



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue
January 16, 2024
8:00 AM

A Regular Meeting of the Downtown Development Authority will be held on Tuesday, January 16, 2024 at 8:00 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 - September 19, 2023

FINANCIALS

- [3.](#) November Revenue & Expense Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

4. New DDA Board Member Introduction - Melissa Silta (Edward Jones)
- [5.](#) Architecture & Engineering Fees (\$25,000) | 1000 Delta Ave | Patrick Johnson
- [6.](#) August Revenue & Expense Report - Farmers Market Expenses
7. North Shore Development

NEW BUSINESS

- [8.](#) Board Member Resignation - Marcey Skwor
- [9.](#) 2024 DDA Regular Meeting Schedule

CITY COMMENTS & REPORTS

10. City Manager
11. Community Development Director
12. DDA Coordinator
 - 2024-2025 Budget Planning
 - Historical Home Markers
 - Facade Grant Program
 - 2023 TIF Requirement Completed
 - Old Fashioned Christmas Debrief

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: 01-11-2024 | Patricia West, DDA Coordinator | 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
September 19, 2023
8:00 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:04AM.

1. Roll Call: **Present:** Daniel Becker, Jay Bostwick, Kyle Closs, Robert LeDuc & Joe Thompson **Excused:** Nathan Neumeir, Marcey Skwor **Absent:** Jason Lippens
Staff Present: Renée Barron, Eric Buckman

PUBLIC COMMENT

APPROVAL OF MINUTES

2. **Regular Meeting Minutes - August 15, 2023**
Motion by Closs, seconded by Thompson to approve the regular meeting minutes from August 15, 2023. **MOTION CARRIED**

FINANCIALS

3. August Revenue & Expense Report

Barron to review the line item under Farmer's Market as to why it is over budget. Vicki Schroeder confirmed that the work DPW did on the repairs to the sidewalks in the Market area are what caused the overage. This will be looked into further for the next meeting and Barron will figure out what charges were for this activity.

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA: Remove item #7 under unfinished business.

UNFINISHED BUSINESS

4. DDA Board Opening - Applications Review

The DDA Board reviewed an application from Melissa Silta. Motion by Closs; seconded by LeDuc to recommend Melissa Silta to the City Commission to fill the DDA open position. **MOTION CARRIED**

5. North Shore Development

Barron gave an overview of where the City is at with the current developer. It was discussed that the City should consider marketing the property.

6. Architecture & Engineering Fees (\$25,000) | 1000 Delta Ave | Patrick Johnson

Patrick Johnson was present at the meeting and provided some history on his project and gave some updates of where he is headed. Johnson outlined that the engineering costs that have been spent to date have supported the existing/new businesses that are there. He also asked what the DDA is looking for as far as the "structured timeline" requested for the January DDA meeting. The DDA members provided him with some ideas of what they are looking for and staff explained the difficulties with the open-ended deadlines on this project. Bostwick directed Barron to have an outline of the

engineering costs that have been paid out and the blueprints from the engineer for the January meeting. Johnson reported that he will be seeking façade funding from the DDA when the work for the apartments is conducted and that he would provide details requested at the January meeting.

Item 2.

~~7. Patrick Johnson Engineering Costs~~

NEW BUSINESS

CITY COMMENTS & REPORTS

7. Historical Home Markers

Buckman gave an overview of the Historical Home's Committee activities. For the initial part of the process the committee is going to focus on 10 homes. These homes will be over 100 years old and are homes of some of the founding families of Gladstone. The DDA will consider this project at the next budget cycle to begin in early 2024.

8. Tax Increment Financing Plan - Due September 29, 2023

Vicki Schroeder will be responsible for completing this form and submitting it to the state to meet DDA requirements.

BOARD COMMENTS & REPORTS

9. Old-Fashioned Christmas (OFC)

Barron reported that the OFC coordinator that was hired resigned after the first meeting. She requested permission of the group to post the OFC coordinator position ASAP.

PUBLIC COMMENT

ADJOURNMENT

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Posted: 09-15-2023 | Patricia West, DDA Coordinator | pwest@gladstonemi.gov

RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

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

G. Public Comment

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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.

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 11/30/2023

GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023 Normal (Abnormal)	Activity For 11/30/2023 Increase (Decrease)	Balance 11/30/2023 Normal (Abnormal)	Available 11/30/2023 (Abnormal)	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Revenues							
Department: 000 REVENUE							
248-000-437.001	CITY CAPTURE	149,483.00	193,227.82	452.51	(43,744.82)	129.26	
248-000-437.005	BAY COLLEGE CAPTURE	31,935.00	20,641.75	48.34	11,293.25	64.64	
248-000-437.009	DELTA COUNTY CAPTURE	48,595.00	62,816.54	147.10	(14,221.54)	129.27	
248-000-437.013	DC ROAD PATROL CAPTURE	12,554.00	0.00	0.00	12,554.00	0.00	
248-000-437.015	COMM ACTION CAPTURE	7,725.00	0.00	0.00	7,725.00	0.00	
248-000-437.019	911 DISPATCH CAPTURE	7,241.00	0.00	0.00	7,241.00	0.00	
248-000-437.021	DATA CAPTURE	5,793.00	0.00	0.00	5,793.00	0.00	
248-000-437.023	DC RECYCLING CAPTURE	2,895.00	0.00	0.00	2,895.00	0.00	
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	8,207.00	0.00	0.00	8,207.00	0.00	
248-000-540.000	GRANT REVENUE	5,400.00	0.00	0.00	5,400.00	0.00	
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	0.00	6,363.18	0.00	(6,363.18)	100.00	
248-000-665.000	INTEREST REVENUE	1,500.00	1,094.03	0.00	405.97	72.94	
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	0.00	60.47	0.00	(60.47)	100.00	
248-000-674.000	DONATIONS	2,000.00	0.00	0.00	2,000.00	0.00	
248-000-675.006	FARMERS MARKET	4,500.00	6,085.00	0.00	(1,585.00)	135.22	
248-000-699.390	TRANSFER FROM FUND BALANCE	94,381.00	0.00	0.00	94,381.00	0.00	
Total Dept 000 - REVENUE		382,209.00	290,288.79	647.95	91,920.21	75.95	
Revenues		382,209.00	290,288.79	647.95	91,920.21	75.95	
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-704.000	WAGES-PART TIME EMPLOYEES	22,500.00	8,820.16	201.92	13,679.84	39.20	
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	1,344.00	0.00	656.00	67.20	
248-537-708.000	UNEMPLOYMENT	100.00	1.97	0.00	98.03	1.97	
248-537-709.000	FICA 6.2%	1,519.00	812.42	12.52	706.58	53.48	
248-537-711.000	MEDICARE 1.45%	355.00	189.99	2.93	165.01	53.52	
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	100.00	338.52	0.00	(238.52)	338.52	
248-537-728.000	MSA EMPLOYER EXPENSE	50.00	131.56	0.00	(81.56)	263.12	
248-537-735.000	EDUCATION & TRAINING	500.00	25.00	0.00	475.00	5.00	
248-537-736.000	TRANSPORTATION & LODGING	500.00	0.00	0.00	500.00	0.00	
248-537-751.000	MATERIALS & SUPPLIES	500.00	70.99	0.00	429.01	14.20	
248-537-753.000	PRINTING & PUBLISHING	1,500.00	0.00	0.00	1,500.00	0.00	
248-537-754.000	POSTAGE	0.00	20.45	0.00	(20.45)	100.00	
248-537-756.000	COMPUTER	2,500.00	504.31	76.89	1,995.69	20.17	
248-537-757.000	COPIES	700.00	10.92	0.00	689.08	1.56	
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	15,000.00	15,000.00	0.00	0.00	100.00	
248-537-762.000	INTEREST EXPENSE	19,875.00	0.00	0.00	19,875.00	0.00	
248-537-800.006	CONTRACTED SERVICES-NORTHSHORE	5,000.00	0.00	0.00	5,000.00	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	987.37	484.32	12.63	98.74	
248-537-808.000	TELEPHONE	540.00	290.77	41.41	249.23	53.85	
248-537-819.000	FACADE GRANT PROGRAM	0.00	3.60	0.00	(3.60)	100.00	
248-537-880.001	CHRISTMAS CELEBRATION	5,500.00	270.32	270.32	5,229.68	4.91	
248-537-880.003	FARMERS MARKET	13,500.00	16,371.71	650.00	(2,871.71)	121.27	
248-537-910.000	INSURANCE LIABILITY	100.00	100.00	0.00	0.00	100.00	
248-537-960.000	OTHER OPERATING SUPPLIES	0.00	187.28	0.00	(187.28)	100.00	
248-537-970.051	NORTH SHORE	0.00	219.12	0.00	(219.12)	100.00	
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	0.00	100.00	

Item 3.

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As Of 11/30/2023

GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023 Normal (Abnormal)	Increase (Decrease)	Activity For 11/30/2023	Balance 11/30/2023 Normal (Abnormal)	Available 11/30/2023	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY								
Account Category: Expenditures								
Department: 537 ADMINISTRATIVE								
248-537-995.007 NORTHSORE LOAN PAYMENT								
Total Dept 537 - ADMINISTRATIVE		41,370.00	0.00	0.00	0.00	41,370.00	0.00	0.00
Expenditures		382,209.00	292,700.46	1,740.31	1,740.31	89,508.54	76.58	76.58
		382,209.00	292,700.46	1,740.31	1,740.31	89,508.54	76.58	76.58
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		382,209.00	290,288.79	647.95	647.95	91,920.21		
TOTAL EXPENDITURES		382,209.00	292,700.46	1,740.31	1,740.31	89,508.54		
NET OF REVENUES & EXPENDITURES:		0.00	(2,411.67)	(1,092.36)	(1,092.36)	2,411.67		

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 11/30/2023

Item 3.
 Y1 11/30/2023
 Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY			
*** Assets ***			
248-000-001.000	CASH	(9,153.61)	
248-000-017.000	INVESTMENT IN FIRST BANK	154,999.12	
248-000-055.000	ACCRUED INCOME	2,090.89	
Total Assets		147,936.40	
*** Liabilities ***			
248-000-202.000	ACCOUNTS PAYABLE	2,877.66	
Total Liabilities		2,877.66	
*** Fund Equity ***			
248-000-390.000	FUND BALANCE	147,470.41	
Total Fund Equity		147,470.41	
Total Fund 248:			
TOTAL ASSETS		147,936.40	
BEG. FUND BALANCE		147,470.41	
+ NET OF REVENUES & EXPENDITURES		(2,411.67)	
= ENDING FUND BALANCE		145,058.74	
+ LIABILITIES		2,877.66	
= TOTAL LIABILITIES AND FUND BALANCE		147,936.40	



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: January 16, 2024
Department: Downtown Development Authority
Presenter: Patricia West

AGENDA ITEM TITLE:

Architecture & Engineering Fees (\$25,000) | 1000 Delta Ave | Patrick Johnson

BACKGROUND:

Patrick Johnson was present at the 09/19/2023 meeting and provided some history on his project and gave some updates of where he is headed. Johnson outlined that the engineering costs that have been spent to date have supported the existing/new businesses that are there. He also asked what the DDA is looking for as far as the “structured timeline” requested for the January DDA meeting. The DDA members provided him with some ideas of what they are looking for and staff explained the difficulties with the open-ended deadlines on this project. Bostwick directed Barron to have an outline of the engineering costs that have been paid out and the blueprints from the engineer for the January meeting. Johnson reported that he will be seeking façade funding from the DDA when the work for the apartments is conducted and that he would provide details requested at the January meeting.

Excerpt from Minutes on 08/15/2023

Motion made by Closs, seconded by Neumeier to revisit this issue during the January 2024 meeting, requiring Patrick Johnson provide a structured timeline for the project to document that the project is being prioritized and suitable progress is being made.

*Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Neumeier, LeDuc
MOTION CARRIED.*

FISCAL EFFECT:

\$25,000

SUPPORTING DOCUMENTATION:

- History of DDA Board Decisions Related to Architecture & Engineering Fees (\$25,000) for 1000 Delta Ave
- Dynamic Design Engineering Costs and Remaining Balance
- Engineering Blueprints from Patrick Johnson
- Patrick Johnson’s January 2024 Update for the Board

RECOMMENDATION:

Stop the payment of all outstanding funding commitments (\$6971.78) effective today and require the previously paid out amount of \$18,028.22 be repaid in whole to the Gladstone Downtown Development Authority over the course of 24 months, with the first installment of \$9014.11 due January 31, 2025, and the second installment of \$9014.11 due January 31, 2026.

History of DDA Board Decisions Related to Architecture & Engineering Fees (\$25,000)

1000 Delta Ave | Patrick Johnson

[Excerpt from Minutes] November 7, 2016

Pat Johnson is looking for funds for engineering costs (Engineer proposal packet reviewed) for renovations of the Rialto Center. He is proposing adding 3-4 new apartments upstairs and doing general remodeling of the commercial space as well as re purposing two of the commercial spaces on the ground floor. The engineering costs are a necessary part of the project for him to complete the project correctly as well as for any application to the state for grant assistance. If the city is successful in securing a rental rehab grant for this building it will open the doors for other buildings in the city for rental rehab in the downtown area.

Motion by Mark Roxbury; seconded by Derby Chase to approve up to \$25,000 for engineering costs for the Rialto Center to Pat Johnson. If the rehabilitation project does not take place 100% of the DDA funds shall be paid back to the DDA. MOTION CARRIED

[Excerpt from Minutes] October 20, 2020

Patrick Johnson reported that the Rialto Center retail space was now within one spot of being totally full and there are several options being investigated to fill that spot. He said that when the original \$25,000 Engineering Study was funded, the Rialto was anticipating an MEDC 75 percent funding and the remaining 25 percent by the Rialto's owners. Things changed at MEDC and Patrick reported that they were not able to come up with the cash needed to continue. Ron reported at over \$18,000 of the Engineering Study money was expended. Patrick Johnson committed to continue working to fill the building and improve cash flow and agreed to be responsible for the full Engineering monies if not brought to a conclusion.

City Manager Buckman said that a directory of business sign would be a good way to attract traffic. Patrick said that Delta Business Solutions next door had complete a tree trimming project that made the Rialto signage much more visible.

**Motion by Derby Chase; seconded by Jay Bostwick to review this project again in one year (October 2021).
MOTION CARRIED UNANIMOUSLY**

[Excerpt from Minutes] October 21, 2021

Patrick Johnson reviewed the status of the project. He discussed the original \$25,000 Engineering funds and Renée Barron confirmed that \$18,028 has been spent to date. Patrick said that the Rialto businesses are nearly full and that he is still looking to add another 3 apartments on the second floor. He said \$100,000 of personal funding is needed and reported that the sale of his former Chiropractic Office on Delta Avenue had added funding which will be used for this purpose.

Motion by Jay Bostwick; seconded by Erica Quinn to review this project again in one year (October 2022) *MOTION CARRIED UNANIMOUSLY*****

[Excerpt from Minutes] August 15, 2023

Motion made by Closs, seconded by Neumeier to revisit this issue during the January 2024 meeting, requiring Patrick Johnson provide a structured timeline for the project to document that the project is being prioritized and suitable progress is being made. Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Neumeier, LeDuc MOTION CARRIED.

As of 01/08/2024, \$18,028.22 of the committed \$25,000 DDA funds have been paid towards the project.

Date: January 8, 2024

Name Patrick Johnson
Address 1000 Delta Avenue

Owner Patrick Johnson
Contractor Dynamic Design

Income	Amount Rec'd	Date Rec'd
DDA Grants	\$ 25,000.00	11/7/2016
Total Revenue	\$ 25,000.00	

Expenses	Amount	Date
Dynamic Design	\$ 6,278.57	3/3/2017
Dynamic Design	\$ 1,500.00	3/31/2017
Dynamic Design	\$ 2,120.00	4/28/2017
Dynamic Design	\$ 1,000.00	5/17/2017
Dynamic Design	\$ 2,783.75	9/5/2017
Dynamic Design	\$ 2,953.75	12/5/2017
Dynamic Design	\$ 244.65	7/26/2018
Dynamic Design	\$ 1,147.50	10/5/2018
Total Expenses	\$ 18,028.22	
Balance	\$ 6,971.78	

Patricia West

From: Patrick Johnson <patrickjohnsondc@gmail.com>
Sent: Monday, January 8, 2024 10:07 PM
To: Patricia West
Cc: ICE Suani Nieto; Renée Barron
Subject: Re: Time line for Rialto building
Attachments: Rialto front.pdf; Rialto east side.pdf; Rialto apt 5.pdf; Rialto Chiro office.pdf; Rialto theater.pdf; Rialto DDA commitment letter.pdf

Patricia, attached you will find the blue prints and commitment letter of the proposed Rialto project.

Patrick Johnson D.C.
 Water's Edge Chiropractic PLC
 1010 Delta Ave. Ste. 216
 Gladstone, MI 49837
 (906) 428-9076
 www.WatersEdgeChiro.com

On Jan 8, 2024, at 1:21 PM, Patricia West <pwest@gladstonemi.gov> wrote:

I was out on maternity leave and not present for the discussion. This is what was documented in the minutes:

"Patrick Johnson was present at the meeting and provided some history on his project and gave some updates of where he is headed. Johnson outlined that the engineering costs that have been spent to date have supported the existing/new businesses that are there. He also asked what the DDA is looking for as far as the "structured timeline" requested for the January DDA meeting. The DDA members provided him with some ideas of what they are looking for and staff explained the difficulties with the open-ended deadlines on this project. Bostwick directed Barron to have an outline of the engineering costs that have been paid out and the blueprints from the engineer for the January meeting. Johnson reported that he will be seeking façade funding from the DDA when the work for the apartments is conducted and that he would provide details requested at the January meeting."

Renee is out of the office today, so let me try to connect with her today or tomorrow. If you have more context to provide me on what was discussed during that meeting, I would appreciate it. **It appears the DDA also requested the blueprints from the engineer.** Can you provide me those to include in the agenda packet?

-----Original Message-----

From: Patrick Johnson <patrickjohnsondc@gmail.com>
Sent: Monday, January 8, 2024 1:08 PM
To: Patricia West <pwest@gladstonemi.gov>
Cc: ICE Suani Nieto <suaninieto@gmail.com>; Renée Barron <rbarron@gladstonemi.gov>
Subject: Re: Time line for Rialto building

Hello Patricia,

I should be able to make this meeting. I thought we covered what the hold up to funding was at the last meeting I attended. Please let me know.

Thank you,
 Patrick Johnson D.C.
 Water's Edge Chiropractic PLC
 1010 Delta Ave. Ste. 216
 Gladstone, MI 49837
 (906) 428-9076
 www.WatersEdgeChiro.com

> On Jan 8, 2024, at 12:13 PM, Patricia West <pwest@gladstonemi.gov> wrote:

>

> Hi Patrick,

>

> Thank you for your patience in my response time and for proactively sending this along. I have added this to the agenda for the Tuesday, January 16th DDA Meeting which will be held at 8:00 AM ET in City Hall Chambers. You are welcome to attend. When do you anticipate you'll know whether you've secured MEDC grant funding this year?

>

> Thank you,

> Patricia West

> DDA Coordinator

> City of Gladstone

>

> -----Original Message-----

> From: Renée Barron <rbarron@gladstonemi.org>

> Sent: Tuesday, January 2, 2024 2:38 PM

> To: Patrick Johnson <patrickjohnsondc@gmail.com>; ICE Suani Nieto

> <suaninieto@gmail.com>

> Cc: Patricia West <pwest@gladstonemi.gov>

> Subject: RE: Time line for Rialto building

>

> Thanks Patrick I received your message. I will pass this on to Patricia who is returning this month.

>

> -----Original Message-----

> From: Patrick Johnson <patrickjohnsondc@gmail.com>

> Sent: Saturday, December 30, 2023 11:41 AM

> To: Renée Barron <rbarron@gladstonemi.org>; ICE Suani Nieto

> <suaninieto@gmail.com>

> Cc: Pat Johnson <patrickjohnsondc@gmail.com>

> Subject: Time line for Rialto building

>

> Hello Renee,

> I am including the potential time line that was previously submitted to the MEDC RAP grant. This time line will start once the grant is approved. This was only a proposed timeline and, as you can see, has already been expired. It does illustrate how much time the project is expected to take.

> The DDA requested this to obtain an idea of how fast and when work would be completed. If there are any questions, please let me know.

>

- > Upon receipt of project approval from MEDC closing on financing will begin. Construction will begin once financing from Nicolet Bank has closed. Once construction has begun, this project will take less than one year to complete. We will utilize the indoor nature of the work to obtain construction labor at a fair, but more favorable rate. The outdoor projects will be completed when the season allows.
- > We understand that there may be a discrepancy on when the funding commitment will happen from the MEDC, but will begin closing immediately on financing once the MEDC commitment happens.
- > August 2022- begin the process to close on financing. Obtain appraisal of completed project. Request bids for general contractor.
- > Jan 2023- begin construction of new apartments in underutilized space.
- > May 2023- begin and finish parking lot repair.
- > June 2023- begin tuck point and facade work.
- > July 2023 early- finish new apartments July 2023 late- remodel
- > existing apartments moving existing tenants temporarily into new apartments if necessary.
- > October 2023- finish facade work.
- > November 2023- close project.
- >
- > Patrick Johnson D.C.
- > Water's Edge Chiropractic PLC
- > 1010 Delta Ave. Ste. 216
- > Gladstone, MI 49837
- > (906) 428-9076
- > www.WatersEdgeChiro.com

Z:\00-DWG\16-4259-Building Design, WATERS Edge, Chiropractic, Gladstone, MI\16-4259 - exterior elevations.dwg | 3/16/2017 3:55:04 PM



3 HISTORIC PHOTOS

N.T.S.



2 EXISTING/DEMOLITION FRONT ELEVATION

N.T.S.

- REMOVE ALL WINDOW INFILL FRAMING
- REMOVE ALL WINDOWS
- REMOVE ALL METAL SIDING
- REMOVE CANOPY AND ASSOCIATED FRAMING
- REMOVE ALL FALSE COLUMN
- REMOVE ALL DOORS
- REMOVE ALL WINDOWS



1 PROPOSED FRONT ELEVATION

Scale: 3/16"=1'-0"

12'-0"

PRELIMINARY NOT FOR CONSTRUCTION

REVISION	DATE

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Escanaba, MI
ph.: 906.786.3300
email: gen@ddgi-ddm.com
www.ddgi-ddm.com

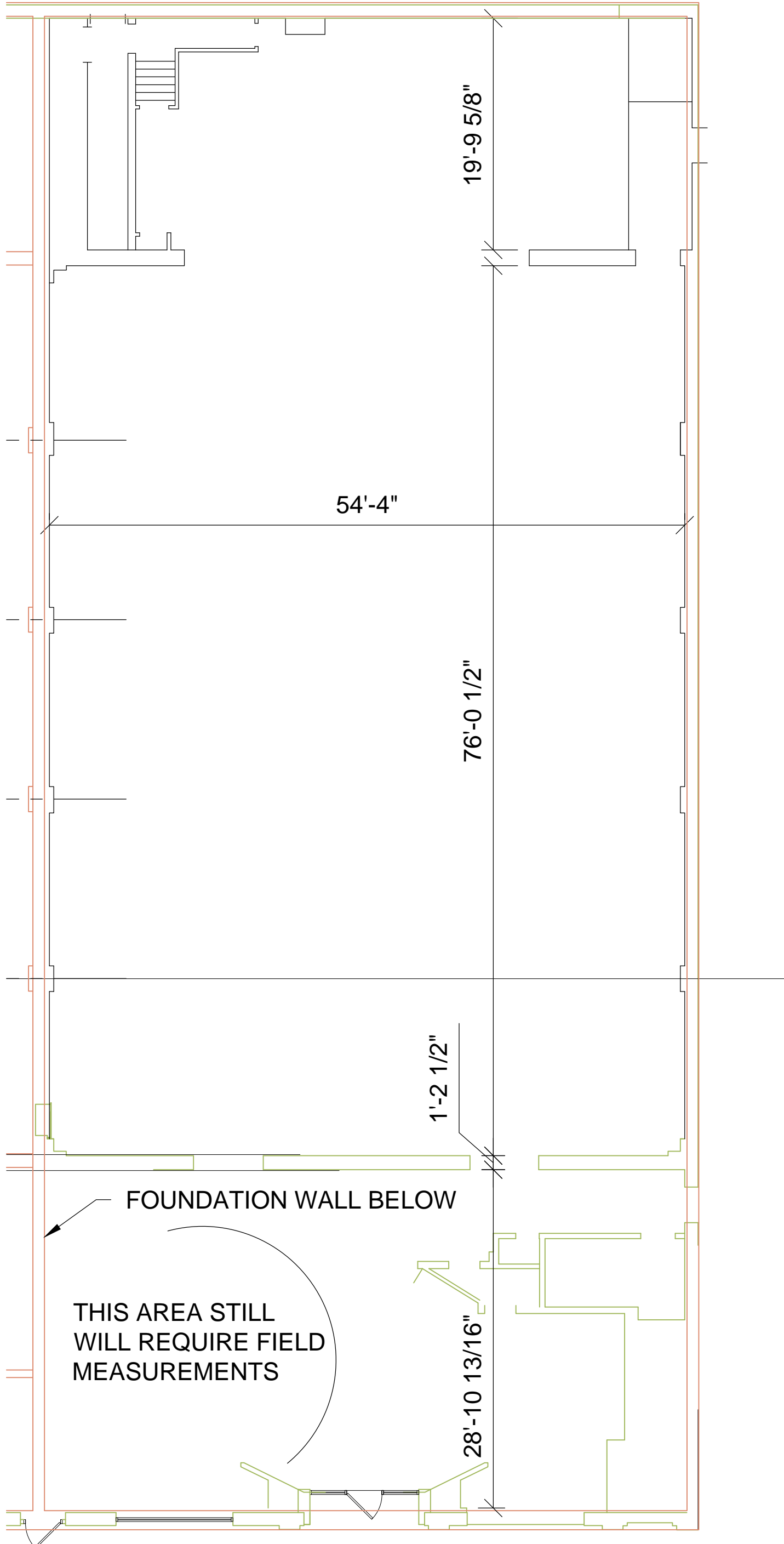


Project Title
Building Renovations
Tlapa Management, LLC
Gladstone, MI

Date **03-16-2017**
Drawn By **JMC**
Checked By **JMC**

1 OF 1

Job No. **16-4259**



19'-9 5/8"

54'-4"

76'-0 1/2"

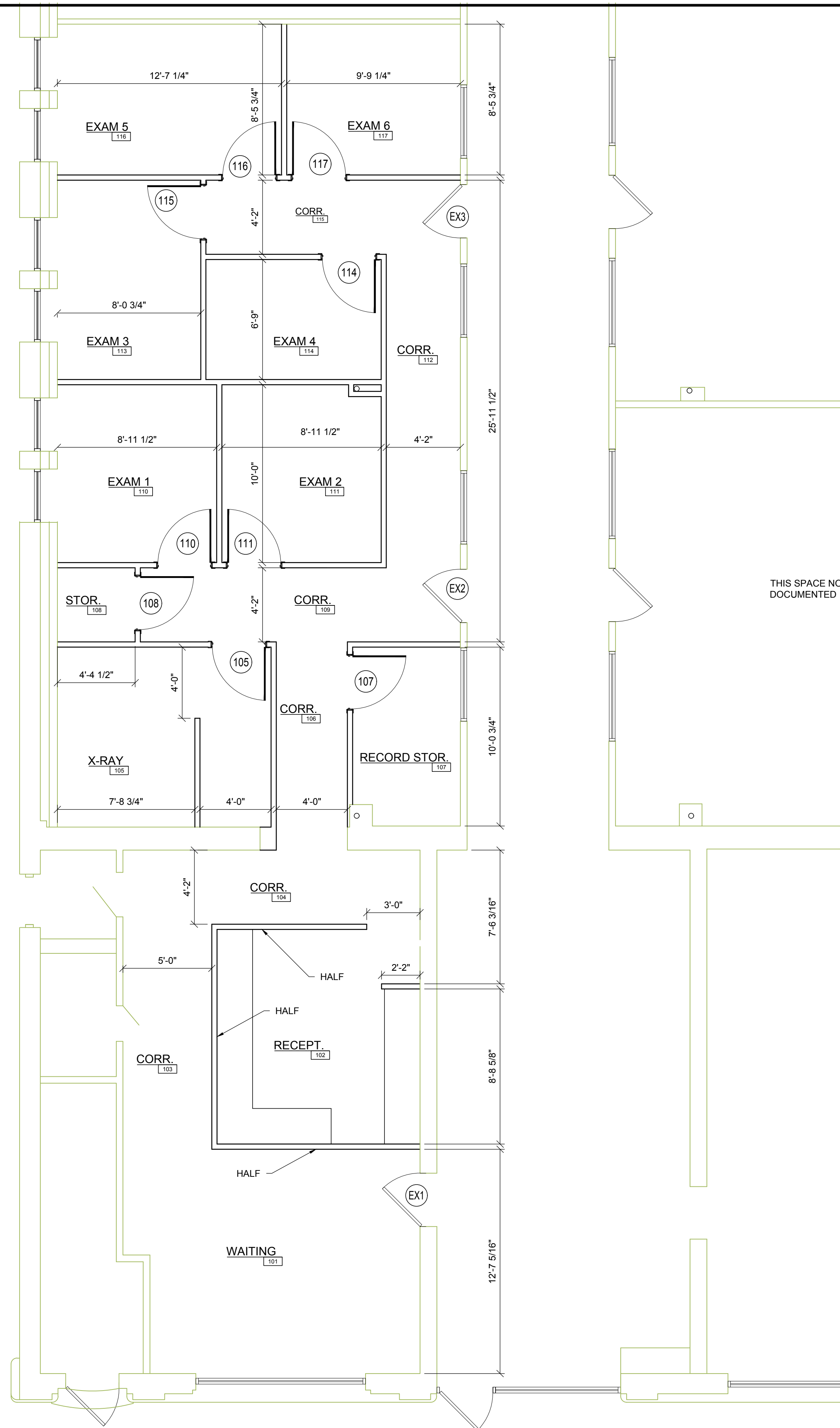
1'-2 1/2"

28'-10 13/16"

FOUNDATION WALL BELOW

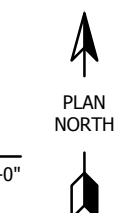
THIS AREA STILL
WILL REQUIRE FIELD
MEASUREMENTS

Z:\00-DWG\16-4259 Building Design - WATERS Edge Clinic\prac - Gladstone, MI\16-4259 - final notes final.dwg | 05/20/17 2:15:33 PM



THIS SPACE NOT DOCUMENTED

1 FLOOR PLAN - OFFICE LAYOUT
 Scale: 1/4"=1'-0"



PRELIMINARY NOT FOR CONSTRUCTION

Project Title
Building Renovations
Tlapa Management, LLC
 Gladstone, MI

Date **04-20-2017**
 Drawn By **JMC**
 Checked By **INT**

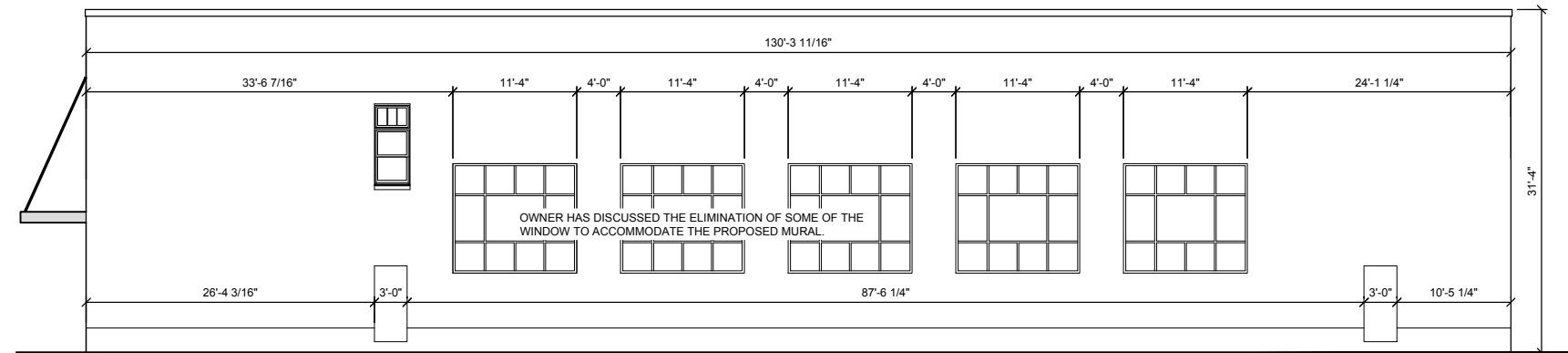
A1.1

Job No. **16-4259**

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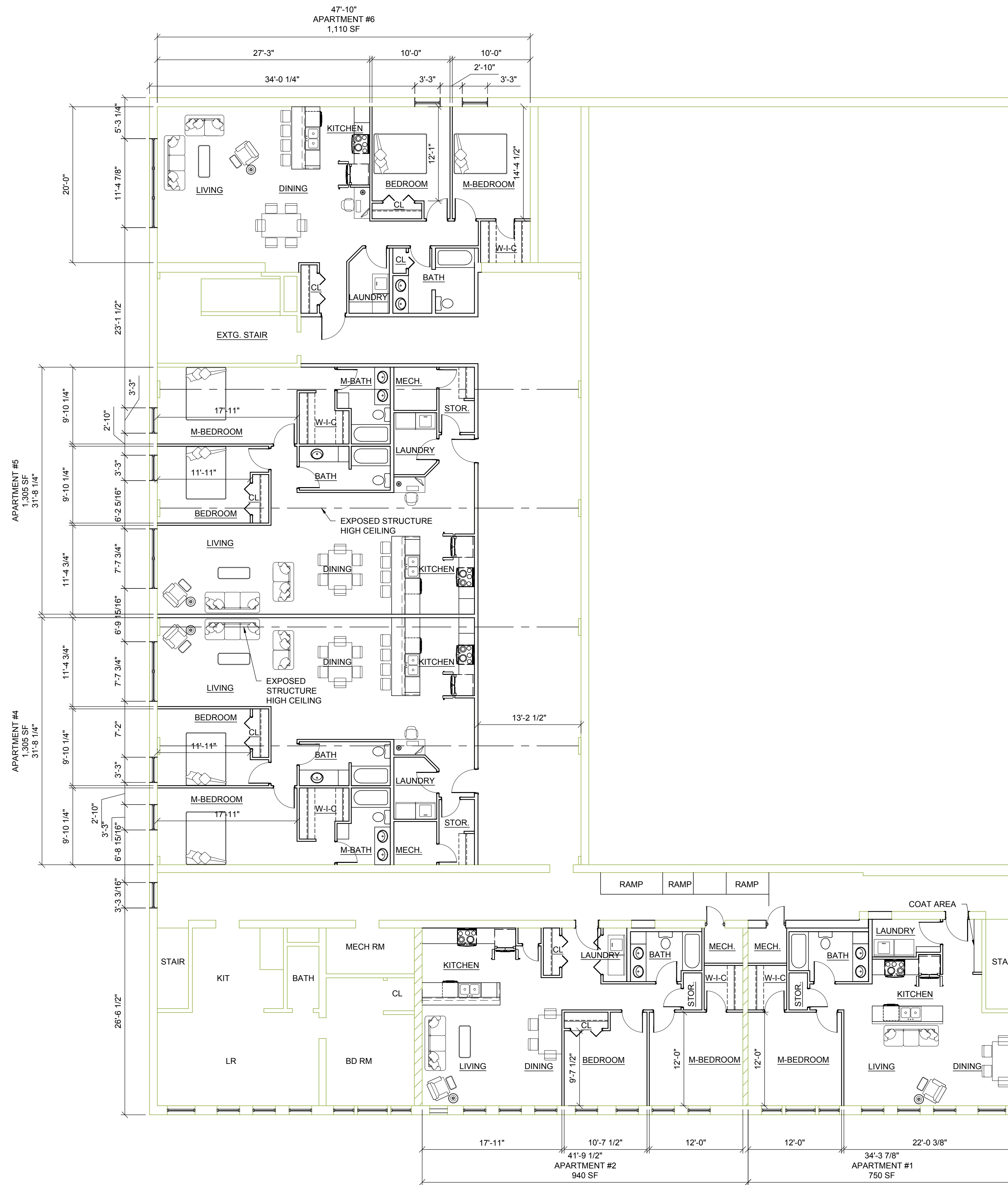


REVISION	DATE



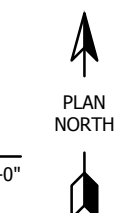
3 PROPOSED EAST ELEVATION
Scale: 1/8"=1'-0"

PRELIMINARY DIMENSIONS
FOR OWNERS USE



1 FLOOR PLAN - APARTMENT LAYOUT

Scale: 1/8"=1'-0"



PRELIMINARY NOT FOR CONSTRUCTION

Project Title
Building Renovations
Tlapa Management, LLC
 Gladstone, MI

Date **04-20-2017**
 Drawn By **JMC**
 Checked By **INT**

A1.2

Job No. **16-4259**

REVISION	DATE
1	08-28-2017

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Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: January 16, 2024
Department: Downtown Development Authority
Presenter: Patricia West

AGENDA ITEM TITLE:

August Revenue & Expense Report - Farmers Market Expenses

BACKGROUND:

As documented in the September 19, 2023 Meeting Minutes:

“Barron to review the line item under Farmer’s Market as to why it is over budget. Vicki Schroeder confirmed that the work DPW did on the repairs to the sidewalks in the Market area are what caused the overage. This will be looked into further for the next meeting and Barron will figure out what charges were for this activity.”

Clarification:

248-537-995.203 - Transfer to Local Street: *\$7000 was budgeted to repair the brick pavers at the Farmers Market Square in 2023 with DPW. These expenses had hit that line item totaling \$6002.07 between 05/26/2023 & 06/08/2023.*

*On 08/09/2023, Vicki moved them from this account to the **248-537-880.003 - Farmers Market** expense line. This caused the farmers market expenses to appear to be nearly double what was amended in the budget, but that funding was planned for elsewhere.*

The additional \$2364.00 came from DPW labor.

To summarize, the project ran \$1366.07 over budget.

FISCAL EFFECT:

\$8366.07

SUPPORTING DOCUMENTATION:

October 2023 Revenue & Expense Budget Detail (highlighted)

RECOMMENDATION:

None

Item 6.

GL Number	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	Available Balance	% Used
Revenues					
Department 000: REVENUE					
248-000-437.001	IFT CITY				
07/18/2023	GJ SUMMER TAX PAYOFF THRU 7/18/23		255443 57,560.68 JE# 10615		
08/02/2023	GJ TAX PAYOUT THRU 8/2/23		256445 33,295.27 JE# 10633		
08/18/2023	GJ SUMMER TAX PAYOFF THRU 8/18/23		257092 10,178.66 JE# 10661		
09/06/2023	GJ TAX PAYOUT THRU 9/5/23		257714 30,504.21 JE# 10673		
09/19/2023	GJ SUMMER TAX PAYOUT THRU 9/19/23		258832 60,240.89 JE# 10684		
10/09/2023	GJ TAX PAYOUT THRU 10/8/23		259318 927.15 JE# 10734		
10/19/2023	GJ TAXES PAID THRU 10/19/23		259641 68.45 JE# 10774		
248-000-437.001	IFT CITY	149,483.00	192,775.31	(43,292.31)	128.96
248-000-437.005	IFT COLLEGE				
07/18/2023	GJ SUMMER TAX PAYOFF THRU 7/18/23		255443 6,148.92 JE# 10615		
08/02/2023	GJ TAX PAYOUT THRU 8/2/23		256445 3,556.80 JE# 10633		
08/18/2023	GJ SUMMER TAX PAYOFF THRU 8/18/23		257092 1,087.27 JE# 10661		
09/06/2023	GJ TAX PAYOUT THRU 9/5/23		257714 3,258.85 JE# 10673		
09/19/2023	GJ SUMMER TAX PAYOUT THRU 9/19/23		258832 6,435.24 JE# 10684		
10/09/2023	GJ TAX PAYOUT THRU 10/8/23		259318 99.03 JE# 10734		
10/19/2023	GJ TAXES PAID THRU 10/19/23		259641 7.30 JE# 10774		
248-000-437.005	IFT COLLEGE	31,935.00	20,593.41	11,341.59	64.49
248-000-437.009	IFT ISD				
07/18/2023	GJ SUMMER TAX PAYOFF THRU 7/18/23		255443 18,712.50 JE# 10615		
08/02/2023	GJ TAX PAYOUT THRU 8/2/23		256445 10,823.94 JE# 10633		
08/18/2023	GJ SUMMER TAX PAYOFF THRU 8/18/23		257092 3,308.95 JE# 10661		
09/06/2023	GJ TAX PAYOUT THRU 9/5/23		257714 9,916.72 JE# 10673		
09/19/2023	GJ SUMMER TAX PAYOUT THRU 9/19/23		258832 19,583.67 JE# 10684		
10/09/2023	GJ TAX PAYOUT THRU 10/8/23		259318 301.40 JE# 10734		
10/19/2023	GJ TAXES PAID THRU 10/19/23		259641 22.26 JE# 10774		
248-000-437.009	IFT ISD	48,595.00	62,669.44	(14,074.44)	128.96
248-000-437.013	IFT JAIL	12,554.00	0.00	12,554.00	0.00
248-000-437.015	COMM ACTION CAPTURE	7,725.00	0.00	7,725.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	7,241.00	0.00	7,241.00	0.00
248-000-437.021	DATA CAPTURE	5,793.00	0.00	5,793.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	2,895.00	0.00	2,895.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	8,207.00	0.00	8,207.00	0.00
248-000-440.000	MISCELLANEOUS INCOME				
04/03/2023	MRB VIAU, STEVEN AND VICKI/0744		252090 1.80 Invoice #: '0000002297' Customer #: '0744'		
05/01/2023	MRB VIAU, STEVEN AND VICKI/0744		252809 1.80 Invoice #: '0000002297' Customer #: '0744'		
05/30/2023	MRA VIAU, STEVEN AND VICKI/0000002297		253498 (7.20) Adjustment #: '00000414' Invoice #: '000000'		
05/31/2023	GJ MOVE TO CORRECT		253526 3.60 JE# 10503		
248-000-440.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	1

GL Number	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	Available Balance	% Used
Revenues					
Department 000: REVENUE					
248-000-540.000	GRANT REVENUE	5,400.00	0.00	5,400.00	0.00
248-000-573.000 LOCAL COMM STABALIZATION SHARE APPROPRIA					
10/31/2023	CR LOCAL COMMUNITY STABALIZATION FUND		259795	6,363.18	Receipt #: 366831
248-000-573.000	LOCAL COMM STABALIZATION SHARE	0.00	6,363.18	(6,363.18)	100.00
248-000-665.000 INTEREST REVENUE					
04/30/2023	GJ APRIL INVESTMENT INCOME		253964	688.25	JE# 10535
04/30/2023	GJ ACCRUED INCOME ENTRY		253965	164.62	JE# 10536
05/31/2023	GJ INVESTMENT LOSS ENTRY FOR MAY		254036	(745.44)	JE# 10560
06/30/2023	GJ JUNE INVESTMENT INCOME		255106	138.43	JE# 10608
06/30/2023	GJ JUNE ACCRUED INCOME ENTRY		255107	632.13	JE# 10609
07/31/2023	GJ		256522	224.35	JE# 10642
07/31/2023	GJ JULY INVESTMENT INCOME		256523	107.45	JE# 10643
08/31/2023	GJ AUGUST INVESTMENT INCOME		257806	880.55	JE# 10681
09/30/2023	GJ INVESTMENT LOSS ENTRY		259291	(1,248.75)	JE# 10731
10/31/2023	GJ OCTOBER INVESTMENT INCOME		259950	140.79	JE# 10780
10/31/2023	GJ ADJUST ACCRUED INCOME		260152	111.65	JE# 10784
248-000-665.000	INTEREST REVENUE	1,500.00	1,094.03	405.97	72.94
248-000-666.001 LIABILITY & PROP INS REIMBURSEMENT					
06/30/2023	GJ MMRMA NET ASSET DISTRIBUTION		254995	51.08	JE# 10593
07/31/2023	GJ STATE POOL RETENTION FUND NET ASSET		256513	9.39	JE# 10634
248-000-666.001	LIABILITY & PROP INS REIMBURSEM	0.00	60.47	(60.47)	100.00
248-000-674.000 DONATIONS					
248-000-674.000	DONATIONS	2,000.00	0.00	2,000.00	0.00
248-000-675.006 FARMERS MARKET					
06/01/2023	CR HUD'S FISHING LURES		253578	75.00	Receipt #: 364644
06/05/2023	CR SCHENNING, GORDON		253620	75.00	Receipt #: 364670
06/05/2023	CR PRATT, KARA		253621	75.00	Receipt #: 364671
06/05/2023	CR WILLIAMS, CHERYL		253623	75.00	Receipt #: 364673
06/05/2023	CR ELLISON, HEATHER		253624	75.00	Receipt #: 364674
06/05/2023	CR QUINN, IAN		253626	75.00	Receipt #: 364676
06/06/2023	CR CHOUINARD, JOANNE		253739	75.00	Receipt #: 364681
06/06/2023	CR SIMMONS, BLANDY & HANNAH		253740	75.00	Receipt #: 364682
06/19/2023	CR GRZYBOWSKI, PARKER		254129	75.00	Receipt #: 364761
07/10/2023	CR QUINN, KAYLEA		254822	75.00	Receipt #: 365026
07/17/2023	CR MADDOG & EDDIE'S KETTLECORN		255114	75.00	Receipt #: 365161
07/18/2023	CR JASPER, MARK		255423	75.00	Receipt #: 365201
07/28/2023	CR UPCAP		256133	570.00	Receipt #: 365370
07/31/2023	CR LAUREN, KAYLEE		256200	25.00	Receipt #: 365417
08/28/2023	CR COLEMAN, SUSAN		257239	25.00	Receipt #: 365797
09/08/2023	CR UPCAP		257900	1,235.00	Receipt #: 366124
09/08/2023	CR UPCAP		257901	1,235.00	Receipt #: 366125
10/12/2023	CR UPCAP		259390	1,705.00	Receipt #: 366726
10/27/2023	CR UPCAP SERVICES		259777	390.00	Receipt #: 366823
248-000-675.006	FARMERS MARKET	4,500.00	6,085.00	(1,585.00)	135.22
248-000-699.390 TRANSFER FROM FUND BALANCE					
248-000-699.390	TRANSFER FROM FUND BALANCE	94,381.00	0.00	94,381.00	

Item 6.

GL Number	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	Available Balance	% Used
Revenues					
Department 000: REVENUE					
Total - Dept 000		382,209.00	289,640.84	92,568.16	75.78
Total Revenues		382,209.00	289,640.84	92,568.16	75.78
Expenditures					
Department 537: ADMINISTRATIVE					
248-537-704.000 WAGES-PART TIME EMPLOYEES					
04/06/2023	PR SUMMARY PR 04/06/2023		252171 3,368.75	594	
04/06/2023	PRAW SUMMARY PRAW 04/06/2023		252472 (2,863.45)	594	
04/21/2023	PR SUMMARY PR 04/21/2023		252474 699.52	595	
05/05/2023	PR SUMMARY PR 05/05/2023		252906 930.28	596	
05/19/2023	PR SUMMARY PR 05/19/2023		253254 786.05	597	
06/02/2023	PR SUMMARY PR 06/02/2023		253523 742.78	598	
06/16/2023	PR SUMMARY PR 06/16/2023		253985 894.23	599	
06/30/2023	PR SUMMARY PR 06/30/2023		254370 959.13	600	
07/14/2023	PR SUMMARY PR 07/14/2023		254982 612.98	601	
07/28/2023	PR SUMMARY PR 07/28/2023		255898 850.96	602	
08/11/2023	PR SUMMARY PR 08/11/2023		256706 612.98	604	
08/25/2023	PR SUMMARY PR 08/25/2023		257118 591.34	605	
09/08/2023	PR SUMMARY PR 09/08/2023		257721 403.84	606	
09/22/2023	PR SUMMARY PR 09/22/2023		258820 28.85	607	
248-537-704.000	WAGES-PART TIME EMPLOYEES	22,500.00	8,618.24	13,881.76	38.30
248-537-707.000 TEMPORARY EMPLOYEES					
06/16/2023	PR SUMMARY PR 06/16/2023		253985 320.00	599	
06/30/2023	PR SUMMARY PR 06/30/2023		254370 256.00	600	
07/14/2023	PR SUMMARY PR 07/14/2023		254982 192.00	601	
07/28/2023	PR SUMMARY PR 07/28/2023		255898 160.00	602	
08/11/2023	PR SUMMARY PR 08/11/2023		256706 256.00	604	
08/25/2023	PR SUMMARY PR 08/25/2023		257118 160.00	605	
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	1,344.00	656.00	67.20
248-537-708.000 UNEMPLOYMENT					
04/06/2023	PRAW SUMMARY PRAW 04/06/2023		252472 (1.72)	594	
04/06/2023	PR SUMMARY PR 04/06/2023		252171 2.02	594	
04/21/2023	PR SUMMARY PR 04/21/2023		252474 0.42	595	
05/05/2023	PR SUMMARY PR 05/05/2023		252906 0.44	596	
06/16/2023	PR SUMMARY PR 06/16/2023		253985 0.19	599	
06/30/2023	PR SUMMARY PR 06/30/2023		254370 0.15	600	
07/14/2023	PR SUMMARY PR 07/14/2023		254982 0.12	601	
07/28/2023	PR SUMMARY PR 07/28/2023		255898 0.10	602	
08/11/2023	PR SUMMARY PR 08/11/2023		256706 0.15	604	
08/25/2023	PR SUMMARY PR 08/25/2023		257118 0.10	605	
248-537-708.000	UNEMPLOYMENT	100.00	1.97	98.03	1.97
248-537-709.000 FICA 6.2%					
04/06/2023	PRAW SUMMARY PRAW 04/06/2023		252472 (178.59)	594	
04/06/2023	PR SUMMARY PR 04/06/2023		252171 210.10	594	
04/21/2023	PR SUMMARY PR 04/21/2023		252474 45.99	595	
05/05/2023	PR SUMMARY PR 05/05/2023		252906 58.79	596	
05/19/2023	PR SUMMARY PR 05/19/2023		253254 48.73	597	

Item 6.

GL Number	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	Available Balance	% Used
Expenditures					
Department 537: ADMINISTRATIVE					
06/02/2023	PR SUMMARY PR 06/02/2023		253523 224.36 598		
06/16/2023	PR SUMMARY PR 06/16/2023		253985 75.29 599		
06/30/2023	PR SUMMARY PR 06/30/2023		254370 75.34 600		
07/14/2023	PR SUMMARY PR 07/14/2023		254982 49.91 601		
07/28/2023	PR SUMMARY PR 07/28/2023		255898 62.68 602		
08/11/2023	PR SUMMARY PR 08/11/2023		256706 53.88 604		
08/25/2023	PR SUMMARY PR 08/25/2023		257118 46.59 605		
09/08/2023	PR SUMMARY PR 09/08/2023		257721 25.04 606		
09/22/2023	PR SUMMARY PR 09/22/2023		258820 1.79 607		
248-537-709.000	FICA 6.2%	1,519.00	799.90	719.10	52.66
248-537-711.000	MEDICARE 1.45%				
04/06/2023	PRAW SUMMARY PRAW 04/06/2023		252472 (41.78) 594		
04/06/2023	PR SUMMARY PR 04/06/2023		252171 49.14 594		
04/21/2023	PR SUMMARY PR 04/21/2023		252474 10.75 595		
05/05/2023	PR SUMMARY PR 05/05/2023		252906 13.75 596		
05/19/2023	PR SUMMARY PR 05/19/2023		253254 11.40 597		
06/02/2023	PR SUMMARY PR 06/02/2023		253523 52.48 598		
06/16/2023	PR SUMMARY PR 06/16/2023		253985 17.60 599		
06/30/2023	PR SUMMARY PR 06/30/2023		254370 17.61 600		
07/14/2023	PR SUMMARY PR 07/14/2023		254982 11.68 601		
07/28/2023	PR SUMMARY PR 07/28/2023		255898 14.66 602		
08/11/2023	PR SUMMARY PR 08/11/2023		256706 12.60 604		
08/25/2023	PR SUMMARY PR 08/25/2023		257118 10.89 605		
09/08/2023	PR SUMMARY PR 09/08/2023		257721 5.86 606		
09/22/2023	PR SUMMARY PR 09/22/2023		258820 0.42 607		
248-537-711.000	MEDICARE 1.45%	355.00	187.06	167.94	52.69
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EXP				
04/06/2023	PRAW SUMMARY PRAW 04/06/2023		252472 (1.93) 594		
04/06/2023	PR SUMMARY PR 04/06/2023		252171 2.27 594		
04/21/2023	PR SUMMARY PR 04/21/2023		252474 4.90 595		
05/05/2023	PR SUMMARY PR 05/05/2023		252906 2.08 596		
06/02/2023	PR SUMMARY PR 06/02/2023		253523 331.20 598		
248-537-716.000	DEFINED CONTRIBUTION PENSION PL	100.00	338.52	(238.52)	338.52
248-537-728.000	MSA EMPLOYER EXPENSE				
04/06/2023	PRAW SUMMARY PRAW 04/06/2023		252472 (0.83) 594		
04/06/2023	PR SUMMARY PR 04/06/2023		252171 0.97 594		
04/21/2023	PR SUMMARY PR 04/21/2023		252474 1.98 595		
05/05/2023	PR SUMMARY PR 05/05/2023		252906 0.86 596		
06/02/2023	PR SUMMARY PR 06/02/2023		253523 128.58 598		
248-537-728.000	MSA EMPLOYER EXPENSE	50.00	131.56	(81.56)	263.12
248-537-735.000	EDUCATION & TRAINING				
04/24/2023	CD NMPSA		252530 25.00	Check #: '77346 BAY' Vendor 'NMPSA14100'.	
248-537-735.000	EDUCATION & TRAINING	500.00	25.00	475.00	5.00
248-537-736.000	TRANSPORTATION & LODGING	500.00	0.00	500.00	

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER
 Balances as of 10/31/2023
 % Fiscal Year Completed: 58.47
 Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Item 6.

GL Number	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	Available Balance	% Used
Expenditures					
Department 537: ADMINISTRATIVE					
248-537-751.000 MATERIALS & SUPPLIES					
04/27/2023	AP DELL MARKETING L.P.		252598	34.99	Inv #: '10666464371' Vendor 'DELLM04100'
07/22/2023	AP CARDMEMBER SERVICE		256653	36.00	Inv #: 'STATEMENT' Vendor 'CARDM03100'
248-537-751.000	MATERIALS & SUPPLIES	500.00	70.99	429.01	14.20
248-537-753.000 PRINTING & PUBLISHING					
248-537-753.000	PRINTING & PUBLISHING	1,500.00	0.00	1,500.00	0.00
248-537-754.000 POSTAGE					
06/30/2023	GJ POSTAGE USAGE APRIL-JUNE		255101	6.24	JE# 10604
09/30/2023	GJ JULY-SEPTEMBER POSTAGE USAGE		259283	14.21	JE# 10723
248-537-754.000	POSTAGE	0.00	20.45	(20.45)	100.00
248-537-756.000 COMPUTER					
04/06/2023	PRAW SUMMARY PRAW 04/06/2023		252472	(18.06)	594
04/06/2023	PR SUMMARY PR 04/06/2023		252171	21.23	594
04/21/2023	PR SUMMARY PR 04/21/2023		252474	44.57	595
05/05/2023	PR SUMMARY PR 05/05/2023		252906	19.51	596
05/22/2023	AP CARDMEMBER SERVICE		253589	4.35	Inv #: 'STATEMENT' Vendor 'CARDM03100'
06/22/2023	AP MARK CHRISTOFF		254195	16.64	Inv #: '88' Vendor 'MARKC13100'
06/22/2023	AP CARDMEMBER SERVICE		254687	4.40	Inv #: 'STATEMENT' Vendor 'CARDM03100'
06/30/2023	GJ IT GENERAL BENEFIT ENTRY APRIL-JUNE		255103	146.83	JE# 10605
07/22/2023	AP CARDMEMBER SERVICE		256649	4.40	Inv #: 'STATEMENT' Vendor 'CARDM03100'
08/17/2023	AP MARK CHRISTOFF		256922	11.09	Inv #: '90' Vendor 'MARKC13100'
08/22/2023	AP CARDMEMBER SERVICE		257569	4.40	Inv #: 'STATEMENT' Vendor 'CARDM03100'
09/22/2023	AP CARDMEMBER SERVICE		259244	4.40	Inv #: 'STATEMENT' Vendor 'CARDM03100'
09/30/2023	GJ IT BENEFITS TRANSFER JULY-SEPT		259287	140.90	JE# 10727
10/17/2023	AP MARK CHRISTOFF		259493	18.48	Inv #: '91' Vendor 'MARKC13100'
10/22/2023	AP CARDMEMBER SERVICE		259989	4.28	Inv #: 'STATEMENT' Vendor 'CARDM03100'
248-537-756.000	COMPUTER	2,500.00	427.42	2,072.58	17.10
248-537-757.000 COPIES					
06/30/2023	GJ COPIES FOR APRIL-JUNE		255056	0.14	JE# 10599
09/30/2023	GJ COPIER USAGE		259285	10.78	JE# 10725
248-537-757.000	COPIES	700.00	10.92	689.08	1.56
248-537-761.000 GENERAL FUND ADMINISTRATIVE FEES					
07/31/2023	GJ ADMIN FEE & DPW RENTAL FEE BUDGETED		255895	25,000.00	JE# 10624
07/31/2023	GJ TO CORRECT ADMIN FEE		256859	(5,000.00)	JE# 10660
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEE	20,000.00	20,000.00	0.00	100.00
248-537-761.003 GENERAL FUND CONCIERGE FEES					
07/31/2023	GJ ADMIN FEE & DPW RENTAL FEE BUDGETED		255895	15,000.00	JE# 10624
248-537-761.003	GENERAL FUND CONCIERGE FEES	15,000.00	15,000.00	0.00	100.00
248-537-762.000 INTEREST EXPENSE					
248-537-762.000	INTEREST EXPENSE	19,875.00	0.00	19,875.00	0.00
248-537-800.006 CONTRACTED SERVICES-NORTHSHORE					
248-537-800.006	CONTRACTED SERVICES-NORTHSHORE	5,000.00	0.00	5,000.00	

Balances as of 10/31/2023
% Fiscal Year Completed: 58.47

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	Available Balance	% Used
Expenditures					
Department 537: ADMINISTRATIVE					
248-537-802.000	LEGAL FEES	500.00	0.00	500.00	0.00
248-537-803.000	AUDIT FEES				
08/31/2023	AP ANDERSON, TACKMAN & COMPANY, PLC		257349	503.05	Inv #: '76650' Vendor 'ANDER01110'
248-537-803.000	AUDIT FEES	1,000.00	503.05	496.95	50.31
248-537-808.000	TELEPHONE				
05/22/2023	AP CARDMEMBER SERVICE		253590	41.35	Inv #: 'STATEMENT' Vendor 'CARDM03100'
06/02/2023	PR SUMMARY PR 06/02/2023		253523	(0.38)	598
06/22/2023	AP CARDMEMBER SERVICE		254688	41.32	Inv #: 'STATEMENT' Vendor 'CARDM03100'
07/22/2023	AP CARDMEMBER SERVICE		256650	43.82	Inv #: 'STATEMENT' Vendor 'CARDM03100'
08/22/2023	AP CARDMEMBER SERVICE		257570	40.59	Inv #: 'STATEMENT' Vendor 'CARDM03100'
09/22/2023	AP CARDMEMBER SERVICE		259245	41.33	Inv #: 'STATEMENT' Vendor 'CARDM03100'
10/22/2023	AP CARDMEMBER SERVICE		259990	41.33	Inv #: 'STATEMENT' Vendor 'CARDM03100'
248-537-808.000	TELEPHONE	540.00	249.36	290.64	46.18
248-537-819.000	FACADE GRANT PROGRAM				
05/31/2023	GJ MOVE TO CORRECT		253526	3.60	JE# 10503
248-537-819.000	FACADE GRANT PROGRAM	0.00	3.60	(3.60)	100.00
248-537-880.001	CHRISTMAS CELEBRATION				
06/30/2023	GJ DPW BENEFIT ALLOCATION APRIL-JUNE		255059	2,364.00	JE# 10602
07/14/2023	GJ DPW BENEFIT ALLOCATION APRIL-JUNE		255057	2,364.00	JE# 10600
07/14/2023	GJ TO REVERSE MANUAL JOURNAL ENTRY: 10600		255058	(2,364.00)	JE# 10601
08/09/2023	GJ MOVE BRICK REPAIR EXPENSES TO FARMKERS		256704	(2,364.00)	JE# 10651
248-537-880.001	CHRISTMAS CELEBRATION	5,500.00	0.00	5,500.00	0.00
248-537-880.003	FARMERS MARKET				
04/30/2023	GJ FARMERS MARKET EBT FEES		253933	32.45	JE# 10524
05/31/2023	GJ FARMERS MARKET EBT FEES		254034	34.95	JE# 10558
06/08/2023	AP GEORGE SAILER		253781	200.00	Inv #: 'CHECK REQUEST' Vendor 'SAILO18100'
06/14/2023	CD SUSAN J ROBISHAW-STEPHEN K SCHMECK		253984	200.00	Check #: '77615 BAY' Vendor 'SUSAN13100'.
06/22/2023	AP MICHELLE CZYGAN		254201	150.00	Inv #: 'CHECK REQUEST' Vendor 'MICHE13115'
06/22/2023	AP CARDMEMBER SERVICE		254688	18.96	Inv #: 'STATEMENT' Vendor 'CARDM03100'
06/22/2023	AP CARDMEMBER SERVICE		254688	11.45	Inv #: 'STATEMENT' Vendor 'CARDM03100'
06/22/2023	AP CARDMEMBER SERVICE		254688	39.69	Inv #: 'STATEMENT' Vendor 'CARDM03100'
06/30/2023	GJ FARMERS MARKET EBT FEES		254998	34.95	JE# 10595
07/06/2023	AP STAPLES CREDIT PLAN		254576	9.98	Inv #: 'CHECK REQUEST' Vendor 'STAPL19200'
07/06/2023	AP EMILY C COTE		254642	100.00	Inv #: 'CHECK REQUEST' Vendor 'EMIL510'
07/11/2023	AP GEORGE SAILER		254884	200.00	Inv #: 'CHECK REQUEST' Vendor 'SAILO18100'
07/20/2023	AP SUSAN J ROBISHAW-STEPHEN K SCHMECK		255567	200.00	Inv #: 'CHECK REQUEST' Vendor 'SUSAN13100'
07/22/2023	AP CARDMEMBER SERVICE		256653	6.99	Inv #: 'STATEMENT' Vendor 'CARDM03100'
07/22/2023	AP CARDMEMBER SERVICE		256656	17.99	Inv #: 'STATEMENT' Vendor 'CARDM03100'
07/22/2023	AP CARDMEMBER SERVICE		256650	100.00	Inv #: 'STATEMENT' Vendor 'CARDM03100'
07/25/2023	AP CHERYL WILLIAMS		255857	100.00	Inv #: 'CHECK REQUEST' Vendor 'CHERYL3100'
07/25/2023	AP HEATHER ELLISON		255858	160.00	Inv #: 'CHECK REQUEST' Vendor 'HEAT08100'
07/25/2023	AP MICHAEL GRZYBOWSKI		255859	310.00	Inv #: 'CHECK REQUEST' Vendor 'MICHA1390'
07/25/2023	AP MICHELLE CZYGAN		255860	150.00	Inv #: 'CHECK REQUEST' Vendor 'MICHE13115'
07/31/2023	GJ FARMERS MARKET EBT FEES		256518	34.95	JE# 10640
08/03/2023	AP BRIAN WALLEN		256335	250.00	Inv #: 'CHECK REQUEST' Vendor 'BRIA
08/09/2023	GJ MOVE BRICK REPAIR EXPENSES TO FARMKERS		256704	8,366.07	JE# 10651

Balances as of 10/31/2023
% Fiscal Year Completed: 58.47

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	Available Balance	% Used
Expenditures					
Department 537: ADMINISTRATIVE					
08/11/2023	CD MICHELLE CZYGAN	256748	150.00	Check #: '78001 BAY' Vendor 'MICHE13115'.	
08/17/2023	AP SUSAN J ROBISHAW-STEPHEN K SCHMECK	256960	200.00	Inv #: 'CHECK REQUEST' Vendor 'SUSAN13100'	
08/22/2023	AP CARDMEMBER SERVICE	257570	262.69	Inv #: 'STATEMENT' Vendor 'CARDM03100'	
08/23/2023	CD EMILY C COTE	257117	100.00	Check #: '78069 BAY' Vendor 'EMIL510'.	
08/31/2023	AP FRESH FREDDY'S FARM LLC	257367	25.00	Inv #: 'CHECK REQUEST' Vendor 'FRESH6100'	
08/31/2023	AP GEORGE SAILER	257370	200.00	Inv #: 'CHECK REQUEST' Vendor 'SAILO18100'	
08/31/2023	AP MICHAEL GRZYBOWSKI	257398	1,190.00	Inv #: 'CHECK REQUEST' Vendor 'MICHA1390'	
09/14/2023	AP SUSAN J ROBISHAW-STEPHEN K SCHMECK	258563	200.00	Inv #: 'CHECK REQUEST' Vendor 'SUSAN13100'	
09/20/2023	CD MICHELLE CZYGAN	258831	150.00	Check #: '78262 BAY' Vendor 'MICHE13115'.	
09/22/2023	AP CARDMEMBER SERVICE	259245	100.69	Inv #: 'STATEMENT' Vendor 'CARDM03100'	
09/28/2023	AP BRIAN WALLEN	258948	250.00	Inv #: 'CHECK REQUEST' Vendor 'BRIA02130'	
10/03/2023	CD FRESH FREDDY'S FARM LLC	259234	335.00	Check #: '78333 BAY' Vendor 'FRESH6100'.	
10/03/2023	CD MICHAEL GRZYBOWSKI	259235	1,370.00	Check #: '78334 BAY' Vendor 'MICHA1390'.	
10/17/2023	AP MICHAEL GRZYBOWSKI	259499	390.00	Inv #: 'CHECK REQUEST' Vendor 'MICHA1390'	
10/26/2023	AP WORLDPAY PAYMENT RESOLUTION	259740	69.90	Inv #: 'STATEMENT' Vendor 'MISC'	
248-537-880.003	FARMERS MARKET	13,500.00	15,721.71	(2,221.71)	116.46
248-537-910.000	INSURANCE LIABILITY				
04/27/2023	AP MICHIGAN MUNICIPAL RISK MGMT AUTHOR	252630	50.00	Inv #: 'INVOICES' Vendor 'MICH113175'	
07/20/2023	AP MICHIGAN MUNICIPAL RISK MGMT AUTHOR	255539	25.00	Inv #: 'INVOICES' Vendor 'MICH113175'	
08/31/2023	AP MICHIGAN MUNICIPAL RISK MGMT AUTHOR	257399	25.00	Inv #: 'STATEMENTS' Vendor 'MICH113175'	
248-537-910.000	INSURANCE LIABILITY	100.00	100.00	0.00	100.00
248-537-960.000	OTHER OPERATING SUPPLIES				
08/31/2023	GJ TO 0 OUT DUE FROM COUNTY	257262	187.28	JE# 10667	
248-537-960.000	OTHER OPERATING SUPPLIES	0.00	187.28	(187.28)	100.00
248-537-970.051	NORTH SHORE				
05/22/2023	AP CARDMEMBER SERVICE	253589	46.45	Inv #: 'STATEMENT' Vendor 'CARDM03100'	
05/22/2023	AP CARDMEMBER SERVICE	253589	172.67	Inv #: 'STATEMENT' Vendor 'CARDM03100'	
248-537-970.051	NORTH SHORE	0.00	219.12	(219.12)	100.00
248-537-995.006	9TH STREET BOND PAYMENT				
07/31/2023	GJ BOND FUND BUDGETED TRANSFERS	255893	227,000.00	JE# 10622	
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	100.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	41,370.00	0.00	41,370.00	0.00
248-537-995.203	TRANSFER TO LOCAL STREET				
05/26/2023	AP IVERSON'S HOME CENTER	253382	6.99	Inv #: '2305-535893' Vendor 'IVERS09100'	
05/26/2023	AP MENARDS - ESCANABA	253395	238.92	Inv #: '58293' Vendor 'MENAR13100'	
05/26/2023	AP MENARDS - ESCANABA	253396	95.20	Inv #: '58357' Vendor 'MENAR13100'	
05/26/2023	AP MENARDS - ESCANABA	253397	15.59	Inv #: '58428' Vendor 'MENAR13100'	
05/26/2023	AP MENARDS - ESCANABA	253398	116.94	Inv #: '58666' Vendor 'MENAR13100'	
06/02/2023	PR SUMMARY PR 06/02/2023	253523	3,010.93	598	
06/08/2023	AP LITTLE BAY CONCRETE PRODUCTS	253803	1,457.00	Inv #: '30138' Vendor 'LITTL12120'	
06/08/2023	AP LITTLE BAY CONCRETE PRODUCTS	253804	1,060.50	Inv #: '30149' Vendor 'LITTL12120'	
08/09/2023	GJ MOVE BRICK REPAIR EXPENSES TO FARMKERS	256704	(6,002.07)	JE# 10651	
248-537-995.203	TRANSFER TO LOCAL STREET	0.00	0.00	0.00	1

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER
 Balances as of 10/31/2023
 % Fiscal Year Completed: 58.47
 Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Item 6.

GL Number	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	Available Balance	% Used
Expenditures					
Department 537: ADMINISTRATIVE					
Total - Dept 537		382,209.00	290,960.15	91,248.85	76.13
Total Expenditures		382,209.00	290,960.15	91,248.85	76.13
NET OF REVENUES AND EXPENDITURES		0.00	(1,319.31)	1,319.31	



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: January 16, 2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Board Member Resignation - Marcey Skwor

BACKGROUND:

Marcey will be retiring from Baybank at the end of January and has submitted her resignation from the DDA Board. Her last meeting will be January 16, 2024.

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

Email Resignation

RECOMMENDATION:

Motion to accept the resignation of Marcey Skwor and post notice of the DDA vacancy with an application deadline set for end of day on Monday, February 12, 2024.



Application for DDA Board

kberry@gladstonemi.org

Received: Dec 19, 2023 3:47 PM
Expires: Jan 18, 2024 3:47 PM
From: marcey@baybank.us
To: kberry@gladstonemi.org
Cc:
Subject: Application for DDA Board

Attachments: image001.png , S_808_23121916090.pdf

This message was sent securely using Zix

Kim,

I will be retiring from the Bank at the end of January so I will also be resigning from the DDA Board. January will be my last meeting.

I have attached an application from Jacob Taylor who is taking my place here at the bank.

I highly recommend that he will do a great job for the board if he is chosen to replace me.

Marcey Skwor
 SVP & Controller
 PH: 906-428-4043 (direct)
 FAX: 906-428-3016

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From: messageto <messageto@baybank.us>
Sent: Tuesday, December 19, 2023 4:09 PM
To: Marcey Skwor <marcey@baybank.us>
Subject: Message from #3782

This message was secured by Zix



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: January 16, 2024
Department: Downtown Development Authority
Presenter: Patricia West

AGENDA ITEM TITLE:

2024 DDA Meeting Schedule

BACKGROUND:

According to the Gladstone DDA By-Laws, “At the first meeting of the DDA in each calendar year a schedule of the meeting dates, times and places shall be set and within ten days after a Public Notice of the dates, times and place shall be posted in compliance with the Open Meetings Act.”

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

Suggested 2024 Meeting Schedule

RECOMMENDATION:

Motion to approve the suggested 2024 meeting schedule as outlined in the supporting documentation to adhere to the Gladstone Downtown Development Authority’s By-Laws & Rules of Procedure, as well as the Open Meetings Act.



Downtown Development Authority

City of Gladstone

2024 Regular Meeting Schedule

The regular meeting schedule for the Gladstone Downtown Development Authority (DDA) Board will occur on the **third Tuesday of each month at 8:00 AM** unless otherwise noted by an asterisk in the City Hall Chambers located at 1100 Delta Ave in Gladstone, MI.

Date	Time
January 16, 2024	8:00 AM ET
February 20, 2024	8:00 AM ET
March 19, 2024	8:00 AM ET
April 16, 2024	8:00 AM ET
May 21, 2024	8:00 AM ET
June 18, 2024	8:00 AM ET
July 16, 2024	8:00 AM ET
August 20, 2024	8:00 AM ET
September 17, 2024	8:00 AM ET
October 15, 2024	8:00 AM ET
November 19, 2024	8:00 AM ET
December 17, 2024	8:00 AM ET

**Meeting deviates from the regular schedule.*