



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

August 20, 2024

8:15 AM

A Regular Meeting of the Downtown Development Authority will be held on Tuesday, August 20, 2024 at 8:15 AM hosted at City Hall Chambers – 1100 Delta Avenue.

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) Regular Meeting Minutes - July 16th, 2024

FINANCIALS

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

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) Amendment to the Parks & Recreation Contract

CITY COMMENTS & REPORTS

5. City Manager
- [6.](#) DDA Director

BOARD COMMENTS & REPORTS

PUBLIC COMMENT

ADJOURNMENT

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

Posted: 08-15-2024 | Patricia West, DDA Director | pwest@gladstonemi.gov

RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

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

G. Public Comment

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



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue
 July 16, 2024
 8:15 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:16 AM ET.

1. Roll Call

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

Staff Present: Eric Buckman, Patricia West, Renee Barron

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - June 11th, 2024
3. Special Meeting Minutes - July 2, 2024

Motion made by Neumeier, Seconded by Taylor to approve the regular meeting minutes from June 11, 2024 and the special meeting minutes from July 2, 2024.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Silta, Neumeier, LeDuc

MOTION CARRIED.

FINANCIALS

4. May Revenue & Expenditure Report

The June Financials were finalized after the agenda packet was published, and they were provided to the board at the meeting.

City Manager, Eric Buckman, stated that we can expect the revenue sharing to increase from the state.

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

Motion made by Neumeier, Seconded by Becker to add Farmers Market Canopies under New Business.

Item 2.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Silta, Neumeier, LeDuc

MOTION CARRIED.

5. Proposal to Move Unfinished Business Item: North Shore Development | Walking Tour to follow Public Comment at the end of the agenda.

Motion made by Silta, Seconded by Neumeier to move the unfinished business item: North Shore Development | Walking Tour to follow Public Comment at the end of the agenda.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Silta, Neumeier, LeDuc

MOTION CARRIED.

UNFINISHED BUSINESS

6. FY25 MACC Grant Application

Motion made by Neumeier, Seconded by LeDuc to overturn the support of the MACC FY25 Grant application established during the June 11, 2024 meeting so that the DDA Director can instead focus their attention on the downtown action plan to better position the board for future grant opportunities. As a result, the board intends to commit to funding the Farmers Market Bands up to \$5000 during the 2025 Farmers Market Season.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Silta, Neumeier, LeDuc

MOTION CARRIED.

7. North Shore Development | Walking Tour

City Manager, Eric Buckman, provided the board with an overview of some initial concepts on what future development of the property could look like, prior to the working session.

NEW BUSINESS

8. Resignation of Old-Fashioned Christmas Coordinator

Motion made by Neumeier, Seconded by Silta to accept the resignation of Shelly Claycomb as the Old-Fashioned Christmas Coordinator at the end of 2024.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Silta, Neumeier, LeDuc

MOTION CARRIED.

9. Coordinating DDA Events

Motion made by Silta, Seconded by Neumeier to combine the Farmers Market Coordinator and the Old-Fashioned Christmas Coordinator positions into one position, posting the position as soon as possible, at a budget of \$5000 annually.

Voting Yea: Bostwick, Lippens, Silta, Neumeier, LeDuc

MOTION CARRIED.

12. Farmers Market Canopies

Motion made by Bostwick, Seconded by Taylor to have the DDA Director research and seek out funding resources, including the approval of up to \$4000 in DDA funding to invest in stronger/higher quality canopies at the Farmers Market.

Item 2.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Silta, Neumeier, LeDuc
MOTION CARRIED.

CITY COMMENTS & REPORTS

10. City Manager

City Manager, Eric Buckman, provided an update on the items below.

- August Tax Tribunals
- City Auditors
- Correcting Previously Laid Fiber Cable
- Fire Marshall Recommendations for City Hall
- School Resource Officer Contract
- State Primary Election on August 6th

11. DDA Director

DDA Director, Patricia West, provided an update on the items below:

- Business After Hours on July 31st
- Downtown Day on September 28th
- Facade Grant Application Timeline
- Farmers Market Coordinator has been hired
- Orange Cat Media
- Vacation on 07/17 - 07/22
- Vision & Opportunity Subcommittee focus in the fall

BOARD COMMENTS & REPORTS

Nathan Neumeier provided school board updates on the items below:

- School funding available to assist with the banners previously discussed on 10th Street in partnership with Parks & Recreation
- Pitched an idea to explore the idea of coordinating with the school on printing senior banners each year to hang on light posts along a city corridor
- The school intends to move forward on making ADA improvements to the athletic field.

PUBLIC COMMENT

ADJOURNMENT

Motion made by Bostwick, Seconded by Neumeier to adjourn the meeting at 9:26 AM.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Silta, Neumeier, LeDuc

MOTION CARRIED.

A working session at the North Shore Development immediately followed.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 07/31/2024

Item 3.
 Y1 07/31/2024
 Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY			
*** Assets ***			
248-000-001.000	CASH	23,580.60	
248-000-017.000	INVESTMENT IN FIRST BANK	72,556.94	
248-000-017.001	INVESTMENTS IN MI CLASS	97,839.44	
248-000-055.000	ACCRUED INCOME	1,900.60	
Total Assets		195,877.58	
*** Liabilities ***			
248-000-202.000	ACCOUNTS PAYABLE	2,877.66	
248-000-216.000	REVENUE COLLECTED IN ADVANCE	3,400.00	
Total Liabilities		6,277.66	
*** Fund Equity ***			
248-000-390.000	FUND BALANCE	170,658.87	
Total Fund Equity		170,658.87	
Total Fund 248:			
TOTAL ASSETS		195,877.58	
BEG. FUND BALANCE		170,658.87	
+ NET OF REVENUES & EXPENDITURES		18,941.05	
= ENDING FUND BALANCE		189,599.92	
+ LIABILITIES		6,277.66	
= TOTAL LIABILITIES AND FUND BALANCE		195,877.58	

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 07/31/2024
 % Fiscal Year Completed: 33.42

Item 3.

GL Number	Description	24-25 Amended Budget	YTD Balance 07/31/2024 (Abnormal)	Activity For 07/31/2024 (Decrease)	Available Balance 07/31/2024 Normal (Abnormal)	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-437.001	CITY CAPTURE	208,066.00	40,498.40	40,498.40	167,567.60	19.46
248-000-437.005	BAY COLLEGE CAPTURE	44,406.00	4,325.20	4,325.20	40,080.80	9.74
248-000-437.009	DELTA COUNTY CAPTURE	67,568.00	13,143.26	13,143.26	54,424.74	19.45
248-000-437.013	DC ROAD PATROL CAPTURE	17,474.00	0.00	0.00	17,474.00	0.00
248-000-437.015	COMM ACTION CAPTURE	10,752.00	0.00	0.00	10,752.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	10,079.00	0.00	0.00	10,079.00	0.00
248-000-437.021	DATA CAPTURE	8,063.00	0.00	0.00	8,063.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	4,030.00	0.00	0.00	4,030.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	9,676.00	0.00	0.00	9,676.00	0.00
248-000-540.000	GRANT REVENUE	4,000.00	0.00	0.00	4,000.00	0.00
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	6,363.00	0.00	0.00	6,363.00	0.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	0.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	5,500.00	1,587.30	910.44	3,912.70	28.86
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	60.00	59.91	59.91	0.09	99.85
248-000-675.006	FARMERS MARKET	1,125.00	1,150.00	100.00	(25.00)	102.22
248-000-675.007	FARMERS MARKET--PRESCRIPTION FOR HEA	4,500.00	0.00	0.00	4,500.00	0.00
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	0.00	0.00	200.00	0.00
248-000-699.390	TRANSFER FROM FUND BALANCE	78,812.00	0.00	0.00	78,812.00	0.00
Total Dept 000 - REVENUE		505,674.00	60,764.07	59,037.21	444,909.93	12.02
Revenues		505,674.00	60,764.07	59,037.21	444,909.93	12.02
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-704.000	WAGES-PART TIME EMPLOYEES	23,178.00	6,145.58	2,085.50	17,032.42	26.51
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	0.00	0.00	2,000.00	0.00
248-537-708.000	UNEMPLOYMENT	100.00	1.20	0.00	98.80	1.20
248-537-709.000	FICA 6.2%	1,519.00	383.86	129.97	1,135.14	25.27
248-537-711.000	MEDICARE 1.45%	355.00	89.79	30.40	265.21	25.29
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	346.00	0.00	0.00	346.00	0.00
248-537-728.000	MSA EMPLOYER EXPENSE	140.00	0.00	0.00	140.00	0.00
248-537-735.000	EDUCATION & TRAINING	500.00	0.00	0.00	500.00	0.00
248-537-736.000	TRANSPORTATION & LODGING	500.00	0.00	0.00	500.00	0.00
248-537-751.000	MATERIALS & SUPPLIES	750.00	104.93	0.00	645.07	13.99
248-537-754.000	POSTAGE	150.00	0.64	0.00	149.36	0.43
248-537-756.000	COMPUTER	3,000.00	199.39	50.38	2,800.61	6.65
248-537-757.000	COPIES	700.00	6.72	6.72	693.28	0.96
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	0.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	5,000.00	5,000.00	0.00	0.00	100.00
248-537-762.000	INTEREST EXPENSE	17,654.00	0.00	0.00	17,654.00	0.00
248-537-802.000	LEGAL FEES	500.00	0.00	0.00	500.00	0.00
248-537-803.000	AUDIT FEES	1,000.00	0.00	0.00	1,000.00	0.00
248-537-808.000	TELEPHONE	540.00	124.31	41.43	415.69	23.02
248-537-819.000	FACADE GRANT PROGRAM	50,000.00	0.00	0.00	50,000.00	0.00
248-537-880.001	CHRISTMAS CELEBRATION	5,500.00	0.00	0.00	5,500.00	0.00
248-537-880.003	FARMERS MARKET	4,300.00	2,306.16	600.00	1,993.84	53.63
248-537-880.004	FARMERS MARKET--PRESCRIPTION FOR HEA	4,500.00	0.00	0.00	4,500.00	0.00
248-537-880.005	FARMERS MARKET--SQUARE	4,000.00	4,835.44	(45.92)	(835.44)	120.89
248-537-900.000	PRINTING & PUBLISHING	4,000.00	2,500.00	2,500.00	1,500.00	62.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 07/31/2024
 % Fiscal Year Completed: 33.42

Item 3.

GL Number	Description	24-25 Amended Budget	YTD Balance 07/31/2024 (Normal (Abnormal))	Activity For 07/31/2024 Increase (Decrease)	Available Balance 07/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-910.000	INSURANCE LIABILITY	100.00	125.00	0.00	(25.00)	125.00
248-537-960.000	OTHER OPERATING SUPPLIES	250.00	0.00	0.00	250.00	0.00
248-537-970.051	NORTH SHORE	84,500.00	0.00	0.00	84,500.00	0.00
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	0.00	0.00	227,000.00	0.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	43,592.00	0.00	0.00	43,592.00	0.00
Total Dept 537 - ADMINISTRATIVE		505,674.00	41,823.02	5,398.48	463,850.98	8.27
Expenditures		505,674.00	41,823.02	5,398.48	463,850.98	8.27
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		505,674.00	60,764.07	59,037.21	444,909.93	
TOTAL EXPENDITURES		505,674.00	41,823.02	5,398.48	463,850.98	
NET OF REVENUES & EXPENDITURES:		0.00	18,941.05	53,638.73	(18,941.05)	

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 08/20/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Amendment to the Parks & Recreation Contract

BACKGROUND:

The DDA reduced the funding we provide Parks & Recreation during our most recent budget cycle from \$15,000 to \$5,000.

In doing so, the Parks & Recreation Department recently requested assisted in paying for beautification supplies (mulch) to make improvements to 10th Street.

FISCAL EFFECT:

\$2000 (**Expense Line:** 248-537-761.003)

SUPPORTING DOCUMENTATION:

Existing Parks & Recreation Contract
Proposed redline changes to Existing Parks & Recreation Contract.

RECOMMENDATION:

Motion to amend the existing Parks & Recreation Contract as proposed in the attached redline document to increase their funding from \$5,000 to \$7,000 to allow for the purchase of materials and supplies for beautification.



2024-2025 Service Agreement

Gladstone Downtown Development Authority and the Parks & Recreation Department

The Gladstone Downtown Development Authority (DDA) proposes to pay the Parks & Recreation Department \$5,000 during the 2024-2025 budget period for the agreed upon services and responsibilities outlined below.

Parks & Recreation Responsibilities

Beautification & Maintenance

- boulevards, farmers market area and parking areas.
- Maintain City Hall property by cutting grass and pulling weeds.
- Maintain City parking lots in the downtown district by cutting grass, planting flowers, pulling weeds.
- Plant and maintain flowers in all DDA green spaces
- Pocket Park at the end of Delta Avenue will be mowed, trimmed, and maintained.
- Pull weeds in and around business districts.
- Sweep and maintain streets and sidewalks in front of businesses.
- Trees maintained in the DDA district to include trimming, watering and any other needed maintenance.

DDA Sponsored Events

- Assist with special events to including the Old Fashioned Christmas, Business after Hours, and other events hosted, sponsored, supported, or held by or in the DDA.
- Parks & Recreation staff to assist with activities related to Old Fashioned Christmas which include helping to set up & remove burning barrels, barricades, providing additional trash receptacles, trash removal prior to the event and event prep activities.

Farmers Market Services


- Clean the market square of any debris or waste the week prior to the first farmers market.
- Hang the farmers market sign visible from US 2/41 at the beginning of the season, and return it to the shed at the end of the season.
- Repair market equipment as needed (canopies, wagons, etc.)
- Return borrowed canopies to the market square prior to each Monday and repair/replace any canopies damaged while under Parks & Recreation's use
- Have a minimum of two concierge staff setup and teardown tents/tables/chairs and assist with general setup and breakdown of the farmers market during the market season.
- Working in conjunction with the Electric Department, place Sandwich Board Signage out Monday mornings and remove Tuesday morning.

Miscellaneous

- Staff will work with the DDA during the summer months on special requests that arise within the DDA boundaries.
- Seasonally set up and remove DDA bike racks, benches and garbage cans as weather permits.
- Oversight of staff activities will be supervised by the Parks and Recreation Department.

Trash Collection

- Ensure that trash receptacles along Delta Avenue and other related downtown locations are emptied on a regular basis throughout the entire year.
- General garbage pickup/clean up in the streets around businesses and in the boulevards.

 4-16-24
DDA Board Chair Date

 4-16-24
Parks & Recreation Supervisor Date

2024-2025 Service Agreement

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Parks & Recreation Responsibilities

Commented [PW1]: Include materials and supplies for beautification.

Beautification & Maintenance

- Beautification of our boulevards, farmers market area and parking areas.
- Maintain City Hall property by cutting grass and pulling weeds.
- Maintain City parking lots in the downtown district by cutting grass, planting flowers, pulling weeds.
- Plant and maintain flowers in all DDA green spaces
- Pocket Park at the end of Delta Avenue will be mowed, trimmed, and maintained.
- Pull weeds in and around business districts.
- **Purchase materials and supplies for beautification within the downtown district.**
- Sweep and maintain streets and sidewalks in front of businesses.
- Trees maintained in the DDA district to include trimming, watering and any other needed maintenance.

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DDA Board Chair Date

Parks & Recreation Supervisor Date

City of Gladstone

Downtown Development Authority



Return of the Façade Grant Program

Could the exterior of your business property use some updating? Whether you are looking to replace siding or restore some of the historical elements of your building, our façade grant program may be able to help!

Applications will open **September 1st and close October 31st**, and recipients will be notified before the end of the calendar year for funding to be utilized in 2025. The property must be located within the [DDA District](#).

A minimum owner's match of 50% is required for total (façade) project costs. Grants are awarded based on availability of funds, project scope, and value added to the building and district. [Click here for a full overview of the program!](#)

Downtown Day



The Gladstone Downtown Development Authority (DDA) will be sponsoring our first Downtown Day on **Saturday, September 28th from 12:00 PM - 4:00 PM**, and we want **YOU** to participate!

We'll be closing Delta Avenue between 9th and 10th street to vehicle traffic to allow for a street fair with market vendors and live music! We ask you to consider running a business promotion during the event to celebrate everything our city has to offer! Whether you choose to do sidewalk sales, a lunch/dinner special, or simply open your doors to the public so they can learn more about your services, we'd love to get you involved. Let us know how you plan to participate by completing the business sign-up form linked below by Friday, September 20th so we can include you on our promotions.

For those businesses not located on Delta Avenue, please reach out to our DDA Director, [Patricia West](#), if you'd like to participate. We can explore opportunities to promote foot traffic to your location or offer you a booth set-up on Delta Avenue as part of our street fair. [Click here to learn more!](#)

We're Hiring!



The City of Gladstone's Downtown Development Authority (DDA) is seeking a **Downtown Ambassador** to oversee the operations of our DDA activities. This includes the items listed below, as well as other community projects in which the DDA partners with local businesses and associations.

Farmers Market: June - September

Downtown Day: September

Old-Fashioned Christmas: November

This is a seasonal, non-benefitted, part time position reporting to the Downtown Development Authority (DDA) Director.

Although additional hours may be required at certain points in the season, this position will average between 4-6 hours per week, from April through November (not to exceed 250 hours in a year). An ideal candidate would have a love for the City of Gladstone, organizing and planning experience, proficiency on a computer, an ability to work with various personalities, and a friendly demeanor.

Please share this opportunity with anyone who may be interested. [Click here for a formal job description!](#)

Small Business Grant Opportunity



The Central U.P. Small Business Support Hub recently announced more than \$400,000 will be available in direct grants to those businesses who work with their county's Small Business Resource Navigator and that participate in at least one Hub program, event, or service within the six months prior to the Award.

The small business grant offers up to \$4,999 to purchase equipment, inventory, software, consulting services, certifications or licensing, and other approved business operation needs. [Click here for a full overview of the grant program.](#) Interested in learning more? Contact our county's small business navigator for details!

Ilana Minor, Small Business Navigator

Phone: (906) 370-1576

Email: iminor@mtu.edu

Downtown Development Authority

Downtown Ambassador

Job Description

The City of Gladstone's Downtown Development Authority (DDA) is seeking a Downtown Ambassador to oversee the operations of our DDA activities. This includes the items listed below, as well as other community projects in which the DDA partners with local businesses and associations.

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Pay Range

\$17 - \$20/hour depending on experience

Responsibilities

This position will work under the direction of the DDA Director and any DDA Subcommittees assigned to each initiative. The list below is not an exhaustive list, and other duties may be assigned.

- Assist with community outreach
- Collaborate with other city departments
- Coordinate the Gladstone Farmers Market
- Oversee the coordination of the Old-Fashioned Christmas
- Oversee the DDA's inventory of supplies (such as canopies, folding tables, etc.)
- Record meeting action items and minutes
- Serve as an ambassador to our beautiful downtown

The City of Gladstone is an equal opportunity employer and provider.

2024 Façade Grant Guidelines

City of Gladstone's Downtown Development Authority



Photo Credit: Visit Escanaba

Applications will open **September 1st and close October 31st**, and recipients will be notified before the end of the calendar year for funding to be utilized in 2025. The DDA provides grant funding on a matching basis per the Façade Grant Funding Guidelines. **A minimum owner's match of 50% is required for total (façade) project costs.** Grants are awarded based on availability of funds, project scope, and value added to the building and district.

The owner must pay his/her share of the match of the total cost of the façade project up front, once the project funding has been approved, and prior to any funding being released.

The owner's match is the first money reimbursed on the project. The owner's match requirement is based on 50% of the total façade project costs. Matching funds for other work (interior or non-façade work) being completed will be considered when determining whether to approve a project.

A lien will be placed on the property, through a mortgage and mortgage note and filed with the Register of Deeds for a five-year period. If the property maintains the business status for the five-year period, the loan/grant will be forgiven, and the lien removed at the end of the five years. Passed by the board at the April 11, 2006, meeting, fees associated with the removal of the lien (Delta County Register of Deeds) will be the responsibility of the owner(s).

All information submitted by the owners and contractors will be kept confidential and will remain City of Gladstone's files for at least five years.

What can I begin doing to prepare for the application?

Below is a checklist of items required on the application. You can begin collecting this information early so you are prepared for the application to go live on September 1st!

- | | |
|--|---|
| ✓ Assessed Value of the Property | ✓ Proof of Building Insurance |
| ✓ Business's TaxID Number | ✓ Scaled Drawings and/or Documentation of Work to be Completed |
| ✓ Documentation of Cost Estimates
Estimated Total Project Cost
Estimated Facade Cost | ✓ The Year the Structure was Built |
| ✓ List of Building and Material Specifications | ✓ Written statement describing the project in its entirety, including components of the project that fall outside of the scope of the facade (1000 words max) |

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 facade work but recognize that this is not an exhaustive list and other items may be considered at the DDA's discretion.

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

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

Downtown Day Celebration!

Saturday, September 28th | 12:00 PM – 4:00 PM



For the fifth year in a row, the fourth Saturday of September has been proclaimed “Downtown Day” by the MDA.

The MDA encourages community members to visit a downtown on September 28 and enjoy its shops, restaurants, and recreational and cultural aspects.

We’ll be closing Delta Avenue between 9th and 10th street to vehicle traffic to allow for a street fair with farmers market vendors and live music!

Business Involvement



We ask you to consider running a business promotion during the event to celebrate everything our city has to offer! Whether you choose to do sidewalk sales, a lunch/dinner special, or simply open your doors to the public so they can learn more about your services, we’d love to get you involved. Let us know how you plan to participate by Friday, September 20th so we can include you on our promotions.

For those businesses not located on Delta Avenue, please reach out to our DDA Director, [Patricia West](#), if you’d like to participate. We can explore opportunities to promote foot traffic to your location or offer you a booth set-up on Delta Avenue as part of our street fair.

Participate in the Street Fair!



Location | Delta Avenue between 9th & 10th St

We are looking for vendors to participate in our street fair! Whether you are a food producer with an abundance of fall harvest to offload, a baker with a unbeatable pumpkin scone recipe, or an artisan with the cutest little crafts to offer, we'd LOVE for you to join us! Booth rates are free, however we do ask that you apply and bring your own canopy and table.

Historical Walking Tour



Stop by the Gladstone Historical Committee's Street Fair Booth to pick up a map of the historical building walking tour. Our Gladstone historians are excited to share with you the stories of Gladstone's past and learn about your family's history in the area as well.

Musical Entertainment



Join us in welcoming back our good friends, [The Make-Believe Spurs](#), to the stage for Gladstone's Downtown Day!

Based in Marquette, Michigan, the Make-Believe Spurs have been together since 2022. Drawing inspiration from artists like Chris Stapleton, the Grateful Dead, John Prine, Tyler Childers, and Nathaniel Rateliff, their versatile sound ranges from intimate harmonies to electric performances that you can dance to.

Playing nearly 200 shows a year, they have performed at venues such as Cedar Point, the Black Squirrel Bluegrass and Americana Festival, Albion College, and the Hiawatha Music

Co-Op. Guitarist/vocalist Brian Wallen is a 2nd place winner of the International Blues Challenge and an avid coffee drinker. Molly Wallen, a classically trained vocalist with a background in opera, also delights in solving crossword puzzles and crocheting. Drummer/vocalist Mavis Farr performed for many years in Cry on Cue and honed her craft in West African drums and percussion at Oakland University. She also brings magic to the world as a skilled silversmith and jeweler.



DIRECT GRANTS TO SMALL BUSINESSES

OVERVIEW

The Central Upper Peninsula Small Business Support Hub (The Hub) was established by the Lake Superior Community Partnership (LSCP) and 6 (six) strategic partners via the Michigan Economic Development Corporation's (MEDC) Small Business Support Hubs Program (SBSH). The mission of The Hub is to connect small businesses within a seven-county area to the right resources at the right time to maximize their resiliency, sustainability, and growth potential.

\$426,315 of The Hub's SBSH funding is allocated to supply Direct Grants to The Hub's small business participants, provided the funding drives stabilization or increases revenue and fills a need that cannot otherwise be met through a Hub program or service.

ELIGIBILITY FOR THE SBSH PROGRAM

To receive support and services from a SBSH Hub, a business must qualify as disproportionately impacted by COVID-19 and be defined as a small business. Non-profit organizations and businesses within the cannabis or casino gaming industries are not eligible.

All Rural Michigan Counties have been designated as disproportionately impacted by COVID-19. Because Baraga, Delta, Dickinson, Marquette, Menominee, Alger, and Schoolcraft Counties are all Rural Counties, the small businesses in The Hub's seven-county coverage area, including start-ups, will qualify.

Small Businesses are defined as those that are:

- independently owned and operated; THAT
- have less than 500 employees; AND
- are not dominant in their field of operation

ELIGIBILITY FOR THE HUB'S DIRECT GRANTS

To be eligible to apply for a Direct Grant, a business must:

1. Meet SBSH Program eligibility guidelines; AND
2. have participated in The Hub's events, or services within the six months before the award;

HOW TO PARTICIPATE IN THE HUB

Go to centralupsmallbizhub.org, click on [Get Connected!](#), and submit your business' information. Once received, a Hub Small Business Resource

Navigator will reach out to you to get you connected!

DIRECT GRANTS MAY BE USED FOR

- the purchase of equipment, inventory, software, and hardware up to \$4,999 per unit;
- to pay for highly specialized consulting services, or services The Hub cannot provide or contract for;
- to pay certification or licensing fees (by 9/30/26)
- any other Hub-approved cost (that is not an Ineligible Cost) related to supporting the business' operations or growth needs

DIRECT GRANTS CAN NOT BE USED FOR

- general overhead: rent, lease payments, or utilities
- general infrastructure projects
- building-based construction or renovation
- Costs reimbursed by the Michigan Strategic Fund (MSF), MEDC, or any other federal program
- projects contrary to efforts to stop COVID-19

TIMELINE

Informational events introducing The Hub, its Small Business Resource Navigators, and SBSH Direct Grants will be held in all seven Counties of the Hub in July of 2024. The presentation slide deck will be posted to The Hub's website following the events.

- July 2024: Direct Grant application window opens.
- August-September 2024: Applications reviewed.
- September-October 2024: 1st Awards announced.

NOTE: SBSH Direct Grants are limited to 1 per business and funds must be spent by September 2026.

HOW TO APPLY

The Hub's Small Business Resource Navigators will supply Direct Grant application information and materials to The Hub's program participants when the Direct Grant application window opens.

NEED ADDITIONAL INFORMATION?

Visit centralupsmallbizhub.org for more information.

QUESTIONS?

Email questions to erica@centralupsmallbizhub.org. FAQ responses posted to centralupsmallbizhub.org



September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 CITY HALL CLOSURE - Labor Day	3 5p Planning Commission Meeting 6:30p Parks & Recreation Advisory Board	4	5	6	7
8	9 3p Gladstone Farmers Market 6p City Commission Regular Meeting	10 12p Economic Development Corporation (EDC) Regular Meeting	11	12	13	14
15	16 3p Gladstone Farmers Market	17 8a Downtown Development Authority	18	19	20	21
22	23 3p Gladstone Farmers Market 6p City Commission Regular Meeting	24	25	26	27	28 12p Downtown Day Celebration!
29	30 3p Gladstone Farmers Market	1	2	3	4	5

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1 7p Summer Concert Series The Maynard's Band	2	3
4	5 3p Gladstone Farmers Market	6 6:30p CANCELLED - Parks & Recreation Advisory Board 7p Gladstone Housing Commission Meeting	7	8 7p Summer Concert Series Angels and Outlaws Band	9	10
11	12 3p Gladstone Farmers Market 6p City Commission Regular Meeting	13 12p CANCELLED - Economic Development Corporation (EDC) Regular Meeting 5p Planning Commission Meeting 6:30p RESCHEDULED - Parks & Recreation Advisory Board	14	15 7p Summer Concert Series Grand Design Band	16	17
18	19 3p Gladstone Farmers Market	20 7a Law Enforcement Training Exercise at Gladstone High School 8a Downtown Development Authority	21	22 4p Hot Rods & Harleys	23	24 8a MISH Experience Triathlon
25	26 3p Gladstone Farmers Market 6p City Commission Regular Meeting	27	28	29	30	31