TENTATIVE AGENDA

Michigan BOYNE CITY Main Street
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BOARD MEETING

June 6, 2013 – 8:30 A.M. Commission Chambers – City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES - May 2, 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
8. NEW BUSINESS
   a. River Walk Maintenance
   b. Lake Street Market - Request for Streetscape Improvement
   c. Historic Mural
   d. Farmers Market Grant Opportunity
   e. Main Street Administrative Staff
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
    - Next Boyne City Main Street board meeting, Thursday, July 2, 8:30 a.m., City Hall
    - Stroll the Streets begins June 14
    - 10th Anniversary Celebration, June 19, Old City Park, 6-9 p.m.
    - Evenings at the Gazebo, with Farmers Market, June 26
    - SOBO Arts Festival, June 28-29
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

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Approved: _____

Meeting of May 2, 2013	MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY, MAY 2, 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: Jodie Adams, Mike Cain Bob Carlile, Jim Jensen Larry Lenhart, Pat O'Brien, and Rob Swartz
Meeting Attendance	Absent: Michelle Cortright and Robin Berry Williams (arrived 8:32)
	City Staff: Main Street Manager Hugh Conklin, Planning/Zoning Administrator Scott McPherson, Assistant Planner Leslie Meyers and recording secretary Karen Seeley
	Public: There were two people in attendance
Excused Absence MOTION	**Cain moved Adams second PASSED UNANIMOUSLY to excuse Michelle Cortright from today's meeting.**
Approval of Minutes MOTION	**Carlile moved, Adams second PASSED UNANIMOUSLY** to approve the April 4, 2013 regular meeting minutes
Citizens Comments	None
Correspondence	None
Main Street Committee Reports	Jim Jensen gave an overview of the Small Town Rural Conference he attended at Crystal Mountain and Robin Williams Berry reported on the National Main Street convention that she attended in New Orleans. In addition to the committee reports included in the agenda packet Main Street Manager Conklin reported on a few items: • Reminded the board of Buff of Boyne, May 4th, 9 a.m. Sunset Park. • The SOBO Arts festival was successful in its application to the Charlevoix County Community Foundation for a $1,900 grant to fund the performance on June 28 of the Bay Area Big Band. • Shirley Matz found a new location for her barbershop, as of April 30 she is located at 211 ½ South Lake Street, formerly the home to Meg McClorey Pottery. • Jim Howell has moved his appraisal business to Main Street, next to Sweetgrass Framing.

Main Street Manager Conklin reported on:

Manager's Report

- There were no viable candidates for the Sunset Park Intern program
- The Business expo was a huge success and congratulations to Chamber Executive Director Jim Bauman.
- Challenge Mountain surveyed their membership and has agreed to enter into a one year contract with Boyne Thunder. **Cain moved Adams seconded PASSED UNANIMOUSLY** to approve Boyne Thunder entering into a one year contract with Challenge Mountain for 10% of proceeds.
- A meeting with theatre owner Paul Mitchell was held April 12 and was very productive. The Downtown Planning grant for the theatre was submitted to the MEDC on Friday. A decision is expected by the end of May with approval by the Michigan Strategic Fund in June.

Unfinished Business

Bike rack designs:
The board reviewed some renderings of different art designs for new bike racks in the downtown. Main Street Manager Conklin reported that the Design Committee discussed the RFP's that were originally submitted. There were issues with the RFP identifying the quantity and maximum price.
The committee reached a consensus that detailed design of the racks is needed as the original drawings were conceptual only. The completed drawings are the renderings the board is reviewing today. The board liked the concept submitted by the Wood Shop. Board discussions if four were enough? Four would get us started and give us something to build on with possible sponsorships in the future. These would be unique to the community, a piece of art that is also functional. **Adams moved Cain seconded PASSED UNANIMOUSLY** to support the concept, to obtain bids of the artistic rendering of bicycle racks and send the designs out for bids once they are finalized and given the blessing of the Planning and City Commissions.

MOTION

Sidewalk Café alcohol service:
At the April meeting, the board had discussion about a change in city ordinance to allow alcohol to be served at sidewalk café, in downtown Boyne City. The board was in support of the change but wanted more details in regards to how it would be managed. They received a draft of a proposed new ordinance to regulate sidewalk cafes by City Planner Scott McPherson. The proposed ordinance as written would allow a sidewalk café to obtain an annual permit if they meet the criteria. The permit would be required for all sidewalk cafes not just those serving alcohol. McPherson reviewed the ordinance with the board and stated the one change recommended would be the deletion of the July 4th restriction on sidewalk cafes. The board concurs that it should be allowed on the 4th as well. A public hearing has been scheduled for the next Planning Commission meeting, Monday, May 20th at 5 p.m. A public hearing is required to consider any ordinance change. The planning commission is generally supportive of the alcohol aspect, but did have considerable discussion on the requirements for a clear zone on the sidewalk (4 foot). Board question if we would need it to come back to this board after the Public Hearing. It could always come back. **Adams moved Williams seconded PASSED UNANIMOUSLY** that the Main Street Board recommends to the Planning Commission that it support the proposed new ordinance regulating sidewalk cafes.

MOTION

Stroll the Street Hayrides:
At the April meeting there were various questions/ concerns and a follow-up meeting was held with Becky Kuebler of Boyne Valley Tours and Services to discuss them. The board reviewed the list from Boyne Valley Equine to address their concerns. City Manager Cain said that he is in support and we should give them some leeway. The board feels they should have an immediate "out" clause in the contract. They would need to add the City of Boyne City and Main Street as additional insured on

their policy. There has been some talk about them purchasing a buggy and using that instead of the wagon. The allowable route would be different for a horse and buggy.

MOTION **Cain moved Lenhart seconded PASSED UNANIMOUSLY** to support the concept of horse drawn rides through downtown, with the route and schedule to run through the Main Street Manager. Their insurance will need to have the City of Boyne City and Main Street added as insured and the contract can be withdrawn immediately if problems arise by the Main Street Manager or the Police Department.

MOTION

Use of the Main Street Logo:
The board reviewed a draft of a user agreement to allow the Boyne City Main Street logo and tagline to be used by businesses. All designs would have to be approved by the Main Street Manager and if approved a use agreement between Boyne City Main Street and the vendor/artist/business is required. Board discussion regarding fees. Let's try it for the first year with no fees and revisit next year. **Cain moved Carlile seconded PASSED UNANIMOUSLY** to move forward with the agreement and add a bullet to include a "opt out" clause in case they are not following the agreement.

Michigan Main Street Agreement:
Boyne City Main Street's Master-Level Agreement with Michigan Main Street is up for renewal. The contract is for two years and outlines the services we receive from the state program and the expectations the state program has with Boyne City Main Street. The new agreement has been revised to include more comprehensive insurance requirement for the community, and Main Street Manager Conklin has reviewed the changes with Paul Olsen, the city's insurance representative. He will add Michigan Main Street as an additional insured. **Cain moved O'Brien seconded PASSED UNANIMOUSLY** the Main Street board approves the Michigan Main Street Program Community Requirements and Expectations Agreement as proposed.

New Business

10th Anniversary Celebration Update: The committee has been very active, the 10th anniversary logo was designed by Kecia Freed and we will be ordering twelve banners with the logo for the poles downtown. The celebration will take place at Old City Park with a program from 6-8 pm. There will be a memorial tree planting of a white oak and the Chamber has sent out a survey to compile a top ten list of what people love about Main Street.

MOTION

Graphic design services-Kecia Freed:
Kecia's current contract expired in April 2013 and the board is being asked to again accept her design services for the 12-month period between May 2013 and April 2014 in the amount of $3,600. **Cain moved Adams seconded PASSED UNANIMOUSLY** to accept the service agreement with Kecia Freed of Kecia Freed design.

- The Thirsty Goat will reopen on May 16th.
- There is now another option for internet in town with the addition of MySpot.net
- The House at 417 Pearl Street is up for tax foreclosure.

MOTION

GOOD OF THE ORDER

Cain moved Williams seconded PASSED UNANIMOUSLY to adjourn the May 2, 2013 meeting of the Boyne City Main Street Board at 10:28 am.

ADJOURNMENT
MOTION

Karen Seeley, Recording Secretary

Michigan BOYNE CITY Main Street
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Date: June 6, 2013
To: Main Street Board
From: Hugh Conklin, program manager
RE: Committee Reports

Promotions

- The Farmers Market is hitting stride and doing well. Veterans Park is now wireless, which allows easy use for Bridget Cards and other transactions at the market. Later this month, June 26 to be exact, we will debut the Wednesday evening market at Old City Park as part of Evenings at the Gazebo. We will have somewhere between 10-15 vendors to start. The market will run from 5-8:30 p.m. and will continue through the middle of August.
- Stroll the Streets starts June 14 and it should be a great summer. Karen G. has the lineup complete and now all we need is clear skies for the next 14 Friday evenings. More sponsorship dollars are needed as well. As of May 31, our sponsorships stand at $12,700, about $3,500 shy of our goal.
- The SOBO Arts Festival begins on Friday, June 28, with the "SOBO Street STROLL" from 6-9pm, showcasing musical performances and business open houses, culminating with an outdoor concert featuring the Bay Area Big Band. On Saturday, from 9 a.m.-5 p.m. the SOBO Arts Festival activities continue at Peninsula Beach. The juried art fair will blend with art demonstrations and workshops, hands-on art projects for children, and a musical performance by singer songwriter Kirby Snively.

Design

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

Organization

- The 10th anniversary celebration on June 19 at Old City Park is shaping up nicely. We have received great support from local businesses, who are donating nearly evening for the community barbecue.
- Boyne Thunder is shaping up to be the largest in the event's 10-year history. Registrations are hovering around 80 and the organizing committee is doing its best to produce a quality event.

Team Boyne – Creating Entrepreneurial Communities (ER committee)

- The Grain Train board is still considering a Boyne City location and a decision is expected by the end of the month.
- The MEDC approved the first phase of the Downtown Planning Grant application for the Boyne Theatre feasibility study for up to $25,000. The grant requires a dollar for dollar match from Main Street. The phase II application is due July 2. Three firms - Quinn Evans Architect, Finnicum Brownlie Architects, and Lord Aeck Sargent – were asked to submit proposals to complete the feasibility study and interviews were held with them last Thursday. The committee still has some work to do before making a recommendation.

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Design Committee

Meeting MINUTES – May 13, 2013 4 p.m.
Community Room – Boyne District Library

Members:

Bruce Janssen X Ray Guzniczak X Mark Kowalske X Becky Harris X Aaron Place X Martha Sulfridge X Linn Williams X Mike Cain X

Old Business:

1. **Historic Mural Program** - Committee decided on two images to have imposed onto the building. Cost for one mural is $624 for the banner, $870 Frame and $2,500 to install, installation is being looked at locally

2. **Bike Rack Project** – Reviewed location of designs, decided to switch the fork and unicycle, also rotate the unicycle for walkway and potential view blockage. Requested to have the updates done for Monday the 18th - Planning Commission

3. **Façade grant policy / guidelines**- Discuss next meeting, please read and make comments back

New Business:

1. **Downtown Tour:** The committee walked downtown together for observations

Committee Member Assignments for Next Meeting:

- Review the Façade Grant Policy
- Attend the Monday, May 18th Planning Commission meeting at 5 pm to support the bike rack designs and alcohol service on the street

Next committee meeting: June 10, 2013, 4 p.m. Boyne District Library

2013 SOBO ARTS FESTIVAL - AGENDA

MEETING INFORMATION

Objective: ***Planning 2013***
Date: ***May 21, 2013***
Time: 9:00 AM
Location: Main Street Office

Item/Presenter

1. **SOBO Arts Festival Promotion**:
   a. Adv. Posters for circulation:
      Cindi, Elk Rapids, Charlevoix; Kathy, Petoskey, Young State Park;
      Becky, Farmers Market; Ward, Boyne Mtn, Boyne Falls, Blue Green Condos,
      Diane, Gaylord, East Jordan, Marilyn, Boyne City & Walloon Lake
   b. For Sale Posters:
      BAC Open House, Jasmine signed
      Money to?
      Cindi, how many do you want to sell, need one framed.
   c. AdsBecky did ¼ page, like posters, working on banners
      Northern Express, Memorial Day, 17th & 24th, $806 total
      Petoskey New Review June 22, free $499 value – in-kind Cindi Franco Sponsorship
      2012 Northern Michigan Review $1130.00
      Press Release to 49 emails, 9 & 10 called and will meet with us today
      Email lists for publicity:
      Farmers Market, Library, Main Street, Challenge Mtn, Chamber, PTO's, Other?

2. **Sponsorships** – Cindi In-Kind, Beyond Borders – 4 booths, ad in handbill

3. **Grant – Great Lakes Energy**:

   a. Ward – Kids Court Costs:
      Kirby Snively $100, Jania Magic Show $50, Dig into Reading Treasure Maps
      and Buried Treasure, $75 Boyne City Library
      Magnets of Michigan Jasmine?
      Empty Bowls and Threads of Hope

4. **Artists** – 26 in, 9 promised, 35. 10 more locals to respond maybe, had 32 in 2012
   Students "Future Artists of America" – Jerry Douglas 231-459-4023
   Colleges
   Threads of Hope – Charity Booth
   Empty Bowls – Meg

5. **Friday Stroll** –
   Big Band Location – Same as last year, Frank Malin will provide electrical
   Open Houses – Marilyn
   Beer Tasting – Becky
   Jasmine and Poster signing
   Pastel Artist Demonstration

6. **Sand Castles** –Doug Melvin – Monica Kroondyke, Sand Pirate

7. **Signs**: Wind Dancers, Flags, Banners, Sandwich signs

8. **Handbill** – New Layout – saves money, Jasmine?

NEXT MEETING – JUNE 11, 2013 – 9:00AM – MAIN STREET OFFICE IF NEEDED

Meeting Agenda Template © 2010 Vertex42.com

Michigan
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Date: June 6, 2013

To: Main Street Board

From: Hugh Conklin, program manager

RE: River Walk Maintenance

To maintain the quality of the Boyne River Walk it needs regular cleaning and sealing. It was the summer of 2011 when the river walk was last power washed and sealed and the railing touched up. The work was done by Performance Painting.

This summer, the river walk needs maintenance again and I requested two proposals for the work from the same businesses that submitted proposals in 2011. I have received verbal proposals from both, but I am waiting for a written proposal from one of the contractors. I will have copies of both available at Thursday's board meeting.

For power washing and sealing, plus painting the first four sections of railing on either end of the river walk, the cost in 2011 was $1,600. For the fiscal year 2013-14, $2,500 budgeted.

Michigan
BOYNE CITY Main Street
WHERE Life MEETS LAKE.®

Date: June 6, 2013

To: Main Street Board

From: Hugh Conklin, program manager

RE: Lake Street Market Streetscape Improvement

Lake Street Market has requested permission to replace the grass area in front of its business between the sidewalk and the curb with stamped concrete, similar to what was used at the Veterans Park Memorial. Their reasons and plans for improving the area are included in the attached letter from co-owner Liz Glass.

In reviewing the request with department heads, there was concern that stamp concrete is hard to match if ever in the future there was a need to replace underground utilities. Ms. Glass is aware of this and is willing to take the risk. There also was a concern about the transition from the downtown streetscape to that part of Lake Street, which has a residential feel. That concern, I believe, is outweighed by the benefit the improvements will bring to Lake Street Market. It also will blend in with the large concrete sidewalk in front of the Legion.

Recommendation

The Main Street Board approve Lake Street Market's request to use stamp concrete in front of their business at 306 S. Lake Street.

306 S Lake St. Boyne City MI 49712 - 231.582.4450
WWW.LakeStreetMarket.com

May 21, 2013

To Whom It May Concern:

My partner and I are seeking permission to replace what remains of the "grass" in front of Lake Street Market with hardscape, in the form of concrete which is treated to look like stone. If approved, this would be done at our expense by Bayko Concrete—the same contractor who installed the walkways and other paved surfaces at the memorial in Veterans' Park. In fact we would like to use the same pattern as that under the cannons, although a slightly different color.

Let me say early on that if the stone-look pavement is rejected for reasons involving visual continuity, we propose to go to the curb with the same "regular" concrete that is in front of the American Legion next door. Either way, we believe it is vitally important to our customers, our livelihood, and the looks of this end of town to make this improvement. We believe this for the following reasons, among others:

1) Although we have tried very hard—at considerable expense—to grow and maintain lush green lawn out front, we find it is a battle we cannot win. In the summer it is torn up by tables, chairs, and constant foot traffic. In the winter it is often damaged by snow-removal equipment. What we end up with is dirt, weeds, cigarette butts and other bits of litter that are very difficult to clean up. Nature lovers we may be, but in this case a paved surface would actually look better. And it would certainly be easier to keep clean.
2) A flat, even, hard surface is safer for people sitting at the tables out front. The soft earth and clumps of weeds increase the likelihood that seated customers will fall backwards when trying to scoot their chairs away from the tables, and indeed this has happened several times over the years. While one might wish to argue that it is better to fall onto grass than concrete, the reality is that none of the chairs are far enough from what is already a hard surface to guarantee they won't hit their head on pavement anyway. Better to lessen the odds that they will fall at all by placing the chairs where there are no hidden obstacles to their movement.
3) Our location is zoned as part of the Central Business District. Theoretically, then, the streetscape in front of our store should look just like the rest of the CBD: wide sidewalks edged with brick, ornamental tree planters at the corners, green metal benches and *city-maintained* trash receptacles. We don't imagine that to be in the works for the near future, though, which is why we are proposing this do-it-ourselves solution. As the only business

south of Main Street on our side of Lake, and the last one before it goes residential, it is difficult enough to attract casual foot traffic. It may surprise you to know that when town is really busy with visitors cruising the CBD on foot, you can stand in front of our store and literally watch dozens of people turn around at the corner in front of Thirsty Goat and head back the other way. To people who don't already know we're here, the radical change in streetscape south of Main can easily make it appear that the dining & shopping trail ends at the Thirsty Goat. *Please understand how crushingly disheartening this is to hardworking business owners whose entire livelihood depends on people walking IN the doors!*

We can and should work to change this. We are investing a lot this spring in visual improvements: our new outdoor furniture arrived yesterday. Our screen doors are due to be refinished next week, and we will be repainting the front as well. We are also going to spruce up the space between us and the American Legion's new wheelchair ramp. In order to make Lake Street Market look as vibrant to strangers as our customers already know it to be, we would like to put our new furniture and umbrellas on a surface that looks better than the dirt and weeds we have now. The fact that we are not asking the city to do this *for* us should tell you how important it is to us. Just please do not block or delay us from doing it ourselves. We guarantee the results will be a change for the better.

Thank you very much for your consideration of this request.

Very sincerely,

Elizabeth Glass
Lake Street Market
306 S Lake St
582-4450
liz@lakestreetmarket.com

LAKE STREET
MARKET

Michigan
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Date: June 6, 2013

To: Main Street Board

From: Hugh Conklin, program manager

RE: Historic Mural

For the past couple of years, the Design Committee has been talking off and on about developing a historic mural program within the Main Street / DDA district but primarily in the downtown area. The purpose of the mural program is to celebrate the community's historic past and to bring a "sense of place" to Boyne City. The proposed murasl would be 12'x16' banner attached on a frame and hung on the highly noticeable side of a downtown building.

The cost of the historic mural / banner is not cheap. The banner cost is $625 plus $870 for the frame. Installation is estimated at $2,500 making the total cost $3,995.

If the program moves forward, the Design Committee would recommend the side of the Northwestern Bank building for the first mural. The wall is highly visible and the open space works well for the banner. Two photos are under consideration by the committee and both are attached.

At this point, the Design Committee is interested in getting the board's input and suggestions on the historic murals.

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Michigan Economic Development Corporation

Farmers Market Grant Program

Request for Proposals
RFP-CASE-48252

2013

This Request for Proposals ("RFP") is issued by the Michigan Economic Development Corporation (the "MEDC") Contracts and Grants Unit ("C&G"). C&G is the only office authorized to change, modify, amend, alter, clarify, etc. the specifications, terms, and conditions of this RFP and any other contract(s) awarded as a result of this RFP (the "Contract"). C&G will remain the main point of contact throughout the proposal process. All communications concerning this RFP must be sent to Contractsandgrants@michigan.org.

Program Description

The purpose of the Farmers Market Grant Program is to provide funds to existing farmers markets. The Farmers Market Grant Program has identified priorities for FY 2013. Although proposals in the following categories are particularly encouraged, all proposals that incorporate activities listed in the section "Types of Programs Allowed" will receive consideration.

Placemaking – "Creating Places"

Projects that contribute to placemaking are defined by Miplace.org as, "the process of creating quality places that people want to be in." Creating a sense of place requires a place to have good physical form along with good social activity. Appealing projects include unique and innovative design elements, amenities for patrons and vendors, multi-use spaces, multi-modal transportation, and signage. Projects that make markets more accessible to residents are preferred.

Eligible Applicants

The grant program is available to Michigan farmers markets that have been in operation for at least four years.

Eligible Applicants

- Agricultural Cooperative
- Producer Network
- Producer Association
- Local Government
- Nonprofit Corporation
- Public Benefit Corporation
- Economic Development Corporation
- Regional Farmers Market Authority
- Tribal Government

Individuals are not eligible to apply.

Types of Programs Allowed

Applications may be submitted for a variety of projects, including, but not limited to:

Infrastructure

1. Business and strategic planning, market growth management and recordkeeping.
2. Infrastructure for electronic purchasing, value-added processing and packaging, and refrigerated storage.
3. Waste management and recycling.
4. Transportation and delivery systems.
5. Green/renewable technology.
6. Food safety and handling.
7. Facility planning and/or design for multi-purpose places.
8. Equipment purchase, transportation, and delivery.
9. Acquire permanent signage for markets to identify location and operation hours.

Marketing and Education

10. Development of direct producer-to-consumer marketing association or other organization.
11. Consumer education and outreach
12. Conduct promotional campaigns through newspaper, radio, and television advertising.
13. Direct marketing of agricultural commodities including special events, fundraising and Agri-tourism.

Grant Dollars

This one-time allocation will require a minimum 50/50 cash match (50% state/50% other). Match can be provided by the community, or a private or non-profit source. Applicants must submit documentation stating the source of the financial commitment. State or federal funds cannot be used as a match.

Grant funds will be available to individual qualifying applicants in any dollar amount between $10,000 and $50,000. A letter from the applicant stating its financial commitment to the project is required. The total amount of grant funds available in connection with this RFP is $200,000. This will be the only grant round in 2013.

Scoring

Projects will be scored on a variety of factors, including, but not limited to: a well-defined and focused project; overall impact of the project on the community; history of market operations; local commitment and documented match; project start and completion date; and use of the building and site during the farmers market off season. Preference will be given to projects that are able to initiate the project within 60 days of agreement execution and which have funding sources that allow the project to begin in that time period. Projects with multiple funding sources will need to demonstrate that they will be able to begin the project in a timely manner. Bonus points will be given for local communities and non-profit organizations that commit higher than the minimum 50/50 cash match. Example: 40% State/60% cash match.

Other details

- Job creation is not required, but projects that lead to the creation of jobs will score more favorably.
- No more than two (2) applications can be submitted within a community. If multiple applications are received, the first two applications received will be scored. Late entries will not be accepted.
- Projects must be completed by May 31, 2014; however, projects with a completion date in 2013 will be scored more favorably. Projects with a completion date after May 31, 2014, will not be considered.
- Grant disbursements will be negotiated on an individual basis depending on the needs of the project and the community.
- It is not required that the projects are competitively bid, but it is highly recommended.
- Grants will only be made to an eligible applicant.
- Applications are due by **July 1, 2013 at 3:00pm**. Late entries will not be accepted.

Request for Proposals Instructions

Selection Criteria

Responses to this RFP will be evaluated based upon the following selection process:

- Proposals will be considered for quality and completeness by a Review Committee ("RC") comprised of individuals selected by the MEDC. The RC reserves the right to request additional information from any applicant.
- The MEDC, in its sole discretion, will award the grant considering the quality of proposals that were evaluated as part of this evaluation process.

Applicants Costs

The MEDC is not liable for any costs incurred by any applicant prior to signing of the Contact by all parties.

Reservation of MEDC Discretion

Notwithstanding any other statement in this RFP, the MEDC reserves the right to:

1. Reject any and all proposals;
2. Waive any errors or irregularities in the bidding process or in any proposal;
3. Rebid the project; or
4. Defer or abandon the project.

Applicant Protest Period

If an applicant wishes to initiate a protest of the award recommendation, the applicant must submit a protest in writing by 5:00 p.m. within 14 calendar days from the date of the notice of award sent by the MEDC. The written protest should include the RFP number, clearly state the facts believed to constitute an error in the award recommendation, and describe the desired remedy. Only the information provided within the protest period will be considered in arriving at a decision. The MEDC is not required to take into consideration any material filed by any party after the protest period deadline. The MEDC's CEO or designee will provide a written decision to the protesting party after investigating the matter or, if more information is needed, will schedule an informal meeting before issuing a decision. This decision is final.

To maintain the integrity of this process and to ensure that grants are awarded without undue delay, protests requesting a waiver of the following omissions and requirements cannot be granted:

1. Failure of an applicant to properly complete proposal;
2. Failure of an applicant to submit the proposal by the due date and time; or
3. Failure of an applicant to submit a protest within fourteen days from the date of the notice of award.