



# GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

July 16, 2024

8:15 AM

## MINUTES

### CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:16 AM ET.

#### 1. Roll Call

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

**Staff Present:** Eric Buckman, Patricia West, Renee Barron

### PUBLIC COMMENT

None.

### APPROVAL OF MINUTES

#### 2. Regular Meeting Minutes - June 11th, 2024

#### 3. Special Meeting Minutes - July 2, 2024

Motion made by Neumeier, Seconded by Taylor to approve the regular meeting minutes from June 11, 2024 and the special meeting minutes from July 2, 2024.

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

**MOTION CARRIED.**

### FINANCIALS

#### 4. May Revenue & Expenditure Report

The June Financials were finalized after the agenda packet was published, and they were provided to the board at the meeting.

City Manager, Eric Buckman, stated that we can expect the revenue sharing to increase from the state.

### CONFLICTS OF INTEREST

### ADDITIONS TO THE AGENDA

Motion made by Neumeier, Seconded by Becker to add Farmers Market Canopies under New Business.

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

***MOTION CARRIED.***

**5. Proposal to Move Unfinished Business Item: North Shore Development | Walking Tour to follow Public Comment at the end of the agenda.**

Motion made by Silta, Seconded by Neumeier to move the unfinished business item: North Shore Development | Walking Tour to follow Public Comment at the end of the agenda.

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

**MOTION CARRIED.**

**UNFINISHED BUSINESS**

**6. FY25 MACC Grant Application**

Motion made by Neumeier, Seconded by LeDuc to overturn the support of the MACC FY25 Grant application established during the June 11, 2024 meeting so that the DDA Director can instead focus their attention on the downtown action plan to better position the board for future grant opportunities. As a result, the board intends to commit to funding the Farmers Market Bands up to \$5000 during the 2025 Farmers Market Season.

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

***MOTION CARRIED.***

**7. North Shore Development | Walking Tour**

City Manager, Eric Buckman, provided the board with an overview of some initial concepts on what future development of the property could look like, prior to the working session.

**NEW BUSINESS**

**8. Resignation of Old-Fashioned Christmas Coordinator**

Motion made by Neumeier, Seconded by Silta to accept the resignation of Shelly Claycomb as the Old-Fashioned Christmas Coordinator at the end of 2024.

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

***MOTION CARRIED.***

**9. Coordinating DDA Events**

Motion made by Silta, Seconded by Neumeier to combine the Farmers Market Coordinator and the Old-Fashioned Christmas Coordinator positions into one position, posting the position as soon as possible, at a budget of \$5000 annually.

Voting Yea: Bostwick, Lippens, Silta, Neumeier, LeDuc

***MOTION CARRIED.***

**12. Farmers Market Canopies**

Motion made by Bostwick, Seconded by Taylor to have the DDA Director research and seek out funding resources, including the approval of up to \$4000 in DDA funding to invest in stronger/higher quality canopies at the Farmers Market.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Silta, Neumeier, LeDuc  
**MOTION CARRIED.**

## **CITY COMMENTS & REPORTS**

### **10. City Manager**

City Manager, Eric Buckman, provided an update on the items below.

- August Tax Tribunals
- City Auditors
- Correcting Previously Laid Fiber Cable
- Fire Marshall Recommendations for City Hall
- School Resource Officer Contract
- State Primary Election on August 6th

### **11. DDA Director**

DDA Director, Patricia West, provided an update on the items below:

- Business After Hours on July 31<sup>st</sup>
- Downtown Day on September 28<sup>th</sup>
- Facade Grant Application Timeline
- Farmers Market Coordinator has been hired
- Orange Cat Media
- Vacation on 07/17 - 07/22
- Vision & Opportunity Subcommittee focus in the fall

## **BOARD COMMENTS & REPORTS**

Nathan Neumeier provided school board updates on the items below:

- School funding available to assist with the banners previously discussed on 10<sup>th</sup> Street in partnership with Parks & Recreation
- Pitched an idea to explore the idea of coordinating with the school on printing senior banners each year to hang on light posts along a city corridor
- The school intends to move forward on making ADA improvements to the athletic field.

## **PUBLIC COMMENT**

## **ADJOURNMENT**

Motion made by Bostwick, Seconded by Neumeier to adjourn the meeting at 9:26 AM.

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

**MOTION CARRIED.**

A working session at the North Shore Development immediately followed.