



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue

April 15, 2025

8:15 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:16 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson
Jacob Taylor	Melissa Silta (Excused)
Jay Bostwick	
Jason Lippens (Arrived at 8:20 AM ET)	
Kyle Closs	
Nathan Neumeier	
Robert LeDuc	

Staff Present: Patricia West

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. DDA Regular Meeting Minutes - February 18, 2025

Motion made by Neumeier, seconded by Closs to approve the DDA Regular Meeting Minutes of February 18, 2025.

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

MOTION CARRIED.

FINANCIALS

The February 2025 financials were not included in the agenda packet, but distributed at the meeting. Those financials are provided at the end of the minutes.

DDA Director, Patricia West, provided an overview of the February revenue and expenditures reports.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

West indicated a typo on the agenda, stating that items 6-12 should have been listed under City Comments & Reports, not Board Comments & Reports.

No other agenda additions or modifications were presented.

UNFINISHED BUSINESS

None.

NEW BUSINESS

3. 2025-2026 DDA Budget Acceptance

Motion made by Closs, seconded by Neumeier to accept the 2025/2026 DDA Budget for the record.

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

MOTION CARRIED.

4. 2025-2026 Parks & Recreation Contract

Motion made by Neumeier, Seconded by LeDuc to approve entering into the proposed service agreement with the City of Gladstone's Parks & Recreation Department to oversee beautification, maintenance, event preparation and clean-up, farmers market services, trash collection, and other miscellaneous duties as assigned within the downtown district.

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

MOTION CARRIED.

5. Facade Grant Withdrawal | 1016 Delta Ave

Motion made by Closs, seconded by Taylor to accept the statement of withdrawal from Whitney Maloney for the 2024 Facade Grant Application round for the record and carry the \$5,000.00 funding forward into the 2025 Facade Grant Application round..

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

West updated the board of Melissa Silta's intent to resign due to a scheduling conflict. Silta has been instructed to submit her formal resignation in writing.

6. Code Enforcement Updates

West provided an update on code enforcement improvements within the downtown, highlighting that sidewalk snow removal has been added to the Parks & Recreation contract.

7. Downtown Business Additions & Changes

West made reference to the many business additions or changes happening within the DDA District. The board agreed that our downtown has some strong momentum right now.

- Davinci Spas
- DeHooghie & Viau Ownership & Location Change
- Gladstone Deli Ownership Change
- Peninsula Pharmacy
- Sand Bar Ownership & Name Change (MIDD Bar & Lounge)
- Sip 906 Nutrition

8. Election of Officers

Our chair and vice-chair elections will take place during the May meeting. Officer responsibilities and the nomination process can be found in the DDA's By-Laws & Rules of Procedure.

9. Farmers Market Vendor Applications Open

The application is open, and vendors are actively being recruited.

10. May Term Expirations | Jason Lippens & Nathan Neumeier

Jason Lippens and Nathan Neumeier's board terms expire May 2025. West will follow-up with each of them individually about their continued interest.

11. North Shore Development

No update currently.

12. Social District Updates

West presented a slideshow on the steering committee's proposed social district plan. Becker suggested contacting the State Police Post to inform them of the proposal. West indicated she would contact them.

The proposal will be presented to the City Commission at their regular meeting on April 28th at 6 PM. West is requesting they set a public hearing for their May 12th meeting.

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Closs, Seconded by Neumeier to adjourn at 9:18 AM ET.

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

MOTION CARRIED.