



# GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
November 18, 2025  
8:15 AM

## MINUTES

### CALL TO ORDER

DDA Chairperson, Bostwick, called the meeting to order at 8:16 AM ET.

#### 1. Roll Call

PRESENT	ABSENT
Daniel Becker	Kyle Closs (Excused)
Jacob Taylor	Nathan Neumeier (Excused)
Jay Bostwick (Departed at 9:21 AM)	
Jason Lippens	
Joe Thompson	
Robert LeDuc	
Parker Grzybowski (Arrived at 8:25 AM)	

**Staff Attendance:** Rob Spreitzer, Patricia West, Samantha Gaudino

### PUBLIC COMMENT

None.

### APPROVAL OF MINUTES

#### 2. DDA Regular Meeting Minutes - October 21, 2025

Motion made by Becker, seconded by Thompson to approve the DDA Regular Meeting Minutes of October 21, 2025.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, LeDuc, Grzybowski

**MOTION CARRIED.**

### FINANCIALS

#### 3. October Revenue & Expenditure Report

West provided an overview of notable budget items as follows:

##### Revenue Accounts:

- The board can expect grant funding from the DTE Energy Tree Planting Grant once the final report is submitted.
- Facade owners' match revenue is not expected, as 709 Delta Avenue forfeited the funding.

##### Expenditure Accounts:

- West clarified which line items reflect compensation for Public Works, herself, and Samantha Gaudino.
- The Materials & Supplies budget is over due to a tree project expense that was incorrectly charged to that account instead of Beautification Purchases.

- The DDA can expect the invoice for the new holiday garland purchase to be paid from Beautification Purchases in November 2025.
- Equipment Rentals were not budgeted; these expenses originated from DPW's work on the tree planting project. The Dr. Mary Cretens Fund will reimburse the DDA for a portion of this project.

## **CONFLICTS OF INTEREST**

*None.*

## **ADDITIONS TO THE AGENDA**

*None.*

## **NEW BUSINESS**

### **4. 2025 Facade Grant Application Review**

The DDA reviewed the three submitted applications in detail. Becker led the discussion as a representative of the subcommittee, which had conducted a thorough review and completed a scoring rubric for each application.

The scoring results, with higher scores indicating a more favorable evaluation, were as follows:

- **426 N 9th St (Alger Delta Cooperative): 32.5**
- **1920 Lake Shore Dr (United Methodist Church): 27.5**
- **813 Delta Ave (Tamarack's Whatnot Shop): 17**

Discussion during the review included consideration of:

- Demonstrated financial need
- Potential impact on the downtown area
- Definition of a "facade" for purposes of the grant
- Confidence in project completion
- Value of an active business occupying the space or plans for future use
- Taxes and special assessment contributions made to the City and DDA

Regarding the United Methodist Church application, the DDA inquired about the potential for the applicant to receive WPPI funds, as they are an electric customer of the City. It was suggested that this alternative be explored following amendments to the City of Gladstone's sign ordinance, which are currently under review by the Planning Commission.

Motion made by Becker, seconded by Bostwick to recommend City Commission approval of 50% of the project cost, not to exceed \$7461.42, to the facade project at 426 N 9th St.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, LeDuc, Grzybowski  
***MOTION CARRIED.***

### **5. Downtown Action Plan**

Motion made by Grzybowski, seconded by LeDuc to recommend the adoption of the Downtown Action Plan to the Gladstone City Commission.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, LeDuc, Grzybowski  
***MOTION CARRIED.***

### **6. Grant Application Request | America250MI History Program Grants**

Motion made by Lippens, seconded by Becker to approve the DDA's grant application for the America250MI History Program for placemaking efforts at 701 Delta Ave for up to the maximum capacity of the grant.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, LeDuc, Grzybowski

***MOTION CARRIED.***

**7. DDA Inventory Rentals**

Motion made by LeDuc, seconded by Grzybowski to draft and implement a policy on DDA Inventory Rentals.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, LeDuc, Grzybowski

***MOTION CARRIED.***

Jay Bostwick departed the meeting at 9:21 AM, and Joe Thompson took over the role of running the meeting.

**8. DDA Judge for Holiday Home Decorating Contest**

Following Jay Bostwick's departure of the meeting, the remaining board nominated him to serve as a DDA Judge for the Holiday Home Decorating Contest.

**UNFINISHED BUSINESS**

**9. Facade Grant Update | 709 Delta Ave**

The DDA discussed postponing this discussion until planning efforts for the 701 Delta Avenue park project were underway, to better define the project's scope before making a funding decision.

Motion made by Becker, seconded by Taylor to postpone this discussion until the January meeting.

Voting Yea: Becker, Taylor, Lippens, Thompson, LeDuc, Grzybowski

***MOTION CARRIED.***

**CITY COMMENTS & REPORTS**

West provided an update on the following items:

**10. 2025 Holiday Home Decorating Contest**

West reiterated the details of the contest and shared that more information can be found on the website.

**11. Feedback on the LARA Portal Workshop**

Although the turnout was small, valuable connections were made. West had the opportunity to meet Ben Ives of Ives Trucking, located within the DDA District, marking a new connection for the board. It was insightful to observe businesses attending that were interested in supporting and connecting with one another.

**12. Informational Meeting in December**

West will be preparing the annual Informational Meeting for the December agenda. This presentation will also be given at the City Commission level.

**13. Interim City Manager Announcement**

West took a moment to introduce Rob Spreitzer, the recently announced City Manager, to the Authority.

**14. November 4th Election Outcomes**

The outcome of the November 4th election was shared with the Authority.

**15. Old-Fashioned Christmas Updates**

Samantha Gaudino, Downtown Ambassador, shared current updates on the planning efforts of the Old-Fashioned Christmas.

**16. Trash Cans on Delta Updates**

West shared that she has been working with Parks and Recreation on a downtown solution to eliminate the liability of having a person manually empty the garbage containers, allowing the garbage truck to handle this task instead. As a result, the City is shifting focus to finding enclosures for the Public Works receptacles to minimize their visual impact on the downtown.

**BOARD COMMENTS & REPORTS**

*None.*

**PUBLIC COMMENT**

*None.*

**ADJOURNMENT**

The meeting adjourned at 9:36 AM ET.