



OUR MISSION

“Through community partnerships and a shared vision for the future, work to keep downtown Boyne City vibrant and successful while preserving its historic heritage and supporting sustainable projects.”

March 5, 2020 – 8:30 A.M. Boyne City City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES – February 6, 2020
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
5. MAIN STREET COMMITTEE REPORTS
 - A. Organization – Michelle Cortright
 - a. Boyne Thunder
 - b. Farmers Market – Jodie Adams
 - B. Marketing – Patti Gabos
 - C. Design – Becky Harris
 - D. Economic Vitality– Mike Cain
 - a. Team Boyne
6. MAIN STREET DIRECTOR’S REPORT
7. UNFINISHED BUSINESS
 - A. Strategic Plan
Consideration to approve the Strategic Plan as proposed
8. NEW BUSINESS
 - A. Budget Approval
Consideration to approve the proposed budget for the 2020-21 fiscal year

B. Intern

Consideration to partner with the Chamber on hiring an intern to be shared by our organizations for a cost to Boyne City Main Street of \$6,000

C. Graphic Design Services Agreement

Consideration to approve a 1-year agreement with Kecia Freed Design for graphic design service

D. 2020 Accredited Member Sublicense Agreement

Consideration to approve the Trademark Sublicense Agreement with the National Main Street Center as proposed

E. Presentation from Pat Little, Superintendent

F. Financial Report Review

i. Boyne City Main Street

ii. Boyne City Farmers Market

9. GOOD OF THE ORDER

10. ANNOUNCEMENTS

A. Farmers Market Committee Meeting, Mon., March 9, 10:00 a.m. – City Hall

B. Marketing Committee Meeting, Tues., March 10, 9:00 a.m. – Library

C. Organization Committee Meeting, Tues., March 10, 3:00 p.m. – Library

D. Team Boyne Meeting – Fri., March 20, 9:00 a.m. - Library

E. Boyne Thunder – Thurs., March 26, 5:00 p.m. – Library

F. Main Street Board Meeting, Thursday, April 2, 8:30 a.m. – City Hall

G. Design Committee Meeting, Mon., April 6, 2020, 4:00 p.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
February 6, 2020

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
HELD ON THURSDAY, FEBRUARY 6, 2020 at 8:30 AM CITY HALL, 319 NORTH
LAKE STREET

Call to Order

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

Roll Call

Present: Jodie Adams, Anna Burkhart, Michael Cain, Michelle Cortright, Patti Gabos, Robert Grove, Patrick Little and Rob Swartz

Absent: Becky Harris

Meeting Attendance

City Staff: Recording Secretary Jane Halstead, Assistant Planning Director Patrick Kilkenny, Main Street Assistant Ingrid Day

Public: None

**Excused Absences
MOTION**

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to excuse Becky Harris.

**Board Member
Installment**

Anna Burkhart was sworn in as a member of the Boyne City Main Street Board.

**Appointment of
Chair and Vice-
Chair
MOTION**

Cortright moved, Cain seconded, PASSED UNANIMOUSLY, to appoint Rob Swartz as Main Street Board Chair and Patti Gabos as the Main Street Board Vice-Chair.

**Approval of
Minutes
MOTION**

Adams moved, Gabos seconded, to approve the January 2, 2020 minutes as presented.

Cortright moved, Adams seconded, to approve the January 7, 2020 minutes as presented.

Adams moved, Gabos seconded, to approve the January 21, 2020 minutes as presented.

**Hearing Citizens
Present**

None.

None.

Correspondence

Committee Reports

Organization Committee

Minutes received and filed. The volunteer recruitment event (Jambo) was a success. Boyne Thunder has 32 sponsors thus far. Farmer’s Market Director Jordan Peck is attending training to get Marketing Manager certification. Contact will be made with Mac McClelland to begin work on the TIF renewal.

Promotions/Marketing Committee

Minutes received and filed. Chocolate Covered Boyne is the next big event.

Design Committee

Minutes received and filed. The façade of 108 Water Street was discussed. The budget and future projects were discussed.

Economic Vitality/Team Boyne

Minutes received and filed. The purpose and structure of the Economic Vitality/Team Boyne committee and how to re-energize the group was discussed.

Farmers Market Committee

Minutes received and filed. Committee appointments were discussed as was the market dates and locations for the upcoming season.

Director’s Report

Received and filed.

None.

Unfinished Business

Team Boyne

Team Boyne

Consideration to create an Economic Vitality Committee, with Team Boyne as a subcommittee.
The Board discussed the Economic Vitality Committee/Team Boyne. A small committee will be formed to determine what the roles of each committee should be and what their tasks and goals are.

MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to create an Economic Vitality Committee, with Team Boyne as a subcommittee.

New Business

Committee Chair Appointments

Committee Chair Appointments

Consideration to appoint the following chairs to the corresponding committees for a period of 1 year: Michelle Cortright- Organization, Sally Vandomelen - Marketing, Adam Graef - Design.

MOTION

Cain moved, Adams seconded, PASSED UNANIMOUSLY to approve the appointment of the following chairs to the corresponding committees for a period of 1 year: Michelle Cortright- Organization, Sally Vandomelen - Marketing, Adam Graef - Design.

Farmers Market Committee Appointments

Consideration to re-appoint Judi Silverman and Mary Brower to the Famers Market Committee for a 3 year term expiring January 2023.

MOTION

Cain moved, Gabos seconded, PASSED UNANIMOUSLY to re-appoint Judi Silverman and Mary Brower to the Famers Market Committee for a 3 year term expiring January 2023.

Michigan Main Street Technical Services

Consideration to decline technical services from Michigan Main Street in 2020, as recommended by Organization Committee.

Michigan Main Street has proposed two possible technical services for 2020 including Downtown Futures Service and Entrepreneurial Ecosystem Service. The Organization Committee has recommended the services be declined. The Board discussed whether Michigan Main Street would instead provide assistance in another capacity such as with our TIF renewal.

Financial Report Review

The Financial Report was received and filed.

Good Of The Order

- Welcome to Anna Burkhart and Robert Grove as new members of the Main Street Board.
- Michigan Main Street has provided us with our impact report.
- Boyne City has been named as a semi-finalist for the GAMSA.
- The Pavilion project is moving along well. The cupolas on the new roof sections will be copper to match the lighthouse.
- Michele Hewitt, Deputy Treasurer, will be retiring in March. The City has hired the financial Director from Cheboygan County, James Manko, to fill her position.
- The new Housing Director will be announced soon.
- Patrick Little shared that the Senior Center and the Early Learners program are partnering and doing yoga together.
- THE BCPS bond proposal will be on the ballot in May.
- Progress on the Dillworth renovation continues. There are 5 to 6 people working on the structure. Steel supports are being added to the building.
- Patti Gabos suggested we take the impact statement and make it interactive.
- The Jambo was a good event.
- Main Street name tags were given to the board members.

Adjournment MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to adjourn the February 6, 2020 meeting of the Boyne City Main Street Board at 9:48 a.m.

Jane Halstead, Recording Secretary

Marketing Committee

Boyne City Main Street
Boyne District Library Conference Room

Tuesday, February 11, 2020 9AM

Attending: Sally Van Domelen, Wes Dillworth, Barb Brooks, Patti Gabos, Kecia Freed, Grace Battista, Kim Akin and Ingrid Day

1. Welcome and meeting called to order at 9:05 am.
2. GAMSA PR Opportunities:
Discussion was had about the marketing opportunities of being named a GAMSA Semi-finalist last week. We will take advantage of the Michigan and National advertising. It was mentioned that there has been PR on the radio about this award. Further, 9 & 10 news did a short segment as well.
3. 2019/2020 Paid Ad budget:
Reviewed the information received about the paid advertising from this past year. In general, people are happy with the ads that target specific times of year and the events held during that time. In addition, there was general agreement that using fresh pictures and the tone of the ads was good. It was discussed that we should allocate advertising dollars for utilizing targeted marketing boosts on social media. The question was posed as to whether or not we need to contract with a social media professional who could advise MS on a plan (overall strategy, technical options & costs, implementation), and discussion about a paid intern (to be shared with the Chamber to be in the office May until December). Kim also brought up that she purchased a media package for the Chamber and there is a potential to share some of this with Main Street, in particular in the summer months.
4. Other Budget Needs:
Photographer: budget will stay the same but we will be sending this contracted job out for bid.
Banners: projected to be the same as the last two years – purchasing five new brackets, replacing the Boyne Thunder banners and updating the GAMSA banners.

5. Social Media/Website:

Facebook count is 3253 (an increase of 18) and the Instagram followers are 1,190 (an increase of 27). Some updates and edits were discussed for the web page. In addition, a discussion was had about consistent use of the name of this particular committee as it shows up differently both in print and on the web page. General consensus was that it should be called Marketing and referred to as such in all materials.

6. Upcoming Events:

Chocolate Covered Boyne: everything is on track for the event this coming weekend.

Taste Of Boyne/Restaurant Week: Taste of Boyne will be held April 23rd as the kick-off to Restaurant Week that will conclude May 3. The Taste event will be held at Boyne Mountain and will involve an entrance fee to attend (participants will not have a fee). Kim said we will also be doing a Food Passport that will be given to attendees to promote purchases at food based establishments across the year.

7. Recent MS Events:

Earlier Than the Bird review, considering the very positive survey results:

Keep: the early timing that builds the excitement

Stop: nothing mentioned

Start: promote the list of participating stores as early as the Wednesday prior or even before.

8. Volunteer Jambo:

Keep: the event; well attended and considered successful for the first time. It was good to have folks mingling in the crowd and talking up the volunteering.

Stop: a place that is poorly lit and the long table of volunteers

Start: make the volunteer tables separate, perhaps add pictures and label what each of the tables represent. Find a way to involve more current volunteers to also celebrate them and hope they bring a friend.

9. 2021 Work Plans:

Have been approved by the Main Street board. Sally reminded us that succession planning was imperative.

Meeting adjourned at 10:20 AM.

Next Meeting: Tuesday, March 10th at 9AM - Boyne Library Conf. Room

Design Committee Meeting

Monday, February 3, 2020

Members Attending/meeting called to order at 4:02pm

Adam Graef, Becky Harris, Pam Macksie, Gary Deters, and Kelsie King-Duff

New Business:

- 1) Budget/future projects: last month, each member provided input to rank all the suggested priorities for projects and budget for the upcoming year. The following were the top four projects as voted on:

River Plan 43.5

Sunset Park 75

Boardwalk 84

Log Cabin 85

Discussion was had about opportunity to partner with Parks and Rec and that there is a definite need to tackle some of the larger projects noted for downtown; infrastructure type projects. Need to confer with parks and Rec about potential budget monies for the log cabin and also for the rivermouth restrooms. Priority to the River Planning, of course, as it was voted as the top need. We will continue to work with Parks and Rec on projects underway.

- 2) On the radar: in March, we will discuss Façade Grants application. Will also speak with Bob Klevorn. Further, the more finalized budget for this committee will be discussed.

Meeting adjourned at 4:59 pm.

Next Meeting: Mon, March 2, 2020 at 4PM – Boyne City Hall Park View Room



Attendance Record

Name	Term Exp.	Oct 14	Nov 11	Dec. 9	Jan. 13	Feb 10	Mar 9	Apr 14
Brian Bates Vice Chair	1/2022	-	P	P	P	P		
Mary Brower	1/2023	-	P	E	P	P		
Kathy Coveyou	1/2021	-	P	P	P	P		
Joann Brown	1/2022	-	P	P	P	P		
Tim Dennis	1/2021	-	A	P	P	P		
Waneta Cook <i>Chair</i>	1/2021	-	P	P	P	P		
Jean Van Dam, <i>Patron</i>	1/2021	-	P	E	P	P		
Jack Laurent, <i>Patron</i>	1/2022	-	P	P	A	P		
Judi Silverman, <i>Patron</i>	1/2023	-	E	P	P	P		
Jodi Jansen, <i>MS</i>	1/2023	-	P	P	P	P		
NON-VOTING								
Kelsie King-Duff <i>MS Dir.</i>		-	P	P	P	E		
Jordan Peck, Market Mgr.		-	-	P	P	P		
Amy Roberts, <i>MSU Rep</i>		-	E	A	P	P		

P- Present, A- Absent, E - Excused



Committee Meeting Minutes
February 10, 2020
City Hall, Park View Room

Call to Order: 10:07

Committee Attendance: See Attached

Public Attendance: None

VanDam made Motion to approve the January meeting minutes, Adams seconded. All were in favor.

Appointment of Chair and Vice Chair: It was moved by VanDam, second by Laurent to assign Chair position to Bates, carried with all ayes. Motioned by Bates, second by Silverman to assign Vice Chair to Dennis, carried with all ayes

Market Manager Report: Jordan will be finishing up his market manager training with the Michigan Farmers Market Association this week. The winter market has been a bit slower but vendors mostly satisfied. All vendors are now located in the front lobby of City Hall. During the last market there was a “Valentine” board encouraging customers to post what they loved about the market. It was a nice way to get feedback and encourage participation.

Main Street Executive Director Report and Updates: King-Duff was absent but the National Main Street semifinals nomination was discussed.

Old Business – No old business

New Business –

- 2020 Summer Market update: Applications are coming in (approximately 25 to date)
- Brower favorably commented on the timeliness and quality of the communications from the market manager
- Committee Goals for 2020: There was much discussion and some thoughts on what could be some of the goals for this year - more prepared foods, use volunteers more, “Friends of The Market” could do more such as greeting patrons, helping carry purchases, operate a cart for

those needing assistance, manage the Snap and Double Up Bucks coupons, etc. Encourage high school performers, create a student participation in purchasing by incorporating students on the “lunch assist” program and also use the high schools Hospitality Class for the occasional prepared foods portion of the market. Ideas will be distilled and discussed for incorporation at the March meeting.

Good Of the Order –

- VanDam brought up the need for monthly communications and, if deemed necessary, schedule possible meetings during the summer months. Everyone thought this was a good idea to address any issues that might arise.

Meeting was adjourned at 10:55

The next market meeting will be held on March 9 in the City Meeting Room at 10:00 a.m.



Directors Report- March 2020

- It's official, we are a semi-finalist again for the Great American Main Street Award! We are one of 8 communities in the Nation to receive this honor. The winner will be announced at the National Main Street conference in May in Dallas.
- The Volunteer Jambo was a huge success! We were extremely happy with the number of people that came out. Follow-up has taken place and several attendees have already began engaging in committees.
- Chocolate Covered Boyne went well. There was a great response to holding the dessert contest at the hospitality class facilities in the education building downtown.
- Spuds Boyne was awarded \$25,000 through the Match on Main grant program. This is the same program that Hoppy Hound received a grant from. This was only available to the businesses because they are within a Main Street district, and we worked with them to apply. The grant will actually be given to Boyne City Main Street for us to then grant to the business. This is the program that MEDC started last year. There has already been several news articles about the grant, and 9 & 10 News even came to the office for an interview and had a story on it.
- The Farmers Market was featured in Midwest Living in a highlight they did about morels.
- 9 & 10 News covered Chocolate Covered Boyne. This was made possible through our relationship with West Michigan Tourist Association.
- 9 & 10 also did a story on our GAMSAs semi-finalist announcement. There has been quite a bit of other press coverage as well.
- I attended the Michigan Main Street Advisory Council meeting in Lansing this month. There were 2 presentations from communities who would like to become Main Street. It was really fun to be part of. MEDC will be announcing who was accepted soon.
- The Michigan Main Street quarterly training will be taking place March 23 & 24 in Milan.



To: Main Street Board

From: Kelsie King-Duff

Date: February 28, 2020

Subject: March Agenda Items Overview

Overview:

Several items on the March 5th Main Street Board Meeting agenda require further information:

Strategic Plan: We have received our updated Strategic Plan from Bob Thomas from the Michigan Chamber. This follows our strategic planning session that took place in January. Bob will also be sending along a self-evaluation form to be used with the board and committees.

Budget Approval: The proposed budget for May 1, 2020 – April 30, 2021 is included for your review. Overall, we are in very good financial shape. This budget maintains all programming and adds in several programs that have been a goal of our organization and that committees have been working on. The budget explanation document outlines how each number was determined. The areas that are new are highlighted. Items completed in this year's budget are also outlined in each line item. As proposed, no money would be used from our fund balance, and a little bit would even be added. This has been reviewed by the organization committee. The budget will still be subject to approval by the City Commission before it is finalized.

Intern: A great opportunity has come up for our organization to partner with the Boyne Area Chamber of Commerce to bring on an intern between May and December of this year. A student from Central Michigan University reached out to Kim Akin, Director at the chamber, with interest in interning for our organizations. This is required coursework for her degree. The Chamber then approached me to see if we would partner with them and we would share the intern (20 hours each, weekly) from May-December. The cost to our organization is \$6,000. This is a perfect way for our organization to engage youth, and is also a good way to bring young people back to our area once or after they go away to college. There is an outline of the internship program, the requirements for the intern, her cover letter and resume, and a letter from the Chamber included in this packet. Not only does this engage our organization with

youth, but this will really allow Ingrid and I to work at our highest level throughout the busiest months of the year. This will really help to open up staff time to work on things that have never been able to be completed before. Specific tasks for the intern could include, but are not limited to:

- Youth outreach (This is something we are currently not doing)
- Farmers Market programming (This has been a goal of the farmers market for a very long time, but has not been easy to accomplish with the market manager only having part time hours)
- Building and Business Inventory (This is a huge project that has been hanging over us for a long time. The current inventory we have is extremely outdated, but this is really a necessary tool. Staff time has not allowed for this to be completed, and attempts through committee have been unsuccessful. This would be a great way for the intern to learn about our projects and programs, local government structure, and connect with local businesses).
- Special project related to interns major - Recreation, Parks & Leisure (I would definitely want to work with the intern on an overall project for summer that fulfills a need we have, but also gives her a nice portfolio piece for when she graduates)
- Event Assistance
- Social Media Assistance
- General Office Assistance

Graphic Design Services Agreement: Our contract with Kecia Freed Design is up for renewal. This is for a term of 1 year. There are no changes to previous contracts.

Sublicense Agreement: Each year we must renew our sublicense agreement with the National Main Street Center. The agreement outlines the use of the Main Street American logo and other verbiage. There are not any changes in this year's agreement from what we currently operate under.

RECOMMENDATION:

Strategic Plan: Approve the strategic plan as proposed.

Budget Approval: Approve the budget as proposed

Intern: Approve the hiring of an intern, to be shared with the Boyne Area Chamber of Commerce for a cost of \$6,000

Graphic Design Services Agreement: Approve the contract as proposed.

Sublicense Agreement: Approve the agreement as proposed.

**Boyne City Main Street
Strategic Planning Session
Update: January 2020**

Mission:

To support a vibrant and successful downtown Boyne City through business and community investment, sustainable development, and historic preservation.

Vision:

Downtown Boyne City is a welcoming four-seasons community that is well-known, accessible, business-friendly, and represents the best of what Boyne has to offer.

Stakeholders:

The following stakeholders are inclusive of the audiences invested in the success of Main Street.

- City Government
- Chamber of Commerce
- Nearby Resorts/Hospitality Attractions
- County Government
- State Government
- School District and Education Community
- Residents (Full time and Seasonal)
- Community Groups
- Civic Organizations
- Nonprofit Organizations
- Main Street Volunteers
- Employees
- Main Street Businesses
- Boyne Area Businesses
- Visitors to Northern Michigan
- Surrounding Communities
- Developers /Financers
- Retirees and Senior Community
- Young People
- Families

Environmental Scan:

The following items were discussed as factors that would affect the Main Street strategy:

What's Working for Main Street:	What's a concern?	Looking Forward:
<ul style="list-style-type: none"> • Good and talented staff • Successful events <ul style="list-style-type: none"> ○ Funding ○ Engagement ○ Quality of life ○ Community pride ○ Traffic/Attendance • Reputation and perception • Active volunteer base/committees • Healthy budget • Community energy/enthusiasm • Diversity • New projects 	<ul style="list-style-type: none"> • Main Street needs a refresh • Need for program development • Parking • Community understanding of Main Street • Community dealing with change • Communication/Public Relations • Team Boyne turnover • Connectedness to Community • Business recruitment/involvement • Static, but committed, volunteers • Housing/ Workforce/Infrastructure • Cost of Living • Trades/workforce sustainability • Economic downturn could result in revenue change 	<ul style="list-style-type: none"> • Potential recession or economic downturn • Local, State and Federal politics/elections • Threat of community stagnation • Investor speculation • TIF Renewal (2024) • Threat to TIF Funding Model • More downtown retail Success • Government Regulation • Competition from community groups • Marijuana legalization • Youth retention and attraction • Funding prospects • Climate change affecting seasonality • Vacation rental takeover • Threat of downtown flooding

Strategic Goals 2019-2022

The following goals were discussed for consideration over the next three years:

Promotion	Board Liaison: Patty	<i>Behind Target</i>	<i>On-Track</i>	<i>Exceed Target</i>
STRATEGY: Focus on keeping the following signature events fresh and viable: Farmers Market, Boyne Thunder, Stroll the Street	GOAL: Maintain or grow event attendance throughout the year		X	
	GOAL: Maintain and grow diverse volunteer engagement Volunteer recruitment event in February		X	
STRATEGY: Increase non-summer activities (e.g., ice fishing, snowmobiling, fat-tire biking, ice boats)	GOAL: Increase outdoor recreation traffic in off-season months		X	
STRATEGY: Communicate regularly and more frequently with “bite-size” information:	GOAL: Increase community awareness and engagement (discussion) on issues and attendance at meetings			X
	GOAL: Attract more funding support to grow programs		X	

Organization	Board Liaison: Michelle, Rob, Patti Chair: Michelle			
STRATEGY: Develop recruitment and succession plan to energize and engage volunteers	GOAL: Maintain and grow diverse volunteer engagement Good looks like: Good engagement, goal orientated, healthy discussion, direction of agenda and ownership of tasks		X	
	GOAL: Rotate committee leadership regularly		X	
STRATEGY: Develop community-wide support for Main Street	GOAL: Recruit more supporters (vs. detractors) on social media and at community meetings		X	
	GOAL: Increase community awareness and engagement (discussion) on issues and attendance at meetings		X	

Design	Board liaison: Becky	<i>Behind Target</i>	<i>On- Track</i>	<i>Exceed Target</i>
STRATEGY: Encourage more mixed-use buildings that include retail, office and residential spaces that complement the aesthetic of downtown	GOAL: Increase mixed-used development in downtown that complements the aesthetic of downtown			X
STRATEGY: Promote strategic use of space and improve amenities to attract more activity downtown	GOAL: Complete restroom/pavilion/marina projects		X	
	GOAL: Complete downtown connections to trail system		X	
	GOAL: Improve and increase walkability/accessibility in downtown spaces		X	
	GOAL: Increase façade improvements		X	
	GOAL: Beautify open space in Main Street district		X	

Economic Vitality	Board Liaison: Mike			
STRATEGY: Work with stakeholder groups to promote and model a progressive agenda to manage year-round sustainable development	GOAL: Increase mixed-used development in downtown			X
	GOAL: Increase diverse housing options downtown			X
	GOAL: Attract more overnight accommodations close to or in downtown		X	
STRATEGY: Rejuvenate TEAM BOYNE to support business attraction and development	GOAL: Increase number of year-round retail businesses downtown		X	
	GOAL: Increase and retain business investment to achieve 0% vacancy downtown		X	

2020 Review Summary:

The threat of an economic downturn beyond 2020 is a real concern but allows time to adjust projections and make changes to revenue models. Additionally, high water levels may threaten summer programming in 2020-2021 and needs plans to manage in the event of a disaster. Main Street continues to enjoy positive public support and increased traffic in downtown. Economic Vitality is an important committee for Main Street and needs business leadership to influence its goals.

Items to accomplish in 2020:

- 1) Promotion Committee: Track revenue, number of vendors, customer counts, sales and economic impact for measure of growth in signature events
- 2) Promotion Committee: Keep a running list of non-summer activities to build for marketing
- 3) Promotion Committee: Continue to coordinate fundraising asks and ask for multi-year commitments to weather potential economic downturn
- 4) Org Committee: Board members should participate and help lead committees
- 5) Org Committee: Draft a roles and responsibilities document for board members and volunteers
- 6) Economic Vitality: Realign the Economic Vitality Committee with strategic priorities (see below)
- 7) Promotion Committee: Finish Pavilion Fundraising
- 8) Org Committee: Support review of TIF renewal by 2022
- 9) Org Committee: Prepare continuity plan for potential flood

The Economic Vitality Committee will assume the following strategic items by 2022:

- Form a committee with technical expertise and the right people at the table to assist with increasing mixed-use development and housing options downtown
- Adopt an agenda and stick to it to accomplish strategic downtown goals
- Convene TEAM Boyne as a stand-alone networking group of community influencers

Budget Explanations

Fund: 248 Downtown Development Authority

Revenues

From Fund Balance: This number is carryover from the \$5,000 façade grant that will not be reimbursed to Tom Bernardin by the end of this fiscal year

Taxes – 3% increase per Cindy

Expenses

Salaries/Wages: 3% COL increase for ED and Assistant, **Intern**, Subtracted out sick/vacation pay

Insurance: From Cindy

Medical: Stipend for not taking insurance

Social Security: 7.6% from ED and Admin Assistant

Pension: 8% of ED salary

Unemployment: From Cindy

Sick/Vacation: 3 weeks pay

Office Supplies: General supplies

Membership Dues: Chamber, National Main Street Center

Utilities/Internet: \$41 per month office phone, Kelsie cell phone stipend

Administrative Fee: To City Hall

Design Comm Expenses: Tree maintenance \$1,500, Buff Up Boyne \$250,

Goal: Historic plaque cleaning was completed this year

Design Capital Improvements: 20,000 Façade Grants, \$3,000 Maintenance & Repair, **Rivermouth Restrooms \$5,000, Log Cabin \$5,000, River plan 10,000**

Goal: \$30,000 for pavilion overage taken out of current budget, several streetscape & boardwalk repairs made

Streetscape Amenities: Christmas Décor \$18,000, Banners \$2,000, Flowers \$6,500, **Recycle 3,000**

Goal: Recycling trial was a success, Christmas Décor funds expanded with great feedback

Business Recruitment/Retention: **EV committee**

Org Comm Expenses: website, volunteer recognition, strategic planning, **TIF renewal**

Education/Travel: 3,000 standard, **10,000 nat. conf.**

Ad/Publishing: Visitors Guide ad, 131 billboard, general advertising

Promotions Committee Expenses: Graphic Design Services (\$4,800), Photography (\$1,500), Brochures & printed materials (\$2,000)

Promotions Committee Events: Misc. events

Walkabout Sculpture Show: \$1,000 – 1 new sculpture

Stroll the Streets: Yearly standard, plus 1,000 for **Back to the Bricks**

Facilities Rent: \$550/month

Goal: Office space with the Chamber

Service Maintenance Fee: To DPW

Highlights in proposed budget: TIF Renewal, Partner with Parks & Rec on log cabin and rivermouth restrooms projects, Overall plan for the Boyne River, Downtown recycling program, Back to the Bricks car event, Partnership with Chamber on Intern, Board to National Conference, Formation of EV committee, Maintain façade program, events, holiday décor, Walkabout Sculpture Show & current programming

Fund: 213 Farmers Market

Revenues

Revenues are derived from vendor fees for both summer and winter markets. Vendor fees are based on the number of feet utilized. Fees per foot are \$38.50. Other revenue includes fundraising activities such as the annual Food Truck Rally with proceeds specifically earmarked for the indoor market. Food Programs like SNAP, Double up Food Bucks, WIC, etc are pass through revenue and expenses. Several goals were reached this year including: new layout & market manager attending MIFMA training. A big goal for this summer is to add more programming to the market. This is going to be possible through fundraising from the Food Truck Rally.

Vendor Fee Summer: \$38.50 per foot / 680 feet available

Daily Vendor Fee: \$50 daily

Vendor Fee Winter: \$20 per foot

Misc. Income: Senior, WIC, Double-Up, and SNAP (food programs)

EXPENSES:

Salaries: \$18/hr. @ 1170 hours

Social Security: 7.6% of salary

Membership Dues: MIFMA annual member dues

Market Money: Bought for gift cards and/or used as a give away

Outdoor Market: Supplies for the outdoor market

Training & Schools: MIFMA Certification & Conference

Promotion: **Market programming**

Fund: 242 Boyne Thunder

All descriptions for both revenue and expenses will stay the same. The revenue and expenditures side balance out, as disbursements are included as expenses.

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 030 - REVENUES					
248-030-400.000	ALLOCATION FROM CUR YR FD BAL		19,156		5,000
248-030-405.000	CURRENT YEAR TAXES	285,413	292,263	292,263	301,031
248-030-670.000	PROMOTIONS COMMITTEE REVENUE	26,025	15,000	15,000	15,000
248-030-670.100	BOYNE APPETIT	(3,925)	4,000	0	0
248-030-670.300	WALKABOUT SCULPTURE SHOW	1,715	3,000	0	0
248-030-676.000	SPECIAL EVENTS - POKER RUN	73,686	40,000	42,878	40,000
Totals for dept 030 - REVENUES		<u>382,914</u>	<u>373,419</u>	<u>350,141</u>	<u>361,031</u>
TOTAL ESTIMATED REVENUES		382,914	373,419		

Grants - Main Street America
Match on Main

MEDC (TIF Renewal)

10,000
15,924
25,000
7,000

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS					
Dept 731 - EXPENDITURES					
248-731-705.000	SALARIES/WAGES	57,118	64,262	58,209	69,039
248-731-712.000	INSURANCE: LIFE/AD&D	281	250	250	250
248-731-713.000	MEDICAL INSURANCE	7,056	7,056	7,056	7,056
248-731-714.000	SOCIAL SECURITY	5,087	4,884	4,884	5,486
248-731-715.000	PENSION	(912)	4,242	4,242	4,368
248-731-716.000	UNEMPLOYMENT	9	10	10	10
248-731-719.000	SICK/VACATION	2,329	3,058	6,000	3,150
248-731-727.000	OFFICE SUPPLIES	506	1,000	750	750
248-731-728.000	OFFICE OPERATING EXPENSES	79			
248-731-730.000	REPAIRS/MAINTENANCE	985	2,000	0	0
248-731-732.000	MEMBERSHIP DUES	3,350	3,350	3,350	3,350
248-731-740.000	UTILITIES/INTERNET SERVICE	879	732	919	960
248-731-750.000	ADMINISTRATIVE FEE	7,500	7,500	7,500	7,500
248-731-760.000	DESIGN COMM EXPENSES	7,255	2,250	2,250	1,750
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	10,883	77,500	65,177	48,000
248-731-763.000	STREETScape AMENITIES	25,389	30,000	26,000	29,500
248-731-782.000	BUSINESS RECRUITMENT/RETENTION	68	8,500	2,000	5,000
248-731-810.000	COMMITTEE/EVENT EXPENSES	200			
248-731-812.000	ORGANIZATION COMM EXPENSES	9,260	1,500	3,000	18,900
248-731-870.000	EDUCATION/TRAVEL	4,355	5,925	4,500	13,000
248-731-900.000	ADVERTISING/PUBLISHING	9,686	15,000	13,000	15,000
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	6,830	12,000	7,000	8,300
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	5,035	16,000	10,000	12,000
248-731-910.100	BOYNE APPETIT	3,244	4,000	0	0

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS					
Dept 731 - EXPENDITURES					
248-731-910.200	WALKABOUT SCULPTURE SHOW	2,500	3,000	0	1,000
248-731-910.300	STROLL THE STRETS	16,150	16,000	12,894	17,000
248-731-940.000	FACILITIES RENT	4,775	8,400	6,600	6,900
248-731-942.000	SERVICE MAINTENANCE FEE	75,000	75,000	75,000	75,000
248-731-968.000	DEPRECIATION	1,400			
Totals for dept 731 - EXPENDITURES		<u>266,297</u>	<u>373,419</u>	<u>320,591</u>	<u>353,269</u>
TOTAL APPROPRIATIONS		<u>266,297</u>	<u>373,419</u>		
NET OF REVENUES/APPROPRIATIONS - FUND 248		116,617			
BEGINNING FUND BALANCE		1,887,208	2,003,824	2,003,824	2,003,824
ENDING FUND BALANCE		2,003,825	2,003,824	2,003,824	2,003,824
ESTIMATED REVENUES - ALL FUNDS		(853,605	736,009		
APPROPRIATIONS - ALL FUNDS		(725,769	736,009		
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		127,836			
BEGINNING FUND BALANCE - ALL FUNDS		1,912,299	2,040,135	2,040,135	2,040,135
ENDING FUND BALANCE - ALL FUNDS		2,040,135	2,040,135	2,040,135	2,040,135

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BUDGET REPORT FOR BOYNE CITY
 Fund: 213 FARMERS MARKET FUND

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 030 - REVENUES					
213-030-579.000	GRANTS-STATE/FEDERAL	3,420	(1,285)	0	0
213-030-642.000	MISC INCOME	10,059	10,500	8,000	10,000
213-030-642.040	SENIOR PROJECT	3,044			
213-030-642.150	DONATIONS	2,232		75	0
213-030-642.250	FOOD TRUCK RALLY	7,246	12,000	15,073	12,000
213-030-642.500	POINSETTIA SALES	295	300	321	300
213-030-642.650	MARKET MONEY PURCHASE\		100	50	100
213-030-642.700	DAILY VENDOR FEE	225	25,725	23,400	26,180
213-030-642.725	VENDOR FEE SUMMER 10 FT	16,035			
213-030-642.750	VENDOR FEE-SUMMER 20 FT	3,125			
213-030-642.775	VENDOR FEE - WINTER	2,925	3,000	2,500	2,500
Totals for dept 030 - REVENUES		48,607	50,340	49,969	51,630
TOTAL ESTIMATED REVENUES		48,607	50,340		

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS					
Dept 040 - EXPENDITURES					
213-040-705.000	SALARIES - PLANNING	15,153	21,060	14,725	21,060
213-040-714.000	SOCIAL SECURITY	1,159	1,600	1,120	1,600
213-040-716.000	UNEMPLOYMENT INSURANCE	4	5	10	10
213-040-727.000	SUPPLIES	285	500	500	500
213-040-731.000	POSTAGE	23	50	50	50
213-040-732.000	MEMBERSHIP DUES/MML	390	400	400	400
213-040-735.000	GAS AND OIL	30			
213-040-750.250	FOOD TRUCK RALLY	6,796	12,000	8,278	8,500
213-040-750.260	POINSETTIA FUNDRAISER	127	300	115	115
213-040-750.300	MARKET MONEY	360	400	200	200
213-040-750.350	OUTDOOR MARKET	538	350	100	350
213-040-750.360	OUTDOOR MARKET MUSIC	850	975	975	975
213-040-750.370	SNAP REIMBURSEMENT	2,619	3,000	2,011	2,500
213-040-750.380	DOUBLE UP FOOD BUCKS	2,286	2,500	2,011	2,500
213-040-750.390	SENIOR PROJECT FRESH	2,298	2,500	2,346	2,500
213-040-750.400	WIC	2,059	2,500	1,677	2,500
213-040-870.000	TRAINING AND SCHOOLS	1,000	500	920	800
213-040-900.000	ADVERTISING/PUBLSHNG/ ORDINANCE	1,411	1,000	1,000	2,130
213-040-900.400	WINTER PROMOTION		700	500	5,000
Totals for dept 040 - EXPENDITURES		37,388	50,340	36,938	51,630
TOTAL APPROPRIATIONS		37,388	50,340		
NET OF REVENUES/APPROPRIATIONS - FUND 213		11,219			
BEGINNING FUND BALANCE		24,957	36,176	36,176	36,176
ENDING FUND BALANCE		36,176	36,176	36,176	36,176

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BUDGET REPORT FOR BOYNE CITY
 Fund: 242 BOYNE THUNDER FUND

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 030 - REVENUES					
242-030-675.000	REVENUES	2,752		2,100	2,000
242-030-676.200	REGISTRATIONS	234	60,000	91,448	90,000
242-030-676.201	REGISTRATIONS 2018	67,880			
242-030-676.220	50 / 50 DRAWING PROCEEDS	1,040	1,000	2,080	1,000
242-030-676.250	AUCTION PROCEEDS	71,685	50,000	598	40,000
242-030-676.270	BAR PROCEEDS	12,842	15,000	14,449	15,000
242-030-676.280	DINNER PROCEEDS	120	7,000	0	0
242-030-676.285	FOOD TRUCK REGISTRATIONS	700	800	900	800
242-030-676.290	MERCHANDISE SALES	25,968	20,000	26,328	26,000
242-030-676.295	ROOM RENTAL REVENUES	4,115	4,000	4,000	4,000
242-030-676.340	SPONSORSHIP		154,450	183,040	190,000
242-030-676.341	SPONSORSHIPS 2018	234,748			
Totals for dept 030 - REVENUES		422,084	312,250	324,943	368,800
TOTAL ESTIMATED REVENUES		422,084	312,250		

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET
APPROPRIATIONS					
Dept 040 - EXPENDITURES					
242-040-811.000	BOYNE THUNDER EXPENDITURES	2,000		2,000	2,000
242-040-811.200	MERCHANDISE	46,328	30,000	25,097	25,500
242-040-811.210	CAMP QUALITY	115,793	60,000	67,380	85,745
242-040-811.215	CHALLENGE MOUNTAIN	21,053	11,000	12,251	15,590
242-040-811.220	CONTRACT LABOR	973	2,000	3,638	4,000
242-040-811.240	INSURANCE	4,016	4,500	1,506	2,000
242-040-811.250	LICENSES AND PERMITS	259	100	100	100
242-040-811.260	MEALS AND ENTERTAINMENT	102,718	100,000	106,958	110,000
242-040-811.265	ALCOHOL / LIQUOR EXPENSE	(2,368)	3,000	5,839	6,000
242-040-811.270	ADVERTISING AND PUBLISHING	5,028	6,000	3,302	3,500
242-040-811.290	SALES TAX	774	800	0	0
242-040-811.300	SUPPLIES	6,984	5,000	3,000	3,000
242-040-811.305	UTILITIES / WEB DESIGN	797	500	293	300
242-040-811.310	TENT & STORAGE RENTAL	8,650	8,250	10,000	10,000
242-040-811.320	UTILITIES	1,213	1,100	1,340	1,500
242-040-811.350	PRIZES PAID	5,000	10,000	8,500	10,000
242-040-811.360	DOCKAGE FEES	5,388	5,500	4,710	5,000
242-040-811.370	REFUND	1,275			
242-040-811.380	AUCTION EXPENSES	7,400	5,000	300	5,000
242-040-811.385	AERIAL FILMING	9,445	12,000	23,630	25,000
242-040-811.390	PAYPAL EXPENSES	5,672	2,500	2,221	0
242-040-811.395	TRANSFER TO MAIN STREET FUND	73,686	40,000	42,878	54,565
Totals for dept 040 - EXPENDITURES		422,084	312,250	324,943	368,800
TOTAL APPROPRIATIONS		422,084	312,250		

RECREATION AND EVENT MANAGEMENT **Internship Letter of Agreement**

This Letter of Agreement is between CMU's Center for Leisure Services within the Department of Recreation, Parks, and Leisure Services Administration, **NAME**, a student intern on the Leisure Services and Studies curriculum, and **SITE**, the site at which the student's internship will take place. The primary focus of the internship will be in the **DEPARTMENT** department.

The student's internship will be overseen at the site by **SUPERVISOR**, who will be responsible for completing the student's periodic performance evaluations and overall supervision of the internship. The starting date will be **STARTING DATE** and will not conclude before **ENDING DATE**.

The student intern shall be considered a member of the professional staff and have the accompanying responsibilities and privileges. Although exact work hours cannot be established, it is recommended that the intern work a minimum of forty (40) hours per week average. This may vary according to the needs of the supervising agency and the opportunities for the intern. The internship will be considered a full-time commitment. The intern may not take additional outside work, and may take only one university class per semester **only if prior approval is granted** by both the supervising agency and representatives of the Department of Recreation, Parks, and Leisure Services Administration at Central Michigan University.

The intern will participate in each of the following:

1. Student will receive a **FOUNDATIONAL** orientation/staff training that addresses:
 - a. Orientation to the community served by the organization.
 - b. Identification of the benefits of programs/services for communities, groups, families, and individuals
 - c. Mission, goals, and history of the organization.
 - d. Professional development/community outreach opportunities.
 - e. Programs, services, and facilities offered.

2. Student will be involved in all phases of the **PROGRAM DEVELOPMENT AND DELIVERY** process including:
 - a. Planning programs and services.
 - b. Supervising programs and services.
 - c. Marketing, promotions, and public relations activities for programs, events, and services
 - d. Risk management, safety, & health practices.
 - e. Working with special population groups (seniors, persons with disabilities, etc.).
 - f. Student will have one program or service for which s/he has total responsibility for planning, organizing, promoting, conducting, and evaluating.

3. Student will be involved in or be exposed to the **FINANCIAL OPERATIONS** of the organizations including:
 - a. Handling routine financial transactions/financial record keeping and reporting.
 - b. Bidding and purchasing procedures.
 - c. Program/service cost analysis, cost recovery, pricing.
 - d. Organization and/or program and event budget development.
 - e. Seeking external funds/resources with grants, contracts, fund raising, partnerships, sponsorship.

4. Student will be involved in or exposed to **MANAGEMENT AND ADMINISTRATION – OPERATIONS** within the organization including:
 - a. Day to day office administration and operations.
 - b. Understanding some of the workplace politics that occur within an organization; formal and informal.
 - c. Participate in the development or implementation of policies and procedures.
 - d. Exercise of oral and written communication skills.
 - e. Staff/volunteer/vendor/contractors leadership and management opportunities including selection, hiring, training, supervision, and/or evaluation.
5. Student will be involved in or exposed to **MANAGEMENT AND ADMINISTRATION – FACILITIES** including:
 - a. Scheduling and use of facilities.
 - b. Facility supervision and staffing.
 - c. Critical maintenance and operation issues.
 - d. Emergency procedures and regulatory requirements.
6. Student will be involved or exposed to the processes of **MANAGEMENT AND ADMINISTRATION - STRATEGIC PLANNING** to optimize long-term outcomes for the success of the organization including:
 - a. Industry issues and trends.
 - b. Needs assessment, competitive analysis, and service/program forecasting.
7. Student is expected to begin the internship working at an entry level capacity in a variety of areas/departments in the initial weeks of the internship and then progress to a professional level for the remainder of the internship.

The student intern shall accept assignments agreed upon by the site supervisor and the Central Michigan University personnel that shall be designed to offset any weakness in the intern's preparation that becomes apparent during the course of the internship.

For the duration of the internship, **BEGINNING DATE to END DATE** the student **will/will not be paid**. Other reimbursement will include: **OTHER**

Final grading and evaluation will be the responsibility of the University personnel after consultation with the internship site supervisor (and possibly with other representatives of the site at which the internship took place if the need exists).

The intern will register on campus for a total of **##** credits at the current on-campus rate. The credits will be registered in numerical blocks and will correspond with those published in the appropriate semester's Course Offering Bulletin.

By signing below, the above conditions are acceptable and agreeable to all parties. Substantive changes will be agreed to in writing and signed by all parties.

Student Intern

Date

Designated On-Site Supervisor

Date

Director, Center for Leisure Services

Date

CMU/RPL Department Advisor

Date

6849 Camp Daggott Rd.

Boyne City, MI 49712
16crichards@gmail.com

42511374225176

January 14, 2020

Mrs. Kim Akin
Boyne Area Chamber of Commerce
115 S. Lake St., Suite A
Boyne City, MI 49712

Dear Mrs. Akin:

I am seeking an internship at the Boyne Area Chamber of Commerce. This internship would be from May of 2020 to December of 2020. I became interested in this position from participating in events around Boyne City.

I am a senior at Central Michigan University studying Recreation and Event Management. At CMU, I have been able to plan a mock conference and a live event that hosted 52 people. In high school, I was on student council where I helped to plan fundraisers and dances. I was born and raised in Boyne City, so my love for the area is infinite. I would love to serve the community that raised me through providing events and fun things to do. I feel that with a position at the Boyne Area Chamber of Commerce, I would be able to grow my skills in event planning in a fun and unique environment. I would be humbled to flourish at the Boyne Area Chamber of Commerce because of my love for the programs that you offer, and my interest in growing community involvement.

For more information about my experiences and credentials, please reference my attached resume.

Within the next week or two, I will call for a follow-up. If you have any questions, please feel free to contact me at your convenience. Thank you for your time.

Sincerely,


Cara Richards





Cara R. Richards

6849 Camp Daggell Rd

Boyne City, MI 49712

16crichards@gmail.com

(231) 373-2506

Education:

Central Michigan University

Mount Pleasant, Michigan

Major: Recreation, Parks, and Leisure Services Administration with a concentration in Recreation and Event Management

Minor: Community Health

Anticipated Graduation: December 2020

Paid Experience:

The Waffle Cabin

Sales Associate and Cook

- Cooked waffles
- In charge of opening and closing of the cabin
- Customer service
- Ran a clover cash register

December 2018 - Present

Bear Cove Marina

Boat Detailer and Office Assistant

- Detailed the inside of customers' boats
- Cleaned the company's apartment
- Filed customer receipts
- Assisted customers
- Filled customers' boats with gas

Summers: 2017, 2018, 2019

Kilwins

Sales Associate

- Customer service
- Assisted customers with purchases
- Cleaned the store when customers did not need help
- Batched ingredients to make products

Summers: 2016, 2017

Scovie's Gourmet

Hostess

- Seated guests
- Customer service
- Helped to clear tables

Summer: 2015

Deanna Johnecheck

Nanny

- Took care of two children
- Cooked food for the children
- Picked up after the children

Summer: 2014

Volunteer Experience:

Hunter's Ale House Presents: Who's Got Game?

January 2019 - March 2019

Event Coordinator

- Ran a game night with four other students at a local bar
- Coordinated 9 volunteers and 48 participants
- Ran the social media page
- Created, marketed, implemented, and evaluated the event

Creating with Coffee

March 24, 2019

Volunteer

- Took surveys of participants' enjoyment of the event
- Helped with tearing down the event
- Took pictures of the participants with their artwork

Camp Daggett (Boyne City Middle School)

May 2016

Camp Counselor

- Was in charge of seven 12-year-old girls for two nights at a local camp
- Facilitated activities during the day
- Supported the children during their time without their parents

Maple Ridge Iberians

Summer: 2014

Stable Hand

- Got horses ready for lessons
- Took care of the farm
- Helped to take care of horses

Red Cross Blood Drives

2014, 2015

Checking in of People

- Helped people to check-in for their appointments
- Sat with people after they had their blood drawn while they recovered

Scholarships:

- **Central Michigan University's Academic Prestige Award**
 - Amount Awarded: \$6,000 per year
 - Awarded for 4 years if the student keeps above a 3.5 GPA
- **Michigan Competitive Scholarship**
 - Amount Awarded: \$1,000 per year
- **Charlevoix County 4-H Council Scholarship Fund**
 - Amount Awarded: \$500
 - Awarded to 4-H member who was involved, driven, and interviewed well

Achievements:

- American Red Cross Adult and Pediatric First Aid/CPR/AED Certified
- Central Michigan University's President's List
- Central Michigan University's Dean's List
- Student Council Class Representative 2014 - 2016
- 4-H Secretary 2013 - 2016
- National Honors Society 2014 - 2016
- Region 2 Dressage Regionals 2018, 2019
 - Competed in multiple shows, trained almost every day, and had to qualify 3 times in order to make it to Regionals

Recreation and Event Management – Internship Experience Goals

The department's innovative professional internship program prepares students to work as professionals in the field of Recreation and Event Management (REM) or related fields. The distinct contribution of the internship is the combined academic preparation and field experience, which enables students to develop professional behavior and apply theory to practice during the full-time (40 hours per week), 30 week/30 credit hour internship experience.

Students complete their internship after they have completed all coursework for their REM major, their specialized minor and all university program courses. Students are required to gain experience, exposure, and/or application in six goal categories during their internship experience. Their capstone project is a final internship paper that includes learning outcome descriptions (actions, reflections, tangible documentation) of the following goals:

Foundations: Student will discuss and provide documentation regarding their *foundational* understanding of the background, nature, history, scope and philosophy of the recreation and event management organization at which they completed their internship experience.

General Programming & Special Project: Student will discuss and provide documentation regarding their ability to plan, deliver, and evaluate leisure *programs* and services for a recreation and event management organization at which they completed their internship experience. Program and event production should include supervision of events and services, marketing/promotion/public relations; risk management planning/implementation; and should include a diverse and inclusive population.

**Students are also required to produce a major event/program/service for their internship project that includes the planning, organization, implementation and significant leadership.*

Operations – Financial: Student will discuss and provide documentation regarding their ability to use a variety of resources, processes, and procedures in *financial operations* of the recreation and event management organization at which they completed their internship experience. Finance should include handling of routine financial transactions/record keeping/reporting/bidding or purchasing procedures; cost analysis/cost recovery/pricing/budget development or overview; and/or seeking external funds such as grants, contracts, sponsorships or partnerships.

Operations – Management & Administration: Student will discuss and provide documentation regarding their ability to use appropriate administrative, management, and leadership techniques in regards to the *management and administration operations* within the recreation and event management organization at which they completed their internship experience. This should include experience in day-to-day office administration, workplace politics, development/implementation of policies or procedures; communication skills and use of technology; and/or leadership of staff, volunteers, vendors, etc.

Operations – Facilities & Event Space: Student will discuss and provide documentation regarding their ability to effectively *manage facilities and event space* within the use/scope of the recreation and event management organization at which they completed their internship experience. This should include experience of facility scheduling, staffing, coordination, maintenance and/or emergency procedures.

Strategic Planning: Student will discuss and provide documentation regarding their understanding of processes and critical-thinking in *strategic planning* used to optimize long-term outcomes and success of the recreation and event management organization at which they completed their internship experience. This should include industry trends and issues, needs assessment, competitive analysis and/or service or program forecasting.

**Please note that while it is required that students gain experience and/or exposure in all goal categories, we do understand that not all sub-topics listed within each goal may be available at every internship site. Each individual site and student can work in coordination with a REM advisor to negotiate appropriate and applicable experiences for student interns.*



115 S. Lake St.
Suite A
Boyne City MI 49712
Phone (231) 582-6222
www.boynechamber.com

Our mission: Advancing the economic, industrial, professional, cultural and civic welfare of the Boyne City area.

February 25, 2020

Boyne City Main Street

Re: Shared Boyne Area Chamber & Boyne City Main Street Intern

Dear Members of the Board:

This letter is regarding the opportunity for the Boyne Area Chamber of Commerce and the Boyne City Main Street to hire a shared intern from May of 2020 through December of 2020. At the Boyne Area Chamber of Commerce regular board meeting, this opportunity was discussed in great detail. The following is an excerpt of the minutes and motion from that meeting:

Intern Recommendation

Akin called attention to the resume and cover letter included in board packet regarding a request for internship with the chamber. Unsolicited request is from CMU senior as part of the requirements for her major – Recreation and Event Management. Student is local to Boyne City and internship would be from May to December 2020. Akin proposed sharing/splitting internship position with Boyne City Main Street in order to meet CMU internship requirements of full-time/minimum 40 hours per week average. Akin also shared that she has discussed this idea with King-Duff and both are in agreement. Position would be paid, with Boyne Area Chamber and Boyne City Main Street splitting the cost equally - \$10/hour as a contracted/1099 employee. Discussion followed with Schraw and Doumanian in agreement that engagement of youth is a priority both for the chamber and the local economy. Akin added that this would be a good start as a pilot program for the chamber. Discussion continued. Akin recommended submitting a detailed letter of agreement to Boyne City Main Street. Discussion followed regarding proceeding with internship request with or without a partnership with Main Street, agreed will find another partner if needed. Discussion continued - reporting required by CMU, recommended future internships should be advertised.

Motion by Looze to proceed with internship request and to submit a detailed letter of agreement to Boyne City Main Street to include division of hours worked and costs, second by Cortright. Passed unanimously.

We feel the stipulations below should be reflected in a joint agreement between the Chamber and Main Street, should your board approve hiring. However, if there are additional details your board would like to add, the final agreement will reflect those additions

- The Chamber and Main Street would share the cost of intern at \$10.00/hour paid by each organization in bi- weekly payments. Not to exceed \$6000.00 per organization.
- This would be as a contracted/1099 employee.
- This position would be based on 40 hours with no overtime. (20 hours to each organization)
- The Chamber and Main Street would divide hours worked based on need of each organization administratively.
- Duties, guidelines, and reporting required by the internship program will be administered by the Chamber & Main Street staff.
- Monthly updates will be given to Boyne Area Chamber & Main Street boards by staff.

Should Main Street approve to move forward, the intern applicant will be available during the week of March 9th-13th to meet with Kelsie and Kim. Board members from both organizations interested in attending that meeting are welcome.

We look forward to receiving your decision on this matter.

Sincerely,



Kimberly Akin

Executive Director

On behalf of the Boyne Area Chamber of Commerce Board of Directors



8198 Horton Bay Rd
Petoskey, MI 49770
(231) 622-2492
kecia@twin-valley.net

2/26/20
Kelsie King-Duff
Boyne City Main Street Program

S E R V I C E S A G R E E M E N T

Graphic design services for a 12-month period between April 2020 and March 2021 to fulfill a variety of design needs identified in BCMSP's work plan.

KFD will work with the Main Street manager and image subcommittees to ensure all marketing materials have an appropriate and consistent design theme. All final art supplied by KFD to Main Street and its vendors in compatible digital formats. All rights to materials and products designed and developed for the Main Street Program shall become the exclusive property of BCMSP, with the exception of any existing stock photography provided by KFD.

All printing and outside vendor production costs, including new custom photography, are not included in this agreement and are the sole responsibility of the Main Street Program.

Annual design fee of \$4,800, paid monthly, includes updates of existing annual event posters and flyers. Additional events, campaigns or materials that require substantial new design may be estimated separately, approved by Main Street prior to commencement of work, and billed in addition to the regular annual fee.

Date 2/26/2020 Kecia Freed *Kecia Freed*

Boyne City Main Street Program _____

TRADEMARK SUBLICENSE AGREEMENT

This Trademark Sublicense Agreement (“Sublicense Agreement”) is entered into between _____ (“**Coordinating Program**”) and _____ (“**Sublicensee**”), effective as of the last date written below. For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Background.

A. The National Main Street Center, Inc. (“NMSC”) operates a membership program called MAIN STREET AMERICA™. As a part of that program, MAIN STREET AMERICA™ Coordinating Program Membership is available to statewide, regional or citywide organizations that oversee multiple local downtown and neighborhood programs within their service area and work to preserve and revitalize commercial districts. Local Program membership in the MAIN STREET AMERICA™ program is available at the Affiliate or Accredited levels to individual programs or organizations that satisfy the membership eligibility criteria described on the NMSC website (currently located at: [https://higherlogicdownload.s3.amazonaws.com/NMSC/390e0055-2395-4d3b-af60-81b53974430d/UploadedImages/Join/Main Street America Tier System Overview - 2019 Update.pdf](https://higherlogicdownload.s3.amazonaws.com/NMSC/390e0055-2395-4d3b-af60-81b53974430d/UploadedImages/Join/Main%20Street%20America%20Tier%20System%20Overview%202019%20Update.pdf)).

B. Organization is a Coordinating Program member of NMSC in good standing and has entered into a Trademark License Agreement with the NMSC which grants to the Coordinating Program the right to sublicense to its Local Programs the use of the NMSC name and trademarks described below.

C. Sublicensee is a Local Program Member in good standing of the MAIN STREET AMERICA™ program at the Accredited level. Sublicensee is also located within the Coordinating Program’s geographic service area. Therefore, Sublicensee has the opportunity to enter into this Trademark License Agreement, which grants certain rights to use the NMSC’s name and trademarks, including MAIN STREET AMERICA™ and MAIN STREET®, as described below.

D. The NMSC’s parent entity, the National Trust for Historic Preservation (“National Trust”), owns the following registered trademarks, which it has delegated to the NMSC the right to sublicense. NMSC and Coordinating Program have entered into a Trademark Licensing Agreement which grants the Coordinating Program the right to sublicense the following registered trademarks:

Mark	U.S. Registration Number
MAIN STREET	Reg. Nos. 3,365,568 and 2,057,207
NATIONAL MAIN STREET CENTER	Reg. No. 2,013,837

These registered trademarks owned by the National Trust, together with the MAIN STREET AMERICA™ word marks and logos referred to in Section 2.A.1 below, the NATIONAL MAIN STREET CENTER logo referred to in Section 2.A.ii below are referred to herein as the “Trademarks.”

E. The Trademarks are well known and recognized by the general public and associated in the public mind with the NMSC and the National Trust. The Coordinating Program and the Sublicensee recognize the mutual benefits that accrue from the Sublicensee’s use of the Trademarks in accordance with the terms and conditions of this Sublicense Agreement, including the recognition and credibility brought to the Sublicensee through its use of these Trademarks and the benefit to the Coordinating Program and NMSC from association with high-performing Local Programs.

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2. Grant of Sub-License.

A. Subject to the terms and conditions of this Sublicense Agreement, the Coordinating Program hereby grants the Sublicensee the non-exclusive right and license to use the Trademarks to identify and promote its participation in the MAIN STREET AMERICA™ program, as well as its relationship and association with the Coordinating Program and NMSC, in connection with the following activities:

- i. **MAIN STREET AMERICA™ word and logo marks.** The Sublicensee's rights to use the MAIN STREET AMERICA™ word mark and the following MAIN STREET AMERICA logo are limited to Sublicensees which are members in good standing at the Accredited membership level of the MAIN STREET AMERICA™ program:

For use by Local Programs who are Designated Members at the Accredited Level:



As a Main Street America™ Accredited program, INSERT NAME HERE is a recognized leading program among the national network of more than 1,200 neighborhoods and communities who share both a commitment to creating high-quality places and to building stronger communities through preservation-based economic development. All Main Street America™ Accredited programs meet a set of National Accreditation Standards of Performance as outlined by the National Main Street Center.

- ii. **NATIONAL MAIN STREET CENTER® word and logo marks.** The Sublicensee's right to use the NATIONAL MAIN STREET CENTER word mark and the following NATIONAL MAIN STREET CENTER logo solely and exclusively to indicate its association with the National Main Street Center:



- iii. **MAIN STREET® word mark.** The Sublicensee's right to use the MAIN STREET trademark is limited to use made to identify Sublicensee and/or its activities, including as part of the name of the Licensee (e.g. "Main Street Iowa"), in connection with commercial district revitalization and related consultation, education, and training.

3. Scope of and Limitations on Use. Use of the Trademarks by the Sublicensee will be subject to the following limitations:

A. Sublicensee must display the Accredited level MAIN STREET AMERICA membership mark on their website. All uses of the MAIN STREET AMERICA word mark and logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different

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logos or designs (including any symbols or stylized presentations), in connection with the MAIN STREET AMERICA mark or logo. Use of the MAIN STREET AMERICA word mark and logos by Sublicensee is a mandatory condition of membership in the MAIN STREET AMERICA program.

B. The MAIN STREET mark, as part of the name and identity of Sublicensee's organization, programs, and activities, can be used on materials designed to promote the work of Sublicensee (e.g., website, brochures, newsletter, letterhead or other printed promotional materials). The right to use the MAIN STREET mark by the Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

C. All uses of the NATIONAL MAIN STREET CENTER logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines attached as Exhibit A, which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different logos or designs (including any symbols or stylized presentations) in connection with the NATIONAL MAIN STREET CENTER mark. Use of the NATIONAL MAIN STREET CENTER logo by Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

D. This Sublicense Agreement is subject to the terms, conditions, and limitations of the Trademark License Agreement between NMSC and the Coordinating Program.

E. Sublicensee will not apply to register any of the Trademarks, or any other trademark that incorporates any part of the Trademarks or "National Trust for Historic Preservation." Sublicensee will not state or imply that it owns any such trademarks.

F. The Sublicensee will not use the Trademarks in combination with or in juxtaposition with other trademarks except as may be approved in writing by the NMSC. The Sublicensee will apply and display the ® symbol and the ™ symbol next to or with respect to the Trademarks as directed by the Coordinating Program.

G. Other than as specifically provided herein, Sublicensee is not granted any other rights to use, license or sublicense the Trademarks.

4. Term. This Sublicense Agreement will become effective immediately upon the date of last signature below, and, unless terminated early under Sections 5 or 10, will be effective through December 31, 2020, at which time it may be renewed by mutual written agreement of the parties hereto.

5. Conditions. This Sublicense Agreement between Coordinating Program and Sublicensee is conditioned upon Sublicensee having an active MAIN STREET AMERICA membership at the Accredited level with NMSC. The requirements of this membership are currently available at: [https://higherlogicdownload.s3.amazonaws.com/NMSC/390e0055-2395-4d3b-af60-81b53974430d/UploadedImages/Join/Main Street America Tier System Overview - 2019 Update.pdf](https://higherlogicdownload.s3.amazonaws.com/NMSC/390e0055-2395-4d3b-af60-81b53974430d/UploadedImages/Join/Main%20Street%20America%20Tier%20System%20Overview%202019%20Update.pdf), and are incorporated herein by reference.

6. Acknowledgment of Ownership. Use of the Trademarks indicates acknowledgment by the Sublicensee of the NMSC's and the National Trust's rights and title to the Trademarks, (i.e. MAIN STREET AMERICA, NATIONAL MAIN STREET CENTER, and MAIN STREET), and that Sublicensee will not at any time do, or permit to be done, any act or thing that will in any way impair the rights of the NMSC or the National Trust. All use of the Trademarks by the Sublicensee will inure to the benefit of the NMSC and the National Trust.

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7. Good will and promotional value. Sublicensee recognizes and acknowledges the value of good will associated with the Trademarks and agrees that it will not conduct any activity, provide any service, or produce or distribute goods which in any way damages or reflects adversely upon the NMSC or the National Trust.

8. Non-assignment. This Sublicense Agreement is personal to the Sublicensee, and may not be assigned to any other individual, program, organization, or agency. Any attempted assignment will be null and void.

9. Compliance Verification. It is the responsibility of the Sublicensee to verify compliance with the terms of this Sublicense Agreement, and to provide complete and accurate usage reports to the Coordinating Program. If the Coordinating Program or the NMSC has reason to believe that the Sublicensee is in violation of this Sublicense Agreement, the Coordinating Program or NMSC shall have the right to make inquiries with Sublicensee as necessary to determine compliance. In such case, the Sublicensee will cooperate with the Coordinating Program and/or NMSC in its investigation and provide in a timely fashion any and all information that is requested.

10. Termination.

A. Coordinating Program may terminate this Sublicense Agreement if the Sublicensee violates any of the provisions of this Sublicense Agreement or fails to satisfy the membership criteria established by the NMSC for Accredited Local Programs. Such termination will be effective thirty (30) days after the Coordinating Program sends written notice of such termination to Sublicensee. During this thirty (30) day period, Sublicensee may attempt to cure such violation. If the violation is not cured during this period, the termination will be effective upon the expiration of the thirty (30) day period.

B. This Sublicense Agreement will automatically terminate immediately without any notice required, notwithstanding the above paragraph, if the Coordinating Program or NMSC determines: (i) that sublicensee's actions could negatively affect the goodwill, image, or reputation of the NMSC, the National Trust for Historic Preservation, the Coordinating Program, or any of the Trademarks; (ii) the Sublicensee discontinues all or a significant portion of its business; (iii) the National Trust terminates, revokes, or fails to renew the NMSC's rights to use, license, or sublicense the Trademarks; or (iv) the NMSC terminates, revokes or fails to renew the Coordinating Program's rights to use, license or sublicense the Trademarks.

C. Upon the expiration or early termination of this Agreement, the Sublicensee will discontinue use of the Trademarks and will destroy and delete tangible and electronic documents and files containing any such marks, except for a limited number of copies retained for archival purposes only.

11. Governing Law. This Agreement is entered into in the District of Columbia and will be governed by and construed in accordance with the laws of the District of Columbia, USA, without giving effect to conflict of laws provisions.

12. Annual Report, Notices, Other Communication. Upon request by the Coordinating Program or NMSC, Sublicensee shall submit samples of any materials on which the Trademarks licensed under this agreement were used during the year. Such samples shall be submitted within ten business days of receipt of a written request from the Coordinating Program or NMSC.

13. Notices. Any notices which either party is required or may desire to serve upon the other party shall be in writing and may be served either personally or by depositing the same in the mail (first class

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postage prepaid, certified and return receipt requested) or with a reputable overnight express delivery service (with confirmed delivery, charge prepaid or billed to shipper), addressed to the party to be served as follows, unless a different address is designated in writing by the party to be served. Notice shall also be required to be given by electronic mail on the same date as deposited in the mail. Notice given by mail alone shall not be sufficient.

To Coordinating Program:

Name: _____

Address: _____

Phone: _____

Email: _____

To Sublicensee:

Name: _____

Address: _____

Phone: _____

Email: _____

14. Successors. This Agreement shall be binding upon, and will inure to the benefit of, the parties and their respective permitted successors and assigns.

15. Modification. No amendment or modification of the terms or conditions of this License Agreement will be valid unless in writing and signed by both parties.

16. Waiver. The failure of either party to partially or fully exercise any right or the waiver by either party of any breach, shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of this Sublicense Agreement. No waiver shall be valid or binding unless in writing and signed by the waiving party.

17. Severability. If any provision of this Sublicense Agreement or the application of any provision hereof to any person or circumstances is held to be void, invalid, or inoperative, the remaining provisions of this Agreement shall not be affected and shall continue in effect and the invalid provision shall be deemed modified to the least degree necessary to remedy such invalidity.

18. Entire Agreement. This Sublicense Agreement is the entire agreement between the parties with respect to the matters referred to herein and it supersedes and replaces all prior and contemporaneous oral and written understandings pertaining to the subject matter hereof.

Coordinating Program

Sublicensee

By: _____

By: _____

Date: _____

Date: _____

02/14/2020

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY
Balances as of 02/29/2020

GL Number	Description	2019-20 Amended Budget	YEAR-TO-DATE THRU 02/29/20	Available Balance	% Used
Fund 213 - FARMERS MARKET FUND					
Revenues					
Department 030: REVENUES					
213-030-579.000	GRANTS-STATE/FEDERAL	(1,285.00)	2,000.00	(3,285.00)	(155.64)
213-030-642.000	MISC INCOME	10,500.00	9,057.30	1,442.70	86.26
213-030-642.100	BAG SALES	0.00	120.00	(120.00)	100.00
213-030-642.150	DONATIONS	0.00	48.31	(48.31)	100.00
213-030-642.250	FOOD TRUCK RALLY	12,000.00	15,072.95	(3,072.95)	125.61
213-030-642.500	POINSETTIA SALES	300.00	321.00	(21.00)	107.00
213-030-642.650	MARKET MONEY PURCHASE\	100.00	20.00	80.00	20.00
213-030-642.700	DAILY VENDOR FEE	25,725.00	550.00	25,175.00	2.14
213-030-642.725	VENDOR FEE SUMMER 10 FT	0.00	3,175.00	(3,175.00)	100.00
213-030-642.750	VENDOR FEE-SUMMER 20 FT	0.00	20,225.00	(20,225.00)	100.00
213-030-642.775	VENDOR FEE - WINTER	3,000.00	2,380.00	620.00	79.33
Total - Dept 030		50,340.00	52,969.56	(2,629.56)	105.22
Total Revenues		50,340.00	52,969.56	(2,629.56)	0.00
Expenditures					
Department 040: EXPENDITURES					
213-040-705.000	SALARIES - PLANNING	21,060.00	12,271.45	8,788.55	58.27
213-040-714.000	SOCIAL SECURITY	1,600.00	938.75	661.25	58.67
213-040-716.000	UNEMPLOYMENT INSURANCE	5.00	6.63	(1.63)	132.60

213-040-727.000	SUPPLIES	500.00	446.10	53.90	89.22
213-040-731.000	POSTAGE	50.00	0.00	50.00	0.00
213-040-732.000	MEMBERSHIP DUES/MML	400.00	250.00	150.00	62.50
213-040-750.150	BAG MATERIALS	0.00	341.15	(341.15)	100.00
213-040-750.250	FOOD TRUCK RALLY	12,000.00	8,277.42	3,722.58	68.98
213-040-750.260	POINSETTIA FUNDRAISER	300.00	114.85	185.15	38.28
213-040-750.300	MARKET MONEY	400.00	115.00	285.00	28.75
213-040-750.350	OUTDOOR MARKET	350.00	62.00	288.00	17.71
213-040-750.360	OUTDOOR MARKET MUSIC	975.00	787.50	187.50	80.77
213-040-750.370	SNAP REIMBURSEMENT	3,000.00	1,538.00	1,462.00	51.27
213-040-750.380	DOUBLE UP FOOD BUCKS	2,500.00	1,328.00	1,172.00	53.12
213-040-750.390	SENIOR PROJECT FRESH	2,500.00	2,346.00	154.00	93.84
213-040-750.400	WIC	2,500.00	1,677.00	823.00	67.08
213-040-870.000	TRAINING AND SCHOOLS	500.00	918.60	(418.60)	183.72
213-040-900.000	ADVERTISING/PUBLSHNG/ORDINANCE	1,000.00	940.50	59.50	94.05
213-040-900.400	WINTER PROMOTION	700.00	20.05	679.95	2.86
Total - Dept 040		50,340.00	32,379.00	17,961.00	64.32
Total Expenditures		50,340.00	32,379.00	17,961.00	0.00
NET OF REVENUES AND EXPENDITURES		0.00	20,590.56	(20,590.56)	

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Revenues

Department 030: REVENUES

248-030-400.000	ALLOCATION FROM CUR YR FD BAL	19,156.00	0.00	19,156.00	0.00
248-030-405.000	CURRENT YEAR TAXES PROMOTIONS COMMITTEE	292,263.00	220,707.92	71,555.08	75.52
248-030-670.000	REVENUE	15,000.00	6,670.00	8,330.00	44.47
248-030-670.100	BOYNE APPETIT	4,000.00	0.00	4,000.00	0.00

248-030-670.300	WALKABOUT SCULPTURE SHOW	3,000.00	0.00	3,000.00	0.00
248-030-675.000	CONTRIBUTIONS	0.00	3.31	(3.31)	100.00
248-030-676.000	SPECIAL EVENTS - POKER RUN	40,000.00	42,878.43	(2,878.43)	107.20
Total - Dept 030		373,419.00	270,259.66	103,159.34	72.37
Total Revenues		373,419.00	270,259.66	103,159.34	0.00

Expenditures

Department 731: EXPENDITURES

248-731-705.000	SALARIES/WAGES	64,262.00	44,984.26	19,277.74	70.00
248-731-712.000	INSURANCE: LIFE/AD&D	250.00	213.18	36.82	85.27
248-731-713.000	MEDICAL INSURANCE	7,056.00	5,292.15	1,763.85	75.00
248-731-714.000	SOCIAL SECURITY	4,884.00	4,304.25	579.75	88.13
248-731-715.000	PENSION	4,242.00	3,803.88	438.12	89.67
248-731-716.000	UNEMPLOYMENT	10.00	4.47	5.53	44.70
248-731-719.000	SICK/VACATION	3,058.00	5,988.50	(2,930.50)	195.83
248-731-727.000	OFFICE SUPPLIES	1,000.00	286.13	713.87	28.61
248-731-728.000	OFFICE OPERATING EXPENSES	0.00	28.68	(28.68)	100.00
248-731-730.000	REPAIRS/MAINTENANCE	2,000.00	0.00	2,000.00	0.00
248-731-732.000	MEMBERSHIP DUES	3,350.00	3,000.00	350.00	89.55
248-731-740.000	UTILITIES/INTERNET SERVICE	732.00	698.32	33.68	95.40
248-731-750.000	ADMINISTRATIVE FEE	7,500.00	0.00	7,500.00	0.00
248-731-760.000	DESIGN COMM EXPENSES	2,250.00	290.00	1,960.00	12.89
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	77,500.00	15,177.50	62,322.50	19.58
248-731-763.000	STREETScape AMENITIES	30,000.00	24,631.59	5,368.41	82.11
	BUSINESS				
248-731-782.000	RECRUITMENT/RETENTION	8,500.00	1,521.81	6,978.19	17.90
248-731-812.000	ORGANIZATION COMM EXPENSES	1,500.00	2,866.61	(1,366.61)	191.11
248-731-870.000	EDUCATION/TRAVEL	5,925.00	3,913.72	2,011.28	66.05
248-731-900.000	ADVERTISING/PUBLISHING	15,000.00	10,719.73	4,280.27	71.46

	PROMOTIONS COMMITTEE				
248-731-902.000	EXPENSES	12,000.00	3,663.79	8,336.21	30.53
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	16,000.00	8,322.03	7,677.97	52.01
248-731-910.100	BOYNE APPETIT	4,000.00	0.00	4,000.00	0.00
248-731-910.200	WALKABOUT SCULPTURE SHOW	3,000.00	0.00	3,000.00	0.00
248-731-910.300	STROLL THE STRETS	16,000.00	12,893.40	3,106.60	80.58
248-731-940.000	FACILITIES RENT	8,400.00	4,950.00	3,450.00	58.93
248-731-942.000	SERVICE MAINTENANCE FEE	75,000.00	0.00	75,000.00	0.00
Total - Dept 731		373,419.00	157,554.00	215,865.00	42.19
Total Expenditures		373,419.00	157,554.00	215,865.00	0.00
NET OF REVENUES AND EXPENDITURES		0.00	112,705.66	(112,705.66)	