



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

March 2, 2017 – 8:30 A.M. Boyne City City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES – February 16, 2017 regular meeting
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
5. MAIN STREET COMMITTEE REPORTS
6. MAIN STREET DIRECTOR’S REPORT
7. UNFINISHED BUSINESS
 - A. Transformation Strategy – Refresh
 - B. Approval of the 2016 Boyne Thunder Final Disbursements
8. NEW BUSINESS
 - A. Approval of recommendation to the City Commission that May be declared National Preservation Month
 - B. Approval of the 2017 Façade Grant Policy & Application
 - C. Approval of a 1 year contract with Kecia Freed for graphic design services & for the ED to negotiate the terms of the contract
 - D. Application for Services
 - E. Open House for new office space
 - F. Financial Report Review
 - G. Other
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
 - Design Committee Meeting, Monday, March 6, 5:30 p.m. – Library

- Promotions Committee Meeting, Tuesday, March 7, 4:00 p.m. – Country Now & Then
- Marketing Committee Meeting, Tuesday, March 14, 9:00 a.m. – Country Now & Then
- Organization Committee Meeting Tuesday, March 14, 4:00 p.m. - Harbor House Publishers
- Economic Development/Team Boyne Meeting, Friday, March 17, 9:00 am -Library
- Boyne Thunder Meeting Thursday, March 23, 2017, 5:00 p.m. - Library
- Main Street Board Meeting Thursday, April 6, 2017 8:30 a.m. - City Hall

11. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Boyne City Hall for assistance: Cindy Grice, Clerk/Treasurer, 319 North Lake St., Boyne City, MI 49712; 231-582-0334



Approved: _____

Meeting of
February 16, 2017

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
HELD ON THURSDAY, FEBRUARY 16, 2017 at 8:30 AM CITY HALL, 364 NORTH
LAKE STREET

Call to Order

Chair Pat O'Brien called the meeting to order at 8:30 a.m.

Roll Call

Present: Chris Bandy, Michael Cain, Michelle Cortright, Rebecca Harris, Kelsie King-Duff, Robin Lee Berry, Pat O'Brien, Rob Swartz

Meeting Attendance

Absent: Don Ryde, Ben Van Dam

City Staff: Recording Secretary Jane Halstead, Assistant Planning/Zoning Administrator Patrick Kilkenny

Public: One and three representatives from the National and Michigan Main Street Programs

Excused Absences

Don Ryde, Ben Van Dam

Swearing in of Board Members

Rebecca Harris and Rob Swartz were sworn in to serve on the Boyne City Main Street board for a four year term.

Election Of Officers MOTION

Rob Swartz of the Organization Committee stated that they recommended Michelle Cortright for Chair and Chris Bandy for Vice-Chair of the Main Street Board.

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY that Michelle Cortright serve as Chair of the Main Street Board and Chris Bandy serve as Vice-Chair of the Main Street Board.

Additional Agenda Items MOTION

Executive Director, Kelsie King-Duff, asked if 3 additional items could be added to the agenda under New Business:

- A. Michigan Main Street Program Community Requirements and Expectations Agreement
- B. Trademark Sublicense Agreement
- C. New Main Street office space

Cain moved, Bandy seconded, PASSED UNANIMOUSLY to modify the agenda.

Approval of Minutes MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to approve the January 5, 2017 minutes as written.

Citizens Comments

None

Correspondence

None

Committee Reports

Organization Committee

Rob Swartz reported that the Organization Committee met on Tuesday, February 14th. To date, Boyne Thunder has 42 sponsorships secured. General registration for Boyne Thunder opens March 1st for the remaining 58 entrants. An additional \$5,000 was received from Boyne USA for a percentage of the revenue for rooms booked during last year's Boyne Thunder.

Farmer's Market Committee

Robin Lee Berry reported that the Farmer's Market Committee formed a new sub-committee to try to come up with ideas to stimulate the winter market. The Committee has also updated the vendor application and is working on the layout of the summer market.

Director's Report

Kelsie King-Duff thanked everyone for the warm welcome. She finds the community support and pride refreshing and is meeting with a lot of people to get a general overview.

The Northern Homes William H. White House received the façade grant payout.

Reminder that in March the board will need to review the Application for Services and determine what services from Michigan Main Street that they want to explore.

There is work to be done on the Main Street Website. King-Duff will be discussing changes with Becky Harris.

Old Business

The 2017 Main Street National Conference is May 1-3. Kelsie King-Duff and Chris Bandy will be attending.

New Business

MMS Program Community Requirements and Expectations Agreement

Laura Krizov of Michigan Main Street stated that her organization will now fall under the MEDC which is why they will need a new Community Requirements and Expectations Agreement. This agreement formalizes the relationship between MEDC/MMS and the Boyne City Main Street program.

MOTION

Swartz moved, Bandy seconded, PASSED UNANIMOUSLY to accept the Michigan Main Street Program Community Requirement and Expectations Agreement and submit to the City Commission for their approval.

Trademark Sublicense Agreement

The Main Street America Trademark Sublicense Agreement allows Boyne City Main Street to promote their participation in the MSA program and use the MSA logo.

MOTION

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY to accept the Trademark Sublicense with the National Main Street Center, Inc.

New Main Street Office Space

Kelsie King-Duff recommended to the board that the Main Street office be moved to space offered by Wes Dilworth in the Fustini's building. The rent will be \$350 per month on a month by month basis. This is a \$50 increase over the current office space at 214 Water Street, but space has better heating and rent includes internet services.

MOTION

O'Brien moved and Cain seconded, PASSED UNANIMOUSLY to allow King-Duff to move forward on the new office and negotiate the lease.

Financial Report Review

King-Duff will get a current report from the treasurer and it will be reviewed at the March meeting.

Michigan Main Street Presentation

Laura Krizov and Leigh Young of Michigan Main Street and Matt Wagner of Main Street America were on hand to explain the Refresh Transformation Strategies. Matt stated that the Refresh program stresses prioritizing and focusing on specific goals – focus should be on being more strategic. It is important to determine what makes Boyne unique and do what makes sense for this specific community. Programs which are “off strategy” need to be let go. A sustainable Main Street involves moving beyond just hosting great promotional events – focus needs to be placed on the economics. Alignment of resources and working together with other organizations is key (i.e. Chamber, Kiwanis, Main Street etc.).

The three strategies that they recommend Boyne City Main Street consider are

- Outdoor recreation focused tourism
- Workforce housing
- Food experience

The board should decide on a transformation strategy to carry Main Street forward for the next 3 to 5 years. Restructuring Main Street into task forces may offer more flexibility that sticking with the 4 silo approach.

Krizov will be sending a copy of the presentation to Boyne Main Street for reference.

Good Of The Order

-
- Robin Lee Berry stressed the importance of finding a balance for the people who live here year round and make sure they can afford to stay here.
 - City Manager Cain announced the Planning/Zoning training session taking place on 2/16/17 at St. Matthews Parish which will address conditional rezoning. Additionally, a new salon is going in the back of Glenn Catt's building and Farm Bureau is moving into Dr. Karkosak's old office on State Street.
 - Members of the board welcomed Kelsie – all are very pleased she is here.

- Thanks to Pat O'Brien for his service as Chair.
- Patrick Kilkenny, Assistant Planner, said the fishing pier is moving forward. A June installation is planned. He also stated that the City has submitted three grant applications to Charlevoix County for improvements to 3 local parks which would include a kayak launch and a Mobi-Mat.

ADJOURNMENT

The Boyne City Main Street Board meeting of February 16, 2017 was adjourned by Chair Michelle Cortright at 10:38 a.m.

Jane Halstead, Recording Secretary

DRAFT



To: Main Street Board

From: Kelsie King-Duff

Date: February 27, 2017

Subject: March Agenda Items Overview

Overview:

There are several items on the March 2 Main Street Board Meeting agenda which require further explanation. Addressed below are the individual items.

Transformation Strategy – At the February Board meeting, Michigan Main Street and the National Main Street Center presented on the Refresh approach of Main Street. This approach asks Main Street programs to identify a certain approach, for a strategy to then be built around. The three proposed ideas for our approach were Outdoor Recreation Focused Tourism, Workforce Housing, and Food Experience.

Boyne Thunder Final Disbursements – Earlier this year the board presented the beneficiaries of Boyne Thunder with their first disbursements from 2016. The disbursement was divided up into two parts while final numbers were still being processed, and Boyne Thunder support of the dock expansion was being discussed. Now the final numbers are in. Overall event proceeds totaled \$170,473.91. Disbursement one totaled \$100,000. This means \$70,473.91 is left to disburse. Of that \$32,000 is being put back into the event, with the contribution from the Boyne Thunder committee for the dock expansion. This leaves \$38,473.91 left to be disbursed.

2017 Façade Grant Policy & Application – Last Fall the Design Committee reviewed the Façade Grant Policy & Application, and made a couple of minor changes. The application should be released to the community shortly, so our program may start accepting the applications for the Design Committee to review.

Kecia Freed Contract – The contract for Kecia Freed, who has been providing graphic design services for some time, expires this month. The marketing committee has expressed total approval of Kecia’s work.

Application for Services – Michigan Main Street offers several different services to communities each year, on an application basis. The applications for the four services being offered this year are included in the agenda packet.

RECOMMENDATION:

Transformation Strategy - I recommend the board discuss the presentation from our last meeting, and discuss which strategy we may be most comfortable with. If the board feels comfortable in approving a strategy, I don't think it could hurt. I also don't think it could hurt to hold off, even until the April meeting, to get a better idea of exactly what Michigan Main Street would like to see from our organization when it comes to choosing a strategy.

Boyne Thunder - I recommend the board approve the final disbursement for 2016 Boyne Thunder proceeds according to the agreed formula of Camp Quality 55%, Main Street 35%, and Challenge Mountain 10%, which amounts to the following: Camp Quality \$21,160.65, Main Street \$13,465.87, and Challenge Mountain \$3,847.39, for a total of \$38,473.91.

2017 Façade Grant Policy & Application - I recommend the 2017 Façade Grant Policy & Application be approved as presented.

Kecia Freed Contract – I recommend the board approves a one year contract with Kecia. This is included in the proposed budget that will start in May.

Application for Services – Ultimately, I think the board would know best, for which services may be most beneficial to our program. After reviewing the applications and a list from Michigan Main Street of the services that have been provided to us already, and when, the one that I believe would be most beneficial is the Business Transition Planning. I am more than willing to apply for any of them, on our behalf, but I do believe the board would best be able to determine which, if any, we should compete for this year, as I do not have a full idea of what our needs are yet.



PROCLAMATION

WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

WHEREAS, the city of _____ participates in the Michigan Main Street program, has a downtown National Register Historic district, has a local Downtown Historic district, has _____ other National Register districts, and has _____ individually listed historic places.

NOW, THEREFORE, I, _____, Mayor of the City of _____, Michigan, do hereby proclaim May 2017, as

National Preservation Month

and call upon the people of _____ to join their fellow citizens across the United States in recognizing and participating in this special observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of _____, Michigan, to be affixed this _____ day of May, two thousand seventeen.

_____, Mayor



Boyne City Main Street / DDA Façade Grant Program Guidelines

Background

The Boyne City Façade Grant Program is a program of the Boyne City Main Street Program.

Program Purpose

The grant program is to encourage private investment through the rehabilitation and improvement of facades within the Boyne City Main Street District, to encourage good design that will serve as quality examples, and to preserve the architectural character that is distinctive to Boyne City. By improving the appearance of the building facades, the program serves to improve the economic viability of the downtown.

Program Description

This program provides a matching grant for façade improvements within the Main Street District. It is a competitive grant program. For every dollar awarded the applicant must spend an equal amount. Individual grant amounts will be up to 50 percent of project cost. A total of \$15,000 is allocated to be awarded during the current budget year. The façade grant program is funded by the Boyne City Main Street Program with funds raised through Boyne Thunder. Recommendations for funding grant applications will be made by the Main Street Design Committee to the Main Street Board which will make all final grant-funding decisions. There is no set minimum or maximum number of projects per year.

Program Target Area

The target area for the Boyne City Main Street Façade Incentive Grant Program is the Downtown Development District with a special emphasis on properties outside the core downtown district. (Please see [Exhibit A: Target Program Area Map](#))

Eligible Applicants

Property owners or leaseholders of all commercial or mixed use buildings within the Main Street district area are eligible to apply for grant funds. In the case a leaseholder applies they must submit a notarized letter of permission from the property owner with their application. **Preference will be given to new applicants who have not received grant funding from the program.**

Eligible Improvements

All grant-funded improvements must be permanent and must meet all State, County and Local code requirements. **Improvements must also follow the Boyne City Main Street Design Guidelines.** (Copies are available from the Main Street office) Applications for projects must be reviewed and approved by the Design Committee and Main Street / DDA Board. Eligible items include, but may not be limited to:

- Removal of siding that was used to cover original building materials
- Exterior brick or wall surface repair
- Pointing of brick/mortar joint repair
- Window and/or door replacement/repair
- Any architectural details in need of repair and/or replacement

Funding Guidelines

Projects must be completed within one year of the date the grant is awarded. If requested, extensions of grant funds may be considered.

Improvements made through the Façade Incentive Grant Program must be maintained by the applicant and may not be removed or significantly altered for a period of five years, according to the Historic Preservation Easement that must be executed following the approval of a grant award.

All applicants must be in good standing with the City of Boyne City which includes being current with all fees, permits and taxes.

No grant will be awarded until the project is 100% complete and all City approval processes completed (i.e., final inspection on all building permits and final inspection of grant work). For example, if the services of an architect are needed, reimbursement to applicant for architectural expenses will be paid to the applicant at the end of the project as part of the total grant award. The grant is awarded on a reimbursement basis.

Application Process

1. Meet with the Main Street program manager and Design Committee chair to explain scope of project.
2. Complete a grant application and submit to the Main Street office by April 30. All applications must include design plans and estimates for the proposed work. A detailed description of the work to be completed along with building photos showing the areas where the work will be done must be submitted.
3. Applications will be reviewed by the Main Street Design Committee, which serves as the grant review committee. The final grant decision will be made by the Boyne City Main Street/DDA Board.
4. All grantees will be required to sign a Historic Preservation Easement which guarantees the maintenance and preservation of the improvements for a period of five years.
5. When the project is completed and “Before” and “After” pictures are submitted, Main Street staff will verify work has been completed as specified in the grant application.
6. When completed the applicant must submit copies of invoices, receipts, and an itemized statement of the total cost of the project signed by the applicant. All documentation for payment must be provided at one time to the Boyne City Main Street for one payout. After receipt and verification of the information, the Boyne City Main Street will release the grant money to the applicant. The grant is awarded on a reimbursement basis.

Program Amendments

The details of the Boyne City Main Street Façade Incentive Grant Program may be amended subject to the formal approval of the Boyne City Main Street Board.

Contact Information

For questions or to apply for the Façade Grant Incentive Program, contact the Boyne City Main Street Office.



Applicant's Name _____

Property Address _____

Is the applicant the property owner? Yes No

Has the applicant received prior grant funding? Yes No

Business Name _____

Business Mailing Address _____

Business owner _____

Phone# _____ Email: _____

Property Owner Name _____

Property Owner Address _____

Parcel # _____

Present Use of Building _____

Have you secured financial resources for this project? (Please be specific)

Improvement(s) Planned (check whichever applies)

- ___ Exterior brick or wall surface repair
- ___ Pointing of brick/Mortar joint repair
- ___ Window and/or door replacement/repair
- ___ Cornice repair and/or replacement
- ___ Other (please specify) _____

Façade(s) Impacted Front Rear Side Corner lot

Total Cost of Improvement \$ _____

Incentive Amount Requested \$ _____

The following information must be submitted with your application:

1. Project Improvement Plans drawn to scale, if applicable
2. Samples of paint colors to be used on facade improvements
3. Photograph(s) of existing condition of property
4. Proposed budget and detailed cost estimates for work
5. Written permission by property owner, if tenant
6. Proof of payment of taxes

The Applicant certifies and agrees to the terms and conditions set forth below:

1. The Applicant is the owner or tenant of a property in the Boyne City Main Street District as outlined in the Boyne City Main Street Façade Incentive Grant Program Guidelines Exhibit “A”, hereinafter referred to as “Program Guidelines.”
2. The Applicant is in good standing with the City of Boyne City in terms of payment of taxes and utilities.
3. The Applicant agrees to be bound by the rules as outlined in the Program Guidelines and **has reviewed** the Downtown Design Guidelines when making decisions regarding the aesthetic quality of the façade design.
4. All improvements to be undertaken will be consistent with all applicable zoning and building codes. Further, if review is necessary by the Boyne City Planning Commission in accordance with the Boyne City Zoning Ordinance, the review will be conducted before the work on the façade begins.
5. Only the work that is outlined on the application will be eligible for reimbursement.
6. The project must be completed within one year of approval of the application. Extensions may be considered for unforeseen circumstances. The project is not eligible for reimbursement if the work is not completed during the approved time period.
7. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is complete and certified by Main Street to be in compliance with the approved design. The Applicant must submit copies of invoices, receipts and an itemized statement of the total cost of the project, signed by the applicant. All documentation for payment must be provided at one time to Main Street for one payout.
8. The Applicant understands that he/she is responsible for the construction management for the entire project.
9. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and incompliance with all federal, state, and local safety conditions, safety regulations, building codes, ordinances and other applicable regulations.
10. The applicant shall, at his/her own expense, indemnify, protect, defend and hold harmless the City and/or its agents and employees, from all claims, damages, lawsuits, costs, and

expenses, for any property damage, personal injury or other loss relating in any way to the Boyne City Main Street Façade Incentive Grant Program.

11. The Applicant understands that he/she is responsible for the maintenance of the facade improvements described here for a period of five years from the project completion in accordance with the Historic Preservation Easement that will be executed in the event this application is approved.

Applicant's Signature _____ Date _____

Property Owner's Signature _____ Date _____

Complete and return to Boyne City Main Street, 120 Water Street, Boyne City, MI 49712



BRANDING SERVICE APPLICATION

Michigan Main Street Center
Michigan Economic Development Corporation
300 N. Washington Square
Lansing, MI 48913

Background

The Michigan Main Street program is a technical assistance program designed to help downtown communities revitalize themselves. The program's objective is to revitalize downtowns in Michigan as a means of increasing the state's ability to retain and attract residents, employees and employers.

The Main Street program provides five years of professional training in a variety of downtown revitalization areas. The training is customized to each community and performed in each community. The training is done by experts from the National Main Street Center (NMSC), Michigan Economic Development Corporation (MEDC) and other individuals with specialized expertise.

Purpose

Branding is a term used to describe the process of creating a unique and definitive position in an audience's mind so that certain characteristics and beliefs are developed and reinforced. This is especially important in a Main Street community, which must emphasize the authenticity that differentiates it from big-box stores or the mall. In a Main Street community, a strong brand communicates the overall image of business and property owners, volunteers, employees, residents and visitors, as well as physical characteristics such as local terrain, indigenous arts, nearby industries and architecture.

Careful brand management seeks to make the product or services relevant to the target audience. A brand which is widely known in the marketplace acquires brand recognition and positive sentiment within the target audience. One goal in brand recognition is the identification of a product without the name of the company present, for example, the Nike "Swoosh."

Consumers may look at branding as an important value-added aspect of products or services, as it often serves to denote a certain attractive quality or characteristic. As a result, branded products or services often command higher prices, which is vital in a Main Street district competing with big-box stores. Where two products resemble each other, but one of the products has no associated branding (such as a generic, store-branded product), people may often select the more expensive branded product on the basis of the perceived quality of the brand or the reputation of the brand owner.

Description

Michigan Main Street (MMS) believes a professional brand is an important aspect of a Main Street program. MMS will provide branding services for Select and Master Level Michigan Main Street communities. The branding service will include a Main Street logo, committee logos, (4) additional event logos, a website incorporating all new branding

with a “what you see is what you get” (WYSWYG) content management system, training on website maintenance and a style guide for branding and logos.

Application

Only Select or Master Level MMS communities are eligible to apply for the service. In order to be considered for the service, eligible local Main Street programs must apply using the attached application. Applications will be reviewed by various MMS staff. The successful applicant for the Main Street branding service will demonstrate the following:

- A. Is an active, Select or Master Level Main Street community in good standing with the program agreement and not in a remediation plan;
- B. The local Main Street program must actively participate in the process, including scheduling focus groups, creating an email contact list and actively promoting meetings;
- C. The promotions and organization committees (or a newly formed steering committee making up individuals from both committees) will work together to lead the branding process and incorporate the new branding materials into subsequent work plans;
- D. The local Main Street program and/or partner organization(s) will generate all necessary items for the website, including text, photos and calendar items, by the specified due dates;
- E. The local Main Street program will actively work to educate and inform property and business owners, city council and staff, other district stakeholders, and the broader community on the benefits of the branding process through such measures as public presentations/workshops, informational brochures/handouts, press releases on key steps in the process, etc.;
- F. The local Main Street program will commit to covering any costs relating to needs of additional time due to not meeting deadlines, costs related to workshops or presentations (such refreshments), publicity (flyers, brochures, posters, etc.), and public notices in the newspaper, etc.;
- G. The local Main Street community must commit to any associated, ongoing costs related to brand management, such as hosting the website and updating print and promotional materials;
- H. The local Main Street community can demonstrate that they have resources successful utilize the branding files provided using the appropriate software (Adobe Creative Suite) through accessing the software, educating volunteers on utilizing the software and printers that can work from the files produced.
- I. Relevant electronic materials, organized into clearly labeled files, must be immediately available. These files should contain current logos, promotional materials, recent event photos, recent event posters, and any other relevant communication tools. Also include, if relevant, any historical photos or data that illustrate why your community is distinctive.

Preliminary Schedule for Main Street Branding Service

Deadline for applications: Friday, March 24, 2017 by 4:00pm

- Email application to krizovl1@michigan.org

- Application evaluation and selection of community. MMSC staff will review applications and select up to two (2) communities to receive the service.

Once the MMS program has been selected to receive the service, the MMSC will work with the local Main Street program to outline a more detailed timeline for the branding process. For preliminary planning purposes, the MMSC anticipates the following timeline:

Submission of associated materials

- To be eligible for the branding service, relevant electronic materials, organized into clearly labeled files, must be immediately available. These files should contain any existing photos, logos, promotional materials, advertising, and/or relevant communications materials. Also include, if relevant, historical photos or data that illustrate why your community is distinctive. (Do not send these files to MMS; please hold for the branding consultant.) Materials must be ready and available in an electronic format for delivery to the branding consultant.

Focus Groups with Main Street Program Stakeholders

- The branding consultant will assist local Main Street program staff to meet with government officials and other local stakeholders to discuss the branding process. Local staff and volunteers will also meet to discuss roles and responsibilities, work plan projects, ongoing website maintenance and ongoing branding activities.

Draft of website and logos available to community for review and revision

- Any comments must be submitted in writing to the branding consultant

Process completed by consultant

Finalization of Main Street branding materials

Community training on content management system and website updates.

Unveiling of the new brand to the community



APPLICATION FOR SERVICES

BRANDING SERVICE APPLICATION

Michigan Main Street Center
Michigan Economic Development Corporation
300 N. Washington Square
Lansing, MI 48913

Please answer the questions on this application accurately and to the best of your ability. ***Please email completed application to krizovl1@michigan.org by 4:00 PM on Friday, March 24, 2017.***

NOTE: To be eligible for the branding service, relevant electronic materials, organized into **clearly labeled** files, must be immediately available. These files should contain any existing photos, logos, promotional materials, advertising, and/or relevant communications materials. Also include, if relevant, historical photos or data that illustrate why your community is distinctive.

Applicant Information

- 1) Name of Community:
- 2) Name of Local Main Street Program:
- 3) Address:
- 4) Main Street Manager:
 - Phone:
 - Email:
- 5) Name of Volunteer Project Chair:
 - Phone:
 - Email:

Historical Information on the Community

- 6) Has your local Main Street program ever gone through a branding process? If yes, when? Who was the facilitator? Has the finished document been utilized or neglected? Please attach a copy of the final report.
- 7) What are the current branding efforts of the organization? Please provide a description of projects and their relative success, as well as attach all the printed materials and completed work plans for each.
- 8) What do you see as the most outstanding assets of your community?
- 9) Do you currently have a website? If yes, what is the web address?
- 10) If you have a website, how often is it updated and by whom?
- 11) If you have a website, where is it hosted (City server, page on city website, Main Street, etc.)?

Importance of Branding to Local MMS Community

- 12) What ongoing Main Street events need branding?
- 13) If available, please provide names of people and/or partner organizations (i.e. local graphic and web designers) that are ready to provide assistance.
- 14) Explain how the local Main Street program will incorporate the brand into its vision, mission and overall strategy to further the goals and objectives of the district.
- 15) Describe how you will use the branding materials to promote the Main Street program as a whole.
- 16) What is the biggest reason you are requesting the branding services?

Brand Management Information

- 17) Explain your plan for utilizing the files provided using Adobe Creative Suite and identify volunteers available and educated in the program.
- 18) Explain your funding plan for the additional expenses associated with the purchasing the necessary software and hosting a website.
- 19) If your community is chosen for the branding process, how/where will the website be hosted?
- 20) What other approvals (city council, etc.) will be required to adopt the brand strategy and who will be responsible for seeing this completed?

- 21)The Promotion and Organization committees will be heavily involved in managing the new brand. Provide the names of project managers with an outline of what the work plan would look like for the project.

- 22)When would be the ideal time of the year for your committees to go through the branding services?

- 23)Please provide a resolution from the board of directors in support of the MMS Branding Services.

- 24)What other Application-Based Services have you been awarded in the past and what actions have been taken locally as a result of those services?



RETAIL MERCHANDISING APPLICATION

Michigan Main Street Center
Michigan Economic Development Corporation
300 N. Washington Square
Lansing, MI 48913

Background

The Michigan Main Street program is a technical assistance program designed to help downtown communities revitalize themselves. The program's objective is to revitalize downtowns in Michigan as a means of increasing the state's ability to retain and attract residents, employees and employers.

The Main Street program provides five years of professional training in a variety of downtown revitalization areas. The training is customized to each community and performed in each community. The training is done by national experts from the National Main Street Center (NMSC) and Michigan Economic Development Corporation (MEDC).

Purpose

This workshop and consultation service will assist traditional commercial district retailers to determine the best ways to manage their window displays, layouts, and floor plans so that customers see more of the available products. It will help merchants develop a visual image that is appropriate for the customers they want to attract. Many small independent retailers do not have access to these tools or to the systems that larger retailers use on a daily basis.

This service specifically assists small retailers in devising their own merchandising models and methods to become more competitive in the marketplace with a professionally polished business image. In addition to a two hour seminar, approximately eight (8) merchants will also receive individual in-store merchandising consultations as part of this service. Individual merchant consultations will last approximately 60 minutes, and written recommendations will be provided. The local Main Street program is responsible for soliciting merchant participation and developing the final visit schedule.

Description

Workshop participants will learn how to:

- Develop a favorable first impression of their business by improving their window displays and exterior facades, as well as their in-store graphic images.
- Develop floor plans that introduce new products to the customer. This is accomplished by working with traffic patterns to make weak areas stronger and by improving the visual coordination of merchandise, ultimately increasing impulse purchases.
- Inexpensively improve the visual appeal of the business with coordinated graphics.
- Logically divide the store into departments and merchandise categories so buying decisions are easier to make. These divisions allow retailers to discover what customers actually purchase, in what quantities, and when these purchases are likely to occur, ultimately improving profits.
- Utilize existing space effectively to create greater sales with little financial risk.
- Develop models that assign values to the visual or artistic aspects of merchandising, and how to use these models in conjunction with the inventory planning aspect of merchandising.

- Measure true return on inventory investment. This uses the concept of sales per square foot and gross margin return on inventory investment. These indicators take into account the average daily customer counts for a store and typical sales figures in comparison to other similar stores.
- Utilize basic principles of design display that are easily implemented. Retailers will learn how to develop displays that are visually organized and simple, making selection and purchase easier.

Who Should Attend?

This workshop is an advanced-level workshop open to the following participants:

- Traditional commercial district merchants and business owners
- Downtown and neighborhood commercial district revitalization organizations
- Main Street Economic Restructuring and Design committees
- Local economic development
- Municipalities
- Chamber of Commerce
- Planners, architects, and other commercial revitalization advocates

Application

Only Selected or Master Level MMS communities are eligible to apply for the service. In order to be considered for the service, eligible local Main Street programs must apply using the attached application. Applications will be reviewed by various MMS staff.

The successful applicant for the Retail Merchandising service will demonstrate the following:

- A. The local Main Street program must actively participate in the process, including coordinating the public presentation and scheduling the one-on-one merchant visits;
- B. The local Main Street program will commit to covering any costs relating to needs of additional time due to not meeting deadlines, costs related to workshops or presentations (such beverages and food), publicity (flyers, brochures, posters, etc), and public notices in the newspaper, etc.;
- C. The local Main Street program will actively work to educate and inform property and business owners, city council and staff, other district stakeholders, and the broader community on the benefits of retail merchandising (i.e. organizing public presentations/workshops, informational brochures/handouts, press releases on key steps in the process, etc. This will be demonstrated in a completed work plan of necessary steps. An example work plan for this service is attached.

Preliminary Schedule for Retail Merchandising Service

Once a MMS Community has applied to receive a Retail Merchandising service, the MMSC will work with the local Main Street program staff to outline a more detailed schedule. For preliminary planning purposes only, the MMSC anticipates the following timeline:

- 1) Deadline for applications: **Friday, March 24, 2017 by 4:00 pm**
 - Email application to krizovl1@michigan.org
 - Application evaluation and selection of community. MMSC staff will review applications and select up to two (2) communities to receive the service.

- MMSC staff will contact local MMS program staff regarding acceptance.
- Local MMS program staff will organize evening or morning public session and individual merchant consultations.

2) Site visit by Consultant:

- See outline of public session and individual merchant consultations below.
- Consultant will write a short report outlining the discussion(s) they had during the site visit and their recommendations for achieving the goals and overcoming the challenges relating to retail merchandising.

Public Session:

- This workshop presents basic window design principals so that businesses are more effective in reaching their target customer market. The workshop will stress how to achieve focus with minimal, easy-to-implement displays through simple techniques. This workshop session is open to all traditional commercial district merchants, property owners, and Main Street board members and volunteers.
- In preparation of the workshop session, the local Main Street program will need to secure a suitable meeting space for 20 to 50 people, and a screen and LCD projector.

Individual Merchant Consultations:

- Merchants located within your Main Street district are able to receive individual in-store merchandising consultations from the workshop presenter/consultant. Individual merchant consultations will last approximately 60 minutes, and written recommendations will be provided.
- The local Main Street program will be responsible for securing and scheduling appointments with 8 business owners.



APPLICATION FOR SERVICES

RETAIL MERCHANDISING APPLICATION

Michigan Main Street Center
 Michigan Economic Development Corporation
 300 N. Washington Square
 Lansing, MI 48913

Please answer the questions on this application accurately and to the best of your ability. ***Please email completed application to krizovl1@michigan.org by 4:00 PM on Friday, March 24, 2017.***

25) Name of Community:

26) Name of Local Main Street Program:

27) Address:

28) Main Street Manager:

- Phone:
- Email:

29) Name of Volunteer Project Chair:

- Phone:
- Email:

30) Has your program previously held trainings or seminars to the business community in the last 2 years? If yes, when? Who was the facilitator? How did the Economic Restructuring committee follow-up with the individual business owners?

31) What other technical assistance does your Main Street Program and/or Economic Restructuring committee provided to local businesses? Please provide a description of the projects and their relative success, as well as attach all print materials and completed work plans for each.

32) Has your local MS program previously utilized the Retail Merchandising Service?

- If yes, when?

1) Provide an outline of a work plan for this service and how it will be incorporated into the overall strategy of the Economic Restructuring Committee.

- Include any plans for follow up visits, etc.

2) What other technical assistance does your Main Street Program provided to local businesses?

3) Does your local Main Street program have:

- Business Inventory
- Business Directory
- Business Assistance Team
- Block Captain Program
- Business Visitation Program

4) Describe how the local Main Street program will work to educate and inform property and business owners, city council and staff, other district stakeholders, and the broader community on the benefits of improved customer service.

5) How do you plan to evaluate and choose which businesses will receive individual consultations?

- 6) Please provide a resolution from the board of directors in support of the MMS Retail Merchandising Services.

- 7) What other Application-Based Services have you been awarded in the past and what actions haven been taken locally as a result of those services?



BUSINESS TRANSITION PLANNING

Michigan Main Street Center
Michigan Economic Development Corporation
300 N. Washington Square
Lansing, MI 48913

Background

The Michigan Main Street program is a technical assistance program designed to help downtown communities revitalize themselves. The program's objective is to revitalize downtowns in Michigan as a means of increasing the state's ability to retain and attract residents, employees and employers.

The Main Street program provides five years of professional training in a variety of downtown revitalization areas. The training is customized to each community and performed in each community. The training is done by experts from the National Main Street Center (NMSC), Michigan Economic Development Corporation (MEDC) and other individuals with specialized expertise.

Purpose

This service will assist business owners and entrepreneurs in planning a successful exit from their business when the time is right to move on. This service specifically assists business owners at the beginning, middle and/or end of their career to make sure any future transition is seamless, and that they are happy with the outcome of the agreement.

In addition to a public seminar, businesses who attend the training will have the opportunity to follow-up with experts from the Small Business Development Center for individual counseling specific to their business. The local Main Street program is responsible for soliciting merchant participation and developing the final visit schedule.

Description

Workshop will:

- Provide an overview of Transition Planning vs. Business Sale
- Suggest successful planning steps
- Review business valuation elements and alternatives
- Discuss transition options and identification of owners desired outcome
- Offer tips on how to market businesses to potential buyers
- Identify key resources that should be included in a transition "Team" (attorney, accountant, business broker, appraiser, banker, friends and family)
- Illustrate the importance of managing the implementation of a transition plan
- Address psychological issues of the business owner regarding the reasonable transition of their business
- Provide opportunities for attendees to ask questions specific to their business and situation
- Include panelists who have been through a business transition or have other relevant experience

Who Should Participate?

This workshop is an advanced-level workshop open to any interested parties:

- Current Business Owners
- Entrepreneurs
- Main Street Economic Restructuring Committee Members

- Local economic development organizations
- City Economic Development staff
- Chamber of Commerce staff

Application

Up to two (2) Transition Planning services will be offered. Only Select and Master level Main Street programs are eligible to apply for this service. In order to be considered for the service, eligible local Main Street programs must apply using the attached application. Applications will be reviewed by MMSC staff.

The successful applicant will demonstrate the following:

- A. Is an active, Selected or Master Level Main Street community in good standing with the program agreement and not in a remediation plan;
- B. The local Main Street program must actively participate in the process, including coordinating the public presentation and scheduling the one-on-one site visits;
- C. The local Main Street program will commit to covering any costs relating to needs of additional time due to not meeting deadlines, costs related to workshops or presentations (such as beverages and food), publicity (flyers, brochures, posters, etc), and public notices in the newspaper, etc.;
- D. The local Main Street program will actively work to educate and inform property and business owners, city council and staff, other district stakeholders, and the broader community on the benefits of this training (i.e. organizing public presentations/workshops, informational brochures/handouts, press releases on key steps in the process, etc.)

Preliminary Schedule for Transition Planning Service

Deadline for applications: Friday, March 24, 2017 by 4:00pm

- Email application to krizovl1@michigan.org
- Application evaluation and selection of community. MMSC staff will review applications and select up to two (2) communities to receive the service.
- MMSC staff will work with National Main Street on an RFP and review applications.
- MMSC staff will contact local MMS program staff regarding acceptance.
- Local MMS program staff will organize evening or morning public session and individual merchant consultations.

Public Session:

- This workshop will present business transition planning principals and training techniques so that businesses owners are able to successfully exit their business and be happy with the outcomes. This workshop session will be open to the public including businesses, property owners, and Main Street board members and volunteers.
- In preparation of the workshop session, the local Main Street program will need to secure a suitable meeting space for 20 to 50 people, and a screen and LCD projector.

Individual Consultations:

- Business owners located within your Main Street district are able to receive individual consultations from the workshop presenter/consultant. Individual merchant consultations will last approximately 90 minutes, and written recommendations will be provided.
- The local Main Street program will be responsible for securing and scheduling appointments with up to 5 business owners



APPLICATION FOR SERVICES

BUSINESS TRANSITION PLANNING

Michigan Main Street Center
Michigan State Housing Development Authority
735 East Michigan Avenue
Lansing, MI 48909

Please answer the questions on this application accurately and to the best of your ability. **Please email completed application to krizov1@michigan.org by 4:00 PM on Friday, March 24, 2017.**

8) Community:

9) Name of Local Main Street Program:

10) Main Street Manager Name :

11) Phone:

12) Email:

13) Name of Primary Project Contact (not Main Street Manager):

14) Phone:

15) Email:

16) Has your program previously held trainings or seminars to the business community in the last 2 years? If yes, when? Who was the facilitator? How did the Economic Restructuring committee follow-up with the individual business owners?

17) What other technical assistance does your Main Street Program and/or Economic Restructuring committee provided to local businesses? Please provide a description of the projects and their relative success, as well as attach all print materials and completed work plans for each.

18) Does your Main Street program have:

- Business Inventory
- Business Directory

- Business Assistance Team
- Block Captain Program
- Business Visitation Program

19) Provide a work plan that will outline how customer service training will be incorporated in the overall strategy for the Economic Restructuring Committee?

- Include any plans for follow up visits, etc.

20) Describe how the local Main Street program will work to educate and inform property and business owners, city council and staff, other district stakeholders, and the broader community on the benefits of business transition planning.

21) How do you plan to evaluate and choose which businesses will receive individual consultations?

22) Please provide a resolution from the board of directors in support of the MMS Business Transition application.

23) What other Application-Based Services have you been awarded in the past and what actions have been taken locally as a result of those activities?



MARKET STUDY UPDATE & BUSINESS RECRUITMENT TRAINING

Michigan Main Street Center
Michigan Economic Development Corporation
300 N. Washington Square
Lansing, MI 48913

Background

The Michigan Main Street program is a technical assistance program designed to help downtown communities revitalize themselves. The program's objective is to revitalize downtowns in Michigan as a means of increasing the state's ability to retain and attract residents, employees and employers.

The Main Street program provides five years of professional training in a variety of downtown revitalization areas. The training is customized to each community and performed in each community. The training is done by national experts from the National Main Street Center (NMSC) and Michigan Economic Development Corporation (MEDC).

Purpose

The retail marketplace is increasingly competitive. Communities that have failed to recognize and respond to changes in the market that affect the viability of their traditional downtown or neighborhood commercial districts continue to struggle in their efforts to compete. Those that are successful are continually re-assessing and refining their position in the market as well as re-asserting the business district's important role as part of the larger community's economic landscape.

The Advanced Market Study Update & Business Recruitment Training service is specifically designed for communities which have previously completed a market study, have a need to update market information and/or are seeking to take the scope of economic restructuring and business development efforts to a new level. This advanced program capitalizes upon each community's past investment of time and effort, serves to re-energize local staff and volunteers participating in the process and optimizes the products of these efforts to elevate local business improvement and development initiatives.

Description

The information and direction gained from the Market Study Update & Business Recruitment Training service will be used to identify opportunities and establish meaningful direction for current and future economic enhancement and redevelopment strategies. Findings from the study will provide a solid, market-driven basis for business development and marketing initiatives based on demographic, socioeconomic and economic conditions and trends.

Market Study Update & Business Recruitment Training will include the following activities:

- **Activity One: Site Visit One – Advanced Level Community Launch**
 - A local project team/economic restructuring committee work session to:
 - Facilitate a review of previous market study findings and proposed implementation strategies in context to progress made and changes occurring since its completion.
 - Review previous study trade area geographies, discuss changes that may have impacted the trade area(s) and redefine trade area dimensions

where appropriate and/or beneficial to efforts to update, maintain and track trade area data.

- Walking and/or driving tours to view changes that have occurred in and surrounding the Main Street Area since completion of previous studies.
- Facilitation of up to four focus groups in each community to collect input from key Main Street area consumer and user groups. Consultant will work with MMSC staff to provide instructions and guidance regarding the organization and scheduling of focus groups within communities in advance of the site visit.
- Facilitation of a “Let’s Get Ready to Recruit” training session to help local economic restructuring committees and recruitment teams prepare for “Recruitment Test” site visits. Information and topics covered as part of the session include:
 - Organizing the recruitment process
 - Recruitment marketing materials and tools
 - Identifying and pursuing “top prospects”
 - Orchestrating a recruitment visit
 - Preparing for the “Recruitment Test”
- **Activity One Deliverables**
 - One and one-half day site visit
 - Trade Area Map per definition or redefinition of trade area geographies; Map to be produced and incorporated with Market Profile Update to be prepared per Activity Two
 - Synopsis of focus groups’ input, to be delivered with and/or incorporated in Market Profiles Update
 - Initial draft Action Agenda (intended and serving as an internal working document) based on results/direction gained through conduct of “Let’s Get Ready to Recruit” workshop
- **Activity Two: Market Profile Update**
 - An updated Market Profile Summary report will highlight key demographic and lifestyle characteristics and trends and summarize sales gap analysis results.
 - **Activity Two Deliverables**
 - Market Profile Update document, delivered via email as a .pdf document. The summary report will include and/or incorporate:
 - Trade Area Map(s)
 - Summary of ESRI demographic, lifestyle and retail data for the trade area, along with a comparison of data and trends, where relevant and practicable.
 - Synopsis of focus groups’ input
 - Preliminary list of retail “top prospects” for expansion and recruitment
- **Activity Three: Site Visit Two – Opportunities, Top Prospects and Recruitment Test Prep**

- Consultant will conduct a second site visit in each community and will facilitate an economic restructuring committee work session to:
 - Review and discuss the updated Market Profile report and ESRI trade area reports, with particular focus directed toward identifiable changes and trends in the marketplace.
 - Analyze ESRI Retail Marketplace Report trade area demand & supply data with particular focus directed toward those business categories and subcategories appearing to show the greatest potential for expansion and/or recruitment.
 - Profile specific business model concepts that appear to have the best potential to succeed in the market based on market characteristics, project/service lines, competition, price points, merchandising and marketing techniques, etc.
 - Review, discuss and identify appropriate implementation strategies and steps to update implementation strategies and related action plans contained in, or developed since, the previous market study – including possible needs, means and methods for follow-up research, and means and methods for targeted “prospecting” and strategic marketing of identified business opportunities.
 - Select a business type to be “recruited” by the local recruitment team during the upcoming “Recruitment Test” site visit; and provide guidance to prepare for the “Recruitment Test.”
- **Activity Three Deliverables**
 - One-half day site visit and facilitation of work session
 - Working profiles for at least two “Top Prospects” for expansion and/or recruitment, developed on site during the course of the work session
 - Draft Action Agenda identifying and outlining specific projects and actions proposed for implementation. This draft version of the Action Agenda will be revisited and refined at conclusion of Activity Four’s “Recruitment Test”
 - A “to do” checklist to help the local project/recruitment team prepare for the “Recruitment Test”
- **Activity Four: Site Visit Three – “Recruitment Test”**
 - The consultant will conduct a one (1) day site visit in each community to provide training and services designed to help communities develop and enhance business expansion and recruitment efforts. The visit will be highlighted by a real “test” of the community’s business recruitment strategy and process.
 - The consultant will play the role of “prospect.” A local recruitment team in each community will be responsible for recruiting the mock prospect; extending the invitation, conducting the recruiting visit, etc. Following the community’s recruitment effort, the consulting team will deliver a critique with specific example and recommendations for improvements that could enhance the community’s

prospects for recruitment success. An initial verbal critique will be delivered on-site during the visit. A brief written critique will be emailed to each community within two (2) weeks of the site visit and will include examples for enhancements and improvements.

- **Activity Four Deliverables**
 - One-day site visit and conduct of “Recruitment Test”
 - Verbal “Recruitment Test” critique and evaluation delivered on site following the Recruitment Test, including discussion and recommendations relating the draft Action Agenda and its refinement.
 - Final draft Action Agenda delivered via email within thirty (30) days of the Recruitment Test site visit. The final draft of the Action Agenda will be designed to serve as a guide to be further refined, detailed, prioritized and adapted by the local economic restructuring committee.

Who Should Participate?

- Main Street Economic Restructuring committees.
- Traditional commercial district merchants and business owners who previously completed a market study, have a need to update market information, and/or are seeking to take the scope of economic restructuring and business development efforts to a new level.
- Traditional commercial district property owners.
- Municipalities.
- Active consumers of the traditional commercial district.

Application

Only Select or Master Level MMS communities are eligible to apply for the service. In order to be considered for the service, eligible local Main Street programs must apply using the attached application. Applications will be reviewed by various MMS staff.

The successful applicant for the Market Study Update service will demonstrate the following:

- E. The local Main Street program must actively participate in the process, including scheduling meetings and actively promoting meetings;
- F. Actively participate in the consultation process, including scheduling focus groups, providing data requested by consultant and potentially conducting surveys within the MSA;
- G. Commit to covering any extra costs due to missing deadlines at the local level, costs related to workshops or presentations (such as beverages and food), publicity (flyers, brochures, posters and public notices in the newspaper), etc.
- H. Actively work to educate property and business owners, city council and staff, other district stakeholders, and the broader community on the benefits of the market analysis process; for instance, through organizing public presentations/workshops, informational brochures, press releases on key steps in the process, etc.

Preliminary Schedule

Once an MMS Community has applied to receive an Advanced Market Study & Business Recruitment Training service, the MMSC will work with the local Main Street program staff to outline a more detailed schedule. For preliminary planning purposes only, the MMSC anticipates the following timeline:

3) Deadline for applications: **Friday, March 24, 2017 at 4:00pm.**

- **E-mail applications to krizovl1@michigan.org**
- Application evaluation and selection of community:
 - MMSC staff will review applications and select up to one (1) community to receive the service,
 - MMSC staff will contact local MMS program staff regarding acceptance,
- Execution of service by consultant:
Local MMS program should be prepared to assist with typical activities:
 - Collection and review of background materials and information.
 - Planning meetings with the local project team, including Economic Restructuring Committee and program staff.
 - A series of focus groups with members of various market segments represented in the trade area.
 - The performance of a field exercise and interviews with area businesses to define the dimensions of the trade area.
 - The performance and analysis of consumer & business surveys.
- Consultant writes follow-up report:
 - Consultant will write a report outlining the trade area, data & its analysis, business development strategies, housing potential, a brief implementation plan, etc.

Consultant

Jay Schlinsog, CMSM, owner and managing principal, established Downtown Professionals Network (DPN) in 2000 after completing tenures as the chief executive with downtown and community development organizations in Idaho, Illinois, Washington and Wisconsin.

Our network includes former downtown, business district and community development management executives and private sector practitioners with “real world” hands-on experience. We share our experience and “lessons learned” to offer practical advice and solutions for community organizations and local initiatives.

Over the course of our history, industry-leading consultants located throughout the United States have collaborated with DPN to complete assignments in communities, urban areas and neighborhoods of nearly all sizes. Our structure and approach match the unique talents, skills and experience of network consultants and partners with the individual goals and needs of each DPN client.

Now in its eleventh year, DPN has established a strong track record of past work and success, and is primed to apply our skills and experience as a strong partner working toward the continued enhancement and ultimate success of development and revitalization initiatives in communities, business districts and neighborhoods across the United States.



APPLICATION FOR SERVICES

MARKET STUDY UPDATE & BUSINESS RECRUITMENT TRAINING

Michigan Main Street Center
Michigan Economic Development Corporation
300 N. Washington Square
Lansing, MI 48913

Please answer the questions on this application accurately and to the best of your ability. ***Please email completed application to krizovl1@michigan.org by 4:00 PM on Friday, March 24, 2017.***

Applicant Information

24) Name of Community:

25) Name of Local Main Street Program:

26) Address:

27) Main Street Manager:

- Phone:
- Email:

28) Name of Volunteer Project Chair:

- Phone:
- Email:

29) Has your community previously gone through Market Analysis Service? If yes, when? Who was the facilitator? Has the finished document been utilized or neglected? Please attach a copy of the final report.

30) What trainings or seminars has your Main Street provided to the business community in the last 2 years? How did the Economic Restructuring committee follow-up with the individual business owners? Provide a description of the projects and their relative success, as well as attach all print materials and completed work plans for each.

31) What other technical assistance does your Main Street Program provided to local businesses?

- 32) Does your local Main Street program have:
- Business Inventory
 - Business Directory
 - Business Assistance Team
 - Block Captain Program
 - Business Visitation Program
- 33) Provide an outline of a work plan for this service and how it will be incorporated into the overall strategy of the Economic Restructuring Committee.
- Include any plans for follow up visits, etc.
- 34) Describe how the local Main Street program will work to educate and inform property and business owners, city council and staff, other district stakeholders, and the broader community on the benefits of obtaining an updated market study.
- 35) Please provide a resolution from the board of directors in support of the MMS Market Study Update & Business Recruitment Services.
- 36) What other Application-Based Services have you been awarded in the past and what actions haven been taken locally as a result of those services?

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY
 Revenues

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 02/28/2017	ACTIVITY FOR MONTH 02/28/2017	AVAILABLE BALANCE	% BDT USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
248-030-400.000	ALLOCATION FROM CUR YR FD BAL	41,623.00	0.00	0.00	41,623.00	0.00
248-030-405.000	CURRENT YEAR TAXES	290,000.00	241,113.55	0.00	48,886.45	83.14
248-030-579.000	GRANTS: STATE	25,000.00	525,000.00	0.00	(500,000.00)	2,100.00
248-030-580.000	GRANTS	4,500.00	75.00	0.00	4,425.00	1.67
248-030-670.000	PROMOTIONS COMMITTEE REVENUE	23,000.00	39,840.58	0.00	(16,840.58)	173.22
248-030-670.300	WALKABOUT SCULPTURE SHOW	6,000.00	5,010.00	2,100.00	990.00	83.50
248-030-675.000	CONTRIBUTIONS	0.00	705.00	0.00	(705.00)	100.00
248-030-676.000	SPECIAL EVENTS - POKER RUN	36,417.00	0.00	0.00	36,417.00	0.00
Total Dept 030-REVENUES		426,540.00	811,744.13	2,100.00	(385,204.13)	190.31

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 02/28/2017	ACTIVITY FOR MONTH 02/28/2017	AVAILABLE BALANCE	% BDT USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
TOTAL REVENUES		426,540.00	811,744.13	2,100.00	(385,204.13)	190.31

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 02/28/2017	ACTIVITY FOR MONTH 02/28/2017	AVAILABLE BALANCE	% BDT USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Expenditures						
Dept 731-EXPENDITURES						
248-731-705.000	SALARIES/WAGES	63,500.00	23,856.31	1,912.56	39,643.69	37.57
248-731-712.000	INSURANCE: LIFE/AD&D	250.00	101.28	0.00	148.72	40.51
248-731-713.000	MEDICAL INSURANCE	15,000.00	4,628.75	0.00	10,371.25	30.86
248-731-714.000	SOCIAL SECURITY	4,850.00	2,200.26	146.32	2,649.74	45.37
248-731-715.000	PENSION	4,400.00	1,873.15	0.00	2,526.85	42.57
248-731-716.000	UNEMPLOYMENT	570.00	17.58	0.00	552.42	3.08
248-731-719.000	SICK/VACATION	3,200.00	4,986.40	0.00	(1,786.40)	155.83
248-731-727.000	OFFICE SUPPLIES	500.00	253.72	151.98	246.28	50.74
248-731-728.000	OFFICE OPERATING EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
248-731-730.000	REPAIRS/MAINTENANCE	2,000.00	213.00	0.00	1,787.00	10.65
248-731-732.000	MEMBERSHIP DUES	3,700.00	3,350.00	0.00	350.00	90.54
248-731-733.000	PROFESSIONAL LIBRARY/SUBSCRIPT	150.00	0.00	0.00	150.00	0.00
248-731-740.000	UTILITIES/INTERNET SERVICE	1,020.00	193.26	0.00	826.74	18.95
248-731-750.000	ADMINISTRATIVE FEE	7,500.00	5,000.00	0.00	2,500.00	66.67
248-731-760.000	DESIGN COMM EXPENSES	52,250.00	44,385.80	0.00	7,864.20	84.95
248-731-761.000	DESIGN ENGIN/CONSULTING	5,000.00	1,435.58	0.00	3,564.42	28.71
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	59,000.00	506,870.00	0.00	(447,870.00)	859.10
248-731-763.000	STREETSCAPE AMENITIES	27,500.00	18,438.00	250.00	9,062.00	67.05
248-731-810.000	BUSINESS RECRUITMENT/RETENTION	8,500.00	0.00	0.00	8,500.00	0.00
248-731-812.000	COMMITTEE/EVENT EXPENSES	0.00	150.00	0.00	(150.00)	100.00
248-731-818.000	ORGANIZATION COMM EXPENSES	4,000.00	4,267.34	0.00	(267.34)	106.68
248-731-870.000	CONTRACTED SERVICES	0.00	500.00	0.00	(500.00)	100.00
248-731-870.000	EDUCATION/TRAVEL	4,000.00	2,778.01	0.00	1,221.99	69.45
248-731-900.000	ADVERTISING/PUBLISHING	12,500.00	7,645.20	195.00	4,854.80	61.16
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	13,800.00	6,586.92	0.00	7,213.08	47.73
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	45,250.00	70,558.74	0.00	(25,308.74)	155.93
248-731-940.000	FACILITIES RENT	4,800.00	2,700.00	0.00	2,100.00	56.25
248-731-942.000	SERVICE MAINTENANCE FEE	75,000.00	0.00	0.00	75,000.00	0.00
248-731-990.000	LOAN REPAYMENT	6,783.00	0.00	0.00	6,783.00	0.00
248-731-991.000	INTEREST	517.00	0.00	0.00	517.00	0.00
Total Dept 731-EXPENDITURES		426,540.00	712,989.30	2,655.86	(286,449.30)	167.16

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 02/28/2017	ACTIVITY FOR MONTH 02/28/2017	AVAILABLE BALANCE	% BDT USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
TOTAL EXPENDITURES		426,540.00	712,989.30	2,655.86	(286,449.30)	167.16

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 02/28/2017	ACTIVITY FOR MONTH 02/28/2017	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		426,540.00	811,744.13		2,100.00	(385,204.13)	190.31
TOTAL EXPENDITURES		426,540.00	712,989.30		2,655.86	(286,449.30)	167.16
NET OF REVENUES & EXPENDITURES		0.00	98,754.83		(555.86)	(98,754.83)	100.00

GL Number	Description	2016-17 Orig Budget	2016-17 Amended Budget	YEAR-TO-DATE THRU 02/28/17	Available Balance	% Used
Revenues						
Department 030: REVENUES						
248-030-400.000	ALLOCATION FROM CUR YR FD BAL	41,623.00	41,623.00	0.00	41,623.00	0.00
248-030-405.000	CURRENT YEAR TAXES					
09/20/2016	GJ CASH TRANSFER / DISTRIBUTION			241,113.55 JE# 3412		
248-030-405.000	CURRENT YEAR TAXES	290,000.00	290,000.00	241,113.55	48,886.45	83.14
248-030-579.000	GRANTS: STATE					
07/15/2016	GJ CDBG PAY REQ #1 - S LAKE ST REDEV			138,582.63 JE# 3370		
07/25/2016	GJ CORRECT POSTINGS			25,000.00 JE# 3375		
08/16/2016	GJ CDBG PAY REQ #2 S LAKE ST REDEV			164,647.88 JE# 3371		
09/21/2016	GJ CDBG GRANT PY #3 RCD			149,380.49 JE# 3421		
10/13/2016	GJ LAKE ST REDEV GRANT FUNDS			47,389.00 JE# 3558		
248-030-579.000	GRANTS: STATE	25,000.00	25,000.00	525,000.00	(500,000.00)	2,100.
248-030-580.000	GRANTS					
11/29/2016	CR /SUMMARY CR POSTING: 11/29/2016 GRANTS			75.00	MISC GRANTS OTHER THAN STATE/	11/29/2016
248-030-580.000	GRANTS	4,500.00	4,500.00	75.00	4,425.00	1.67
248-030-642.000	CHARGES FOR SERVICES/FEEES					
07/25/2016	CR /SUMMARY CR POSTING: 07/25/2016 MIDWESTC			21,000.00	MIDWEST CLAIMS INS	07/25/2016
07/25/2016	GJ CORRECT POSTINGS			(21,000.00)	JE# 3375	
248-030-642.000	CHARGES FOR SERVICES/FEEES	0.00	0.00	0.00	0.00	100.00
248-030-670.000	PROMOTIONS COMMITTEE REVENUE					
05/18/2016	CR /SUMMARY CR POSTING: 05/18/2016 STROLL			1,500.00	STROLL THE STREETS	05/18/2016
05/20/2016	CR /SUMMARY CR POSTING: 05/20/2016 BOYNEAPP			80.00	BOYNE APPETTIT	05/20/2016
05/20/2016	CR /SUMMARY CR POSTING: 05/20/2016 STROLL			800.00	STROLL THE STREETS	05/20/2016
06/06/2016	CR /SUMMARY CR POSTING: 06/06/2016 STROLL			1,000.00	STROLL THE STREETS	06/06/2016
06/09/2016	CR /SUMMARY CR POSTING: 06/09/2016 STROLL			850.00	STROLL THE STREETS	06/09/2016
06/13/2016	CR /SUMMARY CR POSTING: 06/13/2016 MISC			459.00	MISCELLANEOUS	06/13/2016
06/15/2016	GJ PAYPAL			110.00	JE# 3335	
06/16/2016	CR /SUMMARY CR POSTING: 06/16/2016 IRISHFEES			34.00	IRISH FESTIVAL REVENUES	06/16/2016
06/16/2016	CR /SUMMARY CR POSTING: 06/16/2016 STROLL			500.00	STROLL THE STREETS	06/16/2016
06/20/2016	CR /SUMMARY CR POSTING: 06/20/2016 SOBARTS			1,500.00	SOBO ARTS FEST	06/20/2016
06/20/2016	CR /SUMMARY CR POSTING: 06/20/2016 STROLL			250.00	STROLL THE STREETS	06/20/2016
06/21/2016	CR /SUMMARY CR POSTING: 06/21/2016 HISTSTRO			3,025.00	HISTORIC STROLL	06/21/2016
06/21/2016	CR /SUMMARY CR POSTING: 06/21/2016 RIVERDRW			500.00	LAST RIVERDRW DONATIONS	06/21/2016
06/28/2016	CR /SUMMARY CR POSTING: 06/28/2016 SOBARTS			915.00	SOBO ARTS FEST	06/28/2016
06/28/2016	CR /SUMMARY CR POSTING: 06/28/2016 STROLL			30.00	STROLL THE STREETS	06/28/2016
07/06/2016	CR /SUMMARY CR POSTING: 07/06/2016 STROLL			1,000.00	STROLL THE STREETS	07/06/2016
07/18/2016	CR /SUMMARY CR POSTING: 07/18/2016 HISTSTRO			28.83	HISTORIC STROLL	07/18/2016
07/20/2016	CR /SUMMARY CR POSTING: 07/20/2016 BOYNEAPP			1,250.00	BOYNE APPETTIT	07/20/2016
07/20/2016	CR /SUMMARY CR POSTING: 07/20/2016 STROLL			1,000.00	STROLL THE STREETS	07/20/2016
07/25/2016	GJ CORRECT POSTINGS			21,000.00	JE# 3375	
08/10/2016	CR /SUMMARY CR POSTING: 08/10/2016 HISTSTRO			245.79	HISTORIC STROLL	08/10/2016
08/15/2016	CR /SUMMARY CR POSTING: 08/15/2016 HISTSTRO			327.96	HISTORIC STROLL	08/15/2016
08/16/2016	CR /SUMMARY CR POSTING: 08/16/2016 STROLL			150.00	STROLL THE STREETS	08/16/2016
09/01/2016	CR /SUMMARY CR POSTING: 09/01/2016 SOBARTS			250.00	SOBO ARTS FEST	09/01/2016
09/01/2016	CR /SUMMARY CR POSTING: 09/01/2016 STROLL			1,500.00	STROLL THE STREETS	09/01/2016
09/02/2016	CR /SUMMARY CR POSTING: 09/02/2016 STROLL			250.00	STROLL THE STREETS	09/02/2016

GL Number Description Orig Budget Amended Budget YEAR-TO-DATE THRU 02/28/17 Available Balance Used

Revenues Department 030: REVENUES

09/14/2016 CR /SUMMARY CR POSTING: 09/14/2016 STROLL 750.00 STROLL THE STREETS 09/14/2016
 09/20/2016 CR /SUMMARY CR POSTING: 09/20/2016 STROLL 250.00 STROLL THE STREETS 09/20/2016
 09/26/2016 CR /SUMMARY CR POSTING: 09/26/2016 STROLL 250.00 STROLL THE STREETS 09/26/2016
 11/23/2016 CR /SUMMARY CR POSTING: 11/23/2016 MISC 35.00 MISCELLANEOUS 11/23/2016

248-030-670.000 PROMOTIONS COMMITTEE REVENUE 23,000.00 23,000.00 39,840.58 (16,840.58) 173.22

248-030-670.200 THEATER REVENUES 0.00 0.00 0.00 0.00 100.00

248-030-670.300 WALKABOUT SCULPTURE SHOW 200.00 WALKABOUT SCULPTURE SHOW 05/09/2016
 500.00 WALKABOUT SCULPTURE SHOW 05/11/2016
 25,000.00 JE# 3252
 1,000.00 WALKABOUT SCULPTURE SHOW 05/18/2016
 800.00 WALKABOUT SCULPTURE SHOW 05/20/2016
 240.00 WALKABOUT SCULPTURE SHOW 06/09/2016
 (25,000.00) JE# 3375
 170.00 WALKABOUT SCULPTURE SHOW 09/26/2016
 2,100.00 WALKABOUT SCULPTURE SHOW 02/08/2017

248-030-670.300 WALKABOUT SCULPTURE SHOW 6,000.00 6,000.00 5,010.00 990.00 83.50

08/26/2016 CR /SUMMARY CR POSTING: 08/26/2016 MISC 705.00 MISCELLANEOUS 08/26/2016

248-030-675.000 CONTRIBUTIONS 0.00 0.00 705.00 (705.00) 100.00

248-030-676.000 SPECIAL EVENTS - POKER RUN 36,417.00 36,417.00 0.00 36,417.00 0.00

248-030-680.000 FARMER'S MARKET REVENUES 0.00 0.00 0.00 0.00 100.00

Total - Dept 030 426,540.00 426,540.00 811,744.13 (385,204.13) 190.31

Total Revenues 426,540.00 426,540.00 811,744.13 (385,204.13) 190.31

Expenditures Department 731: EXPENDITURES

248-731-705.000 SALARIES/WAGES (1,084.00) JE# 3241
 2,546.00 309
 1,250.00 308
 (1,250.00) JE# 3268
 2,920.50 310
 2,766.50 312
 2,567.00 314
 2,448.00 316
 2,273.00 317
 2,437.50 318
 196.00 321
 2,420.00 322
 430.50 324
 1,084.00 323
 273.00 326
 84.00 327

05/01/2016 GJ REVERSE PRIOR YEAR ACCRUAL (1,084.00) JE# 3241

05/09/2016 PR SUMMARY PR 05/09/2016 2,546.00 309

05/12/2016 PR SUMMARY PR 05/12/2016 1,250.00 308

05/16/2016 GJ RECLASS HUGH CONKLIN COMM PAY (1,250.00) JE# 3268

06/06/2016 PR SUMMARY PR 06/06/2016 2,920.50 310

06/20/2016 PR SUMMARY PR 06/20/2016 2,766.50 312

07/05/2016 PR SUMMARY PR 07/05/2016 2,567.00 314

07/18/2016 PR SUMMARY PR 07/18/2016 2,448.00 316

08/01/2016 PR SUMMARY PR 08/01/2016 2,273.00 317

08/15/2016 PR SUMMARY PR 08/15/2016 2,437.50 318

08/29/2016 PR SUMMARY PR 08/29/2016 196.00 321

09/12/2016 PR SUMMARY PR 09/12/2016 2,420.00 322

09/26/2016 PR SUMMARY PR 09/26/2016 430.50 324

10/10/2016 PR SUMMARY PR 10/10/2016 1,084.00 323

10/10/2016 PR SUMMARY PR 10/10/2016 273.00 326

10/10/2016 PR SUMMARY PR 10/10/2016 84.00 327

GL Number	Description	2016-17 Orig Budget	2016-17 Amended Budget	YEAR-TO-DATE THRU 02/28/17	Available Balance	Used
Expenditures						
Department 731: EXPENDITURES						
10/24/2016	PR SUMMARY PR 10/24/2016			91.00	329	
11/07/2016	PR SUMMARY PR 11/07/2016			140.00	330	
11/21/2016	PR SUMMARY PR 11/21/2016			70.00	333	
12/05/2016	PR SUMMARY PR 12/05/2016			28.00	336	
12/05/2016	PR SUMMARY PR 12/05/2016			56.75	337	
12/12/2016	PR SUMMARY PR 12/12/2016			56.00	339	
01/16/2017	PR SUMMARY PR 01/16/2017			112.00	341	
01/30/2017	PR SUMMARY PR 01/30/2017			28.00	343	
02/13/2017	PR SUMMARY PR 02/13/2017			1,912.56	345	
248-731-705.000	SALARIES/WAGES	63,500.00	63,500.00		23,856.31	39,643.69
248-731-712.000	INSURANCE: LIFE/AD&D					37.57
05/26/2016	AP STANDARD INSURANCE COMPANY/LIFE INSURANCE			7.90	Inv #:	'648978' Vendor '3869'
05/26/2016	AP RELIANCE STANDARD/INSURANCE			17.42	Inv #:	'LTD 122366' Vendor '3836'
06/23/2016	AP STANDARD INSURANCE COMPANY/INSURANCE			7.90	Inv #:	'648978' Vendor '3869'
07/07/2016	AP RELIANCE STANDARD/INSURANCE			17.42	Inv #:	'LTD122366' Vendor '3836'
08/05/2016	AP STANDARD INSURANCE COMPANY/INSURANCE			7.90	Inv #:	'648978' Vendor '3869'
08/05/2016	AP RELIANCE STANDARD/INSURANCE			17.42	Inv #:	'LTD122366' Vendor '3836'
09/01/2016	AP STANDARD INSURANCE COMPANY/INSURANCE			7.90	Inv #:	'648978' Vendor '3869'
09/16/2016	AP RELIANCE STANDARD/INSURANCE			17.42	Inv #:	'LTD 122366' Vendor '3836'
09/28/2016	AP RELIANCE STANDARD/INSURANCE			17.42	Inv #:	'LTD 122366' Vendor '3836'
09/30/2016	AP STANDARD INSURANCE COMPANY/LIFE INSURANCE			7.90	Inv #:	'648978' Vendor '3869'
10/27/2016	AP STANDARD INSURANCE COMPANY/LIFE INSURANCE			7.90	Inv #:	'SMTT' Vendor '3869'
11/10/2016	AP RELIANCE STANDARD/INSURANCE			(17.42)	Inv #:	'LTD 122366' Vendor '3836'
248-731-712.000	INSURANCE: LIFE/AD&D	250.00	250.00		101.28	148.72
248-731-713.000	MEDICAL INSURANCE					40.51
05/09/2016	PR SUMMARY PR 05/09/2016			458.64	309	
05/16/2016	PR SUMMARY PR 05/16/2016			458.64	310	
06/06/2016	PR SUMMARY PR 06/06/2016			458.64	312	
06/20/2016	PR SUMMARY PR 06/20/2016			464.69	314	
07/05/2016	PR SUMMARY PR 07/05/2016			464.69	316	
07/18/2016	PR SUMMARY PR 07/18/2016			464.69	317	
08/01/2016	PR SUMMARY PR 08/01/2016			464.69	318	
08/15/2016	PR SUMMARY PR 08/15/2016			464.69	321	
08/29/2016	PR SUMMARY PR 08/29/2016			464.69	322	
09/12/2016	PR SUMMARY PR 09/12/2016			464.69	323	
248-731-713.000	MEDICAL INSURANCE	15,000.00	15,000.00		4,628.75	10,371.25
248-731-714.000	SOCIAL SECURITY					30.86
05/01/2016	GJ REVERSE PRIOR YEAR ACCRUAL			(82.92)	JE# 3242	
05/09/2016	PR SUMMARY PR 05/09/2016			183.46	309	
05/12/2016	PR SUMMARY PR 05/12/2016			95.63	308	
05/16/2016	PR SUMMARY PR 05/16/2016			212.09	310	
06/06/2016	PR SUMMARY PR 06/06/2016			200.32	312	
06/20/2016	PR SUMMARY PR 06/20/2016			185.05	314	
07/05/2016	PR SUMMARY PR 07/05/2016			175.96	316	
07/18/2016	PR SUMMARY PR 07/18/2016			162.56	317	
08/01/2016	PR SUMMARY PR 08/01/2016			175.15	318	
08/15/2016	PR SUMMARY PR 08/15/2016			169.52	321	
08/29/2016	PR SUMMARY PR 08/29/2016			185.14	322	
09/12/2016	PR SUMMARY PR 09/12/2016			287.21	323	

GL Number Description 2016-17 Orig Budget 2016-17 Amended Budget YEAR-TO-DATE THRU 02/28/17 Available Balance % Used

Expenditures
 Department 731: EXPENDITURES
 09/12/2016 PR SUMMARY PR 09/12/2016 32.93 324
 09/26/2016 PR SUMMARY PR 09/26/2016 20.89 326
 10/10/2016 PR SUMMARY PR 10/10/2016 6.43 327
 10/24/2016 PR SUMMARY PR 10/24/2016 6.96 329
 11/07/2016 PR SUMMARY PR 11/07/2016 10.71 330
 11/21/2016 PR SUMMARY PR 11/21/2016 5.35 333
 12/05/2016 PR SUMMARY PR 12/05/2016 4.34 337
 12/05/2016 PR SUMMARY PR 12/05/2016 2.15 336
 12/12/2016 PR SUMMARY PR 12/12/2016 4.28 339
 01/16/2017 PR SUMMARY PR 01/16/2017 8.58 341
 01/30/2017 PR SUMMARY PR 01/30/2017 2.15 343
 02/13/2017 PR SUMMARY PR 02/13/2017 146.32 345

248-731-714.000 SOCIAL SECURITY 4,850.00 4,850.00 2,200.26 2,649.74 45.37
 248-731-715.000 PENSION 4,400.00 4,400.00 1,873.15 2,526.85 42.57
 248-731-716.000 UNEMPLOYMENT 570.00 570.00 17.58 552.42 3.08
 07/21/2016 AP MICHIGAN MUNICIPAL LEAGUE/UNEMPLOYMENT 7.76 Inv #: '2ND QUARTER 2016' Vendor '3884'
 10/13/2016 AP MICHIGAN MUNICIPAL LEAGUE/UNEMPLOYMENT 9.82 Inv #: '3RD. QTR' Vendor '3884'

248-731-719.000 SICK/VACATION 3,200.00 3,200.00 4,986.40 (1,786.40) 155.83
 08/15/2016 PR SUMMARY PR 08/15/2016 2,168.00 321
 09/12/2016 PR SUMMARY PR 09/12/2016 2,818.40 323
 248-731-727.000 OFFICE SUPPLIES 500.00 500.00 253.72 246.28 50.74
 06/09/2016 AP BOYNE CITY ACE HARDWARE, INC./SUPPLIES 6.74 Inv #: 'STMT' Vendor '9'
 06/23/2016 AP THE WOOD SHOP/MAIN STREET BILLBOARD, OFFICE DOOR VINYL 95.00 Inv #: 'STMT' Vendor '541'
 02/03/2017 AP DECKA DIGITAL/BUSINESS CARDS 75.00 Inv #: '9594' Vendor '4018'
 02/03/2017 AP INTEGRITY BUSINESS SOLUTIONS LLC/OFFICE SUPPLIES 76.98 Inv #: 'STMT' Vendor '2598'

248-731-728.000 OFFICE OPERATING EXPENSES 1,000.00 1,000.00 0.00 1,000.00 0.00
 248-731-729.000 OFFICE EQUIPMENT 0.00 0.00 0.00 0.00 100.00
 248-731-730.000 REPAIRS/MAINTENANCE
 05/26/2016 AP STANLEY STEAMERS OF NW MICHIGAN/BOYNE CITY MAINSTREET 213.00 Inv #: '160266' Vendor '4950'

GL Number	Description	2016-17 Orig Budget	2016-17 Amended Budget	YEAR-TO-DATE THRU 02/28/17	Available Balance	Used
Expenditures						
Department 731: EXPENDITURES						
248-731-730.000	REPAIRS/MAINTENANCE	2,000.00	2,000.00	213.00	1,787.00	10.65
248-731-732.000	MEMBERSHIP DUES					
05/12/2016	AP Boyne Area Chamber of Commerce/ANNUAL CONTRIBUTION-MAIN			3,000.00		
10/13/2016	AP NATIONAL MAIN STREET CENTER/MEMBERSHIP			350.00		
248-731-732.000	MEMBERSHIP DUES	3,700.00	3,700.00	3,350.00	350.00	90.54
248-731-733.000	PROFESSIONAL LIBRARY/SUBSCRIPT	150.00	150.00	0.00	150.00	0.00
248-731-740.000	UTILITIES/INTERNET SERVICE					
05/03/2016	GJ CYNERGY			(8.17)		
05/03/2016	GJ TO REVERSE MANUAL JOURNAL ENTRY: 3318			8.17		
06/03/2016	GJ CYNERGY			22.45		
06/03/2016	GJ TO REVERSE MANUAL JOURNAL ENTRY: 3319			(22.45)		
09/28/2016	AP CynergyComm.net, Inc./PHONE SERVICE			38.33		
10/13/2016	AP CynergyComm.net, Inc./PHONE SERVICE			39.33		
11/10/2016	AP CynergyComm.net, Inc./PHONE SERVICE			39.20		
12/08/2016	AP CynergyComm.net, Inc./PHONE BILL			38.32		
01/19/2017	AP CynergyComm.net, Inc./PHONE SERVICE			38.08		
248-731-740.000	UTILITIES/INTERNET SERVICE	1,020.00	1,020.00	193.26	826.74	18.95
248-731-750.000	ADMINISTRATIVE FEE					
05/31/2016	GJ ADMINISTRATIVE SERVICE FEES			625.00		
06/30/2016	GJ ADMINISTRATIVE SERVICE FEES			625.00		
07/31/2016	GJ ADMINISTRATIVE SERVICE FEES			625.00		
08/31/2016	GJ ADMINISTRATIVE SERVICE FEES			625.00		
09/30/2016	GJ ADMINISTRATIVE SERVICE FEES			625.00		
10/31/2016	GJ ADMINISTRATIVE SERVICE FEES			625.00		
11/30/2016	GJ ADMINISTRATIVE SERVICE FEES			625.00		
12/31/2016	GJ ADMINISTRATIVE SERVICE FEES			625.00		
248-731-750.000	ADMINISTRATIVE FEE	7,500.00	7,500.00	5,000.00	2,500.00	66.67
248-731-760.000	DESIGN COMM EXPENSES					
05/11/2016	AP DECKA DIGITAL/PRINTING			49.00		
05/13/2016	AP SWEETGRASS CUSTOM FRAMING/LOGGER FRAMING			988.00		
06/09/2016	AP MARTHA SUFRIDGE/LAST RIVER SCULPTURE DRAW			4,134.00		
06/23/2016	AP Otwell Mawby, P C/PROFESSIONAL SERVICE			480.80		
07/21/2016	AP MICHIGAN ART CASTINGS/LAST RIVER DRAW			4,800.00		
07/21/2016	AP MARTHA SUFRIDGE/FINAL RIVER DRAW			4,134.00		
08/18/2016	AP MICHIGAN ARTS CASTINGS/LAST RIVER DRAW			5,700.00		
09/16/2016	AP WALTER BARKLEY/LAST RIVER DRAW			4,600.00		
12/21/2016	AP WALTER BARKLEY/LAST RIVER DRAW			4,200.00		
01/06/2017	AP MARTHA SUFRIDGE/LAST RIVER DRAW			2,000.00		
01/06/2017	AP ANDRE' M. POINEAU/LAST RIVER DRAW			8,300.00		
248-731-760.000	DESIGN COMM EXPENSES	52,250.00	52,250.00	44,385.80	7,864.20	84.95
248-731-761.000	DESIGN ENGIN/CONSULTING					
05/12/2016	AP BARB BROOKS/MEETING SUPPLIES			25.58		
09/28/2016	AP NORTHERN LAKES ECONOMIC ALLIANCE/GRANT ADMINISTRATION			1,410.00		

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	2016-17 Orig Budget	2016-17 Amended Budget	YEAR-TO-DATE THRU 02/28/17	Available Balance	Used %
Expenditures						
Department 731: EXPENDITURES						
248-731-761.000	DESIGN ENGIN/CONSULTING	5,000.00	5,000.00	1,435.58	3,564.42	28.71
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS					
07/21/2016	AP INTEGRITY LAND CO./MSC 215015			138,582.63	Inv #: 'PAY #1' Vendor '3907'	
08/03/2016	AP CATT'S REALTY COMPANY/MSC 215015			138,582.63	Inv #: 'PAY #1-REISSUE' Vendor '5055'	
08/04/2016	AP INTEGRITY LAND CO./Void Invoice PAY #1 3907			(138,582.63)	Inv #: 'PAY #1' Vendor '3907'	
08/18/2016	AP CATT'S REALTY COMPANY/CDBG GRANT			164,647.88	Inv #: 'PAY #2' Vendor '5055'	
08/18/2016	AP Red Mesa Grill/ENCADE PROJECT			1,370.00	Inv #: 'REIMB' Vendor '3479'	
09/20/2016	AP CATT'S REALTY COMPANY/LAKE STREET REDEVELOPMENT			149,380.49	Inv #: 'PAY REQ. #3' Vendor '5055'	
10/27/2016	AP CATT'S REALTY COMPANY/LAKE STREET REDEVELOPMENT			47,389.00	Inv #: 'PAY #4' Vendor '5055'	
12/13/2016	AP PAGA DENTISTRY/ENCADE PROJECT			5,500.00	Inv #: 'PAYMENT' Vendor '5152'	
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	59,000.00	59,000.00	506,870.00	(447,870.00) 859.10	
248-731-763.000	STREETSCAPE AMENITIES					
05/01/2016	GU ACCORDAIS			(233.62)	Inv #: '3277'	
05/26/2016	AP BRITTEN BANNERS, INC./PRINTING			233.62	Inv #: '16389095.01' Vendor '4124'	
06/23/2016	AP BOYNE AVENUE GREENHOUSE & FLOREST/GARDEN CLUB			1,968.00	Inv #: '16089' Vendor '301'	
07/13/2016	AP LORI MEEDER/EVENT EXPENSES			35.00	Inv #: 'REIMB' Vendor '4298'	
07/21/2016	AP Mark C's Trees/PLANTER MAINT.			1,050.00	Inv #: '1603' Vendor '3300'	
08/05/2016	AP Mark C's Trees/PLANTER MAINT.			1,050.00	Inv #: '1135' Vendor '3300'	
09/01/2016	AP Mark C's Trees/PLANTER MAINT.			1,050.00	Inv #: '1157' Vendor '3300'	
09/20/2016	AP Boyne Valley Garden Club/BOYNE CITY PLANTER BOXES			750.00	Inv #: '100901' Vendor '1598'	
09/28/2016	AP Mark C's Trees/PLANTER BOX MAINT.			1,000.00	Inv #: '1619' Vendor '3300'	
10/13/2016	AP Mark C's Trees/STREETSCAPE			205.00	Inv #: '1183' Vendor '3300'	
10/27/2016	AP Mark C's Trees/STREETSCAPE			45.00	Inv #: '1183' Vendor '3300'	
10/28/2016	AP Mark C's Trees/BANNERS			140.00	Inv #: '1651' Vendor '3300'	
11/10/2016	AP HOLIDAY LIGHTING SERVICE, INC./LIGHTS			2,995.00	Inv #: '2724' Vendor '4597'	
11/10/2016	AP Boyne Valley Garden Club/GARLAND			1,400.00	Inv #: 'PAYMENT' Vendor '1598'	
12/21/2016	AP HOMETOWN DECORATION & DISPLAY, LLC/DOWNTOWN DECORATIONS			5,000.00	Inv #: '1362' Vendor '4410'	
12/21/2016	AP Upsy Daisy Floral/X-MAS TREES-MAIN STREET			80.00	Inv #: '397' Vendor '3398'	
01/19/2017	AP HOMETOWN DECORATION & DISPLAY, LLC/LIGHTED DECORATIONS			900.00	Inv #: '1442' Vendor '4410'	
01/19/2017	AP BOYNE AVENUE GREENHOUSE & FLOREST/GARLAND			520.00	Inv #: '16174' Vendor '301'	
02/03/2017	AP BOYNE AVENUE GREENHOUSE & FLOREST/GARLAND			250.00	Inv #: '16174' Vendor '301'	
248-731-763.000	STREETSCAPE AMENITIES	27,500.00	27,500.00	18,438.00	9,062.00	67.05
248-731-782.000	BUSINESS RECRUITMENT/RETENTION	8,500.00	8,500.00	0.00	8,500.00	0.00
248-731-790.000	FARMERS MARKET EXPENSES	0.00	0.00	0.00	0.00	100.00
248-731-810.000	COMMITTEE/EVENT EXPENSES					
09/09/2016	AP ROGER COATES/VOLUNTEER DINNER ENT			150.00	Inv #: 'REQUEST' Vendor '4971'	
248-731-810.000	COMMITTEE/EVENT EXPENSES	0.00	0.00	150.00	(150.00) 100.00	
248-731-812.000	ORGANIZATION COMM EXPENSES					
05/26/2016	AP BC Pizza/PIZZA DELIVERY MAINSTREET			119.00	Inv #: 'CHARGE' Vendor '1941'	
06/09/2016	AP LORI MEEDER/TRAVEL EXPENSES			105.38	Inv #: 'REIMB' Vendor '4298'	
06/23/2016	AP WEB USAT.COM/280416-628, 200516-640			2,131.50	Inv #: 'WEB MAINT.' Vendor '4790'	
09/01/2016	AP LORI MEEDER/SUPPLIES			77.73	Inv #: 'REIMB' Vendor '4298'	
09/20/2016	AP Lake Street Market/SOBO WEEKEND			400.00	Inv #: '160808' Vendor '12724'	
09/20/2016	AP Taylor Rental/VOLUNTEER DINNER			477.00	Inv #: '2781-1' Vendor '395'	
09/20/2016	AP ERICA TOSCH/VOLUNTEER DINNER			868.29	Inv #: 'REIMB' Vendor '4994'	

GL Number	Description	2016-17 Orig Budget	2016-17 Amended Budget	YEAR-TO-DATE THRU 02/28/17	Available Balance	% Used
Expenditures						
Department 731: EXPENDITURES						
09/23/2016	AP Boyne Mountain Lodge/VOLUNTEER DINNER			565.44 Inv #:	'PAYMENT' Vendor '1470'	
09/26/2016	AP Taylor Rental/Void Invoice 27781-1 395			(477.00) Inv #:	'27781-1' Vendor '395'	
248-731-812.000	ORGANIZATION COMM EXPENSES	4,000.00	4,000.00	4,267.34	(267.34)	106.68
248-731-818.000	CONTRACTED SERVICES					
08/04/2016	AP PHILMOGRAPHY LLC/VIDEO			500.00 Inv #:	'1' Vendor '5063'	
248-731-818.000	CONTRACTED SERVICES	0.00	0.00	500.00	(500.00)	100.00
248-731-870.000	EDUCATION/TRAVEL					
06/09/2016	AP LORI MEEDER/TRAVEL EXPENSES			489.94 Inv #:	'REIMB' Vendor '4298'	
06/23/2016	AP ERICA TOSCH/MAIN STREET CONFERENCE TRAVEL EXP			457.92 Inv #:	'REIMB' Vendor '4994'	
07/13/2016	AP LORI MEEDER/TRAVEL EXPENSES & FOOD TRUCK RALLY			1,030.15 Inv #:	'REIMB' Vendor '4298'	
09/01/2016	AP LEADERSHIP CHARLEVOIX COUNTY/ERICA TOSCH			800.00 Inv #:	'284' Vendor '4808'	
248-731-870.000	EDUCATION/TRAVEL	4,000.00	4,000.00	2,778.01	1,221.99	69.45
248-731-900.000	ADVERTISING/PUBLISHING					
05/11/2016	AP Wolverine Sign Works/BILLBOARD			195.00 Inv #:	'36248' Vendor '1582'	
06/09/2016	AP Wolverine Sign Works/BILLBOARD			195.00 Inv #:	'36556' Vendor '1582'	
06/23/2016	AP HARBOR HOUSE PUBLISHERS, INC./PUBLISHING			2,175.00 Inv #:	'16BOY06' Vendor '1009'	
06/23/2016	AP TRAVERSE MAGAZINE/PUBLISHING			555.00 Inv #:	'2016-79128' Vendor '3637'	
06/23/2016	AP THE WOOD SHOP/MAIN STREET BILLBOARD, OFFICE DOORE VINYL			435.00 Inv #:	'STMT' Vendor '541'	
07/07/2016	AP TRAVERSE MAGAZINE/ADS			555.00 Inv #:	'2016-79129' Vendor '3637'	
07/21/2016	AP Wolverine Sign Works/BILLBOARDS			555.00 Inv #:	'36871' Vendor '1582'	
08/05/2016	AP TRAVERSE MAGAZINE/AD			195.00 Inv #:	'2016-79130' Vendor '3637'	
08/18/2016	AP Wolverine Sign Works/BILLBOARD			195.00 Inv #:	'37178' Vendor '1582'	
08/18/2016	AP Wolverine Sign Works/BILLBOARD			170.00 Inv #:	'5199' Vendor '11'	
09/01/2016	AP Boyne Area Chamber of Commerce/COBB COMMUNICATIONS			500.00 Inv #:	'REIMB' Vendor '2378'	
09/16/2016	AP Michael Cain/MAIN STREET AD			195.00 Inv #:	'37478' Vendor '1582'	
10/13/2016	AP Wolverine Sign Works/BILLBOARD			195.00 Inv #:	'37785' Vendor '1582'	
11/10/2016	AP Wolverine Sign Works/BILLBOARD			560.00 Inv #:	'14131773' Vendor '3136'	
11/10/2016	AP Northern Michigan Review, Inc/SUMMER GUIDE			195.00 Inv #:	'38089' Vendor '1582'	
11/22/2016	AP Northern Michigan Review, Inc/PUBLISHING			25.20 Inv #:	'179231' Vendor '3136'	
12/07/2016	AP Wolverine Sign Works/BILLBOARD			195.00 Inv #:	'38386' Vendor '1582'	
12/21/2016	AP Boyne Area Chamber of Commerce/EARLIER THAN THE BIRD AD			165.00 Inv #:	'5407' Vendor '11'	
01/06/2017	AP Wolverine Sign Works/BILLBOARD			195.00 Inv #:	'38686' Vendor '1582'	
02/03/2017	AP Wolverine Sign Works/BILLBOARD			195.00 Inv #:	'38991' Vendor '1582'	
248-731-900.000	ADVERTISING/PUBLISHING	12,500.00	12,500.00	7,645.20	4,854.80	61.16
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES					
05/26/2016	AP KDRP, LLC/MAY, JUNE & JULY 2016 PHOTO CONTRACT			250.00 Inv #:	'JUNE 2016' Vendor '14940'	
05/26/2016	AP KECIA FRED/DESIGN WORK			400.00 Inv #:	'JUNE 2016' Vendor '2740'	
06/09/2016	AP CINDY JANSSENS/BOYNE APPELITE			248.16 Inv #:	'REIMB' Vendor '4949'	
06/09/2016	AP LORI MEEDER/TRAVEL EXPENSES			47.97 Inv #:	'REIMB' Vendor '4298'	
06/23/2016	AP KECIA FRED/DESIGN WORK			400.00 Inv #:	'JULY 2016' Vendor '2740'	
07/07/2016	AP THE WOOD SHOP/SUMMER PANELS			296.00 Inv #:	'CITY PARK KIOSK' Vendor '541'	
07/13/2016	AP LORI MEEDER/EVENT EXPENSES			401.31 Inv #:	'REIMB' Vendor '4298'	
07/21/2016	AP MITCHELL GRAPHICS, INC./PRINTING			1,243.48 Inv #:	'121016, 121013' Vendor '3007'	
08/18/2016	AP KECIA FRED/DESIGN WORK			400.00 Inv #:	'AUG. 2016' Vendor '2740'	
08/18/2016	AP KECIA FRED/DESIGN WORK			400.00 Inv #:	'SEPT. 2016' Vendor '2740'	
09/01/2016	AP KDRP, LLC/AUG. SEPT. AND OCT. PHOTO CONTRACT			250.00 Inv #:	'QUARTERLY PAYMENT' Vendor '4940'	
09/30/2016	AP KECIA FRED/DESIGN WORK			400.00 Inv #:	'OCT. 2016' Vendor '2740'	

GL Number	Description	Orig Budget	Amended Budget	YEAR-TD-DATE THRU 02/28/17	Available Balance	Used
Expenditures						
Department 731: EXPENDITURES						
11/22/2016	AP KECIA FREED/DESIGN WORK			Inv #: 'DEC. 2016'	Vendor '2740'	
11/22/2016	AP KECIA FREED/DESIGN WORK			Inv #: 'NOV. 2016'	Vendor '2740'	
12/08/2016	AP KDRP, LLC/QUARTERLY PAYMENT (NOV. DEC, & JAN.)			Inv #: 'DEC. 2016'	Vendor '4940'	
12/21/2016	AP KECIA FREED/DESIGN WORK			Inv #: 'JAN. 2017'	Vendor '2740'	
01/19/2017	AP KECIA FREED/DESIGN WORK			Inv #: 'FEB. 2017'	Vendor '2740'	
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	13,800.00	13,800.00	6,586.92	7,213.08	47.73
248-731-910.000	PROMOTIONS COMMITTEE EVENTS					
05/01/2016	GT ACCRUALS			(12.62) JE# 3277		
05/01/2016	GT ACCRUALS			(12.78) JE# 3277		
05/01/2016	GT ACCRUALS			(70.00) JE# 3277		
05/01/2016	GT ACCRUALS			(114.49) JE# 3277		
05/11/2016	AP DECKA DIGITAL/PRINTING			Inv #: '7312, 7328'	Vendor '4018'	
05/11/2016	AP Boyne Area Chamber of Commerce/BOYNE APPETIT -BOYNE BUC			Inv #: 'PAYMENT'	Vendor '11'	
05/11/2016	AP Linn Williams/IRISH FESTIVAL			Inv #: 'REIMB'	Vendor '3258'	
05/11/2016	AP Boyne Co-op True Value/SUPPLIES			Inv #: 'STMT'	Vendor '8'	
05/12/2016	AP BOYNE CITY ACE HARDWARE, INC./SUPPLIES			Inv #: 'STMT'	Vendor '9'	
05/12/2016	AP DECKA DIGITAL/PRINTING			Inv #: '7205, 7195'	Vendor '4018'	
05/26/2016	AP EYES ONLY MEDIA LLC/INSERT BC MAIN STREET			Inv #: '27331'	Vendor '4495'	
05/26/2016	AP GREG LESTER'S PUPPET ADVENTURES/JUNE 25, 2016 PERFORMAN			Inv #: 'DEPOSIT'	Vendor '4953'	
05/26/2016	AP WENDY DRAKE/JUNE 11, 2016 MAINSTREET EVENT			Inv #: 'FINAL PAYMENT'	Vendor '4957'	
05/26/2016	AP WENDY DRAKE/MAINSTREET EVENT JUNE 11, 2016			Inv #: 'PAYMENT'	Vendor '11'	
05/26/2016	AP Boyne Area Chamber of Commerce/BOYNE BUGGS-MUSHROOM FES			Inv #: 'STMT'	Vendor '4234'	
05/26/2016	AP EMBROIDERY BY JANICE/WUSHROOM POLE WINNERS			Inv #: '6-11-16'	Vendor '4964'	
06/09/2016	AP GREAT LAKES PERFORMING ARTISTS ASSO/RAGTIME REVUE			Inv #: '7082'	Vendor '645'	
06/09/2016	AP NORTHERN LAKES ECONOMIC ALLIANCE/MAINSTREET- TICKETS			Inv #: 'JUNE 10, 2016'	Vendor '4969'	
06/09/2016	AP BUGGY DOWN/STROLL THRU HISTORY			Inv #: 'JUNE 10, 2016'	Vendor '4970'	
06/09/2016	AP SOUND ENVIRONMENT/STROLL THRU HISTORY			Inv #: 'JUNE 17, 2016'	Vendor '4976'	
06/09/2016	AP LARRY HENDRICK/SOBO ARTS FESTIVAL			Inv #: 'JUNE 17, 2016'	Vendor '4977'	
06/09/2016	AP BOYNE CITY HIGH SCHOOL DRAMA DEPT/SOBO ARTS FESTIVAL			Inv #: 'JUNE 17, 2016'	Vendor '4978'	
06/09/2016	AP DAR CHARLEBOIS/SOBO ARTS FESTIVAL			Inv #: 'JUNE 17, 2016'	Vendor '4971'	
06/09/2016	AP ROGER COATES/SOBO ARTS FESTIVAL			Inv #: 'JUNE 17, 2016'	Vendor '4972'	
06/09/2016	AP MERIDITH HAGUE/SOBO ARTS FESTIVAL			Inv #: 'JUNE 17, 2016'	Vendor '4973'	
06/09/2016	AP CAMDEN MACKENZIE/SOBO ARTS FESTIVAL			Inv #: 'JUNE 17, 2016'	Vendor '4974'	
06/09/2016	AP KATIE MACKENZIE/SOBO ARTS FESTIVAL			Inv #: 'JUNE 17, 2016'	Vendor '4975'	
06/09/2016	AP JERRY DOUGLAS/SOBO ARTS FESTIVAL			Inv #: 'JUNE 17, 2016'	Vendor '2850'	
06/09/2016	AP POTTERY JIM BECKERING/SOBO ARTS FESTIVAL			Inv #: 'JUNE 17, 2016'	Vendor '4975'	
06/09/2016	AP WALTER BARKLEY/WALKABOUT SCULPTURE WINNER			Inv #: 'PAYMENT'	Vendor '4466'	
06/09/2016	AP MARK CHATFIELD/LAST RIVER DRAW			Inv #: 'PAYMENT'	Vendor '4679'	
06/09/2016	AP PETER GRIZ/LAST RIVER DRAW			Inv #: 'PAYMENT'	Vendor '4678'	
06/09/2016	AP WALTER BARKLEY/LAST RIVER DRAW			Inv #: 'PAYMENT'	Vendor '4466'	
06/09/2016	AP DOUG MELVIN/LAST RIVER DRAW			Inv #: 'PAYMENT'	Vendor '4466'	
06/09/2016	AP ROGER SMITH/LAST RIVER DRAW			Inv #: 'PAYMENT'	Vendor '5013'	
06/09/2016	AP JAMES DENKINS/LAST RIVER DRAW			Inv #: 'PAYMENT'	Vendor '4682'	
06/09/2016	AP PAUL NILSSON/LAST RIVER DRAW			Inv #: 'PAYMENT'	Vendor '4680'	
06/09/2016	AP ANN GLIDNER/LAST RIVER DRAW			Inv #: 'STMT'	Vendor '9'	
06/09/2016	AP BOYNE CITY ACE HARDWARE, INC./SUPPLIES			Inv #: 'STMT'	Vendor '3'	
06/15/2016	GT PAYPAL			Inv #: '27437'	Vendor '4495'	
06/23/2016	AP EYES ONLY MEDIA LLC/PUBLISHING			Inv #: '7532'	Vendor '4018'	
06/23/2016	AP DECKA DIGITAL/TOUR BOOK			Inv #: 'FINAL PAYMENT'	Vendor '4953'	
06/23/2016	AP GREG LESTER'S PUPPET ADVENTURES/PERFORMANCE SOBO ARTS F			Inv #: 'JUNE 10, 2016'	Vendor '4262'	
06/23/2016	AP ANN STEBELTON/STROLL THE STREETS			Inv #: 'JUNE 10, 2016'	Vendor '4992'	
06/23/2016	AP MIKE DEREN/STROLL THE STREETS			Inv #:		

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	2016-17 Orig Budget	2016-17 Amended Budget	YEAR-TO-DATE THRU 02/28/17	Available Balance	% Used
Expenditures						
Department 731: EXPENDITURES						
06/23/2016	AP Jania Taylor/STROLL THE STREETS	100.00	Inv #:	'JUNE 10, 2016'	Vendor '2970'	
06/23/2016	AP DAVIN LAWSTON/STROLL THE STREETS	100.00	Inv #:	'JUNE 10, 2016'	Vendor '4991'	
06/23/2016	AP CAROLINE BARLOW/STROLL THE STREETS-SOBO	175.00	Inv #:	'JUNE 10, 2016'	Vendor '4711'	
06/23/2016	AP ALLISON OSBAND-ZAGER/STROLL THE STREETS	200.00	Inv #:	'JUNE 10, 2016'	Vendor '3513'	
06/23/2016	AP Joe Koprivicz/STROLL THE STREETS	100.00	Inv #:	'JUNE 17, 2016'	Vendor '2994'	
06/23/2016	AP Adolph Cwik/STROLL THE STREETS	100.00	Inv #:	'JUNE 17, 2016'	Vendor '3311'	
06/23/2016	AP LANCE BOGNER/STROLL THE STREETS	200.00	Inv #:	'JUNE 17, 2016'	Vendor '4716'	
06/23/2016	AP JAMES GREENWAY/STROLL THE STREETS	200.00	Inv #:	'JUNE 17, 2016'	Vendor '4819'	
06/23/2016	AP JIM DAGWELL/STROLL THE STREETS	350.00	Inv #:	'JUNE 17, 2016'	Vendor '4233'	
06/23/2016	AP ROMA RANSOM/SOBO ARTS FESTIVAL	100.00	Inv #:	'PAYMENT'	Vendor '4979'	
06/23/2016	AP Betty Cashier/SOBO ARTS FESTIVAL	1,000.00	Inv #:	'PETRY CASH'	Vendor '259'	
06/23/2016	AP BUGGY DOWN/BANKING FEES	37.00	Inv #:	'REIMB'	Vendor '4969'	
06/23/2016	AP REBECCA HARRIS/EXPENSES	117.31	Inv #:	'REIMB'	Vendor '3905'	
06/23/2016	AP JULIE STRATTON/SOBO ARTS FESTIVAL	295.76	Inv #:	'REIMB'	Vendor '4677'	
06/30/2016	AP THE WOOD SHOP/MAIN STREET BILLBOARD, OFFICE DOOR VINYL	70.00	Inv #:	'STMT'	Vendor '541'	
07/07/2016	AP ROMA RANSOM/Void Invoice PAYMENT 4979	(100.00)	Inv #:	'PAYMENT'	Vendor '4979'	
07/07/2016	AP MACDONALD GARBER BROADCASTING/STROLL THE STREETS	60.00	Inv #:	'116069943'	Vendor '3397'	
07/07/2016	AP RANDY POMREY/STROLL THE STREETS	400.00	Inv #:	'JULY 8, 2016'	Vendor '4476'	
07/07/2016	AP ERICA TOSCH/EVENT SUPPLIES	139.97	Inv #:	'REIMB'	Vendor '4994'	
07/07/2016	AP JULIE STRATTON/SOBO	96.00	Inv #:	'REIMB'	Vendor '4677'	
07/11/2016	AP THE WOOD SHOP/SIGNS	456.00	Inv #:	'SOBO'	Vendor '541'	
07/13/2016	AP GORDON LEWIS/SOBO ARTS FESTIVAL	100.00	Inv #:	'PAYMENT'	Vendor '5002'	
07/13/2016	AP Eric Jaqua/STROLL THE STREETS	200.00	Inv #:	'JULY 1, 2016'	Vendor '3339'	
07/13/2016	AP Jim Clark/STROLL THE STREETS	225.00	Inv #:	'JULY 1, 2016'	Vendor '3145'	
07/13/2016	AP DAVE STRUMFIELD/STROLL THE STREETS	350.00	Inv #:	'JULY 1, 2016'	Vendor '5003'	
07/13/2016	AP RACHEL BOROVIK/STROLL THE STREETS	400.00	Inv #:	'JULY 1, 2016'	Vendor '5004'	
07/13/2016	AP Joe Koprivicz/STROLL THE STREETS	100.00	Inv #:	'JULY 1, 2016'	Vendor '2994'	
07/13/2016	AP CAL MANIS/STROLL THE STREETS	150.00	Inv #:	'JULY1, 2016'	Vendor '4073'	
07/13/2016	AP LORI MEEDER/SOBO ARTS	8.78	Inv #:	'REIMB'	Vendor '4298'	
07/13/2016	AP F.O. BARBEN AND SON, INC./BUILDING SUPPLIES	25.29	Inv #:	'STMT'	Vendor '3'	
07/13/2016	AP BOYNE CITY ACE HARDWARE, INC./SUPPLIES	65.30	Inv #:	'STMT'	Vendor '9'	
07/21/2016	AP MACDONALD GARBER BROADCASTING/STROLL THE STREETS ADS	220.00	Inv #:	'116069764'	Vendor '3397'	
07/21/2016	AP BOYNE CITY GAZETTE/PUBLISHING	420.00	Inv #:	'1359'	Vendor '3543'	
07/21/2016	AP Northern Michigan Review, Inc/PUBLISHING	1,780.20	Inv #:	'179231'	Vendor '3136'	
07/21/2016	AP EYES ONLY MEDIA LLC/SOBO ARTS FESTIVAL	727.60	Inv #:	'27750'	Vendor '4495'	
07/21/2016	AP WALTER BARKLEY/WALKABOUT SCULPTURE SHOW	360.00	Inv #:	'4552'	Vendor '4466'	
07/21/2016	AP Boyne Area Chamber of Commerce/BOYNE APPELLIT	150.00	Inv #:	'5182'	Vendor '11'	
07/21/2016	AP HARBOR HOUSE PUBLISHERS, INC./BOYNE APPELLIT PUBLICATION	2,200.00	Inv #:	'6231601'	Vendor '1009'	
07/21/2016	AP DECCA DIGITAL/PRINTING	45.00	Inv #:	'7804'	Vendor '4018'	
07/21/2016	AP Joe Koprivicz/STROLL THE STREETS	100.00	Inv #:	'JULY 15, 2016'	Vendor '2994'	
07/21/2016	AP Kelly Shively/STROLL THE STREETS	150.00	Inv #:	'JULY 15, 2016'	Vendor '3499'	
07/21/2016	AP DON MESSERSCHMIDT/STROLL THE STREETS	150.00	Inv #:	'JULY 15, 2016'	Vendor '4232'	
07/21/2016	AP DAVE BARTH/STROLL THE STREETS	300.00	Inv #:	'JULY 15, 2016'	Vendor '5023'	
07/21/2016	AP TYLER BORCHERS/STROLL THE STREETS	100.00	Inv #:	'JULY 8, 2016'	Vendor '4499'	
07/21/2016	AP GOLDIE AND THE SCREAMERS/STROLL THE STREETS	175.00	Inv #:	'JULY 8, 2016'	Vendor '5029'	
07/21/2016	AP NETT SAUTER/STROLL THE STREETS	200.00	Inv #:	'JULY 8, 2016'	Vendor '4501'	
07/21/2016	AP STEVEN EISELE/STROLL THE STREETS	200.00	Inv #:	'JULY 8, 2016'	Vendor '4557'	
07/21/2016	AP KEN SCIBIOR/STROLL THE STREETS	225.00	Inv #:	'JULY 8, 2016'	Vendor '4571'	
07/21/2016	AP JIM GILLESPIE/STROLL THE STREETS	175.00	Inv #:	'JULY 8, 2016'	Vendor '3831'	
07/21/2016	AP Joe Koprivicz/STROLL THE STREETS	100.00	Inv #:	'JUNE 17, 2016'	Vendor '4096'	
07/21/2016	AP Scott & Mary Paquette/STROLL THE STREETS	100.00	Inv #:	'JUNE 24, 2016'	Vendor '2994'	
07/21/2016	AP ROBIN LEE BERRY WILLIAMS/STROLL THE STREETS	150.00	Inv #:	'JUNE 24, 2016'	Vendor '1820'	
07/21/2016	AP JEFF LANGE/STROLL THE STREETS	250.00	Inv #:	'JUNE 24, 2016'	Vendor '1824'	
07/21/2016	AP STEVE LORING/STROLL THE STREETS	275.00	Inv #:	'JUNE 24, 2016'	Vendor '5012'	
07/21/2016	AP Boyne Co-op True Value/MAINSTREET-SANDBAGS	7.98	Inv #:	'STMT'	Vendor '8'	

GL Number	Description	Orig Budget	2016-17	Amended Budget	YEAR-TO-DATE	Available	Used
					THRU 02/28/17	Balance	%
Expenditures							
Department 731: EXPENDITURES							
07/21/2016	AP Jordan Valley Rental, Inc./RENT RENTAL -BOYNE THUNDER		250.00		Inv #:	'STMT' Vendor '1553'	
08/04/2016	AP CINDY JANSSENS/BOYNE APPETIT WEBSITE		52.20		Inv #:	'REIMB' Vendor '4949'	
08/05/2016	AP JEN SCHAAP/STROLL THE STREETS		225.00		Inv #:	'JULY 22, 2016' Vendor '4461'	
08/05/2016	AP JOE LOPER/STROLL THE STREETS		100.00		Inv #:	'JULY 22, 2016' Vendor '4020'	
08/05/2016	AP DALE SCOTT/STROLL THE STREETS		150.00		Inv #:	'JULY 22, 2016' Vendor '5024'	
08/05/2016	AP Randy Reszka/STROLL THE STREETS		150.00		Inv #:	'JULY 22, 2016' Vendor '2986'	
08/05/2016	AP FRANK HADDAS/STROLL THE STREETS		200.00		Inv #:	'JULY 22, 2016' Vendor '5068'	
08/05/2016	AP Kim Maule/STROLL THE STREETS		250.00		Inv #:	'JULY 22, 2016' Vendor '3160'	
08/05/2016	AP Joe Koprivicz/STROLL THE STREETS		100.00		Inv #:	'JULY 29, 2016' Vendor '2994'	
08/05/2016	AP BRUCE WALKER/STROLL THE STREETS		100.00		Inv #:	'JULY 29, 2016' Vendor '4051'	
08/05/2016	AP JIM GUNTER/STROLL THE STREETS		125.00		Inv #:	'JULY 29, 2016' Vendor '5065'	
08/05/2016	AP SHANE TSCHIRHART/STROLL THE STREETS		150.00		Inv #:	'JULY 29, 2016' Vendor '4066'	
08/05/2016	AP ANNE WHITMAN/STROLL THE STREETS		150.00		Inv #:	'JULY 29, 2016' Vendor '4066'	
08/05/2016	AP JON ARCHAMBAULT/STROLL THE STREETS		400.00		Inv #:	'JULY 29, 2016' Vendor '4335'	
08/05/2016	AP MARK CHATTERLEY/SCULPTURE		21,000.00		Inv #:	'REIMB' Vendor '4679'	
08/15/2016	AP Kelly Shively/Void Invoice JULY 15, 2016 3499		(150.00)		Inv #:	'JULY 15, 2016' Vendor '3499'	
08/18/2016	AP MACDONALD GABER BROADCASTING/ADS		300.00		Inv #:	'1160710383' Vendor '3397'	
08/18/2016	AP FRIAR TUCK'S/STROLL THRU HISTORY		66.00		Inv #:	'760' Vendor '5094'	
08/18/2016	AP TWO CAPPS INC/STROLL THE STREETS		200.00		Inv #:	'AUGUST 5, 2016' Vendor '5093'	
08/18/2016	AP JOE KOPROWICZ/STROLL THE STREETS		100.00		Inv #:	'AUGUST 5, 2016' Vendor '2994'	
08/18/2016	AP WYATT & SHERI KNAPP/STROLL THE STREETS		150.00		Inv #:	'AUGUST 5, 2016' Vendor '4067'	
08/18/2016	AP JEFF HUDSON/STROLL THE STREETS		200.00		Inv #:	'AUGUST 5, 2016' Vendor '5084'	
08/18/2016	AP MADISON MAXWELL/STROLL THE STREETS		250.00		Inv #:	'AUGUST 5, 2016' Vendor '5085'	
08/18/2016	AP BRIAN PUROLI/STROLL THE STREETS		250.00		Inv #:	'JULY 10, 2016' Vendor '4322'	
08/18/2016	AP Kelly Shively/STROLL THE STREETS-REISSUE		150.00		Inv #:	'JULY 15, 2016' Vendor '3499'	
08/18/2016	AP Joe Koprivicz/STROLL THE STREETS		100.00		Inv #:	'JULY 22, 2016' Vendor '2994'	
08/18/2016	AP Boyne City Public School/SOBO ARTS FESTIVAL		50.00		Inv #:	'JUNE 17, 2016' Vendor '404'	
08/18/2016	AP PATRICK MCCLEARY/WALKING TOUR		1,200.00		Inv #:	'STMT' Vendor '5095'	
08/23/2016	AP JOE LOPER/Void Invoice JULY 22, 2016 4020		(100.00)		Inv #:	'JUNE 17, 2016' Vendor '4020'	
08/23/2016	AP POTTERY JIM BECKERING/Void Invoice JUNE17, 20016 4975		5.00		Inv #:	'7556' Vendor '4018'	
09/01/2016	AP DECKA DIGITAL/BOYNE BEE		400.00		Inv #:	'AUG. 19, 2016' Vendor '4335'	
09/01/2016	AP JON ARCHAMBAULT/STROLL THE STREETS		100.00		Inv #:	'AUG. 19, 2016' Vendor '2970'	
09/01/2016	AP Jania Taylor/STROLL THE STREETS		125.00		Inv #:	'AUG. 19, 2016' Vendor '5099'	
09/01/2016	AP DANE TOLLAS/STROLL THE STREETS		200.00		Inv #:	'AUG. 19, 2016' Vendor '5084'	
09/01/2016	AP JEFF HUDSON/STROLL THE STREETS		250.00		Inv #:	'AUG. 19, 2016' Vendor '3160'	
09/01/2016	AP Kim Maule/STROLL THE STREETS		400.00		Inv #:	'AUG. 19, 2016' Vendor '4531'	
09/01/2016	AP JOHN SLOUGH/STROLL THE STREETS		100.00		Inv #:	'AUG. 19, 2016' Vendor '4297'	
09/01/2016	AP JERRY BYVILLE/STROLL THE STREETS		400.00		Inv #:	'AUG. 19, 2016' Vendor '3660'	
09/01/2016	AP KAREN BROOKS/STROLL THE STREETS		150.00		Inv #:	'AUG. 26, 2016' Vendor '2948'	
09/01/2016	AP Jeff White/STROLL THE STREETS		150.00		Inv #:	'AUG. 26, 2016' Vendor '4073'	
09/01/2016	AP CAL MANIS/STROLL THE STREETS		250.00		Inv #:	'AUG. 26, 2016' Vendor '4322'	
09/01/2016	AP BRIAN PUROLI/STROLL THE STREETS		400.00		Inv #:	'AUG. 26, 2016' Vendor '4049'	
09/01/2016	AP JOHN WARSZLIER/STROLL THE STREETS		100.00		Inv #:	'AUG. 26, 2016' Vendor '2994'	
09/01/2016	AP Joe Koprivicz/STROLL THE STREETS		119.50		Inv #:	'REIMB' Vendor '4949'	
09/16/2016	AP CINDY JANSSENS/BOYNE APPETIT		100.00		Inv #:	'SEPT. 2, 2016' Vendor '2994'	
09/16/2016	AP Joe Koprivicz/STROLL THE STREETS		225.00		Inv #:	'SEPT. 2, 2016' Vendor '1746'	
09/16/2016	AP Rodney Loper/STROLL THE STREETS		225.00		Inv #:	'SEPT. 2, 2016' Vendor '1334'	
09/16/2016	AP Paul Schmidt/STROLL THE STREETS		250.00		Inv #:	'SEPT. 2, 2016' Vendor '5104'	
09/16/2016	AP MATT GABRIEL/STROLL THE STREETS		250.00		Inv #:	'SEPT. 2, 2016' Vendor '4531'	
09/20/2016	AP JOHN SLOUGH/STROLL THE STREETS		240.00		Inv #:	'1160810729' Vendor '3397'	
09/20/2016	AP MACDONALD GABER BROADCASTING/ADS		60.00		Inv #:	'8603' Vendor '4018'	
09/20/2016	AP DECKA DIGITAL/RESTAURANT WEEK		400.00		Inv #:	'AUG. 26, 2016' Vendor '4335'	
09/20/2016	AP JON ARCHAMBAULT/STROLL THE STREETS		175.00		Inv #:	'JULY 29, 2016' Vendor '4711'	
09/20/2016	AP CAROLINE BARLOW/STROLL THE STREETS		100.00		Inv #:	'SEPT. 2, 2016' Vendor '1284'	
09/20/2016	AP ROBIN LEE BERRY WILLIAMS/STROLL THE STREETS				Inv #:		

GL Number	Description	Orig Budget	Amended Budget	YEAR-TO-DATE THRU 02/28/17	Available Balance	Used %
Expenditures						
Department 731: EXPENDITURES						
09/28/2016	AP BOLT FARMS/PUMPKINS	2016-17	2016-17			
09/28/2016	AP JIM GUNTER/HARVEST FESTIVAL			500.00	Inv #: '334819' Vendor '4062'	
09/28/2016	AP CAL MANIS/HARVEST FESTIVAL			125.00	Inv #: 'SEPT. 24, 2016' Vendor '5065'	
09/28/2016	AP DON MESSERSCHMIDT/HARVEST FESTIVAL			150.00	Inv #: 'SEPT. 24, 2016' Vendor '4073'	
09/28/2016	AP JOHN HOAGLAND/HARVEST FESTIVAL			150.00	Inv #: 'SEPT. 24, 2016' Vendor '4232'	
09/28/2016	AP JEFF LANGE/HARVEST FESTIVAL			250.00	Inv #: 'SEPT. 24, 2016' Vendor '5012'	
10/13/2016	AP KELLERVILLE/HARVEST FESTIVAL			275.00	Inv #: 'SEPT. 24, 2016' Vendor '4484'	
10/27/2016	AP MICHIGAN ARTS CASTINGS/FINAL PAYMENT-LAST RIVER DRAW			160.00	Inv #: '18408' Vendor '3908'	
11/10/2016	AP JIM GUNTER/FALL HARVEST FESTIVAL			5,000.00	Inv #: '296' Vendor '5013'	
11/10/2016	AP THE WOOD SHOP/STROLL THE STREETS			25.00	Inv #: 'SEPT. 24, 2016' Vendor '5065'	
11/10/2016	AP BUGGY DOWN CARRIAGE CO, LLC/X-MAS PARADE			50.00	Inv #: 'BANNERS' Vendor '541'	
11/10/2016	AP Boyne Area Chamber of Commerce/BUCK POLE			100.00	Inv #: 'DEPOSIT' Vendor '4969'	
12/07/2016	AP BOYNE CITY ACE HARDWARE, INC./PROMOTIONS COMMITTEE EVEN			400.00	Inv #: 'PAYMENT' Vendor '4969'	
01/18/2017	AP GOLDIE AND THE SCREAMERS/Void Invoice JULY 8, 2016 5029			40.00	Inv #: 'STMT' Vendor '11'	
01/19/2017	AP Boyne Area Chamber of Commerce/EARLIER THAN THE BIRD			168.93	Inv #: 'STMT' Vendor '9'	
01/19/2017	AP GOLDIE AND THE SCREAMERS/REISSUE =STROLL THE STREETS			(175.00)	Inv #: 'JULY 8, 2016' Vendor '5029'	
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	45,250.00	45,250.00	300.00	Inv #: '40' Vendor '4257'	
248-731-940.000	FACILITIES RENT			157.53	Inv #: '5413, 5412' Vendor '11'	
05/26/2016	AP BOYNE CITY ACE HARDWARE, INC./MAIN STREET RENT			175.00	Inv #: 'JULY 8, 2016' Vendor '5029'	
06/23/2016	AP BOYNE CITY ACE HARDWARE, INC./MAIN STREET RENT			300.00	Inv #: 'JUNE 2016' Vendor '9'	
07/21/2016	AP BOYNE CITY ACE HARDWARE, INC./MAIN STREET OFFICE RENT			300.00	Inv #: 'JULY 2016' Vendor '9'	
08/18/2016	AP BOYNE CITY ACE HARDWARE, INC./MAIN STREET RENT			300.00	Inv #: 'AUG. 2016' Vendor '9'	
09/30/2016	AP BOYNE CITY ACE HARDWARE, INC./MAIN STREET RENT			300.00	Inv #: 'SEPT. 2016' Vendor '9'	
10/27/2016	AP BOYNE CITY ACE HARDWARE, INC./MAIN STREET RENT			300.00	Inv #: 'OCT. 2016' Vendor '9'	
11/22/2016	AP BOYNE CITY ACE HARDWARE, INC./MAIN STREET RENT			300.00	Inv #: 'NOV. 2016' Vendor '9'	
12/21/2016	AP BOYNE CITY ACE HARDWARE, INC./MAIN STREET RENT			300.00	Inv #: 'DEC. 2016' Vendor '9'	
01/19/2017	AP BOYNE CITY ACE HARDWARE, INC./MAIN STREET RENT			300.00	Inv #: 'JAN. 2017' Vendor '9'	
248-731-940.000	FACILITIES RENT	4,800.00	4,800.00	300.00	Inv #: 'FEB. 2017' Vendor '9'	
248-731-942.000	SERVICE MAINTENANCE FEE	75,000.00	75,000.00	2,700.00		2,100.00 56.25
248-731-990.000	LOAN REPAYMENT	6,783.00	6,783.00	0.00		75,000.00 0.00
248-731-991.000	INTEREST	517.00	517.00	0.00		6,783.00 0.00
248-731-992.000	DOWNTOWN LOAN PRINCIPAL PYMT	0.00	0.00	0.00		517.00 0.00
248-731-993.000	INTEREST/DOWNTOWN LOAN	0.00	0.00	0.00		0.00 100.00
Total - Dept 731						
		426,540.00	426,540.00	712,989.30	(286,449.30)	167.16
Total Expenditures						
		426,540.00	426,540.00	712,989.30	(286,449.30)	167.16
NET OF REVENUES AND EXPENDITURES						
		0.00	0.00	98,754.83	(98,754.83)	