



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

June 29, 2017 – 8:30 A.M. Boyne City City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES – June 1, 2017 Regular Meeting
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
 - A. SNAP Reauthorization Letter – Farmers Market
5. MAIN STREET COMMITTEE REPORTS
 - A. Organization – Rob Swartz
 - B. Promotions – Chris Bandy
 - C. Design – Becky Harris
 - D. Economic Vitality/Team Boyne – Mike Cain
 - E. Marketing – Kelsie King-Duff
 - F. Boyne Thunder – Kelsie King-Duff
 - G. Farmers Market – Kelsie King-Duff
6. MAIN STREET DIRECTOR’S REPORT
7. UNFINISHED BUSINESS
 - A. Mosaic Sculpture – Peninsula Beach Park

Consideration to recommend to City Commission the placement of a mosaic sculpture in Peninsula Beach Park
 - B. Holiday Lighting

Consideration to approve a 1 year contract with Holiday Lighting Service, Inc. in the maximum amount of \$6,834.38 to provide holiday lights on 16 trees in the downtown planter boxes

C. Holiday Lighting

Consideration to approve a 3 year contract with Hometown Decoration and Display, LLC in the amount of \$5,996.00 per year to provide lighted snowflake pole decorations and 10 large lighted decorations downtown during the holiday season

8. NEW BUSINESS

A. Office Equipment

Consideration to purchase an Ideapad Miix510-12ISK w/ Intel Core i7-6500U. 8 GB RAM, 256 GB SSD at a cost of \$820.00 and the Pro version dock at a cost of \$165 for a total cost of \$985 for the Main Street office

B. Financial Report Review

C. Other

- a. Theatre
- b. Open Space
- c. Pavilion
- d. Etc.

9. GOOD OF THE ORDER

10. ANNOUNCEMENTS

- A. Boyne Thunder Meeting, Thursday, June 29, 5:00 p.m. – Library
- B. Design Committee Meeting, July Canceled
- C. Marketing Committee Meeting, Tuesday, July 11, 9:00 a.m. – Country Now & Then
- D. Organization Committee Meeting, Tuesday, July 11, 4:00 p.m. – Harbor House Publishers
- E. Promotions Committee Meeting, Tuesday, July 11, 4:00 p.m. – Country Now & Then
- F. Economic Vitality/Team Boyne Meeting, Friday, July 21, 9:00 a.m. – Library
- G. Main Street Board Meeting, Thursday, August 3, 8:30 a.m. – NEW City Hall

11. ADJOURNMENT

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



Approved: _____

Meeting of MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
June 1, 2017 HELD ON THURSDAY, JUNE 1, 2017 at 8:30 AM CITY HALL, 364 NORTH LAKE STREET

Call to Order Chair Michelle Cortright called the meeting to order at 8:30 a.m.

Roll Call Present: Michael Cain, Michelle Cortright, Rebecca Harris, Kelsie King-Duff, Chris Bandy, Robin Lee Berry, Rob Swartz , Don Ryde

Meeting Attendance Absent: Pat O'Brien , Ben Van Dam

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

Public: One, Ashley Cousens

Excused Absences **Ryde moved, Swartz seconded, PASSED UNANIMOUSLY** to excuse Pat O'Brien and Ben Van Dam.
MOTION

Approval of Minutes **Bandy moved, Harris seconded, PASSED UNANIMOUSLY** to approve the May 11, 2017 with a spelling correction.
MOTION

Citizens Comments None.

Correspondence None.

Committee Reports **Promotions Committee**
King-Duff reported that the committee is finalizing the bands and sponsors for Stroll the Streets.

Design Committee
Becky Harris reported that the Last River Draw Dedication will take place on Thursday, June 8th. On Friday, June 9th the installation of the new sculptures for the Walk-About-Sculpture show will begin. The winner from last year's show will be announced at 4:00 p.m. at Freshwater Studio on June 9th as well.

The Design Committee is still working on where to locate the mosaic sculpture.

Economic Vitality/Team Boyne

Cain reported that the new owners of the Lally property on Lake Street were present and discussion took place regarding plans for that property. Boyne USA is renting the Fieldcrest Motel for employee housing.

Marketing

King-Duff said the Marketing Committee is working on the promotional banners for Boyne Thunder. They are planning on taking an inventory to see where/what banners are located throughout town. Cain said there are banners in storage at the DPW building that could possibly re-used somewhere in town.

Boyne Thunder is fast-approaching. There are 120 boats registered. People are signing up for the on-land poker run which will be held during Boyne Thunder.

The new dock has been installed at the marina.

Farmer's Market

Erica Tosch has resigned as the Farmer's Market Manager. Becky Harris will help with the market until a new manager is hired.

On July 15th, the Michigan Farmers Market Association (MIFMA) will be at the Boyne City Farmer's Market providing training on the SNAP food program.

Director's Report

- The Design Committee is still working on the location of the Mosaic Sculpture.
 - King-Duff attended the NLEA meeting at the new football field in Petoskey.
 - Ryde and King-Duff attended the DDA forum held in May in Indian River.
 - The removal of the holiday lights was less expensive than projected, with a cost of \$160. Two professional opinions were received and no more pruning of trees is required at this time.
 - Stroll the Streets begins June 9th.
 - Restaurant week is June 12th to June 18th.
 - King-Duff held interviews for an assistant and will be making an offer of employment soon.
 - The Farmer's Market Manager Position will be posted soon.
 - The next meeting of the Main Street Board will be held on June 29th.
-

Old Business

Parking Study Discussion

The Board discussed the current parking situation in the City and would like to be proactive in addressing the issue. Long-term goals need to be determined.

King-Duff thinks it would be a valuable tool if done in conjunction with the Market Study from Michigan Main Street.

Scott McPherson said that a study/count was done in 2007 of parking in the City but there have been many changes since that time. Updated information gathered under a more scientific approach, by an expert, may be valuable.

It was decided to have the Organization Committee address the issue.

Holiday Lighting

King-Duff recommended that the holiday lighting be handled by the Design Committee. It is an agenda item for their next meeting.

Photography Contract

King-Duff recommended that the Board approve the contract with Kim Ritsema for photography. King-Duff and the marketing committee worked with Ritesma to create an updated list of events that Main Street would like photographed throughout the year.

MOTION

Swartz moved, Cain seconded, PASSED UNANIMOUSLY to renew the photography contract with Kim Ritesma.

New Business

Liquor License – Food Truck Rally

MOTION

Swartz moved, Cain seconded, PASSED UNANIMOUSLY to recommend to the City Commission the approval of the application to the Michigan Liquor Control Commission for a special license to serve alcohol on July 13, 2017 at the Food Truck Rally.

Liquor License – Farm Meal

MOTION

Swartz moved, Cain seconded, PASSED UNANIMOUSLY to recommend to the City Commission the approval of the application to the Michigan Liquor Control Commission for a special license to serve alcohol on August 12, 2017 for the Farm Meal.

Financial Report Review

The Financial Report was received and filed.

Other

- **Theatre** – Rich Bergman of the Boyne Theatre was notified of the façade grant he received. He was appreciative of the grant.
- **Open Space** – Cain stated that the appraisals on the property are due by the end of June.
- **Pavilion** – Cortright said \$300,000 has been raised for the Pavilion and in September construction will begin. We will get as much as we can get done for \$300,000 and continue fundraising after the initial construction is done. Phase 1 is expected to cost \$500,000.

Good Of The Order

- Freshwater Studio will host a fundraiser for George Colburn's documentary "Young Hemingway and His Enduring Eden" on Friday June 2nd. Lee Berry wrote the theme song and will perform it with the BC Hemingway Youth Choir.
- John Gorka will be performing Sunday at 7:00 p.m. at Freshwater Studio.
- The Farm Meal is August 12th and will be held at the Bear Creek Organic Farm.
- The pavement marking throughout Boyne City has been completed.
- The traffic light poles are being replaced at the corner of Water and Lake Streets. Work is expected to be completed next week. Until then there will be a 4 way stop at the intersection.
- The tower clock is expected to return to Boyne City on Saturday, June 3rd. It will be reassembled and running by the middle of next week and there will be a clock starting ceremony featuring the Tallboys' Family.
- The Police and Fire Departments will be moving into the new City Hall next week. The old DPW and fire hall building will come down the week of June 12th.
- The Hearse Cruise that took place this past weekend was successful.
- The new Fishing Pier will be completed by the end of the week.
- The White Family is scheduled to visit next week.
- There has been community discussion regarding water balloons and the July 4th Raft Race. Cortright said the race is a fun event and needs to be preserved. Organizers are looking for ways to mitigate environmental damage from balloons – water guns being a good alternative.
- Cortright enjoyed a concert at the Band Shell in Charlevoix recently. It would be great to have an outdoor performance venue in Boyne City.
- The location of the benches in the downtown area was discussed. King-Duff suggested that the Marketing Committee inventory where they are located currently and then it can be decided where they should be placed.
- The Board discussed possibly taking a tour around the Downtown District after the next meeting.
- Swartz said the registration for the September 3rd Tri-Athlon is going very well.
- Restoration continues at Local Flavor. Façade improvements are ten months out. Bandy has tables, chairs and displays for sale.
- Don Ryde stated it was nice to see the entire downtown busy and vibrant, including the Water Street area.
- NLEA is offering a RRC Best Practices Training on June 27th.
- Ashley Cousens said the Mushroom Festival went well. The Taste of Morels had a great turnout.

ADJOURNMENT

The Boyne City Main Street Board meeting of June 1, 2017 was adjourned by Chair Michelle Cortright at 9:55 a.m.

Jane Halstead, Recording Secretary

DRAFT



To: Main Street Board

From: Kelsie King-Duff

Date: June 23, 2017

Subject: July Agenda Items Overview

Overview:

There are several items on the June 29 (July Meeting) Main Street Board Meeting agenda which require further explanation. Addressed below are the individual items.

SNAP Reauthorization Letter: On June 15 I received a letter from the USDA Food and Nutrition Service to reauthorize Boyne City Main Street to accept SNAP (bridge card) benefits at the farmers market. Several items were due back to the USDA within 10 days in order to remain eligible. After speaking with Debbie Crosby, who signed the letter, it is standard practice that the USDA reauthorizes SNAP locations every few years. Attached to this memo you will find the letter we received from USDA and our response letter.

Mosaic Sculpture: The installation of a mosaic sculpture in Peninsula Beach Park has been discussed for some time. At our May meeting the design committee had recommended a placement of the sculpture, however it was discovered the area recommended was not actually in the Main Street district, which meant Main Street couldn't pay for it. The design committee has now readdressed the placement, and working with the city planning department found the exact boundary line of the Main Street district in Peninsula Beach Park. In the attachment to this memo you will see the new recommended area and a mock-up of what the mosaic will look like. Commission will still have to approve the sculpture, but it has been recommended by both the design committee and Parks and Recreation board. Main Street has \$2,000 budgeted for the mosaic, however more fundraising will likely have to take place.

Holiday Lighting: The first portion of holiday lighting for downtown, recommended by the Main Street Design Committee is a 1 year contract with Holiday Lighting Service, Inc in the maximum amount of \$6,834.80 (travel cost may vary, up to \$600, the actual cost of the lighting is \$6,234.38). This will be for the 16 trees in the planter boxes. The lights will be brand new, and will allow us to get started on a much more vibrant holiday lighting plan over the next few years.

The second portion of holiday lighting for downtown, also recommended by the Main Street Design Committee, is a contract for the lighted snowflakes and large decorations with Hometown Decoration and Display, LLC. This is a 3 year contract, as it has been in the past, however it can be renewed yearly if we choose. The only changes from the last time this contract was approved in 2014 is a slight increase in cost (\$2 per snowflake and lighted decoration) due to labor and maintenance costs. The total cost is \$5,996.00 per year.

Office Equipment: Boyne City Main Street recently hired an office assistant. Currently, the assistant is using her personal computer in the office. Working with Barb Brooks and the city's IT company, we were presented with a few different tablets, which operate like a computer, but cost much less, that would meet the needs of our office assistant for office tasks. Below is the quote for two different options:

2 in 1 Tablet Options		June 19, 2017	
PREPARED BY:		PREPARED FOR:	
CONTACT Mark Corbiser		CONTACT Barb Brooks	
COMPANY Marcor Technologies, LLC		COMPANY City of Boyne City	
ADDRESS P.O. Box 1871		ADDRESS 319 North Lake St.	
CITY ST ZIP Gaylord, MI		CITY ST ZIP Boyne City, MI 49712	
PHONE 989-731-2646		PHONE 231-582-6597	
EMAIL mwoorbiser@marcortech.com		EMAIL bbrooks@boynecity.com	
ITEMS IN QUOTE			
Ideapad Mix510-12ISK w/Intel® Core™ i5-6200U, 8GB RAM, 256 GB SSD	1	\$ 725.00	\$ 725.00
Ideapad Mix510-12ISK w/Intel® Core™ i7-6500U, 8GB RAM, 256 GB SSD	1	\$ 820.00	\$ 820.00

In addition, two quotes for a similar style tablet were presented by our IT company:

Surface Pro i5, 8GB of RAM & 256 GB SSD - \$1,299.00

Surface Pro i7, 8GB of RAM & 256 GB SSD - \$1,599.00

A docking station is also needed, for the tablet, so that it can be hooked to a computer screen. Three quotes were received for the docking station:

1. Basic – \$95.00 - includes 2 USB 3.0 ports and an audio jack on the front, 2 USB 2.0 ports, a Gigabit Ethernet port and a DVI video port on the back, and includes a DVI to VGA adapter with it.
2. Pro - \$165 – includes 3x USB 3.0 – 1 provides always-on mobile device charging, 2x USB 2.0, 1x USB 3.0 upstream connector, 1x DVI, 1x DisplayPort, 1x Gigabit Ethernet, 1x Combo audio Port, 1 x Security lock hole
3. Ultra - \$180 – includes 4x USB 3.0 – 2 provide always-on mobile device charging, 2x USB 2.0, 1x USB 3.0 upstream connector, 1x HDMI, 1x DisplayPort, 1x Gigabit Ethernet, 1x Stereo/Mic Combo Port, 1 x Security lock hole

This request is first going before commission at their Tuesday, June 27th meeting, as it was not included in the Main Street budget for this year, so it requires their approval. In preparing the budget only a couple short weeks after starting my position, I overlooked including the cost of office supplies for an assistant. While it will put our office equipment projected budget over, it can easily be covered by the Main Street budget. In the recommendation to commission, I included that it wouldn't be purchased until the Main Street board also approves it at our meeting two days after the commission meeting. The timing of the meetings would delay the purchase two weeks if it would have waited to come to Main Street first.

RECOMMENDATION:

SNAP Reauthorization Letter: No other action is needed on this matter.

Mosaic Sculpture: I recommend approving the recommendation to city commission for the designated placement of a mosaic sculpture in Peninsula Beach Park.

Holiday Lighting: I recommend approving a 1 year contract with Holiday Lighting Services, Inc. in the maximum amount of \$6,834.80. I also recommend approving a 3 year contract with Hometown Decoration and Display, LLC in the amount of \$5,996.00 per year.

Office Equipment: I recommend the purchase of an Ideapad Miix510-12ISK w/ Intel Core i7-6500U. 8 GB RAM, 256 GB SSD at a cost of \$820.00 and the Pro version dock at a cost of \$165 for a total cost of \$985. The Ideapad was recommended by the IT company as the best option. It saves cost over the Surface Pro, and the i7 version being requested will give us the most up to date software. The pro version dock will allow for device charging, unlike the cheaper option. If the commission approves my recommendation as presented at their Tuesday meeting, this will match what was presented to commission. We will know the status of their approval by our actual board meeting, just not at the time of this memo.



United States Department of Agriculture
Food and Nutrition Service
Supplemental Nutrition Assistance Program

June 15, 2017

Boyne City Farmers Market
112 S Park St, Ste F
Boyne City, MI 49712-1251

Dear Retailer:

The following store location is/was due for reauthorization to accept Supplemental Nutrition Assistance Program (SNAP) EBT benefits, or you reported changes in store ownership or operations that require an update to your file and review of your eligibility to accept SNAP EBT benefits.

0355196
Boyne City Farmers Market
112 S Park St
Boyne City, MI 49712

You are at a location that requires additional verification of current ownership. ALL items listed below must be submitted to FNS **within 10 days**.

- Additional Information Required
 - Complete the attached FNS 252-R. Signature page must be signed by the Executive Director or Corporate officer or Owner.
 - Enter information for any NEW officer/owner/market managers
 - **Copy of photo id for all new and listed persons on the 252-R** (driver's license)
 - **Copy of SSN verification for all new and listed person(s) on the 252-R.** (SSN Card or other document with SSN on it.)
 - **Below are the types of entities with instructions and required documents, choose your entity type**
 - **SCAN AND EMAIL to Debbie.Crosby@fns.usda.gov or fax completed document to 1-877-475-2401 TO ENSURE TIMELY DELIVERY**

Government Owned/Operated/Sponsored (city, town, county, state, tribal):

1. Copy of IRS Tax Exemption for the city/town/county/state.
2. City/town/county/state official must sign the application/reauthorization.
3. Letter from the city/town/county/state that they are operating the farmers market.
4. We like a Photo id (driver's license) of that city official but it isn't mandatory.

501(C)3 Federal Non-profit Organization:

1. Ex Director or Corporate officer of the Nonprofit must sign the application or re-authorization
2. Copy of the IRS 501(C)3 Determination Letter.
3. Photo id (driver's license)
4. Letter from the Non-profit organization stating they are the operator/sponsor of the market.

Other Non-profit Organization (state filing) and/or privately owned/operated LLC:

1. Application must be signed by the organization Ex Director/Corp Officer or owner or Corporation corporate officer.
2. Photo ID and SSN verification are required.
3. A letter verifying the organization is the operator/sponsor of the market.

Markets that are a loose association of farmers that have a market manager only running the market for them:

1. Application signed by the market manager.
2. Photo id (copy of driver's license) and SSN verification (copy of ssn card or other official document with ssn)
3. A letter from the market manager stating he/she is running the market. It must be signed by a few of the vendors for verification.

Email: Debbie.Crosby@fns.usda.gov

Scan/email or fax 1-877-475-2401 to me to ensure timely delivery

Please send any requested items listed above within 10 days of receiving this letter.

FNS Reauthorization Office:

Attn: Debbie Crosby
USDA, Food and Nutrition Service
3101 Park Center Dr
Suite FO – 16
Alexandria, VA 22302

Debbie.Crosby@fns.usda.gov

Phone: (207) 232-3544 Fax: (877) 475-2401

For currently authorized firms, failure to respond within 10 days may result in withdrawal of your authorization to accept SNAP benefits. (SNAP Regulations, 7 CFR 278.1 (j) and (n))

Current SNAP regulations are available online. at

www.fns.usda.gov/snap/retailers/store-training.htm

If you have questions, please call Debbie Crosby at (207) 232-3544. Thank you for your cooperation.

Sincerely,

USDA, Food and Nutrition Service Supplemental Nutrition Assistance Program

Enclosure(s): 252R

Boyne City Main Street
mainstreet@boynecity.com
120 Water St.
Boyne City, MI 49712
(231) 582-9009
boynecitymainstreet.com



June 21, 2017

FNS Reauthorization Office
Attn: Debbie Crosby
USDA, Food and Nutrition Service
3101 Park Center Dr.
Suite FO – 16
Alexandria, VA 22302

To Whom It May Concern,

This letter is to confirm Boyne City Main Street, which is the City of Boyne City Downtown Development Authority operates the Boyne City Farmers Market. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Kelsie King-Duff". The signature is written in a cursive style with a large, prominent 'K' and 'D'.

Kelsie King-Duff
Executive Director
Boyne City Main Street

Where life meets lake.®



Peninsula Beach

Northwood Mortgage

Upsy Daisy Floral

The Boyne City Gazette

Front St

Front St

Front St

W Pine St

W Pine St

Images

- Street View
- Photo Sphere
- See inside

Click highlighted areas to see images

Sunburst Marine



6/6/17



111 East Street
Boyne City, Mich. 49712

All designs represented here are those of The Wood Shop. Any reproduction without written authorization is prohibited.
Bruce Janssen

231-582-9835 PHONE
231-582-9868 FAX

Holiday Lighting Service, Inc.
223 Auburn Street, P.O. Box 101
Manchester, MI 48158
734-428-9103

23 March, 2017

City of Boyne City

Summary: Options involving trees that currently have lights:

Your display consists of trees with lights installed in 2014 and 2015 that have grown dim, and trees with newly designed light sets that were installed in 2016.

Trees with old style lights: P1-P16, 7, 15, 20, 26, 32, 35, 46, 49

Trees with new design: 6, 22, 27, 33, 50

All old lighting should be removed and it is strongly recommended that most of the trees get pruned. Whether or not a tree will be lighted, the streetscape will be well-served by keeping tree growth under control. Lights in trees P1-P16 have been in the longest and are getting very tight. Whether you have us do the work or not, these lights really need to be removed this spring.

To remove old lights would cost an average of \$50 per tree plus travel costs:

P1-P16: $\$800 + \$250 = \$1050$

P1-P16, 7, 15, 20, 26, 32, 35, 46, 49: $\$1200 + \$250 = \$1450$

Our prices to provide and install the newly designed LEDs are detailed in the accompanying estimate. The light numbers in the estimate reflect a robust coverage to provide a greater visual impact. Depending on the number of trees chosen, we can provide up to a 10% discount on the price of the installation.

To replace the lights removed under the two scenarios given above:

P1-P16: $\$6562.50 - 5\% = \$6234.38 + \text{travel}$

P1-P16, 7, 15, 20, 26, 32, 35, 46, 49: $\$10000 - 8\% = \$9200 + \text{travel}$

Travel costs depend on the scope of work. We then coordinate that with other work we have in the region. Based on past experience, \$600 is probably a safe number.

Tom Kladzyk
Holiday Lighting Service, Inc.

AGREEMENT

This agreement made and entered into this 7th day of March 2017, by and between Hometown Decoration and Display, LLC, of Hudsonville, Michigan hereinafter for brevity sometimes called "lessor" and the City of Boyne City hereinafter for brevity sometimes called "lessee"

WITNESSETH:

Whereas, lessor has offered to provide and furnish Holiday Decorations, display equipment and material to lessee pursuant to the terms, conditions and provisions hereinafter set forth, and, whereas, lessee is desirous of accepting and does accept the offer of lessor to provide and furnish said Holiday Decorations, display equipment and materials in accordance with said terms, conditions and provisions.

Now therefore, the parties hereto in consideration of the promises, and the promises of each to the other mutually made and accepted, covenant and agree as follows:

1. Lessor agrees to furnish and provide Holiday Decorations, display equipment and materials of the type hereinafter specified to lessee during the winter holiday seasons of 2017, 2018 and 2019, and to install the same in a workman like manner.
2. The decoration, display equipment and materials which shall be furnished by lessor for the use and benefit of lessee for the 2017 holiday season shall consist of components as follows:

78 Lighted Snowflake Pole Decorations	@	\$67.00	each	=	\$5,226.00
10 Large Lighted Decorations	@	77.00	each	=	\$770.00
		Total		=	5,996.00

3. Lessor shall complete the work to be performed by it so that the decorations leased by it shall be ready for lighting in accordance with the following schedule:
 - (A) Decorations to be installed in designated areas according to map supplied by lessee ready for lighting before the Thanksgiving holiday weekend in each year during existence of the contract.
 - (B) Lessor shall remove decorations as requested by the second week in March 2018 And March of each subsequent year during the existence of the contract.
4. Lessor shall complete the plugging in of all decorations which require lighting and shall furnish connecting facilities required in order that said decorations may be plugged in for lighting provided a municipal power source is supplied and not more than three feet from bracket. Lessor cannot utilize a private power source.
5. Lessee agrees and undertakes to make all arrangements to procure and secure such authorization as might be required in from any governmental unit; agency of public authority to carry out its scheme for Holiday Decorations.
6. All damage to said decorations, equipment and materials or any part thereof, shall be the responsibility of the lessor provided, however, that the lessee shall use reasonable care to prevent such damage.
7. Special Provisions:
8. Lessor shall maintain such insurance as will protect lessee against any claims under workers' compensation act and from claims for damage and because of bodily injury, including death, in the amount of not less than \$500,000. for each person and \$500,000. for each accident and for claims or property damage in an amount not less than \$500,000. for any person and \$500,000. for each accident.

9. The lessee agrees to pay lessor for its services and the use of the materials designated at paragraph 2 hereof, the sum of **\$5,996.00 which shall be paid to lessor at 2645 24th Ave., Hudsonville, Michigan 49426 on or before the 10th day of December** of the year to which such payment is attributable. Said sum shall include the installation by lessor of such decoration, necessary service calls and removal of said decorations. If lessee is on a rotation basis, decorations for the Holiday seasons of the year 2018 and 2019 will be of different type of kind that those leased to lessee for the Holiday season of the year 2017. But the decorations, materials and supplies furnished shall, with the exception of the wrapping of poles, be such as are within a retail cost of \$250.00 to \$500.00 per unit. If you are on a rotation schedule and/or you have a three year contract, the price for said decorations and services for the Holiday seasons 2018 and 2019, shall be the same as that for the year 2017, provided, however, that if an additional or more expensive type of decoration is required, said price shall be increased in an amount to be negotiated by the parties hereto. In the event that a use of sales tax should be imposed by the state of Michigan upon lessor by reason if its undertaking as set forth herein, the lessee to reimburse lessor in payments otherwise required by the terms hereof, within thirty (30) days after demand by lessor.
10. This agreement shall be executed in two (2) counterparts, each of which is deemed to be for all purposes an original copy hereof.
11. This agreement shall be binding upon and inure to the benefit of the successors, assigns and Legal representatives of the parties hereto.

In witness whereof, the parties hereto have caused the execution hereof by their duly authorized officers this 7th day of March 2017.

Lessor

Hometown Decoration and Display, LLC

By _____

Wendy Braun, President

Lessee

City of Boyne City

By _____

President/Mayor/Director

Attest:

Secretary/Clerk

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 05/31/2017

ACCOUNT DESCRIPTION	2017-18	2017-18	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/17 INCR (DECR)	05/31/2017 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
400.000 ALLOCATION FROM CUR YR FD BAL	16,994.00	16,994.00	0.00	0.00	16,994.00	0.00
Total Dept 000	16,994.00	16,994.00	0.00	0.00	16,994.00	0.00
Dept 030-REVENUES						
405.000 CURRENT YEAR TAXES	278,491.00	278,491.00	0.00	0.00	278,491.00	0.00
670.000 PROMOTIONS COMMITTEE REVENUE	21,000.00	21,000.00	5,100.00	5,100.00	15,900.00	24.29
670.300 WALKABOUT SCULPTURE SHOW	6,000.00	6,000.00	1,400.00	1,400.00	4,600.00	23.33
676.000 SPECIAL EVENTS - POKER RUN	36,417.00	36,417.00	0.00	0.00	36,417.00	0.00
Total Dept 030-REVENUES	341,908.00	341,908.00	6,500.00	6,500.00	335,408.00	1.90
TOTAL REVENUES	358,902.00	358,902.00	6,500.00	6,500.00	352,402.00	1.81
Expenditures						
Dept 731-EXPENDITURES						
705.000 SALARIES/WAGES	60,700.00	60,700.00	2,826.84	2,826.84	57,873.16	4.66
712.000 INSURANCE: LIFE/AD&D	250.00	250.00	0.00	0.00	250.00	0.00
713.000 MEDICAL INSURANCE	16,127.00	16,127.00	929.38	929.38	15,197.62	5.76
714.000 SOCIAL SECURITY	4,614.00	4,614.00	331.64	331.64	4,282.36	7.19
715.000 PENSION	3,920.00	3,920.00	301.52	301.52	3,618.48	7.69
716.000 UNEMPLOYMENT	57.00	57.00	0.00	0.00	57.00	0.00
719.000 SICK/VACATION	2,827.00	2,827.00	0.00	0.00	2,827.00	0.00
727.000 OFFICE SUPPLIES	750.00	750.00	0.00	0.00	750.00	0.00
730.000 REPAIRS/MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
732.000 MEMBERSHIP DUES	3,500.00	3,500.00	3,000.00	3,000.00	500.00	85.71
740.000 UTILITIES/INTERNET SERVICE	492.00	492.00	0.00	0.00	492.00	0.00
750.000 ADMINISTRATIVE FEE	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
760.000 DESIGN COMM EXPENSES	2,250.00	2,250.00	1,479.96	1,479.96	770.04	65.78
762.000 DESIGN CAPITAL IMPROVEMENTS	64,000.00	64,000.00	0.00	0.00	64,000.00	0.00
763.000 STREETScape AMENITIES	25,000.00	25,000.00	200.00	200.00	24,800.00	0.80
782.000 BUSINESS RECRUITMENT/RETENTION	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
812.000 ORGANIZATION COMM EXPENSES	4,000.00	4,000.00	210.00	210.00	3,790.00	5.25
870.000 EDUCATION/TRAVEL	4,000.00	4,000.00	1,709.81	1,709.81	2,290.19	42.75
900.000 ADVERTISING/PUBLISHING	14,815.00	14,815.00	2,370.00	2,370.00	12,445.00	16.00
902.000 PROMOTIONS COMMITTEE EXPENSES	15,000.00	15,000.00	2,600.00	2,600.00	12,400.00	17.33
910.000 PROMOTIONS COMMITTEE EVENTS	32,100.00	32,100.00	0.00	0.00	32,100.00	0.00
940.000 FACILITIES RENT	4,200.00	4,200.00	350.00	350.00	3,850.00	8.33
942.000 SERVICE MAINTENANCE FEE	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00
990.000 LOAN REPAYMENT	7,074.00	7,074.00	0.00	0.00	7,074.00	0.00
991.000 INTEREST	226.00	226.00	0.00	0.00	226.00	0.00
Total Dept 731-EXPENDITURES	358,902.00	358,902.00	16,309.15	16,309.15	342,592.85	4.54
TOTAL EXPENDITURES	358,902.00	358,902.00	16,309.15	16,309.15	342,592.85	4.54
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES	358,902.00	358,902.00	6,500.00	6,500.00	352,402.00	1.81
TOTAL EXPENDITURES	358,902.00	358,902.00	16,309.15	16,309.15	342,592.85	4.54

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 05/31/2017

ACCOUNT DESCRIPTION	2017-18	2017-18	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/17 INCR (DECR)	05/31/2017 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
NET OF REVENUES & EXPENDITURES	0.00	0.00	(9,809.15)	(9,809.15)	9,809.15	100.00

PERIOD ENDING 05/31/2017

ACCOUNT DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/17 INCR (DECR)	YTD BALANCE 05/31/2017 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 242 - BOYNE THUNDER FUND						
Revenues						
Dept 000						
400.000 ALLOCATION FROM CUR YR FD BAL	14,850.00	14,850.00	0.00	0.00	14,850.00	0.00
Total Dept 000	14,850.00	14,850.00	0.00	0.00	14,850.00	0.00
Dept 030-REVENUES						
676.200 REGISTRATIONS	95,000.00	95,000.00	30,975.35	30,975.35	64,024.65	32.61
676.220 50 / 50 DRAWING PROCEEDS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
676.250 AUCTION PROCEEDS	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00
676.270 BAR PROCEEDS	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00
676.280 DINNER PROCEEDS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
676.285 FOOD TRUCK REGISTRATIONS	0.00	0.00	800.00	800.00	(800.00)	100.00
676.290 MERCHANDISE SALES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
676.295 ROOM RENTAL REVENUES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
676.340 SPONSORSHIP	150,000.00	150,000.00	3,500.00	3,500.00	146,500.00	2.33
Total Dept 030-REVENUES	303,000.00	303,000.00	35,275.35	35,275.35	267,724.65	11.64
TOTAL REVENUES	317,850.00	317,850.00	35,275.35	35,275.35	282,574.65	11.10
Expenditures						
Dept 040-EXPENDITURES						
811.000 BOYNE THUNDER EXPENDITURES	34,000.00	34,000.00	0.00	0.00	34,000.00	0.00
811.050 BANK SERVICE CHARGES	5,700.00	5,700.00	0.00	0.00	5,700.00	0.00
811.200 MERCHANDISE	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
811.210 CAMP QUALITY	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
811.215 CHALLENGE MOUNTAIN	11,000.00	11,000.00	0.00	0.00	11,000.00	0.00
811.220 CONTRACT LABOR	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
811.230 DJ EXPENSE	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
811.240 INSURANCE	4,750.00	4,750.00	0.00	0.00	4,750.00	0.00
811.250 LICENSES AND PERMITS	300.00	300.00	0.00	0.00	300.00	0.00
811.260 MEALS AND ENTERTAINMENT	65,000.00	65,000.00	0.00	0.00	65,000.00	0.00
811.265 ALCOHOL / LIQUOR EXPENSE	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
811.270 ADVERTISING AND PUBLISHING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
811.290 SALES TAX	6,300.00	6,300.00	0.00	0.00	6,300.00	0.00
811.300 SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
811.305 UTILITIES / WEB DESIGN	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
811.310 TENT & STORAGE RENTAL	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
811.320 UTILITIES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
811.350 PRIZES PAID	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
811.360 DOCKAGE FEES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
811.380 AUCTION EXPENSES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
811.385 AERIAL FILMING	16,000.00	16,000.00	0.00	0.00	16,000.00	0.00
811.390 PAYPAL EXPENSES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
811.395 TRANSFER TO MAIN STREET FUND	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
Total Dept 040-EXPENDITURES	317,850.00	317,850.00	0.00	0.00	317,850.00	0.00
TOTAL EXPENDITURES	317,850.00	317,850.00	0.00	0.00	317,850.00	0.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 05/31/2017

ACCOUNT DESCRIPTION	2017-18	2017-18	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/17 INCR (DECR)	05/31/2017 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 242 - BOYNE THUNDER FUND						
Fund 242 - BOYNE THUNDER FUND:						
TOTAL REVENUES	317,850.00	317,850.00	35,275.35	35,275.35	282,574.65	11.10
TOTAL EXPENDITURES	317,850.00	317,850.00	0.00	0.00	317,850.00	0.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	35,275.35	35,275.35	(35,275.35)	100.00

PERIOD ENDING 05/31/2017

ACCOUNT DESCRIPTION	2017-18	2017-18	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/17 INCR (DECR)	05/31/2017 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 213 - FARMERS MARKET FUND						
Revenues						
Dept 030-REVENUES						
400.000 ALLOCATION FROM CUR YR FD BAL	32,138.00	32,138.00	0.00	0.00	32,138.00	0.00
642.000 MISC INCOME	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
642.100 BAG SALES	375.00	375.00	0.00	0.00	375.00	0.00
642.200 FARM MEAL	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
642.250 FOOD TRUCK RALLY	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
642.500 POINSETTIA SALES	250.00	250.00	0.00	0.00	250.00	0.00
642.600 T-SHIRTS	375.00	375.00	0.00	0.00	375.00	0.00
642.650 MARKET MONEY PURCHASE\	100.00	100.00	0.00	0.00	100.00	0.00
642.725 VENDOR FEE SUMMER 10 FT	15,000.00	15,000.00	5,450.00	5,450.00	9,550.00	36.33
642.775 VENDOR FEE - WINTER	3,000.00	3,000.00	190.00	190.00	2,810.00	6.33
Total Dept 030-REVENUES	80,738.00	80,738.00	5,640.00	5,640.00	75,098.00	6.99
TOTAL REVENUES	80,738.00	80,738.00	5,640.00	5,640.00	75,098.00	6.99
Expenditures						
Dept 040-EXPENDITURES						
705.000 SALARIES - PLANNING	13,500.00	13,500.00	1,071.00	1,071.00	12,429.00	7.93
714.000 SOCIAL SECURITY	950.00	950.00	41.23	41.23	908.77	4.34
716.000 UNEMPLOYMENT INSURANCE	18.00	18.00	0.00	0.00	18.00	0.00
727.000 SUPPLIES	350.00	350.00	0.00	0.00	350.00	0.00
731.000 POSTAGE	80.00	80.00	0.00	0.00	80.00	0.00
732.000 MEMBERSHIP DUES/MML	400.00	400.00	0.00	0.00	400.00	0.00
740.000 BARN EXPENSES	440.00	440.00	0.00	0.00	440.00	0.00
750.200 FARM MEAL	4,200.00	4,200.00	0.00	0.00	4,200.00	0.00
750.250 FOOD TRUCK RALLY	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
750.260 POINSETTIA FUNDRAISER	150.00	150.00	0.00	0.00	150.00	0.00
750.275 T SHIRTS PRINTING	200.00	200.00	0.00	0.00	200.00	0.00
750.300 MARKET MONEY	100.00	100.00	60.00	60.00	40.00	60.00
750.350 OUTDOOR MARKET	200.00	200.00	0.00	0.00	200.00	0.00
750.360 OUTDOOR MARKET MUSIC	900.00	900.00	0.00	0.00	900.00	0.00
750.370 SNAP REIMBURSEMENT	3,500.00	3,500.00	33.00	33.00	3,467.00	0.94
750.380 DOUBLE UP FOOD BUCKS	2,500.00	2,500.00	70.00	70.00	2,430.00	2.80
750.390 SENIOR PROJECT FRESH	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
750.400 WIC	2,300.00	2,300.00	0.00	0.00	2,300.00	0.00
770.000 SNAP	150.00	150.00	0.00	0.00	150.00	0.00
870.000 TRAINING AND SCHOOLS	100.00	100.00	0.00	0.00	100.00	0.00
900.000 ADVERTISING/PUBLSHNG/ORDINANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
900.200 PROMOTION PRINTING	100.00	100.00	0.00	0.00	100.00	0.00
900.300 SUMMER PROMOTION	700.00	700.00	0.00	0.00	700.00	0.00
900.400 WINTER PROMOTION	400.00	400.00	0.00	0.00	400.00	0.00
900.500 PAVILION	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
Total Dept 040-EXPENDITURES	80,738.00	80,738.00	1,275.23	1,275.23	79,462.77	1.58
TOTAL EXPENDITURES	80,738.00	80,738.00	1,275.23	1,275.23	79,462.77	1.58
Fund 213 - FARMERS MARKET FUND:						
TOTAL REVENUES	80,738.00	80,738.00	5,640.00	5,640.00	75,098.00	6.99
TOTAL EXPENDITURES	80,738.00	80,738.00	1,275.23	1,275.23	79,462.77	1.58

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 05/31/2017

ACCOUNT DESCRIPTION	2017-18	2017-18	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/17 INCR (DECR)	05/31/2017 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 213 - FARMERS MARKET FUND						
NET OF REVENUES & EXPENDITURES	0.00	0.00	4,364.77	4,364.77	(4,364.77)	100.00