



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

October 15, 2024

8:15 AM

A Regular Meeting of the Downtown Development Authority will be held on Tuesday, October 15, 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 - September 17, 2024

FINANCIALS

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

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) Downtown Social District
- [5.](#) End of Year Meeting Schedule
- [6.](#) Grant Opportunity | DTE Energy Foundation Tree Planting
- [7.](#) Holiday Home Decorating Competition
- [8.](#) Old-Fashioned Christmas Volunteers

CITY COMMENTS & REPORTS

- [9.](#) 2024 Annual Report on Status of Tax Increment Financing Plan
- [10.](#) Downtown Day
- [11.](#) Everything you Need to Know about Special Assessments
12. Placer.ai Information
- [13.](#) Revitalization & Placemaking (RAP) Program
14. Overview of Upcoming Projects

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: 10-10-2024 | 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
September 17, 2024
8:15 AM

MINUTES

CALL TO ORDER

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

1. Roll Call

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

Staff Present: Patricia West, Vicki Schroeder, and Renee Barron

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - August 20, 2024

Motion made by Closs, seconded by Silta to approve the regular meeting minutes of August 20, 2024

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

MOTION CARRIED.

FINANCIALS

3. DDA Investment Updates | First Bank & MI Class

City Treasurer, Vicki Schroeder, provided an overview of the DDA's Investments. She clarified that the Michigan Class investment option is available to municipalities as a pooled investment that protects the principal balance. The returns fluctuate with interest rates.

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

4. Grant Opportunity - Community Foundation for Delta County

Motion made by Closs, seconded by Becker to support the Gladstone Downtown Development Authority's application for the Community Foundation for Delta County's grant application for \$2,000 to pursue funding to purchase commercial grade shade-

sails for the Farmers Market Square.
Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Silta

Item 2.

MOTION CARRIED.

CITY COMMENTS & REPORTS

5. DDA Director

Patricia West provided updates to the DDA on the following items.

- **DDA Email List:** The second email has gone out, and the email list is receiving very positive feedback.
- **Facade Grant Program:** We have received inquiries from businesses who are in the process of applying, and the grant program has received very positive media attention.
- **Downtown Day:** We have had five retailers, six restaurants, two service based companies, and 22 vendors sign up for the event. We are optimistic it will be a successful inaugural day!
- **Downtown Ambassador Position:** We have extended an offer to Samantha Gaudino with a start date of September 23, 2024.
- **Farmers Market Square Updates:** DPW has been working to re-seal the concrete in the Farmers Market Square, as well as repair the planter caps. This was a budgeted improvement for the year.
- **RRC Training:** Patricia has signed up for a free Redevelopment Ready Community (RRC) training with MEDC for the fall. The training will take place virtually once a week and help the city and DDA assessment our current standing in pursuing the certification.

BOARD COMMENTS & REPORTS

Board Chair, Jay Bostwick, asked Community Development Director, Renee Barron, for an update on the following items:

- **North Shore:** A meeting with the developer is scheduled for this week.
- **Besse Property:** No update to share.
- **Planned Unit Development - 80 Delta Ave:** This PUD is going to the City Commission for review on 09/23/2024.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Becker, Seconded by Silta to adjourn at 8:55 AM ET.

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

MOTION CARRIED.

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 08/31/2024
 % Fiscal Year Completed: 41.92

Item 3.

GL Number	Description	24-25 Amended Budget	YTD Balance 08/31/2024 (Abnormal)	Activity For 08/31/2024 (Decrease)	Available Balance 08/31/2024 Normal (Abnormal)	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-437.001	CITY CAPTURE	208,066.00	135,048.49	94,550.09	73,017.51	64.91
248-000-437.005	BAY COLLEGE CAPTURE	44,406.00	14,423.15	10,097.95	29,982.85	32.48
248-000-437.009	DELTA COUNTY CAPTURE	67,568.00	43,828.40	30,685.14	23,739.60	64.87
248-000-437.013	DC ROAD PATROL CAPTURE	17,474.00	0.00	0.00	17,474.00	0.00
248-000-437.015	COMM ACTION CAPTURE	10,752.00	0.00	0.00	10,752.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	10,079.00	0.00	0.00	10,079.00	0.00
248-000-437.021	DATA CAPTURE	8,063.00	0.00	0.00	8,063.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	4,030.00	0.00	0.00	4,030.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	9,676.00	0.00	0.00	9,676.00	0.00
248-000-540.000	GRANT REVENUE	4,000.00	0.00	0.00	4,000.00	0.00
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	6,363.00	0.00	0.00	6,363.00	0.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	0.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	5,500.00	3,111.24	1,523.94	2,388.76	56.57
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	1,430.00	280.00	(305.00)	127.11
248-000-675.007	FARMERS MARKET--PRESCRIPTION FOR HEA	4,500.00	0.00	0.00	4,500.00	0.00
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	0.00	0.00	200.00	0.00
248-000-699.390	TRANSFER FROM FUND BALANCE	78,812.00	0.00	0.00	78,812.00	0.00
Total Dept 000 - REVENUE		505,674.00	197,901.19	137,137.12	307,772.81	39.14
Revenues		505,674.00	197,901.19	137,137.12	307,772.81	39.14
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-704.000	WAGES-PART TIME EMPLOYEES	23,178.00	8,020.51	1,874.93	15,157.49	34.60
248-537-707.000	TEMPORARY EMPLOYEES	2,000.00	663.00	663.00	1,337.00	33.15
248-537-708.000	UNEMPLOYMENT	100.00	1.60	0.40	98.40	1.60
248-537-709.000	FICA 6.2%	1,519.00	541.54	157.68	977.46	35.65
248-537-711.000	MEDICARE 1.45%	355.00	126.67	36.88	228.33	35.68
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	346.00	0.00	0.00	346.00	0.00
248-537-728.000	MSA EMPLOYER EXPENSE	140.00	0.00	0.00	140.00	0.00
248-537-735.000	EDUCATION & TRAINING	500.00	0.00	0.00	500.00	0.00
248-537-736.000	TRANSPORTATION & LODGING	500.00	0.00	0.00	500.00	0.00
248-537-751.000	MATERIALS & SUPPLIES	750.00	135.12	30.19	614.88	18.02
248-537-754.000	POSTAGE	150.00	0.64	0.00	149.36	0.43
248-537-756.000	COMPUTER	3,000.00	232.63	33.24	2,767.37	7.75
248-537-757.000	COPIES	700.00	6.72	0.00	693.28	0.96
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	0.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	5,000.00	5,000.00	0.00	0.00	100.00
248-537-762.000	INTEREST EXPENSE	17,654.00	0.00	0.00	17,654.00	0.00
248-537-802.000	LEGAL FEES	500.00	0.00	0.00	500.00	0.00
248-537-803.000	AUDIT FEES	1,000.00	0.00	0.00	1,000.00	0.00
248-537-808.000	TELEPHONE	540.00	204.21	79.90	335.79	37.82
248-537-819.000	FACADE GRANT PROGRAM	50,000.00	0.00	0.00	50,000.00	0.00
248-537-880.001	CHRISTMAS CELEBRATION	5,500.00	0.00	0.00	5,500.00	0.00
248-537-880.003	FARMERS MARKET	4,300.00	4,022.48	1,716.32	277.52	93.55
248-537-880.004	FARMERS MARKET--PRESCRIPTION FOR HEA	4,500.00	290.00	290.00	4,210.00	6.44
248-537-880.005	FARMERS MARKET--SQUARE	4,000.00	5,852.46	1,017.02	(1,852.46)	146.31
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 08/31/2024
 % Fiscal Year Completed: 41.92

Item 3.

GL Number	Description	24-25 Amended Budget	YTD Balance 08/31/2024 (Abnormal)	Activity For 08/31/2024 Increase (Decrease)	Available Balance 08/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-910.000	INSURANCE LIABILITY	100.00	125.00	0.00	(25.00)	125.00
248-537-960.000	OTHER OPERATING SUPPLIES	250.00	0.00	0.00	250.00	0.00
248-537-970.051	NORTH SHORE	84,500.00	0.00	0.00	84,500.00	0.00
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	0.00	0.00	227,000.00	0.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	43,592.00	0.00	0.00	43,592.00	0.00
Total Dept 537 - ADMINISTRATIVE		505,674.00	47,722.58	5,899.56	457,951.42	9.44
Expenditures		505,674.00	47,722.58	5,899.56	457,951.42	9.44
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		505,674.00	197,901.19	137,137.12	307,772.81	
TOTAL EXPENDITURES		505,674.00	47,722.58	5,899.56	457,951.42	
NET OF REVENUES & EXPENDITURES:		0.00	150,178.61	131,237.56	(150,178.61)	

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 08/31/2024

Item 3.
 Y1 08/31/2024
 Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY			
*** Assets ***			
248-000-001.000	CASH	153,753.37	
248-000-017.000	INVESTMENT IN FIRST BANK	73,175.78	
248-000-017.001	INVESTMENTS IN MI CLASS	98,285.39	
248-000-055.000	ACCRUED INCOME	1,900.60	
Total Assets		327,115.14	
*** 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		327,115.14	
BEG. FUND BALANCE		170,658.87	
+ NET OF REVENUES & EXPENDITURES		150,178.61	
= ENDING FUND BALANCE		320,837.48	
+ LIABILITIES		6,277.66	
= TOTAL LIABILITIES AND FUND BALANCE		327,115.14	

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 10/15/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Downtown Social District

BACKGROUND:

A social district is a designated area where nearby licensed businesses can sell adult beverages for customers to enjoy within a shared public space. With Saunders Point Brewing opening on Delta Avenue, community excitement for a social district has grown.

The DDA has previously committed to exploring funding opportunities to make improvements to the Market Square as a communal gathering space. In doing so, the DDA needs to align in its direction to pursue a social district.

The proposed improvements will make downtown Gladstone a more attractive destination for residents, businesses, and visitors. Superbloom Coffee, Saunders Point Brewing, and the Delta County Economic Development Alliance have all expressed strong support for this initiative, recognizing the value it will bring to the community.

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

Social District Permit Information for Local Governmental Units

RECOMMENDATION:

Motion to support the Gladstone DDA’s pursuit of a social district.



Michigan Liquor Control Commission (MLCC)
Constitution Hall, 2nd Floor, 525 W. Allegan St, Lansing, MI 48933
P.O. Box 30005, Lansing, MI 48909
866-813-0011 – www.michigan.gov/lcc

Social District Permit Information For Local Governmental Units

Pursuant to MCL 436.1551, the governing body of a local governmental unit may designate a Social District within its jurisdiction. Qualified licensees whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.

If a non-profit organization requests a Special License for a location within a Social District commons area, the governing body of the local unit of government shall delineate the portion of the commons area to be utilized exclusively by the Special Licensee and the portion of the commons area to be used exclusively by Social District permittees. The Special License applicant must submit documentation from the local governmental unit, including a clear diagram, with its application.

The term commons area is defined by MCL 436.1551(8)(a):

"Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

The term qualified licensee is defined by MCL 436.1551(8)(c):

"Qualified licensee" means any of the following:

- *A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (This includes the following license types: Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, Brewpub.)*
- *A manufacturer with an on-premises tasting room permit issued under section 536.*
- *A manufacturer that holds an off-premises tasting room license issued under section 536.*
- *A manufacturer that holds a joint off-premises tasting room license issued under section 536.*

A list of all licensees, sorted by county and local governmental unit, may be found on the MLCC website.

The governing body of a local governmental unit may designate a Social District pursuant to MCL 436.1551 under the following conditions:

- Designate a Social District that contains a commons area, as defined in MCL 436.1551(8)(a).
- Establish local management and maintenance plans, including hours of operation, for a commons area.
- Define and clearly mark with signs the designated commons area.
- A governing body of a local governmental unit shall not designate a Social District that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road.
- The governing body shall maintain the commons area in a manner that protects the health and safety of the community.

- The governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act of the time and place of the public hearing before the public hearing.
- The governing body shall file the designation or revocation of the Social District with the MLCC.

Before applying to the MLCC for a Social District Permit, a qualified licensee must first obtain approval from the governing body of the local governmental unit. A fillable resolution for this approval is part of the Social District Permit Application (LCC-208).

Filing the Designation of a Social District with the MLCC

A local governmental unit must file the following items with the MLCC when designating a Social District:

- A copy of the resolution passed by the governing body designating the Social District and commons area.
- A copy of the management and maintenance plans, including the hours of operation, established by the local governmental unit for the Social District and commons area.
- A diagram or map that clearly shows the boundaries of the Social District and commons area. Please indicate the name, address, and location of the qualified licensees that are contiguous to the commons area on the diagram or map.

Submit the items above to:

By Mail: Michigan Liquor Control Commission - P.O. Box 30005 - Lansing, MI 48933

By Fax: (517) 763-0059

By Email: mlccrecords@michigan.gov

Additional sections of the Liquor Control Code for a local governmental unit to consider when establishing a Social District or commons area within a Social District:

[MCL 436.1915](#) - Possessing or consuming alcoholic liquor on public highway or in park, place of amusement, or publicly owned area; authority of local governmental unit or state department or agency to prohibit possession or consumption of alcoholic liquor; definitions.

(1) Alcoholic liquor shall not be consumed on the public highways.

(2) Except as provided in subsections (3) and (4), alcoholic liquor may be possessed or consumed in public parks, public places of amusement, or a publicly owned area not licensed to sell for consumption on the premises.

(3) The governing body of a local governmental unit may prohibit by ordinance, order, or resolution the possession or consumption of alcoholic liquor in any public park, public place of amusement, or publicly owned area that is owned or administered, or both, by that local governmental unit. When land is leased from a department or agency of this state, an ordinance, order, or resolution adopted pursuant to this subsection shall be subject to the approval of the department or agency.

(4) A department or agency of this state that administers public lands may prohibit by rule, order, or resolution the possession or consumption of alcoholic liquor on the public land under its jurisdiction.

(5) As used in this section:

(a) "Local governmental unit" means a county, city, township, village, or charter authority.

(b) "Publicly owned area" means an area under the jurisdiction of a local governmental unit.

MCL 436.1913(1), (2), & (5) - Prohibited conduct; unlicensed premises or place; unlawful consumption of alcoholic liquor; exceptions; construction of section; "consideration" defined.

(1) A person shall not do either of the following:

(a) Maintain, operate, or lease, or otherwise furnish to any person, any premises or place that is not licensed under this act within which the other person may engage in the drinking of alcoholic liquor for consideration.

(b) Obtain by way of lease or rental agreement, and furnish or provide to any other person, any premises or place that is not licensed under this act within which any other person may engage in the drinking of alcoholic liquor for consideration.

(2) A person shall not consume alcoholic liquor in a commercial establishment selling food if the commercial establishment is not licensed under this act. A person owning, operating, or leasing a commercial establishment selling food which is not licensed under this act shall not allow the consumption of alcoholic liquor on its premises.

(5) As used in this section, "consideration" includes any fee, cover charge, ticket purchase, the storage of alcoholic liquor, the sale of food, ice, mixers, or other liquids used with alcoholic liquor drinks, or the purchasing of any service or item, or combination of service and item; or includes the furnishing of glassware or other containers for use in the consumption of alcoholic liquor in conjunction with the sale of food.

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 10/15/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

End of Year Meeting Schedule

BACKGROUND:

There are two remaining meetings scheduled through the end of the year.

- Tuesday, November 19th at 8:15 AM
- Tuesday, December 17th at 8:15 AM

DDA Director, Patricia West, is trying gauge the boards availability for the end of year meetings as there are several items the DDA board will need to complete, review, or discuss as we approach year end.

- End of Year Informational Meetings
- Façade Grant Applications
- Old-Fashioned Christmas
- Upcoming Grant Opportunities

FISCAL EFFECT:

- None

SUPPORTING DOCUMENTATION:

None

RECOMMENDATION:

Finalize meeting schedule for the remainder of the year.



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 10/15/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Grant Opportunity | DTE Energy Foundation Tree Planting Grant Program

BACKGROUND:

The DTE Energy Foundation Tree Planting Grant provides funding for tree planting projects on public property or lands open to the public in Michigan communities. Grants range from \$500 to \$4,000, supporting projects that enhance urban forestry, improve environmental quality, and foster community engagement. The application deadline is **October 25, 2024**. For more information and application details, visit [Michigan DNR's grant page](#).

Referencing the [minutes from April 16, 2024](#), Barry Lund gave an overview of tree needs on Delta Avenue:

Barry Lund, Superintendent for Public Works, provided an overview of his recommendations on tree planting downtown. The DDA Vision & Opportunity Subcommittee plans to take this into consideration as they draft the proposed five-year action plan. Barry Lund recommended planting four trees at each intersection listed below. He estimated the cost to be about \$6000/intersection (or \$1500/tree).

- Delta Avenue & 8th Street
- Delta Avenue & 10th Street
- Delta Avenue & 11th Street

FISCAL EFFECT:

\$18,000

- \$4000 – Grant Funding
- \$8000 – DDA
- \$6000 – City of Gladstone

SUPPORTING DOCUMENTATION:

None

RECOMMENDATION:

Motion to support the Gladstone DDA's application for \$4000 to pursue the planting of a total of 12 trees (four per intersection) at the intersections of Delta & 8th St, Delta & 10th St, and Delta & 11th St.

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 10/10/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Holiday Home Decorating Competition

BACKGROUND:

WPPI is donating \$1,000 towards a holiday home decorating competition. **The DDA has been asked to identify one individual to join the judges panel.**

Contest Information:

To participate, residents must register online by **December 15, 2024**. Eligible participants must either reside within the city limits or use city electric services.

Judging will be conducted by representatives from the City of Gladstone, the Gladstone DDA, and one city resident. Winners will be announced on Friday, December 20th.

First Place: \$750
Second Place: \$150
Third Place: \$100

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

None

RECOMMENDATION:

Select one individual from the DDA Board to join the judges' panel.



Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 10/15/2024
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Old-Fashioned Christmas Volunteers

BACKGROUND:

The Old-Fashioned Christmas (OFC) will take place on Friday, November 29th from 5:30 PM until 8:00 PM. The planning committee had their first meeting on October 3rd.

We are hoping to get volunteers from the DDA for set-up, clean-up, and oversight of activities.

FISCAL EFFECT:

None

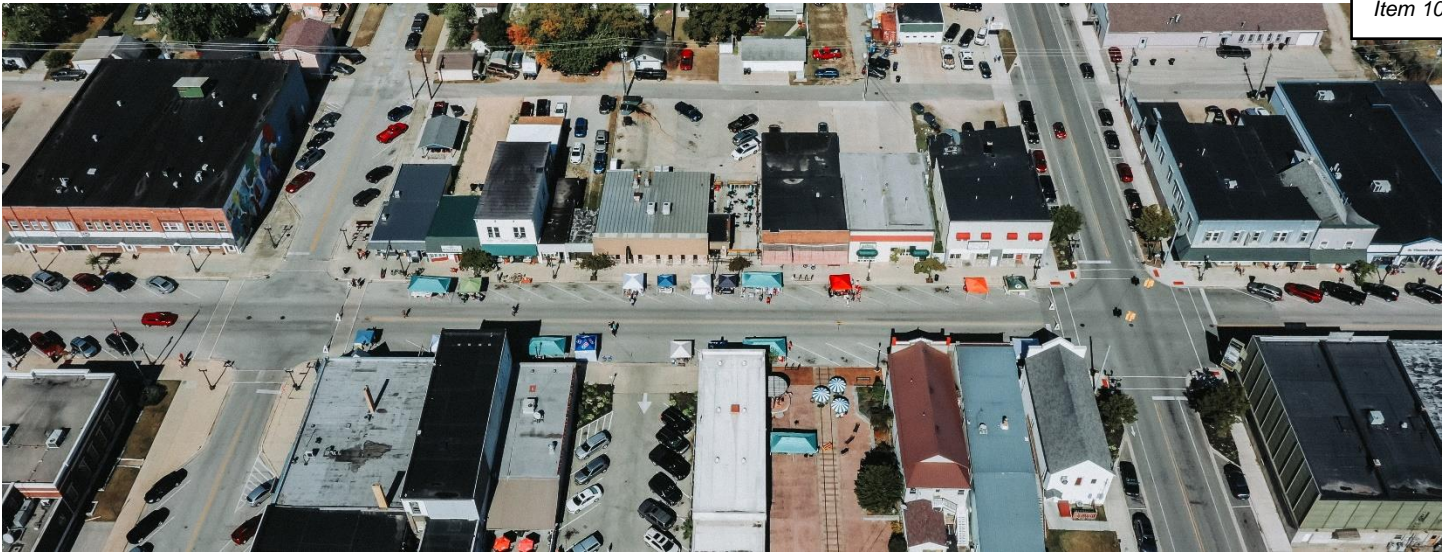
SUPPORTING DOCUMENTATION:

None

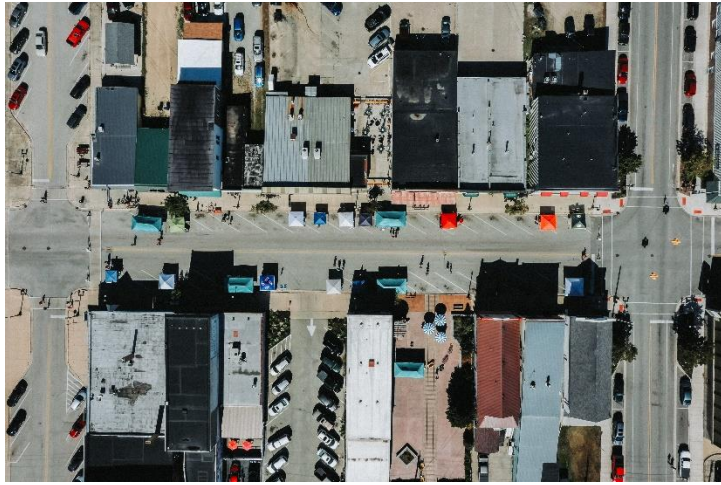
RECOMMENDATION:

Secure DDA Board Member volunteers for the Old-Fashioned Christmas.









Everything you need to know about Special Assessments

News Release Date 09-24-2024

[Back to News](#)



A **special assessment** is a tool utilized by cities *all across the state of Michigan* to fund public improvements, specifically roadway and utility projects. The City of Gladstone has had the ability to utilize special assessments since October 15, 1889.

Unlike general taxes, which are spread across the entire community, special assessments are charged only to property owners who directly benefit from a specific improvement project, such as the repaving of a nearby street or the installation of new utilities. This approach ensures that those who gain the most

from a project contribute more significantly to its cost. On average, a property within Gladstone is special assessed for infrastructure improvements once every twenty-five years, making it a rare but effective means to fund critical local improvements. Item 11.

Benefits of Special Assessments:

1. **Fairness:** Special assessments ensure that the costs of improvements are shared fairly among those who benefit directly based on their property's street frontage. For instance, if a street is repaved, the property owners along that street see the most benefit in terms of accessibility and property value increase, and thus contribute to the cost.
2. **Targeted Funding:** Special assessments provide a targeted source of revenue for specific projects without raising taxes for the entire community. This helps the city keep overall tax rates more manageable, as improvements are paid for by those who benefit directly.
3. **Sustainable Infrastructure Maintenance:** By using special assessments, the city can maintain and improve infrastructure consistently. This system allows Gladstone to spread out the cost of large projects over time, making them affordable for both the city and property owners.
4. **Opportunity for ADA Compliance:** Special assessments also provide a unique opportunity to correct infrastructure and sidewalks that are not currently compliant with the Americans with Disabilities Act (ADA). When streets and utilities are improved, the city can also upgrade sidewalks to ensure accessibility for all residents, including those with disabilities. This not only enhances safety and mobility but also aligns with the city's commitment to inclusivity and equal access.

Why Special Assessments are Important:

1. **Reliable Funding for Infrastructure:** Special assessments provide a reliable source of funding for critical infrastructure projects, such as street and utility improvements. Without special assessments, the city would need to find alternative funding sources, which could significantly limit our ability to carry out needed repairs and upgrades. The current system allows us to maintain infrastructure without straining the existing department budgets, ensuring that Gladstone can continue to meet community needs efficiently.
2. **Preventing Higher Taxes or Service Reductions:** Special assessments help keep property taxes lower for everyone by ensuring that those who benefit most from a project contribute directly to its cost. Without this tool, the city might need to raise millage rates, resulting in higher property taxes for all

residents, regardless of whether they directly benefit from an improvement. Alternatively, we could be forced to cut services, leading to reduced road maintenance, less frequent snow plowing, and delayed utility repairs—negatively impacting the quality of life for the entire community.

- 3. **Maintaining a Balanced City Budget:** Special assessments enable the city to share the costs of infrastructure projects across multiple funding sources, including property owners, the Downtown Development Authority, and other city departments. This balance helps avoid budget shortfalls in essential services, allowing Gladstone to maintain community development initiatives and other critical city functions without overburdening any single source.
- 4. **Sustaining Road Quality:** Special assessments have been key to the significant progress made in improving road conditions in Gladstone over the past decade. Roads that were once in poor condition have been upgraded to fair or good condition, benefiting all residents by reducing vehicle maintenance costs and improving safety. Without special assessments, maintaining this progress would be extremely challenging, and roads would quickly deteriorate, reversing the improvements we have worked hard to achieve.

Special assessments are crucial for Gladstone’s strategy to maintain and improve our infrastructure in a fair, effective, and sustainable manner. They ensure that those who directly benefit from public improvements contribute to their costs, **keeping taxes lower for the community while providing the funding necessary to maintain safe and reliable roads and utilities.**

Current Special Assessments for Paving & Utility Projects

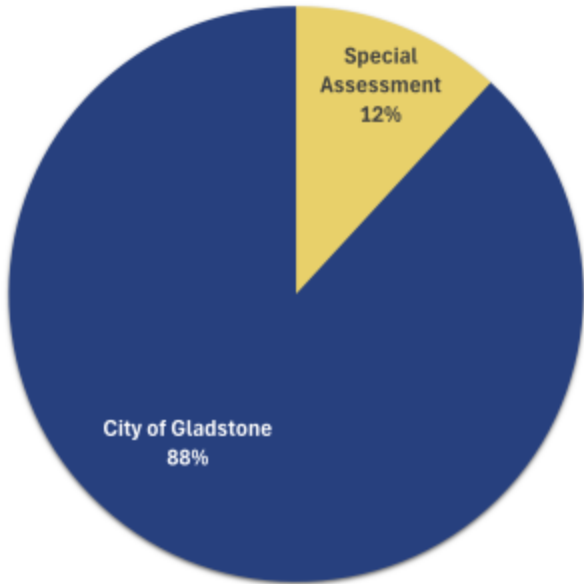
9th Street Special Assessment

The City of Gladstone, in partnership with the City of Gladstone's [Downtown Development Authority](#), covered 88.2% of the \$5,683,402 project costs for the 9th Street updates in 2020 to minimize the burden of special assessments on property owners.

This project covered 190 parcels over 15 years of financing.

4th Street Special Assessment

Between budget planning and the successful acquisition of \$320,000 in grant funding, the City of Gladstone was able to contribute 74% of the \$490,000 in



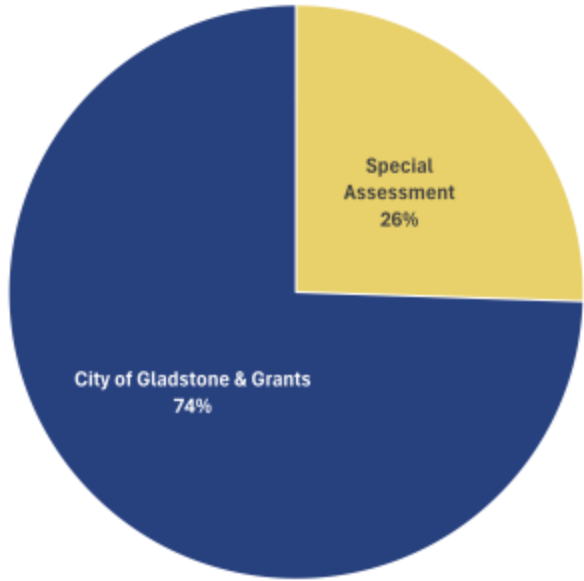
project costs for the 4th Street project in 2020 to minimize the burden of special assessments on property owners.

This project covered 47 parcels over 15 years of financing.

N 15th Street Special Assessment

The City of Gladstone was able to contribute 55% of the \$471,000 in project costs for the N 15th Street project in 2021 to minimize the burden of special assessments on property owners.

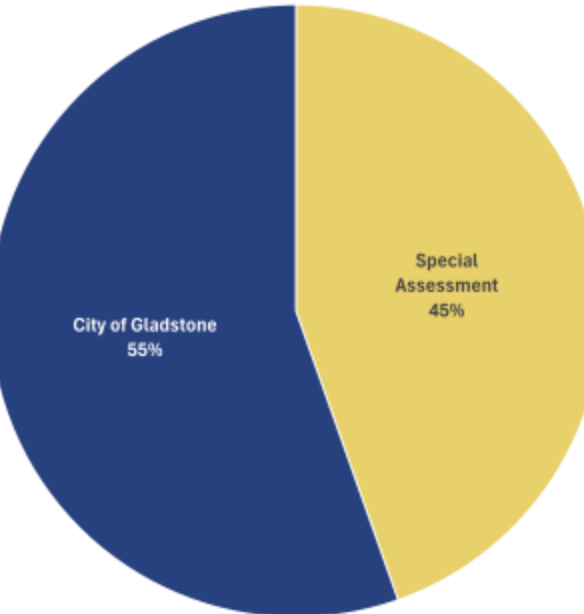
This project covered 113 parcels over 8 years of financing.



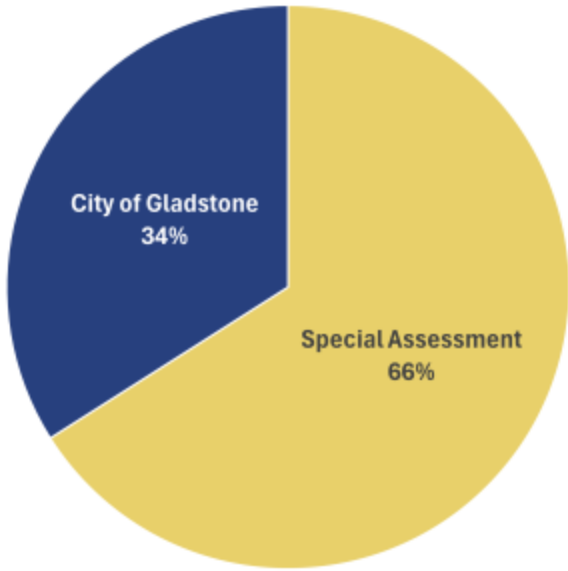
North Bluff Special Assessment

The City of Gladstone was able to contribute 34% of the \$378,650 in project costs for the North Bluff project in 2022 to minimize the burden of special assessments on property owners.

This project covered 102 parcels over 8 years of financing.



Southwest Gladstone



(Lowrie/Minneapolis/18th St)

The City of Gladstone was able to contribute 58% of the \$270,580 in project costs for the Southwest Gladstone project in 2023 to minimize the burden of special assessments on property owners.

This project covered 23 parcels over 8 years of financing.

REVITALIZATION AND PLACEMAKING (RAP FUND) PROGRAM

GUIDELINES

Program Overview

The Revitalization and Placemaking (“RAP”) Program is an incentive program that will proactively deploy state funding to address community revitalization needs in Michigan communities by investing in projects that enable population and tax revenue growth through rehabilitation of underutilized buildings and historic structures, and development of permanent place-based infrastructure associated with social zones and traditional downtowns, outdoor dining, and place-based public spaces. Administered by the Michigan Economic Development Corporation (“MEDC”), this tool provides access to development gap financing for 1) real estate rehabilitation and development projects; 2) public place-based infrastructure projects; or 3) façade improvement program implementation projects. Grants will be awarded for individual projects; however, grants for place-based infrastructure and/or façade program implementation may be awarded to subgrant programs. Awards may be made based on individual application or based on funding rounds as determined by the MEDC.

Program Goals

Through the RAP Program, the MEDC partners with local communities to proactively address revitalization needs by investing in projects that promote population and tax revenue growth. These investments help create the environment necessary to attract and retain talent, add new housing options, enable business creation and attraction, and provide resources for Michigan citizens and communities.

Eligible Applicants:

- **Real Estate Rehabilitation and Development:** Individuals or entities working to rehabilitate vacant, underutilized, blighted, and historic structures. These applicants may include non-profits and local economic development organizations or private real estate developers.
- **Public Place-Based Infrastructure (individual projects):** Individuals or entities working on the development of permanent place-based infrastructure¹ associated with traditional downtowns, social-zones, outdoor dining and placed-based public spaces. These applicants may include but are not limited to: Municipal or economic development organizations such as Downtown Development Authorities, local units of government, local Land Bank Fast Track Authorities² or other entities approved by the MEDC.
- **Façade or Public Place-Based Infrastructure Subgrant (as part of a funding round):** Economic development organizations and other public entities working to improve the streetscape in traditional downtowns and neighborhood commercial nodes by investing in place-based infrastructure on publicly owned and maintained properties or investing in private building facades through an existing and active local façade improvement program.

¹ Amenity that is not intended to be temporary, including but not limited to a site improvement or building, and that positively contributes to a traditional downtown or a mixed-use area with abundant accommodations for non-motorized transportation.

² Local authority created under Act 258 of 2003.

Eligible Properties:

- Real Estate Rehabilitation and Development:
 1. Must qualify as Previously Developed Property³ and may have previously contained or currently contains a structure.
 2. Must be located in or contributing to a traditional downtown, central business district, neighborhood commercial node or adjacent walkable neighborhood; and
- Public Place-Based Infrastructure:
 1. Must be located in or contributing to a traditional downtown, central business district, neighborhood commercial node or adjacent walkable neighborhood; and
 2. Must be a property and be owned and maintained by a municipality or community-focused non-profit; and
 3. Must be a physical location that is generally open and accessible to the public, without cost, and is owned and maintained for the public good. Public space can be used for recreation, public use, or as places for people to gather.
- Façade Program Implementation:
 1. Must be located in or contributing to a traditional downtown, central business district, neighborhood commercial node or adjacent walkable neighborhood; and
 2. Must fit the requirements of the local and currently active façade improvement program.

Eligible Costs

"Eligible Costs" are at least one, or any combination, of the following expenditures:

- a. Acquisition or costs for real property;
- b. Fees or costs for alteration, new construction, improvement, demolition, or rehabilitation of buildings of an approved project, including utility tap fees, and fees and costs paid to a governmental entity for permits, zoning, and inspections;
- c. Costs associated with site improvements such as access (including ADA improvements) and streetscaping elements such as lighting, fencing, street furniture, etc.;
- d. Fees or costs for site improvements, including a surface parking lot, parking garage, parking ramp, utilities and public infrastructure, such as roads, curbs, gutters, sidewalks, landscaping, lighting, grading and land balancing;
- e. Fees or costs for the addition of machinery, equipment or fixtures for an approved project;
- f. Professional fees or costs for an approved project for the following services: architectural, engineering, environmental, and surveying;
- g. Real estate developer fees not to exceed 4% of total project costs;
- h. Other costs associated with real estate or place-based infrastructure development may be considered on a case-by-case basis.

Award Structures and Funding

Funding availability is based on income tax revenue deposited into the Revitalization and Placemaking Fund and appropriated for this program as described in Section 696 of the Income Tax Act of 1967.

Grants for place-based infrastructure and/or façade program implementation may be awarded to subgrant

³ Previously developed property means property that was part of an existing developed residential, commercial, or industrial zone and contained a structure serviced by utilities, or former dumps, landfills, and other areas filled with nonnative material.

programs and will have unique funding limits as determined in the funding round.

All awards will be structured as performance-based reimbursement grants with milestones and reporting requirements:

- Real Estate Rehabilitation and Development:
 1. Grant awards on a single project associated with the rehabilitation of vacant and blighted buildings or costs associated with the repurposing of space left vacant shall not exceed the lesser of \$1.5 million or 50% of Eligible Costs, except all allowed under 2. below.
 2. Grant awards for a single project with an extraordinary economic development impact or public benefit that has maximized all other state loans and financing tools as determined by the MEDC, will be eligible for an award amount up to the lesser of \$5 million or 50% of the Eligible Costs. Any project for consideration must pursue and maximize all additional programs and/or funding sources available to support the project (e.g., Loan capacity, Housing TIF, Federal Historic Tax Credit, etc.). Also, any instances of Extraordinary Economic Development Impact/Public Benefit shall satisfy the MEDC Place Incentives Guidance, and embody one or more of the additional qualities described below:
 - Project will eliminate long lasting instances of blight and/or environmental contamination (10+ years), through the redevelopment of the property.
 - Project has a geographic correlation, and addresses community needs associated with a significant, strategic MEDC investment.
 - Project is proposed in an area of historic disinvestment and has not seen new or rehabilitated mixed-use development in 5+ years.

** All projects funded under these criteria are subject to RAP regional targets and will significantly impact the availability of additional funding for other projects in the region.**
- Public Place-Based Infrastructure:
 1. For a single project associated with the development of permanent place-based infrastructure in support of a traditional downtown or central business district and associated with social-zones⁴, outdoor dining, etc.: must have a minimum request of \$500,000 and a maximum of the lesser of \$1 million or 50% of Eligible Costs.
 2. Grant applications will be accepted as part of an application round as announced by the MEDC.
- Public Place-Based Infrastructure and/or Façade Program (Subgrant Funding Rounds):
 1. There is no minimum or maximum request amount for subgrant applications, but applicants are encouraged to only include the most competitive projects and to recognize that all projects in the grant application must meet readiness requirements and have all funding sources secured.
 2. There is no minimum grant amount for each subrecipient grant within the subgrant application, but the maximum grant amount for each subrecipient grant request within the subgrant application is limited to the lessor of \$500,000 or 50% of Eligible Costs.
 3. Grant applications may be submitted as part of an application round as announced by the MEDC.

Award Disbursement

Awards will be disbursed in two parts. The first disbursement will be for up to fifty percent (50%) of the eligible costs submitted, not to exceed fifty percent (50%) of the grant; and, upon Project completion, up to fifty percent (50%) of eligible costs submitted, not to exceed the remaining balance of the grant.

There will be no more than two disbursements per project.

⁴ Area or district established by a local governmental unit (city, village, township, county) under MCL 436.1551

Project Considerations

The most competitive applications will clearly address community revitalization needs by responding to the criteria below:

1. **Local support and match:** All submissions must include a letter of support from the local or regional economic development organization and the highest municipal local official, such as the City Manager, Mayor, or Township Supervisor. The letter must also state that support is specific to the RAP project and not just general project support. If the project is for place-based infrastructure, the letter must provide a detailed explanation of who will maintain the space and how ongoing maintenance costs will be funded.
2. **Location:** Preference will be given to projects located in traditional downtowns, neighborhood commercial nodes, and Geographically Disadvantaged Areas⁵.
3. **Capacity:** The applicant, consultant or individual member of the development team must have experience implementing a project of a similar scope.
4. **Long-term impacts:** Competitive applicants will be able to articulate how the proposal will have a long-term impact in the community including addressing how the project will enable growth in population and tax revenue.
5. **Financial Viability:**
 - Demonstrate long-term financial viability of the project
 - Demonstrate financial need for the incentive award
 - Demonstrating that all other financing sources have been exhausted.
6. **Local and Regional Impact Considerations:**
 - Project should demonstrate how it supports the vision and goals stated in the local master plan, downtown plan, capital improvements plan and/or economic development strategy.
 - Project should demonstrate the readiness of infrastructure – utilities, housing, transportation, public transit, and other community services. Is the project filling available capacity or creating need for new community or state investments in infrastructure/resources?
 - The most competitive proposals will include a financial contribution from the local unit of government.
7. **Additional programing, partnership and design considerations** may be incorporated into funding round applications.

All RAP Program awards shall be memorialized by final written agreement with terms and conditions in accordance with these RAP Guidelines, MEDC approval, and any other applicable laws. These terms and conditions shall otherwise be satisfactory to the MEDC, and shall include, without limitation, performance-based milestones governing disbursements, repayment provisions, and periodic reporting to facilitate the MEDC's report to the Michigan Legislature. The RAP Program agreements shall also include a provision for repayment due to breach of the written agreement or failure to meet measurable milestones.

⁵ Geographically Disadvantaged Areas are defined as economically distressed and historically underinvested census tracts and counties, especially in urban and rural areas, that tend to experience relatively high unemployment and low household incomes. MEDC and the State of Michigan operationalize geographically disadvantaged areas to constitute Treasury-designated Opportunity Zones and Small Business Administration-defined HUBZones (Historically Underutilized Business Zones).