



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

December 17, 2024

8:15 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:15 AM ET.

1. Roll Call

PRESENT	ABSENT
Joe Thompson	Melissa Silta (Excused)
Daniel Becker	Robert LeDuc (Excused)
Jacob Taylor	
Jason Lippens	
Jay Bostwick	
Kyle Closs	
Nathan Neumeier (Arrived at 8:22 AM)	

Staff Present: Patricia West

PUBLIC COMMENT: *None.*

APPROVAL OF MINUTES

2. Regular Meeting Minutes - November 19, 2024

Motion made by Closs, seconded by Thompson to approve the regular meeting minutes of November 19, 2024.

Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Neumeier

MOTION CARRIED.

FINANCIALS

3. November Revenue & Expenditure Report

DDA Director, Patricia West, provided an overview of the November financials. The board can expect invoices from the Old-Fashioned Christmas to hit the Christmas Celebration line item in the coming weeks.

CONFLICTS OF INTEREST: *None.*

ADDITIONS TO THE AGENDA: *None.*

UNFINISHED BUSINESS

NEW BUSINESS

4. Facade Grant Agreement & Terms Review

The materials for distributing the facade grant included a contract agreement and terms document referencing decisions made by the DDA nearly twenty years ago. DDA Director, Patricia West, updated these documents and presented them to the board to ensure alignment with current funding terms.

Motion made by Closs, seconded by Lippens to accept the facade grant agreement and facade grant terms as presented.

Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Neumeier

MOTION CARRIED.

5. Permanent Structures at the Market Square

DDA Director Patricia West met with Barry Lund (DPW Superintendent) and Jason Lippens (DDA Board Member) to discuss the possibility of constructing permanent pergola-like structures at the Farmers Market Square. The estimated cost of materials is approximately \$20,000. The board is also interested in exploring partnerships with student trade programs in welding and woodworking to assist with the labor for the project.

Motion made by Becker, seconded by Taylor to support the pursuit of permanent structures at the Farmers Market Square, with a detailed financial plan presented to the board during the 2025-2026 budget planning process.

Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Neumeier

MOTION CARRIED.

CITY COMMENTS & REPORTS

6. 2024 Informational Meeting

As part of the Tax Increment Financing requirement, an informational meeting was presented to the board and meeting attendees. The presentation highlighted the DDA's achievements and challenges in 2024, as well as an overview of funding commitments and upcoming projects planned for 2025. The slideshow from the presentation will be made available on the DDA's website for the community to access.

7. Holiday Home Decorating Contest

Seven participants have signed up for the holiday home decorating contest, with the prizes funded by WPPI Energy. Winners will be announced on the City of Gladstone's website and Facebook page on Friday, December 20th.

8. North Shore Development

The North Shore Development was discussed during the Informational Meeting. City staff reported that there are no significant updates to share at this time.

9. Old-Fashioned Christmas Updates

The 2024 event was a success despite the cold weather. Downtown Ambassador, Samantha Gaudino has exciting ideas to explore for next year. A debrief meeting will be held after the new year with this year's event coordinator, Shelly Claycomb, to discuss what worked well and identify areas for improvement.

10. Vacancies on the Planning Commission and Parks & Recreation Board

DDA Director, Patricia West, provided an overview of the two city board vacancies and encouraged attendees to apply or share the opportunity with others who may be a good fit.

11. MEDC Visit to Gladstone

Raymond Govus from MEDC visited Gladstone on Friday, December 13th. DDA Director, Patricia West, and City Manager, Eric Buckman, met with Raymond to discuss current city challenges and initiatives before taking him on a downtown tour.

During the tour, Mr. Govus visited Superbloom Coffee House, toured the Rialto Center and discussed funding resources with Patrick Johnson, and met with Jake Mills at Saunders Point Brewing

BOARD COMMENTS & REPORTS

DDA Board Chair, Jay Bostwick, inquired about the impact of the City of Gladstone's loss of special assessment revenue. The city will lose over \$580,000 in revenue that had originally been anticipated. City Manager, Eric Buckman, is exploring funding solutions and will present them to the City Commission during budget planning.

PUBLIC COMMENT: *None.*

ADJOURNMENT

Motion made by Neumeier, Seconded by Becker to adjourn at 9:01 AM ET.

Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Neumeier

MOTION CARRIED.