



# GLADSTONE DDA REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
 April 18, 2023  
 8:00 AM

## MINUTES

### CALL TO ORDER

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

#### 1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson
Jay Bostwick	Taylor Miller
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 - March 21, 2023

*Motion made by Skwor, Seconded by Closs to approve the minutes.*

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

### FINANCIALS

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

The unreconciled March budget was provided to the DDA Board for review. Very little financial activity took place in March outside of the DDA Coordinator's compensation. Since this was the final month of the fiscal year, the March budget report it has not yet been finalized. However, Vicki Schroeder was able to settle with the county, which will result in a small increase in the final revenue numbers for the year.

**CONFLICT OF INTEREST:** *None*

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

### UNFINISHED BUSINESS

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

Gladstone Area School's Superintendent, Dr. Jay Kulbertis joined the discussion on how to best fill the Gladstone Area School's DDA Board Member representative.

*Motion made by Bostwick, Seconded by LeDuc to have Dr. Kulbertis open the application up internally to the Gladstone School Board with a deadline for submission of May 2, 2023.*

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

**5. 2023/2024 DDA Budget Request**

*Motion made by Closs, Seconded by Skwor to accept the 2023/2024 DDA Budget Request.*

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

**6. North Shore Development**

Eric Buckman updated the DDA Board that the investment group recently hired an architect. The DDA indicated interest in scheduling a tour of the property when the weather allows.

**NEW BUSINESS**

**7. Farmers Market SNAP Program**

The Farmers Market Subcommittee recently met to discuss the upcoming Farmers Market agenda items.

*Motion made by Bostwick, Seconded by LeDuc to discontinue the SNAP program at the Gladstone Farmers Market.*

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

**8. Farmers Market Vendor Fee Schedule**

*Motion made by Skwor, Seconded by Closs to increase the one time vendor fee to \$25.00, and the seasonal vendor fee to \$75.00.*

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

**9. Farmers Market Vendor Policies**

*Motion made by Closs, Seconded by Skwor to accept the suggested changes to the 2023 vendor policies as outlined, with the addition of requiring the application be submitted one week prior to the first market they hope to attend.*

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

**10. Letter of Support for MML Foundation's Bridge Builders Microgrants**

*Motion made by Closs, Seconded by Becker for the DDA Board Chair, Jay Bostwick, to submit a letter of support to include the DDA's application for the Michigan Municipal League Foundation's Bridge Builders Main Street Microgrant.*

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

**11. Rescheduling DDA's May Meeting**

*Motion made by Bostwick, Seconded by Closs to reschedule the DDA's regularly scheduled meeting of May 16, 2023 to take place on May 9, 2023 at 8:00 AM ET in the City Hall Chambers.*

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

**COMMENTS**

**12. City Manager**

- a. The City of Gladstone was notified that they are the recipient of a pension grant.

- b. The Wastewater Plant received a change order to the project which affects them positively. The project is coming in under budget.
- c. The tax tribunal was found in favor of the City of Gladstone. All five findings are being appealed.

### **13. Community Development**

#### **14. DDA Coordinator**

- a. Upcoming Items
  - i. DDA By-Law Updates (May)
  - ii. DDA Board Member Term Expirations - Kyle Closs (May)
  - iii. DDA Officer Elections (June)
  - iv. Information Meeting #1 (June)
- b. The Farmers Market is underway, and the vendor application will open the week of April 24<sup>th</sup>. We also have a three applications for the Farmers Market Coordinator position, and we'll begin coordination to set-up interviews next week.
- c. Taylor Miller is no longer able to make the regular meeting time. This agenda item will be added to the next meeting for discussion on how to move forward.

#### 15. DDA Members

**PUBLIC COMMENT:** *None*

### **ADJOURNMENT**

*Motion by LeDuc, Seconded by Skwor to adjourn at 8:54 AM ET.*

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