



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
February 18, 2025
8:15 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:17 AM ET.

1. Roll Call

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

Staff Present: Patricia West

PUBLIC COMMENT

Teresa Evans addressed the DDA Board to express her interest in learning more about the social district. She also shared concerns regarding its implementation and impact.

APPROVAL OF MINUTES

2. DDA Regular Meeting Minutes of January 21, 2025

Motion made by Closs, seconded by Thompson to approve the DDA Regular Meeting Minutes of January 21, 2025.

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

MOTION CARRIED.

FINANCIALS

3. January Revenue & Expenditures Report

DDA Director, Patricia West, provided an overview of the January revenue and expenditure reports. She noted that many significant expenses for the year have already been incurred, leaving wages and salaries as the primary remaining budgeted activity for the 2024/2025 fiscal year.

Jacob Taylor asked about the Downtown Ambassador position transitioning from the Temporary Employees line item to the Wages-Part Time Employees line item. West clarified that this change will take effect in April with the start of the 2025/2026 fiscal year.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

4. 2025-2026 Budget Proposal

Motion made by Closs, seconded by Bostwick to recommend the proposed 2025-2026 budget to the City Commission.

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

MOTION CARRIED.

NEW BUSINESS

5. 2025 Farmers Market Vendor Policies

Motion made by Thompson, seconded by Closs to approve the updated 2025 Farmers Market Vendor Policies.

Voting Yea: Thompson, Taylor, Bostwick, Lippens

MOTION CARRIED.

6. Upcoming Projects & Idea Exploration

West provided an overview of upcoming projects that the DDA has committed to over the next 12 months. These projects include replacing holiday garland along Delta Avenue, installing permanent vendor structures at the Farmers Market Square, beautification efforts at the intersections of Delta Avenue & 8th, 10th, and 11th Streets, and the continued exploration of a social district.

West then opened the floor for the DDA board to share ideas and identify needs within the downtown district. The discussion highlights are summarized below:

- **Walkability:** Mayor Thompson and Closs expressed interest in enhancing Gladstone's walkability. Discussion included potential support for rebuilding the boardwalk, expanding the walking path along the North Shore Development, adding sidewalks in areas where they are currently lacking, and maintaining a strong focus on snow removal.
- **Façade Grant Program:** Closs emphasized the value of continuing the façade grant program and suggested exploring options to increase its funding in the future.
- **Advertising & Signage Solutions:** Lippens revisited the idea of installing advertising signage to promote Gladstone businesses as visitors approach from the highway. Mayor Thompson and Closs also advocated for improved wayfinding signage throughout town. West proposed initiatives to strengthen the online presence of downtown businesses, recognizing that many visitors rely on their phones to find local destinations.
- **Code Enforcement:** The board discussed properties in need of improvement, ranging from minor violations, such as prompt snow removal, to larger-scale issues involving blight.
- **Beautification Efforts on 9th Street:** Following West's attendance at the Parks & Recreation Advisory Board Meeting, she expressed interest in future beautification efforts along 9th Street from 3rd Avenue North to Delta Avenue. Potential projects include tree planting and seasonal décor investments.

The board also discussed conducting a short survey targeted at downtown businesses and property owners to gather feedback and better plan for future needs. This survey would help identify priority projects and gauge interest in initiatives such as façade grant applications over the next three years. The Vision & Opportunity DDA Subcommittee will coordinate the survey.

CITY COMMENTS & REPORTS

7. 2024 Façade Grant Updates

West provided an update on the three 2024 facade grant awards.

- **20 S 10th St:** Paperwork has been completed, and the project is ready to begin.
- **1016 Delta Ave:** The property owner is considering scaling back the project based on the awarded funding and is awaiting updated quotes from their contractor. Once received, the project updates will be reviewed by the Façade Grant DDA Subcommittee, and their recommendation will be presented to the full DDA Board.
- **709 Delta Ave:** Façade grant funding will be distributed once the property's transfer of ownership is finalized.

8. Melissa Silta's Upcoming Availability

West informed the board of Melissa Silta's ongoing scheduling conflict with board meetings due to a standing appointment. She is currently on a waitlist for a new appointment time. The board expressed understanding of her situation and was comfortable granting excused absences as needed.

9. North Shore Development

No update to share currently.

10. Permanent Structures at the Farmers Market

West presented the design developed by Public Works and shared that Bay College's Welding Program has committed to taking on the project this spring. With funding from the Community Foundation, Bay College's involvement, and oversight and coordination from the DDA Board and the City of Gladstone, the board expressed enthusiasm for the strong community collaboration driving the project forward.

11. Social District Updates

West presented the outcomes of the social district survey and notified the board that the City Commission has directed that a planning committee be established to build the maintenance and management plan. West will continue to update the board of developments on this initiative.

BOARD COMMENTS & REPORTS

Board Chair Bostwick inquired about the following items:

- **Community Development Director/Zoning Administrator Job Posting:** West confirmed that interviews for the position are scheduled for Thursday, February 20th, with additional updates to be provided at the DDA's March meeting.
- **City Budget Discussions & Special Assessment Impacts:** West shared that budget workshops have been scheduled by the City Commission for the end of February. At that time, the City Manager will present potential solutions to address revenue shortfalls resulting from the elimination of special assessments.

PUBLIC COMMENT

Following the social district discussion, Teresa Evans addressed the board, expressing that she felt more informed. She inquired whether the establishment of a social district would result in a tax increase. The board assured her that it would not, as the DDA's tax revenue is generated through Tax Increment Financing (TIF). She also shared ideas to consider for our Old-Fashioned Christmas event.

ADJOURNMENT

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

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

MOTION CARRIED.