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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

December 3, 2015 – 8:30 A.M. Commission Chambers – City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES- November 5, 2015 regular meeting
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
5. MAIN STREET COMMITTEE REPORTS
6. MAIN STREET MANAGER’S REPORT
7. UNFINISHED BUSINESS
 - a. Dilworth Reimbursement Agreement Approval
 - b. Catt’s Realty Company Reimbursement Agreement Approval
8. NEW BUSINESS
 - a. Board Recommendations
 - b. Façade Grant on 112 Water St., Mony Wolf
 - c. Bonus For Becky Harris
 - d. Event Financial Summary
 - e. Part-Time Assistant for Main Street
 - f. 2016 Meeting Schedule
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
 - Old City Clock Public Information Session December 9, 7 p.m. Water Treatment Plant Conference Room
 - Joint Commissions Meeting, December 10, 6 p.m. City Hall
 - MS Board Meeting, January 7, 8:30 a.m., City Hall
 - Community Wide Goal Setting Session January 14, 6 p.m. St. Matthews Church
11. ADJOURNMENT

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



Approved: _____

**Meeting of
November 5, 2015**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY NOVEMBER 5, 2015 AT 1 PM. ONE WATER STREET, #4

Call to Order

Chair O'Brien called the meeting to order at 1:05 p.m.

Roll Call

Present: Rob Swartz, Larry Lenhart, Michael Cain, Robin Berry-Williams, Ben Van Dam, Pat O'Brien and Michelle Cortright

Meeting Attendance

Absent: Jim Jenson and Jodie Adams

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

Public: One

**Excused Absences
MOTION**

Cain moved Swartz second PASSED UNANIMOUSLY to excuse Jim Jenson and Jodie Adams from today's meeting.

**Approval of Minutes
MOTION**

Cain moved Swartz second PASSED UNANIMOUSLY to approve the October 1, 2015 regular minutes as presented.

Citizens Comments

None

Correspondence

None

Manager's Report

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

- Holiday parade and Open House will take place on November 27
- Earlier than the bird shopping event is scheduled for November 21, from 7 to 11 a.m.
- Holiday decorations are going up. Garland should be picked up and placed by November 10th and the snowflakes and lighted decorations shortly after Veterans Day
- Dilworth Hotel is progressing with the grant application to go before the Michigan Strategic Fund Board on November 24. There are still some missing pieces which may push it to the December meeting. We have received permission to incur private costs so it won't slow down any work that needs to be done before winter
- Catt Development/South Lake Street has a public hearing scheduled for November 10 for the CDBG grant application. The environmental review is in process and we can ask to incur private costs on November 25. Glen needs to get the roofs secured before winter. We will be asking permission

from the City Commission for a redevelopment liquor license for Monks Taproom, the anchor tenant in 202 S. Lake Street.

- Meeder would like to take vacation January 23-February 6

New Business
Boyne Thunder
Financial Report,
Distributions & 2016
Pro Rata
MOTION

Cortright moved Swartz second PASSED UNANIMOUSLY to approve distribution of net funds in the following manner: Camp Quality - \$56,652.28, Challenge Mountain - \$10,300.42, and Main Street - \$36,051.44. Approve distribution rates of 55% for Camp Quality and 10% for Challenge Mountain for Boyne Thunder 2016, and authorize staff to execute letter of understanding for Camp Quality.

There was discussion on line items and to have the board members thank Bob Alger for his hard work and leadership on the event.

Final Goal Setting
Document
MOTION

Cortright moved Swartz second PASSED UNANIMOUSLY to adopt the 2016 goals as presented.

There was discussion about where the board would like Meeder to dedicate her time and what the top priorities are.

Dilworth Hotel
Reimbursement
Agreement and Eligible
Costs

Meeder presented draft documents for the reimbursement agreements for the Dilworth Hotel and the South Lake Street Projects. The City of Boyne City and the Downtown Development Authority approved an Amendment to the Boyne City DDA Development Plan and Tax Increment Financing Plan to provide for reimbursement of additional eligible activities from future tax increment revenue of approved projects. The board reviewed and discussed the draft reimbursement agreement.

Catt S. Lake Street
Reimbursement
Agreement and Eligible
Costs

The board reviewed the documents. In December final agreements will be completed with updated eligible costs and presented for approval. There was no action taken at this time.

ADJOURNMENT
MOTION

O'Brien moved Lenhart seconded PASSED UNANIMOUSLY to adjourn the November 5, 2015 meeting of the Boyne City Main Street Board at 2:05 p.m.

Lisa Schrock, Recording Secretary



Date: December 3, 2015

To: Pat O'Brien and Main Street Board Members

From: Lori J. Meeder, Main Street

RE: Boyne City DDA Development/TIF Plan Amendment and Reimbursement Agreements

Overview

With two very important redevelopment projects coming on line in 2015 – restoration of The Dilworth Hotel and the Re-development of South Lake Street by Catt Development - the City of Boyne City and the Downtown Development Authority approved an Amendment to the Boyne City DDA Development Plan and Tax Increment Financing Plan to provide for reimbursement of additional eligible activities from future tax increment revenue of approved projects. This local investment in projects like these will help leverage state and federal investment dollars available.

The Main Street Board developed a Building Redevelopment Incentives Program that outlines expense, building and project eligibility, the application procedure and process and the general conditions or threshold criteria that must be met by the project and finally administrative conditions.

For any project that is deemed eligible under the Building Redevelopment Incentives Program, a reimbursement agreement will be executed by the DDA and the developer. A draft Reimbursement Agreement for both the Dilworth and the Catt project was provided at the Main Street Board meeting in June 4, 2015 and again at the November 5, 2015 meeting for review and comment.

Attached for your approval are the specific reimbursement agreements for both the Dilworth and the Lake Street projects along with Exhibit A outlining the estimated eligible costs per Mac McClelland.

Recommendation

That DDA/Main Street Board approve the Reimbursement Agreements for the Lake Street and Dilworth projects and authorize staff to execute the documents prior to December 31, 2015.

REIMBURSEMENT AGREEMENT

This Building Improvement Reimbursement Agreement ("**Agreement**") is made as of _____, 2015, between the Boyne City Downtown Development Authority (the "**Authority**"), a public body corporate, with offices at 319 North Lake Street, Boyne City, MI 49712; and Tall Pines Partners, LLC, with offices located at 8833 Gibbons Drive, Charlevoix, MI 49720 (the "**Developer**").

RECITALS

- A. The City of Boyne City, a Michigan municipal corporation, with offices at 319 North Lake Street, Boyne City, MI 49712 (the "**City**"), created the Authority pursuant to 1975 PA 197 ("**Act 197**"), and, pursuant to Act 197, the Authority has adopted a development plan and tax increment financing plan to capture ad valorem real and personal property taxes and specific taxes in the downtown development area.
- B. The Developer owns a parcel in the downtown development area at 300 Water Street E., Boyne City, MI 49712 (Tax ID No. 051-320-000-00) that is the site of the historic Dilworth Hotel (the "**Property**").
- D. The Developer plans to completely renovate the interior and exterior of the Dilworth Hotel to facilitate its continued operation (the "**Project**").
- F. The Project will preserve a historic resource, increase the tax base for the City, and otherwise enhance the economic vitality of the City.
- G. The Authority's development plan, as amended, authorizes the Authority to reimburse a developer for the costs of qualified façade, barrier-free access, and fire suppression improvements (the "**Eligible Costs**").
- H. In undertaking the Project, the Developer will incur Eligible Costs on the Property not to exceed \$ _____, as described in the attached **Exhibit A**.
- I. The Authority has agreed to reimburse the Developer for the Eligible Costs described in Exhibit A with a portion of the tax increment revenues collected under its development plan that are generated from the increase in captured assessed value of the Property that is attributable solely to the Project (the "Tax Increment Revenues").
- J. The parties are entering into this Agreement to establish the conditions and the procedure for such reimbursement from Tax Increment Revenues.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

1. Redevelopment Project. The Developer shall proceed with due care and diligence to complete the Project in accordance with this Agreement and all applicable laws, rules, regulations, permits, orders, and directives of any official or agency of competent jurisdiction. The Developer shall make reasonable efforts to minimize Eligible Costs incurred.
2. Acknowledgments.
 - (a) The parties acknowledge that the Authority is entering into this Agreement only to provide incentives for the completion of the Project.
 - (b) The parties acknowledge that the City and the Authority have relied on the Developer's promise to construct the proposed Project as consideration for the benefits extended under this Agreement.
 - (c) The parties acknowledge that this Agreement and the Tax Increment Revenues collected and distributed pursuant to it are intended to fund only the Eligible Costs.
3. Authority to Retain Ten Percent. The Authority shall retain 10% of the Tax Increment Revenues attributable to the increase in captured assessed value of the Property, and the Authority's obligation to reimburse the Developer for Eligible Costs shall be limited to the remaining 90% share of such revenues

(the "Available Tax Increment Revenues"). The Initial taxable value will be the taxable values at the time of project approval, which for this project will be the taxable value as of December 31, 2014.

4. Submission of Costs. The Developer shall submit the following items to the Authority for each of the Eligible Costs for which the Developer seeks reimbursement:

- (a) A written statement detailing the costs;
- (b) Copies of invoices from any consultants, contractors, engineers, attorneys or others who provided services relating to the Eligible Costs;
- (c) Detailed time records showing costs of labor by the Developer's personnel;
- (d) Copies of the contract with the contractor or supplier providing the services or supplies for which reimbursement is sought;
- (e) Any other information which may be reasonably required by the Authority in order to verify the nature of the costs.

5. Payments. Payments to the Developer shall be made as follows:

(a) Within 60 days of its receipt of the materials identified in paragraph 4 above, the Authority shall decide whether the payment request is for Eligible Costs and whether such costs are accurate. If the Authority determines all or a portion of the requested payment is for Eligible Costs and is accurate, it will establish the Eligible Costs Obligation for payment to be processed as provided in subparagraph (b) below. If the Authority disputes the accuracy of any portion of any payment request, it shall notify the Developer in writing of its determination and the reasons for its determination. The Developer shall have 28 days to address the reasons given by the Authority and shall have an opportunity to meet with the Authority's representatives or, if the Authority Board consents, to meet with the Authority's Board to discuss and resolve any remaining dispute. In doing so, the Developer shall provide the Authority a written response to the Authority's decision and the reasons given by the Authority. If the parties do not resolve the dispute in such a manner, it shall be resolved as provided in paragraph 7 below.

Deleted:

(b) Once it approves any request for payment, the Authority shall pay to the Developer the amounts for which submissions have been made pursuant to paragraph 4 of this Agreement within 30 days after the Authority receives Tax Increment Revenues from which the submission may be wholly or partially paid. If a partial payment is made by the Authority because of insufficient Tax Increment Revenues, the Authority shall make additional payments toward the remaining amount within 30 days of its receipt of additional Tax Increment Revenues until all of the amounts for which submissions have been made have been fully paid to the Developer, or the repayment obligation expires, whichever occurs first.

(c) The reimbursement obligation under this Agreement shall expire upon the payment by the Authority to the Developer of all amounts due the Developer under this Agreement or on December 31, 2025, whichever comes first. (Capture timeframe should be limited to the current expiration of the TIF Plan or a certain amount of years).

(d) The maximum amount to be reimbursed under this Agreement, including contingencies, is \$ _____.

6. Shortfall in Captured Taxes. Notwithstanding the reimbursement process set forth in this Agreement, neither the Authority nor the City shall be responsible for reimbursing any Eligible Costs in excess of the Available Tax Increment Revenues.

7. Dispute as to Reimbursement Amounts. If there is a dispute over whether a cost submitted by the Developer is eligible for reimbursement under this Agreement, the dispute shall be resolved by an independent knowledgeable professional chosen by mutual agreement of the parties. If the parties are unable to agree upon a knowledgeable professional, then the Authority shall choose an independent knowledgeable professional and the Developer shall choose an independent knowledgeable professional to review the Authority's decision. If and to the extent that the two knowledgeable professionals so selected agree that costs submitted are eligible, then the Developer shall be reimbursed those costs in

accordance with this Agreement. The fees for the professionals contemplated by this paragraph shall be reimbursed with Tax Increment Revenues.

8. Obligation to Fund Project. The Developer shall pay for the Eligible Costs with its own funds and receive reimbursement for the Eligible Costs from the Authority by Available Tax Increment Revenues. It is anticipated that there will be sufficient Available Tax Increment Revenues to pay for all Eligible Costs under this Agreement. However, if for any reason Tax Increment Revenues generated from the Project do not result in sufficient revenues to satisfy such obligations, the Developer agrees and understands that it will have no claim or further recourse of any kind or nature against the City or the Authority, and the Developer shall assume full responsibility for any such loss or costs.

9. Indemnification. The Developer shall defend, indemnify, and hold the City and the Authority, and their agents, representatives, and employees (hereinafter "**Indemnified Persons**") harmless from any loss, expense (including reasonable legal counsel fees) or liability of any nature due to any and all suits, actions, legal or administrative proceedings, or claims arising or resulting from injuries to persons or property as a result of the ownership, operation, use or maintenance of the Project from and after the date of this Agreement.

10. Miscellaneous.

(a) This is the entire agreement between the parties as to its subject matter. It shall not be amended or modified except in writing signed by all the parties. It shall not be affected by any course of dealing and the waiver of any breach shall not constitute a waiver of any subsequent breach of the same or any other provision.

(b) This Agreement and the rights and obligations under this Agreement are unassignable and non-transferable without the consent of the other parties. It shall, however, be binding upon any successors or permitted assigns of the parties.

(c) This Agreement shall terminate when all reimbursements required under this Agreement have been made or upon the expiration of the obligation to make such reimbursements, whichever occurs first.

(d) To the extent permitted by law, the jurisdiction and venue for any action brought pursuant to, arising from or to enforce any provision of this Agreement shall be solely in the state courts in Charlevoix County, Michigan and the prevailing party in any such action shall, in addition to any other remedy, be entitled to recover its costs, including, without limitation, actual, reasonable filing fees, legal fees, expert fees, discovery expenses and other costs incurred to investigate, bring, maintain or defend any such action for its first accrual or first notice thereof through all appellate and collection proceedings.

The parties have signed this Agreement as of the date first written above.

**BOYNE CITY DOWNTOWN DEVELOPMENT
AUTHORITY**

TALL PINES PARTNERS, LLC

By: _____
_____, Chair

By: _____
Robert Grove, Member

By: _____
_____, Secretary

Date signed: _____, 2015

Date signed: _____, 2015

**EXHIBIT A
ESTIMATED ELIGIBLE COSTS***

*Reimbursement for Eligible Costs shall be based on costs actually incurred.

GRAPIDS 59971-1 343268v3

DRAFT

REIMBURSEMENT AGREEMENT

This Building Improvement Reimbursement Agreement ("**Agreement**") is made as of _____, 2015, between the Boyne City Downtown Development Authority (the "**Authority**"), a public body corporate, with offices at 319 North Lake Street, Boyne City, MI 49712; and Catt's Realty Company, with offices located at 829 W. Main Street, Suite C, Gaylord, MI 49735 (the "**Developer**").

RECITALS

- A. The City of Boyne City, a Michigan municipal corporation, with offices at 319 North Lake Street, Boyne City, MI 49712 (the "**City**"), created the Authority pursuant to 1975 PA 197 ("**Act 197**"), and, pursuant to Act 197, the Authority has adopted a development plan and tax increment financing plan to capture ad valorem real and personal property taxes and specific taxes in the downtown development area.
- B. The Developer owns a parcel(s) in the downtown development area at 202 and 210 S. Lake Street, Boyne City, MI 49712 (Tax ID No. 051-445-090-00 & 051-445-089-00) that is the site of the former bus garage and Lakefront Square Mall (the "**Property**").
- D. The Developer plans to completely renovate the interior and exterior of the proposed South Lake Street Re-Development to provide new retail space for future tenants (the "**Project**").
- F. The Project will preserve a historic resource, increase the tax base for the City, and otherwise enhance the economic vitality of the City.
- G. The Authority's development plan, as amended, authorizes the Authority to reimburse a developer for the costs of qualified façade, barrier-free access, and fire suppression improvements (the "**Eligible Costs**").
- H. In undertaking the Project, the Developer will incur Eligible Costs on the Property not to exceed \$535,233, as described in the attached **Exhibit A**.
- I. The Authority has agreed to reimburse the Developer for the Eligible Costs described in Exhibit A with a portion of the tax increment revenues collected under its development plan that are generated from the increase in captured assessed value of the Property that is attributable solely to the Project (the "Tax Increment Revenues").
- J. The parties are entering into this Agreement to establish the conditions and the procedure for such reimbursement from Tax Increment Revenues.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

1. Redevelopment Project. The Developer shall proceed with due care and diligence to complete the Project in accordance with this Agreement and all applicable laws, rules, regulations, permits, orders, and directives of any official or agency of competent jurisdiction. The Developer shall make reasonable efforts to minimize Eligible Costs incurred.
2. Acknowledgments.
 - (a) The parties acknowledge that the Authority is entering into this Agreement only to provide incentives for the completion of the Project.
 - (b) The parties acknowledge that the City and the Authority have relied on the Developer's promise to construct the proposed Project as consideration for the benefits extended under this Agreement.
 - (c) The parties acknowledge that this Agreement and the Tax Increment Revenues collected and distributed pursuant to it are intended to fund only the Eligible Costs.
3. Authority to Retain Ten Percent. The Authority shall retain 10% of the Tax Increment Revenues attributable to the increase in captured assessed value of the Property, and the Authority's obligation to reimburse the Developer for Eligible Costs shall be limited to the remaining 90% share of such revenues

(the "Available Tax Increment Revenues"). The Initial taxable value will be the taxable value at the time of project approval, which for this project will be the taxable value as of December 31, 2014.

4. Submission of Costs. The Developer shall submit the following items to the Authority for each of the Eligible Costs for which the Developer seeks reimbursement:

- (a) A written statement detailing the costs;
- (b) Copies of invoices from any consultants, contractors, engineers, attorneys or others who provided services relating to the Eligible Costs;
- (c) Documentation of the costs incurred shall include lien waivers, cancelled checks, or other acceptable proof of payment to third party suppliers and contractors.
- (d) Detailed time records showing costs of labor by the Developer's personnel;
- (e) Copies of the contract with the contractor or supplier providing the services or supplies for which reimbursement is sought;
- (f) Any other information which may be reasonably required by the Authority in order to verify the nature of the costs.

5. Payments. Payments to the Developer shall be made as follows:

- (a) Within 60 days of its receipt of the materials identified in paragraph 4 above, the Authority shall decide whether the payment request is for Eligible Costs and whether such costs are accurate. If the Authority determines all or a portion of the requested payment is for Eligible Costs and is accurate, it will establish the Eligible Costs Obligation for payment to be processed as provided in subparagraph (b) below. If the Authority disputes the accuracy of any portion of any payment request, it shall notify the Developer in writing of its determination and the reasons for its determination. The Developer shall have 28 days to address the reasons given by the Authority and shall have an opportunity to meet with the Authority's representatives or, if the Authority Board consents, to meet with the Authority's Board to discuss and resolve any remaining dispute. In doing so, the Developer shall provide the Authority a written response to the Authority's decision and the reasons given by the Authority. If the parties do not resolve the dispute in such a manner, it shall be resolved as provided in paragraph 7 below.
- (b) Once it approves any request for payment, the Authority shall pay to the Developer the amounts for which submissions have been made pursuant to paragraph 4 of this Agreement within 30 days after the Authority receives Tax Increment Revenues from which the submission may be wholly or partially paid. If a partial payment is made by the Authority because of insufficient Tax Increment Revenues, the Authority shall make additional payments toward the remaining amount within 30 days of its receipt of additional Tax Increment Revenues until all of the amounts for which submissions have been made have been fully paid to the Developer, or the repayment obligation expires, whichever occurs first.
- (c) The reimbursement obligation under this Agreement shall expire upon the payment by the Authority to the Developer of all amounts due the Developer under this Agreement or on December 31, 2024, whichever comes first.
- (d) The maximum amount to be reimbursed under this Agreement, including contingencies, is \$535,233.

6. Shortfall in Captured Taxes. Notwithstanding the reimbursement process set forth in this Agreement, neither the Authority nor the City shall be responsible for reimbursing any Eligible Costs in excess of the Available Tax Increment Revenues.

7. Dispute as to Reimbursement Amounts. If there is a dispute over whether a cost submitted by the Developer is eligible for reimbursement under this Agreement, the dispute shall be resolved by an independent knowledgeable professional chosen by mutual agreement of the parties. If the parties are unable to agree upon a knowledgeable professional, then the Authority shall choose an independent knowledgeable professional and the Developer shall choose an independent knowledgeable professional to review the Authority's decision. If and to the extent that the two knowledgeable professionals so

selected agree that costs submitted are eligible, then the Developer shall be reimbursed those costs in accordance with this Agreement. The fees for the professionals contemplated by this paragraph shall be reimbursed with Tax Increment Revenues.

8. Obligation to Fund Project. The Developer shall pay for the Eligible Costs with its own funds and receive reimbursement for the Eligible Costs from the Authority by Available Tax Increment Revenues. It is anticipated that there will be sufficient Available Tax Increment Revenues to pay for all Eligible Costs under this Agreement. However, if for any reason Tax Increment Revenues generated from the Project do not result in sufficient revenues to satisfy such obligations, the Developer agrees and understands that it will have no claim or further recourse of any kind or nature against the City or the Authority, and the Developer shall assume full responsibility for any such loss or costs.

9. Indemnification. The Developer shall defend, indemnify, and hold the City and the Authority, and their agents, representatives, and employees (hereinafter "**Indemnified Persons**") harmless from any loss, expense (including reasonable legal counsel fees) or liability of any nature due to any and all suits, actions, legal or administrative proceedings, or claims arising or resulting from injuries to persons or property as a result of the ownership, operation, use or maintenance of the Project from and after the date of this Agreement.

10. Miscellaneous.

(a) This is the entire agreement between the parties as to its subject matter. It shall not be amended or modified except in writing signed by all the parties. It shall not be affected by any course of dealing and the waiver of any breach shall not constitute a waiver of any subsequent breach of the same or any other provision.

(b) This Agreement and the rights and obligations under this Agreement are unassignable and non-transferable without the consent of the other parties. It shall, however, be binding upon any successors or permitted assigns of the parties.

(c) This Agreement shall terminate when all reimbursements required under this Agreement have been made or upon the expiration of the obligation to make such reimbursements, whichever occurs first.

(d) To the extent permitted by law, the jurisdiction and venue for any action brought pursuant to, arising from or to enforce any provision of this Agreement shall be solely in the state courts in Charlevoix County, Michigan and the prevailing party in any such action shall, in addition to any other remedy, be entitled to recover its costs, including, without limitation, actual, reasonable filing fees, legal fees, expert fees, discovery expenses and other costs incurred to investigate, bring, maintain or defend any such action for its first accrual or first notice thereof through all appellate and collection proceedings.

The parties have signed this Agreement as of the date first written above.

**BOYNE CITY DOWNTOWN DEVELOPMENT
AUTHORITY**

By: _____
_____, Chair

By: _____
_____, Secretary

Date signed: _____, 2015

CATT'S REALTY COMPANY

By: _____
Glen Catt, President

Date signed: _____, 2015

EXHIBIT A
ESTIMATED ELIGIBLE COSTS*

*Reimbursement for Eligible Costs shall be based on costs actually incurred.

202 S. Lake Street

New Façade – Brick and Lights	\$163,000	
Windows and Doors	60,000	
Overhead Door – Seven Monks	10,000	
Fire Suppression	35,469	
Barrier Free Access	<u>32,700</u>	
Sub Total		\$301,169

210 S. Lake Street

New Façade – Brick	\$ 48,600	
Windows and Doors	40,000	
Fire Suppression	8,890	
Barrier Free Access	<u>15,450</u>	
Sub Total		<u>\$112,940</u>

Total		\$414,909
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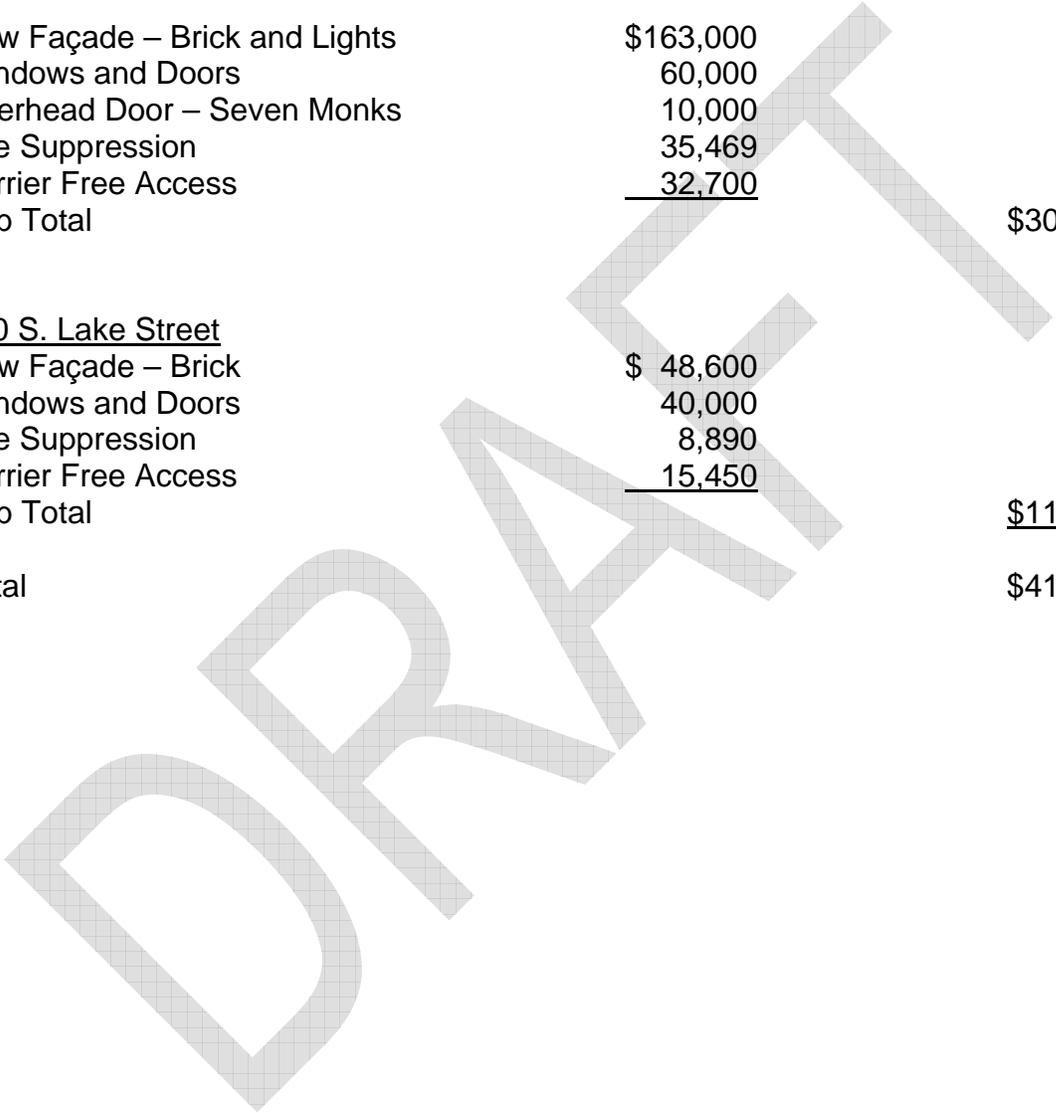


Exhibit A
Building Improvement Reimbursement Agreement
Lake Street Redevelopment Project

DDA TIF Eligible Activities			
Façade Improvement Eligible Activities			
New Façade- Brick & Lights (\$30.00 psf)		\$	212,400
Windows and Doors		\$	100,000
Overhead Door- 7 Monks		\$	10,000
Façade Improvement Eligible Activities Total		\$	322,400
Fire Suppression		\$	44,359
Barrier Free Access		\$	48,150
Subtotal		\$	414,909
General Contractors OH&P	10%	\$	41,491
Overhead and Profit	8%	\$	33,193
Design Contingency	10%	\$	45,640
DDA TIF Eligible Activities Total		\$	535,233



Date: December 3, 2015

To: Pat O'Brien and Main Street Board Members

From: Lori J. Meeder, Main Street Executive Director

RE: Board member recommendations

Overview

The terms for Jodie Adams and Larry Lenhart expire in January 2016 and Jim Jenson has resigned from the board with one year left on his term.

A call for board members was communicated out to the general public for several weeks through the Chamber, City and Main Street newsletters. The organization committee received applications and interviewed four candidates.

Recommendation

The organization committee recommends that the Main Street Board make a recommendation to the City Commission to appoint Chris Bandy and Don Ryde to fill the two open four year terms and appoint Jodie Adams to remain on the board and finish out Jim Jenson's term which expires in January 2017.



Date: December 3, 2015

To: Pat O'Brien, Chair and Main Street Board

From: Lori Meeder, Main Street

RE: Local Façade Grant Program

OVERVIEW

In August the Board approved a \$1,650 façade grant for Mony Wolf who owns 112 Water Street. The building houses The Bird's Nest and a second floor apartment. The matching grant was to install two new windows on the upstairs apartment and complete deck improvements. The contractor, Thor Contracting, was only able to get the windows completed. The total project cost was \$1,822.08. She has submitted the paid invoice and has completed the historic preservation easement.

RECOMMENDATION

The Main Street board approves reimbursement of \$911.04 which is 50% of the total project cost.



Date: December 3, 2015

To: Pat O'Brien and Main Street Board Members

From: Lori J. Meeder, Main Street

RE: Bonus for Becky Harris

Overview

Since I started in March, and years before that, Becky Harris has supported me and the Main Street mission tirelessly. She has offered guidance and insight at every step of the way, she has been a mentor, a sounding board, a voice of reason, offered a balanced perspective, and so often is the one who reminds me when a deadline or project is coming up that needs to be completed.

She has given her time in nearly every facet of the Main Street program including:

Our website RFP, holiday decorations, Stroll Through History, SOBO Arts Festival, The Walkabout Sculpture Tour, Boyne Appétit, the Pavilion project, Main Street website management and communication, surveys, work plans, historic signage, the website development project, etc. She sits on our marketing committee, design committee, Pavilion committee, theater discussions, Harvest Festival, goal setting session, and clean up crew for Boyne Thunder!

I hope that I am conveying how important she has been to keeping this office (and me) on track since I arrived on the scene. Without her, many things would have been overlooked.

Recommendation

The organization committee recommends that the Main Street Board consider approving a \$500 bonus for Becky to recognize her efforts and contributions that have gone above and beyond to make Main Street a successful program and Boyne City a great community.

<u>Event Budget Summaries</u>	MAINSTREET											FARMERS MARKET	
	<u>Winter</u>	<u>Chocolate</u>	<u>Irish Festival</u>	<u>Morel</u>	<u>Stroll/ Streets</u>	<u>Stroll/ Hist</u>	<u>SOBO</u>	<u>Boyne Thunder</u>	<u>Walkabout</u>	<u>Harvest</u>	<u>Earlier/ Holiday Parade</u>	<u>Food Truck Rally</u>	<u>Farm Meal</u>
<u>Revenue</u>													
Sponsorships/Grants			1375		12300	3000	4300	138933	5800	750	500		6205
Other			510				2890	120027		650		11775	2460
Total Revenue	0	0	1885	0	12300	3000	7190	258960	5800	1400	500	11775	8665
<u>Expenses</u>													
Hard Costs	200		1122	80	0	5920	2091	222909	5650	370	804	5230	4085
Entertainment			550			18225	2200			1025			
Promotion/Advertising	165	165	280		760	363	1181			263	165		
Total Expenses	365	165	1952	80	18985	6283	5472	222909	5650	1658	969	5230	4085
Net Profit (loss)	-365	-165	-67	-80	-6685	-3283	1718	36051	150	-258	-469	6545	4580



Date: December 3, 2015

To: Pat O'Brien and Main Street Board Members

From: Lori J. Meeder, Main Street

RE: Part-Time Assistant

Overview

A part time administrative assistant has been a subject of discussion over several years. When I started in March, the potential for such a position was discussed. I thought it best to wait until I could adequately assess the overall responsibilities and goals of the Main Street program, find out what strengths I could bring to the table and then determine what an ideal support role might look like.

I would like to have the board consider the addition of an assistant for 10-15 hours per week. There are three areas that I believe an assistant could play a support or lead role in:

1. Volunteer management
2. Event coordination
3. Communications

Using a \$15/hour rate plus FICA, the budget implications would be \$12,600 on the high side. This was discussed briefly at the fund development training in November and was discussed at the organization committee meeting in October. Since our number one goal was volunteer recruitment which feeds in to everything we do, this would potentially be the top priority for the position.

A job summary is attached for your review and comment.

Recommendation

That the board review and discuss the possibility of adding a part time assistant for the Main Street program and consider including it in the budget for 2015-16 fiscal year.

Main Street Administrative Assistant

- Not to exceed 10-15 hours per week average
- \$15 per hour + FICA
- Salaried employee
- Reports directly to Main Street Manager

Administrative

Attend promotion, marketing and design committee meetings
Assist committee chair with agendas and record minutes
Help committee chairs with scheduling as needed
Support committee chairs and volunteers of established events
Help coordinate and support volunteers of newly established events

Volunteer Coordinator

Develop Volunteer Database
Recruit Volunteers
Volunteer Communications
Volunteer Recognition Event

Communications

Maintain and update the MS Website
Social media - FB
Provide news and stories for newsletter
Deliver promotional materials



Date: December 3, 2015
To: Pat O'Brien and Main Street Board
From: Lori J. Meeder
RE: 2016 Meeting Schedule

Each year, the board approves the schedule for board and committee meetings. Here is the proposed meeting schedule for 2016.

Main Street Board Meeting Schedule

First Thursday of each month, 8:30 am at City Hall commission chambers. The dates are: January 7, February 11 (I will be out of town on Feb 4), March 3, April 7, May 5, June 2, July 14 (to avoid Boyne Thunder and the 4th of July), August 4, September 1, October 6, November 3, December 1.

Main Street Committee Meeting Schedule

Organization Committee -Third Tuesday of every month, 4 pm at City Hall (new location will be decided in the spring)

Promotions Committee -First Tuesday of every month, 4 pm at Country Now and Then

Design Committee – First Monday of every month, 5 p.m. at Boyne District Library Community Room

Team Boyne/Economic Restructuring Committee -Third Friday of every month at 9 am at Boyne District Library Community Room

Farmers Market -First Monday of the month: January, February, March, April, October, November, December 10:30 a.m. Boyne District Library Community Room

Marketing Committee -Second Tuesday of the month at 8 am at Country Now and Then

Recommendation

That the Main Street Board adopt the proposed board and committee meeting schedule for 2016.

2016 Calendar

January 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	⑦	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
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28	29					

March 2016

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27	28	29	30	31		

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
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May 2016

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June 2016

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July 2016

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August 2016

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28	29	30	31			

September 2016

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October 2016

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30	31					

November 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	③	4	5
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20	21	22	23	24	25	26
27	28	29	30			

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
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