



MEETING MINUTES

August 11, 2015

Approved: September 8, 2015

Voting Members Present: Doug Butterworth, Dr. Brad Dykstra, Larry Gemmen, Steve Guikema, Joel Keegstra, Dale Sall, and Mayor Don Van Doeselaar

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

Voting Members Absent: Ken Jipping, Philip Koning, and Greg Slater

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 Butterworth, and unanimous approval to accept the minutes of the June 16, 2015 meeting.
3. Finance:
Sal reviewed both Fund 247 (TIF) and Fund 248 (DDA Operating). She noted that it is early in the year so there has not yet been a lot of activity in either fund.
4. Update on 3284 and 3320 Chicago Drive, and 3287 Prospect Street:
 - a) Project Update: Guikema reported that the purchase agreement is currently being reviewed by their attorney and the city's attorney. They are in the process of meeting with potential developers and establishing estimates for true project costs. The topographical survey has been completed and drawings are almost finished. The formal preliminary PUD meeting with the Planning Commission is August 19, 2015. Guikema anticipates they will break ground by the end of 2015.
 - b) MDOT Meeting: Waterman reported that the city met with MDOT regarding the possibility of creating angled parking along Service Drive. In general MDOT is supportive, but has concerns with the intersection at School Avenue that will need to be addressed. MDOT was amiable to continuing forward with the project with a commitment to address the intersection at a later date. Waterman noted that one option being considered is to close access to Service Drive from Chicago Drive.
5. Consultation Services by Greg Holcombe and Bill Johnson:
Waterman reviewed the purpose of the Nucleus Group and shared their recommendation to hire Johnson & Holcombe as consultants for the group. The

Nucleus Group has held several meetings with Johnson & Holcombe on a pro bono basis, which they have found to be highly beneficial, but believe that some level of remuneration should be offered if the relationship is to continue.

There was a motion by Dykstra, support by Keegstra, and unanimous approval to hire Greg Holcombe & Bill Johnson as consultants at an hourly rate of \$80/hour from Fund 247, Professional Services, up to \$8,000 per year.

A joint meeting of the DDA and Nucleus Group will be scheduled.

6. Light Conversion to LED:

Waterman presented a memo regarding the conversion of the lights along Chicago Drive and in the DDA parking to LED lights. The project is a line item in the DDA's budget.

Dykstra requested information on the return on investment in energy savings. Waterman shared that it will take between 1.21 and 2.85 years to recoup the costs in energy savings per Meekhof Electric.

There was a motion by Waterman, supported by Dykstra, and unanimous approval to approve the invoice from Meekhof Electric in the amount of \$20,215 for the conversion of all DDA operated lights to LED Fixtures.

7. Property Acquisition Discussion:

There was a motion by Gemmen, seconded by Dykstra, and unanimous approval to move into closed session.

There was a motion by Dykstra, seconded by Gemmen, and unanimous approval to leave closed session.

There was a motion by Dykstra, seconded by Guikema, and approval to purchase 3240 Prospect Street for up to \$55,000. Sall abstained from the vote.

8. New Roles Moving Forward:

Waterman shared that at the City Commission meeting on August 11, he will be presenting the new DDA Director role for approval. Fare thanked the DDA for their trust in her taking this position. She suggested that September-December meetings would be focused on establishing short term priorities and ensuring compliance with by-laws.

9. Meeting Dates for 2015:

Fare shared a calendar of meeting dates for the remainder of 2015, with the DDA meeting on the second Tuesday of each month from 7:30am-8:30am.

10. Project Updates:

- a) Pathways - Strikwerda reported that the City Hall pathway should be complete within a couple of weeks. The trail should extend to the north along the creek to Chicago Drive by next summer. Work is also underway to finish the pathway down Barry Street to the city limits where the township will connect the pathway south to the Kenowa Trail. Finally, there are plans to add a pathway through the former Summergreen golf course to the High School, as well as create a new city park. There have also been meetings with CSX and MDOT regarding the underpass; the hydrology study came back positive, so this project is anticipated to get underway in 2017.
- b) DJ's Pizza – Strikwerda reported that DJ's Pizza was approved for a permanent outdoor patio.
- c) Imagine Hudsonville Marketing Efforts – Fare shared a marketing campaign geared at community engagement around the Imagine Hudsonville 2030 master plan progress. Signage will be erected at new projects and a new section of the website will be launched to highlight these projects.
- d) Farmer's Market – Fare reported that she is working with three companies to get quotes on a feasibility study as well as will be having a meeting with the Farmer's Co-Op to discuss next steps.
- e) White Flame – Strikwerda reported that White Flame is hosting an event on August 22 and is going to the City Commission for approval to close the sidewalk along Allen Street for use in the event.

11. Adjourn:

The meeting adjourned at 8:25 a.m.

Respectfully Submitted,

Michelle Fare
Executive Director