



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
September 16, 2025
8:15 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:20 AM ET.

1. Roll Call

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

Staff Present: Patricia West

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. DDA Regular Meeting Minutes - August 19, 2025

Motion made by Closs, seconded by Neumeier to approve the DDA Regular Meeting Minutes of August 19, 2025.

Voting Yea: Taylor, Bostwick, Closs, Neumeier, LeDuc, Grzybowski

MOTION APPROVED.

FINANCIALS

3. August 2025 Revenue & Expenditures Report

West provided an overview of the August financials, noting that several items require adjustment and cleanup:

- Salary & Benefits – West’s full salary and benefits for the Community Development role were incorrectly charged to the DDA. This error was identified on Monday, September 15, and staff is working internally to correct it.
- Temporary Employees – Expenses posted to this line item will be moved to Wages – Part Time. This funding reflects compensation for Samantha Gaudino and has been corrected going forward.
- Materials & Supplies – A significant portion of these expenses will be reclassified to Beautification Purchases. The charges reflect costs billed by Public Works for the downtown tree planting project.

- Equipment Rentals – These charges are also associated with the tree planting project.
- Legal Fees – Expenses reflect attorney fees related to the citizen petition regarding the proposed social district.
- Capital Outlay – The pergolas at the Farmers Market Square are accounted for under this line item. Costs have come in significantly over budget due to labor expenses from Public Works. The DDA discussed lessons learned from this project, including the potential to bid out future DDA projects.

Motion made by Closs, seconded by Grzybowski, to commit funding in the next budget cycle for pergola structures on the opposite side of the Market Square, and to initiate the project through an outside bidding process during the winter months to secure a contractor.

Voting Yea: Taylor, Bostwick, Closs, Neumeier, LeDuc, Grzybowski

MOTION CARRIED.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

4. Downtown Day Booth Assignments

The board signed up for volunteer timeslots to assist with Downtown Day.

NEW BUSINESS

5. Service Agreement | Band Stage Roof at Farmers Market Square

Motion made by Closs, Seconded by LeDuc to enter into the service agreement contract presented for Nathan Neumeier to re-stain and install a roof on the farmers market band stage in exchange for \$1.00.

Voting Yea: Taylor, Bostwick, Closs, Neumeier, LeDuc, Grzybowski

MOTION CARRIED.

CITY COMMENTS & REPORTS

West provided the following updates:

6. City Manager's Retirement

City Manager, Eric Buckman, has announced his retirement for the end of the calendar year. The City Commission has appointed a subcommittee to begin the search process.

7. Downtown Parking Lot Improvements

West shared a concern regarding the city-owned parking lots, which had been discussed at a recent City Commission meeting. She encouraged the Vision & Opportunity Subcommittee to review this issue and develop a formal recommendation to help address parking concerns downtown.

8. Facade Grant Applications are Open

West reiterated that the Facade Grant Applications are now open and encouraged the DDA to help spread the word.

9. Facade Grant Update | 20 S 10th St

West provided an update to the board on the project, noting that the property owner has been diligent in keeping her informed of progress and is currently waiting for the contractor to complete the work.

10. Facade Grant Update | 709 Delta Ave

West reported that she has been in contact with the property owner, who is in the process of securing funding and has a meeting scheduled with the bank in October. Further updates are expected to be available at the October DDA meeting, depending on the outcome of that discussion.

11. Gladstone High School's Homecoming Parade

The homecoming parade will take place on Friday, September 19th. It will travel down 13th Street, and turn right on Minneapolis to arrive at the football field.

12. MEDC's Michigan Main Street Program

West reported that MEDC's Main Street Program has reached out to engage with Gladstone's DDA. She will review the program in detail and prepare a recommendation for the October meeting regarding whether participation would benefit the community.

13. MEDC Visit on September 19th

Pablo Majano from MEDC will be visiting Gladstone on Friday, and plans to meet with West about the momentum that we have been experiencing.

14. Navigating the New LARA Portal for LLC's Workshop

A partnership opportunity with the Small Business Support Hub has presented itself, and the DDA has an opportunity to sponsor this workshop which will take place on October 28th at Saunders Point Brewing. West hopes to facilitate more of these community events to bring together our downtown businesses for networking and collaboration.

15. New Business | Gladstone Savers (11 S 9th St)

Gladstone Savers has joined our downtown community, and formally opened at its new location on Tuesday, September 16th!

16. Upcoming DDA Vision & Opportunity Subcommittee Meeting

The subcommittee will meet on September 25th at 9:30 AM.

17. Upcoming Old-Fashioned Christmas Subcommittee Meeting

The subcommittee will meet on September 30th at 11:00 AM.

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Closs, Seconded by LeDuc to adjourn at 9:20 AM ET.

Voting Yea: Taylor, Bostwick, Closs, Neumeier, LeDuc, Grzybowski

MEETING ADJOURNED.