



# **GLADSTONE CITY COMMISSION REGULAR MEETING**

City Hall Chambers – 1100 Delta Avenue  
April 28, 2025  
6:00 PM

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## **AGENDA**

### **CALL TO ORDER**

1. Invocation
2. Pledge of Allegiance
3. Roll Call

### **PUBLIC HEARINGS**

### **PUBLIC COMMENT**

### **CONFLICTS OF INTEREST**

### **CONSENT AGENDA**

- [4.](#) DDA Regular Meeting Minutes - February 18, 2025
- [5.](#) Gladstone Board of Review Organization Meeting Minutes March 4, 2025
- [6.](#) Gladstone Board of Review Meeting Minutes of March 12, 2025
- [7.](#) Gladstone March Board of Review Meeting Minutes March 13, 2025
- [8.](#) Gladstone City Commission Special Meeting Minutes of April 7, 2025
- [9.](#) City Commission Regular Meeting Minutes April 14, 2025
- [10.](#) CivicPlus Recreation Management Software Invoice #332892
- [11.](#) Primus Marketing Invoice #PM25048
- [12.](#) Primus Marketing Invoice #PM25052
- [13.](#) Bell Lumber & Pole INV-039686
- [14.](#) Hawkins, Inc. Invoice #7041304
- [15.](#) Anderson, Tackman & Company Invoice #78685

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

- [16.](#) Introduction of Fiscal Year 2025-2026 Appropriations Ordinance No. 2025-623
- [17.](#) Gladstone American Legion Riders Post 71 Special Events Application - Hot Rods & Harleys 2025
- [18.](#) 2025-2026 DDA and Parks & Recreation Service Agreement
- [19.](#) Social District Maintenance & Management Plan Proposal
- [20.](#) City of Gladstone Logo & Branding Toolkit

### **CITY MANAGER'S REPORT**

### **CITY COMMISSION & COMMITTEE REPORTS**

### **BOARDS & COMMISSIONS REPORTS**

### **CITY COMMISSIONER COMMENTS**

### **CITY CLERK COMMENTS**

### **CLOSED SESSION**

### **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: 04-24-2025

Kimberly Berry, MiPMC  
906-428-2311  
[kberry@gladstonemi.gov](mailto:kberry@gladstonemi.gov)

## **RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS**

### **(Excerpt from City Commission Rules of Procedure Adopted: 11-25-2019)**

#### **A. Public Comment / Public Hearings**

At regular and special meetings of the commission, individuals wishing to be heard may address the commission during the public comment/public hearing periods as set forth in the agenda under the following rules:

1. Each speaker shall state name and address for the record.
2. Each speaker is limited to three (3) minutes of comment unless the presiding officer decides more time is necessary
3. Each speaker shall try to be concise and refrain from repeating comments already addressed by the commission.
4. Speakers who do not cease speaking when asked to do so will be deemed out of order and will not be allowed to address the commission again for the remainder of the meeting; continued disruption will warrant removal from the meeting.
5. The commission shall not decide issues that arise during public comment.
6. Speakers should address the commission through the presiding officer.
7. Commissioners and staff will not debate with the public.
8. Speakers will not verbally attack City Commissioners, City Staff or members of the public attending the meeting. Any such behavior will not be tolerated and any person presenting in this manner will be warned by the Mayor and shall be removed by Public Safety for noncompliance.
9. No vulgar or obscene language will be used by the speakers.
10. Any information the speaker wants to distribute to the Commission must first ask the Chair (Mayor) if they may present the Commission written comments at the meeting.
11. Speakers may not ask questions of the board during this time as the Commission or Staff will not address them during this public comment period.



# GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
February 18, 2025  
8:15 AM

## MINUTES

### CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:17 AM ET.

#### 1. Roll Call

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

**Staff Present:** Patricia West

### PUBLIC COMMENT

Teresa Evans addressed the DDA Board to express her interest in learning more about the social district. She also shared concerns regarding its implementation and impact.

### APPROVAL OF MINUTES

#### 2. DDA Regular Meeting Minutes of January 21, 2025

Motion made by Closs, seconded by Thompson to approve the DDA Regular Meeting Minutes of January 21, 2025.

Voting Yea: Thompson, Taylor, Bostwick, Lippens, Closs

**MOTION CARRIED.**

### FINANCIALS

#### 3. January Revenue & Expenditures Report

DDA Director, Patricia West, provided an overview of the January revenue and expenditure reports. She noted that many significant expenses for the year have already been incurred, leaving wages and salaries as the primary remaining budgeted activity for the 2024/2025 fiscal year.

Jacob Taylor asked about the Downtown Ambassador position transitioning from the Temporary Employees line item to the Wages-Part Time Employees line item. West clarified that this change will take effect in April with the start of the 2025/2026 fiscal year.

### CONFLICTS OF INTEREST

None.

### ADDITIONS TO THE AGENDA

None.

### UNFINISHED BUSINESS

#### 4. 2025-2026 Budget Proposal

Motion made by Closs, seconded by Bostwick to recommend the proposed 2025-2026 budget to the City Commission.

Voting Yea: Thompson, Taylor, Bostwick, Lippens, Closs

**MOTION CARRIED.**

### NEW BUSINESS

#### 5. 2025 Farmers Market Vendor Policies

Motion made by Thompson, seconded by Closs to approve the updated 2025 Farmers Market Vendor Policies.

Voting Yea: Thompson, Taylor, Bostwick, Lippens

**MOTION CARRIED.**

#### 6. Upcoming Projects & Idea Exploration

West provided an overview of upcoming projects that the DDA has committed to over the next 12 months. These projects include replacing holiday garland along Delta Avenue, installing permanent vendor structures at the Farmers Market Square, beautification efforts at the intersections of Delta Avenue & 8th, 10th, and 11th Streets, and the continued exploration of a social district.

West then opened the floor for the DDA board to share ideas and identify needs within the downtown district. The discussion highlights are summarized below:

- **Walkability:** Mayor Thompson and Closs expressed interest in enhancing Gladstone's walkability. Discussion included potential support for rebuilding the boardwalk, expanding the walking path along the North Shore Development, adding sidewalks in areas where they are currently lacking, and maintaining a strong focus on snow removal.
- **Façade Grant Program:** Closs emphasized the value of continuing the façade grant program and suggested exploring options to increase its funding in the future.
- **Advertising & Signage Solutions:** Lippens revisited the idea of installing advertising signage to promote Gladstone businesses as visitors approach from the highway. Mayor Thompson and Closs also advocated for improved wayfinding signage throughout town. West proposed initiatives to strengthen the online presence of downtown businesses, recognizing that many visitors rely on their phones to find local destinations.
- **Code Enforcement:** The board discussed properties in need of improvement, ranging from minor violations, such as prompt snow removal, to larger-scale issues involving blight.
- **Beautification Efforts on 9th Street:** Following West's attendance at the Parks & Recreation Advisory Board Meeting, she expressed interest in future beautification efforts along 9th Street from 3rd Avenue North to Delta Avenue. Potential projects include tree planting and seasonal décor investments.

The board also discussed conducting a short survey targeted at downtown businesses and property owners to gather feedback and better plan for future needs. This survey would help identify priority projects and gauge interest in initiatives such as façade grant applications over the next three years. The Vision & Opportunity DDA Subcommittee will coordinate the survey.

### CITY COMMENTS & REPORTS

#### 7. 2024 Façade Grant Updates

West provided an update on the three 2024 facade grant awards.

- **20 S 10th St:** Paperwork has been completed, and the project is ready to begin.
- **1016 Delta Ave:** The property owner is considering scaling back the project based on the awarded funding and is awaiting updated quotes from their contractor. Once received, the project updates will be reviewed by the Façade Grant DDA Subcommittee, and their recommendation will be presented to the full DDA Board.
- **709 Delta Ave:** Façade grant funding will be distributed once the property's transfer of ownership is finalized.

**8. Melissa Silta's Upcoming Availability**

West informed the board of Melissa Silta's ongoing scheduling conflict with board meetings due to a standing appointment. She is currently on a waitlist for a new appointment time. The board expressed understanding of her situation and was comfortable granting excused absences as needed.

**9. North Shore Development**

No update to share currently.

**10. Permanent Structures at the Farmers Market**

West presented the design developed by Public Works and shared that Bay College's Welding Program has committed to taking on the project this spring. With funding from the Community Foundation, Bay College's involvement, and oversight and coordination from the DDA Board and the City of Gladstone, the board expressed enthusiasm for the strong community collaboration driving the project forward.

**11. Social District Updates**

West presented the outcomes of the social district survey and notified the board that the City Commission has directed that a planning committee be established to build the maintenance and management plan. West will continue to update the board of developments on this initiative.

**BOARD COMMENTS & REPORTS**

Board Chair Bostwick inquired about the following items:

- **Community Development Director/Zoning Administrator Job Posting:** West confirmed that interviews for the position are scheduled for Thursday, February 20th, with additional updates to be provided at the DDA's March meeting.
- **City Budget Discussions & Special Assessment Impacts:** West shared that budget workshops have been scheduled by the City Commission for the end of February. At that time, the City Manager will present potential solutions to address revenue shortfalls resulting from the elimination of special assessments.

**PUBLIC COMMENT**

Following the social district discussion, Teresa Evans addressed the board, expressing that she felt more informed. She inquired whether the establishment of a social district would result in a tax increase. The board assured her that it would not, as the DDA's tax revenue is generated through Tax Increment Financing (TIF). She also shared ideas to consider for our Old-Fashioned Christmas event.

**ADJOURNMENT**

Motion made by Thompson, seconded by Closs to adjourn at 9:18 AM.

Voting Yea: Thompson, Taylor, Bostwick, Lippens, Closs

**MOTION CARRIED.**



# GLADSTONE BOARD OF REVIEW ORGANIZATION MEETING

City Hall Chambers – 1100 Delta Avenue  
March 04, 2025  
1:00 PM

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## MINUTES

Clerk Berry called the meeting to order at 1:00 PM and called the roll:

PRESENT: Howard Haulotte, Jason Lippens, John Noreus and Jody Pontius

ABSENT: Jason Lippens - Excused

Motion by John Noreus; seconded by Jody Pontius to nominate Howard Haulotte as Chairperson.

MOTION CARRIED

Motion by Jody Pontius; seconded by John Noreus to nominate Jason Lippens as Secretary.

MOTION CARRIED

Assessor Janice Frizzell presented the 2025 Tax Roll to the Board of Review Members.

There being no further business before the board, Howard Haulotte adjourned the meeting at 1:45 PM.

Kimberly Berry, City Clerk



# GLADSTONE MARCH BOARD OF REVIEW MEETING

City Hall Chambers – 1100 Delta Avenue  
March 12, 2025  
9:00 AM

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## MINUTES

Chairman Howard Haulotte called the meeting to order, followed by roll call:

Present: Howard Haulotte, Jason Lippens, John Noreus and Jody Pontius

Absent: None

Public Comment: No public present

M2025-01

Michael LaMarche  
21 Wintergreen Circle  
052-582-028-00

Motion by Jody Pontius; second by John Noreus to grant 100% Poverty Exemption for 2025.

MOTION CARRIED

M2025-02

Margaret Anderson  
1107 Minnesota Ave  
052-065-003-00

Motion by Jody Pontius; second by John Noreus to grant 100% Poverty Exemption for 2025.

MOTION CARRIED

M2025-03

Tamara Skinner  
1222 Superior Avenue  
052-077-010-00

Motion by Jody Pontius; second by John Noreus to grant 100% Poverty Exemption for 2025.

MOTION CARRIED

M2025-04

Eugene Simson  
052-386-473-00  
60 Tipperary Road

Motion by Jason Lippens; seconded by Jody Pontius to deny as insufficient data presented to support a value change.

MOTION CARRIED

M2025-05

052-900-032-00

Bayshore Bait & Hideaway, LLC

Jeff Diebolt

1323 N Lake Shore Drive

Motion by Jody Pontius; seconded by John Noreus to approve the small business property tax exemption for 2025.

MOTION CARRIED

M2025-06

052-900-051-00

UP Holdings LLC

Jeff Diebolt/Chad Meier

404 N. 8<sup>th</sup> Street

Motion by Jason Lippens; seconded by Jody Pontius to approve the small business property exemption for 2025.

MOTION CARRIED

M2025-07

052-058-011-00

Kenneth & Teresa Evans

1021 Minnesota Avenue

Motion by Jody Pontius; seconded by John Noreus to deny as insufficient data presented to support a value change.

MOTION CARRIED

M2025-08

052-175-028-00

Julie Kohnert

453 29<sup>th</sup> Street

Motion by Jody Pontius; second by John Noreus to grant 100% Poverty Exemption for 2025.

MOTION CARRIED

M2025-09

052-029-011-00

Mark Clark

107 North 7<sup>th</sup> Street

Motion by Jason Lippens; seconded by John Noreus to deny as market analysis presented confirms the assessed value for 2025 and does not support a value change.

MOTION CARRIED

M2025-10  
052-616-017-00

Jeff Diebolt  
1323 N. Lake Shore Drive

Motion by Jody Pontius; seconded by John Noreus to deny as supporting documents and purchase agreement support an increase in value not a decrease in value.

**MOTION CARRIED**

M2025-12  
052-581-006-00

Jeff Diebolt  
48 Wintergreen Circle

Motion by John Noreus; seconded by Jody Pontius to deny as insufficient data presented to support a value change.

**MOTION CARRIED**

Chairman Haulotte adjourned the Board of Review at 3:00 PM.



Kimberly Berry, City Clerk



# GLADSTONE MARCH BOARD OF REVIEW MEETING

City Hall Chambers – 1100 Delta Avenue  
March 13, 2025  
3:00 PM

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## MINUTES

Chairman Howard Haulotte called the meeting to order, followed by roll call:

Present: Howard Haulotte, Jason Lippens, John Noreus and Jody Pontius

Absent: None

Public Comment: No public present

M2025-11

052-273-019-00

Jeff Diebolt

605 N. 8<sup>th</sup> Street

Motion by Jason Lippens; seconded by John Noreus to deny as Assessed Value and Taxable Value based on decision of 2023 Tax Tribunal and 2024 market adjustment values are in line with current values.

MOTION CARRIED

M2025-13

052-621-018-00

Jeff Diebolt

404 North 8<sup>th</sup> Street

Motion by John Noreus; seconded by Jody Pontius to deny as assessment is in line with record card on file and does not support a value change.

MOTION CARRIED

M2025-14

052-073-002-50

James Nelson

1207 Wisconsin Avenue

Motion by Jody Pontius; seconded by John Noreus to deny as insufficient data presented to support a value change.

MOTION CARRIED

M2025-15

052-621-027-00

Jody Norman

432 N. Bluff Drive

Motion by Jody Pontius; seconded by John Noreus to deny as review of the record card supports the assessment value.

MOTION CARRIED

M2025-16  
052-461-015-00  
Greg & Jill VanDrese  
523 North 25<sup>th</sup> Street

Motion by John Noreus; seconded by Jason Lippens to deny as review of the record card and data supports the assessment value.  
MOTION CARRIED

M2025-17  
052-107-010-00  
Jordan Tianen  
1712 Montana Avenue

Motion by John Noreus; seconded by Jason Lippens to deny as review of the record card supports the assessment value.  
MOTION CARRIED

M2025-18  
052-084-007-00  
Jeff Diebolt  
1327 Dakota Avenue

Motion by Jody Pontius; seconded by John Noreus denied as review of the record card supports the 2025 market adjustment and value and the 2024 State Tax Tribunal decision.  
MOTION CARRIED

M2025-19  
052-108-001-00  
Dan Bender  
1701 Montana Avenue

Motion by Jason Lippens; seconded by John Noreus to deny as insufficient data presented to support a value change.  
MOTION CARRIED

Chairman Haulotte adjourned the Board of Review at 9:00 PM.



Kimberly Berry, City Clerk



# GLADSTONE CITY COMMISSION SPECIAL MEETING

City Hall Chambers – 1100 Delta Avenue  
April 07, 2025  
6:00 PM

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## MINUTES

Mayor Thompson called the special meeting to order; Clerk Berry called the City Commission roll:

**PRESENT**

Mayor Joe Thompson  
Commissioner Judy Akkala  
Mayor Pro-Tem Brad Mantela

**ABSENT - Excused**

Commissioner Robert Pontius  
Commissioner Steve O'Driscoll

Gladstone Housing Director, Mike Lindahl introduced the Gladstone Housing Commissioner Board Members who were present: Mary Bosk, Anne Chaman, Rudolph Kaminen and Joe Maki.

No public comment provided.

Mayor Thompson announced that the Freedom of Information Act Appeal of Denial filed by Mr. Gary Kovalainen had been withdrawn prior to the meeting so no action is required by the Commission.

Gladstone Housing Commission Vice President Joe Maki and Executive Director Mike Lindahl gave a presentation to the Commission on their proposed Housing Project.

There being no further business before the City Commission, Mayor Thompson adjourned the meeting at 6:29 PM.

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Joe Thompson, Mayor

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Kimberly Berry, City Clerk



# GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
April 14, 2025  
6:00 PM

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## MINUTES

Mayor Thompson called the meeting to order; Commissioner O'Driscoll gave the Invocation followed by the Pledge of Allegiance.

Clerk Berry called the roll:

### PRESENT

Mayor Joe Thompson  
Commissioner Judy Akkala  
Mayor Pro-Tem Brad Mantela  
Commissioner Robert Pontius  
Commissioner Steve O'Driscoll

Mayor Thompson read the following statement into the record:

At the commission meeting on March 24<sup>th</sup> there were statements made that were factually inaccurate that need to be clarified.

During public comment a statement was made that 80 percent of the property taxes collected go directly to the Gladstone School District. This is not the case. The amount is 13.5% or 5.75 mills for homestead property. The total tax rate is 42.475 mills.

Also, during public comment, a statement was made that a new gym was going to cost \$55 Million. The proposal is for a multipurpose room at a cost of \$4.8 Million. This is proposal 2 on the ballot.

It was also stated that the school district collects \$500,000 dollars in interest revenue on their investments. This is not accurate; in 2024 they had an interest revenue of \$125,869. This was their largest return in recent history.

It's important to not perpetuate bad information so these clarifications need to be made. People need accurate information to base their decisions on.

No further public comment presented

Motion made by Commissioner O'Driscoll, Seconded by Mayor Thompson to approve the consent agenda as presented.

MOTION CARRIED UNANIMOUSLY

Mayor Thompson added to the agenda under New Business # 14 Authorize the City Clerk to appoint election inspectors for the May 6, 2025 Special Election.

Motion made by Commissioner Akkala, Seconded by Mayor Pro-Tem Mantela to approve the request for disbursement of Funds Draw #33 totaling \$61,643.00.

MOTION CARRIED UNANIMOUSLY

Motion made by Mayor Thompson, Seconded by Commissioner O'Driscoll to approve the City of Gladstone 2025 4th of July Fireworks Display and operator from Speilbauer Fireworks.

MOTION CARRIED UNANIMOUSLY

Motion made by Commissioner Akkala, Seconded by Mayor Pro-Tem Mantela to approve the 9th Annual KRICK Log Rolling Event Agreement for the 2025 City of Gladstone 4th of July Celebration.

MOTION CARRIED UNANIMOUSLY

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Akkala to approve the 2025 Annual Special Event Applications as presented.

MOTION CARRIED UNANIMOUSLY

Motion made by Commissioner O'Driscoll, Seconded by Mayor Thompson to reappoint Mr. Gary Maynard to the Gladstone EDC with a term expiration of April 1, 2031.

MOTION CARRIED UNANIMOUSLY

Motion made by Mayor Thompson, Seconded by Commissioner Akkala to reappoint Mr. Jason Lippens, Mr. Jerry Hebert and Ms. Renee Barron to the Gladstone Construction Board of Appeals with term expirations of April 1, 2027.

MOTION CARRIED UNANIMOUSLY

Motion made by Commissioner O'Driscoll, Seconded by Commissioner Akkala to approve the letter of support as follows for the Gladstone Housing Commission and authorize Mayor Thompson to sign:



**CITY OF GLADSTONE, MICHIGAN**  
CITY HALL, 1100 DELTA AVENUE  
GLADSTONE, MI 49837

PHONE: 906-428-2311  
FAX: 906-428-3122  
www.gladstonemi.gov

April 14, 2025

Gladstone Housing Commission  
217 Dakota Avenue  
Gladstone, MI. 49837

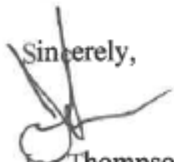
Subject: Formal Support for Section 18 Demolition/Disposition Application – Fairview Manor

Dear Gladstone Housing Commission and Executive Director Lindahl,

The Gladstone City Commission has thoroughly reviewed the request submitted by the Gladstone Housing Commission concerning the Section 18 Demolition/Disposition application for Fairview Manor, a 50-unit facility located at 415 South 4th Street, Gladstone, MI 49837.

In support of this application, the Housing Commission has provided a comprehensive Physical Needs Assessment prepared by Architects Group Limited, a structural report from U.P. Engineers & Architects, and additional relevant documentation. Following a detailed evaluation of these materials and a formal meeting with the Housing Commission Board, the City Commission hereby expresses its support for the application.

The City Commission expects that all actions taken will prioritize the well-being of current and future tenants, as well as serve the broader interests of the Gladstone community.

Sincerely,  
  
Joe Thompson  
Gladstone Mayor

MOTION CARRIED UNANIMOUSLY

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Pontius to authorize City Clerk Kim Berry to appoint the necessary election inspectors as needed for the May 6, 2025 Special Election for Precincts 1, 2, Absent Voter Counting Board for Precincts 1 & 2, Receiving Board and Public Accuracy Testing.

MOTION CARRIED UNANIMOUSLY

Manager Buckman reported on the following:

- Received the annual check from the Community Foundation Dr. Mary Cretens' Endowment \$153,000
- Delta County EDA met at the ISD new welding lab
- Met with the Steam Engine Group and discussed transferring the remaining money to the Community Foundation account and they are looking for a new site to then propose to the City to move the train from the railyard
- Attended the monthly DATA meeting, discussed the renewal of 0.6 miles
- DDA Ambassador, Patricia West, Public Safety Director Ron Robinson and I met regarding the Social District Committee findings and recommendations to come to the next Commission meeting (04-28-2025)
- Mayor Thompson and I conducted a tour of City Hall to home schooled students, good group with great questions.

There being no further business before the Commission, Mayor Thompson adjourned the meeting at 6:45 PM.

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Mayor Joe Thompson

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Clerk Kimberly Berry



# Invoice

Updated Remittance Address:  
(FOR PAYMENTS ONLY)  
CivicPlus LLC  
PO Box 737311  
Dallas TX 75373-7311

#332892

4/15/2025

**Bill To**

Wendy Taavola  
City of Gladstone  
1100 Delta Avenue  
Gladstone MI 49837

**TOTAL DUE**

**\$8,198.00**

**Due Date: 5/15/2025**

Terms	Customer	Quote #	Approving Authority
Net 30	City of Gladstone, MI	Q-81707	Wendy Taavola

Qty	Item	Start Date	End Date
1	CivicPlus Payments to be applied to product	4/11/2025	4/10/2026
1	Per Tran .30   ACH 1%   ACH Max \$5   ACH Reject \$15   CC 3%   AMEX 3.5%   Dispute \$15	4/11/2025	4/10/2026
1	Terminal Service Annual Fee -Per Terminal	4/11/2025	4/10/2026
1	Terminal Ingenico Lane 3000	4/11/2025	4/10/2026
1	Premium Package -Project Coordination -Branded Public Portal - Help Center Access -Access to Live Project Support -Named Implementation Consultant	4/11/2025	4/10/2026
4	Training (Virtual) - half day, up to 4 hours	4/11/2025	4/10/2026
1	Consulting (Virtual) - half day, up to 4 hours	4/11/2025	4/10/2026
1	Recreation Management Annual Fee	4/11/2025	4/10/2026

**Parks & Recreation  
- Reservation &  
Payment Program**

**Total** \$8,198.00

**Due** **\$8,198.00**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [remittance@civicplus.com](mailto:remittance@civicplus.com). That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at [accounting@civicplus.com](mailto:accounting@civicplus.com).

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021



# INVOICE

Customer: Gladstone Utility  
PO # 1332

Date: 3/29/2025  
Invoice #: PM25048

Item	Item Number & Description	Qty	Price	Extended Price
10	ZD5410PH0LM A3RALNQ Form 12S, 3-wire delta; Class 320	8	\$ 394.00	\$ 3,152.00
20	ZD3310PH0LM A3RALNQ with EA_LAN, Form 16S, Class 200	6	\$ 394.00	\$ 2,364.00
<b>Balance Due=</b>				<b>\$ 5,516.00</b>

Terms: Net 30 Days

Please Remit Payment to: Primus Marketing Group Inc  
6133 Blue Circle Drive, Suite 180  
Minnetonka, MN 55343

582-000-103.000

2,0.

4/24/25

25-26

3 Phase Meters for Upgrade - ordered 2023



# INVOICE

Customer: Gladstone Utilities  
PO # 1337

Date: 4/9/2025  
Invoice #: PM25052

Item	Item Number & Description	Qty	Price	Extended Price
10	ZHCW4000004 REXU w/EA_LAN Form 2S, Class 200	200	\$ 119.00	\$ 23,800.00
20	Over charge on invoice# PM25033	1	(\$12.00)	\$ (12.00)
<b>Balance Due=</b>				<b>\$ 23,788.00</b>

Terms: Net 30 Days

Please Remit Payment to: Primus Marketing Group Inc  
6133 Blue Circle Drive, Suite 180  
Minnetonka, MN 55343

Single Phase  
House Meters for  
Upgrade - ordered  
2023 (last large  
order)

582 - 000 - 103.000

D.O.

4/24/25

25-26



# Invoice

## REMIT TO:

**Bell Lumber and Pole**  
**Bin # 131418**  
**PO Box 1414**  
**Minneapolis, MN 55480**

Number: INV-039686  
Invoice date: 4/23/2025  
BOL: 211063  
Sales order: BLP-021909  
Purchase Order No.: 1367  
Invoice account: CITYGLA  
Salesperson: Josh Schindeldecker

Bill To: **City of Gladstone**

1100 Delta Avenue  
Gladstone, MI 49837

Ship To: City of Gladstone

624 Clark Dr  
Gladstone, MI 49837

Item number	Description	Quantity	Unit	Total Each	Amount
P-RP-040-03-DCOI	P-RP-040-03-DCOI	25.00	ea	\$592.00	\$14,800.00
P-RP-035-03-DCOI	P-RP-035-03-DCOI	15.00	ea	\$485.00	\$7,275.00

WPPI Member  
Rate - 2025 Wood  
Poles Replacement  
Electric Dept.

<b>Freight</b>	\$2,629.00	<b>Subtotal</b>	\$24,704.00
		<b>Tax</b>	\$0.00
		<b>Total</b>	\$24,704.00 <b>USD</b>

Bell Lumber and Pole  
778 1st Street NW  
New Brighton, MN 55112

Telephone (651) 633-4334

Payment Net 30 Days

Page 1 of 1

BILL OF LADING - SHORT FORM - NOT NEGOTIABLE

Page **Item 13.**

**BELL LUMBER & POLE COMPANY**

**211063**

P. O. Box 120786 New Brighton, MN 55112  
Yard Phone: 651-633-4334 Yard Fax: 651-633-8852

Date: 4/23/2025

SHIP FROM	
FROM	Bell Lumber & Pole Co - New Brighton
Address:	778 First Street NW
Origin	New Brighton, MN
SHIP TO	
CONSIGNEE TO	City of Gladstone
Address	624 Clark Dr
	Gladstone, MI 49837

Carrier Name **OTTO TRANSFER INC.**  
SCAC:  
Freight Charge Terms (Freight charges are prepaid unless marked otherwise):  
Prepaid  Collect  3rd Party  City of Gladstone

**Lading Number: 211063**

Work Order: 149210-43

Customer PO Num: 1367

Type: Self Unload

LWS:

Note: **WPPI member**, please update PO in JP website upon delivery

Contacts: Please contact the Gladstone 24 hour phone line at 906-280-3699 24 hours prior to delivery. Alternate contact is Dave Mathias @ 906-428-1701.

DESCRIPTION OF ARTICLES AND SPECIAL MARKS Received By:

**624 Clark Dr Gladstone, MI 49837**

Qty	Product	Framing	PO Number	Other PO	Item Number	Deck
15	RP DCOI	3/35	Mod W1.1G (N1)		201	
25	RP DCOI	3/40	Mod W1.1G (N1)		201	
40	Weight: 39315 #					

**Wood Utility Poles**

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: The agreed or declared value of the property is specifically stated by the shipper to be not exceeding \_\_\_\_\_ per \_\_\_\_\_

COD Amount: \$

Fee terms: Collect  Prepaid  Customer check acceptable

**Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B).**

Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations		The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees	
SHIPPER Bell Lumber Pole Company		Trailer Loaded:	Freight Counted: Carrier Signature/ Pickup Date
PER		<input type="checkbox"/> By shipper <input type="checkbox"/> By driver	<input type="checkbox"/> By shipper <input type="checkbox"/> By driver
Print Date 4/23/2025	Date Actual	Internal Yard Doc: NB-20412	Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.

Copies: White & Canary - Office Pink - Customer Goldenrod - Carrier



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

Original

Item 14.

# INVOICE

Total Invoice **\$10,259.07**  
 Invoice Number 7041304  
 Invoice Date 4/17/25  
 Sales Order Number/Type 4787038 SL  
 Branch Plant 54  
 Shipment Number 5726738

**Sold To:** 266160  
 ACCOUNTS PAYABLE  
 CITY OF GLADSTONE  
 1100 Delta Ave  
 Gladstone MI 49837-1434

**Ship To:** 266161  
 CITY OF GLADSTONE WATER PLANT  
 22 Delta Ave  
 Gladstone MI 49837-1904

Water Plant -  
Chemicals

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #
6/1/25	Net 45	PPD Origin	HWTG			065

Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.001	699923	30 GA Blue/Blk Drum	N	1.0000-	DR	\$30.0000	DR 16.0-	LB	(\$30.00)
		DRUM 1H1/Y1.8/150		1.0000-	DR			16.0- GW	

Related Order #: 04652292

1.002	699923	30 GA Blue/Blk Drum	N	2.0000-	DR	\$30.0000	DR 32.0-	LB	(\$60.00)
		DRUM 1H1/Y1.8/150		2.0000-	DR			32.0- GW	

Related Order #: 04710135

2.000	33195	Aqua Hawk® 117	N	1.0000	TO	\$1.1920	LB 3,616.8	LB	\$4,311.23
		330 GA Tote		3616.8000	LB			3,891.8 GW	

Lot/SN: 860052

Demurrage charges may be invoiced if not returned timely.

Container Barcodes: 2003334412

2.001	699916	330 G SQ Stackable Poly Tote	N	1.0000	TO	\$0.0000	RT 275.0	LB	\$0.00
		Red Base #6610087B97202		1.0000	RT			275.0 GW	

Related Order #: 4787038

3.000	1135	Hydrofluosilicic Acid	N	2.0000	DR	\$0.5932	LB 600.0	LB	\$355.92
		300 LB DR		600.0000	LB			640.0 GW	

Page 1 of 2

Tax Rate 0 %  
Sales Tax \$0.00

Invoice Total

Continued on next page

**No Discounts on Freight**  
**IMPORTANT:** All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.  
**NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.**

**CHECK REMITTANCE:**

Hawkins, Inc.  
P.O. Box 860263  
Minneapolis, MN 55486-0263

**WIRING CONTACT INFORMATION:**

Email: Credit.Dept@Hawkinsinc.com

Phone Number: (612) 331-6910  
Fax Number: (612) 225-6702

**FINANCIAL INSTITUTION:**

US Bank  
800 Nicollet Mall  
Minneapolis, MN 55402

Account Name: Hawkins, Inc.

Account #: 180120759469

ABA/Routing #: 091000022

Swift Code#: USBKUS44IMT

Type of Account: Corporate Checking

**ACH PAYMENTS:**

CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment. For other than CTX, the remit to information may be emailed to Credit.Dept@Hawkinsinc.com

**CASH IN ADVANCE/EFT PAYMENTS:**

Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 10683



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# INVOICE

Total Invoice **\$10,259.07**  
Invoice Number 7041304  
Invoice Date 4/17/25  
Sales Order Number/Type 4787038 SL  
Branch Plant 54  
Shipment Number 5726738

Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
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Continued from previous page

3.001	699923	30 GA Blue/Blk Drum	N	2.0000	DR	\$30.0000	RD	32.0 LB	\$60.00
		DRUM 1H1/Y1.8/150		2.0000	RD			32.0 GW	

Related Order #: 04787038

4.000	908705	LPC-DP	N	2.0000	DR	\$1.6285	LB	768.0 LB	\$1,250.69
		384 LB DR		768.0000	LB			800.0 GW	

4.001	699923	30 GA Blue/Blk Drum	N	2.0000	DR	\$30.0000	RD	32.0 LB	\$60.00
		DRUM 1H1/Y1.8/150		2.0000	RD			32.0 GW	

Related Order #: 04787038

5.000	33195	Aqua Hawk® 117	N	1.0000	TO	\$1.1920	LB	3,616.8 LB	\$4,311.23
		330 GA Tote		3616.8000	LB			3,891.8 GW	

Lot/SN: 879563

Demurrage charges may be invoiced if not returned timely.

Container Barcodes: 2107389163

5.001	699916	330 G SQ Stackable Poly Tote	N	1.0000	TO	\$0.0000	RT	275.0 LB	\$0.00
		Red Base #6610087B97202		1.0000	RT			275.0 GW	

Related Order #: 4787038

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

Please contact our Accounts Receivable Department via email at [Credit.Dept@HawkinsInc.com](mailto:Credit.Dept@HawkinsInc.com)  
or call 612-331-6910 to get it setup on your account.

Page 2 of 2

Tax Rate      Sales Tax  
0 %              \$0.00

Invoice Total

\$10,259.07

**No Discounts on Freight**

**IMPORTANT:** All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.

**NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.**

**CHECK REMITTANCE:**

Hawkins, Inc.  
P.O. Box 860263  
Minneapolis, MN 55486-0263

**WIRING CONTACT INFORMATION:**

Email: [Credit.Dept@Hawkinsinc.com](mailto:Credit.Dept@Hawkinsinc.com)

Phone Number: (612) 331-6910

Fax Number: (612) 225-6702

**FINANCIAL INSTITUTION:**

US Bank  
800 Nicollet Mall  
Minneapolis, MN 55402

Account Name: Hawkins, Inc.

Account #: 180120759469

ABA/Routing #: 091000022

Swift Code#: USBKUS44IMT

Type of Account: Corporate Checking

**ACH PAYMENTS:**

CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment. For other than CTX, the remit to information may be emailed to [Credit.Dept@Hawkinsinc.com](mailto:Credit.Dept@Hawkinsinc.com)

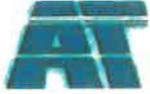
**CASH IN ADVANCE/EFT PAYMENTS:**

Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

[www.hawkinsinc.com](http://www.hawkinsinc.com)

Job# 10683



**Anderson, Tackman & Company, PLC**

Item 15.

901 Ludington Street  
Escanaba, MI 49829

Phone: 906-786-3111  
E-mail: receptionist@atccpa.com

CITY OF GLADSTONE  
1100 DELTA AVENUE  
GLADSTONE, MI 49837

Client ID: 44200  
Invoice: 78685  
Date: 03/31/2025  
Due Date: Due upon receipt

Final billing in connection with the single audit for the period ended March 31, 2024 5,000.00  
(required as a result of Waste Water State Revolving Fund project)

Invoice Total *RAB* \$5,000.00

**Please return this portion with your payment.**

ID: 44200  
CITY OF GLADSTONE

Invoice: 78685  
Date: 03/31/2025  
Due Date: Due upon receipt  
Amount Due: \$5,000.00



Card Type: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

Card #: \_\_\_\_\_ Pin #: \_\_\_\_\_

Check No. \_\_\_\_\_

Signature: \_\_\_\_\_

Payment due upon receipt.



# City of Gladstone, MI

1100 Delta Avenue  
Gladstone, MI. 49837  
www.gladstonemi.org

## Staff Report

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Agenda Date: 04/28/2025 Eric Buckman, City Manager: \_\_\_\_\_  
 Department: City Commission Department Head Name: \_\_\_\_\_  
 Presenter: Manager Buckman Kim Berry, City Clerk: \_\_\_\_\_

**This form and any background material must be approved by the City Manager then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:** Introduction of Appropriation Ordinance No. 2025-632 & Set Public Hearing

**BACKGROUND:**

This is an introduction to Appropriation Ordinance No. 2025-632. Chapter 8, Sections 8 & 9 of the City Charter require the City Commission to adopt this ordinance. This ordinance lists General Fund Expenses for the 2025-2026 Fiscal Year.

**FISCAL EFFECT:**

FY 2025-2026 Budget

**SUPPORTING DOCUMENTATION:**

Ordinance No. 2025-632

**RECOMMENDATION:**

Set Public Hearing for Monday, May 12, 2025 at 6PM Gladstone City Hall for public input on Appropriations Ordinance No. 2025-632.

**CITY OF GLADSTONE  
ORDINANCE NO. 2025-632**

**AN ORDINANCE MAKING APPROPRIATIONS FOR THE CURRENT FISCAL YEAR FOR THE CITY OF GLADSTONE, MICHIGAN FROM APRIL 1, 2025 THRU MARCH 31, 2026 TO DEFRAY THE DEBTS, EXPENDITURES & LIABILITIES LEVYING THE AMOUNTS THEREOF NECESSARY TO BE RAISED BY TAXATION TO BE LEVIED ON THE NEXT CITY OF GLADSTONE JULY 2025 TAX ROLL, AND FURTHER AUTHORIZING AND REQUIRING THE LEVYING ON THE JULY 2025 CITY AND DECEMBER 2025 GENERAL TAX ROLLS OF ALL THE DELINQUENT AND UNPAID SPECIAL ASSESSMENTS, TOGETHER WITH PENALTIES THEREOF AS PROVIDED BY THE CITY TREASURER.**

**THE CITY OF GLADSTONE ORDAINS:**

**Section I.** That pursuant to the provisions of the Charter of the City of Gladstone, and the provisions of the budget as adopted by the City Commission, appropriations are hereby made for the current fiscal year from April 1, 2025 through March 31, 2026 for the assessments and purposes hereinafter designated as follows:

General Government	\$1,431,124.00
Cemetery	\$115,406.00
Public Safety	\$2,315,212.00
General Public Works	\$503,750.00
Parks & Recreation	\$834,565.00

**Section II.** That of the amounts appropriated in Section I of this ordinance, there shall be raised by taxation upon all 2025 tax levy the tentative sum of \$2,075,416.00 for the purpose of defraying the debts, expenditures, and liabilities of said City of Gladstone for the current fiscal year from April 1, 2025 through March 31, 2026.

**Section III.** The City Clerk shall certify to the City Assessor the tentative sum of \$2,075,416.00 to be levied upon the assessed valuation of all taxable property within the City of Gladstone on the General City of Gladstone July 2025 tax roll for the said City of Gladstone and laws of the State of Michigan.

**Section IV.** This ordinance shall be published and take effect ten (10) days after its publication.

Introduction:04-28-2025  
Published: XXXXXX DAILY PRESS  
Public Hearing:  
Adopted:  
Published:  
Effective:

**CITY OF GLADSTONE**

By: \_\_\_\_\_  
Joseph Thompson, Mayor

By: \_\_\_\_\_  
Kimberly Berry, City Clerk



# City of Gladstone, MI

1100 Delta Avenue  
Gladstone, MI. 49837  
www.gladstonemi.gov

## Staff Report

---

Agenda Date: 04-28-2025      Eric Buckman, City Manager: \_\_\_\_\_  
 Department: City Commission      Department Head Name: \_\_\_\_\_  
 Presenter: Eric Buckman      Kim Berry, City Clerk: \_\_\_\_\_

**This form and any background material must be approved by the City Manager then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:**

Special Events Application – American Legion Riders Post 71 – Hot Rods & Harleys

**BACKGROUND:**

This event is sponsored by the American Legion Riders scheduled for the following dates:  
 Thursday, June 19, 2025  
 Thursday, July 17, 2025  
 Thursday, August 21, 2025  
 Thursday, September 18, 2025 (DDA has contributed \$500 sponsorship of the band for this date)

Set Up 3-4 PM  
 Event 4-8 PM  
 Clean-Up 8 – 9 PM

Special requests from City: Close 8<sup>th</sup> Street from Superior Avenue up to the alley between Delta and Minnesota Avenue and close Delta Avenue to the city owned parking lot at 808 Delta Avenue to the entrance of the car wash located at 720 Delta Avenue; city barricades.

This is an expanded area since last year due to the success of the event. See attached maps.

All city department heads have reviewed the application and recommend approval.

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:**

Special Event Permit Application  
 Maps of area

**RECOMMENDATION:**

Approve the American Legion Riders Post 71 – Hot Rods & Harleys from 3:00 PM – 9:00 PM on Thursday, June 19, 2025, Thursday, July 17, 2025, Thursday, August 21, 2025 and Thursday, September 18, 2025, with authorization to Close 8<sup>th</sup> Street from Superior Avenue up to the alley between Delta and Minnesota Avenue and close Delta Avenue to the city owned parking lot at 808 Delta Avenue to the entrance of the car wash located at 720 Delta Avenue with city barricades.

**From:** ["Gladstone, MI"](#)  
**To:** [Kim Berry](#); [Patricia West](#)  
**Subject:** Webform submission from: Special Event Permit Application  
**Date:** Monday, April 14, 2025 1:38:43 PM

---

Submitted on Mon, 04/14/2025 - 1:36 PM

Submitted by: pwest

Submitted values are:

## Event Sponsor Information

### Name of Event Sponsor

American Legion Riders Post 71

### Business

American Legion Riders Post 71

### Non Profit ID #

99-2125760

### Address

802 Delta Ave  
Gladstone, Michigan. 49837

## Person in Charge of Activity

### Name

John VanBrocklin

### Telephone

[9062804208](tel:9062804208)

### Email

[tigervb64@yahoo.com](mailto:tigervb64@yahoo.com)

## Event Information

### Event Name

Hot Rods & Harleys

### Event Date & Time

Thu, 06/19/2025 - 16:00

### Event Location

802 Delta Ave

**Is this event open to the public?**

Yes

**Will this event take place in the DDA district?**

Yes

**Please provide a description of the event.**

There will be four events in total, each running from 4-8 PM:

06/19/2025

07/17/2025

08/21/2025

09/18/2025

**How many participants are you anticipating?**

100

**Event Set-Up Date & Time**

Thu, 06/19/2025 - 15:00

**Event Clean-Up Date & Time**

Thu, 06/19/2025 - 21:00

**Do you have any special requests for this event?**

We are hoping to have barricades placed to close the 8th Street from Superior up to the alley between Delta and Minnesota.

We are also looking to close Delta Avenue the city owned parking at 808 Delta Ave to the entrance of the car wash at 720 Delta Ave.

**If you have prepared a flyer or advertisement, please attach it.**

[Street Closure Request.jpg](#)

## Waiver of Liability

**Please attach proof of your liability insurance.**

[Legion Insurance.pdf](#)



052-031-005-00  
AMERICAN LEGION VETERANS PARK

Item 17.

044-008-00  
BOLT JEFF

052-044-003-00  
MINEAU MARY L

052-044-005-00  
HALE MARY

052-010-000-00  
MENT LLC

052-007-000-00  
LEE & LINDA

052-031-021-00  
TRIPP ALICIA

15th St

052-044-016-10  
ST. VINCENT DEPAUL SOCIETY

Delta Ave

052-032-005-00  
BO

052-032-005-00  
ROBITAILLE CRAIG

052-043-003-00  
DIEBOLT JEFF

15th St

052-043-011-00

31



# City of Gladstone, MI

1100 Delta Avenue  
Gladstone, MI. 49837  
www.gladstonemi.org

## Staff Report

Agenda Date: April 28, 2025 Eric Buckman, City Manager: \_\_\_\_\_

Department: DDA Department Head Name: \_\_\_\_\_

Presenter: Patricia West Kim Berry, City Clerk: \_\_\_\_\_

**This form and any background material must be approved by the City Manager then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:**

2025-2026 DDA and Parks & Recreation Service Agreement

**BACKGROUND:**

The DDA and Parks & Recreation Department have agreed to terms outlined in the attached 2025-2026 service agreement contract. The funding has increased from \$7,000 during the previous fiscal year to \$10,000 this year.

**FISCAL EFFECT:**

\$10,000

**SUPPORTING DOCUMENTATION:**

[DRAFT] 2025-2026 Service Agreement

**RECOMMENDATION:**

Motion to approve the DDA and the Parks & Recreation Department entering into the proposed service agreement to oversee beautification, maintenance, event preparation and clean-up, farmers market services, trash collection, and other miscellaneous duties as assigned within the downtown district.

# 2025-2026 Service Agreement

City of Gladstone's Downtown Development Authority & Parks & Recreation Department



This agreement is entered into between the **Gladstone Downtown Development Authority (DDA)** and the **Parks & Recreation Department** for the provision of services to enhance and maintain the downtown district. The DDA agrees to pay the Parks & Recreation Department **\$10,000** during the 2025-2026 budget period in exchange for the services outlined in this agreement.

## Parks & Recreation Responsibilities

### Beautification & Maintenance

- Beautify boulevards, the Farmers Market area, and downtown parking lots.
- Ensure the pocket park at the end of Delta Avenue is regularly mowed, trimmed, and maintained.
- Maintain grass and control weeds on City Hall property, the Farmers Market property, the downtown pocket park, and other downtown properties, ensuring grass length does not exceed six inches.
- Maintain trees within the DDA district, including trimming, watering, and any other necessary care.
- Plant and maintain flowers in all DDA-designated green spaces.
- Pull weeds in and around business districts.
- Purchase materials and supplies for beautification within the downtown district.
- Remove snow from sidewalks on city-owned properties within the downtown district within 24 hours of snowfall, in accordance with the Code of Ordinances.
- Water flower baskets a minimum of every other day.

### DDA-Sponsored Events

The Parks & Recreation Department will provide support for DDA-sponsored events, including but not limited to:

- Business After Hours
- Downtown Day
- Farmers Market
- Hot Rods & Harleys
- Old-Fashioned Christmas
- Other DDA-hosted, sponsored, or supported events.

Staff assistance will include:

- Set-up and tear-down of required event supplies (canopies, chairs, tables, additional trash receptacles, etc.)
- Providing trash removal prior to, during, and after the events.
- Assisting with other event preparation as needed.

**Farmers Market Services**

- Clean the market square of debris and waste the week before the first market of the season.
- Ensure timely trash pickup at the Farmers Market.
- Hang the Farmers Market sign visible from US 2/41 at the beginning of the season and return it to storage at the end.
- Maintain the Farmers Market shed.
- Place and remove sandwich board signs on market days.
- Provide at least two concierge staff for setup, teardown, and general assistance during market days.
- Repair market equipment as needed (canopies, wagons, etc.).
- Return borrowed canopies to the market square each Monday and repair/replace any damaged ones.

**Trash Collection**

- Ensure trash receptacles along Delta Avenue and other downtown locations are emptied regularly throughout the year. A visual review will be conducted daily, and they should be cleaned out as needed.
- Perform trash pickup and cleanup in the streets, around businesses, and in boulevards.

**Miscellaneous Duties**

- Assist the DDA with special requests that arise within the DDA boundaries during summer months.
- Seasonally set up and remove DDA-owned bike racks, benches, picnic tables, and garbage cans as weather permits.
- Oversight of staff activities will be supervised by the Parks & Recreation Director.

**Agreement Signatures**

\_\_\_\_\_  
DDA Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parks & Recreation Director

\_\_\_\_\_  
Date



# City of Gladstone, MI

1100 Delta Avenue  
Gladstone, MI. 49837  
www.gladstonemi.org

## Staff Report

Agenda Date: April 28, 2025 Eric Buckman, City Manager: \_\_\_\_\_

Department: DDA Department Head Name: \_\_\_\_\_

Presenter: Patricia West Kim Berry, City Clerk: \_\_\_\_\_

**This form and any background material must be approved by the City Manager then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:**

Social District Maintenance & Management Plan Proposal

**BACKGROUND:**

The Social District Steering Committee has created a Maintenance & Management Plan proposal for the City Commission’s review.

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

[DRAFT] Social District Maintenance & Management Plan

**RECOMMENDATION:**

Staff recommends the commission set a public hearing for the proposed social district during the City Commission’s regular scheduled meeting of Monday, May 12<sup>th</sup> at 6:00 PM.

# Gladstone Social District Management & Maintenance Plan

City of Gladstone's Downtown Development Authority



This plan outlines the management and maintenance of the proposed Downtown Gladstone Social District for review by the Gladstone City Commission. Upon local approval, it will be submitted to the Michigan Liquor Control Commission (MLCC) for state approval.

The Gladstone Downtown Development Authority (DDA) seeks to establish this district to promote economic growth and expand opportunities for businesses and recreation. The DDA would serve as the district's managing authority, with any future updates to this plan requiring approval by the Gladstone City Commission.

## What is a Social District?

Authorized by Michigan law in 2020, social districts allow communities to designate areas where beverages from licensed establishments can be enjoyed outdoors in specially marked containers. Introduced during the COVID-19 pandemic to support local businesses, these districts have since grown in popularity, enhancing downtown atmospheres and boosting tourism.

All State of Michigan and City of Gladstone laws regarding public intoxication, impaired driving, and open containers apply within and beyond district boundaries.

# Boundaries within the District

## Social District Boundary

The social district designates areas where establishments with a Michigan Liquor Control Commission (MLCC) license and a Social District permit may sell beverages for outdoor consumption.

## Commons Areas

Commons Areas are clearly marked spaces within the district where consumption may take place. These areas do not include the licensed premises themselves. Drinks must be consumed either in the establishment where purchased or within the designated Commons Areas, which include the sidewalks highlighted in blue on the map below and the Farmers Market Square at 907 Delta Avenue.

## Event Commons Areas

For special events, the City Commission may approve an expanded Event Commons Area, allowing social district beverages to be consumed within additional designated streets, including Delta Avenue and portions of 8th and 10th Streets, as shown on the map below.



## Hours of Operation

The social district will operate year-round, with hours of operation detailed in the table below. After 10:00 PM, beverages may only be sold for consumption within the license holder's service area and not in the district commons areas, per their liquor license.

<b>Sunday</b>	12:00 PM – 10:00 PM
<b>Monday</b>	4:00 PM – 10:00 PM
<b>Tuesday</b>	4:00 PM – 10:00 PM
<b>Wednesday</b>	4:00 PM – 10:00 PM
<b>Thursday</b>	4:00 PM – 10:00 PM
<b>Friday</b>	4:00 PM – 10:00 PM
<b>Saturday</b>	12:00 PM – 10:00 PM

## Eligible Establishments

The City of Gladstone's proposed social district boundary would allow for five existing licensed establishments to participate in the district. It is recognized that this list of eligible establishments may change or grow over time.

**(1) Saunders Point Brewing**  
1000 Delta Ave  
Gladstone, MI 49837

**(2) Dew Drop Family Restaurant**  
916 Delta Ave  
Gladstone, MI 49837

**(3) American Legion**  
802 Delta Ave  
Gladstone, MI 49837

**(4) Wally's Bar**  
917 Delta Ave  
Gladstone, MI 49837

**(5) MIDD Bar & Lounge**  
903 Delta Ave  
Gladstone, MI 49837

After the City of Gladstone's Social District application is approved by the MLCC, the Gladstone DDA will establish and oversee a municipal application and approval form for eligible establishments. This form will confirm the city's support and must be included in each establishment's separate MLCC application to participate in the district.

## Enforcement & Security

Gladstone Public Safety will enforce patron compliance within the social district. Clear signage will define district boundaries, and the municipal website will provide an overview and educational campaign on responsible use. Clear boundary markings and a strong educational campaign will be vital to the success of the district.

Public Safety will be notified whenever a special use permit is submitted for City Commission approval for an event within the district. If additional police presence is requested or required, Public Safety will coordinate with the event's overseeing department head or coordinator. The event coordinator will be responsible for any associated Public Safety staffing costs.

All State of Michigan and City of Gladstone laws regarding public intoxication, impaired driving, and open containers apply within and beyond the district. Public Safety will enforce these regulations using local ordinances and state liquor laws, and any violation of these laws should be reported to law enforcement.

## Funding & Maintenance

The Gladstone DDA will cover both the initial and ongoing costs for logo creation, signage, staff operations, marketing, and maintenance responsibilities outlined in the Parks & Recreation contract.

### Sponsorship Opportunities

Maintaining a clean downtown will require additional resources. To support waste management efforts, the DDA will seek sponsorships from downtown businesses to fund additional trash receptacles and assist in sustaining the existing Parks & Recreation contract. These sponsorships will not generate revenue but will help offset district maintenance and operational costs.

## Serving Container Oversight

Licensed participating establishments will oversee the purchase of the social district containers but are required to adhere to the Michigan Liquor Control Code Act 58 of 1998, Section 436.1551 requirements for social district containers. It is the establishment's responsibility to ensure that their serving containers are compliant.

### These requirements include:

- ✓ The container prominently displays the social district permittee's trade name or logo or some other mark that is unique to the social district permittee under the social district permittee's on-premises license.
- ✓ The container prominently displays a logo or some other mark that is unique to the commons area.
- ✓ The container is not glass.
- ✓ The container has a liquid capacity that does not exceed 16 ounces.

## Sanitation & Trash Collection

State law requires that containers used for social district beverages be single-use. With increased foot traffic, a natural rise in waste is expected downtown.

The Gladstone DDA contracts with Parks & Recreation staff to manage routine trash collection within the district. This includes daily visual inspections of receptacles, which are emptied as needed.

## Marketing of the District

The DDA will be responsible for marketing the district, including signage designating the boundaries of the social district, investing in our online presence by partnering with Orange Cat Media on an educational campaign to outline the rules and operations of the district, and information sessions for interested businesses.

## Closing, Pausing, or Revoking the District

Certain circumstances or events may arise within the district where public alcohol consumption is not appropriate. In such cases, the Gladstone City Commission and/or the Gladstone DDA may temporarily close the social district. If closure is necessary, the DDA will provide at least seven (7) days' notice for all qualified licensees. During the closure, licensees must ensure that alcohol is not consumed outside their service area.

The privilege of having a social district comes with the responsibility of maintaining its benefits and integrity. A meeting shall be held annually between DDA administrative staff and the participating establishments to discuss the impact (either positive or negative) of the district and identify needs to ensure the success of its future. If the community or governing body determines that the district is being misused, the municipality may revoke its designation due to health, safety, or public wellbeing concerns, following a public hearing.

DRAFT



# City of Gladstone, MI

1100 Delta Avenue  
Gladstone, MI. 49837  
www.gladstonemi.gov

## Staff Report

Agenda Date: April 28, 2025 Eric Buckman, City Manager: \_\_\_\_\_

Department: Website Support Department Head Name: \_\_\_\_\_

Presenter: Patricia West Kim Berry, City Clerk: \_\_\_\_\_

**This form and any background material must be approved by the City Manager then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:**

City of Gladstone Logo & Branding Toolkit

**BACKGROUND:**

Patricia West and Wendy Taavola have collaborated with Orange Cat Media and Cap Creative Co. to reenvision the City of Gladstone’s logo and develop a comprehensive branding toolkit. The current logo, while recognizable, has posed significant challenges in print applications due to its complexity. Over time, various unofficial modifications have resulted in inconsistent branding across city materials.

Over the past year, the city has made substantial efforts to improve its online presence. Pursuing a refreshed and cohesive brand identity is a natural progression in ensuring a consistent and professional visual narrative.

As part of this initiative, department and board-specific logos have also been developed for seamless integration within the proposed branding system. While there is no intention of replacing all existing physical assets—such as signage or vehicle decals, the city hopes to adopt and implement the new branding guide for all materials moving forward.

**FISCAL EFFECT:**

\$3000.00

**SUPPORTING DOCUMENTATION:**

- Proposed Primary & Secondary Logos
- Example of Department & Board Logos
- Branding Style Guide
- Master Plan Amendment – Goal 8

**RECOMMENDATION:**

Motion to formally adopt the new branding toolkit, logos and authorize a budget amendment to Dr. Mary Cretens Fund to pay for Orange Cat Media Invoice No. 41 in the amount of \$3,000.00.



# INVOICE Item 20.

Orange Cat Media  
United States

BILL TO  
City of Gladstone

Pwest@gladstonemi.gov

Invoice Number: 41

Invoice Date: April 17, 2025

Payment Due: April 17, 2025

**Amount Due (USD): \$3,000.00**

Items	Quantity	Price	Amount
<b>Branding Guide / Logo Development</b> Unlimited logo revisions and changes, 3 secondary illustrations for dept., branding guide with fonts, colors	1	\$3,000.00	\$3,000.00

**Total:** \$3,000.00

**Amount Due (USD): \$3,000.00**

# Primary Logo



Secondary Logos

EST.



1877

*Gladstone*  
MICHIGAN

*Gladstone*  
MICHIGAN



*Gladstone*  
DOWNTOWN DEVELOPMENT AUTHORITY

*Gladstone*  
PARKS & RECREATION

# Brand Style Guide

## CREATED FOR:

Gladstone, Michigan

## CREATED BY:

Orange Cat Media | Cap Creative Co.

This style guide serves as a roadmap for maintaining consistency and cohesion across all your brand touchpoints!



APRIL  
2025

## What We'll Cover

This guide outlines how to keep your brand clean, simple, and recognizable. Inside, you'll find guidelines for using your logo, brand mark, colors, and typography—ensuring consistency across all designs.

Following these rules helps maintain your playful and bold personality and keeps Gladstone looking its best. Your role in upholding these standards is key to making every interaction feel unmistakably “Gladstone.”

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Visualization

# Brand Overview

These are a few ideas based on what we've gathered about the heart of the Gladstone community. Use them as a starting point to shape your mission and values.

Keeping these core pieces in mind will help you stay focused on what matters most and keep things consistent as the brand grows over time.

## Mission Statement Suggestion

"A proud lakeside town where community, local business, and the outdoors come together—welcoming visitors and locals alike to experience all that makes Gladstone home."

## Brand Voice Suggestion

The Gladstone voice is friendly, proud, and down-to-earth. We keep it simple, honest, and welcoming—like chatting with a neighbor over a cup of coffee or casting a line off the dock. Our tone is warm and straightforward, rooted in tradition but open to sharing all the things we love most about life up north: time on the lake, time in the woods, and time spent together.

## Brand Values Suggestion

1. Community
2. Tradition
3. Outdoors
4. Pride

## Primary Logo

- Most detailed logo option; contains full design elements like the tree/sunshine/wave icon and typography.
- Best used for larger formats like website headers, signage, and marketing materials where detail can be clearly seen.

**USE ON:** Website headers, business cards, large print materials, and signage where detail can be clearly displayed.

Simple, Clean and Friendly



Script + Sans-Serif Pairing for a mix of Modern + Timeless Vibes

## Monochrome Variations

- The primary logo can be made monochrome if desired. Refrain from changing colors to be “random” or outside of the brand to avoid confusion or overwhelm.
- Use when the logo needs to blend seamlessly into a more minimalist or sophisticated design. Monochrome is also useful for embossing, etching, or situations where color reproduction may not be ideal.



## Secondary Logo

- Simplified, stacked version of the primary logo.
- Ideal for smaller spaces, horizontal spaces, or when you need a more versatile logo (e.g., social media posts, packaging).

**USE ON:** Smaller formats like social media posts, packaging, or promotional materials where space is limited.

Simple, Stacked Format



Emphasis on State Name

## Brand Mark

- A simplified, standalone graphic that represents your brand at a glance. This minimal yet memorable design—the tree, sun, and waves—captures the essence of Gladstone without relying on text.
- It's perfect for reinforcing brand recognition in small spaces while keeping your visual identity playful and distinctive.



**USE ON:** Favicons, profile pictures, social media icons, product packaging, stickers, and any design where a simple, recognizable symbol is needed.

## Wordmark Logos

- Contain just the brand name in stylized typography, without additional icons.
- Great for digital and print uses where clear brand recognition is needed, especially in spaces where the focus should be on the name itself.

**USE ON:** Letterheads, on top of photography, email signatures, social media posts, business cards, and digital platforms where the focus is on the brand name itself.

The wordmark logo for Gladstone, featuring the name in a large, white, cursive script font with a thick blue outline. The letters are closely spaced and have a slight upward curve at the end.

The wordmark logo for Gladstone, featuring the name in a green, cursive script font. Below the name, the word "MICHIGAN" is written in a smaller, green, all-caps, sans-serif font.

# Logo Usage

## Clearspace Requirements

- When using your primary logo, make sure it's not squished or overlapping any other design elements. The space on each side is about the height and width of the "M" in "Michigan."



## Minimum Size

- Don't shrink the primary logo too much. If the logo needs to be very, very small, then choose one of your submark or wordmark logos instead.
- If you can't make out the shape of the tree and waves, the logo is too small.



# Primary Color Palette

- The primary color palette of navy, green, gold and blue creates a vibrant, outdoorsy, and friendly mood.
- Use the hex code when you want to ensure precise, consistent color reproduction across digital platforms.

<b>Primary: Navy</b> #093F60	<b>Primary: Pine</b> #1D9336
<b>Sunshine</b> #FFBE1D	<b>Light Blue</b> #54AFDD
<b>Off-White</b> #F8FBFD	<b>Warm Black</b> #1C2120

## Typography suggestions

FONT: "RELATION TWO BOLD"

# Headings

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- Typography shapes your brand's personality and ensures clarity. The right fonts, sizes, and spacing create a cohesive, engaging look that connects with your audience.
- You can purchase these exact font licenses here and here.
- Stick to clean, easy-to-read fonts for writing body copy. The heading font should never be used to write a whole paragraph.

FONT: "FINAL SIX BOOK"

## Subheadings

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## Brand Voice and Tone

Your brand's voice and tone are key to connecting with your audience. A clear, consistent voice ensures your messaging feels authentic and on-brand.

### **Brand Personality**

- **Friendly:** Warm and welcoming—like sharing a story with a neighbor on the porch.
- **Simple:** Clear and easy to understand, with no fluff or fuss.
- **Laid-back:** Down-to-earth and relaxed, just like life by the lake.

### **Brand Voice Suggestion**

Our voice is friendly, proud, welcoming, and rooted in the simple joys of small-town life. We keep things warm and easygoing—like a chat at the local café or a walk along the lake. Whether you're a lifelong local or just passing through, our tone invites you to slow down, enjoy the moment, and feel right at home.



"Here in Gladstone, it's the simple things that matter most. Whether you're casting a line or catching a sunset with friends, we're all about slowing down and enjoying the little moments."

The Gladstone brand logo is written in a cursive, script font. The letters are dark blue with a white outline, giving it a classic, nautical feel.



# PROPOSED DRAFT

Item 20.

## Goal 8: Marketing

OBJECTIVE	STRATEGY	PRIORITY	OWNER
Build recognition for the City of Gladstone as a reputable and respected housing community throughout northern Michigan and Wisconsin.	Delegate ownership to fund and oversee marketing initiatives of the City of Gladstone.	Near-Term	City Manager
	Explore revisions to a new city logo and improve our branding toolkit to be used on future marketing materials and signage, making the community easily identifiable across all mediums and platforms.	Near-Term	City Manager
	Improve the City's communication efforts with its residents to increase awareness, involvement, and buy-in of current initiatives.	On-Going	City Manager
	Partner with Gladstone Area Schools to promote the benefits and strengths of the school system to attract new residents.	On-Going	City Manager
	Position the City of Gladstone as a recreational hub, promoting the outdoor recreational facilities located within our city, as well as the many amenities just a short drive away.	On-Going	City Manager
	Market the expansion of new waterfront housing on the North Shore with public outdoor recreational amenities available within walking distance.	Mid-Term	City Manager
Build a tourism industry to attract visitors to Gladstone.	Build relationships and partner with local visitor bureaus and the Chamber of Commerce to inform them of tourism opportunities within the city and encourage referrals to our community.	On-Going	City Manager
	Promote the city as a weekend get-away by ensuring the quality of short-term rentals are maintained for our visitors through the rental inspection program.	On-Going	City Manager
	Utilize resources from the State of Michigan, such as Pure Michigan and the Department of Natural Resources, to promote the City of Gladstone's waterfront amenities and recreational inventory.	On-Going	City Manager/ Parks & Recreation
	Partner with Midwest marketing publications to write promotional pieces about our community.	Near-Term	City Manager
	Consider billboard advertisements along highway routes leading to Gladstone to encourage visitors to stop at one of our many public assets.	Mid-Term	City Manager
Attract new business to our community to grow our economic base.	Streamline our practices to build a strong foundation of planning, zoning, and economic development by implementing Redevelopment Ready Community (RRC) best practices.	On-Going	City Manager