

TENTATIVE AGENDA



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BOARD MEETING

April 4, 2013 – 8:30 A.M. Commission Chambers – City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES - March 7, 2013 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. Consideration to adopt 2013-14 Main Street Budget
  - b. Local Façade Grant Program
8. NEW BUSINESS
  - a. Boyne City Marina Presentation: Update on upcoming activities – Barb Brooks
  - b. Sidewalk café alcohol service
  - c. Downtown Planning Grant Application
  - d. Request to provide horse-drawn wagon rides during Stroll the Streets
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
  - Next Boyne City Main Street board meeting, Thursday, May 2, 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  
 March 7, 2013**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY, MARCH 7, 2013 AT 8:30 A.M. IN THE COMMISSION CHAMBERS AT CITY HALL, 319 NORTH LAKE STREET

**Call to Order**

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

**Roll Call**

Present: Mike Cain, Bob Carlile, Michelle Cortright, Jim Jensen  
 Larry Lenhart, Pat O'Brien, Rob Swartz  
 Absent: Jodie Adams (arrived 8:32) and Robin Berry Williams (arrived 8:33)

**Meeting  
 Attendance**

City Staff: Main Street Manager Hugh Conklin, Assistant Planner Leslie Meyers and recording secretary Karen Seeley  
 Public: There were four people in attendance

**Approval of Minutes  
 MOTION**

Cortright moved, O'Brien PASSED UNANIMOUSLY to approve the February 7, 2013 regular meeting minutes

**Citizens Comments**

None

**Correspondence**

None

**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 Irish Heritage Celebration is next week with a variety of activities planned. Conklin urged the board to attend the presentation by Patrick Maguire, who grew up in the Boyne River Country of Ireland.
- The Farmers Market met March 4 and is preparing for the upcoming outdoor season. They discussed having a Wednesday evening market to coincide with Evenings at the Gazebo. Cain also suggested maybe Fridays in Sunset Park along with Stroll the Streets.
- The SOBO Arts Festival grant application was submitted to the Charlevoix County Community Foundation prior to the March 1 deadline.

**Design**

- Proposals for the new "art" bicycle racks are due on March 8.

**Organization**

- The committee met to review the 2013-14 Main Street budget and finalize a recommendation on the Boyne Thunder agreement between Main Street and Camp Quality.
- Registration for Boyne Thunder opened March 1 and within the first 24 hours there were more than 45 participants.

**Manager's Report**

Main Street Manager Conklin reported on:

- The 10<sup>th</sup> anniversary sub-committee has met and is working on an ad for the Boyne Area Visitors Guide. The board received a copy of the for their review. (Received and filed). Board likes the 10<sup>th</sup> anniversary logo design

and there is Board consensus to move forward.

- The board received a copy of the Michigan Main Street Agreement (received and filed) for their review.
- The 2014 National Main Street Conference will be held in Detroit
- Robin Berry-Williams will be attending the National Main Street Conference in New Orleans April 14-16
- A informational meeting is scheduled for March 25 at 6 p.m. on a request to allow alcohol service at sidewalk cafes.

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**Main Street-Camp Quality Boyne Thunder Agreement update:**

**Unfinished Business**

- The past agreement for the distribution of profits has been 70 percent for Camp Quality and 30 percent for Main Street since the inception of the event. Under the new agreement, Camp Quality will receive all of the proceeds of the Champagne Cruise and 55 percent of the net from all other revenues generated by the event. Main Street will receive 45 percent of the net proceeds. There has been discussion with Challenge Mountain to become a partner with the event and receive ten percent of the net proceeds, but the agreement has not been finalized. Their board meets later in March and an agreement with Boyne Thunder and Main Street will be discussed. At this time we should move forward and finalize the agreement with Camp Quality. This will allow the Main Street board the option to share 10 percent with a partner of its choosing.

Citizens comment: Members of Camp Quality inquired if there was anyway for them to be in charge of the monies coming in and going out for the Champagne cruise? If this remains a part of Boyne Thunder, it is covered under the insurance umbrella and bookkeeping of the city.

**Adams moved Carlile seconded PASSED UNANIMOUSLY** to accept the Letter of Understanding with Camp Quality as presented.

MOTION

**New Business**

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**Sunset Park Intern Proposal:**

- The Design Committee has been discussing ways to enhance the quality of Sunset Park; the park has limitations with the storm water septic system and protecting the view corridor is important. Outlined in this proposal is a plan to create an internship this summer for a Michigan State University landscape architect student with a goal of creating a practical plan for the park. The internship would be in combination with the Tree Lakes in Antrim County. The student would work a few weeks here and the remainder of the summer with Three Lakes. No compensation is being proposed but short-term housing most likely will be necessary while the student is here. Three Lakes has approved its share of this. Board discussion: this would be a great experience for everyone involved and also another great partnership. **Cortright moved Adams seconded PASSED UNANIMOUSLY** to approve working with Three Lakes Association to create an internship program for the purpose of creating a practical plan for the enhancement of Sunset Park.

MOTION

**2013-14 Budget**

- The board reviewed the proposed 2013-14 budget figures. Main Street Manager explained the focus was on maintaining and enhancing existing programs and activities while attempting to fund opportunities to meet new priorities and challenges. There are no major projects included, except to complete the underground utilities in the alley on Ray Street. New in the budget is the addition of a contract employee to assist with Main Street office operations. Proposed is approximately 10 hours a week at an annual cost of approximately \$7,500. This cost would be covered by revenues from Boyne Thunder. This budget has been reviewed with all of the committees

and the board will receive a more final budget in April, after Conklin's meeting with the City Manager.

**Gibbs Planning Group Proposal:**

- The board reviewed a proposal from the Gibbs Planning group. Conklin explained that Team Boyne met last Friday to review the proposal and found there were parts of the proposal that needed clarification. His proposal is for consulting services which were quoted in his proposal for \$8,000. Board questions/discussion: Is this exercise worth pursuing? Should we go out to bid for other proposals? Will he take an active roll on this project? Do we have enough information to move forward at this point? Board consensus is to wait until further discussion with Bob Gibbs to clarify some of the boards concerns and questions.

**Policy for using tagline "Where Life Meets Lake"**

- A request came from a local business inquiring about printing t-shirts with our logo and the "Where Life Meets Lake" tagline. At its March meeting, the Promotions Committee discussed the request and thought it was a good idea and an opportunity to have others spread the Boyne City brand at no cost to us. Some general guideline recommendations coming from the committee were: It should be open to all businesses; all designs need to be approved by Main Street; the use of the logo is not limited to clothing but could also include cups, mugs, towels, etc.; under most circumstances Main Street would expect no payment from businesses using the logo. Board discussion regarding licensing and signed agreements. They agree each new design should be approved by Main Street. How would it be handled if a request from someone out of town wanted to use the tagline? The brand is already trademarked. The board would like to see a license agreement including a term limit for usage, and more information on the oversight of the process.

Adams out 10:16 a.m.

- **Façade Grant Policy-Discussion:**

The creation of a façade program is included in the DDA Development Plan that was approved in March 2010 and in recent years the Design committee has discussed creating a program to assist with local projects. The MEDC façade grants are still available, but they are more competitive and their criteria and priorities do not always match ours. The emphasis of the state programs is on the core downtown. The local façade program would be a good fit for those businesses outside of that area.. A lot of communities offer this grant statewide. Board discussion that we have a vision of what our corridors should look like, and this would be a good way to accomplish that goal. Board consensus this is worth pursuing.

**Adjournment  
MOTION**

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**Cain moved Berry seconded PASSED UNANIMOUSLY** to adjourn the February 7, 2013 meeting of the Boyne City Main Street Board at 10:28 am.

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Karen Seeley, Recording Secretary



Date: April 4, 2013  
To: Main Street Board  
From: Hugh Conklin, program manager  
RE: Committee Reports

#### **Promotions**

- Planning continues for the SOBO Arts Festival. A summary of the committee's March meeting is included in your packet.
- The Farmers Market pre-season vendor meeting is Monday, April 8. Market manager Becky Harris is working hard getting the market organized for its move outdoors on Wednesday, May 1. The market will be offering Double Up Food Bucks this season which doubles the amount of fresh produce Bridge Card users can purchase.
- Stroll the Streets sponsorship letters have been mailed and as of March 28 we have received \$2,800. We have an ambitious goal of raising \$16,500 for this summer's program. That's an increase of \$3,000 from 2012.

#### **Design**

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

#### **Organization**

- The 10<sup>th</sup> anniversary Boyne City Main Street celebration is set for June 19, starting at 6 p.m. in Old City Park. We will be hosting a community-wide picnic featuring hot dogs, ice cream and the music of the Horton Creek Band. A summary of the planning meetings is attached.
- Registration for Boyne Thunder was 73 as of March 29.

#### **Team Boyne – Creating Entrepreneurial Communities (ER committee)**

- The Grain Train is considering opening a satellite location at 104 Park St. in Boyne City. A decision is expected by early May.
- No Boundaries announced last week that it would be closing.
- The committee met with Dan Gardner, who with his wife Pam, is the new owner of Fiji Salon & Spa, formerly Sun for the Soul. The Gardners are also managing the Main Street Center for Gale Neff and Dan discussed some of the plans he has for the property.
- Shirley Matz is looking for a new place to locate her Main Street barbershop.



**Design Committee MINUTES March 11, 2013**

**Attendance:** Bruce Janssen A Ray Guzniczak X Mark Kowalske X Becky Harris A Aaron Place X  
Linn Williams A Leslie Meyers X Michael Cain X Martha Sulfridge X

**Meeting Called to Order at 4:01 PM**

**February 11, 2013 minutes were approved.**

**The agenda was modified to include wayfinding signs and murals under old business.**

**Old Business:**

1. Bike Racks Proposals: Three received. Dunn Hill Iron Works of Cedarville, Designs in Iron of Ann Arbor and Nicholas Sikma of White Lake. Sikma's design was the first eliminated due to its modern design. After much discussion, both Dunn Hill and Designs will be contacted for follow up information. Designs as the 70" height has some concerned and Dunn Hill to discuss possible designs. Hugh, Aaron and a local bike enthusiast will make the contacts.
2. Sunset Park Intern Program: Hugh explained that the topic should have come before the committee, but in the interest of timing, the subject was sent to the main Street Board for approval last Thursday. Leslie has brought forth a proposal for sharing a Landscape Architecture Intern with Three Lakes Association in Antrim County. The internship will come at no charge however, housing will be necessary. The plan is to have the intern for approximately 2 weeks. When will be determined when a candidate is chosen. The plan is to have the intern develop a design for Sunset Park that takes the stormwater management system in to consideration while making the park more inviting. Discussion of possible ideas took place. One concern was that the park cannot become too cluttered. The Kiosk may be part of the design. Prices still need to be gathered on its rehabilitation. There may be other activities the Intern can work on, including the entrance sign for the historic downtown and other ideas the Intern may have.
3. Wayfinding signage – A downtown directory was reviewed and discussed. The importance of simplicity was addressed as when the map gets too detailed, the cost to update when businesses change adds up quickly. For example, Petoskey spends \$1000 each year updating their detailed map. This directory would be best used in the underserved portions of downtown. If posted on lamp posts, the cost is approximately \$700 per side. The directory would be placed on aluminum with aluminum trim.

Petoskey has been working on a application of a directory for their businesses. To date, over \$40,000 has been spent. Discussion took place as to if the Petoskey Area Visitors and Convention Bureau could assist in a similar effort. It was felt that this was not very likely as they address a more regional approach.

The historic downtown sign was readdressed. Old City Park could be the place for a formal SHPO sign. This idea will be added to the Intern project for consideration.

Additional wayfinding signs are needed at East, Park and Division Streets.

No formal action or decisions were made.

4. Murals: Aaron updated the committee about costs and possible media for them. They can be directly painted, painted on to panels that are then attached to exterior walls and they could be made as a "canvas" banner. The Banner is then set into a frame and the banner can be changed out. The banner has a life expectancy of about 5 years depending on the placement and its exposure to the elements.

Approximate costs:

Panels - \$125 each for a 4' x 8' sheet - about 10 needed. Cost to paint each panel - \$500

Painting directly onto the building surface is about \$2000 and up plus the cost to prepare the wall.

Banner - \$500 plus \$1000 for the frame. Britton Banner in TC is a possible local vendor for the art.

Hugh will talk with Traverse City to find out what method was used by the State Theatre.

It was the consensus of the committee that this project should move forward and that the banner looks like the most cost effective way to do so. Discussions will be had with the owner of the MedCap/Northwestern Bank Building owner about possible placement. Second choice is the Wine Emporium.

#### **New Business:**

1. Library Parking Lot Screening - tabled to next meeting
2. Buff Up Boyne - This year's event will take place on May 4 from 9:00 to Noon. It was noted that due to the excellent job done by the Streets and Parks Department, the event has become less laborious. The event will be advertised, enticing volunteers through free food. Aaron was again tasked with manning the BBQ. Martha will work with Kilwins, Thick & Juicy and the Chocolate House for donations and vouchers for the volunteers. It was further noted that Hugh and Mark have historically been "in charge" and Hugh needs to stay in one place until at least 9:30 am to help direct volunteers. He has promised to do so.

Meeting Adjourned at 5:15 PM.

#### **Committee Member Assignments for Next Meeting:**

##### **Bruce & Aaron**

1. Provide a cost to refurbish the Kiosk
2. Continue discussions with Britton Banner re murals

##### **Hugh**

1. Follow up with Dunn Hill and Designs in Iron regarding Bike Racks (with Aaron and Biker)
2. Contact TC about type of mural by the State Theatre

##### **Becky (carry over from February Meeting)**

1. Work with sub-committee for the 10 year Anniversary
2. Work on the brochure with Hugh and Keisha, maybe add QR codes for each site with story attached to the MS website
3. Prepare business signs to promote the MS Website

##### **Leslie**

1. Continue with Parks & Rec regarding Intern Project for 2013

##### **Ray & Mark**

1. Contact MedCap/NMBank building owner first and Wine Emporium second about mural placement.

**Next committee meeting:** April 8, 2013, 4 p.m. Boyne District Library

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# 2013 SOBO ARTS FESTIVAL - MINUTES

## MEETING INFORMATION – PLANNING 2013

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**Date:** 03/12/13  
**Time:** 9:00 AM  
**Location:** Main Street Office

**ATTENDANCE:**  
**HUGH CONKLIN, KATHY MACDONALD, DIANE STRZENLINSKI, JASMINE WITTHOEFT, CINDI MALIN**

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### Items of Discussion and Follow-up:

**Poster –Jasmine** will email us poster concepts. The poster show will be at BAC same as last year in May. The poster to be completed by Jasmine in April.

**Sponsorships – Marilyn & Diane** - We've had good response so far. The updated financials are posted on the shared drive and Marilyn has access. Follow-up phone calls to sponsors have been made by Diane. Marilyn and Diane will follow-up as needed and because of the responses Diane will hold off on calls for awhile.

**Call to Artist – Becky & Kathy** - We have a handful of applications to date. Becky sent out a 2<sup>nd</sup> call to participate which generated some more interest. We will need to follow-up with phone calls. We can divide the list and start the calls beginning of April. Any other ideas for soliciting artists are welcome! Please tell everyone you know.

**Vendors: Kathy & Becky** - Lions Club is interested in being our main food vendor, Justin Weisler is verifying date and electrical hook-up needs. We will also use some Market vendors if not at Farmers Market, caramel corn, cupcake car, pies, etc... Need Becky's help with this one.

**Grants –Hugh & Ward** – We submitted a grant to CCCF for the Big Band \$1900.00. Ward will write grant for Great Lakes Energy, due June 1, Kids Court activities and budget to be supplied by Jasmine to Ward.

**Jury Process – Cindi** has secured Karen Veryser, Phoebe Wietzke, and Carole Ross. Cindi has prepared the jury artist selection guidelines and will begin the process on the current applications.

**Friday Stroll the Streets – Kathy & Hugh** – We want to do a sneak peek of artist's work at Friday night Stroll as part of open houses and will feature some demonstrations. Hugh and I will meet with Karen early April to discuss music and other events that night. I'll contact demonstration artists already given to me by Diane to confirm time and date.

**Friday Night WineTasting – Becky** is meeting with Thirsty Goat on 20<sup>th</sup>. They will host the event, either in the fenced courtyard or possibly the Theatre lobby.

**Peninsula Beach Footprint – Kathy & Hugh** – Once the snow has melted, Jordan Valley rental will help determine the layout of the 2 main tents. Then we can determine the vendor space, performance area etc.

**Saturday Sandcastles – Cindi & Kathy** – The 2 professionals contacted are expensive and otherwise committed, Carlin at Petoskey Chamber used a professional builder at the Bay Festival and he will get me that contact information. Cindi has arranged for sand blocks to be molded on the beach so we can get a local artist or local group who will do castle building if we don't get a professional this year.

**Saturday Music – Kathy** – I've contacted several artists for family oriented music in conjunction with the Children's Story Hour presentations. Costs including sound system will run approx. \$300 to \$400 max.

**Children's Workshops – Kathy & Hugh** – Monica Kroondyk from the library will do a program for us. Her summer program is "Dig into Reading". She'll do something with the sand in the volleyball court and the sandcastle building. Susan Malpass will read her children's book "A Lab's Tale".

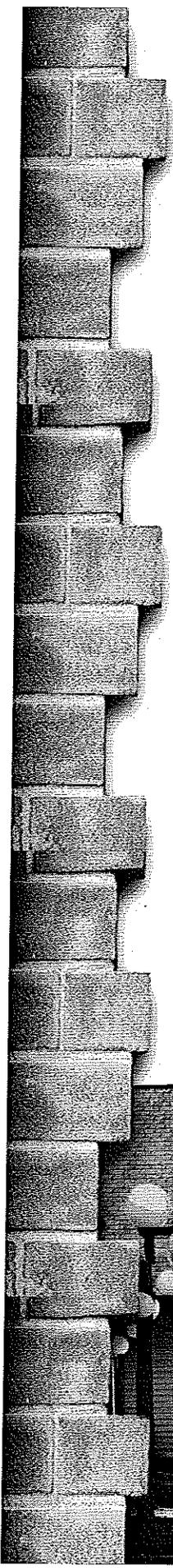
**Michigan Art Guide – Diane & Kathy** – I placed a free Art Fair listing on the calendar in the Michigan Art Guide

**NEXT MEETING**

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**Date:** Tuesday, April 9

**Time:** 9:00AM – MAIN STREET OFFICE



Buff Up  
**BOYNE**  
CITY  
Main Street

**Saturday, May 4**  
**9-Noon, Sunset Park**

*Downtown Boyne City next to the Boyne Area Chamber of Commerce*

Come join the fun and help us clean, rake, and sweep up the town as we prepare for the beautiful spring and summer seasons.

- *Food and refreshments for all volunteers*
- *Bring your brooms, rakes, shovels, and gloves*

**For more information call the Main Street Office 582-9009**



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## **Main Street 10 year anniversary**

### **March 22 meeting summary:**

Present – Mike, Becky, Michelle, Jim, Karen, Kecia, Hugh Conklin

- Enlightened discussion on Visitor Guide ad. Design selected and Kecia will finalize.
- Logo will also be incorporated into banner and t-shirt designs

### **June 19 event**

- Time: 6 to 8 p.m. Program to be determined. Music – Horton Creek. Glen's donating hot dogs, buns for 500. Fire Department has not decided about cooking.
- Ice cream – Source pending
- Photo booth – cost is \$345. Becky will follow up with details of what that covers, ie. how many photographs
- Balloons – do we or don't we? Some concern about environmental impact. Is there another appropriate item.

### **Other events:**

- 4<sup>th</sup> of July parade – Plans moving forward with 10<sup>th</sup> anniversary theme combined with music. Karen meeting with Ron Freed and others. Suggestion made to recruit past / current board members and volunteers to walk in parade. Suggestion also to have anniversary cake served at Rotary chicken dinner.
- Window sticker – cost for 250 3-color stickers is \$397. Purpose is to drive traffic to website. Design will be “normal” Main Street logo. Life expectancy is in excess of a year.
- Top 10 survey - under construction
- Video – Discussion will continue with Randy Calcaterra.
- Special publication – Still in concept stage

**Budget:** Hugh will prepare rough draft if enough information is available

Next meeting: April 5, 2013 9:30 a.m. Harbor House

### **March 8 meeting summary**

Present: Kecia, Jim, Michelle, Becky, Karen, Hugh. Mike excused

Visitor Guide ad: Discussion. Kecia will present new draft very soon.

10<sup>th</sup> anniversary logo: General agreement that it has great potential.

June 19 Community Celebration: Concept is to have an evening of fun with a purpose worked in.

- Michelle will contact Kilwins about ice cream

- Karen will contact Horton Creek about performing
  - Becky will contact Glen's about donations of food, etc
- Once we have information we will take steps to solidify plans. May recruit fire department for food prep if we go that route

#### Stroll the Streets

- Will try to organize an information table for each Friday of the summer. Looking into 10<sup>th</sup> anniversary t-shirt sales.
- Photo booth – Becky will research

Top Ten reasons: Jim will work on survey

Window sticker – Jim will check into

Historic brochure – Becky will gather more information

Jim will check with elementary school about students who may have June 19, 2003 as their birth date.

4<sup>th</sup> of July float: Will be designed as cake similar to anniversary logo. Kecia will do some work on design. Karen will arrange for music. Will combine anniversary float with Stroll the Streets float

Video – Hugh will meet again with Randy C.

Timeline / special publication: Hugh, with Michelle's assistance, will work through this to see if it is viable

Next meeting is March 22, 9:30 a.m. at Harbor House

#### **February 22 meeting summary**

Present: Michelle Cortright, Mike Cain, Becky Harris, Karen G., Hugh

(I spoke with Kecia and she is happy to be a part of planning and execution. Jim will also be joining us for our meeting on March 8 at 9:30 a.m. at Harbor House)

10<sup>th</sup> anniversary celebration - The purpose:

- Recognition;
- Community Pride;
- To Celebrate Successes;
- Marketing;
- Committee / Board Volunteer Recruitment;
- To Have Fun;

- To Start A New Chapter in the Life of the Program;
- Show Vibrancy of Boyne City
- Use as opportunity to educate community about program

**Anniversary date is June 19, 2003.**

***Primary focus is to celebrate community. "It's about all of us" "Working together" We do not want to project community success.***

Suggested activities:

Hold community celebration in Old City Park June 20, evening hours.

Events to include music, food, presentation, etc.

Invite state, county and local officials and businesses

10 weeks prior to June 20 start a Top Ten Reasons why you like Main Street contest with a different event each week

Create 10<sup>th</sup> anniversary seal for use on everything

Create 10<sup>th</sup> anniversary banner

Create timeline of successes

Work with businesses on promotions

4<sup>th</sup> of July Parade float celebrating 10 years

Coordinate with Michigan Main Street's 10<sup>th</sup> anniversary

Have Main Street booth at Stroll the Streets

Utilize vacant downtown retail window space to promote Boyne City

Produce new video highlight community's success

Utilize ad in visitors guide to promote anniversary

Plant tree(s)

Promote anniversary through website

For next meeting:

Prioritize items; select project(s) you want to lead. Kecia will work on ad and seal. Karen will work on music for June 20 party. Mike will contact gov's office. Hugh will contact state program and reserve Old City Park for June 20.

# BC Main Street 2013-14

DDA Fund Balance Summary

248-030 DDA Revenues

Code	Account Title	Budget FYE 2012-13	Year end Projection	Budget FYE 2013-14
400	Allocation from Fund Balance		317,500.00	313,000.00
405	Property Tax Collections	317,466.00	195,000.00	0.00
579	Grants: State	208,425.00		0.00
580	Grants	0.00		0.00
582	Loan Proceeds	0		0
642	Charges for Services/Fees	50.00		
664	Interest Earnings	25,000.00	23,000.00	25,500.00
670	Committee Revenues	0.00		0.00
	Design Comm Revenue	0.00		0.00
	Econ Restruct. Comm Revenue	2,000.00		0.00
	Organization Comm Revenue	23,000.00		25,500.00
	Promotions Comm Revenue		485.00	
670.2	Theatre		14,000.00	15,000.00
676	Boyne Thunder		14,380.00	16,000.00
677	Radio Shack Façade Escrow		25,000.00	0.00
680	Farmer's Market Revenues			19,500.00
	<b>Revenues Total</b>	<b>580,321.00</b>	<b>589,365.00</b>	<b>389,000.00</b>

Code	727
	728
	729
	732
	733
	740
	940

Office	Account Title	Budget FYE 2012-13
	Office Supplies	750.00
	Office Operating Expenses	1,500.00
	Office Equipment	3,450.00
	Membership Dues	200.00
	Michigan Downtown Association	250.00
	National Main Street Center	3,000.00
	Boyer Area Chamber of Commerce	500.00
	Professional Library/Subscriptions	240.00
	Downtown Idea Exchange	160.00
	Patoskey News-Review	100.00
	Books/Reference Material/Etc	840.00
	Utilities/Internet Service	600.00
	Telephone: avg \$50/mo	240.00
	Internet: \$20/mo	3,600.00
	Facilities Rent	3,600.00
	Storage Unit @\$50 per month	
	<b>Office Total</b>	<b>10,640.00</b>

500.00
1,500.00
3,450.00
200.00
250.00
3,000.00
500.00
240.00
160.00
100.00
840.00
600.00
240.00
3,600.00
3,600.00
<b>10,390.00</b>

Budget FYE 2013-14
500.00
7,800.00
750.00
3,450.00
200.00
250.00
3,000.00
500.00
240.00
160.00
100.00
940.00
700.00
240.00
3,600.00
3,600.00
<b>17,540.00</b>

Code	705
	712
	713
	714
	716
	719

Personnel	Account Title	Budget FYE 2012-13
	Salaries/Wages	37,500.00
	Insurance: Life/AD&D	250.00
	Medical Insurance	2,800.00
	Social Security	3,200.00
	Unemployment	300.00
	Sick/Vacation	3,000.00
	<b>Personnel Total</b>	<b>47,050.00</b>

Year end Projection
37,500.00
250.00
7,049.00
3,200.00
300.00
3,000.00
<b>50,999.00</b>

Budget FYE 2013-14
37,500.00
250.00
6,279.00
3,200.00
300.00
3,000.00
<b>50,529.00</b>

Fees

Code	750
	982
	942
	991
	992
	993

Account Title	Budget FYE 2012-13
Administrative Service Fee	7,500.00
Bank Fees	75,000.00
Service / Maintenance Fee	5,732.00
Interest	1,568.00
Downtown Loan Principal Repayment	
Interest/Downtown Loan	
<b>Fees Total</b>	<b>89,800.00</b>

7,500.00
75,000.00
5,732.00
1,568.00
<b>89,800.00</b>

Budget FYE 2013-14
7,500.00
75,000.00
5,978.00
1,322.00
<b>89,800.00</b>

Design

Code	730	760	761	762	763	987
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Account Title	Budget FYE 2012-13	Year end Projection	Budget FYE 2013-14
Repairs/Maintenance (Boardwalk, Curb repair)	2,000.00	250.00	2,500.00
Design Committee Expenses	8,000.00	4,500.00	6,750.00
Buff Up Boyne	500.00		500.00
Maintenance Enhancement Program	4,000.00		3,000.00
Historic Walking Tour Brochure	1,000.00		1,000.00
Downtown Tree Maintenance	1,500.00		1,500.00
Historic Plaque program	1,000.00		500.00
Downtown historic window displays	500.00	0.00	250.00
Design Engineering/Consulting	5,000.00		0.00
Parking survey/planning			
Design Capital Improvements	357,925.00	440,000.00	93,500.00
Facade Grant Program	178,425.00		10,000.00
Riverwalk Extension	5,000.00		2,000.00
Sunset Park Improvements	5,000.00		5,000.00
Downtown Ice Rink	500.00		500.00
Main Street streetlights	9,000.00		0.00
Boyne Avenue Entryway	3,000.00		3,000.00
Park Street Improvements	156,000.00		70,000.00
Lake Park St. alley underground utilities			2,000.00
Maintenance/repairs	1,000.00	34,000.00	
Streetscape Amenities	5,000.00		5,000.00
(May-finding) Signage	12,500.00		14,000.00
Christmas Decorations	3,500.00		1,000.00
Banners	5,000.00		5,000.00
Site Furniture (benches, bike racks, trash receptacles)	8,000.00		9,000.00
Flowers/maintenance (tree boxes)	0.00		2,500.00
Library parking lot landscaping			
Contracted Construction Services	0	478,750.00	139,250.00
<b>Design Total</b>	<b>408,525.00</b>	<b>478,750.00</b>	<b>139,250.00</b>

**Economic Restructuring**

Code
780
781
782

Account Title	Budget FYE 2012-13
Econ Restructuring Committee Expenses	-
Econ Restructuring Engineering Services	8,000.00
Bus. Recruitment/Retention	
Theatre	1,000.00
Dilworth	5,000.00
Team Boyne / Creating Entrepreneurial Comm.	2,000.00
Broadband	
<b>ER Total</b>	<b>8,500.00</b>

Year end Projection
8,000.00
8,000.00

Budget FYE 2013-14
-
27,000.00
15,000.00
1,000.00
10,000.00
1,000.00
<b>27,000.00</b>

**Organization**

Code
810
811
812
818
870

Account Title	Budget FYE 2012-13
Committee/Event Expenses	500.00
Boyer/Thunder Expenses	0.00
Organization Committee Expenses	3,500.00
10th anniversary celebration	500.00
Public Relations (Nwsltr, Public Mtgs)	2,000.00
Volunteer Management / recognition event	1,000.00
Website	0
Contracted Services	5,000.00
Education/Travel	
<b>Organization Total</b>	<b>9,000.00</b>

2,000.00
4,000.00
6,000.00

Budget FYE 2013-14
-
7,500.00
5,000.00
500.00
1,000.00
1,000.00
0
4,000.00
<b>14,500.00</b>

Promotions

Code	Account Title	Budget FYE 2012-13	Year end Projection	Budget FYE 2013-14
790	Farmers Market Expenses	\$ 6,300.00	20,500.00	7,200.00
	Market manager	\$ 500.00		500.00
	Park maintenance	\$ 360.00		400.00
	Dues (chamber, MIFA)	\$ 300.00		300.00
	Signage	\$ 2,840.00		2,900.00
	Marketing			1,000.00
	Indoor Market expenses			1,200.00
	Administrative			5,500.00
	Project Fesh, WIC, SNAP	\$ 4,700	9,000.00	2,000.00
900	Advertising/Publishing	2,000.00		2,300.00
	Visitors Guide	2,800.00		5,000.00
	US-131 Billboard	5,000.00	11,500.00	
	Marketing			
	Event Listings & Other			
	Promotions Committee Expenses	3,000.00	26,000.00	3,600.00
	Image Sub-Committee	4,000.00		4,000.00
	Graphic Design Services	6,000.00		6,000.00
	Postcards/Brochures/Printed Materials			
	Bike Patrol	14,000.00		16,500.00
910	Promotions Committee Events	6,000.00		9,000.00
	Stroll the Streets	1,000.00		1,000.00
	SOBO	350.00		350.00
	Winter Fest	500.00		250.00
	Mushroom Festival	2,000.00		1,500.00
	Chocolate-Covered Boyne	3,000.00		300.00
	Harvest Festival	1,000.00		1,000.00
	4th of July Parade	1,000.00		1,000.00
	Miscellaneous	1,000.00		500.00
	Earlier Than the Bird	3,000.00		1,500.00
	Irish Heritage Festival	1,500.00		
	Santa Parade/Flavor of Boyne			
912	Promotions Capital Outlay Costs	71,400.00	67,000.00	74,900.00
	<b>Promotions Total</b>			
	<b>Total</b>		\$ 710,939.00	\$ 410,519.00

4/1/2013

Boyne City Main Street



Date: April 4, 2013  
To: Main Street Board  
From: Hugh Conklin, program manager  
RE: Local Façade Grant Policy

Attached with this memo for your review is a revised draft policy for Main Street funded façade grant program to assist businesses and property owners within the Main Street/DDA district. After the discussion at our March meeting, several changes were made to make the process simpler and more streamlined. It also includes the process for applying.

As stated in a memo presented to you last month, over the past few years Boyne City has been fortunate to take advantage of façade grants through the MEDC and MSHDA. Those grants are still available but they are more competitive and their criteria and priorities do not always match ours. The emphasis of the state programs is on the core downtown area and their goal is to make a large impact on an area. We have seen the results of that with the work done to Boyne Country Provisions, Radio Shack, Odd Fellows, Co-op and other properties.

Our Main Street / DDA district, however, encompasses more than just the core downtown and we have identified areas on Boyne Avenue and North Lake Street as priorities. While it's possible, it is highly unlikely, these areas would qualify for façade grants through the state.

The creation of a façade program is included in the DDA Development Plan approved in March 2010 and in recent years the Design committee has discussed creating a program to assist with local projects.

There have been concerns expressed about using DDA "tax-increment" funds to support a private property owner. A possible solution to this issue is to use funds raised from Boyne Thunder to support the program. For the 2013-14 we are anticipating Boyne Thunder to generate approximately \$17,000.

Please review the draft policy so we can discuss it at Thursday's board meeting.

# Boyne City Main Street / DDA Façade Grant Program Guidelines

## DRAFT

### Background

The Façade Incentive Grant Program is a program of the Design Committee of the Boyne City Main Street Program and Downtown Development Authority (DDA).

### Program Purpose

The grant program is to encourage private investment through the rehabilitation and improvement of facades within the Boyne City Main Street / DDA District, to encourage good design that will serve as quality examples, and to preserve the architectural character that is distinctive to Boyne City. By improving the appearance of the building facades, the Program serves to improve the economic viability of the downtown.

### Program Description

This program provides a matching grant for facades within the Main Street / DDA District. For every dollar awarded the applicant must spend a minimum of a dollar. Individual grant amounts will be up to 50 percent of project cost. \$10,000 is allocated to be awarded during the 2013-14 budget year. The program is funded by the Boyne City Main Street / Downtown Development Authority. Recommendations for funding grant applications will be made by the Main Street Design Committee to the Main Street Board which will make all final grant funding decisions. There is no set minimum or maximum number of projects per year.

### Program Target Area

The target area for the Boyne City Main Street Façade Incentive Grant Program is the Downtown Development District with a special emphasis on properties outside the core downtown district. (Please see Exhibit A: Target Program Area Map)

### Eligible Applicants

Property owners or leaseholders of all commercial or mixed use buildings within the grant program area are eligible to apply for grant funds. In the case a leaseholder applies they must submit a notarized letter of permission from the property owner with their application.

### Eligible Improvements

All grant-funded improvements must be permanent and must meet all State, County and Local code requirements. Improvements must also follow the Boyne City Main Street Design Guidelines. ([Click here to review](#)) Applications for projects must be reviewed and approved by the Design Committee and Main Street / DDA Board. Eligible items include, but may not be limited to:

- Removal of siding that was used to cover original building materials
- Exterior brick or wall surface cleaning
- Pointing of brick/Mortar joint repair
- Patching and painting of facade
- Window and/or door replacement/repair
- Awnings
- Any architectural details in need of repair and/or replacement

### **Funding Guidelines**

Projects must be completed within one year of the date the grant is awarded. If requested, extensions of grant funds may be considered.

Improvements made through the Façade Incentive Grant Program must be maintained by the applicant and may not be removed or significantly altered for a period of five years, according to the Historic Preservation Easement that must be executed following the approval of a grant award.

All applicants must be in good standing with the City of Boyne City which includes being current with all fees, permits and taxes.

No grant will be awarded until the project is 100% complete and all City approval processes completed (i.e., final inspection on all building permits and final inspection of grant work). For example, if the services of an architect are needed, reimbursement to applicant for architectural expenses will be paid to the applicant at the end of the project as part of the total grant award. The grant is awarded on a reimbursement basis.

### **Application Process**

1. Meet with the Main Street program manager and Design Committee chair to explain scope of the project.
2. Complete a grant application and submit to the Main Street office by **DATE TO BE DETERMINED**. All applications must include design plans and estimates for the proposed work. A detailed description of the work to be completed along with building photos showing the areas where the work will be done must be submitted.
3. Applications will be reviewed by the Main Street Design Committee, which serves as the grant review committee. The final grant decision will be made by the Boyne City Main Street/DDA Board.
4. All grantees will be required to sign a Historic Preservation Easement which guarantees the maintenance and preservation of the improvements for a period of five years.
5. When the project is completed and "Before" and "After" pictures are submitted, Main Street staff will verify work has been completed as specified in the grant application.
6. When completed the applicant must submit copies of invoices, receipts, and an itemized statement of the total cost of the project signed by the applicant. All documentation for payment must be provided at one time to the Boyne City Main Street / DDA for one payout. After receipt and verification of the information, the Boyne City Main Street / DDA will release the grant money to the applicant. The grant is awarded on a reimbursement basis.

### **Program Amendments**

The details of the Boyne City Main Street Façade Incentive Grant Program may be amended subject to the formal approval of the Boyne City Main Street / DDA Board.

### **Contact Information**

For questions or to apply for the Façade Grant Incentive Program, contact the Boyne City Main Street Office.



Date: April 4, 2013  
To: Main Street Board  
From: Hugh Conklin, program manager  
RE: Sidewalk Café alcohol service

Last spring a request was made by Magnum Hospitality to the City of Boyne City to allow alcohol to be served at sidewalk cafes in downtown Boyne City. The request was presented informally to the City Commission several months ago and there were comments both in support of and against the request. Sidewalk cafes have been allowed in the downtown area for a number of years. What's new is the request to allow alcohol to be served at the sidewalk cafes.

On March 25, Planning Director Scott McPherson and I held a community informational meeting to discuss the issues surrounding alcohol service at sidewalk cafes. The meeting went well except for the fact that two of the three community representatives who were scheduled to attend cancelled at the last minute. Rob Bacigalupi, deputy director of the Traverse City DDA where limited alcohol service is allowed in its central business district, did attend and he provided valuable insight. Overall, many of those attending the meeting support allowing alcohol service as long as it managed correctly.

The request is now being presented to the Main Street Board for its consideration. The Planning Commission will also consider the request prior to it being presented to the City Commission. Scott and I will present a brief powerpoint presentation at Thursday's meeting and then open it up for board discussion.

At the time this memo was prepared proposed rules for governing outside cafes serving alcohol were still being developed. Understanding exactly what the Liquor Control Commission requires is also being researched since opinions vary on the type of "barrier" needed for sidewalk cafes serving alcohol. For Thursday's board meeting I hope to have clarification.

Attached with this memo is the section of the Zoning Ordinance pertaining to outdoor cafes.

See Sidewalk Café on page X-4

## ARTICLE X CENTRAL BUSINESS DISTRICT (CBD)

### Section 10.10 Purpose.

The Central Business District (CBD) is established for the purpose of accommodating the highest concentration of retail and service establishments. Collectively, the uses permitted in this district are intended to provide a convenient and attractive retail and service center for the community, its rural trade area, and the city's tourist traffic. A prime characteristic of this district is the offering of a variety of goods and comparison shopping opportunities directed primarily at the pedestrian shopper. This district is designed and intended to promote the development of a pedestrian oriented and accessible, central commercial service district where a variety of mutually supporting retail, commercial, office, civic and limited residential uses are permitted. Each use shall be complementary to the stated function and purpose of the district and shall not have adverse impact upon adjacent street capacity and safety, utilities, and other city services. In an effort to encourage this type of character, and provide for the health, welfare and safety of the pedestrian in the area, drive-in and drive-through operations are excluded from this district.

The CBD is further designed and intended to:

- A. Encourage innovative, traditional and neo-traditional commercial and mixed use developments.
- B. Encourage a lively social environment and economically viable downtown with a wide variety of uses in a pedestrian-oriented setting, with shared parking.
- C. Extend greater opportunities for traditional community living, working, housing and recreation to all citizens, residents, and visitors of the city.
- D. Encourage a more efficient use of land and public services, and to reflect changes in technology of land development by directing new development in a traditional, compact, and consolidated pattern of mixed use and varied commercial styles.
- E. Reduce the excessive sprawl of development and the segregation of land uses that cause unnecessary traffic congestion.
- F. Prohibit the development of drive-in and drive-through facilities, which contributes to traffic congestion and poses a threat to the pedestrian environment.
- G. Discourage the development of separate off-street parking facilities for each individual use, and to encourage the development of off-street parking facilities designed to accommodate the needs of several individual uses.

Article X Central Business District

- H. Prohibit uses that do not deal directly with consumers and are disruptive to pedestrian activities.
- I. Promote the creation of urban places which are oriented to the pedestrian thereby promoting citizen security and social interaction.
- J. Promote developments where the physical, visual and spatial characteristics are established and reinforced through the consistent use of compatible urban design and architectural design elements which improves the visual character of the downtown. Such elements shall relate to the design characteristics of an individual structure or development, to other existing and planned structures or developments in a harmonious manner, resulting in coherent overall design and development patterns for the downtown.
- K. Prohibit commercial and business uses that create objectionable noise, glare, odors, or other nuisances.
- L. Encourage development of an urban Main Street with mixed land uses, shared parking, and continuous frontage which not only serves the needs of the immediate neighborhood, but also the City and surrounding areas as a whole.

**Section 10.20 Principal Permitted Uses.**

In the CBD, no use shall be permitted, unless otherwise provided in this Ordinance, except for the following:

- A. Apartment buildings, up to a maximum of eight (8) units per building, subject to the following standards:
  - 1. All public utilities are available.
  - 2. All units shall have at least one (1) living room and one (1) bedroom, except that two (2) units may be of an efficiency apartment type.
  - 3. Buildings shall have a ten (10) foot front yard setback, five (5) foot side yard setbacks, and a fifteen (15) foot rear yard setback.
- B. Art galleries.
- C. Bus passenger stations.
- D. Business schools and colleges.
- E. Business establishments which perform services on premises such as, but not limited to: banks, savings and loans and credit unions (excluding drive-through branches and drive-through lanes); brokerage houses; insurance, real estate, and travel agencies; pedestrian-oriented automated teller machine facilities.

Article X Central Business District

3. Adequate ingress and egress, and parking and circulation, as determined by the Planning Commission, shall be provided.
4. Such use shall not be located within five-hundred (500) feet, or further if determined necessary by the Planning Commission, from those uses the Planning Commission determines to be incompatible or would present a danger to the health, safety and welfare to the children attending such use.

P. Offices of an executive, administrative or professional nature, with up to ten-thousand (10,000) square feet gross floor area.



Q. Outdoor cafés, outdoor eating areas, carry-out, and open front restaurants, (without alcoholic beverages) subject to the following site design standards:

1. Outdoor cafés may be permitted on a public right-of-way, on a building roof top, as part of a patio or deck, or within the boundaries of a parcel or lot. Those proposed for use of the public right-of-way must secure an annual permit from the City for temporary use of the right-of-way. However, no use of the right-of-way will be permitted on July 4th.
2. A minimum of four (4) feet of public sidewalk along the curb and leading to the entrance to the establishment must be maintained free of tables and other encumbrances. The pedestrian area shall also be free from benches, waste receptacles, fire hydrants, and similar structure. If the sidewalk is not wide enough to allow for a four (4) foot wide clearance for circulation, the outdoor café shall not be permitted on a public sidewalk.
3. Pedestrian circulation and access to building entrances shall not be impaired. A boundary (maximum encroachment width and length) into the public sidewalk shall be established with an accessible aisle being maintained between this line and the curb, in accordance with the provisions of all state and federal regulations.
4. The outdoor café must be kept clean, litter-free, and with a well-kept appearance within and immediately adjacent to the area of the tables and chairs. Additional outdoor waste receptacles may be required. Written procedures for cleaning and waste containment and removal responsibilities must be included with all applications and approved by the City staff.
5. Tables, chairs, planters, waste receptacles, and other elements of street furniture shall be compatible with the architectural character of the adjacent buildings. If table umbrellas will be used, they shall complement building colors. When not in use, all tables, chairs, umbrellas, and other furniture and fixtures must be stored inside the building or in an alternate location other than a public sidewalk.

Article X Central Business District

6. Other additional signs are not permitted beyond those permitted for the existing restaurant.
  7. Such areas are permitted seasonally between April 1 and October 31, except July 4th. The hours of operation for the outdoor café shall be established and noted with the application.
  8. Preparation of food and beverages may be prohibited by the Planning Commission in the outdoor café.
  9. The outdoor café or its operation shall not damage, stain, or discolor any part of the sidewalk or public right-of-way.
  10. The outdoor café shall comply with any policies and/or regulations adopted by the City Commission for private use of public right-of-way. Liability issues for use of the public sidewalk may be addressed and reviewed by the City Attorney.
  11. The outdoor café shall provide evidence of insurance coverage naming the City as an additional insured party in an amount acceptable to the City.
- R. Outdoor theaters (excluding drive-in theaters), plazas, parks, and public gathering places.
- S. Personal service establishments within a completely enclosed building, provided that each occupies a total usable floor area of not more than four-thousand (4,000) square feet, including but not limited to such uses as: repair shops (watches, radio, television, shoes, etc.), tailor and dressmaking shops, beauty parlors and styling salons, barber shops, photographic studios, film processing outlets, copy centers, interior decorators, and postal centers.
- T. Public, quasi-public, and institutional uses such as, but not limited to, municipal buildings and offices, court houses, public off-street parking facilities, libraries, museums, public safety facilities, parks and playgrounds, post offices, and civic centers, but excluding storage yards.
- U. Retail businesses which supply commodities on the premise of up to twenty-thousand (20,000) square feet of gross floor area, such as but not limited to: groceries, meats, fruits and produce, dairy products, baked goods, candies, wine (specialty wine shops only) and other specialty food products (such products can be produced on the premises as an accessory use provided they are sold on the site at retail prices); and stores selling drugs, dry goods, flowers, clothing, notions, books and magazines, toys, sporting goods, shoes, tobacco products, musical instruments, recorded music, video rentals and sales, gifts and souvenirs, antiques, furniture, and hardware.
- V. Retail sales in which both a workshop and retail outlet or showroom are required, such as plumbing, electrician, interior decorating, upholstering, printing, photographic-reproducing, radio, and home appliance and similar establishments of similar character subject to the provision that not more than eighty percent (80%) of the total useable floor area of the



Date: April 4, 2013  
To: Main Street Board  
From: Hugh Conklin, program manager  
RE: Downtown Planning Grant

The Michigan Economic Development Corporation is accepting applications for a downtown development planning grant. This opportunity was announced in early March and the phase 1 grant application is due April 26.

There are areas on Lake Street that I believe are prime candidates for this grant application:

- Boyne Theatre
- Lakefront Square Mall – Boyne Arts Collective building

Since the properties are so close to each other I inquired with a MEDC Community Assistance Team representative about the opportunity to include them all in one grant application. It was their recommendation that the application should include just one. Given this, and considering the work already completed on the theatre project as well as the fact that downtown theatres are a funding priority, I would recommend that Main Street move forward with a grant application for the Boyne Theatre project. This would allow the feasibility study to be completed with funding assistance through the MEDC Community Block Grant Program. *(A description of the downtown planning grant program is attached)*

The grant requires a cash match equal to the funds received. This is similar to the planning grant we received for the Dilworth. Since we have not solicited proposals for the theatre the cost of completing the study will be based on our best estimate.

#### **Recommendation**

The Main Street Board authorize its manager, working with city staff, to submit an application for a Michigan Community Development Block Grant Program Downtown Planning Grant for the Boyne Theatre.



## Michigan Community Development Block Grant Program Downtown Development Planning Grant

3/4/2013

**Michigan Community Development Block Grant Program Downtown Development Planning Grant Applications:**  
Dear Local Government Official:

The Michigan Economic Development Corporation (MEDC), on behalf of the Michigan Strategic Fund (MSF) is accepting Part I Applications for new projects under the State of Michigan's Community Development Block Grant (CDBG) Downtown Development Planning Grant (DPG) program. As a community leader, you are encouraged to review the program criteria and determine if your community is eligible to apply for funding. Please refer to the CDBG Application Guide available at [www.michiganadvantage.org/Community-Development-Block-Grants](http://www.michiganadvantage.org/Community-Development-Block-Grants) to determine if your community is a non-entitlement community, eligible for funding.

The CDBG Downtown Development Planning Grant program is designed to identify activities that the Unit of General Local Government (UGLG) could undertake to increase the viability/accessibility of economic opportunities that will revitalize and stimulate job creation within the downtown area. Planning projects will only be considered if the UGLG can demonstrate that the planning grant will likely lead to an eligible implementation project. The planning study must be building or area specific, with identified goals and outcomes. Planning studies must be completed within one year of grant agreement sign date. Ineligible activities for this initiative include activities that create, update, or provide information solely for an UGLG to meet legislatively mandated requirements (i.e. Downtown Development Authority (DDA), Tax Increment Financing (TIF), and Master Plans) and/or engineering and design for specific projects.

Proposed projects are expected to meet the national objective of likelihood for near term position creation where at least 51 percent of the jobs are held by Low/Moderate Income persons.

Funding priority will be given to projects that demonstrate a majority of the following:

- Located in a DDA or other like district
- Located in a Main Street or Redevelopment Ready Community
- Located in a community that does not have any open grants that have not been drawn down
- Likely potential for 51% low/mod job creation and private investment
- Involves a multi-story building
- Will lead to the rehabilitation of a historic resource and/or address brownfield condition; and address an underutilized downtown theater

Funding priorities will also be given to communities with a higher percentage of matching funds (committed funds only), but a cash match equal to the awarded CDBG funds is required.

The maximum grant award will not exceed \$100,000. The total amount of grant funds available is \$500,000 for the Downtown Development Planning Grant program. Due to funding limitations, only one submission per UGLG is allowed.

Administration costs will not be eligible as CDBG or match funded activities. The capacity of the UGLG to administer the project will also be taken into consideration.

The Part I Application for this Downtown Development Planning Grant program can be located at the bottom of the CDBG website, at [www.michiganadvantage.org/DPG](http://www.michiganadvantage.org/DPG).

**Applicants must address ALL items on the Part I Application to be considered for funding. There will be a question/answer period regarding the DPG Part I Application and all questions will be accepted until March 29, 2013. Answers will be posted weekly online at [www.michiganadvantage.org/DPG](http://www.michiganadvantage.org/DPG). Questions should be directed to [CDBG@michigan.org](mailto:CDBG@michigan.org).**

The selection of award recipients is at the complete discretion of the MSF Board of Directors and is based competitively on a 75 point scale. Part I Applications will be accepted and evaluated on a competitive basis. Projects must meet a minimum quality threshold of 45 points in order to be considered. Award decisions are not subject to appeal. Awards are subject to applicable state and federal policies, procedures and regulatory requirements. Award announcements are anticipated in June 2013.

The MEDC looks forward to working with you in partnership with your community to make this program a success. If you need assistance

regarding the Downtown Development Planning Grant program, please contact your regional Community Assistance Team Member. Member regions and contact information can be viewed at [www.michiganadvantage.org/Contact-the-Community-Assistance-Team/](http://www.michiganadvantage.org/Contact-the-Community-Assistance-Team/).

**TIMELINE:**

- **March 4, 2013:** Program Announced
- **March 29, 2013 by 5:00 p.m.:** Questions regarding the Application will be accepted. Answers will be posted weekly online at [www.michiganadvantage.org/DPG](http://www.michiganadvantage.org/DPG). Questions should be directed to [CDBG@michigan.org](mailto:CDBG@michigan.org).
- **April 26, 2013 at 5:00 p.m.:** Electronic or hard copy Application submissions are due. Communities will receive an email notification indicating the application has been received.
- **May 2013:** Offer letters will go out to applicants that received the highest scores.
- **June 2013:** Project will go to the MSF Board for consideration and the Grant Agreement will be signed.

**ATTACHMENTS:**

- [Click here for the CDBG DPG Part I Application document.](#)

**Q & A SECTION:**

- [Click here to read the Q & A document associated with this RFP.](#)



Date: April 4, 2013  
To: Main Street Board  
From: Hugh Conklin, program manager  
RE: Stroll the Streets Wagon Rides

Boyne Valley Equine Tours and Services has requested permission to offer horse-drawn wagon rides during this summer during Stroll the Streets. The Boyne business is owned by Becky Kuebler and Don Crowell and has provided wagon rides at the Boyne City Holiday Open House, Winter Fest and Winter Farmers Market.

While details of the route have not been worked out, the rides would be in the heart of the downtown area - including Lake and Water streets. The rides would average between 15 and 20 minutes in length. The proposed fee is \$2 per person, \$3 per couple, and \$5 per family.

In its previous engagements with Main Street, Boyne Valley Equine has done a fine job. I also think this has the potential to be a great addition to Stroll the Streets. Certainly there will be issues with pedestrian and vehicular traffic and horse "droppings" to manage but it is my opinion all those can be dealt with.

If the concept for horse rides for Stroll the Streets is supported by the board, working with city staff I can work out details in a letter of understanding with Boyne Valley for the board's consideration at its May meeting.

Wagon Rides - Requested Route

