

TENTATIVE AGENDA



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BOARD MEETING

January 10, 2013 – 8:30 A.M. Commission Chambers – City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES
December 6, 2012 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
 - a. Boyne Theatre Update
8. NEW BUSINESS
 - a. Boyne City Mushroom Festival
 - b. Property donation
 - c. Board member appointments
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
 - Boyne District Library Strategic Planning meeting, Jan. 10, 7 p.m. Boyne District Library Community Room
 - Main Street Planning Session, Monday, Jan. 14, 3 to 6 p.m. Boyne District Library Community Room
 - Boyne Area Chamber of Commerce Annual Meeting, Jan. 17, Boyne Mountain
 - Winter Fest, Saturday, Jan. 26, Veteran Park, Sunset Park and downtown
 - Next Boyne City Main Street board meeting, Thursday, February 7, 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
 December 6, 2012**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY, DECEMBER 6, 2012 AT 8:30 A.M. IN THE COMMISSION CHAMBERS AT CITY HALL, 319 NORTH LAKE STREET

Call to Order

Chair Lenhart called the meeting to order at 8:30 a.m.

Roll Call

Present: Jodie Adams, Kathy Anderson, Mike Cain, Bob Carlile, Michelle Cortright, Larry Lenhart, Pat O'Brien, Rob Swartz and Robin Berry Williams

Absent: None

**Meeting
 Attendance**

City Staff: Main Street Manager Hugh Conklin, and recording secretary Karen Seeley

Public: There was one person in attendance

**Approval of Minutes
 MOTION**

Anderson moved, Adams **PASSED UNANIMOUSLY** to approve the November 1, 2012 regular meeting minutes; Adams moved, Cortright **PASSED UNANIMOUSLY** November 8, 2012 board retreat; Adams moved, Adams **PASSED UNANIMOUSLY** November 14, 2012; Special meeting with Michigan Main Street representatives.

Citizens Comments

None

Correspondence

Copy of UN Agenda 21 information presented at the Boyne City City Commission Meeting November 27, 2012 by Carole McGinty.

**Main Street Committee
 Reports**

In addition to the committee reports included in the agenda packet Main Street Manager Conklin reported on a few items:

Promotions

- The farmer's market annual vendors' meeting was Nov. 12. The meeting is an opportunity for vendors to meet with the market committee to review the past year, address any issues that arose during the season, and to make suggestions on how to improve the market. One issue that will require the committee's attention is whether to allow dogs at the market. Several vendors had stories to share about dogs – none of them favorable – and the vendors were nearly unanimous in their support of a no-dog policy at the market.

Design

- **Bike Racks** – Main Street Manager Conklin shared some preliminary designs of proposed bike racks to be placed throughout the DDA. A Placemaking grant of \$1500 was received from the Northwest Michigan Council of Governments for eight functional "art" bicycle racks. The goal of the grant is to provide functional bicycle racks for the increasing popularity of biking in our community, and at the same time creating public art.
- **Sunset Park Ice Rink** – "Skaters" with lights have been rented to decorate the rink, a flood light will be attached to the Chamber building. Location will

be along the sidewalk on Water Street between the Chamber and lake if possible. The Young Professionals may take over the ice rink as one of their projects.

Organization

- The committee met Nov. 20. It discussed the possible partnership with Boyne Thunder and Challenge Mountain; the upcoming deadline for applications for the two expiring board terms; the Dec. 7 accreditation conference call with the Michigan Main Street program; and the progress to date on the Boyne Theatre project.

Team Boyne – Creating Entrepreneurial Communities (ER committee)

- The committee spent much of its meeting reviewing the goals from the board's planning session.
- The Boyne-area business visits are continuing and the goal is to have them completed before the holidays.

Manager's Report

Main Street Manager Conklin reported on:

- On Friday, December 7th, we will be having an accreditation conference call with the Michigan Main Street.

Unfinished Business

Boyne Theatre:

- Main Street Manager played a CD that was made and put to music by one of the committee members about the renovation project. The environmental assessment has been done, the asbestos is minimal, about 9,700 will take care of it. Board discussion of having a sound assessment done, while the bands are playing in the bar above the theatre. Conklin stated that the steering committee will be working through all the issues. We have a good committee in place with a lot of experience. Suggestion that the board receives an action plan before we go any further, and not put in any more work or money into something we don't own. Conklin said the steering committee has accomplished a lot without spending any money. The board just wants to make sure that all the bases are covered.

- **Michigan Main Street year end report:**

The board reviewed the Michigan Main Street Observations & Recommendations. MMS recommends we strengthen the Organization Committee. One suggestion is to change up the committees that board member serve on. The board needs to look at what is good for the community.

MOTION

- **2013 Strategic Plan/Goals:**

This is for information only at this point. Board discussion to hold a special meeting to discuss these plans and goals. **Cortright moved, Carlile seconded, PASSED UNANIMOUSLY** to hold a special Main Street meeting to review the Strategic Plan/Goal on Monday, January 14th at 4:00 at a place to be determined.

New Business

Winter Bus Service – Downtown Boyne City-Boyne Mountain Saturday evenings during ski season.

- Expanded bus service was offered this past ski season by Charlevoix County Transit between Boyne City and Boyne Mountain. By all accounts, this was a success and is being considered again this winter. This year there is an opportunity to purchase an ad on the transit bus, which will be used for the

MOTION

Saturday evening service promoting free rides. The cost for the ad is \$750 for production and a \$275 fee per month for an anticipated cost of \$1,575 for the season. If we commit to the promotion early, Main Street will receive one month free for a total cost of 1,300. This cost will be our contribution to Charlevoix Transit for the free bus service. As far as covering the cost, we could solicit sponsorship from local businesses and/or use funds budgeted for marketing. After board discussion; **Cain moved Williams seconded PASSED UNANIMOUSLY** that the Main Street board approves the request to participate with Charlevoix County Transit to provide free bus service between downtown Boyne City and Boyne Mountain Saturdays from 5 to 10 p.m. during the 2012-13 ski season at a cost of 1,300 for the purchase of an ad on the transit bus. The board requested to review the design, and to start as soon as possible.

MOTION

- **Farmers Market Committee appointments**

Terms for one vendor and four at-large committee members are expiring on the Farmers Market Committee. The vendor position is currently held by Scotty Mathers. The at-large positions are held by Julie Greenwalt, Jack Laurent, Dean Solomon (representing MSU Extension), and Jim Bauman (representing the Boyne Area Chamber). All four at-large committee members agreed to continue to serve and their reappointment was unanimously approved by the Farmer's Market Committee at its November meeting. Applications for the one vendor position were received from Scotty Mathers and Joann Brown. The committee is recommending the appointment of Joann Brown. **Cain moved Cortright seconded PASSED UNANIMOUSLY** to approve the recommendation of the Boyne City Farmer's market committee to appoint Dean Solomon, Jim Baumann, Julie Greenwalt, Jack Laurent, and Joanne Brown to a three year term on the Farmers Market Committee.

MOTION

- **2014 National Main Street Conference**

Main Street Manager explained that the Michigan Main Street program is currently working on what is hoped to be a successful bid to host the Nation Main Streets Conference in Detroit in 2014. At this point MMS is asking for a letter of support for a commitment of support through time on one of many committees necessary to produce the conference or to participate with a cash or in-kind contribution. Board discussion that they are unclear what MMS is asking for. Concerned about giving a letter of support without knowing what we are committing to. Conklin said at this time they are only asking for "in kind" time and no financial commitment.

Cain moved Anderson seconded to authorize the Main Street Manager to draft a letter of support and up to \$500 for the Michigan Main Street proposal to host the 2014 National Main Street Conference in Detroit.

Motion Carried

MOTION

- **Boyne Area Chamber of Commerce Visitors Guide**

For the past three years, Main Street has purchase a full-page ad in the Boyne Area Chamber Visitors Guide. The cost is 1,995 which is the same as it has been the last two years. The content has not yet been decided. The expense will be for the 2013-14 fiscal year which begins on May 1.

Anderson moved, Adams seconded that the Main Street Board approve the purchase of one full page ad in the Boyne Area Chamber Visitors Guide at a cost of \$1,195. **Motion Carried, Cortright Abstained**

- **2013 Board/Committee Meeting Schedule**

Cain moved Cortright seconded PASSED UNANIMOUSLY to adopt the proposed board and committee meeting schedule for 2013.

Main Street Board Meeting, first Thursday of each month, 8:30 a.m., with

the exception of the January 3rd meeting which will be moved to January 10, 2013.

Good of the Order

Organization Committee: Third Tuesday of every month, 4pm at Main Street Office; **Promotions Committee:** First Tuesday of every month 4pm at Main Street Office; **Design Committee:** Second Monday of every month, 4pm at Main Street Office; **Team Boyne/Economic Restructuring Committee:** Third Friday of every month at 9a.m. at the Boyne District Library Community Room; **Farmers Market:** First Monday of the month, January, February, March, April, October 10:30am at the Boyne District Library Community Room.

Adjournment

Park Street is moving along well, there have been some trees planted along Park Street.

Leslie Meyers, the new Assistant Planner's first day will be December 19th.
The joint boards and commission meeting went well.

Anderson moved O'Brien seconded PASSED UNANIMOUSLY to adjourn the December 6, 2012 meeting of the Boyne City Main Street Board at 10:02 am.

Karen Seeley, Recording Secretary



Date: January 10, 2013
To: Main Street Board
From: Hugh Conklin, program manager
RE: Committee Reports

Promotions

- The Boyne City Winter Fest, a joint event with the Boyne Area Chamber, is the weekend of January 26. There will be events at Sunset Park, Veteran's Park, and the downtown area. A highlight of the weekend is the snow sculpture contest at Sunset Park. There will also be a xc ski tour at the Hill Preserve, along with possible fun events at Avalanche.
- The SOBO Arts Festival application to the Michigan Council for Arts and Cultural Affairs was not funded so the committee will be looking at other opportunities for funding. The show will open on Friday evening, June 28, as part of Stroll the Streets with open houses and a concert in the 200 block of South Lake Street. Saturday's art show will be held at Peninsula Beach
- The Farmer's Market Committee met Monday as it continues to plan for the outdoor season. The indoor market, held each Saturday from 9 a.m. to 1 p.m., is going well.

Design

- The committee continues to work on refining ideas for new bike racks in the downtown area and will hopefully have designs ready for the board to consider at its February meeting.
- The Sunset Park Ice Rink fundraiser at Café Sante on Dec. 21 raised \$1,655, an amount that should cover all the expenses this winter. Sante and Magnum Hospitality have been great supporters of the rink, raising \$5,125 over the past two years. To date, no Main Street funds have been used to support the rink. Assisting with the maintenance of the rink this winter is Ryan Moskal and other members of the Young Professionals organization.

Organization

- The committee interviewed all the candidates who applied for the Main Street board and will make a recommendation at the Jan. 7 meeting.
- Members of the committee also participated in the accreditation conference call with the Michigan Main Street Center.

Team Boyne – Creating Entrepreneurial Communities (ER committee)

- Jane MacKenzie, the new executive director of the Boyne City Housing Commission, and Richard Bouters, a member of the Boyne City Airport Advisory Board, met with members of the committee.
- The Boyne-area business visits are continuing. The deadline for completing this is the end of this month.



Date: January 10, 2013
To: Main Street Board members
From: Hugh Conklin, program manager
RE: 8. a. - Mushroom Festival

The Mushroom Festival is expecting changes in leadership after this year's event. Key members of the committee, according to Paul Nichols, a member of organizing committee, have said they will be stepping aside.

Paul brought this to my attention a short time ago and I suggested he and other members of the committee to attend the January board meeting to share his insights and to begin the discussion about what role Main Street could or should play in the transition.



Date: January 10, 2013
To: Main Street Board members
From: Hugh Conklin, program manager
RE: 8.b - Property donation

Overview

As part of the project to move utility lines underground along Ray Street, there was a need to find a location for the new electric box at the west end of Ray Street. The desired location was behind the Johnson Oil gas station. The property is owned by Dr. Dennis Kirkby, who also owns the building at 209 and 211 S. Lake St. He purchased the property about two years ago from Phil Johnson.

A meeting was held with Dr. Kirkby to see if he would grant an easement to the City next to the sidewalk on the north end of the parking lot to locate the new electrical box. Not only did Dr. Kirkby agree to the easement but he offered to give to the city the entire piece of property running parallel along the alley, which has a total of 13 parking spaces.

This seemed like a win-win situation for the City and Dr. Kirkby. For the City, this allowed it to move forward in placing the new utility box and it also created possible future opportunities to expand public parking in the downtown area. For Dr. Kirkby, he felt the area was already being used as a public parking area, despite signs to the contrary, and he thought it was a fair exchange to give the City the property and in return he would save maintenance costs and property taxes. In addition, the City years ago was given a 15-foot easement through the property to create a wider alley off Ray Street.

The plan to donate the land to the city, however, hit a snag. In reviewing the January 1996 site plan approved when the 209 and 211 S. Lake St. building was built and the parking area established, a stipulation was discovered that prohibited it from being donated. The site plan was approved with the condition that the parcel proposed for the 17 parking spots behind the building be recorded with the Register of Deeds as one contiguous parcel to the main parcel at 207-209 South Lake St., meaning the two parcels were combined as one unless the Planning Commission amended the site plan.

A request to do that was presented to the Planning Commission at its November meeting and by a unanimous vote the commission amended the original site plan in the following way:

1. That the parking area not be combined with the main parcel at 209 South Lake St.
2. The 17 parking space requirement for the building be waived.

With this approval, the Planning Commission made it possible for Main Street to accept the property from Dr. Kirkby. I am now requesting the board allow me to take the necessary steps to move forward and accept Dr. Kirby's donation. Accompanying this memo is a copy of DDA Act of 1976 pertaining to the board's power to accept property. You will find it under subheading H and L.

Recommendation

The Main Street Board allow its program manager to work with city staff to take the necessary steps to accept property behind 209 and 211 South Lake St. as a donation from Dr. Dennis Kirkby.

the activities and financial condition of the authority. If the director is absent or disabled, the board may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his office, the acting director shall take and subscribe to the oath, and furnish bond, as required of the director. The director shall furnish the board with information or reports governing the operation of the authority as the board requires.

(2) The board may employ and fix the compensation of a treasurer, who shall keep the financial records of the authority and who, together with the director, shall approve all vouchers for the expenditure of funds of the authority. The treasurer shall perform such other duties as may be delegated to him by the board and shall furnish bond in an amount as prescribed by the board.

(3) The board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the board and keep a record of its proceedings, and shall perform such other duties delegated by the board.

(4) The board may retain legal counsel to advise the board in the proper performance of its duties. The legal counsel shall represent the authority in actions brought by or against the authority.

(5) The board may employ other personnel deemed necessary by the board.

History: 1975, Act 197, Imd. Eff. Aug. 13, 1975.

Popular name: DDA

Popular name: Downtown Development Authority Act

125.1656 Participation of employees in municipal retirement and insurance programs.

Sec. 6. The employees of an authority shall be eligible to participate in municipal retirement and insurance programs of the municipality as if they were civil service employees except that the employees of an authority are not civil service employees.

History: 1975, Act 197, Imd. Eff. Aug. 13, 1975.

Popular name: DDA

Popular name: Downtown Development Authority Act

125.1657 Powers of board; creation, operation, or funding of retail business incubator.

Sec. 7. (1) The board may:

(a) Prepare an analysis of economic changes taking place in the downtown district.

(b) Study and analyze the impact of metropolitan growth upon the downtown district.

(c) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.

(d) Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

(e) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.

(f) Implement any plan of development in the downtown district necessary to achieve the purposes of this act, in accordance with the powers of the authority as granted by this act.

(g) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.

(h) Acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property, which the authority determines is reasonably necessary to achieve the purposes of this act, and to grant or acquire licenses, easements, and options with respect to that property.

(i) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to that property, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination of them.

(j) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.

- ★ (k) Lease any building or property under its control, or any part of a building or property.
- (l) Accept grants and donations of property, labor, or other things of value from a public or private source.
- (m) Acquire and construct public facilities.
- (n) Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the downtown district.
- (o) Contract for broadband service and wireless technology service in the downtown district.
- (p) Operate and perform all duties and exercise all responsibilities described in this section in a qualified township if the qualified township has entered into an agreement with the municipality under section 3(7).
- (q) Create, operate, and fund a loan program to fund improvements for existing buildings located in a downtown district to make them marketable for sale or lease. The board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the board.
- (r) Create, operate, and fund retail business incubators in the downtown district.
- (2) If it is the express determination of the board to create, operate, or fund a retail business incubator in the downtown district, the board shall give preference to tenants who will provide goods or services that are not available or that are underserved in the downtown area. If the board creates, operates, or funds retail business incubators in the downtown district, the board and each tenant who leases space in a retail business incubator shall enter into a written contract that includes, but is not limited to, all of the following:
 - (a) The lease or rental rate that may be below the fair market rate as determined by the board.
 - (b) The requirement that a tenant may lease space in the retail business incubator for a period not to exceed 18 months.
 - (c) The terms of a joint operating plan with 1 or more other businesses located in the downtown district.
 - (d) A copy of the business plan of the tenant that contains measurable goals and objectives.
 - (e) The requirement that the tenant participate in basic management classes, business seminars, or other business education programs offered by the authority, the local chamber of commerce, local community colleges, or institutions of higher education, as determined by the board.

History: 1975, Act 197, Imd. Eff. Aug. 13, 1975;—Am. 1985, Act 221, Imd. Eff. Jan. 10, 1986;—Am. 2004, Act 196, Imd. Eff. July 8, 2004;—Am. 2005, Act 115, Imd. Eff. Sept. 22, 2005;—Am. 2008, Act 226, Imd. Eff. July 17, 2008.

Popular name: DDA
Popular name: Downtown Development Authority Act

125.1658 Board serving as planning commission; agenda.

Sec. 8. If a board created under this act serves as the planning commission under section 2 of Act No. 285 of the Public Acts of 1931, being section 125.32 of the Michigan Compiled Laws, the board shall include planning commission business in its agenda.

History: Add. 1987, Act 66, Imd. Eff. June 25, 1987.

Popular name: DDA
Popular name: Downtown Development Authority Act

125.1659 Authority as instrumentality of political subdivision.

Sec. 9. The authority shall be deemed an instrumentality of a political subdivision for purposes of Act No. 227 of the Public Acts of 1972, being sections 213.321 to 213.332 of the Michigan Compiled Laws.

History: 1975, Act 197, Imd. Eff. Aug. 13, 1975.

Popular name: DDA
Popular name: Downtown Development Authority Act

125.1660 Taking, transfer, and use of private property.

Sec. 10. A municipality may take private property under Act No. 149 of the Public Acts of 1911, as amended, being sections 213.21 to 213.41 of the Michigan Compiled Laws, for the purpose of transfer to the authority, and may transfer the property to the authority for use in an approved development, on terms and conditions it deems appropriate, and the taking, transfer, and use shall be considered necessary for public purposes and for the benefit of the public.

History: 1975, Act 197, Imd. Eff. Aug. 13, 1975.

Popular name: DDA
Popular name: Downtown Development Authority Act

125.1661 Financing activities of authority; disposition of money received by authority; municipal obligations.

Sec. 11. (1) The activities of the authority shall be financed from 1 or more of the following sources:

abatement, so will use as screening only. A driver on M-75 is the only way to see the equipment. The zoning ordinance article talks about landscaping requirements for existing facility landscaping requirements, which is 30% of landscaping required for a new facility. The amount of 12 proposed trees exceeds that requirement, to put in more, serves no purpose to screen from M-75. Looking at MSU planting guidelines.

St. Dennis - It is going to take 60 - 70 years to get to a 35' diameter when you start with a 3' caliber tree.

Neidhamer - I have a concern with 618 feet and only 12 trees.

St. Dennis - In the previous plan the next door property owners, Car Quest, Carter's building were considered, not just the view corridor, I was thinking much larger buffer than 12 trees.

McPherson - Because this was a conditional use, with outside storage, landscaping for screening was apart of that consideration. Noise attenuation was mentioned. As Mike indicated, it was not going to do anything, so now is visual only.

MacKenzie - Would like to look at this with your proposal.

McCahan - Should have protection for the neighboring properties.

McPherson - What I am hearing is this is not quite accurate, and need more screening between the properties.

Neidhamer - I would like to see a complete proposal in 30 days at the next meeting, along with the emissions report.

**New Business
209 S. Lake Street
Development plan
amendment**

Kirkby property

Planning Director McPherson reviewed the staff report that was included in the agenda packet. In 1996 the original site plan was approved for a commercial building with apartments above, with 17 parking spaces being adequate for the use, however, there is no way 17 cars could be parked there. In reality it is used for a public lot, even though it was established for the building and uses. With recent reconstruction in the area, Mr. Kirkby wanted to give the lot to the city for the purpose of underground utilities box placement. However, during the site plan approval, the parking lot area was tied to the business/apartment building. In order to accept the property and continue with the current use and future development of potential uses, a couple of actions are required; the first is to waive the parking requirement and to rescind the previous tying of the two properties together. In the CBD, Planning Commission does have the ability to waive parking taking in other parking factors, and building use. It is an alley, and there is a easement over a portion of that lot, already.

Cain - It will benefit the city for downtown area beautification projects that are under way and there are adjacent spaces available for parking.

****MOTION**

With no additional board discussion, **motion by Kozlowski, seconded by Crum** to approve the proposal as presented by:

1. Waiving the required 17 space parking requirement and
2. Rescind the requirement that the parking lot (parcel number 051-341-138-10) be combined with 209 S Lake Street (parcel number 051-055-063-00)

2012-11-19-7A

Roll Call:

Aye: Crum, Ellwanger, Frasz, Kozlowski, MacKenzie, McCahan, Neidhamer, St. Dennis.

Nay: None

Absent: Meeder

Motion Carries



Date: January 10, 2013
To: Main Street Board members
From: Hugh Conklin, program manager
RE: 8.c. – Board candidates

Six candidates have applied for the two open seats on the Main Street Board. The seats are currently held by Kathy Anderson and Rob Swartz.

The candidates who submitted an application are Rob Swartz, Laura Gray, Cindi Malin, Kimberly Altobello, Mark Dole, and Jim Jensen. The application for each candidate is included in your packet.

The candidates were interviewed by organization committee members Bob Alger, Bob Carlile, Mike Cain, and Michelle Cortright. They were meeting late Monday afternoon, Jan. 7, to discuss the interviews and make a recommendation to the board. Their recommendation will be forwarded to you prior to Thursday's meeting.

CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

See next page for a list of Boyne City Advisory Boards or Commissions, term of appointment, and meeting schedule.

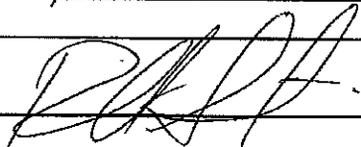
Name: ROBERT SWARTZ
Address: 1115 HULL ST BOYNE CITY
Telephone: 582-7553 (daytime) 330-1053 (evening)
Email: robswartz@charter.net
Occupation: FINANCIAL ADVISOR

Please check any Advisory Board or Commission you may be interested in.

- | | |
|---|---|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission | <input checked="" type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Local Development | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Finance Authority | <input type="checkbox"/> District Library Board |
| <input type="checkbox"/> Historic District Commission | |

Reason(s) you wish to serve: I WANT TO SERVE ANOTHER TERM ON THE MAIN STREET BOARD AND CONTINUE ON THE PATH TO BOARD CHAIR.

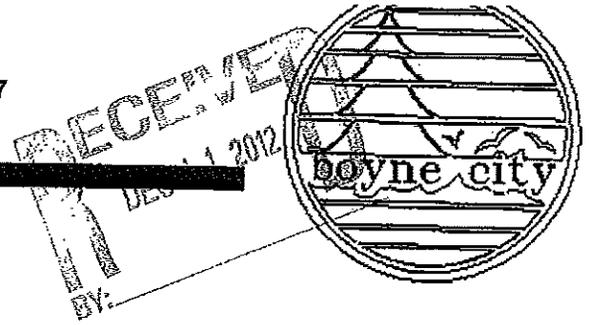
Other community or civic service activities: HAVE VOLUNTEERED ON NUMEROUS BOARDS AND GROUPS INCLUDING TEAM BOYNE, BOYNE AREA CHAMBER BOARD, BOYNE THUNDER, TO NAME A FEW.

Signature: 

Date: 12-13-12

CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

See next page for a list of Boyne City Advisory Boards or Commissions, term of appointment, and meeting schedule.

Name: James A. (Jim) Jensen
Address: P.O. Box 393 Boyne City, MI 49712 / 9405 Pine Lake RD. Eveline Twp.
Email: jajensenbc@gmail.com
Occupation: Retired executive / Real estate investor

Please check any Advisory Board or Commission you may be interested in.

- | | |
|---|---|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission | <input checked="" type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Local Development | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Finance Authority | <input type="checkbox"/> District Library Board |
| <input type="checkbox"/> Historic District Commission | |

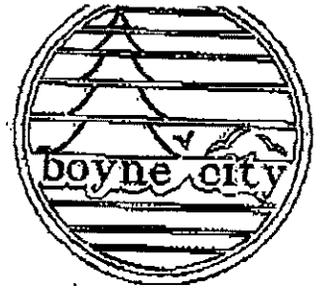
Reason(s) you wish to serve: I own downtown properties & real estate investment. Including > Truck & Jewelry, Kitchins, E. Jones, China Restaurant & Kermox Building. Firm interested in growth of & improvements to downtown.

Other community or civic service activities: Recently retired and moved full-time to The area. Former President/CEO of Giggett Broadcasting Company. We previously owned a home in Harborage Park for ten years. I'm friends with Pat O'Brien, Kirk Sobard, Bud Schies.

Signature: [Handwritten Signature] Date: 12/7/12

CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-8597



BOARD MEMBER APPLICATION

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See next page for a list of Boyne City Advisory Boards or Commissions, term of appointment, and meeting schedule.

RECEIVED
DEC 11 2012
BY: _____

Name: Laura Gray

Address: 1206 Pleasant Ave

Email: laura@plumtreeinteriors.net

Occupation: Interior Designer

Please check any Advisory Board or Commission you may be interested in.

- | | |
|---|---|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission | <input checked="" type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Local Development | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Finance Authority | <input type="checkbox"/> District Library Board |
| <input type="checkbox"/> Historic District Commission | |

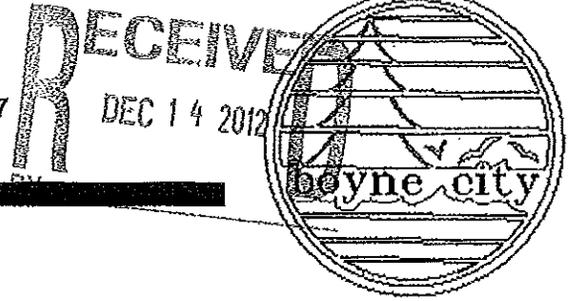
Reason(s) you wish to serve: I would like to get involved in community
Over past few years I've witnessed Boyne City's
downtown come to life and I would love to be
apart of it.

Other community or civic service activities: None: relocated here 5 years
ago and have worked on developing my business
But it's time to get involved!

Signature: Laura Gray Date: 12/11/12

CITY OF BOYNE CITY

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Name: Kimberly A. Altobello
Address: 1794 South M75, Boyne City, MI 49712
Email: kahaaltobello@yahoo.com

Occupation: Previously Chief Administrative Officer @ Community Home in Southern California. Currently seeking new opportunities in Boyne City.

Please check any Advisory Board or Commission you may be interested in.

- | | |
|--|---|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input checked="" type="checkbox"/> Historical Commission | <input checked="" type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Local Development | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Finance Authority | <input checked="" type="checkbox"/> District Library Board |
| <input checked="" type="checkbox"/> Historic District Commission | <input type="checkbox"/> Election Commission |

Reason(s) you wish to serve: See Attached Page

Other community or civic service activities: See Attached Page

Signature: Kimberly A. Altobello Date: 12-14-12

Reason(s) you wish to serve:

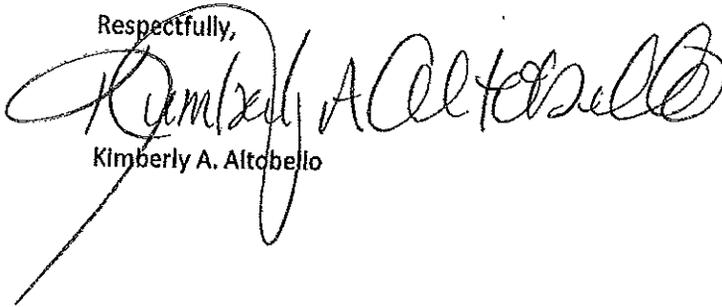
My main reason for wanting to serve on the Downtown Development Authority/Main Street Program Board is to become very involved in the community that I live in. I sat on two boards and volunteered with a number of non-profit organizations for various events in the previous community that I lived in, which was Santa Clarita in Southern California. I thoroughly enjoy being involved, volunteering and participating in events in the community. I also believe strongly in "giving back" to the community that provides so many wonderful services and activities for their citizens.

Other community or civic service activities:

None at this time, as I am new (returning to my hometown) to the community.

Thank you in advance for your consideration of my request for a seat on your Board.

Respectfully,

A handwritten signature in black ink, appearing to read "Kimberly A. Altobello". The signature is written in a cursive style with a large, sweeping initial "K".

Kimberly A. Altobello

Kimberly A. Altobello

794 South M75, Boyne City, MI 49712

Home: 231-582-6804 • Cell: 661-714-0600 • Email: kahaltobello@yahoo.com

EXECUTIVE SUMMARY

A dynamic and results-driven Senior Administrative Executive with 20+ years' experience and high-level responsibilities advancing and participating in senior executives' agenda. Exceptionally organized and effective in the management of top initiatives and critical projects. Respected overachiever who excelled in progressive positions, earned steady advancement into increasingly demanding roles. Knowledgeable in all applicable state and federal banking regulations (e.g., DFI, FDIC). Experienced in working and managing in a non-registered public company environment. Ability to execute multiple projects simultaneously, communicates ideas to others, and brings functional groups together to achieve a common goal. Understanding of multicultural diversity; excel at building and nurturing relationships. Possess unique sense of innovation and resourcefulness with proven expertise in devising original solutions to complex problems.

AREAS OF EXPERTISE

Client & Investor Relations	Human Resources
Administrative Policies and Procedures	Regulatory Reporting and Communications
Corporate Secretary	Expense Control
Facilities Management	Vendor Management
Administrative Team Building	Special Project Management
Performance Reviews	Client Correspondence and Liaison Affairs

PROFESSIONAL EXPERIENCE

BANK OF SANTA CLARITA

2004 - 2012

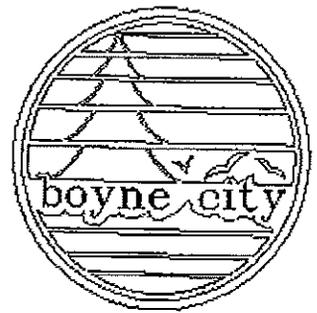
Executive Vice President / Chief Administrative Officer	(2007-2012)
Senior Vice President / Chief Administrative Officer	(2005-2007)
Senior Vice President / Executive Administrative Officer	(2004-2005)

Recruited by the CEO due to stellar reputation and performance. Member of the Founding team that was responsible for growing the Bank from inception to \$200+ Million in assets and 33 employees. Contributed to Bank's rapid growth and profitability through active networking throughout the community. Provided comprehensive support to epicenter of high-level banking affairs, propelling smooth daily operations while assuming additional responsibilities during ever-changing and unpredictable situations. Worked cooperatively with CEO and COB in overall administration of the bank.

- Administered the Bank's Human Resource activities.
 - Implemented a performance management system to support department managers with performance measures.
 - Developed a formal compensation structure that included bank wide job descriptions, salary surveys by job type and assignment of grades.
- Coordinated the staffing for three branches with an emphasis on efficiency and a reduction of expenses.
- Implemented and managed the Bank's Centralized Operations Department with a focus of streamlining back office functions thereby reducing operational errors and improving productivity.
- Served as the Bank's Corporate Secretary.
 - Maintained official minutes of all Board of Directors and Board Committee meetings.
- Responsible for Investor Relations; managed the relationship with the Bank's Stock Transfer Agent; co-executed all legal documents when required and coordinated all reporting requirements for the Banks' Annual Shareholders Meeting.
- Served as co-trustee on the Bank's 401(K) and ESOP Plans.
- Insured efficiency and maximum savings through effective management and negotiations on all the Bank's vendor contracts.
- Involved in the development and design of the Bank's administrative and branch facilities.

CITY OF BOYNE CITY

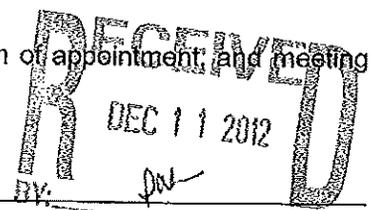
319 North Lake Street Boyne City, MI 49712 (231) 582-6597



BOARD MEMBER APPLICATION

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Name: Mark Dole

Address: 607 E Main St Boyne City

Email: fredstone@hotmail.com

Occupation: Pineapple creations/Disabled

Please check any Advisory Board or Commission you may be interested in.

- | | |
|---|---|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission | <input checked="" type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Local Development | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Finance Authority | <input type="checkbox"/> District Library Board |
| <input type="checkbox"/> Historic District Commission | |

Reason(s) you wish to serve: I Have lived in Boyne for over 40 years
I've watched Boyne grow up and would like to
be involved in this process I feel that I could be an asset
to this program

Other community or civic service activities: American Legion, Sons of American Legion
Boyne Historical Commission

Signature: Mark Dole

Date: 12-10-12

CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



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Name: CINDI MALIN
Address: 309 S. LAKE
Telephone: 582-0524 (daytime) 582-0523 (evening)
Email: Cindifrancos@att.net
Occupation: retailer

Please check any Advisory Board or Commission you may be interested in.

- | | |
|---|---|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission | <input checked="" type="checkbox"/> Main Street / DDA Program |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Local Development | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Finance Authority | <input type="checkbox"/> District Library Board |
| <input type="checkbox"/> Historic District Commission | |

Reason(s) you wish to serve:

I believe in Boyne's future +
want to be a part of this progress.

Other community or civic service activities:

former chamber board member, "Volunteer of year" former Friends
of Boyne Library President, Halloween Parade

Signature Cindi Malin

Date 11-27-12

