



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue

November 18, 2025

8:15 AM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) DDA Regular Meeting Minutes - October 21, 2025

FINANCIALS

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

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

NEW BUSINESS

- [4.](#) 2025 Facade Grant Application Review
- [5.](#) Downtown Action Plan
- [6.](#) Grant Application Request | America250MI History Program Grants
- [7.](#) DDA Inventory Rentals
- [8.](#) DDA Judge for Holiday Home Decorating Contest

UNFINISHED BUSINESS

- [9.](#) Facade Grant Update | 709 Delta Ave

CITY COMMENTS & REPORTS

10. 2025 Holiday Home Decorating Contest
11. Feedback on the LARA Portal Workshop
12. Informational Meeting in December
13. Interim City Manager Announcement
14. November 4th Election Outcomes
15. Old-Fashioned Christmas Updates
16. Trash Cans on Delta Updates

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: 11-14-2025 | Patricia West, Community Development 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
October 21, 2025
8:15 AM

MINUTES

CALL TO ORDER

DDA Chair, Jay Bostwick, called the meeting to order at 8:17 PM.

1. Roll Call

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

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. DDA Regular Meeting Minutes - September 16, 2025

Motion made by Grzybowski, seconded by Thompson to approve the DDA Regular Meeting Minutes of September 16, 2025.

Voting Yea: Becker, Bostwick, Thompson, Grzybowski

MOTION CARRIED.

FINANCIALS

3. September Revenue & Expenditure Report

West provided an overview of the revenue and expenditure report for the month of September. Key highlights include:

- On October 14, 2025, \$300,000 was transferred from cash assets to the Michigan CLASS investment account to generate additional investment income.
- The winter tax bills will be issued at the end of November, and the DDA anticipates increased revenue collections following their distribution.
- Expenditures for both the holiday garland and the tree planting project are expected to appear under the Beautification Purchases line item beginning in November. The DDA expects to be reimbursed for a portion of the tree planting project through grant funding and contributions from the Dr. Mary Cretens Fund.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

Item 2.

UNFINISHED BUSINESS

None.

NEW BUSINESS

4. Downtown Sponsorship for Trash Cans

Motion by Grzybowski, seconded by Lippens, to prepare a proposal for the purchase of ten trash receptacles, including costs for customization, shipping, and a defined sponsorship opportunity to be reviewed for future consideration.

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

MOTION CARRIED.

5. Facade Grant Update | 709 Delta Ave

Motion made by Becker, seconded by Grzybowski to postpone the discussion until the November 18th meeting, following the closing of the facade grant application round.

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

MOTION CARRIED.

6. Pausing Social District | Old-Fashioned Christmas

Motion made by Lippens, seconded by Becker to recommend that the City Commission temporarily pause the Gladstone Social District on Friday, November 28th, from 4:00 PM to 10:00 PM, consistent with the district's regular hours of operation, and to reopen the district under normal hours on Saturday.

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

MOTION CARRIED.

7. Planning Commission's Sign Ordinance Review

Motion made by Lippens, seconded by Becker to appoint Kyle Closs to the Sign Ordinance Subcommittee with the Gladstone Planning Commission.

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

MOTION CARRIED.

8. Public Health's Narcan Distribution Box Placement

The DDA recommended this request be routed to Gladstone Public Safety.

CITY COMMENTS & REPORTS

In addition to the items listed below, West reported that the Parks & Recreation Department assisted with the purchase of several new benches for the downtown area, as well as wagons for the Farmers Market.

9. Downtown Christmas Tree

The City of Gladstone has secured its 2025 Christmas Tree.

10. City Sponsor Halloween Activities

The Trunk or Treat will take place on Saturday, October 25th, and the trick-or-treating will take place on Friday, October 31st from 5-7 PM.

11. Downtown Day Follow-Up

West provided an overview of Downtown Day, and recognized the Downtown Ambassador, Samantha Gaudino, for coordinating a fantastic event.

12. Facade Grant Applications Deadline

The facade grant application deadline is October 31st.

13. Input Sought for Delta County Master Plan

Delta County is seeking public input as they pursue an update to their Master Plan. West encouraged the board to help spread the word and ensure that Gladstone is well represented.

Item 2.

14. MEDC's Michigan Main Street Program

West shared that she plans to discuss this opportunity at a future meeting.

15. Navigating the New LARA Portal for LLC's

The DDA sponsored workshop will be hosted at Saunder's Point Brewing on Tuesday, October 28th.

16. Notice of General Election on November 4, 2025

West encourage the DDA to make sure they are registered to vote and show up on election day!

17. Old-Fashioned Christmas Updates

Plans are underway for this year's event, which will be held from 5-7 PM on Friday, November 28th. Business sign-up is now open.

18. Open Positions with the City of Gladstone

The city is looking to fill three full-time positions:

- Sanitation Operator with Public Works
- Maintenance & Janitorial with Parks & Recreation
- Public Safety Officer

19. Vision & Opportunity Subcommittee Meeting Updates

The subcommittee met and held a productive discussion focused on project ideation and prioritization. West will compile the outcomes of that discussion into a Downtown Action Plan proposal to present to the DDA in advance of budget planning.

BOARD COMMENTS & REPORTS

- Lippens suggested utilizing the \$30,000 in forfeited façade grant funding to invest in improvements to the 701 Delta pocket park, depending on the outcome of this year's façade grant applications.
- Grzybowski noted that the paint on the Farmers Market shed is peeling and recommended that repainting be included in future maintenance planning.
- Board Chair Bostwick mentioned that the next meeting falls during hunting season. West will send an email notice to confirm whether a quorum can be expected.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Becker, seconded by Grzybowski to adjourn at 9:27 AM.

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

MEETING ADJOURNED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE

Balance As of 10/31/2025

Item 3.
 YTD 10/31/2025
 Normal (Abnormal)

GL Number	Description	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY		
*** Assets ***		
248-000-001.000	CASH	(132,461.61)
248-000-017.000	INVESTMENT IN FIRST BANK	77,580.75
248-000-017.001	INVESTMENTS IN MI CLASS	404,207.96
248-000-055.000	ACCRUED INCOME	645.82
Total Assets		349,972.92
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	2,877.66
248-000-257.000	ACCRUED PAYROLL	259.28
Total Liabilities		3,136.94
*** Fund Equity ***		
248-000-390.000	FUND BALANCE	309,988.86
Total Fund Equity		309,988.86
Total Fund 248:		
TOTAL ASSETS		349,972.92
BEG. FUND BALANCE		309,988.86
+ NET OF REVENUES & EXPENDITURES		36,847.12
= ENDING FUND BALANCE		346,835.98
+ LIABILITIES		3,136.94
= TOTAL LIABILITIES AND FUND BALANCE		349,972.92

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 10/31/2025
 % Fiscal Year Completed: 58.63

Item 3.

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 10/31/2025 (Abnormal)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-437.001	CITY CAPTURE	259,718.00	259,718.00	260,511.10	(793.10)	100.31
248-000-437.005	BAY COLLEGE CAPTURE	55,470.00	55,470.00	28,146.95	27,323.05	50.74
248-000-437.009	DELTA COUNTY CAPTURE	84,288.00	84,288.00	85,534.94	(1,246.94)	101.48
248-000-437.013	DC ROAD PATROL CAPTURE	21,775.00	21,775.00	0.00	21,775.00	0.00
248-000-437.015	COMM ACTION CAPTURE	13,399.00	13,399.00	0.00	13,399.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	12,561.00	12,561.00	0.00	12,561.00	0.00
248-000-437.021	DATA CAPTURE	10,093.00	10,093.00	0.00	10,093.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	5,023.00	5,023.00	0.00	5,023.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	11,943.00	11,943.00	0.00	11,943.00	0.00
248-000-540.000	GRANT REVENUE	6,000.00	6,000.00	2,000.00	4,000.00	33.33
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	6,363.00	6,363.00	0.00	6,363.00	0.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	25,000.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	5,000.00	5,000.00	8,578.63	(3,578.63)	171.57
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	60.00	60.00	39.75	20.25	66.25
248-000-674.000	DONATIONS	0.00	0.00	500.00	(500.00)	100.00
248-000-675.006	FARMERS MARKET	1,500.00	1,500.00	2,975.00	(1,475.00)	198.33
248-000-675.007	FARMERS MARKET--FOOD ASSISTANCE PROG	1,800.00	1,800.00	2,260.00	(460.00)	125.56
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	200.00	0.00	200.00	0.00
248-000-675.009	SOCIAL DISTRICT SPONSORSHIPS	6,000.00	6,000.00	0.00	6,000.00	0.00
248-000-675.010	SOCIAL DISTRICT STICKER REVENUE	1,200.00	1,200.00	0.00	1,200.00	0.00
Total Dept 000 - REVENUE		527,393.00	527,393.00	390,546.37	136,846.63	74.05
Revenues		527,393.00	527,393.00	390,546.37	136,846.63	74.05
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-702.000	WAGES-FULLTIME EMPLOYEES	7,500.00	7,500.00	6,510.71	989.29	86.81
248-537-702.101	DPW BENEFITS	0.00	0.00	2,257.15	(2,257.15)	100.00
248-537-703.000	SALARIES	0.00	0.00	4,129.43	(4,129.43)	100.00
248-537-704.000	WAGES-PART TIME EMPLOYEES	31,498.00	31,498.00	17,075.47	14,422.53	54.21
248-537-708.000	UNEMPLOYMENT	125.00	125.00	4.83	120.17	3.86
248-537-709.000	FICA 6.2%	1,953.00	1,953.00	2,662.60	(709.60)	136.33
248-537-711.000	MEDICARE 1.45%	457.00	457.00	622.68	(165.68)	136.25
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	433.00	433.00	2,922.51	(2,489.51)	674.94
248-537-728.000	MSA EMPLOYER EXPENSE	176.00	176.00	1,174.96	(998.96)	667.59
248-537-734.000	MEMBERSHIP & DUES	250.00	250.00	350.00	(100.00)	140.00
248-537-735.000	EDUCATION & TRAINING	700.00	700.00	150.00	550.00	21.43
248-537-736.000	TRANSPORTATION & LODGING	500.00	500.00	918.46	(418.46)	183.69
248-537-751.000	MATERIALS & SUPPLIES	750.00	750.00	1,138.91	(388.91)	151.85
248-537-751.011	BEAUTIFICATION PURCHASES	14,521.00	14,521.00	2,466.57	12,054.43	16.99
248-537-751.012	SOCIAL DISTRICT PURCHASES	8,100.00	8,100.00	1,700.68	6,399.32	21.00
248-537-754.000	POSTAGE	50.00	50.00	6.50	43.50	13.00
248-537-756.000	COMPUTER	4,270.00	4,270.00	412.45	3,857.55	9.66
248-537-757.000	COPIES	700.00	700.00	707.28	(7.28)	101.04
248-537-760.000	EQUIPMENT RENTALS	0.00	0.00	4,136.14	(4,136.14)	100.00
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	20,000.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	10,000.00	10,000.00	10,000.00	0.00	100.00
248-537-762.000	INTEREST EXPENSE	16,500.00	16,500.00	0.00	16,500.00	0.00
248-537-802.000	LEGAL FEES	500.00	500.00	750.00	(250.00)	150.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 10/31/2025
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Item 3.

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 10/31/2025 (Abnormal)	Available 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-803.000	AUDIT FEES	1,000.00	1,000.00	0.00	1,000.00	0.00
248-537-808.000	TELEPHONE	540.00	540.00	418.15	121.85	77.44
248-537-819.000	FACADE GRANT PROGRAM	62,500.00	62,500.00	0.00	62,500.00	0.00
248-537-880.000	SPONSORSHIPS	2,000.00	2,000.00	1,559.00	441.00	77.95
248-537-880.001	CHRISTMAS CELEBRATION	3,000.00	3,000.00	0.00	3,000.00	0.00
248-537-880.003	FARMERS MARKET	4,500.00	4,500.00	13,411.19	(8,911.19)	298.03
248-537-880.004	FARMERS MARKET--FOOD ASSISTANCE PROG	1,800.00	1,800.00	2,780.00	(980.00)	154.44
248-537-880.009	DOWNTOWN DAY	1,000.00	1,000.00	1,111.00	(111.00)	111.10
248-537-900.000	PRINTING & PUBLISHING	5,000.00	5,000.00	490.00	4,510.00	9.80
248-537-910.000	INSURANCE LIABILITY	150.00	150.00	100.00	50.00	66.67
248-537-970.000	CAPITAL OUTLAY	22,500.00	22,500.00	26,732.58	(4,232.58)	118.81
248-537-991.010	9TH STREET BOND PAYMENT	227,000.00	227,000.00	227,000.00	0.00	100.00
248-537-991.011	NORTHSHORE LOAN PAYMENT	44,748.00	44,748.00	0.00	44,748.00	0.00
248-537-995.390	TRANSFER TO FUND BALANCE	32,672.00	32,672.00	0.00	32,672.00	0.00
Total Dept 537 - ADMINISTRATIVE		527,393.00	527,393.00	353,699.25	173,693.75	67.07
Expenditures		527,393.00	527,393.00	353,699.25	173,693.75	67.07
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		527,393.00	527,393.00	390,546.37	136,846.63	74.05
TOTAL EXPENDITURES		527,393.00	527,393.00	353,699.25	173,693.75	67.07
NET OF REVENUES & EXPENDITURES:		0.00	0.00	36,847.12	(36,847.12)	



Board: Downtown Development Authority
Agenda November 18, 2025
Date: _____
Presenter: Patricia West

Staff Report

Agenda Item Title:

2025 Façade Grant Application Review

Background:

The subcommittee was scheduled to meet on Tuesday, November 11th to review the façade grant applications. Dan Becker and Patricia West were present to review the applications. Utilizing a scoring rubric, an in-depth review of the three applications took place.

Fiscal Effect:

Up to the budgeted amount of \$30,000

Supporting Documentation:

Three Façade Grant Applications:

- 813 Delta Ave
- 1920 Lake Shore Dr
- 426 N 9th St

Recommendation:

Motion to recommend City Commission approval of *[dollar amount]* toward the façade project at *[insert address]*, in addition to the required owner's match.

Gladstone

DOWNTOWN DEVELOPMENT AUTHORITY

2025 Façade Grant Application

APPLICANT INFORMATION

Applicant Name TAMARA FORBES

Address 116 TRUSCOTT ST City Negaunee

State Michigan Zip Code 49866

Email TAMARA.FORBES58@yahoo Phone Number 906-869-0976
Don't use .com

What is your legal form of ownership?

☐ Cooperative ☐ Partnership ☐ Profit Corporation ☒ Sole Proprietor

What is the current status of ownership?

☐ Conventional Mortgage ☒ Free Title Ownership ☐ Land Contract ☐ Other: _____

PROPERTY INFORMATION

Business Name TAMARACKS Walnut Shop Tax ID Number TR2414301

Property Address 813 DELTA AVE City Gladstone

State Michigan Zip Code 49837

Email N/A Phone Number 906-869-0976

Assessed Value of the Property 62,800 What year was the original structure build? 1945

Type of Business?

☐ Manufacturing ☐ Restaurant ☐ Retail ☐ Service ☐ Other: Antique Store

What is the primary use of the property?

☒ Business ☐ Personal

Is the property located within the DDA District?

☒ Yes ☐ No

Is the property used as a rental?

☒ Yes ☐ No *up stairs*

Have you received façade grant funding in the last five years?

☐ Yes ☒ No

Are all property taxes paid to date?

☒ Yes ☐ No

Are all utilities paid to date?

☒ Yes ☐ No

PROJECT INFORMATION

Estimated Total Project Cost 33,250 Estimated Façade Cost _____

Please describe the project in its entirety, including components of the project that fall outside of the scope of the façade. (No more than 1000 words).

1st new entrance to store roughly 60 sqft @ 14,800

Re-seal windows to Rental - upper level - 2,000

New Fascia and soffits roughly 60 sqft @ 1,800

Demolish existing entrance @ 4,500

Power Work upper wall roughly 150 sqft @ 1,000

Patch sidewalk between businesses
Roughly 150 sqft @ 10,150

Please describe the material specifications needed to complete the façade work. (No more than 1000 words).

New Sherwin Williams Paint

Metal Studs

Drywall

Fluorin (Carpet Tile)

Electrical - Lighting in entrance

New entrance door

New soffits panels

New Fascia

New Vinyl siding

Please include each of the following items enclosed with your application.

- ✓ Picture of the existing façade.
- ✓ Any drawings or pictures of the work to be completed.
- ✓ Cost estimates you've received from contractor bids.
- ✓ If required, proof of your contractor's insurance.
- ✓ Proof of your insurance.

DATA PRIVACY STATEMENT

All information you provide about you and your business is considered private data.

The information collected from you or from other agencies or individuals (authorized by you) is used to determine your eligibility for the DDA facade program. We will use your private data only when it is required for administration and management of the program. Persons or agencies with whom this information may be shared with include:

- The local DDA board members who approve all applications.
- Staff who are involved in the program administration.
- Auditors who perform required audits of our city programs.
- Law enforcement personnel in the case of suspected fraud.
- Building and/or other inspectors as required by State Building Code and/or state regulation.

Under Michigan's Freedom of Information Act, individuals or organizations have the right to receive the names, addresses and amount of assistance provided to the individuals under the program. However, they are not entitled to see private information about you or proprietary information regarding your business.

By signing and submitting this application, you agree to the statement below:

- ☒ To the best of my knowledge, the information on this application is accurate and true.
- ☒ I give permission to this agency to verify my eligibility, confirm the information provided and share necessary private data with the local DDA board members, auditors, and program staff. I understand that I could be prosecuted for fraud and perjury if I knowingly provided false information.

Applicant Name

TAMARA Forbes

Applicant Signature

Jamara Forbes

Date

2025 Facade Grant Application: Submission #2

Applicant Name(s)	Memorial United Methodist Church Denise Messina - Member of MUMC - Project Contact
Applicant's Home Address	1920 Lakes Shore Dr Gladstone, Michigan. 49837
Applicant Email(s)	d4messina@hotmail.com
Applicant's Telephone Number	9062809046
Applicant's legal form of ownership	Sole Proprietor
Business Name	Memorial UMC
Property Address	1920 Lake Shore Drive Gladstone, Michigan. 49837
TaxID Number	052-628-003-30
What is the primary use of the property?	Business
Type of Business	Non - profit Church organization
Is this property located within the DDA District?	Yes
Is this property used as a rental?	No
Have you received facade funds in the last five years?	No
Assessed Value of the Property	\$3,000000.00
Please select the current status of ownership.	No Mortgage/ UMC District
What year was the original structure built?	1992
Are all property taxes paid to date?	Yes
Are all utilities paid to date?	Yes

Memorial United Methodist Church's façade improvement project represents more than a simple exterior update.

As one of Gladstone's most visible community gateways, located at the southern entrance to the city, directly across from the "Welcome to Gladstone" sign, this project will transform a well-known property into an inviting and functional space that enhances both community identity and visitor experience.

It stands as a welcoming landmark, creating a positive first impression of Gladstone while reflecting the pride, warmth, and community spirit that define the downtown district and DDA initiatives.

BEYOND ROUTINE MAINTAINENCE

What began as a necessary maintenance project — replacing a deteriorating sign — has evolved into a transformative improvement that serves both the congregation and the wider community.

The project includes:

- Installation of a modern, energy-efficient LED sign, designed to share Memorial United Methodist Church events, programs, and announcements, as well as cooperative events and initiatives involving the City of Gladstone and other local organizations.
- Creation of a cozy placemaking area with benched seating, providing a comfortable and scenic spot for church members, visitors, walkers, outdoor enthusiast and community garden participants to rest, reflect, and enjoy the bay view.

This expanded vision ensures that the façade improvement not only maintains the property but also adds lasting community value by enhancing communication, accessibility, and visual appeal at one of Gladstone's key entry points

VISUAL AND COMMUNITY IMPACT

Though just outside the downtown core, Memorial United Methodist Church sits at the southern gateway to Gladstone, serving as a natural introduction to the city's downtown experience.

The updated façade will feature:

- A clean, elevated, modern LED sign design that enhances visibility and complements the surrounding environment.
- Improved landscaping and benches that are inviting and connect the property with the natural beauty of Little Bay de Noc.
- A visually cohesive look that aligns with downtown aesthetics and reinforces Gladstone's welcoming identity.

These enhancements will significantly improve the visual impression for residents and visitors entering the city, symbolizing Gladstone's commitment to progress, hospitality, and community connection.

Estimated Total Project Cost \$\$17,728.00 #1 >>or \$25,970.00 #2

Estimated Facade Cost \$\$8,864.00 #1 >>or \$12,985.00 #2

* Please see the uploaded files for this information.

Please describe the material specifications needed to complete the facade work.

The photo with the black and white drawing on it, in the existing façade photos, is a depiction of our "HOLY ROCK". It is going to be moved to this new location as it currently is on National Guard property. It also indicates the location of the center of the 16 1/2" Circled paver patio.

The Photo of the LED sign is only an example of the look. It will be 2 separate signs attached to a single steel pole and mounted to the existing foundation and NOT as pictured in the photo.

Please upload a picture of the existing facade.

- [PXL_20250924_134510091\[1\].jpg](#)
- [PXL_20250924_134600755\[1\].jpg](#)
- [PXL_20251018_182344966-EDIT\[1\].jpg](#)

Please upload any drawings or pictures of the work to be completed.

- [MUMC Façade grant drawing.pdf](#)
- [MUMC 66x40 LED sign example.JPG](#)
- [MUMC Sign Drawing Façade Grant 2025.pdf](#)

Please upload the cost estimates you've received from contractor bids.

- [MUMC Façade Grant Proposal figures 2025.pdf](#)
- [MUMC Option 1 Façade Grant 2025.pdf](#)
- [MUMC Option 2 Façade Grant 2025.pdf](#)

If required, please provide proof of your contractor's license.

Please upload your proof of insurance.

- [SCOE351530825102021050.pdf](#)

By checking this box, I agree to the above statement.

Yes

Gladstone

DOWNTOWN DEVELOPMENT AUTHORITY

2025 Façade Grant Application

APPLICANT INFORMATION

Applicant Name Lynn Labadie

Address 426 North 9th Street City Gladstone

State Michigan Zip Code 49837

Email llabadie@algerdelta.com Phone Number 906-428-3232

What is your legal form of ownership?

☒ Cooperative ☐ Partnership ☐ Profit Corporation ☐ Sole Proprietor

What is the current status of ownership?

☐ Conventional Mortgage ☒ Free Title Ownership ☐ Land Contract ☐ Other: _____

PROPERTY INFORMATION

Business Name Alger Delta Cooperative Electric Association Tax ID Number 38-0289531

Property Address 426 North 9th Street City Gladstone

State Michigan Zip Code 49837

Email llabadie@algerdelta.com Phone Number 906-428-4141

Assessed Value of the Property \$302,400 What year was the original structure build? unknown

Type of Business?

☐ Manufacturing ☐ Restaurant ☐ Retail ☒ Service ☐ Other: _____

What is the primary use of the property?

☒ Business ☐ Personal

Is the property located within the DDA District?

☒ Yes ☐ No

Is the property used as a rental?

☐ Yes ☒ No

Have you received façade grant funding in the last five years?

☐ Yes ☒ No

Are all property taxes paid to date?

☒ Yes ☐ No

Are all utilities paid to date?

☒ Yes ☐ No

PROJECT INFORMATION

Estimated Total Project Cost \$14,922,83 Estimated Façade Cost \$14,922,83

Please describe the project in its entirety, including components of the project that fall outside of the scope of the façade. (No more than 1000 words).

See separate sheet

Please describe the material specifications needed to complete the façade work. (No more than 1000 words).

See separate sheet

Please include each of the following items enclosed with your application.

- ☒ Picture of the existing façade.
- ☒ Any drawings or pictures of the work to be completed.
- ☒ Cost estimates you've received from contractor bids.
- ☒ If required, proof of your contractor's insurance.
- ☒ Proof of your insurance.

DATA PRIVACY STATEMENT

All information you provide about you and your business is considered private data.

The information collected from you or from other agencies or individuals (authorized by you) is used to determine your eligibility for the DDA facade program. We will use your private data only when it is required for administration and management of the program. Persons or agencies with whom this information may be shared with include:

- The local DDA board members who approve all applications.
- Staff who are involved in the program administration.
- Auditors who perform required audits of our city programs.
- Law enforcement personnel in the case of suspected fraud.
- Building and/or other inspectors as required by State Building Code and/or state regulations.

Under Michigan's Freedom of Information Act, individuals or organizations have the right to receive the names, addresses and amount of assistance provided to the individuals under the program. However, they are not entitled to see private information about you or proprietary information regarding your business.

By signing and submitting this application, you agree to the statement below:

- ☒ To the best of my knowledge, the information on this application is accurate and true.
- ☒ I give permission to this agency to verify my eligibility, confirm the information provided and share necessary private data with the local DDA board members, auditors, and program staff. I understand that I could be prosecuted for fraud and perjury if I knowingly provided false information.

Applicant Name

Lynn Labadie

Applicant Signature

Lynn Labadie

Date

10-31-25

Ground Up Construction

3136 Blacksmith Rd.
Gladstone, Mi. 49837
Phone: 906.280-9352

EMAIL: groundupconstruction7@gmail.com

Estimate

DATE	10/27/2025
Invoice #	10868

For:

Alger Delta Electric

Gladstone, Mi 49829

DESCRIPTION	QT	AMOUNT
Remove and Replace 6 windows on the front of the building facing North 9th St.		6,781.95
Remove and Replace interior casing and trim on those windows		1,882.52
Remove and Replace front door		2,762.03
Install roof over front bump out extending past front door		3,496.33
Frame out roof and install metal roofing with snow stops over front door		
All windows and door will have tinted glass		

OTHER COMMENTS

Subtotal	
Taxable	-
Tax rate	0.000%
Tax due	-
Other	
Total Due	
Total Due	\$ 14,922.83

If you have any questions about this invoice, please contact
Kevin 906-280-9352
Look forward to hearing from you.



Board:	<u>Downtown Development Authority</u>
Agenda	<u>November 18, 2025</u>
Date:	
Presenter:	<u>Patricia West</u>

Staff Report

Agenda Item Title:

Downtown Action Plan

Background:

A draft Downtown Action Plan has been developed based on discussions held by the Vision & Opportunity Subcommittee in September. The plan outlines the DDA's immediate priorities in alignment with the goals identified in the Tax Increment Financing (TIF) Plan, the City of Gladstone Master Plan, and the requirements of Public Act 57 of 2018.

Fiscal Effect:

None.

Supporting Documentation:

[DRAFT] Downtown Action Plan

Recommendation:

Motion to recommend the adoption of the Downtown Action Plan to the Gladstone City Commission.

DOWNTOWN ACTION PLAN

The Gladstone Downtown Development Authority (DDA) has developed this Downtown Action Plan to guide investments, programs, and infrastructure improvements that enhance the vibrancy, economic vitality, and overall experience of Downtown Gladstone.

This plan integrates the objectives outlined in the **Gladstone Master Plan (2025)** and **TIF Plan (2024)** to create a cohesive citywide vision. It ensures DDA initiatives advance broader goals such as community engagement, historic preservation, walkable streets, and economic development.

GUIDING PRINCIPLES



- **Vibrancy & Engagement:** Encourage a lively downtown that attracts residents and visitors, enhancing social and economic activity.
- **Partnership & Collaboration:** Coordinate projects with city departments, local businesses, and community organizations.
- **Preservation & Identity:** Celebrate Gladstone's history and waterfront character while integrating modern amenities.
- **Sustainability & Measurable Impact:** Prioritize projects that yield long-term benefits and trackable outcomes.

NEAR TERM PRIORITIES (0-24 Months)

BUSINESS ASSOCIATION FACILITATION



Objective: Assist in forming a Downtown Business Association to encourage collaboration, joint promotions, and information sharing among business owners.

Why It's Important:

A strong business community is the foundation of a thriving downtown. While the DDA focuses on infrastructure, investment, and public space improvements, a business association provides the social and economic connectivity that brings those spaces to life. It gives local merchants and service providers a unified voice and a direct role in shaping the downtown experience.

Establishing a business association would:

- **Encourage Collaboration:** Business owners can share ideas, pool resources, and coordinate efforts on issues like events, marketing, and customer engagement.
- **Enhance Communication:** Creates a consistent channel between business owners, the DDA, and City Hall, which ensuring downtown decisions reflect on-the-ground perspectives.
- **Foster a Sense of Community:** Builds camaraderie among business owners who often face similar challenges, transforming competitors into collaborators.

- **Strengthen Promotion and Branding:** Collective marketing campaigns, such as “Shop Local” weekends, scavenger hunts, or themed events, are far more effective when coordinated as a group.
- **Support Economic Resilience:** A connected network of business owners can respond faster to change, share resources, and help new entrepreneurs integrate into the district.

City Partners: Economic Development Corporation

“THE DEPOT” FOOD TRUCK LOT | 701 Delta Ave



Objective: Partner with local community members, the Historic Committee, and the railroad to create a permanent food truck lot featuring utility hook-ups, fencing, and a pavilion inspired by the historic Gladstone Railroad Depot.

Why It's Important: Downtown spaces thrive when they offer destinations that draw people together. A food truck lot provides a flexible, low-barrier way to activate underused property while enhancing the vibrancy of downtown. It offers not just dining options, but also a community gathering space that encourages social interaction, pedestrian traffic, and economic activity for surrounding businesses.

By incorporating design elements inspired by the historic railroad depot, the project:

- **Celebrates Gladstone's History:** Preserves and showcases local heritage, connecting residents and visitors to the city's identity.
- **Supports Local Entrepreneurs:** Food trucks offer small-business opportunities, allowing local chefs and vendors to test ideas and reach a wider audience.

City Partners: Parks & Recreation Department

DOWNTOWN STREETScape ENHANCEMENTS



Objective: Conduct a downtown inventory and replace or install benches, bike racks, and trash receptacles to create a cohesive streetscape with long-lasting, durable infrastructure.

Why It's Important: Downtown public amenities are a critical part of creating an attractive, welcoming environment that encourages residents and visitors to linger, explore, and engage with local businesses. Coordinating benches, bike racks, and trash receptacles ensures a consistent visual identity and improves the overall aesthetic of the district.

Design & Operational Benefits:

- **Cohesive Look:** Selecting products that complement each other creates a visually unified streetscape and reinforces downtown branding.
- **Durability & Longevity:** Choosing long-lasting, high-quality materials reduces replacement costs and ensures amenities maintain their appeal over time.
- **Operational Efficiency:** New trash receptacles can be emptied mechanically by the garbage truck, eliminating the need for staff to handle trash directly. This reduces labor requirements, lowers liability, and enhances safety.

City Partners: Parks & Recreation Department

DOWNTOWN PARKING LOT IMPROVEMENTS



Objective: Improve accessibility and aesthetics in downtown parking lots with better signage and a curb cut at the Laundromat lot.

Why It's Important: Clear, safe, and convenient parking is critical to encourage visits to downtown businesses. Upgrades make parking more intuitive and safer for pedestrians, reducing barriers to commerce.

City Partners: Public Works Department

PERMANENT CHRISTMAS TREE



Objective: Install a permanent downtown Christmas tree with power access for lighting and events.

Why It's Important: A permanent Christmas tree provides a visual anchor for the downtown district, enhancing the sense of place and fostering annual traditions. It creates a central location for holiday events, performances, and family gatherings, increasing downtown foot traffic during the winter season.

Staff & Sustainability Benefits:

- **Reduced Staff Burden:** A permanent tree eliminates the yearly process of sourcing, cutting down, transporting, and installing a live tree, saving staff significant time and labor.
- **Long-Term Sustainability:** Avoiding the annual removal of a living tree reduces environmental impact and aligns with sustainable practices by preventing the waste of natural resources.

City Partners: Gladstone Electric Department & Public Works Department

MIDTERM PRIORITIES (24-48 Months)

DOWNTOWN MARKETING & BRANDING INITIATIVE



Objective: Develop promotional materials and a unified slogan (e.g., “Meet Me Downtown Gladstone”) that tie into the social district, Farmers Market, and events.

Why It's Important: A cohesive brand strengthens downtown identity, encourages visitation, and increases awareness of local businesses and events. Marketing materials can unify messaging across social media, signage, and physical promotional items.

Community Connection: Provides a shared identity for residents and businesses, fostering pride and encouraging engagement in downtown experiences and events.

DOWNTOWN PHOTO OPPORTUNITIES



Objective: Install interactive art, murals, or signage that create “photo spots” and encourage social media engagement.

Why It’s Important: Photo-worthy attractions generate excitement and free publicity through social media, increasing tourism and local engagement. They highlight downtown identity while giving residents and visitors reasons to explore multiple streets and businesses.

Community Connection: Promotes local creativity, allows residents to take pride in unique downtown

landmarks, and encourages family-friendly exploration of the area.

DOWNTOWN SCAVENGER HUNT PROGRAM



Objective: Create an ongoing scavenger hunt connecting businesses, with rewards redeemable at City Hall or participating merchants.

Why It’s Important: Gamifying the downtown experience increases customer circulation, supports small businesses, and encourages repeat visits. It creates opportunities for creative promotions and collaboration among merchants.

Community Connection: Engages families, residents, and visitors in interactive downtown experiences that highlight local businesses, landmarks, and community culture.

SMALL-SCALE FAÇADE GRANT FOR ARTWORK, MURALS, AND SIGNS



Objective: Separate from our large façade grant program, implement a smaller grant program supporting small aesthetic improvements like murals, signage, and artwork.

Why It's Important: Visual improvements elevate downtown's appearance, reinforce a sense of identity, and attract visitors. Murals and signage can also celebrate local history, culture, or storytelling, strengthening Gladstone's unique character.

Community Connection: Empowers business owners and artists to contribute to downtown's vibrancy, fostering pride and community ownership of public spaces.

CONTINUING COMMITMENTS AND CORE OPERATIONS

The Gladstone Downtown Development Authority (DDA) maintains several cornerstone programs and partnerships that directly contribute to the long-term vitality, appearance, and success of the downtown district. These efforts reflect the DDA's ongoing investment in creating a vibrant, inclusive, and economically resilient downtown, one that remains true to Gladstone's character while evolving to meet modern needs.

FAÇADE GRANT PROGRAM MANAGEMENT



The DDA's façade program continues to be one of its most impactful initiatives, directly supporting property owners in revitalizing their buildings and restoring architectural integrity. Beyond aesthetics, these improvements strengthen property values, reinforce historic character, and cultivate a cohesive downtown image that reflects Gladstone's sense of place. The program's success also demonstrates how public investment can leverage private dollars and stimulate broader redevelopment activity.

FARMERS MARKET OPERATIONS



The Gladstone Farmers Market serves as a cornerstone of community engagement and local entrepreneurship. Operated under the DDA, the market creates economic opportunity for growers and artisans, promotes healthy living, and activates the downtown square as a gathering space. By supporting live music and local food access programs, the market reflects the DDA's commitment to both economic inclusion and social vibrancy.

INFRASTRUCTURE & INTERDEPARTMENTAL SUPPORT

Strong coordination with city departments, including Public Works, Parks & Recreation, and Planning & Zoning, allows the DDA to support the upkeep, safety, and functionality of core downtown infrastructure. From lighting and sidewalks to parking and public spaces, these partnerships ensure that the City of Gladstone and DDA priorities are aligned for maximum impact. Together, these efforts uphold downtown's physical integrity and contribute to an accessible, pedestrian-friendly environment.

NORTH SHORE DEVELOPMENT COLLABORATION



As the North Shore redevelopment project advances, the DDA plays a crucial advisory and facilitative role in ensuring that this emerging area complements and enhances the downtown core. By aligning investment, design, and infrastructure priorities, the DDA helps guide growth in a way that strengthens Gladstone's overall economic ecosystem, connecting the waterfront, residential, and commercial components into one cohesive community vision.

PROPERTY MAINTENANCE IMPROVEMENTS



The DDA remains committed to visible and ongoing improvements throughout the district. Routine maintenance, seasonal landscaping, and targeted clean-up of blighted areas help preserve public assets, enhance curb appeal, and ensure downtown remains an inviting destination for residents and visitors alike. A clean, well-maintained environment signals investment and pride, which are key ingredients for attracting both new businesses and private reinvestment.

Together, these ongoing commitments reflect the DDA's role as both a facilitator and a steward of downtown vitality. The plan also maintains flexibility to embrace new opportunities as they arise, whether through grants, partnerships, or community-driven projects, all while remaining grounded in the guiding documents that shape Gladstone's future: the City Master Plan, Downtown Development and Tax Increment Financing (TIF) Plan, and Public Act 57 of 2018.



Board:	Downtown Development Authority
Agenda	November 18, 2025
Date:	
Presenter:	Patricia West

Staff Report

Agenda Item Title:

Grant Application Request | America250MI History Program Grants

Background:

The America250MI grant program will help fund projects of all sizes that interpret, preserve or explore Michigan's history. Applicants can seek funding for a variety of projects, including but not limited to educational programming, capital improvements, exhibits, collections management and interpretive signs.

City staff would like to pursue this grant funding opportunity to invest in a placemaking space at 701 Delta Ave modeled around Gladstone's history with the railroad, in partnership with the Gladstone Historic Committee.

Items to build into the plan include a pavilion, picnic tables, hook-ups for food trucks, concrete, fence, and play area.

Fiscal Effect:

Up to \$1 million is available in Round 2 grant amounts across three tiers:

- Tier 1: \$2,500-5,000. (No match requirement)
- Tier 2: \$5,001-25,000. (Match: 15% of the grant amount)
- Tier 3: \$25,001-50,000. (Match: 30% of the grant amount)

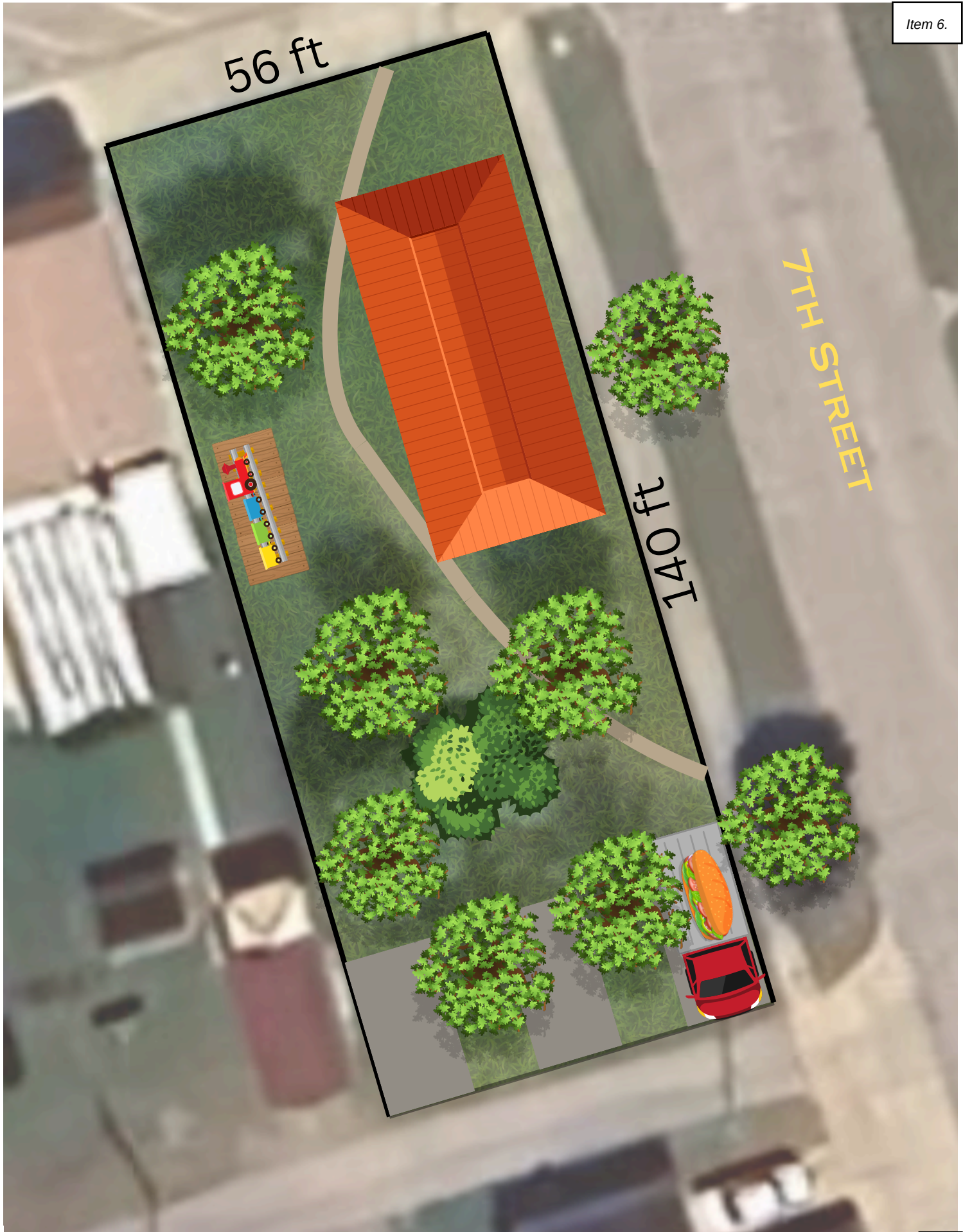
The scope of the project is yet to be determined based off unused façade grant funding.

Supporting Documentation:

The American250MI Program Guide
 Visual Mock-Ups of Space
 Suggested Pavilion Kit
 Suggested Plans for Playground

Recommendation:

Motion to approve the DDA's grant application for the America250MI History Program for placemaking efforts at 701 Delta Ave for up to *[insert dollar amount]*.







20' x 40' Vinyl Pagoda Roof Pavilion

\$43,990.00

This wood encased Vinyl Pavilion kit is built using the finest quality materials and construction methods. Vinyl Pavilions offer the strength and beauty of a traditional wood pavilion, but they are virtually maintenance-free. With vinyl there is no need to spend time sealing, painting or staining; as the vinyl material will not fade, crack, rot or

peel. Southern yellow pine wood is encased within the vinyl. Create a classically beautiful pavilion to last a lifetime.

Pavilions are engineer reviewed and manufactured to meet and exceed IBC codes, which require all buildings to withstand 30 lb. per foot snow load, 60 lb. per sq. foot floor load, and 90 MPH winds.

Shipped in a Kit. The kits contain premade sections ready for an easy step by step assembly.

START CUSTOMIZING NOW!

SELECT POST WIDTH & HEIGHT

6" x 6" x 8' with 6x6 Sleeve (Standard) (88" head clearance)

\$0.00

SELECT POST BRACKETS

Standard Brackets (Galvanized - Black Powder Coated)

\$0.00

SELECT ROOF MATERIAL



Metal Roof

+ \$3,080.00



Standing Seam Metal Roof

+ \$7,039.00



Cupola

+ \$450.00

ADD ELECTRICAL PACKAGE(S)

Item 6.



Receptacle Package+ **\$290.00**

***ADD DRAWINGS**

- No thank you**\$0.00**
- Specification Drawings+ **\$280.00**
- Stamped Engineered Drawings+ **\$2,500.00**

Sunny Valley Locomotive Playground Plan

\$ 65.00

All aboard for backyard adventures with the Sunny Valley Locomotive Playground Plan! Inspired by classic wooden train sets, this seven-car playset brings timeless charm and imagination to life. The full lineup includes an engine, tender, cargo car, passenger car, tanker, handcar, and caboose. With about 196 square feet of usable play space, there's plenty of room for kids to climb aboard, explore, and let their imaginations run wild.

Perfect for families, schools and businesses who love creative builds, this plan is both playful and practical. The flexible layout makes it easy to adjust for your space, and there's plenty of potential to add extra features like slides or a pretend train station. Whether kids are hauling cargo, picking up passengers, or going on daring rail-bound adventures, the Sunny Valley Locomotive turns your yard into a nonstop fun zone.

Features:

- 196 ft² in usable play space
- Designed for ages 3-10
- 4' 6" walls, 5' 2" at max ceiling height
- Each car offers an unique way to interact
- 7 train cars in total
- Each car has 4' by 7' of platform area
- 39 page, step by step PDF plan

Other Options:





Board: Downtown Development Authority
Agenda November 18, 2025
Date: _____
Presenter: Patricia West

Staff Report

Agenda Item Title:

DDA Inventory Rentals

Background:

With the growth of special events in Downtown Gladstone over the past year, staff has observed a corresponding increase in requests to use DDA-owned supplies (such as canopies, tables, and chairs). This inventory was originally funded for and intended to support Farmers Market operations.

Administration is seeking the DDA's input on how to address this rising demand. At present, there is no established policy or fee schedule governing the use of these materials for non-Farmers Market purposes. Staff have noted that the volume of requests may exceed the capacity of available staff time and inventory management resources.

Fiscal Effect:

None.

Supporting Documentation:

None.

Recommendation:

Guidance from the DDA will help determine whether a policy, fee structure, or other management approach should be developed moving forward.



Board:	<u>Downtown Development Authority</u>
Agenda	<u>November 18, 2025</u>
Date:	
Presenter:	<u>Patricia West</u>

Staff Report

Agenda Item Title:

DDA Judge for Holiday Home Decorating Contest

Background:

WPPI Energy and the Gladstone Electric Department are hosting a holiday home decorating contest. They have asked to have one judge from Gladstone's DDA participate in this year's contest. The commitment involves meeting with the other judges during the week of December 15th to determine first, second and third place winners.

Fiscal Effect:

None.

Supporting Documentation:

None.

Recommendation:

Appoint a volunteer from the Downtown Development Authority to the judges panel for the 2025 Holiday Home Decorating Contest.



Board:
Agenda
Date:
Presenter:

Downtown Development Authority
November 18, 2025
Patricia West

Staff Report

Agenda Item Title:

Façade Grant Update | 709 Delta Ave

Background:

Lauri Beschoner, who received the façade grant for 709 Delta Avenue, has decided to forfeit the \$30,000 award after discovering that the renovation costs would be higher than anticipated.

Fiscal Effect:

\$30,000

Supporting Documentation:

Email from Lauri Beschoner provided during October meeting.

Recommendation:

Determine what to do with this allocated funding.