



# GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

August 18, 2026

8:15 AM

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## MINUTES

### CALL TO ORDER

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

#### 1. Roll Call

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

**Staff Present:** Patricia West & Rob Spreitzer

### PUBLIC COMMENT

*None.*

### APPROVAL OF MINUTES

#### 2. Special Meeting Minutes - July 28, 2026

Motion made by Closs, seconded by Taylor to approve the special meeting minutes of July 28, 2026.

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

**MOTION CARRIED.**

### FINANCIALS

#### 3. June Revenue & Expense Report

West provided an overview of the June Revenue & Expenditure Report.

### CONFLICTS OF INTEREST

*None.*

### ADDITIONS TO THE AGENDA

*None.*

### UNFINISHED BUSINESS

*None.*

### NEW BUSINESS

#### 4. Board Appointment Renewals

Following the introduction of the agenda item, DDA Chairperson, Jay Bostwick, stated he was not seeking reappointment as he intended to move out of the district in October. Bostwick announced his resignation.

Motion made by Closs, seconded by LeDuc to accept the resignation of Jay Bostwick effective August 19, 2026 while also recommending to the Mayor the reappointment of Parker Grzybowski and Jacob

Taylor to the Gladstone Downtown Development Authority Board for four-year terms expiring May 2030, subject to the approval by a majority vote of the members-elect of the City Commission.

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

**MOTION CARRIED.**

**5. Facade Grant Program Revisions**

Motion made by Closs, seconded by Becker to recommend approval to the Gladstone City Commission for the proposed revisions outlined in the Facade Grant Program, subject to review and approval by legal counsel.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, LeDuc

**MOTION CARRIED.**

**6. The Depot Planning Proposal**

Motion made by Closs, seconded by Grzybowski to approve the proposed phased funding, bidding, and construction plan for The Depot project as presented; to designate Phase One - Pavilion and Site Improvements as the immediate construction priority; to preserve approximately \$116,500 in identified FY 2026-27 DDA funding for Phase One; and to authorize staff to prepare and solicit competitive bids for the complete Phase One scope in accordance with the City's Purchasing and Bidding Policy.

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

**MOTION CARRIED.**

**CITY COMMENTS & REPORTS**

West provided an update on each of the following.

**7. City Software Updates**

The City of Gladstone will be pursuing updates to their website by the end of the calendar year, as well as adopting new electronic permitting software for zoning.

**8. Downtown Day | Saturday, September 26th**

Planning is underway for the third Downtown Day on September 26th.

**9. Efficiency United Rebate & Incentive Programs**

Information on the rebate and incentive program was enclosed in the agenda packet.

**10. MDA Upper Peninsula Workshop**

West, Closs, and Spreitzer shared updates and learnings from the Michigan Downtown Association workshop that took place in Marquette and Negaunee.

**11. Rocking For Bay | Saturday, August 29, 2026**

The Rocking for Bay fundraiser flyer was provided in the packet.

**12. Updates to the ORV Ordinance**

Recent changes were made by the City Commission to the ORV Ordinance.

**BOARD COMMENTS & REPORTS**

*None.*

**ADJOURNMENT**

Motion made by Becker, seconded by Closs to adjourn at 9:04 AM ET.

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

**MEETING ADJOURNED.**