



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
October 21, 2025
8:15 AM

MINUTES

CALL TO ORDER

DDA Chair, Jay Bostwick, called the meeting to order at 8:17 PM.

1. Roll Call

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

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. DDA Regular Meeting Minutes - September 16, 2025

Motion made by Grzybowski, seconded by Thompson to approve the DDA Regular Meeting Minutes of September 16, 2025.

Voting Yea: Becker, Bostwick, Thompson, Grzybowski

MOTION CARRIED.

FINANCIALS

3. September Revenue & Expenditure Report

West provided an overview of the revenue and expenditure report for the month of September. Key highlights include:

- On October 14, 2025, \$300,000 was transferred from cash assets to the Michigan CLASS investment account to generate additional investment income.
- The winter tax bills will be issued at the end of November, and the DDA anticipates increased revenue collections following their distribution.
- Expenditures for both the holiday garland and the tree planting project are expected to appear under the Beautification Purchases line item beginning in November. The DDA expects to be reimbursed for a portion of the tree planting project through grant funding and contributions from the Dr. Mary Cretens Fund.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

4. Downtown Sponsorship for Trash Cans

Motion by Grzybowski, seconded by Lippens, to prepare a proposal for the purchase of ten trash receptacles, including costs for customization, shipping, and a defined sponsorship opportunity to be reviewed for future consideration.

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

MOTION CARRIED.

5. Facade Grant Update | 709 Delta Ave

Motion made by Becker, seconded by Grzybowski to postpone the discussion until the November 18th meeting, following the closing of the facade grant application round.

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

MOTION CARRIED.

6. Pausing Social District | Old-Fashioned Christmas

Motion made by Lippens, seconded by Becker to recommend that the City Commission temporarily pause the Gladstone Social District on Friday, November 28th, from 4:00 PM to 10:00 PM, consistent with the district's regular hours of operation, and to reopen the district under normal hours on Saturday.

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

MOTION CARRIED.

7. Planning Commission's Sign Ordinance Review

Motion made by Lippens, seconded by Becker to appoint Kyle Closs to the Sign Ordinance Subcommittee with the Gladstone Planning Commission.

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

MOTION CARRIED.

8. Public Health's Narcan Distribution Box Placement

The DDA recommended this request be routed to Gladstone Public Safety.

CITY COMMENTS & REPORTS

In addition to the items listed below, West reported that the Parks & Recreation Department assisted with the purchase of several new benches for the downtown area, as well as wagons for the Farmers Market.

9. Downtown Christmas Tree

The City of Gladstone has secured its 2025 Christmas Tree.

10. City Sponsor Halloween Activities

The Trunk or Treat will take place on Saturday, October 25th, and the trick-or-treating will take place on Friday, October 31st from 5-7 PM.

11. Downtown Day Follow-Up

West provided an overview of Downtown Day, and recognized the Downtown Ambassador, Samantha Gaudino, for coordinating a fantastic event.

12. Facade Grant Applications Deadline

The facade grant application deadline is October 31st.

13. Input Sought for Delta County Master Plan

Delta County is seeking public input as they pursue an update to their Master Plan. West encouraged the board to help spread the word and ensure that Gladstone is well represented.

14. MEDC's Michigan Main Street Program

West shared that she plans to discuss this opportunity at a future meeting.

15. Navigating the New LARA Portal for LLC's

The DDA sponsored workshop will be hosted at Saunder's Point Brewing on Tuesday, October 28th.

16. Notice of General Election on November 4, 2025

West encourage the DDA to make sure they are registered to vote and show up on election day!

17. Old-Fashioned Christmas Updates

Plans are underway for this year's event, which will be held from 5-7 PM on Friday, November 28th. Business sign-up is now open.

18. Open Positions with the City of Gladstone

The city is looking to fill three full-time positions:

- Sanitation Operator with Public Works
- Maintenance & Janitorial with Parks & Recreation
- Public Safety Officer

19. Vision & Opportunity Subcommittee Meeting Updates

The subcommittee met and held a productive discussion focused on project ideation and prioritization. West will compile the outcomes of that discussion into a Downtown Action Plan proposal to present to the DDA in advance of budget planning.

BOARD COMMENTS & REPORTS

- Lippens suggested utilizing the \$30,000 in forfeited façade grant funding to invest in improvements to the 701 Delta pocket park, depending on the outcome of this year's façade grant applications.
- Grzybowski noted that the paint on the Farmers Market shed is peeling and recommended that repainting be included in future maintenance planning.
- Board Chair Bostwick mentioned that the next meeting falls during hunting season. West will send an email notice to confirm whether a quorum can be expected.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Becker, seconded by Grzybowski to adjourn at 9:27 AM.

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

MEETING ADJOURNED.