



**MINUTES of the COMMITTEE MEETING HELD, October 22, 2009**

Present: Paul Cutting  
Don Boven  
Joyce Neubauer  
Linda Kerr  
Melanie Culp

Larry VanderBeek  
Larry Loeks  
Anne Cavanagh  
Shari Groendyk, Secretary/Treasurer

Absent: Dave Healy

**ITEM 1. CALL TO ORDER**

Chairperson Donna McClurkan called the meeting to order at 12:05 p.m.

**ITEM 2. ADOPTION OF AGENDA**

**ITEM 3. GENERAL CONSENT AGENDA**

Minutes from 10/15/09 meeting were reviewed. Vanderbeek moved to accept minutes as recorded, Cutting seconded; motion passed via unanimous voice vote.

**ITEM 4. BUSINESS**

**A. RFP**

Discussion centered on posting notice of the RFP on township's website for any builders who would like to bid on the permanent structure. McClurkan moved that we post notice on the website for any contractors wishing to submit completed RFPs by November 4, 12:00 p.m., Boven seconded, motion passed with unanimous voice vote.

**1. GC recommendations**

Using previously established criteria and preferences, it was agreed that the following builders be solicited to receive RFPs: Dave DeLoof, DeLoof Construction, Rick Hamming Builders, Mike McCormick, Jim Roberts. As it had previously been determined to solicit only 4 builders, a motion was made by VanderBeek, seconded by Cavanagh, to change the number from 4 to 5 builders; motion approved by voice vote; Loeks abstained.

**2. Committee members were presented with a copy of the proposed RFP submitted by Steve Bosch. After detailed review and corrections, it was agreed the revised document would be mailed Friday with a cover letter to be prepared by Vanderbeek.**

**3. Timeline was changed to reflect additional time allotted for deadlines: RFPs must be returned to the Township by November 4, 12:00 p.m., General Contractor will be selected on November 5, Letter of Intent will be sent to GC November 6.**

**4. Rendering submitted by Steve Bosch was reviewed. It was agreed the drawing would be stamped "CONCEPT."**



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**ITEM 4. BUSINESS (continued)**

- B. Vendor Questionnaire  
Copies are being mailed to each participating vendor; feedback will be shared upon return.
- C. Structure & Operations "Wish List"  
Tabled for further discussion.
- D. RMA status  
Compilation in progress.

**ITEM 5. Market Manager Position Description**

Tabled for further discussion

**ITEM 6. Adjournment**

Meeting was adjourned at 2:20 p.m.

**NEXT Farmers' Market Committee Meeting will be held on Tuesday, November 5 at 1:00 p.m.**

Respectfully submitted by Shari Groendyk, Secretary/Treasurer