

REGULAR DDA MEETING

CITY OF GLADSTONE

DOWNTOWN DEVELOPMENT AUTHORITY

A regular scheduled meeting of the Downtown Development Authority will be held on

Tuesday, November 17th at 8:00 AM

City Hall Chambers

REGULAR MEETING AGENDA

- I. CALL TO ORDER
 - A. Roll Call

- II. AMENDMENTS TO AGENDA

- III. PUBLIC COMMENT

- IV. APPROVE MINUTES
 - A. DDA Meeting October 20, 2020

- V. PUBLIC HEARING – None

- VI. BUDGET
 - A. Year to Date as of October 31, 2020
 - Ron to present at meeting

- VII. UNFINISHED BUSINESS
 - A. 9th Street Bond Project Update – Eric Buckman
 - B. North Shore Update
 - i. Meeting Update 11/12/20
 - C. Delta Avenue Parking Update
 - i. Coleman Engineering Presentation
 - D. 2020 DDA Informational Meeting # 1
 - i. City Commission approved – 11/9/2020 meeting
 - E. DDA Board Makeup
 - i. City Commission approved – 11/9/2020 Meeting

Mission Statement

“To enhance the quality of life and develop a positive image of Downtown Gladstone for businesses, residents and visitors.”

VIII. NEW BUSINESS

- A. Electric Charging Stations – Ron Miaso, Eric Buckman
- B. Home Decorating Contest
 - i. WPPI Funding

IX. COMMENTS

- A. City Manager
- B. DDA/EDC Coordinator
- C. DDA Members

X. PUBLIC COMMENT

XI. 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.

Kimberly Berry, CMMC
City Clerk
kberry@gladstonemi.org

Posted: 11-12-20

Mission Statement

“To enhance the quality of life and develop a positive image of Downtown Gladstone for businesses, residents and visitors.”

**DDA
DDA Meeting Minutes
October 20, 2020 Regular Meeting
City Hall Chambers
8:00 AM**

Members Present: Derby Chase, Linda Norlander, Jay Bostwick, Linda Howlett (Virtual), Kyle Closs, Amanda Phillips, Sarah Slagstad

Members Absent: Mayor Thompson, Mike Williams, Robert LeDuc, Marcey Skwor

Vacancies - 0

Other Staff Present: Ron Miaso, Eric Buckman

Guests / Public: Patrick Johnson

Meeting was brought to order by Jay Bostwick at 8:08

I. CALL TO ORDER

- a. Roll Call was noted**

II. Amendments to Agenda

Patrick Johnson asked to move his Agenda Item on Rialto Center Project forward to the first item under Unfinished Business. There were no objections. Although Patrick Johnson presented information directly following the Budget discussion, it will be shown for consistency in the original Agenda order.

III. PUBLIC COMMENT

None

IV. APPROVE MINUTES

- a. Motion by Derby Chase; seconded by Linda Norlander to approve the DDA Regular Meeting Minutes – July 21, 2020.**

*****MOTION CARRIED UNANIMOUSLY*****

V. PUBLIC HEARING: None

VI. BUDGET:

- a.** Ron reviewed the financials for the period ending September 30, 2020. On the revenue side, tax captures of \$91,539 were received from the Summer Tax Collections and \$25 of Farmers Market revenues from various vendors at the Market were recorded.
- b.** Expenditures were reviewed by Ron which included an expense from Miller Canfield for work on the DDA Plan Amendment. Ron stated that we were pleased with the assistance they provided in guiding Gladstone through the process. Besides the Coordinator monthly charge, Printing and Publishing charges of \$4,217 were recoded for required postings in the Daily Press and the Action Paper for the DDA Plan Amendment requirements.
- c.** Ron reviewed the Fund Balance and Projected Fund Balance for the DDA. He stated that the cash balance this period showed two entries, a Cash balance and Investment in First Bank balance. City Manager Buckman discussed the First Bank entry by saying that Bob Valentine (former Escanaba Treasurer) is very involved with municipal investments and is able to get a better return while complying with the investment rules for municipalities. Eric said that Bob Valentine would be happy to present particulars of the investment program at a future DDA Board Meeting. Eric also reported that starting next month, a new revenue line item account will be included that will track the First Bank revenues.

VII. UNFINISHED BUSINESS:

a. 9th Street Bond Project Update

City Manager Eric Buckman reported the project is basically complete and that the City will be meeting with the contractors and Coleman Engineering on October 22, 2020 to review Punch List items. He encourage all to bring any punch list items to his attention for review at that time.

City Manager Buckman reported that there were funds being held for items that may need future spending such as plantings that may not be totally acceptable due to fall plantings. He also stated while it looks as though there may be a budget surplus, at this time bills are still being reviewed and we have not had a final accounting of all items.

He proposed a future joint meeting of the City Commission and the DDA to determine how to move forward with any positive news and all items are on the table. Kyle Closs suggested that a quicker payout of the bond would be a good direction, but other options will be discussed.

Linda Norlander suggested that good news to the budget may be used to go back to the public. Jay Bostwick and Amanda Phillips discussed some issues with downtown businesses during the construction proves. Eric Buckman said that he had heard of some issues with the subcontractors of various parts of the project, but overall the prime contractor did a very good job. Finally, Derby Chase suggested that with 9th Street looking so good with freshly painted lines, we may want to look at repainting the Delta Avenue street lines for a more finished look on our two main streets.

b. North Shore Update

Ron reported that there has not been much activity / interest at this point and some inquiries were concerned with the scope of the project being too large in scope. Kyle Closs reported that First Bank was seeing many large project being put on hold for a variety of COVID-19 and political reasons. Ron will get a meeting with our consultants on the project set up to discuss new options.

c. Delta Avenue Parking Study

Ron reported that Coleman Engineering was complete with the study and that they want to present their findings at the next DDA board meeting. After discussing with Scott Nowack of C.E., the meeting will include a DDDA discussion of options to help the most critical parking needs.

d. DDA Plan Amendment / Timeline

Ron reviewed that timeline of events since that occurred since the last DDA Board Meetings and said that all items have now been completed. This has been over a year's work and thanked all for their work and input.

e. Farmers Market Update

Ron said that the Market ended on October 5, 2020 three weeks early. One of the Vendors family members tested positive for COVID-19 and other vendors were concerned with continuing the Market. Several virtual meetings of the Committee were held and the consensus decision was to make 10/5/2020 the last day of the 2020 Market. Ron thanked Market manager Samantha Grzybowski for a very successful year and look forward to 2021.

VIII. NEW BUSINESS

a. Rialto Center Project

Patrick Johnson reported that the Rialto Center retail space was now within one spot of being totally full and there are several options being investigated to fill that spot. He said that when the original \$25,000 Engineering Study was funded, the Rialto was anticipating an MEDC 75 percent funding and the remaining 25 percent by the Rialto's owners. Things changed at MEDC and Patrick reported that they were not able to come up with the cash needed to continue. Ron reported at over \$18,000 of the Engineering Study money was expended. Patrick Johnson committed to continue working to fill the building and improve cash flow and agreed to be responsible for the full Engineering monies if not brought to a conclusion.

City Manager Buckman said that a directory of business sign would be a good way to attract traffic. Patrick said that Delta Business Solutions next door had complete a tree trimming project that made the Rialto signage much more visible.

Motion by Derby Chase; seconded by Jay Bostwick to review this project again in one year (October 2021).

*****MOTION CARRIED UNANIMOUSLY*****

b. 2020 DDA Information Meeting #1

Ron reviewed the proposed DDA Informational Meeting presentation and requested that the Board recommend presenting to the City Commission at the November 9, 2020 meeting.

Motion by Linda Norlander; seconded by Jay Bostwick to put the Informational Meeting #1 on the City Commission meeting agenda for 11/9/2020.

*****MOTION CARRIED UNANIMOUSLY*****

c. DDA Board Makeup

Ron reviewed the DDA Board makeup from Public Act 57 of 2018 which would allow the Mayor to appoint a designee for the Mayor. Ron proposed a change in the language to allow such a change to the Bylaws consistent with the law.

Motion by Derby Chase; seconded by Kyle Closs to amend the Bylaws in II.A to read "The DDA shall consist of the mayor or his or her designee and ten members selected by the mayor, who shall be appointed by the mayor, subject to approval by a majority vote of the members of the City Commission. If the mayor chooses a designee, the designee shall be from the City Commission and shall serve for a period of at least one year."

*****MOTION CARRIED UNANIMOUSLY*****

IX. COMMENTS

- a. City Manager – None
- b. DDA/EDC Coordinator – Ron discussed the upcoming Michigan Economic Developers Association Fall Economic Development Toolbox Virtual Conference to be held on November 13, 2020. The entry fee is \$160 and Ron plans to virtually attend. There is \$2,000 in this year's training budget and to date none of it was spent.
- c. DDA Board Comments – Jay Bostwick and Ron Miaso discussed the plans for Old Fashioned Christmas. The normal event with Santa visits, face painting, burn barrels and kids games will not take place due to COVID-19. There will be a tree lighting ceremony on November 27 at 6:00 PM. A Home Decorating contest will be held and a Family Viewing Nights will take place on 12/18/20 from 7:00 till 8:00 PM. DDA Members will distribute candy to vehicles and Santa will wave from a Fire Truck as viewers drive by. They will also get instruction on where to view the Homes that are in the decorating contest.

X. PUBLIC COMMENT

None

XI. ADJOURNMENT

Motion by Linda Norlander; seconded by Derby Chase to adjourn.

*****MOTION CARRIED UNANIMOUSLY*****

The DDA adjourned at 9:03 A.M.

Respectfully Submitted,



Ron Miaso, DDA / EDC Coordinator



City of Gladstone, MI

1100 Delta Avenue
Gladstone, MI. 49837
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Staff Report

Agenda Date: September 14, 2020 Eric Buckman, City Manager: _____

Department: Community Dev/DDA Department Head Name: Renée Barron

Presenter: Renée Barron Kim Berry, City Clerk: KB

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:

DDA Plan Amendment Second Reading – Ordinance NO. 617

BACKGROUND:

The DDA has been working with City Staffs and the Development Area Citizens Council on an amended Development and Tax Increment Financing Plan. This will accomplish two goals 1) extend the life of the DDA until March 31, 2041, and 2) update the project list. This will not change the DDA boundaries.

The Development Area Citizens Council at their September 1, 2020 meeting recommended moving forward with the Plan and Ordinance NO. 617. The City Commission at the September 8, 2020 Special Meeting scheduled the second reading of Ordinance 617.

FISCAL EFFECT:

Appendix B of the Amendment highlights the estimated impact of Tax Increment Financing on Taxing Jurisdictions.

SUPPORTING DOCUMENTATION:

- Ordinance NO 617
- Amendment to the Development and Tax Increment Financing Plan of the City of Gladstone Downtown Development Authority.

RECOMMENDATION:

Approve Ordinance NO 617 and direct the Clerk to publish the Ordinance to complete the DDA Amendment.q

- a. Outlets on the power poles on Delta Avenue need to be replaced. These outlets supply power to the wreaths at Christmas and will have other uses during the year.
 - b. Total cost - \$5,000
 - c. Timing – 5 years
2. Install Electric vehicle Charging Stations Downtown
 - a. Electric Vehicles are becoming more popular and charging stations should be installed downtown.
 - b. Cost - \$120,000
 - c. Timing – 3 years
 3. Conversion of 1600 Lake Shore Drive to underground utilities
 - a. This project will improve the aesthetics of the south entrance into Gladstone.
 - b. Cost - \$60,000
 - c. Timing 6 years
 4. Upgrade Delta Avenue Lighting
 - a. Install taller poles for improved lighting and better appearance. They will also allow more options for community events like the Old Fashioned Christmas. Utilize energy efficient LED bulbs.
 - b. Cost \$160,000
 - c. Timing 4 years
 5. Move Delta Avenue Utilities Underground
 - a. Move utilities underground in the alleys north and south of Delta Avenue to improve appearance and to encourage growth and rear entrance development.
 - b. Cost - \$600,000
 - c. Timing 8 years
 6. Replace Wisconsin Avenue Sewers from 8th to 11th Street
 - a. Replace the sewer main and laterals to property line
 - b. Cost - \$450,000
 - c. Timing – 5-10 year
 7. Install a new 6" HDPE force main from underpass lift station to 9th Street and 3rd Avenue North.
 - a. This ties into force main on 9th Street. This corrects proper flow from aging current force main.
 - b. Cost - \$168,000
 - c. Timing – 2020
 8. Replace Montana Avenue Sewer from 8th to 11th Street
 - a. Replace the existing 80 years old sewer main which is in poor condition and has been identified in the 2019 Inflow / Infiltration report.
 - b. Cost - \$500,000
 - c. Timing – 5 to 10 years
 9. Replace Minneapolis Sewer from 8th to 11th Street
 - a. Replace lift station, sewer main and laterals to property lines. This has been identified in the 2019 Inflow / Infiltration report.
 - b. Cost - \$700,000
 - c. Timing 5 to 10 years
 10. Replace Minnesota Avenue Sewer from 8th to 11th Street

DDA / EDC Coordinator

October 2020 Activities

Some of the activities for October 2020 include:

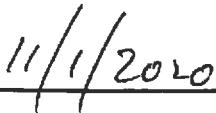
- **Set up City of Gladstone Zoom account to be used potentially by the DDA, EDC, Planning Commission and Parks and Recreation for various meetings. Also discussed using for various Committee meetings like OFC and Farmers Market. Reviewed and coded invoice from Zoom for this recurring monthly billing which can be cancelled at any time.**
- **Contacted TV6 about attending next Farmers Market to do a story on this year's successes and future plans for the Market.**
- **Reviewed tax exempt status document for Gladstone and worked with Zoom to eliminate Michigan Sales Tax on billings.**
- **Met on 10/4 with Census representatives about the possibility of attending Farmers Market on 10/5 and set up table at Market to promote Gladstone census responses. Worked with Market Manager and Farmer Rick to have table available.**
- **Set up several Zoom test meetings with City Staff and others to test Zoom capabilities and understand details of running meetings. Set up one Gladstone password that will be used for all meetings regardless of host and set up Gladstone Graphic as main page.**
- **Coordinated Old Fashioned Christmas Committee phone meeting on October 5th. Reviewed the Tree Lighting and Home Decorating flyers, and decision to purchase LED Net Lights for the poles to increase lighting on Delta Avenue.**
- **Assisted in setup for TV6 and Census staff at Farmers Market on 10/5. Prior to meeting, worked with Market Committee to discuss ending the Market on 10/5 due to COVID-19 issues. TV6 segments ran on the late news. The Census staff was able to sign up many Gladstone residents and reported that each signup was worth \$20,000 over the life of the Census.**
- **Attended the OSF Advisory Board meeting on 10/6. Main discussion was the rise of COVID-19 cases throughout the County with the prime suspicion being large unmasked gatherings. Distributed notes from meeting to Renée and Erick documenting the concerns.**
- **Attended "Back to Basics" webinar on October 6th on best practices in setting up Zoom meetings and efficient ways to navigate the screens.**
- **Worked with Treasurer on getting financials through September to use in the scheduled DDA Board Meeting for October 20th. Prepared variance explanations and projected fund balances.**

- **Reviewed and approved the Coleman Engineering invoice for the Delta Avenue Parking Study. Discussed findings with Scott Nowack and invited him to the November DDA Board Meeting to present findings and discuss potential alternatives in critical areas.**
- **Distributed Governor's decision to use Health and Human Services directive in place of Supreme Court of Michigan decision on meetings to City Staffs.**
- **Contacted Senator McBroom's Office for clarity of HHS ruling and how it affects Open Meetings Act.**
- **Researched several Camera and Tripod options for Community Development use. Placed order and, when arrived, I set up a test use at City Hall.**
- **Distributed Michigan Municipal League request to contact elected officials on Open Meetings Act requirements for Virtual Meetings on 10/11.**
- **Followed up with Patrick Johnson about DDA Agenda Item on the Engineering costs for the Rialto Center. Prepared Agenda Package and distributed to Board before the 10/20 meeting.**
- **Worked on completing Informational Meeting write-up and Presentation to be presented to the City Commission on November 9th. Took added pics of the completed 9th Street project to be used in the report.**
- **Posted DDA Zoom meeting info to the City Website in preparation for 10/20 meeting using Planning Commission format.**
- **Discussed Michigan Economic Developers Association virtual meeting on economic development and future planning with Renée. Decided it is worthwhile to attend day long virtual meeting in November for \$160 out of unused Training Budget.**
- **Distributed info on Gladstone Citizens Council meeting on October 19th.**
- **Reviewed Public Act 57 DDA Membership requirements and drafted proposed changes to Gladstone DDA Bylaws which would allow the Mayor to designate an alternate City Commission member to attend in place of the Mayor if needed.**
- **Reviewed several DDA Meeting Agenda items at the request of several DDA Board Member prior to the meeting on 9th Street funding alternatives.**
- **Attended 10/20 DDA Board Meeting. Presented proposed Informational Meeting documents and gained approval to take to the November 9th City Commission Meeting. Prepared Meeting Minutes after the meeting and sent to Renée as info.**
- **Prepared DDA Budget Amendments as requested by the Treasurer which were for printing the DDA Amendment Items and the unbudgeted Computer expenses from DS Tech. I will present at the 11/9 Commission Meeting.**

- **Went on WDBC Newsmakers radio program on 10/21 to give an update on the items that took place at the Board meeting. Main items included 9th Street Update and changes to the Old Fashioned Christmas and the Farmers Market closure.**
- **Updated draft of the DDA Bylaws consistent with the Board Motion to allow a designee for the Mayor. I will present at the November 9th City Commission Meeting.**
- **Received and distributed to City Staff the Mike O'Connor 10-23-20 notice regarding potential lawsuit and asking for Plaintiffs for the suit.**
- **Listened and recorded Mike O'Connor 1 hour 20 minute radio interview on the Real Outdoor Radio Show on 10/24. Distributed the recording to City Staffs and select Commissioner / DDA Board members.**
- **Attended 10/25 City Commission meeting. Reported on Delta Avenue parking Study previously reported when the subject of Delta Avenue Parking enforcement and signage was discussed.**
- **Investigated Subordination Agreement from mBank for the Rialto property. Discussed situation with Renée and mBank Commercial lender. Presented City position to mBank and received agreement to leave City position as before.**
- **Began distributing Downtown Business letter, Tree Lighting, and Home Decorating Contest to downtown businesses.**
- **Met (Zoom Meeting) with Place+Main on 10/28 to talk about next steps for North Shore. Joe said there was no interest from below the bridge and outstate developers. Suggested next approach is to look for one or several local builders for construction and look for Capital investors for the project. Also look to a smaller initial footprint and have the DDA and/or City look to be partners. The difference here is that the initial RFQ looked for a Developer as both construction manager and capital financing arm. This approach segregates the function to allow local builders to be a part without being financing arm.**

Submitted by: 

 Ron Miaso



 Date