

REVISED



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## BOARD MEETING

**April 9, 2015 – 1:00 P.M. Commission Chambers – City Hall**

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES - March 5, 2015 regular meeting
4. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
5. CORRESPONDENCE
6. MAIN STREET COMMITTEE REPORTS
7. MAIN STREET MANAGER'S REPORT
8. UNFINISHED BUSINESS
  - a. DDA Development and TIF Plan Amendment and Brownfield Plan
  - b. Final Work Plan/Goal Setting
9. NEW BUSINESS
  - a. Lake Street Redevelopment Project update-Glen Catt
  - b. Farmer's Market Annual Farm Meal Event Elvyn Lea Lodge Liquor License Request
  - c. Farmer's Market Food Truck Rally Liquor License Request
  - d. Farmer's Market Discussion on Adding Wineries and Meaderies to Vendor List
  - e. 2015-16 Main Street Budget
  - f. Request to renew a one year contract with Mark C's Trees for flower box maintenance \$4000, tree pruning and fertilizing \$350.
  - g. Request to renew a one year contract with Kecia Freed for Graphic Design Services \$300/month
  - h. Downtown Parking
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
  - Next Boyne City Main Street board meeting, Thursday, May 7, 8:30 a.m. at City Hall
  - City Millage Vote May 5, 2015
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*

**Mission Statement:** *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.*

*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  
 March 5, 2015**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY MARCH 5, 2015 AT 8:30 A.M. CITY HALL, 319 NORTH LAKE STREET

**Call to Order**

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

**Roll Call**

Present: Jodie Adams, Michael Cain, Jim Jenson, Larry Lenhart, Rob Swartz, Pat O'Brien, Robin Berry Williams (arrived 8:32 a.m.) and Ben Van Dam (arrived 8:31 a.m.)

**Meeting  
 Attendance**

Absent: Michelle Cortright  
 City Staff: Main Street Director Lori Meeder, Cindy Grice and recording Secretary Karen Seeley

**Excused Absences  
 MOTION**

Public: Three

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**Cain moved Swartz second PASSED UNANIMOUSLY** to excuse Michelle Cortright from today's meeting.

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**Approval of Minutes  
 MOTION**

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**Cain moved Swartz second PASSED UNANIMOUSLY** to approve the February 8, 2015 regular minutes and February 23, 2015 Board Retreat minutes as presented.

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**DDA Development  
 and TIF Plan  
 Amendment and  
 Brownfield  
 Timeline**

Chair O'Brien requested that item 7a. be discussed at this time.

Mac McClelland from Otwell Mawby explained at the February meeting, the board requested additional information relating to the process to amend the DDA Development/TIF Plan and any special considerations for the availability DDA/ TIF for these improvements. He also reviewed the summary of the tasks, completion dates and responsibility. There are considerations of precedent for the authorization of such expenditures and the board may wish to consider certain criteria for which authorization would be made. The board reviewed the suggested considerations for determining which projects may be considered for these additional activities.

- Historic Renovation-the projects include restoration of historic buildings that have local, state or federal historic designation or are eligible for state and /or federal historic tax credits.
- Public Improvements-the project includes public improvements or amenities
- Affordable Housing-the project provides for affordable housing in the downtown
- Property TIF Generation-the allocation of DDA TIF will be limited to the revenues generated by only those parcels that are part of the specific project.

Main Street Director suggested adding blight elimination?

Mac stressed the importance of moving forward in a timely manner. Another key component of the proposed project is accessing Community Development Block Grants through the State of Michigan (CBDG).

Board discussion: Question regarding Main Street using tax dollars on private property? These are considered public facilities. Public facilities are facilities that are accessed by the public. We have to be very careful what criteria we set up, we need to define it. What we set up here will be setting precedence. Do we go by size?

## MOTION

scope of project? How long for repayment? The criteria will be established by the Main Street board.

**Adams moved Lenhart seconded PASSED UNANIMOUSLY** to authorize the preparation of the DDA Development and TIF Plan Amendment adding eligible active criteria established by the Main Street Board and recommend review and approval by the City Commission.

Board discussion regarding criteria; Could we use the criteria justification that we have already done two big projects? Is that legal? The board asked to review another DDA's criteria. Mac has one that he can share with the board. He also stated that moving parallel with the CBDG grant is critical.

## Citizens Comments

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Chamber Director Jim Bauman informed the board that the City Commission has approved the Mushroom Festival Craft beer block party to take place the Thursday before the Mushroom Festival.

## Main Street Committee Reports

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**Promotions:** No meeting. Continue to work on Irish Week March 10-17<sup>th</sup>. Irish dinner at Eagles on the 13<sup>th</sup>.

**Team Boyne:** Mark Warner from the Northern Table (fka Thirsty Goat) was the guest speaker. They hope to be open by Memorial Day. The committee spoke of the community resources that are available to them. Now that we have a new Main Street Director in place, business recruitment is a priority. Friggy's SoBo Pub (fka Pippins) hopes to open in April.

**Organization:** No meeting. Had an additional meeting with the facilitator of the Board Retreat. At the retreat, goals were listed, and now a couple of committee members are trying to come up with a time line for each goal. Boyne Thunder was sold out in 72 hours and will not be open to the public until March 16.

**Design:** The Design Committee reviewed Glen Catt's development. A couple of minor changes were suggested. The committee supported not having to use the trusses that are in the garage.

## Managers Report

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Boyne Arts Collective is looking for a new home. I am meeting with them next week to discuss possible options. They have had a meeting with the new owner of Northern Table and the Theater and he is open to having them locate in his lobby but is hoping for some help from them with fundraising for his marquis.

Boyne Thunder was sold out in less than 48 hours. We have started a waiting list of past participants who couldn't get in – 10 at this point. I have begun some of the necessary permit applications and will work on the DNR and the liquor license within the next week.

Outreach – as a result of my discussions with all of the board members, I have begun to outreach to key stakeholders and am using the suggestions made by the individual board members to decide which meetings to arrange first. I have met with all committee chairs as well as several businesses in town and have more scheduled this week and next. My goal in the next month is to reach out and put together a business recruitment group and define some businesses we want to target for this season.

Also decide what information we should include in a packet to give them quantitative information on the benefits of doing business in Boyne City. Any suggestions in this area would be very helpful.

I will be taking my first run at a preliminary budget for Main Street. Mike has given me the key information that I need to do this. I did have a discussion with the Marketing committee and they shared their budget with me.

## Unfinished Business

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**Walkabout Sculpture Contract:** The board reviewed the exhibit contract and lease agreement for the artist that was recommended by the Design Committee. Board question regarding insurance, is that included at no additional cost? Yes, does it include liability insurance? Yes.

**MOTION**

**Williams moved Adams seconded PASSED UNANIMOUSLY** to authorize the Exhibit contract and lease agreement that is recommended by the Design Committee.

**New Business**

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**City Millage Discussion:** The board received a copy of the ballot language for the Bond Proposal. (Received and filed). If this bond proposal passes, the DDA will receive \$35,000 in TIF capture per year. Some feel that Main Street should contribute to this project. We don't have the money set aside in the budget for this project, so this money could be our contribution. **Adams moved VanDam seconded** to forgo the TIF capture on the millage if the Bond Proposal passes. **Motion Carries.** The citizens are voting for a specific purpose.

**MOTION**

**Good of the Order**

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The Sobo Arts festival is looking for artists.  
Bob Grove hopes to have the outside of the Dilworth done by summer.  
We need to continue to run the water.  
The Welcome Reception for Main Street Director Lori Meeder and Water/Wastewater Superintendent Mark Fowler will be from 5:00 to 6:30 pm at the Freshwater Gallery, March 12, 2015.

**ADJOURNMENT**

**MOTION**

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**Cain moved Adams seconded PASSED UNANIMOUSLY** to adjourn the March 5, 2015 meeting of the Boyne City Main Street Board at 10:32 am.

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Karen Seeley, Recording Secretary

# The Plan

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## GOALS & OBJECTIVES

**GOAL #1**      *Establish and maintain organizational sustainability*

**Objective 1:** Strengthen Board structure, governance and leadership

**Objective 2:** Create an investment fund to assist with community projects

**Objective 3:** Strengthen Main Street program's volunteer base

**Objective 4:** Ensure adequate finances to support Program

**GOAL #2**      *Attract more residents and visitors to downtown Boyne City to improve economic and social activity*

**Objective 1:** Promote business and property investment opportunities while continuing other downtown business development efforts

**Objective 2:** Continue to produce quality events as well as develop new opportunities

**Objective 3:** Expand marketing efforts (including downtown businesses and historic sites) –

**GOAL #3:**      *Ensure development opportunities have the resources they need to succeed*

**Objective 1:** Support the revitalization of the Dilworth, Catt/South Lake project and the Theater

**Objective 2:** Contribute to the development of the Marina Project – Not a lot of progress

**Objective 3:** Assist with the enhancement of Veterans Memorial Park Pavilion

**GOAL #4**      **Provide support for new and existing businesses so they have the resources to succeed**

**Objective 1:** Continue training efforts,  
Team Boyne calling efforts/ business visits  
Expand informal and formal resource network

<b>GOAL #1</b> <i>Establish and maintain organizational sustainability</i>					
<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>LEAD</b>	<b>TIMING</b>	<b>MEASURES OF SUCCESS</b>	<b>STATUS/NOTES</b>
<b>Objective 1:</b> Strengthen Board structure, governance and leadership	<ul style="list-style-type: none"> <li>▪ Establish organizational chart including standing committees</li> <li>▪ Revisit committee descriptions for all committees and define roles and responsibilities for chair positions and committee members</li> <li>▪ Identify additional talents and skills needed to support the work of Main Street</li> <li>▪ Populate Committees as appropriate</li> <li>▪ Reach out to HS Government Teacher about possible youth representation on Board</li> </ul>	<b>Organizational Committee</b>	2 <sup>nd</sup> Qtr		
			2 <sup>nd</sup> Qtr		
			2 <sup>nd</sup> Qtr		
			3 <sup>rd</sup> Qtr		
			4 <sup>th</sup> Qtr		
<b>Objective 2</b> Create an investment fund to assist with community projects	<ul style="list-style-type: none"> <li>▪ Determine projects that would benefit from unrestricted funds</li> <li>▪ Complete MI Main Street Fund Development Training</li> <li>▪ Create a fund development plan including budget and staff/committee structure required for soliciting funds for special projects</li> <li>▪ Research Revolving Loan Fund through MEDC CDBG</li> </ul>	<b>Organizational Committee &amp; Team Boyne</b>	Done		
			TBD		
			4 <sup>th</sup> Qtr		
			4 <sup>th</sup> Qtr		

<b>Objective 3</b> Strengthen Main Street's volunteer base	<ul style="list-style-type: none"> <li>▪ Create the position description for a volunteer coordinator</li> <li>▪ Organize Volunteer Committee</li> <li>▪ Compile a list of volunteer opportunities and job descriptions</li> <li>▪ Establish a volunteer recruitment and orientation process</li> <li>▪ Volunteer Appreciation Event</li> </ul>	<b>Organizational Committee</b>	2nd Qtr  3rd Qtr 3rd Qtr 4th Qtr  4th Qtr		
<b>Objective 4</b> Ensure adequate finances to support Program	<ul style="list-style-type: none"> <li>▪ Identify add'l funding sources to meet financial needs</li> </ul>		3rd Qtr		
<b>GOAL #2</b> <i>Attract more residents and visitors to downtown Boyne City to improve economic and social activity</i>					
<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>LEAD</b>	<b>TIMING</b>	<b>MEASURES OF SUCCESS</b>	<b>STATUS/NOTES</b>
<b>Objective 1</b> Promote business and property investment opportunities	<b><i>Current Businesses</i></b> <ul style="list-style-type: none"> <li>▪ Identify two new YP's to join Team Boyne</li> <li>▪ Develop Business Recruiting Team</li> <li>▪ Develop Wish List of Types of Businesses &amp; Specific Biz to target</li> <li>▪ Develop packets containing</li> </ul>	<b>Team Boyne</b>	2nd Qtr  2nd Qtr 2nd Qtr 2nd Qtr		

	<ul style="list-style-type: none"> <li>quantitative info for recruiting</li> <li>▪ Recruit new businesses</li> </ul>		Ongoing		
<p><b>Objective 2</b> Continue to produce quality events as well as develop new opportunities</p>	<p><b>Existing Downtown Events</b></p> <ul style="list-style-type: none"> <li>▪ Review feedback from Youth and Young Professional groups for existing event enhancement</li> <li>▪ Invite YP to join specific event committees for input/insight</li> </ul> <p><b>New Downtown Opportunities</b></p> <ul style="list-style-type: none"> <li>▪ develop special events to reach other audiences (Youth, YP and Seniors)</li> <li>▪ Review existing community events and determine if there are others that would benefit from Main Street's involvement and support</li> </ul>	Promotions Committee	<p>2<sup>nd</sup> Qtr</p> <p>2<sup>nd</sup> Qtr</p> <p>4<sup>th</sup> Qtr</p> <p>3<sup>rd</sup> Qtr</p>		
<p><b>Objective 3</b> Expand marketing efforts (including downtown businesses and historic sites)</p>	<ul style="list-style-type: none"> <li>▪ Develop Marketing Plan</li> <li>▪ Shop Boyne First Campaign</li> <li>▪ Promote Historic Walking Tour</li> <li>▪ Promote Walkabout Sculpture Tour</li> <li>▪ Review Social Media Reach and Strategies</li> <li>▪ Leverage the Boyne City Main Street brand in all cross promotional efforts, i.e. Boyne Thunder</li> <li>▪ Create a story bank of testimonials on living and doing business in Boyne City</li> <li>▪ Display the Main Street mission on all communication materials and vision when</li> <li>▪ Website development</li> </ul>	Marketing Committee	<p>2<sup>nd</sup> Qtr</p> <p>2<sup>nd</sup> Qtr</p> <p>3<sup>rd</sup> Qtr</p> <p>Ongoing</p> <p>4<sup>th</sup> Qtr</p> <p>Ongoing</p> <p>2<sup>nd</sup> Qtr</p>		

<b>GOAL #3</b> <i>Ensure businesses and development opportunities have the resources they need to succeed</i>					
<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>LEAD</b>	<b>TIMING</b>	<b>MEASURES OF SUCCESS</b>	<b>STATUS/NOTES</b>
<b>Objective 1</b> Support the revitalization of the Dilworth	<ul style="list-style-type: none"> <li>▪ Continue discussions with Bob Grove regarding areas Main Street can offer assistance</li> <li>▪ Determine resources needed for Main Street to contribute to the revitalization of the Dilworth</li> </ul>	<b>Program Director</b>			
<b>Objective 2</b> Contribute to the development of the Marina Project	<ul style="list-style-type: none"> <li>▪ Continue as an integral part of discussions regarding the development of the Marina Project</li> <li>▪ Determine timing of Main Street's financial support of the Marina project and incorporate expense into budget</li> </ul>	<b>Program Director &amp; City Manager</b>			
Continue to support Pavilion Project					
<b>GOAL #4</b> <i>Provide support for new and existing businesses so they have the resources to succeed</i>					
<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>LEAD</b>	<b>TIMING</b>	<b>MEASURES OF SUCCESS</b>	<b>STATUS/NOTES</b>
<b>Objective 1</b> Training as needed <b>Objective 2</b>	<ul style="list-style-type: none"> <li>▪ Succession Planning through Michigan Main Street</li> </ul>	Team Boyne	<b>TBD</b>		

Expand informal and formal resource network	<ul style="list-style-type: none"> <li>▪ Reconnect with identified resource providers</li> <li>▪ Brainstorm additional resource providers</li> </ul>		<p><b>3<sup>rd</sup> Qtr</b></p> <p><b>3<sup>rd</sup> Qtr</b></p>		
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Date: April 9, 2015

To: Main Street Board

From: Farmer's Market Committee

RE: Fourth Annual Farm Meal Resolution of Support

The Fourth Annual Farm meal fundraising event is scheduled for July 25 at Elvyn Lea Lodge in Melrose Township. For the past three years the Market has sponsored a Farm Meal and all have been very successful in terms of fundraising and educating the public on the benefits of eating local foods and supporting local farmers.

The Committee is requesting support of the following:

- The support and endorsement of the event by Boyne City Main Street Program
- A resolution to make application to the Liquor Control Commission for a Special License for the sale of beer and wine for the consumption on premise, to be in effect from 4:00 to 10:00 PM on July 25.

**Recommendation**

The Main Street Board supports and endorses the Farmer's Market Fourth Annual Farm Meal, approve a resolution to make application to the Liquor Control Commission for a Special License for the sale of beer and wine for the consumption on premise, to be in effect from 4:00 to 10:00 PM on July 25, 2015.



Date: April 9, 2015

To: Main Street Board

From: Farmer's Market Committee

RE: Food Truck Rally Resolution of Support

The Food Truck Rally is scheduled for July 16, 2015 to be held at Veteran's Park. See event map/location. This is the second annual event and will feature several food vendors with each using 70% or more local ingredients. The event will also feature live music, many of the market's outstanding artisan food vendors, and beverages served from Michigan breweries and wineries which will require a one-day license from the Liquor Control Commission.

The fundraiser is scheduled five days after Boyne Thunder. The Farmer's Market plans to use the same layout of the orange security fencing required by the LCC to serve alcoholic beverages. All vendors will be inside the fencing. All adults 21 and older will be required to have a wrist band inside the fence. The Farmers Market will have volunteers provide security. Boyne Country Provisions will be assisting with beverage portion of the event. Details regarding admission cost are still being worked out.

. The Committee is requesting support of the following:

- The support and endorsement of the event by Boyne City Main Street Program
- A resolution to make application to the Liquor Control Commission for a Special License for the sale of beer, wine and spirits for the consumption on premise, to be in effect from 4:00 to 10:00 PM on July 16.

### **Recommendation**

The Main Street Board supports and endorses the Farmer's Market Food Truck Rally, approve a resolution to make application to the Liquor Control Commission for a Special License for the sale of beer, wine and spirits for the consumption on premise at Veteran's Park, to be in effect from 4:00 to 10:00 PM on July 16.



City of Boyne City  
Veterans Memorial Park  
Boyne City Main Street  
Farmers Market Fundraiser

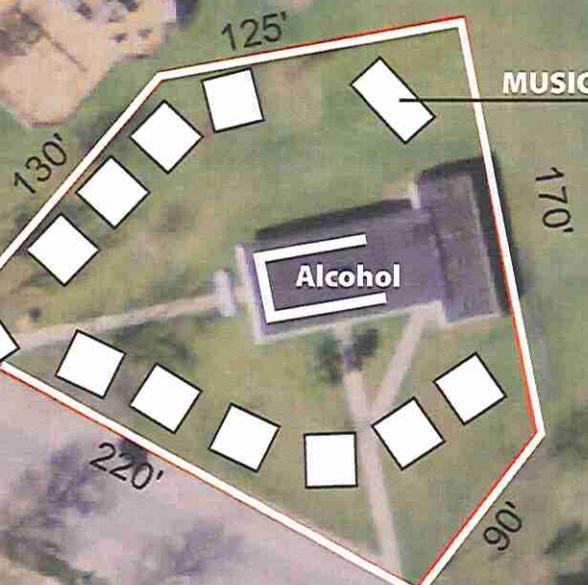
Security: Boyne City  
Main Street Volunteers

**Entrance/exit  
Payment &  
Wrist Band**

**Alcohol**

**MUSIC**

**Area contained by  
4' orange fencing**



# WINE SALES AT MICHIGAN FARMERS MARKETS

Posted on March 25, 2014 by [Montri](#)

**Frequently Asked Questions** *Download the PDF: [Wine Sales at Michigan Farmers Markets 5-13-14](#)*

Public Act 100 allows the Michigan Liquor Control Commission to issue a special permit to small wine makers for them to be able to offer samples and sell wine at Michigan farmers markets.

The following guidelines were developed through collaboration by the Michigan Farmers Market Association (MIFMA), the Michigan Grape and Wine Industry Council and the Michigan Liquor Control Commission (MLCC). These questions and answers are intended to encourage compliance with Commission requirements for market managers that wish to partner with wineries.

## **WHY SHOULD MY FARMERS MARKET PARTNER WITH A SMALL WINE MAKER(S)?**

Inviting a qualified small wine maker(s) to join your farmers market can provide shoppers with additional value added products. Many shoppers enjoy having a greater diversity of products available. The partnership also supports the growing wine industry and Michigan's economy. To learn more: <http://www.michiganwines.com>.

## **WHAT DO I NEED TO CONSIDER BEFORE RECRUITING A SMALL WINE MAKER?**

As a farmers market manager, you should consider whether wine sampling and sales are a fit for your particular location and vendor mix. If your market is located on church or school property, you will need to discuss potential restrictions associated with alcohol. If your farmers market is located in a park or land managed by your local government, you may need to request a waiver if there are current limitations for alcohol on that property. Your first step is to check with your property owner to identify if alcohol sales are allowed or what steps you need to take for wine to be able to be sold at your farmers market.

Be aware that your local police department will need to sign the application the small wine maker submits to the Michigan Liquor Control Commission. Talk with your local police department about how important wine sales are for your farmers market and how, as a market manager, you are prepared to ensure all regulations are followed. It is important that you are confident your local police department will sign the application prior to investing a substantial amount of time in recruiting a qualified small wine maker.

You will also need to review and update your market policy to ensure it allows for the addition of wine sampling and sales. MIFMA encourages you (but you are not required) to focus on recruiting wineries that make wine with Michigan grown fruit. If you allow wine makers not using Michigan grown fruit, MIFMA encourages you to require the vendor to identify to consumers the origin of the fruit.

## **WHAT IS MY ROLE AS A MARKET MANAGER?**

As a market manager you need to:

- Determine whether or not small wine sampling and sales is a good fit for your farmers market.
- Confirm with all market sponsors and partners that they support wine sampling and sales at the market.
- Sign the Farmer's Market Permit completed by the small wine maker approving the activities and provide the small wine maker with a map of your farmers market that identifies the designated area they will be assigned.
- Once the Permit is issued, designate an area (booths, stalls, tables, etc.) specifically for sampling and sales. This is the area that is covered by the small wine maker's bond and liquor liability.
- Verify the small wine maker has the requisite insurance to participate.
- As with all vendors, determine the number of market days the small wine maker will participate and have the small wine maker complete all farmers market paperwork (e.g., farmers market application, vendor contract, etc.) required for participation in your market.

## **WHAT IS THE ROLE OF SMALL WINE MAKER MARKET VENDORS?**

Small wine makers need to:

- Obtain approval to vend from the market manager.
- Secure the permit and required signatures (market manager and police chief or sheriff).
- Ensure compliance with all Michigan Liquor Control Commission rules and regulations.
- Ensure winery staff servers have certification in one of the responsible server training programs approved by the Michigan Liquor Control Commission.

Ensure sampling limits are adhered to: three (3), two (2) ounce samples per person (equivalent to one glass of wine).

## **WHAT TYPE OF PERMITTING IS REQUIRED FOR THE SMALL WINE MAKER?**

Permits are issued to small winemaker licensees by the Michigan Liquor Control Commission and are active for one calendar year for multiple market days at one market location during the year. Re-application each year is required for small wine makers that wish to sample and sell at farmers markets.

The small wine maker is responsible for securing a Farmer's Market Permit. General information, requirements and an application form (Farmer's Market Permit Application LCC-3020) can be obtained at [http://michigan.gov/lara/0,4601,7-154-35299\\_10570--\\_00.html](http://michigan.gov/lara/0,4601,7-154-35299_10570--_00.html)

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**DDA FUND**  
**Fund Code: 248**  
**REVENUES**

See page 56 on 12 Yr History

Code	Account Title	Prior year FYE 2014	Current Year FYE 2015		Proposed FYE 2016
			Budgeted	Projected	
<b>030</b>	<b>REVENUES</b>				
400	Allocated from Fund Balance	0	92,739	0	43,385
405	Property Tax Collections	278,319	278,319	275,754	281,000
579	Grants: State	10,032	0	5,967	0
580	Grants	0	0	4,200	3,700
642	Charges for Services/Fees	0	0	0	0
664	Interest Earnings	1	0	0	0
670	Committee Revenues	23,683	23,500	21,000	18,000
670	Theater Revenue	75	0	0	0
670	Walkabout Sculpture Show	0	2,400	3,900	2,500
675	Contributions	1,500	0	0	0
676	Special Events - Poker Run	26,757	25,000	33,376	30,000
680	Farmers Market Revenues	39,190	33,000	37,000	37,000
	<b>TOTAL</b>	<b>379,557</b>	<b>452,558</b>	<b>381,197</b>	<b>415,585</b>

Summary	Prior FYE 2014	Current FYE 2015	Proposed FYE 2016
Fund Balance, Beginning of Year	30,539	115,206	128,117
Revenues Over (Under) Expenditures	84,667	12,911	(43,385)
Fund Balance, End of Year	115,206	128,117	84,732

**A. LINE ITEM CLARIFICATION**

**405 - Tax Revenues ..... \$ 281,000**

The DDA generates revenue from increases in taxable value within the DDA District that occur after the district was established (1993). It levies a millage equal to those that would ordinarily be levied by other taxing authorities within the district; in other words, these other taxing units forego their increased tax collections in order that the DDA can capture them for improvements within the district. The DDA currently raises income based upon a levy of 24.2296 mills.

**670 - Committee Revenues..... \$ 18,000**

This line item is to cover revenues generated by the four standing Main Street program committees including Design, Economic Restructuring, Promotion, and Organization.

**Mission Statement:**

*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.*

**DOWNTOWN DEVELOPMENT AUTHORITY  
DDA FUND**

**Fund Code: 248  
EXPENDITURES**

See page 57 on 12 Yr History

Code	Account Title	Prior year FYE 2014	Current Year FYE 2015		Proposed FYE 2016
			Budgeted	Projected	
731	EXPENDITURES				
677	Theater Expenditures	80	0	0	0
705	Salaries/Wages	38,550	37,500	34,448	51,800
710	Administration	8	0	0	0
712	Insurance: Life/AD&D	235	250	143	250
713	Medical Insurance	6,948	6,500	2,865	14,507
714	Social Security	3,085	3,200	2,470	4,208
715	Pension Costs	0	0	733	4,400
716	Unemployment	382	168	244	570
719	Sick/Vacation	3,360	4,500	906	3,200
727	Office Supplies	115	500	450	500
728	Office Operating Expense	21	7,500	250	250
729	Office Equipment	0	750	0	250
730	Repairs/Maintenance	130	5,000	0	2,000
732	Membership Dues	3,000	3,450	3,350	3,500
733	Professional Library/Subscriptions	623	500	624	650
740	Utilities/Internet Service	728	940	916	1,000
750	Administrative Service Fee	7,593	7,500	7,500	7,500
760	Design Committee Expenses	73	6,000	2,026	5,000
761	Design Committee Engineering/Consulting	5,250	0	5,250	5,000
762	Design Capital Improvements	23,327	130,500	118,250	40,000
763	Streetscape Amenities	24,608	32,500	22,362	32,500
782	Business Recruitment/Retentions	3,105	15,000	2,542	10,000
790	Farmers Market Expenses	31,143	33,000	22,308	65,500

811	Boyne Thunder Expenses	19	0	0	0
812	Organization Committee Expenses	6,376	3,000	1,331	8,000
818	Contracted Services	0	0	520	500
870	Education/Travel	7,520	8,000	1,659	5,000
900	Advertising/Publishing	8,611	15,800	12,800	15,000
902	Promotions Committee Expenses	4,629	13,600	9,950	13,600
910	Promotions Committee Events	29,472	31,000	28,489	35,000
940	Facilities Rent	3,600	3,600	3,600	3,600
942	Service/Maintenance Fee	75,000	75,000	75,000	75,000
992	Downtown Loan Principal Repayment	5,979	6,235	6,000	6,000
993	Interest/Downtown Loan	1,322	1,065	1,300	1,300
<b>TOTAL</b>		<b>294,892</b>	<b>452,558</b>	<b>368,286</b>	<b>415,585</b>

**A. LINE ITEM CLARIFICATION**

**727 – Office Supplies..... \$ 500**

This line item covers costs for operating the Main Street Program office.

**728 – Office Operating Expense..... \$ 250**

This line item is to cover costs of an employee to assist with work of the program including website updates, committee meetings, promotion and marketing activities, and general office tasks

**760 – Design Committee Expenses..... \$ 5,000**

This line item is to cover costs for projects of the Design Committee including Buff Up Boyne, and design education

**762– Design Capital Improvements ..... \$ 40,000**

This line item includes \$15,000 for façade grants, \$15,000 for the Pavilion, \$3,000 for the Boyne Avenue entry and \$7,000 for maintenance and repairs.

**763 – Streetscape Amenities ..... \$ 32,500**

This line item is to cover costs for items including way-finding signage, banners, benches, trash cans, other street furniture and similar items.

**812 – Organization Committee Expenses ..... \$ 8,000**

This line item includes \$7,000 for website development and maintenance, \$500 for volunteer management and \$500 for public relations.

**902 – Promotion Committee Expenses ..... \$ 13,600**

This line item is to cover costs for Promotions Committee including the bike patrol, printed materials such as brochures and postcards, and other image building projects.

**910 – Promotion Committee Events..... \$35,000**

This line item is to cover costs for downtown festivals and events including Stroll the Streets, Mushroom Festival, Harvest Festival and similar activities

**992 – Downtown Loan Principal Repayment..... \$ 6,000**

**993 - Interest ..... \$ 1,300**

These two line items represent debt service payments on the funds that were borrowed for the 2007 and 2008 projects.

*\*Revised March 24, 2015*

**BOYNE THUNDER FUND****Fund Code: 242****REVENUES**

<b>Code</b>	<b>Account Title</b>	<b>2013 Event</b>	<b>2014 Event</b>	<b>Proposed 2015 Event</b>
676.100	Beverage Sales	0	0	0
676.200	Registrations	85,000	98,625	89,900
676.220	50 / 50 Drawing Proceeds	1,500	525	500
676.250	Auction Proceeds	25,450	24,700	25,000
676.270	Bar Proceeds	5,391	7,044	9,000
676.280	Dinner Proceeds	220	700	800
676.290	Merchandise Sales	9,737	11,508	12,500
676.340	Sponsorship	51,150	89,150	110,000
676.345	Misc Drawings	0	2,388	0
676.350	Expense Reimbursement	9,120	0	0
<b>TOTAL</b>		<b>187,568</b>	<b>234,640</b>	<b>247,700</b>

# BOYNE THUNDER

Fund Code: 242

## EXPENDITURES

Code	Account Title	2013 Event	2014 Event	Proposed 2015 Event
811.000	Boyne Thunder Expenditures	1,567	0	1,500
811.050	Bank Service Charges	0	3,921	3,000
811.200	Merchandise	17,031	24,572	25,000
811.210	Camp Quality / Non Profit Partner	49,691	61,985	75,000
811.220	Contract Labor	400	860	1,000
811.230	DJ Expense	1,000	1,000	1,000
811.240	Insurance	3,950	3,823	4,000
811.250	License and Permits	50	200	200
811.260	Meals, Beverages & Entertainment	43,120	57,790	65,000
811.270	Advertising, Publishing, Printing	2,130	4,696	5,500
811.290	Sales Tax	4,509	3,805	4,000
811.300	Supplies	1,239	2,515	2,000
811.305	Utilities / Web Design	758	980	1,000
811.310	Tent Rental	3,700	4,908	4,000
811.320	Utilities	415	413	500
811.350	Prizes Paid	4,000	6,000	6,000
811.360	Dockage Fees	850	2,467	3,000
811.370	Refund	6,575	6,225	0
811.380	Auction Expenses	9,270	2,681	3,000
811.385	Aerial Filming	9,128	12,423	13,000
811.390	Paypal Expenses	1,428	0	0
811.395	Transfer to Main Street Fund	26,757	33,376	30,000
TOTAL		187,568	234,640	247,700

Boyne Thunder is a fund-raising initiative for Main Street in partnership with Camp Quality and Challenge Mountain. Revenues are generated from registration fees; food, beverage and merchandise sales; special events like the champagne cruise and auction; donations; and sponsorships. The weekend event is in its 12th year in 2015

#### **A. LINE ITEM CLARIFICATION**

##### **Expenditures**

200 – Merchandise: This is for clothing, boat numbers, participant gifts (as part of the registration fee all boaters receive a gift), poker-hand cards.

210 – Camp Quality / non-profit partner: This is the distribution of net proceeds.

220 – Contract labor: Payment to bartenders.

230 – DJ Expense: Music and sound system for weekend activities

240 – Insurance: One-day coverage for all on-water activities

250 – Permits: Cost for two-day liquor license

260 – Food and Entertainment: Covers all food and beverage expenses Friday evening through Saturday evening. All participant fees include two evenings meals, plus breakfast and lunch on Saturday.

270 – Advertising/Marketing: Includes website, newspaper, radio advertising, posters, banners and promotional materials.

290 – Sales tax: This is paid on food and beverage sales

300 – Supplies: This cover trash dumpsters, portable toilets, etc.

310 – Tent Rental: The covers the large tent set up in Veteran's Park, plus all tables and chairs for seating 350-400 guests

350 – Prizes paid: This is the payback for the top three poker hands

360 – Dockage Fees: Cost associated with weekend docking for seasonal boaters in City Marina

# Downtown Public Parking Areas

- Unlimited
- 15 Minute Limit
- 2 Hour Limit
- Employee Preferred

September 19, 2013

