



City of Hudsonville – Advisory Committee
Minutes
November 13, 2019

Members present: Greg Steigenga, Ashley Prins, Jennifer Blood, Matt Harris, Ben Mol, Helen Clossen and Jack Groot.

Members absent: None.

Staff present: Patrick Waterman, Michelle Fare, Teri Schut.

1. **Welcome:** Steigenga called the meeting to order at 3:00 p.m. and welcomed everyone. The committee did introductions and welcomed new member Groot.
2. **Consent Agenda:** There was a motion by Harris, support by Mol, and unanimous support to approve the consent agenda.
3. **Updates & Discussions:**
 - a. **Cleaning Crew/Staffing Update:** Schut shared with the advisory committee that cleaning is still an issue. The City hired a staff person to assist with weekday cleaning and set up. Schut shared three quotes for weekend cleaning/set up, and recommended moving forward with the lowest bid, Sunbeam Corporate Cleaning, along with purchasing a floor cleaning machine. Groot made a motion to enter into a contract with Sunbeam Corporate Cleaning and submit the 30 day notice with Blu Cleaning. Prins seconded the motion. **Motion passed.** Mol will also price out another option for the floor cleaning machine.
 - b. **Market Manager Report:** Schut reported that the market is done, that the Made in Michigan market went well. The sales were good, but there was lower traffic than last year. Schut also shared an updated survey summary.
 - c. **Acoustic Panels:** Fare shared the quote for acoustic panels for the market space, which was roughly \$6,500. After discussion, the board determined that this project, though important, can wait until the next budget cycle. Staff was directed to include this expense in the proposed 2020/2021 budget.
 - d. **Awning Update:** Fare reported that we received two quotes, both very close to each other. Fare described the awning proposed. It was recommended by the board to seek a third quote before finalizing the project.
4. The meeting was adjourned at 4:00 p.m.