



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

August 20, 2024

8:15 AM

MINUTES

CALL TO ORDER

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

1. Roll Call

Present	Absent
Joe Thompson	Jason Lippens (Excused)
Daniel Becker	Nathan Neumeier (Excused)
Jacob Taylor	
Jay Bostwick	
Kyle Closs	
Melissa Silta (Arrived at 8:18 AM)	
Robert LeDuc	

Staff Present: Eric Buckman, Wendy Taavola, Patricia West

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. Regular Meeting Minutes - July 16th, 2024

Motion made by LeDuc, seconded by Becker to approve the regular meeting minutes from July 16th, 2024.

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

MOTION CARRIED.

FINANCIALS

3. July Revenue & Expenditure Report

A review of the July financials was provided to the DDA Board. Board member, Kyle Closs, inquired about the progress of the DDA investments, but city staff did not have that information available at the meeting. DDA Director, Patricia West, offered to collect more information on this for the next meeting.

Board Chair, Jay Bostwick, inquired about the (\$45.92) in the Farmers Market Square expense line item (248-537-880.005). DDA Director, Patricia West, committed to reviewing that expense to understand why a negative amount would hit an expense line.

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

4. Amendment to the Parks & Recreation Contract

A need to purchase mulch during beautification efforts on 10th St. helped Parks & Recreation and the DDA Director realize that the existing contract between the two departments does not cover materials and supplies.

Motion made by Closs, seconded by Silta to amend the existing Parks & Recreation Contract by adding "Purchase materials and supplies for beautification within the downtown district" and increase their funding from \$5000 to \$7000 to allow for the purchase of materials and supplies.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

5. City Manager

- **Special Assessment Ballot Language:** The City Commission has approved ballot language for the issue related to the elimination of special assessments within the City of Gladstone. City Manager, Eric Buckman, discussed the financial and future infrastructure impact this would have on the City of Gladstone if the residents vote to eliminate special assessments. This ballot item will not change or impact the recent Public Act 33 special assessment for police and fire approved by the City Commission early this year.

6. DDA Director

- **DDA Email List:** The first email update was sent to businesses and residents within the DDA district on Monday, August 12th. The update was sent to over 80 recipients.
- **Facade Grant Program:** The return of the Facade Grant Program has generated excitement among the downtown businesses and property owners, and the application will be available on September 1st.
- **Downtown Day:** The Gladstone Downtown Development Authority (DDA) will be sponsoring our first Downtown Day on Saturday, September 28th from 12:00 PM - 4:00 PM. This will include sidewalk sales, a street fair, a walking tour of the historical markers, and live music. DDA Director, Patricia West, encouraged the board to participate and help spread the word.
- **Downtown Ambassador Position:** The position has been posted, with a priority deadline to apply of Friday, August 30th. DDA Director, Patricia West, prioritized outreach and recruitment when the position was first posted and is optimistic about filling the role.
- **Small Business Grant Opportunity:** The Central U.P. Small Business Support Hub recently announced more than \$400,000 will be available in direct grants to those businesses who work with their county's Small Business Resource Navigator and that participate in at least one Hub program, event, or service within the six months prior to the Award.
- **Farmers Market Square Updates:** DPW is working on budgeted repairs to the market square this month. This includes pressure washing the concrete, repairing the caps on the planters, and two coats of sealant on the concrete.
- **Farmers Market Canopies:** Five high quality canopies have been purchased for the Farmers Market. These are large 10x20 canopies and have been well received by our market vendors.

- **Master Plan Amendment:** The Master Plan Amendment was approved by the Planning Commission on Tuesday, August 13th.

BOARD COMMENTS & REPORTS

PUBLIC COMMENT

None.

ADJOURNMENT

Motion made by Closs, Seconded by Becker to adjourn at 9:03 AM ET.

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

MOTION CARRIED.