



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
August 19, 2025
8:15 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:19 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Jacob Taylor (Excused)
Jay Bostwick	Joe Thompson (Excused)
Jason Lippens	
Kyle Closs	
Nathan Neumeier	
Robert LeDuc (Departed at 9:31 AM)	
Parker Grzybowski	

Staff Present: Renee Barron and Patricia West

2. Recognition of Renee Barron

The DDA congratulated Renee Barron on her recent retirement from Community Development. They thanked her for all of the service she provided to both the City of Gladstone and the DDA.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

3. DDA Regular Meeting Minutes - July 15, 2025

Motion made by Closs, seconded by Neumeier to approve the DDA Regular Meeting Minutes of July 15, 2025.

Voting Yea: Becker, Bostwick, Lippens, Closs, Neumeier, LeDuc, Grzybowski

MOTION CARRIED.

FINANCIALS

4. June Revenue & Expense Report

West provided an overview of the June financials, the most recent budget month reconciled. Becker asked for clarification on the funding split between the Farmers Market Square line item and Capital Outlay in relation to the permanent structures at the Farmers Market Square. West committed to providing additional detail at the next meeting.

5. 2025 Farmers Market Internal Audit

West provided an overview of spending for the 2025 Farmers Market season. The Farmers Market line item is currently over budget for the year; however, the market has experienced significant growth compared to previous years and has also generated increased revenue through vendor fees.

The board expressed support for additional purchases needed to ensure successful operations through the remainder of the season, specifically the replacement of wagons.

The board also discussed potential funding sources and sponsorship opportunities to consider in future years to help offset the cost of bands and other expenses. It was encouraged that the Farmers Market Subcommittee meet during the off-season to determine what investments in the market's future would provide the most impactful returns for downtown.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

6. 2025 Facade Grant Application Round Scoring Rubric

West reported that the Facade Grant Subcommittee met to review the proposed scoring rubric for the upcoming grant cycle. An overview of the rubric was provided, and the subcommittee noted that it helped them easily identify the strongest applicants. The rubric is intended as a tool for application review, with final grant awards remaining at the discretion of the DDA.

Motion made by Closs, seconded by LeDuc to approve the 2025 Facade Grant Scoring Rubric as presented. Voting Yea: Becker, Bostwick, Lippens, Closs, Neumeier, LeDuc, Grzybowski

MOTION CARRIED.

7. DDA Subcommittee Review

A review of existing DDA subcommittees was conducted to fill vacancies. Chairperson Bostwick appointed Parker Grzybowski to both the DDA Business Subcommittee and the Vision & Opportunity Subcommittee.

West will bring the Redevelopment Ready Subcommittee to the City Commission to determine whether it remains a priority for the city as a whole.

8. Downtown Day Booth Assignments & Volunteers

West presented a volunteer opportunity for our DDA to participate in Downtown Day. With some of the authority absent, she will coordinate by email to fill volunteer spots.

CITY COMMENTS & REPORTS

West provided updates on the following items.

9. Bench Improvements by Parks & Rec

Robert Brown of Parks & Recreation has restored the benches at 701 Delta Ave.

10. City Hall Staffing Updates

With Renee Barron's retirement, West has accepted the position of Community Development Director and will continue to fulfill her administrative role with the DDA. Barron will be staying involved with the City of Gladstone, and has signed a contract to oversee Property Maintenance in a part-time capacity.

11. DTE Community Promotion Funding | Old-Fashioned Christmas

DTE has committed an additional \$800-\$900 of financial support to Gladstone's Old-Fashioned Christmas in November.

12. DTE Energy Tree Planting Grant Extension

The DDA was granted a two-month extension on the DTE Energy Tree Planting Grant to allow the planting of the trees to take place after the first frost of the season, expected in October.

13. Downtown Ambassador Upcoming Evaluation

Samantha Gaudino's one year anniversary with the City of Gladstone is approaching in September. The board was encouraged to share any feedback with West in preparation for the review.

14. Downtown Survey Results

The board reviewed the results of the 2025 Annual Downtown Survey. This feedback will be carried forward in future planning, and West intends to work closely with Property Maintenance and Public Works in the coming months on many of the items brought to our attention, specifically with missing street signs and snow removal issues.

15. Facade Grant | 709 Delta Ave

709 Delta Avenue has formally transferred ownership, allowing the facade grant process to proceed. West plans to contact the recipient in the coming weeks to initiate the paperwork.

16. Holiday Garland Delivery

West updated the authority that the holiday garland the DDA purchased during the 2025/2026 fiscal year that was on back order has shipped and is expected to arrive within the week.

17. New Business | Mancave Dave (1017 Delta Ave)

Mancave Dave, a vintage and collectable toy retailer, will be opening in downtown Gladstone this fall.

18. New Business | Lavender Co (1010 Delta Ave)

Lavender Co, a farmers market vendor of handmade lavender scented gifts, will be opening a retail shop in the Rialto Center this fall.

19. Upcoming Vision & Opportunity Subcommittee Meetings

West will be scheduling a meeting for the Vision & Opportunity subcommittee in September to help guide the DDA's planning and direction ahead of the 2026/2027 budget planning season.

20. Yoga in the Farmers Market Square

West provided an update on the event's low attendance, noting that it may not be worthwhile for the DDA to invest staff time in coordinating such events in the future. However, the board will consider ways to support these events through the market square rental fee schedule to encourage use of the square for privately facilitated events.

BOARD COMMENTS & REPORTS

Neumeier inquired about the status of Old Glory Firearms. It was confirmed that their storefront has relocated one building down and is still operating.

Chair Bostwick shared his interest in coordinating a DDA volunteer clean-up day in downtown. West noted that the shed at the Market Square could benefit from attention and organization if the DDA wished to take on that project. Additional information is expected at the September meeting.

Becker asked for an update on the North Shore property, and it was confirmed that there is no new information.

Neumeier provided an update on behalf of the Gladstone School Board in preparation for the start of the new school year.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Neumeier, seconded by Grzybowski to adjourn at 9:42 AM ET.

Voting Yea: Becker, Bostwick, Lippens, Closs, Neumeier, Grzybowski

MEETING ADJOURNED.