



GLADSTONE DDA REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
March 21, 2023
8:00 AM

MINUTES

A regular scheduled meeting of the Downtown Development Authority will be held on **Tuesday, March 21st at 8:00 AM ET** in the City Hall Chambers.

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:03 AM ET.

1. Roll Call

PRESENT	ABSENT
Joe Thompson	Kyle Closs
Jay Bostwick	Robert LeDuc
Daniel Becker	Taylor Miller
Jason Lippens	
Marcey Skwor	

Staff Present: Eric Buckman, Patricia West, Renee Barron and Vicki Schroeder

PUBLIC COMMENT: *None*

APPROVAL OF MINUTES

2. Regular Meeting Minutes - February 28th, 2023

Motion made by Bostwick, Seconded by Skwor to approve the minutes.

*Voting Yea: Thompson, Bostwick, Becker, Lippens, Skwor - **Motion Carried.***

FINANCIALS

3. February Revenue & Expenditure Report

The February budget was provided to the DDA Board for review. Vicki Schroeder is working with the county on the settlement process to make the city whole on unpaid taxes as the city approaches the end of their fiscal year.

CONFLICTS OF INTEREST: *None*

AMENDMENTS TO THE AGENDA: *None*

UNFINISHED BUSINESS

4. DDA Board Vacancy: General Board Application

The City Commission approved the appointment of Daniel Becker to the DDA Board on March 13, 2023. The DDA welcomed Daniel to his first meeting.

5. DDA Board Vacancy: Representative from Gladstone Area Schools

Motion made by Bostwick, Seconded by Lippens to post the Gladstone Area Schools DDA opening internally within the school system with an application deadline of April 14, 2023, while waiting to review Nathan Neumeier's application until after the posting has

closed.

Voting Yea: Thompson, Bostwick, Becker, Lippens, Skwor - **Motion carried.**

6. 2023/2024 DDA Budget Request

The City Commission has accepted the proposed fiscal year budget for 2023/2024 and set a public hearing for 6:00 PM on Monday, March 27, 2023.

7. *North Shore Development

No update prepared.

NEW BUSINESS

8. Additional \$480 in MACC Grant Funds for the Farmers Market

The DDA received \$2400 in MACC Grant funding in the fall to fund the bands at the farmers market during the 2023 market season. The City of Gladstone received notification that an additional \$480 in MACC Grant funding became available to us through the same grant, bringing the total funding for farmers market bands to \$2880.

9. Letter of Support: DOE GRIP Application for Smart Metering

The DDA was asked to write a letter of support for the Gladstone Electric Department's application in the Michigan Municipal Electric Association (MMEA) Consortium for smart metering. The letter of support had no financial impact to the DDA. The letter was signed by Board Chair, Jay Bostwick, and submitted to the City of Gladstone to be consolidated in the grant application.

10. North Shore: Waterfront Trail

Motion made by Skwor, Seconded by Lippens to allow the DDA Coordinator to assist in writing the Hannahville 2% Grant and the Michigan Spark Grant to apply for funding in pursuit of the North Shore Waterfront Trail, while also approving up to \$4600 in DDA funds for North Shore Contracted Services with Coleman Engineering to complete a Scope of Work to provide as supporting documentation for the Michigan Spark Grant .
Voting Yea: Thompson, Bostwick, Becker, Lippens, Skwor - **Motion carried.**

COMMENTS

a. City Manager

- City Manager, Eric Buckman, has been spending a lot of time on budget discussions and union contract negotiations in recent weeks.
- The tax tribunal on the special assessment from 2022 took place on February 28, 2023. The final decision has not been posted, but city staff were pleased with how the virtual hearing was conducted.
- There is not much to report on the legal issues as it relates to the lease on Irish Oaks. The city hopes this summer can be utilized to restore the property.

b. Community Development

- The Planning Commission is working on an amendment to the Master Plan, which they are hoping to finalize upon receiving the finalized census data this spring.

c. DDA Coordinator

- Farmers Market Coordinator Posting - The job posting closed on March 10th with zero applicants. However, Patricia West met with Kristyn Madalinski, Administrative

Assistant for Parks & Recreation, who was interested in the position and was considering applying.

- City Christmas Tree – The Electric Department confirmed that they have secured a Christmas Tree for the 2023 holiday season.
- Upcoming Items
 - DDA By-Laws Updates
 - DDA Board Member Term Expirations (May)
 - Election of DDA Officers (May)
 - Farmers Market Policy Updates
 - Farmers Market Vendor Applications
 - Information Meeting #1
- Generic Updates
 - Patricia West will be taking vacation from March 27 – 31st.
 - Patricia West is also expecting a baby in September 2023

d. DDA Members

PUBLIC COMMENT: *None*

ADJOURNMENT

Motion made by Skwor, Seconded by Lippens to adjourn at 9:00 AM ET.

Submitted by: Patricia West