

Community Building Development Team

Board of Director's Minutes

Date: Tuesday – February 9, 2016 Time: 7:30 a.m.

Location: Cedar Springs Tool Engineering

- I. Call To Order – 7:35
- II. Roll Call
Members Present: Kurt Mabie, Betty Truesdale, Carolee Cole, Sue Wolfe, Dale Larson, Nick Andres, Sally Howland
Members Absent: Tom Mabie, Julie Wheeler
- III. Agenda Development and Approval – Motion/Second/Approved
- IV. Approval of Minutes from January 12, 2016 Board Meeting – Motion/Second/Approved
- V. Treasurer's Report and Approval – See Attached
 - A. Discussion regarding concerns for opening accounts for each project. It seems like a nightmare to some board members.
 - B. Dale Larson made a motion to accept the Goodlander and Co. bid for filing the 909. Second by Nick Andres. Approved.
 - C. Dale Larson made a motion to pay \$900 for filing the 909. Second by Nick Andres. Approved.
 - D. Discussion regarding the name of our group. Question regarding whether we ever voted to establish the name of the group. Carolee will check through the minutes and we'll get this cleared up.
 - E. Review of Board of Director's terms. Motion passed in the last Team meeting.
 - F. Discussion regarding succession plan for Betty Truesdale
 1. Sue Mabie is willing to serve as treasurer and work with Betty to transition into the position. She will submit a letter of interest.
 2. An opportunity for anyone to submit letters of application will be opened when Tom or Betty resign.
 3. Motion by Nick to add Carolee to the list of persons who can sign checks. Second by Dale. Approved.
 - G. Who/What/When/Where recorder assignment – Sally Howland
 - H. Motion regarding correcting our name on all official documents – Will be done at the Team meeting if necessary.
 - I. Update on Finance Committee –
 - J. Budget Review and Approval
 1. Betty provided a document of monies spent over the last 3 years and the projected amounts to be spent for this year. Sue recently sent a possible budget to board members as well.
 2. Conversation will continue next month.
- VI. Committee Review and Approval – Presented and Discussed.
- VII. Update on Tax-Free status of all properties – The assessor told Betty that we were not exempt. Kurt will schedule a meeting with him.
- VIII. Amphitheater/Boardwalk/Natural Flowing Spring/Sculpture – Work is progressing well.
- IX. Veteran's Tribute Clock Tower – Duane McIntyre is adding it to the Site Plan.
- X. Design Committee – Next Meeting: Wednesday, March 2, 10 a.m. at Hilltop
- XI. North Country Trail – The process of obtaining easements is beginning.
- XII. 157 Main St. has been razed.
- XIII. Capital Campaign
 - A. CS Engineering is able to make the plaques for the retaining blocks.
 - B. Paver Bricks Fund Raiser for the library is kicking off.
 - C. 2016 DNR Grant Application – Due Date: April 1
 1. Discussion regarding who can make the application.
 2. Amanda is going to a program at the Parks and Rec. and will attend this breakout.

3. Josh Zuiderveen can do the grant for \$8,000 - \$18,000. He will get a proposal to Sue Wolfe.
4. Discussion regarding hiring the Breton Group –
 - a. Kurt, Carolee, Donna Clark and Sue met with Duane Feldpausch.
 - b. The proposal from the Breton Group is for \$2,500 per month for a campaign planning phase and \$4,000 per month for a campaign counsel/management phase.
 - c. Kurt spoke with Duane F. to ask what the benchmarks are for each month of each phase.
 - d. Acknowledgement that we are probably in a 2 – 3 year Capital Campaign in order to fund all the phases.
 - e. Motion by Sue Wolfe to approve costs for a three month contract with the Breton Group to be reviewed at two months and contingent on the Capital Campaign Committee interviewing Duane Feldpausch and recommending the same. Second by Nick Andres. Approved.

XIV. Library Building

- A. Site Plans
- B. Planning Commission – Going Well
- C. Development Agreement Addendum – Has been developed by Jeff Sluggett and will be presented to the City Council on Thursday.
- D. Discussion regarding who will handle overseeing the bids and construction – The library board is handling through both Andrus Architecture and Duane McIntyre. Jeff Gust and Duane McIntyre are including in-kind services that might be able to be negotiated.
- E. Dollar amount CBDT is donating to the Library building – The library board is asking what this amount will be. Until we have the final cost for the building, the CBDT cannot allocate specific funds to this project. Duane McIntyre is working hard to reduce the final cost by negotiation with local vendors for in-kind services of all types. Therefore, the general commitment the CBDT has made is to partner with the library by adding any additional needed funds to the amount that has been and will be raised by the library board and the Capital Campaign Committee in order to see the library built as soon as possible.
- F. Discussion regarding the operational budget for the library.

XV. City Council

- A. Master Plan Meeting Dates & Needs. We do not know the dates. Carolee will ask Linda Christensen.
- B. Planning Commission Dates & Needs. On the City's website. Generally speaking Planning Commission meetings are the first Tuesday of the month.

XVI. Official contact information for the Board of Directors list was distributed to Directors for updating.

XVII. Marketing/Communication –

- A. Any new Thank you's? – Linda Christensen
- B. Articles for Newspaper – Will wait till the \$500,000 check is deposited.
- C. Website / Facebook – Danette Bailey is doing a good job of keeping the website updated. Articles are being posted on Facebook when they are posted in local newspapers.

XVIII. Review Who/What/When/Where Commitments – Sally reviewed with individuals

Agenda Development for February 16, 2016 Team Meeting – Schedule a workbee for clearing the land that has been purchased North of Cedar Creek.

Adjourned – 10:25

Next Director's Meeting – Tuesday, March 8, 7:30 a.m.