



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.”

BOARD MEETING

October 4, 2018 – 8:30 A.M. Boyne City City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES – September 6, 2018 Regular Meeting
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
 - A. Challenge Mountain Annual Report (hard copy provided at meeting)
 - B. National Main Street Center
 - C. Back to the Bricks
5. MAIN STREET COMMITTEE REPORTS
 - A. Organization – Rob Swartz
 - a. Boyne Thunder
 - B. Promotions/Marketing – Chris Bandy
 - C. Design – Becky Harris
 - D. Economic Vitality/Team Boyne – Mike Cain
 - E. Farmers Market– Becky Harris
6. MAIN STREET DIRECTOR’S REPORT
7. UNFINISHED BUSINESS
8. NEW BUSINESS
 - A. Boyne Thunder Disbursements

Presentation of checks to Camp Quality and Challenge Mountain
 - B. Boyne Thunder Policy and Agreements

Consideration to adopt the proposed Boyne Thunder policy and Letter of

Understandings for the 2019 event, as recommended by Organization Committee

C. Design Services Forms

Consideration to adopt the Design Services Forms as required by Michigan Main Street for future design service assistance

D. Design Services Review Committee

Consideration to appoint the design committee as the review committee for design services provided by Michigan Main Street

E. Holiday Lighting Contract

Consideration to approve a 1 year contract with Holiday Lighting Services in the amount of \$5,840

F. Financial Report Review

9. GOOD OF THE ORDER

10. ANNOUNCEMENTS

- A. Promotions/ Marketing Committee Meeting, Tuesday, Oct. 9, 9:00 a.m. – Library
- B. Organization Committee Meeting, Tuesday, Oct. 9, 4:00 p.m. – Library
- C. Joint Boards and Commission Goal Implementation Workshop, Tuesday, Oct. 16, 6:00 p.m. – City Hall
- D. Economic Vitality/Team Boyne Meeting, Friday, Oct. 19, 9:00 a.m. – Library
- E. Boyne Thunder Meeting, Thursday, Oct. 25, 5:00 p.m. - Library
- F. Main Street Board Meeting, Thursday, November 1, 8:30 a.m. – City Hall
- G. Design Committee Meeting, Monday, Nov. 5, 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
September 6, 2018

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
HELD ON THURSDAY, SEPTEMBER 6, 2018 at 8:30 AM CITY HALL, 319 NORTH
LAKE STREET

Call to Order

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

Roll Call

Present: Chris Bandy, Michael Cain, Michelle Cortright, Patrick Little, Pat O'Brien,
Don Ryde, Rob Swartz

**Meeting
Attendance**

Absent: Jodie Adams, Becky Harris

City Staff: Main Street Director Kelsie King-Duff, Recording Secretary Jane
Halstead, Assistant Planner Patrick Kilkenny, Main Street Assistant
Ingrid Day

Public: 3

**Excused Absences
MOTION**

Bandy moved, Ryde seconded, PASSED UNANIMOUSLY to excuse Becky Harris.

**Approval of Minutes
MOTION**

Ryde moved, Bandy seconded, PASSED UNANIMOUSLY to approve the
August 2, 2018 minutes as presented.

Citizens Comments

Ashley Cousens of the Boyne Area Chamber of Commerce stated that the recent
housing forum the Chamber hosted went very well.
The next Business After Hours will be at Boyne Boat Yard on September 20th and the
Expo/Taste of Boyne is October 30th.

Correspondence

None.

Committee Reports

Organization

Rob Swartz reminded everyone of the Main Street 15th Anniversary Party scheduled
for Wednesday, September 12th.

The Parking Study is being reviewed.

The Committee is working on the letters of understanding for Boyne Thunder with
November 1st being the goal for completion.

Kelsie King-Duff will have her evaluation in January 2019.

The co-working space idea is in the early discussion phase.

Promotion

The last Stroll the Streets for this year is tomorrow September 7th. Harvest Festival is at the end of September.

Design

Discussion in ongoing regarding recycling downtown. The pros and cons of the Walk-About-Sculpture Tour were discussed.

Team Boyne

Glen Catt and Kyle Marshall of the new Lake Street Pub attended and shared how their first summer in operation went.

Boyne Thunder

The Boyne Thunder Committee has not met since the last Main Street Board Meeting. The financials are expected to be wrapped up in the next couple weeks.

Farmer’s Market

There are four more doors left to purchase to enclose the Pavilion. The Farmer’s Market will be held in the Pavilion in the winter if all the doors get installed.

Director’s Report

Received and filed.

Unfinished Business

None.

New Business

Parking Study Review

The Parking Study conducted by Rich & Associates did not reveal any surprising results. Boyne City currently has ample parking. Employee parking needs to be better defined. It should be welcoming and feel safe – good lighting etc. Shared parking between private lots and public lots is encouraged. Fifteen minute parking should be limited and spread evenly throughout the area not just in front of some stores. Any additional feedback we have should be provided to the consultants this week. Rich & Associates will be back for final analysis.

Financial Report Review

The Financial Report was received and filed.

Good Of The Order

- The new owners of the First Merit Bank and Lally Building are still working on a development plan.
- We are reaching a saturation point with donated benches on the waterfront.
- The first phase of marina improvements is underway.
- Paper copies of the financial statement can be made available if anyone wants one for review.
- The Triathlon was a success. There were over 300 participants. Thanks to the Boyne City Police Department, EMS and the City.

- The Library's Book Mobile is here. It will be a great addition to our community.
- Patrick Little will be at Provisions this Friday for Superintendent Coffee Talk.
- The BBQ held at the Pavilion with current staff and retirees of BCPS was a nice event. The new Pavilion accommodated a large group well.
- There are 5 candidates for 2 spots on the Boyne City School Board. There will be a candidate forum in October.
- King-Duff was interviewed on NPR as Boyne City is a National Main Street finalist.
- The 15th Anniversary Celebration is next Wednesday, September 12th at the Veteran's Memorial Park Pavilion.

Adjournment

The August 2, 2018 meeting of the Boyne City Main Street Board was adjourned at 9:07 a.m.

Jane Halstead, Recording Secretary

Kelsie -

I'm so pleased to share our report to the community with you and the Main Street Board.

The support and partnership with Main Street means so much to Challenge Mtn and those we serve. Thank you for helping make Great Things Happen Together! - Elizabeth



**National Main Street
Center**

a subsidiary of the
National Trust for Historic Preservation



September 17, 2018

Kelsie King-Duff
Boyne City Main Street
120 Water Street
Boyne City, MI 49712

Dear Kelsie:

On behalf of the National Main Street Center, I'd like to congratulate you again on being named a 2019 Great American Main Street Award semi-finalist.

This year's semi-finalists have generated nearly 7000 new jobs in their district, tallied 273,000 volunteer hours, and rehabbed nearly 800 buildings. Selecting three recipients from an outstanding list of 10 Main Streets is always very difficult and this year proved to be the same. Unfortunately, Boyne City Main Street was not selected as a recipient for this year's award.

In the coming weeks, you will receive some feedback on your application from the jury. As in the past, we will host a session at the 2019 Main Street Now Conference with this year's recipients to provide insight into putting together a successful application.

I commend you on your placement as a semi-finalist and certainly hope you will consider applying again next year. We wish you continued success of your program and hope to see you in Seattle in March.

If you have any questions please don't hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrice Frey".

Patrice Frey
President & CEO
National Main Street Center

Cc: Laura Krizov, Michigan Main Street



September 25, 2018

Dear City Representative,

We appreciate your expressed interest in becoming a Host city for the Back to the Bricks® 2019 Promo Tour. Please be assured your city was given careful consideration by the BttB Promo Tour committee during the recent selection meeting.

The last several years the committee has been challenged in selecting five cities because of the large number of qualified cities to choose from. Based upon survey results, the committee continues to add new cities while revisiting "veteran" cities that have done a terrific job for us on previous Tours. With that said, it pains us to inform you that your city was not selected for next year's Tour.

The chosen cities will be officially announced to the public in early December at a press event to be held in Flint.

Again, we appreciate the time and effort you devoted toward exploring this opportunity. In future years, we remain optimistic about partnering with your city to host a major car show in your downtown!

Sincerely,

Rhonda Rau

Chair, BttB 2019 Promo Tour Committee

(810) 931-6830

Organization Committee

Minutes of the meeting of Tuesday, September 11, 2018, 4:00PM

Boyne City Library

Members Attending: Michelle Cortright, Rob Swartz, Pat O'Brien, Bob Alger, Monica Kroondyk, Chris Bandy

Members Absent: Bob Carlile, Chris Bandy, Ben Van Dam

Director: Kelsie King-Duff

Agenda

Unfinished Business

- 1) Boyne Thunder: updates provided. Discussion about revised LOU: need to review the policy and both current LOUs. Some edits were made. Need to review the LOU with Camp Quality and Challenge Mountain before Oct. board meeting. Bob Alger motioned, supported by Michelle, to approve the documents as revised and present to the MS board for their approval.
- 2) Parking Study: preliminary report has been read and we are now waiting on a date for the final presentation.
- 3) Long Term funding Meeting follow-up: Tabled.
- 4) Co-working Space: need to identify who is asking for this kind of space, what size, needs, etc. Consider \$5 to \$7 per square foot.
- 5) MS Board Appointments: terms for the seats held by Pat O'Brien and Jodie Adams are expiring. Posting for applying for these seats will go out at the beginning of December with review of the applicants at the January Org meeting. Appointments made in February, 2019.
- 6) 15th Anniversary Party: reviewed the evening
- 7) Snow Removal in the MS area: discussion on special assessment. Help to facilitate a common contract; each business signs individually but the rates will be reduced due to volume.
- 8) Director Eval: To take place in January in conjunction with Kelsie's 2 year mark.

New Business

- 1) Strategic Planning: Taking part in City's goal setting process.

Good of the Order/Updates: none provided

Adjourned at 5:30 pm

Next meeting: Tuesday, October 9, 2018 at 4:00P at the Boyne City Library

Promotions & Marketing Committee Meetings

Boyne City Main Street
Boyne District Library Conference Room

Tuesday, September 11, 2018 9AM

Agenda

Those attending the meeting were: Karen Guzniczak, Sally Van Domelen, Jodie Adams, Linn Williams, Barb Brooks, Chris Bandy, Ashley Cousens, Lisa Luebke, Kelsie King-Duff and Ingrid Day

1. Welcome and meeting called to order at 9:05 am. Sally told us we will have a new member for our next meeting, Justin Blohm. Justin will also be joining Team Boyne.

2. Website

Sally said she thought the website looked 'cleaned-up' and simpler to use. She reminded everyone that we should continue clicking on the page so that our visibility will increase when someone does a search.

3. Social Media:

Instagram followers are 681 and FB is at 2287. This spurred the discussion on the benefit of paid ads supporting MS announcements for important events, such as GAMSA.

4. Veterans Banners Research

Kelsie asked for information from Northville and Lapeer and received a booklet from Northville that was shared with the committee.

As an additional point of conversation, discussion was had about a request for a banner to celebrate a business' 50th Anniversary. Points of the discussion included the Triathlon, purpose of the banners and Grand Haven's program for their banners.

5. Harvest Fest

Plans are coming along. All bands are booked, pumpkins ordered and the hay ride will be happening. Lisa is meeting with Missy tomorrow to discuss the layout for the day. While Friends of the Library are not available to help with the pumpkin painting, we are hopeful Eta Nu will be able to.

6. Earlier Than The Bird

Karen is about to begin the design process for this year's mugs. 250 were ordered last year and will be again this year. Kelsie reminded us that we will be adding the "rise and dine" portion of this event for the local food establishments.

7. Other

Kelsie said that the Michigan MS meeting that might typically occur this fall will not be happening this year. Also, we will be having the 15th Anniversary Celebration tomorrow night.

Meeting adjourned at 9:45 AM.

Next Meeting: Tues, Oct. 9 at 9AM - Boyne District Library Conference Room

Economic Vitality/Team Boyne Committee

Friday, September 21, 2018 9:00AM

Boyne District Library Community Room

Members Attending: 10

Call to Order: 9:05 AM

No introductions done this morning as no one was new to the meeting.

Speaker: There was no speaker today but Scott McKenzie provided a recap of the Glen Catt/Kyle Marshall presentation from the previous month.

Old Business

1. Housing: Ashley shared a summary of the salient point collected from the initial meeting of the Boyne Housing Solutions forum, after providing an outline of the meeting itself. Ashley was encouraged by the diversity of the attendees and their engagement and is hopeful, from this, can spring the leaders for the on-going work. Ashley also asked that each of us remember to use the term "housing solutions" with no prescribed adjectives attached. Everyone is encouraged to attend the Oct. 3 forum and look for information about a November follow-up meeting. (attachment)
2. Hotel: John stated that he believed Mike Cain was still in some level of discussion with a potential hotel.
3. Laundromat: there was no update.

New Business

1. Connecting Entrepreneurial Communities Conference: there was an attachment about this conference with the agenda. Hannah Sanderson provided a flyer about this conference that will be hosted in Charlevoix Oct. 3 and 4. Kelsie King-Duff will be a break-out session speaker. This is a slightly different take on a conference in that all sessions will be held in a place of business. Everyone is encouraged to attend and learn what more they might do to help their communities.

Good of the Order/Updates

1. Hugh Conklin/City Commission: provided a recap of the parking study completed in conjunction with being a Redevelopment Ready Community. This report is available on the city website and a final presentation is upcoming. The commission has been working on goal setting and is

currently compiling action items and ways to demonstrate accountability. Work will be completed by the end of September for the break wall expansion at the Marina. While there is no set date yet, the city is close to finalizing the Open Space property acquisition.

2. Mike Sheehan/Cycling Community: third phase of the bike trail to Horton Bay will hopefully be completed in 2020. In addition, the group continues to work on acquiring additional property out by the school trails.
3. James Richman/Edward Jones: James asked Hannah when the work group he was assigned to would resume; Hannah thought later this fall.
4. Ashley Cousens/Chamber: last night's BAH was very successful from a attendance perspective and also in the money raised for three separate charities. The next BAH will be at Farley Calendar on Oct. 11. There will be a Housing Summit in Traverse on Oct. 22. One of the most exciting partnerships is occurring in conjunction with the National Manufacturing Day. While this is to take place on Oct 5, the chamber is working with three local manufacturing plants, the ISD and BCPS to create several experiences for 8th and 12th graders the first week of November that will have the students visiting these plants and provide an opportunity to learn about the industry of manufacturing.
5. Ingrid Day/Main Street: thanked everyone for coming to the 15th Anniversary party and we certainly missed those that could not attend. Thanks to the Hospitality class from the high school for the delicious food. Harvest Fest will be held Sept. 29. Boyne Thunder 2018 wrap-up meeting will be held next week and all indications are that it was another very successful event.

Adjourned: 9:40 AM

Next Meeting: Friday, October 19, 9:00 AM, Boyne District Library Community Room



Directors Report- October 2018

GAMSA/Back to the Bricks/Boyne Thunder Financials – These three items are all represented within the agenda.

Boyne Appetit – Fall Restaurant Week will be taking place Oct. 15-21. Specials from each of the restaurants will be released as they are received. Kim from Michigan Barefoot Memories Photography will be taking photos throughout the week as part of our photography contract.

SBDC Training – The Small Business Development Center has confirmed they will be doing a Buy/Sell a business training in Boyne City on Thursday, January 31. This came about through the partnership with Michigan Main Street. This will be the first training in a Northern Michigan series. Two other trainings will take place – one in Grayling on March 7th on online sales/ecommerce and one in Charlevoix on April 18th on leveraging events.

MFEA Speaking Opportunity – The Michigan Festival and Events Association will be holding their annual conference at Boyne Mountain in November and has asked me to speak on engaging downtown businesses during events. That will be taking place on Saturday, Nov. 10.

HOG Rally – The Harley Owners Group Rally will be taking place at Boyne Mountain next summer from July 18-20. Ingrid and I are already working with Boyne Mountain to engage the group in downtown activities – potentially the Food Truck Rally and/or Stroll the Streets.

Farmers Market – The farmers market newsletter received an updated look this past month, to better represent the branding used in market promotions. We've received good feedback on the new look so far.



To: Main Street Board

From: Kelsie King-Duff

Date: September 29, 2018

Subject: October Agenda Items Overview

Overview:

There are several items on the October 4 Main Street Board Meeting agenda which require further explanation. Addressed below are the individual items.

Boyne Thunder Policy & Agreements: The Organization Committee has spent quite some time discussing Boyne Thunder agreements. Agreements in 2018 were put into place, with discussions for future years planned before November of this year. Organization committee created a sub-committee made up of Rob Swartz, Pat O'Brien, Bob Alger, and myself to really take a deeper look into the agreements and our overall goal with Boyne Thunder. After exploring many options, the committee decided that seems most pertinent that the ownership of the event is understood. We feel that understanding has been reached. You will notice the actual agreements don't look much different than last year (percentages are the same), but the fact that Boyne Thunder is a Boyne City Main Street event is clearly defined, as well as the fact that the Champagne Cruise is Camp Quality's. Because of this the line requiring the financials from the Champagne Cruise flow through the Boyne Thunder account was removed. In addition, a policy document was created to focus on the process of how the agreement is determined each year. The policy makes clear what all parties involved can expect each year. The policy is for the Main Street board to work from, with the agreements going to the beneficiaries each year.

Design Services Form/Review Committee: Michigan Main Street is requiring local communities to adopt a Design Services Form as well as Review Committee to be eligible for Design Services in the future. (Think of an outline like what we have for our local Façade Grant Program). The forms included in the agenda for consideration of approval are from Michigan Main Street and have been reviewed by Design Committee. Once we adopt the form and appoint the Design Committee as the official review committee for design services, we will be eligible for 1 design service per year (different from the 15 over the life of our program that it was previously).

Holiday Lighting Contract: The Design Committee has been working for several years to update all of the holiday lights in town that are in the trees, as well as work towards expanding the overall number of trees lit. A 5 year plan is now in place as follows:

Year 1: Replace miscellaneous lights in the worse condition. (Completed 2016)

Year 2: Replace tree lights in the 16 planter boxes around town. (Completed 2017)

Year 3: Replace remaining miscellaneous lights throughout town. (Contract for 2018)

Year 4: Expand lighting to remaining trees capable of being lit throughout downtown (Planned 2019)

Year 5: Buffer year.

Holiday Lighting Services recommends replacing the lights every 5 years, so that the lights remain looking bright, and we avoid having to replace a bunch at one time. This plan will also allow us to expand lighting next year. The 2018 contract needs to be approved for this year, but this is just to give the board an overview of how it fits in to the greater vision.

RECOMMENDATION:

Boyne Thunder Policy & Agreements: I recommend approving the policy and agreements.

Design Services Form/Review Committee: I recommend approval of the Design Services Form and Review Committee.

Holiday Lighting Contract: I recommend approving the 1 year contract with Holiday Lighting Services.



Boyne City Main Street

Procedural Document for use by the Main Street Board

Boyne Thunder

This document is to serve the Board of Directors (the Board) of the Boyne City Main Street / DDA regarding the operating process of Boyne Thunder (the Event).

- Boyne Thunder is a Main Street Event planned and organized by a committee of volunteers under the Organization Committee. It is expected that a volunteer member(s) will provide monthly updates to the Organization Committee for review by the full Board. It is assumed this event will continue into the future with no set end date and all decisions should consider the impact on future years.
- Beneficiaries will receive an annual Letter of Understanding (the Letter) that outlines their role and expectations in the execution of the Event. It will also outline the percentage of net income that will be distributed to the Beneficiary.
 - This Letter will be distributed to each Beneficiary before the November Board meeting of the year preceding the Event being described.
 - Should the Board not distribute a Letter by the November Board meeting deadline, the details described in the prior year Letter will stand.
 - Each Beneficiary will sign and return the Letter by the December Main Street Board meeting.
 - If a Beneficiary does not return a signed copy of the Letter by the Main Street December Board meeting it will indicate the Beneficiary is no longer interested in participating in the Event.
- The Board has the ability to add or delete beneficiaries with a minimum 12-month notice included as a separate addendum within the annual Letter of Understanding.

**Boyne City Main Street Program / Downtown Development Authority
&
Camp Quality**

Letter of Understanding (LOU)

BoyneThunder is a Boyne City Main Street fund-raising event whose beneficiaries are Camp Quality (CQ), Challenge Mountain (CM) and the Boyne City Main Street Program / Downtown Development Authority (MS). Boyne Thunder is a weekend-long event comprised of different activities including, but not limited to: the boat poker run, dinners, street show, auctions, etc. This understanding between the parties on Boyne Thunder serves to outline the relationship between the parties.

- This Letter of Understanding is for one year and covers the 2019 event scheduled for July 12-13, 2019.
- Separate revenue and expenditure general ledger accounts will be used for Boyne Thunder under the Boyne City Main Street Program Budget. These accounts will be maintained and held by the City of Boyne City within the city's General Fund bank account. All revenues and expenditures shall flow through this account.
- Camp Quality is responsible for all aspects of the Camp Quality Champagne Cruise, including collecting revenue, paying expenses, securing liquor license and insurance as needed, etc.
- Net Income (defined as gross revenue less expenses), will be split 55% for Camp Quality; 35% for Main Street, and 10% for Challenge Mountain.

Signed

Date

Boyne City Main Street Program, Board Chair

Camp Quality Representative

**Boyne City Main Street Program / Downtown Development Authority
&
Challenge Mountain**

Letter of Understanding (LOU)

Boyne Thunder is a Boyne City Main Street fund-raising event whose beneficiaries are Camp Quality (CQ), Challenge Mountain (CM) and the Boyne City Main Street Program / Downtown Development Authority (MS). Boyne Thunder is a weekend-long event comprised of different activities including, but not limited to: the boat poker run, dinners, street show, auctions, etc.

- This Letter of Understanding is for one year and covers the 2019 event scheduled for July 12-13, 2019.
- Separate revenue and expenditure general ledger accounts will be used for Boyne Thunder under the Boyne City Main Street Program Budget. These accounts will be maintained and held by the City of Boyne City within the city's General Fund bank account. All revenues and expenditures shall flow through this account.
- Challenge Mountain is responsible for assisting Main Street to execute the event and providing volunteers to work during the event.
- Net Income (defined as gross revenue less expenses), will be split 55% for Camp Quality; 35% for Main Street, and 10% for Challenge Mountain.

Signed

Date

Boyne City Main Street Program, Board Chair

Challenge Mountain Representative



Boyne City Main Street Local Design Assistance Program Outline

Program Description

The Boyne City Main Street (BCMS) Design Committee administers a design assistance program through which property owners within the Main Street District may qualify for the following area of assistance:

- **Design Services:** The Design Committee accepts applications for one property per year to receive no-cost architectural design services. This service will provide property owners with important information and recommendations on exterior and interior improvements. The goal of offering this service is to encourage property owners to make improvements that will enhance the appearance of the building and visibility of the business, while maintaining the historic integrity of the building and making it functional for the owner's current needs.

Eligibility

To receive design assistance, a property or business owner's building must be within the BCMS district and be zoned for commercial or mixed-use. All buildings within the BCMS District are eligible; the building *does not* have to be "historic." Individual owner-occupied or rental residences without a storefront are not eligible to receive design assistance.

This link shows a map of eligible parcels within the Boyne City Main Street District:

<http://boynecitymainstreet.com/wp-content/uploads/2018/06/Boyne-City-District-min.pdf>

Application Timeframe

Design assistance and local grant applications are accepted on a rolling basis, and will be reviewed once per month at BCMS Design Committee meetings.

Decisions will be made on each application submitted within 60 days.

Review Team

Becky Harris, Design Committee Chair, Owner - 110 S. Lake St.

Bruce Janssen, Owner – The Wood Shop

Pam Macksey, Owner, Northern Design Group

Trish Wright, Wright Builders

Martha Sulfridge, Sculptor

Linn Williams, Retired – Boyne Mini Golf

Adam Graef, The Old Spud Warehouse

Patrick Kilkenny, Assistant Planner – City of Boyne City

Michael Cain, City Manager – City of Boyne City (Economic Vitality Committee Representative)

Kelsie King-Duff, Executive Director - BCMS

Review Criteria

Applicants will submit a request for design assistance electronically via the following link:
<https://docs.google.com/document/d/1Nj5IHsf2gQEkiCuWIYf56pY3rGKpuO2i40CKAcsRjQg/edit?usp=sharing>

Or applicants may contact the BCMS office at 231.582.9009 or email mainstreet@boynecity.com to receive a hard copy application. The Design Committee will examine the application and complete a review based on the following criteria:

- How well does the proposed project meet BCMS strategic goals for downtown revitalization?
- How capable is the applicant to carry out the proposed work?
- Does the applicant show a desire for change and a financial ability to implement the project?
- Does the project warrant a need for design assistance based on its relevance to the Downtown area?
- Is the applicant committed to appropriate design styles?

Application Process

Step One: Interested property owner or business owner submits application

Step Two: Design Committee reviews application at monthly committee meeting

Step Three: Design Committee meets with property owner to begin review process

Step Four: Design Committee completes project review and submits completed application to Michigan Main Street design specialist

Step Five: Approved Applications - Michigan Main Street design specialist works with the property owner, BCMS director, and design committee to schedule a site visit

If an application is not approved, the BCMS design committee will work with the applicant to address questions or concerns with the design, budget, or other issues.

Boyne City Main Street Contact Information

120 Water Street

Boyne City, MI 49712

Kelsie King-Duff, Executive Director

mainstreet@boynecity.com

231.582.9009

Hi Kelsie,

I apologize for the informal approach of giving you numbers via email, but the time has grown short.

In reviewing my most recent proposal to you (March 23, 2017), the remaining 8 trees to be done are 7, 15, 20, 26, 32, 35, 46, 49. Extrapolating for two summers of tree growth and slightly higher light prices, I will give you the following estimates:

Removal of old lights: ~ \$700.00

Supply and install new lights: ~ \$4640.00

As mentioned, these are estimates and not bids. Without looking at the trees in person I'm not keen on giving hard numbers. I'm hopefully comfortably on the high side so that there are no surprises. We bill based on time and materials, so if the numbers are less, then we charge the lower number.

This does not account for potential maintenance of the existing display. The street trees should be fine. The spruce by the shore may be another story. It has, however, held up quite well so far. Even though, you might want to put aside \$500 or so as a contingency.

Hope that helps you and your board. Let me know if I can answer any questions.

Tom Kladzyk
Holiday Lighting Service, Inc.
cell: 734.395.3287

PERIOD ENDING 09/30/2018

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	09/30/2018 NORMAL (ABNORMAL)	MONTH 09/30/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-400.000	ALLOCATION FROM CUR YR FD BAL	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00	0.00
Dept 030 - REVENUES						
248-030-400.000	ALLOCATION FROM CUR YR FD BAL	21,325.00	0.00	0.00	21,325.00	0.00
248-030-405.000	CURRENT YEAR TAXES	254,328.00	0.00	0.00	254,328.00	0.00
248-030-579.000	GRANTS: STATE	0.00	0.00	0.00	0.00	0.00
248-030-580.000	GRANTS	0.00	0.00	0.00	0.00	0.00
248-030-581.000	VETERAN'S MEMORIAL	0.00	0.00	0.00	0.00	0.00
248-030-582.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
248-030-590.000	RIVERWALK GRANT	0.00	0.00	0.00	0.00	0.00
248-030-642.000	CHARGES FOR SERVICES/FEES	0.00	0.00	0.00	0.00	0.00
248-030-660.000	RENTAL INCOME	0.00	0.00	0.00	0.00	0.00
248-030-664.000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
248-030-670.000	PROMOTIONS COMMITTEE REVENUE	15,000.00	11,849.69	650.00	3,150.31	79.00
248-030-670.100	BOYNE APPETIT	4,000.00	0.00	0.00	4,000.00	0.00
248-030-670.200	THEATER REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-670.300	WALKABOUT SCULPTURE SHOW	3,000.00	211.00	0.00	2,789.00	7.03
248-030-671.000	FACADE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
248-030-672.000	VSCI REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-675.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
248-030-676.000	SPECIAL EVENTS - POKER RUN	40,000.00	0.00	0.00	40,000.00	0.00
248-030-676.100	POKER RUN 2011	0.00	0.00	0.00	0.00	0.00
248-030-677.300	RADIO SHACK FACADE FUNDS	0.00	0.00	0.00	0.00	0.00
248-030-680.000	FARMER'S MARKET REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-685.000	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
248-030-691.000	TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
248-030-698.000	WASTEWATER NOTE PROCEEDS	0.00	0.00	0.00	0.00	0.00
248-030-699.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
Total Dept 030 - REVENUES		337,653.00	12,060.69	650.00	325,592.31	3.57
TOTAL REVENUES		337,653.00	12,060.69	650.00	325,592.31	3.57
Expenditures						
Dept 731 - EXPENDITURES						
248-731-677.100	THEATER EXPENDITURES	0.00	0.00	0.00	0.00	0.00
248-731-700.000	LAND ACQUISITION	0.00	0.00	0.00	0.00	0.00
248-731-705.000	SALARIES/WAGES	62,420.00	23,859.56	4,277.44	38,560.44	38.22
248-731-710.000	ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
248-731-712.000	INSURANCE: LIFE/AD&D	250.00	93.68	0.00	156.32	37.47
248-731-713.000	MEDICAL INSURANCE	7,056.00	3,528.10	1,764.05	3,527.90	50.00
248-731-714.000	SOCIAL SECURITY	4,744.00	2,199.08	491.87	2,544.92	46.35
248-731-715.000	PENSION	4,120.00	1,896.94	451.64	2,223.06	46.04
248-731-716.000	UNEMPLOYMENT	10.00	0.00	0.00	10.00	0.00
248-731-719.000	SICK/VACATION	2,971.00	1,358.56	388.16	1,612.44	45.73
248-731-720.000	PARKING LOT MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-731-727.000	OFFICE SUPPLIES	1,750.00	412.87	0.00	1,337.13	23.59
248-731-728.000	OFFICE OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00
248-731-729.000	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-731-730.000	REPAIRS/MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00

PERIOD ENDING 09/30/2018

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2018 NORMAL (ABNORMAL)	MONTH 09/30/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-731-732.000	MEMBERSHIP DUES	3,350.00	3,350.00	350.00	0.00	100.00
248-731-733.000	PROFESSIONAL LIBRARY/SUBSCRIPT	0.00	0.00	0.00	0.00	0.00
248-731-740.000	UTILITIES/INTERNET SERVICE	732.00	246.28	61.49	485.72	33.64
248-731-750.000	ADMINISTRATIVE FEE	7,500.00	0.00	0.00	7,500.00	0.00
248-731-751.000	BURIAL ELECTRICAL LINES ETC	0.00	0.00	0.00	0.00	0.00
248-731-752.000	RESTORE CITY CLOCK TOWER	0.00	0.00	0.00	0.00	0.00
248-731-753.000	DONATION TO CREATIVE PLAYGROUD	0.00	0.00	0.00	0.00	0.00
248-731-754.000	CBD BENCHES	0.00	0.00	0.00	0.00	0.00
248-731-760.000	DESIGN COMM EXPENSES	8,950.00	0.00	0.00	8,950.00	0.00
248-731-761.000	DESIGN ENGIN/CONSULTING	0.00	0.00	0.00	0.00	0.00
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	37,000.00	10,882.55	0.00	26,117.45	29.41
248-731-763.000	STREETSCAPE AMENITIES	30,000.00	8,185.08	0.00	21,814.92	27.28
248-731-780.000	ECONOMIC RESTRUC COMM EXP	0.00	0.00	0.00	0.00	0.00
248-731-781.000	ECONC RESTRUC COMM ENG SVCS	0.00	0.00	0.00	0.00	0.00
248-731-782.000	BUSINESS RECRUITMENT/RETENTION	8,500.00	68.36	0.00	8,431.64	0.80
248-731-783.000	VETERAN'S MEMORIAL CONTRIBUTIO	0.00	0.00	0.00	0.00	0.00
248-731-790.000	FARMERS MARKET EXPENSES	0.00	0.00	0.00	0.00	0.00
248-731-808.000	DESIGN ENGINEERING DDA	0.00	0.00	0.00	0.00	0.00
248-731-810.000	COMMITTEE/EVENT EXPENSES	0.00	200.00	0.00	(200.00)	100.00
248-731-811.000	BOYNE THUNDER EXPENDITURES	0.00	0.00	0.00	0.00	0.00
248-731-812.000	ORGANIZATION COMM EXPENSES	4,000.00	2,067.81	120.53	1,932.19	51.70
248-731-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
248-731-870.000	EDUCATION/TRAVEL	4,000.00	752.86	0.00	3,247.14	18.82
248-731-900.000	ADVERTISING/PUBLISHING	15,000.00	4,667.84	205.00	10,332.16	31.12
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	15,000.00	2,600.00	0.00	12,400.00	17.33
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	16,100.00	19,960.52	2,772.24	(3,860.52)	123.98
248-731-910.100	BOYNE APPETIT	4,000.00	0.00	0.00	4,000.00	0.00
248-731-910.200	WALKABOUT SCULPTURE SHOW	3,000.00	0.00	0.00	3,000.00	0.00
248-731-910.300	STROLL THE STRETS	16,000.00	0.00	0.00	16,000.00	0.00
248-731-912.000	PROMOTIONS CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
248-731-940.000	FACILITIES RENT	4,200.00	1,400.00	0.00	2,800.00	33.33
248-731-942.000	SERVICE MAINTENANCE FEE	75,000.00	0.00	0.00	75,000.00	0.00
248-731-968.000	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
248-731-970.500	TRANSFERS OUT - S PARK ST	0.00	0.00	0.00	0.00	0.00
248-731-980.000	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
248-731-981.000	BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-731-982.000	BANK FEES	0.00	0.00	0.00	0.00	0.00
248-731-985.000	MAIN STREET PROGRAM	0.00	0.00	0.00	0.00	0.00
248-731-987.000	CONTRACTED CONST SERVICES	0.00	0.00	0.00	0.00	0.00
248-731-990.000	LOAN REPAYMENT	0.00	0.00	0.00	0.00	0.00
248-731-991.000	INTEREST	0.00	0.00	0.00	0.00	0.00
248-731-992.000	DOWNTOWN LOAN PRINCIPAL PYMT	0.00	0.00	0.00	0.00	0.00
248-731-993.000	INTEREST/DOWNTOWN LOAN	0.00	0.00	0.00	0.00	0.00
248-731-998.000	CONTRACTED CONSTRUCTED SERVCS	0.00	0.00	0.00	0.00	0.00
Total Dept 731 - EXPENDITURES		337,653.00	87,730.09	10,882.42	249,922.91	25.98
TOTAL EXPENDITURES		337,653.00	87,730.09	10,882.42	249,922.91	25.98
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		337,653.00	12,060.69	650.00	325,592.31	3.57
TOTAL EXPENDITURES		337,653.00	87,730.09	10,882.42	249,922.91	25.98

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User: Shelly
DB: Boyne City

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY
PERIOD ENDING 09/30/2018

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	09/30/2018 NORMAL (ABNORMAL)	MONTH 09/30/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
NET OF REVENUES & EXPENDITURES		0.00	(75,669.40)	(10,232.42)	75,669.40	100.00