



# GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue  
February 20, 2024  
8:00 AM

## MINUTES

### CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:05 AM ET.

#### 1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson
Jay Bostwick	Nathan Neumeier (Excused)
Jason Lippens	
Kyle Closs	
Melissa Silta	
Robert LeDuc	

**Staff Present:** Eric Buckman & Patricia West

### PUBLIC COMMENT

*None.*

### APPROVAL OF MINUTES

#### 2. Regular Meeting Minutes - January 16, 2024

Motion made by Closs, seconded by Becker to approve the regular meeting minutes from January 16, 2024 with the addition of Robert LeDuc being added to the present column of the roll call.

Voting Yea: Becker, Bostwick, Lippens, Closs, Silta, LeDuc

**MOTION CARRIED.**

### FINANCIALS

#### 3. December Revenue & Expenditure Report

### CONFLICTS OF INTEREST

### ADDITIONS TO THE AGENDA

### UNFINISHED BUSINESS

#### 4. Architecture & Engineering Fees (\$25,000) | 1000 Delta Ave | Patrick Johnson

Motion made by Closs, seconded by LeDuc to stop the payment of all outstanding funding commitments (\$6971.78) effective today, and forgive the \$18,028.22 previously paid out in engineering and architecture fees.

***Discussion:***

Patrick Johnson clarified that he was committed to seeing the project through up to the point at which he would sell the building. He reiterated that he would repay the funds to the DDA if the building sold without the project coming to completion.

Board member, Dan Becker, proposed the idea of setting a formal timetable in which the board would require payment be returned if the building was sold.

Voting Yea: Becker, Bostwick, Lippens, Closs, Silta, LeDuc

***MOTION CARRIED.***

The board discussed the need for future funding commitments of this nature be better outlined with a timetable and terms prior to the approval of the funding. This process will be revisited at a DDA subcommittee level.

**5. North Shore Development**

City Manager, Eric Buckman, provided an update on the North Shore after meeting with the developer last week.

**NEW BUSINESS**

**6. 2024-2025 Budget Planning**

DDA Coordinator, Patricia West, handed out additional packet material not available at the time in which the packet was created. The agenda packet was amended on 02/20/2024 to include the updated 2024-2025 budget recommendation.

Motion made by Closs, seconded by Silta to recommend the 2024-2025 DDA Budget Request to the City Commission.

Voting Yea: Becker, Bostwick, Lippens, Closs, Silta, LeDuc

***MOTION CARRIED.***

**7. DDA Board Vacancy - Applications Review**

Motion made by Closs, seconded by Bostwick to recommend Jacob Taylor, representative from BayBank, to the mayor for appointment to the DDA board, subject to the approval by a majority vote of the members elect of the City Commission.

Voting Yea: Becker, Bostwick, Lippens, Closs, Silta, LeDuc

***MOTION CARRIED.***

**8. Farmers Market Coordinator Resignation & Job Posting**

Motion made by Closs, seconded by LeDuc to post the Farmers Market Coordinator position as a temporary, non-benefitted, hourly position, and grant the DDA Farmers Market Subcommittee authority to oversee the applicant review and interview process so they may make a recommendation for hire to the whole DDA Board.

Voting Yea: Becker, Bostwick, Lippens, Closs, Silta, LeDuc

***MOTION CARRIED.***

**9. NMPSA Downtown Development & Revitalization Training**

DDA Coordinator, Patricia West, shared information on the March 6th workshop. Patricia plans to attend and invited other board members to join her. Board Chair, Jay Bostwick, indicated he would join her. Other board members would follow up with Patricia to indicate their interest and availability.

## **CITY COMMENTS & REPORTS**

### **10. City Manager**

City Manager, Eric Buckman, provided legal updates on the items below.

- Annexation of Sioux Tribe property in Gladstone
- Irish Oaks property
- James T. Jones property

### **11. Community Development Director**

### **12. DDA Coordinator**

DDA Coordinator, Patricia West, provided an update to the board on the items below and anticipates these items to be discussed in upcoming meetings:

- Downtown Day (Fourth Saturday of September)
- Old Fashioned Christmas Debrief
- Facade Grant Program
- DDA Subcommittee Vacancies

## **BOARD COMMENTS & REPORTS**

### **PUBLIC COMMENT**

### **ADJOURNMENT**

Motion made by LeDuc, seconded by Closs to adjourn at 9:18 AM ET.

Voting Yea: Becker, Bostwick, Lippens, Closs, Silta, LeDuc

***MOTION CARRIED.***