



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

May 26, 2026

8:15 AM

MINUTES

CALL TO ORDER

DDA Chairperson, Jay Bostwick, called the meeting to order at 8:21 AM ET.

1. Roll Call

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

Staff Present: Patricia West & Samantha Gaudino

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - April 28, 2026

Motion made by Neumeier, seconded by Taylor to approve the Regular Meeting Minutes of April 28, 2026.

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

MOTION APPROVED.

FINANCIALS

3. April 2026 Revenue & Expenditure Report

West provided an overview of the April Revenue and Expenditure Report.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

4. 2026-2027 DDA and Parks & Recreation Contract

Motion made by Closs, seconded by Neumeier to approve the annual service agreement between the Gladstone Downtown Development Authority and the Parks &

Recreation Department for downtown maintenance, beautification, and event support services, as presented.

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

MOTION CARRIED.

5. Michigan Downtown Association | South Haven Workshop

Motion made by Closs, seconded by Becker to approve the travel request for the DDA Director and Downtown Ambassador to attend the Michigan Downtown Association Summer Workshop in South Haven, Michigan, with reimbursement for eligible expenses in accordance with the City's expense reimbursement policy..

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

MOTION CARRIED.

6. TV6 Around Town Pilot Marketing Proposal

Motion made by Bostwick, seconded by Grzybowski to approve the Gladstone DDA's participation in the TV6 downtown promotional pilot program, including the "Spend in Day in Gladstone" advertising campaign and associated promotional expenses as presented.

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

MOTION CARRIED.

7. Parking Lot Improvements

Motion made by Bostwick, seconded by Neumeier to proceed with the curb cut at the city-owned parking lot on the corner of Delta Avenue and 11th Street.

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

MOTION CARRIED.

8. "The Depot" Engineering Proposal

Motion made by Closs, Seconded by Taylor to authorize the DDA Director to enter into an agreement with Dynamic Design Group, Inc. for professional design and engineering services for preliminary planning efforts for "The Depot" community gathering space project located at 701 Delta Ave, as outlined in the proposal dated May 22, 2026, in an estimated amount not to exceed \$10,500.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

West provided an update on the following items.

- 9. City Clean-Up Vouchers Available**
- 10. Downtown Business Updates**
- 11. Social District Hours Amendment**
- 12. South Hill Road Closure**

BOARD COMMENTS & REPORTS

None.

ADJOURNMENT

Motion made by Neumeier, seconded by Becker to adjourn at 9:05 AM ET.

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

MEETING ADJOURNED.