

CITY OF HUDSONVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
 **HUDSONVILLE**

MEETING MINUTES - Draft
February 3, 2021

Voting Members Present: Philip Koning, Kirk Perschbacher, Ken Jipping, Mayor Mark Northrup, Hannah Wilkerson, Doug Butterworth, and Jack Groot.

Non-Voting Attendees: Keyla Garcia, Patrick Waterman, Dan Strikwerda, and Michelle Fare.

Voting Members Absent: Cheryl DeAvila, Andrew Gemmen, and Randy Moeller.

Non-Voting Absent: None.

1. Call to Order:
Koning called the meeting to order at 3:30 p.m.
2. Financial Report:
Garcia reviewed the DDA financial statements with the board. She highlighted a private donation of \$50,000 that was made to the DDA in January.
3. RFP Discussion
Fare reviewed the RFP that staff drafted for a retail marketing and parking analysis. There was a motion by Northrup, support by Jipping, and unanimous approval to distribute the request for proposals and to authorize a committee including board members Groot, Gemmen, and Koning, as well as non-voting members Fare and Waterman, to select and negotiate a contract with a firm to complete a retail marketing and parking analysis on behalf of the Downtown Development Authority, not to exceed \$55,000.
4. Other business
Fare shared an update about a new grant program available to Hudsonville called Match on Main. Perschbacher agreed to serve on a review committee for the local application process.
5. Adjourn:
The meeting adjourned at 4:10 pm

Respectfully Submitted,
Michelle Fare, DDA Director