



# **GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING**

City Hall Chambers – 1100 Delta Avenue

April 15, 2025

8:15 AM

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A Regular Meeting of the Downtown Development Authority will be held on Tuesday, April 15, 2025 at 8:15 AM hosted at City Hall Chambers – 1100 Delta Avenue.

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## **AGENDA**

### **CALL TO ORDER**

1. Roll Call

### **PUBLIC COMMENT**

### **APPROVAL OF MINUTES**

2. DDA Regular Meeting Minutes - February 18, 2025

### **FINANCIALS**

### **CONFLICTS OF INTEREST**

### **ADDITIONS TO THE AGENDA**

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

3. 2025-2026 DDA Budget Acceptance
4. 2025-2026 Parks & Recreation Contract
5. Facade Grant Withdrawal | 1016 Delta Ave

### **CITY COMMENTS & REPORTS**

### **BOARD COMMENTS & REPORTS**

6. Code Enforcement Updates
7. Downtown Business Additions & Changes
  - Davinci Spas
  - DeHooghie & Viau Ownership & Location Change
  - Gladstone Deli Ownership Change
  - Peninsula Pharmacy
  - Sand Bar Ownership & Name Change (MIDD Bar & Lounge)
  - Sip 906 Nutrition
8. Election of Officers
9. Farmers Market Vendor Applications Open
10. May Term Expirations | Jason Lippens & Nathan Neumeier
11. North Shore Development

[12.](#) Social District Updates

**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: 04-14-2015 | 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 REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
February 18, 2025  
8:15 AM

## MINUTES

### CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:17 AM ET.

#### 1. Roll Call

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

**Staff Present:** Patricia West

### PUBLIC COMMENT

Teresa Evans addressed the DDA Board to express her interest in learning more about the social district. She also shared concerns regarding its implementation and impact.

### APPROVAL OF MINUTES

#### 2. DDA Regular Meeting Minutes of January 21, 2025

Motion made by Closs, seconded by Thompson to approve the DDA Regular Meeting Minutes of January 21, 2025.

Voting Yea: Thompson, Taylor, Bostwick, Lippens, Closs

**MOTION CARRIED.**

### FINANCIALS

#### 3. January Revenue & Expenditures Report

DDA Director, Patricia West, provided an overview of the January revenue and expenditure reports. She noted that many significant expenses for the year have already been incurred, leaving wages and salaries as the primary remaining budgeted activity for the 2024/2025 fiscal year.

Jacob Taylor asked about the Downtown Ambassador position transitioning from the Temporary Employees line item to the Wages-Part Time Employees line item. West clarified that this change will take effect in April with the start of the 2025/2026 fiscal year.

### CONFLICTS OF INTEREST

*None.*

### ADDITIONS TO THE AGENDA

*None.*

### UNFINISHED BUSINESS

#### 4. 2025-2026 Budget Proposal

Motion made by Closs, seconded by Bostwick to recommend the proposed 2025-2026 budget to the City Commission.

Voting Yea: Thompson, Taylor, Bostwick, Lippens, Closs

**MOTION CARRIED.**

### NEW BUSINESS

#### 5. 2025 Farmers Market Vendor Policies

Motion made by Thompson, seconded by Closs to approve the updated 2025 Farmers Market Vendor Policies.

Voting Yea: Thompson, Taylor, Bostwick, Lippens

**MOTION CARRIED.**

#### 6. Upcoming Projects & Idea Exploration

West provided an overview of upcoming projects that the DDA has committed to over the next 12 months. These projects include replacing holiday garland along Delta Avenue, installing permanent vendor structures at the Farmers Market Square, beautification efforts at the intersections of Delta Avenue & 8th, 10th, and 11th Streets, and the continued exploration of a social district.

West then opened the floor for the DDA board to share ideas and identify needs within the downtown district. The discussion highlights are summarized below:

- **Walkability:** Mayor Thompson and Closs expressed interest in enhancing Gladstone's walkability. Discussion included potential support for rebuilding the boardwalk, expanding the walking path along the North Shore Development, adding sidewalks in areas where they are currently lacking, and maintaining a strong focus on snow removal.
- **Façade Grant Program:** Closs emphasized the value of continuing the façade grant program and suggested exploring options to increase its funding in the future.
- **Advertising & Signage Solutions:** Lippens revisited the idea of installing advertising signage to promote Gladstone businesses as visitors approach from the highway. Mayor Thompson and Closs also advocated for improved wayfinding signage throughout town. West proposed initiatives to strengthen the online presence of downtown businesses, recognizing that many visitors rely on their phones to find local destinations.
- **Code Enforcement:** The board discussed properties in need of improvement, ranging from minor violations, such as prompt snow removal, to larger-scale issues involving blight.
- **Beautification Efforts on 9th Street:** Following West's attendance at the Parks & Recreation Advisory Board Meeting, she expressed interest in future beautification efforts along 9th Street from 3rd Avenue North to Delta Avenue. Potential projects include tree planting and seasonal décor investments.

The board also discussed conducting a short survey targeted at downtown businesses and property owners to gather feedback and better plan for future needs. This survey would help identify priority projects and gauge interest in initiatives such as façade grant applications over the next three years. The Vision & Opportunity DDA Subcommittee will coordinate the survey.

### CITY COMMENTS & REPORTS

#### 7. 2024 Façade Grant Updates

West provided an update on the three 2024 facade grant awards.

- **20 S 10th St:** Paperwork has been completed, and the project is ready to begin.
- **1016 Delta Ave:** The property owner is considering scaling back the project based on the awarded funding and is awaiting updated quotes from their contractor. Once received, the project updates will be reviewed by the Façade Grant DDA Subcommittee, and their recommendation will be presented to the full DDA Board.
- **709 Delta Ave:** Façade grant funding will be distributed once the property's transfer of ownership is finalized.

**8. Melissa Silta's Upcoming Availability**

West informed the board of Melissa Silta's ongoing scheduling conflict with board meetings due to a standing appointment. She is currently on a waitlist for a new appointment time. The board expressed understanding of her situation and was comfortable granting excused absences as needed.

**9. North Shore Development**

No update to share currently.

**10. Permanent Structures at the Farmers Market**

West presented the design developed by Public Works and shared that Bay College's Welding Program has committed to taking on the project this spring. With funding from the Community Foundation, Bay College's involvement, and oversight and coordination from the DDA Board and the City of Gladstone, the board expressed enthusiasm for the strong community collaboration driving the project forward.

**11. Social District Updates**

West presented the outcomes of the social district survey and notified the board that the City Commission has directed that a planning committee be established to build the maintenance and management plan. West will continue to update the board of developments on this initiative.

**BOARD COMMENTS & REPORTS**

Board Chair Bostwick inquired about the following items:

- **Community Development Director/Zoning Administrator Job Posting:** West confirmed that interviews for the position are scheduled for Thursday, February 20th, with additional updates to be provided at the DDA's March meeting.
- **City Budget Discussions & Special Assessment Impacts:** West shared that budget workshops have been scheduled by the City Commission for the end of February. At that time, the City Manager will present potential solutions to address revenue shortfalls resulting from the elimination of special assessments.

**PUBLIC COMMENT**

Following the social district discussion, Teresa Evans addressed the board, expressing that she felt more informed. She inquired whether the establishment of a social district would result in a tax increase. The board assured her that it would not, as the DDA's tax revenue is generated through Tax Increment Financing (TIF). She also shared ideas to consider for our Old-Fashioned Christmas event.

**ADJOURNMENT**

Motion made by Thompson, seconded by Closs to adjourn at 9:18 AM.

Voting Yea: Thompson, Taylor, Bostwick, Lippens, Closs

**MOTION CARRIED.**

# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** 04/15/2025  
**Department:** DDA  
**Presenter:** Patricia West

**AGENDA ITEM TITLE:**

2025-2026 DDA Budget Acceptance

**BACKGROUND:**

The DDA recommended the attached 2025/2026 DDA Budget to the City Commission for approval in March, which went into effect April 1, 2025.

Following the City Commission’s review of the budget request on March 10, 2025, the City Commission motioned to set a public hearing for March 24, 2025 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:**

\$527,393.00

**SUPPORTING DOCUMENTATION:**

2025-2026 DDA Budget Detail

**RECOMMENDATION:**

Motion to accept the 2025/2026 DDA Budget for the record.



BUDGET REPORT FOR CITY OF GLADSTONE

Calculations As of 02/28/2025

Item 3.

GL Number	Description	23-24 Activity	24-25 Amended Budget	24-25 Activity	24-25 PROJECTED	25-26 REQUESTED	25-26 RECOMMENDED
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>							
Department: REVENUE							
248-000-437.001	CITY CAPTURE	198,816	208,066	258,723	268,967	259,718	0
248-000-437.005	BAY COLLEGE CAPTURE	43,358	44,406	57,374	58,967	55,470	0
248-000-437.009	DELTA COUNTY CAPTURE	66,319	67,568	85,095	89,551	84,288	0
248-000-437.013	DC ROAD PATROL CAPTURE	16,953	17,474	21,882	23,194	21,775	0
248-000-437.015	COMM ACTION CAPTURE	10,432	10,752	13,465	14,254	13,399	0
248-000-437.019	911 DISPATCH CAPTURE	9,779	10,079	12,623	13,362	12,561	0
248-000-437.021	DATA CAPTURE	7,823	8,063	10,140	10,734	10,093	0
248-000-437.023	DC RECYCLING CAPTURE	3,910	4,030	5,048	5,343	5,023	0
248-000-437.025	DELTA COUNTY JAIL BOND CAPTUR	9,388	9,676	12,010	12,713	11,943	0
248-000-540.000	GRANT REVENUE	1,960	4,000	600	4,000	6,000	0
DELTA AVE TREES, FARMERS MKT BUILDINGS							
248-000-573.000	LOCAL COMM STABILIZATION SHAR	6,363	6,363	6,363	6,363	6,363	0
248-000-642.000	DDA FACADE OWNER'S MATCH		25,000	2,500	2,500	25,000	0
248-000-665.000	INTEREST REVENUE	6,651	5,500	6,807	6,807	5,000	0
248-000-666.001	LIABILITY & PROP INS REIMBURS	60	60	60	60	60	0
248-000-675.006	FARMERS MARKET	6,815	1,125	1,325	1,325	1,500	0
248-000-675.007	FARMERS MARKET--FOOD ASSISTAN		4,500	1,705	1,705	1,800	0
248-000-675.008	FARMERS MARKET--SQUARE RENTAL		200	20	20	200	0
248-000-675.009	SOCIAL DISTRICT SPONSORSHIPS		0		0	6,000	0
248-000-675.010	SOCIAL DISTRICT STICKER REVEN		0		0	1,200	0
248-000-699.390	TRANSFER FROM FUND BALANCE		78,812		0	0	0
Total Department REVENUE:		388,627	505,674	495,740	519,865	527,393	0
Department: ADMINISTRATIVE							
248-537-702.000	WAGES-FULLTIME EMPLOYEES		0		0	7,500	0
248-537-704.000	WAGES-PART TIME EMPLOYEES	13,025	23,178	21,706	23,178	31,498	0
248-537-707.000	TEMPORARY EMPLOYEES	1,344	2,000	3,225	3,225	0	0
248-537-708.000	UNEMPLOYMENT	5	100	6	100	125	0
248-537-709.000	FICA 6.2%	1,093	1,519	1,787	1,787	1,953	0
248-537-711.000	MEDICARE 1.45%	256	355	418	418	457	0
248-537-716.000	DEFINED CONTRIBUTION PENSION	358	346	435	435	433	0
248-537-728.000	MSA EMPLOYER EXPENSE	140	140	115	140	176	0
248-537-734.000	MEMBERSHIP & DUES		0	250	250	250	0
248-537-735.000	EDUCATION & TRAINING	105	500	45	100	700	0
248-537-736.000	TRANSPORTATION & LODGING		500		0	500	0
248-537-751.000	MATERIALS & SUPPLIES	494	750	735	750	750	0
248-537-751.011	BEAUTIFICATION PURCHASES		0		0	14,521	0
TREES & GARLAND							
248-537-751.012	SOCIAL DISTRICT PURCHASES		0		0	8,100	0
SIGNAGE, NEW LOGO, STICKERS, CUPS							
248-537-753.000	PRINTING & PUBLISHING		0	586	586	0	0
248-537-754.000	POSTAGE	90	150	43	50	50	0
248-537-756.000	COMPUTER	747	3,000	1,100	3,000	4,270	0
248-537-757.000	COPIES	136	700	833	833	700	0
248-537-760.000	EQUIPMENT RENTALS		0	34	35	0	0
248-537-761.000	GENERAL FUND ADMINISTRATIVE F	20,000	20,000	20,000	20,000	20,000	0
248-537-761.003	GENERAL FUND CONCIERGE FEES	15,000	7,000	7,000	7,000	10,000	0
248-537-762.000	INTEREST EXPENSE	18,779	17,654	17,653	17,654	16,500	0
248-537-802.000	LEGAL FEES		500		500	500	0
248-537-803.000	AUDIT FEES	987	1,000	1,139	1,139	1,000	0

BUDGET REPORT FOR CITY OF GLADSTONE

Calculations As of 02/28/2025

Item 3.

GL Number	Description	23-24 Activity	24-25 Amended Budget	24-25 Activity	24-25 PROJECTED	25-26 REQUESTED	25-26 RECOMMENDED
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>							
Department: ADMINISTRATIVE							
248-537-808.000	TELEPHONE	498	540	556	556	540	0
248-537-819.000	FACADE GRANT PROGRAM	4	50,000	2,500	5,000	62,500	0
248-537-880.000	SPONSORSHIPS		0		0	2,000	0
248-537-880.001	CHRISTMAS CELEBRATION	5,535	5,500	5,594	5,594	3,000	0
248-537-880.003	FARMERS MARKET	16,872	4,300	10,846	10,846	4,500	0
248-537-880.004	FARMERS MARKET--FOOD ASSISTAN		4,500	1,800	1,800	1,800	0
248-537-880.005	FARMERS MARKET--SQUARE		4,000	8,744	7,971	0	0
248-537-880.009	DOWNTOWN DAY		0		0	1,000	0
248-537-900.000	PRINTING & PUBLISHING		4,000	2,500	2,500	5,000	0
248-537-910.000	INSURANCE LIABILITY	100	100	150	150	150	0
248-537-960.000	OTHER OPERATING SUPPLIES	187	250		0	0	0
248-537-970.000	CAPITAL OUTLAY		0		0	22,500	0
FARMERS MARKET STRUCTURES							
248-537-970.051	NORTH SHORE	219	84,500		0	0	0
248-537-995.006	9TH STREET BOND PAYMENT	227,000	227,000	227,000	227,000	227,000	0
248-537-995.007	NORTHSHORE LOAN PAYMENT	42,467	43,592	43,592	43,592	44,748	0
248-537-995.390	TRANSFER TO FUND BALANCE		0		133,676	32,672	0
Total Department ADMINISTRATIVE:		(365,441)	(507,674)	(380,392)	(519,865)	(527,393)	0
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL ESTIMATED REVENUES		388,627	505,674	495,740	519,865	527,393	0
TOTAL APPROPRIATIONS		365,441	507,674	380,392	519,865	527,393	0
NET OF REVENUES & APPROPRIATIONS:		23,186	(2,000)	115,348	0	0	0

# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** 04/15/2025  
**Department:** DDA  
**Presenter:** Patricia West

**AGENDA ITEM TITLE:**

2025-2026 Parks & Recreation Contract

**BACKGROUND:**

Board Chair, Jay Bostwick, met with Patricia West (DDA Director) and Wendy Taavola (Parks & Recreation Director) to discuss the annual renewal of the Parks & Recreation Contract. The funding has increased from \$7,000 during the previous fiscal year to \$10,000 this year, and the subcommittee recommends the increase be approved based on the terms outlined in the supporting documentation.

It is understood by both parties that if a social district is approved by the City Commission, the service agreement will be revisited to discuss the increased need for maintenance in our downtown.

**FISCAL EFFECT:**

\$10,000.00

**SUPPORTING DOCUMENTATION:**

Draft Service Agreement

**RECOMMENDATION:**

Motion to approve entering into the proposed service agreement with the City of Gladstone’s Parks & Recreation Department to oversee beautification, maintenance, event preparation and clean-up, farmers market services, trash collection, and other miscellaneous duties as assigned within the downtown district.

# 2025-2026 Service Agreement

City of Gladstone's Downtown Development Authority & Parks & Recreation Department



This agreement is entered into between the **Gladstone Downtown Development Authority (DDA)** and the **Parks & Recreation Department** for the provision of services to enhance and maintain the downtown district. The DDA agrees to pay the Parks & Recreation Department **\$10,000** during the 2025-2026 budget period in exchange for the services outlined in this agreement.

## Parks & Recreation Responsibilities

### Beautification & Maintenance

- Beautify boulevards, the Farmers Market area, and downtown parking lots.
- Ensure the pocket park at the end of Delta Avenue is regularly mowed, trimmed, and maintained.
- Maintain grass and control weeds on City Hall property, the Farmers Market property, the downtown pocket park, and other downtown properties, ensuring grass length does not exceed six inches.
- Maintain trees within the DDA district, including trimming, watering, and any other necessary care.
- Plant and maintain flowers in all DDA-designated green spaces.
- Pull weeds in and around business districts.
- Purchase materials and supplies for beautification within the downtown district.
- Remove snow from sidewalks on city-owned properties within the downtown district within 24 hours of snowfall, in accordance with the Code of Ordinances.
- Water flower baskets a minimum of every other day.

### DDA-Sponsored Events

The Parks & Recreation Department will provide support for DDA-sponsored events, including but not limited to:

- Business After Hours
- Downtown Day
- Farmers Market
- Hot Rods & Harleys
- Old-Fashioned Christmas
- Other DDA-hosted, sponsored, or supported events.

Staff assistance will include:

- Set-up and tear-down of required event supplies (canopies, chairs, tables, additional trash receptacles, etc.)
- Providing trash removal prior to, during, and after the events.
- Assisting with other event preparation as needed.

**Farmers Market Services**

- Clean the market square of debris and waste the week before the first market of the season.
- Ensure timely trash pickup at the Farmers Market.
- Hang the Farmers Market sign visible from US 2/41 at the beginning of the season and return it to storage at the end.
- Maintain the Farmers Market shed.
- Place and remove sandwich board signs on market days.
- Provide at least two concierge staff for setup, teardown, and general assistance during market days.
- Repair market equipment as needed (canopies, wagons, etc.).
- Return borrowed canopies to the market square each Monday and repair/replace any damaged ones.

**Trash Collection**

- Ensure trash receptacles along Delta Avenue and other downtown locations are emptied regularly throughout the year. A visual review will be conducted daily, and they should be cleaned out as needed.
- Perform trash pickup and cleanup in the streets, around businesses, and in boulevards.

**Miscellaneous Duties**

- Assist the DDA with special requests that arise within the DDA boundaries during summer months.
- Seasonally set up and remove DDA-owned bike racks, benches, picnic tables, and garbage cans as weather permits.
- Oversight of staff activities will be supervised by the Parks & Recreation Director.

**Agreement Signatures**

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<b>DDA Board Chair</b>	<b>Date</b>	<b>Parks &amp; Recreation Director</b>	<b>Date</b>

# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** 04/15/2025  
**Department:** DDA  
**Presenter:** Patricia West

**AGENDA ITEM TITLE:**

Façade Grant Withdrawal | 1016 Delta Ave

**BACKGROUND:**

Whitney Maloney of Superbloom Coffee House has withdrawn her acceptance of the Façade Grant for the 2024 application round.

**FISCAL EFFECT:**

\$5,000.00

**SUPPORTING DOCUMENTATION:**

Email from Whitney Maloney withdrawing her application.

**RECOMMENDATION:**

The façade grant subcommittee recommends rolling the \$5,000.00 funding into the 2025 Application round (opening in September).

Motion to accept the statement of withdrawal from Whitney Maloney for the 2024 Façade Grant Application Round for the record and carry the \$5,000.00 funding forward into the 2025 Façade Grant Application Round.



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**Re: Facade Grant Funding | 1016 Delta Ave**

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**From** Whitney Maloney <happywhitney@gmail.com>

**Date** Thu 2/27/2025 1:18 PM

**To** Patricia West <pwest@gladstonemi.gov>

Hello Patricia,

Please officially withdraw my application for the facade grant for this year. I look forward to future opportunities. Thank you!

Whitney

On Thu, Feb 27, 2025 at 9:26 AM Patricia West <[pwest@gladstonemi.gov](mailto:pwest@gladstonemi.gov)> wrote:

Hi Whitney,

If you decide to officially withdraw your facade grant application for this year, please send me a brief statement, and I'll ensure it's recorded with the DDA. This will keep you eligible for future consideration, and we can reallocate the funding to other committed projects.

Let me know if you have any questions!

Thank you,

Patricia West

DDA Director  
City of Gladstone

# By-Laws & Rules of Procedure

## Downtown Development Authority

**ADOPTED:** 10/08/2023  
**AMENDMENT:** 11/09/2020  
**AMENDMENT:** 07/10/2023



**GLADSTONE**  
— MICHIGAN —

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## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

#### I. AUTHORITY

The Downtown Development Authority, hereinafter called, “The DDA” is a public authority of the City of Gladstone created by City Ordinance 471. These By-laws and Rules of Procedure are adopted by the City of Gladstone DDA pursuant to Public Act 197 of 1975, recodified as Public Act 57 of 2018, and shall have the powers and responsibilities as granted by the act.

#### II. MEMBERSHIP

- A. 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 the approval by a majority vote of the members elect of the City Commission. If the mayor chooses a designee, the designee shall be from the City Commission and shall serve for a period of at least one year.
- B. The majority of the members shall be persons having an interest in property in the downtown district. A minimum of one member shall be a resident of the downtown district and one member shall be a representative of Gladstone Area Schools.
- C. The term of each DDA member shall be four years. All members shall hold office until their successors are appointed. Members may be removed from office by the City Commission for misfeasance, malfeasance or nonfeasance upon written charges and after a public hearing.
- D. Vacancies occurring in office other than through the expiration of term shall be filled through appointment by the mayor for the un-expired term.
- E. Members of the DDA shall serve without compensation for their services, unless otherwise provided by the City Commission.
- F. Members of the DDA and staff shall be entitled to receive reimbursement for expenses incurred for travel in the performance of activities authorized by the City Commission, including but not limited to, attendance at conferences, workshops, educational and training programs and meetings. Such reimbursement for expenses shall be at the rates provided by the city for travel by City Staff. However, the following types of travel shall not be eligible for reimbursement:
  - a. Travel to and from DDA meetings.
  - b. Local travel for the purpose of viewing sites, which will be the subject of DDA action.
  - c. Attendance at conferences, workshops, education and training programs and meetings, which are held within a radius of ten (10) miles from Gladstone City Hall.
  - d. Travel for which there is no funds available in the DDA budget.
  - e. Travel which the chairperson of the DDA, in his or her sole discretion, determines to be not eligible for reimbursement under these provisions.

III. OFFICERS

A. Selection

- a. The officers of the DDA shall consist of Chairperson and Vice-Chairperson/Secretary selected from the general membership of the DDA.
- b. The election of all officers shall occur at the DDA's first regular meeting after May 10th each year.
- c. Nominations of members for an office shall be by a current member of the DDA during the meeting when elections are held.
- d. All nominations shall be seconded by another member of the DDA to be considered a valid nomination.
- e. All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected.
- f. To be elected to an office, a nominee must receive a majority of the votes of the full DDA.
- g. All terms of office shall be for two years with eligibility for reelection.

B. Resignation of the Officers

- a. An officer may resign his/her office by submitting a letter to the DDA Chairperson.
- b. The resignation from office will not be effective until acted upon and accepted by the DDA at its next regularly scheduled meeting.

C. Duties of the Officers

- a. The Chairperson shall:
  - i. Preside at all meetings and shall conduct all meetings in accordance with the Open Meetings Act, (Public Act 57 of 2018, as amended), and the rules provided herein.
  - ii. As appropriate, act as liaison between the DDA and the City staff, consultants and all other pertinent agencies or agents of the City of Gladstone.
  - iii. Appoint such committees and subcommittees as the Chairperson deems desirable.
  - iv. In cooperation with the City Manager, prepare the agendas for all meetings.
  - v. Be responsible for enforcing these Rules of Procedures and for enforcing orderly conduct at meetings.
  - vi. Have the powers and duties set forth in Roberts Rules of Order to the extent that they do not conflict with these Rules of Procedure.
  - vii. Have the authority to cancel a scheduled meeting in advance of the meeting date where the Chairperson has determined that quorum will not be available and shall reschedule the meeting as may be required.
  - viii. Appoint the recording secretary to record the official record of the meeting.
  - ix. The Chairperson shall have the duty to vote in the same manner as members of the DDA.
- b. The Vice-Chairperson/Secretary shall:
  - i. Assume the duties of the Chairperson in the absence of the Chairperson, or when specifically authorized to do so.

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### Gladstone Downtown Development Authority

- ii. Succeed to the office of Chairperson in the event of a vacancy in that office, in which case the DDA shall select a successor to the office of Vice-Chairperson/Secretary at the earliest practical time.
- iii. Perform such other duties as the Chairperson may assign.
- iv. As Secretary of the DDA shall:
  - 1. Delegate the execution of documents in the name of the DDA to the recording secretary.
  - 2. Delegate the receipt and review of all communications addressed to the Secretary to the recording secretary.
  - 3. Delegate to the recording secretary the keeping of attendance records, providing of all required notices, and preparation of a meeting agenda.
  - 4. Perform such other duties as may be ordered by the Chairperson or DDA
- c. The recording secretary shall take notes for minutes and prepare a first draft of minutes for review, perform the duties delegated to the recording secretary by the Secretary, and perform other duties as may be ordered by the Chairperson or DDA.

#### IV. MEETINGS

##### A. Meeting Notices

- a. All meeting notices shall be posted at the City Hall in accordance with the Open Meetings Act.
- b. The notice shall include the date, time, and place of the meeting.
- c. Notice of any change in the date or time of a meeting shall be posted in the manner required by the Open Meetings Act.

##### B. Regular Meetings and Special Meetings

- a. The DDA shall hold a regular meeting each month for which there is business to be conducted but shall hold at least four regular meetings each year. It shall keep a record of its transactions, findings and determinations, and such record shall be a public record.
- b. At the first meeting of the DDA in each calendar year a schedule of the meeting dates, times and places shall be set and within ten days after a Public Notice of the dates, time and place shall be posted in compliance with the Open Meetings Act.

If there is a change in the schedule of the regular meetings of the DDA there shall be posted within three days after the meeting at which the change is made, a Public Notice stating the dates, times, and place.

- c. Special meetings of the DDA shall be held at the call of the Chairperson or upon written request to the secretary by at least three DDA members and shall be scheduled in compliance with the Open Meetings Act. Each member of the DDA shall receive notice (written, email or voicemail) of a special meeting at least 24 hours prior to the meeting. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the DDA unless the item has been stated in the notice of such meeting.
- d. Closed sessions may be scheduled in accordance with the Open Meetings Act.

##### C. Quorum

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- a. The presence of a majority of membership of the DDA shall constitute a quorum of the DDA.
  - b. If a quorum is not present, the members of the DDA may discuss matters of interest but can take no action until the next regular or special meeting.
- D. Motions
- a. All motions shall be restated or summarized by the Chairperson before a vote is taken.
  - b. The name of the maker and supporters of the motions shall be recorded.
- E. Voting
- a. All DDA members shall have the duty to vote on matters before the DDA and shall not abstain on any matter except where there is a conflict of interest.
  - b. The affirmative vote of five members of the DDA is required to make any determination upon any matter, except as otherwise provided in these Rules of Procedure or ordinance or City Code or state law.
  - c. A simple majority of a quorum is required for procedural motions or resolutions, such as:
    - i. Motion to approve or amend the minutes.
    - ii. Motion to table.
    - iii. Motion to postpone.
    - iv. Motion to recess.
    - v. Motion to adjourn.
    - vi. Motion to recognize achievement or contribution.
    - vii. Motion to add matters to the agenda.
    - viii. Motion to approve consent agenda.
    - ix. Motion to Set Public Hearings.
  - d. Voting on procedural motions or resolutions described in “C” above may be voice vote. In all matters other than procedural, the presiding officer shall call for a voice vote, and if no member states opposition to the motion, it shall be deemed to have passed unanimously and shall be so recorded. In the event any member votes “no”, a roll call shall be conducted and recorded.
  - e. Before participating in a decision or hearing or casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member SHALL disclose the potential conflict of interest to the DDA. The member is disqualified from participating in the discussion or hearing and from voting on the matter as provided here in or as may be provided by a majority vote of the remaining members of the DDA. Failure of a member to disclose a potential conflict of interest as required in these bylaws constitutes malfeasance in office.
    - i. A conflict of interest for a member of the DDA shall include, but not necessarily be limited to, a matter pending before the DDA which:
      - 1. Concerns the member himself or herself
      - 2. Concerns work on land owned by the member, or which is adjacent to land owned by the member.
      - 3. Involves a corporation, company, partnership, or other entity in which the member is a part owner, or any other relationship where the member may stand to have a financial gain or loss.

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4. Concerns the member's spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parent in-law, or members of the member's household.
  5. The member's employee or employer is:
    - a. An applicant or agent for an applicant, or
    - b. Has a direct interest in the outcome.
  6. The member has a close business or family relationship with an applicant, the applicant's attorney or other representative, or any expert witness.
    - ii. A conflict of interest shall not include an interest the member may have in common with the general public interest.
    - iii. If such a conflict of interest is identified, the member shall disqualify himself or herself at the outset of the hearing or discussion and shall not participate in the discussion or decision, and if so, requested by the chairperson shall leave the meeting room until the issue is concluded.
    - iv. In the event a member is unsure whether he or she is in a conflict of interest position, the remaining members of the DDA by a majority vote shall decide whether or not a conflict of interest exists, and such decision shall be binding and final.
  - f. On all other issues each member shall have an obligation to vote, unless excused for good cause by the unanimous vote of the remaining members present.
- F. Order of Business
- a. A written agenda for all members shall be prepared and followed. No matters for consideration shall be accepted after the agenda packets have been delivered unless the DDA, by separate action, accepts the matter for discussion/action. The general order of business shall be the following:
    - i. CALL TO ORDER
      1. ROLL CALL
    - ii. PUBLIC COMMENT
    - iii. APPROVAL OF MINUTES
    - iv. FINANCIALS
    - v. CONFLICTS OF INTEREST
    - vi. ADDITIONS TO THE AGENDA
    - vii. UNFINISHED BUSINESS
    - viii. NEW BUSINESS
    - ix. CITY COMMENTS & REPORTS
    - x. BOARD COMMENTS & REPORTS
    - xi. ADJOURNMENT
  - b. A written agenda for special meetings shall be prepared and followed, however the form enumerated above shall not be necessary.
- G. Public Comment
- a. During this portion of the agenda, a member of the audience may address the DDA on any issue, including items that were not scheduled on the agenda.

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- b. 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.
- H. Rules of Order
  - a. DDA meetings shall be informal. However, if required to keep order, meetings shall be governed by “Roberts Rules of Order”, latest published edition, for issues not specifically covered by these Bylaws. Where these Bylaws conflict or are different than “Roberts Rules of Order”, then these Bylaws control.
- I. Beginning and Ending Time
  - a. All DDA meetings shall begin promptly at the time set in the meeting schedule.
  - b. Every effort should be made to complete the agenda items.
  - c. At the discretion of the Chairperson a motion to adjourn may be entertained even though all business on the agenda has not been completed.

#### V. MINUTES

- A. The DDA minutes shall be prepared by the recording secretary.
- B. The minutes shall contain the following:
  - a. A synopsis of the discussion of the DDA and comments by the public.
  - b. A complete restatement of all motions, and a record of all transactions, findings, and determinations.
  - c. A record of the outcome of DDA voice votes and a recording of roll call votes.
  - d. A summary of the conditions or recommendations made on any action, and
  - e. A record of member’s attendance.
- C. The minutes of the DDA including all attached communications, actions and resolutions shall be deposited with the City Clerk to be accepted by the City Commission. Minutes shall be available for public inspection after the meeting to which the minutes refer. Corrections in the minutes shall be made not later than the next meeting after the meeting to which they refer and shall be made available not later than the next meeting after correction.

#### VI. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- A. All meetings of the DDA shall be open to the public and held in a place available to the general public, except for closed sessions authorized under the Open Meetings Act.
- B. All deliberations and decisions of the DDA shall be made at a meeting open to the public, except decisions made at a closed session as noted in section “VI; A”.
- C. A person shall not be excluded from a meeting of the DDA except for breach of the peace committed at the meeting or a closed session as provided in the Open Meetings Act.
- D. All records, files, publication, correspondences, and other materials are available to the public for reading, copying and other purposes as governed by the Freedom of Information Act, except for the records of closed sessions.

#### VII. AMENDMENTS

- A. These By-laws and Rules of Procedure may be amended by the DDA by a concurring vote of five members during any regular meeting or special meeting, provided that all members have received an advanced copy of the proposed amendments prior to the meeting at which such

**By-Laws & Rules of Procedure**  
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amendments are to be considered. Amendments will then be submitted to the City Commission for final approval.

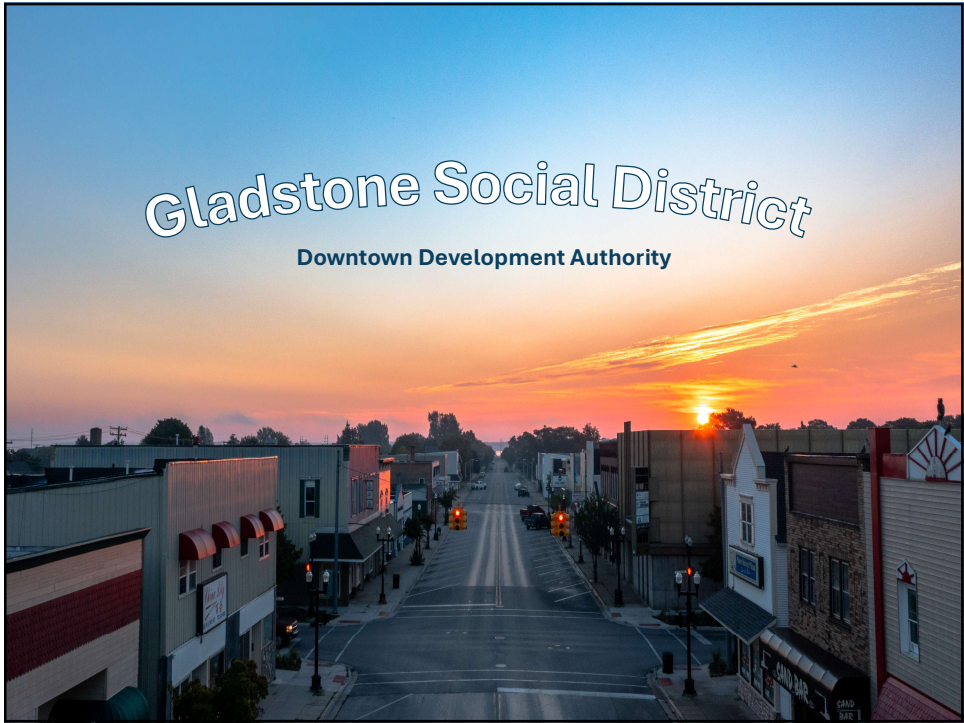
**THESE BY-LAWS AND RULES OF PROCEDURE WERE ADOPTED ON 10/8/2013.**

  
\_\_\_\_\_  
**Downtown Development Authority Chairperson**

8-15-23  
**Date**

  
\_\_\_\_\_  
**Vice-Chairperson/Secretary**

8-17-23  
**Date**



# Gladstone Social District

Downtown Development Authority

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## What is a Social District? 🍷🍺



Authorized by Michigan law in 2020, social districts **allow communities to designate areas where beverages from licensed establishments can be enjoyed outdoors** in specially marked containers.

Introduced during the COVID-19 pandemic to support local businesses, these districts have since grown in popularity, enhancing downtown atmospheres and boosting tourism.

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

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## Benefits of a Social District

A social district enhances **community engagement** and **economic vitality** by creating a vibrant, walkable downtown that attracts businesses, residents, and visitors alike.

It **increases foot traffic**, encourages longer downtown visits, and **stimulates economic growth** by supporting local businesses.

By making downtown more inviting, it **incentivizes the occupation of vacant or underutilized buildings** and **fosters business collaboration**.

A social district **strengthens community identity**, promotes outdoor socialization, and provides a platform for local arts, culture, and live entertainment, making the area **a more attractive place to live, work, and visit**.



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## Drawbacks of a Social District

### Community Raised Concerns

#### Child Proximity to Alcohol

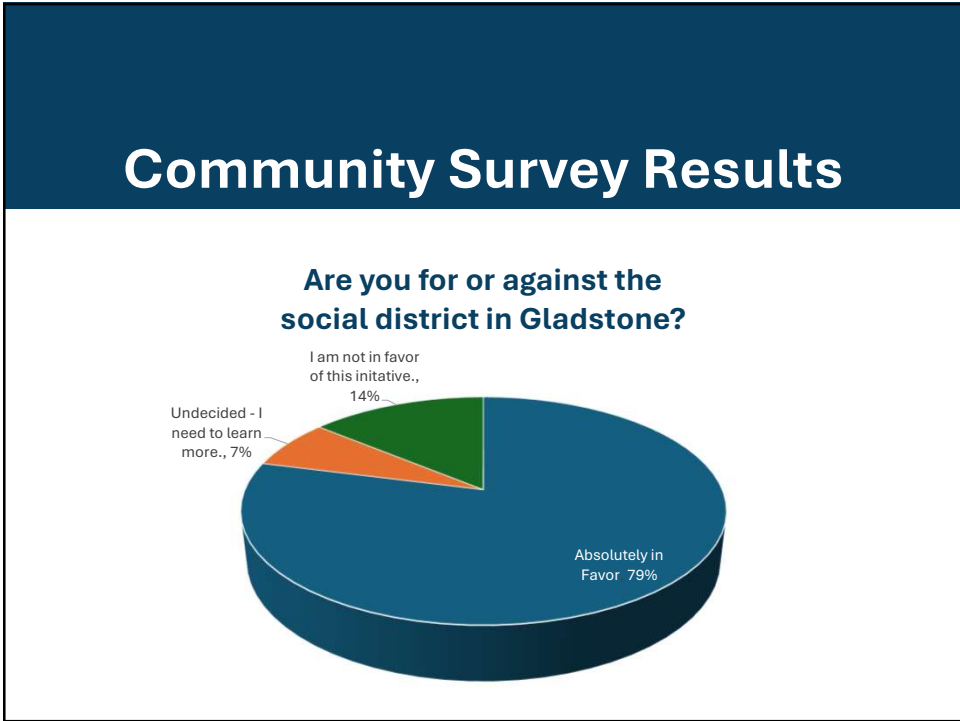
#### Increase in Alcohol Related Crimes

- Aggression/Bad Behavior
- Drunk Driving
- Noise
- Public Intoxication
- Underage Drinking

#### Increase in Litter and Trash



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## Community Survey Results

*"I don't know who is behind the push to revitalize the downtown area of Gladstone, but I applaud you're your effort! Thank you!"*

*"I am an economic partner in the area and I think this would hugely benefit many downtown Gladstone businesses. Such a great idea!"*

**"Please please please do this. I'm begging you. In order to get younger people to want to move here we need to offer social opportunities that many of them experience in the larger areas that they go to college in. This is a great first step for us!"**

*"I think this is a great idea. I feel like in delta county we are so behind on trying new things. I understand we're more of an old person community but some of us are still younger."*

*"I think this is an innovative idea that has potential to be successful if the downtown businesses are on board."*

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# Community Survey Results

*“I think Dew Drop Inn has done a great job at offering outdoor seating where people, if they so choose, can enjoy the outdoors while also enjoying their drinks. Other businesses are free to take the steps they did.”*



“From my vantage point Gladstone already has substance abuse issues. It seems like this initiative might facilitate the problem. This would not be top of my list on ways to promote growth and tourism to this tiny but awesome town.”



“I am highly disappointed in the fact of alcohol potentially being allowed openly and freely downtown is even being considered. As a DDA you could be using time to be much more productive. You’re catering to a crowd of people who can potentially create major problems for the city and people of the city”

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# Steering Committee Established



Joe Thompson  
Mayor



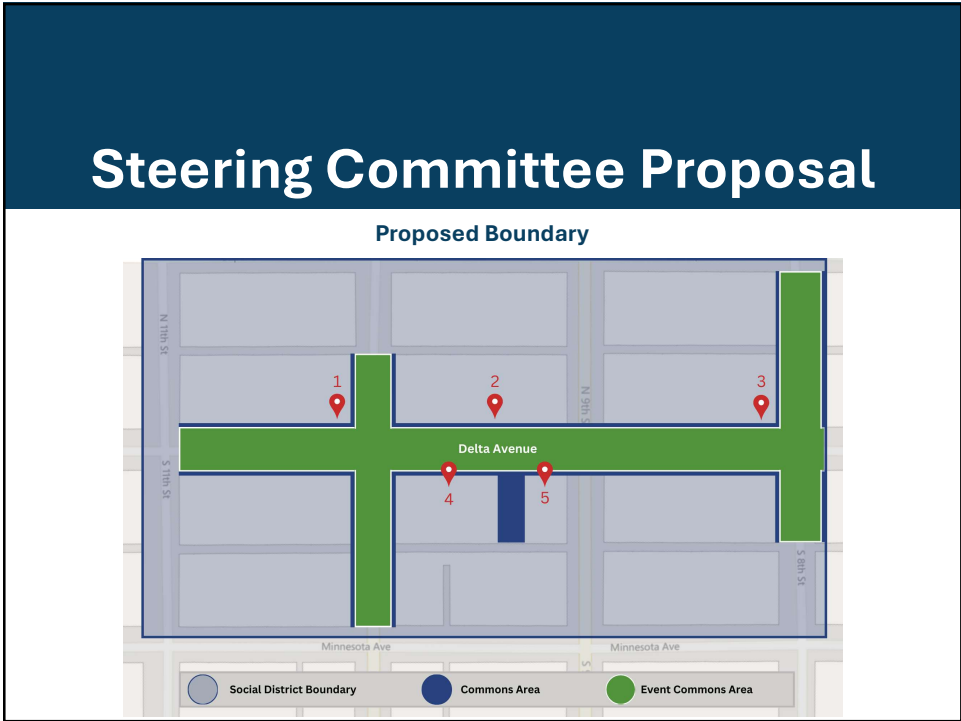
Ron Robinson  
Public Safety Director



Patricia West  
DDA Director



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# Steering Committee Proposal

## Hours of Operation

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

Day of the Week	Hours
Sunday	12:00 PM – 10:00 PM
Monday	4:00 PM – 10:00 PM
Tuesday	4:00 PM – 10:00 PM
Wednesday	4:00 PM – 10:00 PM
Thursday	4:00 PM – 10:00 PM
Friday	4:00 PM – 10:00 PM
Saturday	12:00 PM – 10:00 PM

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# Steering Committee Proposal

## Research on Community Safety & Impact

“The City of Brighton started a social district in 2020/2021 and we currently have 14 participating establishments. In the beginning, there was some concern as to how this was going to impact the community and police service. So far, **we have not experienced any issues as it relates to drunk driving, fights, and people refilling the social district cups in parking lots.**

I believe the success of our social district is due to the educational campaign we did for the community, restaurants, and social district signage posted.”

Brent Pirochta  
Chief of Police  
Brighton City Police Department



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# Steering Committee Proposal

## Research on Community Safety & Impact

“The City of Lowell has had a social district since 2020. Our biggest complaint is patrons drinking package alcohol in the district. They will bring it with or buy it a(t) our local liquor store. We just educate the public (pour it out and give a warning) and remind them of the restrictions.”

Christopher Hurst  
Chief  
Lowell Police Department



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# Steering Committee Proposal

## Enforcement & Security



**Public Safety Enforcement:** Gladstone Public Safety will ensure compliance within the district.



**Clear Boundaries & Education:** Signage will define district limits, and the city's website will provide guidelines.



**Event Coordination:** Public Safety is notified of special events requiring City Commission approval. Additional police presence must be coordinated with event organizers. Event coordinators cover associated Public Safety staffing costs.



**Legal Compliance:** State and local laws on public intoxication, impaired driving, and open containers apply.



**Reporting Violations:** Any infractions should be reported to law enforcement.



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# Steering Committee Proposal

## Serving Container Oversight

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

**These requirements include:**

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

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# Steering Committee Proposal

## Sanitation & Trash Collection

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

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



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# Steering Committee Proposal


## Closing, Pausing, or Revoking the District

The privilege of having a social district comes with the responsibility of maintaining its benefits and integrity. A meeting shall be held annually between DDA administrative staff and the participating establishments to discuss the impact (either positive or negative) of the district and identify needs to ensure its future success.

Pausing the District	Revoking the District
<p>The City Commission or DDA may temporarily close the district if public alcohol consumption is deemed inappropriate.</p> <p>The DDA will provide at least 7 days notice to all licensed establishments.</p> <p>During closure, licensees must restrict alcohol consumption to their service areas.</p>	<p>If misuse is identified, or the public's health, safety, or wellbeing is at risk, the municipality may revoke the district designation following a public hearing.</p>

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# Questions?



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