



GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
January 12, 2026
6:00 PM

AGENDA

CALL TO ORDER

1. Invocation
2. Pledge of Allegiance
3. Roll Call
- [4.](#) Swear In Commissioner Brad Mantela as Mayor Pro-Tem

PUBLIC HEARINGS

PUBLIC COMMENT

CONFLICTS OF INTEREST

CONSENT AGENDA

- [5.](#) Board of Review Work Session Minutes October 14, 2025
- [6.](#) DDA Regular Meeting Minutes - November 18, 2025
- [7.](#) City Commission Special Meeting Minutes December 1, 2025
- [8.](#) City Commission Organization Meeting Minutes December 8, 2025
- [9.](#) City Commission Regular Meeting Minutes December 8, 2025
- [10.](#) Board of Review Meeting Minutes December 9, 2025
- [11.](#) Payment of Bills
- [12.](#) PSE Invoice # 9061861 Sub Station Engineering
- [13.](#) Snow Machines, Inc. Invoice 0093626-IN

UNFINISHED BUSINESS

NEW BUSINESS

- [14.](#) Substation Transformers Bids
- [15.](#) Collection System Improvements Request for Disbursement of Funds #1.
- [16.](#) DCNT Proposal for Gladstone Community Bike Park
- [17.](#) Appoint Second Representative to the Delta County Solid Waste Management Authority
- [18.](#) DDA Facade Grant | 426 N 9th St
- [19.](#) Downtown Action Plan
- [20.](#) Use of DDA-Owned Equipment & Supplies Policy

CITY MANAGER'S REPORT

CITY COMMISSION & COMMITTEE REPORTS

BOARDS & COMMISSIONS REPORTS

CITY COMMISSIONER COMMENTS

CITY CLERK COMMENTS

CLOSED SESSION

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: 01-08-2026

Kimberly Berry, MiPMC
906-428-2311
kberry@gladstonemi.gov

RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

(Excerpt from City Commission Rules of Procedure Adopted: 11-25-2019)

A. Public Comment / Public Hearings

At regular and special meetings of the commission, individuals wishing to be heard may address the commission during the public comment/public hearing periods as set forth in the agenda under the following rules:

1. Each speaker shall state name and address for the record.
2. Each speaker is limited to three (3) minutes of comment unless the presiding officer decides more time is necessary
3. Each speaker shall try to be concise and refrain from repeating comments already addressed by the commission.
4. Speakers who do not cease speaking when asked to do so will be deemed out of order and will not be allowed to address the commission again for the remainder of the meeting; continued disruption will warrant removal from the meeting.
5. The commission shall not decide issues that arise during public comment.
6. Speakers should address the commission through the presiding officer.
7. Commissioners and staff will not debate with the public.
8. Speakers will not verbally attack City Commissioners, City Staff or members of the public attending the meeting. Any such behavior will not be tolerated and any person presenting in this manner will be warned by the Mayor and shall be removed by Public Safety for noncompliance.
9. No vulgar or obscene language will be used by the speakers.
10. Any information the speaker wants to distribute to the Commission must first ask the Chair (Mayor) if they may present the Commission written comments at the meeting.
11. Speakers may not ask questions of the board during this time as the Commission or Staff will not address them during this public comment period.



Board:	City Commission
Agenda Date:	01-12-2026
Department:	City Commission
Presenter:	Kim Berry, City Clerk

Staff Report

Agenda Item Title:

Swear In Commissioner Brad Mantela as Mayor Pro-Tem

Background:

Commissioner Mantela was absent excused at the Organization Meeting held on 12-08-2025.

Fiscal Effect:

Supporting Documentation:

I now ask Commissioner Mantela to please stand, raise your right hand and repeat after me:

I do solemnly swear, that I will support, the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge, the duties of Mayor Pro-Tem, in and for, the City of Gladstone, County of Delta and the State of Michigan, according to the best of my ability.

Recommendation:

No Action



GLADSTONE BOARD OF REVIEW WORK SESSION

Item 5.

City Hall Chambers – 1100 Delta Avenue
October 14, 2025
1:00 PM

MINUTES

Chairman Howard Haulotte called the meeting to order at 1:05 PM.

Roll Call:

PRESENT: Howard Haulotte, Jason Lippens and Jody Pontius

No public present.

Discussed the Poverty Exemption guidelines and referred them to City Commission for approval.

Chairman Howard Haulotte adjourned the work session at 1:50 PM

City Clerk Kimberly Berry



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

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

MINUTES

CALL TO ORDER

DDA Chairperson, Bostwick, called the meeting to order at 8:16 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Kyle Closs (Excused)
Jacob Taylor	Nathan Neumeier (Excused)
Jay Bostwick (Departed at 9:21 AM)	
Jason Lippens	
Joe Thompson	
Robert LeDuc	
Parker Grzybowski (Arrived at 8:25 AM)	

Staff Attendance: Rob Spreitzer, Patricia West, Samantha Gaudino

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. DDA Regular Meeting Minutes - October 21, 2025

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

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

MOTION CARRIED.

FINANCIALS

3. October Revenue & Expenditure Report

West provided an overview of notable budget items as follows:

Revenue Accounts:

- The board can expect grant funding from the DTE Energy Tree Planting Grant once the final report is submitted.
- Facade owners' match revenue is not expected, as 709 Delta Avenue forfeited the funding.

Expenditure Accounts:

- West clarified which line items reflect compensation for Public Works, herself, and Samantha Gaudino.
- The Materials & Supplies budget is over due to a tree project expense that was incorrectly charged to that account instead of Beautification Purchases.

- The DDA can expect the invoice for the new holiday garland purchase to be paid from Beautification Purchases in November 2025.
- Equipment Rentals were not budgeted; these expenses originated from DPW's work on the tree planting project. The Dr. Mary Cretens Fund will reimburse the DDA for a portion of this project.

Item 6.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

NEW BUSINESS

4. 2025 Facade Grant Application Review

The DDA reviewed the three submitted applications in detail. Becker led the discussion as a representative of the subcommittee, which had conducted a thorough review and completed a scoring rubric for each application.

The scoring results, with higher scores indicating a more favorable evaluation, were as follows:

- **426 N 9th St (Alger Delta Cooperative):** 32.5
- **1920 Lake Shore Dr (United Methodist Church):** 27.5
- **813 Delta Ave (Tamarack's Whatnot Shop):** 17

Discussion during the review included consideration of:

- Demonstrated financial need
- Potential impact on the downtown area
- Definition of a "facade" for purposes of the grant
- Confidence in project completion
- Value of an active business occupying the space or plans for future use
- Taxes and special assessment contributions made to the City and DDA

Regarding the United Methodist Church application, the DDA inquired about the potential for the applicant to receive WPPI funds, as they are an electric customer of the City. It was suggested that this alternative be explored following amendments to the City of Gladstone's sign ordinance, which are currently under review by the Planning Commission.

Motion made by Becker, seconded by Bostwick to recommend City Commission approval of 50% of the project cost, not to exceed \$7461.42, to the facade project at 426 N 9th St.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, LeDuc, Grzybowski
MOTION CARRIED.

5. Downtown Action Plan

Motion made by Grzybowski, seconded by LeDuc to recommend the adoption of the Downtown Action Plan to the Gladstone City Commission.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, LeDuc, Grzybowski
MOTION CARRIED.

6. Grant Application Request | America250MI History Program Grants

Motion made by Lippens, seconded by Becker to approve the DDA's grant application for the America250MI History Program for placemaking efforts at 701 Delta Ave for up to the maximum capacity of the grant.

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

MOTION CARRIED.

Item 6.

7. DDA Inventory Rentals

Motion made by LeDuc, seconded by Grzybowski to draft and implement a policy on DDA Inventory Rentals.

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

MOTION CARRIED.

Jay Bostwick departed the meeting at 9:21 AM, and Joe Thompson took over the role of running the meeting.

8. DDA Judge for Holiday Home Decorating Contest

Following Jay Bostwick's departure of the meeting, the remaining board nominated him to serve as a DDA Judge for the Holiday Home Decorating Contest.

UNFINISHED BUSINESS

9. Facade Grant Update | 709 Delta Ave

The DDA discussed postponing this discussion until planning efforts for the 701 Delta Avenue park project were underway, to better define the project's scope before making a funding decision.

Motion made by Becker, seconded by Taylor to postpone this discussion until the January meeting.

Voting Yea: Becker, Taylor, Lippens, Thompson, LeDuc, Grzybowski

MOTION CARRIED.

CITY COMMENTS & REPORTS

West provided an update on the following items:

10. 2025 Holiday Home Decorating Contest

West reiterated the details of the contest and shared that more information can be found on the website.

11. Feedback on the LARA Portal Workshop

Although the turnout was small, valuable connections were made. West had the opportunity to meet Ben Ives of Ives Trucking, located within the DDA District, marking a new connection for the board. It was insightful to observe businesses attending that were interested in supporting and connecting with one another.

12. Informational Meeting in December

West will be preparing the annual Informational Meeting for the December agenda. This presentation will also be given at the City Commission level.

13. Interim City Manager Announcement

West took a moment to introduce Rob Spreitzer, the recently announced City Manager, to the Authority.

14. November 4th Election Outcomes

The outcome of the November 4th election was shared with the Authority.

15. Old-Fashioned Christmas Updates

Samantha Gaudino, Downtown Ambassador, shared current updates on the planning efforts of the Old-Fashioned Christmas.

16. Trash Cans on Delta Updates

West shared that she has been working with Parks and Recreation on a downtown solution to eliminate the liability of having a person manually empty the garbage containers, allowing the garbage truck to handle this task instead. As a result, the City is shifting focus to finding enclosures for the Public Works receptacles to minimize their visual impact on the downtown.

Item 6.

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

The meeting adjourned at 9:36 AM ET.



GLADSTONE CITY COMMISSION SPECIAL MEETING

City Hall Chambers – 1100 Delta Avenue
December 01, 2025
6:00 PM

Item 7.

MINUTES

Mayor Thompson called the special meeting to order, Commissioner Mantela gave the Invocation followed by the Pledge of Alliegience.

Mayor Thompson called the roll:

PRESENT

Mayor Joe Thompson
Commissioner Judy Akkala
Mayor Pro-Tem Brad Mantela
Commissioner Robert Pontius
Commissioner Steve O'Driscoll

No public comment was offered.

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner O'Driscoll to approve the Interim City Manager Contract with Mr. Robert Spreitzer as presented with corrections of the dates to beginning January 1, 2026 and authorize Mayor Joe Thompson and City Clerk Kimberly Berry to sign the contract.

Mayor Thompson	Yes
Commissioner Akkala	Yes
Mayor Pro-Tem Mantela	Yes
Commissioner Pontius	Yes
Commissioner O'Driscoll	Yes

MOTION CARRIED UNANIMOUSLY

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner O'Driscoll to approve the Mentorship Consulting Agreement with Mr. Eric Buckman as presented with corrections of dates to January 1, 2026 to January 31, 2026 and authorize Mayor Joe Thompson and City Clerk Kimberly Berry to sign.

MOTION CARRIED UNANIMOUSLY

Thank you to Commissioner Pontius for his years of service to the community!

There being no further business before the Commission Mayor Thompson adjourned the meeting at 6:24 PM.

Mayor Joe Thompson

City Clerk Kimberly Berry



GLADSTONE CITY COMMISSION ORGANIZATION MEETING

City Hall Chambers – 1100 Delta Avenue
December 08, 2025
6:00 PM

Item 8.

MINUTES

City Clerk Kimberly Berry called the Organization Meeting to order at 6:00 PM

No public comment was offered.

Clerk Berry announced the Delta County Board of Canvassers, and the State of Michigan has certified the November 5, 2025 General Election and the following are named as City Commissioners for terms expiring November 2029:

Whitney Maloney

Steve O'Driscoll

Joe Thompson

Motion made by Commissioner Akkala, Seconded by Commissioner O'Driscoll to nominate Commissioner Joe Thompson as Mayor. MOTION CARRIED

Commissioner Joe Thompson was sworn in as Mayor by Clerk Kimberly Berry.

Motion made by Commissioner Akkala, Seconded by Mayor Thompson to nominate Commissioner Brad Mantela as Mayor Pro-Tem. MOTION CARRIED

Commissioner Brad Mantela was absent and excused for this meeting; he will be sworn in at the next regular meeting on January 12, 2026.

The Organization Meeting adjourned at 6:06 PM with Clerk Berry obtaining signatures in the Oath Book and presenting the gavel to Mayor Thompson.

Mayor Joe Thompson

City Clerk Kimberly Berry



GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
December 08, 2025
6:00 PM

MINUTES

Mayor Thompson called the regular meeting to order, gave the Invocation and followed by the Pledge of Allegiance.

Clerk Berry called the roll:

PRESENT

Mayor Joe Thompson

Commissioner Judy Akkala

Commissioner Steve O'Driscoll

Commissioner Whitney Maloney

ABSENT - EXCUSED

Mayor Pro-Tem Brad Mantela

The following individuals spoke under public comment:

Theresa Evans - 11th/Minnesota Avenue

Motion made by Commissioner Akkala, Seconded by Commissioner O'Driscoll to approve the consent agenda as presented and include the Invoice # 11378455 State of Michigan for NPDES Annual Permit Fee.

MOTION CARRIED

Motion made by Mayor Thompson, Seconded by Commissioner Akkala to appoint Commissioners Maloney and Commissioner O'Driscoll to the subcommittee for Assessor Position.

MOTION CARRIED

Motion made by Commissioner O'Driscoll, Seconded by Commissioner Maloney to approve the DDA's grant application for the America250MI History Program for placemaking efforts at 701 Delta Avenue for up to the maximum capacity of the grant requiring a minimum match of \$15,000 from the DDA.

MOTION CARRIED

Motion made by Commissioner Akkala, Seconded by Commissioner O'Driscoll to authorize the purchase from Calgon Carbon for Carbon Exchange in the amount of \$110,700.00.

MOTION CARRIED

Motion made by Mayor Thompson, Seconded by Commissioner Maloney to approve the 2026 City Commission Regular Meeting Dates as follows:

**All meetings begin at 6:00 PM at Gladstone City Hall
1100 Delta Avenue, Gladstone, MI. 49837**

January 12, 2026
January 26, 2026
February 9, 2026
February 23, 2026
March 9, 2026
March 23, 2026
April 13, 2026
April 27, 2026
May 11, 2026
May 25, 2026 – Cancelled Memorial Day
June 8, 2026
June 22, 2026
July 13, 2026
July 27, 2026
August 10, 2026
August 24, 2026
September 14, 2026
September 28, 2026
October 12, 2026
October 26, 2026
November 9, 2026
November 23, 2026
December 14, 2026
December 28, 2026

MOTION CARRIED

Motion made by Commissioner Akkala, Seconded by Commissioner O'Driscoll to approve the quote from Dorner in the amount not to exceed \$23,496.00 for valves, actuators and service.

MOTION CARRIED

Motion made by Commissioner O'Driscoll, Seconded by Commissioner Akkala to approve Resolution No. 2025-10 Authorizing Non-motorized Transportation Improvements and the Non-motorized Non-compliance Action Plan November 2025 and submit to the State of Michigan.

MOTION CARRIED

There being no further business before the Commission Mayor Thompson adjourned the meeting at 6:40 PM.

Mayor Joe Thompson

City Clerk Kimberly Berry



GLADSTONE GLADSTONE BOARD OF REVIEW DECEMBER MEETING

Item 10.

City Hall Chambers – 1100 Delta Avenue
December 09, 2025
1:00 PM

MINUTES

Chairman Howard Haulotte called the meeting to order at 1:00 PM. City Clerk Berry called the roll:

PRESENT:

Howard Haulotte
Jason Lippens
Jody Pontius

DBOR 2025-01

Parcel Id: 21-052-032-008-00
Columbus Club of Gladstone
715 Delta Avenue

Motion by Jody Pontius; Seconded by Jason Lippens to approve changing the parcel status from taxable to exempt.

MOTION CARRIED UNANIMOUSLY.

DBOR 2025-02

Parcel Id: 21-052-076-010-00
Rebecca Royer
1221 Superior Avenue

Motion by Jody Pontius; Seconded by Jason Lippens to grant 100% Poverty Exemption for 2025.

MOTION CARRIED UNANIMOUSLY

Motion by Jody Pontius; Seconded by Jason Lippens to adjourn the meeting at 1:51 PM.

MOTION CARRIED UNANIMOUSLY

City Clerk Kimberly Berry

CHECK REGISTER FOR CITY OF GLADSTONE

CHECK DATE 12/01/2025 - 12/31/2025

Item 11.

Check Date	Check	Vendor Name	Amount
Bank BAY			
12/01/2025	1775(E)	MERS	119,506.00
12/01/2025	1776(E)	DEARBORN LIFE INSURANCE CO.	789.53
12/01/2025	1781(E)	JCB FINANCE	1,326.04
12/01/2025	82429	CITY OF GLADSTONE	40.00
12/01/2025	82430	JANICE ANN FRIZZELL	3,841.67
12/03/2025	1777(E)	MICHIGAN DEPT OF TREASURY	10,859.78
12/03/2025	1778(E)	DTE ENERGY	2,787.84
12/03/2025	1780(E)	STATE OF MICHIGAN	11,996.36
12/03/2025	82431	BAY DE NOC COMMUNITY COLLEGE	7,981.49
12/03/2025	82432	DELTA AREA TRANSIT AUTHORITY	2,857.13
12/03/2025	82433	DELTA COUNTY TREASURER	16,550.05
12/03/2025	82434	DELTA COUNTY TREASURER	3,000.00
12/03/2025	82435	DELTA-SCHOOLCRAFT I.S.D.	6,043.24
12/03/2025	82436	GLADSTONE AREA SCHOOLS	11,173.45
12/04/2025	82437	BELONGA JOHN	44.52
12/04/2025	82438	EMBERS CREDIT UNION	155.59
12/04/2025	82439	EMBERS CREDIT UNION	34.29
12/04/2025	82440	EMBERS CREDIT UNION	2,187.09
12/04/2025	82441	MCEACHERN HOLLAND V & GAIL A	41.01
12/04/2025	82442	OPPORTUNITY RESOURCE FUND	13.86
12/04/2025	82443	OPPORTUNITY RESOURCE FUND	14.53
12/04/2025	82444	LINDA BARTOSZ	250.00
12/04/2025	82445	ALL-LIFT SYSTEMS, LLC - CHECK	253.68
12/04/2025	82446	AMERICAN TEST CENTER, INC.	310.00
12/04/2025	82447	BERGER & KING INC	651.40
12/04/2025	82448	BRINC DRONES, INC.	16,999.15
12/04/2025	82449	CITY OF GLADSTONE	25,801.29
12/04/2025	82450	CIVICPLUS	10,331.81
12/04/2025	82451	COLLIGO GIS, INC.	3,000.00
12/04/2025	82452	CORE & MAIN LP	49.85
12/04/2025	82453	DAILY PRESS	1,587.40
12/04/2025	82454	DELTA DISPOSAL	118.50
12/04/2025	82455	DELTA SOLID WASTE MGMT AUTHOR	6,581.12
12/04/2025	82456	EQUIPMENT BLADES, INC.	5,078.90
12/04/2025	82457	FASTENAL COMPANY	88.76
12/04/2025	82458	GALLS, LLC	1.00
12/04/2025	82459	GERBER COLLISION & GLASS	2,765.00
12/04/2025	82460	GMSLA, INC.	47.86
12/04/2025	82461	HAWKINS, INC.	1,646.56
12/04/2025	82462	HIAWATHA CHEF SUPPLY, INC.	38.00
12/04/2025	82463	HYDROCORP	874.00
12/04/2025	82464	IVERSON'S HOME CENTER	7.00
12/04/2025	82465	KEYNECTA INC.	2,800.00
12/04/2025	82466	KIM BUCKMAN	375.00
12/04/2025	82467	MEL'S LAWN, GARDEN & FEED	263.10
12/04/2025	82468	MENARDS - ESCANABA	103.44
12/04/2025	82469	MR. TIRE	22.50
12/04/2025	82470	MSC INDUSTRIAL SUPPLY CO.	104.45
12/04/2025	82471	NORTHERN MACHINING & REPAIR,	600.00
12/04/2025	82472	NORTHGATE EQUIPMENT & SALES	303.88
12/04/2025	82473	POWER SYSTEM ENGINEERING	38,495.00
12/04/2025	82474	PYRAMID EQUIPMENT, INC.	1,985.81
12/04/2025	82475	STROPICH OIL CO.	110.00
12/04/2025	82476	THE CARPET & DRAPERY SHOPPE	5,326.15
12/04/2025	82477	THE SHERWIN WILLIAMS CO.	339.75
12/04/2025	82478	TRUCK EQUIPMENT INC	240.26
12/04/2025	82479	U.P. ACTION NEWS	25.00
12/04/2025	82480	UP CONCRETE PIPE COMPANY	3,595.95
12/04/2025	82481	UP INTERNATIONAL TRUCKS, INC	49.93
12/04/2025	82482	USA BLUE BOOK	2,850.68
12/04/2025	82483	DR LAB SERVICES	1,670.00
12/08/2025	82484	ASHLEY VIZINEAU	375.00
12/09/2025	1801(E)	STATE OF MICHIGAN	350.62
12/10/2025	82488	GARY WERY INSURANCE AGENCY	32.72
12/10/2025	82493	Y.E.S	1,000.00
12/10/2025	82494	LAKESTATE INDUSTRIES	925.00
12/10/2025	82495	SALVATION ARMY	900.00
12/12/2025	1802(E)	ALERUS FINANCIAL	24,598.36
12/12/2025	1804(E)	FICA, MEDICARE, FEDERAL	32,948.29
12/12/2025	1805(E)	NATIONWIDE RETIREMENT SOLUTIO	12.01
12/12/2025	82489	IBEW LOCAL 876	238.18

CHECK REGISTER FOR CITY OF GLADSTONE

CHECK DATE 12/01/2025 - 12/31/2025

Item 11.

Check Date	Check	Vendor Name	Amount
Bank BAY			
12/12/2025	82490	MATRIX TRUST COMPANY	2,577.70
12/12/2025	82491	MICHIGAN STATE DISBURSEMENT U	199.31
12/12/2025	82492	POLICE OFFICERS LABOR COUNCIL	238.50
12/15/2025	1811(E)	QUADIENT FINANCE USA, INC.	400.00
12/15/2025	82496	CITY OF GLADSTONE	59.83
12/15/2025	82497	GERALDINE GORDON	12.81
12/17/2025	1806(E)	MICHIGAN CONFERENCE OF TEAMST	87,746.50
12/18/2025	82498	ADVANCE AUTO PARTS (CARQUEST)	906.07
12/18/2025	82499	AIRGAS USA, LLC	83.98
12/18/2025	82500	BILLY ELECTRIC	199.00
12/18/2025	82501	BS&A SOFTWARE	25,359.00
12/18/2025	82502	DELTA COUNTY CLERK	2,321.41
12/18/2025	82503	DELTA COUNTY SHERIFF'S DEPT	26.00
12/18/2025	82504	DEVON GIERKY	208.34
12/18/2025	82505	ENVIRONMENTAL RESOURCE ASSOCI	859.50
12/18/2025	82506	EPS INTERNATIONAL, INC.	12,177.09
12/18/2025	82507	GARY'S COLLISION CENTER, INC.	10,906.27
12/18/2025	82508	GERBER COLLISION & GLASS	5,857.50
12/18/2025	82509	GMSLA, INC.	34.43
12/18/2025	82510	GORDON YOUNG	135.87
12/18/2025	82511	HAWKINS, INC.	90.00
12/18/2025	82512	INFOSEND	4,026.39
12/18/2025	82513	LARA-MPSC	3,708.03
12/18/2025	82514	LIFELOC TECHNOLOGIES, INC.	104.94
12/18/2025	82515	LITTLE BAY CONCRETE PRODUCTS	845.75
12/18/2025	82516	MACQUEEN	760.00
12/18/2025	82517	MEL'S LAWN, GARDEN & FEED	179.00
12/18/2025	82518	MENARDS - ESCANABA	1,145.20
12/18/2025	82519	NORTHERN MACHINING & REPAIR,	1,240.88
12/18/2025	82520	NYE UNIFORM	127.50
12/18/2025	82521	OSF MEDICAL GROUP-OCCUPATIONA	275.00
12/18/2025	82522	PARAGON LABORATORIES, INC.	75.00
12/18/2025	82523	PAYNE & DOLAN INC	1,367.52
12/18/2025	82524	POMP'S TIRE SERVICE, INC.	363.59
12/18/2025	82525	PRO ARC WELDING & FABRICATING	31.65
12/18/2025	82526	RIVERSIDE AUTO SALES, INC.	123.00
12/18/2025	82527	SNOW MACHINES, INC.	811.17
12/18/2025	82528	STANDARD ELECTRIC COMPANY	665.84
12/18/2025	82529	STATE OF MICHIGAN	30.00
12/18/2025	82530	STATE OF MICHIGAN	5,500.00
12/18/2025	82531	STATE OF MICHIGAN	1,079.80
12/18/2025	82532	TRUCK COUNTRY OF WISCONSIN	46.36
12/18/2025	82533	TRUCK EQUIPMENT INC	42.81
12/18/2025	82534	U.S. BANK EQUIPMENT FINANCE	84.09
12/18/2025	82535	UP INTERNATIONAL TRUCKS, INC	993.05
12/18/2025	82536	USA BLUE BOOK	1,125.87
12/18/2025	82537	ANTHONY & LAURA TACKMAN	28.51
12/18/2025	82538	DAVID WEINGARTNER	7.05
12/18/2025	82539	MEDALLION MANAGEMENT INC.	435.85
12/19/2025	82540	BAY DE NOC COMMUNITY COLLEGE	20,820.98
12/19/2025	82541	DELTA AREA TRANSIT AUTHORITY	7,398.42
12/19/2025	82542	DELTA COUNTY TREASURER	44,069.64
12/19/2025	82543	DELTA COUNTY TREASURER	7,768.36
12/19/2025	82544	DELTA-SCHOOLCRAFT I.S.D.	17,735.90
12/19/2025	82545	GLADSTONE AREA SCHOOLS	85,949.66
12/23/2025	1812(E)	AFLAC	972.48
12/23/2025	82553	WILLIAM BOYCE	500.00
12/23/2025	82554	BRADSHAW, KATHLEEN	300.00
12/26/2025	1807(E)	ALERUS FINANCIAL	24,411.66
12/26/2025	1809(E)	FICA, MEDICARE, FEDERAL	30,791.69
12/26/2025	1810(E)	NATIONWIDE RETIREMENT Solutio	12.01
12/26/2025	1813(E)	WEX BANK	5,355.32
12/26/2025	82555	IBEW LOCAL 876	439.56
12/26/2025	82556	IBEW LOCAL UNION 906	329.32
12/26/2025	82557	MATRIX TRUST COMPANY	2,577.70
12/26/2025	82558	MICHIGAN STATE DISBURSEMENT U	199.31
12/26/2025	82559	POLICE OFFICERS LABOR COUNCIL	238.50
12/26/2025	82560	TEAMSTERS LOCAL #406	1,035.00
12/26/2025	82561	CITY OF GLADSTONE	100.00
12/29/2025	1814(E)	WPPI ENERGY	181,435.40
12/29/2025	1815(E)	U.S. BANK EQUIPMENT FINANCE	223.05

CHECK REGISTER FOR CITY OF GLADSTONE

CHECK DATE 12/01/2025 - 12/31/2025

Item 11.

Check Date	Check	Vendor Name	Amount
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Bank BAY

BAY TOTALS:

Total of 142 Checks:	1,006,652.75
Less 0 Void Checks:	0.00
Total of 142 Disbursements:	<u>1,006,652.75</u>

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE

For Check Dates 12/01/2025 to 12/31/2025

Item 11.

Fund	Item	Amount
------	------	--------

Totals For Fund: 101

Gross Payment:	154,436.00
Net Payment:	109,167.10
Total Payroll:	183,596.70

-- Deductions --

AFLAC_AFTER	168.43
AFLAC_PRE	309.04
CRCL_TST	3,225.49
DC LOAN REPAY	886.05
DC LOAN REPAY2	185.48
DEFINED_COMP_4%	1,307.43
DEFINED_COMP_3	2,642.36
FITW	12,724.82
FOC	178.75
FOP	477.00
HEALTHINSCONT	4,842.41
IBEW876UNION%	2.39
MEDICARE_EE	2,106.25
MERS 457 ROTH %	234.67
MERS457	117.63
MERS457%	482.38
MSAEEFAMILY	281.74
MSAEESINGLE	25.78
PSUPRPHONE	10.07
PUBSAFPHONE	14.87
SITW_MI	5,580.74
SOCSEC_EE	9,006.24
SUPSUNIONDUES	167.08
TEAMSTERS	291.80

Total Deductions:	45,268.90
-------------------	-----------

-- Expenses --

DEFINED_COMP_11	13,284.12
EMPLOYER 457	785.40
MEDICARE_ER	2,106.25
MSA ER EX SUPER	400.00
MSA ER EXPENSE	3,572.21
SOCSEC_ER	9,006.24
SUI	6.48

Total Expenses:	29,160.70
-----------------	-----------

Totals For Fund: 202

Gross Payment:	6,076.23
Net Payment:	4,099.06
Total Payroll:	7,377.79

-- Deductions --

AFLAC_AFTER	0.72
AFLAC_PRE	3.64
CRCL_TST	11.34
DC LOAN REPAY	24.67
DC LOAN REPAY2	46.53
DEFINED_COMP_3	182.28
FITW	603.49
FOC	44.84
HEALTHINSCONT	252.33
MEDICARE_EE	84.17
MERS457	24.93
MSAEEFAMILY	11.34
MSAEESINGLE	5.23
SITW_MI	232.19
SOCSEC_EE	359.81
SUPSUNIONDUES	7.20
TEAMSTERS	82.46

Total Deductions:	1,977.17
-------------------	----------

-- Expenses --

DEFINED_COMP_11	668.40
MEDICARE_ER	84.17

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE

For Check Dates 12/01/2025 to 12/31/2025

Item 11.

Fund	Item	Amount
	MSA ER EXPENSE	189.18
	SOCSEC_ER	359.81
	Total Expenses:	1,301.56
Totals For Fund: 203		
	Gross Payment:	5,956.77
	Net Payment:	3,778.10
	Total Payroll:	7,247.95
	-- Deductions --	
	AFLAC_AFTER	2.33
	AFLAC_PRE	11.65
	CRCL_TST	9.51
	DC LOAN REPAY	78.77
	DC LOAN REPAY2	148.64
	DEFINED_COMP_3	178.73
	FITW	568.41
	FOC	143.26
	HEALTHINSCONT	257.09
	MEDICARE_EE	82.21
	MERS457	17.44
	MSAEEFAMILY	9.51
	MSAEESINGLE	6.71
	SITW_MI	223.27
	SOCSEC_EE	351.64
	SUPSUNIONDUES	5.33
	TEAMSTERS	84.17
	Total Deductions:	2,178.67
	-- Expenses --	
	DEFINED_COMP_11	655.22
	MEDICARE_ER	82.21
	MSA ER EXPENSE	202.11
	SOCSEC_ER	351.64
	Total Expenses:	1,291.18
Totals For Fund: 248		
	Gross Payment:	2,962.30
	Net Payment:	2,300.37
	Total Payroll:	3,481.40
	-- Deductions --	
	CRCL_TST	1.04
	DEFINED_COMP_3	62.61
	FITW	87.71
	HEALTHINSCONT	81.13
	MEDICARE_EE	41.27
	MERS 457 ROTH %	58.41
	MSAEEFAMILY	34.79
	SITW_MI	105.47
	SOCSEC_EE	176.46
	SUPSUNIONDUES	13.04
	Total Deductions:	661.93
	-- Expenses --	
	DEFINED_COMP_11	229.61
	MEDICARE_ER	41.27
	MSA ER EXPENSE	71.67
	SOCSEC_ER	176.46
	SUI	0.09
	Total Expenses:	519.10
Totals For Fund: 540		
	Gross Payment:	8,305.95
	Net Payment:	5,715.76
	Total Payroll:	10,173.41
	-- Deductions --	
	AFLAC_AFTER	4.65
	AFLAC_PRE	7.07
	DC LOAN REPAY	14.73
	DC LOAN REPAY2	27.78

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE

For Check Dates 12/01/2025 to 12/31/2025

Item 11.

Fund	Item	Amount
	DEFINED_COMP_3	248.13
	FITW	461.90
	FOC	26.79
	HEALTHINSCONT	426.77
	MEDICARE_EE	113.99
	MERS 457 ROTH	200.00
	MERS457	29.73
	MERS457%	166.97
	MSAEEFAMILY	1.98
	MSAEE SINGLE	9.64
	SITW_MI	286.08
	SOCSEC_EE	487.35
	SUPSUNIONDUES	6.65
	TEAMSTERS	69.98
	Total Deductions:	2,590.19
	-- Expenses --	
	DEFINED_COMP_11	909.79
	MEDICARE_ER	113.99
	MSA ER EXPENSE	355.67
	SOCSEC_ER	487.35
	SUI	0.66
	Total Expenses:	1,867.46
Totals For Fund: 582		
	Gross Payment:	43,464.45
	Net Payment:	28,043.90
	Total Payroll:	52,533.91
	-- Deductions --	
	AFLAC_AFTER	51.54
	AFLAC_PRE	228.22
	DEFINED_COMP_3	1,266.01
	ELECPHONE	29.74
	FITW	4,252.57
	HEALTHINSCONT	905.60
	IBEW876DEATH	4.00
	IBEW876FLAT	200.00
	IBEW876UNION%	471.35
	MEDICARE_EE	609.31
	MERS457	1,152.65
	MERS457%	1,784.50
	MSAEEFAMILY	160.18
	SITW_MI	1,617.37
	SOCSEC_EE	2,605.31
	SUPSUNIONDUES	47.70
	TEAMSTERS	34.50
	Total Deductions:	15,420.55
	-- Expenses --	
	DEFINED_COMP_10	835.55
	DEFINED_COMP_11	3,722.89
	MEDICARE_ER	609.31
	MSA ER EX SUPER	400.00
	MSA ER EXPENSE	896.40
	SOCSEC_ER	2,605.31
	Total Expenses:	9,069.46
Totals For Fund: 590		
	Gross Payment:	27,918.65
	Net Payment:	18,586.46
	Total Payroll:	33,714.07
	-- Deductions --	
	AFLAC_AFTER	19.22
	AFLAC_PRE	22.12
	CRCL_TST	1,018.95
	DC LOAN REPAY	3.15
	DEFINED_COMP_3	832.79
	FITW	2,720.68
	HEALTHINSCONT	961.12
	MEDICARE_EE	388.32

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE

For Check Dates 12/01/2025 to 12/31/2025

Item 11.

Fund	Item	Amount
	MERS 457 ROTH	25.33
	MERS457	213.81
	MERS457%	17.97
	MSAEEFAMILY	153.61
	SITW_MI	991.16
	SOCSEC_EE	1,660.45
	SUPSUNIONDUES	42.33
	TEAMSTERS	261.10
	USCM2284	0.08
	Total Deductions:	9,332.19
	-- Expenses --	
	DEFINED_COMP_11	3,053.60
	MEDICARE_ER	388.32
	MSA ER EXPENSE	693.05
	SOCSEC_ER	1,660.45
	Total Expenses:	5,795.42
Totals For Fund: 591		
	Gross Payment:	24,993.46
	Net Payment:	16,091.70
	Total Payroll:	30,094.92
	-- Deductions --	
	AFLAC_AFTER	99.21
	AFLAC_PRE	44.64
	CRCL_TST	103.67
	DC LOAN REPAY	988.97
	DC LOAN REPAY2	5.17
	DEFINED_COMP_3	730.56
	FITW	2,568.70
	FOC	4.98
	HEALTHINSCONT	876.75
	MEDICARE_EE	341.76
	MERS 457 ROTH	124.67
	MERS457	133.81
	MERS457%	206.42
	MSAEEFAMILY	16.85
	MSAEESINGLE	2.64
	SITW_MI	916.73
	SOCSEC_EE	1,461.31
	SUPSUNIONDUES	39.99
	TEAMSTERS	210.99
	USCM2284	23.94
	Total Deductions:	8,901.76
	-- Expenses --	
	DEFINED_COMP_11	2,678.68
	MEDICARE_ER	341.76
	MSA ER EXPENSE	619.71
	SOCSEC_ER	1,461.31
	Total Expenses:	5,101.46



INVOICE

GLADSTONE, CITY OF
ATTN: JAMES OLSON
1100 DELTA AVENUE
BOX 32
GLADSTONE, MI 498370032

December 09, 2025
Work Order: MI0062506
Invoice No: 9061861
PO No.:
Net Terms: Upon Receipt

SUBJECT: North Bluff Substation XFMR Replacements

The following charges are for consulting and engineering services performed through November 29th, 2025:

1. Prepared comprehensive drawings package for transformer replacement and other miscellaneous site upgrades. Sent to client for review.
2. Prepared bid opening spreadsheet and discussed bid opening process with the client ahead of bid opening meeting.

Consultant	Hours	Rate	Amount
Bodenstein, Gerald	8.00	175.00	\$1,400.00
Kumar, Aseem	38.00	200.00	\$7,600.00
Packwood, Seth	7.50	220.00	\$1,650.00
	53.50		\$10,650.00

Professional Consulting Labor 53.50 hrs. \$10,650.00

AMOUNT DUE THIS INVOICE \$10,650.00 USD

Prior Invoices Due for Payment

Invoice Amount	Received	Balance	Invoice No.	Invoice Date	Days Old
\$38,495.00	\$0.00	\$38,495.00	9061344	11/10/2025	29
	Balance	\$38,495.00			

Payments by check may be remitted to:

Power System Engineering
2424 Rimrock Road, Suite 300
Madison, WI 53713

ACH Payments may be made to:

BMO Harris Bank
Routing #: 071025661
Account #: 6499503

Please email ACH remittance to: accounting@powersystem.org

Purchaser is responsible for all sales, use or excise taxes. Any such taxes not included in this invoice may be invoiced at a later date. Payment due upon receipt, a 1.5% per month charge will be applied to amounts not paid within 30 days.



SNOW MACHINES, INC.
1512 N. ROCKWELL DRIVE
MIDLAND, MI 48642

TEL: (989) 631-6091 (800) 248-6600
FAX: (989) 631-3162

Sold To:

GLADSTONE SPORTS PARK
CITY OF GLADSTONE
1100 DELTA AVE
GLADSTONE, MI 49837-0032

Confirm To:

101-761-970-000
CC 1-12-26

Ship To:

GLADSTONE SPORTS PARK
CITY OF GLADSTONE
1100 DELTA AVE
GLADSTONE, MI 49837

Item 13.

Invoice

Page: 1

Invoice Number: 0093626-IN
Invoice Date: 12/9/2025
Ship Date: 12/4/2025
Order Number: 0069306
Order Date: 11/20/2025
Salesperson: 0201
Customer Number: G124

Customer P.O.	Ship VIA	F.O.B.	Terms
CONTRACT SN 7877	CUSTOMER PICKUP	MIDLAND, MI	NET UPON RECEIPT OF INVOICE

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
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/D	EA	1.00	1.00	0.00	9,500.00	9,500.00
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REFURBISHED STANDARD POLECAT

A-FRAME CARRIAGE WITH 10 HP COMPRESSOR, 100' POWER CORD AND MANUAL
CONTROL PANEL.
SN 7877

PAYMENT TERMS ARE AS FOLLOWS:
\$9,500 DUE NET ON INVOICE

THANK YOU FOR YOUR BUSINESS!

ALL INVOICES IN US\$ UNLESS OTHERWISE STATED.

SERVICE CHARGE OF 1 1/2% PER MONTH ON OVERDUE ACCOUNTS.

PURCHASER RESPONSIBLE FOR LOCAL AND STATE SALES OR USE TAXES, IF ANY.

TITLE TO MACHINES & EQUIPMENT DOES NOT TRANSFER UNTIL PAID IN FULL.

Net Invoice:	9,500.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total (US\$):	9,500.00



Board:	City Commission
Agenda	1/12/2026
Date:	
Department:	Electric
Presenter:	James Olson

Staff Report

Agenda Item Title:

Sub Station Transformer bids

Background:

The Electric department is upgrading our substation transformers. Back on 8/25/25 I came to the commission for approval to put out on bids, now the process is complete so I would like to continue to keep moving forward. Once the Transformers are ordered they are 60-65 weeks out. (March/April of 2027)

Fiscal Effect:

Virgina Transformers \$1,366,900

Supporting Documentation:

See Bid Documents

Recommendation:

I recommend Virgina Transformers at \$1,366,900. The recommendation came from PSE our engineering firm we hired, to help us with the project (see attached document). Virgina transformer was the only company that got us their bid on time.



January 5, 2026

City of Gladstone, MI – Electrical Department
Attn: James Olson (Electrical Superintendent)
10 North 11th Street
Gladstone, MI 49837

Subject: North Bluff Substation – Transformers Bid Award Recommendations

Dear Mr. Olson,

I am sending you this letter with the recommendation for awarding the transformers bid for the North Bluff Substation upgrade project.

Bids were received on Wednesday, December 3rd, 2025, for two (2) 7.5/9.375//10.5 MVA, 69 kV Delta primary, 13.09Y/7.56 kV secondary rated transformers. Bid prices to furnish and deliver these two transformers ranged in price from approximately \$1,352,900 to \$1,847,800. It should be noted that only one bid was received on time; this has been recorded on the bid tabulation and evaluation which are attached for reference.

I recommend that the City of Gladstone, MI award the transformer bid to Virginia Transformer (VTC) based on the lowest responsible evaluated base bid in the amount of \$1,352,900. Please note that VTC's proposed payment terms are 90% of the base bid price upon delivery of the transformers and the remaining 10% due after offloading of the transformers to the jobsite.

The total contract amount will be **\$1,366,900**. This includes the transformer(s) with five-year warranty (\$1,302,900), estimated shipping costs (\$50,000 pre-paid & add), and VTC's recommended spare parts list (\$14,000). Please note that the City of Gladstone will need to present VTC with their tax-exemption certification immediately during the contract signing process in order to avoid paying sales tax or additional fees.

The contract cost of \$1,366,900 is above the budgeted amount of \$1,200,000 for the transformer(s) (approximately \$167,000 over the original budget). Current supply chain constraints, manufacturer plant loading, and other inflationary pressures have caused increased commodity pricing of steel, copper, oil, etc. There is a \$196,000 contingency budget within the overall project and this overage still fits within that contingency.

Delivery of the transformers is anticipated approximately March 2027.

Once we hear back from the City of Gladstone if there is approval of the recommendation of purchase, PSE can assist in notifying bidders of the bid results and assisting with contract paperwork with the awarded bidder. In the meantime, please contact me with any questions or comments.

Sincerely,

Seth Packwood, P.E.
Manager, Substation Engineering & Design
Power System Engineering, Inc.

Cc: Dave Mattias | Gladstone, MI
Brett Niemi | WPPI
Chris Chartier | WPPI
Aseem Kumar | PSE
Maria Hernandez | PSE

Attachments: Gladstone North Bluff Sub TRANSFORMER Bid Tabulation.pdf
Gladstone North Bluff Sub TRANSFORMER Bid Evaluation.pdf
VTC Proposal M254401A.pdf

City of Gladstone, MI - North Bluff Substation Transformers					
Transformer Bid Evaluation					
Latest Revision: 12-15-2025					
			LOWEST EVALUATED BID	ARRIVED LATE: 12/4/2025 @ 1:55pm EST	ARRIVED LATE: 12/3/2025 @ 1:55pm EST
			<u>Bid 1</u>	<u>Bid 2</u>	<u>Bid 3</u>
	Manufacturer:		Virginia Transformer Corp	Hitachi	WEG Transformers USA
					Niagara Power Transformers
Base Bid - furnish Two (2) 7.5/9.375//10.5 MVA, 55/65-degrees C rise, Dyn1, 69 kV Delta primary – 13.09Y/7.56 kV Wye secondary substation transformer without LTC			\$1,302,900.00	\$1,822,646.00	\$1,522,482.00
Estimated Shipping Costs			\$50,000.00	\$43,200.00	Included in base bid
Adder to Delay Shipping Costs			\$16,500.00	\$18,046.00	TBD
Total Estimated Base Bid Price (w/o adder)			\$1,352,900.00	\$1,865,846.00	\$1,522,482.00
Base Bid loss evaluation costs					
	Core (No-Load) Losses (Unit cost: \$/kW):	\$7,500	\$75,000.00	\$51,750.00	\$41,250.00
	Winding (Load) Losses (Unit cost: \$/kW):	\$2,500	\$47,500.00	\$72,500.00	\$140,000.00
	5 year warranty price		Included	Included	Included
Subtotal transformer cost with losses and comparable warranty			\$1,475,400.00	\$1,990,096.00	\$1,703,732.00
Additional evaluated cost considerations					
	Unit price for offloading		\$29,520.00	\$71,200.00	\$24,000.00
	Unit price for assembly		No assembly required	\$97,400.00	\$70,000.00
	Unit price for testing		\$33,736.00	\$22,000.00	Included in assembly
Total evaluated cost (not contract cost)			\$1,538,656.00	\$2,180,696.00	\$1,797,732.00
Delivery - Shipping ARO			60-65 weeks	91 weeks	75-78 weeks
Percentage above lowest evaluated bid cost			100%	142%	117%
Suggested spare parts cost			\$14,000.00		
Total Contract Cost (Transformers & Spare Parts <i>Without</i> Offloading, Assembly, and Testing):			\$1,366,900.00		



Board:	City Commission
Agenda	January 12, 2026
Date:	
Department:	Wastewater
Presenter:	Rodney Schwartz

Staff Report

Agenda Item Title:

Collection System Improvements Request for Disbursement of Funds #1.

Background:

According to the procedures required by Michigan Finance Authority State Revolving Loan Fund documents, requests for reimbursement of funds require Commission approval before sending to the State. Request for Disbursement #1 includes planning, design engineering, legal/financial services, bond counsel, and bid advertisement costs totaling \$442,637.73.

Fiscal Effect:

\$442,637.73

Supporting Documentation:

Request for Disbursement of Funds #1 packet.

Recommendation:

Approve Request for Disbursement of Funds #1 totaling \$442,637.73.



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Finance Division

Drinking Water State Revolving Fund, Clean Water State Revolving Fund, and Strategic Water Quality Initiatives Fund Request for Disbursement of Funds

As required under authority of Parts 52, 53, and 54 of NREPA, 1994 PA 451, as amended.

General Information

You must complete the information on pages 1 and 2 for each request for disbursement of funds that is submitted to the State Revolving Funds (SRF). A separate form is required for each assigned SRF project number. Detailed instructions can be found at the end of this document. Email this completed request along with cost supporting documentation (invoices) to your [EGLE project manager](#).

SRF Project Number: 5866-01 Request #: 1 Request Type: ☒ Partial ☐ Final

Period Covered by Request (M/D/Y): 1/1/2023 to 7/31/2025 Loan Amount: \$ 6,065,000

Loan Recipient's Name: City of Gladstone Recipient's EIN: _____

Address: 1100 Delta Avenue, Gladstone, MI 49837 Phone Number: 906-428-2311

Recipient's Bank Name: Baybank

Address: 104 S. 10th Street, Gladstone, MI 49837 Phone Number: 906-428-4040

Account Name: Checking ABA #: _____ Account #: _____

Special Instructions: _____

You must complete the information above along with page 2 for your request to be processed.

FOR EGLE USE ONLY

Amount this request from funding sources:

SRF loan (including BIL supplemental): _____

BIL EC: _____ BIL LSLR: _____ Booker LSLR: _____

ARP: _____ DWI: _____ L & I: _____

Request Approved by EGLE Project Manager: _____ Date: _____

Budget Items (all amounts to the penny)	Amount Incurred this Period	Amount Incurred to Item 15.
1. Asset Management Program/Fiscal Sustainability Costs		
2. Planning Costs	\$15,000.00	\$15,000.00
3. Rate Methodology Development Costs		
4. Design Engineering Costs	\$346,708.93	\$346,708.93
5. Legal/Financial Service Fees	\$45,112.50	\$45,112.50
6. Administrative Costs		
7. Bond Counsel Fees	\$31,500.00	\$31,500.00
8. Bond Advertisement Costs	\$4,241.30	\$4,241.30
9. Bid Advertisement Costs	\$75.00	\$75.00
10. Capitalized Interest		
11. Land Acquisition/Relocation Costs		
12. Land Purchase Costs		
13. Construction Engineering Costs		
14. Construction Costs (Bid Contracts)		
15. Construction Costs (Force Account)		
16. Equipment Costs		
17. Other Project Costs		
18. Adjustments Due to Other Funding		
19. Reimbursement from SRF-associated grant (ARP-SRF, DWI, L&I, etc.)		
20. Total Amounts Incurred	\$442,637.73	\$442,637.73
21. Amount Previously Disbursed		
22. Amount Requested for Loan Disbursement		\$442,637.73

I certify that I am an authorized representative of the recipient and am authorized to make the following certifications on behalf of the recipient: (i) there is no pending litigation or event which will materially and adversely affect the project, the prospects for its completion, or the recipient's ability to make timely repayments on the obligation issued in connection with this project; (ii) the representations, warranties and covenants contained in the supplemental agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the supplemental agreement and the application for assistance for this project; and (iv) the amount requested for disbursement represents the loan amount due, which has not previously been requested.

If this request for disbursement is for a FY 2025 or later DWSRF Bipartisan Infrastructure Law (BIL) Lead Service Line Replacement (LSLR)-financed project, I certify that the submitted BIL LSLR costs are for service lines that are lead or galvanized service lines downstream of **known** lead.

Authorized Representative Name: _____ Title: _____

Authorized Representative Signature: _____ Date: _____



Board:	City Commission
Agenda Date:	January 12, 2026
Department:	Recreation
Presenter:	Wendy Taavola

Staff Report

Agenda Item Title:

Delta County Non-Motorized (DCNT) Proposal for Gladstone Community Bike Park

Background:

Rick Elrod from DCNT attended the Recreation Advisory Board Meeting on November 10th, 2025 to present their proposal for a community bike park at the Sports Park. This would be a DCNT lead initiative with no impact on the Recreation Department time or resources. DCNT has asked that the city support grant applications as they come available for this project.

Fiscal Effect:

None

Supporting Documentation:

DCNT Proposal for Gladstone Community Bike Park

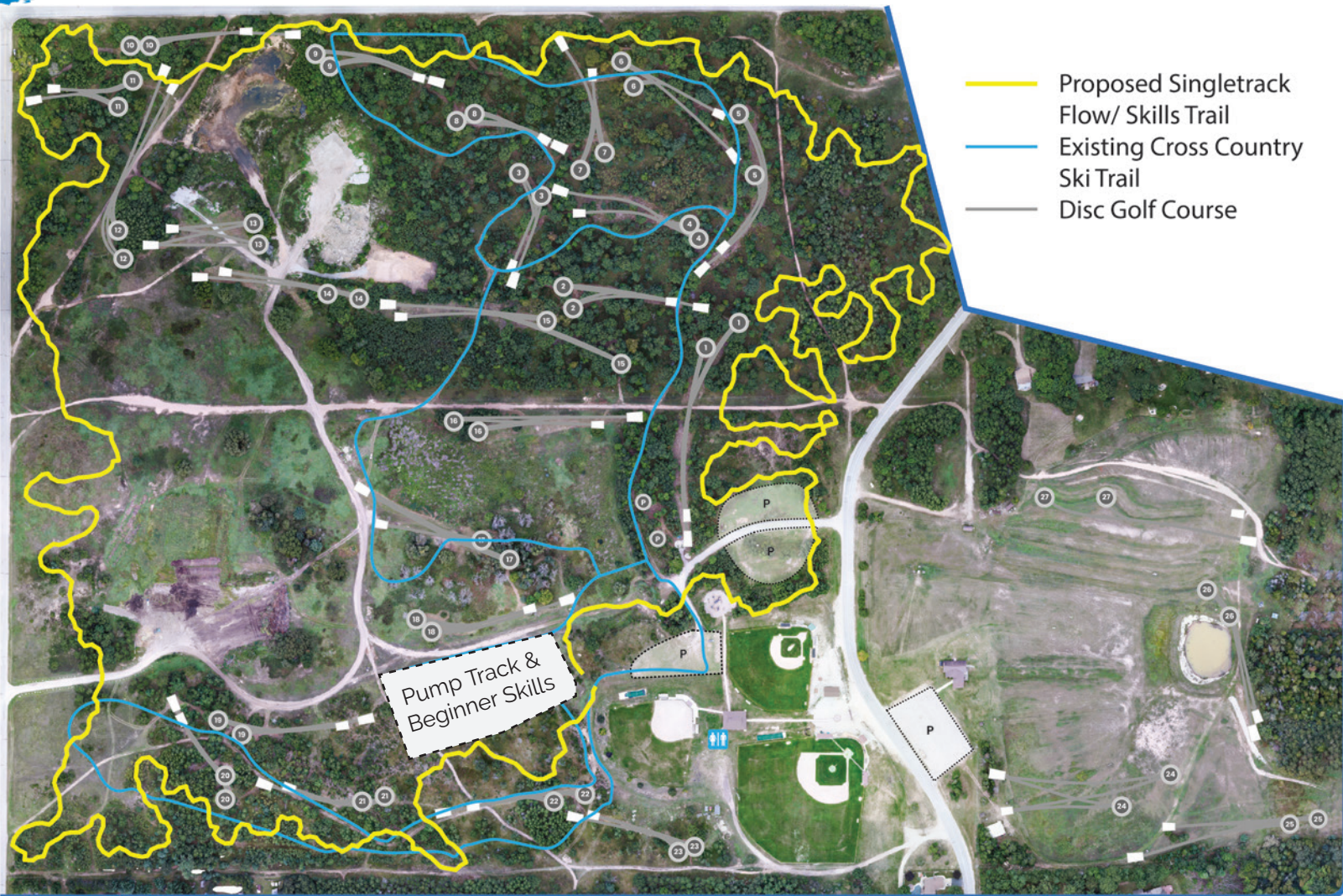
Recommendation:

Motion to approve the Delta County Non-Motorized (DCNT) Proposal as presented and recommended by the Parks & Recreation Advisory Board and Director.

Proposal for the Gladstone Community Bike Park

Item 16.

A Healthy, Accessible, and Sustainable Recreation Project



Project Vision

We propose the creation of a community bike park on city-owned recreation land in Gladstone. This park will feature a 3-mile flowing mountain bike singletrack loop around the property's perimeter, integrated with skills features and a beginner-to-intermediate pump track. The design prioritizes accessibility, progression, and fun, making it suitable for kids, families, and riders of all abilities.

Why Gladstone Needs a Bike Park

- Provides youth and families a safe, outdoor activity that promotes fitness.
- Positions Gladstone as a recreation destination in Michigan's Upper Peninsula.
- Attracts visitors who will stay in local hotels, dine in restaurants, and shop locally.
- Complements existing recreation opportunities with spring-fall biking options.

Key Features

- 3-mile singletrack loop with natural flow, berms, and optional technical lines.
- Skills features (balance beams, rock gardens, small drops) for progression and fun.
- Pump track and skills area for beginner and intermediate riders.
- Built with sustainable, low-maintenance construction.

No Cost to the City

The project will be fully funded through a combination of grants, sponsorships, and community contributions. Similar projects across the Midwest have been supported by organizations such as the Bike Parks for Kids Foundation, IMBA, and the Michigan DNR recreation grant program. Volunteers and local partners will assist with construction and ongoing maintenance.

Community & Economic Benefits

- A safe, designated space for biking reduces conflicts on city streets.
- Enhances resident quality of life while attracting regional visitors.
- Opens the door to events, youth programs, and clinics.
- Builds community pride and engagement through volunteerism and partnerships.

Next Steps

We are requesting City approval to proceed with grant applications and partnerships. With your support, we can secure funding and bring this project to life, creating a lasting asset for Gladstone at no cost to the City.



Board:	City Commission
Agenda Date:	01-12-2026
Department:	City Commission
Presenter:	Kim Berry

Staff Report

Agenda Item Title:

Appoint Second Representative to the Delta County Solid Waste Management Authority

Background:

DPW Director Barry Lund currently is the City of Gladstone representative of the Delta County Solid Waste Management Authority. The City of Gladstone and City of Escanaba rotate, having two representatives on the Authority each term (every three years). It is now our turn to have two representatives.

A Commissioner needs to be appointed to the board. Commissioner Mantela has previously served in this capacity.

The Authority meets on the 4th Tuesday of each month. Next meeting is 01-27-2025

Fiscal Effect:

None

Supporting Documentation:

Recommendation:

Appoint Commissioner _____ as the second Gladstone representative to the Delta County Solid Waste Management Authority.



Board: City Commission
Agenda January 12, 2026
Date:
Presenter: Patricia West

Staff Report

Agenda Item Title:

DDA Façade Grant | 426 N 9th St

Background:

The Façade Grant Subcommittee convened on Tuesday, November 11, to conduct an in-depth review of the applications and finalize their recommendation to the full DDA Board.

The subcommittee used a scoring rubric to evaluate each project's alignment with the program's goals, considering factors such as eligibility, viability, visual and economic impact, relevance, historic preservation, design and material quality, and the balance of improvement versus maintenance.

On November 18th, the DDA recommended the award of \$7,461.42 to Alger Delta Cooperative Electric Association (426 N 9th St) to assist with replacing the remaining six windows facing North 9th Street, installing a new front entrance door, and constructing a metal roof over the building's "sided bump out" as well as the public entrance, creating an awning-style covering. The total project cost is projected to be \$14,922.83.

Fiscal Effect:

None

Supporting Documentation:

2025 Façade Grant Qualifications & Information
 Scoring Rubric Template
 Façade Grant Contract Agreement | 426 N 9th St
 Façade Grant Contract Terms | 426 N 9th St

Recommendation:

Approve the façade grant request for DDA funds of \$7,461.42.

Facade Grant Eligibility & Qualifications

A current business owner at the location of an approved facade must wait a minimum of five years before they may be eligible to re-apply for additional funds.

All business projects considered for review must be located within the DDA district and the primary use must be business related.

What qualifies as a facade?

This grant applies to the **front facade of the building, as well as additional sides that are visible to public - streetscape view and/or foot traffic.** The list below provides guidance on what the DDA considers to be façade work but recognize that this is not an exhaustive list and other items may be considered at the DDA's discretion.

- ✓ Awnings Restoration or Repair
- ✗ Building Additions or Expansions
- ✗ Curb Replacement
- ✗ Demolition
- ✓ Door Replacement Upgrades
- ✓ Exterior Light Fixtures Updates
- ✓ Exterior Painting
- ✓ Fake Facades Removal
- ✗ Infrastructure Repairs or Upgrades (Electrical, Water, Wastewater, etc.)
- ✓ Irrelevant or Old Signage Removal
- ✓ Masonry Cleaning or Repair
- ✗ New Builds
- ✗ Parking Lot Improvements
- ✗ Paving
- ✓ Placemaking Elements
- ✓ Restoration of Historic Elements
- ✗ Roofing Replacements or Repairs
- ✗ Sidewalk Replacement
- ✓ Siding Repair or Replacement
- ✗ Signs Replacements - Unless there is a facade enhancement feature.
- ✗ Temporary Repairs
- ✓ Window Air Conditioners Removal
- ✓ Window Replacement Upgrades

Other Information

Contractor Information & Requirements

- It is the responsibility of the business owner to choose the contractor.
- The contractor must present proof of insurance, license, and a W-9 to the City of Gladstone prior to work beginning.
 - *When required, project work must be completed by a licensed contractor.*
- Half of the total cost of the project will be disbursed up front to purchase materials and get the project started. Additional draws may be made as the work progresses with proper documentation and lien waivers as required.
 - A "Request for Payment" form will be used for each draw.
 - At least 25% of the total project costs will be withheld until all work is complete and the owner and building inspector or grant administrator makes a final inspection.
 - A sworn statement shall be signed by the contractor stating that all contractors, subcontractors, and supplies have been paid in full before receiving the final payment.

Project Requirements

Approved grants have one year to complete the project once it has been approved by the DDA. Grants that exceed the one-year time frame to complete work will need to reapply to the DDA. Please reference the minutes from the May 25, 2010 DDA Board Meeting for more information.

Any facade work that requires additional reviews shall demonstrate successful compliance to the Grant Administrator prior to the final release of facade funds or prior to the work necessitating the compliance is commenced. Additional reviews that may be required may include, but not be limited to:

- Building Permit
 - EGLE Compliance
 - Mechanical/Electrical Permit
 - Sign Permit
 - Site Plan Review
 - Zoning Compliance
-

2025 Façade Application Scoring Rubric

Property Address: _____

How well does the project fit the definition of "facade" or "public entrance due to parking in the rear of the building"?

1	2	3	4	5
Poor fit; does not focus on a true facade or has minimal visibility	Somewhat misaligned; partial visibility but may include side or rear elements	Adequate fit; primarily focuses on public-facing elements but lacks prominence	Good fit; focuses on public-facing elements that are visible to passersby	Excellent fit; fully aligns with a front-facing, highly visible facade

Does this project go beyond routine maintenance to provide a substantial facade improvement/enhancement?

1	2	3	4	5
Routine maintenance only; no noticeable enhancement to the facade's appearance or character	Primarily maintenance with minor improvements; limited visual impact	Moderate improvements; includes some noticeable enhancements but still maintenance-focused	Substantial improvement; includes clear enhancements that go beyond basic upkeep	Major improvement; fully transformative with significant, lasting aesthetic impact

How would you describe the visual impact of the project on Gladstone's downtown?

1	2	3	4	5
Minimal visual impact; changes are unlikely to enhance the area significantly	Low impact; slight improvement, but effect is limited or isolated	Moderate impact; noticeable improvement that benefits the immediate area	Strong impact; clear enhancement of the downtown's appearance	Significant impact; transformative and highly beneficial to downtown aesthetics

How likely is this project to increase foot traffic or economic activity in the downtown area?

1	2	3	4	5
Minimal likelihood of attracting additional foot traffic or business	Low likelihood; project adds limited appeal or use for visitors	Moderate likelihood; project could attract some additional business or foot traffic	High likelihood; project likely to draw more visitors and engagement downtown	Very high likelihood; project is expected to significantly increase downtown activity

How well-designed is the project, and does it use high-quality, durable materials?

1	2	3	4	5
Poor quality; design and materials are low-end or poorly suited to the facade	Basic quality; standard design with limited durability or unique design features	Good quality; adequate design with reasonable quality materials	High quality; thoughtful design with durable materials	Exceptional quality; premium design with high-quality, lasting materials

Does the project encourage placemaking in the downtown?

1	2	3	4	5
The project does not contribute to placemaking in any meaningful way.	The project offers little to no placemaking benefit. It may improve a private space but doesn't meaningfully connect with the public realm or enhance the downtown experience beyond its immediate footprint.	The project has some placemaking value, but its impact is limited or unclear. It may enhance the visual character of the building but lacks a strong tie to community engagement or identity-building.	The project positively supports placemaking with noticeable contributions to the downtown environment. It shows intent to improve aesthetics and/or foster connection but may not be fully developed or integrated with broader placemaking goals.	The project strongly encourages placemaking and will significantly enhance the identity, vibrancy, and appeal of the downtown. It invites community interaction, improves the visual landscape, and contributes meaningfully to a shared sense of place.

To what extent does the project preserve or enhance the building's historic character?

1	2	3	4	5
No preservation of historic features; modern alterations that conflict with historical character	Minimal preservation; modern look with few historic elements retained	Moderate preservation; some attempt to incorporate historic elements but not fully cohesive	Strong preservation; well-balanced blend of historic and modern features	Excellent preservation; fully honors and enhances historic character of the building

Confidence in the project coming to fruition?

1	2	3	4	5
Very low confidence; major concerns about project feasibility or applicant's ability to execute	Low confidence; some concerns about project completion or resources	Moderate confidence; neutral, with some areas that could go either way	Good confidence; minor concerns but overall a positive impression	Very high confidence; strong expectation of project success and sound planning

Has the applicant provided a thorough application?

1	2	3	4	5
The application is substantially incomplete or disorganized. Most or all of the required components are missing. It does not meet the basic threshold for review.	The application is incomplete, with several key documents or pieces of information missing. Organization is lacking and multiple clarifications are needed. The intent of the project may be difficult to understand from the materials provided.	The application is partially complete. Some required components are missing or unclear. The submission may feel rushed or incomplete, requiring additional communication to fill in gaps.	The application is mostly complete, with minor missing details or small areas lacking clarity. All required documents are included, though some may be less organized or require minimal follow-up for clarification.	The application is fully complete, well-organized, and clearly written. All required documents are included, labeled, and professionally presented. Any optional or supplemental materials (e.g., letters of support, design sketches, or additional photos) have also been submitted. No clarification is needed.



FAÇADE GRANT CONTRACT AGREEMENT

This Façade Grant Contract Agreement (hereinafter referred to as the “Agreement”) is made by and between the **City of Gladstone Downtown Development Authority (DDA)**, under its Tax Increment Financing (TIF) Plan and in accordance with **Public Act 57 of 2018**, and the **Grantee** (property owner) for the restoration, preservation, and renovation of downtown buildings within the designated downtown district.

Program requirements are included as part of this Agreement and must be adhered to in their entirety.

PROGRAM REQUIREMENTS

1. **Matching Grant Funding:** The property owner is required to provide a 1:1 match for the funding contributed by the DDA. This means the property owner’s contribution must equal the amount provided by the DDA.
2. **Payment Structure**
 - The owner’s matching funds must be paid **upfront to the City of Gladstone’s Downtown Development Authority**, upon project funding approval, and before any grant funds are released.
 - The owner’s match will be reimbursed **first**, and additional payments will follow the schedule outlined in the funding disbursements section of this agreement.
 - Matching funds related to other non-façade work (e.g., interior improvements) may be considered during the project approval process.
3. **Funding Disbursements**
 - Up to **50% of the total project cost** will be disbursed upfront to purchase materials and initiate work.
 - Additional disbursements may be considered as the project progresses, with proper documentation, including lien waivers.
 - Final payment (up to 25% of the project cost) will be withheld until:
 1. All work is completed as outlined in the Façade Grant Contract Terms.
 2. Final inspection is conducted by the owner and building inspector or grant administrator.
4. **Lien Requirements**
 - A lien will be placed on the property through a mortgage and mortgage note, filed with the Register of Deeds for a period of five years.
 - The lien will be removed and the loan/grant forgiven after five years if the property retains its business status.
 1. **Business Operations:** The nature of the business may change during the five-year period, but the property must remain a viable business throughout.
 2. **Sale of the Property:** If the business is sold within this five-year period, the remaining balance of the grant/loan can be repaid to the City of Gladstone’s Downtown Development Authority. If the property is sold and continues to operate under new ownership, the lien may be transferred to the new owner.

3. **Closure of Business:** If the business activities are abandoned or the business ceases to exist, leaving the property vacant or underutilized within the five-year period, the grant/loan must be repaid to the DDA on a pro-rated basis as follows:

- 80% repayment after one (1) year.
- 60% repayment after two (2) years.
- 40% repayment after three (3) years.
- 20% repayment after four (4) years.

- The property owner is responsible for fees associated with lien removal.

5. Information Privacy

- All information submitted by property owners and contractors as part of the façade grant program is subject to the Freedom of Information Act (FOIA).
- Information may be made available to the public upon request, in accordance with the City of Gladstone's established FOIA procedures.
- Proprietary, financial, or sensitive personal information that qualifies for exemption under FOIA will be protected to the extent permitted by law.

6. Eligibility

- Projects must be located within the DDA district, and the property's primary use must be business-related.
- Grant funding applies to the **front façade** and any additional visible sides of the building from the streetscape or foot traffic.
- A current business owner who receives funding must wait a minimum of five years before reapplying for additional façade grants.

CONTRACTOR REQUIREMENTS

1. Selection of Contractor

- The property owner is responsible for selecting a contractor.
- The contractor must provide proof of **insurance**, a **license**, and a **W-9** form prior to receiving any funding and/or beginning work.

2. **Sworn Statement:** The contractor must provide a sworn statement certifying that all subcontractors, suppliers, and contractors have been paid in full before receiving final payment.

PROJECT REQUIREMENTS

1. Completion Timeline

- Approved projects must be completed within **one year** of City Commission approval.
- Projects exceeding the one-year timeframe will need to reapply for funding.

2. Additional Reviews

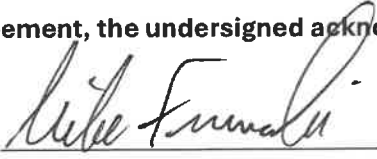
- Projects requiring additional reviews must demonstrate compliance with applicable regulations before the release of final funds or the commencement of work.
- Potential required reviews may include:

▪ Building Permit ▪ EGLE Compliance ▪ Mechanical/Electrical Permit	▪ Sign Permit ▪ Site Plan Review ▪ Zoning Compliance
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- Any design or material changes made after the DDA approval date must be submitted to the Grant Administrator for approval. Changes may need to be approved by the sub-committee or full DDA depending on the scope of the change. Failure to have changes approved could result in forfeiture of grant funds.

The DDA reserves the right to add conditions or terms to a grant project. Any terms and/or conditions added to a grant project beyond the scope of the project guidelines will be submitted in writing to the Grant Applicant and agreed upon prior to any grant work commencing.

By signing this Agreement, the undersigned acknowledges and agrees to the terms and conditions outlined herein.

Grantee Signature: 

Date: 12-3-25

Grant Administrator Signature: _____

Date: _____

Gladstone

DOWNTOWN DEVELOPMENT AUTHORITY

FAÇADE GRANT CONTRACT TERMS

Property Owner:	Alger-Delta Coop. Electric Assn	Mailing Address:	426 N 9 th St
Contact Email:	llabadie@algerdelta.com	City, State, Zip	Gladstone, MI 49837
Contact Phone:	(906) 428-3232		

Business Name:	Alger Delta Cooperative Electric Association
Project Property Address:	426 N 9 th St

Grant Approval Details:

Your proposal was approved as submitted for up to 50% of the total project cost, not to exceed **\$7,461.42** in funding from Gladstone's Downtown Development Authority (DDA).

The project will be subject to City Commission final approval. The signed contract agreement and the owner's match must be received prior to the project's start date. You will have one year to complete the project following City Commission approval. We expect this to be reviewed by the City Commission on **Monday, January 12, 2026**.

Project Requirements:

- 1. Materials:** All materials used must be consistent with those submitted in your Façade Grant application.

This shall include:

- **Commercial-grade, weather-resistant paint**
- **PVC or composite trim boards**
- **Belmont double-hunt windows**
- **Waudena Clear LE Glass Door**
- **Premium Pro-Snap Steel Roof**

- 2. Permits:**

- All applicable building, sign, and zoning permits, as well as any other required permits, must be secured prior to the commencement of work.
- Failure to obtain necessary permits may result in the revocation of DDA funds.

- 3. Licensed Professionals:** Work requiring permits must be completed by licensed professionals. Our records indicate that you intend to work with **Ground Up Construction**

**If the property owner serves as the general contractor, contractor labor will not be covered under the Façade Grant funding from the DDA. In this situation, receipts for material purchases totaling at least \$14,922.83 must be submitted prior to payment.*

4. Scope of Work:

- All work must be completed as stated in this agreement and the approved application.
- This award amount is based on the submitted application. Any changes to the scope of work must be approved by the grant administrator prior to implementation.
- Changes reducing the project cost by more than 10% must be reviewed and approved by the full DDA board.

5. **Project Timeline:** Approved projects must be completed within one year of City Commission approval. Extensions beyond this timeframe will require reapplication for funding.

6. **Documentation:** Attached are the Draft DDA Meeting Minutes from November 2025 for your review.

Estimated Project Budget:

Total Project Cost:	\$14,922.83
Total Façade Cost:	\$14,922.83
Total Amount Awarded from DDA:	\$7,461.42
Minimum Owner's Match Required:	\$7,461.42
Balance Due by Owner:	\$7,461.42

Once the owners match is secured, **\$7,461.42** will be paid up front to the owner or contractor. The final payment will be paid to the owner or contractor upon successful final inspection and completion of project as presented. The owner will be responsible for the balance of **\$7,461.42**.

By signing this agreement, the undersigned acknowledges and agrees to the terms and conditions outlined herein.

Project Coordinator:



Date: 25 NOV 25

Grant Administrator Signature:

Date: _____



Board: City Commission
Agenda: January 12, 2026
Date:
Presenter: Patricia West

Staff Report

Agenda Item Title:

Downtown Action Plan

Background:

A draft Downtown Action Plan has been developed by the DDA 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 adopt the DDA's Downtown Action Plan.

Gladstone
DOWNTOWN DEVELOPMENT AUTHORITY

DOWNTOWN ACTION PLAN

January 2026





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 ensures 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



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 ENHANCEMENTS

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

MID-TERM 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 & 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: City Commission
Agenda January 12, 2026
Date:
Presenter: Patricia West

Staff Report

Agenda Item Title:

Use of DDA-Owned Equipment & Supplies Policy

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.

To address the rising demand, the DDA has recommend establishing a policy 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.

The DDA recommended the enclosed policy for City Commission approval at their meeting on 12/16/2025.

Fiscal Effect:

None.

Supporting Documentation:

[Draft] Use of DDA-Owned Equipment & Supplies Policy

Recommendation:

Motion to adopt the Use of DDA-Owned Equipment & Supplies Policy.



USE OF DDA-OWNED EQUIPMENT & SUPPLIES POLICY

Purpose:

The DDA maintains an inventory of equipment and supplies (including canopies, tables, and chairs) to support the operations of the Gladstone Farmers Market. This policy establishes guidelines for the use of these materials for purposes beyond Farmers Market activities.

Policy:

1. **Primary Use:** DDA-owned inventory is intended primarily for the Farmers Market. Use of these materials for other purposes is not guaranteed.
2. **DDA Use:** The DDA reserves the right to use its equipment and supplies for any activities or events sponsored or organized by the DDA, regardless of the inventory's primary use for the Farmers Market.
3. **Lending of Supplies:** The DDA may lend its equipment and supplies for non-Farmers Market events or purposes, subject to DDA Board approval.
4. **Exceptions:** Any exception to the primary use of DDA inventory must be reviewed and approved by the DDA Board. Staff does not have the authority to grant exceptions, except in the case of City of Gladstone sponsored events.
5. **In-Kind Sponsorships:** The DDA may choose to lend equipment as part of an in-kind sponsorship for a community event. These decisions are made on a case-by-case basis at the discretion of the DDA Board.
6. **Responsibility:** Organizations borrowing DDA-owned supplies must comply with all conditions established by the DDA, including care, setup, return requirements, and timelines. Any items damaged during use must be repaired or replaced at the expense of the borrowing organization. Borrowed items must be returned to the DDA within 24 hours unless an exception has been granted.
7. **Limitations:** The DDA reserves the right to deny requests if fulfilling them would compromise Farmers Market operations, exceed staff capacity, or deplete inventory.

DDA Chairperson

Date of Adoption

Gladstone

DOWNTOWN DEVELOPMENT AUTHORITY

Informational Meeting



1

DDA Mission Statement



“To enhance the quality of life and develop a positive image of Downtown Gladstone for businesses, residents and visitors.”



2

What is a Downtown Development Authority??

DDAs comprehensively *manage downtowns* to **maximize the local economy.**

DDA's are downtown *management organizations* that **rely on TIF dollars** for their operations.

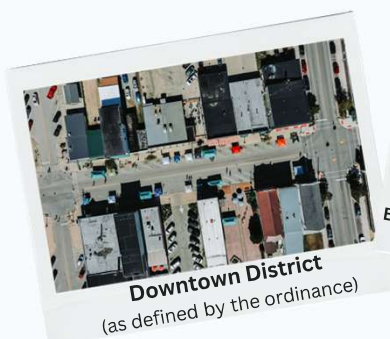
Quasi-government arm of the City of Gladstone.

Goal is to **halt property value deterioration** and **increase property tax valuation** to eliminate the causes of that deterioration and promote economic growth.



3

What is a DDA Responsible For?



4

Who does a DDA benefit?

The Community!

What happens in a downtown affect everyone!

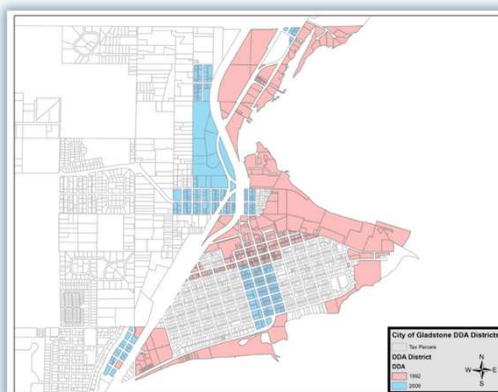
The City!

DDA provides focused resources and insight to the City.



5

Where are the DDA District Boundaries?



6

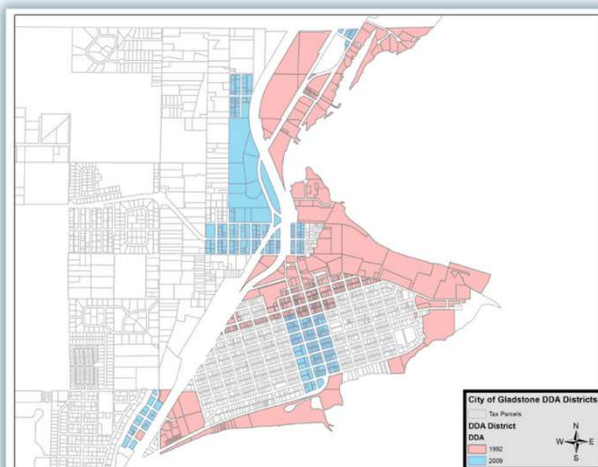
What is Tax Increment Financing (TIF)?

TIF is the *annual capture* of the *year-to-year growth* in *property values* within a defined district.

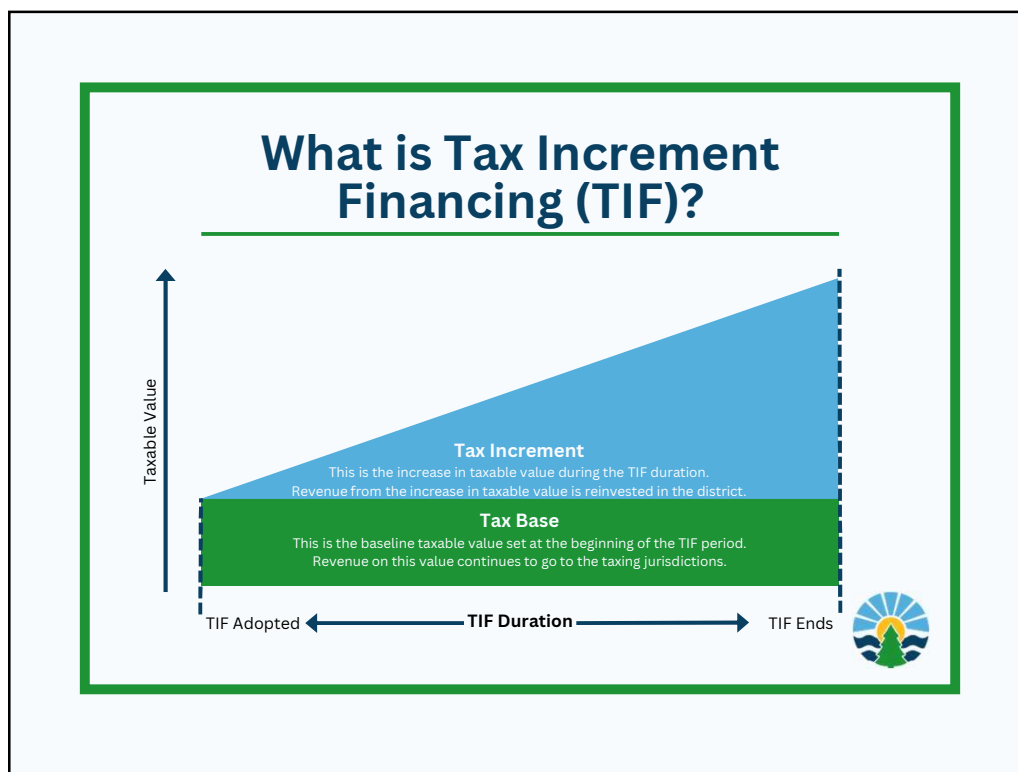
Upon the adoption of a TIF plan, the “**Taxable Value Base Year**” is set which *all growth is calculated from*.



7



8



9

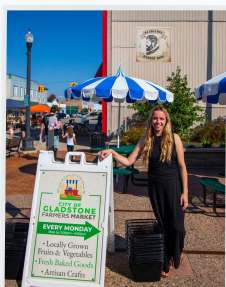
Benefits of TIF

Allows the community to **direct funds** to engage in specific, critical *economic development activities* **without raising local property taxes.**

Stimulates economic growth and is self-sustaining:
As property values increase, the DDA captures more funding through TIF and is able to do more projects.

10

Activities of the Authority



Gladstone
Farmers Market



Downtown Day



Old-Fashioned
Christmas



11

Sponsored Activities



Hot Rods & Harleys



Sleigh the Deals



Business After Hours



12

Facade Grant Program

Gladstone Eye Care

Awning Replacements

Alger Delta Cooperative

Roof Extension and Window Replacements



2025 FAÇADE GRANT PROGRAM

Applications Open September 1, 2025




13

Infrastructure & Street Improvements

The DDA often **partners with the City of Gladstone** to **offset the cost** of infrastructure and street improvements within the district.

The DDA has an annual bond payment of \$227,000 for the 9th Street project which took place in 2020.

This bond commitment is scheduled to end in the 2033-2034 fiscal year.

This year's bond payment made up **45.67%** of our expected 2025-2026 TIF capture.

The DDA covered **59.9%** of the total \$5,683,402 in project costs.
(\$3.4 million)



14

North Shore Development

The DDA has assisted the City of Gladstone in acquiring undeveloped waterfront within the city limits for future development.

This financial commitment is scheduled to end in the 2031-2033 fiscal year.

This year's principal payment plus interest made up 12.32% of our expected 2025-2026 TIF capture.



15



16

Beautification & Placemaking

Placemaking is a collaborative process of creating quality public spaces that are vital to a community's health, happiness, and well-being.



Permanent Christmas Tree



Additional Downtown Benches



Tree Planting



17

Beautification & Placemaking

The DDA is looking to invest in our existing **downtown public parking spaces** by purchasing **improved signage** and create a **devoted webpage** for information on downtown parking.



18

Beautification & Placemaking



In 2025, the DDA purchase new **holiday garland** to wrap the light poles of Delta Ave.

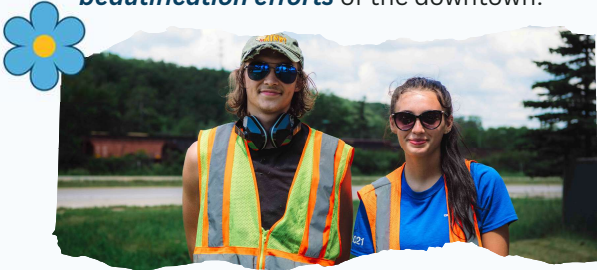
HAPPY HOLIDAYS



19

Beautification & Placemaking

Each year the DDA **contracts services** with the City of Gladstone's **Parks & Recreation Department** to oversee *beautification efforts* of the downtown.



20

Beautification & Placemaking

During the 2024-2025 fiscal year, the DDA invested in **pergola structures** at the Farmers Market Square.



The Authority seeks to install permanent structures on the other side of the market square in the next fiscal year.



21

Beautification & Placemaking



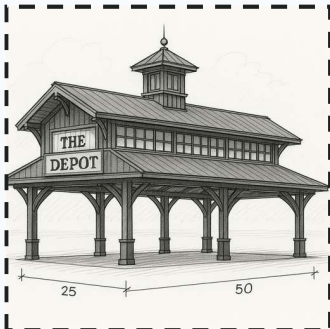
Gladstone’s Social District, established by the DDA and adopted by the City Commission in 2025, builds on ongoing placemaking efforts. Continued enhancements, including **expanded trash collection solutions**, will help ensure the district meets community expectations.



22

Beautification & Placemaking

But we are most excited to share with you...



Located at 701 Delta Avenue is a city owned park, which we plan to build into “The Depot”.

The DDA seeks to build a pavilion, locomotive playground, partition fence, and signage linking back to an online archive of digital storytelling sharing how the railroad has shaped the history of this community.

