



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue

June 17, 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
Jacob Taylor	Joe Thompson
Jay Bostwick	Daniel Becker
Kyle Closs	Jason Lippens
Nathan Neumeier	
Robert LeDuc	

Others in Attendance: Patricia West, Samantha Gaudino, Parker Grzybowski

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. DDA Regular Meeting Minutes - May 20, 2025

Motion made by Closs, seconded by Taylor to approve the DDA Regular Meeting Minutes of May 20, 2025.

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

MOTION CARRIED.

FINANCIALS

3. May 2025 Revenue & Expenditure Report

DDA Director Patricia West provided an overview of the May 2025 Revenue & Expenditure report. During the review, a few items were identified for clarification and follow-up:

- **Staff Compensation Classification**

It was noted that Samantha Gaudino's compensation is currently listed under "Temporary Employees." Since she is permanent part-time staff, her wages should be reclassified under "Wages – Part-Time Employees." West indicated this was corrected a few weeks into the new fiscal year, but will work with accounting to move what hit the wrong account initially.

- **Equipment Rental Expense**

There was discussion regarding an equipment rental expense. It is believed this may be related to the pergola project at the Farmers Market Square, but further confirmation is needed from Public Works.

- **Farmers Market Budget Adjustments**

Due to an increase in vendor participation, additional canopies are needed, and it is anticipated that Farmers Market expenses will exceed the original budget. However, the increase in vendor fees is also expected to boost revenue, helping to offset the overage. The June Revenue & Expenditure report will provide a more accurate reflection of the current budget status.

- **Printing & Publishing Expense**

Director West will follow up on a \$3,000.00 expense listed under "Printing & Publishing" to determine its source and purpose.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

4. Farmers Market Subcommittee

Motion made by Closs, seconded by LeDuc to add Parker Grzybowski to the DDA's Farmers Market Subcommittee.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

5. 2025 Downtown Annual Survey

The Downtown Annual Survey has not yet been distributed. DDA Director Patricia West plans to release the survey prior to the opening of the Facade Grant Application period in September. The survey will remain open for one month to allow sufficient time for community feedback.

6. 2025 Farmers Market Updates

The 2025 Farmers Market season is off to an incredible start. Downtown Ambassador Samantha Gaudino and Gladstone Berry Farm vendor Parker Grzybowski shared updates highlighting the excitement, challenges, and overall success of the market so far. DDA Director Patricia West expressed her appreciation for Samantha and recognized her outstanding work and dedication to the market's continued growth.

7. Boardwalk Update from Parks & Rec

Wendy Taavola from Parks and Recreation provided a status update on the boardwalk.

8. DDA Board Term Reappointments Approved | Jason Lippens & Nathan Neumeier

The City Commission approved the reappointments during their June 9th meeting.

9. Downtown Bench Replacement Considerations

DDA Director Patricia West noted that several downtown benches need replacement and encouraged the board to consider allocating funds for this in the next budget cycle. Board Chair Jay Bostwick suggested that it may be valuable to include a question about bench replacements in the upcoming Downtown Survey to gather public input.

Wendy Taavola shared that the City is also considering new bench purchases for the parks system and recommended coordinating efforts to ensure visual consistency across public spaces. It was also noted that there is currently no formal inventory of

downtown assets such as benches, garbage cans, bike racks, and similar amenities. The board agreed this is something DDA staff should work toward developing.

10. Downtown Collaborations

West was excited to share that there has been a spark in downtown collaborations since the start of the Farmers Market and the announcement of the social district.

11. Downtown Walking Tour in July

West is looking to pull together a walking tour of Delta Avenue in July for the DDA Board.

12. Hannahville Taskforce Meeting from May 30th

West has been asked to attend the monthly Hannahville Taskforce Meetings facilitated by the Delta County Economic Development Alliance on behalf of the city. This multi-agency gathering focuses on legislative updates, regional collaboration, and shared goals.

13. MDA Summer Workshop

DDA Director Patricia West provided an overview of key takeaways from the recent workshop, highlighting both lessons learned during the walking tour and significant insights gained from the agenda presentations. These reflections will help inform future planning and downtown initiatives.

14. MEDC Region I Educational Forum

DDA Director Patricia West shared highlights from the educational forum held at the Terrace Hotel on June 11, 2025. The event included a presentation from InvestUP on a regional population study, which emphasized the urgent need to attract and retain individuals within the 25–54 age demographic—a key challenge facing our area.

In addition to the formal presentations, the forum offered valuable networking opportunities. West made connections with key staff from the Michigan Economic Development Corporation (MEDC) as well as representatives from the Small Business Development Center (SBDC), which could support future initiatives in Downtown Gladstone.

15. North Shore Development

Following the MEDC Region I Educational Forum, Ray Govus of the MEDC reached out to DDA Director Patricia West regarding a potential opportunity through the Rural Readiness Grant Program. He expressed interest in connecting with the City of Gladstone specifically about the North Shore area.

A meeting is scheduled for Wednesday, June 18th with City Manager Eric Buckman and West to learn more about the program and explore potential alignment with local goals and projects.

16. Social District Updates

The City of Gladstone's state designation for its Social District has been officially approved. Two local establishments—Saunders Point Brewing and Wally's—have received City Commission approval to participate. Their next step is to submit their applications to the State of Michigan for final approval.

In preparation for the district's launch, the Social District logo has been finalized. DDA Director Patricia West is currently working on the design of district signage and the development of educational webpages to help inform the public and participating businesses about district guidelines and expectations.

17. Vacant DDA Board Seat

DDA Director Patricia West has extended the application deadline for the vacant DDA Board. The next round of applications will be reviewed during the board's regularly scheduled meeting in July.

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Meeting adjourned at 9:29 AM ET.