

Approved: _____

**Meeting of
May 1, 2014**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY May 1, 2014 AT 8:30 A.M. CITY HALL, 319 NORTH LAKE STREET

Call to Order

Chair Swartz called the meeting to order at 8:31 a.m.

Roll Call

Present: Jodie Adams, Robin Berry Williams, Michael Cain, Michelle Cortright, Larry Lenhart, Rob Swartz, and Ben Van Dam

**Meeting
Attendance**

Absent: Pat O'Brien and Jim Jensen
 City Staff: Main Street Manager Hugh Conklin, Assistant Planning, Zoning Administrator Annie Doyle, and Recording Secretary Karen Seeley

Public: Five

**Excused Absences
MOTION**

Cain moved Cortright second PASSED UNANIMOUSLY to excuse Jim Jensen and Pat O'Brien.

**Approval of Minutes
MOTION**

Cain moved Van Dam second PASSED UNANIMOUSLY to approve the April 10, 2014 regular meeting minutes and the April 15, 2014 meeting as presented.

Citizens Comments

None

**Main Street Committee
Reports**

- The board reviewed the committee reports included in the agenda packet and Main Street Manager Conklin added:
- Two of the bike racks were in the Chambers for the board to view. The fork does not fit adult bikes and they have been in contact with the company to rectify the problem. Ben Van Dam offered for his shop to make it higher.
- The Design committee has received two Façade grant applications; Bill Noblet and Chris Franz have both submitted their paperwork.
- The SoBo arts festival has received the grant from the Charlevoix County Community Foundation for \$1900 to hire the Bay Area Big Band.

Managers Report

- Buff up Boyne Saturday, May 3 9am –noon
- Our request for Drogheda Ireland as our sister city will be considered after their elections in May.
- We had a meeting with most of the folks attending the National Main Street Conference and the plans are coming together.
- Main Street Manager Conkin announced his retirement effective August 1st.
- Will be on vacation for the June 5th meeting

Unfinished Business

Boyne Volunteer
Network-update

Lori Meeder updated the board on the progress of the Volunteer Network. This is a joint effort between the Chamber, Library, the schools and the City. The committee is working on event descriptions/job descriptions. She presented each board member with a business card for "Boyne Volunteer Network" www.boynevolunteers.org for them to check out the form that the volunteers are asked to fill out and submit.

Food Truck Ordinance

Assistant Planner Annie Doyle reported:
At their April 22nd Commission meeting, the commission made a recommendation allowing staff to move forward with preparing a draft ordinance. The board received a draft copy (received and filed) of the proposed definitions and proposed parameters the staff has been working on. They are working on where the allowable locations will be (private property zoned for restaurants) and two public properties. There will be two food vendors allowed on each public property. There will be a 50 foot “buffer” in place around existing restaurants. They are still working on a “fair fee”. The revised ordinance language will be presented to the City Commission on May 13th at 7:00 p.m. **Adams moved, Cortright seconded PASSED UNANIMOUSLY** that the Main Street board supports the concept with any necessary provision that the City deems necessary.

New Business

Walkabout Sculpture Show-presentation

MOTION

Martha Sulrick spoke with the board about a Walkabout-Sculpture show. This would be a yearly event; with an on going public art event. She gave them a copy of the business plan (received and filed); which includes their Mission Statement, and goals and objective. The only thing that may be need to be purchased would be two bases for placement. After board discussion, **Cortright moved Cain seconded PASSED UNANIMOUSLY** that the Design Committee proceed with the concept and has the support of the Main Street Board.

Request for horse drawn wagon rides during Stroll the Streets

MOTION

Boyne Valley Equine Tours and Services is requesting permission to offer horse-drawn wagon rides during Stroll the Streets this summer. This the second year the company has made the request. The Boyne business is owned by Becky Kuebler and Don Crowell and in addition to Stroll the Streets last summer, it has provided wagon rides at the Boyne City Holiday Open House, Winter Fest and Winter Farmers Market. The business is being sponsored this summer by Re/Max and they are requesting the two parking places in front of the new Re/Max office on South Lake Street be the staging area. Board discussion if two spaces would be enough room? Maybe three?
Adams moved Cortright seconded PASSED UNANIMOUSLY the Main Street Board approve the 2014 agreement with Boyne Valley Equine Tours and Services to provide rides during Stroll the Streets and other special events.

Mission and Vision Statements-update

Main Street Conklin reported: In our year-end evaluations by the Michigan Main Street Program, it is strongly recommended we regularly update our program’s vision and mission statements. A draft of the vision statement and mission statement for your review is in your packet. The vision statement reflects minor changes I recommend, while the mission statement reflects changes the Organization Committee discussed and agreed upon during our 2014 planning session. The organization committee encourages board members to review the vision and mission statements and comment on any changes. The updated statements should be approved no later than the June board meeting. If the board desires, they can also be approved at Thursday’s meeting.

Graphic Design Services

Kecia Freed Design has provided graphic design services for the Main Street Program for the past nine years. The relationship with Kecia has been very productive and her work has been an important ingredient to the program’s success. The work Kecia does for the program includes event posters, banner

designs, advertising, downtown map directory, and other brochures.

The request is that her contract be renewed at the same fee as the current year.

MOTION

Adams moved, Cortright seconded PASSED UNANIMOUSLY that the Main Street Board approves the graphic design services contract for the fiscal year 2014-15 with *Kecia Freed Design* for \$3,600.

T-Shirt Design

The Design committee has created couple designs for T-shirts for those going to the National Main Street Conference. Board discussion/suggestion of adding our QR Code somewhere.

**Good of the Order
MOTION**

The final phase of irrigation is being installed in Sunset park between the Boyne River and State Street

The work on Division and Pleasant will begin May 5th and will be done by July 4th
The East and Ray Street project is moving forward and is set to start in August

Cain moved Adams seconded PASSED UNANIMOUSLY to reschedule the June 5th meeting to June 12.

With the retirement of the Main Street Manager a Executive search committee, headed by Chair Rob Swartz will begin the search for a replacement.

**ADJOURNMENT
MOTION**

Cain moved Williams seconded PASSED UNANIMOUSLY to adjourn the May 1, 2014 meeting of the Boyne City Main Street Board at 10:12 am.

Karen Seeley, Recording Secretary

Draft