



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

December 17, 2024

8:15 AM

A Regular Meeting of the Downtown Development Authority will be held on Tuesday, December 17, 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 - November 19, 2024

FINANCIALS

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

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) Facade Grant Agreement & Terms Review
- [5.](#) Permanent Structures at the Market Square

CITY COMMENTS & REPORTS

- [6.](#) 2024 Informational Meeting
7. Holiday Home Decorating Contest
8. North Shore Development
9. Old-Fashioned Christmas Updates
10. Vacancies on the Planning Commission and Parks & Recreation Board

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: 12-13-2024 | 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

November 19, 2024

8:15 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:15 AM ET.

1. Roll Call

PRESENT	ABSENT
Joe Thompson	Jason Lippens
Daniel Becker	Robert LeDuc (Excused)
Jacob Taylor	
Jay Bostwick	
Kyle Closs	
Melissa Silta (Arrived at 8:23 AM)	
Nathan Neumeier (Arrived at 8:17 AM)	

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - October 15, 2024

Motion made by Closs, seconded by Becker to approve the Regular Meeting Minutes from October 15, 2024.

Voting Yea: Thompson, Becker, Taylor, Bostwick, Closs, Silta, Neumeier

MOTION CARRIED.

FINANCIALS

3. October Revenue & Expenditure Report

DDA Director, Patricia West, provided an overview of the October financials. Community Development Director, Renee Barron, pointed out that the passage of the two Delta County millages will impact our TIF Capture.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

4. 2024 Facade Grant Applications

The DDA board reviewed all four applications received during the 2024 facade grant round. The facade grant subcommittee provided comments on each application to the board, referencing the scoring rubric they used during the review process.

Item 2.

The scoring rubric included the questions below:

- How well does the project fit the definition of "facade" or "public entrance due to parking in the rear of the building"?
- Does this project go beyond routine maintenance to provide a substantial facade improvement/enhancement?
- How would you describe the visual impact of the project on Gladstone's downtown?
- How likely is this project to increase foot traffic or economic activity in the downtown area?
- How well-designed is the project, and does it use high-quality, durable materials?
- To what extent does the project preserve or enhance the building's historic character?
- Has the applicant provided a thorough application?
- What is your confidence in the project?

A note was made to include placemaking elements to the program guidelines. The recipient(s) will have until the first of the year to accept the award. If applicants decline the award, the board will be notified to determine how to reissue that funding to another project. If the recipient proposes changes to the project that differ from what the award was granted on, that request will need to go back to the DDA Board for approval.

Motion made by Bostwick, seconded by Neumeier to amend the budgeted expenses from \$25,000 to \$37,500, with revenue modifications to allow for a property owner match in adherence to the program guidelines to fund the following projects:

- **709 Delta Ave:** \$30,000.00
- **1016 Delta Ave:** \$5,000.00
- **20 S 10th St:** \$2,500.00

Voting Yea: Thompson, Becker, Taylor, Bostwick, Closs, Silta, Neumeier

MOTION CARRIED.

CITY COMMENTS & REPORTS

5. Downtown Social District

DDA Director, Patricia West, met with the Executive Director of the Marquette DDA to discuss their experience implementing a social district. This initiative will be included in the 2024 Informational Meetings given in December, at which point the City Commission will be informed of the project.

Patricia West plans to put together preliminary plans to propose to the DDA Board, including boundaries, district hours, policies, etc. over the winter months.

6. Holiday Home Decorating Contest

WPPI is sponsoring a holiday home decorating contest within the city limits. The judges will include Jay Bostwick (DDA Representative), Eric Buckman (City Manager), and Cathy Sjoquist (Resident).

7. North Shore Development

Community Development Director, Renee Barron, and City Manager, Eric Buckman, provided an update on their correspondence with the prospective developer for the North Shore.

Item 2.

The Hannahville 2% grant has helped reimburse some of the soft costs associated with pursuit of a sale (surveying, etc.).

8. Old-Fashioned Christmas Updates

Event Contractor, Shelly Claycomb, and Downtown Ambassador, Samantha Gaudino, have an excellent grasp on the planning, and Patricia West is optimistic it will be another successful event.

9. Receipt of Community Foundation Grant

The Community Foundation generously awarded the Gladstone DDA \$2,000 in funding for wind sails at the Farmers Market Square. This funding requires a 1:1 match from our board.

10. Special Assessment Updates

City Manager, Eric Buckman, provided an overview of the impact of the passing of the special assessment proposal in the most recent election. This has resulted in over a half a million-dollar loss in revenue to the City of Gladstone, which city staff will need to account for in the next budget cycle. The most significant impact on the budget will hit the street fund.

The Gladstone DDA is currently committed to paying the 9th street bond payment until the 2033-2034 fiscal year. The DDA covered 59.9% of the total \$5,683,402 project costs, equating to about \$3.4 million dollars.

11. Upcoming 2024 Information Meeting Presentations

Tax Increment Financing (TIF) requires the DDA to provide two informational meetings each calendar year. These meetings are scheduled for the dates below:

- **Monday, December 9th @ 6:00 PM** - City Commission Regular Meeting
- **Tuesday, December 17th @ 8:15 AM** - DDA Regular Meeting

12. Vacancies on the Planning Commission

Board members were asked to consider applying or sharing the volunteer opportunity to fill the board vacancies on the Gladstone Planning Commission.

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Closs, Seconded by Neumeier to adjourn at 9:20 AM ET.

Voting Yea: Thompson, Becker, Taylor, Bostwick, Closs, Silta, Neumeier

MOTION CARRIED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 11/30/2024

Item 3.
11/30/2024
Normal (Abnormal)

GL Number	Description	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY		
*** Assets ***		
248-000-001.000	CASH	63,776.59
248-000-017.000	INVESTMENT IN FIRST BANK	74,255.91
248-000-017.001	INVESTMENTS IN MI CLASS	99,515.80
248-000-055.000	ACCRUED INCOME	1,289.12
Total Assets		238,837.42
*** 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		238,837.42
BEG. FUND BALANCE		170,658.87
+ NET OF REVENUES & EXPENDITURES		61,900.89
= ENDING FUND BALANCE		232,559.76
+ LIABILITIES		6,277.66
= TOTAL LIABILITIES AND FUND BALANCE		238,837.42

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 11/30/2024
 % Fiscal Year Completed: 66.85

Item 3.

GL Number	Description	24-25 Amended Budget	YTD Balance 11/30/2024 (Abnormal)	Activity For 11/30/2024 (Decrease)	Balance 11/30/2024 Normal (Abnormal)	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-437.001	CITY CAPTURE	208,066.00	240,568.56	378.34	(32,502.56)	115.62
248-000-437.005	BAY COLLEGE CAPTURE	44,406.00	25,692.31	40.40	18,713.69	57.86
248-000-437.009	DELTA COUNTY CAPTURE	67,568.00	78,073.56	122.79	(10,505.56)	115.55
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	6,363.18	0.00	(0.18)	100.00
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	5,145.12	832.64	354.88	93.55
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	60.00	59.91	0.00	0.09	99.85
248-000-675.006	FARMERS MARKET	1,125.00	1,325.00	100.00	(200.00)	117.78
248-000-675.007	FARMERS MARKET--PRESCRIPTION FOR HEA	4,500.00	1,705.00	0.00	2,795.00	37.89
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	20.00	0.00	180.00	10.00
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	358,952.64	1,474.17	146,721.36	70.98
Revenues		505,674.00	358,952.64	1,474.17	146,721.36	70.98
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-704.000	WAGES-PART TIME EMPLOYEES	23,178.00	15,552.27	2,868.48	7,625.73	67.10
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	2,170.00	680.00	(170.00)	108.50
248-537-708.000	UNEMPLOYMENT	100.00	2.50	0.41	97.50	2.50
248-537-709.000	FICA 6.2%	1,519.00	1,263.02	221.06	255.98	83.15
248-537-711.000	MEDICARE 1.45%	355.00	295.44	51.71	59.56	83.22
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	346.00	297.49	0.00	48.51	85.98
248-537-728.000	MSA EMPLOYER EXPENSE	140.00	102.15	0.00	37.85	72.96
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	135.12	0.00	614.88	18.02
248-537-754.000	POSTAGE	150.00	13.58	0.00	136.42	9.05
248-537-756.000	COMPUTER	3,000.00	683.46	273.75	2,316.54	22.78
248-537-757.000	COPIES	700.00	9.10	0.00	690.90	1.30
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	7,000.00	7,000.00	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	437.30	113.50	102.70	80.98
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	567.20	63.04	4,932.80	10.31
248-537-880.003	FARMERS MARKET	4,300.00	11,051.06	300.00	(6,751.06)	257.00
248-537-880.004	FARMERS MARKET--PRESCRIPTION FOR HEA	4,500.00	1,800.00	100.00	2,700.00	40.00
248-537-880.005	FARMERS MARKET--SQUARE	4,000.00	6,022.06	0.00	(2,022.06)	150.55
248-537-900.000	PRINTING & PUBLISHING	4,000.00	2,500.00	0.00	1,500.00	62.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 11/30/2024
 % Fiscal Year Completed: 66.85

Item 3.

GL Number	Description	24-25 Amended Budget	YTD Balance 11/30/2024 Normal (Abnormal)	Activity For 11/30/2024 Increase (Decrease)	Available Balance 11/30/2024 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-910.000	INSURANCE LIABILITY	100.00	150.00	0.00	(50.00)	150.00
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	227,000.00	0.00	0.00	100.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	43,592.00	0.00	0.00	43,592.00	0.00
Total Dept 537 - ADMINISTRATIVE		507,674.00	297,051.75	4,671.95	210,622.25	58.51
Expenditures		507,674.00	297,051.75	4,671.95	210,622.25	58.51
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		505,674.00	358,952.64	1,474.17	146,721.36	
TOTAL EXPENDITURES		507,674.00	297,051.75	4,671.95	210,622.25	
NET OF REVENUES & EXPENDITURES:		(2,000.00)	61,900.89	(3,197.78)	(63,900.89)	

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 12/17/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

2024 Façade Grant Agreement & Terms Review

BACKGROUND:

As part of the updated façade grant program, we have revised the recipient agreement and terms to align with the program's new guidelines. We request the board's review and approval of these updates to ensure clarity and compliance moving forward.

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

- Façade Grant Agreement Template
- Façade Grant Terms Template

RECOMMENDATION:

Motion to accept the façade grant agreement and façade grant terms as presented.



Downtown Development Authority

City of Gladstone

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: _____

Item 4.

Grant Administrator Signature: _____

Date: _____

Downtown Development Authority

City of Gladstone

FAÇADE GRANT CONTRACT TERMS

Property Owner: _____

Mailing
Address: _____

Contact Email: _____

City, State, Zip _____

Contact Phone: _____

Business Name: _____

Project Property _____

Address: _____

Grant Approval Details:

Your proposal was approved as submitted for \$_____ 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 **DATE**.

Project Requirements:

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

- **MATERIALS**

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 **CONTRACTOR NAME**.

**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 \$_____ 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 DDA Meeting Minutes from November 2024 for your review.

Estimated Project Budget:

Total Project Cost:	
Total Façade Cost:	
Total Amount Awarded from DDA:	
Minimum Owner's Match Required:	
Balance Due by Owner:	

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

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

Property Owner Signature:

Date: _____

Grant Administrator Signature:

Date: _____

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 12/17/2024

Department: DDA

Presenter: Patricia West

AGENDA ITEM TITLE:

Permanent Structures at the Market Square

BACKGROUND:

Following the receipt of a \$2,000 grant from the Community Foundation for the installation of wind sails at the market square, we propose planning the design and installation of permanent wooden structures around the perimeter of the property to provide coverage for vendors, with the wind sails suspended between them.

DDA Director Patricia West, Public Works Superintendent Barry Lund, and DDA Board Member Jason Lippens recently met at the market square to explore this idea. All three recommended designing and building the structures in-house, rather than purchasing pre-made pergola kits. Barry Lund has agreed to compile a list of materials and costs, and he will also reach out to the Intermediate School District (ISD) to see if their students might be interested in partnering with us on this project.

Investing in the market square serves more than just the Farmers Market; it is part of a broader effort to promote placemaking in the downtown area. This space will also be designated as a consumption area within the social district and is expected to become a rental business incubator. Additionally, this initiative will eliminate the need for annual canopy replacements.

If the DDA Board is supportive of pursuing this investment, we will include the necessary fiscal planning for the project in the 2025-2026 budget.

FISCAL EFFECT:

TBD

RECOMMENDATION:

Motion to support the pursuit of permanent structures at the Farmers Market Square, with a detailed financial plan presented to the board during 2025-2026 budget planning process.



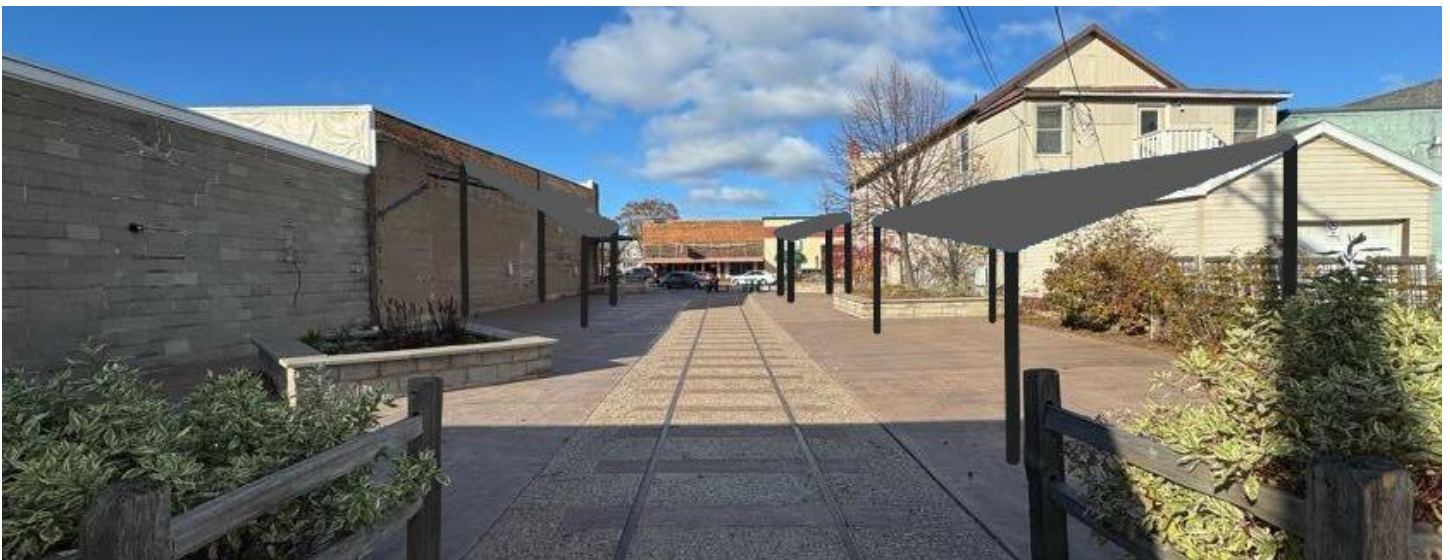
Market Square Permanent Structures

Vision Board

Existing Square



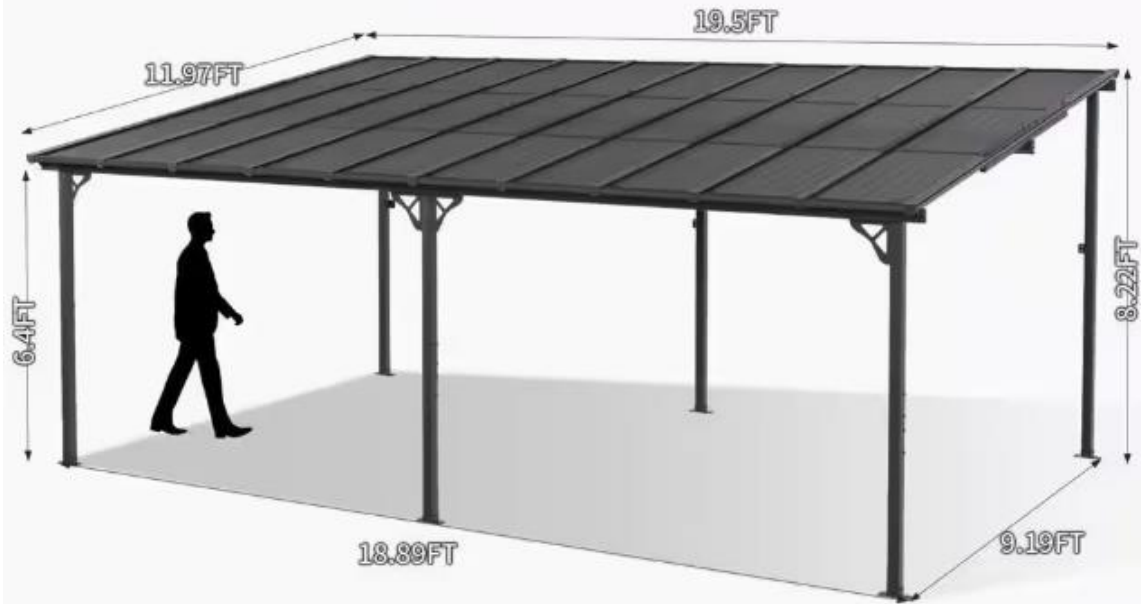
Potential



10 X 20 FT



3 packages



Farmers Market Pergola

Item 5.

9' X 64'

Steel Post

8X8X1/4" Sq. tube	\$23.85	160	\$3,816.00	8-20' Sticks
1/2" sheet Steel	\$920.00	1	\$920.00	4"X8" Sheet
#4 Rebar	\$6.85	20	\$137.00	20' Stick
1 1/2 yd Concrete	\$320.00	1	\$320.00	Includes Delivery

Menards

4X6 #1 or Better Douglas Fir Timber

	Cost	Amount		
4X6X12'	\$53.99	10	\$539.90	purlin
4X6X20'	\$94.99	10	\$949.90	purlin
3/8X4" Screws	\$1.25	70	\$87.50	Stainless steel (for Purlins)

#1 CedarTone Premium Pressure Treated Lumber

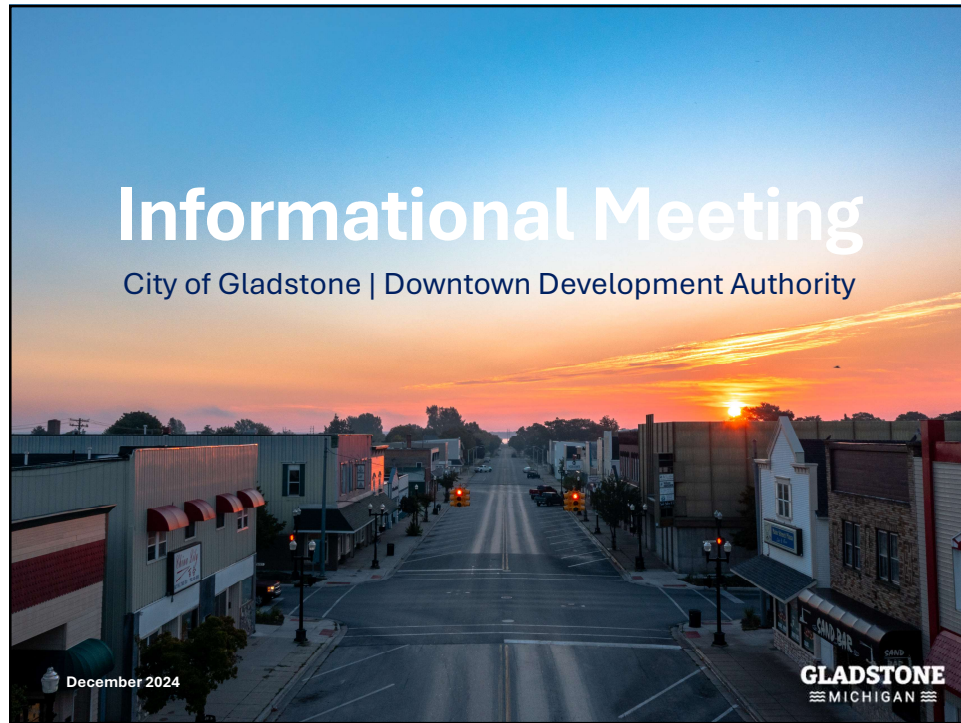
2X4X14'	\$13.39	8	\$107.12	Wall Studs
2X8X20'	\$41.69	7	\$291.83	Slats cut into 2X4
2X6X20'	\$31.39	10	\$313.90	Slats
2 1/2" Deck Screws	\$28.97	2	\$57.94	
			\$0.00	

36"X112" Steel Panel	\$44.40	22	\$976.80	Premium Pro-Rib
#9X1" Roofing Screw	\$59.98	1	\$59.98	Texs 700 count
			\$0.00	
Oil Base Primer	\$17.99	2	\$35.98	Quart
Oil Base Paint	\$48.48	1	\$48.48	Gallon
Wood Stain	\$43.98	1	\$43.98	Gallon
Wood Sealant	\$39.97	1	\$39.97	Gallon

6"X10' Gutter	\$35.99	7	\$251.93	
Gutter Hangers	\$3.67	34	\$124.78	
6" Gutter Drop	\$17.50	1	\$17.50	
6" End Cap	\$3.55	2	\$7.10	
3X4 Downspout	\$17.98	1	\$17.98	10'
3X4 Downspout Clips	\$1.98	4	\$7.92	
3X4 Gutter Elbows	\$5.23	4	\$20.92	
Incidentals	\$500.00	1	\$500.00	

\$9,694.41

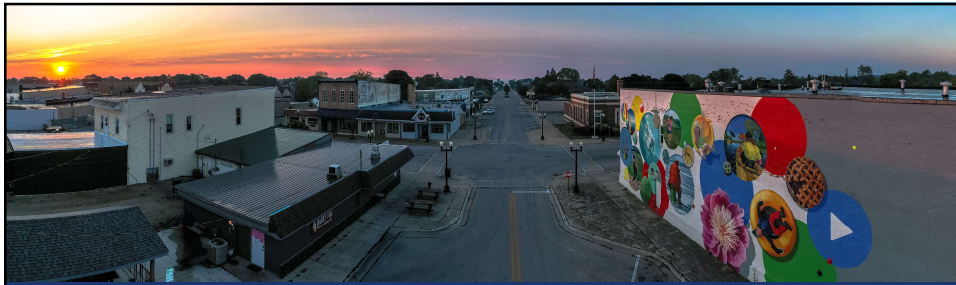




1



2



What is a Downtown Development Authority (DDA)?

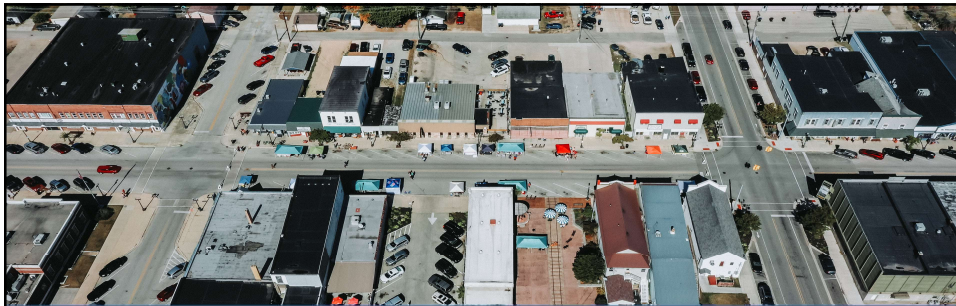
DDAs comprehensively manage downtowns to maximize the local economy.

DDAs are downtown management organizations that rely on TIF dollars for their operation

Quasi-governmental arm of the City

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

3



What is the DDA Responsible for?

- Downtown District (as defined by ordinance)
- Its Businesses, Property Owners, and Residents

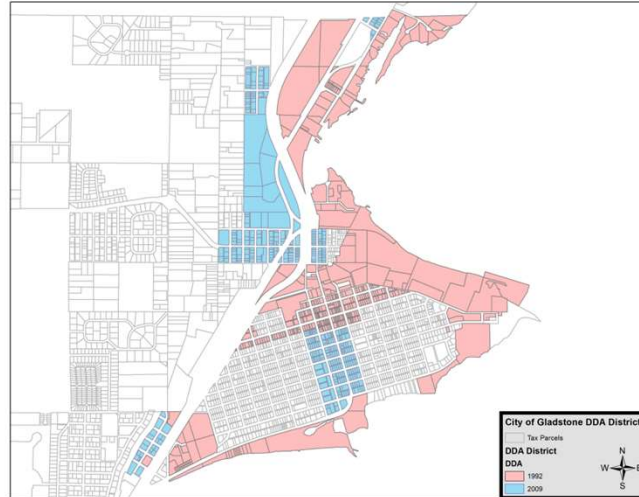
Who does the DDA benefit?

- Community- What happens in Downtown affects ALL
- City- DDA provides focused resources & insights

4

What is Tax Increment Financing (TIF)?

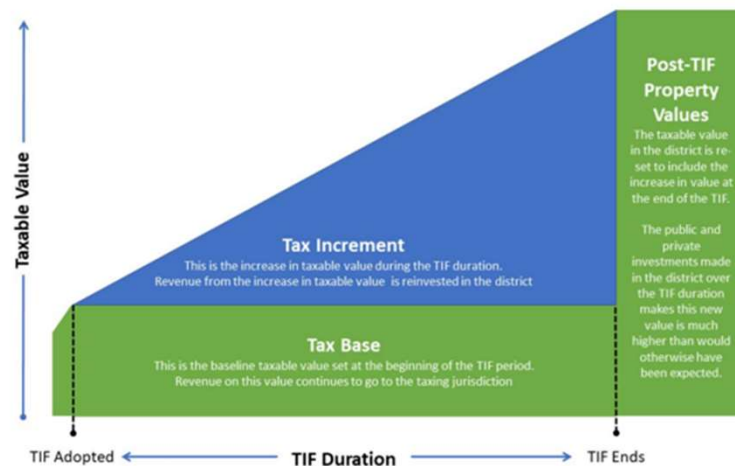
TIF is the annual capture of the year-to-year growth in property values in a defined district.



5

What is Tax Increment Financing (TIF)?

Upon adoption of a TIF plan, the 'Taxable Value Base Year' is set; which all growth is calculated from



6



Benefits of TIF

Allows 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.



7



Activities of the Board



8

Activities of the Board

Farmers Market



Downtown Day



Old-Fashioned Christmas



Photo Credit:
Visit Escanaba

9

Beautification



10

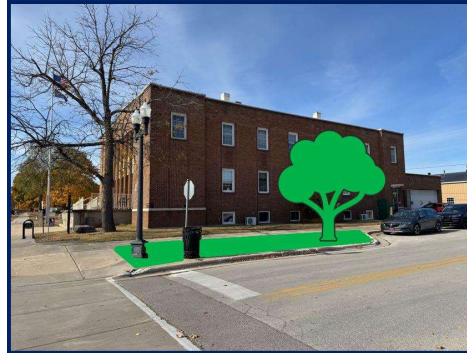
Beautification

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



2025 Plans

The DDA has applied for a grant, in which they would commit \$8000 in matching funds, to plant trees and vegetation at three intersections on Delta Avenue.



11

Façade Grant Program



Photo Credit:
Visit Escanaba

12



The DDA expects to distribute \$37,500 in funding during 2025 to recipients of the 2024 application round!



15

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 59.7% of our expected 2024-2025 TIF capture.

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

16

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 ends in the fiscal year 2031-2032.



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Placemaking

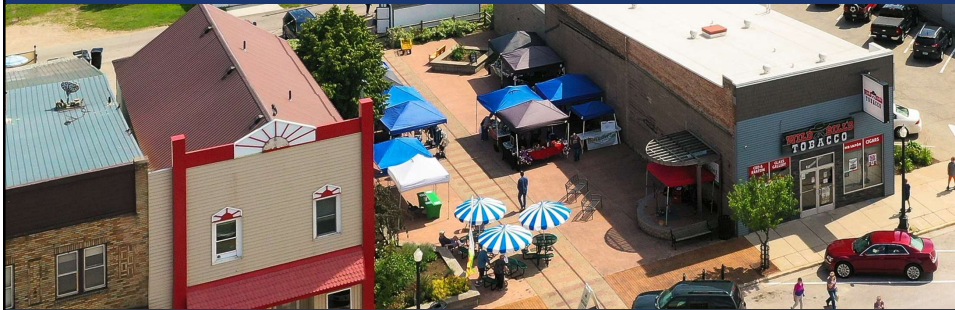
Placemaking is a collaborative process that aims to improve public spaces for the people who use them. It capitalizes on community assets, inspiration, and potential, with the intention of creating public spaces that improve urban vitality and promote health, happiness, and well-being.



18

Placemaking

The DDA continuously strives to invest in improvements to their Farmers Market Square.



2024 Updates

Pressure Washed the Concrete
Purchased 3 Picnic Tables
Repaired Planter Caps
Sealed the Concrete

2025 Plans

Through the receipt of a generous grant donation from the Community Foundation, the DDA plans to invest in permanent solutions to replace the need for pop-up canopies at our farmers market.

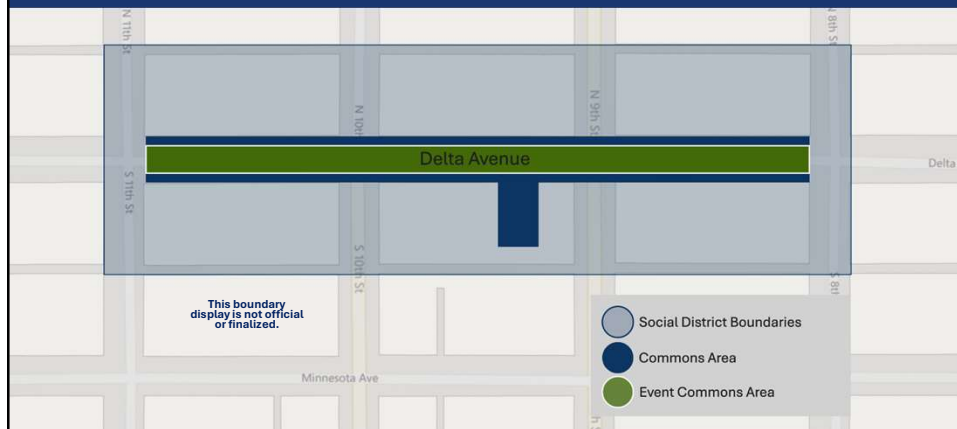
19

Placemaking

Our investment in the Market Square goes beyond just the Farmers Market...

We hope to pursue a Michigan Liquor Control Commission permitted

Social District
in 2025!



20



21