**CITY OF HUDSONVILLE**

****

MEETING MINUTES

February 3, 2016

Voting Members Present: Philip Koning, Dale Sall, Larry Gemmen, Greg Slater, Mayor Northrup.

Non-Voting Attendees: Michelle Fare, Dan Strikwerda, Jan Sal, and Patrick Waterman.

Voting Members Absent: Steve Guikema, Ken Jipping, Doug Butterworth, Dr. Brad Dykstra, and Joel Keegstra.

1. Call to Order:

Chairman Koning called the meeting to order at 7:30 a.m.

1. Minutes:

There was a motion by Sall, support by Gemmen, and unanimous approval to accept the minutes of the December 8, 2015 meeting.

1. Finance:

The financial reports were provided to the board for informational purposes and reviewed by Sal. Sal shared that a small portion of taxes still need to come in. He also shared that expenses planned for this spring include fixing the light poles on Chicago Drive, the purchase of the Market properties (split with City Commission), and the demolition of the house on Prospect Street.

Sal also updated the board about the Road millage that passed in Fall 2014. The DDA is subject to capture a portion of that millage, but it will be earmarked to be utilized on a road repair project.

1. Bond Payment Agreement:

Fare reviewed the memo provided to the board. The board was in consensus that they should contribute to the bond payments and would be willing to enter into a formal agreement with the City Commission at the time of bonding.

1. City Market/Event Center Update:

Fare shared the following updates:

* A team of GVSU students are doing their capstone project on the event center. They will be providing a recommendation of equipment needed, proposed rental rates, and staffing.
* The Phase II will be completed by February 19
* The fundraising committee is meeting February 9 for their initial meeting.
* An informational packet has been created for the market.
* Bid requests are out for marketing firms to assist with branding the project.

The board noted the importance of quality sound and a/v equipment if the building will be used for corporate rentals.

1. Harvey Street Extension Easement Update:

Waterman shared that the consultant is recording the easements now and then will negotiate prices for the parcels. The city will also be abandoning the old easement on the north side of the West Michigan Community Bank building. He shared a map that showed the proposed street and pedestrian walkways.

1. Discussion: Sharing the Message

The board weighed in on ways to share the message of these projects with the community:

* Continue distributing update posters – add phone number or contact information for questions.
* Include write ups in all city publications
* Press release to Grand Rapids Business Journal
* Press releases to newspapers
* Distribute posters to churches
* Distribute posters to schools
* Speaking engagements

1. Crosswalk Art

Fare reviewed the proposal for crosswalk art. There was a motion by Sall, support by Slater, and unanimous approval to spend up to $800 for the crosswalk art project to be completed this spring and to earmark $300 in future budgets for upkeep.

1. Project Updates
2. Underpass: CSX has agreed to a preliminary engineering agreement. Waterman noted he may request the DDA’s support in assisting with a portion of this expense. Strikwerda noted that the Grand Valley Metro Council has tentatively approved a grant of $100,000 for this project.
3. 3284 Chicago Drive: Right now this project is on hold due to construction costs. Fare will share copies of the marketing package with board members who may know businesses interested in Hudsonville.
4. Pizza Ranch: Expansion will bring building up to 172 seats (doubles the size of the building). The project is a $1.6M project.
5. A pet grooming business is starting up in the old drive through building on School Street.
6. It was noted that the Plaza merchants are interested in the city pursuing angled parking on Service Drive.
7. Adjourn:

The meeting adjourned at 8:45 a.m.

Respectfully Submitted,

Michelle Fare

Executive Director