



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.”

February 6, 2020 – 8:30 A.M. Boyne City City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. OATH FOR NEW BOARD MEMBER – Anna Burkhart
3. APPOINTMENT OF CHAIR AND VICE CHAIR
4. READING AND APPROVAL OF MINUTES – January 2, 7, and 21, 2020
5. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
6. CORRESPONDENCE
7. MAIN STREET COMMITTEE REPORTS
 - A. Organization – Michelle Cortright
 - a. Boyne Thunder
 - B. Promotions/Marketing – Patti Gabos
 - C. Design – Becky Harris
 - D. Economic Vitality/Team Boyne – Mike Cain
 - E. Farmers Market – Jodie Adams
8. MAIN STREET DIRECTOR’S REPORT
9. UNFINISHED BUSINESS
 - A. Team Boyne
Consideration to create an economic vitality committee, with Team Boyne as a subcommittee

10. NEW BUSINESS

A. 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

B. Farmers Market Committee Appointments

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

C. Michigan Main Street Technical Services

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

D. Financial Report Review

- i. Boyne City Main Street
- ii. Boyne City Farmers Market

11. GOOD OF THE ORDER

12. ANNOUNCEMENTS

- A. Farmers Market Committee Meeting, Mon., Feb. 10, 10:00 a.m. – City Hall
- B. Promotions/ Marketing Committee Meeting, Tues., Feb. 11, 9:00 a.m. – Library
- C. Organization Committee Meeting, Tues., Feb. 11, 3:00 p.m. – Library
- D. Team Boyne Meeting – Fri., Feb. 21, 9:00 a.m. - Library
- E. Boyne Thunder – Thurs., Feb. 27, 5:00 p.m. – Library
- F. Design Committee Meeting, Mon., March 2, 2020, 4:00 p.m. – City Hall
- G. Main Street Board Meeting, Thursday, March 5, 8:30 a.m. – City Hall

13. 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
January 2, 2020

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
HELD ON THURSDAY, JANUARY 2, 2020 at 8:30 AM CITY HALL, 319 NORTH
LAKE STREET

Call to Order

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

Roll Call

Present: Jodie Adams, Michael Cain, Michelle Cortright, Patti Gabos, Becky
Harris, Patrick Little, Pat O'Brien and Rob Swartz

Absent: Chris Bandy

**Meeting
Attendance**

City Staff: Main Street Director Kelsie King-Duff, Recording Secretary Jane
Halstead, Assistant Planning Director Patrick Kilkenny, Farmer's Market
Manager Jordan Peck

Public: One

**Excused Absences
MOTION**

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to excuse Chris Bandy.

**Approval of
Minutes
MOTION**

Adams moved, Cortright seconded, to approve the December 5, 2019 minutes as
presented.

**Hearing Citizens
Present**

None.

Correspondence

Received and filed.

Committee Reports

Organization Committee

Minutes received and filed. The Volunteer Recruitment Event is scheduled for
February 5th at Pine Lake Lodge. Boyne Thunder is still seeking a successor for Bob
Alger.

Promotions/Marketing Committee

Minutes received and filed.

Design Committee

Minutes received and filed. Kelsie will meet with Tim Faas and American Waste to
discuss the recycling program.

Economic Vitality/Team Boyne

No December meeting. January 17th is the next meeting.

Farmers Market Committee

Minutes received and filed. Jordan Peck is the new Farmer's Market Manager. Vendor fees are being raised by 3 percent.

Director's Report

Received and filed. Spuds Warehouse will be opening in March in the old Sportsman's Bar building.

Unfinished Business

None.

New Business

2020 Board Member Appointments

2020 Board Member Appointments

Consideration to recommend to the City Commission the appointment of Robert Grove and Anna Burkhart to 4 year terms expiring 1/4/2024 on the Main Street Board, as recommended by the Organization Committee.

Pat O'Brien and Chris Bandy's term are expiring and they are not seeking renewal.

MOTION

Cain moved, Adams seconded, PASSED UNANIMOUSLY to recommend to the City Commission the appointment of Robert Grove and Anna Burkhart to 4 year terms expiring 1/4/2024 on the Main Street Board, as recommended by the Organization Committee.

Work Plan Approval

Work Plan Approval

Consideration to approve the proposed work plans for 2020-2021.

Cortright moved, Cain seconded, PASSED UNANIMOUSLY to approve the proposed work plans for 2020-2021 as presented.

Snow Removal Enforcement

Snow Removal Enforcement

Consideration to recommend to City Commission to authorize staff to implement snow removal enforcement in the designated downtown area, implementing ordinance #5460 on a complaint basis, as recommended by organization committee.

Business owners are sent a letter in November stating that they are responsible for keeping the sidewalk abutting their property free of snow and ice. Most businesses are good about keeping their sidewalks clear but there are a few that do not maintain their sidewalks. Downtown business owners have requested that the snow removal enforcement ordinance be enforced.

Cain moved, Little seconded, PASSED UNANIMOUSLY to approve to recommend to the City Commission to authorize staff to implement snow removal enforcement in

the designated downtown area, implementing ordinance #5460 on a complaint basis, as recommended by organization committee.

2020 Special Event Liquor Licenses

2020 Special Event Liquor Licenses

Consideration to recommend to City Commission approval of the application for special event liquor licenses for Boyne Thunder on Friday, July 10, 2020 and Saturday, July 11, 2020 and the Food Truck Rally on Thursday, July 16, 2020.

Adams moved, Gabos seconded, PASSED UNANIMOUSLY to recommend the City Commission approve the application for special event liquor licenses for Boyne Thunder on Friday, July 10, 2020 and Saturday, July 11, 2020 and the Food Truck Rally on Thursday, July 16, 2020.

Financial Report Review

The Financial Report was received and filed.

Good Of The Order

- Work continues on the Pavilion. The final form is taking shape. Bob Kroondyk is doing a great job.
- The new shorter clock tower has been installed over Kilwins.
- The log cabin (old chamber building) was decorated and used for Santa's workshop. It is now closed for the winter.
- The Parks and Recreation Board is working on park plans and grant applications for April.
- Two new police officers are starting with the City this week.
- The new surgery center in the industrial park will be opening in March.
- East Jordan has a new DDA director- Taylor Malpass.
- January 11th is the Fast and Flurrious fat tire bike race in Boyne. Proceeds will go toward trail building at the new site off of Old Horton Bay Road.
- Pat O'Brien thanked everyone for allowing him to serve on the Board.
- Thank you to Pat O'Brien and Chris Bandy for all of their time spent on the Board.
- The annual Chamber Gala is January 16th at Boyne Mountain.
- The Off-the-Clock schedule (formerly Business after Hours) has been released.

Adjournment MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to adjourn the January 2, 2019 meeting of the Boyne City Main Street Board at 9:15 a.m.

Jane Halstead, Recording Secretary



Approved: _____

Meeting of
January 7, 2020

MINUTES OF THE BOYNE CITY MAIN STREET BOARD STRATEGIC PLANNING
WORK SESSION HELD ON TUESDAY, JANUARY 7, 2020 at CITY HALL, 319
NORTH LAKE STREET

Call to Order The work session was called to order at 9:03 a.m.

Attendance **Participants:** Jodie Adams, Michael Cain, Michelle Cortright, Patti Gabos,
Becky Harris, Patrick Little, Pat O'Brien, Rob Swartz,
Kelsie King-Duff, Jane Halstead and Ingrid Day

Facilitator: Bob Thomas from the Michigan Chamber of Commerce

The purpose of the meeting was to review the vision and mission of Main Street, and revisit the strategic goals that were established at the 2019 work session.

The Board reviewed the Main Street "wins" for the year which included:

- final phase of Pavilion
- façade on the Banner office building
- events are more organized
- Bob Earl building remodel (old REH Acres)
- improvement in Christmas lighting
- good dialog in meetings
- collaboration successes and efficiencies
- new professional and visible office space

Bob Thomas also reviewed the 4 primary responsibilities of the Board:

- Duty of Loyalty to Main Street
- Duty of Care – thoughtful of resources
- Duty of Obedience – follow laws and regulations
- Duty of Confidentiality

Goals for 2020 were discussed which included:

- restructuring the Economic Vitality Committee to be more effective
- finish the Pavilion
- succession planning
- getting the trails connected from City to townships

Bob Thomas will be providing a report summarizing the meeting.

Adjournment

The Boyne City Main Street Strategic Planning Work Session of January 7, 2020 was adjourned at 11:55 a.m.

Jane Halstead, Recording Secretary

DRAFT



Approved: _____

Meeting of
January 21, 2020

MINUTES OF THE BOYNE CITY MAIN STREET BOARD SPECIAL MEETING HELD ON TUESDAY, JANUARY 21, 2020 at NOON AT CITY HALL, 319 NORTH LAKE STREET

Call to Order

Vice-Chair Rob Swartz called the meeting to order at 12:19 p.m.

Roll Call

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

Absent: None

Meeting Attendance

City Staff: Main Street Director Kelsie King-Duff, Recording Secretary Jane Halstead

Public: City Commissioners Dean Solomon and Ron Grunch

Swearing in of new board member Robert Grove

Robert Grove was sworn in as a member of the Main Street Board for a four year term.

Enter Closed Session MOTION

Cortright moved, Little seconded, PASSED UNANIMOUSLY to go into closed session regarding acquisition of real property as provided in MCL 15.268 (d) of the Michigan Open Meetings Act (PA 267 of 1976) at 12:24 p.m.

Return To Open Session MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to return to open session at 2:23 p.m.

Main Street Director Authorization MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to authorize the Main Street Executive Director to spend up to \$10,000 to secure professional services and to execute the necessary documents required to purchase property.

Adjournment MOTION

Cain moved, Adams seconded, PASSED UNANIMOUSLY to adjourn the January 21, 2020 meeting of the Boyne City Main Street Board at 2:24 p.m.

Jane Halstead, Recording Secretary

Org Committee
Tuesday, January 14, 2020

Present: Monica Kroondyk, Ingrid Day, Michelle Cortright, Bob Alger, Pat O'Brien, Jordan Peck.

Strategic Planning: Held January 7, 9:00am - noon at City Hall, with Board members in attendance. The Committee thought the session was very good and looks forward to receiving the report, as well as the expectations for Board and committee members.

Michigan Main Street Technical Service: For 2020 Michigan Main Street is offering two technical services: Downtown Future Service and Entrepreneurial Ecosystem Service. The Downtown Future Service training was offered last year and Boyne Main Street declined. Discussion was held and it was decided to again decline this service. The Entrepreneurial Ecosystem Service was also discussed and declined, awaiting outcome of the Team Boyne discussion on January 17. No MMS technical services are recommended for 2020.

Volunteer Recruitment Event: Scheduled for Wednesday, February 5, 4:00 - 7:00pm at the Pine Lake Lodge. Volunteers will be stationed at different tables including: General Main Street (Kelsie and Ingrid), Boyne Thunder (Bob Alger), Farmers Market (Jordan Peck), Stroll the Streets, Harvest Festival, Santa Parade (Grace and Karen), Boyne Appetit (Chamber), Walkabout Sculpture (Becky and Martha), other events (Sally and Kecia). Main Street Board members are encouraged to attend to mingle and talk with present and potential volunteers.

Team Boyne: Team Boyne's function and effectiveness will be discussed at their January 17 meeting.

Boyne Thunder: As of Friday, January 10 there were 32 sponsors representing \$109,500 in donations. Sponsorships are open until the end of February. More sponsors are paying by check this year, as was suggested, saving thousands of dollars in transaction fees. The registration position has been filled. Food and beverage functions are now joined into one.

Farmers Market: Jordan Peck reported that the Winter Market is going well. He is attending MIFMA training this week and will achieve Marketing Manager certification. He reported that things are going well and that he feels this is a good fit for him and the market. He also discussed plans for the Summer Market and events in the center. Boyne is the only community in the region that has a Winter Market.

Snow Removal: To be discussed at City Commission tonight.

Recommendation to Board: Org recommends that 2020 Main Street Chair be Rob Swartz, Vice-Chair Patty Gabos and Org Chair Michelle Cortright.

Main Street Director review: Annual review of the Main Street Director takes place in January. Rob Swartz will create a survey, as in the past, for Board members to respond to in advance of

in-person review.

Expectations of Board and committee members: Org will review the expectations document that Bob Thomas is sending and consider how to implement this strategic planning recommendation.

GAMSA Implementation Plan: Michigan Main Street has approved the plan we submitted, and approved the \$10,000 to promote the award.

TIF renewal: As discussed at strategic planning session, it was decided that TIF renewal should get underway well in advance of the 20204 expiration. Org recommends that Mack McLelland be retained to get the process underway now.

Meeting times: Convenience of committee meeting times was discussed in terms of the ability of a diverse group of volunteers to attend. Each committee will be asked to query their present and potential members if their current meeting time works or should be changed.

Parking: Topic to be discussed at a future meeting with regard to some businesses claiming parking spots in front of their buildings as “theirs” and putting up their own signs to prohibit visitors from parking. Discussion of the possibility of implementing and enforcing two hour parking rule, including signage to replace that put up by business owners.

Next meeting: Tuesday, February 11, 3:00, Boyne District Library

Marketing Committee

Boyne City Main Street
Boyne District Library Conference Room

Tuesday, January 14, 2020 9AM

Attending: Sally Van Domelen, Barb Brooks, Linn Williams, Patti Gabos, Kecia Freed, Grace Battista, Karen Guzniczak, Kelsie King-Duff and Ingrid Day

Others Attending: Leslie Nielson (left after the initial discussion)

1. Welcome and meeting called to order at 9:05 am.
2. Committee Work Plans:
The Main Street Board has accepted our updated workplans as submitted.
3. Chocolate Covered Boyne:
Linn presented an idea, with the assistance of Leslie, for adding to CCB. This program would be called Buy into Boyne. Discussion was had about this addition and after speaking with all concerned, this idea will be tabled for either next year's event (when it can be added to the work plans) or as a stand-alone. Everyone agreed it could be a successful addition. Further, plans for CCB are coming along. Linn will be walking posters around and securing the trophies. The Hospitality class will be hosting the dessert competition in the Hospitality Classroom at the Boyne City Education Center.
4. Social Media/Website:
Facebook count is 3235 and the Instagram followers are 1,163. It was suggested that we consider setting up Twitter as there are folks who do not use the other two social media tools.
5. Sound Bites Update:
Kelsie and Ingrid will be working with the final 'one-liners' from this sub-committee and posting these, along with appropriate pictures that are outlined using our brick pattern and according to a calendar that will help us reach our target audiences.
6. 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.

Mug discussion: majority felt we should continue to limit mug quantity to only the earliest arrivers to build excitement, but we should consider ordering a bit more (10%?) to make sure we have enough for the initial rush. We also discussed back-up plans if the log cabin isn't available.

Santa Parade/Open House review. (please note that a follow-up survey was not sent, but those present thought it was a great event):

Keep: Cabin decorating but add money in the budget for this.

Stop: nothing mentioned

Start: earlier marketing efforts to get more parade participants including possible float contest. More volunteers in costume for the parade. More volunteers for the night of to help on parade route. Back-up plan if log cabin isn't available for Santa (many were mentioned).

7. Paid Ads:

Sally gave a brief review of the intentional reduction of paid ads over the last few years but wanted the members to consider what might warrant a paid ad this year. Kelsie said she will bring a summary of last year's paid ads when we discuss future ad ideas at the February meeting.

8. Banners:

Ingrid said that the banner program has been working very well especially since DPW has been hanging, removing and storing the banners. She hopes the committee will agree to purchase an additional five bracket systems this year, will create a new Boyne Thunder banner and also purchase a few more of banners we have already designed and lastly, would like for our committee to work with Design committee to perhaps keep some banners up year-round.

9. Other:

Photographer status/contract - Sally asked if we had plans in place to review our needs for the upcoming year; this will be discussed at the next meeting.

Meeting adjourned at 10:25 AM.

Next Meeting: Tuesday, February 11th at 9AM - Boyne Library Conf. Room

Design Committee Meeting

Monday, January 4, 2020

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

Adam Graef, Becky Harris, Mike Cain, Bruce Jansens, Pam Macksie, Martha Sulfridge, Nicole Zuehlke, Gary Deters, Patrick Kilkenny and Kelsie King-Duff

New Business:

- 1) 108 Water Street project: Stephanie Baldwin from Edgewater Design presented updated façade plans for this renovation. Feedback provided was: barnwood behind the signage was not preferred and would they consider changing to metal, questions about which way the windows will swing, having the right contractor is key, several questions about the washed brick and how that would look, and if the distressed look can't be achieved the building will be painted. Stephanie made note of several things including: the rear of the building will have a new door and window, the window heights will be higher than what is currently there, and a transom window will be added over the front door.
- 2) Budget/future projects: each member was asked to rank 16 suggested projects for the upcoming budget year. In rank order (with a rank of 17 assigned for those projects that were not provided a rank from an individual):
 - River Plan 43.5
 - Sunset Park 75
 - Boardwalk 84
 - Log Cabin 85
 - Rivermouth restrooms 95.5
 - Mural at Ace 107
 - Recycling 109
 - Streetscape Repair 119
 - Holiday Décor 122
 - Pavilion Sidewalks 122
 - Fountain fish 131
 - Bike trail into town 135
 - Electric charger 145
 - LED Streetlights 158
 - AEDs 160
 - Additional streetlights 163

Project Updates:

None provided

Meeting adjourned at 5:20 pm.

Next Meeting: Mon, February 3, 2020 at 4PM – Boyne City Hall Park View Room

Economic Vitality/Team Boyne Committee

Friday, January 17, 2020, 9:00A

Boyne District Library Community Room

Members Attending: 13

Agenda

1. Called to order by Kelsie King-Duff at 9:10

2. Guest Speaker: none

3. Old Business

Future of Team Boyne: Kelsie opened this discussion by reviewing what both the national and Michigan Main Street programs suggest for an Economic Vitality Committee. John Cool then reviewed a proposed structure for EV and Team Boyne where TB would continue to as a sub-committee of a newly formed EV committee, as appointed by the Main Street board. John also reviewed some background on what lead TB to this discussion. Discussion was then had around the table, offering opinions, suggestions, some historical review of what TB looked like 10 to 15 years ago and the purpose and mission of this particular group. Discussion was also had on how to make sure as we restructure that we don't let the mission slip away once again. Finally, discussion was had about where to go from here and also pointing out some of the successes coming from the TB group; in particular: looking for leaders, renewing the mission after the EV Committee is appointed, promotion of TB and perhaps reaching out to other organizations that might have a similar need or mission.

4. New Business: none

5. Good of the Order/Updates

Meeting adjourned at 10:25am

Next Meeting: Friday, February 21, 2020, 9:00 AM, Boyne District Library Community 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			
Mary Brower	1/2023	-	P	E	P			
Kathy Coveyou	1/2021	-	P	P	P			
Joann Brown	1/2022	-	P	P	P			
Tim Dennis	1/2021	-	A	P	P			
Waneta Cook <i>Chair</i>	1/2021	-	P	P	P			
Jean Van Dam, <i>Patron</i>	1/2021	-	P	E	P			
Jack Laurent, <i>Patron</i>	1/2022	-	P	P	A			
Judi Silverman, <i>Patron</i>	1/2023	-	E	P	P			
Jodi Jansen, <i>MS</i>	1/2023	-	P	P	P			
NON-VOTING								
Kelsie King-Duff <i>MS Dir.</i>		-	P	P	P			
Jordan Peck, Market Mgr.		-	-	P	P			
Amy Roberts, <i>MSU Rep</i>		-	E	A	P			

P- Present, A- Absent, E - Excused



Committee Meeting Minutes
January 13, 2020
City Hall, Park View Room

Call to Order: 10:03

Committee Attendance: See Attached

Public Attendance: None

Market Manager Report: Jordan will be attending market manager training in January hosted by the Michigan Farmers Market Association. The poinsettia sale fundraiser brought in \$200. Discussion ensued about adding another holiday market plant sale, perhaps Easter. The winter market seems to be running smoothly with relatively good attendance. Discussed market committee applications received from Mary Brower and Judi Silverman.

Main Street Executive Director Report and Updates: King-Duff discussed an “Impact Report” that the Michigan Main Street provided based on our yearly reporting by the director. Promised to bring it to the next meeting.

Adams made Motion to approve the October Minutes, Bates seconded. All were in favor.

Old Business –

- Question regarding the timing of vendor applications was asked by Bates. King-Duff and Peck responded that they will be going out in the next few days after some final discussions at this meeting regarding dates, etc. Application deadline for the summer markets is March 13th

New Business –

- Committee appointments of Brower and Silverman were discussed further, motion was made by Dennis, seconded by Bates to approve, votes taken and their appointment was approved unanimously. The recommendation to appoint will be forwarded to the Main Street Board for final approval.

- Dates for the 2020 market season were discussed. May 16 was discussed as the start day for outdoor Saturday markets. There was much discussion regarding the last day for outdoor markets. The kickoff of the pavilion for use as the indoor winter market was driving the discussion. It was motioned by Bates and seconded by VanDam to open the outdoor markets starting May 16, 2020 and the last outdoor market will be October 17th. The motion was passed unanimously.
- The issue of a Saturday Fourth of July was discussed, motioned by Bates, Adams second and all agreed that there would be no market this year on the Saturday of the July 4th holiday. Wednesday market that week will be held. Further discussion regarding other summer events concluded by noting that the market will be held at Peninsula Beach during Boyne Thunder and the August Antique Car show and Flea Market
- The annual vendors meeting was discussed and a date and time set for April 14th from 11:00 a.m. to noon. Bates motioned, Silverman second, passed unanimously.

Good Of the Order –

- VanDam questioned whether the pavilion was fully funded. Discussion ensued and King-Duff suggested that if anyone wants to donate to offset some of the unexpected expenses that they could make a donation to the Charlevoix County Community Foundation and specify the Pavillion project.
- Dennis brought up the need for planning the power supply for music at the market this summer

Meeting was adjourned at 10:38

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



Directors Report- February 2020

- Thank you everyone for a great Strategic Planning session in January! We have not received our final report back, but should be soon, so I will plan on bringing that to the board for adoption in March.
- We have received our Impact Report from Michigan Main Street! This is the first year MMS tried this out, and they look great! Basically it is an annual report from all of the information we have to submit each month and at the end of the year. Hard copies will be on hand at the meeting.
- MMS will be holding a quarterly training in Milan on March 23 & 24 that will focus on fund development. If you are interested in attending please let me know.
- Jordan attended the Michigan Farmers Market Association training in January and it went great! He is working on completing the rest of the coursework now, and should be a certified market manager after that is complete!
- Sidewalk snow removal enforcement is now underway after Main Street's recommendation to City Commission. Several letters have been sent to downtown businesses regarding snow removal. So far there has been a very positive response from other business owners and community members.
- Match on Main grant applications were submitted for Boyne Tough Fitness and Spuds Boyne. We should know mid-February if those businesses will received funding or not.
- Pavilion Construction Update: According to the contractor the Pavilion project continues to progress nicely with lots of activity taking place. Singles are going on the roof of the new east side picnic areas. The face brick system and bricks are being installed behind plastic tenting along with trim boards and ceiling cedar boards are being installed. Shake shingles are getting painting in the Pavilion. The copper roofing material is arriving at Bob Groves' shop and he will deliver them to Dan Adkison for fabrication. Carpenters are building the picnic area roof cupolas offsite and delivering them to Dan for matching the lighthouse roof design. The plumbing inspection for the grease trap will take place Wednesday and after that, they can reinstall concrete for epoxy floors. John Green has been steady working on sprinkler systems and is about 50% complete. GTR is scheduled to install hood system right behind floors and the counters and steel wall panels were ordered last week.
- I have been invited to attend the Leadership Learning Lab program this May-December. This is a leadership program through the Charlevoix County Community Foundation and Petoskey-Harbor Springs Community Foundation. It is invite only, and only 10 people from Charlevoix and Emmet counties are invited to participate each year. The cost to us is only \$200, as The Frey Foundation covers \$1,000 of the cost and the community foundation covers \$300 of the \$1,500 cost. I have heard great things about this program and look forward to participating!
- Planning is underway in conjunction with the Chamber for Boyne Appetit Taste of Boyne/Restaurant Week in April. The Taste event (think of the food portion of what use to take place at Business Expo) will be on Thursday, April 23 from 5:30-8:30 at Boyne Mountain. Restaurant Week will then start the next day and take place through May 3rd. We are super excited about the structure for this year, as it was done completely off of feedback from



previous restaurant weeks, and driven by several restaurant owners who are helping to plan the events!

- An opportunity has come up to partner with the Chamber to have a shared intern for our organizations from May-December. It would be a cost of only \$6,000 to us and be a great way to not only engage youth in our organization, but have extra help during the summer.
- Just to have on your radar – our budget review will take place at our March board meeting. The Boyne Thunder committee has also been looking at organizing in a more productive fashion (for example, defining which committee members need to come to the meeting, defining overall areas of the event, etc.) so that new proposed structure will come before the board in March, once it is finalized. The committee was very positive about it, and I think it will be great for the event overall since it has grown so large.
- Just a reminder that our Volunteer Jambo is Wednesday, Feb. 5th from 4-7 p.m. at Boyne City Taproom/Pine Lake Lodge.



To: Main Street Board

From: Kelsie King-Duff

Date: January 31, 2020

Subject: February Agenda Items Overview

Overview:

Several items on the February 6th Main Street Board Meeting agenda require further information:

Team Boyne: Following board discussion regarding Team Boyne, John Cool and I facilitated conversation about the future of the committee at the January meeting. I reviewed the requirements and best practices of an economic vitality committee from Main Street America and Michigan Main Street with the group and then John led the group through discussion about the requirements and the proposal to create an Economic Vitality committee for Boyne City Main Street, and have Team Boyne as a subcommittee of that. Committee members were extremely supportive and thought this would be a great way to achieve some of the true economic vitality initiatives that we need, while not losing the comradery and value of community updates that take place at Team Boyne. Several ideas were discussed about tasks and committees that Team Boyne use to have. I believe this process will work most smoothly if the board establishes there should be a committee and sub-committee first, and then possibly a smaller group with representatives from the board and from Team Boyne can sort out some specifics of what that looks like to bring back to the full board for a second approval.

Michigan Main Street Technical Services: Michigan Main Street has proposed two possible technical services for us for 2020 – Downtown Futures and Entrepreneurial Ecosystems. One technical service is provided to each Main Street community each year from Michigan Main Street. This is where MMS will bring in an consultant to guide us through a topic. Our most recent service was the market study update and business recruitment test. Last year we declined to receive technical service (the same options were offered as this year). Organization committee discussed the proposed services for this year, and is recommending to decline again. The descriptions for each service are:

- **Downtown Futures Service** - The Downtown Futures service is a new Michigan Main Street Program service designed for communities and organizations that have demonstrated success and are contemplating the scope and nature of future change in their downtown and traditional neighborhood commercial districts. The process and its resulting products provide a solid foundation upon which to think, plan and act for the future in a way that will preserve, celebrate and leverage the assets and special features that make Downtown a special place. A pro-active planning approach is used to applying sound market principles, community engagement practices and creative thinking to guide future development, redevelopment and downtown enhancement initiatives.
- **Entrepreneurial Ecosystem Service** - Entrepreneurial Ecosystems align a variety of public and private efforts, networks, and other factors to foster an environment that supports inclusive, local entrepreneurship. This service will provide a community with an evaluation of their existing ecosystem as it relates to the critical factors in developing and supporting strong entrepreneurship. In addition, the community will be provided with an in-depth feasibility study or analysis related to implementing one key initiative or recommendation that is a result of their entrepreneurial ecosystem evaluation.

Last year there were no repercussions for declining a service.

RECOMMENDATION:

Team Boyne: Approve the formation of an Economic Vitality Committee, with Team Boyne as a subcommittee of that.

Michigan Main Street Technical Services: Decline technical services from Michigan Main Street for 2020.

01/17/2020

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY
Balances as of 01/31/2020

GL Number	Description	2019-20 Amended Budget	YEAR-TO-DATE THRU 01/31/20	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	3,943.37	6,556.63	37.56
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	47,855.63	2,484.37	95.06
Total Revenues		50,340.00	47,855.63	2,484.37	0.00
Expenditures					
Department 040: EXPENDITURES					
213-040-705.000	SALARIES - PLANNING	21,060.00	10,724.45	10,335.55	50.92
213-040-714.000	SOCIAL SECURITY	1,600.00	820.41	779.59	51.28

213-040-716.000	UNEMPLOYMENT INSURANCE	5.00	6.63	(1.63)	132.60
213-040-727.000	SUPPLIES	500.00	430.76	69.24	86.15
213-040-731.000	POSTAGE	50.00	0.00	50.00	0.00
213-040-732.000	MEMBERSHIP DUES/MML	400.00	0.00	400.00	0.00
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	300.00	200.00	60.00
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	29,829.72	20,510.28	59.26
Total Expenditures		50,340.00	29,829.72	20,510.28	0.00
NET OF REVENUES AND EXPENDITURES		0.00	18,025.91	(18,025.91)	

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	292,263.00	220,707.92	71,555.08	75.52
248-030-670.000	PROMOTIONS COMMITTEE 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	40,544.73	23,717.27	63.09
248-731-712.000	INSURANCE: LIFE/AD&D	250.00	189.36	60.64	75.74
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	3,918.07	965.93	80.22
248-731-715.000	PENSION	4,242.00	3,479.24	762.76	82.02
248-731-716.000	UNEMPLOYMENT	10.00	4.47	5.53	44.70
248-731-719.000	SICK/VACATION	3,058.00	5,379.80	(2,321.80)	175.93
248-731-727.000	OFFICE SUPPLIES	1,000.00	209.27	790.73	20.93
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	678.32	53.68	92.67
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 BUSINESS	30,000.00	23,231.59	6,768.41	77.44
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	3,588.72	2,336.28	60.57
248-731-900.000	ADVERTISING/PUBLISHING PROMOTIONS COMMITTEE	15,000.00	9,800.96	5,199.04	65.34
248-731-902.000	EXPENSES	12,000.00	3,263.79	8,736.21	27.20
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	16,000.00	8,181.03	7,818.97	51.13
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	4,400.00	4,000.00	52.38
248-731-942.000	SERVICE MAINTENANCE FEE	75,000.00	0.00	75,000.00	0.00
Total - Dept 731		373,419.00	147,939.50	225,479.50	39.62
Total Expenditures		373,419.00	147,939.50	225,479.50	0.00
NET OF REVENUES AND EXPENDITURES		0.00	122,320.16	(122,320.16)	
TOTAL REVENUES - ALL FUNDS		736,009.00	559,405.20	176,603.80	76.01
TOTAL EXPENDITURES - ALL FUNDS		736,009.00	501,465.16	234,543.84	68.13
NET OF REVENUES AND EXPENDITURES		0.00	57,940.04	(57,940.04)	