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**OUR MISSION**

***“Through community partnerships and a shared vision for the future, work to keep downtown Boyne City vibrant and successful while preserving its historic heritage and supporting sustainable projects.”***

**BOARD MEETING**

**August 6, 2015 – 8:30 A.M. Commission Chambers – City Hall**

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES—June 4, 2015 regular meeting
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
5. MAIN STREET COMMITTEE REPORTS
6. MAIN STREET MANAGER’S REPORT
7. UNFINISHED BUSINESS
8. NEW BUSINESS
  - a. Sister Cities Initiative – Becky Kuebler
  - b. Local Façade Grant Recommendations
  - c. Fund Development Technical Assistance Grant
  - d. Team Boyne Committee Chair Appointment
  - e. Approval of Place Plans Invoice
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
  - Next Boyne City Main Street board meeting, Thursday, September 3, 2015, 8:30 a.m. at City Hall
11. ADJOURNMENT

*Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Boyne City Hall for assistance: Cindy Grice, Clerk/Treasurer, 319 North Lake St., Boyne City, MI 49712; 231-582-0334*



Approved: \_\_\_\_\_

**Meeting of  
June 4, 2015**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY JUNE 4, 2015 AT 8:30 AM. CITY HALL, 319 NORTH LAKE STREET

**Call to Order**

Chair O'Brien called the meeting to order at 8:30 a.m.

**Roll Call**

Present: Jodie Adams, Michelle Cortright, Pat O'Brien, Rob Swartz, Jim Jenson, Larry Lenhart, Michael Cain and Robin Berry-Williams

Absent: Ben Van Dam

**Meeting  
Attendance**

City Staff: Main Street Director Lori Meeder, Assistant Planning/Zoning Administrator Patrick Kilkenny, City Clerk/Treasurer Cindy Grice and Recording Secretary Lisa Schrock

Public: One

Cain introduced Patrick Kilkenny as the new Assistant Planning/Zoning Administrator and Lisa Schrock as the new recording secretary.

**Excused Absences  
MOTION**

**Cortright moved Cain second PASSED UNANIMOUSLY** to excuse Ben Van Dam from today's meeting.

**Approval of Minutes  
MOTION**

**Cain moved Swartz second PASSED UNANIMOUSLY** to approve the May 7, 2015 regular minutes as presented.

**Citizens  
Comments**

None

**Unfinished Business**

**Building  
Redevelopment  
Incentive Program  
Review and Approval  
MOTION**

Lori Meeder reported that the TIF plan amendment was approved at the City Commission meeting. The Building Redevelopment Incentive Program is before the board for approval as presented. The Building Redevelopment Incentives Program was reviewed at the May board meeting with recommended changes and those changes have been incorporated into a final document for approval today.

**Cortright moved Swartz second PASSED UNANIMOUSLY** to approve the Building Redevelopment Incentive Program as presented.

**Dilworth Hotel  
Reimbursement  
Agreement Review and  
Discussion**

The board reviewed and discussed the Reimbursement Agreement for the Dilworth Hotel. This project is the closest to moving forward. It has been reviewed by Mac McClelland and will be brought back to the board for final approval at the next regularly scheduled meeting.

**New Business**

Cortright discussed an idea where a large mobile frame with a Boyne logo could be built for people to take pictures. The board was in favor of Cortright moving forward with this idea.

**Stroll the Streets**

Meeder discussed putting together a sign up sheet for board members to man the Main Street booth and that Stroll the Streets starts Friday, June 12.

**Volunteer  
Appreciation  
Event**

Meeder said Boyne Thunder would like to have a volunteer appreciation event for their volunteers. Meeder would like to have all volunteers included and she is looking to have this appreciation in early fall.

**Organization  
Chart Review**

Meeder discussed the new chart as presented and she will be working on the addition of committees.

**Crowd Funding**

Meeder met with Dan Leonard, the CAT representative with MEDC and went over the crowd funding memo. We are looking at opportunities for a project that might fit the timeframe and intent of the MEDC Incentive Program.

**MOTION**

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**Cain moved Berry-Williams second PASSED UNANIMOUSLY** to approve the recommendation by the design committee to authorize them to move forward with a crowd funding campaign not to exceed a total project cost of \$50,000.

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**Manager's Report and  
Main Street Committee  
Reports**

**Main Street Director Meeder gave the Manager's Report along with the Committee reports on the following topics:**

- Walkabout Sculpture Tour starts this Saturday
- Catt Development may have a gym tenant for their new building
- Stroll the Streets and Historical Walking Tour starts on Friday, June 12. That weekend there will be tours at the Dilworth, a baseball game and ice cream social
- Meeder has a meeting with three high school students to do a kids corner at Stroll the Streets and she would like to give them a \$250 budget. Cain would like background checks on anyone working with kids
- SOBO Arts Festival is slated for June 26 and June 27
- Boyne Thunder
- Weekly Sunset celebration at Sunset Park
- Met with MEDC on Monday to discuss their funding risks with the transportation tax crisis
- Met with Michigan Main Street on the business transitioning technical assistance, and looking to find someone from our Team Boyne to take the lead on this.
- Boyne on the Water place planning community input session
- Finalizing my part of the Redevelopment Ready Certification
- Attending my first quarterly training through MMS on Tuesday
- Historical walking brochures should be done soon
- We are considering a Buy Boyne City First Campaign

**Good of the Order**

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Cortright is starting on the park project today and there will be a ribbon cutting in the near future.

Berry-Williams has a jeweler that created a piece for Boyne Thunder and passed around the medallion to all in attendance. It will be sold at Freshwater Studio; five percent of sales will be donated back to Boyne Thunder.

Cain said it was nice to see the businesses filling up downtown and Glen Catt is making progress on his cottages.

**MOTION**

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**Cain moved Adams second PASSED UNANIMOUSLY** to cancel July's meeting unless a special meeting is needed.

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Jim Baumann from the Chamber said they could use volunteers to help with tours of the Dilworth Friday night for The Stroll Through History event. He spoke about the following events coming up this month:

- Evenings at the Gazebo
- Back to the Bricks car show
- Boyne Mountain's bike week.

**ADJOURNMENT  
MOTION**

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**O'Brien moved Cain seconded PASSED UNANIMOUSLY** to adjourn the June 4, 2015 meeting of the Boyne City Main Street Board at 9:55a.m.

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Lisa Schrock, Recording Secretary

DRAFT



Date: August 6, 2015

To: Pat O'Brien, Chair and Main Street Board

From: Lori Meeder, Main Street

RE: Sister Cities Project

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### **Overview and Background**

On February 11, 2014 the city commission endorsed Boyne City's association with Sister Cities International and authorized an invitation to partner with a city in Ireland known as Drogheda, Ireland. The city sent a letter to the Drogheda Borough Council inviting them to enter into a Sister City relationship with Boyne City on behalf of the citizens of our community, signed by Mayor Grunch.

Becky Kuebler, after much tenacity and effort – working with Patrick Maquire, a resident of Adrian Michigan and a native of Drogheda – was recently informed that the Drogheda Borough Council declined our invitation. After more research, Becky Kuebler believes she has a new potential Sister City in Slane, the county of Meath, Ireland. Slane is located in the Boyne Valley in Ireland with geographical similarities, and thus the reason John and Harriet Miller, Boyne City founders, settled here. With a similar population as well as historical ties to the area, this would be an excellent fit.

The Sister City project will fall under the Main Street Program and Becky will again form a Sister City committee.

Founded by President Dwight D. Eisenhower in 1956, Sister Cities International is a nonpartisan 501(c)(3) nonprofit which serves as the national membership organization for individual sister cities, counties, and states across the U.S. This network unites tens of thousands of citizen diplomats and volunteers in 545 communities with over 2,100 partnerships in 145 countries on six continents.

### **Recommendation**

Recommend to the City commission to endorse Boyne City's association with with Sister Cities International and authorize an 'invitation to partner' letter be sent to the Slane, Meath County Municipal District Councillors. See attached letter.

**Options**

- Approve a motion to send letter of invitation
- Do not approve
- Postpone for further information or consideration
- Other as determined by Main Street Board



Wayne Harding  
Laytown-Bettystown Municipal District Councillors  
Rathmaiden  
Slane  
Co. Meath  
Ireland

Dear Councillor Wayne Harding,

It is with great pleasure that I invite Slane, Co. Meath, Ireland to enter into a Sister City relationship with Boyne City, Michigan, on behalf of the citizens of our community.

We believe Slane is a good fit for this partnership because of the historical ties between Boyne City, Michigan and the Boyne Valley in Ireland. Boyne City was founded by Irish immigrants, John and Harriet Miller, in 1856. The Boyne River running through Boyne City and opening into the mouth of Lake Charlevoix, so reminded Mrs. Miller of her home in Ireland, it was thusly named. We believe Slane, having similar geography and population density to our own town, as well as historical ties, would be an excellent fit. As citizens of Boyne City, we would like to cultivate and foster that connection to the benefit of both of our communities.

Our hope is to create an awareness and appreciation of each other's culture as well as many cooperative activities that will be of mutual benefit to our communities. We suggest these to include student exchange programs, tourism and economic development programs, community service projects, club or organizational links, and newspaper column exchanges.

From this beginning we hope this partnership will grow and continue for many generations, fostering educational, economic and professional exchanges. We look forward to the limitless possibilities of this relationship. The benefits of this relationship to the city of Slane are the development of cultural awareness, economic growth, and friendship between our two communities.

Our expectations are few but may include reliable communication between the Slane Sister City Committee members and Boyne City Sister City Committee members, periodic evaluation of the success of the Sister City Program, and periodic visits from each community at each traveler's expense or however each community deems appropriate in relation to funding their ambassadors.

Although this partnership would begin with an agreement between our respective municipalities, we see the strength and vitality of this long-term association residing in the organizations, schools, businesses, and individuals of our citizenry. To this end, we have identified a group to establish the Sister City Committee. Our committee would be responsible for working with you and your community to develop a mutually acceptable Sister City agreement and to prepare a plan for the initial activities and exchanges to take place.

If you kindly accept our invitation, we would suggest that a similar body of individuals be assembled in Slane. Please note that Becky Kuebler, Boyne City Main Street Sister City Coordinator, will be your point of contact for establishing an agreement and planning the initial activities. She can be reached at 001-231-675-3770 or [bakuebler@yahoo.com](mailto:bakuebler@yahoo.com).

We truly hope that Slane, Co. Meath, Ireland will accept this opportunity to partner with Boyne City, Michigan. We eagerly await your response and would be happy to address any questions or reservations you might have.

Thank you for your consideration.

Sincerely,

Ron Grunch Mayor	Tom Neidhammer Commissioner	Laura Sansom Commissioner	Gene Town Commissioner	Derek Gaylord Commissioner
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Michael Cain City Manager	Jim Baumann Chamber Director	Becky Kuebler Sisters City Chair	Peter Moss Superintendent	Cliff Carey Library Director
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Cc: Elmer Ferguson, Tom Kelly, Sharon Keogan, Stephen McKee, Paddy Meade, Sharon Tolan



Date: August 6, 2015

To: Pat O'Brien, Chair and Main Street Board

From: Lori Meeder, Main Street

RE: Local Façade Grant Program

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## OVERVIEW

The design committee met on Monday, July 6 to review and make necessary recommendations to the board on our façade grant applications. We received four applications. Two were new and two were ones that we were revisited from last year. There was \$15,000 in this fiscal year's budget. Listed are recaps of the 4 applications to consider:

1. Bill Noblett was awarded a \$10,000 for work on his Carpentree Building in June 2014. Because of the visibility of this building in the corridor coming into our downtown, the committee and board felt this project warranted \$10,000. Due to funding and unforeseen structural issues with the building, the project was delayed and the grant agreement expired in mid June 2015. He now has an investor that will fund the renovations. He joined the design committee in July to discuss his project.
2. Chris Frasz. He was awarded a small grant in 2014 for a sizable project that he completed on his Water St building. The committee awarded \$2000 – less than was requested due to the committee's decision to award \$10,000 to Bill Noblett. He requested that we consider an additional amount to him this year if we don't extend Bill Noblett's grant agreement. It was communicated that each grant year is a new year and decisions are made based on the merits of each application received for that year.
3. Northern Homes Community Development Corp is renovating the White House – a very visible project in a main entrance into downtown. As part of a very large project, she would like to provide cresting to 3 roof ridges as depicted in a 1903 postcard and the grant would be used to support this sub portion of the larger project. The cresting project is \$12,000 and they requested \$6000.
4. Mony Wolf owns 112 Water St. where the Bird's Nest is located. She would like to replace 2 windows and replace deck façade on back side of her building. With the completion of the Ray and East Street projects, and

improvement on the back of this second story apartment would greatly improve the look of that alley corridor. Her total project is \$3300 and she requested \$1650.

The design committee recommendations to the board for approval are:

1. Give Bill Noblett a 6 month extension with the requirement that the project start no later than August 21, 2015. The extension amount will be reduced to \$7,350 (vs \$10,000 that was approved and expired in June of this year) and the project must be completed within 6 months.
2. Northern Homes at the full \$6,000 requested.
3. Mony Wolfe at the full \$1650 as requested.
4. Chris Frasz request for reconsideration of the amount from prior year was not recommended to the board for approval.

## **RECOMMENDATION**

That the board consider and approve the recommendations from the design committee as presented.

### **Options**

- Approve as presented
- Approve with changes
- Do not approve
- Postpone for further information or consideration
- Other as determined by Main Street Board



Date: August 6, 2015

To: Pat O'Brien, Chair and Main Street Board

From: Lori Meeder, Main Street

RE: Fund Development Plan MMS Technical Assistance

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## **Overview**

In January 2015, Boyne City Main Street applied for Fund Development Plan Services through MMS technical assistance. The goal is to develop a customized strategy for long term fundraising success. We feel that we have the organizational structure and volunteer network necessary to implement such a plan.

We were approved in March 2015 to move forward with this MMS Technical Assistance Service. MMS has contracted with Patrice Martin, Leadership Coach, with Non-Profit Network out of Jackson, Michigan to facilitate the program.

The scope of service will include an organizational assessment through an online survey as well as a discussion at our October 1 board meeting to gather information on existing organizational goals, knowledge and capacity around fundraising. This is followed by group training focusing on roles and responsibilities, leadership, fundraising methods and strategy, and finally, a planning session with organization leaders to develop revenue generation goals, outcomes and action steps measures and timeline. The tentative dates for the training and planning sessions are the afternoon of November 5 and the morning of November 6.

Following this session a complete report will be made available to the community within 60 days of the planning meeting and will be presented by the MMS staff to the board of directors and other interested stakeholders at the January 7, 2016 board meeting.

The attendees should include the board, organization committee members, promotion, economic restructuring, design, marketing and farmer's market committee chairs and Farmer's Market Manager. Please mark your calendars as it is important for us all to be engaged in this assessment, training and planning.

## **Recommendation**

I have two requests/recommendations that I would ask the board to consider and approve:

1. We reschedule our November 5 board meeting to 1:00 in the afternoon – meeting just prior to the afternoon training session.
2. We use this fund development planning exercise as our goal setting session for 2016/2017 based on the time of the year, the people who will attend and the content of discussion which will revolve around our goal setting and strategy development.
3. Decide on a venue for the November 5 and 6 sessions (both ½ day sessions). We will need to decide on a venue soon.



Date: August 6, 2015

To: Pat O'Brien, Chair and Main Street Board

From: Lori Meeder, Main Street

RE: Team Boyne

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### **Overview**

Jim Baumann is planning to retire from his chamber position and phase out over the next 18 months. He will be here until about Dec. 15<sup>th</sup> and gone until early April. We need to consider a replacement for Jim as chair of our Team Boyne Economic Restructuring group.

Team Boyne meets the third Friday of each month at 9:00 at the library. We typically invite new or existing entrepreneurs to come and speak to us about their business. The group will ask questions and offer any help and support specific to their needs.

The group is also responsible for our business retention and recruitment. We do business outreach calls and surveys on a bi-annual basis in the Fall.

We have a sub committee formed right now to have a business transition planning workshop that is scheduled for September 21, 2015.

Please come to the meeting with ideas in mind about who we (you) might ask to fulfill this role. Some possibilities include current members of Team Boyne: Ruth Skop, Ward Collins, Scott Mackenzie, Bob Carlile, Cliff Carey, etc. Ideally, should it be a board member?



# michigan municipal league

Better Communities. Better Michigan.

## INVOICE

Bill To  
Mr. Michael Cain  
319 N. Lake St.  
Boyne City, MI 49712-1101

Sold To  
Boyne City  
319 N. Lake St.  
Boyne City, MI 49712-1101

Invoice #	11969
Invoice Date	6/16/2015
Due Date	Net 30 Days
Customer ID	54

Description	Quantity	Unit Price	Total
Miscellaneous Grant Revenue	1	10,000.00	10,000.00
PlacePlans technical assistance			
Local match for PlacePlans grant-funded project.			

Total	10,000.00
Amount Paid Ck #:	
<b>BALANCE DUE</b>	10,000.00

01-01-00-2009-0000

For questions regarding payment, please call Finance at 734-669-6371.  
For questions regarding the service, please call 734-662-3246.

Invoice #: 11969

### Payment Info:

Credit Card Exp. Date \_\_\_\_\_

Master Card/Visa/American Express # \_\_\_\_\_

Name on Card (Please Print) \_\_\_\_\_ CSC# \_\_\_\_\_

Signature for Credit Card Payment \_\_\_\_\_

Please remit payment to:  
Michigan Municipal League  
PO Box 7409  
Ann Arbor, MI 48107-7409  
Fax: 734-669-4223