



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue

June 17, 2025

8:15 AM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) DDA Regular Meeting Minutes - May 20, 2025

FINANCIALS

- [3.](#) May 2025 Revenue & Expenditure Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) Farmers Market Subcommittee

CITY COMMENTS & REPORTS

5. 2025 Downtown Annual Survey
6. 2025 Farmers Market Updates
7. Boardwalk Update from Parks & Rec
8. DDA Board Term Reappointments Approved | Jason Lippens & Nathan Neumeier
9. Downtown Bench Replacement Considerations
10. Downtown Collaborations
11. Downtown Walking Tour in July
12. Hannahville Taskforce Meeting from May 30th
13. MDA Summer Workshop
14. MEDC Region I Educational Forum
15. North Shore Development
- [16.](#) Social District Updates
17. Vacant DDA Board Seat

BOARD COMMENTS & REPORTS

PUBLIC COMMENT

ADJOURNMENT

The City of Gladstone will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Gladstone. Individuals with disabilities requiring auxiliary aids or services should contact the City of Gladstone by writing or calling City Hall at (906) 428-2311.

Posted: 06-13-2025 | Patricia West, DDA Director | pwest@gladstonemi.gov

RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

(Excerpt from DDA By-Laws & Rules of Procedure)

G. Public Comment

1. During this portion of the agenda, a member of the audience may address the DDA, including items that were not scheduled on that agenda.
2. A member of the audience speaking during this portion of the agenda shall limit his/her remarks to three minutes unless such time limit is extended by the Chairperson.



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.

Item 2.

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.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE
Balance As of 05/31/2025

Item 3.
 YTD
 05/31/2025
 Normal (Abnormal)

GL Number	Description	Normal	(Abnormal)
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY			
*** Assets ***			
248-000-001.000	CASH	88,268.70	
248-000-017.000	INVESTMENT IN FIRST BANK	75,917.55	
248-000-017.001	INVESTMENTS IN MI CLASS	101,760.24	
248-000-055.000	ACCRUED INCOME	645.82	
Total Assets		266,592.31	
*** Liabilities ***			
248-000-202.000	ACCOUNTS PAYABLE	2,877.66	
248-000-216.000	REVENUE COLLECTED IN ADVANCE	3,500.00	
Total Liabilities		6,377.66	
*** Fund Equity ***			
248-000-390.000	FUND BALANCE	170,658.87	
Total Fund Equity		170,658.87	
Total Fund 248:			
TOTAL ASSETS		266,592.31	
BEG. FUND BALANCE - 24-25		170,658.87	
+ NET OF REVENUES/EXPENDITURES - 24-25		136,089.27	
+ NET OF REVENUES & EXPENDITURES		(46,533.49)	
= ENDING FUND BALANCE		260,214.65	
+ LIABILITIES		6,377.66	
= TOTAL LIABILITIES AND FUND BALANCE		266,592.31	

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 05/31/2025
 % Fiscal Year Completed: 16.71

Item 3.

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 05/31/2025 (Abnormal)	Available Balance 05/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-437.001	CITY CAPTURE	259,718.00	259,718.00	0.00	259,718.00	0.00
248-000-437.005	BAY COLLEGE CAPTURE	55,470.00	55,470.00	0.00	55,470.00	0.00
248-000-437.009	DELTA COUNTY CAPTURE	84,288.00	84,288.00	0.00	84,288.00	0.00
248-000-437.013	DC ROAD PATROL CAPTURE	21,775.00	21,775.00	0.00	21,775.00	0.00
248-000-437.015	COMM ACTION CAPTURE	13,399.00	13,399.00	0.00	13,399.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	12,561.00	12,561.00	0.00	12,561.00	0.00
248-000-437.021	DATA CAPTURE	10,093.00	10,093.00	0.00	10,093.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	5,023.00	5,023.00	0.00	5,023.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	11,943.00	11,943.00	0.00	11,943.00	0.00
248-000-540.000	GRANT REVENUE	6,000.00	6,000.00	2,000.00	4,000.00	33.33
248-000-573.000	LOCAL COMM STABILIZATION SHARE APPRO	6,363.00	6,363.00	0.00	6,363.00	0.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	25,000.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	5,000.00	5,000.00	2,067.09	2,932.91	41.34
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	60.00	60.00	0.00	60.00	0.00
248-000-675.006	FARMERS MARKET	1,500.00	1,500.00	900.00	600.00	60.00
248-000-675.007	FARMERS MARKET--FOOD ASSISTANCE PROG	1,800.00	1,800.00	0.00	1,800.00	0.00
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	200.00	0.00	200.00	0.00
248-000-675.009	SOCIAL DISTRICT SPONSORSHIPS	6,000.00	6,000.00	0.00	6,000.00	0.00
248-000-675.010	SOCIAL DISTRICT STICKER REVENUE	1,200.00	1,200.00	0.00	1,200.00	0.00
Total Dept 000 - REVENUE		527,393.00	527,393.00	4,967.09	522,425.91	0.94
Revenues		527,393.00	527,393.00	4,967.09	522,425.91	0.94
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-702.000	WAGES-FULLTIME EMPLOYEES	7,500.00	7,500.00	0.00	7,500.00	0.00
248-537-704.000	WAGES-PART TIME EMPLOYEES	31,498.00	31,498.00	4,350.80	27,147.20	13.81
248-537-707.000	TEMPORARY EMPLOYEES	0.00	0.00	1,175.00	(1,175.00)	100.00
248-537-708.000	UNEMPLOYMENT	125.00	125.00	0.71	124.29	0.57
248-537-709.000	FICA 6.2%	1,953.00	1,953.00	848.28	1,104.72	43.43
248-537-711.000	MEDICARE 1.45%	457.00	457.00	198.38	258.62	43.41
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	433.00	433.00	937.34	(504.34)	216.48
248-537-728.000	MSA EMPLOYER EXPENSE	176.00	176.00	305.66	(129.66)	173.67
248-537-734.000	MEMBERSHIP & DUES	250.00	250.00	0.00	250.00	0.00
248-537-735.000	EDUCATION & TRAINING	700.00	700.00	0.00	700.00	0.00
248-537-736.000	TRANSPORTATION & LODGING	500.00	500.00	0.00	500.00	0.00
248-537-751.000	MATERIALS & SUPPLIES	750.00	750.00	222.97	527.03	29.73
248-537-751.011	BEAUTIFICATION PURCHASES	14,521.00	14,521.00	0.00	14,521.00	0.00
248-537-751.012	SOCIAL DISTRICT PURCHASES	8,100.00	8,100.00	0.00	8,100.00	0.00
248-537-754.000	POSTAGE	50.00	50.00	1.66	48.34	3.32
248-537-756.000	COMPUTER	4,270.00	4,270.00	78.72	4,191.28	1.84
248-537-757.000	COPIES	700.00	700.00	156.66	543.34	22.38
248-537-760.000	EQUIPMENT RENTALS	0.00	0.00	170.50	(170.50)	100.00
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	20,000.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	10,000.00	10,000.00	10,000.00	0.00	100.00
248-537-762.000	INTEREST EXPENSE	16,500.00	16,500.00	0.00	16,500.00	0.00
248-537-802.000	LEGAL FEES	500.00	500.00	0.00	500.00	0.00
248-537-803.000	AUDIT FEES	1,000.00	1,000.00	0.00	1,000.00	0.00
248-537-808.000	TELEPHONE	540.00	540.00	41.49	498.51	7.68

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 05/31/2025
 % Fiscal Year Completed: 16.71

Item 3.

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	YTD Balance 05/31/2025 Normal (Abnormal)	Available Balance 05/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 537 ADMINISTRATIVE						
248-537-819.000	FACADE GRANT PROGRAM	62,500.00	62,500.00	0.00	62,500.00	0.00
248-537-880.000	SPONSORSHIPS	2,000.00	2,000.00	0.00	2,000.00	0.00
248-537-880.001	CHRISTMAS CELEBRATION	3,000.00	3,000.00	0.00	3,000.00	0.00
248-537-880.003	FARMERS MARKET	4,500.00	4,500.00	2,975.08	1,524.92	66.11
248-537-880.004	FARMERS MARKET--FOOD ASSISTANCE PROG	1,800.00	1,800.00	0.00	1,800.00	0.00
248-537-880.005	FARMERS MARKET--SQUARE	0.00	0.00	6,987.33	(6,987.33)	100.00
248-537-880.009	DOWNTOWN DAY	1,000.00	1,000.00	0.00	1,000.00	0.00
248-537-900.000	PRINTING & PUBLISHING	5,000.00	5,000.00	3,000.00	2,000.00	60.00
248-537-910.000	INSURANCE LIABILITY	150.00	150.00	50.00	100.00	33.33
248-537-970.000	CAPITAL OUTLAY	22,500.00	22,500.00	0.00	22,500.00	0.00
248-537-995.006	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	227,000.00	0.00
248-537-995.007	NORTHSHORE LOAN PAYMENT	44,748.00	44,748.00	0.00	44,748.00	0.00
248-537-995.390	TRANSFER TO FUND BALANCE	32,672.00	32,672.00	0.00	32,672.00	0.00
Total Dept 537 - ADMINISTRATIVE		527,393.00	527,393.00	51,500.58	475,892.42	9.77
Expenditures		527,393.00	527,393.00	51,500.58	475,892.42	9.77
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		527,393.00	527,393.00	4,967.09	522,425.91	0.94
TOTAL EXPENDITURES		527,393.00	527,393.00	51,500.58	475,892.42	9.77
NET OF REVENUES & EXPENDITURES:		0.00	0.00	(46,533.49)	46,533.49	



Board: Downtown Development Authority
 Agenda June 17, 2025
 Date: _____
 Presenter: Patricia West

Staff Report

Agenda Item Title:

Farmers Market Subcommittee

Background:

Parker Grzybowski of the Gladstone Berry Farm has expressed interest in joining the Gladstone Farmers Market Subcommittee. Parker is a respected and long-standing vendor at the market and is well-known throughout the region for his active participation in multiple markets. His experience and vendor perspective would provide valuable insight and help strengthen vendor engagement in the market’s planning and operations.

Current Subcommittee Members:

- Patricia West, DDA Director
- Jay Bostwick, DDA
- Kyle Closs, DDA
- Samantha Gaudino, DDA Ambassador

Fiscal Effect:

None

Supporting Documentation:

None

Recommendation:

Consider the addition of Parker Grzybowski to the DDA’s Farmers Market Subcommittee.

GLADSTONE SOCIAL DISTRICT

