



TENTATIVE agenda

City of Boyne City
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.cityofboynecity.com

Phone 231-582-6597
Fax 231-582-6506

**SPECIAL MEETING
BOYNE CITY HISTORICAL COMMISSION**

Monday November 13, 2017, 7:00 p.m.

City Hall

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

Approval of the September 18, 2017 Boyne City Historical Commission Board meeting.

IV. OLD BUSINESS

V. NEW BUSINESS

- A. Update on New Museum Board.
- B. Review of final billing for Project Arts & Ideas
- C. Discussion of budget funds for Museum projects.

VI. CITIZEN COMMENTS

VII. COMMUNICATIONS

VIII. GOOD OF THE ORDER

VIII. NEXT MEETING -March 19, 2018

IX. ADJOURNMENT



BOYNE CITY HISTORICAL COMMISSION

Minutes of September 18, 2017

7:00 p.m.

Boyne City Hall

CALL TO ORDER: 7:02 pm

PRESENT: Hewitt, Sansom, Alexander, Dawson, Raycraft.

ABSENT: Kelts, Barden.

GUEST: none

Minutes

Motion by Raycraft, second by Dawson to approve minutes from March 27, May 22, June 13 and July 17th., all ayes.

Old Business

Recap of the LaFrance Celebration.

Sansom informed us that the canceled post mark has been requested and once retired we will have it for the museum. Post office to give us a list of locations people requested the postmark from, we had a couple from out of the country.

Friday night open house was very successful, the raffle winner has done the LaFrance Fire truck ride and was very happy. Overall we made approximately \$700.00.

New Business

- A. Motioned by Alexander, second by Raycraft to accept letter of resignation from Marcia Lazarz., All Ayes.

Citizens Comments

None

Communications

Sansom asked if anyone could help with a small display case for in the museum, bring it down from storage and place some of our sellable items in it. Hewitt will ask Andy Kovolski if his crew can bring the display case down for us. Raycraft and Alexander offered to help Sansom with the display.

Hewitt gave an update on the interviews for the new museum board. In total 8 people would be interviewed.

Hewitt gave a copy of the CCHPS Newsletter that was just mailed with discussion on its content.

Flyer for the fall Michigan Museum Association conference in Lansing, Alexander will try to attend.

Have video running on tv during the Oct. 4th presentation.

Reminder of the October 4, 2017 presentation from Joe Hines on Phase I of the museum planning project.

None

Next Meeting, November 13, 2017 7:00

Adjournment: 8:07 pm

DRAFT

23636 Michigan Avenue #479
Dearborn, Michigan 48124
313.277.2201
Info@ProjectArtsandIdeas.com
ProjectArtsandIdeas.com

PROJECT Arts&Ideas

INVOICE

Date	10/5/17
Invoice #	1719
P.O. #	
Customer #	231-582-0335
To	City of Boyne City
Contact	Michele Hewitt
Terms	
Product/Service	Content development and planning for new museum facility
	Fourth of four payments
	\$4,100.00

23636 Michigan Avenue #479
Dearborn, Michigan 48124
313.277.2201
ProjectArts@att.net
ProjectArtsandIdeas.com

PROJECT Arts&Ideas

3/10/17

CONTRACT FOR SERVICES

Conceptual Masterplanning

Boyne City Historical Museum
Boyne City, Michigan

Project Arts & Ideas (PAI) contracts with the City of Boyne City (CBC) for exhibit planning, content development, and schematic space design in its new Boyne City Historical Museum. It is understood that this will only be "Phase 1 / Masterplanning" as outlined in the project's RFP. It is understood that this project will be completed about July 1, 2017 with its delivery in print and digital form, and as foamcore presentation boards.

STATEMENT OF PURPOSE

We understand the significance of the new Boyne City Historical Museum to the community. The museum will occupy almost 1,800 square feet of the new city hall. It will celebrate Boyne City's history, becoming an important part of that history and becoming a hub of community life. Even the most valuable stories and collections often don't speak for themselves, and we see our role as giving a "voice" to these, crafting an expressive and honoring presentation of them.

ROLES

Space Planning will include analysis of the museum space, considering details to finish the space to make it most ready for exhibit design. There would also be analysis of the configuration of the space – doorways, hallways, windows, etc. – considering how visitors will move through and interact with the space, and how the space will coordinate with other uses of the building. Tight measurements will be taken of the architectural space and a CAD model of the space will be created as a foundation for spatial planning.

Content Development will include study and sorting of available collections, and recording a selection of them for CAD modeling. Sources of archival materials will be reviewed, and images (photos, documents, artwork, handwriting, etc) will be studied and sorted, as well as any available video/film media. General background information will be studied and an exhibit storyline will be written, and collections and archival materials will be selected to support the storyline.

Schematic Design will explore spatial arrangements to embody the exhibit storyline and to guide visitor experience in the exhibit space. This exploration will include balloon-diagram sketches within the CAD model of the space, and will establish a schematic "white model" arrangement of architectural elements (soffits, wall segments, collection displays, panels, banners, etc.). This schematic design will be the foundation for further exploration to detailed spatial design through the subsequent Concept Design in Phase 2.

PROCESS

March 15, 2017

- Research background and content sources
- Drive through region to learn regional geography
- Distribute pre-planning surveys
- Leading community visioning
- Study building space, consult with architect

April 1, 2017

- Record and measure space, create CAD model of museum space
- Study and sort collection items
- Read background materials and community calendar
- Explore storyline options
- Review photo sources
- Drive through region to learn geography, visit Harbor Springs Museum
- Review media

April 15, 2017

- Explore exhibit space in CAD model, bubble-diagrams
- Study and sort collection items
- Read background materials and community calendar
- Explore storyline options
- Review photo sources
- Drive through region, explore city, photos in city and region

May 1, 2017

- Explore exhibit space in CAD model, bubble-diagrams
- Study and sort collection items
- Read background materials and community calendar
- Explore storyline options
- Review photo sources
- Check in on progress at the building site
- Possibly take photos of springtime scenes in city, sites, and region

May 15, 2017

- Study and sort collection items
- Refining storyline
- Review photo sources
- Check in on progress at the building site
- Refine schematic design

June 1, 2017

- Writing collection listing and archival listing for review
- Writing of storyline and report for review
- Refinement of schematic design

June 15, 2017

Last writing and refinement of report and storyline
Last refinement of schematic design
Preparation of deliverable

July 1, 2017

Deliver Conceptual Masterplan

LIMITS TO SCOPE

PAI will not be responsible for the handling, conservation or acquisition of collection objects or archival materials.

PAI will not be responsible for the purchase or copyright of archival and visual materials

F E E S

The above-outlined project roles and services will be performed for the fee of **\$16,400.00**. This fee would be invoiced for payments of \$4,100.00 at four intervals, with the first at the time of contract signing and the last at time of delivery.

This fee will include all communications, regular visits to Boyne City and the region, content and technical research, all outlined development and design services, and concept design presentation materials (prints, material samples, boards, etc.).

With our signatures, this will be our contract agreement.

Signature  Date 3-10-17

Michael Cain
City Manager
City of Boyne City
Boyne City, Michigan

Signature  Date 3/10/17

Joseph Hines
Principal
Project Arts & Ideas
Dearborn, Michigan