



Approved: _____

**Meeting of
June 12, 2014**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY June 12, 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, Jim Jensen, Larry Lenhart, Pat O'Brien, Rob Swartz, and Ben Van Dam

Absent: None

Meeting Attendance

City Staff: Main Street Manager Hugh Conklin, Planning/Zoning Administrator Scott McPherson, Assistant Planning/ Zoning Administrator Annie Doyle, and Recording Secretary Karen Seeley

Public: Two

**Approval of Minutes
MOTION**

Cortright moved Adams second PASSED UNANIMOUSLY to approve the May 1, 2014 regular meeting minutes.

Citizens Comments

None

Main Street Committee Reports

The board reviewed the committee reports included in the agenda packet and Main Street Manager Conklin added:

- The Historic Banner went up with the help of Mark Brzezinski. We received a quote of \$2500 to install it and he volunteered to put it up. His contribution and hours made the project possible and Conklin feels that a gift of appreciation may be appropriate. **Cain moved Adams second PASSED UNANIMOUSLY** to present him with a \$100 gift certificate to Café Sante.
- Three of the art bike racks are out and receiving good reviews
- The SOBO Arts Festival is June 27-28 with 41 artists and 7 food vendors.

Managers Report

- Our request for Drogheda Ireland as our sister city is on hold as they are reorganizing their Municipal Government.
- The Zingerman's customer service training went well, with about 100 people in attendance.
- The RRC (Redevelopment Ready Community program) was approved by the City Commission.

**Unfinished Business
Trail Town-update**

Mike Sheenan and Assistant Planning/ Zoning Administrator Annie Doyle presented the board with a copy of the final draft (received and filed) of the Trail Town Master Plan. The committee of seventeen helped compile the information and they are requesting the board read and review the draft and forward any comments to Mike or Annie. After receiving comments from this board and the Planning Commission it will go to the City Commission. The project would be done in phases. Board suggestions were to include Boyne Mountain more and incorporate the Avalanche trails. The plan is to have the trail head located at Old City Park.

Boyne Volunteer Network-Update

The Boyne Volunteer Network has been rolled out; the Committee has made contact with most all organizations.

Food Truck Ordinance-Update

Assistant Planning/ Zoning Administrator Annie Doyle updated the board on the Food Truck Ordinance. The fees proposed are \$840 for private and public property, \$420 for private property only and an application fee of \$25 for everyone. The City Commission recommended a 100-foot set back as opposed to the 50-foot setback originally requested and the city's attorney is looking at the legality of setbacks. Chair Swartz read a letter from Jim Jensen (received and filed) and the email from Julie Kolehmainen (received and filed) expressing concern of allowing food trucks in the downtown district with only a 50-foot buffer. Ms. Kolehmainen asked that a meeting be set up with the downtown businesses to address their concerns. Board discussion/suggestions: Part of our success is welcoming new opportunities into our community. Could we make this a 6-month trial period? Could we incorporate a non-compete clause? Main Street Manager Conklin encouraged the Main Street Board to attend the June 24th Commission meeting.

Boyne City Main Street Mission Statement and Vision Statement

A draft of the vision statement and mission statement was presented to the Board at its May meeting. The vision statement reflects minor changes recommended by Conklin, while the mission statement reflects changes the Organization Committee discussed and agreed on during preparations for our 2014 planning session. After board review, **O'Brien moved Cortright seconded PASSED UNANIMOUSLY** to approve the updated Mission Statement and Vision Statement as presented.

MOTION

City Facilities Project-Report

City Manager Cain updated the board on the City Facilities Project. He explained that this site was not designed as a municipal complex and it is not an efficient layout. The existing Fire Hall and Public Works Garage building is too small for the city's need and EMS is in a leased facility to better meet its needs. The City hired Environment Architects out of Traverse City to hold a public input session and meet with all the departments involved to come up with some renderings to best suit our needs. There are four concepts ranging from \$6.8 million to \$7.5 million. Our previous goal sessions have moving city facilities off the waterfront as a priority, however we did look at different options and if we stay here, we will not be taking any properties off the tax rolls. The public hearing will be at 7:00 p.m. on July 8th, with an open house and walk through of the present facilities from 5-7 p.m.

Main Street Manager: Search Results

We have received 19 applications for the Main Street Director's position. A hiring committee consisting of the Chair Rob Swartz, Vice Chair Pat O'Brien, Michelle Cortright, Bob Carlile and City Manager Cain will review the applications and set up interviews.
O'Brien out at 10:15 a.m.

New Business

Boyne City Main Street Façade Grant: Design Committee recommendation to award grant to Bill Noblett 419 Boyne Ave and Chris Frasz 109 Water St

The board reviewed the two applications that were received for the Main Street Façade Grant Program and reviewed by the Design Committee. Bill Noblett submitted an application for his building at 440 Boyne Avenue (the corrugated metal building) and Chris Frasz submitted an application for his building at 109 Water St., known as the Atrium Building. Both applications are attached. Funds for the façade grant program are raised from Boyne Thunder. Mr. Noblett plans to renovate the entire exterior of the building and replace the roof. The estimate for the project is \$62,250. Mr. Frasz plans to continue the restorative exterior masonry work started last fall, with work on the west façade and the front façade. After reviewing the applications, the design committee is recommending a \$10,000 grant to Mr. Noblett and \$2,000 grant to Mr. Frasz. This is \$2,000 more than budgeted for the program but the design committee feels these two projects deserve support. The strong support for Mr. Noblett's building is that it addresses a long-standing priority of the Main Street Program to improve the entryway into downtown. The building received

design services from the Michigan Main Street Center three years ago and the restoration will closely match the recommendations. The committee feels improvements to this building will have a positive impact on the downtown entryway corridor and hopefully spark additional investment in the area. **Adams moved Cain seconded PASSED UNANIMOUSLY** to approve \$12,000 for the 2014-15 façade grant program and support the recommendation of the Design Committee to allocate \$10,000 for 444 Boyne Avenue property and \$2000 for the 109 Water Street property and authorize the Main Street Manager to sign the appropriate documents. No funds will be released until the projects are completed.

MOTION

July Main Street Board Meeting

MOTION

The next regularly scheduled Main Street Board meeting is scheduled for July 3rd. Should we move it to the next week because of the holiday? **Cain moved VanDam seconded PASSED UNANIMOUSLY** to move the July board meeting to July 10 at 8:30 a.m.

Good of the Order

MOTION

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- The Grain Train's grand opening is June 20th
 - Good things are happening at the Dilworth
 - The City was successful in obtaining a grant for Old City Park for Wayfinding signs, installing a kiosk and wireless internet.
 - Safe Routes to school was approved by the City Commission

ADJOURNMENT

MOTION

Lenhart moved Cain seconded PASSED UNANIMOUSLY to adjourn the June 12, 2014 meeting of the Boyne City Main Street Board at 10:15 am.

Karen Seeley, Recording Secretary

Draft