



MEETING MINUTES  
November 10, 2015

**DRAFT**

Voting Members Present: Dale Sall, Ken Jipping, Greg Slater, Larry Gemmen, Doug Butterworth, Dr. Brad Dykstra, and Mayor Don Van Doeselaar

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

Voting Members Absent: Joel Keegstra, Philip Koning, and Steve Guikema

1. Call to Order:  
Chairman Sall called the meeting to order at 7:30 a.m.
  
2. Minutes:  
There was a motion by Gemmen, support by Van Doeselaar, and unanimous approval to accept the minutes of the October 13, 2015 meeting.  
  
There was a motion by Jipping, support by Dykstra, and unanimous approval to accept the minutes of the October 26, 2015 meeting.
  
3. Finance:  
The financial reports were provided to the board for informational purposes and reviewed by Sal.
  
4. Review of Meeting Dates/Time  
The board discussed the possibility of a new date/time for the board meeting. Fare will check with members not in attendance to make sure the first Wednesday of the month at 7:30 a.m. works for them as well.
  
5. Discussion of Annual Meeting:  
There was agreement to host an annual meeting in January with a special invite to business owners in the Downtown Development Authority boundaries to attend and hear an update about priorities.
  
6. City Market/Event Center Update  
Waterman shared an update about the project. The grant request for a phase I environmental study has been submitted. There is a tenant in the property until September 2016, which will give time to conduct focus groups/stakeholder discussions and send out a bid for a contractor.

7. Review of DDA Prioritization

Fare shared that the top priority of the DDA is Chicago Drive landscaping. The board discussed the plans to ensure the landscaping can be appropriately maintained.

Jipping shared that he believes locking up the property for the Harvey street extension is a top priority. There was a motion by Jipping, support by Dykstra, and unanimous approval to approve up to \$6,000 to investigate a buy sell agreement for the Harvey Street Extension from Plaza to School.

8. Project Updates

- a) 3240 Prospect: Fare reported that we received the information we needed from the tenant. They are scheduled to be moved out by December 31.
- b) Streetlights: Waterman reported that we are currently waiting on Meekhof
- c) Underpass: Waterman reported that we are waiting on CSX
- d) 3284 Chicago Drive: Waterman reported that the project is still moving forward
- e) Golf Course: Strikwerda reported that the golf course is still in the process of being redeveloped
- f) Legislation: Waterman shared an update on pending legislation that could significantly impact DDAs.

9. Adjourn:

The meeting adjourned at 8:25 a.m.

Respectfully Submitted,

Michelle Fare  
Executive Director