



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

March 19, 2024

8:00 AM

MINUTES

CALL TO ORDER

Board Vice Chair, Kyle Closs, called the meeting to order at 8:03 AM ET.

1. Roll Call

PRESENT	ABSENT
Joe Thompson	Jay Bostwick (Excused)
Daniel Becker	Jason Lippens (Excused)
Kyle Closs	Nathan Neumeier
Melissa Silta (Arrived at 8:07 AM ET)	
Robert LeDuc	

Staff Present: Patricia West & Renee Barron

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - February 20, 2024

Motion made by Closs, seconded by Thompson to approve the regular meeting minutes from February 20, 2024.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.

FINANCIALS

3. January Revenue & Expenditures Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

4. New DDA Board Member Introduction - Jacob Taylor (BayBank)

Jacob Taylor took a moment to introduce himself to the DDA Board.

5. NMPA Downtown Development & Revitalization Workshop

DDA Coordinator, Patricia West, provided a high-level overview of the key takeaways and ideas prompted from the workshop she attended with Board Chair, Jay Bostwick, on March 6th.

Motion made by Closs, seconded by Silta to create a three-board member Vision & Opportunity DDA Subcommittee with the intent to build out a five-year downtown action plan in alignment with the City Master Plan and the existing TIF plan.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.

6. North Shore Development

Community Development Director, Renee Barron, joined the meeting to provide an update on the North Shore Development. The prospective developer has made an offer to the city to purchase the land, and the city is working with their attorney to review it and ensure the long-term vision is aligned with the city and tax revenue capture is secured for the future. Pending the status of the offer, a slideshow presentation may be available for the April DDA Meeting.

NEW BUSINESS

7. 2024/2025 Parks & Recreation Contract Renewal

Motion made by Closs, seconded by Becker to approve the proposed 2024-2025 DDA/Parks & Recreation Contract for services to the Downtown District.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.

8. DDA Subcommittee Assignments

The board recommends Jacob Taylor, Melissa Silta, and Robert LeDuc to the DDA Board Chair, Jay Bostwick, for appointment to the newly formed "Vision & Opportunity" DDA Subcommittee, intended to create a downtown action plan.

The board also recommends to the DDA Board Chair to reduce the size of the Old Fashioned Christmas Subcommittee to two DDA members, the DDA Coordinator, and the Event Coordinator.

No appointment was made to the vacancy on the DDA Business Subcommittee at this time, as the board would like to wait to see what direction the subcommittee is given by the Vision & Opportunity Subcommittee.

9. Parks & Recreation 10th Street Banners

Motion made by Closs, seconded by LeDuc for Parks & Recreation to work with Patricia West on the creation of the 10th Street Banners, approving up to \$2000 of DDA funds to cover the cost of the banners.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.

DDA Coordinator, Patricia West, indicated that the MACC grant we received from the Farmers Market covered the cost of some marketing supplies, and so we will also be pricing out new marketing materials for the Farmers Market, including a banner for the Farmers Market Square and a replacement banner to hang along the highway.

10. Relaunch of the Facade Grant Program

Motion made by Closs, seconded by Becker to establish an application round for facade grant funding of September 1st through October 31st each year, with application decisions made available before the end of the calendar year.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.

CITY COMMENTS & REPORTS

11. City Manager
12. Community Development Director
13. DDA Coordinator

Patricia West provided an update on the items below.

- **City Website:** The City of Gladstone's website is in the process of changing platforms. We are waiting for a go-live date with our Project Manager and anticipate the change to take place prior to the next DDA meeting.
- **Engineering & Architecture Fees for 1000 Delta Ave:** The City Commission will review the decision of the DDA to forgive the funding commitment discussed in the February 2024 DDA Meeting.
- **Farmers Market Grant:** The DDA received a \$4000 MACC Grant to be used on farmers market bands and marketing material.
- **Farmers Market Coordinator:** The position is posted, and referrals are encouraged.
- **Master Plan Amendment:** The Master Plan Amendment is marching towards completion, and we anticipate the public hearing processes to span over the next two months.

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Closs, seconded by Silta to adjourn at 9:17 AM ET.

Voting Yea: Thompson, Becker, Closs, Silta, LeDuc

MOTION CARRIED.