

TENTATIVE AGENDA



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Mission Statement: *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

July 10, 2014 – 8:30 A.M. Commission Chambers – City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES – June 12, 2014
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. Food Truck – Update, Assistant Planner Annie Doyle
 - b. Main Street Manager: Search Update
8. NEW BUSINESS
 - a. Farmer's Market Farm Meal Fundraiser - Liquor License Application
 - b. Holiday decoration proposal - Update
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
 - Next Boyne City Main Street board meeting, Thursday, August 7, 8:30 a.m. at City Hall
11. ADJOURNMENT

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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 seconded **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

- 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



Date: July 10, 2014
To: Main Street Board
From: Hugh Conklin, program manager
RE: Committee Reports

Promotions

- Starting with Friday evening's Bay Area Big Band concert through Saturday's art show, all went well for the 5th SOBO Arts Festival. The committee has not yet had a follow-up meeting, but will soon.
- The Michigan Vietnam Memorial Wall will be visiting Boyne City on July 18 and 19. The Wall will be on display at Sunset Park from 6-9 p.m. Friday and Saturday from 9 a.m.-1p.m.
- Stroll the Streets is hitting its mid-summer stride and the rest of the summer should be fun especially starting with this Friday's Boyne Thunder Stroll which runs from 6-10 p.m. Also, please note that there is a special Stroll planned for Sunday, Aug. 3, for the Walstrom Marina Regatta.
- The farmers market hosts its Food Truck Rally on July 17 starting at 6 p.m. at Veterans Park.
- The Honda Gold Wing Rally returns to Boyne Mountain this summer and the group will parade into downtown Boyne City the evening of July 22. The 100 and 200 blocks of Water Street will be closed for their event which runs from 9-11 p.m.

Design

- The summary from the Design committee's June meeting is attached.

Organization

- Promotion and refinement of the Boyne Volunteer Network continues.
- The 11th Boyne Thunder show is upon us. The event is at capacity with 100 boats registered.

Team Boyne – Creating Entrepreneurial Communities (ER committee)

- The Charlevoix County Historical Society organized a great event for the Dilworth Hotel on June 28. A power-point presentation on the history of the hotel was presented by Bob Morgridge, Patrick McCleary and Georganna Monk at the Boyne District Library community room which was jammed to capacity and more than 50 people had to be turned away. Following the presentation, there were organized tours of the hotel. Hopefully this program can be presented at a later date at a larger venue. In regards to work on the Dilworth, planning continues and while not visible good steady progress is happening.
- At June's Team Boyne meeting there were reports on the Trail Town program, the proposed food truck ordinance, and discussion of the Grand Rapids Local First program with possible implementation in Boyne City.

**Design Committee Meeting Minutes
Monday, June 9, 2014 - 4 p.m.
BOYNE DISTRICT LIBRARY COMMUNITY ROOM**

Members Present: Aaron Place, Mike Cain, Ben Van Dam, Annie Doyle and Hugh Conklin

Unfinished Business:

1. Bike Racks – Three bike racks (an apple, treble clef and fork) have been installed. The remaining two (another apple and the book rack) should be installed soon.
2. Walkabout Art Project – The dragon and devil sculpture by the Boyne River mouth was installed. Two fawns and an abstract will be installed soon. The fawn in Old City Park and the abstract on Lake Street by the gas station.
3. Local Façade Grant –
4. Sunset Park – chamber office – Chamber is hiring Environment Architects to create a design concept for a new Boyne Chamber office building in Sunset Park.

New Business: None

Project Updates:

1. Holiday Decorations – The Decorations Committee will review the 5 bids received and provide a recommendation at the next Main Street Board Meeting.

Good of the Order:

Committee Member Assignments for Next Meeting:

Next committee meeting: July 14, 2014, 4 p.m. Boyne District Library



Date: July 10, 2014
To: Main Street Board
From: Hugh Conklin, program manager
RE: Farmers Market Fund Raiser

The Boyne City Farmers Market is planning a fund raising dinner on August 9 at Frog Hollow Farm to benefit the winter market. Due to the fact wine will be served during the evening a special one-day liquor license is required. The Board is being asked to support the market's request. If supported by the board, the request for the one-day liquor license will be presented to the City Commission at its July 22 meeting for its approval.

This is the third year the Market has sponsored a Farm Meal and the previous two have been very successful in terms of fundraising and educating the public on the benefits of eating local foods and supporting local farmers. For the two previous Farm Meal dinners a limited wine-tasting was part of the event and guests could also bring their own beverages. This year the meal will be catered by Frog Hollow Farm at its facility on M-75 between Boyne City and Walloon and the Farmers Market is contracting with The Wine Emporium and Boyne Country Provisions to provide beverages for the five-course wine-paired dinner.

Recommendation

The Main Street Board approve the request from the Boyne City Farmers Market to apply for a one-day liquor license from the Michigan Liquor Control Commission for its Farm Meal fundraising event on August 9 at Frog Hollow Farm.