

Community Building Development Team

Board of Director's Minutes

Date: Tuesday – October 6, 2015

Time: 7:30 a.m.

Location: Cedar Springs Tool Engineering

- I. The meeting was called to order at 7:35
- II. Board Members Present: Kurt Mabie, Tom Mabie, Betty Truesdale, Carolee Cole, Sally Howland, Nick Andres, Sue Wolfe, Julie Wheeler
Guests present: Jesse Morgan, John Ensley, Duane McIntyre
Board Members Absent: Dale Larson
- III. Tom Mabie made a motion to accept the agenda with the following changes: Julie Wheeler seconded. Approved.
 - A. New #7 inserted as “Discuss Board Member Terms”.
 - B. New #12 inserted as “Veteran’s Park naming of the area”.
 - C. #17 Demolition of 157 Main Street, added “Reimbursement for gas shut off”
 - D. #18 f “Capital Campaign Event” added.
- IV. Sally Howland made a motion to accept the minutes from the September 8 meeting as presented. Betty Truesdale second. Approved.
- V. Julie Wheeler made a motion to approve the Treasurer’s Report as presented. Nick Andres seconded. Approved. (See Attached Report)
 - A. Betty Truesdale suggested we begin to prepare a new treasurer to take over for her as she is planning to move eventually.
 - B. Betty also suggested that we purchase a new computer to keep the books for the CBDT.
- VI. Purchase of 157 Main Street has gone smoothly.
 - A. We appreciate Leon Stout reducing his fee to 3%.
 - B. We appreciate Sun Title providing title work for free
- VII. Hubble Roth and Clark, Inc. (HRC) Presentation
 - A. Jesse Morgan reported that HRC is giving consideration to how to handle the fire barn, amphitheater, boardwalk, community building, etc., particularly as it relates to zoning, etc.
 - B. They will be meeting with the design team to work on the rain gardens in front of the board walk.
 - C. It appears the cost for the boardwalk for materials only, and not including foundations or a bridge to the north side of the creek will be approximately \$40,000. There is an additional \$10,000 expected cost for the HMA pathway which includes the cost of installation by a typical contractor. They are trying to design the boardwalk so it is simple enough that any local contractor could build it and a typical maintenance person could maintain it.
 - D. We still need to finalize what we want for bump outs and educational elements.
 - E. Would like to have final plans done by December, but project cannot start until we get a DEQ permit to start.
 - F. Duane McIntyre asked that since the amphitheater, boardwalk and library are all in the flood plane, would HRC like to do the DEQ permitting portion of all these projects. Jesse will ask HRC personnel and get back with us.
 - G. Jesse shared that they had learned that the railroad line going north was called the Fishing Line and suggested that might make a good theme for our buildings and area. He showed pictures of past RR stations in our area.
 - H. HRC has an initial estimated cost for the amphitheater that is much more than we anticipated. In order to bring the cost down, they reduced the size of the amphitheater by ¼. This still leaves an estimated cost of \$502,000. Duane McIntyre looked at the numbers and thought some things could be tightened up.
 1. Volunteer labor would help reduce cost.
 2. Discussion regarding what we think we can afford, have donated, etc.

3. Noted that materials priced are of the highest quality.
 4. Jesse recommended that we hire a construction manager for oversight of the project even if we get volunteer labor, etc.
 5. Betty Truesdale pointed out that this project, added to the boardwalk, would wipe take all the money we have raised thus far.
 6. Kurt Mabie stated we are at a crucial and pivotal point and we need to consider that we have one opportunity to do each project well.
 7. Betty suggested that the Community Building could wait a little bit since the library will provide the meeting rooms we need for the short run
 8. HRC has grant writers on staff. Jesse and John will ask them what they might be able to offer.
 9. Nick has been in contact with The Right Place in terms of grant writers.
 10. The Capital Campaign group will discuss the options.
 11. Consensus and decision to go forward with the plans as presented and look at how to move forward financially. We want to do it the best we can if possible.
 12. HRC will meet with the Design Team for further direction and clarity.
 13. Everyone needs to be looking for additional Cedar Springs people to get involved and add muscle to what is happening.
- I. The initial cost estimate for the Community Building is approximately 2.5 million not including parking.
 1. The biggest questions surround the size of the kitchen.
 2. HRC will look into what it would cost to make it a disaster relief kitchen.
 3. Suggestion that we need an incubator kitchen in this area. It's an opportunity to rent the facility for income.
 - J. Jesse has provided information to the City Council and Planning Commission regarding a new zoning division for Cedar Springs called Community Use. HRC is highly recommending that our City and Planning Commission use this designation in order to avoid future problems.
 1. It will save the tax payers a lot of money over creating a PUD or doing zoning variances.
 2. It's a huge benefit to the City Designers.
 - K. Update on the budget with HRC.
 1. Boardwalk budget: \$10,700 budgeted, \$2,700 spent thus far.
 2. Fire Barn: \$10,000 budgeted. \$1,700 spent thus far.
- VIII. Julie Wheeler agreed to be the Who/What/When/Where recorder.
- IX. Finance Committee – Julie Wheeler has done research on establishing a Finance Committee.
 - A. Finance Committees are particularly recommended for non-profit's.
 - B. Julie suggested the committee include 4 – 5 people; an accountant, an attorney, an investment analyst, and a banker, etc.
 1. Sue suggested using people from the local groups, Women's Club, Rotary, DDA, Etc.
 2. Several suggestions were made and Julie will begin the process of inviting people to participate.
 - X. Duane McIntyre suggested changing our bylaws to allow for 3 year terms for board members and that we stagger terms so only 1/3 of the board would be turned over in any one year.
 - A. Suggestion to elect officers every year.
 - B. Suggestion to have Nick Andres, Carolee Cole, Sally Howland and Julie Wheeler serve as an election committee and bring a recommendation back to the board.
 - XI. First draft of proposed budget – tabled.
 - XII. Natural Flowing Spring / Rain Gardens / Wetland Restoration
 - A. Waiting for DEQ approval.
 - B. There is a meeting next Tuesday, October 13, to bring together Josh Zuiderveen, Nichol DeMol, HRC and Duane McIntyre. The goal of the meeting will be to clarify the plans for how the rain gardens and historic wetlands will be designed and how we will go about DEQ requesting etc.
 - XIII. Boardwalk – Discussed in HRC presentation

- XIV. Amphitheater – Discussed in HRC presentation
- XV. Veteran’s Park – Naming of the area
 - A. Will be put on the agenda for the October 20 Team meeting.
 - B. Kurt Mabie asked that this group to consider whether they want the clock tower.
 - C. Discussion concerning what our representative, Rose Powell, might need from us as she works with the people who have developed and continue to develop Veteran’s Park.
- XVI. Design Committee – Meeting on Tuesday, October 8 at 8:00 a.m.
- XVII. North Country Trail
 - A. Carolee Cole and representatives from the NCT, NPS, Friends of the White Pine Trail and Michigan DNR drove the White Pine Trail from the Russell Rd. Trail Head to 17 Mile Rd. and identified that it will be possible to build a parallel path for the North County Trail.
 - B. Options are to walk parallel to the WPT to the new Community Building or to create a path over to West Street and follow that to Cedar Creek and use the boardwalk to get back to the new Community Building.
 - C. The advantage to the West Street option is that it might be possible to get a grant through the DNR to build the boardwalk along the Creek.
- XVIII. Thank You’s
 - A. Christine Stone, Property owner of 157 Main St.
 - B. Tom Cronkright, Sun Title,
 - C. Leon Stout, Stout Realty
- XIX. Land Swap with Cedar Springs – Everything is on track
- XX. Demolition at 157 Main St.
 - A. It is necessary to get a building permit, complete a soil erosion form, as well as other forms, and submit a \$100 fee before the house can be razed. Kurt will complete.
 - B. Rob Rowland has been hired to raze the house, take down some trees, reseed the site, etc. at a cost of just under \$10,000.
 - C. Julie Wheeler made a motion to reimburse Arc Archer, LLC \$720 for cost to disconnect the gas and cap it at the road. Second from Sally Howland. Noted that Duane McIntyre helped a lot with necessary contacts to expedite the process.
- XXI. Library
 - A. \$45,000 was raised at the kick-off event.
 - B. The board expressed its appreciation that there were no costs associated with the event as all costs were covered by Kurt and Sue Mabie.
 - C. Kurt Mabie made a motion to allow the Capital Campaign group to seek professional help for fund raising. Second from Sally Howland.
 - D. The Committee will bring back a recommendation and obtain CBDT approval for the plan and its costs.
 - E. Sue Wolfe shared that GVSU has a philanthropy group of students who are overseen by a professor and might appreciate the opportunity to help.
 - F. Sally Howland will connect a contact she has with Nick Andres.
- XXII. Master Plan review – It appears the first hearing of the Master Plan Review will be November 10 at the regular Planning Commission Meeting at 7:00 at City Hall.
- XXIII. HRC will be presenting to the next Planning Commission and the next City Council. Tony is doing a great job of doing the work of presenting to City Council regarding agreements with the library and the city for ownership and leasing of the building/property.
- XXIV. Nick Andres, Sally Howland, Julie Wheeler and Carolee Cole will meet to complete our flowchart of each committee’s responsibilities as well as developing a recommendation for revising the By Laws related to election of directors and officers.\
- XXV. Review of Who/What/When/ Where Commitments
 - A. Kurt is taking care of demolition of the house at 157 Main.
 - B. Carolee will get the names of persons who walked in the parade to Sue for Thank You’s

XXVI. Kurt suggested taking the month of December off for both Officer's meeting and the Team Meeting. Will discuss at the November meeting.

Adjourned at 10:00 a.m.

Next Director's Meeting – Tuesday, November 10, 7:30 a.m.

Respectfully Submitted
Carolee Cole
Secretary