

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

Staff Report

Agenda Date: 05/20/2025
Department: DDA
Presenter: Patricia West

AGENDA ITEM TITLE:

Michigan Downtown Association (MDA) Summer Workshop | Traverse City

BACKGROUND:

The Michigan Downtown Association (MDA) Summer Workshop is scheduled for June 5, 2025 in Traverse City, MI.

Agenda Topic: Strong Michigan Downtowns – The Importance of Fostering Relationships and Partnerships

DDA Director, Patricia West would like to attend.

- Departure Date: June 4th
- Return Date: June 6th

FISCAL EFFECT:

TOTAL: \$1102.07

- **Bridge Fare:** \$8.00
- **Hotel Total Cost:** \$449.82
- **Meals & Incidentals (Per Diem):** \$137.25
- **Mileage (IRS Mileage Rate):** \$357.00
- **Workshop Cost:** \$150.00

SUPPORTING DOCUMENTATION:

Expense Reimbursement Policy
Workshop Agenda

RECOMMENDATION:

Motion to approve DDA Director's travel request to attend the MDA Summer Workshop in Traverse City on June 5, 2025

