



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue

May 20, 2025

8:15 AM

MINUTES

CALL TO ORDER

DDA Director, Patricia West, called the meeting to order at 8:15 AM ET.

1. Roll Call

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

2. Election of DDA Board Chair & Vice Chair

Motion made by Closs, seconded by Lippens to elect Jay Bostwick as the DDA Chairperson.

Roll Call Vote:

BOARD MEMBER	VOTE
Jacob Taylor	Yea
Jay Bostwick	Yea
Jason Lippens	Yea
Kyle Closs	Yea
Robert LeDuc	Yea

MOTION CARRIED.

Motion made by Bostwick, seconded by LeDuc to elect Kyle Closs as the DDA Vice-Chairperson/Secretary.

Roll Call Vote:

BOARD MEMBER	VOTE
Jacob Taylor	Yea
Jay Bostwick	Yea
Jason Lippens	Yea
Kyle Closs	Yea
Robert LeDuc	Yea

MOTION CARRIED.

PUBLIC COMMENT: *None.*

APPROVAL OF MINUTES

3. DDA Regular Meeting Minutes - April 15, 2025

Motion made by Closs, seconded by Taylor to approve the DDA Regular Meeting Minutes from April 15, 2025.

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

MOTION CARRIED.

FINANCIALS

An overview of the financials was presented to the DDA Board. Closs inquired about the frequency of updates on the Board's financial investments. Manager Buckman clarified that MI Class provides monthly statements, while First Bank issues statements quarterly.

4. March 2025 Year End Financials
5. 2025-2026 DDA Fiscal Budget
6. MI Class April Account Statement

CONFLICTS OF INTEREST: *None.*

ADDITIONS TO THE AGENDA: *None.*

UNFINISHED BUSINESS: *None.*

NEW BUSINESS

7. DDA Board Member Resignation | Melissa Silta

Motion made by Closs, seconded by Taylor to accept the resignation of Melissa Silta and post notice of the DDA board vacancy with an application deadline set for end of day on Monday, June 9, 2025.

Voting Yea: Taylor, Bostwick, Lippens, LeDuc

MOTION CARRIED.

8. DDA Board Term Expiration | Jason Lippens & Nathan Neumeier

Motion made by Closs, seconded by Taylor to recommend Jason Lippens and Nathan Neumeier to the Mayor for reappointment to the Downtown Development Authority, subject to the approval by a majority vote of the members elect of the City Commission, with new term expirations of May 2029.

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

MOTION CARRIED.

9. 2025 Downtown Annual Survey

West presented a draft survey intended for distribution to the downtown community. The goal of the survey is to help identify priorities for future resource allocation and improvement efforts in the downtown area. Manager Buckman recommended including a question regarding street snow removal. It was also suggested to add an optional question asking respondents to provide their address to better determine their affiliation with Gladstone and the DDA District.

Motion made by Closs, seconded by Taylor to proceed with publishing and distributing the 2025 Downtown Survey.

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

MOTION CARRIED.

10. Michigan Downtown Association (MDA) Summer Workshop | Traverse City

Motion made by Closs, Seconded by Lippens to approve DDA Director's travel request to attend the MDA Summer Workshop in Traverse City on June 5, 2025..

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

MOTION CARRIED.

11. Welcome to Downtown Sign Replacement

Motion made by Lippens, Seconded by Taylor to approve the purchase of the replacement "Welcome to Downtown Gladstone" sign and to authorize the Downtown Development Authority to cover the cost difference of \$630.20 not covered by insurance.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

Manager Buckman provided updates on future development projects in discussion with the city. He also gave an update on the gravel pit for sale.

Buckman was asked about the status of the boardwalk, to which he provided an overview of failed funding pursuits and committed to inviting Wendy Taavola to speak on the subject at the next meeting.

DDA Director West shared that she has had two speaking engagements in the last month -- the 2025 Delta Force Cohort, and the First Lutheran Church in Gladstone.

12. Facade Grant Update | 709 Delta Ave

DDA Director West reported that she was contacted by Lauri Beschorner with a status update indicating that the property ownership is expected to change hands in August, consistent with prior discussions regarding the facade grant. Once the transfer is complete, the facade grant process can proceed.

13. Farmers Market Updates

West provided an overview of the 2025 Farmers Market season, noting that the market has reached full vendor capacity. She commended Downtown Ambassador Samantha Gaudino for her thorough work in recruiting vendors and organizing the upcoming season.

14. Farmers Market Purchases

Due to the increased number of vendors, several Farmers Market supplies have been purchased in recent weeks to prepare for the upcoming season.

15. Michigan Downtown Association Annual Conference

The Annual Conference is scheduled to take place in Rochester, Michigan this November. West does not currently plan to attend but will review the agenda once it is released to determine if attendance would be beneficial.

16. North Shore Development

Manager Buckman provided an update on the North Shore Development.

17. Orange Cat Media Contract

The Orange Cat Media contract is set to expire in July, with no plans for renewal. Funding remains allocated for marketing and promotion, and West is currently working with Manager Buckman to determine the direction of future marketing efforts.

18. Social District Updates

West provided an update on the status of the social district, including mock-ups of potential logo concepts and information about a community-led initiative to bring the establishment of the district to a public vote.

BOARD COMMENTS & REPORTS: *None.*

PUBLIC COMMENT: *None.*

ADJOURNMENT

Motion made by LeDuc, seconded by Taylor to adjourn at 9:11 AM ET.

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

MEETING ADJOURNED.