



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue
January 16, 2024
8:00 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:02 AM ET.

1. Roll Call

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

Staff Present: Patricia West & Renee Barron

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. **Regular Meeting Minutes - September 19, 2023**

Motion made by Closs, seconded by Skwor to approve the regular meeting minutes from September 19, 2023.

Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Silta, Neumeier, LeDuc

MOTION CARRIED.

FINANCIALS

3. **November Revenue & Expense Report**

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

4. **New DDA Board Member Introduction - Melissa Silta (Edward Jones)**

Melissa Silta took a moment to introduce herself to the board as the newest member.

5. **Architecture & Engineering Fees (\$25,000) | 1000 Delta Ave | Patrick Johnson**

The DDA Coordinator, Patricia West, began the discussion by giving a summary overview of the \$25,000 funding granted to Patrick Johnson in November of 2016. This overview referenced prior discussions documented in minutes as outlined on page 9 of the DDA Agenda packet. Following the summary, a staff recommendation was made to stop the payment of all outstanding funding commitments (\$6971.78) effective 01/16/2023 and require the previously paid out amount of \$18,028.22 be repaid in whole to the Gladstone Downtown Development Authority over the course of 24 months, with the first installment of \$9014.11 due January 31, 2025, and the second installment of \$9014.11 due January 31, 2026.

The discussion was then turned over to Patrick Johnson and Suani Nieto. They provided a thorough history of funding commitments and funding avenues pursued for the project to date.

Board members discussed the options below, but no formal motion was made:

- Stopping the payment of any outstanding funding to be owed and forgive the \$18,028.22 previously paid out in engineering fees.
- Stopping the payment of any outstanding funding to be owed and placing a lien on the property, which would be removed when the project comes to a completion, with yet to be identified parameters put in place.

Motion made by LeDuc, seconded by Becker to table the discussion until the February meeting in the interested of time.

Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Silta, Neumeier, LeDuc

MOTION CARRIED.

Following the motion, Jay Bostwick asked that the entire minutes referring to the \$25,000 for the architecture & engineering fees be included in the February meeting.

6. August Revenue & Expense Report - Farmers Market Expenses

DDA Coordinator, Patricia West, provided a follow-up from the September meeting to clarify why the Farmers Market line item on the budget exceeded what was budgeted. This was due to replacing the brick pavers at the Farmers Market Square, which was originally budgeted for in the "Transfer to Local Street" line item, and later moved to the "Farmers Market" line item. In total, the project ran over budget by \$1366.07 due to material costs. The board did not express any further concerns.

7. North Shore Development

City Manager, Eric Buckman, and Community Development Director, Renee Barron, recently met with an attorney who recommended the developers put together a proposal to the city on how they would like to move forward. We hope to hear back and have further direction in April.

NEW BUSINESS

8. Board Member Resignation - Marcey Skwor

Motion made by Closs, seconded by LeDuc to accept the resignation of Marcey Skwor and post notice of the DDA vacancy with an application deadline set for end of day on Monday, February 12, 2024.

Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Silta, Neumeier, LeDuc

MOTION CARRIED.

9. 2024 DDA Regular Meeting Schedule

Motion made by Neumeier, seconded by Becker to approve the 2024 meeting schedule as outlined in the supporting documentation to adhere to the Gladstone Downtown Development Authority's By-Laws & Rules of Procedure, as well as the Open Meetings Act.

Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Silta, Neumeier, LeDuc

MOTION CARRIED.

CITY COMMENTS & REPORTS

10. City Manager

None - Absent.

11. Community Development Director

None.

12. DDA Coordinator

Patricia West provided an update on the items below and recognized/thanked Marcey Skwor for her service to the board.

- MACC Project Minigrant for the Farmers Market Bands
- 2024-2025 Budget Planning
- Historical Home Markers
- Facade Grant Program
- 2023 TIF Requirement Completed
- Old Fashioned Christmas Debrief

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

Patrick Johnson took a moment to thank and address the board following the discussion regarding agenda item number 5, expressing that he is happy to share any additional information requested. He made the request that any minutes referencing the Rialto center be entered into the next agenda packet. Finally, he asked for clarification from the board on how to become a sponsor of the Old Fashioned Christmas, as referenced with a star by the business name on the flyer.

Suani Nieto also addressed the board with concern over omitted details in what was presented in the agenda packet on details relating to agenda item number 5, and what was documented in prior minutes regarding the terms of the funding commitment.

ADJOURNMENT

Motion made by Skwor, seconded by Neumeier to adjourn the meeting at 9:23 AM ET.

Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Silta, Neumeier, LeDuc

MOTION CARRIED.