



City of Hudsonville – Advisory Committee  
Minutes  
July 10, 2019

Members present: Greg Steigenga, Larry Gemmen, Jennifer Blood, and Helen Clossen.  
Members absent: Ashley Prins, Ben Mol, and Matt Harris.  
Staff present: Patrick Waterman, Michelle Fare, Teri Schut.

1. **Welcome:** Steigenga called the meeting to order at 3:00 p.m. and welcomed everyone.
2. **Consent Agenda:** There was a motion by Clossen, support by Blood, and unanimous support to approve the consent agenda.
3. **Vendor Loading & Unloading:** After discussion, the board agreed to edit the contract and the policies and procedures to allow for temporary 30-minute loading/unloading of vendors beyond the catering lot.
4. **Cleaning/Set up Update:** Fare reported that another cleaning company had contacted the City about a contract for Terra Square. The sales rep didn't show up for the meeting.
5. **Work space membership:** Fare reported that there are two new workspace members. The board discussed whether a mailbox could be added for work space members. Fare will research further.
6. **Audio Update:** Fare gave an update on the audio in the Gathering space. The staff will try changing frequencies before any new equipment will be purchased/installed.
7. **Market Assistant Status:** Schut gave a report on the status of each market assistant's term with the city.
8. **Experience Survey Results:** Schut shared an update on the results of the survey. Overall the feedback remains positive.
9. **Rental Rate & Policies for Market:** Schut shared some feedback on farmers market daily vendors dropping and requesting refunds. She also shared daily rates from nearby & size-comparable markets across west Michigan. Following a discussion, there was a motion by

Blood, support by Cnossen, and unanimous support to amend the policies and procedures to include no refunds on daily vendor fees, a requirement to pre-pay for daily vendor spots, and an increase in the 2020 farmers market rate to \$10 daily. The seasonal rates would remain unchanged.

10. The meeting was adjourned at 4:00 p.m.