

Community Building Development Team

Board of Director's Minutes

Date: Tuesday – July 14, 2015

Time: 7:30 a.m.

Location: Cedar Springs Tool Engineering

- I. Call To Order – 9:05
- II. Roll Call –
Board Members Present: Kurt Mabie, Tom Mabie, Betty Truesdale, Carolee Cole, Dale Larson, Sally Howland, Nick Andres, Sue Wolfe.
Board Members Absent: Tom Holloway
- III. Agenda Development and Approval – Dale Larson made a motion to approve with the following additions. Sally Howland seconded. Approved.
 - A. Tom Holloway's resignation letter
 - B. Preliminary site review for the Library
 - C. Approval of electronic minutes for the RFP for the boardwalk
 - D. Comments on procedures
- IV. Approval of Minutes from June 9, 2015 meeting and the electronic vote on June 23 for the RFP for the boardwalk – Betty Truesdale made a motion to accept the minutes as presented. Sally Howland seconded. Approved.
- V. Treasurer's Report and Approval – Dale Larson made a motion to approve the treasurer's report. Sally Howland seconded. Approved.
 - A. There was a donation of \$24,843.18 this month and another of \$76,000. These will be on next month's report.
 - B. This brings the total in the savings account to \$717,627.73.
- VI. Discussion of process by which projects flow through the planning and execution stages.
 - A. Kurt Mabie, Sue Wolfe and Carolee Cole met and developed a flow chart and list of committee's projects, costs, etc. See Attached.
 - B. Nick Andres will develop these into excel smart sheets which will provide project timelines.
 - C. Board members were asked to review the flow chart / list of projects and be prepared to vote on it next month
- VII. Natural Flowing Spring
 - A. Tom Mabie suggested if we don't hear whether we have won the grant soon, we should start the project as we originally agreed.
 - B. Question concerning whether we can go ahead with it in terms of city approval.
 - C. Dale Larson made a motion to begin work on August 1 and pay up to \$50,000.00, as approved in our April 14, 2015 minutes, to do it ourselves if we don't have the grant monies in hand. Nick seconded. Approved.
- VIII. Boardwalk along Cedar Creek
 - A. We have the RFP back from John Ensley.
 - B. Dale Larson and Jeff Gust will choose a couple of other companies we could submit the RFP to for a bid.
 - C. Kurt will forward the RFP to board members.
- IX. Amphitheater
 - A. Doug Gordon is working on sketches.
 - B. Dale Larson has done preliminary work on pricing. They will have more by next meeting.
 - C. Noted that it has to look nice on the back side as that will face the trail.
 - D. Dale expects it to be well within our budget.
 - E. City Manager, Thad Taylor has met with Dale regarding the possibility of grants.

- F. Dale will email the sketch to board members when he gets it.
- G. Kurt suggested that when we get a design etc. we could start a matching donation fund raiser.
- X. Request for support for a Rain Barrel seminar in the fall. (See Attached)
 - A. Perry Hopkins will work with Nichol DeMol at Trout Unlimited to get this going.
 - B. Tabled a motion till the Team meeting on July 21 when we will know more details.
- XI. Clarification of Committee Appointments and Responsibilities – Tabled until next month after everyone has reviewed it.
- XII. Design Committee – Wednesday, July 15 meeting will be cancelled
- XIII. North Country Trail
 - A. K. Mabie, Amy Anderson, Carolee and Russ Cole met with the NCT and NPS folks in Lowell for a discussion regarding the OLR process. It was clear the group is very supportive of routing the trail through Cedar Springs, but they also must go through the process according to protocol.
 - B. Part of that protocol will be a community forum to be held prior to our next Team meeting from 5:00 – 6:00. It will be another open house sort of opportunity for local people to share their thoughts about the area and the route that they think will work.
- XIV. Marketing/Communication – No new Thank You’s
- XV. Land swap with City of Cedar Springs
 - A. Tom Cronkright, Jr. reviewed the Access Agreement and Real Estate Conveyance Agreement and was comfortable with them.
 - B. Nick Andres made a motion to approve the Access Agreement. Sue Wolfe seconded. Approved
 - C. Dale Larson made a motion to approve the Real Estate Conveyance Agreement. Tom Mabie seconded. Approved.
- XVI. Library Building
 - A. The Library Board approved the CBDT spearheading the process of building the library.
 - B. Kurt Mabie shared that our next step is to obtain preliminary approval from Planning Commission on the Site Plan this month.
 - C. Sue Wolfe had a conversation with the chairperson of the Planning Commission, Craig Owens, and he said he would be willing to meet with us ahead of time on the site plan.
 - D. Kurt wants to meet with Sue, Nick, Carolee and Danielle Phillips from the library board, to begin to develop the script.
 - E. Kurt requested that we get an article in the newspaper focused on the “Heart of Cedar Springs.”
 - F. Kurt will get the accurate site plan with the amphitheater in the right place before it is presented to the Planning Commission.
 - G. Capital Campaign Committee report
 1. Thursday, July 16 is the next meeting. No money has been raised yet.
 2. Kurt Mabie asked that Nick Andres establish timelines.
 3. Between our two groups we have nearly a million dollars.
 4. Suggestion to set a goal to raise another \$500,000 locally, before Christmas this year.
 - H. There are some zoning concerns with the library building in its current planned location. The possibility of creating a PUD for library/community building land to simplify zoning concerns is being considered.
- XVII. City Council
 - A. Master Plan – An official date for a joint meeting between CBDT Board of Directors and City Council has not been chosen yet.
 - B. Kurt Mabie will request to be placed on the next Planning Commission agenda for preliminary approval of the Library Site Plan.

- C. Approval of two proposals from City regarding Site Plans
- D. Kurt Mabie, Bob Ellick, Tony Owen, Carolee Cole, City Manager, Thad Taylor and City Planner, Carmine Avantini met to discuss any concerns that might become problems with the Library Site Plan.
 - 1. Right now the area is partially zoned industrial and partially B-3. This could present problems.
 - 2. Mr. Avantini agreed to review the Site Plan and present the best options for zoning the area.
- XVIII. Tom Holloway's letter of resignation. Tabled for a vote at the big meeting.
- XIX. New business – Following our July 21 Team Meeting, Nick Andres will write a press release regarding the new donations that came in this month and the Library Board approval of the CBDT spearheading the building details of the new Library as well as the CBDT adding additional dollars to the \$600,000 already raised by the Library.
- XX. Agenda Development for July 21, 2015 Team Meeting

Adjourned 8:55

Next Director's Meeting – Tuesday, August 11, 7:30 a.m.

Respectfully Submitted
Carolee Cole
Secretary