



MEETING MINUTES - **DRAFT**  
May 7, 2025

**Voting Members Present:**

Jodi Cole Meyer (JCM), Andrew Gemmen (AG), Dana Sorensen (DS),  
Todd Penning (TP), Kirk Perschbacher (KP), Doug Butterworth (DB)

**Non-Voting Attendees:**

R. Tyler Dotson, Lindsey Hicks, Andrew Smith, Dan Strikwerda, Sarah Steffens,  
Larry Brandsen, Toben DeVree, Andrea Rabineau, owner of Snap Fitness,  
Moxie Group: Trevor Petroelje Max Grover, Advantage Commercial Real Estate:  
Thomas Vredervelt, Trent Wieringa, and Dave Rapp, Element Property Solutions:  
Matt Van Woerkom and Brent Balkema

**Voting Member Absent:**

Mayor Mark Northrup (MN), Jack Groot (JG)

1. Call to Order

With Chair Groot absent, Vice Chair Gemmen called the meeting to order at 3:30 PM.

2. Minutes

Motion by Penning, supported by Butterworth, unanimous approval to approve the meeting minutes from March 19, 2025, Downtown Development Authority meeting.

3. Public Comment

There were no public comments.

4. DDA and TIF Financial Report

Andrew Smith presented the DDA financial statements (Balance Sheet and the Revenues and Expenditures) through April 30, 2025, for the DDA and the TIF. He reported the TIF fund is just shy of \$300,000, and the DDA fund is just under \$4,000, between the two, the DDA is doing okay. More will be reported next Wednesday during the special meeting.

5. Triangle Property Presentations – *Each Developer’s RFP is included in the packet*
  - a. Element Property Solutions
    - i. Four-story building, mixed-use development, office, residential
    - ii. Need for incentives (PA 210, PA 381, grants)
  - b. Advantage Commercial Real Estate
    - i. One-story building, chiropractor anchor tenant, interest in having retail
    - ii. Similar build and structure to the Derby Tavern building in Jamestown
  - c. Moxie Group
    - i. Three-story, mixed-use development
      1. Foxtail Coffee, LOI from them, Hudsonville Ice Cream
      2. Snap Fitness, cold plunge, sauna
      3. Bar/restuarant
      4. Residential
    - ii. Need for incentives (PA 210, PA 381, grants)

Gemmen asked how to maneuver the scoring rubric and give a “mathematical” backing to the scoring and selection process. Director Bigard shared his outline for the scoring rubric and also noted the DDA’s TIF Development Plan through 2041, the 2022-2027 Strategic Plan, and the City’s Imagine 2030 Master Plan as guides in considering what development to select. Gemmen followed up with a question on process for next steps.

Notes on consideration of incentives (PA 210, PA 381, RAP Grants, etc.) and the involvement of the City Commission and Planning Commission, but the DDA is ultimately responsible for deciding who will purchase and develop the Triangle Property. City Manager Dotson noted that it is a 360 holistic view, regarding the scoring rubric, incentives, and levels of approval.

Kirk Perschbacher noted that incentives and financial write ups are challenging to compare side by side for each project, as a number of factors influence the final numbers included in the developer’s numbers. Regardless, development and purchase agreements are the next steps once the DDA selects a developer for the parcels.

6. Special Meeting: Wednesday, April 14 at 4 PM in the Community Room
7. Any other business which may legally come before the authority  
No other notes brought forth by the board.
8. Adjourn  
Gemmen adjourned the meeting at 4:51 PM.

Respectfully Submitted,  
Jakob Bigard  
DDA Director

