



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue

July 15, 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
Joe Thompson	Daniel Becker (Excused)
Jacob Taylor	Robert LeDuc
Jay Bostwick	
Jason Lippens	
Kyle Closs	
Nathan Neumeier	

Others in Attendance: Patricia West & Parker Grzybowski

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. DDA Regular Meeting Minutes - June 17, 2025

Motion made by Closs, seconded by Taylor to approve the DDA Regular Meeting Minutes of June 17, 2025.

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

MOTION CARRIED.

FINANCIALS

3. Internal Audit of April & May Financials

West reported on an internal audit of the DDA's April and May financials. She is coordinating with the City Treasurer to consolidate expenses related to the Farmers Market pergola project under the "Capital Outlay" line item. Additionally, she is working to reclassify Samantha's payroll under the "Permanent Part-Time Employee" category to ensure accurate budget reporting.

4. June Revenue & Expense Report

The June Revenue & Expenditure Report was not yet available for the meeting and would be provided to the authority in August.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

5. Application for Vacant DDA Seat

Motion made by Bostwick, seconded by Thompson to recommend Parker Grzybowski to the mayor for appointment to the DDA board, subject to the approval by a majority vote of the members elect of the City Commission.

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

MOTION CARRIED.

6. Yoga in the Farmers Market Square

Motion made by Closs, seconded by Neumeier to support the yoga in the market square activity in August by waiving the \$100.00 market square rental fee.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

7. Alternative Funding Sources

West informed the DDA of small funding opportunities available through DTE Energy and Canadian National. She is currently in contact with both organizations to gather details on the terms and eligibility requirements. Once clarified, she will provide recommendations on potential uses for the funding to support downtown initiatives.

8. August Facade Grant Subcommittee Meeting

West intends to set up a meeting with the Facade Grant Subcommittee in the coming weeks to begin preparation for the 2025 funding cycle.

9. Business After Hours

Business After Hours is scheduled for Wednesday, July 23rd from 5:00–7:00 PM. The event is expected to serve as the launch of the Downtown Social District; however, contingency plans are in place should the district not be finalized in time. DDA members are encouraged to attend, and donations are being sought to help cover the cost of food, refreshments, and prizes.

10. City Hall Staffing Updates

West announced that Renee Barron's last day with the city is Friday, June 18th. In light of her retirement, several internal changes are being discussed at City Hall. Additional updates are expected as duties are formally reassigned and vacant positions are filled.

11. Downtown Gladstone Survey

The Downtown Survey is available on the website and will remain open until August 11th.

12. Facade Grant Status Update - Gladstone Eye Care (20 S 10th St)

West provided an update on Gladstone Eye Care's facade grant project. The scope has shifted slightly to include the replacement of siding following the removal of the old awnings. Despite this change, the project remains consistent with the goals and mission of the program, and the board continues to express its support.

13. Farmers Market Subcommittee Meeting Recommendations

A summary of the recent Farmers Market Subcommittee meeting was provided by those in attendance. Following the meeting, several materials and supplies, including a

loading cart, canopies, and a table, were purchased to meet immediate operational needs. Formal recommendations addressing both current and future market needs are expected to be presented to the DDA at an upcoming meeting.

14. Hot Rods & Harleys Event

The July Hot Rods & Harley's event is scheduled for Thursday, July 17th and DDA presence is encouraged.

15. Masters Walleye Circuit

The Bass Pro Shops & Cabela's Masters Walleye Circuit qualifying event is coming to Gladstone on July 18 and 19. Anglers will compete along our waterfront for a chance to win big prizes and points to qualify for the 2026 championship in Devil's Lake, North Dakota. Parks & Recreation, as well as the DDA, have been working closely with the Chamber of Commerce on the event.

16. Mid-Summer Debrief with Parks & Rec

West plans to meet with Wendy Taavola to discuss the ongoing needs of both the DDA and Parks & Recreation Department. The goal of the meeting is to identify opportunities for mutual support through the remainder of the busy season.

17. Social District Updates

West shared the status update of what needs to be completed to open the social district.

18. Welcome to Downtown Gladstone Sign

The "Welcome to Downtown Gladstone" sign has been installed.

BOARD COMMENTS & REPORTS

None.

WALKING TOUR

The DDA took a walking tour to address the needs and future potential of the downtown.

19. Tour of City Hall Building

West began with a tour of the upstairs space at City Hall. The board discussed its potential as a revenue-generating asset but acknowledged significant barriers to activation, including the lack of an elevator and the need for substantial funding and resources. West noted a key challenge for the authority to consider: we encouraging downtown property owners to maintain and invest in their buildings when the city faces similar struggles with its own facilities.

20. Tour of Rialto Center

The board made their way to the Rialto Center, where Patrick Johnson provided them with a tour of the vacant space above the offices. Johnson hopes to tap into MEDC funding to facilitate the creation of three loft apartments.

21. Tour 701 Delta Ave

The DDA toured the 700 block of Delta Avenue, acknowledging the need for future investment in the area. In light of the existing facade grant commitment to 709 Delta Avenue, the board discussed opportunities to collaborate with Code Enforcement and property owners to strategically revitalize the corridor. Noted gaps included the absence of trash receptacles, bike racks, flowers, and benches, especially as the social district boundary ends one block prior.

At the block's end is a city-owned pocket park featuring wooden benches in disrepair and overgrown trees. The board explored placemaking ideas for the space, including installing signage to designate it as a public area, constructing a pavilion, creating a

venue for food trucks and public seating, and other improvements aimed at making the park a welcoming community gathering spot. From there, the DDA made their way back to City Hall.

ADJOURNMENT

Motion made by Neumeier, seconded by Closs to adjourn at 10:27 AM ET.

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

MEETING ADJOURNED.