



City of Hudsonville – Advisory Committee
Minutes
August 14, 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. **Policy & Procedure Review:** The board reviewed the policies and procedures document with edits proposed by staff. Gemmen made a motion to approve as presented with the following changes:
 - 5.7 (Remove line requiring caterers to use the northwest lot door).
 - 5.11 (include vaping).
 - 5.15 (include line from 5.7 about preferred door use).
 - 5.17 (include that doors must be operated by market staff).

Blood seconded the motion. Motion passed.
4. **Calendar Access:** The board discussed the change in Google settings to not allow a free/busy option on the calendar. The board agreed that staff needed to remove access by sonder employees and find a different way to communicate the schedule.
5. **Mailbox update:** Schut reported her findings from the post office. There's not an option to do a mailbox at Terra with multiple tenants without suite numbers.
6. **Quarterly meeting with Sonder:** Fare gave an update on the meeting with Sonder management. Fare shared some of Sonder's concerns and expressed to the board the value of the meeting. Staff and Sonder intend to meet on a regular schedule.

7. **Famers Market Traffic:** Schut gave a report on the traffic to the market. The Saturday markets have been very well attended. Regular markets range from 600-800 customers.
8. **Experience Survey Results:** Schut shared an update on the results of the survey. The board requested a field be added to the survey to try to capture the event date.
9. **Audio Update:** Schut shared that a new mic system is being tried out in the gathering space.
10. The meeting was adjourned at 4:00 p.m.