



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

May 26, 2026

8:15 AM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) Regular Meeting Minutes - April 28, 2026

FINANCIALS

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

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) 2026-2027 DDA and Parks & Recreation Contract
- [5.](#) Michigan Downtown Association | South Haven Workshop
- [6.](#) TV6 Around Town Pilot Marketing Proposal
- [7.](#) Parking Lot Improvements
- [8.](#) "The Depot" Engineering Proposal

CITY COMMENTS & REPORTS

9. City Clean-Up Vouchers Available
10. Downtown Business Updates
11. Social District Hours Amendment
12. South Hill Road Closure

BOARD COMMENTS & REPORTS

ADJOURNMENT

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

Posted: 05-24-2026 | Patricia West, Community Development & 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

April 28, 2026

8:15 AM

Item 2.

MINUTES

CALL TO ORDER

DDA Chairperson, Jay Bostwick, called the meeting to order at 8:20 AM ET.

1. Roll Call

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

Staff Present: Rob Spreitzer, Patricia West & Samantha Gaudino

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - March 24, 2026

Motion made by Closs, seconded by Grzybowski to approve the regular meeting minutes of March 24, 2026.

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

MOTION CARRIED.

FINANCIALS

3. March 2026 Revenue & Expenditure Report

West provided an overview of the March Revenue & Expenditure report, noting that March marks the end of the fiscal year. The fiscal year is currently being closed out, and all major expenditures have been accounted for.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

West requested the addition of the Gladstone Eye Care Facade Grant to the New Business agenda as item 7.5. DDA Chairperson, Jay Bostwick added it to the agenda.

UNFINISHED BUSINESS

4. Additional North Shore Payment Discussion

Motion made by Grzybowski, seconded by Neumeier to postpone the discussion until the June meeting to allow time for the Treasurer to consolidate the return on investment data.

Item 2.

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

MOTION CARRIED.

NEW BUSINESS

5. Establishing "The Depot" Subcommittee

Motion made by Bostwick, seconded by Grzybowski to appoint Jay Bostwick and Parker Grzybowski to "The Depot" subcommittee.

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

MOTION CARRIED.

6. Market Square Rental Policies

Motion made by Closs, seconded by Neumeier, to adopt the Market Square Rental Policies with a modification to the discount section, allowing receipts to be submitted within 48 hours of the event for reimbursement of the first hour. It is further understood that associated fees will be incorporated into the City's annual fee schedule, to be reviewed by the City Commission each June, with an effective date of August 1, 2026.

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

MOTION CARRIED.

7. Social District Hours Amendment

Motion made by Neumeier, seconded by Thompson, to propose amended social district hours to the Gladstone City Commission as year-round, seven days a week, from 12:00 PM to 10:00 PM.

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

MOTION CARRIED.

7.5 Façade Grant for Gladstone Eye Care

Motion made by Taylor, seconded by Closs to extend the Gladstone Eye Care Façade Grant through the 2026-2027 fiscal year to allow for the backordered awnings.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

In addition to the items listed below, West shared that the City's cleanup vouchers will be available beginning May 1 and valid through June 30.

8. Delta County Public Transportation Survey

West shared that a link to a public transportation survey is available on the City of Gladstone's website.

9. DPW Hiring Seasonal Position

West share the seasonal part-time employment opportunity.

10. Wastewater Hiring Operator

West shared the full-time benefitted employment opportunity.

11. Zoning Administrator Certification

West shared that she passed her Zoning Administrator certification test.

BOARD COMMENTS & REPORTS

12. Michigan Municipal League Site Visit

Item 2.

Parker Grzybowski and Samantha Gaudino shared notable takeaways from the MML's site visit on Wednesday, April 22nd. A formal report will be forthcoming.

ADJOURNMENT

Motion made by Neumeier, seconded by Grzybowski to adjourn the meeting at 9:41 AM ET.

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

MEETING ADJOURNED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE

Balance As of 04/30/2026

Item 3.

YTD
04/30/2026

GL Number	Description	Normal	(Abnormal)
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY			
*** Assets ***			
248-000-001.000	CASH		88,061.27
248-000-017.000	INVESTMENT IN FIRST BANK		78,773.08
248-000-017.001	INVESTMENTS IN MI CLASS		260,559.47
248-000-055.000	ACCRUED INCOME		343.52
248-000-136.000	BUILDINGS		26,732.58
Total Assets			434,469.92
*** Liabilities ***			
248-000-202.000	ACCOUNTS PAYABLE		963.89
248-000-257.000	ACCRUED PAYROLL		259.28
Total Liabilities			1,223.17
*** Fund Equity ***			
248-000-390.000	FUND BALANCE		309,988.86
Total Fund Equity			309,988.86
Total Fund 248:			
TOTAL ASSETS			434,469.92
BEG. FUND BALANCE - 25-26			309,988.86
+ NET OF REVENUES/EXPENDITURES - 25-26			126,059.59
+ NET OF REVENUES & EXPENDITURES			(2,801.70)
= ENDING FUND BALANCE			433,246.75
+ LIABILITIES			1,223.17
= TOTAL LIABILITIES AND FUND BALANCE			434,469.92

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 04/30/2026

Item 3.

GL Number	Description	26-27 Original Budget	26-27 Amended Budget	Activity For 04/30/2026 Incr (Decr)	YTD Balance 04/30/2026 Norm (Abnorm)	Available Balance 04/30/2026 Norm (Abnorm)	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Revenues							
Department: 000 REVENUE							
248-000-437.001	CITY CAPTURE	284,970.00	284,970.00	0.00	0.00	284,970.00	0.00
248-000-437.005	BAY COLLEGE CAPTURE	61,579.00	61,579.00	0.00	0.00	61,579.00	0.00
248-000-437.009	DELTA COUNTY CAPTURE	93,566.00	93,566.00	0.00	0.00	93,566.00	0.00
248-000-437.013	DC ROAD PATROL CAPTURE	24,172.00	24,172.00	0.00	0.00	24,172.00	0.00
248-000-437.015	COMM ACTION CAPTURE	14,874.00	14,874.00	0.00	0.00	14,874.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	14,006.00	14,006.00	0.00	0.00	14,006.00	0.00
248-000-437.021	DATA CAPTURE	11,270.00	11,270.00	0.00	0.00	11,270.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	5,577.00	5,577.00	0.00	0.00	5,577.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	11,833.00	11,833.00	0.00	0.00	11,833.00	0.00
248-000-437.026	VETERANS AFFAIRS CAPTURE	1,864.00	1,864.00	0.00	0.00	1,864.00	0.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	9,820.00	9,820.00	0.00	0.00	9,820.00	0.00
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	50.00	50.00	0.00	0.00	50.00	0.00
248-000-675.006	FARMERS MARKET--VENDOR FEES	2,750.00	2,750.00	0.00	0.00	2,750.00	0.00
248-000-675.007	FARMERS MARKET--FOOD ASSISTANCE PROG	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	200.00	0.00	0.00	200.00	0.00
248-000-699.390	TRANSFER FROM FUND BALANCE	45,029.00	45,029.00	0.00	0.00	45,029.00	0.00
Total Dept 000 - REVENUE		609,060.00	609,060.00	0.00	0.00	609,060.00	0.00
Revenues		609,060.00	609,060.00	0.00	0.00	609,060.00	0.00
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-702.000	WAGES-FULLTIME EMPLOYEES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-537-702.101	DPW BENEFITS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-537-703.000	SALARIES	16,048.00	16,048.00	1,163.31	1,163.31	14,884.69	7.25
248-537-704.000	WAGES-PART TIME EMPLOYEES	11,500.00	11,500.00	639.21	639.21	10,860.79	5.56
248-537-707.000	TEMPORARY EMPLOYEES	0.00	0.00	18.89	18.89	(18.89)	100.00
248-537-708.000	UNEMPLOYMENT	125.00	125.00	0.39	0.39	124.61	0.31
248-537-709.000	FICA 6.2%	4,638.00	4,638.00	107.07	107.07	4,530.93	2.31
248-537-711.000	MEDICARE 1.45%	923.00	923.00	25.04	25.04	897.96	2.71
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	4,636.00	4,636.00	127.97	127.97	4,508.03	2.76
248-537-724.000	SICK PAY	383.00	383.00	0.00	0.00	383.00	0.00
248-537-728.000	MSA EMPLOYER EXPENSE	1,865.00	1,865.00	38.70	38.70	1,826.30	2.08
248-537-734.000	MEMBERSHIP & DUES	425.00	425.00	0.00	0.00	425.00	0.00
248-537-735.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
248-537-736.000	TRANSPORTATION & LODGING	1,000.00	1,000.00	99.53	99.53	900.47	9.95
248-537-751.000	MATERIALS & SUPPLIES	750.00	750.00	4.99	4.99	745.01	0.67
248-537-751.011	BEAUTIFICATION PURCHASES	5,800.00	5,800.00	0.00	0.00	5,800.00	0.00
248-537-751.012	SOCIAL DISTRICT PURCHASES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-537-751.013	STREETSCAPE ENHANCEMENTS/INVENTORY	23,500.00	23,500.00	0.00	0.00	23,500.00	0.00
248-537-751.014	PERMANENT CHRISTMAS TREE	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
248-537-754.000	POSTAGE	50.00	50.00	0.00	0.00	50.00	0.00
248-537-756.000	COMPUTER	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
248-537-757.000	COPIES	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00
248-537-760.000	EQUIPMENT RENTALS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
248-537-762.000	INTEREST EXPENSE	15,313.00	15,313.00	0.00	0.00	15,313.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 04/30/2026

Item 3.

GL Number	Description	26-27 Original Budget	26-27 Amended Budget	Activity For 04/30/2026 Incr (Decr)	YTD Balance 04/30/2026 Norm (Abnorm)	Available Balance 04/30/2026 Norm (Abnorm)	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-800.000	CONTRACTED SERVICES	7,590.00	7,590.00	0.00	0.00	7,590.00	0.00
248-537-802.000	LEGAL FEES	750.00	750.00	0.00	0.00	750.00	0.00
248-537-803.000	AUDIT FEES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
248-537-804.000	ENGINEERS & ARCHITECT FEES	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
248-537-808.000	TELEPHONE	840.00	840.00	0.00	0.00	840.00	0.00
248-537-819.000	FACADE GRANT PROGRAM	32,491.00	32,491.00	0.00	0.00	32,491.00	0.00
248-537-819.001	FACADE GRANT PROGRAM OWNERS MATCH	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-537-880.000	SPONSORSHIPS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-537-880.001	CHRISTMAS CELEBRATION	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-537-880.003	FARMERS MARKET	6,500.00	6,500.00	200.00	200.00	6,300.00	3.08
248-537-880.004	FARMERS MARKET--FOOD ASSISTANCE PROG	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
248-537-880.009	DOWNTOWN DAY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
248-537-900.000	PRINTING & PUBLISHING	500.00	500.00	0.00	0.00	500.00	0.00
248-537-910.000	INSURANCE LIABILITY	150.00	150.00	50.00	50.00	100.00	33.33
248-537-970.003	CAPITAL OUTLAY--TRASH ENCLOSURES	7,500.00	7,500.00	326.60	326.60	7,173.40	4.35
248-537-970.005	CAPITAL OUTLAY--FARMERS MRKT STRUCTU	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-537-970.008	CAPITAL OUTLAY--THE DEPOT	70,000.00	70,000.00	0.00	0.00	70,000.00	0.00
248-537-991.010	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	0.00	227,000.00	0.00
248-537-991.011	NORTHSHORE LOAN PAYMENT	45,933.00	45,933.00	0.00	0.00	45,933.00	0.00
Total Dept 537 - ADMINISTRATIVE		609,060.00	609,060.00	2,801.70	2,801.70	606,258.30	0.46
Expenditures		609,060.00	609,060.00	2,801.70	2,801.70	606,258.30	0.46
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		609,060.00	609,060.00	0.00	0.00	609,060.00	0.00
TOTAL EXPENDITURES		609,060.00	609,060.00	2,801.70	2,801.70	606,258.30	0.46
NET OF REVENUES & EXPENDITURES:		0.00	0.00	(2,801.70)	(2,801.70)	2,801.70	



Board: Downtown Development Authority
Agenda Date: May 15, 2026
Presenter: Patricia West

Item 4.

Staff Report

Agenda Item Title:

2026-2027 DDA and Parks & Recreation Contract

Background:

Each year, the DDA contracts with the Parks & Recreation Department to assist with maintenance, beautification, and general labor needs within the downtown district. The attached agreement was reviewed and approved by the Recreation Advisory Board at its May meeting.

Several updates have been incorporated into this year's contract to better clarify responsibilities, reflect current operational needs, and improve service coordination between departments. Notable changes from previous years include:

- The contract amount increased from \$10,000 to \$15,000.
- An additional \$5,000 has been budgeted separately from the contract for beautification-related expenses, including flowers, materials, and supplies.
- The expectation for downtown sidewalk snow removal was removed from the agreement, as the DDA has separately budgeted to contract these services independently.
- Clarification was added regarding Farmers Market set-up and tear-down responsibilities.
- Separate sections were added to outline the specific labor and operational needs associated with Downtown Day and Old-Fashioned Christmas. While these events were previously referenced in the agreement, responsibilities and expectations were not clearly defined.
- Adjustments were made to acknowledge the Public Works Department's involvement in downtown trash collection services utilizing City equipment.

Fiscal Effect:

\$15,000 (Included in the 2026-2027 Budget)

Supporting Documentation:

[DRAFT] Parks & Recreation Contract

Recommendation:

Motion to approve the annual service agreement between the Gladstone Downtown Development Authority and the Parks & Recreation Department for downtown maintenance, beautification, and event support services, as presented.

2026-2027 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~~ **\$15,000** during the **2026- 2027** 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 **and charge up to \$5,000 to the DDA.**
- ~~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 **each week before the market.** ~~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 **completed by 1:30 PM**, 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 **in accordance with DDA inventory policy.**

Downtown Day Services

- Provide at least two concierge staff for street fair and market setup **completed by 11:00 AM**, teardown, and general assistance during the event.
- Coordinate with Public Works for additional trash receptacles.
- Place and remove sandwich board signs for the event in coordination with the Downtown Ambassador.
- Transport old DDA yellow wagons to the event and collect them afterward.

Old-Fashioned Christmas Services

- Perform snow removal and ensure the market square is properly de-iced in preparation for the Old-Fashioned Christmas.
- Clean the market square of debris and waste in preparation for the Old-Fashioned Christmas.
- Transport and set up tables and chairs for the indoor market in coordination with the Downtown Ambassador.
- Place sandwich board signs the morning of the event.
 - Collect sandwich board signs following the event no later than Monday.
- Assist in the placement of burning barrels in coordination with the Downtown Ambassador.

- Assist in transporting and setting up large items as needed on Wednesday before the event such as, but not limited to, letters for Santa drop box, nativity, and other holiday decor.

Trash Collection

- A visual review will be conducted daily to assess the trash needs of the downtown and they should be cleaned out as needed.
 - Perform trash pickup and cleanup in the streets, around businesses, and in boulevards.
 - Coordinate with the Public Works Department to arrangement weekly and as needed emptying of the downtown receptacles.

Miscellaneous Duties

- Assist the DDA with special requests that arise within the DDA boundaries during summer months throughout the year.
- 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 and Assistant Director.

Agreement Signatures

 DDA Board Chair

 Date

 Parks & Recreation Director

 Date



Board: Downtown Development Authority
Agenda Date: May 15, 2026
Presenter: Patricia West

Item 5.

Staff Report

Agenda Item Title:

Michigan Downtown Association | South Haven Workshop

Background:

The Michigan Downtown Association (MDA) Summer Workshop, *Keeping the Magic of Strong Michigan Downtowns Alive*, will be held in South Haven, Michigan, on June 3–4, 2026. The workshop provides educational and networking opportunities for downtown development professionals and community leaders from across the state. Sessions will focus on topics including public spaces, retail trends, downtown design, placemaking, and strategies for creating vibrant and desirable downtown districts. The event also includes a guided walking tour of downtown South Haven led by the local Downtown Development Authority.

Patricia West and Downtown Ambassador, Samantha Gaudino, have both expressed interest in attending the workshop as a professional development opportunity. Attendance would provide insight into best practices and innovative downtown initiatives that may support ongoing projects and future planning efforts within the City of Gladstone. Approval is requested for registration, lodging, mileage, and related travel expenses associated with attendance at the workshop.

Fiscal Effect:

Registration: \$150/each
Mileage: Per IRS Rate (72.5 cents/mile)
Hotel: ~\$600/employee (\$300/night – 2 nights)
Bridge Fare: \$4.00/car (\$16.00 total)
Meal Reimbursement: Per City Reimbursement Policy
Estimated Total: \$2800-\$3000

Supporting Documentation:

MDA Summer Workshop Agenda

Recommendation:

Motion to approve the travel request for the DDA Director and Downtown Ambassador to attend the Michigan Downtown Association Summer Workshop in South Haven, Michigan, with reimbursement for eligible expenses in accordance with the City's expense reimbursement policy.

MICHIGAN
DOWNTOWN
ASSOCIATION



SUMMER WORKSHOP

June 3 & 4, 2026
South Haven, MI
In-person and Virtual Attendance Option



9:30 am – 10:20 am Let's Stay Connected
What opportunities does your downtown have to create meaningful connections for both residents and visitors? How can you turn those opportunities into vibrant experiences and sustainable economic impact? In this session, we will hear from two communities that used thoughtful planning, strong partnerships, and community-driven insights to transform underutilized spaces and resources into dynamic destinations. Discover how new pathways for connection can drive foot traffic, business growth, and community pride.
Don Hugo, Director, Frankenmuth DDA
Cassie Blaszyk, Board Chair, Charter Township of Highland DDA

10:20 am – 10:40 am Networking Break

10:40 am – 11:10 am Where In the World Am I? Wayfinding, Design, & Movement
How people move through your downtown—and how they feel while doing it—matters. Clear, engaging wayfinding doesn't just help visitors get from point A to point B; it shapes their entire experience and reinforces your downtown's identity. Through case studies found in Michigan downtowns, we will dive into the principles of effective wayfinding and how it connects to your downtown's overall image and brand. Learn how signage, hardscape materials, color, and patterns work together to guide movement, create a sense of place, and tell your community's story.
Shaun Breier, Commercial Sales, Unilock Michigan, Inc.
Matt Thomas, Sales Professional, Signs by Crannie

11:15 am – 11:55 pm Preparing Retailers for the Holidays (in June)
The holiday season will be here before we know it. The summer months are the best time to get retailers in the mindset of preparing for the holiday season. Learn the steps you can take now to help support retailers prepare for a successful Q4. We'll cover the role of eCommerce in downtown businesses, loyalty programs, ways to maximize foot traffic during the holiday season, and the newest Buy Nearby program resources Michigan Retailers Association has for you and your businesses this year.
Vic Veda, Vice President, Communications, Michigan Retailers Association



Summer Workshop

WEDNESDAY, JUNE 3, 2026

South Haven, MI

4:30 pm – 5:30 pm Walking Tour of Downtown South Haven
Be sure to put on your walking shoes for this interactive and informative tour of downtown South Haven.
Meet at City Hall, 539 Phoenix Street, South Haven, MI.

5:30 pm – 7:30 pm Networking Event
Enjoy complimentary appetizers and a cash bar at Idler Riverboat & Dockside, 515 Williams Street, South Haven, MI.
Generously sponsored by Lumecon.

THURSDAY, JUNE 4, 2026

Michigan Maritime Museum
260 Lyckman Avenue, South Haven, MI 49090

Workshop: The Magic of Strong Michigan Downtowns
Downtowns offer one-of-a-kind experiences for visitors and residents, unique small businesses, and connections to people, places and ideas. Join us in enchanting downtown South Haven for our Annual Summer Workshop, where we'll explore how these dynamic spaces spark both inspiration and economic vitality. Discover how Michigan downtowns not only captivate visitors and residents alike, but also serve as powerful engines for sustainable growth and development.

8:00 am – 8:30 am Registration
Continental Breakfast

8:30 am – 8:40 am Welcome
Cristina Sheppard-Decus, Chair, Michigan Downtown Association

8:40 am – 8:50 am Welcome to South Haven
Kate Hosier, City Manager, South Haven

8:55 am – 9:05 am Attendee Introductions

9:05 am – 9:25 am Vendor & Sponsor Introductions



Noon – 1:00 pm Lunch on Site
Legislative Update

1:00 pm – 2:10 pm Intro to Public Spaces-Ready, Set, Activate Your Public Spaces!
Public spaces are powerful platforms for community connection, cultural expression, and economic growth. This session explores how inclusive and collaborative approaches to public space planning and activation can transform downtown and strengthen local economies. Participants will learn how to center community voices, engage diverse stakeholders, and build meaningful partnerships to co-create welcoming, equitable spaces. Topics will include effective community engagement strategies, the role of public space as an economic driver, and how to use data to inform decisions and measure impact. Examples of projects both large and small from several Michigan communities will be offered and attendees will gain practical tools to ensure public spaces reflect and serve the full diversity of the communities where they belong.

Note: Jeffery, City Manager, City of Saginaw
Stephanie L. Carroll, Economic Development Manager, City of Auburn Hills
Paula Holtz, EDP, Managing Director, Regional Development, Michigan Economic Development Corporation
Available for MIPDM credit
Sponsored by Lake Trust Credit Union

2:10 pm – 2:25 pm Networking Break

2:25 pm – 2:55 pm MI Funding Hub- The One Stop Grant Resource
Finding and securing funding can often feel overwhelming—but the right tools can make all the difference. In this session, our partners at the Michigan Municipal League will introduce the MI Funding Hub, an award-winning grants and funding aggregator designed to help communities unlock state and federal funding opportunities. Through live, real-time demonstrations, you'll learn how to navigate the platform to identify available grants, access helpful resources, and streamline your search process.
Melissa Milton-Pung, Program Manager, Policy Research Labs, Michigan Municipal League

2:55 pm – 3:30 pm The Magic of Downtowns
While magicians are masters of misdirection and illusion, the work of downtown managers is rooted in creating real, lasting impact. Downtown director by day and magician by night, Jim Alt, will pull back the curtain to reveal how the mindset and techniques of magic can inspire powerful approaches to downtown management. Through interactive examples and creative exercises, Jim Alt will demonstrate how thinking outside the box can lead to innovative solutions that captivate your community and drive meaningful change.
Jim Alt, Executive Director, Lapeer DDA & Main Street

3:30 pm Closing Remarks
Dana Walker, Director, Michigan Downtown Association

www.michigandowntowns.com

Registration Form for Annual MDA Summer Workshop:
Virtual Format Price is \$175
 MDA Non-Member \$175
 Virtual Format price is the same.
 After May 27, please add \$25 for late registration fee.
 Sorry no refunds, but changes to type of registration can be requested.
 We look forward to meeting a safe and fun time in **May 27, 2026**.
 Make checks payable to the Michigan Downtown Association.
 Please pay directly to: Michigan Downtown Association
 P.O. Box 3591
 North Branch, MI 49461
 directordmichdowntowns.com
 Credit card payments are accepted over the phone at 268-836-7711.
Save time! Register and pay online at: <https://www.memberhelp.com/members/evr/registmenu.php?orgcode=MDA>

— Visa — MC — Dis — Amex —
 Card No. _____ Exp. Date _____ Sec. Code _____
 Name on Card: _____
 Signature: _____

Name _____
 Organization _____
 Phone _____

Email _____

Downtown South Haven



Photo Credit:
Michigan Maritime Museum

South Haven

Downtown South Haven

Upcoming Events:
 Downtown Day, September 26, 2026, Your Downtown!
 Annual Conference, November 4-6, 2026, Kalamazoo

Hotels
 Holiday Inn Express, South Haven, is available by clicking [here](#).
 To make Hotel Room Reservations by Phone, please call the Hotel at (269) 639-8303 and ask to make a room reservation in the Michigan Downtown Association Block, \$140 plus tax and fees.
 Hampton Inn, South Haven, is available by clicking [here](#). \$259 plus tax and fees.
 The Historic Hotel Nichols, Phone: (269) 872-3943 and mention the MDA. Rates and rooms vary. Website: hotelnichols.com
 In addition to all the above, South Haven has an abundance of B & Bs. Visit the South Haven website. <https://www.southhaven.org/places-to-stay/>

Thank you to our event technology sponsor, Shumaker Technology Group.

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MICHIGAN DOWNTOWN ASSOCIATION

MDA

Strengthening Downtowns

Founded in 1980, the Michigan Downtown Association is a driving force in the interest and growth of downtowns and communities throughout Michigan. The MDA encourages the development, redevelopment and continuing improvement of Michigan communities and downtowns.

The Mission of the Michigan Downtown Association is to strengthen and sustain downtowns.

MDA's Vision is to be the leader in preserving and enhancing downtowns and their ongoing management.

www.michigandowntowns.com





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MICHIGAN DOWNTOWN ASSOCIATION
 Strengthening Downtowns
 P.O. Box 3591, North Branch, MI 49461



Board: Downtown Development Authority

Agenda Date: May 19, 2026

Presenter: Patricia West

Item 6.

Staff Report

Agenda Item Title:

TV6 Proposal with Downtown Businesses

Background:

TV6 recently began discussions with several downtown businesses regarding advertising partnerships and promotional opportunities. During those conversations, many businesses referred TV6 representatives to DDA Director Patricia West to discuss the potential for broader downtown collaboration and promotion efforts. West met with Easton Viitala in May to discuss how the DDA could participate in a manner that supports downtown promotion while avoiding concerns related to favoritism among businesses.

During these discussions, TV6 proposed a “book-end” commercial concept consisting of two 15-second commercials surrounding a commercial segment. Under this concept, the DDA-sponsored portion would focus on promoting the overall downtown experience through a “Spend a Day in Gladstone” theme, highlighting community assets such as the social district, Farmers Market, beach, and other downtown amenities. Participating businesses would then individually sponsor the accompanying commercial segment promoting their own offerings. Following discussions with TV6 leadership, Easton Viitala returned with a pilot program proposal that would also include a pre-recorded one-hour segment on Upper Michigan Today in conjunction with the book-end commercials. The proposal is currently being offered exclusively to Gladstone at a discounted introductory rate, with the intention of potentially expanding the concept to other communities in the future.

Fiscal Effect:

Proposal A:

1 Hour Episode of Upper Michigan Today:

- DDA Commitment: \$1,000
- Business Commitment (Up to Four): \$250

Proposal B:

15 Second Book-end Commercial

- \$400/month/business
 - If the DDA also wants to do a commercial, it would follow the same dollar amount.

Supporting Documentation:

TV6 Around Town Proposal

Recommendation:

Motion to approve the Gladstone DDA’s participation in the TV6 downtown promotional pilot program, including the ‘Spend a Day in Gladstone’ advertising campaign and associated promotional expenses, as presented.



TV6 Around Town

Proposal 1

1-hour Episode on Upper Michigan Today \$1,000

Includes:

Episode hosted on TV6+

TV6 Promos

Additional News coverage of the area

Optional Business Highlights: \$250 per business (limited to 4 businesses)

Proposal 2

Local Business Sponsors (4 month Commitment)

\$400 a month per business (\$850 value)

Includes:

:15 sec commercials for each business

Links to each business on Around Town page

Monthly TV Schedule per business:

1x TV6 Morning News 6a

1x TV6 Morning Repeat 7-9a

1x TV6 Early News 6p

1x TV6 News Tonight 7p

1x TV6 Late News 11p

500 TV6 Livestream Impressions



TV6 Around Town

Show:

TV6 Creative Services will direct a preproduced one-hour long show highlighting a local U.P. community. The show will be hosted by TV6's John and Audrey, hosts of Upper Michigan Today. The show will focus on local activities, attractions and everything that makes the community unique and that would draw visitors to the area. The show will air on Upper Michigan Today. After airing the episode will be available for streaming on TV6+.

The show can also have the option for up to four business segments. A business can pay \$250 to be a main feature during the show. Business highlights will talk with the owner and showcase the business and the products/services provided.

News:

TV6 News Team will feature "Around Town" segments during the week of and following the episode airing. News content will mainly be feature stories and non-business-related stories from around the community.

Sponsors:

Advertising opportunity for local businesses in the community at \$400 a month. Participating businesses will receive a monthly TV schedule featuring spots in the TV6 Morning, Early, Evening and Lates News programs. Each business will have their own :15 second commercial created. TV6 Creative Services will make two days available (separate from episode shoot) to get footage of participating businesses. Commercials will include an Around Town intro theme. Footage will include one exterior shot and two interior shots of each business. Each business script will be for overall branding and will not include special sales, deals or limited time offers.



TV6 Around Town Sponsor Sign-Up

\$400 per month (prepay)

Community: _____

1. _____
Business Name/ Email /Owner Signature

2. _____
Business Name/ Email /Owner Signature

3. _____
Business Name/ Email /Owner Signature

4. _____
Business Name/ Email /Owner Signature

5. _____
Business Name/ Email /Owner Signature

6. _____
Business Name/ Email /Owner Signature

7. _____
Business Name/ Email /Owner Signature

8. _____
Business Name/ Email /Owner Signature

9. _____
Business Name/ Email /Owner Signature

10. _____
Business Name/ Email /Owner Signature



Board: Downtown Development Authority

Agenda Date: May 26, 2026

Presenter: Patricia West

Item 7.

Staff Report

Agenda Item Title:

Parking Lot Improvements

Background:

It was previously discussed to install a curb cut at the city-owned parking lot on the corner of Delta Avenue and 11th Street (where the Christmas tree is installed). To accommodate the curb cut, the City could potentially lose up to three (3) parking stalls between the lot and street parking.

Before proceeding with this option, Patricia West wanted to confirm the DDA was aware of the impact.

Fiscal Effect:

TBD

Supporting Documentation:

GIS Image

Recommendation:

Discuss if loss of parking stalls is worth the benefit of improved flow.

Parking Considerations at Delta and 11th





Board: Downtown Development Authority

Agenda Date: May 26, 2026

Presenter: Patricia West

Item 8.

Staff Report

Agenda Item Title:

"The Depot" Engineering Proposal

Background:

West met with Dynamic Designs in May to talk through the vision of "The Depot" project and together they did a site visit. Enclosed is their proposal for Engineering Plan.

The DDA budgeted the following for 2026-2027 fiscal year:

- Engineering & Architect Fees: \$7500
- Capital Outlay for "The Depot": \$70,000

Since the budget was finalized, we also received \$21,900 from the MACC Grant. Our current fund balance sits at around ~\$390,000.

Professional Services are exempt from the competitive bidding process per the City of Gladstone's Purchasing & Bidding policy.

Fiscal Effect:

\$6300 - \$10,500

Supporting Documentation:

Dynamic Designs Engineering Proposal

Recommendation:

Motion to authorize the DDA Director to enter into an agreement with Dynamic Design Group, Inc. for professional design and engineering services related to preliminary planning efforts for "The Depot" community gathering space project located at 701 Delta Ave, as outlined in the proposal dated May 22, 2026, in an estimated amount not to exceed \$10,500.



May 22, 2026

Ms. Patricia West
Community Development Director
City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Re: Proposed Community Gathering Space called "The Depot"
Gladstone, Michigan

DDGi Project No.: 26-4697

Dear Ms. West:

Thank you for the opportunity to submit this proposal for Professional Design and Engineering Services. Our proposal is to prepare a Schematic design, Preliminary Design and Project Estimate for the proposed development.

OBJECTIVE

Schematic and Preliminary design of the development of a 56ft x 140ft lot at the corner of Delta Ave and South 7th Street, for use as a Community Gather Space called "The Depot". The development will include a 20ft x 30ft pavilion with bathroom and stage, a railroad engine shaped playground, and a landscaped outdoor space for gathering. A Project Estimate will be prepared to reflect the anticipated costs for the development.

PROPOSAL CONSIDERATIONS

Our proposal is based on our recent meeting, your existing sketches and on the following assumptions:

1. A legal/boundary/location/topographical survey has been completed or will be provided. If necessary, we will assist with coordination of the survey work.
2. The pavilion and playground will be located on the property, within the required setbacks.
3. The future project will consist of 2 phases. Phase 1 will be the development of the site and pavilion. Phase 2 will be the development of the playground.
4. Schematic Design, Preliminary Design and Project Estimate will be completed in the Spring/Summer of 2026.

ddm
design document manage

Dynamic Design Group, Inc. 900 1st Avenue South Suite A P.O. Box 1064 Escanaba, Michigan 49829 Ph. 906.786.3300 www.ddgi-ddm.com

SCOPE OF SERVICES:

This proposal is divided into (3) levels of service including; **A) Schematic Design Phase;**
B) Preliminary Design Phase; C) Project Estimate.

A) Schematic Design

- 1) Initial project review to determine options for locations for components of the development and maximum component sizes that will fit within the selected spaces.
- 2) Initial Code review/analysis, including contacting applicable code authorities as required.
- 3) Initial utility review to determine optimal locations for connections.
- 4) Preparation of basic Schematic Design options for consideration.
- 5) Meeting with the Owner to evaluate/discuss the Schematic Design options.
 - a. It is expected that a Schematic Design option would be chosen at this time and that any revisions to the selected design at this point would be incorporated into the design during the Preliminary Design phase. It is not expected that additional revisions to Schematic Design options would be completed and resubmitted to the Owner for additional review. If additional modifications, meetings and review are required, these services would be added to the Schematic Design phase and would result in a modification to the contract estimated range, to be determined at that time

B) Preliminary Design Phase

- 1) Development of the selected Schematic Design option.
- 2) Additional Code review, as required.
- 3) Coordination of the necessary survey work, on the Owner's behalf.
- 4) Initial Architectural/Engineering analysis and design to reflect information collected to date.
- 5) Preparation of the Preliminary Design (Site Plan, Pavilion Plan and Pavilion Elevations).
- 6) Presentation of the Preliminary Site Plan to the Zoning Official for review and comment.
- 7) Meeting with the Owner to present the Preliminary Design for review and comment.
- 8) Adjust the Preliminary Design based upon Owner and/or Zoning Official comments.
- 9) Provide the adjusted Preliminary Design to the Owner.
 - a. It is expected that any revisions to the design at this point would be incorporated into the design during the Final Design phase, whenever it is pursued. It is not expected that additional revisions would be resubmitted to the Owner for additional review. If additional modifications, meetings and review are required, these services would be added to the Preliminary Design phase and would result in a modification to the contract estimated range, to be determined at that time.

C) Project Estimate

- 1) Preparation of an estimate of the project cost based upon the information to date.
- 2) Meeting with the Owner to review the Project Estimate.

PROFESSIONAL DESIGN AND ENGINEERING FEES

The proposed fees for Professional Design and Engineering Services for the work items defined above and as specified in the attached Professional Services Agreement are:

A) Schematic Design

These services will be provided on a time and material basis, at the hourly rates listed.
These services are estimated at: \$1,500.00 to \$3,000.00.

B) Preliminary Design Phase

These services will be provided on a time and material basis, at the hourly rates listed.
These services are estimated at: \$4,000.00 to \$6,000.00.

C) Project Estimate

These services will be provided on a time and material basis, at the hourly rates listed.
These services are estimated at: \$800.00 to \$1,500.00.

CONTRACT TERMS:

If you wish to move forward with this proposal, please sign, date and return a copy to us with the required deposit.

Sincerely,



Daniel S. Block, P.E.
Project Engineer



Jason M. Campbell
Project Manager



Madison Block, E.I.T.
Engineer in Training

Please initial for the services requested:

No.	Level of Service	Cost	Initial
A	Schematic Design – estimated range	\$1,500.00 to \$3,000.00	
B	Preliminary Design Phase – estimated range	\$4,000.00 to \$6,000.00	
C	Project Estimate – estimated range	\$800.00 to \$1,500.00	

This Agreement is accepted for the services identified above by:

Name (Printed)	Title
Signature	Date



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Dynamic Design Group, Inc. 900 1st Avenue South Suite A P.O. Box 1064 Escanaba, Michigan 49829 Ph. 906.786.3300 www.ddgi-ddm.com

Professional Services Agreement

GENERAL TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES:

Witnesseth:

In consideration of the agreements contained herein, and as presented in the signed Proposal included with this Agreement, the parties agree as follows:

Services:

The specific work ("services") to be performed by Dynamic Design Group, inc. and its consultants and subcontractors (collectively "DDGi") on behalf of the Client shall be described and authorized by a fully executed Proposal that is issued along with this Agreement. The Proposal will be submitted to the Client's designated representative for review and approval prior to the initiation of services. All services authorized by the Proposal shall be subject to the terms of this Agreement.

Compensation for Services, Invoices and Payments:

Our Proposals are valid for 30 days. After 30 days, we reserve the right to re-evaluate our Proposal and make any adjustments as necessary.

Our terms are a 10% deposit to begin work, unless otherwise stated in the Proposal. We will invoice for our services on a monthly basis or at the completion of the work, whichever comes first. Payment of all monthly invoices shall be received in full within 15 days of the date of invoice, unless noted otherwise on the invoice or in the Proposal. If payment is not received on time, then work may be suspended. If all invoices are not paid in full then you will forfeit your rights to use the plans, and you could be subject to copyright infringement. We reserve the right to add interest on any amounts unpaid after 30 days at the simple annual interest rate of 12%. If we are forced to recoup our fees through legal proceedings, you acknowledge that you will be required to pay our legal fees and court costs.

Estimated services will be invoiced on a time and material basis for the

estimated ranges listed in the Proposal. Please understand that an estimate of cost for the services described in the Proposal is based on our current understanding of the project requirements and the level of effort needed to complete the various work tasks. An estimate should NOT be interpreted as a not to exceed cost. We will make every effort to not exceed our estimate and in the event that we do, an explanation will be provided. Please also understand that as a time and material based project, we will be invoicing for all expenses associated with this project. Any additional services required or requested will be billed at the hourly rates as listed in this Agreement.

All payments should be remitted to:
Dynamic Design Group, Inc.
P.O. Box 1064
Escanaba, MI 49829

Hourly Rates:

Engineer:	\$150.00/hour
Project Manager:	\$150.00/hour
Junior Engineer:	\$120.00/hour
Mileage:	current rate per mile

Mileage is included in the Proposal for the site visits/meetings identified in the Proposal.

Consultant and subcontractor rates are provided in separate attachments. DDGi reserves the right, upon thirty (30) days written notice to the Client, to adjust the rates on reimbursable time and material contracts. This rate adjustment typically occurs, annually, at the beginning of the calendar year.

Specific Items Not Included:

The following items are not included in our services unless specifically listed in our Proposal:

1. Completion of any type of survey (surveyor to be acquired by the Client/Owner).
2. Completion of geotechnical investigation and report (geotechnical engineer to be acquired by the Client/Owner).

3. Fire suppression/fire alarm system design (specialty designer to be acquired by the Contractor).
4. Kitchen cabinet design (specialty designer to be acquired by the Client/Owner).
5. Landscape design (specialty designer to be acquired by the Client/Owner).
6. Completion of hazardous material testing and abatement (specialty Contractor to be acquired by the Client/Owner).
7. Well and Sanitary system design (designs by the local Health Department).
8. Completion of permit applications and payment of permit fees (completed by the Contractor).
9. Reimbursable Expenses as defined in this document.

DDGi will assist the Client/Owner with acquiring the specialty designers and Contractors listed above and will assist with coordinating their work into the project (if required for the project).

Reimbursable Expenses:

1. Postage and Handling
2. Zoning fees
3. Plan review fees
4. Bid advertising expenses
5. Printing/Document Reproduction
 - a. 8½ x 11 photocopies/prints
 - i. \$0.30/sht. (b/w)
 - ii. \$0.60/sht (color)
 - b. 11x17 photocopies/prints
 - i. \$0.50/sht (b/w)
 - ii. \$0.75/sht (color)
 - c. Large photocopies/prints (22x34 drawing sheets).
 - i. \$7.00/sht (b/w)
 - ii. \$11.00/sht (color)

Deliverables:

All project deliverables, including, but not limited to, any and all reports, drawings, plans, designs and specifications prepared by DDGi pursuant to this Agreement are part of the services contracted for by the Client and shall become the Client's property upon final payment to DDGi

for the services under this Agreement. DDGi shall retain copies of all deliverables for its files.

Deliverables are not suitable for use or reuse by Client, its employees, agents or subcontractors on any extension of the project or on any other project without the prior written authorization of DDGi. Such authorization is essential because it requires DDGi to evaluate the Deliverables applicability given new circumstances, not the least of which is the passage of time.

Client shall indemnify and hold harmless DDGi from and against any and all claims, damages, losses, and expenses arising out of or resulting from the unauthorized reuse of any Deliverables.

Deliverables are not to be used, copied or reproduced without expressed written permission from DDGi.

DDGi will provide the Client with .pdf electronic files for their reference. Computer aided drafting (CAD) electronic files are the property of DDGi and are not available to the Client or the Client's representatives unless specifically agreed upon by both DDGi and the Client and the associated cost included in the Proposal.

Project Delays:

If DDGi is delayed at any time in the progress of Services for any specific activity by:

1. an act, failure to act, or neglect of CLIENT or CLIENT's employees or CLIENT's consultant or any other party.
2. changes in the scope of services.
3. delay authorized by CLIENT and agreed to by DDGi.

then the time for completion shall be extended.

Additionally, DDGi shall receive an equitable compensation adjustment if delays caused by any of the above events result in additional costs to DDGi.

Insurance:

The Client/Owner shall carry the Client's/Owner's usual liability insurance as required to allow DDGi and its consultants and subcontractors to access the Client's/Owner's property to complete necessary work.

The Client/Owner, at the time of construction, shall maintain the proper insurance for a construction project. This will be specified in the Contract between the Client/Owner and Contractor.

Upon request, DDGi will furnish copies of insurance certificates evidencing that it maintains the following coverages:

<u>Type</u>	<u>Limits</u>
Workers Compensation Employers Liability	\$100,000 each accident \$500,000 limit
General Liability	\$1,000,000 each occurrence; \$2,000,000 aggregate
Professional Liability	\$1,000,000 each occurrence; \$1,000,000 aggregate

If Client requires further insurance coverage, DDGi will obtain said coverage (if procurable), at Client's expense.

Continuity of Services

CLIENT acknowledges that it is customary for the design professional who is responsible for the preparation of contract drawings and specifications or other Project deliverables to be employed to provide Services during the bidding and construction and/or field work phases of the Project including, but not limited to, interpretation, clarification and modification of the Deliverables during bidding, construction and/or field work; accepting substitute or or-equal items of materials and equipment proposed by bidders and contractor(s);

approving shop drawings and sample submittals; and detecting, in advance of performance of affected work, inconsistencies or irregularities in such contract drawings and specifications or other Project deliverables.

CLIENT agrees that if DDGi is not employed to provide such Services during the bidding (if the work is put out for bids) and construction and/or field work phases of the Project, DDGi shall not be responsible for, and CLIENT shall indemnify and hold harmless DDGi from and against any and all claims, damages, losses and expenses arising out of, or resulting from any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such Project deliverables issued or carried out by CLIENT or others.

Client's/Owner's Budget and DDGi's Construction Cost Estimates/ Opinion

Evaluations of the Client's/Owner's budget and DDGi's preparation of the construction cost estimates/opinion represent DDGi's judgement as an experienced and qualified design professional, familiar with the construction industry. DDGi nor the Client/Owner has control over the cost of labor, materials or equipment; or of the Contractors methods of determining bid prices. Therefore, DDGi cannot and does not guarantee that proposals, bids, or total construction costs will not vary from the Client's/Owner's Budget and Construction Cost estimates/opinions of probable cost prepared by DDGi.

General Contractor

DDGi can neither guarantee the performance of the General Contractor's finished project nor assume responsibility for General Contractor's failure to furnish and perform his work in accordance with the Project requirements.