

## **HUDSONVILLE CITY COMMISSION**

### **City Commission Minutes**

**January 9, 2024**

Mayor Northrup called the regular session of the Hudsonville City Commission to order on Tuesday, January 9, 2024 at 7:00 PM. The Pledge of Allegiance was stated, and a moment of silence was held.

Present: Mayor Northrup, Commissioners Bolhuis, Brandsen, DeVree, Groot, Kamp, Nyitray, City Manager Dotson, City Attorney Wood, Finance Director Smith and City Clerk Gruppen.

### **PUBLIC COMMENTS/PRESENTATIONS**

1126. Ken Brandsen, Progressive AE – gave an update on the proposed Library/Community Center.

Chris Veneklasen, Terra Station, LLC – gave an update on the project.

### **CONSENT AGENDA**

1127. Motion by Northrup to approve the Consent Agenda consisting of the following:

1. Minutes of the City Commission regular session dated December 12, 2023.
2. Minutes of the Board of Review meeting dated December 12, 2023.
3. Minutes of the Planning Commission regular session dated December 20, 2023.
4. Minutes of the Downtown Development Authority meeting dated January 3, 2024.

All aye, motion carried.

### **NEW BUSINESS**

#### **Public Safety**

1128. Fire, Police and Emergency Management statistical reports for December were received as information.

#### **Finance**

1129. Finance Director's Financial Reports for December were received as information.

1130.        Payment of Bills.  
Motion by DeVree, seconded by Nyitray, to confirm the payment of the bills in the amount of \$585,863.78 and to confirm payment of bills paid between meetings and reviewed by the Finance Committee.

Yea 7, nay 0, motion carried.

1131.        ACH Funds Distribution.  
Motion by DeVree, seconded by Nyitray, to confirm the funds distributed via automated clearing house in the amount of \$187,926.44 which were distributed between meetings and reviewed by the City Manager.

Yea 7, nay 0, motion carried.

1132.        Budget Amendments.  
Motion by DeVree, seconded by Nyitray, to adopt the 2023 – 2024 budget amendments 1-6, as drafted.

Yea 7, nay 0, motion carried.

1133.        ACH Policy Update.  
Motion by DeVree, seconded by Nyitray, to approve Resolution No. 24-1781 authorizing electronic transactions and adoption of a new automatic clearing house (ACH) transaction policy.

Yea 7, nay 0, motion carried.

### **Department of Public Works**

1134.        Recommendation to Award Mowing Contract.  
Motion by Groot, seconded by Kamp, to award contract to Davidson Lawn and Grounds for mowing, fertilization and weed control, per the attached RFP, in the amount of \$107,002.75.

Yea 7, nay 0, motion carried.

1135.        Fee Schedule Updates.  
Motion by Nyitray, seconded by Groot, to amend the FY 23-24 Fee Schedule to include a \$10 per hour flat rate for the reservation of City of Hudsonville ball diamonds.

Yea 7, nay 0, motion carried.

**Administration**

1136.        Server Replacement.  
Motion by Groot, seconded by Brandsen, to authorize the City Manager to purchase two Cisco Systems servers and to execute the attached Server Upgrade Proposal with Dewpoint for a total of \$40,890.22

Yea 6, nay 0, absent 1 (Bolhuis) motion carried.

1137.        Resolution Approving and Ratifying 2021 IPA Extension.  
Motion by Groot, seconded by DeVree, to approve Resolution No. 24-1780 authorizing the extension and extended schedule for the Installment Purchase Agreement with Union Bank.

Yea 7, nay 0, motion carried.

1138.        Progressive AE – Amendment to the Professional Services Agreement.  
Motion by Groot, seconded by Nyitray, to approve the amendment to the Professional Services Agreement with Progressive AE at a cost of \$7,000.

Yea 7, nay 0, motion carried.

1139.        Property Acquisitions.  
Motion by DeVree, seconded by Brandsen, to approve Resolution No. 24-1782, “Resolution to approve and authorize the Mayor and the Clerk to sign a real estate and installment purchase agreement and related documents.”

Yea 7, nay 0, motion carried.

Motion by DeVree, seconded by Brandsen, to approve Resolution No. 24-1783, “Resolution to approve and authorize the Mayor and the Clerk to sign a real estate and purchase agreement and related documents.”

Yea 7, nay 0, motion carried.

1140.        Property Management.  
Motion by Groot, seconded by DeVree, to allow the City Manager to enter into a contract with Excite Commercial Management for the property management of properties owned by, or to be owned by, the city that have tenants for a minimum of \$500 per month or 5% of gross income collected, whichever is greater.

Yea 7, nay 0, motion carried.

1141.        Appointments to Boards and Commissions.  
Motion by DeVree, seconded by Groot, to approve the Mayor's appointments to boards and commissions as listed:

Dave Nyitray	Parks and Recreation Committee and Library Advisory Board
Jeremy Kamp	Planning Commission and Zoning Board of Appeals
Toben DeVree	Finance Committee and Personnel Committee
Larry Brandsen	Finance Committee
Dan Bolhuis	Terra Square Advisory Board and Personnel Committee

Yea 7, nay 0, motion carried.

## **ADJOURNMENT**

1142.        Motion by DeVree, seconded by Groot, to adjourn the regular session at 8:43 PM.

All aye, motion carried.

---

Jill Gruppen  
Hudsonville City Clerk

---

Mayor Northrup