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BOARD MEETING

October 4, 2012 – 8:30 A.M.
Commission Chambers – City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES
Sept. 6, 2012 regular meeting; Sept. 12, 2012 special 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 Thunder – Camp Quality Presentation
 - b. Boyne Theatre
 - c. Park Street Construction Update
8. NEW BUSINESS
 - a. SOBO Arts Festival
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
 - Harvest Festival, Saturday, Oct. 6, 8 a.m. 4 p.m. downtown Boyne City
 - Next Main Street board meeting, Thursday, November 1, 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
September 6, 2012**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY, SEPTEMBER 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 and Rob Swartz

Absent: Pat O'Brien arrived (8:31 a.m.), Robin Berry Williams

**Meeting
Attendance**

City Staff: Main Street Manager Hugh Conklin, Planner/Zoning Administrator Scott McPherson and recording secretary Karen Seeley

Public: There were four people in attendance

**Approval of Minutes
MOTION**

Anderson moved, Adams seconded, PASSED UNANIMOUSLY to approve the August 2, 2012 minutes as presented.

None

Citizens Comments

None

Correspondence

Promotions

- Stroll the Streets has been extended an additional two weeks – Sept. 7 and 14. Combined with the two weeks added at the start of this season, this is an additional 4 weeks. This will be a trial run; if it works out, the two (or possibly more) weeks will become a part of the normal schedule.
- A goal-setting / visioning session for the Boyne City Farmers Market is Thursday, September 27 at 6 p.m. The tentative location is the Boyne City Hall auditorium. All board members are encouraged to attend.
- The fund-raising dinner for the Winter Farmers Market was a great success. \$4000-\$5000 was raised toward a winter market. The committee has been looking at different locations for a winter market. A temporary solution may be the Boyne Arts Collective building. The BAC move out of the building during the winter.
- The Fall Harvest Festival is Saturday, Oct. 6, in downtown Boyne City. With the construction on Park Street there are still some questions about setup, but the 100 and 200 blocks of Water Street will definitely be closed. The event will run from 8 a.m. to 4 p.m.

Design

- Has been reviewing the Sunset Park Winter layout and concluded that the ice pole and skating rink could work harmoniously. We may just move the ice pole down. Café Sante will be having another fundraiser to benefit the skating rink again.

Organization

- The committee worked on details for the upcoming board retreat, reviewed the participant survey from Boyne Thunder and discussed the Boyne Theatre project.

Team Boyne – Creating Entrepreneurial Communities (ER committee)

- The committee had the opportunity to meet with Brian Asher, general manager of the Thirsty Goat, who said the business is meeting expectations and he is optimistic about the future.

Manager's Report

Main Street Manager Conklin reported on:

- The Michigan Quarterly training will be held September 17 and 18 at the Perry hotel in Petoskey.
- The Great American Main Street Awards will be held in New Orleans this year and we need to apply by October 5. The State will determine if we are eligible to apply or not. Next year it will be held in Detroit. Should we hold off a year so that we may travel to Detroit and will possibly have two new projects to add? (One Water Street project and the theater). Board consensus to wait and apply next year.
- Last Friday was the summer maintenance person, Kyle Dunson's last day. Before next year we will have to decide if this is something we want to continue.
- Work on Boyne Country Provisions will start again any day; they will be extending the back of their building. No time set for the work to begin at Radio Shack, the deadline for completion is in January.
- Before Shannon McMaster left, he completed a grant for bike racks in the downtown area.

Main Street Board retreat: The board retreat will be November 8th from 5 p.m. to 8:00 p.m.; place to be determined. The Michigan Main Street Annual evaluation will be November 14. We will have a special meeting at 8:30 a.m. Board consensus was to have the regular meeting on November 1st and review the evaluation on November 1st.

National Register of Historic Places Nominations: Has been submitted and will be reviewed September 14th. On August 28th the City Commission passed a resolution supporting the application. Old City Park was not included in the nomination. Main Street Manager Conklin feels strongly that the park should be included it is a core part of the community. He has been assured that if writes a letter requesting Old City Park be included in the nomination, it will not delay the process in any way. If it is included, it could help us procure grants. Board discussion that there seems to be no down side to requesting it inclusion. Cain moved Adams seconded **PASSED UNANIMOUSLY** to authorize Main Street Manager Conklin to write a letter requesting Old City Park be included in the National Register of Historic Places.

Boyne Theatre-update: Main Street Manager Conklin read a letter he received Sept. 4 informing him the liquor license for the Thirsty Goat has been given approval with a few additional items that need to be submitted. When that is approved, we will set a date for a press conference. Board discussion regarding evaluation of the property. It has great potential but how much money do we want to spend on a detailed report. Board suggestion to have an electrician, plumber and a person who puts in foundations go through the building and give a preliminary evaluation. He also shared a graphic of the front of theatre to be used when this goes public.

**UNFINISHED
BUSINESS**

MOTION

Park Street project update: Park Street construction has begun; work started in the 300 block of Park Street. Contractor will try to keep intersections open as much as possible. For approximately \$100,000 more, we could extend the underground power lines from Ray Street to the Marathon gas station. Board discussion regarding other projects that may need financial help, does it make sense to hold onto the funds?

The conduits are in the alley already. The City Treasurer and the Auditors say we have a higher fund balance than anticipated. Do we have a quote? Not at this time. Board consensus for Main Street Manager Conklin to get a quote to extend the underground lines and call a special meeting when the additional information is received. (O'Brien out at 9:30 a.m.)

City Manager Cain informed the board that he and city staff had a meeting with the owner of the Dilworth and will continue working with Ms. Makino on the conservation easement on the building.

Kathy Anderson said it was a good Rambler Day.

City Manager Cain reported that the Vibrant Small Cities grant received by the city in 2007, which was a "fast track grant," has finally been closed out.

The delivery trucks for Red Mesa and Water Street Café are blocking the driveways of the residences along the alley.

Open house for Boyne Ink owned by Chris Faulkner will be held tonight from 5:00 pm.-7:00 pm,

State of the Community next Thursday, September 13th at noon to be held at Sommerset Point.

A conference for connecting communities, sponsored by Michigan State University and Northern Lakes Economic Alliance will be held in Petoskey October 9th.

Cain moved Anderson seconded PASSED UNANIMOUSLY to adjourn the September 6, 2012 meeting of the Boyne City Main Street Board at 9:58 am.

Good of the Order

Adjournment MOTION

Karen Seeley, Recording Secretary



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Approved: _____

**Meeting of
September 12,
2012**

MINUTES OF THE BOYNE CITY MAIN STREET SPECIAL BOARD
MEETING HELD ON WEDNESDAY, SEPTEMBER 12, 2012 AT 8:00 A.M.
IN THE COMMISSION CHAMBERS AT CITY HALL, 319 NORTH LAKE
STREET

Call to Order

Chair Lenhart called the meeting to order at 8:00 a.m.

Roll Call

Present: Kathy Anderson, Mike Cain, Bob Carlile, Michelle
Cortright, Larry Lenhart and Pat O'Brien

Absent: Jodie Adams and Rob Swartz

**Meeting
Attendance**

City Staff: Main Street Manager Hugh Conklin, Water/Wastewater
Superintendent Dan Meads and recording secretary Karen Seeley

Public: None

**Excused Absences
MOTION**

Cain moved Carlile seconded **PASSED UNANIMOUSLY** to excuse the absence of
Jodie Adams and Rob Swartz.

Main Street Manager Conklin memo reads: A priority for the DDA / Main Street board and the city commission over the years has been to bury utility lines whenever possible. With the Park Street construction project the Main Street board has already committed and paid to bury all utility lines from the Boyne River to the South Park-Ray Street intersection, and the utility line that runs along the river from Park Street to the BRI. That cost is \$112,666. When we met last Thursday, we discussed the possibility of extending the utility project to include Ray Street from between Lake and Park. Also included is the utility line from Johnson Oil that runs north to the alley behind Radio Shack. Since estimates were not available from Consumers, no decision was made. Late Tuesday afternoon we did receive quotes from Consumers. The cost to bury all the Ray Street utility lines from Lake Street to the Wright Builders building is approximately \$86,000, which includes the cost of new boxes for each of the buildings that will be receiving new service. This is an expense we can afford if the board decides to move forward. Our fund balance at the end of the 2012-13 fiscal year was projected to be \$28,075, which included \$103,000 to bury power lines on Park Street and along the river. That cost came in \$9,700 higher than earlier quoted, which reduced our projected fund balance to \$18,305 at the end of this fiscal year. However, results of the recently completed city audit shows our fund balance is \$310,182. From that we need to subtract approximately \$70,000 in revenue from Boyne Thunder and the Farmers Market that was credited to last year but is budgeted for the current fiscal year. With the revised audit figures from the 2011-12 fiscal year, our fund balance is approximately \$280,040 compared to \$111,148.

With that fund balance, we can cover the Ray Street project and our fund balance is projected to be \$111,323, approximately \$80,000 more than projected. Even with all

the projects on Main Street's to-do list taking another big step in completing a goal of burying all utility lines in the downtown, in my opinion, is the right thing to do.

Board discussion that this would significantly reduce the fund balance, to be able to fund other projects. At this time there is no other project asking for monies.

MOTION

O'Brien moved Anderson seconded to approve burying the utility lines along Ray Street, as outlined in the project drawing provided by Consumers Power (received and filed).

Board discussion regarding the power poles along the alley behind Water Street. Why have the project 90% complete and not complete the rest? Could we get a cost estimate to complete the underground in the alley, for the budget next year and make it a priority? MOTION PASSED UNANIMOUSLY.

O'Brien out at 9:30 a.m.

Main Street Manager also reported that the Liquor Control Commission has approved the liquor license for the Thirsty Goat with sale-closing date set for October 1st and would like to announce the theater option at the State of the Community on Thursday. Board discussion to confirm with the owners of the Thirsty Goat that they are fine with the announcement and go ahead.

**Adjournment
MOTION**

Anderson moved seconded Cain PASSED UNANIMOUSLY to adjourn the September 12, 2012 meeting of the Boyne City Main Street Board at 8:41 am.

Karen Seeley, Recording Secretary



Date: October 4, 2012
To: Main Street Board
From: Hugh Conklin, program manager
RE: Committee Reports

Promotions

- The Harvest Festival is Saturday, Oct. 6, from 8 a.m. to 4 p.m. on Water and Lake streets in downtown. The farmers market will be moving downtown for the day and it will be joined by several other arts and craft vendors. A copy of the poster is included in your packet.
- The Farmers Market will be moving from Veterans Park to the Red Building next to the Boyne District Library on Saturday, Nov. 3. The indoor market will run through April. You may have heard about the market's exploration of using the Boyne Arts Collective gallery for the indoor market. Becky Harris and I met with the BAC Board and they were open to "giving it a try," but in the final analysis it was determined the space was too small.
- The farmer's market held a vision/goal-setting session on Thursday evening with the focus on how to build a strong and viable year-round market. It was a good session led by Dean Solomon with more than 25 people attending. Some very interesting ideas come out of the discussion.
- The farmers market committee met on Monday, Oct. 1, the first time it has met since April.

Design

- The kiosk, which formerly was located next to the chamber but for the past few years has resided at North Boyne, was moved to the Wood Shop. Bruce and his crew are evaluating it to see if it can be restored and put back into use.
- Three new banners featuring our new brand have been installed. They represent the farmers market, Stroll the Streets, and Evenings at the Gazebo. They are located in front of Northwestern Bank, along Sunset Park behind the chamber, and on the bridge on Lake St. If there is a consensus to move forward, additional banners will be designed and all new banners will be installed next spring.
- The Boyne City Central Historic District nomination for the National Register of Historic Places was approved by the State Historical Review Board and will now be forwarded to the National Park Service for its review. Bill Rutter, the architectural historian who completed our nomination, did an outstanding job and was a pleasure to work with. The project was funded by a \$30,000 grant from the State Historic Preservation Office. Shannon McMaster played a very important role in the success of the project and he was able to attend the presentation on Sept. 12 in Lansing.

Organization

The committee met with a local non-profit organization to explore the possibility of adding another partner to the Boyne Thunder event. The committee is also continuing to plan for the Nov. 8 board retreat.

Team Boyne – Creating Entrepreneurial Communities (ER committee)

- Erica and Dan Tosch of Neighborhood Bread Company met with Team Boyne at its Sept. 19 meeting. Neighborhood Bread has been a vendor at the Farmers Market for the past two seasons and is looking to possibly expand. Currently they are baking out of their kitchen at home.
- The Boyne-area business survey was distributed the week of Sept. 22. The survey will be followed up with personal visits to all businesses interested. The goal is to complete the visits by the end of October.
- The Connecting Entrepreneurial Communities 2012 Conference is Oct. 9 in Petoskey. We are putting a community team together. If you are interested please let me know. More information about the conference can be found at <http://www.northernlakes.net/index.php?catid=105&newsid=123>



Date: October 4, 2012
To: Main Street Board
From: Hugh Conklin, program manager
RE: SOBO Arts Festival Grant Application

Overview

The SOBO Arts Festival is applying to the Michigan Council for Arts and Cultural Affairs for a grant to support next year's event. The grant requires a 1:1 cash match.

This year's festival was a two-day event, starting on Friday afternoon and continuing through late Saturday afternoon. It has been held in the 200 and 300 blocks of South Lake Street and parts of Main Street. This year the festival attracted more than 30 artists, plus numerous musicians, writers, and performers.

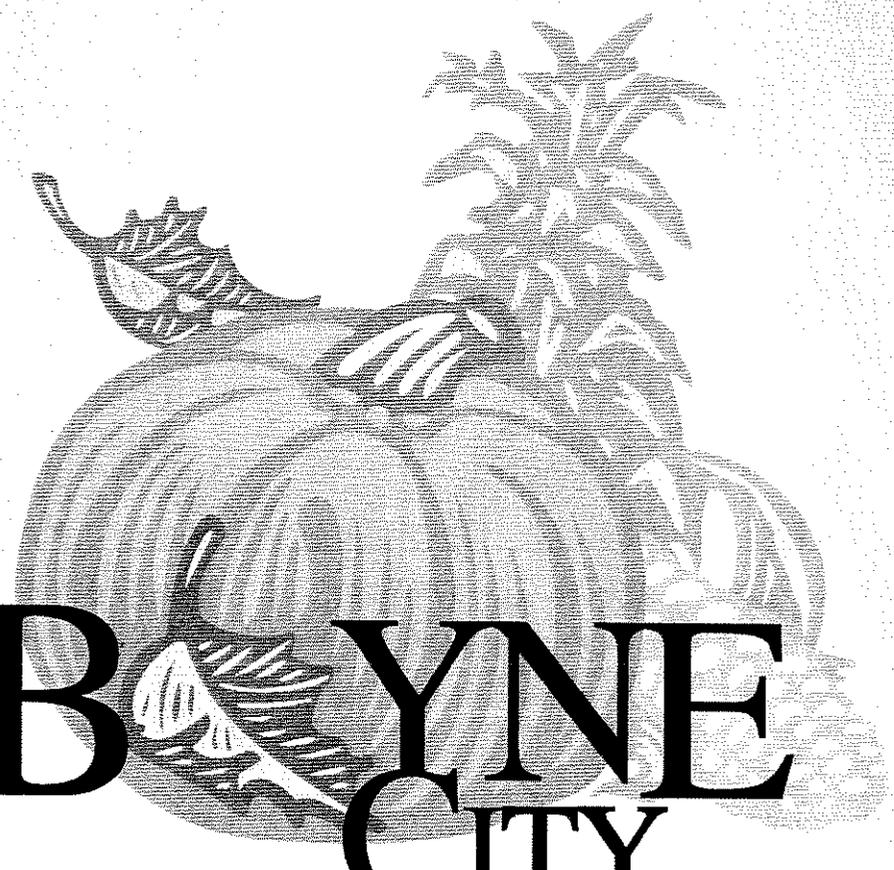
For next year the committee is making plans to change the festival which is scheduled for the last weekend in June. Tentative plans are to work with Stroll the Streets and expand the entertainment, particularly in the South Lake Street area, and then conclude the evening with a concert by the Bay Area Big Band. Friday evening would also be set up to allow businesses to host open houses and other activities. On Saturday, activities will move to Peninsula Beach for the art show, music performances plus all the other components of the festival. The decision to make changes was based on comments from businesses, artists, visitors and discussion among committee members.

As a result of the move, the committee expects increased expenses which is why it is pursuing grant opportunities like this one offered through the Michigan Council for Arts and Cultural Affairs. Based on our estimated budget, which is very preliminary at this point, we are seeking \$6,000. The committee is comfortable it can match that figure based on the revenue of this summer's event. Revenues in 2012 from sponsorships and artist fees were \$7,170. (There was no contribution from Main Street). Expenses were \$6,753. Additional expenses anticipated for next year include a tent, tables and chairs, sound system, performance groups, and more prizes for artists.

The grant deadline was Oct. 1 but there is an allowance for board action after that date.

Recommendation

The Main Street Board approve the SOBO Arts Festival grant application to the Michigan Council for Arts and Cultural Affairs.



BOYNE CITY

Harvest Festival

Downtown Boyne City
Saturday, October 6

8 am - 4 pm

Farmers Market

Arts & crafts fair

Folk art demonstrations

Oktoberfest dining &
shopping specials

Hay rides 10 am - 2 pm

Pie baking contest 1 pm

Pie eating contest 11 am

EMPTY BOWLS

LUNCHEON

Noon at the Boyne

District Library

A GREAT DAY OF MUSIC

10 am - 4 pm

Dr Goodhart

Kristin Glasgow

Kellerville

Dwain Martin & Friends

Charlie & Jerry Millard

The Vermeers

FRESHWATER GALLERY

CONCERT 8 pm

Presenting THE RAGBIRDS

Tickets 231-582-2588

SPECIAL KIDS'
ACTIVITIES

10 am - 2 pm

SCARECROW
CONTEST

Residents, kids, businesses
and organizations welcome!

Deadline Wed, Oct 3

boyneharvestfestival.com

231-582-6222

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