



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY (RESCHEDULED FROM 06/18/2024)

City Hall Chambers – 1100 Delta Avenue
June 11, 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	Daniel Becker (Excused)
Jacob Taylor	Jason Lippens
Jay Bostwick	Nathan Neumeier
Kyle Closs	
Melissa Silta (Left at 9:15)	
Robert LeDuc	

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - May 21, 2024

Motion made by Closs, seconded by Thompson to approve the regular meeting minutes from May 21, 2024.

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

MOTION CARRIED.

FINANCIALS

3. 2023/2024 Pre-Audited Financials

A review of the un-audited year end financials was provided, noting that we contributed \$23,181 to the fund balance.

4. April Revenue & Expenditure Report

DDA Coordinator, Patricia West, provided a review of the April 2024 financials.

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

5. North Shore Development

Community Development Director, Renee Barron, provided an update on the North Shore. She discussed the idea of forming a subcommittee to guide future direction of the development, and the DDA expressed interest in being involved in that subcommittee when it comes to fruition.

NEW BUSINESS

6. 2024-2025 Fee Schedule

Motion made by Silta, seconded by Closs to support the updated fee schedule approved on 06/10/2024 by the City Commission.

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

MOTION CARRIED.

7. Downtown Day Subcommittee

At the approval of the DDA Board Chair, Jay Bostwick, Jay Bostwick and Jason Lippens were appointed to the Downtown Day subcommittee.

8. FY25 MACC Grant Application

Motion made by Closs, seconded by Taylor to support the application for the MACC FY25 Grant for \$4000 for the Gladstone Farmers Market.

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

MOTION CARRIED.

9. Proposal to Change Meeting Time

Motion made by LeDuc, seconded by Silta to change the regular meeting time from 8:00 AM ET to 8:15 AM ET moving forward, beginning with the July 16, 2024 DDA Meeting.

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

MOTION CARRIED.

10. DDA Coordinator Evaluation

Motion made by Thompson, seconded by Silta to change Patricia West's title from DDA Coordinator to DDA Director and the funding allocated for this position be raised to \$25,000.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

11. City Manager

12. Community Development Director

Renee Barron provided an update on the items below:

- City Manager, Eric Buckman, has been spending a lot of time working on the special assessment for Act 33 Police & Fire, in addition to union contract renewals.
- Irish Oaks legal issues are resolved.
- There are seven applications so far this year for new home construction.
- The tire recycling event was very successful, bringing in a total of 831 tires.

13. DDA Coordinator

Patricia West provided an update on the items below.

- The Farmers Market Coordinator position remains open. Some recent interest has been generated with the start of the market season, and she will keep the board informed of progress in hiring.
- The creation of the Facade Grant Application will take priority in the coming weeks, with the intent to open the application on September 1st.
- Business After Hours is scheduled for July 31st and is coordinated by Patrick Johnson. Patricia plans to reach out in the coming weeks to see how the DDA can support the effort.

- Hot Rods & Harleys will take place on three separate dates this summer downtown. Patricia has contacted John VanBrocklin to work together towards sponsorship opportunities in the future.
- The Vision & Opportunity Subcommittee met this month to kick-off discussions on the downtown action plan. The group toured the upstairs of City Hall as one asset owned by the city which has potential to generate future revenue.
- Patricia visited Superbloom Coffee and met the owner, Whitney Maloney. It is anticipated that the coffee shop will open this month, and there are many opportunities for Superbloom and the DDA to work together in the future. Patricia is setting a goal this year to build relationships with the downtown businesses, and this was the first outreach effort she pursued.
- The City Commission approved moving forward with a contract with Orange Cat Media.

BOARD COMMENTS & REPORTS

PUBLIC COMMENT

ADJOURNMENT

Motion made by Closs, seconded by Thompson to adjourn at 9:29 AM ET.

Voting Yea: Thompson, Taylor, Bostwick, Closs, LeDuc

MOTION CARRIED.