



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

April 16, 2024

8:00 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:02 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson (Excused)
Jacob Taylor	
Jay Bostwick	
Jason Lippens	
Kyle Closs	
Melissa Silta (Arrived at 8:08 AM ET)	
Nathan Neumeier	
Robert LeDuc	

Staff Present: Barry Lund, Eric Buckman, & Patricia West

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - March 19, 2024

Motion made by Closs, seconded by LeDuc to approve the regular meeting minutes from March 19, 2024.

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

MOTION CARRIED.

FINANCIALS

3. February Revenue & Expenditure Report

The agenda packet was amended on 04/16/2024 to include the February 2024 financials which were not available at the time the original packet was published on 04/11/2024.

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

4. 2024-2025 DDA Budget Acceptance

The agenda packet was amended on 04/16/2024 to include the 2024/2025 DDA budget approved by the City Commission which was not available at the time the original packet was published on 04/11/2024.

Motion made by Closs, seconded by Neumeier to accept the 2024/2025 DDA Budget Request.

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

MOTION CARRIED.

5. 10th Street Banner Updates

Motion made by Closs, seconded by Becker to reallocate the previously committed \$2000 for 10th Street Banners to the Printing & Publishing budget line item (248-537-900.000) to be used for other marketing needs.

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

MOTION CARRIED.

6. North Shore Development

City Manager, Eric Buckman, provided an update on the North Shore Development. Him and Renee Barron recently met with Miller Canfield to review the proposal, and are continuing to work with the prospective developer on the details of that proposal.

NEW BUSINESS

7. Tree Planting in the Downtown

Barry Lund, Superintendent for Public Works, provided an overview of his recommendations on tree planting downtown. The DDA Vision & Opportunity Subcommittee plans to take this into consideration as they draft the proposed five year action plan. Barry Lund recommended planting four trees at each intersection listed below. He estimated the cost to be about \$6000/intersection (or \$1500/tree).

- Delta Avenue & 8th Street
- Delta Avenue & 10th Street
- Delta Avenue & 11th Street

Furthermore, Barry Lund presented the idea of planting a permanent Christmas Tree in the parking lot next to the Electric Garage on Delta Avenue, which the DDA plans to revisit this summer with the kick-off of the first Old Fashioned Christmas planning meeting. Mr. Lund estimated the cost to be about \$5000 for the entire project.

8. Farmers Market Table Purchase Recommendation

Motion made by Closs, seconded by Silta to purchase three picnic tables, umbrellas, and umbrella bases for the Farmers Market Square.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

9. DDA Coordinator

DDA Coordinator, Patricia West, provided an update on the items below.

- City of Gladstone's Proposed Master Plan Amendment
- City of Gladstone Website Platform Updates
- DDA and Parks & Recreation Contract
- DDA Board Member Term Expirations

- DDA Officer Elections in May
- Digital Marketing Proposal by Orange Cat Media
- Engineering & Architecture Fees for 1000 Delta Ave
- Farmers Market Updates

10. City Manager

City Manager, Eric Buckman, provided the board with an update on Irish Oaks.

BOARD COMMENTS & REPORTS

Nathan Neumeier provided updates from the Gladstone School Board on the following items.

- Concerns brought to the School Board regarding handicap parking on 10th Steet.
- Capital improvements planned for the school facilities over the summer following the failed bond.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Closs, seconded by Neumeier to adjourn at 9:12 PM ET.

Voting Yea: Becker, Bostwick, Lippens, Silta