



MEETING MINUTES - Draft
March 31, 2021

Voting Members Present: Philip Koning, Kirk Perschbacher, Ken Jipping, Mayor Mark Northrup, Hannah Wilkerson, Doug Butterworth, Randy Moeller, and Andrew Gemmen

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

Voting Members Absent: Jack Groot and Cheryl DeAvila.

Non-Voting Absent: None.

1. Call to Order:
Koning called the meeting to order at 3:30 p.m.
2. Approval of Minutes
There was a motion by Perschbacher, support by Gemmen, and unanimous approval to approve the March 3, 2021 minutes.
3. Financial Report:
Garcia reviewed the DDA financial statements with the board. There was a motion by Perschbacher, support by Moeller, and unanimous approval to accept the financial statements as presented.
4. RFP Recommendation Review
Fare shared that the DDA had received four proposals in response to the RFP. The proposals ranged from \$25,000 to \$97,615. The established committee had met March 17 to review the proposals and is recommending to the DDA to move forward with a proposal from Gibbs Planning Group in the amount of \$73,000. The board requested that staff ensure that resident input was included in the information gathering for the study and requested that the study be available to be presented at the September 1, 2021 Public Information Meeting of the DDA. There was a motion by Northrup, support by Jipping and unanimous approval to authorize the City Manager to enter into a contract with Gibbs Planning Group for up to \$75,000 for the scope of work, as outlined.

5. Update: Hudson Center Phase II

Waterman shared an update about meetings that staff has held with Geerlings Development regarding Phase II of the Hudson Center.

6. Other Business

- Fare asked the DDA if they were interested in pursuing the Over the Road banner system yet this spring, which would require a budget adjustment, but would allow for promotion of spring events – or if they would prefer to wait until the 2021/2022 budget. There was a motion by Perschbacher, support by Butterworth, and unanimous approval to approve an expenditure of up to \$14,000 to purchase and install an Over the Road banner system.
- Waterman shared a legislative update about the potential return of earmarks to the state budget.
- Fare asked for input on the use of the Family Fare parking lot by Hark Up to host an outdoor concert, assuming they coordinated with the adjacent businesses. The board was supportive.

7. Adjourn:

The meeting adjourned at 4:15 pm

Respectfully Submitted,
Michelle Fare, DDA Director