



**City of Hudsonville – Advisory Committee
Minutes
July 12, 2017**

Members present: Ben Mol, Greg Steigenga, Larry Gemmen, Helen Cnossen, Jennifer Blood.
Members absent: Ashley Prins, Matt Harris.

Staff present: Patrick Waterman, Michelle Fare, Lindsey Carlon, Emily Walters.

1. **Welcome:** Steigenga called the meeting to order at 3:00 p.m. and welcomed everyone.
2. **May Minutes:** There was a motion by Gemmen, second by Mol, to approve the June Minutes.
Motion passed.
3. Introduction of Emily Walters: The board took a few moments to get to know Emily and hear how her experience has been so far.
4. Discussions
 - **Privacy:** In order to create a more comfortable event for the renters, the board discussed adding a shade to the market office window that could be closed during events.
 - **Sonder Provision Timing:** Waterman shared an update on the timing of the project. The liquor license application is in and under review. Construction should start by mid-week. It was noted that staff should communicate event schedules with Patrick Visser to ensure there is not loud construction during events. Staff shared an update on Sonder's logo and signage.
 - **Conference Room Rental Contract & Fee:** Fare reviewed the proposed application form for the conference room and discussed the current fee structure. Following discussion, There was a motion by Steigenga, second by Gemmen to increase the rental rate for the conference room to \$150 for a two hour rental, to retain a rental rate of \$25 for a two hour rental for work space members, and to require a deposit of the same amount along with an application form for the use of the space. Motion passed.

- **Work Space Feedback:** Fare shared feedback from a survey she'd sent out to the members where they were in need of a power strip, would like a fridge and microwave, and felt there would be room for up to 12 members. She also discussed requesting that people not work in the small conference room unless it is rented out, so the space can be used for phone calls. There was a motion by Blood, seconded by Mol to spend up to \$500 on these additional amenities.
- **Farmhaus Cider at Artisan Market:** Following discussion, the board approved Carlon to submit the permit to allow off site alcohol samples and sales at the market.
- **Verifying Residency:** The board agreed that a primary attendee should be a city resident to access the rates. They must be present at the event and will assume liability.
- **Dual events:** The board discussed the potential to host two events simultaneously. Fare requested 2 months to monitor volume and characteristics of events. The board granted the request.

5. Updates:

- **Farmer's Market Manager Report:** With Lindsey, the board discussed keeping the street open during the market and having the safety committee review other signage options. They also discussed not using the tokens as 'cash back', and getting an ATM on site.
- **Building Usage Report:** Fare shared a brief update about building rentals to date and estimated revenue.
- **Meeting time:** The board discussed moving the meeting back to 3pm to accommodate all members. Members were in agreement.

6. There was a motion by Gemmen, support by Mol to adjourned the meeting at 3:28 p.m.