



# GLADSTONE DDA MEETING

City Hall Chambers – 1100 Delta Avenue

May 09, 2023

8:00 AM

## MINUTES

### CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:00 AM ET.

#### 1. Roll Call

PRESENT	ABSENT
Joe Thompson	Taylor Miller - Excused
Daniel Becker	
Jay Bostwick	
Jason Lippens	
Kyle Closs	
Marcey Skwor	
Robert LeDuc	

**Staff Present:** Eric Buckman and Patricia West

**PUBLIC COMMENT:** *None*

### APPROVAL OF MINUTES

#### 2. Regular Meeting Minutes - April 18, 2023

Motion made by Closs, seconded by Skwor to approve the Regular Meeting Minutes from April 18, 2023.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc – ***Motion Carried.***

### FINANCIALS

#### 3. March Revenue & Expenditure Report (Final)

The March financials were provided to the DDA for review.

**CONFLICT OF INTEREST:** *None*

**AMENDMENTS TO THE AGENDA:** *None*

### UNFINISHED BUSINESS

#### 4. DDA Board Vacancy: Representative from Gladstone Area Schools

Motion made by Skwor, seconded by Lippens to recommend Nathan Neumeier to the mayor, subject to the approval by a majority vote of the members elect of the City

Commission, as the Gladstone Area Schools representative on the Downtown Development Authority (DDA).

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc - ***Motion Carried.***

## **5. North Shore Development**

- a. SPARK Grant Application: The application opened on May 1st and closes at the end of June. DDA Coordinator, Patricia West, plans to work closely with Renee Barron on this application for the North Shore walking path.
- b. City Manager, Eric Buckman recently met an architect and two investors to do a tour of the property. The meeting went well.
- c. DDA Coordinator, Patricia West, will coordinate a walking tour of the North Shore for the DDA over email, giving the City Commission the opportunity to join if interested.

## **NEW BUSINESS**

### **6. DDA Board Member Term Expirations - Kyle Closs**

Motion made by Bostwick, seconded by LeDuc to recommend Kyle Closs to the mayor for reappointment to the Downtown Development Authority (DDA), subject to the approval by a majority vote of the members elect of the City Commission, with a new term expiration of May 2027.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc – ***Motion Carried.***

### **7. Farmers Market Coordinator**

Motion made by Skwor, seconded by LeDuc to extend a job offer to Brianna Ecklid for the Farmers Market Coordinator position, pending a background check.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc - ***Motion Carried.***

### **8. Proposal to Hire a Marketing Agency**

Motion made by Closs, seconded by Thompson to pursue a marketing agency to assist the Master Plan Subcommittee with outlining the marketing implementation section of the amendment to the City of Gladstone's Master Plan, with a budgeted amount of up to \$500 coming from the Downtown Development Authority.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc - ***Motion Carried.***

### **9. Meeting Time Availability Conflict**

Motion made by Thompson, seconded by Becker to table the discussion on DDA Board Member, Taylor Miller's, availability conflict to attend the regular scheduled DDA meeting time until the DDA Coordinator can confirm Taylor's availability to meet at 4:00 PM on the third Tuesday of each month instead.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc - ***Motion Carried.***

## **COMMENTS**

### **10. City Manager**

Eric Buckman, provided legal updates on open items with the City of Gladstone.

He also met with Phil LaMarche to discuss building homes in the Grandview subdivision, which is already set up for utilities.

### **11. Community Development: *None***

### **12. DDA Coordinator**

#### **a. Farmers Market Updates**

- i. The vendor application is live and we have received six applications.
- ii. We are in the process of booking bands for the season, and have enough budget to have a band each week.

#### **b. Upcoming Items**

- i. DDA Elections (June)
- ii. DDA By-Law Updates
- iii. Information Meeting #1

### **13. DDA Members**

Jason Lippens asked about the upgrades being made to the campground, and how many additional campsites that will allow for. City staff did not know that information upfront, but can provide an update next meeting.

Marcey Skwor asked if the City of Gladstone had any plans for a dog park. There are no plans at this time, but there was discussion around where ideal locations would be.

**PUBLIC COMMENT:** *None*

## **ADJOURNMENT**

Motion made by Skwor, seconded by Thompson to adjourn at 8:49 AM ET.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc - ***Motion Carried.***