



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

Electric Department Conference Room - 10 N 11th St

September 15, 2026

8:15 AM

MINUTES

CALL TO ORDER

DDA Chairperson, Kyle Closs, called the meeting to order at 8:20 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson (Excused)
Jacob Taylor	
Jason Lippens	
Kyle Closs	
Nathan Neumeier	

Staff Present: Patricia West

2. Election of Vicechair/Secretary Person

Motion made by Closs, seconded by Taylor, to nominate Daniel Becker to the position of Vice-Chairperson/Secretary.

Roll Call Vote:

Becker – Yea

Taylor – Yea

Lippens – Yea

Closs – Yea

Neumeier – Yea

Grzybowski – Yea

Motion carried unanimously. Daniel Becker was appointed Vice-Chairperson/Secretary.

PUBLIC COMMENT

Laena Bosk of Great Lakes First Federal Credit Union introduced herself to the Board and expressed interest in being considered for a future appointment to the DDA Board.

APPROVAL OF MINUTES

3. DDA Regular Meeting Minutes of August 18, 2026

Motion made by Taylor, seconded by Grzybowski to approve the DDA Regular Meeting Minutes of August 18, 2026.

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

MOTION CARRIED.

FINANCIALS

4. August Revenue & Expenditure Report

West provided an overview of the August financials. Becker inquired about the "Buildings" line item listed under assets. West will provide clarification to the group after clarifying with the Treasurer.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

5. Dynamic Design Proposal | The Depot Final Design, Bidding/Construction Administration

Motion made by Becker, seconded by Grzybowski, to request a time-and-materials proposal from Dynamic Design utilizing their in-house services for electrical and plumbing design, and to reconvene at a special meeting outside of the regular meeting schedule to consider the proposal.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

6. 2026 Local Economies Opportunity Report

West provided an overview of the Michigan Municipal League (MML) Local Economies Opportunity Report and sought Board guidance on prioritizing the report's recommendations.

Taylor identified public parking signage as an area requiring immediate attention. West indicated she would compile options and recommendations for consideration at the next meeting.

Closs and Grzybowski shared their perspectives and experiences from the MML site visit.

7. DDA Vacancies Reviewed in October

The two DDA vacancies will be reviewed during the regular October meeting.

8. Downtown Day | Saturday, September 26th

West provided an overview of Downtown Day planning and stated a future vendor fee should be considered.

9. Facade Grant Program Updates

West shared that the attorney has reviewed the facade grant program revisions, and those revisions will be reviewed by the City Commission for final approval on September 28th.

10. Old-Fashioned Christmas Focus Group

An Old-Fashioned Christmas focus group is going to take place to discuss proposed changes to the event with downtown business owners on Thursday, September 17th.

11. Planning Commission Vacancy

There is one Planning Commission vacancy with the City of Gladstone. Anyone interested is encouraged to apply by September 28th.

12. Rocking For Bay Event

West shared that she was very pleased with the Rocking For Bay event and hopes to continue to serve as a host site in the future.

BOARD COMMENTS & REPORTS

None.

ADJOURNMENT

Motion made by Closs, Seconded by Neumeier to adjourn at 9:35 AM.

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

MEETING ADJOURNED.