

## **HUDSONVILLE CITY COMMISSION**

City Commission Minutes

April 23, 2024

Mayor Northrup called the work session of the Hudsonville City Commission to order on Tuesday, April 23, 2024 at 6:01 PM.

Present: Mayor Northrup, Commissioners Bolhuis, Brandsen, DeVree, Groot, Kamp, Nyitray, City Manager Dotson and City Clerk Gruppen.

Staff Present: DPW Superintendent Miller, Planning & Zoning Director Strikwerda, Human Resources Director Rabineau and Facilities Director Kloosterhouse.

### **PUBLIC COMMENTS/PRESENTATIONS**

1192. Karly VandenHeuvel – Introduced herself and family to City Commissioners.

### **NEW BUSINESS**

#### **Administration**

1193. City Manager Evaluation Process.  
Human Resources Director Rabineau outlined the process for City Manager Dotson’s annual review. Commissioner Bolhuis and Rabineau collaborated on the form that has been distributed to Department Heads. Dotson is filling out a self-evaluation. After these documents are submitted, Rabineau and the Personnel Committee will compile all the information, which will be given to the Commission to use when filling out their evaluation/feedback form. Dotson has the ability to have his review held during a future open meeting or in a closed session.

1194. City Office Space Adjustment.  
Staff levels are creating a lack of dedicated office space in City Hall. Discussion was held previously in a Personnel Committee meeting and among City Manager Dotson, Human Resources Director Rabineau, Facilities Director Kloosterhouse and Sgt. Steigenga on how offices could be moved around in the former police department area of City Hall. The proposed change would include creating a new office for Sgt. Steigenga in the current police/fire lobby area and moving City/Chamber staff into the space vacated by Steigenga. Kloosterhouse and Dotson answered questions from the Mayor and Commissioners.

1195. Volunteer Background Checks.  
Human Resources Director Rabineau gave a history of the volunteer “onboarding” process. Currently, volunteers or unpaid board members do not go through a background check. Rabineau is creating a process for future volunteers/board members, which would include a background check. After the City Attorney reviews the process, it will go to City Commission for approval. Discussion was held on various procedural, legal and public relations related items.
1196. Sign Ordinance Memo Review.  
City Manager Dotson and Planning and Zoning Director Strikwerda outlined some recent sign ordinance questions that have been issued to staff. Seven neighboring communities were compared for sign regulations, particularly signs in downtown areas, in relation to one specific question. With future master plan and zoning ordinance updates, the sign standards will be looked at for any changes. Information was handed out to Commissioners for knowledge and talking point(s) with residents and/or business owners.
1197. Alcohol License Memo Review.  
City Manager Dotson and Mayor Northrup have discussed what the City’s options are for future issuance of alcohol licenses as the City has met its quota for Class-C licenses, which is based on population. Discussion was held on options for businesses, different types of licenses and what the previous ad-hoc Alcohol Committee met about and who the current.
1198. Follow-up Discussion.  
1. City Meeting Times: The current board/committee directory was distributed to attendees. City Manager Dotson outlined the various boards and their voting versus recommendation (non-voting) status as follow-up from a previous meeting. Dotson mentioned boards are either outlined in the Charter or by ordinance and all follow the Open Meetings Act when it comes to determining their meeting times.  
  
2. Organization Chart – Clerk Job Functions: There was discussion held at previous meetings regarding the Charter and Organizational Chart. City Manager Dotson consulted with several colleagues regarding how other communities operate. Further discussion was held on various items that could arise from any potential changes. Dotson then outlined three options on how to move forward with any changes. Discussion was held on how to proceed, with Dotson to confer with the City Attorney before bringing any changes to the Commission for approval.
1199. CIP Discussion.  
City Manager Dotson reviewed the current **draft** CIP with the Commission. The ensuing conversation included future meeting processes and various projects on the list, including the purchase of large equipment/vehicles, and how items would be budgeted for. Dotson will create a list for the Commission based on documents used historically.

1200. Terra Station and Prospect Flats Follow-up.  
City Manager Dotson updated the Commission on the Terra Station project – Ottawa County BRA has approved the application Terra Station submitted. The Commercial Rehabilitation District (PA 210) has already been approved by the City Commission, but the abatement application can only be submitted by the property owner. Commissioners will need to vote on two related items at their next meeting regarding this project. Dotson apprised the Commission on updates from the development on the corner of 32<sup>nd</sup> Avenue and Prospect Street - Prospect Flats. Commissioners will have the opportunity to vote on the creation of a Commercial Rehabilitation District for this project at their May meeting. Both projects will be having a public hearing at a special Planning Commission meeting on May 1<sup>st</sup>.
1201. Additional Items Commissioners Wish to Discuss.  
1. Final Facility Tour (Sunrise/Hillside Parks, Water Tower(s)): There are three facilities yet to be toured. With work sessions scheduled for the next couple of months, the final tour would need to be scheduled in July or August. Commissioner DeVree queried about a certain neighborhood sign and related blight – whose responsibility is it to take care of, the defunct association or City?

## **ADJOURNMENT**

1202. Mayor Northrup adjourned the work session at 8:13 PM.

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Jill Gruppen  
Hudsonville City Clerk

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Mayor Northrup