



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
December 16, 2025
8:15 AM

MINUTES

CALL TO ORDER

DDA Chairperson, Jay Bostwick, called the meeting to order at 8:15 AM ET.

1. Roll Call

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

Staff Present: Patricia West, Rob Spreitzer, Renee Barron, George Sailer

BOARD COMMENTS & REPORTS

2. 2025-2026 Informational Meeting

West provided the first informational meeting for the 2025-2026 fiscal year. All taxing jurisdictions were invited to attend the meeting.

Delta County was represented by County Administrator, Emily DeSalvo. Following the presentation, DeSalvo recognized the efforts of the DDA and its positive impact on the surrounding area. She also noted potential future partnership opportunities and encouraged submission of feedback on the County Park Plan.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

3. DDA Regular Meeting Minutes - November 18, 2025

Motion made by Grzybowski, seconded by LeDuc to approve the DDA Regular Meeting Minutes of November 18, 2025.

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

MOTION CARRIED.

FINANCIALS

4. November Revenue & Expenditure Report

West provided an overview of the November Revenue & Expenditure Report. She noted that she anticipates recommending a budget amendment in January due to employee benefits now being charged to the DDA account as a result of a change in her role, which was not previously budgeted.

She explained that a budget amendment would also provide an opportunity for the DDA to revisit the amount allocated for the façade grant program.

West further noted that an incorrect charge was posted to the Materials & Supplies line item and stated she would provide additional information regarding that charge at the January meeting.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

5. Amendment to Facade Grant at 20 S 10th St

West provided an update to the DDA regarding the façade grant for 20 S. 10th Street, noting that Gladstone Eye Care's contractor has indicated the project will not be completed by the January 27, 2026 deadline and has requested an extension.

The DDA requested that the contractor submit an itemized list of materials and a proposed timeline specifying the additional time needed to complete the project.

Motion made by Bostwick, seconded by Neumeier to postpone this discussion until the January meeting to review the additional items from the contractor before identifying a timeline.

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

MOTION CARRIED

6. Use of DDA-Owned Equipment & Supplies Policy

Motion made by Grzybowski, seconded by Taylor, to recommend adoption of the Use of DDA-Owned Equipment & Supplies Policy to the Gladstone City Commission, with the added requirement that borrowed items be returned within 24 hours unless an exception is granted.

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

MOTION CARRIED.

CITY COMMENTS & REPORTS

West provided an update on the following items.

7. City Hall Holiday Closures

West reminded the DDA of the upcoming City Hall closures for the holidays.

8. Completion of Tree Planting on Delta Ave

West reported that the Delta Avenue tree project has been completed. She noted that the final grant report was submitted in November and that she was subsequently notified the grant funding will also apply to select trees planted within the park system.

9. Facade Grant | 426 N 9th St

West reported that Alger Delta has indicated their intent in proceeding with the façade grant, and that the application will be presented to the Gladstone City Commission at its first meeting in January.

10. Gladstone Ski Hill Updates

West reported that staff at the Gladstone Ski Hill are actively making snow and are aiming to open prior to next week.

11. Holiday Home Decorating Contest

West reported that participation sign-ups closed on December 15, and that judges plan to conduct evaluations this week to determine the top three winners.

12. Old-Fashioned Christmas Data

West presented cell phone usage data for the downtown during the event and noted that attendance peaked at approximately 1,500 people around 5:00 p.m. She reported on the overall success of the event and shared preliminary takeaways for future planning, including the potential to extend the event duration, increase the quantity of cookies and hot chocolate, and explore strategies to encourage foot traffic throughout the day rather than primarily in the evening after businesses close.

LeDuc volunteered as a trailer driver for the event and echoed support for extending the event by 30–60 minutes. Grzybowski, who was stationed in the Christmas Market area, provided feedback that the space was too small to accommodate the volume of pedestrian traffic.

This feedback will be incorporated into planning efforts for next year's event.

13. Progress of "The Depot"

West reported that the Gladstone City Commission approved the request to apply for the grant at its most recent meeting. She noted that outreach for letters of support has begun and that initial community feedback has been positive. The grant application is due January 15, 2026.

14. Recognition of City Manager, Eric Buckman

West recognized Eric Buckman, noting that he attended his final City Commission meeting as City Manager on December 8. She acknowledged his significant contributions to the City and stated that his leadership and efforts will be missed.

15. Sleigh the Deals Promotion

West reminded the DDA and those in attendance of the Chamber of Commerce's Sleigh the Deals promotion, which encourages residents to shop locally during the holiday season.

16. Social District Annual Meeting

West reported that she is coordinating the required annual social district meeting with participating establishments and will provide an update on the outcome at the January meeting.

17. Winter Tax Bill Error

West reported that a penalty was incorrectly applied to the winter tax bills that were mailed. She noted that staff corrected the error promptly and encouraged anyone with questions to contact the City's reception area or the Treasurer directly.

ADJOURNMENT

Motion made by Neumeier, seconded by LeDuc to adjourn at 9:17 AM ET.

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

MEETING ADJOURNED.