

TENTATIVE AGENDA



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BOARD MEETING

**January 9, 2014 – 8:30 A.M. Commission Chambers – City Hall**

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES - December 4, 2013 Strategic Planning Session and December 5, 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. Veterans Park Pavilion Project – Update (<http://www.cityofboynecity.com/pavilion-improvement-concepts-194/>)
  - b. Main Street Board Planning Session Follow-up
8. NEW BUSINESS
  - a. Main Street Board Appointments
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
  - Next Main Street board meeting, Thursday, February 6, 8:30 a.m. 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  
 December 5, 2013

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY DECEMBER 5, 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 8:31 a.m.

Roll Call

Present: Jodie Adams, Michael Cain, Bob Carlile, Michelle Cortright, Larry Lenhart, Pat O'Brien, Rob Swartz and Robin Berry Williams

Meeting Attendance

Absent: Jim Jensen (arrived 8:33 a.m.)

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

Public: One

Approval of Minutes  
 MOTION

Adams moved Cortright second **PASSED UNANIMOUSLY** to approve the November 4, 2013 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:  
 The Branding Committee is coming back to life in the form of a "Main Street Marketing Committee"  
 The Annual Strategic Planning session was very interesting. The DECA group, National Honor Society and the Young Professionals brought fresh prospective to the meeting. Facilitator Jen Booher will compile all the information and will have a follow up meeting. Board suggestion to contact Karen Jarema of the high school to follow up with the students who attended.

MANAGER'S REPORT

Hugh Conklin, Mike Cain and Jim Jensen traveled to Grand Rapids to meet with Guy Bazzani of Bazzani & Associates. The firm has completed many redevelopment projects and may be helpful in the Redevelopment Ready Community program. Hugh Conklin, Mike Cain and Jim Baumann were invited to Elk Rapids to speak with members of the community about Team Boyne.  
 The food truck discussion may be going on Tuesday's city commission agenda.

UNFINISHED BUSINESS

MOTION

**US 131 and I 75 Billboards:** The board received two renderings for their review (received and filed). After board discussion **Carlile moved Williams seconded PASSED UNANIMOUSLY** to have the Design Committee move forward with their recommendation on both billboards. How long does the design stay on the billboards? Two years.

**Trail Town Update:** A Committee has been formed and they are having a meeting tonight (Thursday). They have nine members.

**Veteran's Park Pavilion Planning process:** Starting next Thursday, December 12<sup>th</sup>, Environmental Architects (EA) will be hosting a "Charrette" gathering input from the community. They will be meeting with different groups throughout the day as well as with the general public in the City Hall Auditorium at 5:30 p.m. An all-day working session will be held from 9:00 a.m. to 5:00 p.m. on Friday, December 13<sup>th</sup> and the results Open House on Tuesday, December 17<sup>th</sup> from 6:00 p.m. to 8:00 p.m. in the Library's lower level Community Room.

**2014 MEETING  
SCHEDULE  
MOTION**

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**2014 Board Meeting Schedule:** Adams moved O'Brien seconded **PASSED UNANIMOUSLY** to adopt the proposed board meeting schedule for 2014. **Main Street Board Meetings**, first Thursday of each month, 8:30 a.m., with the exceptions of the January 2nd meeting which will be moved to January 9th, April 3 will be moved to April 10<sup>th</sup>, 2014.

**MOTION**

**2014 Committee Meeting Schedule:** Adams moved O'Brien seconded **PASSED UNANIMOUSLY** to adopt the proposed committee schedule for 2014.

**Organization Committee:** Third Tuesday of every month, 4pm at Main Street Office; **Promotions Committee:** First Tuesday of every month 4pm at Main Street Office; **Design Committee:** Second Monday of every month, 4pm at Boyne District Library; **Team Boyne/Economic Restructuring Committee:** Third Friday of every month at 9 a.m. at the Boyne District Library Community Room; **Farmers Market:** First Monday of the month, January, February, March, April, October 10:30am at the Boyne District Library Community Room.

**2014 National Main Street Conference:** Will be held May 18-20<sup>th</sup> in Detroit and we should budget resources for those who are able to attend.

2014 Michigan Main Street Accreditation visit is October 23, 2014.

**GOOD OF THE  
ORDER**

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The City has received a \$583,000 DIG grant which we will have on our next agenda.

**ADJOURNMENT  
MOTION**

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Adams moved Williams seconded **PASSED UNANIMOUSLY** to adjourn the December 5, 2013 meeting of the Boyne City Main Street Board at 9:49 am.

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\_\_\_\_\_  
Karen Seeley, Recording Secretary



**ANNUAL STRATEGIC PLANNING SESSION** Minutes of the Boyne City Main Street, Board Retreat held on Wednesday, December 4, 2013, 3:00 pm at the Dilworth hotel.

**CALL TO ORDER** Chair Swartz called the meeting to order at 3:08 pm.

**ROLL CALL** Jodie Adams, Kathy Anderson, Michael Cain, Bob Carlile, Michelle Cortright, Pat O'Brien, Rob Swartz, Robin Berry Williams

Absent: Larry Lenhart

- Facilitator Jen Booher began the discussion with a group of high school students from DECA and National Honor Society. They had conducted a survey of all the high school students and spoke of what they liked about Boyne City and what they feel is lacking for their age group. A group of Young Professionals also spoke of their likes and addressed what they feel would better serve people of their age. One thing that was stressed is more communication between generations and a shared data base of volunteers.
- Bob Grove gave an update of the Dilworth project.
- The mission statement was discussed, is it clear? Concise? Memorable?
- The future of Boyne City Main Street was discussed, what are the barriers to success? What are the opportunities contributing to success? (Cortright out at 6:05 p.m.)
- Main Street Committees: What is our role? Are we doing our job? What can we do better?
- The board prioritized 2014 potential projects:
  - Dilworth
  - Marina
  - Veterans Park

Jen will compile all the information from the meeting and would like to meet again to go over the results.

**MEETING  
ADJOURNED**

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Cain moved Williams seconded to adjourn the December 4, 2013 strategic planning session was adjourned at 7:05 p.m.

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Karen Seeley, Recording Secretary



Date: January 9, 2014  
To: Main Street Board  
From: Hugh Conklin, program manager  
RE: Committee Reports

#### **Promotions**

- Plans are coming together for the Winter Fest on Jan. 24-25. A poster is included in your packet.
- The Farmers Market Committee is meeting Monday, Jan. 6, and will consider three candidates who have applied to replace Richard Friske as one of the vendor representatives on the committee. The committee will also discuss moving the market to Peninsula Beach on Boyne Thunder weekend and its policy on food trucks. The market has received two inquiries from food truck vendors interested in the outdoor market.

#### **Design**

A summary of the committee's December meeting is included in your packet.

#### **Organization**

The committee interviewed candidates for the two open Main Street board seats and met with Jen Booher to review the Main Street planning sessions.

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

Dr. Jennifer Larson, who has opened a new dental practice at the corner of Lake and State streets, formerly Dr. Bruce Stewart's office, and Kristine Brehm, the new Boyne Area Chamber board president, were guests at Team Boyne. There was also a presentation at the meeting on the Veterans Park Pavilion project.



Date: Jan. 9, 2014  
To: Main Street Board members  
From: Hugh Conklin, program manager  
RE: Board candidates

Four candidates applied for the two open seats on the Main Street Board. The seats are currently held by Bob Carlile and Michelle Cortright.

The candidates who submitted an application are Michelle Cortright, Ben Van Dam, Aaron Place, and Jack Laurent. The application for each candidate is included in your packet.

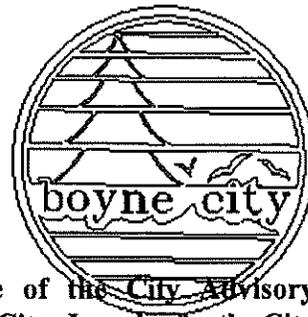
The candidates, except Michelle, were interviewed by organization committee members Rob Swartz, Jodi Adams, Bob Carlile, Lori Meeder, and Pat O'Brien on Dec. 17.

It is the committee's recommendation to reappoint Michelle and appoint Ben Van Dam to the Main Street Board.

Following the board's action, the recommendation will be forwarded to the City Commission for approval at its Jan. 14 meeting.

# CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



## BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

Name: Michelle Cortright

Address: 221 Water St., Boyne City, Michigan 49712

Telephone: 231-582-2814 (daytime) 231-675-0388 (evening)

Email: mcortright@kayakhouse.com

Occupation: Publisher - Business Owner

Please check any Advisory Board or Commission you may be interested in.

- |   |   |
|---|---|
| <input type="checkbox"/> Airport Advisory Board       | <input type="checkbox"/> Economic Development Corporation     |
| <input type="checkbox"/> Historical Commission        | <input checked="" type="checkbox"/> Main Street / DDA Program |
| <input type="checkbox"/> Planning Commission          | <input type="checkbox"/> Parks and Recreation Commission      |
| <input type="checkbox"/> Board of Review              | <input type="checkbox"/> Housing Commission                   |
| <input type="checkbox"/> Local Development            | <input type="checkbox"/> Zoning Board of Appeals              |
| <input type="checkbox"/> Finance Authority            | <input type="checkbox"/> District Library Board               |
| <input type="checkbox"/> Historic District Commission |   |

Reason(s) you wish to serve:

To provide community development ideas from my educational and professional background, to help Boyne continue to grow and thrive.

Other community or civic service activities:

EDC - LDEA  
Evangelical Township Board

Signature Michelle Cortright

Date 7/18/13

# CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597

## BOARD MEMBER APPLICATION

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Name: AARON PLACE

Address: 231. 838. 6038  
Telephone: 231. 582. 9835  
(daytime) \_\_\_\_\_  
(evening) \_\_\_\_\_

Email: aaronplace83@gmail.com

Occupation: Manager/Designer for a Sign Shop

Please check any Advisory Board or Commission you may be interested in.

- |   |   |
|---|---|
| <input type="checkbox"/> Airport Advisory Board       | <input type="checkbox"/> Economic Development Corporation     |
| <input type="checkbox"/> Historical Commission        | <input checked="" type="checkbox"/> Main Street / DDA Program |
| <input type="checkbox"/> Planning Commission          | <input type="checkbox"/> Parks and Recreation Commission      |
| <input type="checkbox"/> Board of Review              | <input type="checkbox"/> Housing Commission                   |
| <input type="checkbox"/> Local Development            | <input type="checkbox"/> Zoning Board of Appeals              |
| <input type="checkbox"/> Finance Authority            | <input type="checkbox"/> District Library Board               |
| <input type="checkbox"/> Historic District Commission |   |

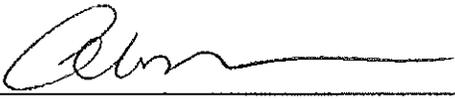
Reason(s) you wish to serve:

To show a greater involvement in the City I live in.

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**Other community or civic service activities:**

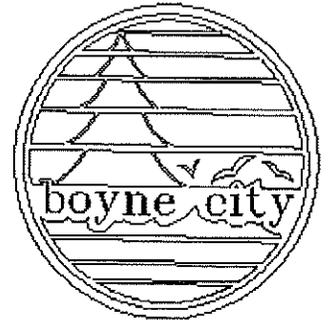
Main Street Design Committee, BC Planning Commission,  
Little Traverse Civic Theatre

Signature 

Date 12/16/13

# CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



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Name: BEN VANDAM

Address: 01275 ERICKSON RD. BOYNE CITY, MI 49712

Telephone: 231-582-2323 (daytime) 231-330-1081 (evening)

Email: BEN@VANDAMBOATS.COM

Occupation: BUSINESS OWNER / BOATBUILDER

Please check any Advisory Board or Commission you may be interested in.

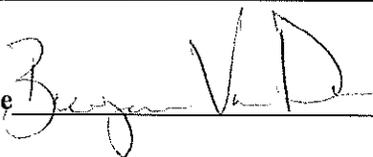
- |   |   |
|---|---|
| <input type="checkbox"/> Airport Advisory Board       | <input type="checkbox"/> Economic Development Corporation     |
| <input type="checkbox"/> Historical Commission        | <input checked="" type="checkbox"/> Main Street / DDA Program |
| <input type="checkbox"/> Planning Commission          | <input type="checkbox"/> Parks and Recreation Commission      |
| <input type="checkbox"/> Board of Review              | <input type="checkbox"/> Housing Commission                   |
| <input type="checkbox"/> Local Development            | <input type="checkbox"/> Zoning Board of Appeals              |
| <input type="checkbox"/> Finance Authority            | <input type="checkbox"/> District Library Board               |
| <input type="checkbox"/> Historic District Commission |   |

Reason(s) you wish to serve:

I WOULD LIKE TO PROVIDE INPUT INTO THE DIRECTION OF BOYNE CITY'S FUTURE.  
I BELIEVE I WOULD PROVIDE A VALUABLE AND UNDERREPRESENTED VIEWPOINT  
BEING A YOUNG BUSINESS OWNER AND I THINK THAT DEMOGRAPHIC'S INPUT  
IS IMPORTANT FOR BOYNE'S LONG TERM SUCCESS.

Other community or civic service activities:

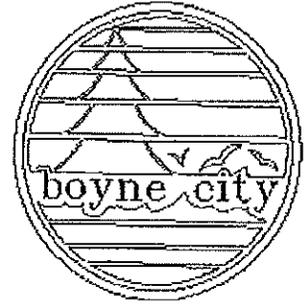
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature 

Date 12/6/13

# CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



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Name: JACK LAURENT  
Address: 527 E LINCOLN  
Telephone: 459-4522 (daytime) 622-2445 (evening)  
Email: jack@grantrain.coop  
Occupation: Grain Store Manager

Please check any Advisory Board or Commission you may be interested in.

- |   |  |
|---|--|
| <input type="checkbox"/> Airport Advisory Board       | <input type="checkbox"/> Economic Development Corporation                  |
| <input type="checkbox"/> Historical Commission        | <input checked="" type="checkbox"/> Main Street / DDA Program              |
| <input type="checkbox"/> Planning Commission          | <input type="checkbox"/> Parks and Recreation Commission                   |
| <input type="checkbox"/> Board of Review              | <input type="checkbox"/> Housing Commission                                |
| <input type="checkbox"/> Local Development            | <input type="checkbox"/> Zoning Board of Appeals                           |
| <input type="checkbox"/> Finance Authority            | <input checked="" type="checkbox"/> District Library Board - I'm a regular |
| <input type="checkbox"/> Historic District Commission | at our library so I would be interested                                    |
- in knowing about openings here too.

Reason(s) you wish to serve:

To give back to the fabulous small town I live  
and work in. My involvement in two downtown  
businesses can provide a unique perspective to the  
Main St BOD.

Other community or civic service activities:

BC Chamber BOD 2007-2010, BOD President 2010  
Road Cleanup along US131 2003-present

Signature

Date

12/5/13



# BYNE CITY

## Winter fest!

### Family Fun



**Saturday, January 25**

- All day** **Enjoy Great Shopping** *Downtown*
- All day** **Snow Sculpture Contest** *Sunset Park*  
**TO REGISTER, CALL 231-459-4007**
- All day** **Sledding, Ice Skating, Cross-Country Skiing** *Avalanche Preserve*
- 1-3:00** **Sleigh Rides** *Old City Park, \$1 Per Person*
- 1-3:00** **Kids' Games** *Old City Park*  
Frozen Fish Toss, Frozen Turkey Bowling, Doughnuts and Hot Chocolate
- 3:00** **Chili Cook-Off** *Coldwell Banker Schmidt Realtors*  
**TO REGISTER, CALL 231-582-6554**
- 4-7:00** **Wine Tasting** *Wine Emporium*
- 5:00** **Snow Sculpture Winners Announced** *Sunset Park*
- 5-6:00** **Star Gazing with Northern Michigan Astronomy Club** *Sunset Park*
- 8:00** **Concert "Steppin' In It with Rachael Davis"** *Freshwater Art Gallery*
- 8:00** **Sean Bielby and Adam Engelman** *Cafe Sante*



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CITY**  
MAIN STREET

Where life meets lake.