



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue
May 21, 2024
8:00 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:00 AM ET.

1. Roll Call

PRESENT	ABSENT
Joe Thompson	Nathan Neumier
Daniel Becker	
Jacob Taylor	
Jay Bostwick	
Jason Lippens	
Kyle Closs	
Melissa Silta (Arrived at 8:02 AM)	
Robert LeDuc	

Staff Present: Eric Buckman, Wendy Taavala, & Patricia West

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - April 16, 2024

Motion made by Closs, seconded by LeDuc to approve the regular meeting minutes from April 16, 2024.

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

MOTION CARRIED.

FINANCIALS

3. March Revenue & Expenditure Report

A review of the year end March financials was provided. The 2023-2024 financials have not yet been audited.

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

Agenda item number eight was amended to read "Digital Media Proposal"

UNFINISHED BUSINESS

4. North Shore Development

City Manager, Eric Buckman, informed the board that he received an updated proposal from the developer on May 20, 2024.

5. Recommendation to Hire Farmers Market Coordinator | Marla Pryal

Motion made by Closs, seconded by Silta to extend an offer to Marla Pryal to fulfill the Farmers Market Coordinator position for \$17.00/hour.

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

MOTION CARRIED.

NEW BUSINESS

6. DDA Board Member Term Expirations - Jay Bostwick & Robert LeDuc

Motion made by Closs, seconded by Becker to recommend Jay Bostwick and Robert LeDuc 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 a new term expiration of May 2028.

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

MOTION CARRIED.

7. Code Enforcement Partnership Opportunities

Code Enforcement Official, George Sailer, presented status updates on properties he is working on within the downtown. Two handouts were provided with before/after photos of properties.

Code Enforcement covers a broad spectrum of violations, from significant safety/building code violations, so smaller infractions, such as unkept yards, signs in the boulevard, and improperly parked recreational vehicles.

The Vision & Opportunity Subcommittee plans to consider partnership opportunities with Code Enforcement in the future.

8. ~~Orange Cat~~ Digital Media Proposal

Motion made by Closs, seconded by Silta to fund up to \$4000 to enter a digital marketing contract in partnership with the City of Gladstone. The contract would be intended to renew form year to year, unless otherwise stated in writing by either party at least one month prior to the contract renewal date.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

9. City Manager

- **Special Assessment:** In lieu of the public notice sent out regarding the City Commission considering a special assessment to enter into Michigan Public Act 33 of 1951, City Manager Eric Buckman presented an overview of the City of Gladstone Taxes, titled "Understanding your Tax Bill". This is the same presentation which was presented at the City Commission Meeting on 05/13/2024.
- **The Oaks:** Manager Buckman also updated the board that he has been informed by the City of Gladstone's attorney that the issue with the Oaks is now resolved.
- **North Shore Development:** As a follow-up to the North Shore Development, the City of Gladstone intends to build a North Shore Committee once an investor/developer has been secured, and DDA representation will be included on that committee.

10. Community Development Director

None.

11. DDA Coordinator

- **Facade Grant:** Reminder that the facade grant application will go live at the end of the summer.
- **Farmers Market:**
 - The first market of the season will be June 3rd
 - 14 Vendor Application as of 05/20/2024
 - Picnic Tables are assembled and down at the Market Square
- **Fee Schedule:** The City of Gladstone reviews its fee schedule each June, so Patricia plans to review the DDA's existing fees to see if any changes should be recommended.
- **Historical Marker Signs:** Patricia West recently met with Ann Jousma Miller to learn about the historical building marker signs she is working with a committee on. A map of the signs will be put up on the City of Gladstone website, and there may be future opportunity for the DDA to collaborate on this initiative.
- **New Businesses in the Downtown:** There are two new businesses set to open downtown which Patricia West would like to connect with.
 - Superbloom Coffee
 - Saunders Point Brewing
- **Recreation Advisory Board Meeting:** Patricia attended the Parks & Recreation Advisory Board Meeting on May 7, 2024 to discuss how the two boards could work together in the future.

BOARD COMMENTS & REPORTS

PUBLIC COMMENT

The following individuals spoke under Public Comment:

- Cathy Sjoquist, Recreation Advisory Board Member, spoke on beautification efforts around the City of Gladstone
- Lisa Thomas, Owner of McCarthy's Maytag Laundry & Gladstone Laundromat, provided a handout and spoke on the need for a public restroom facility in the downtown.

ADJOURNMENT

Motion made by LeDuc, seconded by Silta to adjourn at 9:33 AM ET

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

MOTION CARRIED.