



# GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

November 19, 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	Jason Lippens
Daniel Becker	Robert LeDuc (Excused)
Jacob Taylor	
Jay Bostwick	
Kyle Closs	
Melissa Silta (Arrived at 8:23 AM)	
Nathan Neumeier (Arrived at 8:17 AM)	

### PUBLIC COMMENT

*None.*

### APPROVAL OF MINUTES

#### 2. Regular Meeting Minutes - October 15, 2024

Motion made by Closs, seconded by Becker to approve the Regular Meeting Minutes from October 15, 2024.

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

***MOTION CARRIED.***

### FINANCIALS

#### 3. October Revenue & Expenditure Report

DDA Director, Patricia West, provided an overview of the October financials. Community Development Director, Renee Barron, pointed out that the passage of the two Delta County millages will impact our TIF Capture.

### CONFLICTS OF INTEREST

*None.*

### ADDITIONS TO THE AGENDA

*None.*

### UNFINISHED BUSINESS

*None.*

### NEW BUSINESS

#### 4. 2024 Facade Grant Applications

The DDA board reviewed all four applications received during the 2024 facade grant round. The facade grant subcommittee provided comments on each application to the board, referencing the scoring rubric they used during the review process.

The scoring rubric included the questions below:

- How well does the project fit the definition of "facade" or "public entrance due to parking in the rear of the building"?
- Does this project go beyond routine maintenance to provide a substantial facade improvement/enhancement?
- How would you describe the visual impact of the project on Gladstone's downtown?
- How likely is this project to increase foot traffic or economic activity in the downtown area?
- How well-designed is the project, and does it use high-quality, durable materials?
- To what extent does the project preserve or enhance the building's historic character?
- Has the applicant provided a thorough application?
- What is your confidence in the project?

A note was made to include placemaking elements to the program guidelines. The recipient(s) will have until the first of the year to accept the award. If applicants decline the award, the board will be notified to determine how to reissue that funding to another project. If the recipient proposes changes to the project that differ from what the award was granted on, that request will need to go back to the DDA Board for approval.

Motion made by Bostwick, seconded by Neumeier to amend the budgeted expenses from \$25,000 to \$37,500, with revenue modifications to allow for a property owner match in adherence to the program guidelines to fund the following projects:

- **709 Delta Ave:** \$30,000.00
- **1016 Delta Ave:** \$5,000.00
- **20 S 10th St:** \$2,500.00

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

***MOTION CARRIED.***

## **CITY COMMENTS & REPORTS**

### **5. Downtown Social District**

DDA Director, Patricia West, met with the Executive Director of the Marquette DDA to discuss their experience implementing a social district. This initiative will be included in the 2024 Informational Meetings given in December, at which point the City Commission will be informed of the project.

Patricia West plans to put together preliminary plans to propose to the DDA Board, including boundaries, district hours, policies, etc. over the winter months.

### **6. Holiday Home Decorating Contest**

WPPI is sponsoring a holiday home decorating contest within the city limits. The judges will include Jay Bostwick (DDA Representative), Eric Buckman (City Manager), and Cathy Sjoquist (Resident).

### **7. North Shore Development**

Community Development Director, Renee Barron, and City Manager, Eric Buckman, provided an update on their correspondence with the prospective developer for the North Shore.

The Hannahville 2% grant has helped reimburse some of the soft costs associated with pursuit of a sale (surveying, etc.).

**8. Old-Fashioned Christmas Updates**

Event Contractor, Shelly Claycomb, and Downtown Ambassador, Samantha Gaudino, have an excellent grasp on the planning, and Patricia West is optimistic it will be another successful event.

**9. Receipt of Community Foundation Grant**

The Community Foundation generously awarded the Gladstone DDA \$2,000 in funding for wind sails at the Farmers Market Square. This funding requires a 1:1 match from our board.

**10. Special Assessment Updates**

City Manager, Eric Buckman, provided an overview of the impact of the passing of the special assessment proposal in the most recent election. This has resulted in over a half a million-dollar loss in revenue to the City of Gladstone, which city staff will need to account for in the next budget cycle. The most significant impact on the budget will hit the street fund.

The Gladstone DDA is currently committed to paying the 9th street bond payment until the 2033-2034 fiscal year. The DDA covered 59.9% of the total \$5,683,402 project costs, equating to about \$3.4 million dollars.

**11. Upcoming 2024 Information Meeting Presentations**

Tax Increment Financing (TIF) requires the DDA to provide two informational meetings each calendar year. These meetings are scheduled for the dates below:

- **Monday, December 9th @ 6:00 PM** - City Commission Regular Meeting
- **Tuesday, December 17th @ 8:15 AM** - DDA Regular Meeting

**12. Vacancies on the Planning Commission**

Board members were asked to consider applying or sharing the volunteer opportunity to fill the board vacancies on the Gladstone Planning Commission.

**BOARD COMMENTS & REPORTS**

*None.*

**PUBLIC COMMENT**

*None.*

**ADJOURNMENT**

Motion made by Closs, Seconded by Neumeier to adjourn at 9:20 AM ET.

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

***MOTION CARRIED.***