94,381.00 | 0.00 |
| Total Dept 000 - REVENUE | | 382,209.00 | 366,506.13 | 15,455.30 | 15,702.87 | 95.89 |
| Revenues | | 382,209.00 | 366,506.13 | 15,455.30 | 15,702.87 | 95.89 |
| Account Category: Expenditures | | | | | | |
| Department: 537 ADMINISTRATIVE | | | | | | |
| 248-537-704.000 | WAGES-PART TIME EMPLOYEES | 22,500.00 | 11,272.23 | 1,168.27 | 11,227.77 | 50.10 |
| 248-537-707.000 | TEMPORARY EMPLOYEES | 2,000.00 | 1,344.00 | 0.00 | 656.00 | 67.20 |
| 248-537-708.000 | UNEMPLOYMENT | 100.00 | 3.49 | 0.71 | 96.51 | 3.49 |
| 248-537-709.000 | FICA 6.2% | 1,519.00 | 982.66 | 73.17 | 536.34 | 64.69 |
| 248-537-711.000 | MEDICARE 1.45% | 355.00 | 229.79 | 17.11 | 125.21 | 64.73 |
| 248-537-716.000 | DEFINED CONTRIBUTION PENSION PLAN EX | 100.00 | 358.49 | 0.00 | (258.49) | 358.49 |
| 248-537-728.000 | MSA EMPLOYER EXPENSE | 50.00 | 139.62 | 0.00 | (89.62) | 279.24 |
| 248-537-735.000 | EDUCATION & TRAINING | 500.00 | 105.00 | 80.00 | 395.00 | 21.00 |
| 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 | 86.33 | 0.00 | (86.33) | 100.00 |
| 248-537-756.000 | COMPUTER | 2,500.00 | 691.37 | 29.69 | 1,808.63 | 27.65 |
| 248-537-757.000 | COPIES | 700.00 | 120.12 | 0.00 | 579.88 | 17.16 |
| 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 CONCIERGE FEES | 15,000.00 | 15,000.00 | 0.00 | 0.00 | 100.00 |
| 248-537-762.000 | INTEREST EXPENSE | 19,875.00 | 18,778.69 | 0.00 | 1,096.31 | 94.48 |
| 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 | 987.37 | 0.00 | 12.63 | 98.74 |
| 248-537-808.000 | TELEPHONE | 540.00 | 415.09 | 41.44 | 124.91 | 76.87 |
| 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 | 5,534.59 | 0.00 | (34.59) | 100.63 |
| 248-537-880.003 | FARMERS MARKET | 13,500.00 | 16,746.71 | 95.00 | (3,246.71) | 124.05 |
| 248-537-910.000 | INSURANCE LIABILITY | 100.00 | 100.00 | 0.00 | 0.00 | 100.00 |
| 248-537-960.000 | OTHER OPERATING SUPPLIES | 0.00 | 187.28 | 0.00 | (187.28) | 100.00 |
| 248-537-970.051 | NORTH SHORE | 0.00 | 219.12 | 0.00 | (219.12) | 100.00 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 02/29/2024
 % Fiscal Year Completed: 91.53

Item 3.

| GL Number | Description | 23-24 Amended Budget | YTD Balance 02/29/2024 Normal (Abnormal) | Activity For 02/29/2024 Increase (Decrease) | Available Balance 02/29/2024 Normal (Abnormal) | % Bdgt Used |
|---|-------------------------|----------------------------|--|---|--|----------------|
| Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | |
| Account Category: Expenditures | | | | | | |
| Department: 537 ADMINISTRATIVE | | | | | | |
| 248-537-995.006 | 9TH STREET BOND PAYMENT | 227,000.00 | 227,000.00 | 0.00 | 0.00 | 100.00 |
| 248-537-995.007 | NORTHSHORE LOAN PAYMENT | 41,370.00 | 42,466.55 | 0.00 | (1,096.55) | 102.65 |
| Total Dept 537 - ADMINISTRATIVE | | 382,209.00 | 362,843.09 | 1,505.39 | 19,365.91 | 94.93 |
| Expenditures | | 382,209.00 | 362,843.09 | 1,505.39 | 19,365.91 | 94.93 |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: | | | | | | |
| TOTAL REVENUES | | 382,209.00 | 366,506.13 | 15,455.30 | 15,702.87 | |
| TOTAL EXPENDITURES | | 382,209.00 | 362,843.09 | 1,505.39 | 19,365.91 | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | 3,663.04 | 13,949.91 | (3,663.04) | |

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 02/29/2024

Item 3.
02/29/2024
Normal (Abnormal)

| GL Number | Description | |
|---|--------------------------|-------------------|
| Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY | | |
| *** Assets *** | | |
| 248-000-001.000 | CASH | (16,494.19) |
| 248-000-017.000 | INVESTMENT IN FIRST BANK | 160,113.99 |
| 248-000-017.001 | INVESTMENTS IN MI CLASS | 8,300.42 |
| 248-000-055.000 | ACCRUED INCOME | 2,090.89 |
| Total Assets | | 154,011.11 |
| *** Liabilities *** | | |
| 248-000-202.000 | ACCOUNTS PAYABLE | 2,877.66 |
| Total Liabilities | | 2,877.66 |
| *** Fund Equity *** | | |
| 248-000-390.000 | FUND BALANCE | 147,470.41 |
| Total Fund Equity | | 147,470.41 |
| Total Fund 248: | | |
| TOTAL ASSETS | | 154,011.11 |
| BEG. FUND BALANCE | | 147,470.41 |
| + NET OF REVENUES & EXPENDITURES | | 3,663.04 |
| = ENDING FUND BALANCE | | 151,133.45 |
| + LIABILITIES | | 2,877.66 |
| = TOTAL LIABILITIES AND FUND BALANCE | | 154,011.11 |

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 04/16/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

2024-2025 DDA Budget Acceptance

BACKGROUND:

The DDA recommended the attached 2024/2025 DDA Budget to the City Commission for approval in March, which went into effect April 1, 2024.

Following the City Commission’s review of the budget request on March 4, 2024, the City Commission motioned to set a public hearing for March 25, 2024 to gather public input on the proposed budget.

The budget has since been approved by the City Commission and is now returned to the DDA to be accepted and implemented.

FISCAL EFFECT:

\$505,674.00

SUPPORTING DOCUMENTATION:

- 2024-2025 Budget Report for Fund 248 – Downtown Development Authority with Calculations as of 03/31/2025

RECOMMENDATION:

Motion to accept the 2023/2024 DDA Budget Request.



BUDGET REPORT FOR CITY OF GLADSTONE
Calculations As of 03/31/2025

Item 4.
5

Original Budget

| GL Number | Description | |
|---|--|------------------|
| Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY | | |
| Department: REVENUE | | |
| 248-000-437.001 | CITY CAPTURE | 208,066 |
| 248-000-437.005 | BAY COLLEGE CAPTURE | 44,406 |
| 248-000-437.009 | DELTA COUNTY CAPTURE | 67,568 |
| 248-000-437.013 | DC ROAD PATROL CAPTURE | 17,474 |
| 248-000-437.015 | COMM ACTION CAPTURE | 10,752 |
| 248-000-437.019 | 911 DISPATCH CAPTURE | 10,079 |
| 248-000-437.021 | DATA CAPTURE | 8,063 |
| 248-000-437.023 | DC RECYCLING CAPTURE | 4,030 |
| 248-000-437.025 | DELTA COUNTY JAIL BOND CAPTURE | 9,676 |
| 248-000-540.000 | GRANT REVENUE | 4,000 |
| 248-000-573.000 | LOCAL COMM STABILIZATION SHARE APPROPRIA | 6,363 |
| 248-000-642.000 | DDA FACADE OWNER'S MATCH | 25,000 |
| 248-000-665.000 | INTEREST REVENUE | 5,500 |
| 248-000-666.001 | LIABILITY & PROP INS REIMBURSEMENT | 60 |
| 248-000-675.006 | FARMERS MARKET | 1,125 |
| 248-000-675.007 | FARMERS MARKET--PRESCRIPTION FOR HEALTH | 4,500 |
| 248-000-675.008 | FARMERS MARKET--SQUARE RENTAL FEES | 200 |
| 248-000-699.390 | TRANSFER FROM FUND BALANCE | 78,812 |
| Total Department REVENUE: | | <u>505,674</u> |
| Department: ADMINISTRATIVE | | |
| 248-537-704.000 | WAGES-PART TIME EMPLOYEES | 23,178 |
| 248-537-707.000 | TEMPORARY EMPLOYEES | 2,000 |
| 248-537-708.000 | UNEMPLOYMENT | 100 |
| 248-537-709.000 | FICA 6.2% | 1,519 |
| 248-537-711.000 | MEDICARE 1.45% | 355 |
| 248-537-716.000 | DEFINED CONTRIBUTION PENSION PLAN EXP | 346 |
| 248-537-728.000 | MSA EMPLOYER EXPENSE | 140 |
| 248-537-735.000 | EDUCATION & TRAINING | 500 |
| 248-537-736.000 | TRANSPORTATION & LODGING | 500 |
| 248-537-751.000 | MATERIALS & SUPPLIES | 750 |
| 248-537-754.000 | POSTAGE | 150 |
| 248-537-756.000 | COMPUTER | 3,000 |
| 248-537-757.000 | COPIES | 700 |
| 248-537-761.000 | GENERAL FUND ADMINISTRATIVE FEES | 20,000 |
| 248-537-761.003 | GENERAL FUND CONCIERGE FEES | 5,000 |
| 248-537-762.000 | INTEREST EXPENSE | 17,654 |
| 248-537-802.000 | LEGAL FEES | 500 |
| 248-537-803.000 | AUDIT FEES | 1,000 |
| 248-537-808.000 | TELEPHONE | 540 |
| 248-537-819.000 | FACADE GRANT PROGRAM | 50,000 |
| 248-537-880.001 | CHRISTMAS CELEBRATION | 5,500 |
| 248-537-880.003 | FARMERS MARKET | 4,300 |
| 248-537-880.004 | FARMERS MARKET--PRESCRIPTION FOR HEALTH | 4,500 |
| 248-537-880.005 | FARMERS MARKET--SQUARE | 4,000 |
| 248-537-900.000 | PRINTING & PUBLISHING | 4,000 |
| 248-537-910.000 | INSURANCE LIABILITY | 100 |
| 248-537-960.000 | OTHER OPERATING SUPPLIES | 250 |
| 248-537-970.051 | NORTH SHORE | 84,500 |
| 248-537-995.006 | 9TH STREET BOND PAYMENT | 227,000 |
| 248-537-995.007 | NORTHSHORE LOAN PAYMENT | 43,592 |
| Total Department ADMINISTRATIVE: | | <u>(505,674)</u> |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: | | |
| TOTAL ESTIMATED REVENUES | | 505,674 |
| TOTAL APPROPRIATIONS | | 505,674 |
| NET OF REVENUES & APPROPRIATIONS: | | <u>0</u> |

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 04/16/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

10th Street Banner Updates

BACKGROUND:

Parks & Recreation has decided to put a hold on the 10th street banners this year.

FISCAL EFFECT:

\$2000

SUPPORTING DOCUMENTATION:

RECOMMENDATION:

Motion to reallocate that funding back into the Printing & Publishing budget line item (248-537-900.000) to be used for other marketing needs.



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 04/16/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Tree Planting in the Downtown

BACKGROUND:

Barry Lund, Public Works Superintendent, will present opportunities to improve the downtown streetscapes by identifying areas that could benefit from planting trees.

This mission aligns with the purpose of PA 57, the City of Gladstone’s Master Plan, and our TIF Plan.

FISCAL EFFECT:

TBD

SUPPORTING DOCUMENTATION:

- PA 57 of 2018 | Sections 125.4207 & 125.4307
- Master Plan | Downtown & Wayfinding Excerpt (PROPOSED)
- TIF Plan | Streetscape/Beautification Excerpt

RECOMMENDATION:

Understand the current needs within the downtown district so that the Vision & Opportunity Subcommittee can take this into consideration for future planning.



RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

125.4307 Board; powers generally.

Sec. 307. The board may:

(a) Prepare an analysis of economic changes taking place in the municipality and its environs as those changes relate to urban deterioration in the development areas.

(b) Study and analyze the impact of growth upon development areas.

(c) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the revitalization and growth of the development area.

(d) Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

(e) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the decline of property values and to promote the growth of the development area, and take such steps as may be necessary to implement the plans to the fullest extent possible.

(f) Implement any plan of development in a development area necessary to achieve the purposes of this part, in accordance with the powers of the authority as granted by this part.

(g) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.

(h) Acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper, own, convey, demolish, relocate, rehabilitate, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests therein, which the authority determines is reasonably necessary to achieve the purposes of this part, and to grant or acquire licenses, easements, and options with respect thereto.

(i) Improve land, prepare sites for buildings, including the demolition of existing structures and construct, reconstruct, rehabilitate, restore, and preserve, equip, improve, maintain, repair, and operate any building, including any type of housing, and any necessary or desirable appurtenances thereto, within the development area for the use, in whole or in part, of any public or private person or corporation, or a combination thereof.

(j) Fix, charge, and collect fees, rents, and charges for the use of any building or property or any part of a building or property under its control, or a facility in the building or on the property, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.

(k) Lease any building or property or part of a building or property under its control.

(l) Accept grants and donations of property, labor, or other things of value from a public or private source.

(m) Acquire and construct public facilities.

(n) Incur costs in connection with the performance of its authorized functions, including, but not limited to, administrative costs, and architects, engineers, legal, and accounting fees.

History: 2018, Act 57, Eff. Jan. 1, 2019.

Downtown & Wayfinding

Downtown Gladstone is the city's historic heart and primary retail district. City Hall and the Post Office are both located downtown, which otherwise hosts a mix of general and specialty retailers and small restaurants in one and two-story buildings, with upper floor residential uses permitted. The district does not have a prevailing architectural style, but the Downtown Development Authority's ongoing façade improvement program has helped rehabilitate several building exteriors.

This Master Plan retains the 2015 plan's goal of developing downtown Gladstone into a regional specialty retail destination. The downtown faces several challenges:

1. How to encourage sustainable commercial activity around the downtown anchor of 9th Street and Delta Ave.
2. Though downtown is surrounded by the city's densest neighborhoods, it has very few residents; downtown residents often provide local businesses with their most reliable source of customers.
3. The downtown has locational disadvantages: it is located away from the waterfront, and it is located off the main highway. Consequently, many visitors may miss what downtown Gladstone has to offer. As outlined in the upcoming Implementation section, the city is actively exploring strategies to create gateway corridors for visitors from M-35 and our waterfront districts to the downtown district while also working with MDOT to encourage safe and slow access into the city along US 2/41.

A strategy for improving the downtown going forward should incorporate several elements:

- **Aesthetics:** Continue the façade improvement program and make incremental streetscape improvements, including street trees and crosswalks as funding allows. Encouraging screening standards for industrial uses along US-2/41 would also improve the aesthetic entrance to the city.
- **Business Development:** Continue to support specialty retailers, but work also to bring in potential anchors, such as a pharmacy, clothing store, or mid-size family restaurant. Develop a brochure with a corresponding online version touring downtown businesses.



- **Connectivity:** The 10th Street Corridor project improved the downtown's most direct connection to the water; a similar project at the west end of Delta Ave could improve the connection to US-2/41.
- **Residents:** Promote upper floor living in the downtown.
- **Visibility:** Though downtown Gladstone is removed from the highway and waterfront, it is not far from either. Simple signage on the highway, in the district, and at other destination points in the city, such as the sports park, could direct people to the downtown and increase awareness of its presence.

Wayfinding Signage

The City of Gladstone plans to focus wayfinding efforts to attract the attention of passersby on US-2/41 by highlighting our community's incredible assets and facilities, while also providing direction within the downtown to further direct people to our community resources.

40. Downtown Beautification
- Provide services consistent with Section 207 of Public Act 57 for downtown public facilities.
 - Cost – Not to exceed 5% of total DDA Capture
 - Timing – Yearly
41. Restoration, Preservation and Renovation of Downtown Buildings
- As outlined in Public Act 57 Section 207, assist in planning and implementation of downtown buildings necessary to achieve the intent of Section 207 including improvements to outside public areas of the downtown district.
 - Cost - \$1.0 Million
 - Timing – Over 20 years
42. Construct Parking in Areas Identified as High Traffic Areas for Businesses along Delta Avenue.
- Use Parking Study information to plan for proper parking in the DDA District.
 - Cost - \$300,000
 - Timing – 2 to 10 years
43. Administration Support
- In order to achieve the intent of Section 207 of Public Act 57, use appropriate City Staff personnel to support DDA activities
 - Cost – Not to exceed 5% of DDA revenues
 - Timing – Yearly
44. Encourage Murals & Artwork in Downtown
- Encourage repair and beautification of downtown buildings through art.
 - Cost - \$800,000
 - Timing – Budget annually
45. Historic Building Signage
- Use well place signage to highlight buildings of historic significance resulting in added activity downtown.
 - Cost - \$200,000
 - Timing – 2-20 years
46. Relocate Railroad Along US 2 & 41 as Prime Development Opportunity
- Cost \$20 million
 - Timing – 20 years
47. Encourage and Support Business with Industrial Activities to Locate to the Industrial Parks.
- Cost - \$1.0 million
 - Timing – 3 to 7 years
48. Streetscape/Beautification
- New sidewalks, lighting, signage and trees will improve downtown's image, public appeal and safety
 - Cost - \$1,500,000
 - Timing – on going
49. Signage System
- An overall community signage system needs to be planned and developed to provide attractive and functional direction for visitors.
 - Cost - \$25,000

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

125.4207 Powers of board; creation, operation, or funding of retail business incubator.

Sec. 207. (1) The board may:

- (a) Prepare an analysis of economic changes taking place in the downtown district.
 - (b) Study and analyze the impact of metropolitan growth upon the downtown district.
 - (c) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.
 - (d) Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.
 - (e) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
 - (f) Implement any plan of development in the downtown district necessary to achieve the purposes of this part, in accordance with the powers of the authority as granted by this part.
 - (g) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
 - (h) Acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property, which the authority determines is reasonably necessary to achieve the purposes of this part, and to grant or acquire licenses, easements, and options with respect to that property.
 - (i) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to that property, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination of them.
 - (j) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.
 - (k) Lease any building or property under its control, or any part of a building or property.
 - (l) Accept grants and donations of property, labor, or other things of value from a public or private source.
 - (m) Acquire and construct public facilities.
 - (n) Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the downtown district.
 - (o) Contract for broadband service and wireless technology service in the downtown district.
 - (p) Operate and perform all duties and exercise all responsibilities described in this section in a qualified township if the qualified township has entered into an agreement with the municipality under section 203(7).
 - (q) Create, operate, and fund a loan program to fund improvements for existing buildings located in a downtown district to make them marketable for sale or lease. The board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the board.
 - (r) Create, operate, and fund retail business incubators in the downtown district.
- (2) If it is the express determination of the board to create, operate, or fund a retail business incubator in the downtown district, the board shall give preference to tenants who will provide goods or services that are not available or that are underserved in the downtown area. If the board creates, operates, or funds retail business incubators in the downtown district, the board and each tenant who leases space in a retail business incubator shall enter into a written contract that includes, but is not limited to, all of the following:
- (a) The lease or rental rate that may be below the fair market rate as determined by the board.
 - (b) The requirement that a tenant may lease space in the retail business incubator for a period not to exceed 18 months.
 - (c) The terms of a joint operating plan with 1 or more other businesses located in the downtown district.
 - (d) A copy of the business plan of the tenant that contains measurable goals and objectives.
 - (e) The requirement that the tenant participate in basic management classes, business seminars, or other business education programs offered by the authority, the local chamber of commerce, local community colleges, or institutions of higher education, as determined by the board.

History: 2018, Act 57, Eff. Jan. 1, 2019.

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 04/16/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Farmers Market Table Purchase Recommendation

BACKGROUND:

To focus on placemaking downtown, DDA Coordinator, Patricia West, would like to get the boards feedback on purchasing three 46" round metal picnic tables (one of which being ADA accessible) with umbrellas and umbrella base for the Farmers Market Square.

This was not originally budgeted for.

FISCAL EFFECT:

\$4530 = \$3660.00 (3 Tables) + \$585.00 (3 Umbrellas) + \$285.00 (3 Umbrella Bases)

SUPPORTING DOCUMENTATION:

- Uline Product Pricing
- Map of Farmers Market
- Master Plan | Implementation Section | Goal 2: Downtown Gladstone (PROPOSED)
- TIF Plan | Excerpt form #61 and #66

RECOMMENDATION:

Approval to purchase three picnic tables, umbrellas and umbrella bases for the Farmers Market Square.



Item 8.

METAL PICNIC TABLES



[Enlarge & Video](#)

Uline loves these! Attractive, rugged and built to last. Give your corporate office patio an upscale look.

- Thermoplastic coating withstands heat, cold and all weather elements. Rust free.
- High gloss, smooth surface allows for easy spray paint and graffiti removal.
- 9 gauge expanded metal with 2" black steel frame.
- Rounded corners for added safety.
- **ADA Picnic Tables** – Wheelchair access. Round and square tables have one less bench. Rectangle table has shorter benches.
- Mounting hardware included.
- [Umbrella and Bases](#) available.

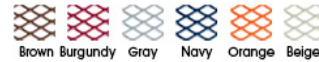
METAL PICNIC TABLES – IN STOCK SHIPS TODAY



| MODEL NO. | DESCRIPTION | SIZE L x W x H | WT. (LBS.) | PRICE EACH | | ADD TO CART |
|-------------------------|--------------|----------------|------------|------------|---------|-------------------------------|
| | | | | 1 | 3+ | |
| H-10829 | 46" Square | 80 x 80 x 31" | 185 | \$1,200 | \$1,150 | Specify Color |
| H-10001 | 46" Round | 81 x 81 x 31" | 175 | 1,220 | 1,170 | Specify Color |
| H-10002 | 6' Rectangle | 72 x 61 x 31" | 145 | 1,150 | 1,100 | Specify Color |
| H-10003 | 8' Rectangle | 96 x 61 x 31" | 170 | 1,220 | 1,170 | Specify Color |

SHIPS SAME DAY FROM ULINE UNASSEMBLED VIA MOTOR FREIGHT

METAL PICNIC TABLES – CUSTOM COLORS



| MODEL NO. | DESCRIPTION | SIZE L x W x H | WT. (LBS.) | PRICE EACH | | ADD TO CART |
|------------------------|--------------|----------------|------------|------------|---------|-------------------------------|
| | | | | 1 | 3+ | |
| H-2126 | 46" Square | 80 x 80 x 31" | 185 | \$1,200 | \$1,150 | Specify Color |
| H-2127 | 46" Round | 81 x 81 x 31" | 175 | 1,220 | 1,170 | Specify Color |
| H-2128 | 6' Rectangle | 72 x 61 x 31" | 145 | 1,150 | 1,100 | Specify Color |
| H-2129 | 8' Rectangle | 96 x 61 x 31" | 170 | 1,220 | 1,170 | Specify Color |

DROP SHIPS IN 2 DAYS FROM NC UNASSEMBLED VIA MOTOR FREIGHT

ADA METAL PICNIC TABLES



| MODEL NO. | DESCRIPTION | SIZE L x W x H | WT. (LBS.) | PRICE EACH | | ADD TO CART |
|------------------------|------------------|----------------|------------|------------|---------|-------------------------------|
| | | | | 1 | 3+ | |
| H-2671 | 46" ADA Square | 80 x 80 x 31" | 180 | \$1,180 | \$1,130 | Specify Color |
| H-2672 | 46" ADA Round | 81 x 81 x 31" | 160 | 1,200 | 1,150 | Specify Color |
| H-2673 | 8' ADA Rectangle | 96 x 61 x 31" | 160 | 1,200 | 1,150 | Specify Color |

DROP SHIPS IN 2 DAYS FROM NC UNASSEMBLED VIA MOTOR FREIGHT



UMBRELLA AND BASES

Take on the sunniest days with these big, wide umbrellas.

- Opens to 9 ft. wide.
- Fits tables with 1 1/2" center hole.
- Durable spun polyester fabric resists fading and mildew. Washable.
- **Under-Table Base** - Slim, lightweight design.
- **Stand-Alone Base** - Heavyweight base stabilizes umbrella.



UNDER-TABLE



STAND-ALONE

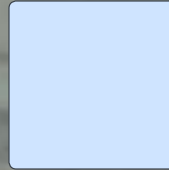
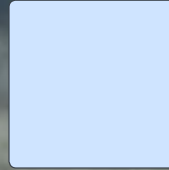
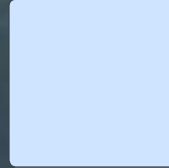
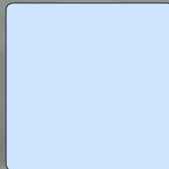
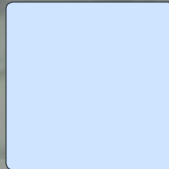
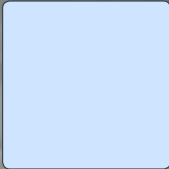
UMBRELLA

Red, Blue, Green, Beige or Black

| MODEL NO. | DESCRIPTION | SIZE L x W x H | WT. (LBS.) | PRICE EACH | | ADD TO CART |
|------------------------|-------------|-------------------|---------------|------------|-------|-------------------------------|
| | | | | 1 | 3+ | |
| H-8158 | Umbrella | 108 x 108 x 102" | 14 | \$199 | \$195 | Specify Color |

UMBRELLA BASES

| MODEL NO. | DESCRIPTION | SIZE L x W x H | WT. (LBS.) | PRICE EACH | | ADD TO CART |
|------------------------|------------------|-------------------|---------------|------------|------|--|
| | | | | 1 | 3+ | |
| H-8160 | Under-Table Base | 18 x 18 x 18" | 35 | \$99 | \$95 | <input type="text" value="1"/> ADD |
| H-8159 | Stand-Alone Base | 20 x 20 x 21" | 50 | 160 | 155 | <input type="text" value="1"/> ADD |



BAND

Goal 2: Downtown Gladstone

| OBJECTIVE | STRATEGY | PRIORITY | OWNER |
|---|--|-----------|--------------------------------------|
| <p>Enhance the quality of life and develop a positive image of Downtown Gladstone to attract businesses, residents, and visitors.</p> | <p>Pursue revenue sources outside of the Tax Increment Financing Plan, such as mill levies, seeking private contributions, utilizing special assessments, considering event revenue sales, purchase, redevelopment of existing properties, and sales of property within the DDA district, grants, sponsorships, and municipal contributions.</p> | Ongoing | City Administration & DDA |
| | <p>Build upon the Gladstone Farmers Market to encourage foot traffic downtown.</p> | Ongoing | DDA |
| | <p>Coordinate with city departments on strategized street improvements and utility upgrades within the downtown district.</p> | Ongoing | Multiple |
| | <p>Encourage alternative and creative dining methods to promote future social districts.</p> | Ongoing | City Administration & DDA |
| | <p>Implement a program to serve and promote downtown businesses by utilizing our website to provide community resources and marketing our community both locally and regionally.</p> | Mid Term | City Administration & DDA |
| | <p>Create gateway corridors for visitors from M-35 and our waterfront districts to the downtown district.</p> | Long Term | Multiple |
| | <p>Work with MDOT to encourage safe and slow access into the City of Gladstone along US 2/41 and encourage beautification efforts on entrances to welcome visitors.</p> | Long Term | Public Works |
| <p>Increase property valuation by eliminating the causes of deterioration and promote economic growth.</p> | <p>Partner with property owners in the downtown district to promote residential and office space opportunities above downtown businesses.</p> | Ongoing | Community Development & DDA |
| | <p>Pursue development opportunities for key properties within the downtown district.</p> | Ongoing | City Administration & DDA |
| | <p>Update the Code of Ordinances to allow for the creation of a registration and inspection process for under-utilized buildings within the downtown district, ensuring property values are maintained, discourage long term vacancy, and identify hazardous conditions which may pose a safety risk to the community.</p> | Mid Term | Community Development /Public Safety |
| | <p>Secure funding to implement the façade improvement program.</p> | Ongoing | DDA |
| | <p>Support the development of the North Shore waterfront through infrastructure allowing mixed use commercial and residential zoning.</p> | Near Term | Multiple |

- b. Cost - \$100,000
 - c. Timing – Ongoing
59. Industrial Park Lift Station Force Main Replacement
- a. Current force main dumps into gravity sewer at east end of 5th Street and North Court. With new force main, water would be diverted from underpass lift station and sent to a gravity sewer on 6th Street.
 - b. Cost - \$400,000
 - c. Timing – 5 years
60. Minneapolis Street Extension
- a. An extension of Minneapolis Street to US 2 & 41 will improve access to Gladstone and allow development of an adjacent vacant parcel of land for commercial use.
 - b. Cost - \$50,000
 - c. Timing – Ongoing
61. Town Entrance / Focal Points
- a. Defining entrances to the City and focal points increases awareness of and pride in the City. Entrances are suggested for the north and south side of the City on US 2 & 41. Focal points should be established at the junctions of US 2/41 and Lake Shore Drive, Delta Avenue and Forth Avenue North (M-35). Landscaping and special signage are proposed for entrances and focal points.
 - b. Cost - \$50,000
 - c. Timing – Ongoing
62. Rest Stop and Information Center
- a. An information Center with public restrooms could serve several purposes. It could provide travelers with rest facilities and information on the City and area attractions. It could also provide an attractive barrier between the rail yards and the highway. The logical location for the information center is at the existing steam railroad locomotive display.
 - b. Cost - \$250,000
 - c. Timing – Ongoing
63. Redevelopment Activities
- a. As opportunities present themselves, the DDA may actively pursue the development of key properties. Acquisition, site cost write-downs, site work rehabilitation, leasing arrangements, etc. as allowed by P.A. 57 of 2018 and are appropriate DDA activities.
 - b. Cost - \$1.0 million
 - c. Timing – 2 to 20 years
64. Way Finding Signs
- a. Directional and location signs will be installed along Delta Avenue and Lakeshore Drive in the Downtown Development district
 - b. Cost - \$4,500
 - c. Timing – Ongoing
65. Harbor Improvements and Expansion
- a. The long range plan is to enlarge the harbor and improve the park areas identified to encourage economic growth in the harbor area.
 - b. Cost - \$2.0 Million

- c. Timing – Ongoing
66. Support Activities Downtown that Encourage Increased Foot Traffic and More Economic Vitality in the District.
- a. Cost - \$35,000
 - b. Timing - Yearly
67. Waterfront Development Site
- a. A large, vacant, site exists along the waterfront on the northeast side of the downtown area. This area is referred to as the North Shore. The City owns a portion of this property. In the event a developer wants to develop it, the City plans to be in a position to install infrastructure and assist in planning. Plans include a mixed-use commercial and residential development. The beach area will be protected and maintained for public access and use and could include a new path and trail system. This would greatly enhance the economic growth in Gladstone.
 - b. Cost - \$2.5 Million
 - c. Timing – 2-5 Years
68. Beautification of the Highway Corridor
- a. US 2 & 41 and Highway M-35 runs through the center of the City, dividing the City into two areas. The area will be enhanced with improved signage and landscaping. This project would include the entire length of the highway from the North of the City limits to the south City limits. Along with making the highway more attractive, signage would direct traveler into the downtown area and increase economic development.
 - b. Cost - \$250,000
 - c. Timing 3-15 years
69. Ninth Street Enhancement
- a. A new streetscape will be completed for the entire length of the street. This is one of the main streets on the DDA district with many businesses located on it.
 - b. Cost - \$4.8 Million Bond
 - c. Timing - 2020
70. Development of the Nature Preserve
- a. On the north side of the City a large marsh area exists. This area is defined in the Mater Plan to be developed into an educational facility that will be used by local schools. The plan is to install walking trails and boardwalks throughout the marsh connecting the city wide trail system in the DDA District. This will halt deterioration in that area and promote economic development in the DDA District.
 - b. Cost - \$100,000
 - c. Timing – Ongoing
71. North 15th Street
- a. North 15th Street will be totally reconstructed
 - b. Cost - \$180,000
 - c. Timing – Ongoing
72. Extension of Water Lines
- a. Extend the City Water lines on North 15th Street.
 - b. Cost - \$2,275,000
 - c. Timing – Ongoing