



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

August 2, 2018 – 8:30 A.M. Boyne City City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. SWEARING IN OF JODIE ADAMS
3. READING AND APPROVAL OF MINUTES – June 7, 2018 Regular Meeting
4. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
5. CORRESPONDENCE
 - A. Thank you note from National Main Street Center
 - B. Thank you note from Harbor House Publishers
6. MAIN STREET COMMITTEE REPORTS
 - A. Organization (July Cancelled) – Rob Swartz
 - B. Promotions/Marketing (July Cancelled) – Chris Bandy
 - C. Design (July Cancelled) – Becky Harris
 - D. Economic Vitality/Team Boyne – Mike Cain
 - E. Boyne Thunder – Kelsie King-Duff
 - F. Farmers Market– Becky Harris
7. MAIN STREET DIRECTOR’S REPORT
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - A. Sale of Farmers Market Trailer
 - Consideration to authorize the sale of the Boyne City Farmers Market storage trailer

B. Downtown Recycling

Discussion of adding recycling bins to downtown

C. Financial Report Review

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

A. Design Committee Meeting, Monday, Aug. 6, 4:00 p.m. – City Hall

B. Promotions/ Marketing Committee Meeting, Tuesday, Aug. 14, 9:00 a.m. – Library

C. Organization Committee Meeting, Tuesday, Aug. 14, 4:00 p.m. – Library

D. Economic Vitality/Team Boyne Meeting, Friday, Aug. 17, 9:00 a.m. – Library

E. Main Street Board Meeting, Thursday, Sept. 6, 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
June 7, 2018

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
HELD ON THURSDAY, June 7, 2018 at 8:30 AM CITY HALL, 319 NORTH LAKE
STREET

Call to Order

Chair Michelle Cortright called the meeting to order at 8:34 a.m.

Roll Call

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

**Meeting
Attendance**

Absent: None.

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

Public: 13 including 10 representatives from Main Street America

The Board welcomed Main Street America members and introduced themselves.

**Approval of Minutes
MOTION**

Cain moved, Little seconded, PASSED UNANIMOUSLY to approve the
May 3, 2018 minutes as presented.

Citizens Comments

Ashley Cousens invited everyone to Business After Hours at Northern Michigan
Escapes on June 14th.

Correspondence

None.

Committee Reports

Organization Committee

The Parking Study is moving forward.
Planning is ongoing for the Main Street 15th Anniversary Party.
Several applications have been received to fill the open position on the Main Street
Board.
The meeting with Camp Quality earlier in the week went well.

Promotions Committee

Stroll the Streets starts tomorrow.
The Committee is checking with businesses to see if they want to do the Poker
Crawl again this year for Boyne Thunder.

In an effort to include food establishments at Earlier-Than-the-Bird, a Rise and Dine promotion may be incorporated into the event.

Design Committee

Wording is still being determined for the Historic Trust signage.
We are waiting to hear on the status of the Wolverine Sculpture.

Economic Vitality/Team Boyne

The NLEA is updating a property owner survey done which was done in 2007.
The housing topic discussion continues.

Boyne Thunder

Bob Alger reported that plans are running smoothly for Boyne Thunder. The Committee opted for a larger tent this year so that there will be additional seating for the dinner held on Saturday night.

Farmer's Market

Missy Jollette resigned from the Charlevoix Farmer's Market. She will remain with the Boyne City market. It was difficult to do both jobs well.
The Food Truck Rally will be held July 19th. Tickets will be \$10 per person.
One garage door has been installed in the Pavilion to demonstrate what they will look like for fundraising purposes.

Director's Report

Received and filed. There will be 2 new sculptures for the Walkabout Sculpture Show. Main Street's new billboard will be up next week.

Unfinished Business

None.

New Business

SOBO Eligible Activity

Mac McClelland of Otwell Mawby was on hand to discuss reimbursement to Catt Development for DDA Eligible Activity expenses for façade improvement, barrier-free access and fire suppression. McClelland reviewed the amended Boyne City DDA Development and TIF plan that was adopted in 2015. The plan provided for the reimbursement of costs to developers which are often prohibitive for the redevelopment of historic building. Documentation was submitted to support reimbursement to Catt Development for their work on the Lake Street Redevelopment Project. McClelland recommended that the Board approve the reimbursement of \$535,233.

**Approval of
Reimbursement for Lake
Street Redevelopment
Project.
MOTION**

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY to accept the expenses as presented for the reimbursement from the Brownfield TIF on the Lake Street Redevelopment Project.

Façade Grant Awards

The Design Committee has recommended \$15,000 in grant awards to projects located at 123/125 Water Street and 437 Boyne Avenue. We have also applied for another grant for façade matching funds from the State. We will find out in August if we received the grant.

**Approval of Façade
Grant Awards
MOTION**

Cain moved, Bandy seconded, PASSED UNANIMOUSLY to approve the award of Façade Grants of \$15,000 for projects at 123/125 Water Street and 437 Boyne Avenue as presented.

National Sublicense Agreement

A sublicense agreement with the National Main Street Center needs to be signed and returned each year.

**Approval of National
Sublicense Agreement
MOTION**

Swartz moved, Harris seconded, PASSED UNANIMOUSLY to sign the National Sublicense Agreement.

Holiday Lighting Contract

The Design Committee reviewed our holiday lighting decorations and recommended the same type of snowflake and large lighted decorations as we had year at a cost of \$6,084.

**Approval of Holiday
Lighting Contract
MOTION**

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY to approve the contract with Hometown Decoration and Display as presented.

Financial Report Review

The Financial Report was received and filed.

Good Of The Order

- A flyer has been created to help with fundraising efforts for Phase 3 of the Community Pavilion.
- Registration is going well for the Labor Day Triathlon.
- The ribbon cutting for the pavilion will be held on June 20th at 11:00 a.m.
- A 2 or 3 story building will likely be constructed at the old Sportsman's Bar site.
- A 100 Women For Community fundraiser for the Pavilion will be held June 21st at the Pavilion.
- A farewell party for Pat O'Brien's assistant, Jane Booze, will be held on June 13th at the Pavilion.
- Local Flavor continues their collaboration with Boyne Arts Collective by hosting artists at the store on Saturday mornings.
- Dave Bricker is retiring from BCPS after 45 years. Best wishes to Dave.
- The Robotics program from the high school will participate in Stroll the Streets.
- Kelsie King-Duff welcomed students from BCHS to the meeting.

- Patrice Frey of Main Street America thanked the Board for the opportunity to come to Boyne City.
-

Meeting Schedule Change

The Board decided to cancel the next meeting scheduled for July 5th. A meeting will be scheduled if something important comes up. The next meeting is scheduled for August 2nd.

**Approval of Meeting
Schedule Change
MOTION**

Cain moved, Swartz seconded, PASSED UNANIMOUSLY to cancel the July 5th meeting of the Main Street Board.

Adjournment

The June 7, 2018 meeting of the Boyne City Main Street Board was adjourned at 9:48 a.m.

Jane Halstead, Recording Secretary

THANK YOU

July 17, 2018

Kelsey,

Thank you for all of your efforts to make our visit a success. Our Board was so impressed with your work - they are still "buzzing" about it. We are lucky to have you as part of the MSA Family.

With Admiration and thanks, Patrice



7/16/18

Kelsie & Boyne Thunder Volunteers,
Well done! Amazing! What an
incredible week-end in Boyne.

The entire community thanks you
for all you do. I don't know
how you do it - but you always
pull it off incredibly.

This is another example of what
makes Boyne the place we love to
call home.

Michelle



Directors Report- August 2018

Boyne Thunder: The 15th Annual Boyne Thunder was a huge success. A record number of participants took part in the event (we sat almost 600 people in the tent!). The committee has received awesome feedback about the additions that took place to celebrate 15 years, including the Petoskey Steel Drum band on Friday evening before Stroll the Streets and the jumbo-tron in Sunset Park to highlight past years of the event. Final numbers are still being calculated. While expenses were up a bit from the 15th Anniversary additions, the auction was the most successful it has ever been and we received a record amount in sponsorships. One boat was involved in an accident on Saturday afternoon. All participants from the boat were wearing life jackets and are okay. We worked with the Coast Guard and Emmet County Sheriff's Office on the incident. A huge congrats to everyone involved!

Food Truck Rally: Final numbers from the Food Truck Rally are still being calculated as well, but it was a beautiful and packed evening! We received great feedback from attendees, which we estimate to be around 800 people. Thank you to Becky for all your hard work on the 5th Annual Food Truck Rally!

SNAP Processing at Farmers Market: The company that we use to process SNAP (bridge card) at the farmers market has announced they are going out of business. They are the largest company for processing SNAP in the United States, so many, many markets are affected. Michigan has a program available to get new software from another company free of charge for markets. We are working with the Michigan Farmers Market Association on this. There should be no gap in being able to accept SNAP at the market (The new software should arrive before the close of the current company we are using at the end of August).

Partnership with Michigan SBDC: Michigan Main Street now holds the state contract with the Michigan Small Business Development Center, which has allowed us at a local level to tap into the partnership with the SBDC. Our regional office is out of Traverse City, and they have a business consultant that focuses just on Charlevoix, Antrim, and Emmet counties. I have already been able to connect one downtown business with the consultant for completely free of charge support services for things like business plans, financing, etc. SBDC is looking at doing a training on buying and selling a business in Boyne City in January or February.

Leadership Charlevoix County: Missy Jollette, Boyne City Farmers Market Manager, has been accepted into the next Leadership Charlevoix County Class!

Coworking Space: The organization committee is going to begin exploring the idea of a Coworking space in Boyne City. Coworking spaces are becoming quite popular and serve a need



for the ever growing population of home workers, and others including working professionals who are going back to school, home school groups, and more.

MMS Design Services: Great news regarding our Design Services from MMS. They've confirmed that we will now switch over to being able to have 1 per year. No maximum of 15 for the life of our program anymore! Plus, if the design service is for a site that is listed through RRC (there are several in our downtown that are) it doesn't count towards that 1 per year.



To: Main Street Board

From: Kelsie King-Duff

Date: July 27, 2018

Subject: August Agenda Items Overview

Overview:

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

Sale of Farmers Market Trailer: The Boyne City Farmers Market has a trailer that has been used for storage for some time. Now that the storage area within the pavilion is complete, there is no need for the trailer. The trailer is not in very good shape, and it has become more and more difficult to move it around and such. A few pictures of the trailer are included at the end of this memo.

Downtown Recycling: I was asked by several downtown business owners, and event attendees at both Boyne Thunder and the Food Truck Rally to have the Main Street board discuss adding recycling bins around downtown. I've spoken with Andy Kovolski from Department of Public Works about this. Recycling bins were available downtown a few years ago, and DPW was finding the recycling bins were filled with trash. The downtown business owners that have made the request would like us to consider trying again. Charlevoix County now has single stream recycling, and combination trash/recycling bins are now available to purchase from many companies that provide downtown beautification type products.

RECOMMENDATION:

Sale of Farmers Market Trailer: I recommend authorizing the sale of the Farmers Market trailer.

Downtown Recycling: I recommend referring this matter to the Design Committee to work out the details. Design can provide findings back to the board.



PERIOD ENDING 07/31/2018

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	07/31/2018 NORMAL (ABNORMAL)	MONTH 07/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-400.000	ALLOCATION FROM CUR YR FD BAL	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00	0.00
Dept 030 - REVENUES						
248-030-400.000	ALLOCATION FROM CUR YR FD BAL	21,325.00	0.00	0.00	21,325.00	0.00
248-030-405.000	CURRENT YEAR TAXES	254,328.00	0.00	0.00	254,328.00	0.00
248-030-579.000	GRANTS: STATE	0.00	0.00	0.00	0.00	0.00
248-030-580.000	GRANTS	0.00	0.00	0.00	0.00	0.00
248-030-581.000	VETERAN'S MEMORIAL	0.00	0.00	0.00	0.00	0.00
248-030-582.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
248-030-590.000	RIVERWALK GRANT	0.00	0.00	0.00	0.00	0.00
248-030-642.000	CHARGES FOR SERVICES/FEES	0.00	0.00	0.00	0.00	0.00
248-030-660.000	RENTAL INCOME	0.00	0.00	0.00	0.00	0.00
248-030-664.000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
248-030-670.000	PROMOTIONS COMMITTEE REVENUE	15,000.00	6,749.69	700.00	8,250.31	45.00
248-030-670.100	BOYNE APPETIT	4,000.00	0.00	0.00	4,000.00	0.00
248-030-670.200	THEATER REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-670.300	WALKABOUT SCULPTURE SHOW	3,000.00	211.00	0.00	2,789.00	7.03
248-030-671.000	FACADE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
248-030-672.000	VSCI REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-675.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
248-030-676.000	SPECIAL EVENTS - POKER RUN	40,000.00	0.00	0.00	40,000.00	0.00
248-030-676.100	POKER RUN 2011	0.00	0.00	0.00	0.00	0.00
248-030-677.300	RADIO SHACK FACADE FUNDS	0.00	0.00	0.00	0.00	0.00
248-030-680.000	FARMER'S MARKET REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-685.000	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
248-030-691.000	TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
248-030-698.000	WASTEWATER NOTE PROCEEDS	0.00	0.00	0.00	0.00	0.00
248-030-699.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
Total Dept 030 - REVENUES		337,653.00	6,960.69	700.00	330,692.31	2.06
TOTAL REVENUES		337,653.00	6,960.69	700.00	330,692.31	2.06
Expenditures						
Dept 731 - EXPENDITURES						
248-731-677.100	THEATER EXPENDITURES	0.00	0.00	0.00	0.00	0.00
248-731-700.000	LAND ACQUISITION	0.00	0.00	0.00	0.00	0.00
248-731-705.000	SALARIES/WAGES	62,420.00	13,207.96	4,340.44	49,212.04	21.16
248-731-710.000	ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
248-731-712.000	INSURANCE: LIFE/AD&D	250.00	46.84	0.00	203.16	18.74
248-731-713.000	MEDICAL INSURANCE	7,056.00	1,764.05	0.00	5,291.95	25.00
248-731-714.000	SOCIAL SECURITY	4,744.00	1,175.04	361.72	3,568.96	24.77
248-731-715.000	PENSION	4,120.00	979.52	310.52	3,140.48	23.77
248-731-716.000	UNEMPLOYMENT	10.00	0.00	0.00	10.00	0.00
248-731-719.000	SICK/VACATION	2,971.00	388.16	388.16	2,582.84	13.06
248-731-720.000	PARKING LOT MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-731-727.000	OFFICE SUPPLIES	1,750.00	376.62	0.00	1,373.38	21.52
248-731-728.000	OFFICE OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00
248-731-729.000	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-731-730.000	REPAIRS/MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00

PERIOD ENDING 07/31/2018

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2018 NORMAL (ABNORMAL)	MONTH 07/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-731-732.000	MEMBERSHIP DUES	3,350.00	3,000.00	0.00	350.00	89.55
248-731-733.000	PROFESSIONAL LIBRARY/SUBSCRIPT	0.00	0.00	0.00	0.00	0.00
248-731-740.000	UTILITIES/INTERNET SERVICE	732.00	101.94	42.38	630.06	13.93
248-731-750.000	ADMINISTRATIVE FEE	7,500.00	0.00	0.00	7,500.00	0.00
248-731-751.000	BURIAL ELECTRICAL LINES ETC	0.00	0.00	0.00	0.00	0.00
248-731-752.000	RESTORE CITY CLOCK TOWER	0.00	0.00	0.00	0.00	0.00
248-731-753.000	DONATION TO CREATIVE PLAYGROUD	0.00	0.00	0.00	0.00	0.00
248-731-754.000	CBD BENCHES	0.00	0.00	0.00	0.00	0.00
248-731-760.000	DESIGN COMM EXPENSES	8,950.00	0.00	0.00	8,950.00	0.00
248-731-761.000	DESIGN ENGIN/CONSULTING	0.00	0.00	0.00	0.00	0.00
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	37,000.00	5,882.55	0.00	31,117.45	15.90
248-731-763.000	STREETSCAPE AMENITIES	30,000.00	6,085.08	0.00	23,914.92	20.28
248-731-780.000	ECONOMIC RESTRUC COMM EXP	0.00	0.00	0.00	0.00	0.00
248-731-781.000	ECONC RESTRUC COMM ENG SVCS	0.00	0.00	0.00	0.00	0.00
248-731-782.000	BUSINESS RECRUITMENT/RETENTION	8,500.00	0.00	0.00	8,500.00	0.00
248-731-783.000	VETERAN'S MEMORIAL CONTRIBUTIO	0.00	0.00	0.00	0.00	0.00
248-731-790.000	FARMERS MARKET EXPENSES	0.00	0.00	0.00	0.00	0.00
248-731-808.000	DESIGN ENGINEERING DDA	0.00	0.00	0.00	0.00	0.00
248-731-810.000	COMMITTEE/EVENT EXPENSES	0.00	0.00	0.00	0.00	0.00
248-731-811.000	BOYNE THUNDER EXPENDITURES	0.00	0.00	0.00	0.00	0.00
248-731-812.000	ORGANIZATION COMM EXPENSES	4,000.00	408.94	132.00	3,591.06	10.22
248-731-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
248-731-870.000	EDUCATION/TRAVEL	4,000.00	0.00	0.00	4,000.00	0.00
248-731-900.000	ADVERTISING/PUBLISHING	15,000.00	4,247.84	572.50	10,752.16	28.32
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	15,000.00	2,200.00	400.00	12,800.00	14.67
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	16,100.00	11,238.28	6,262.68	4,861.72	69.80
248-731-910.100	BOYNE APPETIT	4,000.00	0.00	0.00	4,000.00	0.00
248-731-910.200	WALKABOUT SCULPTURE SHOW	3,000.00	0.00	0.00	3,000.00	0.00
248-731-910.300	STROLL THE STRETS	16,000.00	0.00	0.00	16,000.00	0.00
248-731-912.000	PROMOTIONS CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
248-731-940.000	FACILITIES RENT	4,200.00	1,050.00	350.00	3,150.00	25.00
248-731-942.000	SERVICE MAINTENANCE FEE	75,000.00	0.00	0.00	75,000.00	0.00
248-731-968.000	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
248-731-970.500	TRANSFERS OUT - S PARK ST	0.00	0.00	0.00	0.00	0.00
248-731-980.000	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
248-731-981.000	BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-731-982.000	BANK FEES	0.00	0.00	0.00	0.00	0.00
248-731-985.000	MAIN STREET PROGRAM	0.00	0.00	0.00	0.00	0.00
248-731-987.000	CONTRACTED CONST SERVICES	0.00	0.00	0.00	0.00	0.00
248-731-990.000	LOAN REPAYMENT	0.00	0.00	0.00	0.00	0.00
248-731-991.000	INTEREST	0.00	0.00	0.00	0.00	0.00
248-731-992.000	DOWNTOWN LOAN PRINCIPAL PYMT	0.00	0.00	0.00	0.00	0.00
248-731-993.000	INTEREST/DOWNTOWN LOAN	0.00	0.00	0.00	0.00	0.00
248-731-998.000	CONTRACTED CONSTRUCTED SERVCS	0.00	0.00	0.00	0.00	0.00
Total Dept 731 - EXPENDITURES		337,653.00	52,152.82	13,160.40	285,500.18	15.45
TOTAL EXPENDITURES		337,653.00	52,152.82	13,160.40	285,500.18	15.45
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		337,653.00	6,960.69	700.00	330,692.31	2.06
TOTAL EXPENDITURES		337,653.00	52,152.82	13,160.40	285,500.18	15.45

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 07/31/2018

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	07/31/2018 NORMAL (ABNORMAL)	MONTH 07/31/2018 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
NET OF REVENUES & EXPENDITURES		0.00	(45,192.13)	(12,460.40)		45,192.13	100.00	