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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

February 11, 2016 – 8:30 A.M. Commission Chambers – City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES - January 7, 2016 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 - None
8. NEW BUSINESS
 - a. Board Officer Nominations and Approvals
 - b. DDA Financial Report 1/31/16
 - c. Budget Review – DDA, Boyne Thunder and Farmer’s Market
 - d. Part-Time Administrative Assistant and Farm Market Manager
 - e. Main Street Office Location
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
 - The Last River Draw Crowdfunding Site is now live!
 - Fundraising Events for the Last River Draw:
 1. Feb 11 Boyne River Inn 3 pm to close – 50% of proceeds
 2. Feb 12 Café Sante 3 pm to close – 10% of proceeds
 3. Feb 13 – Family Fare Bottle Drive 11 am to 2 pm – 100% of proceeds
 4. Feb 27 – BC Lanes 10 am to 1 pm - 50% of proceeds
 5. March 23 – Friggy’s To Host an Adult Spelling Bee Contest and Pasty Party
 - MS Board Meeting, March 3, 2016, 8:30 a.m., City Hall
12. ADJOURNMENT

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



Approved: _____

**Meeting of
January 7, 2016**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY JANUARY 7, 2016 AT 8:30 AM. CITY HALL, 319 NORTH LAKE STREET

Call to Order

Chair O'Brien called the meeting to order at 8:32 a.m.

Roll Call

Present: Jodie Adams, Michael Cain, Michelle Cortright, Larry Lenhart, Pat O'Brien and Ben VanDam

**Meeting
Attendance**

Absent: Robin Berry-Williams, Jim Jenson and Rob Swartz

City Staff: Main Street Director Lori Meeder, Assistant Planning/Zoning Administrator Patrick Kilkenny and Recording Secretary Pat Haver

Public: Three

**Excused Absence(s)
MOTION**

Cain moved Adams seconded, **PASSED UNANIMOUSLY** to excuse the absence(s) of Berry-Williams, Jenson and Swartz

**Approval of Minutes
MOTION**

Cain moved Adams second **PASSED UNANIMOUSLY** to approve the December 3, 2015 regular minutes and the December 16, 2015 special meeting minutes as presented.

**Citizens
Comments**

None

Correspondence

Included in the agenda packet was a letter from Sara & Tim Manchester in response to the Design Committee's recommendations for the Old Train Depot on Ray St.

**Committee
Reports**

- *Organizational Committee:* Work plans have been submitted for review and comment later in the meeting. A volunteer is needed to spearhead the Volunteer Appreciation event with a timeframe sometime after Labor Day
- *Budget:* Meeder is working on the annual budget with a draft coming to the board in February or more than likely March
- *Office location:* Discussion to occur next month
- *Design Committee:* Was approached by a Mosaic Mural Artist who will be moving to Boyne City permanently and would like to donate a 4ft x 6ft mural. What kind of design and possible placement location. No cost to the board except for materials. Carpentree/Bill Noblett façade grant has been rescinded and is no longer available to him as his extension time has run out.

Manager's Report

Main Street Director Meeder gave the Manager's Report on the following topics:

- The Last River Draw –We are still waiting for permits from the DEQ and from the US Army Corp. We did receive a \$25,000 grant from the MEDC and will have 60 days to raise matching funds once the crowdfunding site goes live.

- Walkabout Sculpture Show – In the planning stages for next year’s installations as well at a celebration of those that were in Boyne this past year. Going to apply for grant funds to help furnish a stipend to the artist for transportation and set up costs and to update the brochure. Each current sculpture is for sale with 10% going to Main Street.
- Dilworth Hotel – Did travel to Lansing to receive the official approval from the MEDC for the \$1 million dollar grant.
- Catt Development – His project is moving along with hopes of having 7 Monks in place by the end of April. The project is about a week away from final approval on his \$500,000 MEDC grant.
- Board Orientation – Meeder and O’Brien spent time with the newly appointed members Chris Bandy and Don Ryde reviewing the board manual. Any board members that wish to mentor, please reach out to them in the next few months.
- Work Plans – The various committees submitted work plans which came about through the goal setting session in October. Further discussion will be held later in the meeting.
- Chocolate Covered WinterFest – Because the two separate events are only a couple weeks apart, this year the decision was made to combine them. The event will be held on February 12th and 13th; planning decisions are being finalized and marketing and advertising need to begin soon.
- Wine Wednesday – Kicked off this week, and it seemed to be a success; all 8 purveyors seemed to be happy with the turnout.
- Stroll the Streets – Sponsorship letters will be going out soon. The patron sponsorship level will be raised to \$250.00; still a great advertising tool for not a lot of money for 13 weeks of foot traffic downtown from thousands of visitors each week.
- Website Development – is moving along a bit slower than anticipated. The BT website needs to be up and running quickly as sponsor inquiries are already coming in.
- Budget Process – Paperwork was received from Cindy Grice so will be working on a draft for the board to look at in February or March.
- Search is on for a summer design committee intern. Volunteer Job Postings have been created and placed. This intern can be utilized in various ways.
- Part Time Assistant & Market Manager – Meeder is still working on the job description; ideally combining the positions to create a decent job for someone filling both positions.

None

Unfinished Business

New Business

**Stigg’s Brewing
Company Re-
development Liquor
License
MOTION**

Stigg’s Brewing Company has asked the City to consider allowing them to purchase a redevelopment on-premise Class C liquor license for the new restaurant and brewery. Pursuant to Public Act 501 of 2006 under the MCL 436.1521a(1)(b), the Michigan Liquor Control Commission may issue new public on-premise redevelopment liquor licenses within the downtown development district through local units of government. **Adams moved, VanDam seconded, PASSED UNANIMOUSLY**, to recommend to the City Commission the approval of a resolution recommending the application for a redevelopment on-premise Class C license for Stigg’s Brewing Company to be located at 112 S. Park Street, Boyne City, MI pursuant to Public Act 501 of 2006 and issued under MCL 436.1521 a(1)(b).

**Board Officer
Nominations and
Approvals**

Tabled until the February meeting

**Fund Development
Training Documents
And
Work Plans for
2016/2017**

A comprehensive report was submitted by Patrice Martin with Nonprofit Network. The board felt the information was enlightening and there were a lot of good suggestions.

A Work Plan for 2016/2017 was attached for the different committees to reference and work on. Some suggestions to be considered were quarterly review of the financial reports, new board member orientation sessions and joint review between committees. Let Lori know if you have any questions or comments. **Cortright moved, Adams seconded, PASSED UNANIMOUSLY** to accept the 2016/2017 Work Plan as presented.

MOTION

**Michigan Main Street
Dates for 2016**

Included in the agenda packet was a list of dates for 2016. As the National Main Street Conference will be held in Milwaukee Wisconsin from May 23rd to 25th, Meeder would like to have as many members attend as possible, a contingency of 4 or 5 would be great. Let her know if you are interested in attending. The second important date of Boyne City is the Year End Accreditation meeting to be held on Thursday, September 22nd. In years past, this has entailed a board meeting in the morning with sub committee meetings in the afternoon. It was determined by the board that this schedule would work again, so Meeder will set the meetings up.

**Bill Noblett Façade
Grant**

Carpentree/Bill Noblett façade grant has expired and been rescinded and is no longer available to him as his extension time has run out.

**Support Letter for Ann
Arbor to Traverse City
Rail Study**

Groundwork is working with citizens and public officials to build local and legislative support for a 2016 passenger rail feasibility study to determine what resources are needed to bring back the rail connection between Ann Arbor and Traverse City. A 2009 Grand Valley State University study found that Michigan cities with once a day train service boosted their downtown economies and it was determined that Traverse City was the Number 1 destination for train travel. This rail plan will also include a sub route to Petoskey through Boyne Falls. This could be a great economic boost to not only Boyne City but the surrounding communities. Letters of support are being gathered and the City has been asked to provide one as well. **Adams moved, Cortright seconded, PASSED UNANIMOUSLY**, to write a letter of support for the Ann Arbor to Traverse City rail study and recommend that the City Commission do so also.

MOTION

With a round of applause and well wishes a Certificate of Appreciation was presented to Larry Lenhart for his dedicated service, valuable insight, advice, and hard work on the Main Street Board which has made Boyne City a better community. Due to his absence, a certificate will be presented to Jim Jensen at another opportunity.

**Good of the Order
Announcements**

- A lot of huge and good things are happening in Boyne, and look for more things to happen in 2016.
- Community Wide Goal Setting Session will be January 14, 2016 at 6:00 pm at St. Matthew's Fellowship Hall
- MS Board Meeting will be February 11, 8:30 am *** Note the date change to the 2nd Thursday this month.

O'Brien adjourned the January 7, 2016 meeting of the Boyne City Main Street Board at 9:33 a.m.

**ADJOURNMENT
MOTION**



Date: February 11, 2016

To: Pat O'Brien and Main Street Board Members

From: Lori J. Meeder, Main Street Executive Director

RE: Board Officer Recommendations

Overview

At the January board meeting of each year, officers are nominated and installed for the following year, starting with the February board meeting.

Recommendation

After discussion as a committee and with the individuals, the organization committee recommends that the Main Street Board elect Pat O'Brien as Chair and Michelle Cortright as Vice-Chair to begin their service at the next board meeting in February.

User: Shelly
DB: Boyne City

PERIOD ENDING 02/29/2016

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2016 (ABNORMAL)	MONTH 02/29/2016 INCREASE	(DECREASE)	BALANCE (ABNORMAL)	
Fund 213 - FARMERS MARKET FUND							
Revenues							
Dept 030-REVENUES							
213-030-579.000	GRANTS-STATE/FEDERAL	0.00	3,052.00	0.00		(3,052.00)	100.00
213-030-642.000	MISC INCOME	0.00	6,268.00	0.00		(6,268.00)	100.00
213-030-642.100	BAG SALES	0.00	170.00	35.00		(170.00)	100.00
213-030-642.150	DONATIONS	0.00	667.50	0.00		(667.50)	100.00
213-030-642.200	FARM MEAL	0.00	460.00	0.00		(460.00)	100.00
213-030-642.250	FOOD TRUCK RALLY	0.00	11,775.95	0.00		(11,775.95)	100.00
213-030-642.300	HOOK & COOK	0.00	300.00	0.00		(300.00)	100.00
213-030-642.400	MEAL SPONSORSHIP	0.00	2,200.00	0.00		(2,200.00)	100.00
213-030-642.450	MEAL TICKET	0.00	6,205.00	0.00		(6,205.00)	100.00
213-030-642.500	POINSETTIA SALES	0.00	468.00	26.00		(468.00)	100.00
213-030-642.600	T-SHIRTS	0.00	537.00	0.00		(537.00)	100.00
213-030-642.650	MARKET MONEY PURCHASE\	0.00	1,140.00	0.00		(1,140.00)	100.00
213-030-642.700	DAILY VENDOR FEE	0.00	169.00	0.00		(169.00)	100.00
213-030-642.725	VENDOR FEE SUMMER 10 FT	0.00	9,749.00	0.00		(9,749.00)	100.00
213-030-642.750	VENDOR FEE-SUMMER 20 FT	0.00	3,985.00	0.00		(3,985.00)	100.00
213-030-642.775	VENDOR FEE - WINTER	0.00	3,059.00	408.00		(3,059.00)	100.00
Total Dept 030-REVENUES		0.00	50,205.45	469.00		(50,205.45)	100.00
TOTAL Revenues		0.00	50,205.45	469.00		(50,205.45)	100.00
Expenditures							
Dept 040-EXPENDITURES							
213-040-727.000	SUPPLIES	0.00	88.38	0.00		(88.38)	100.00
213-040-730.000	COMPUTER/INTERNET EXPENSES	0.00	100.00	0.00		(100.00)	100.00
213-040-731.000	POSTAGE	0.00	38.16	0.00		(38.16)	100.00
213-040-732.000	MEMBERSHIP DUES/MML	0.00	250.00	250.00		(250.00)	100.00
213-040-740.000	BARN EXPENSES	0.00	39.33	4.81		(39.33)	100.00
213-040-750.150	BAG MATERIALS	0.00	368.16	0.00		(368.16)	100.00
213-040-750.200	FARM MEAL	0.00	4,085.00	0.00		(4,085.00)	100.00
213-040-750.250	FOOD TRUCK RALLY	0.00	5,230.05	0.00		(5,230.05)	100.00
213-040-750.260	POINSETTIA FUNDRAISER	0.00	315.55	315.55		(315.55)	100.00
213-040-750.275	T SHIRTS PRINTING	0.00	458.80	0.00		(458.80)	100.00
213-040-750.300	MARKET MONEY	0.00	655.00	25.00		(655.00)	100.00
213-040-750.350	OUTDOOR MARKET	0.00	648.94	0.00		(648.94)	100.00
213-040-750.360	OUTDOOR MARKET MUSIC	0.00	930.98	0.00		(930.98)	100.00
213-040-750.370	SNAP REIMBURSEMENT	0.00	3,450.00	0.00		(3,450.00)	100.00
213-040-750.380	DOUBLE UP FOOD BUCKS	0.00	2,380.00	0.00		(2,380.00)	100.00
213-040-750.390	SENIOR PROJECT FRESH	0.00	1,514.00	0.00		(1,514.00)	100.00
213-040-750.400	WIC	0.00	2,180.00	0.00		(2,180.00)	100.00
213-040-770.000	SNAP	0.00	543.55	0.00		(543.55)	100.00
213-040-771.000	VENDOR REIMBURSEMENT	0.00	541.00	0.00		(541.00)	100.00
213-040-870.000	TRAINING AND SCHOOLS	0.00	15.00	0.00		(15.00)	100.00
213-040-900.000	ADVERTISING/PUBLSHNG/ORDINANCE	0.00	1,610.50	0.00		(1,610.50)	100.00
213-040-900.200	PROMOTION PRINTING	0.00	11.00	0.00		(11.00)	100.00
213-040-900.300	SUMMER PROMOTION	0.00	300.00	0.00		(300.00)	100.00
213-040-900.400	WINTER PROMOTION	0.00	211.76	0.00		(211.76)	100.00
Total Dept 040-EXPENDITURES		0.00	25,965.16	595.36		(25,965.16)	100.00
TOTAL Expenditures		0.00	25,965.16	595.36		(25,965.16)	100.00

PERIOD ENDING 02/29/2016

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2016 NORMAL (ABNORMAL)	MONTH 02/29/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 213 - FARMERS MARKET FUND								
Fund 213 - FARMERS MARKET FUND:								
	TOTAL REVENUES	0.00	50,205.45	469.00	(50,205.45)	100.00		
	TOTAL EXPENDITURES	0.00	25,965.16	595.36	(25,965.16)	100.00		
	NET OF REVENUES & EXPENDITURES	0.00	24,240.29	(126.36)	(24,240.29)	100.00		

User: Shelly

DB: Boyne City

PERIOD ENDING 02/29/2016

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2016 (ABNORMAL)	MONTH 02/29/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
Fund 242 - BOYNE THUNDER FUND							
Revenues							
Dept 030-REVENUES							
242-030-675.000	REVENUES	0.00	22.80	0.00		(22.80)	100.00
242-030-676.200	REGISTRATIONS	89,900.00	34,680.73	0.00		55,219.27	38.58
242-030-676.220	50 / 50 DRAWING PROCEEDS	500.00	1,040.00	0.00		(540.00)	208.00
242-030-676.250	AUCTION PROCEEDS	25,000.00	17,575.00	0.00		7,425.00	70.30
242-030-676.270	BAR PROCEEDS	9,000.00	7,451.37	0.00		1,548.63	82.79
242-030-676.280	DINNER PROCEEDS	800.00	1,740.00	0.00		(940.00)	217.50
242-030-676.290	MERCHANDISE SALES	12,500.00	15,034.00	0.00		(2,534.00)	120.27
242-030-676.295	ROOM RENTAL REVENUES	0.00	3,307.90	0.00		(3,307.90)	100.00
242-030-676.340	SPONSORSHIP	110,000.00	131,500.00	28,500.00		(21,500.00)	119.55
Total Dept 030-REVENUES		247,700.00	212,351.80	28,500.00		35,348.20	85.73
TOTAL Revenues		247,700.00	212,351.80	28,500.00		35,348.20	85.73
Expenditures							
Dept 040-EXPENDITURES							
242-040-811.000	BOYNE THUNDER EXPENDITURES	1,500.00	2,174.52	0.00		(674.52)	144.97
242-040-811.050	BANK SERVICE CHARGES	3,000.00	0.00	0.00		3,000.00	0.00
242-040-811.060	AUCTION EXPENDITURES	0.00	1,625.00	0.00		(1,625.00)	100.00
242-040-811.200	MERCHANDISE	25,000.00	29,312.50	0.00		(4,312.50)	117.25
242-040-811.210	CAMP QUALITY	75,000.00	56,652.28	0.00		18,347.72	75.54
242-040-811.215	CHALLENGE MOUNTAIN	0.00	10,300.42	0.00		(10,300.42)	100.00
242-040-811.220	CONTRACT LABOR	1,000.00	620.00	0.00		380.00	62.00
242-040-811.230	DJ EXPENSE	1,000.00	1,000.00	0.00		0.00	100.00
242-040-811.240	INSURANCE	4,000.00	4,107.75	0.00		(107.75)	102.69
242-040-811.250	LICENSES AND PERMITS	200.00	50.00	0.00		150.00	25.00
242-040-811.260	MEALS AND ENTERTAINMENT	65,000.00	60,650.09	0.00		4,349.91	93.31
242-040-811.265	ALCOHOL / LIQUOR EXPENSE	0.00	8,120.98	0.00		(8,120.98)	100.00
242-040-811.270	ADVERTISING AND PUBLISHING	5,500.00	5,868.50	0.00		(368.50)	106.70
242-040-811.290	SALES TAX	4,000.00	4,910.14	0.00		(910.14)	122.75
242-040-811.300	SUPPLIES	2,000.00	683.33	0.00		1,316.67	34.17
242-040-811.305	UTILITIES / WEB DESIGN	1,000.00	2,464.00	900.00		(1,464.00)	246.40
242-040-811.310	TENT & STORAGE RENTAL	4,000.00	6,195.00	0.00		(2,195.00)	154.88
242-040-811.320	UTILITIES	500.00	0.00	0.00		500.00	0.00
242-040-811.350	PRIZES PAID	6,000.00	6,000.00	0.00		0.00	100.00
242-040-811.360	DOCKAGE FEES	3,000.00	2,267.00	0.00		733.00	75.57
242-040-811.370	REFUND	0.00	1,304.00	0.00		(1,304.00)	100.00
242-040-811.380	AUCTION EXPENSES	3,000.00	2,467.00	0.00		533.00	82.23
242-040-811.385	AERIAL FILMING	13,000.00	13,707.30	0.00		(707.30)	105.44
242-040-811.390	PAYPAL EXPENSES	0.00	3,190.59	0.00		(3,190.59)	100.00
242-040-811.395	TRANSFER TO MAIN STREET FUND	30,000.00	36,051.44	0.00		(6,051.44)	120.17
Total Dept 040-EXPENDITURES		247,700.00	259,721.84	900.00		(12,021.84)	104.85
TOTAL Expenditures		247,700.00	259,721.84	900.00		(12,021.84)	104.85
Fund 242 - BOYNE THUNDER FUND:							
TOTAL REVENUES		247,700.00	212,351.80	28,500.00		35,348.20	85.73
TOTAL EXPENDITURES		247,700.00	259,721.84	900.00		(12,021.84)	104.85
NET OF REVENUES & EXPENDITURES		0.00	(47,370.04)	27,600.00		47,370.04	100.00

PERIOD ENDING 02/29/2016

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)	MONTH 02/29/2016 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		

PERIOD ENDING 02/29/2016

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BGDG USED
		AMENDED BUDGET	02/29/2016 (ABNORMAL)	MONTH 02/29/2016 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000							
248-000-400.000	ALLOCATION FROM CUR YR FD BAL	43,385.00	0.00	0.00		43,385.00	0.00
Total Dept 000		43,385.00	0.00	0.00		43,385.00	0.00
Dept 030-REVENUES							
248-030-405.000	CURRENT YEAR TAXES	281,000.00	244,577.53	0.00		36,422.47	87.04
248-030-579.000	GRANTS: STATE	0.00	3,000.00	0.00		(3,000.00)	100.00
248-030-580.000	GRANTS	3,700.00	0.00	0.00		3,700.00	0.00
248-030-670.000	PROMOTIONS COMMITTEE REVENUE	18,000.00	19,376.44	0.00		(1,376.44)	107.65
248-030-670.300	WALKABOUT SCULPTURE SHOW	2,500.00	400.00	0.00		2,100.00	16.00
248-030-675.000	CONTRIBUTIONS	0.00	53.00	0.00		(53.00)	100.00
248-030-676.000	SPECIAL EVENTS - POKER RUN	30,000.00	36,051.44	0.00		(6,051.44)	120.17
248-030-680.000	FARMER'S MARKET REVENUES	37,000.00	0.00	0.00		37,000.00	0.00
Total Dept 030-REVENUES		372,200.00	303,458.41	0.00		68,741.59	81.53
TOTAL Revenues		415,585.00	303,458.41	0.00		112,126.59	73.02
Expenditures							
Dept 731-EXPENDITURES							
248-731-705.000	SALARIES/WAGES	51,800.00	50,930.32	3,017.60		869.68	98.32
248-731-712.000	INSURANCE: LIFE/AD&D	250.00	235.02	25.32		14.98	94.01
248-731-713.000	MEDICAL INSURANCE	14,507.00	12,172.80	458.64		2,334.20	83.91
248-731-714.000	SOCIAL SECURITY	4,208.00	3,770.29	219.53		437.71	89.60
248-731-715.000	PENSION	4,400.00	3,384.40	169.22		1,015.60	76.92
248-731-716.000	UNEMPLOYMENT	570.00	6.65	0.00		563.35	1.17
248-731-719.000	SICK/VACATION	3,200.00	1,057.60	0.00		2,142.40	33.05
248-731-727.000	OFFICE SUPPLIES	500.00	190.21	0.00		309.79	38.04
248-731-728.000	OFFICE OPERATING EXPENSES	250.00	0.00	0.00		250.00	0.00
248-731-729.000	OFFICE EQUIPMENT	250.00	0.00	0.00		250.00	0.00
248-731-730.000	REPAIRS/MAINTENANCE	2,000.00	50.00	0.00		1,950.00	2.50
248-731-732.000	MEMBERSHIP DUES	3,500.00	3,350.00	0.00		150.00	95.71
248-731-733.000	PROFESSIONAL LIBRARY/SUBSCRIPT	650.00	0.00	0.00		650.00	0.00
248-731-740.000	UTILITIES/INTERNET SERVICE	1,000.00	549.30	0.00		450.70	54.93
248-731-750.000	ADMINISTRATIVE FEE	7,500.00	3,750.00	0.00		3,750.00	50.00
248-731-760.000	DESIGN COMM EXPENSES	5,000.00	389.47	0.00		4,610.53	7.79
248-731-761.000	DESIGN ENGIN/CONSULTING	5,000.00	5,000.00	0.00		0.00	100.00
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	40,000.00	3,079.04	0.00		36,920.96	7.70
248-731-763.000	STREETScape AMENITIES	32,500.00	17,418.02	0.00		15,081.98	53.59
248-731-782.000	BUSINESS RECRUITMENT/RETENTION	10,000.00	0.00	0.00		10,000.00	0.00
248-731-790.000	FARMERS MARKET EXPENSES	65,500.00	(493.00)	0.00		65,993.00	(0.75)
248-731-812.000	ORGANIZATION COMM EXPENSES	8,000.00	6,513.79	0.00		1,486.21	81.42
248-731-818.000	CONTRACTED SERVICES	500.00	0.00	0.00		500.00	0.00
248-731-870.000	EDUCATION/TRAVEL	5,000.00	824.38	0.00		4,175.62	16.49
248-731-900.000	ADVERTISING/PUBLISHING	15,000.00	8,536.31	0.00		6,463.69	56.91
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	13,600.00	5,871.97	0.00		7,728.03	43.18
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	35,000.00	34,249.83	282.50		750.17	97.86
248-731-940.000	FACILITIES RENT	3,600.00	2,700.00	0.00		900.00	75.00
248-731-942.000	SERVICE MAINTENANCE FEE	75,000.00	0.00	0.00		75,000.00	0.00
248-731-992.000	DOWNTOWN LOAN PRINCIPAL PYMT	6,000.00	0.00	0.00		6,000.00	0.00
248-731-993.000	INTEREST/DOWNTOWN LOAN	1,300.00	0.00	0.00		1,300.00	0.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 02/29/2016

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	02/29/2016 (ABNORMAL)	MONTH 02/29/2016 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
	Total Dept 731-EXPENDITURES	415,585.00	163,536.40		4,172.81		252,048.60	39.35
TOTAL Expenditures		<u>415,585.00</u>	<u>163,536.40</u>		<u>4,172.81</u>		<u>252,048.60</u>	<u>39.35</u>
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
	TOTAL REVENUES	415,585.00	303,458.41		0.00		112,126.59	73.02
	TOTAL EXPENDITURES	<u>415,585.00</u>	<u>163,536.40</u>		<u>4,172.81</u>		<u>252,048.60</u>	<u>39.35</u>
	NET OF REVENUES & EXPENDITURES	0.00	139,922.01		(4,172.81)		(139,922.01)	100.00
TOTAL REVENUES - ALL FUNDS								
	TOTAL REVENUES - ALL FUNDS	663,285.00	566,015.66		28,969.00		97,269.34	85.34
TOTAL EXPENDITURES - ALL FUNDS		<u>663,285.00</u>	<u>449,223.40</u>		<u>5,668.17</u>		<u>214,061.60</u>	<u>67.73</u>
NET OF REVENUES & EXPENDITURES		0.00	116,792.26		23,300.83		(116,792.26)	100.00

DOWNTOWN DEVELOPMENT AUTHORITY
DDA FUND
Fund Code: 248
REVENUES

Code	Account Title	Prior year FYE 2015	Current Year FYE 2016		Proposed FYE 2017
			Budgeted	Projected	
030	REVENUES				
400	Allocated from Fund Balance	0	43,385		42,623
405	Property Tax Collections	275,754	281,000	293,106	290,000
579	Grants: State	5,967	0	0	25,000
580	Grants	4,200	3,700	4,500	4,500
670	Committee Revenues	14,983	18,000	21,000	23,000
670	Walkabout Sculpture Show/Logger	5,100	2,500	25,500	6,000
675	Contributions	7		53	0
676	Special Events – Poker Run	33,377	30,000	36,051	36,417
680	Farmers Market Revenues	35,439	37,000	0	0
TOTAL		374,827	415,585	380,210	427,540

Summary	Prior FYE 2015	Current FYE 2016	Proposed FYE 2017
Fund Balance, Beginning of Year	115,206	128,117	223,071
Revenues Over (Under) Expenditures	12,911	94,954	-42,623
Fund Balance, End of Year	128,117	223,071	180,448

A. LINE ITEM CLARIFICATION

405 - Tax Revenues \$ 290,000

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..... \$ 23,000

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 2015	Current Year FYE 2016		Proposed FYE 2017
			Budgeted	Projected	
731	EXPENDITURES				
705	Salaries/Wages	36,392	51,800	53,150	63,500
712	Insurance: Life/AD&D	143	250	250	250
713	Medical Insurance	4,828	14,507	14,507	15,000
714	Social Security	2,790	4,208	4,320	4,850
715	Pension Costs	677	4,400	4,400	4,400
716	Unemployment	187	570	570	570
719	Sick/Vacation	906	3,200	3,200	3,200
727	Office Supplies	1,013	500	250	500
728	Office Operating Expense	188	500	200	1,000
730	Repairs and Maintenance		2,000	100	2,000
732	Membership Dues	3,350	3,500	3,500	3,700
733	Professional Library/Subscriptions	1,023	650	650	150
740	Utilities/Internet Service	904	1,000	1,000	1,020
750	Administrative Service Fee	7,500	7,500	7,500	7,500
760	Design Committee Expenses	7,346	5,000	1,000	53,250
761	Design Committee Engineering/Consulting	5,250	5,000	5,000	5,000
762	Design Capital Improvements	113,282	42,000	9,079	59,000
763	Streetscape Amenities	22,933	32,500	20,000	27,500
782	Business Recruitment/Retentions	7,120	10,000	0	8,500
790	Farmers Market Expenses	22,727	0		0
812	Organization Committee Expenses	1,252	8,000	7,580	4,000
818	Contracted Services	520	500	0	0
870	Education/Travel	1,738	5,000	3,500	4,000

900	Advertising/Publishing	12,692	15,000	12,000	12,500
902	Promotions Committee Expenses	3,948	13,600	12,600	13,800
910	Promotions Committee Events	30,593	35,000	35,000	45,250
940	Facilities Rent	3,600	3,600	3,600	4,800
942	Service/Maintenance Fee	75,000	75,000	75,000	75,000
990	Loan Repayment	6,235	6,000	6,600	6,783
991	Interest	1,065	1,300	700	517
992	Downtown Loan Principal Repayment	0	0		0
993	Interest/Downtown Loan	0	0		0
TOTAL		375,202	415,585	285,256	427,540

A. LINE ITEM CLARIFICATION

727 – Office Supplies.....\$ 500

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

728 – Office Operating Expense.....\$ 1,000

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.....\$ 53,250

This line item is to cover costs for projects of the Design Committee including Buff Up Boyne, The Last River Draw project, a potential mosaic mural and design education

762– Design Capital Improvements\$ 40,000

This line item includes \$21,000 for façade grants, \$30,000 for the Pavilion (\$15,000 unused from FY 2016 and \$15,000 for FY 2017, \$3,000 for the Boyne Avenue entry and \$5,000 for maintenance and repairs.

763 – Streetscape Amenities\$ 25,000

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\$ 4,000

This line item includes \$3,000 for volunteer appreciation celebration, \$500 web 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 \$6,000, photographer \$1,000 and graphic design services \$4,800 and other image building projects.

910 – Promotion Committee Events.....\$45,250

This line item is to cover costs for downtown festivals and events including Stroll the Streets, Mushroom Festival, Harvest Festival, re-printing of historical walking tour brochures, the Walkabout Sculpture Tour

992 – Downtown Loan Principal Repayment\$ 6,783

993 - Interest.....\$ 517

These two line items represent debt service payments on the funds that were borrowed for the 2007 and 2008 projects. Last payment scheduled for FY 2018.

*

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

Code	Account Title	2014 Event	2015 Event	Proposed 2016 Event
676.100	Beverage Sales	0	0	0
676.200	Registrations	98,625	79,236	83,000
676.220	50/50 Drawing	525	1,040	1,000
676.250	Auction Proceeds	24,700	17,575	17,500
676.270	Bar Proceeds	7,044	5,792	10,000
676.280	Dinner Proceeds	700	1,740	2,000
676.290	Merchandise Sales	11,508	14,644	17,000
676.340	Sponsorship	89,150	138,933	140,000
676.345	Misc	2,388		
TOTAL		234,640	258,960	270,500

1. Registration fees rise to \$725 in 2016 from \$650 previously (Boat, Captain and One Crew Member)
2. Participant registration fees rise to \$150 from \$125
3. One meal package for \$135 instead of individual meal tickets
4. Sponsorships up slightly with silver level
5. New bar management – better inventory control and drink tickets instead of cash

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Code	Account Title	2014 Event	2015 Event	Proposed 2016 Event
811.000	Boyne Thunder Expenditures	0	0	0
811.050	Bank Service Charges/Pay Pa;	3,921	3,246	4,500
811.200	Merchandise	24,572	29,160	30,000
811.210	Camp Quality	61,985	56,652	57,228
811.215	Challenge Mountain		10,300	10,405
811.220	Contract Labor	860	620	2,000
811.230	DJ Expense	1,000	1,000	1,200
811.240	Insurance	3,823	4,108	4,750
811.250	Licenses/Permits	200	175	250
811.260	Meals and Entertainment	57,790	60,869	65,000
811.265	Alcohol Expense	0	7,962	9,000
811.270	Advertising	4,696	4,366	5,000
811.290	Sales Tax	3,805	4,910	5,500
811.300	Supplies	2,515	322	750
811.305	Utilities/Website	980	6,290	1,500
811.310	Tent Rental/Storage	4,908	6,160	7,000
811.320	Utilities	413	695	1,000
811.350	Prizes Paid	6,000	6,000	6,000
811.360	Dockage Fees/ Slip Rental	2,467	2,267	3,000
811.370	Refunds	6,225	0	0
811.380	Auction Expenses	2,681	4,092	5,000
811.385	Aerial Filming	12,423	13,715	15,000
811.390	Pay Pal Expenses	0		
811.395	Transfer to DDA Fund	33,376	36,051	36,417
TOTAL		234,640	258,960	270,500

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FARMERS MARKET BUDGET
DDA FUND
Fund Code: 213
REVENUES

Code	Account Title	Prior year FYE 2015	Current Year FYE 2016		Proposed FYE 2017
			Budgeted	Projected	
030	REVENUES				
579.000	Grants: State		0	3,052	0
642.000	Miscellaneous - MISDHS		0	5,738	0
642.100	Bag Sales		0	150	0
642.150	Donations		0	700	700
642.200	Farm Meal		0	8,865	8,500
642.250	Food Truck Rally		0	11,776	10,000
642.300	Cooking Demo		0	300	0
642.500	Poinsettia Sales		0	442	450
642.600	T-Shirts		0	550	0
642.650	Market Money Purchases		0	1,140	0
642.700	Vendor Fees Summer		15,745	13,903	15,823
642.775	Vendor Fees Winter		2,300	3,200	3,200
	TOTAL	35,439	37,000	49,816	38,673

Summary	Prior FYE 2015	Current FYE 2016	Proposed FYE 2017
Fund Balance, Beginning of Year	0	21,866	35,087
Revenues Over (Under) Expenditures	0	13,221	10,613
Fund Balance, End of Year	21,866	35,087	45,700

A. LINE ITEM CLARIFICATION

Beginning May 1, 2015, a separate general ledger accounting system was set up for Farmers Market to better report on the results of the market.

642 - Revenues..... \$38,673

Revenues are derived from vendor fees for both summer and winter markets. Vendor fees are based on the number of feet utilized. Fees per foot are projected to rise to \$19.25/foot for the next fiscal year to provide additional revenue for a more sustainable manager salary. Analysis still shows that Boyne City Market fees are well below surrounding area markets. Other revenue includes fundraising activities such as the annual Food Truck Rally and Farm Meal with proceeds specifically earmarked for the Veterans Park Pavilion. Food Programs like SNAP, Double up Food Bucks, WIC, etc are pass through revenue and expenses.

FARMERS MARKET

Fund Code: 213

EXPENDITURES

Code	Account Title	Prior year FYE 2015	Current Year FYE 2016		Proposed FYE 2017
			Budgeted	Projected	
040	EXPENDITURES				
727.000	Manager Salary		10,000	11,600	13,500
727.000	Supplies/Administrative		1,600	100	350
730.000	Computer Internet		0	100	
731.000	Postage			50	60
740.000	Barn Expenses		500	100	200
750.150	Bag Inventory		0	400	
750.200	Farm Meal			4,085	4,200
750.250	Food Truck Rally			5,230	5,500
750.275	T-Shirt Inventory				
750.300	Market Money		0	630	
750.350	Outdoor Market and Park Usage		500	650	900
750.360	Music			950	900
750.370	Snap Reimbursement		19,150	3,450	150
750.380	Double Up Food Bucks Reimbursement			2,400	
750.390	Senior Project Fresh			1,600	
750.400	WIC			2,300	
770.000	SNAP			550	
771.000	Vendor Reimbursement			550	
870.000	Education/Training		400	50	100
900.000	Advertising/Marketing		3,000	1,200	900
900.300	Promotion Summer			350	700
900.400	Promotion Winer			250	600
	Pavilion		30,350		

TOTAL	22,727	65,500	36,595	28,060
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A. LINE ITEM CLARIFICATION

***Managers Salary*\$ 13,500**

The Program is looking to create a more sustainable salary.

***Food Truck Rally and Farm Meal*\$ 9,700**

The program has annual fundraising events that have helped build awareness and education around locally grown and sourced products and are specific to raising funds for the new Pavilion in Veterans Park.

***SNAP Double Up Food Bucks, WIC and Sr Project Fresh*\$ 10,300**

These reimbursements to the farmers are a pass through for the market and are matched with state grants and reimbursements.

***Outdoor Market*\$ 900**

This includes fees paid to the city parks for use and maintenance of Veterans Park as well as costs associated with the outdoor market.

***Winter and Summer Market Promition*\$ 1,300**

Includes food demos and other promotional activities to increase awareness and traffic at market.



Date: February 11, 2016

To: Pat O'Brien and Main Street Board Members

From: Lori J. Meeder, Main Street Executive Director

RE: Part-Time Administrative Assistant and Farm Market Manager

Overview

In December the board agreed that Main Street should begin the search for a part-time administrative assistant for Main Street. Concurrently, the Farm Market Committee needed to begin the search for a replacement for Becky Harris, the current Farm Market Manager. The initial consensus was to combine the two positions to make one job that would be more sustainable and appealing to a qualified professional. Filling the positions with one person would also allow for a more streamlined approach for communication and management of the employee.

A combined job description was created and approved by the city's labor attorney. The position will be posted in February with a deadline for applications of March 15 and a start date of May 1, 2016.

Recommendation

After review and discussion with the Farm Market Committee and the organization committee, the recommendation is to proceed with a search for a qualified candidate to fulfill the combined job description. In the event we cannot find a qualified person that can serve both functions, we would keep the flexibility to fill each position separately.



Job Title: Boyne City Main Street Administrative Assistant & Farmers Market Manager
Posting Date: February 2016
Start Date: April 15, 2016
Application Deadline: March 15, 2016

The Boyne City Main Street Program (BCMS), organized in 2003, whose mission is to create a vibrant downtown district, promote businesses, and encourage economic growth, is seeking a person to fill a dual position within its program. The award-winning Boyne City Main Street program has an opening for an administrative assistant and Farm Market Manager. Applicants should have outstanding computer, communication and organizational skills, be creative and a strong self-starter. Duties include management of the Farmers Market, event planning, volunteer management, marketing, and overseeing the program's websites and social media.

Position Summary: The Administrative Assistant role/duties require(s) the employee to assist with BCMS programs and projects including assistance with promotional events, volunteer management, marketing and social media efforts, clerical tasks, and other duties as assigned by the Executive Director. The duties of the Farm Market Manager role include responsibility for the overall operation of the farmers market (FM) including market set-up, vendor correspondence, vendor fees collection, over-site and reporting of food assistance programs-special events at the market, fundraising and general market promotion.

Term of Position: Part time (approximately 25-29 hours per week), hourly, year round position. Hours are flexible and candidate ideally will work from their home office and provide their own office equipment. Saturday and Wednesday markets, some evening and weekend meetings and events will be necessary. Compensation will range from \$12-\$15 per hour commensurate with experience. This position reports directly to the BCMS Executive Director, with direction from Design, Promotion and Farm Market Committees. The position will have interaction with the Board of Directors, volunteer committees, and other community organizations and businesses.

Range of Duties

- Be knowledgeable about the four-point Main Street approach to downtown revitalization and the Michigan Main Street program.
- Provide assistance and management of Main Street Farmers Market committees as directed by the Program Manager. This will include attending committee (farmers market, promotion, marketing and design) meetings as needed and assisting committee chairpersons with agendas, recording meeting minutes, work plans, and scheduling.
- Serve as volunteer coordinator for BCMS. This includes recruiting volunteers as necessary, maintaining a volunteer database, assisting with a volunteer orientation program and general communication, coordinating a volunteer appreciation event, and serving as an important liaison between committees and volunteers.

- General communications of BCMS and FM, including maintaining and updating FM and MS websites, newsletter and online social media (facebook, twitter, newsletters, blogs) and create and deliver promotional materials , as necessary
- Draft correspondence, documents, forms, reports, press releases and related items, as necessary.
- Create and maintain membership lists, databases, spreadsheets and other reports
- Provide news and stories for newsletter – MS and FM. Produce a weekly Boyne City Farmers Market newsletter via Constant Contact or Mail Chimp
- Oversee and Coordinate the efficient operation of the market, ensuring that problems with product quality, complaints, deceptive advertising, or unwelcome visitors are dealt with quickly and fairly.
- Organize music, entertainment, promote events and fundraising efforts. Place directional signage around downtown on Market Days
- Maintain all market-related records and financials for Farmers Market
- Administer and operate the Bridge Card and Double Up Food Bucks programs. Maintain all financial records for food programs (Sr. Project Fresh, WIC, Bridge & DUFB)
- Assist the FM Committee Chair with minutes, agendas, scheduling of FM Meetings (October through April).
- Coordinate vendor application process. Interprets, implements, and enforces all rules and regulations pertaining to the running of the market in a fair and equitable manner.
- Maintain and expand customer databases for direct-marketing efforts.
- Develop strategies for linking the Farmers Market to downtown Boyne City businesses. Coordinate fundraising events such as Food Truck Rally and Annual Farm Meal

Minimum Qualifications:

- Position requires an energetic, passionate and creative self-starting professional
- Experience working with volunteer boards and committees a plus
- Solid computer skills proficient in Word, Excel, PowerPoint, Google Docs, Word Press,
- Interest in food, farmers, food justice and entrepreneurship
- Highly organized, dependable and able to work independently
- Strong communication and interpersonal skills and knowledgeable on website management
- Physically able to set up equipment (tents, tables, chairs), stand/walk during shifts of 4-5 hours and carry 20+ pounds
- Available for Saturday and Wednesday markets, some evenings and weekends
- Proficient in graphic design a plus

Contact Information

Submit letter of interest, resume, and three references to Boyne City Main Street Program, c/o Lori Meeder, 112 South Park St., Boyne City, MI 49712, or email: mainstreet@boynecity.com. Deadline to apply is February 28, 2016.

The Boyne City Main Street Program is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, age, sex (including pregnancy and conditions related to pregnancy), national origin, disability, weight, height, misdemeanor arrest record, genetic information, marital or veteran status, sexual orientation, transgendered status, or any other status protected under applicable law.



Date: February 11, 2016

To: Pat O'Brien and Main Street Board Members

From: Lori J. Meeder, Main Street Executive Director

RE: Office Locations

Overview

Decisions need to be made on the potential for a move of the Main Street Office. The current space, while still available for the near term, will not be a viable long term option. A spreadsheet is included for your review outlining several options along with costs, pros and cons associated with each.

Recommendation

After review and discussion of the potential options, the organization committee recommends that the Main Street office remain at 112 S. Park Street for the near term – remaining on a month to month lease at \$300/month. The director has flexibility, if need be, to utilize other space for meetings or work from a home office when necessary. This solution should work for 12 – 18 months or until more suitable space becomes available.

Main Street Office Location

Location	Rent	Storage	Pros	Cons	Other costs
112. S Park St (Current Location)	\$300/month	Adequate	No moving disruptions, inexpensive Downtown Maintain month to month for 1-2 years	Out of the way Stairs difficult Noisy during construction Above a brew pub No conference room	Internet
City Hall/Honeywell	\$300/month	Adequate	Economies with support staff, equipment, co-workers	Appearance	Internet
210 Front St	Est. \$500 (\$10/sf)	Need storage facility	Easily accessible Room for office and conference room	In DDA but out of the way Expensive Internet not shared with others Significant leasehold improvements needed Wants a longer term lease	Internet and storage
228 Water St (Lou Ouwdeys Bldg)	Unknown	Adequate	Downtown Location	Bldg needs a lot of work to ready Internet not shared with others	Internet
322 E. Cedar (Home Office With meeting space and Main Street Signage/ presence at chamber or city hall)	\$0	Need storage facility	Convenient for ED Office already set up No internet expense	No physical location in downtown	Storage