



## 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

**November 7, 2017 – 8:30 A.M. Boyne City City Hall**

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES – October 3, 2017 Regular Meeting
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
5. MAIN STREET COMMITTEE REPORTS
  - A. Organization – Rob Swartz
  - B. Promotions – Chris Bandy
  - C. Design – Becky Harris
  - D. Economic Vitality/Team Boyne – Mike Cain
  - E. Marketing– Kelsie King-Duff
  - F. Boyne Thunder – Kelsie King-Duff
  - G. Farmers Market– Becky Harris
6. MAIN STREET DIRECTOR’S REPORT
7. UNFINISHED BUSINESS
8. NEW BUSINESS
  - A. Billboard Contract
  - B. Boyne Thunder Disbursements
  - C. Financial Report Review
  - D. Other
    - a. Theatre
    - b. Open Space
    - c. Pavilion
    - d. Etc.

9. GOOD OF THE ORDER

10. ANNOUNCEMENTS

- A. Promotions Committee Meeting, Tuesday, November 7, 4:00 p.m. – Library
- B. Marketing Committee Meeting, Tuesday, Nov. 14, 9:00 a.m. – Library
- C. Economic Vitality/Team Boyne Meeting, Friday, November 17, 9:00 a.m. – Library
- D. Organization Committee Meeting, Monday, November 20, 4:00 p.m. – Library
- E. Boyne Thunder Meeting, Thursday, November 30, 5:00 p.m. – Library
- F. Farmers Market Committee Meeting, Monday, December 4, 10:30 a.m. – Library
- G. Design Committee Meeting, Monday, December 4, 4:00 p.m. - Library
- H. Main Street Board Meeting, Tuesday, December 5, 8:30 a.m. – City Hall
- I. Main Street Special Meeting, Long Term Funding, Friday, December 8, 9-12 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  
October 3, 2017

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING  
HELD ON TUESDAY, OCTOBER 3, 2017 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, Becky Harris, Pat O'Brien,  
Don Ryde, Rob Swartz, Ben Van Dam

**Meeting  
Attendance**

Absent: Robin Berry

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

Public: One

**Excused Absences  
MOTION**

**Cain moved, Swartz seconded, PASSED UNANIMOUSLY** to excuse Robin Berry.

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**Approval of Minutes  
MOTION**

**Cain moved, Van Dam seconded, PASSED UNANIMOUSLY** to approve the  
September 7, 2017 minutes as presented.

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**Citizens Comments**

None.

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**Correspondence**

The Red Brick Salon is hosting a Grand Re-opening on Monday, October 30<sup>th</sup> from  
2:00 to 6:00 p.m.

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**Committee Reports**

**Organization Committee**

Rob Swartz reported that the parking study and market study are moving forward.  
The Organization Committee is looking at the new TIF rules and how they will affect  
long-term funding. There is a meeting October 30<sup>th</sup> to discuss the issue.

**Promotions Committee**

Chris Bandy said the Harvest Festival last weekend was a success – the weather was  
great. A survey is being sent out to get feedback from vendors. Cain said he did  
hear feedback from people wanting the farmer's market portion of the event to  
extend beyond noon.

Earlier-Than-The-Bird is scheduled for November 18<sup>th</sup>.

### **Design Committee**

Harris reported that the Committee is waiting for a quote for the base for the Mosaic sculpture for Peninsula Park. They did receive a quote for a light for The Last River Draw.

The Old City Park location for the Wolverine Sculpture has been approved by the City Commission.

The Committee is working with Bruce Janssen on signage for businesses.

King-Duff said the company installing the Christmas lights on the trees downtown was here on Sunday (earlier than expected). She spoke with them and they agreed to remove the old lights which were in the trees for \$50 per tree.

### **Economic Vitality/Team Boyne**

John Cool has volunteered to serve as the Chair of Team Boyne.

### **Marketing**

The September meeting was cancelled. They are still working on the placement of banners in the City.

### **Boyne Thunder**

The Boyne Thunder Committee met at the end of September. The final numbers are still being calculated.

Camp Quality has an Interim Director – Jean McDonough.

### **Farmer's Market**

Beginning November 4<sup>th</sup>, the Farmer's Market will be held in City Hall.

Harris said the vendors are reporting diminishing sales. She will be using vendor fees to increase promotion of the market.

Blissfest has offered to help arrange for music during the market.

Bruce Janssen is working on adding a sign to the Boyne City Hall Sign that will indicate the Farmer's Market is located at City Hall.

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## **Director's Report**

As presented in the agenda packet.

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## **Unfinished Business**

### **Farmer's Market Manager**

It has been difficult finding a new manager for the Farmer's Market. King-Duff has been discussing partnering with Charlevoix Main Street and hiring one person to handle both markets. The person would be a part-time employee (20 hours per week) for both Charlevoix Main Street and Boyne City Main Street equaling a full-time position. The Board discussed the issue and King-Duff will continue pursuing this option.

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## **New Business**

### **Economic Vitality Committee/Team Boyne Chair Appointment**

King-Duff asked that the Board approve John Cool as the Chair of the Economic Vitality Committee/Team Boyne.

**Appointment of John  
Cool  
MOTION**

**Van Dam moved, O'Brien seconded, PASSED UNANIMOUSLY** to approve the appointment of John Cool as Chair for Main Street's Economic Vitality Committee/Team Boyne.

### **Financial Report Review**

The Financial Report was received and filed.

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### **Other**

- **Theatre** – Rich Bergmann is working on obtaining financing through PACE - a governmental energy efficiency program. Fire Suppression at the theatre is going to be a challenge.
  - **Open Space** – Cain stated that formal approval has been granted from the Michigan Natural Resource Trust Fund. The City is pursuing an additional grant from Consumers Energy to help fund the purchase. We are still waiting on the States approval of the property appraisals.
  - **Pavilion** – Construction is underway. King-Duff submitted a grant request to the Charlevoix County Community Foundation for additional funds.
  - **Avalanche** –O'Brien asked if the erosion ruts at Avalanche could be filled in/grated on a more regular basis. Don Ryde was recently on a walking trail made from a natural composite that made a nice walking surface. He will send photos to Mike.
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### **Good Of The Order**

- The Boyne City Bakery is being painted.
  - Main Street's 15<sup>th</sup> anniversary is next year. Cortright thinks we need to update our promotion video. King-Duff agreed – we can use it for our entry for the 2018 Great American Main Street Award.
  - Harbor House Publishing will celebrate their 50<sup>th</sup> anniversary next year.
  - Van Dam thanked King-Duff for sending Main Street updates monthly.
  - Don Ryde travelled to Milwaukee and they have air/tool stations for bikes. It is a great idea for a bike community –we should consider doing something similar.
  - Construction continues at Local Flavor.
  - Hats off to Stiggs Brewery for receiving a Federal Historic tax credit.
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### **ADJOURNMENT MOTION**

**Cain moved, O'Brien seconded, PASSED UNANIMOUSLY** to adjourn the Boyne City Main Street Board meeting of October 3, 2017 at 9:37 a.m.

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Jane Halstead, Recording Secretary



### **Directors Report- November 2017**

Farmers Market Manager: The farmers market manager position is posted. I am scheduled to go over resumes with Charlevoix next week, to hopefully get some interviews scheduled. At this time we have received a few resumes, with a few more people who have expressed interest.

Committee Meetings: All of the Main Street committees will now be meeting in public places. See the schedule at the end of the agenda for specific meeting times and places.

November Events: We are gearing up for Earlier than the Bird on November 18, and the Santa Parade and Holiday Open House on November 24.

Indoor Farmers Market: The farmers market moves indoors to its new location at City Hall for the winter on Saturday, November 4.



**To:** Main Street Board

**From:** Kelsie King-Duff

**Date:** November 2, 2017

**Subject:** November Agenda Items Overview

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**Overview:**

There are several items on the November 7 Main Street Board Meeting agenda which require further explanation. Addressed below are the individual items.

**Billboard Contract:** The contract with Wolverine Sign Works for the billboard Boyne City Main Street has on 131 is up for renewal. The contract is for a 3-year term, at \$205.00 per month. It is \$10 more per month than our current contract with Wolverine Sign Works.

**Boyne Thunder Disbursements:** This year the Boyne Thunder event raised \$198,468.98. Per Boyne City Main Street's agreements with Camp Quality and Challenge Mountain, Camp Quality receives 55% of the funds, Main Street 35%, and Challenge Mountain 10%. Checks will be ready to present to each organization at Tuesday's board meeting. The actual disbursement amount will be a little less than the number above as sales tax still needs to be paid. That is estimated between \$6,000 and \$7,000. Cindy Grice and Michele Hewitt, in the City's finance department will be getting the sales tax paid prior to the Main Street board meeting. The actual amount raised will be available on Tuesday, as well as the checks to present to each organization. Representatives from Camp Quality and Challenge Mountain have confirmed they will be attending our meeting.

**RECOMMENDATION:**

**Billboard Contract:** It is my recommendation the contract with Wolverine Sign Works for the main street billboard on 131 be approved.

**WOLVERINE SIGN WORKS**  
**OUTDOOR ADVERTISING**  
923 BRADLEY STREET  
OWOSSO, MICHIGAN 48867  
PHONE (989) 725-5670  
FAX (989) 725-3138  
www.wolverinesign.com

City: Boyne City, MI

Date: October 4, 2017

Renewal contract as of December 1, 2017

The undersigned hereby agrees to lease of **Wolverine Sign Works** of Owosso, Michigan, outdoor advertising space on the following structure(s) at the rate(s) shown, for a period of 36 months:

_____	12'x50'	Bulletin(s) at \$ _____	each per month.
_____	10'x25'	Bulletin(s) at \$ _____	each per month.
_____	8'x22'	Bulletin(s) at \$ _____	each per month.
_____	8'x14'	Bulletin(s) at \$ _____	each per month.
<u>1</u>	<u>7.5'x20'</u>	Bulletin(s) at \$ <u>205.00</u>	each per month.
_____	_____	Bulletin(s) at \$ _____	each per month.

Lessee agrees:

1. To pay one month's rental of \$ 205.00 on 12/1/2017, and on the first of each month thereafter.
2. To notify Wolverine Sign Works in writing 30 days prior to the end of the contract term of their non-renewal intentions. Failure to provide proper notice shall extend the contract term one month.

XX Display will be provided by Wolverine at a production cost of \$ waived per square foot per display.  
\_\_\_\_\_ Display will be provided by Lessee.

**Wolverine Sign Works** agrees:

1. The location(s) of the bulletin(s) described above are as follows:  
  
#380 US-131, 4 miles south of Boyne Falls
2. That the sizes listed above shall be the copy space of the bulletin.
3. To place in service an advertising display on the bulletin listed above one (1) time(s) during the contract term, and to furnish artwork for each display. Extensions and additional displays are available at an additional cost.
4. To maintain service on the bulletin(s) listed above during the term of this contract unless prevented from doing so by condemnation, or loss of lease from property owner.

A service charge of 1.5% per month will be charged on all accounts remaining unpaid 30 days after the date of billing. Accounts unpaid 90 days will permit Wolverine Sign Works, in its sole discretion, to cancel the balance of the contract.

This contract and all claims arising hereunder shall be construed according to the laws of the State of Michigan. In the event of legal action arising out of this contract including but not limited to claims for non-payment, Shiawassee County, Michigan shall be the exclusive jurisdiction and venue for said action.

This contract is not subject to countermand, and no verbal or other agreement not clearly specified in it will be recognized. The receipt of a duplicate of this contract is hereby acknowledged by the lessee.

Lessee: Boyne City

**Wolverine Sign Works**

By \_\_\_\_\_ By \_\_\_\_\_

Address: 112 S. Park St., Ste. F, Boyne City, MI 49712

PERIOD ENDING 10/31/2017

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	10/31/2017 NORMAL (ABNORMAL)	MONTH 10/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-400.000	ALLOCATION FROM CUR YR FD BAL	16,994.00	0.00	0.00	16,994.00	0.00
Total Dept 000		16,994.00	0.00	0.00	16,994.00	0.00
Dept 030-REVENUES						
248-030-400.000	ALLOCATION FROM CUR YR FD BAL	0.00	0.00	0.00	0.00	0.00
248-030-405.000	CURRENT YEAR TAXES	278,491.00	227,278.48	(74,293.08)	51,212.52	81.61
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	21,000.00	9,050.00	0.00	11,950.00	43.10
248-030-670.200	THEATER REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-670.300	WALKABOUT SCULPTURE SHOW	6,000.00	2,800.00	0.00	3,200.00	46.67
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	150.00	0.00	(150.00)	100.00
248-030-676.000	SPECIAL EVENTS - POKER RUN	36,417.00	0.00	0.00	36,417.00	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		341,908.00	239,278.48	(74,293.08)	102,629.52	69.98
TOTAL REVENUES		358,902.00	239,278.48	(74,293.08)	119,623.52	66.67
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	60,700.00	23,827.41	2,274.56	36,872.59	39.25
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	124.16	0.00	125.84	49.66
248-731-713.000	MEDICAL INSURANCE	16,127.00	3,622.81	0.00	12,504.19	22.46
248-731-714.000	SOCIAL SECURITY	4,614.00	2,124.31	174.01	2,489.69	46.04
248-731-715.000	PENSION	3,920.00	1,950.24	150.76	1,969.76	49.75
248-731-716.000	UNEMPLOYMENT	57.00	2.77	1.89	54.23	4.86
248-731-719.000	SICK/VACATION	2,827.00	942.28	0.00	1,884.72	33.33
248-731-720.000	PARKING LOT MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-731-727.000	OFFICE SUPPLIES	750.00	488.12	0.00	261.88	65.08
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
248-731-732.000	MEMBERSHIP DUES	3,500.00	3,350.00	0.00	150.00	95.71

PERIOD ENDING 10/31/2017

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2017 NORMAL (ABNORMAL)	MONTH 10/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-731-733.000	PROFESSIONAL LIBRARY/SUBSCRIPT	0.00	0.00	0.00	0.00	0.00
248-731-740.000	UTILITIES/INTERNET SERVICE	492.00	225.92	40.88	266.08	45.92
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	2,250.00	1,979.96	0.00	270.04	88.00
248-731-761.000	DESIGN ENGIN/CONSULTING	0.00	0.00	0.00	0.00	0.00
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	64,000.00	6,173.50	850.50	57,826.50	9.65
248-731-763.000	STREETScape AMENITIES	25,000.00	6,368.00	0.00	18,632.00	25.47
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	0.00	0.00	8,500.00	0.00
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	458.92	0.00	(458.92)	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	1,071.39	389.90	2,928.61	26.78
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	2,906.54	50.00	1,093.46	72.66
248-731-900.000	ADVERTISING/PUBLISHING	14,815.00	7,042.53	195.00	7,772.47	47.54
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	15,000.00	4,700.00	0.00	10,300.00	31.33
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	32,100.00	23,162.66	1,813.68	8,937.34	72.16
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	1,750.00	0.00	2,450.00	41.67
248-731-942.000	SERVICE MAINTENANCE FEE	75,000.00	0.00	0.00	75,000.00	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	7,074.00	0.00	0.00	7,074.00	0.00
248-731-991.000	INTEREST	226.00	0.00	0.00	226.00	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		358,902.00	92,271.52	5,941.18	266,630.48	25.71
TOTAL EXPENDITURES		358,902.00	92,271.52	5,941.18	266,630.48	25.71
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		358,902.00	239,278.48	(74,293.08)	119,623.52	66.67
TOTAL EXPENDITURES		358,902.00	92,271.52	5,941.18	266,630.48	25.71
NET OF REVENUES & EXPENDITURES		0.00	147,006.96	(80,234.26)	(147,006.96)	100.00