

## Community Building Development Team

### Board of Director's Minutes

Date: Tuesday – March 14, 2017                      Time: 7:30 a.m.

Location: Cedar Springs Tool Engineering

Call To Order: 7:25 am

Members Present: Kurt Mabie, Carolee Cole, Julie Wheeler, Perry Hopkins, Dale Larson, Nick Andres, Sue Wolfe  
Members Absent: Sue Mabie, Fred Gunnell,

- I. Agenda Approval
  - A. Added discussion regarding time and date of meeting.
  - B. Removed adoption of the 2017 Budget as it was approved last month.
  - C. Motion, support, approved (MSA).
- II. Approval of Minutes of February 14, 2017 Board of Directors Meeting: MSA
- III. Treasurer's Report: Tabled in Sue Mabie's absence.
- IV. Discussion regarding costs for keeping the website updated.
  - A. Agreed to leave the current amount in the budget.
  - B. If there are additional needs, the board will be presented with a proposal and further costs will be approved as each need becomes available.
  - C. Nick will provide the board with an agreement with Stacy Niedzkiouw for \$75 per hour.
  - D. MSA. Roll Call vote was unanimous.
- V. Discussion regarding assigning officers of the board to sign legal documents for the board.
  - A. Motion to appoint the President and Vice President to sign documents representing all of the persons necessary to act on behalf of the CBDT.
  - B. This Resolution will be added to our By Laws.
  - C. It is likely we will still need to sign various resolutions for specific actions.
  - D. Carolee will draw up a resolution for the Sun Title requirements for Title Insurance and also provide copies of the ByLaws and the 501(c)3 documentation.
  - E. Approved Kurt Mabie and Nick Andres to sign documents obtaining Title Insurance from Sun Title.  
MSA
- VI. Who/What/When/Where recorder: Julie Wheeler
- VII. Timeline for projects. This will be used to drive the Gala agenda:
  - A. The library is nearly complete. Duane McIntyre is working on getting landscaping donated for the library.
  - B. A bridge across Cedar Creek between Main Street and the White Pine Trail, a replica of a past bridge, has been installed and is ready for use.
  - C. The Clock Tower should be put up in mid-April
  - D. The City is working on getting walking paths through the property on the North side of the Cedar Creek.
  - E. Kurt requested that we get HRC moving as soon as the library financials are complete and we know how much money we have for the hydraulic study that will pave the way for the Amphitheater. MSA.
  - F. It is our hope to have the Amphitheater started or completed by Red Flannel Day
  - G. The Design Committee will discuss a general timeline for the Community Building at their meeting tomorrow morning.
  - H. There are preliminary drawings already developed for the Fire Station. Gerry Hall may have them available at the Gala.

- VIII. Help Committee Update:
- A. Committee will meet tomorrow and begin the process of pursuing DNR grants in 2018.
  - B. Recreation Plan was completed and submitted by March 1, 2017.
- IX. Design Committee – Next Meeting is March 15. Clock tower, rain garden, and amphitheatre will be discussed.
- X. North Country Trail: We are seeking someone to take leadership for this project.
- XI. Update on bridges/culverts/water handling throughout the City. Tabled.
- XII. Update on bid for tree removal. April 22 Kurt and Dale will be removing trees and shrubs along with the City Wide cleanup.
- XIII. Kurt asked Sue Wolfe to schedule another meeting with the American Legion regarding how they want to design the recognition part of the Clock Tower.
- A. Sue would like to have the Fire Department at the Gala and recognized as part of the Fire Station.
  - B. And would like the American Legion leadership to attend and be recognized as part of the Clock Tower.
- XIV. Capital Campaign Committee
- A. Recommended that the CCC consider adding a fund raising opportunity that is through the Michigan Economic Development Commission worth \$50,000 to be included as the primary focus of the fundraising opportunity for the Gala.
  - B. The Help Committee will also discuss this fund-raising opportunity.
- XV. Library
- A. Grand Opening is being scheduled.
  - B. Final costs are very close to being complete.
- XVI. Marketing/Communication:
- a. Sue will continue work on press releases.
  - b. Great thanks expressed to Dale Larson for the bridge.
  - c. Thank you will be given to G2 for help with setting the bridge.
  - d. Thank you will be given to Mr. Womack, City Manager, for the assistance and support he has given.
  - e. Discussion regarding how to thank the many businesses that have given, donated, and supported our efforts. Suggestion that there are five blocks that haven't been sold yet. Perhaps they could be donated for the purpose of thanking these businesses.
- XVII. Board Meeting Time: Monthly board meetings will change to the 2<sup>nd</sup> Monday of the month at 6:00 pm at Perry's Place.
- XVIII. Review Who/What/When/Where Commitments
- a. Kurt will talk to Amanda to make sure the State has acknowledged receipt of the Rec Plan
  - b. Still looking for someone to take over the NCT easement process
  - c. April 22 is date to remove trees and brush on the property north of the Creek.
  - d. Fire Station meeting is scheduled for March 22
  - e. The CBDT will not purchase a booth at Community Night as the City and the Library will both have booths. Any materials we have will be made available to the City or Library booth.
  - f. Sue Wolfe will set up a meeting with the American Legion leadership.

New Director's Meeting: Monday, April 10, 2017 at 6:00 pm at Perry's Place

Adjourned: 8:55 p.m.

Respectfully Submitted,  
Carolee Cole

3/30/2017

Meeting to sew up the loose ends of the March 14, 2017 meeting to get signatures for a Resolution and to determine how the MEDC grant will be directed for purposes of creating the schedule for the Gala

Called to order - 6:11. All board members signed the Resolution giving Kurt Mabie, and Nick Andres authority to sign documents to

MSA to ask Mike Womack and his wife to pursue the MEDC matching grant to be directed at the Amphitheater. This will be presented at the Gala to raise the funds to be matched.

Meeting adjourned. 6:31 p.m.