



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

February 17, 2026

8:15 AM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) Regular Meeting Minutes - January 20, 2026

FINANCIALS

- [3.](#) January 2026 Revenue & Expenditure Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) 2026-2027 DDA Budget Proposal
- [5.](#) Draft of 2026 Farmers Market Vendor Policies
- [6.](#) Grant Application Request | Community Foundation for Delta County
- [7.](#) Grant Application Request | T-Mobile Hometown Grant Program
- [8.](#) MEDC's Michigan Main Street Program

CITY COMMENTS & REPORTS

9. Budget Work Sessions
10. Leading Rural Michigan Update
11. North Shore Development
12. Update on Creating Projections to Apply for a Bank Loan Workshop
13. Zoning Administrator Certification

BOARD COMMENTS & REPORTS

ADJOURNMENT

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

Posted: 02-13-2026 | 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 REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
January 20, 2026
8:15 AM

Item 2.

MINUTES

CALL TO ORDER

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

1. Roll Call

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

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. DDA Regular Meeting Minutes - December 16, 2025

Motion made by LeDuc, seconded by Lippens to approve the DDA Regular Meeting Minutes of December 16, 2025.

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

MOTION CARRIED.

FINANCIALS

3. December Revenue & Expenditure Report

West provided an overview of the December Revenue and Expenditure Report, including projected costs related to façade grant commitments, beautification expenses, and personnel compensation.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

4. Amendment to Facade Grant | 20 S 10th St

Motion made by Closs, seconded by Becker to recommend to the City Commission to amend the facade grant contract for 20 S 10th St to accommodate a new project completion deadline of March 31, 2026.

Item 2.

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

MOTION CARRIED.

NEW BUSINESS

5. 2026 DDA Regular Meeting Schedule

Motion made by Becker, seconded by Taylor to approve the 2026 Regular Meeting Schedule.

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

MOTION CARRIED.

6. Grant Application Request | MACC – Facility Improvement & Equipment

Motion made by Closs, seconded by LeDuc to approve the DDA's grant application for the MACC grant for placemaking efforts at 701 Delta Ave for up to \$30,000.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

7. America250MI Grant Submission

West has submitted the application for the America250MI Grant, and we should hear back in March.

8. DDA-Owned Equipment & Supplies Policy

The City Commission approved the DDA-Owned Equipment & Supplies Policy at their meeting on January 12, 2026.

9. Downtown Action Plan

The City Commission adopted the Downtown Action Plan at their meeting on January 12, 2026 with excitement for the new marketing tool.

10. New Downtown Businesses

West shared updates on new businesses coming to downtown Gladstone, including Yooper Fitness, LeversEdge, a change in ownership for the two laundromats, and the storage units located on Blackwell Avenue.

11. North Shore Development

The City of Gladstone received 2% funding from the Hannahville Indian Community to assist with engineered infrastructure plans for the North Shore Development. West shared that there is renewed excitement in pursuing the project with both her and City Manager Rob Spreitzer now on board, and that the development is anticipated to move forward in phases.

12. Small Business Support Hub Event | February 10, 2026 at Saunders Point Brewing

West shared information on an upcoming Small Business Support HUB workshop focused on creating financial projections for a bank loan. The event will be sponsored by the DDA and held at Saunders Point Brewing. Baybank will sponsor the bar tap, and dinner will be provided by the Small Business Support HUB. West noted the date of the event is February 10th, not February 24th as reflected on the DDA agenda.

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

None.

Item 2.

ADJOURNMENT

Motion made by LeDuc, seconded by Becker to adjourn at 8:46 AM ET.

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

MOTION CARRIED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE

Balance As of 01/31/2026

Item 3.

 YTD
 01/31/2026
 Normal (Abnormal)

GL Number	Description	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY		
*** Assets ***		
248-000-001.000	CASH	(154,781.47)
248-000-017.000	INVESTMENT IN FIRST BANK	78,282.49
248-000-017.001	INVESTMENTS IN MI CLASS	408,252.75
248-000-055.000	ACCRUED INCOME	645.82
Total Assets		332,399.59
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	2,877.66
248-000-257.000	ACCRUED PAYROLL	259.28
Total Liabilities		3,136.94
*** Fund Equity ***		
248-000-390.000	FUND BALANCE	309,988.86
Total Fund Equity		309,988.86
Total Fund 248:		
TOTAL ASSETS		332,399.59
BEG. FUND BALANCE		309,988.86
+ NET OF REVENUES & EXPENDITURES		19,273.79
= ENDING FUND BALANCE		329,262.65
+ LIABILITIES		3,136.94
= TOTAL LIABILITIES AND FUND BALANCE		332,399.59

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 01/31/2026
 % Fiscal Year Completed: 83.84

Item 3.

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 01/31/2026 (Abnormal)	Available Balance 01/31/2026 Normal (Abnormal)	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-437.001	CITY CAPTURE	259,718.00	259,718.00	264,650.38	(4,932.38)	101.90
248-000-437.005	BAY COLLEGE CAPTURE	55,470.00	55,470.00	46,285.11	9,184.89	83.44
248-000-437.009	DELTA COUNTY CAPTURE	84,288.00	84,288.00	86,894.01	(2,606.01)	103.09
248-000-437.013	DC ROAD PATROL CAPTURE	21,775.00	21,775.00	14,220.03	7,554.97	65.30
248-000-437.015	COMM ACTION CAPTURE	13,399.00	13,399.00	8,750.17	4,648.83	65.30
248-000-437.019	911 DISPATCH CAPTURE	12,561.00	12,561.00	8,239.80	4,321.20	65.60
248-000-437.021	DATA CAPTURE	10,093.00	10,093.00	6,629.63	3,463.37	65.69
248-000-437.023	DC RECYCLING CAPTURE	5,023.00	5,023.00	3,280.76	1,742.24	65.31
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	11,943.00	11,943.00	6,960.97	4,982.03	58.28
248-000-437.026	VETERANS AFFAIRS CAPTURE	0.00	0.00	1,096.72	(1,096.72)	100.00
248-000-540.000	GRANT REVENUE	6,000.00	6,000.00	6,000.00	0.00	100.00
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	6,363.00	6,363.00	0.00	6,363.00	0.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	25,000.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	5,000.00	5,000.00	13,325.16	(8,325.16)	266.50
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	60.00	60.00	39.75	20.25	66.25
248-000-674.000	DONATIONS	0.00	0.00	2,500.00	(2,500.00)	100.00
248-000-675.006	FARMERS MARKET--VENDOR FEES	1,500.00	1,500.00	2,975.00	(1,475.00)	198.33
248-000-675.007	FARMERS MARKET--FOOD ASSISTANCE PROG	1,800.00	1,800.00	2,260.00	(460.00)	125.56
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	200.00	0.00	200.00	0.00
248-000-675.009	SOCIAL DISTRICT SPONSORSHIPS	6,000.00	6,000.00	0.00	6,000.00	0.00
248-000-675.010	SOCIAL DISTRICT STICKER REVENUE	1,200.00	1,200.00	0.00	1,200.00	0.00
Total Dept 000 - REVENUE		527,393.00	527,393.00	474,107.49	53,285.51	89.90
Revenues		527,393.00	527,393.00	474,107.49	53,285.51	89.90
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-702.000	WAGES-FULLTIME EMPLOYEES	7,500.00	7,500.00	7,811.36	(311.36)	104.15
248-537-702.101	DPW BENEFITS	0.00	0.00	4,557.10	(4,557.10)	100.00
248-537-703.000	SALARIES	0.00	0.00	8,690.73	(8,690.73)	100.00
248-537-704.000	WAGES-PART TIME EMPLOYEES	31,498.00	31,498.00	19,263.47	12,234.53	61.16
248-537-708.000	UNEMPLOYMENT	125.00	125.00	6.41	118.59	5.13
248-537-709.000	FICA 6.2%	1,953.00	1,953.00	3,166.20	(1,213.20)	162.12
248-537-711.000	MEDICARE 1.45%	457.00	457.00	740.45	(283.45)	162.02
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	433.00	433.00	3,603.32	(3,170.32)	832.18
248-537-724.000	SICK PAY	0.00	0.00	80.00	(80.00)	100.00
248-537-728.000	MSA EMPLOYER EXPENSE	176.00	176.00	1,396.19	(1,220.19)	793.29
248-537-734.000	MEMBERSHIP & DUES	250.00	250.00	455.00	(205.00)	182.00
248-537-735.000	EDUCATION & TRAINING	700.00	700.00	150.00	550.00	21.43
248-537-736.000	TRANSPORTATION & LODGING	500.00	500.00	918.46	(418.46)	183.69
248-537-751.000	MATERIALS & SUPPLIES	750.00	750.00	416.01	333.99	55.47
248-537-751.011	BEAUTIFICATION PURCHASES	14,521.00	14,521.00	22,216.40	(7,695.40)	152.99
248-537-751.012	SOCIAL DISTRICT PURCHASES	8,100.00	8,100.00	1,700.68	6,399.32	21.00
248-537-754.000	POSTAGE	50.00	50.00	40.84	9.16	81.68
248-537-756.000	COMPUTER	4,270.00	4,270.00	874.82	3,395.18	20.49
248-537-757.000	COPIES	700.00	700.00	1,571.92	(871.92)	224.56
248-537-760.000	EQUIPMENT RENTALS	0.00	0.00	4,697.25	(4,697.25)	100.00
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	20,000.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	10,000.00	10,000.00	10,000.00	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 01/31/2026
% Fiscal Year Completed: 83.84

Item 3.

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 01/31/2026 (Abnormal)	Available Balance 01/31/2026 Normal (Abnormal)	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-762.000	INTEREST EXPENSE	16,500.00	16,500.00	16,498.14	1.86	99.99
248-537-802.000	LEGAL FEES	500.00	500.00	750.00	(250.00)	150.00
248-537-803.000	AUDIT FEES	1,000.00	1,000.00	1,065.56	(65.56)	106.56
248-537-808.000	TELEPHONE	540.00	540.00	646.56	(106.56)	119.73
248-537-819.000	FACADE GRANT PROGRAM	62,500.00	62,500.00	0.00	62,500.00	0.00
248-537-880.000	SPONSORSHIPS	2,000.00	2,000.00	2,059.00	(59.00)	102.95
248-537-880.001	CHRISTMAS CELEBRATION	3,000.00	3,000.00	3,316.94	(316.94)	110.56
248-537-880.003	FARMERS MARKET	4,500.00	4,500.00	15,030.21	(10,530.21)	334.00
248-537-880.004	FARMERS MARKET--FOOD ASSISTANCE PROG	1,800.00	1,800.00	2,780.00	(980.00)	154.44
248-537-880.005	FARMERS MARKET--SQUARE	0.00	0.00	50.00	(50.00)	100.00
248-537-880.009	DOWNTOWN DAY	1,000.00	1,000.00	1,111.00	(111.00)	111.10
248-537-900.000	PRINTING & PUBLISHING	5,000.00	5,000.00	590.00	4,410.00	11.80
248-537-910.000	INSURANCE LIABILITY	150.00	150.00	100.00	50.00	66.67
248-537-970.000	CAPITAL OUTLAY	22,500.00	22,500.00	26,732.58	(4,232.58)	118.81
248-537-991.010	9TH STREET BOND PAYMENT	227,000.00	227,000.00	227,000.00	0.00	100.00
248-537-991.011	NORTHSHORE LOAN PAYMENT	44,748.00	44,748.00	44,747.10	0.90	100.00
248-537-995.390	TRANSFER TO FUND BALANCE	32,672.00	32,672.00	0.00	32,672.00	0.00
Total Dept 537 - ADMINISTRATIVE		527,393.00	527,393.00	454,833.70	72,559.30	86.24
Expenditures		527,393.00	527,393.00	454,833.70	72,559.30	86.24
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		527,393.00	527,393.00	474,107.49	53,285.51	89.90
TOTAL EXPENDITURES		527,393.00	527,393.00	454,833.70	72,559.30	86.24
NET OF REVENUES & EXPENDITURES:		0.00	0.00	19,273.79	(19,273.79)	



Board: Downtown Development Authority
Agenda February 17, 2026
Date: _____
Presenter: Patricia West

Staff Report

Agenda Item Title:

2026-2027 DDA Budget Proposal

Background:

The DDA Budget Subcommittee met in January to review the proposed budget in detail. Key budget line items include:

- 9th St Bond Payment | \$227,000
- Administrative Fee | \$20,000
- Façade Grant | \$32,491
- Flowers & Beautification | \$5800
- Market Square Pergolas | \$25,000
- North Shore Loan Payment & Interest | \$61,246
- Parks & Rec Contract | \$15,000
- Contracted Services (Snow Removal, Yard Maintenance, Graphic Design) | \$7500
- Permanent Christmas Tree | \$7000
- Streetscape Enhancements & Inventory | \$23,500
- The Depot | \$70,000
- Trash Receptacle Solutions | \$7500

Expected transfer **from** fund balance: \$45,029

Fiscal Effect:

\$609,060.00

Supporting Documentation:

Proposed 2026-2027 DDA Budget

Recommendation:

Motion to recommend the proposed 2026-2027 DDA Budget as presented to the City Commission.

CITY OF GLADSTONE

ons As Of 01/31/2026

Description	25-26 Amended Budget	25-26 Activity	25-26 Projected	26-27 Requested	26-27 Recommended
CITY CAPTURE	259,718.00	264,650.00	284,970.00	284,970.00	284,970.00
BAY COLLEGE CAPTURE	55,470.00	43,072.00	61,579.00	61,579.00	61,579.00
DELTA COUNTY CAPTURE	84,288.00	86,894.00	93,566.00	93,566.00	93,566.00
DC ROAD PATROL CAPTURE	21,775.00	11,653.00	24,172.00	24,172.00	24,172.00
COMM ACTION CAPTURE	13,399.00	7,171.00	14,874.00	14,874.00	14,874.00
911 DISPATCH CAPTURE	12,561.00	6,752.00	14,006.00	14,006.00	14,006.00
DATA CAPTURE	10,093.00	5,433.00	11,270.00	11,270.00	11,270.00
DC RECYCLING CAPTURE	5,023.00	2,689.00	5,577.00	5,577.00	5,577.00
DELTA COUNTY JAIL BOND CAPTURE	11,943.00	5,704.00	11,833.00	11,833.00	11,833.00
VETERANS AFFAIRS CAPTURE		899.00	1,864.00	1,864.00	1,864.00
GRANT REVENUE	6,000.00	6,000.00	6,000.00		
LOCAL COMM STABILIZATION SHARE APPROPRIA	6,363.00				
DDA FACADE OWNER'S MATCH	25,000.00			25,000.00	25,000.00
INTEREST REVENUE	5,000.00	11,756.00	12,000.00	9,820.00	9,820.00
LIABILITY & PROP INS REIMBURSEMENT	60.00	40.00	40.00	50.00	50.00
DONATIONS		2,500.00	2,500.00		
FARMERS MARKET--VENDOR FEES	1,500.00	2,975.00	2,975.00	2,750.00	2,750.00
FARMERS MARKET--FOOD ASSISTANCE PROGRAMS	1,800.00	2,260.00	2,260.00	2,500.00	2,500.00
FARMERS MARKET--SQUARE RENTAL FEES	200.00			200.00	200.00
SOCIAL DISTRICT SPONSORSHIPS	6,000.00				
SOCIAL DISTRICT STICKER REVENUE	1,200.00				
TRANSFER FROM DR MARY CRETENS TRUST			1,101.00		
TRANSFER FROM FUND BALANCE				87,529.00	45,029.00
	527,393.00	460,448.00	550,587.00	651,560.00	609,060.00
WAGES-FULLTIME EMPLOYEES	7,500.00	7,811.00	7,811.00	2,000.00	2,000.00
DPW BENEFITS		4,557.00	4,557.00	3,000.00	3,000.00
SALARIES		8,691.00	9,129.00	16,048.00	16,048.00
WAGES-PART TIME EMPLOYEES	31,498.00	19,263.00	22,540.00	11,500.00	11,500.00
UNEMPLOYMENT	125.00	6.00	8.00	125.00	125.00
FICA 6.2%	1,953.00	3,166.00	4,397.00	4,638.00	4,638.00
MEDICARE 1.45%	457.00	740.00	875.00	923.00	923.00
DEFINED CONTRIBUTION PENSION PLAN EXP	433.00	3,603.00	4,396.00	4,636.00	4,636.00
SICK PAY		80.00	80.00	383.00	383.00
MSA EMPLOYER EXPENSE	176.00	1,396.00	1,768.00	1,865.00	1,865.00
MEMBERSHIP & DUES	250.00	350.00	425.00	425.00	425.00
EDUCATION & TRAINING	700.00	150.00	150.00	200.00	200.00
TRANSPORTATION & LODGING	500.00	918.00	918.00	1,000.00	1,000.00
MATERIALS & SUPPLIES	750.00	327.00	750.00	750.00	750.00
BEAUTIFICATION PURCHASES	14,521.00	22,216.00	22,216.00	5,800.00	5,800.00
SOCIAL DISTRICT PURCHASES	8,100.00	1,701.00	1,701.00	2,000.00	2,000.00
STREETSCAPE ENHANCEMENTS/INVENTORY				23,500.00	23,500.00
PERMANENT CHRISTMAS TREE				7,000.00	7,000.00
POSTAGE	50.00	41.00	41.00	50.00	50.00
COMPUTER	4,270.00	619.00	620.00	1,300.00	1,300.00
COPIES	700.00	1,572.00	1,750.00	1,750.00	1,750.00
EQUIPMENT RENTALS		4,697.00	4,697.00	1,000.00	1,000.00
GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
GENERAL FUND CONCIERGE FEES	10,000.00	10,000.00	10,000.00	15,000.00	15,000.00
INTEREST EXPENSE	16,500.00	16,498.00	16,498.00	15,313.00	15,313.00
CONTRACTED SERVICES				7,590.00	7,590.00
LEGAL FEES	500.00	750.00	750.00	750.00	750.00
AUDIT FEES	1,000.00	1,066.00	1,066.00	1,100.00	1,100.00
ENGINEERS & ARCHITECT FEES				7,500.00	7,500.00
TELEPHONE	540.00	590.00	787.00	840.00	840.00
FACADE GRANT PROGRAM	62,500.00		2,500.00	32,491.00	32,491.00
FACADE GRANT PROGRAM OWNERS MATCH			7,491.00	25,000.00	25,000.00
SPONSORSHIPS	2,000.00	2,059.00	2,059.00	2,000.00	2,000.00
CHRISTMAS CELEBRATION	3,000.00	2,892.00	2,892.00	5,000.00	5,000.00
FARMERS MARKET	4,500.00	15,030.00	15,030.00	6,500.00	6,500.00
FARMERS MARKET--FOOD ASSISTANCE PROGRAMS	1,800.00	2,780.00	2,780.00	2,500.00	2,500.00
FARMERS MARKET--SQUARE		50.00	50.00		
DOWNTOWN DAY	1,000.00	1,111.00	1,111.00	1,500.00	1,500.00
PRINTING & PUBLISHING	5,000.00	490.00	490.00	500.00	500.00
INSURANCE LIABILITY	150.00	100.00	100.00	150.00	150.00
CAPITAL OUTLAY	22,500.00	26,733.00	26,733.00		
CAPITAL OUTLAY--TRASH RECEPTACLES				7,500.00	7,500.00
CAPITAL OUTLAY--FARMERS MRKT STRUCTURES				25,000.00	25,000.00
CAPITAL OUTLAY--THE DEPOT				70,000.00	70,000.00
9TH STREET BOND PAYMENT	227,000.00	227,000.00	227,000.00	227,000.00	227,000.00
NORTHSHORE LOAN PAYMENT	44,748.00	44,747.00	44,747.00	45,933.00	45,933.00
TRANSFER TO FUND BALANCE	32,672.00		79,674.00		
	(527,393.00)	(453,800.00)	(550,587.00)	(651,560.00)	(609,060.00)
	527,393.00	460,448.00	550,587.00	651,560.00	651,560.00
	527,393.00	453,800.00	550,587.00	651,560.00	651,560.00
	0.00	6,648.00	0.00	0.00	0.00



Board: Downtown Development Authority
Agenda February 17, 2026
Date: _____
Presenter: Patricia West

Staff Report

Agenda Item Title:

Draft of 2026 Farmers Market Vendor Policies

Background:

The proposed updates to the 2026 Farmers Market Vendor Policies are enclosed.

Fiscal Effect:

None.

Supporting Documentation:

[DRAFT] 2026 Farmers Market Vendor Policies

Recommendation:

Motion to recommend the proposed 2026 Farmers Market Vendor Policies as presented to the City Commission for approval.



CITY OF GLADSTONE FARMERS MARKET

~~2025~~ 2026 Vendor Policies

Vendor Expectations:

Conduct & Courtesy:

While at the market, vendors are expected to behave courteously with customers, fellow vendors, market staff and volunteers. Vendors should always conduct themselves in a professional manner. All vendors must keep their space clean and attractive. Appropriate dress is required, with clothing in good condition and clean.

Schedule & Cancellations:

Due to limited space and demand, space is only reserved for the dates listed on your approved application unless otherwise agreed upon with Samantha. Vendors will indicate their expected participation dates on the Farmers Market application. We understand that schedules may change, and we encourage vendors to provide advance notice of any updates or cancellations to assist with market planning.

Any changes to your schedule must be communicated to the Downtown Ambassador 24 hours by 5:00 PM the evening before the market. If you are unable to attend or need to cancel, please contact Downtown Ambassador Samantha Gaudino at sgaudino@gladstonemi.gov.

Failure to provide notice of cancellation more than twice may result in the loss of your vendor space and forfeiture of fees paid.

Inclement Weather

Participation on market days with severe or inclement weather is at the discretion of the vendors. In cases of weather reports predicting inclement weather, such as high winds, severe thunderstorms, tornado warnings, etc., the Downtown Ambassador reserves the right to cancel the market, at which point the participants will be notified of the closure in a timely manner by email or phone.

Parking:

- Vendors may park at or near the market site to load and unload. Vehicles should be moved during market hours to allow for customer parking. No vehicles larger than a car/pickup truck without a trailer are allowed to park in the City Public Parking lot next to 911 Delta Ave.
- No vehicle may obstruct the public parking lot, street, or alley at any time.
- Wagons are available to load and unload market items.
- Parking is available within the Bay Bank Parking Lot for vehicles no larger than a car/pickup truck without a trailer.

Setup & Clean-Up:

Vendors are responsible for the setup and cleanup of their market space. Setup may begin no earlier than 1:30 PM, and early sales are strictly prohibited. Seasonal spaces will be assigned based on application submission date and requested location. Please note that the Downtown Ambassador has final authority over booth assignments, and a requested location on your application does not guarantee placement in that space for the season.~~on a first-come, first-served basis,~~

~~starting with each vendor's first market of the season, with booth assignments emailed by the Downtown Ambassador on the morning of each market.~~ As part of the vendor fee, the Gladstone Farmers Market will provide one 10x10 canopy or pergola space, one table and two chairs per booth, which will be set up before 1:30 PM unless unforeseen circumstances arise with the concierge staff. Vendors are responsible for folding their table and chairs at the closure of the market and leaving them at their assigned spot.

Early Departures:

Vendors leaving the market before closing time is disruptive and discouraging to other vendors and customers. The Gladstone Farmers Market is conducted as a business and vendors are expected to operate during posted opening and closing times.

Media:

By applying to the Gladstone Farmers Market, you consent to having your booth and products photographed by market staff for promotional purposes. However, vendors reserve the right to decline being photographed, interviewed, or otherwise recorded by journalists, photographers, tourists, and media at their own discretion

Product Criteria:

Entry to market will be limited to vendors who grow/harvest food, produce and handcraft items in Delta, Marquette, Dickinson, Menominee, Alger, Schoolcraft, and Iron Counties of Michigan. All decisions made by the Downtown Ambassador are final.

Agriculture Products:

All agricultural products sold must be germinated, grown, raised, or gathered by the vendor. **NO RESALE OF PRODUCTS WILL BE PERMITTED.**

All farmers/growers must provide the following information to consumers:

- Name of the farm(s) that produced the product
- The location of the farm
- All signage required by the Michigan Department of Agriculture and alternative payment programs (ex. Food as Medicine)
- Clearly marked prices
- Sellers of perennial plants are required to provide a copy of their current license to the Downtown Ambassador obtained from the State of Michigan Department of Agriculture at least one week prior to their first market of the season

Processed Food:

If you are selling any type of processed food, you must be able to abide by all Cottage Food Industry laws for the State of Michigan and/or attach a copy of your commercial food-processing licenses as applicable to your application. It is the sole responsibility of vendors to read and understand the Cottage Food Industry Laws, which can be found on the State of Michigan website.

- Prohibited or improperly labeled food must be immediately removed from the vendor's booth.
- Failure to comply will lead to dismissal from the City of Gladstone Farmers Market and loss of vendor fees.

Market Square Policies:

Pets:

Pets outside of service animals are not permitted at the market. This policy extends to both vendors and customers.

Tobacco Use:

Smoking, vaping, and tobacco use are strictly prohibited within the market perimeter for both vendors and customers.

Application Procedures

All prospective vendors must submit a City of Gladstone Farmers Market application. Your application must also be approved prior to your first market attendance, as the Gladstone Farmers Market does not accommodate same day vendors.

Product Declarations:

Vendors must submit a list of products they intend to sell on the vendor application. If the vendor wishes to add to the list throughout the season, they must submit the addition to the Downtown Ambassador in writing to be added to their file.

The City of Gladstone Farmers Market does not offer exclusive rights to any one vendor to sell any one product. Customers generally benefit from having a choice. However, if there are vendors on the waiting list and the same or similar products are excessive, duplicate products may be denied entry at the discretion of the Downtown Ambassador.

Vendor Fees

The vendor fee shall be paid no later than your first market attendance.

Concerns or Disputes:

The Downtown Ambassador reserves the right to inspect the growing operations of any vendor to ensure compliance with the market policies.

The Downtown Ambassador may deny or restrict any vendor or vendor representative's access to the market for failure to follow state or local laws, food assistance program requirements, or vendor policies for the Gladstone Farmers Market.

Vendors who violate any of the above will be given a verbal warning on the first offense, a written warning on the second offense, and their vendor placement will be revoked on the third offense. Depending on the severity of the violation, vendor placement may be revoked at the Downtown Ambassador's discretion without previous warning.

Problems, concerns, or feedback shall be directed to the Downtown Ambassador (Samantha Gaudino: sgaudino@gladstonemi.gov). Any grievance that cannot be resolved may be submitted in writing to the City of Gladstone DDA Director for consideration.



Board:	<u>Downtown Development Authority</u>
Agenda	<u>February 17, 2026</u>
Date:	
Presenter:	<u>Patricia West</u>

Staff Report

Agenda Item Title:

Grant Application Request | Community Foundation for Delta County

Background:

The Community Foundation's grant deadline is April 1st, and staff seek to apply for \$2000 to be put towards the Permanent Christmas Tree.

Fiscal Effect:

\$2000

Supporting Documentation:

Community Foundation for Delta County Grant Application

Recommendation:

Motion to approve the DDA's grant application for the Community Foundation for Delta County's grant program for a permanent Christmas Tree.

Community Foundation for Delta County

2420 1st Avenue South

Escanaba, MI 49829

Phone: 906-786-6654 Fax: 906-786-9124 E-mail: Office@cfup.org

Information for Grant Applicants

A non-profit organization seeking a grant must complete the attached application and return it and required copies to the Foundation. The application consists of:

- A. Grant Application Cover sheet,
- B. Information requested on Narrative form,
- C. Grant budget,
- D. Copy of IRS determination letter indicating 501 (c)(3) or other non-profit status,
- E. Letter(s) of support, which verify project need and collaboration with other organizations.

A COMPLETED ORIGINAL WITH FOUR (4) COPIES ALONG WITH ALL REQUESTED ITEMS LISTED ABOVE MUST BE SUBMITTED. FAILURE TO SUBMIT ANY PART OF THE GRANT REQUIREMENTS MAY DISQUALIFY YOUR APPLICATION.

Grant Amounts

Grants will normally not exceed \$2000*. Applicants may request any amount; however, the full board of trustees of the CFFDC must approve both the higher amount as well as the grant itself.

Due Dates for Applications

Grant applications are due on **April 1st** and **October 1st** (or the first business day after, if the 1st falls on a weekend). In fairness to those submitting applications on time late applications will not be considered.

How long does the grant decision process take?

The grant committee meets within the month after the due date. The decisions of the committee must be approved by the CFFDC Board of Trustees at their monthly meeting. Applicants will be notified, via mail, on whether or not their grant request has been approved, usually within 10 days of May and November.

Who may apply for a grant?

1. CFFDC has a commitment to the people of the Delta County area. Grants are only given to projects which will benefit Delta County area residents, or which will meet a general community need.
2. Grants are made only to non-profit organizations, including subdivisions of government, exempt from federal taxation, your Federal I.D. # is required on grant application. Individuals and service clubs DO NOT qualify for grant funds
3. Grants must be used for charitable purposes.
4. No grants may be used for any political campaign or to support attempts to influence any governmental body other than through making publicly available the results of nonpartisan analysis, study or research.
5. Grants are usually given one time only, for specific purposes with the understanding that the Foundation has no obligation or commitment to provide any additional support to the grantee. No project will be funded more than once over a 12-month period.
6. **The Foundation does not fund operating expenses, including personnel.**
7. The Foundation operates without discrimination as to age, race, religion, disability, sex or national origin in the consideration of grant requests, and will award grants only to grant seekers, which do not discriminate.

A. Grant Application --- COVER SHEET*Individuals and organizations classified as service clubs DO NOT qualify for grant funds*

Date of Application: _____

Legal Name of Organization

Applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990).

Federal I.D. # _____

Year Founded: _____ Current Operating Budget: _____

Executive Director: _____ Phone number: _____

Contact Person/Title/Phone Number: _____
(If different from Executive Director) _____

Principal Address of Administrative Office: _____

City/State/Zip: _____ Fax Number: _____

Project
Name: _____Purpose of
Grant: _____

Dates of the Project: _____ Amount Requested: \$ _____

Total Project Cost: \$ _____

Geographic Area Served: _____

List any previous support from received in the last 5 years: _____

(Signature, President, Director or Administrator) (Date) (Signature, Youth Participant)* (Date)_____
(Type Name and Title) (Type Name and Title)_____
(Signature, Project Director) (Date)_____
(Type Name and Title)

B. Grant Application --- NARRATIVE

Please provide the following information in the order given.

This narrative should briefly explain why your organization is requesting this grant, what outcomes you hope to achieve and on what you will spend the grant funds. **Please do not exceed 2 pages.**

This summary should include:

- Statement of needs/problems to be addressed.
- Description of target population and how they will benefit.
- If youth are targeted, it is **very** helpful if they take part in planning, grant writing, etc. If targeted youth do not take part in the process, please explain why not.
- If youth are not specifically targeted, are youth involved in the project? How?
- Description of the active involvement of the target population in defining problems to be addressed, making policy and planning the program.
- Description of project goals and objectives (measurable, if possible) and a statement as to whether this is a new or ongoing part of the sponsoring organization.
- Plans to accomplish goals and objectives.
- Timetable for implementation.
- Who are the other partners in the project and what are their roles?
- Long-term strategies for funding this project if it is to continue past the grant period.
- Plans for evaluation. This should explain how success will be defined and measured. Include impact on participants and/or the community in your evaluation.
- Description of how the grantee organization will publicize the grant to help bring in new donors to the foundation.

In addition, please submit the following information about your organization. **(If you have submitted this information on a prior grant application, you need not include it here).** **Please do not exceed 1 page.**

- A brief summary of your organization's history.
- It's mission and goals.
- A description of current programs, activities and accomplishments.
- A list of your board of directors with affiliations.

C. Grant Budget Format

Below is a listing of standard budget items. Please provide the budget only for the project for which you seeking a grant.

- A. Organizational fiscal year: _____
 B. Time period this budget covers: _____
 C. Expenses: include amounts (1) to be used from this grant (2) for the total project.

<u>Expense</u>	<u>Grant Amount Requested</u>	<u>Total Project</u>
Salaries, Taxes, Benefits	Not Funded Thru Grant	\$ _____
Professional Fees	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Printing, Copying, Supplies	\$ _____	\$ _____
Telephone and Fax	\$ _____	\$ _____
Postage and Delivery	\$ _____	\$ _____
Rent and Utilities	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____

Total Amount Requested: \$ _____ **Total Project Expenses** \$ _____

Revenue: Please indicate which sources of revenue are committed and which are pending.

	<u>Committed</u>	<u>Pending</u>
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
2. Earned Income	\$ _____	\$ _____
Events	\$ _____	\$ _____
Publications and Products	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-Kind Support	\$ _____	\$ _____
5. Other (specify)	\$ _____	\$ _____
6. Total Revenue	\$ _____	\$ _____



Board:	<u>Downtown Development Authority</u>
Agenda	<u>February 17, 2026</u>
Date:	
Presenter:	<u>Patricia West</u>

Staff Report

Agenda Item Title:

Grant Application Request | T-Mobile Hometown Grant Program

Background:

The T-Mobile Hometown Grant program is a national initiative that provides funding to small towns with populations under 50,000 to support community improvement projects. Through this program, T-Mobile is investing up to \$25 million over five years to help communities build or enhance public spaces that bring people together. Municipalities and nonprofit organizations may apply for grants of up to \$50,000 for shovel-ready projects that can be completed within 12 months and demonstrate a clear community benefit.

The City of Gladstone's Depot Project strongly aligns with the goals of the Hometown Grant program. The project focuses on revitalizing an existing downtown asset and transforming it into a community gathering space for events, programming, and public use. If awarded, grant funds would help offset project costs and support improvements that enhance downtown vibrancy, preserve local history, and create a welcoming space for residents and visitors alike.

Fiscal Effect:

\$50,000

Supporting Documentation:

Main Street American | T-Mobile Hometown Grant Program

Recommendation:

Motion to approve the DDA's grant application for the T-Mobile Hometown Grant program for placemaking efforts at 701 Delta Ave for up to \$50,000.

ABOUT / PARTNER COLLABORATIONS

T-MOBILE HOMETOWN GRANT PROGRAM

PLACEMAKING GRANTS FOR SMALL TOWNS

INVESTING BIG IN SMALL TOWNS

Main Street America is partnering with T-Mobile to help build stronger, more prosperous small towns and rural communities. With T-Mobile's Hometown Grant program, they're investing big in small towns by awarding up to 100 towns a year with project funding — up to \$50,000 each.



Woodstock, Illinois © T-Mobile

Please note:

All official communication about our grant programs will come from verified email addresses ending in @mainstreet.org or our trusted partner domains. If you receive an unexpected message, always double-check the sender's email address before clicking any links or replying. When in doubt, feel free to contact us directly through our website.

PROGRAM OVERVIEW

T-Mobile Hometown Grants is a \$25 million, five-year initiative to support the people and organizations who help small towns across America thrive and grow. Hometown Grants are given every quarter to up to 25 small towns. Apply for funding to support a community project of your choice, like revitalizing or repurposing a historic structure, creating a downtown asset or destination, or improving a space where friends and neighbors gather. Projects that add to a sense of place or could lead to further investment are of particular interest. We look forward to learning more about your town and your project.

HOW TO APPLY

Review the eligibility and grant criteria below to ensure your community and proposed project meet application requirements. Applicants can submit their proposals by completing this application form. **The grant application period will close on Tuesday, March 31 at 11:59 p.m. Central Time.** Applications will be evaluated and selected by a review panel, and all applicants will be sent an award decision by late May 2026.

Grant recipients will each receive an award of up to \$50,000 to implement their ideas and will have 12 months (June 1, 2026 – May 31, 2027) to complete their projects. Recipients will be required to submit a progress report at the 6-month mark following the grant disbursement, and a final report will be due at the end of the 12-month implementation period. All reports are to be completed using a template provided.

Key Submission Deadlines:

Spring 2026: Applications open Jan 1, 2026 – March 31, 2026 at 11:59 p.m. CT (Final Application Open Period)

All Hometown Grant applications will be notified within 60 days after the end of each application period on the status of the submission.

[APPLY NOW](#)

ELIGIBILITY

WHO MAY APPLY?

WHAT TYPES OF GRANT EXPENSES ARE ELIGIBLE?

INELIGIBLE GRANT USES

- Engineering and architectural plans or fees
 - Staff salaries (beyond initial construction/rehabilitation/installation labor)
 - Operational and maintenance expenses
 - Reimbursement for projects that are already completed
 - Pass-through funding to private entities or initiatives
-

REVIEW CRITERIA

Your application will be reviewed by an internal T-Mobile review committee and non-profit partner based upon the following criteria. Please note that the letters of support for your project are an important part of this application.

Item 7.

COMMUNITY NEED

Proposed project should fill a demonstrated need in the community. This grant funding is intended for shovel-ready projects that would not otherwise be possible to implement through municipal funding. Proposal & letters of support should demonstrate strong community support for the project.

COMMUNITY IMPACT

Project should connect the community in meaningful, innovative, and creative ways.

PARTNERS AND ENGAGEMENT

Strong applications actively involve local organizations by incorporating them into the planning and execution processes and engaging the community in activating the project site. Letters of support should come from a variety of stakeholders within the community.

FEASIBILITY

You should have a shovel-ready plan ready to go and be able to complete your project within your detailed budget and within 12 months of receiving funding, if selected. **For the Q1 2026 cycle, projects must be completed and usable by the public by May 31, 2027. Make sure to consider these parameters when choosing the kind of project you propose for this grant.**

ALIGNMENT WITH T-MOBILE'S SMALL TOWN STRATEGY

T-Mobile strives to be a force for good. To read more about T-Mobile's many corporate initiatives and key segments, visit <https://www.t-mobile.com/responsibility>.

FREQUENTLY ASKED QUESTIONS

WHAT IS THE T-MOBILE HOMETOWN GRANTS PROGRAM?

WHAT KINDS OF PROJECTS WILL THE T-MOBILE HOMETOWN GRANTS PROGRAM FUND?

HOW DOES THE T-MOBILE HOMETOWN GRANT PROGRAM WORK?

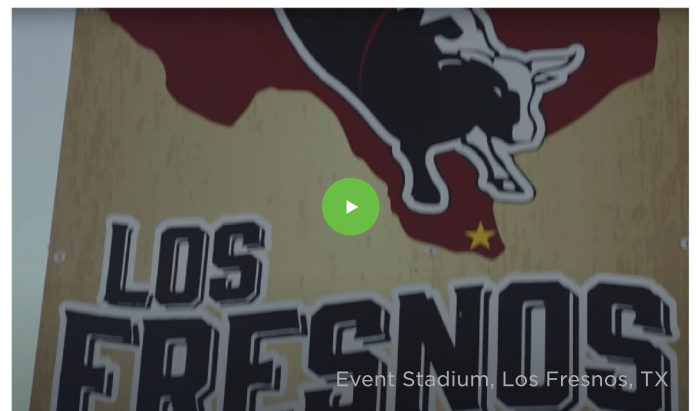
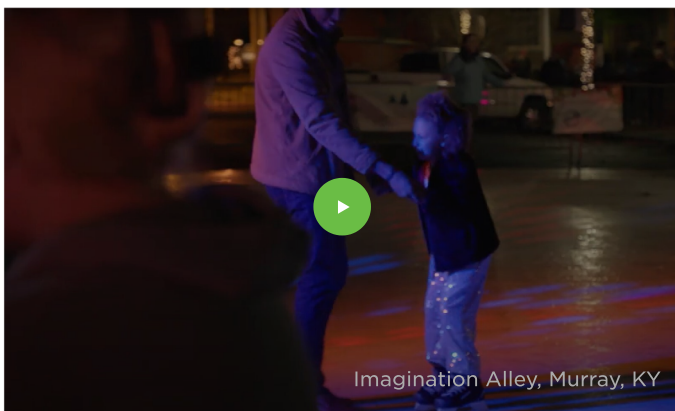
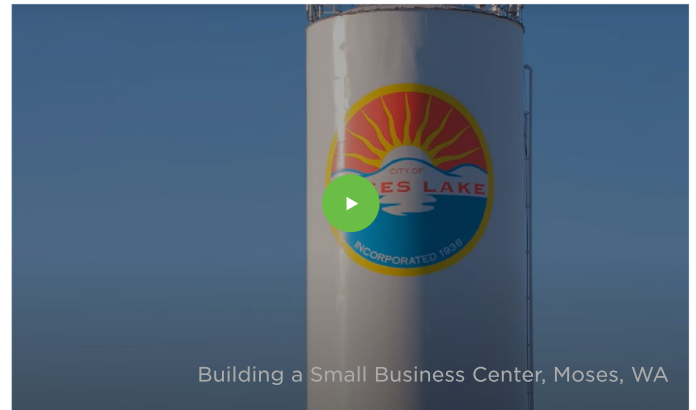
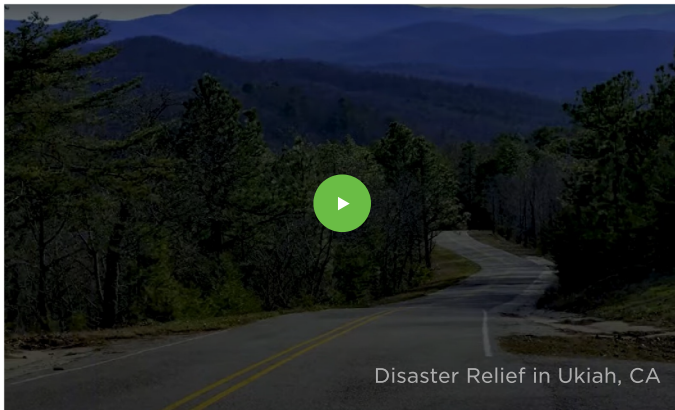
WHO CAN REQUEST A T-MOBILE HOMETOWN GRANT?

CAN TOWN RESIDENTS SUBMIT A REQUEST FOR A GRANT?

HOW ARE TOWNS SELECTED?

SEE MORE FAQs

GRANT RECIPIENT FEATURES



LEARN MORE

LEARN ABOUT T-MOBILE

T-Mobile is investing in rural towns to build stronger communities.

MEET PREVIOUS GRANTEES

Meet the latest grant recipients.

SEE PROJECTS IN ACTION

To see the impact of Hometown Grants, watch our latest highlights here.

SUPPORTING PARTNER

T-Mobile is committed to being a force for good, and Hometown Grants is one way the Un-carrier is making a big difference in small towns. With \$25 million set aside through 2026 to fund community projects, T-Mobile is empowering more people with digital connections that create a more sustainable future for all. Beyond Hometown Grants, T-Mobile is helping small town America thrive through initiatives like [Project 10Million](#), which offers free internet connectivity to eligible students to help close the digital divide in education and [T-Mobile 5G Home Internet](#), which gives millions of Americans access to more affordable home broadband.

The T-Mobile logo, featuring a white 'T' inside a magenta square followed by the word 'Mobile' in white.



Board:
Agenda Date:
Presenter:

Downtown Development Authority

February 17, 2026

Patricia West

Item 8.

Staff Report

Agenda Item Title:

MEDC'S Michigan Main Street Program

Background:

The Michigan Main Street (MMS) program is administered through the Michigan Economic Development Corporation (MEDC) and is part of the national Main Street America network. The program provides a structured framework for downtown revitalization using the nationally recognized **Main Street Four-Point Approach™**, which focuses on:

- Economic Vitality
- Design
- Promotion
- Organization

Michigan Main Street communities work toward certification by demonstrating long-term commitment, strong local partnerships, and the capacity to implement downtown development strategies in a coordinated and measurable way.

Gladstone has undertaken a number of initiatives in recent years that align with Main Street principles, including downtown events and promotions, business engagement efforts, façade improvement programming, and placemaking tools such as a the social district.

As the DDA continues to evaluate long-term economic development strategies, staff has begun reviewing whether pursuing formal Michigan Main Street certification may provide additional tools, training, and statewide support to strengthen downtown programming.

Fiscal Effect:

None

Supporting Documentation:

Map of Michigan Main Street Communities
Michigan Main Street Overview & Guidelines
Michigan Main Street Participation Process
Match on Main Grant Funding Program Fact Sheet

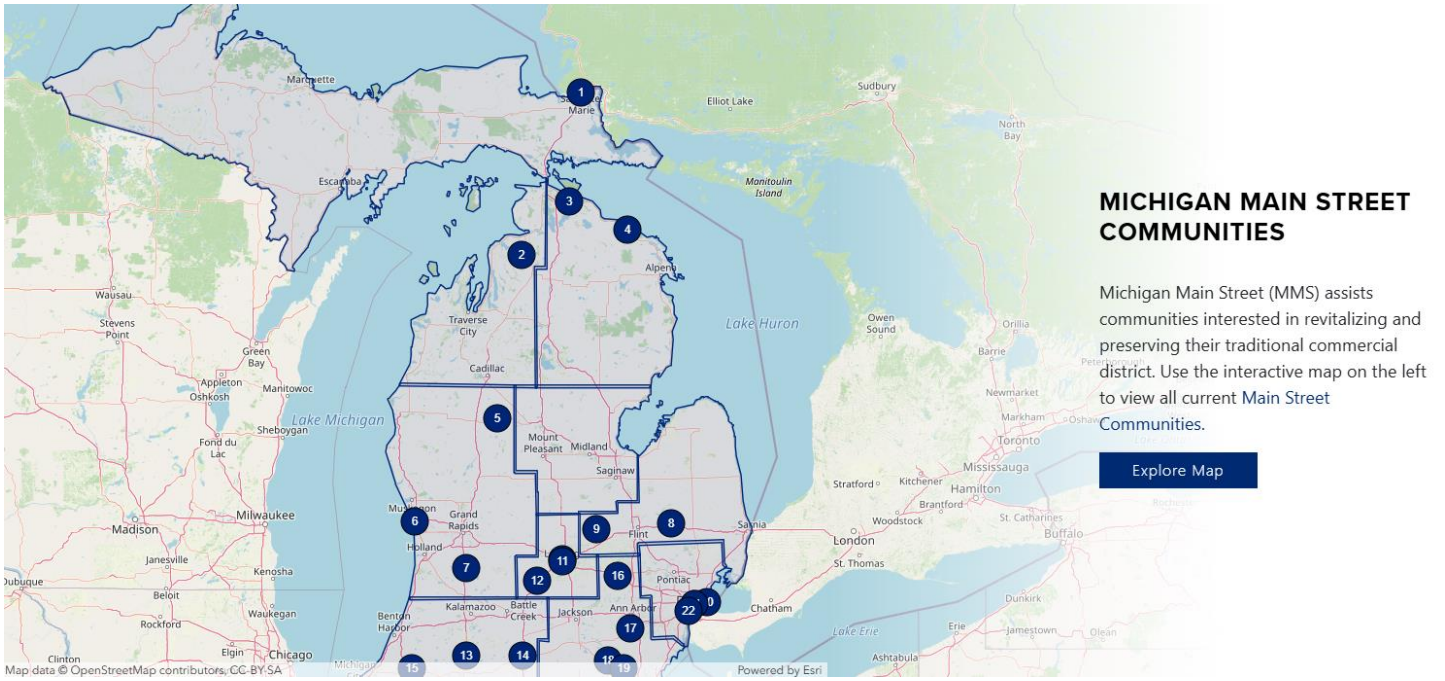
Recommendation:

At this time, staff is seeking formal board input regarding whether pursuing Michigan Main Street certification should be considered a strategic priority for the DDA.

Board direction is needed on:

- Whether staff should continue exploring certification requirements and readiness
- Whether the board wishes to pursue an official application process
- Whether this initiative aligns with the DDA's long-term downtown development goals

Map of Michigan Main Street Communities





HOW DOES THE MICHIGAN MAIN STREET PROGRAM HELP COMMUNITIES?



Michigan Main Street (MMS) began in 2003 and is a Main Street America™ Coordinating Program. As a MainStreet America™ coordinating program, MMS is affiliated with the National Main Street Center, which helps to lead a powerful, grassroots network consisting of over 40 coordinating programs and over 2,000 neighborhoods and communities across the country committed to creating high-quality places and to building stronger communities through preservation-based economic development.

MMS communities are designated through a competitive application process. These communities have continued to generate real results by supporting new and existing businesses, planning and funding physical improvements, organizing events and promotions to raise the profile of their downtown district and engaging community members in downtown revitalization. Information reflecting the impact of the MMS Program is self-collected and shared with the Michigan Main Street Center by Select and Master Level communities on a monthly and annual basis.

To read more about the successes of the Michigan Main Street Program, download the full [Michigan Main Street Impact Report – 2024 edition](#).

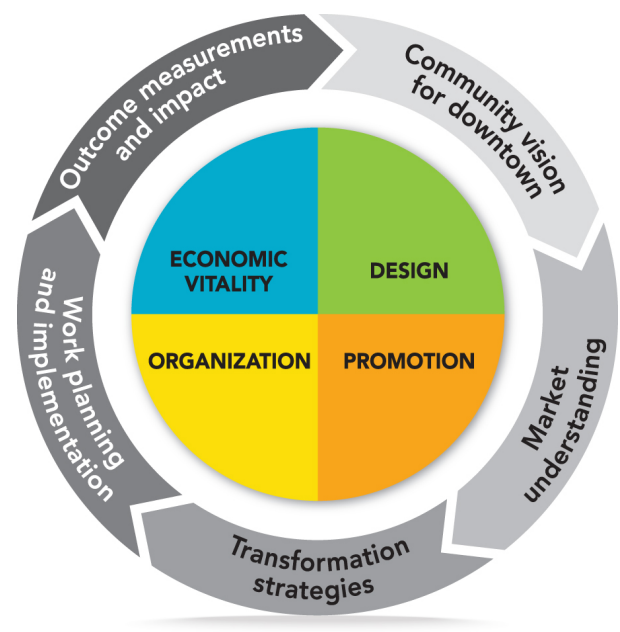
Main Street Approach™

The Main Street Approach™ is a unique, historic preservation based economic development strategy that focuses on leveraging existing social, economic, physical and cultural assets to energize community revitalization efforts and help manage success for the long term. The approach leads to tangible outcomes that benefit the entire community through encouraging communities to enact long-term change while also implementing short-term, inexpensive and place-based activities that attract people to the commercial core and create a sense of enthusiasm about the community.

The Main Street Approach is a methodology consisting of three integrated components:

1. The vision provides a foundation for outlining the community's identity, expectations and ideals for future development while being grounded in an understanding of the economic market realities of the district.

- 2. Transformation strategies identify long-term and short-term actions that provide a clear sense of priorities and direction to help move a community closer to implementing their vision. Work on these strategies should align with the Main Street Four Points of organization, promotion, design and economic vitality.
- 3. The Main Street organization must show visible results that can only come from implementing action items and completing projects in the short-term and long-term. Main Street must focus on measuring progress and results in order to justify and demonstrate the wise use of scarce resources.



MAIN STREET FOUR POINTS®	
ECONOMIC VITALITY	DESIGN
Economic vitality strengthens the existing economic assets while diversifying the economic base of the Main Street District to support and improve profitability. The goal is to build a strong commercial district that creates a supportive environment for small businesses, entrepreneurs and consumers. Examples of economic vitality activities include: analyzing current market forces, providing a balanced commercial mix, supporting and expanding existing businesses, recruiting new businesses, supporting housing options, developing infill space, and converting unused or underused commercial space into economically productive property.	Design capitalizes on and enhances the visual aspects of a Main Street District to create a safe, appealing and inviting atmosphere for people to shop and spend time. The physical elements such as the storefronts and building architecture, streetscape, public art, street furniture, parking areas, and public spaces are used to convey a positive image for the downtown. Examples of design actions include: improving the physical appearance of the Main Street District, quality maintenance practices, historic building rehabilitation and adaptive use, and design review processes.
ORGANIZATION	PROMOTION
A successful Main Street organization builds consensus between the many vested stakeholders throughout a Main Street District to ensure everyone is mobilized and working toward a shared vision for the future of the district. Organizational structure can take many forms depending on community capacity. Examples of organization actions include: fundraising, volunteer recruitment and development, public relations, fostering collaboration between stakeholders, and developing work plans to guide the organization’s work.	Effective promotion creates a positive image of the Main Street District to instill community pride and encourage commercial activity and investment in the area. Promotions can be used to communicate the unique characteristics of a Main Street District to spark interest in shopping, dining, living or investing in the community. Examples of promotion actions include: marketing an enticing image, social media campaigns, street festivals, parades, and retail or other special events.

Is the Michigan Main Street Program right for your community?

Successful Main Street Districts provide:

- Walkable, human-scale environments
- Unique, historic and visually attractive architecture
- A mix of uses, activities and consumers
- A strong existing tax base that attracts new businesses and creates jobs
- A center for activity and community life
- Positive community image and identity
- Opportunities for public-private partnerships
- A place for the community to define its identity through a shared vision of place

Key Questions:

- Does your potential district meet MMS standards for traditional downtown and/or neighborhood commercial districts?
- Is historic preservation important to local citizens and stakeholders?
- Is downtown revitalization a community priority?
- Do you want to leverage human and financial resources in support of downtown?
- Is there a desire to build broad-based community support for downtown revitalization?
- Are public and private stakeholders ready to engage in these efforts?

If so, participation in the Main Street Training Series is the first step.

Goals of The Main Street Training Series & Engaged Level:

- Familiarize community and key stakeholders with the Main Street Approach™
- Access tools designed to build awareness and resources for future Main Street programming
- Identify local stakeholders and strategies to engage them in the Main Street effort
- Join a statewide network of participating communities, including access to the MMS Listserv, to ask questions, make connections and see Main Street in-action across the state



MICHIGAN MAIN STREET PARTICIPATION

Interested in participating in the Michigan Main Street Program? The first step is to determine the level that best fits your community's needs.

Main Street Participation for All Levels

Communities of any capacity or interest level can find a spot to participate in the Michigan Main Street Program. Michigan Main Street offers four distinct levels with increasing commitment and benefits.

Network Level

Network Level communities are communities that are looking for additional resources to bolster their downtown or district revitalization efforts, but may lack capacity and/or desire to fully participate in Michigan Main Street. To be designated at the Network Level a community will complete the following activities:

- Complete and return a Michigan Main Street [Community Interest Form](#) to: Leigh Young at youngl11@michigan.org
- Complete and return the Michigan Main Street [Downtown and District Management Scorecard](#) to: Leigh Young at youngl11@michigan.org
- Submit progress reports due in June and December annually

Network Level communities will receive access to virtual technical assistance from Michigan Main Street staff members, open access to the Main Street Solution Center, and access to Michigan Main Street Downtown Forums which provide an opportunity for additional training and networking.

Engaged Level

Engaged Level communities are communities that are on-track to full participation in Michigan Main Street. A community will officially be recognized as an Engaged Level Main Street Community once they:

- Complete and return a Michigan Main Street [Community Interest Form](#) to: Leigh Young at youngl11@michigan.org
- Complete the online [Main Street Training Series](#)

- Submit their [Downtown and District Management Scorecard](#) to: Leigh Young at youngl11@michigan.org
- Submit progress reports due in June and December annually

A community has up to three years to participate as an Engaged Level community working to apply to the Select Level and make progress and address downtown management priorities reflected in the Downtown and District Management Scorecard.

Engaged Level communities will receive all the benefits of the Network Level plus will be eligible for community site visits, monthly virtual check-ins with Michigan Main Street staff, and access to one Michigan Main Street Workshop per year.

Select Level

Once a community has successfully fulfilled the Engaged Level, they have the option to apply for the Select Level.

Select Level communities are communities that are dedicated to implementing the Main Street Approach to revitalization. The local Main Street program will have an active board of directors, providing oversight and direction, volunteer driven committees completing projects, and a Main Street director assisting with day-to-day needs. Michigan Main Street staff, along with other professionals, work closely with Select Level communities to train their boards and committees, hire a full-time Main Street director, recruit volunteers and get the local program up and running. In addition, at the Select Level, communities receive specialized technical assistance designed to help revitalize their downtown or traditional neighborhood commercial district.

The Select Level is a 5 year commitment for participating communities.

Master Level

The Master Level is available to communities that have successfully completed 5 years in the Select Level and have achieved National Accreditation through Main Street America. The intent of the Master Level is to continue assisting communities that have successfully integrated a full Main Street program into their community. This is achieved by continuing to offer technical assistance, resources, training, and networking opportunities. Master Level communities have the opportunity to act as mentors for other Michigan Main Street communities.

The Master Level is a 2 year commitment for participating communities. Communities have the opportunity to renew their participation for as long as they are actively practicing the Main Street Approach™.

Main Street Training Opportunities

Main Street Training Series

The [Main Street Training Series](#), provides:

- A basic understanding of the Main Street Approach™
- An overview of the strategies that build awareness and participation in future Main Street efforts

The Main Street Training Series is offered at no-cost online after registration. The Main Street Training Series includes 2 training sessions: “Main Street Basics” and “Main Street In Practice.” Communities that complete the Training Series will learn the fundamentals of establishing a local Main Street Program and will be able to decide if Main Street is right for their community.

Downtown Forums hosted by Michigan Main Street

Michigan Main Street will facilitate virtual Downtown Forums bringing together leaders from Michigan's downtowns, traditional neighborhood commercial districts, and prospective main street communities. Every year Michigan Main Street will provide education, training, and resources related to downtown revitalization and management, and will provide support in reaching the level of the Michigan Main Street Program that is best for your community.

Deliverables:

- Program participants will join **virtual learning sessions**, each approx. 60 minutes long. Downtown Forums will focus on training and provide an opportunity for peer to peer learning through facilitated group discussions.

Participant Eligibility:

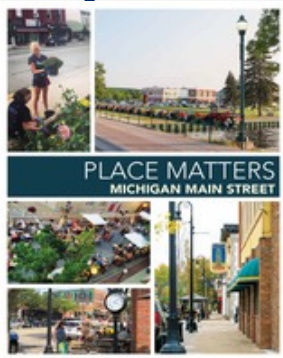
- Community has completed and returned the Michigan Main Street [Community Interest Form](#) to: Leigh Young at youngl11@michigan.org
- Participation in the Downtown Forums is available to eligible organizations and participants at no cost.

Community Expectations:

- Determine up to 2 people from your community to attend the Downtown Forums and email Leigh Young at youngl11@michigan.org to register and receive the Zoom meeting information.
- Participate in discussion, bring questions, and share your challenges and opportunities with your peers.

PLACE MATTERS: MICHIGAN MAIN STREET

For additional information about the Michigan Main Street program levels, services, and benefits of participation download our Program Brochure (to the right).



DOWNLOAD AND
REVIEW THE MMS
PROGRAM
BROCHURE

Click Here



MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Match on Main (FY26) Program Fact Sheet

Program Overview

Match on Main is a reimbursement-based grant program administered by the Michigan Economic Development Corporation (MEDC) to support new and expanding place-based small businesses located in Michigan's downtowns and commercial corridors.

Grant funding supports defined, place-based projects that help activate commercial districts, strengthen local economies, and encourage private investment.

Grant Amount

- Up to \$25,000 per project
- Each Applicant Organization may submit up to two applications per funding round
- Each application supports one eligible business

Who Applies

Small businesses do **not** apply directly to the MEDC.

Applications are submitted, administered, and managed by an **Applicant Organization**, such as:

- Local units of government
- Downtown Development Authorities (DDAs)
- Michigan Main Street organizations
- Other eligible downtown management, business support, or community development organizations

Applicant Organizations must represent communities designated as either:

- **Essentials or Certified** Redevelopment Ready Communities®, or
- **Select or Master** level Michigan Main Street communities

Eligible Businesses

Selected businesses must:

- Be located within a traditional downtown, historic neighborhood commercial corridor, or an area zoned for concentrated commercial development
- Operate from a **physical storefront** and sell products and/or services **face-to-face**

- Be for-profit or nonprofit and **headquartered in Michigan**
- Have, or secure, **site control** prior to application submission
- Be able to provide a **minimum 10% cash match** toward total project costs

Businesses that have previously received Match on Main funding are generally ineligible, with limited exceptions for prior COVID-19 relief programs.

Eligible Uses of Funds

Grant funds may be used to reimburse **eligible, paid project expenses**, including:

- Technical assistance and design services
- Interior building renovations
- Permanent or semi-permanent outdoor space activation
- Marketing, technology upgrades, and point-of-sale systems
- Inventory purchases for retail goods

All expenses must be consistent with the approved project scope.

How Funding Works

- Match on Main is a **reimbursement-only** program
 - Grant funds are released after the project is fully completed
 - The Applicant Organization submits **one final reimbursement request** to the MEDC
 - Approved funds are released to the Applicant Organization, which reimburses the business
-

Project Changes & Timing

- Projects must be completed **as approved** in the application and grant agreement
 - **Scope changes or significant delays** must be communicated to the MEDC in advance
 - Eligible expenses may be incurred on or after the date the application is submitted and are reimbursable only after project completion and approval.
-

Important Note

This fact sheet provides a high-level overview of the Match on Main program. The **Program User Guide and grant agreement** govern all program requirements, eligibility determinations, and reimbursement decisions.