



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL MEETING

City Hall Chambers – 1100 Delta Avenue

July 28, 2026

8:15 AM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) Regular Meeting Minutes - May 26, 2026
- [3.](#) Regular Meeting Minutes - June 16, 2026
- [4.](#) Regular Meeting Minutes - July 21, 2026

FINANCIALS

- [5.](#) May Financial Reports

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [6.](#) Rocking For Bay | Waiving Market Square Rental Fee
- [7.](#) Future Business After Hours
- [8.](#) Recommendation to Update Chapter 10 - Businesses (Mobile Food Vendor)
- [9.](#) Buy Nearby Promotional Campaign (October 2-4)
- [10.](#) Michigan Downtown Association Workshop | Marquette Township Hall
- [11.](#) The Great Gladstone Harvest Fest
- [12.](#) Veteran Affairs Capture Discussion

CITY COMMENTS & REPORTS

13. Facade Grant Subcommittee
14. "The Depot" Updates

BOARD COMMENTS & REPORTS

ADJOURNMENT

The City of Gladstone will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Gladstone. Individuals with disabilities requiring auxiliary aids or services should contact the City of Gladstone by writing or calling City Hall at (906) 428-2311.

RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

(Excerpt from DDA By-Laws & Rules of Procedure)

G. Public Comment

1. During this portion of the agenda, a member of the audience may address the DDA, including items that were not scheduled on that agenda.
2. A member of the audience speaking during this portion of the agenda shall limit his/her remarks to three minutes unless such time limit is extended by the Chairperson.



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

May 26, 2026

8:15 AM

Item 2.

MINUTES

CALL TO ORDER

DDA Chairperson, Jay Bostwick, called the meeting to order at 8:21 AM ET.

1. Roll Call

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

Staff Present: Patricia West & Samantha Gaudino

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - April 28, 2026

Motion made by Neumeier, seconded by Taylor to approve the Regular Meeting Minutes of April 28, 2026.

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

MOTION APPROVED.

FINANCIALS

3. April 2026 Revenue & Expenditure Report

West provided an overview of the April Revenue and Expenditure Report.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

4. 2026-2027 DDA and Parks & Recreation Contract

Motion made by Closs, seconded by Neumeier to approve the annual service agreement between the Gladstone Downtown Development Authority and the Parks &

Recreation Department for downtown maintenance, beautification, and event support services, as presented.

Item 2.

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

MOTION CARRIED.

5. Michigan Downtown Association | South Haven Workshop

Motion made by Closs, seconded by Becker to approve the travel request for the DDA Director and Downtown Ambassador to attend the Michigan Downtown Association Summer Workshop in South Haven, Michigan, with reimbursement for eligible expenses in accordance with the City's expense reimbursement policy..

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

MOTION CARRIED.

6. TV6 Around Town Pilot Marketing Proposal

Motion made by Bostwick, seconded by Grzybowski to approve the Gladstone DDA's participation in the TV6 downtown promotional pilot program, including the "Spend in Day in Gladstone" advertising campaign and associated promotional expenses as presented.

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

MOTION CARRIED.

7. Parking Lot Improvements

Motion made by Bostwick, seconded by Neumeier to proceed with the curb cut at the city-owned parking lot on the corner of Delta Avenue and 11th Street.

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

MOTION CARRIED.

8. "The Depot" Engineering Proposal

Motion made by Closs, Seconded by Taylor to authorize the DDA Director to enter into an agreement with Dynamic Design Group, Inc. for professional design and engineering services for preliminary planning efforts for "The Depot" community gathering space project located at 701 Delta Ave, as outlined in the proposal dated May 22, 2026, in an estimated amount not to exceed \$10,500.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

West provided an update on the following items.

- 9. City Clean-Up Vouchers Available**
- 10. Downtown Business Updates**
- 11. Social District Hours Amendment**
- 12. South Hill Road Closure**

BOARD COMMENTS & REPORTS

None.

ADJOURNMENT

Motion made by Neumeier, seconded by Becker to adjourn at 9:05 AM ET.

Voting Yea: Taylor, Bostwick, Closs, Neumeier, Grzybowski

MEETING ADJOURNED.



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

June 16, 2026

8:15 AM

Item 3.

MINUTES

CALL TO ORDER

DDA Chairperson, Jay Bostwick, called the meeting to order at 8:20 AM.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson
Jacob Taylor (Arrived at 8:26 AM)	
Jay Bostwick	
Jason Lippens	
Kyle Closs	
Nathan Neumeier (Arrived at 8:21 AM)	
Robert LeDuc	
Parker Grzybowski	

Staff Present: Patricia West & Samantha Gaudino

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

None.

FINANCIALS

2. April Revenue & Expense Report

West provided an overview of the April Revenue and Expenditure Report. It was noted that concierge fee expenditures exceeded the budgeted amount. Discussion indicated that a portion of the beautification budget may have been incorrectly charged to the concierge fees account. West will coordinate with the Treasurer to review the entries and make any necessary corrections.

3. Cumulative Rate of Return on Investments

West shared a history of the DDA's investment transactions and returns for both Michigan Class and First Bank. No action was taken by the Authority. A comprehensive review of the DDA's investment strategy and account allocations will be conducted during budget planning for the upcoming fiscal year.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

NEW BUSINESS

4. **Proposed Social District Commons Area Expansion**

Motion made by Closs, seconded by Neumeier to recommend that the City Commission approve the necessary amendment to the Social District Management & Maintenance Plan to include the three downtown municipal parking lots as event commons space.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Neumeier, LeDuc, Grzybowski

MOTION CARRIED.

5. **"The Depot" Playground**

Motion made by Bostwick, seconded by Grzybowski, to table discussion regarding participation in the MEDC Public Spaces Community Places crowdfunding campaign until engineered plans are received and cost estimates are provided by the playground equipment company.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Neumeier, LeDuc, Grzybowski

MOTION CARRIED.

6. **Use of DDA Inventory | Kids Fishing Contest on August 15th**

Motion made by Closs, seconded by Neumeier to approve the request to utilize one DDA-owned pop-up canopy for the Kids Fishing Contest on August 15, 2026, subject to availability and coordination with City staff regarding delivery and pickup.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Neumeier, LeDuc, Grzybowski

MOTION CARRIED.

CITY COMMENTS & REPORTS

West provided updates on each of the activities and items below.

7. **"I Voted" Sticker Competition**

Abigail Wagner, election worker for the City of Gladstone, is a finalist in the "I Voted" sticker competition.

8. **4th of July Updates**

Sign-up and registration for the Fourth of July parade and park activities are not available on the website.

9. **Cabela's National Walleye Tour on June 18 & 19**

Gladstone looks forward to hosting anglers for the competition.

10. **City Hall Adjust Summer Hours**

Hours of operation have adjusted until Labor Day. City Hall will open at 7:30 AM and close at 5 PM Monday through Thursday, and will be closed on Fridays.

11. **E-Waste Collection Event on June 26th**

12. **MEDC Region 1 Educational Forum**

West and Spreitzer attended the forum at the Terrace on Thursday, June 11th to learn about state funding resources.

13. **Michigan Downtown Summer Workshop Summary**

West and Gaudino shared their experience from the summer workshop that took place in South Haven on June 4th.

14. **Summer Concert Series**

15. TV6 Around Town Filming

Filming for Upper Michigan Today is scheduled for Monday, June 22nd.

Item 3.

BOARD COMMENTS & REPORTS

No board comments were made.

Tonya Adams, owner of Wally's Bar, asked if she could inquire about the status of the downtown trash receptacles. West stated she would connect with her after the meeting.

Michael O'Connor of 526 Minnesota Ave, asked that the Veterans Affairs Capture be added to the next agenda for discussion.

ADJOURNMENT

Motion made by Taylor, seconded by LeDuc to adjourn at 9:06 AM.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Neumeier, LeDuc, Grzybowski

MEETING ADJOURNED.



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

July 21, 2026

8:15 AM

Item 4.

MINUTES

CALL TO ORDER

DDA Chairperson, Jay Bostwick, called the meeting to order at 8:20 AM ET.

1. Roll Call

A roll call of members was conducted. With only four members present, a quorum was not established. As a result, the Downtown Development Authority was unable to conduct official business.

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

Staff in Attendance: Patricia West, Samantha Gaudino & Rob Spreitzer

PUBLIC COMMENT

The following individuals addressed the DDA during public comment:

- Amanda Phillips, owner of the Dew Drop Family Restaurant, spoke regarding mobile food vendors operating at the Farmers Market and signage within the Downtown Social District.
- Brooke Johnson, owner of the Gladstone Dairy Flo, commented on mobile food vendors and the Downtown Development Authority's promotion of downtown businesses.
- DDA Director, Patricia West, read a statement on behalf of Bob and Shelly Claycomb, owners of Main Street Pizza, regarding the impact of mobile food vendors on brick-and-mortar businesses downtown.
- Jamie Chechack, owner of Gladstone Deli & Catering, spoke regarding the impact of mobile food vendors on her business and the recruitment of non-local vendors.
- Morgan Frappier, General Manager of the Dew Drop Family Restaurant, commented on the personal and employment impacts of mobile food vendors.

COMMUNITY PRESENTATIONS

2. Delta Area Transit Authority Presentation

John Stapleton, Executive Director of Delta Area Transit Authority, provided a presentation on the proposed millage that voters will decide on during the August August 4th election.

CITY COMMENTS & REPORTS

West provided an overview of the following initiatives.

14. Downtown Gladstone Business After Hours | July 29, 2026

15. Gladstone Pickleball Tournament | August 8, 2026
16. Log Rolling Classes
17. Michigan Mainstreet Program | Network Level Update
18. The Depot Park
19. Upper Michigan Today: Spend a Day in Gladstone | July 24, 2026
20. WPPI Energy | Funding Available for Large Commercial & Industrial Energy Efficiency Projects

BOARD COMMENTS & REPORTS

None.

ADJOURNMENT

As a quorum was not present, no official business was conducted, and the meeting concluded without action at 9:10 AM.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE

Balance As of 05/31/2026

Item 5.

 YTD 05/31/2026
 Normal (Abnormal)

GL Number	Description	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY		
*** Assets ***		
248-000-001.000	CASH	49,614.66
248-000-017.000	INVESTMENT IN FIRST BANK	79,350.71
248-000-017.001	INVESTMENTS IN MI CLASS	262,189.13
248-000-055.000	ACCRUED INCOME	343.52
248-000-136.000	BUILDINGS	26,732.58
248-000-137.000	ACCUMULATED DEPRECIATION	(1,336.63)
Total Assets		416,893.97
*** Liabilities ***		
248-000-216.000	REVENUE COLLECTED IN ADVANCE	700.00
248-000-257.000	ACCRUED PAYROLL	259.28
Total Liabilities		959.28
*** Fund Equity ***		
248-000-390.000	FUND BALANCE	309,988.86
Total Fund Equity		309,988.86
Total Fund 248:		
TOTAL ASSETS		416,893.97
BEG. FUND BALANCE - 25-26		309,988.86
+ NET OF REVENUES/EXPENDITURES - 25-26		126,884.84
+ NET OF REVENUES & EXPENDITURES		(20,939.01)
= ENDING FUND BALANCE		415,934.69
+ LIABILITIES		959.28
= TOTAL LIABILITIES AND FUND BALANCE		416,893.97

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 05/31/2026
% Fiscal Year Completed: 16.71

Item 5.

GL Number	Description	26-27 Original Budget	26-27 Amended Budget	Activity For 05/31/2026 Incr (Decr)	YTD Balance 05/31/2026 Norm (Abnorm)	Available Balance 05/31/2026 Norm (Abnorm)	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Revenues							
Department: 000 REVENUE							
248-000-437.001	CITY CAPTURE	284,970.00	284,970.00	0.00	0.00	284,970.00	0.00
248-000-437.005	BAY COLLEGE CAPTURE	61,579.00	61,579.00	0.00	0.00	61,579.00	0.00
248-000-437.009	DELTA COUNTY CAPTURE	93,566.00	93,566.00	0.00	0.00	93,566.00	0.00
248-000-437.013	DC ROAD PATROL CAPTURE	24,172.00	24,172.00	0.00	0.00	24,172.00	0.00
248-000-437.015	COMM ACTION CAPTURE	14,874.00	14,874.00	0.00	0.00	14,874.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	14,006.00	14,006.00	0.00	0.00	14,006.00	0.00
248-000-437.021	DATA CAPTURE	11,270.00	11,270.00	0.00	0.00	11,270.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	5,577.00	5,577.00	0.00	0.00	5,577.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	11,833.00	11,833.00	0.00	0.00	11,833.00	0.00
248-000-437.026	VETERANS AFFAIRS CAPTURE	1,864.00	1,864.00	0.00	0.00	1,864.00	0.00
248-000-540.000	GRANT REVENUE	0.00	0.00	26,500.00	26,500.00	(26,500.00)	100.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	9,820.00	9,820.00	1,327.34	2,440.74	7,379.26	24.85
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	50.00	50.00	0.00	0.00	50.00	0.00
248-000-675.006	FARMERS MARKET--VENDOR FEES	2,750.00	2,750.00	250.00	475.00	2,275.00	17.27
248-000-675.007	FARMERS MARKET--FOOD ASSISTANCE PROG	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	200.00	0.00	0.00	200.00	0.00
248-000-699.390	TRANSFER FROM FUND BALANCE	45,029.00	45,029.00	0.00	0.00	45,029.00	0.00
Total Dept 000 - REVENUE		609,060.00	609,060.00	28,077.34	29,415.74	579,644.26	4.83
Revenues		609,060.00	609,060.00	28,077.34	29,415.74	579,644.26	4.83
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-702.000	WAGES-FULLTIME EMPLOYEES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-537-702.101	DPW BENEFITS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-537-703.000	SALARIES	16,048.00	16,048.00	2,055.12	2,988.16	13,059.84	18.62
248-537-704.000	WAGES-PART TIME EMPLOYEES	11,500.00	11,500.00	2,030.00	2,539.99	8,960.01	22.09
248-537-708.000	UNEMPLOYMENT	125.00	125.00	1.22	1.53	123.47	1.22
248-537-709.000	FICA 6.2%	4,638.00	4,638.00	242.85	327.54	4,310.46	7.06
248-537-711.000	MEDICARE 1.45%	923.00	923.00	56.79	76.59	846.41	8.30
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	4,636.00	4,636.00	226.06	328.69	4,307.31	7.09
248-537-724.000	SICK PAY	383.00	383.00	0.00	0.00	383.00	0.00
248-537-728.000	MSA EMPLOYER EXPENSE	1,865.00	1,865.00	67.50	98.46	1,766.54	5.28
248-537-734.000	MEMBERSHIP & DUES	425.00	425.00	0.00	0.00	425.00	0.00
248-537-735.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
248-537-736.000	TRANSPORTATION & LODGING	1,000.00	1,000.00	0.00	99.53	900.47	9.95
248-537-751.000	MATERIALS & SUPPLIES	750.00	750.00	143.75	148.74	601.26	19.83
248-537-751.011	BEAUTIFICATION PURCHASES	5,800.00	5,800.00	135.79	135.79	5,664.21	2.34
248-537-751.012	SOCIAL DISTRICT PURCHASES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-537-751.013	STREETSCAPE ENHANCEMENTS/INVENTORY	23,500.00	23,500.00	0.00	0.00	23,500.00	0.00
248-537-751.014	PERMANENT CHRISTMAS TREE	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
248-537-754.000	POSTAGE	50.00	50.00	0.00	0.00	50.00	0.00
248-537-756.000	COMPUTER	1,300.00	1,300.00	58.42	58.42	1,241.58	4.49
248-537-757.000	COPIES	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00
248-537-760.000	EQUIPMENT RENTALS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	0.00	20,000.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	15,000.00	15,000.00	0.00	20,800.00	(5,800.00)	138.67

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 05/31/2026
% Fiscal Year Completed: 16.71

Item 5.

GL Number	Description	26-27 Original Budget	26-27 Amended Budget	Activity For 05/31/2026 Incr (Decr)	YTD Balance 05/31/2026 Norm (Abnorm)	Available Balance 05/31/2026 Norm (Abnorm)	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-762.000	INTEREST EXPENSE	15,313.00	15,313.00	0.00	0.00	15,313.00	0.00
248-537-800.000	CONTRACTED SERVICES	7,590.00	7,590.00	0.00	0.00	7,590.00	0.00
248-537-802.000	LEGAL FEES	750.00	750.00	0.00	0.00	750.00	0.00
248-537-803.000	AUDIT FEES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
248-537-804.000	ENGINEERS & ARCHITECT FEES	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
248-537-808.000	TELEPHONE	840.00	840.00	93.34	93.34	746.66	11.11
248-537-813.000	CREDIT CARD FEES	0.00	0.00	1.72	2.01	(2.01)	100.00
248-537-819.000	FACADE GRANT PROGRAM	32,491.00	32,491.00	2,500.00	2,500.00	29,991.00	7.69
248-537-819.001	FACADE GRANT PROGRAM OWNERS MATCH	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-537-880.000	SPONSORSHIPS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-537-880.001	CHRISTMAS CELEBRATION	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-537-880.003	FARMERS MARKET	6,500.00	6,500.00	(420.64)	(220.64)	6,720.64	(3.39)
248-537-880.004	FARMERS MARKET--FOOD ASSISTANCE PROG	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
248-537-880.009	DOWNTOWN DAY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
248-537-900.000	PRINTING & PUBLISHING	500.00	500.00	0.00	0.00	500.00	0.00
248-537-910.000	INSURANCE LIABILITY	150.00	150.00	0.00	50.00	100.00	33.33
248-537-970.003	CAPITAL OUTLAY--TRASH ENCLOSURES	7,500.00	7,500.00	0.00	326.60	7,173.40	4.35
248-537-970.005	CAPITAL OUTLAY--FARMERS MRKT STRUCTU	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-537-970.008	CAPITAL OUTLAY--THE DEPOT	70,000.00	70,000.00	0.00	0.00	70,000.00	0.00
248-537-991.010	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	0.00	227,000.00	0.00
248-537-991.011	NORTHSHORE LOAN PAYMENT	45,933.00	45,933.00	0.00	0.00	45,933.00	0.00
Total Dept 537 - ADMINISTRATIVE		609,060.00	609,060.00	7,191.92	50,354.75	558,705.25	8.27
Expenditures		609,060.00	609,060.00	7,191.92	50,354.75	558,705.25	8.27
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		609,060.00	609,060.00	28,077.34	29,415.74	579,644.26	4.83
TOTAL EXPENDITURES		609,060.00	609,060.00	7,191.92	50,354.75	558,705.25	8.27
NET OF REVENUES & EXPENDITURES:		0.00	0.00	20,885.42	(20,939.01)	20,939.01	



Board:	<u>Downtown Development Authority</u>
Agenda Date:	<u>July 21, 2026</u>
Presenter:	<u>Patricia West</u>

Staff Report

Agenda Item Title:

Rocking For Bay | Waiving Market Square Rental

Background:

Wally's Bar will be hosting the fundraiser "Rocking For Bay", benefitting Bay College Athletics on Saturday, August 29th in Downtown Gladstone. As part of the coordinated effort, they are seeking to utilize the Market Square for a flea market organized entirely on their own.

Staff is suggesting waiving the associated Market Square Rental Fee (\$30/Hr).

Fiscal Effect:

N/A

Supporting Documentation:

N/A

Recommendation:

Motion to waive the Market Square Rental Fee for the Rocking For Bay fundraiser event on August 29th, 2026.



Board: Downtown Development Authority

Agenda Date: July 21, 2026

Presenter: Patricia West

Item 7.

Staff Report

Agenda Item Title:

Future Business After Hours

Background:

Waters Edge Chiropractic has informed staff that the 2026 Business After Hours event will be the final year that they serve as the event organizer. In recent years, the event has been held in partnership with the Downtown Development Authority and the Delta County Chamber of Commerce and has become an opportunity to showcase Downtown Gladstone while encouraging networking among local businesses and community members.

With the transition in event leadership, staff is seeking direction from the DDA regarding its interest in assuming primary responsibility for organizing and coordinating the event beginning in 2027. Should the Board wish to pursue this opportunity, staff would continue to work collaboratively with the Delta County Chamber of Commerce and other downtown businesses to maintain the event's networking focus while exploring opportunities to further highlight downtown businesses.

Fiscal Effect:

~\$1000 beginning in the 2027/2028 fiscal year

Supporting Documentation:

N/A

Recommendation:

Motion to direct staff to begin planning for the Downtown Development Authority to serve as the lead organizer of Business After Hours beginning in 2027, in coordination with the Delta County Chamber of Commerce and other community partners.



Board: Downtown Development Authority

Agenda Date: July 21, 2026

Presenter: Patricia West

Item 8.

Staff Report

Agenda Item Title:

Recommendation to Update Chapter 10 – Businesses (Mobile Food Vendor)

Background:

Downtown Gladstone has experienced increased activity, investment, and visitation through community events, business growth, and public improvements. As downtown continues to evolve, there has also been increased interest from mobile food vendors seeking opportunities to operate within the downtown.

Mobile food vendors can attract visitors, increase pedestrian activity, and compliment community events. At the same time, permanent downtown restaurants and businesses make significant year-round investments in commercial property, utilities, taxes, staffing, and ongoing operations. The DDA has expressed interest in establishing a balanced approach that supports both mobile food vendors and existing brick-and-mortar businesses.

In anticipation of the completion of The Depot, the City-owned downtown park located at 701 Delta Avenue, staff prepared a draft Downtown Mobile Food Vendor Policy identifying The Depot as the preferred location for routine mobile food vendor operations while continuing to accommodate vendors during City-approved special events. However, a policy of this nature needs to work in conjunction with the legal framework of our Code of Ordinances.

Staff recommends first updating **Chapter 10 – Businesses** of the City Code. The current ordinance primarily addresses hawkers, peddlers, transient merchants, and temporary structures, and does not clearly establish a regulatory framework for modern mobile food vendors. Modernizing Chapter 10 will provide clear authority and consistent administrative procedures before the DDA considers adoption of a companion policy that advances the City's broader economic development objectives for mobile food vendors within the downtown.

Fiscal Effect:

N/A

Supporting Documentation:

Code of Ordinances | Chapter 10 – Businesses
[DRAFT] Downtown Mobile Food Vendor Policy

Recommendation:

Motion to direct staff to work with the City Clerk to prepare proposed amendments to Chapter 10 (Businesses) of the City Code establishing a modern regulatory framework for mobile food vendors and to return with draft ordinance amendments and a companion Downtown Mobile Food Vendor Policy for future consideration by the Downtown Development Authority.

Gladstone

DOWNTOWN DEVELOPMENT AUTHORITY

Downtown Mobile Food Vendor Policy

Definition

Mobile Food Vendor means any portable or movable business engaged in the preparation, sale, or distribution of food or beverages from a vehicle, trailer, cart, kiosk, or other movable structure, whether motorized or non-motorized. The term includes, but is not limited to, food trucks, food trailers, concession trailers, mobile kitchens, food carts, and similar operations.

Purpose

The Downtown Development Authority recognizes that mobile food vendors contribute to a vibrant and active downtown by attracting visitors, increasing foot traffic, and creating unique dining opportunities. At the same time, the DDA recognizes the significant investment made by permanent downtown restaurants and businesses that operate year-round, maintain commercial storefronts, pay property taxes, utilities, and other ongoing operating expenses.

The purpose of this policy is to establish a balanced approach that supports special events, encourages additional visitation downtown, and provides opportunities for mobile food vendor operations while recognizing the important role of permanent brick-and-mortar businesses in the downtown business district.

The City has invested public funds in constructing The Depot, a City-owned downtown park located at 701 Delta Avenue, specifically to accommodate mobile food vendor operations through dedicated utility connections and supporting public amenities. Concentrating on routine mobile food vendor operations at this location maximizes that public investment while creating a consistent destination for residents and visitors.

The Depot was intentionally designed as a centralized gathering space that can accommodate mobile food vendors while complimenting nearby businesses, encouraging pedestrian activity throughout downtown, and providing the infrastructure necessary to support mobile food vendors.

Special Events within Downtown Gladstone

Mobile food vendors may operate within the Downtown Development Authority district as part of a City-approved Special Event conducted under an approved Special Event Permit authorized by the City Commission.

These events may include festivals, concerts, holiday celebrations, community markets, and other activities intended to draw visitors downtown.

During these events, mobile food vendor locations shall be determined through the Special Event Permit process.

Regular Downtown Operations

Outside of approved special events, the DDA intends for “The Depot” to serve as the primary location for mobile food vendor operations within Downtown Gladstone.

The Depot has been specifically designed to accommodate mobile food vendors through dedicated utility connections, customer gathering space, and supporting public amenities.

Mobile food vendors wishing to locate at The Depot shall:

- Reserve the site through the City.
- Pay the applicable rental fee established annually by the City Commission through the current fee schedule.
- Provide required insurance and health department licensing.
- Comply with all City ordinances and operating requirements.

Downtown Streets

Except as authorized through an approved Special Event Permit, routine mobile food vendor operations shall not be permitted on Delta Avenue, 9th Street, or 10th Street on public property within the downtown commercial area. Routine mobile food vendor operations are intended to occur at The Depot, the City-owned park located at 701 Delta Avenue.

This policy is intended to preserve the pedestrian environment, manage limited public parking, maintain traffic circulation, and concentrate on routine mobile food vendor activity at The Depot.

Review

The DDA may recommend revisions as downtown conditions, business activity, or community needs evolve.

ARTICLE I. - IN GENERAL

Sec. 10-1. - Registration. Determine whether separate registration requirement is still necessary or if it should be consolidated with licensing procedures.

- (a) It shall be unlawful for any person to enter into the operation, conduct or carrying on of any trade, profession or business within the city unless such person first registers with the city clerk on forms provided by the city clerk. No fee shall be charged for such registration.
- (b) The city clerk shall issue a registration card to each trade, profession or business registering within the city. No registrant shall fail to produce the registration card when requested to do so by any public safety officer, the city clerk or his authorized representative.

(Code 1976, §§ 110.01, 110.02)

Secs. 10-2—10-30. - Reserved.

ARTICLE II. - BUSINESS LICENSES

Sec. 10-31. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Cause means and includes the doing or omitting of any act or permitting any condition to exist in connection with any trade, profession, business or privilege for which a license or permit is granted under the provisions of this article, or upon any premises or facilities used in connection therewith, which act of omission or condition is:

- (1) Contrary to the health, morals, safety or welfare of the public;
- (2) Unlawful, irregular or fraudulent in nature;
- (3) Unauthorized or beyond the scope of the license or permit granted; or
- (4) Forbidden by this chapter or any duly established rule or regulation of the city applicable to the trade, profession, business or privilege for which the license or permit has been granted.

(Code 1976, § 110.12)

Cross reference— Definitions generally, § 1-2.**Sec. 10-32. - Required.**

It shall be unlawful for any person within the city to engage, or be engaged in, the operation, conduct or carrying on of any trade, profession, business or privilege for which a license is required by any provision of this Code without first obtaining a license from the city in the manner provided for in this article.

(Code 1976, § 110.03)

Sec. 10-33. - Application.

Unless otherwise provided in this chapter, every person required to obtain a license from the city to engage in the operation, conduct or carrying on of any trade, profession, business or privilege shall make application for such license to the city clerk upon forms provided by the city clerk and shall state under oath, or affirm in such a way as may be required for, or applicable to, the granting of the license.

(Code 1976, § 110.05)

Sec. 10-34. - Conditions of issuance.

No business license shall be granted to any applicant within the city until the applicant has complied with all of the provisions of this chapter applicable to the trade, profession, business or privilege for which application for a license is made.

(Code 1976, § 110.04)

Sec. 10-35. - State or federal license.

It shall be unlawful for a license to be issued within the city where a state or federal license is also required, unless the state or federal license is obtained first.

(Code 1976, § 110.06)

Sec. 10-36. - Moral character.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where context clearly indicates a different meaning:

Good moral character means the propensity of a person to serve the public in the licensed area in a fair, honest and open manner.

- (b) *Judgment of guilt.* A judgment of guilt in a criminal prosecution or civil action shall not be used in and of itself as proof of a person's lack of good moral character. Such judgment may be used as evidence in the determination and, when so used, the person shall be notified and shall be permitted to rebut the evidence by showing that:

- (1) At the current time, he has the ability to, and is likely to, serve the public in a fair, honest and open manner; and
- (2) He is rehabilitated, or the substance of the former offense is not reasonable related to the occupation or profession for which he seeks a business license or permit.

- (c) *Criminal records.* The following criminal records shall not be used, examined or requested by the city in a determination of good moral character when used as a requirement to obtain a business license or permit:

- (1) Records of an arrest not followed by a conviction.
- (2) Records of a conviction which has been reversed or vacated, including the arrest records relevant to that conviction.
- (3) Records of an arrest or conviction for a misdemeanor or a felony unrelated to the person's likelihood to serve the public in a fair, honest and open manner.
- (4) Records of an arrest or conviction for a misdemeanor for the conviction of which a person may not be incarcerated in a jail or prison.

State Law reference— Moral character, MCL 338.41 et seq.

Sec. 10-37. - License year.

Unless otherwise provided in this Code, a business license shall commence on May 1 each year and terminate on April 30 of the following year. Annual business licenses issued after May 1 in any year shall terminate on April 30 of the following year. In all cases where the provisions of this chapter permit the issuance of licenses for a period of less than one year, such license shall become effective on the date of issuance and shall terminate at the end of the period for which such license is issued.

(Code 1976, § 110.07)

Sec. 10-38. - Exemption from fee.

A business license shall not be issued by the clerk under this Code except upon the payment of the fee provided for such license in this chapter. A license fee shall not be required to be paid by any person who is exempt from the payment of the fee by state or federal law, and such person shall comply with all other provisions of this chapter.

(Code 1976, § 110.09)

Sec. 10-39. - Appeals.

An applicant for a business license who has been refused a license, for any reason, by the authorized issuing officer may appeal the refusal to the city commission by setting forth all of the facts in a written petition and filing such petition with the city clerk. The commission may act on the petition upon the facts in such petition, or may grant a further hearing to the applicant. The decision of the commission on the petition or hearing shall be final.

(Code 1976, § 110.10)

Sec. 10-40. - Renewal.

Unless otherwise provided in this chapter, an application for the renewal of a business license shall be considered to be, and shall be treated in the same manner as, an original application for the license.

(Code 1976, § 110.08)

Sec. 10-41. - Transferability.

A business license or permit issued under this chapter shall not be transferable unless specifically authorized by the provisions of this chapter. A business licensee or permittee shall not, unless specifically authorized by the provisions of this chapter, transfer or attempt to transfer his license or permit to another person, nor shall he make or attempt to make any improper use of the such license or permit.

(Code 1976, § 110.15)

Sec. 10-42. - Exhibition.

It shall be unlawful for any person to whom a business license has been granted to fail to carry the license upon his person when engaged in the operation, conduct or carrying on of the trade, profession, business or privilege for which the license was granted. However, where the trade, profession, business or privilege is operated, conducted or carried on fixed place or establishment, the license shall be exhibited at all times in a conspicuous place in such place or establishment. Every person shall produce his business license for examination when applying for a renewal of such license or when requested to do so by any city public safety officer or any person representing the issuing authority.

Sec. 10-43. - Displaying expired, invalid or duplicate license.

It shall be unlawful for any person to display an expired or invalid business license or any license for which a duplicate has been issued.

(Code 1976, § 110.14)

Sec. 10-44. - Record of application.

The city shall keep a record of all applications for business licenses made under this chapter and shall indicate in the record whether the license applied for in each case has been granted or withheld, and if withheld, the reasons for such withholding.

(Code 1976, § 110.16)

Sec. 10-45. - Suspension or revocation.

Any business license issued by the city may be suspended by the city manager for cause, and any business permit issued by the city may be suspended or revoked by the issuing authority for cause. The licensee shall have the right to a hearing before the city commission on any action of the city manager, provided that a written request is filed with the city clerk within ten days after the receipt of notice of the suspension. The commission may confirm the suspension or revoke or reinstate any license, and the action taken by the commission shall be final. Upon suspension or revocation of any business license or permit, the fee shall not be refunded.

(Code 1976, § 110.11)

Secs. 10-46—10-80. - Reserved.

ARTICLE III. - MERRY-GO-ROUNDS OR SHOOTING GALLERIES

DIVISION 1. - GENERALLY

Secs. 10-81—10-100. - Reserved.

DIVISION 2. - LICENSE

Sec. 10-101. - Required.

It shall be unlawful for any person to keep or maintain any merry-go-round or shooting gallery within the city without first obtaining a license as provided in this division.

(Code 1976, § 110.60)

Sec. 10-102. - Application.

Applications for licenses under this division shall be made to the city clerk. All licenses issued shall be evidenced by a written certificate signed by the city clerk.

(Code 1976, § 110.61)

Sec. 10-103. - Rates.

The rates for licenses under this division shall be as follows:

- (1) For the first day \$2.00
- (2) For the second day 1.00
- (3) For each subsequent day 0.50

(Code 1976, § 110.62)

Secs. 10-104—10-130. - Reserved.

ARTICLE IV. - HAWKERS AND PEDDLERS

DIVISION 1. - GENERALLY

Sec. 10-131. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Hawk and peddle mean and include the going from place to place within the city to sell, offer for sale or solicit orders for goods, wares or merchandise.

(Code 1976, § 110.70)

Cross reference— Definitions generally, § 1-2.

Sec. 10-132. - Exemptions.

The provisions of this article shall not apply to any person selling goods, wares or merchandise of any description which are raised, produced or manufactured by the individual offering them for sale, nor to persons handling vegetables, fruits or perishable farm products which are raised or produced by the individual offering them for sale.

(Code 1976, § 110.73)

Secs. 10-133—10-160. - Reserved.

DIVISION 2. - LICENSE

Sec. 10-161. - Required.

It shall be unlawful for any person to hawk or peddle any goods, wares or merchandise within the city without first obtaining a license from the city manager.

(Code 1976, § 110.71)

Sec. 10-162. - Application; fees.

The city clerk is authorized to license any person producing satisfactory evidence that he is of good moral character to hawk and peddle goods, wares and merchandise in the city upon such person executing a bond to the city in the penal sum of \$200.00, with two or more sufficient sureties to be approved by the city manager, conditioned that he will pay all license fees due or to become due from him and will pay any judgment, costs and damages that may be obtained by reason of any fraud, misrepresentation or unlawful conduct in the sale of goods, wares and merchandise and upon the payment to the city clerk by such person of the following license fees:

- (1) For each day \$ 10.00
- (2) For each week 30.00
- (3) For each month 50.00
- (4) For each year 100.00

(Code 1976, § 110.72)

Secs. 10-163—10-190. - Reserved.

ARTICLE V. - SALE OF PRODUCTS FROM TEMPORARY STRUCTURES

DIVISION 1. - GENERALLY

Sec. 10-191. - Movement of stand. Should this language apply to mobile food vendors?

After a license is issued for the sale of products from a temporary structure within the city, the stand or temporary structure shall not be moved from the location set forth as the licensee's business location as designated in his license application without the written consent of the city manager or his duly authorized agent.

(Code 1976, § 110.82)

Sec. 10-192. - Placement of stand. Approved on private property? Designated City property? Through a Special Event Permit.

A stand or temporary structure shall not be erected or maintained in any street, alley or other public place within the city except at the location specifically designated in writing by the city manager or his duly authorized agent.

(Code 1976, § 110.83)

Secs. 10-193—10-210. - Reserved.

DIVISION 2. - LICENSE

Sec. 10-211. - Required. Mobile food vendors should be added.

Item 8.

It shall be unlawful for any person to sell any confections, food, tobacco or tobacco products from a portable stand or temporary structure in the city without having first obtained a license for such sales.

(Code 1976, § 110.80)

Full rewrite - application requirements, insurance, health department approval, operating location, operating period, reference to current fee schedule instead of dollar amount.

Sec. 10-212. - Application; fees.

(a) Any person desiring to sell confections, food, tobacco or tobacco products from a portable stand or temporary structure in the city for profit shall make application in writing to the city clerk for a license for such sales, stating his name and legal residence, the location of the stand or temporary structure from which he proposes to sell such articles and the length of time he desires a license to operate the portable stand or temporary structure in the sale of such products. Such person shall pay the following license fee as a condition of the issuance of such license:

- (1) For one day \$ 2.00
- (2) For a period not exceeding one week 3.00
- (3) For a period not exceeding one month 10.00
- (4) For a period not exceeding six months 25.00
- (5) For a period not exceeding one year 35.00

(b) All licenses granted under this division shall expire May 1 of each year.

(Code 1976, § 110.81)

Sec. 10-213. - Exemption.

Any person complying with the provisions set forth in this division shall not be obliged to procure a license as a hawker, peddler, itinerant vendor or transient merchant if his business is confined to the sale of articles set forth in this division.

(Code 1976, § 110.84)

Secs. 10-214—10-240. - Reserved.

ARTICLE VI. - TRANSIENT MERCHANTS AND TRANSIENT PHOTOGRAPHERS

DIVISION 1. - GENERALLY

Sec. 10-241. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Operation of a temporary photographic gallery on a commercial basis means the operation of a temporary photographic gallery in a tent, temporary room or other place which is not a permanent place of business within the city, the products of which are to be sold or otherwise disposed of in the city for a lawful consideration.

Solicitation of photographic work or enlargement by transients means soliciting photographic work or enlargement of photographs within the city by persons not permanently residing in the city or not having a permanent established place of business in the city, for which a lawful consideration is to be paid.

Transient merchant means any person who, as principal or agent, conducts a temporary and transient business in the city selling goods, wares and merchandise and who, for the purpose of carrying on the business, hires, leases or occupies a lot, room, building, store, structure, railroad car, automobile or boat for the exhibiting or selling of goods, wares and merchandise.

Transient photographer means a person having no permanent place of business within the city who goes about the city taking photographs which are to be sold or otherwise disposed of in the city.

(Code 1976, § 110.30)

Cross reference— Definitions generally, § 1-2.

Sec. 10-242. - Exemptions.

The provisions of this article shall not apply to persons not selling at retail; to hawkers and peddlers as defined in section 10-131; to any person selling goods, wares or merchandise of any description, raised, produced or manufactured by the person offering them for sale; or to persons handling vegetables, fruit or perishable farm products that are raised or produced by the individual offering them for sale.

(Code 1976, § 110.35)

Sec. 10-243. - Interstate commerce.

The provisions of this article shall not apply to any activity which would render such activity interstate commerce.

(Code 1976, § 110.33)

Secs. 10-244—10-260. - Reserved.

DIVISION 2. - TRANSIENT PHOTOGRAPHERS' LICENSE

Sec. 10-261. - Required.

It shall be unlawful for any person within the city to act as a transient photographer, solicit photographic work or photograph enlargements as a transient, or operate a temporary photograph gallery, without having procured from the city clerk a license therefor.

(Code 1976, § 110.31)

Sec. 10-262. - Application; fees.

Any person desiring to procure a license from the city clerk for the purposes set forth in section 10-261 shall apply to the city clerk, giving his permanent residence and address and the name of his employer, if any, and shall pay to the following fees to the city clerk:

- (1) For a period of one day \$ 3.00
- (2) For each successive day, not exceeding a period of six months 2.00
- (3) For a period of six months 35.00
- (4) For a period of one year 60.00

(Code 1976, § 110.32)

Secs. 10-263—10-280. - Reserved.

DIVISION 3. - TRANSIENT MERCHANTS' LICENSE

Sec. 10-281. - Required.

It shall be unlawful for any person, either as principal or agent, to engage in the conduct of business as transient merchant in the city without first having obtained a license in the manner set forth in this division.

(Code 1976, § 110.34)

Sec. 10-282. - Application; bond.

Any person desiring to engage in business within the city as a transient merchant shall make and file with the city clerk a written application stating the applicant's name, residence and place where he intends to transact business and the nature of the business to be transacted. If the applicant is acting as an agent for another person, he shall cause to be filed with the city manager a power of attorney appointing the city manager as the agent of the principal on which service of process may be made in any suit that may be commenced against him. The applicant shall, at the same time, file with the city manager a bond to the city in the sum of \$2,000.00 with two sufficient sureties or a surety company bond, to be approved by the city manager, conditioned that he will pay all license fees due, or which become due, to the city and will pay any judgment that may be obtained against the person conducting the business or his duly authorized agents.

(Code 1976, § 110.36)

Sec. 10-283. - Fees.

When an applicant for a license under this division shall produce satisfactory evidence to the city manager that he is a person of good moral character and intends to conduct a legitimate transient merchant's business, the city manager shall be authorized to grant such person a transient merchant's license upon the payment of a license fee of \$15.00 for the first day, and the license shall continue in force and effect as long as the person shall pay \$15.00 per day, in advance, for each additional day he desires to continue the business.

(Code 1976, § 110.37)

Sec. 10-284. - Prima facie evidence of business.

Transaction of a transient merchant's business by a person within the city for a period of less than three consecutive months shall be prima facie evidence that such person was conducting business as a transient merchant within the intent and meaning of this article.

(Code 1976, § 110.38)

ARTICLE VII. - CIRCUSES, MENAGERIES, CARNIVALS AND MEDICINE SHOWS

DIVISION 1. - GENERALLY

Secs. 10-311—10-330. - Reserved.

DIVISION 2. - LICENSE

Sec. 10-331. - Required.

It shall be unlawful for any person to exhibit or maintain in the city any circus, menagerie, carnival or medicine show without first obtaining a license from the city clerk.

(Code 1976, § 110.40)

Sec. 10-332. - Application.

(a) Any person desiring to obtain a license to exhibit or maintain any circus, menagerie, carnival or medicine show within the city shall file with the city commission through the city clerk an application stating the dates and location where the exhibition is proposed to be held. If the city commission shall approve the application, the city clerk shall be authorized to issue a written license upon deposit with the city clerk the following fees for such license for the period the exhibition is proposed to be held:

(1) Circus and/or menagerie, per day \$75.00

(2) Carnival and/or medicine show, per day 25.00

(b) All persons licensed under this division shall be exempt from obtaining a license as a hawker, peddler, itinerant vendor or itinerant merchant.

(Code 1976, § 110.41)

Secs. 10-333—10-360. - Reserved.

ARTICLE VIII. - TAXICABS AND BUSES

DIVISION 1. - GENERALLY

Sec. 10-361. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

City bus means any motor vehicle, except taxicabs and intermunicipal buses, engaged in the business of transporting persons by accepting or discharging passengers as they may offer themselves for transportation along an established route and upon an established time schedule as provided for in this article, and for which service fares are charged, received or permitted to be donated.

Intermunicipal bus means a vehicle operated by any person carrying passengers for hire under any license to operate issued by the state public utilities commission.

Scheduled route means a route over designated streets in the city where the vehicle will be operated upon a fixed time schedule.

(Code 1976, § 110.20)

Cross reference— Definitions generally, § 1-2.

Sec. 10-362. - Duty of licensee to report accident.

It shall be the duty of a licensee under this article or any employee of the licensee having knowledge of an accident resulting in injury to any person or property to promptly report such accident to the director of public safety, giving full information as to the accident and personal injury or damage to property.

(Code 1976, § 110.28)

Sec. 10-363. - Duty to maintain schedules, routes and accept suitable passengers.

It shall be unlawful and a violation of this article for a licensee under this article to:

- (1) Fail, refuse and neglect to operate a city bus over any proposed route or maintain bus service according to the schedules set forth in the application for a license to operate the city bus, except for temporary deviations of the route due to street construction, repair or other causes beyond the control of the licensee.

(2) Fail to accommodate and carry any person presenting himself in a proper and suitable condition and tendering the necessary fare for service.

Item 8.

(Code 1976, § 110.29)

Secs. 10-364—10-390. - Reserved.

DIVISION 2. - TAXICAB LICENSE

Sec. 10-391. - Required.

It shall be unlawful for any person to operate a taxicab or bus on any street in the city without first obtaining a license for such operation as provided in this division.

(Code 1976, § 110.21)

Sec. 10-392. - Application; deposit; insurance; indemnity bond.

Any person desiring to operate a taxicab upon any public street within the city shall make application in writing to the city clerk for a license for such operation. The application shall state the name and business address of the applicant and the number of taxicabs to be operated under such license. The applicant shall deposit with the city clerk the sum of \$10.00 for each taxicab to be operated for which a license is desired, which sum shall be retained by the city if the license is granted. The applicant shall present to the city clerk evidence that a policy of insurance or indemnity bond has been issued to the applicant by a responsible company which is licensed to do insurance business in the state, which indemnity bond or insurance policy shall describe the vehicle to be licensed by motor number, factory number, if any, maker's name and number of passengers capable of being carried by such vehicle. Such bond or policy shall state that the issuing company shall be directly liable to pay all damages for injury to persons carried in the vehicle and shall be in the amounts of not exceeding \$100,000.00 to any one person or \$500,000.00 for any one accident, which may be recovered against the licensee of the vehicle described in such bond or policy by reason of the negligent or wrongful use or operation of the vehicle. The bond or policy shall continue in effect during the period for which the vehicles are licensed. If such person shall desire to put into service any other taxicab he shall comply with the same requirements.

(Code 1976, § 110.22)

Sec. 10-393. - Issuance; expiration.

The city commission, within a reasonable time after the filing of an application for a license to operate a taxicab within the city, shall act upon such application, and if the commission is satisfied that the person applying for a license under this article is responsible, the vehicle proposed to be operated is safe and suitable for such purpose and the applicant has procured suitable and proper insurance or indemnity with a proper and responsible company, the commission shall direct the city clerk, upon the payment of the fees required in this division, to issue a license to the applicant, which license shall expire May 1 next ensuing.

(Code 1976, § 110.23)

Secs. 10-394—10-410. - Reserved.

DIVISION 3. - BUS LICENSES

Sec. 10-411. - Application.

Any person desiring to operate a city bus over any scheduled route within the city shall comply with the provisions of this article with respect to the licensing and the operation of taxicabs and shall make written application to the city clerk, designating the proposed route over which the licensee desires to operate the bus, the time schedules upon which the bus is proposed to be operated and the rates of fare to be charged by the licensee to passengers.

(Code 1976, § 110.24)

Sec. 10-412. - Issuance; denial.

- (a) The city commission, within a reasonable length of time after the filing of an application to operate a city bus, shall act upon the application and, if it shall approve of the proposed routes, time schedules and rates of fare to be charged, and if the commission shall be satisfied, further, that the applicant is financially responsible and has sufficient and proper equipment to maintain the proposed bus service, that the proposed service will be adequate to meet the needs of the public, and that the proposed bus service is necessary and desirable, it shall approve the application.
- (b) The city commission may make such application approval conditioned upon any change in the proposed routes, schedule and rates as the commission may deem necessary and reasonable under the circumstances. If the commission shall approve of the application, it shall direct the city clerk to issue a license to the applicant which shall expire May 1 next ensuing, and if the commission is not satisfied with respect to the conditions set forth in this section, it shall deny the application.

(Code 1976, § 110.25)

Sec. 10-413. - Preference for established licensee.

With respect to applications to operate city buses over a previously established route within the city, preference shall be given to any licensee having maintained a city service over a particular route in a satisfactory manner.

(Code 1976, § 110.26)

Item 8.

Sec. 10-414. - Intermunicipal bus exempt.

Nothing in this article shall be construed to prevent the operation of an intermunicipal bus under any license from the state. Intermunicipal buses shall not be allowed to carry passengers from place to place within the city without having obtained a license to operate a city bus.

(Code 1976, § 110.27)



Board: Downtown Development Authority

Agenda Date: July 21, 2026

Presenter: Patricia West

Item 9.

Staff Report

Agenda Item Title:

Buy-Nearby Promotional Campaign (October 2-4)

Background:

Staff recommends the DDA consider participating in the Michigan Retailers Association's Buy Nearby Weekend promotional campaign, scheduled for October 2–4, 2026. Recognizing that Downtown Day will take place the weekend prior, staff are not recommending a separate physical event. Instead, Downtown Day would serve as an opportunity to promote and build excitement for Buy-Nearby Weekend the following week.

The purpose of Buy-Nearby Weekend is to encourage residents to support Michigan-owned businesses as the community begins its holiday shopping season. The campaign serves as an unofficial kickoff to holiday shopping by challenging participants to visit three Michigan-based businesses and complete a promotional punch card for the opportunity to win a prize from the Michigan Retailers Association.

The Downtown Ambassador has already requested the free Community Partner Party Pack, which includes promotional posters, punch cards, and Michigan Retailers Association membership materials for distribution to participating businesses. Staff will also coordinate outreach to encourage locally owned retailers and small businesses throughout Gladstone to request their own complimentary promotional materials and participate in the campaign.

Fiscal Effect:

N/A

Supporting Documentation:

Buy-Nearby Weekend Sponsorship Guide

Recommendation:

Motion to approve the City of Gladstone DDA's participation in the Michigan Retailers Association's Buy-Nearby Weekend promotional campaign for October 2–4, 2026, and authorize staff to coordinate marketing efforts and business outreach in support of the initiative.



Sponsorship and Engagement Guide

Keep Your Money in Michigan!

Item 9.



Buy Nearby Guy's Weekend Road Trip

Bring the Buy Nearby Guy to your community during Buy Nearby Weekend!



"Ultimate Destination" - \$1,000 (1 available)

Set the destination of Buy Nearby Guy's road trip! Spend up to **two hours** with Buy Nearby Guy, visiting your downtown and local businesses for photo opportunities and shopper engagement. Your community will receive:

- Social media and website call-outs as a sponsor for the road trip
- Sponsoring Partner Party Pack including: 2,500 cobranded Shop 3 Challenge punch cards, 25 posters, 50 balloons, and other promotional items.



"Pit Stop Destination" - \$500 (3 available*)

Bring the Buy Nearby Guy to your community with a "Pit Stop" during our road trip. Spend **30 minutes** with BNG, taking photos, and strolling downtown to connect with shoppers. Your community will receive:

- Social media and website call-outs as a sponsor for the road trip
- Sponsoring Partner Party Pack including: 1,000 cobranded Shop 3 Challenge punch cards, 15 posters, 25 balloons, and other promotional items.

**Subject to approval after Ultimate Destination is finalized.*

Claim now!



Shop 3 Challenge Punch Card Contest

Encourage shoppers to visit at least three Michigan-owned businesses during Buy Nearby Weekend for a chance to win big!



1 punch card, 4 winners!

\$500 prize for one lucky shopper

Plus a 1-year membership or \$100 for the three Michigan-based businesses visited.



Any Michigan-based business is eligible to participate and stamp/initial punch cards. MRA membership is not required.

No purchase required for entry. Shoppers must be 18+ to enter. See website for more details.



★ Add your logo/brand to punch cards by sponsoring a **Community Party Pack!**

FREE Buy Nearby Weekend Party Packs

Celebrate with MRA and spread awareness about the importance of buying nearby!



For Michigan-based retailers and small businesses

Encourage all **locally-owned retailers** and **small businesses** in your community to request their **FREE** party pack.

**MRA membership is not required, but MRA member businesses will receive extra promo items in their packs.*



For Community Partners

Claim a **FREE** party pack for your local Chamber, CVB, DDA, community bank or credit union, EDC, nonprofit, or other community resource organization. These packs include five additional posters, extra punch cards, and membership materials to share with local businesses.

Claim a kit now!



Sponsoring Community Party Packs

By sponsoring a Partner Party Pack for your community, you'll be featured under the "Participating Destinations and Downtowns" on Buy Nearby Weekend promotions.



Level 1 Sponsor - \$250

- 25 posters and infographics
- 1,000 cobranded punch cards
- Additional promotional materials to share with your community.



Level 2 Sponsor - \$150

- 15 posters and infographics
- 500 cobranded punch cards
- Additional promotional materials to share with your community.



Level 3 Sponsor - \$100

- 10 posters and infographics
- 250 cobranded punch cards
- Additional promotional materials to share with your community.

Looking for more ways to get involved? **Reach out!**



communications@retailers.com



Retailers.com
BuyNearbyMI.com

Celebrate Buy Nearby Weekend in your Community

the first full weekend in October every year.

Why Should You Buy Nearby?



MICHIGAN IS HOME TO
90,346 RETAIL LOCATIONS



**NEARLY 20% OF ALL
RETAIL SALES IN
MICHIGAN ARE REMOTE**

4% HIGHER THAN THE NATIONAL AVERAGE.

**Shifting 10% of our online shopping back to a
Michigan-based business would help:**



**INCREASE EMPLOYMENT
11,911 NEW JOBS**

DECREASE UNEMPLOYMENT IN MICHIGAN BY 5%



**BOOST LABOR INCOME
\$557 MILLION**



**INCREASE MICHIGAN'S
ECONOMIC ACTIVITY
\$1.1 BILLION**



Buy Nearby Weekend 2026 Activities

- **Free** Party Packs for MI-based retailers
- Buy Nearby Guy's Road Trip
- Participating Member Map and Directory
- Shop 3 Challenge Punch Card Contest:
 - \$500 prize for one lucky shopper, plus THREE winning retailers!

About MRA

MRA is the nation's largest state retail trade association, representing more than 5,000 members and 15,000+ storefronts and websites across MI. We are "for the good of retail," with an advocacy-first approach to member service. Providing cost-saving member benefits, helpful resources, the Buy Nearby program, state-level legislative advocacy, and more, MRA is a membership that local businesses are grateful for.



603 S. Washington Ave.
Lansing, MI 48933



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Toll-free: 800.366.3699
Fax: 517.372.1303



Retailers.com
RetailersInsurance.com
BuyNearbyMI.com



MI DOWNTOWN ASSOCIATION

SAVE THE DATE

 **August 6, 2026**

 **At 10 AM - 1 PM**

 **Marquette Township Hall
1000 Commerce Dr.**

Dana Walker

**DIRECTOR
MICHIGAN DOWNTOWN
ASSOCIATION**

RSVP HERE!

More Information :

Nate Heffron

citymanager@cityofnegaunee.com



Board: Downtown Development Authority

Agenda Date: July 21, 2026

Presenter: Patricia West

Item 11.

Staff Report

Agenda Item Title:

The Great Gladstone Harvest Fest

Background:

Staff recommends the DDA consider hosting The Great Gladstone Harvest Fest on Sunday, October 25, 2026, as a community-wide fall celebration designed to encourage families to visit Downtown Gladstone while supporting local businesses and seasonal activities.

The proposed event would be developed in partnership with several community organizations and businesses, including Yooper Forestry and Saunders Point Brewing Company. As part of the partnership, Yooper Forestry intends to supply pumpkins for Saunders Point's launch of a new seasonal pumpkin beer while also providing free pumpkins for children, creating a family-friendly attraction that complements the brewery's promotional event.

Additional event components would include a Harvest Market at the Farmers Market Square featuring local vendors, artisans, and seasonal products, as well as downtown trick-or-treating, with participating businesses welcoming children and families throughout the afternoon. Collectively, these activities are intended to create a festive atmosphere, increase foot traffic throughout the downtown district, and encourage visitors to explore Gladstone's local retailers, restaurants, and businesses.

If supported by the DDA, staff will continue coordinating with community partners, participating businesses, and volunteers to develop the event schedule, promotional materials, and logistical needs.

Fiscal Effect:

\$1000

Supporting Documentation:

N/A

Recommendation:

Motion to authorize staff to coordinate and promote The Great Gladstone Harvest Fest on Sunday, October 25, 2026, including partnerships with participating businesses and organizations to facilitate the Harvest Market, downtown trick-or-treating, free pumpkin giveaway, and related seasonal activities with a budget of up to \$1000.



Board: Downtown Development Authority
Agenda Date: July 21, 2026
Presenter: Patricia West

Staff Report

Agenda Item Title:

Veteran's Affairs Capture Discussion

Background:

A member of the public asked during the June meeting that the Veteran's Affairs Capture be added to the next agenda for discussion.

Fiscal Effect:

Expected to collect ~\$1,864 from this capture in the current fiscal year.

Supporting Documentation:

N/A

Recommendation:

Staff recommends a willingness to engage in good-faith discussions regarding tax increment revenue sharing if such a request is initiated by a taxing jurisdiction with which the DDA has a tax increment financing relationship, including the Delta County Veterans Affairs Office, or another authorized representative of Delta County. Staff does not recommend pursuing further discussion based solely on requests from private individuals who do not represent an affected taxing jurisdiction.