

Community Building Development Team

Minutes

Date: Tuesday, January 19, 2016

Time: 6:00 p.m.

Location: Cedar Springs Public Schools –Board Room – Hilltop School, Cedar Springs

MISSION:

The Community Building Development Team (CBDT) exists to advance the construction of buildings and spaces where the greater Cedar Springs community can gather for cultural, educational, recreational, commercial and family/community events.

VISION:

The Vision of the Community Building Development Team (CBDT) is to retain the small-town character of Cedar Springs, incorporate natural features, link neighborhoods and people, enhance characteristics that already define our community and make it easy for families, youth, senior citizens, organizations, and all community members to gather, celebrate and serve each other.

- I. Call to order
- II. Roll call – Introductions
- III. Approval of minutes from November 17, 2015 Team Meeting – Motion/Second/Approved
- IV. Review and Approval of Agenda – Motion/Second/Approved
- V. Treasurer’s Update – Betty Truesdale – Distributed
- VI. Board of Directors
 - A. By-Law Change in Terms of Service. Motion by Sue Wolfe to amend the Board of Directors terms of service from 2 years to 3 years. Second by Betty Truesdale. Approved.
 - B. Individual Board Members Terms of Service – Motion by Sue Wolfe to set the current board members terms as follows: Second by Dale Larson. Approved.
Ending 2016 – Tom Mabie, Betty Truesdale, Sue Wolfe
Ending 2017 – Kurt Mabie, Carolee Cole, Dale Larson
Ending 2018 – Sally Howland, Nick Andres, Julie Wheeler
 - C. Meeting Dates for 2016 – Motion by Sue Wolfe to follow the attached meeting schedule in 2016. Team Meetings will be held on the third Tuesday of each month except for December at Hilltop School at 6:00 p.m. Board of Director’s meetings will be held on the second Tuesday of the month except December at CS Tool Engineering at 7:30 a.m. Second by Dale Larson. Approved. The meeting schedule will be published on the website, on Facebook and will be published at City Hall.
 - D. The formal name of our group at the State and Federal level is different from our name in the community. We will do some research on how hard it will be to make the change before making this a formal motion.
- VII. Assign Who/What/Where/When Recorder – Becky Powell
- VIII. Finance Committee – Julie Wheeler
Julie Wheeler, Chair, Kelli Rose, Robert Frostick, Ryan Mabie, and Tom Anderson are the members of this committee. The January meeting established the following:
 - A. All funds donated or allocated for a specific project will immediately have an account for that project established and those funds deposited into that account, not to be used for any other project.
 - B. If funds have not been allocated to a specific project they will be held in the general fund to be designated by the board as needed.
 - C. Transfer of funds can only be made with a signed, written letter from the donor.
 - D. Once a fund has been established monthly project statements are to go to the Finance Committee for review.

IX. Reports

A. Library Building –

1. Capital Campaign Committee

- a. Donna Clark reported in Nick Andres absence that all pledges have been received from the kickoff event.
- b. \$61969.50 has been raised for the library building since the kickoff event including a grant from Consumers, Retaining Wall Blocks that have already begun to sell and several memorial contributions that have been made.
- c. There was a \$500,000 donation made to the CBDT with the condition that the library building be named the Cedar Springs Community Library or something similar, but without any personal names attached and that the community building be named similarly. CBDT already approved the name of the community center as Cedar Springs Community Center. The library board will be addressing the name at their next meeting.

2. Planning Commission –

- a. Jesse Morgan reported that the preliminary PUD and rezoning was approved by the Planning Commission and the City Council with a few tweaks and is on its way back to the Planning Commission
- b. Everything will be zoned B-3 initially but we are looking forward to a CU designation in the future.
- c. Gerry Hall noted that it will be a fairly long process to get the CU designation, up to 2-3 years.
- d. Jesse encouraged us to voice our desire for a CU designation to the Planning Commission.
- e. Duane McIntyre stated that the Site Plan is being finalized and should be approved by March 1.
- f. The other two recently purchased parcels will be incorporated into the PUD as soon as possible.
- g. Duane and Jesse are working with the DEQ. They are pretty clear on the site drainage needs and are close to getting the necessary approvals. The purchase of the property on the North Side of the Creek has given us some options that are beneficial to the positioning of the buildings.
- h. The City Planner has asked for clarity on where the building will be placed.

1. The library board will be discussing making Duane McIntyre the Construction Manager for the building project. If approved, this could increase the potential for some of the building to be built using in-kind services whether through materials being made available at cost or labor being donated.
3. Duane noted that we will likely have to go out to get bids, but there are ways to do that that are legal and appropriate without unsettling people who take hours and hours to provide bids that are then not selected because there was already another person we knew who would do the work.
4. Duane will run it through his attorney and if there are still questions he will draft a letter that the City Attorney can review and give us a legal opinion. Trying to save the city money. Hal mentioned that the dollars that have been donated are private funds so that might help us, but because it is being funneled through the Library Board it becomes public funds.
5. Zoning – Addressed under Planning Commission

B. Amphitheater

2. Jesse announced that on March 2 at 10:00 a.m. the Design Committee will be meeting to discuss the design of the Amphitheater. All are welcome
3. Carolee Cole will get Jesse Morgan connected to the White Pine Trail leadership to get approvals and clarity related to where the Amphitheater can be located.
4. Duane McIntyre has agreed to be the construction manager for the amphitheater and Community Center. This will increase the potential for some of the building to be built using in-kind services whether through materials being made available at cost or labor being donated.
5. Sue Harrison asked several pertinent questions. Sue Harrison, Justin Harndon, Danielle and Scott Phillips are being given packets and will be asked to give their input on what is needed to make this an excellent amphitheater for multiple uses.
6. Question concerning parking. That is being addressed in the Master Plan.
7. Questions whether installation of a playground affects DEQ permitting, etc. That will be considered.

C. Rain Garden / Boardwalk / Sculpture –

1. Suggestion that the sculpture not be installed until the library is up.
2. Duane has been working with the Opermans to design landscaping that will give beauty and direction to the pathway along the Creek.
3. The BOD approved making the pathway all HMA rather than composite in order to save a lot of money.

D. North Country Trail – Carolee Cole announced there will be an informational meeting and signing of documents for preliminary approval to route the trail through Cedar Springs January 21 at 2:00 p.m. at Hilltop.

E. Veteran's Memorial Park and Clock Tower

1. Rose Powell found Verdin Bell and Clock Towers and really likes the look of their product and the many options.
2. Kurt asked Rose to get in contact with Dan Brown as he did so much for the current Veteran's Park.
3. Duane suggested that we get the American Legion involved and Rose will do so.

F. HRC – Kurt announced the purchase of the Sommer property bringing our total acreage to nearly 10. This will help with DEQ and flood plain concerns.

G. Demolition of 157 Main St.

1. The house was razed today!!
2. There will be a cleanup bea scheduled soon to clean-up this property as well as the Sommer's property.

H. City Council

1. Gerry Hall reported they had the first reading of the PUD and B-3 zoning. Clarification on the 3 foot rule was sent back to the Planning Commission.
2. The PUD gives flexibility to approve many different possibilities that we might request.
3. Still working to develop a land use agreement with the library.
4. A company has been hired to redraft the master plan.
5. Question regarding hiring of a new city manager. They are working with the Michigan Municipal League to accomplish the hiring process.

6. Gerry has also asked the MML about getting our local people trained on grant writing.

I. Design Committee

1. Kurt mentioned that the Design Team is composed of many amazing and excellent professionals and they have given so much and we want to use all their skills to the maximum potential.

2. Sue Wolfe announced that the next meeting is March 2, 2016.

1. Jesse suggested that we get a survey started on the Johnson property so we can be ready for building when the time comes.

J. Fishing Line Logo

1. Kurt is hoping that we can be the start of a “fishing line” as use to exist for the rail road.

2. Fred Gunnell will look into finding what they had used back when it was the fishing line.

3. Sue Wolfe will connect Kevin Galloway to Fred Gunnell so he can help him.

K. Review/Questions from January 12, 2016 Board of Directors Meeting Minutes – None

L. Jesse affirmed the group on the “Placemaking” that we are working on and how valuable that is to bringing new business into town.

X. Review of Who Does What/Where/When assignments – Becky reviewed with appropriate people.

XI. Other Old Business – None

XII. New Business

A. Tax Free Status for all CBDT owned properties – Kurt will contact Jason, the tax assessor regarding obtaining tax free status.

B. Michigan Recreation and Parks Association Conference – Amanda announced she will be at this meeting. She will be happy to take any of our questions to that conference for answers.

XIII. Adjournment: 8:06

Next Team Meeting Date: Tuesday, February 16, 2016, 6 pm at Hilltop School Board Room