



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

January 3, 2019 – 8:30 A.M. Boyne City City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES – December 6, 2018 Regular Meeting
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
 - A. National Trust Letter
 - B. Holiday Cards
 - C. Boyne Area Chamber Gala Invite
5. MAIN STREET COMMITTEE REPORTS
 - A. Organization – Rob Swartz
 - a. Boyne Thunder
 - B. Promotions/Marketing – Chris Bandy
 - C. Design – Becky Harris
 - D. Economic Vitality/Team Boyne – December Cancelled
 - E. Farmers Market– Jodie Adams
6. MAIN STREET DIRECTOR’S REPORT
7. UNFINISHED BUSINESS
8. NEW BUSINESS
 - A. 2019 Meeting Schedule

Consideration to approve the proposed meeting schedule for Boyne City Main

Street board meetings for 2019

B. Michigan Main Street Master Level Agreement

Consideration to approve the Community Requirements and Expectations Master Level Agreement with Michigan Main Street

C. BCMS Board Member Appointments

Consideration to recommend to City Commission the appointment of Patti Gabos to a 4 year term (expiring 1/18/2023), Jodie Adams to a 4 year term (expiring 1/18/2023), and Pat O'Brien to a 1 year term (expiring 1/18/2020) on the Main Street board, as recommended by the Organization Committee

D. Farmers Market Committee Appointments

Consideration to reappoint Brian Bates, Jack Laurent, and Joann Brown, and appoint Tim Dennis and Rod Cortright to the farmers market committee for a 3 year term (expiring 1/2022) as recommended by the farmers market committee

E. 2019 Special Event Liquor Licenses

Consideration to recommend to City Commission approval of the application for special event liquor licenses for Boyne Thunder on Friday, July 12, 2019 and Saturday, July 13, 2019 and the Food Truck Rally on Thursday, July 18, 2019

F. Class Cost for MSARP Credential

Consideration to approve the cost of 2 classes toward the Main Street America Revitalization Professional (MSARP) for the Executive Director for a total of \$550

G. Financial Report Review

i. BCMS

ii. Farmers Market

9. GOOD OF THE ORDER

10. ANNOUNCEMENTS

A. Design Committee Meeting, Monday, Jan. 7, 4:00 p.m. – City Hall

B. Promotions/ Marketing Committee Meeting, Tuesday, Jan. 8, 9:00 a.m. – Library

C. Organization Committee Meeting, Tuesday, Jan. 8, 4:00 p.m. – Library

D. Farmers Market Committee Meeting, Monday, Jan. 14, 10:00 a.m. – City Hall

- E. Economic Vitality/Team Boyne Meeting – Friday, Jan. 18, 9:00 a.m. - Library
- F. Boyne Thunder Meeting – Thursday, Jan. 24, 5:00 p.m. - Library
- G. Main Street Board Meeting, Thursday, Feb. 7, 8:30 a.m. – 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
December 6, 2018 HELD ON THURSDAY, DECEMBER 6, 2018 at 8:30 AM CITY HALL, 319 NORTH LAKE STREET

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

Roll Call Present: Jodie Adams, Chris Bandy, Michael Cain, Michelle Cortright, Becky Harris, Pat O'Brien, Don Ryde, Rob Swartz

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

Public: Eight

Excused Absences MOTION Bandy moved, Adams seconded, PASSED UNANIMOUSLY to excuse Patrick Little.

Approval of Minutes MOTION Bandy moved, Adams seconded, PASSED UNANIMOUSLY to approve the November 8, 2018 minutes as presented.

Citizens Comments None.

Correspondence None.

Committee Reports Organization A RFP was sent out for snow removal on the sidewalks downtown. Those bids will be reviewed at the next meeting.

Promotion Earlier Than The Bird and the Holiday Open House & Santa Parade were very successful. There were seventeen floats in the parade.

Design The Committee met with the new owner of Robert's Restaurant to share ideas. It is going to be a dental office. The Design Committee continues to work on recycling downtown and will be working on the budget. The Historic Trust Signage will be installed early spring next year.

Farmer's Market

The budget discussion is on-going and they continue to work on the by-laws.

Director's Report

Two applications for the Main Street Board openings have been received thus far.

Unfinished Business

Certificates of Appreciation

Michelle Cortright presented Certificates of Appreciation to Svetlana Ottney, Jeff Stokes and Zach Stokes for their work on the mosaic mural now installed at Peninsula Beach Park. Svetlana addressed the Board and thanked the Community for their support.

New Business

Food Truck Rally Loan Repayment

Food Truck Rally Loan Repayment

Consideration to donate funds from the Food Truck Rally to the pavilion project, voiding repayment of funds raised to Main Street.

Main Street paid for the first door of the pavilion so that it could be used as an example for fundraising purposes. Money from the Food Truck Rally was going to be used to repay the loan. The proceeds from Boyne Thunder were more than budgeted this year and the Organization Committee recommended that the funds raised at the rally be donated to the pavilion fund in lieu of repayment to Main Street.

MOTION

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY to donate funds from the Food Truck Rally to the pavilion project and void the repayment of funds raised to Main Street.

Financial Report Review

The Financial Report was received and filed.

Good Of The Order

- Michael Cain provided the Board with a copy of the City Of Boyne City Goals for 2018 to 2020.
- The Open Space has been acquired. The next step will be planning for redevelopment.
- The Chamber Of Commerce has a new Executive Director beginning December 17th – Kimberly Akin.
- The Housing Work Session on December 5th was productive.
- There is be a fund raising event at the Walloon Lake Conservancy office on December 12th from 6 to 8 pm to raise monies to purchase land in order to expand the bike trails in Evangeline Township.
- Harbor House Publishers will celebrate their 50th Anniversary in 2019.
- Ingrid Day thanked everyone for the opportunity to be involved in Main Street. She loves it here.

Closed Session

Request of the Executive Director to go into closed session with our attorney regarding Attorney/Client Privilege document as provided in MCL 15.268 (h) of the Michigan Open Meetings Act (PA 267 of 1976)

MOTION

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY to go into closed session with our attorney regarding Attorney/Client Privilege document as provided in MCL 15.268 (h) of the Michigan Open Meetings Act (PA 267 of 1976) at 9:07 a.m.

MOTION

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY to return to open session at 10:04 a.m.

Adjournment

The December 6, 2018 meeting of the Boyne City Main Street Board was adjourned at 10:05 a.m.

Jane Halstead, Recording Secretary



November 26, 2018

Dear Members of Congress:

As nonprofit organizations, businesses, and historians who support historic preservation, we urge you to work with us to preserve and protect our national parks and to support reliable and dedicated funding to address the deferred maintenance backlog of the National Park Service (NPS). Specifically, we ask for your support and cosponsorship of the Restore Our Parks Act (S. 3172) and Restore Our Parks and Public Lands Act (H.R. 6510).

The National Park System is one of our nation's best ideas – a network of 417 parks and sites that protect spectacular historic, cultural, and natural resources and tell the stories of remarkable people and events in our country's history. The National Park System tells the story of remarkable people and events in our nation's rich history at sites as diverse as Gettysburg National Military Park, Independence Hall, the Statue of Liberty, the Martin Luther King Jr. National Historic Site, and Native American cultural sites like Mesa Verde National Park.

National parks, and the historic and cultural sites they protect, are some of our nation's most popular attractions and were visited by over 330 million people last year. Visitors are drawn to neighboring historic Main Street communities every year and in turn, these visitors support local businesses through hotel lodging, food and beverages, gas, and gear needed to explore our country's historic, cultural, and natural sites. According to FY16 data, visitation to the national park system generated an estimated \$18 billion in spending for nearby communities and regions, spending that supported 318,000 jobs and provided a \$35 billion boost to the national economy.

Unfortunately, after over 100 years of operation and inconsistent public funding, the National Park System faces a deferred maintenance backlog estimated at \$11.6 billion, and according to FY17 data, 47% of the backlog is attributed to historic assets. Deferred maintenance in our national parks puts historic and cultural sites at risk of permanent damage or loss, and in the absence of reliable and dedicated funding like that provided by pending legislation, the condition of these assets will continue to deteriorate and become more expensive to repair and preserve in the future.

A reliable, dedicated federal funding source to address the deferred maintenance backlog ensures that we preserve historic buildings, sites, and necessary infrastructure in safe condition, and that parks remain open and accessible so that the public can continue to learn from and experience the stories that tell our nation's history. Our National Park System celebrates our historic and natural treasures, and we have a responsibility to ensure our parks are maintained and preserved so future generations can continue to enjoy and learn from them.

We urge your support for the Restore Our Parks Act (S. 3172) and Restore Our Parks and Public Lands Act (H.R. 6510) and we look forward to working with Congress to ensure passage of this legislation before the end of the year.

Sincerely,

Organizations:

National Trust for Historic Preservation (DC)

Historic Tax Credit Coalition (DC)

National Main Street Center (IL)

National Trust Community Investment Corporation (DC)

National Trust Insurance Services, LLC (MD)

Alaska Association for Historic Preservation (AK)

Allamakee County Economic Development & Tourism (IA)

Alliance for Historic Wyoming (WY)

American Anthropological Association (VA)

American Association for State and Local History (TN)

American Cultural Resources Association (DC)

Archaeology Southwest (AZ)

Argenta Downtown Council (AR)

Arizona Downtown Alliance (AZ)

Arizona Heritage Alliance (AZ)

Arizona Preservation Foundation (AZ)

Arizona Vintage Sign Coalition (AZ)

Avoca Main Street Inc. (IA)

Baltimore Downtown Restoration (OH)

Baltimore Heritage, Inc. (MD)

bKL Architecture LLC (IL)

Blane, Canada Ltd. (IL)

Boston Main Streets (MA)

Boston Preservation Alliance (MA)

Boyne City Main Street (MI)

Brown County Trust for Historic Preservation (WI)

Buena Vista Main Street (CO)

Cambridge Main Street (OH)

Cardiff 101 Main Street (CA)

Castle Shannon Revitalization Corporation (PA)

City of Clarksburg (WV)

City of Gaffney (SC)

City of Independence (MO)

City of Kenner (LA)

City of Newport, Office of Historic Preservation (KY)

City of Plaquemine (LA)

City of Reno Historic Resources Commissioner (NE)

City of Toccoa (GA)

City of Vicksburg (MS)

CityWide Development Corporation (OH)

Claremore Main Street (OK)

Coalition for American Heritage (DC)

Connecticut Main Street Center, Inc. (CT)

Connecticut Trust for Historic Preservation (CT)

Conservancy for Cuyahoga Valley National Park (OH)

Conway Downtown Partnership (AR)

Cowlitz County, Washington Historic Preservation Commission (WA)

Crowley Main Street (LA)

Cuero Main Street (TX)

Cuyahoga Valley Countryside Conservancy (OH)

Dixon Chamber of Commerce & Main Street (IL)

Docomomo, US Georgia Chapter (GA)

Downtown Aberdeen (NC)

Downtown Action Team/Minnesota Main Street (MN)

Downtown Farmington: A MainStreet Project (NM)

Downtown Neighborhood Association (IL)

Downtown Washington, Inc. (MO)

Downtown Waynesville Association (NC)

Elizabeth City Downtown, Inc. (NC)

Field Station Cooperative Preschool (IN)

Friends of Hot Springs National Park (AR)

Friends of Perry's Victory and International Peace Memorial (OH)

Friends of the Natatorium (HI)

Goatfeathers Point Farm, a Countryside Initiative Farm (OH)

Greenfield Berry Farm, a Countryside Initiative Farm (OH)

Harding County Main Street (NM)

Heritage Ohio (OH)

Heritage Works (IA)

Historic Atlanta, Inc. (GA)

Historic Charleston Foundation (SC)

Historic Columbia (SC)

HJKessler Associates (IL)

Hopewell Downtown Partnership (VA)

Indiana Landmarks (IN)

Indianapolis Civil War Round Table (IN)

Innerglass Window Systems, LLC (CT)

JP Centre/South Main Streets (MA)

KCHPC (IL)

Kentucky Main Street/Kentucky Heritage Council (KY)

Knox Heritage (TN)

Latrobe Community Revitalization Program (PA)

Legacy Architecture, Inc. (WI)

Linden Capital LLC (VA)

Madison Trust for Historic Preservation (WI)

Main Street Eureka Springs/Eureka Springs Downtown Network (AR)

Main Street Fort Pierce, Inc. (FL)

Main Street Mason City (IA)

Main Street Momence (IL)

Main Street Siloam Springs (AR)

Main Street Washington (IA)

Main Street Waterloo (IA)

Main Street Wooster, Inc. (OH)

Mainstreet Uptown Butte, Inc. (MT)

Maryland Historical Society (MD)

Maury Donnelly & Parr, Inc. (MD)

McKees Rocks Community Development Corporation (PA)

Michigan Historic Preservation Network (MI)

Michigan Young Preservationists (MI)

Milwaukee Preservation Alliance (WI)

Mississippi Heritage Trust (MS)

Mississippi Main Street Association (MS)
Missouri Main Street Connection, Inc. (MO)
Montevallo Main Street (AL)
National Aviation Heritage Alliance (OH)
Nebraska Main Street Network (NE)
Neitenbach Farm, a Countryside Initiative
Farm (OH)
Newkirk Main Street (OK)
Oxbow Orchard, a Countryside Initiative
Farm (OH)
Paul W. Zimmerman Foundries Co, Inc. DBA Erie
Landmark Company (PA)
Picayune Main Street, Inc. (MS)
Piedmont Environmental Council (VA)
Preservation Alliance of Minnesota (MN)
Preservation Houston (TX)
Preservation Iowa (IA)
Preservation League of New York State (NY)
Preservation Maryland (MD)
Preservation Resource Center (LA)
Preservation Strategies (TN)
Preservation Utah (UT)
Preservation Virginia (VA)
Preserve Arkansas (AR)
Providence Preservation Society (RI)
Restore Oregon (OR)

Individuals:

Barton Myers, Associate Professor of History,
Washington and Lee University (VA)
Cathy Wright, Curator, The American Civil War
Museum & White House of the Confederacy (VA)
Chantel Morton (GA)

Rockaway Main Street (MO)
Rosin Preservation (MO)
Saline Main Street (MI)
San Antonio Conservation Society (TX)
Santa Fe Trail Association (KS)
Save Our Heritage Organisation (CA)
Sea Level Consulting (AK)
Site Steward Foundation, Inc. (NM)
Society for American Archaeology (DC)
Society for Historical Archaeology (MD)
South Carolina African American Heritage
Foundation (SC)
Star Spangled Banner Flag House and Museum (MD)
Staunton Downtown Development Association (VA)
Stella Historical Society (WA)
Summerville Dream (SC)
Tennessee Preservation Trust (TN)
The Corner Project (IL)
Tulsa Foundation for Architecture (OK)
Vicksburg Main Street Program (MS)
Wake Forest Downtown, Inc. (NC)
Washington Area Community Investment Fund (DC)
Waukesha Preservation Alliance (WI)
WBNewmanJr., LLC (DC)
Wisconsin Association of Historic Preservation
Commissions (WI)

Keith Bohannon, Professor, Department of
History, University of West Georgia (GA)
Matthew McCarty, Student, Roger Williams
University (RI)
Joel Rupley (WA)

Celebrating all the beauty
of the season...

Wishing you all the joy.

Twelve Mawby. P.C.

Holiday Colors!



Red

C M Y K
0 91 76 6

{ May be substituted
with **Pantone 186** }

and

Green

C M Y K
0 91 76 6

{ May be substituted
with **Pantone 357** }



Best enjoyed with Friends & Family!

From your friends at

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Annual Awards Gala

A RED CARPET EVENT PRESENTED BY

THE BOYNE AREA CHAMBER OF COMMERCE & KATHASE FLINN



KORHE FLINN

January 2019

BOYNE MOUNTAIN

GOLF COURSE

GOLD SPONSORS



Organization Committee

Minutes of the meeting of December 11, 2018, 4:00PM

Boyne City Library

Members Attending: Rob Swartz, Pat O'Brien, Bob Alger, Monica Kroondyk, Chris Bandy

Members Absent: Michelle Cortright, Bob Carlile, Ben Van Dam

Director: Kelsie King-Duff

Agenda

Unfinished Business

- 1) Boyne Thunder:
Camp Quality contract is being handled at the board level. Sponsorship opportunities for this event begin Monday, December 17 at 9am.
- 2) Parking Study:
Implementation will be spring of 2019.
- 3) Long Term Funding:
MS Strategic Planning: the city has set its goals and implementation will be done mainly through department heads. For MS, our accreditation standards are expected by summer despite the uncertainty of the MMS roll-out. Planning for a BCMS strategic session will begin now for a second week in February timeframe. Bob Thomas will be contacted.
- 4) Co-working Space: tabled
- 5) MS Board Appointments:
Chris Bandy motioned and Bob Alger provided a second that Patti Gabos and Jodie Adams be nominated for a four year terms and Pat O'Brien to fill the vacated seat that has one year remaining. All aye.
- 6) Snow Removal in the MS area:
Quotes for removal were reviewed. Will continue to discuss this (set as a goal) for implementation next year before the weather changes. It is recommended no action be taken on the quotes received.

7) Director Eval: Rob will send out questions to board in January.

8) Library TIF

Law is very confusing and open to interpretation as to whether or not the Library Board has the ability to opt out of TIF payments. The MS board and director are available to speak with the Library Board if necessary.

New Business

1. Policy for purchasing locally

Discussion was had and the topic has been tabled.

Good of the Order/Updates: none provided

Adjourned at 5:25 pm

Next meeting: Tuesday, January 8, 2019 at 4:00P at the Boyne City Library

Promotions & Marketing Committee Meetings

Boyne City Main Street

Boyne District Library Conference Room

Tuesday, December 11, 2018 9AM

Agenda

Those attending the meeting were: Sally Van Domelen, Chris Bandy, Justin Blohm, Barb Brooks, Linn Williams and Ingrid Day

1. Welcome and meeting called to order at 9:10 am. Primary focus of the meeting was Marketing Comm. and the marketing budget.
2. Quick review of outdoor recreation strategy

Sally provided a brief overview of how MS settled on the outdoor recreation strategy as a 2018 Refresh Goal and provided a look at the work plans that support this.

3. Quick review of Marketing Comm./Promo Comm. Efforts

Sally led a brief discussion about how the two committees blend together, the history of the committees and how we support MS in our efforts. Of note, in 2011, the Marketing Comm. was developed to refine a new branding strategy and update the website; help refocus all marketing efforts to this rebranding. This committee currently utilizes free public outreach in local papers, with the Chamber, website and thoughtfully purchased paid print ads and other ways to 'market' the brand that is Boyne City Main Street.

In 2014/2015, previous strategies changed somewhat to utilizing less paid ads. As we expand to newer more robust tech oriented ways we have found that we don't need an increased budget for paid ads.

4. 2017/2018 Spending and Effectiveness

Kelsie provided a written summary that contained a breakdown of paid ads, utilization of free ads and the budgeted dollars for the Marketing Committee. In essence, much of the budget is accounted for in committed items (billboard, Visitor's Guide, etc). A short discussion was had about

whether to squeeze down the paid advertising dollars even more but there was no consensus reached.

5. Future promotional efforts (the mixed use of the ad budget)

Barb began the discussion by pointing out that Boyne Thunder has its own marketing; it should be noted that our events to do have some advertising done straight from the Promotions budget. Chris added that BT was a great weekend this past year. There was some thought that Stroll the Streets started (attendance) more slowly than usual so the discussion moved to whether there was a saturation of the music each week, should there be some sort of infusion of new ideas or perhaps themed nights periodically and did we have any feedback from locals or visitors. Concern was expressed that we need to be sure to engage locals as much as possible for any event and if there is a way to track attendance for any event. There was discussion about paid advertising for this and other events (example given of the free advertising used for Boyne Appetit and the feedback/emails/calls received when it was cancelled and folks could not find updated information on-line).

Barb asked who we are trying to reach with our advertising (print ads in particular) and what audience are we missing? Chris asked if we were sure we were reaching our local community and discussion was had about use and readership of the local paper. Do we need to have paid ads if we have press releases, etc. and the general consensus was yes, we do. In fact, it was agreed that all three main forms of advertising/communications are vital: press releases, paid ads and free ads and calendars. There was concern expressed that 8 to 10 years ago that paying for ads was money not well spent but that in time this has evened out and has become far more targeted and thoughtful. It was agreed that knowledge of the Main Street program is good, especially with an upgraded web site and better use of social media connections.

Sally brought up our social media presence and it was felt that while this has improved, it needs a 'boost.' Discussion was had about using boosted ads, hashtags, verbiage and photos. The committee would like any information we have about any ads from FB that have previously been boosted. Justin brought up that there are free seminars on using social

media tools and the committee felt that spending a meeting discussing this topic and learning more about social media usage would be beneficial (specific thoughts were learning about timing of ads/posts, costs involved, effort involved, etc.).

Justin asked if we have ever considered give-away ads on FB where a person's name gets entered to win something if you like and share a post, tailoring your needs to both the locals and the downstate visitors. He then provided a primer on geo-fencing (specific ads generated to tech products based on "fences" created by choice to be as small or large as needed) and mentioned that the cost is based upon impressions generated. Justin has personally used a firm from Petoskey that provides great service and plenty of metrics about the success of your particular event. It may be possible to set up a demo event with this firm if we would like.

Another facet of this discussion was partnering or building upon other entities and events that are already 'right here.' This includes but is not limited to bike riders/paths and Boyne City Rocks.

6. Additional large budget items (banners, billboards, etc.)

Santa Parade/Open House: short discussion about this event. Well attended and enjoyed a number of floats. Agreed that it is key to calling and inviting people, churches, organizations, etc. to participate as has been done in the past. Discussion was had about the state of the sidewalks, use of the sleigh (and their tardiness for the second year), and offset of the attendance with the size of the parade. Suggestions were made to perhaps ask if the high school band might perform and if there could be two sing-alongs, one before and one after.

Billboard: general feeling is that we like the billboard and are happy to be engaged with this for the next two years. We need to be sure to check the dates for changing out the picture if in fact we think we need to.

Banners: members were provided a written synopsis of the past year's efforts to boost the placement and visibility of the banners, while expanding upon the outdoor rec strategy. If there was any downside to the banner program this past year it was the difficulty in getting all banners

hung at an appropriate time and the inability to keep banners up in prominent locations over the winter due to holiday decorations from Design Committee. For 2019, we will consider expanding on the event banners (Food Truck Rally and Buff Up Boyne), replacing ones that have worn or need the new branding, consider one for biking and perhaps winter sports. Sally said it would be good to have the banners ordered and all banners hung prior to Morel Fest 2019.

7. Other

*Given the number of side discussions not directly related to agenda items, it was recommended by Barb that in 2019 we discuss one or two events per meeting, using the “keep, stop, start” process to be sure all events are what we want them to be and are properly covered with ads, etc.

*The committee was reminded that as part of the core mission of Main Street programs that lead volunteers are needed for our events. Many of our events do have this but several do not so part of our future focus needs to be finding people to fill in these positions.

*The last point of discussion had to do with a suggestion from Kelsie provided in her written comments (presented with the original agenda packet). The idea was holding some budget monies available for additional social media or print ads on a to be determined basis. Discussion was had on what this might look like, the timing of the same and making sure there were funds allocated across the year and not spent only in the first six months. This topic was tabled until 2019.

Meeting adjourned at 11:10 AM.

Next Meeting: Tues, Jan.8, 2019 at 9AM - Boyne District Library Conf. Room

Design Committee Meeting

Boyne City Main Street
Boyne City Hall Conference Room

Monday, December 3, 2018 4 PM

Members Attending: Becky Harris, Bruce Janssen, Martha Sulfridge,
Adam Graef, Mike Cain, Patrick Kilkenney and Kelsie King-Duff

Meeting called to order at 4:01 pm.

Agenda

New Business:

1. Dr. Larson, a local dentist, provided a report to the committee on the purchase of the Robert's Restaurant Property. Materials and roofline proposed will be similar to the city building; lighter colors with dark windows. Increasing their building size to approx. 2200 sq. feet and this will allow for additional employment opportunities. The committee made a few recommendations, specifically about the layout of the building on the site. Dr. Larson will follow up.
2. 2019/2020 Budget-year Projects for consideration:
Includes: lights on LRD, additional holiday décor, recycling containers, street light installations, boardwalk refresh, additional sidewalks to the pavilion, fountain fish, Draco Viewer purchase, additional concrete on the downtown sidewalks. This list is not final and additions may be made at the next meeting. In addition, Kelsie will provide information about the current budget.
3. Sunset Park:
Becky led a discussion about overall plans for this area and the need for review. Considerations should be seating, shrubs along the walkways, rather like the Pennsylvania Park in Petoskey.

Project Updates:

- 1) National Historic Trust Signage:

Will be installed in the spring on the northwest side of Lake and Ray.

- 2) Downtown Recycling Update: this will be discussed along with the priorities for next year at the next Design meeting as we are still waiting on information from American Waste.

Next Meeting: Mon, January 7, 2019 at 4PM – Boyne City Hall Conference Room



Directors Report- January 2019

Boyne Thunder Sponsorship: Sign up for sponsors for Boyne Thunder began Monday, December 17th. As of Thursday, Dec. 27th Boyne Thunder sponsorship totals \$131,000. So far 34 sponsors have signed up. In 2018, there were 57 sponsors totaling \$226,000, so we are off to a great start. Sponsorship sign up will be open until mid-February. General registration will take place March 1 at 9 a.m.

HOG Rally: We have received confirmation that the HOG Rally will be visiting Boyne next year. Planning is still in the early phases, but they will likely be attending the Food Truck Rally. This should bring in an estimated 300 Harley motorcycles and 300-400 people.

CDBG Funds: MMS notified us of some potential CDBG funds available for upper floor residential restoration. We had one downtown building owner very interested, so I've send some preliminary information to MMS to see if we can connected a building owner with some grant funds.

Library TIF: The library is not able to opt out of the DDA TIF until there is a change in the TIF Plan (for example, when it has to be renewed). At that time, the law now allows them to opt out. We will continue to receive approximately \$12,000 in funds per year from the library at this time.

Leadership Charlevoix County: In early December we hosted LCC for a downtown tour. Thank you to Glen Catt, Mike Cain, Leslie Nielson, Mike Castiglione, Jeff Thompson, and Sarah Manchester for presenting to the class.

Friends of Main Street: National Main Street now has a "Friends of Main Street" group for individuals involved in Main Street. Information on joining can be found here: <https://www.mainstreet.org/getinvolved/membership/membershipcategories#friendsofmainstreet>

DEQ Grant: We have received word that the DEQ grant for 437 Boyne Ave. has passed the first review phase. An official application will now be submitted within 60 days.

Community Transformation Exam: I received notification that I passed the Community Transformation Exam (from the training I went to in October). This gets me one-step closer to the MSARP credential. Information is covered within the agenda regarding the credential, but if I am able to take all the online classes, I should receive the credential in Spring of 2020.



Last River Draw Video: The video the MEDC is creating on the Last River Draw should be complete, for us to use, in the Spring of 2019. MEDC would also like to come and do another video in 2019 featuring BCMS and some of the downtown businesses.

Historic Tax Credit Bill: The Historic Tax Credit bill did not pass in the State legislature, as we had hoped it would. Thank you to Senator Wayne Schmidt for his support of this bill, and for sponsoring it. The Michigan Historic Preservation Network will push again next year to get a historic tax credit bill reinstated. Currently only Federal tax credits are available to developers in Michigan.

Board Member Resignation: Don Ryde has resigned from his position on the board. Within the agenda packet you will see a recommendation to appoint Pat O'Brien to the remainder of his term (1 year). Thank you Don for your service to the Main Street board!

Farmers Market Manager: Missy Jollette has resigned as the farmers market manager, effective Dec. 29, 2018

Vacation: I will be on vacation from Friday, January 18 – Friday, January 25



To: Main Street Board

From: Kelsie King-Duff

Date: December 27, 2018

Subject: January Agenda Items Overview

Overview:

There are a few items on the January 3 Main Street Board Meeting agenda which require further information:

Farmers Market Committee Appointments: The farmers market committee has 3 positions up for reappointment, Brian Bate, Joann Brown, and Jack Laurent. All reapplied. In addition, the market committee is interested in expanding the size of the committee. A minimum of 6 individuals are required on the committee and a maximum of 11. Currently the market has 9. These appointments would put the committee up to 11. Rod Cortright and Tim Dennis are being recommended for the “new” seats. The committee will still be pretty fairly balanced with these appointments with 6 vendors, 4 patrons, and a Main Street board representative. All terms are for 3 years. In addition, a representative from MSU Extension, the Chamber, and I are non-voting members.

Class Cost for MSARP Credential: While I don’t expect the overall line item for travel and education will exceed the \$4,000 budgeted, I would like to get separate approval for this cost, as with the national conference being in Seattle, it is hard to know exactly what expenses will be and these costs were not specifically planned for as part of travel and education when the budget for this year was put together. The total cost of the MSARP credential to our program will be \$2,475. This is for a total of 9 online classes towards the credential. All but the 2 classes requested now will be included in next years budget (a total of \$1,925). Michigan Main Street has covered the cost of both the Leadership Development Workshop and Community Transformation Workshop, a savings to our program of \$1,250. National also provided one free online course, a cost savings of \$275 for a total savings of \$1,525.

RECOMMENDATION:

Farmers Market Committee Appointments: I recommend approval of the farmers market committee recommendation for committee member appointments.

Class Cost for MSARP Credential: I would very much appreciate the opportunity to continue classes for the MSARP credential, and recommend approval.

2019 Main Street Meeting Schedule

January							February							March							April						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
														31													
May							June							July							August						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				
September							October							November							December						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Michigan Main Street Program Community Requirements and Expectations Agreement

Master Level

THIS AGREEMENT is entered into and executed by the Michigan Economic Development Corporation (“**MEDC**”), whose address is 300 N. Washington Square, Lansing, MI 48913, and the Community of _____, County of _____, State of Michigan (the “**Community**”) whose address (City, State, Zip Code) is _____, and its Local Program (“**Local Program**”) whose address (City, State, Zip Code) is _____, each of such parties being a “**Party**” to this Agreement, for the purpose of implementing the MEDC Michigan Main Street Program (“**MEDC/MMS Program**”) in the community.

WHEREAS, MEDC has entered into a contract with the National Trust for Historic Preservation, National Main Street Center, Chicago (the “**NTHP NMSC**”), to provide technical expertise, training and services to designated Michigan communities;

WHEREAS, the Community and Local Program have successfully completed all requirements and expectations of the Selected Level (which is the initial level of participation in the MEDC/MMS Program) and have been accredited based on the Ten Standards of Performance by the NTHP NMSC as outlined in Attachment 1;

WHEREAS, this Agreement is for the purpose of setting forth the MEDC/MMS Program requirements and expectations for the Community’s Local Program, pursuant to its designation as a Master Michigan Main Street Community and pursuant to contractual arrangements between the NTHP NMSC and MEDC, so as to assist in the revitalization of the designated Local Program area of _____, Michigan;

NOW THEREFORE, in consideration of the foregoing mutual covenants and agreements contained herein, the parties have agreed to do as follows:

SECTION I. The Community and its Local Program agree to these Minimum Participation Standards:

1. Employ a full-time (no less than forty (40) hours per week) program director for Local Program who will be responsible for the day-to-day administration of the Main Street program in the Community, and develop a job description to describe the duties for which the program director is responsible. During transition periods between program directors, Local Program must make all efforts to hire a new director within a reasonable amount of time. Generally, an interim director should be in place two months after a program director leaves and a full-time director should be in place six months after a director leaves.

2. Maintain an active Board of Directors and Committees, following the National Main Street 4-Point Approach, to actively lead Local Program by developing work plans, utilizing volunteers, and successfully completing all stated programmatic activities.
3. Fund Local Program for the term of this Agreement at a level allowing for the full operation of the program. Funding must contain both dedicated funds by public entities and private contributions through fundraising activities.
4. Participate in all scheduled the MEDC/MMS Program services (outlined in Section II of this Agreement). Travel expenses to any required sessions are the sole responsibility of Local Program. If the Community is temporarily without a program director or the program director is unable to attend, then a representative from the Community is required to attend in their place.

B. Absenteeism: An unexcused absence by the Local Program director, or a representative from the Community, will result in the suspension of all services. Once services are suspended, a written warning to the chair of the board and the program director will be issued requesting an explanation on why training sessions have not been attended. Services will be reinstated once training issues are resolved.

C. Full-time equivalent (FTE): At minimum, one (1) individual from the community must be present for the entirety of the provided service. It is acceptable for two (2) individuals to divide the time between them, as long as the community is represented for the entirety of the provided service.

- i. The Local Program director is specifically required, at minimum, to participate in Day 1 of the MEDC Quarterly Training.
- ii. A representative from the Community is specifically required to participate in Day 2 of the MEDC Quarterly Training.

5. Submit complete and accurate monthly reports by the 10th of each month on the form provided by the MEDC/MMS Program.
6. Submit complete and accurate annual reports by the first Friday in f August each year on the form provided by the MEDC/MMS Program. (All such monthly and annual reports being hereinafter referred to as “**Reports.**”)
7. Maintain a current membership in the National Main Street Center Network.
8. Continue to meet the Ten Standards of Performance set by the NTHP NMSC for accreditation, as outlined in Attachment 1. The Community must meet these standards at the end of each two-year period or this Agreement will be terminated and the Community will no longer be a MEDC/MMS certified community. All rights associated with the

Community's participation in the MEDC/MMS Program will be revoked including the right to use the MEDC/MMS Program name and logo.

9. Utilize the MEDC/MMS Program name and logo with the MEDC/MMS Program pre-approval. The use of the name and logo can be used for marketing materials, window signs, flags, letterhead, banners, pins, etc. The MEDC/MMS Program name and logo are trademark protected. Any MMS road signs given to the Community by the MEDC/MMS Program are property of the MEDC/MMS Program and shall be returned if the Community is no longer a MEDC Community. See Section III, Number 3, of this Agreement.
10. Maintain Local Program's boundaries and organization structure approved upon the Community's designation as a MEDC/MMS community. Changes to either of these require MEDC/MMS Program approval as it could affect the services provided to the Community.
11. Understand all requirements of this Agreement must be met regardless of changes within the Local Program, such as temporary displacement of program director. If requirements of this Agreement are not met, MEDC/MMS Program services will be suspended, and a written warning to the Chairperson of the Board of Directors and program director will be issued requesting an explanation. Once requirements are met, MEDC/MMS Program services will be reinstated. If requirements continue to not be met, this Agreement will be terminated and Community will no longer be a MEDC/MMS community. All rights associated with the Community's participation in the MEDC/MMS Program will be revoked, including the right to use the MEDC/MMS Program name and logo.
12. Assume full responsibility for all costs and expenses associated with the performance of the Local Program and the performance of its rights and responsibilities under this Agreement. The Community and the Local Program further acknowledge that the MEDC/MMS Program is not responsible to the Community and the Local Program for any costs associated with this Agreement or the services provided under this Agreement, including but not limited to those costs or expenses incurred as a result of anticipated or actual participation in the MEDC/MMS Program, the NTHP NMSC Program or pursuant to the Community's selection or participation as a MEDC/MMS Community.

SECTION II. The MEDC/MMS Program agrees to provide these services:

1. Provide customized program training and technical assistance to each MEDC Community. Training and technical assistance are anticipated as follows, but may be modified by the MEDC/MMS Program, in its sole discretion, to meet programmatic needs:

Program Services provided to Master MEDC/MMS Communities:

- Manager Selection Assistance (C)*
- Board Training (C)*
- Manager Training (C)*
- Work Plan Training (C)*

- Committee Training (C)*
 - Main Street Building Basic (C)*
 - Design Services – remainder of services to the Community from Selected Level
 - MEDC/MMS Quarterly Trainings
 - Branding Service (C)*
 - Retail Merchandising (C)*
 - Biennial Program Evaluations (C)*
 - Accreditation w/ the National Main Street Center
 - MEDC/MMS Listserv Opportunities
 - Mentoring Opportunities
 - Eligible for seat on MEDC/MMS Advisory Committee
-

* (C) = Services provided within community

2. Conduct MEDC/MMS Quarterly Forums statewide for program directors and Local Program volunteers. Specific forum training topics will vary and be based on the combined needs of all MEDC/MMS Communities.
3. Conduct a Biennial Program Evaluation for each Master Level Local Program. In order to receive this service, the Community and Local Program must be in compliance with the above Minimum Participation Standards (Section II.1 above)
4. Conduct a Check-in Visit for each Master Level Local Program, to occur in alternating years with the above Biennial Program Evaluation (II.3). The year following acceptance of Local Program into the Master Level, the Check-in Visit will be performed in order to informally assess and advise Local Program. The next year, the Biennial Program Evaluation will occur, and the schedule will continue to alternate as such for the term of this Agreement.
5. Provide advice, information, and additional on-site assistance to the Community, Local Program, its staff, and its Board of Directors upon request by Local Program and subject to the MEDC/MMS Program schedule, program constraints, staff availability, and costs associated with the request. MEDC may request the assistance of other State or Federal agencies.
6. Provide one (1) Design 101 Training workshop and the remainder of Design Services not utilized during the Community's participation in the Selected Level. The Design Services may be scheduled according to the Community's needs with a maximum of three (3) services provided per year as long as Local Program is in compliance with this Agreement.
7. Invite all Master MEDC communities to attend training and technical assistance opportunities in the other Selected or Master MEDC Communities.
8. Accredite, on behalf of the NTHP NMSC, all eligible MEDC communities that meet the above Minimum Participation Standards (Section II.1) and the NTHP NMSC Ten Standards of Performance outlined in Attachment 1.

SECTION III. The PARTIES hereto otherwise agree as follows:

1. **TERM OF THE AGREEMENT.** This Agreement, beginning _____, 2015 shall remain in effect until the earlier of _____, or such time as the “**Termination or Cancellation**” provisions hereof are invoked. All procedures for termination and cancellation are outlined below in Section III.17.
2. **CONFIDENTIAL INFORMATION.** Except for information provided to MEDC at its request or as part of this Agreement, the Community, Local Program, and their employees, agents, and representatives shall not disclose, other than to the extent required by law, including without limitation, the Freedom of Information Act, any information or data, including but not limited to all materials furnished to the Community and/or Local Program by MEDC (“**Confidential Information**”) without the written consent of MEDC. Confidential information does not include information that is already in the possession of, or is independently developed by, the Community and/or Local Program; becomes publicly available other than through breach of this Section; or is received by the Community and/or Local Program from a third party with authorization to make such disclosures or is released with MEDC’s prior written consent.
3. **LICENSING OF CERTAIN MARKS.** MEDC grants to Local Program a license to utilize the MEDC/MMS Program trade names, trademarks, logo, and/or service marks (“**MEDC Marks**”) for the express purpose of publicizing the Community’s selection and involvement as a the MEDC/MMS Program Community. Local Program’s use of the MEDC Marks shall be approved by MEDC in advance of use.
4. **INTELLECTUAL PROPERTY RIGHTS.** Local Program acknowledges that it is being granted a limited license during the term of this Agreement by MEDC hereunder to use the MEDC Marks in accordance with the terms and conditions of this Agreement, and that no further or greater rights are granted in or to the MEDC Marks. Local Program acknowledges that MEDC owns all rights, title and interest in and to the MEDC Marks and that it will do nothing inconsistent with MEDC’s ownership of the Marks.
5. **INDEMNIFICATION AND LIABILITY INSURANCE.** The Community and its Local Program shall indemnify, defend, and hold harmless MEDC and its subsidiaries, agents, employees and contractors from any damages, liability, costs or expenses that it may sustain through the negligence or willful acts of the Community and/or its Local Program pertaining to the performance of this Agreement. The Community and its Local Program shall maintain such insurance as shall be necessary to protect MEDC from claims that may arise out of or as a result of the Community’s and/or Local Program’s operations pursuant to this Agreement. The Community and/or Local Program will provide and maintain its own property damage insurance (written at not less than full replacement cost), workers compensation insurance (written for not less than any limits of liability required by law), and liability insurance (maintained at not less than \$1 million per occurrence, and \$5 million in the aggregate). MEDC shall be listed as an additional named insured on all such

insurance policies. The Community and Local Program shall provide to MEDC periodic certificates of insurance to evidence the compliance with such insurance requirements, and, in any event, shall deliver such certificates to MEDC within 10 days after request by MEDC.

6. **TOTAL AGREEMENT.** This Agreement contains the entire agreement between the parties superseding any prior or concurrent agreements as to the services being provided, and no oral or written terms or conditions which are not contained in this Agreement shall be binding. This Agreement may not be changed except by mutual agreement of the parties, reduced to writing and signed.
7. **ASSIGNMENT/TRANSFER/SUBCONTRACTING.** Except as contemplated by the Agreement, the Community and its Local Program shall not assign, transfer, convey, subcontract, or otherwise dispose of any duties or rights under this Agreement without the prior specific written consent of MEDC. Any future successors of the Community and/or Local Program will be bound by the provisions of this Agreement unless MEDC otherwise agrees in a specific written consent.
8. **COMPLIANCE WITH LAWS.** The Community and Local Program shall comply with all applicable laws, ordinances, regulations, rules, orders, judgments, decrees or other requirements imposed by any governmental authority (collectively, “**laws**”). The Community and/or Local Program is not, and will not during the term of this Agreement, be in violation of any laws to which it is subject, and will not fail to obtain any licenses, permits or other governmental authorizations necessary to carry out its duties hereunder.
9. **WAIVER.** A failure or delay in exercising any right with respect to this Agreement will not operate as a waiver unless otherwise stated in this Agreement, and will not excuse subsequent failures or delays, and a single or partial exercise of any right will not be presumed to preclude any subsequent or further exercise of that right, or the exercise of any other right, and will not be construed as an automatic exercise of subsequent rights.
10. **NOTICES.** Any notice, approval, request, authorization, direction or other communication under this Agreement shall be given in writing and shall be deemed to have been delivered and given for all purposes (i) on the delivery date if delivered by electronic mail or by confirmed facsimile; (ii) on the delivery date if delivered personally to the Party to whom the same is directed; (iii) one (1) business day after deposit with a commercial overnight carrier, with written verification of receipt; or (iv) three (3) business days after the mailing date, whether or not actually received, if sent by U.S. mail, return receipt requested, postage and charges prepaid, or any other means of rapid mail delivery for which a receipt is available. The notice address for the Parties shall be the address as set forth in this Agreement, with the other relevant notice information, including the recipient for notice and, as applicable, such recipient’s fax number or e-mail address, to be reasonably identified by notifying Party. MEDC, the Community and Local Program may, by notice given hereunder, designate any further or different addresses to which subsequent notices shall be sent.

11. **NON-DISCRIMINATION AND UNFAIR LABOR PRACTICES**. In connection with this Agreement, the Community and its Local Program shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, gender, height, weight, marital status or handicap. In connection with this Agreement, the Community and its Local Program shall not violate 1980 Public Act 278, as amended, MCL 423.321, et seq, by entering into a sub-contract with any individual person, firm or entity who has been found in contempt of court by a Federal Court of Appeals on not less than three (3) occasions involving different violations during the preceding seven (7) years for failure to correct an unfair labor practice as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act. Violations of law after the beginning date of this Agreement may result in its termination.
12. **SEVERABILITY**. The invalidity or unenforceability of a particular provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, provided that the principal intent of this Agreement can be preserved.
13. **GOVERNING LAW AND JURISDICTION**. This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan. The parties agree that any legal actions concerning this Agreement shall be brought in the Ingham County Circuit Court in Ingham County, Michigan, USA. The terms of this paragraph shall survive the termination of the cancellation of this Agreement.
14. **NO EMPLOYMENT, PARTNERSHIP OR AGENCY RELATIONSHIP**. The MEDC/MMS is limited to furnishing its technical services to the Community and its Local Program and thus nothing contained herein shall create any employer-employee relationship. Further, this Agreement does not create a partnership relationship.
15. **NO THIRD PARTY BENEFICIARIES**. There are no express or implied third party beneficiaries to this Agreement.
16. **COUNTERPARTS**. This Agreement may be executed in one or more counterparts and by facsimile, each of which shall constitute an original, and all of which together shall constitute one and the same instrument.
17. **TERMINATION OR CANCELLATION**.
 - A. This Agreement may be terminated by MEDC by providing written notice of default and termination to the Community and its Local Program (“**Notice of Default and Intent to Terminate**”) upon the occurrence of any of the following events or conditions (“**Event of Default**”):
 - (i) any representation or covenant made by the Community and/or its Local Program is determined by MEDC, in its reasonable judgment, to be incorrect at the time that such representation or covenant was made in any material

respect, including, but not limited to, the Reports and compliance with laws as required under this Agreement;

- (ii) the Community's and/or its Local Program's failure to comply with any of the requirements of this Agreement;
- (iii) use of the program training, technical assistance, and resources provided pursuant to this Agreement for purposes other than as set forth in this Agreement.

- B. Notwithstanding the foregoing, the Community and its Local Program acknowledges that MEDC's performance of its obligations under this Agreement is dependent upon the continued approval of funding and/or the continued receipt of state funding. In the event that the State Legislature, the State Government or any State official, public body corporate, commission, authority, body or employees, or the federal government (a) takes any legislative or administrative action which fails to provide, terminates or reduces the funding or programmatic support necessary for this Agreement, or (b) takes any legislative or administrative action, which is unrelated to the source of funding or programmatic support for this Agreement, but which affects MEDC's ability to fund and administer the MEDC/MMS Program, then MEDC may cancel this Agreement by providing notice to the Community and its Local Program of cancellation. Cancellation may be made effective immediately, upon delivery of notice to the Community or its Local Program, or with such other time period as MEDC, in its sole discretion, deems reasonable.
- C. In addition to the above, either party may terminate its obligations under this Agreement, without cause, by giving the other party a 30-calendar day written notice of such termination.
- D. In the event that this Agreement is terminated, neither MEDC nor the Community or its Local Program shall have any further obligation to perform under this Agreement. The Community and/or Local Program shall, unless otherwise directed by MEDC in writing, immediately take all reasonable steps to terminate operations under this Agreement.
- E. In the event of termination or cancellation of this Agreement by the Local Program, the Local Program shall be obligated to reimburse MEDC for the cost of all third party services provided by MEDC to the Local Program pursuant to the terms of this Agreement. Such cost shall be determined solely by MEDC. The Local Program and the Community shall be jointly and severally liable for the payment of such reimbursement. Such reimbursement shall be made within thirty (30) days after delivery of an invoice therefor by MEDC.

18. **RESERVATIONS.** MEDC reserves the right to modify services provided to the Community and/or its Local Program as necessary.

19. **AUTHORITY TO EXECUTE THIS AGREEMENT.** The signatories below warrant that they are authorized to enter into this Agreement.
20. **Failure to sign and submit this agreement to MEDC on or before _____, 2016, will result in the termination of the Community's participation in the MEDC/MMS Program.**

[signatures follow on next page]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth below.

_____ (“COMMUNITY”)

BY: _____ (City Manager or Village President) _____ (Date)

_____, Michigan
(City or Village)

_____ (“LOCAL PROGRAM”)

BY: _____ (Local Main Street Board Chairperson) _____ (Date)

(Local Program)

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (“MEDC”)

BY: _____ (Vice President of Community Development) _____ (Date)

National Trust for Historic Preservation / National Main Street Center

**Ten Standards of Performance
for Accreditation**

1. Has broad-based community support for the commercial district revitalization process, with strong support from both the public and private sectors
2. Has developed vision and mission statements relevant to community conditions and to Local Program's organizational stage
3. Has a comprehensive Main Street work plan with measurable objectives
4. Possesses an historic preservation ethic
5. Has an active board of directors and committees
6. Has an adequate operating budget
7. Has a paid professional program director
8. Conducts a program of on-going training for staff and volunteers
9. Reports key statistics
10. Is a current member of the National Main Street Network

PERIOD ENDING 12/31/2018

ACCOUNT DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	YTD BALANCE 12/31/2018 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 213 - FARMERS MARKET FUND						
Revenues						
Dept 030 - REVENUES						
400.000 ALLOCATION FROM CUR YR FD BAL	(6,197.00)	(6,197.00)	0.00	0.00	(6,197.00)	0.00
579.000 GRANTS-STATE/FEDERAL	0.00	0.00	0.00	3,420.00	(3,420.00)	100.00
642.000 MISC INCOME	12,450.00	12,450.00	30.00	6,640.33	5,809.67	53.34
642.010 SNAP	400.00	400.00	0.00	0.00	400.00	0.00
642.040 SENIOR PROJECT	0.00	0.00	0.00	3,044.00	(3,044.00)	100.00
642.150 DONATIONS	0.00	0.00	0.00	2,215.86	(2,215.86)	100.00
642.200 FARM MEAL	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
642.250 FOOD TRUCK RALLY	11,000.00	11,000.00	(5,229.27)	6,745.50	4,254.50	61.32
642.450 MEAL TICKET	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
642.500 POINSETTIA SALES	300.00	300.00	199.00	261.00	39.00	87.00
642.600 T-SHIRTS	400.00	400.00	0.00	0.00	400.00	0.00
642.650 MARKET MONEY PURCHASE\	100.00	100.00	0.00	0.00	100.00	0.00
642.700 DAILY VENDOR FEE	500.00	500.00	0.00	225.00	275.00	45.00
642.725 VENDOR FEE SUMMER 10 FT	18,000.00	18,000.00	0.00	16,035.00	1,965.00	89.08
642.750 VENDOR FEE-SUMMER 20 FT	0.00	0.00	0.00	3,125.00	(3,125.00)	100.00
642.775 VENDOR FEE - WINTER	3,570.00	3,570.00	265.00	2,725.00	845.00	76.33
Total Dept 030 - REVENUES	47,523.00	47,523.00	(4,735.27)	44,436.69	3,086.31	93.51
TOTAL REVENUES	47,523.00	47,523.00	(4,735.27)	44,436.69	3,086.31	93.51
Expenditures						
Dept 040 - EXPENDITURES						
705.000 SALARIES - PLANNING	18,720.00	18,720.00	1,440.00	11,808.01	6,911.99	63.08
714.000 SOCIAL SECURITY	1,423.00	1,423.00	110.16	903.32	519.68	63.48
716.000 UNEMPLOYMENT INSURANCE	5.00	5.00	0.00	3.56	1.44	71.20
727.000 SUPPLIES	500.00	500.00	0.00	189.43	310.57	37.89
731.000 POSTAGE	50.00	50.00	0.00	204.88	(154.88)	409.76
732.000 MEMBERSHIP DUES/MML	400.00	400.00	0.00	0.00	400.00	0.00
750.200 FARM MEAL	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
750.250 FOOD TRUCK RALLY	5,000.00	5,000.00	0.00	6,745.50	(1,745.50)	134.91
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	10.00	350.00	(250.00)	350.00
750.350 OUTDOOR MARKET	200.00	200.00	0.00	350.59	(150.59)	175.30
750.360 OUTDOOR MARKET MUSIC	975.00	975.00	0.00	975.00	0.00	100.00
750.370 SNAP REIMBURSEMENT	3,500.00	3,500.00	103.00	2,180.00	1,320.00	62.29
750.380 DOUBLE UP FOOD BUCKS	2,800.00	2,800.00	42.00	2,108.00	692.00	75.29
750.390 SENIOR PROJECT FRESH	2,800.00	2,800.00	0.00	2,298.00	502.00	82.07
750.400 WIC	3,000.00	3,000.00	0.00	2,059.00	941.00	68.63
770.000 SNAP	350.00	350.00	0.00	0.00	350.00	0.00
870.000 TRAINING AND SCHOOLS	500.00	500.00	0.00	800.00	(300.00)	160.00
900.000 ADVERTISING/PUBLSHNG/ORDINANCE	1,000.00	1,000.00	0.00	910.00	90.00	91.00
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	700.00	700.00	0.00	0.00	700.00	0.00
Total Dept 040 - EXPENDITURES	47,523.00	47,523.00	1,705.16	31,885.29	15,637.71	67.09
TOTAL EXPENDITURES	47,523.00	47,523.00	1,705.16	31,885.29	15,637.71	67.09

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 12/31/2018

ACCOUNT DESCRIPTION	2018-19	2018-19	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BGD USED
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 12/31/18 INCR (DECR)	12/31/2018 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 213 - FARMERS MARKET FUND						
Fund 213 - FARMERS MARKET FUND:						
TOTAL REVENUES	47,523.00	47,523.00	(4,735.27)	44,436.69	3,086.31	93.51
TOTAL EXPENDITURES	47,523.00	47,523.00	1,705.16	31,885.29	15,637.71	67.09
NET OF REVENUES & EXPENDITURES	0.00	0.00	(6,440.43)	12,551.40	(12,551.40)	100.00

PERIOD ENDING 12/31/2018

ACCOUNT DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	YTD BALANCE 12/31/2018 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 030 - REVENUES						
400.000 ALLOCATION FROM CUR YR FD BAL	21,325.00	21,325.00	0.00	0.00	21,325.00	0.00
405.000 CURRENT YEAR TAXES	254,328.00	254,328.00	0.00	233,079.93	21,248.07	91.65
670.000 PROMOTIONS COMMITTEE REVENUE	15,000.00	15,000.00	800.00	12,974.69	2,025.31	86.50
670.100 BOYNE APPETIT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
670.300 WALKABOUT SCULPTURE SHOW	3,000.00	3,000.00	0.00	211.00	2,789.00	7.03
676.000 SPECIAL EVENTS - POKER RUN	40,000.00	40,000.00	73,686.14	73,686.14	(33,686.14)	184.22
Total Dept 030 - REVENUES	337,653.00	337,653.00	74,486.14	319,951.76	17,701.24	94.76
TOTAL REVENUES	337,653.00	337,653.00	74,486.14	319,951.76	17,701.24	94.76
Expenditures						
Dept 731 - EXPENDITURES						
705.000 SALARIES/WAGES	62,420.00	62,420.00	4,611.95	39,157.63	23,262.37	62.73
712.000 INSURANCE: LIFE/AD&D	250.00	250.00	15.52	163.94	86.06	65.58
713.000 MEDICAL INSURANCE	7,056.00	7,056.00	1,764.05	5,292.15	1,763.85	75.00
714.000 SOCIAL SECURITY	4,744.00	4,744.00	487.75	3,519.17	1,224.83	74.18
715.000 PENSION	4,120.00	4,120.00	451.64	2,969.62	1,150.38	72.08
716.000 UNEMPLOYMENT	10.00	10.00	0.00	1.66	8.34	16.60
719.000 SICK/VACATION	2,971.00	2,971.00	0.00	1,552.64	1,418.36	52.26
727.000 OFFICE SUPPLIES	1,750.00	1,750.00	0.00	458.75	1,291.25	26.21
730.000 REPAIRS/MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
732.000 MEMBERSHIP DUES	3,350.00	3,350.00	0.00	3,350.00	0.00	100.00
740.000 UTILITIES/INTERNET SERVICE	732.00	732.00	61.66	431.87	300.13	59.00
750.000 ADMINISTRATIVE FEE	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
760.000 DESIGN COMM EXPENSES	8,950.00	8,950.00	630.00	7,255.00	1,695.00	81.06
762.000 DESIGN CAPITAL IMPROVEMENTS	37,000.00	37,000.00	0.00	10,882.55	26,117.45	29.41
763.000 STREETScape AMENITIES	30,000.00	30,000.00	1,411.59	22,483.51	7,516.49	74.95
782.000 BUSINESS RECRUITMENT/RETENTION	8,500.00	8,500.00	0.00	68.36	8,431.64	0.80
810.000 COMMITTEE/EVENT EXPENSES	0.00	0.00	0.00	200.00	(200.00)	100.00
812.000 ORGANIZATION COMM EXPENSES	4,000.00	4,000.00	222.00	4,559.73	(559.73)	113.99
870.000 EDUCATION/TRAVEL	4,000.00	4,000.00	0.00	2,850.04	1,149.96	71.25
900.000 ADVERTISING/PUBLISHING	15,000.00	15,000.00	205.00	6,503.74	8,496.26	43.36
902.000 PROMOTIONS COMMITTEE EXPENSES	15,000.00	15,000.00	480.91	4,332.53	10,667.47	28.88
910.000 PROMOTIONS COMMITTEE EVENTS	16,100.00	16,100.00	0.00	27,074.44	(10,974.44)	168.16
910.100 BOYNE APPETIT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
910.200 WALKABOUT SCULPTURE SHOW	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
910.300 STROLL THE STRETS	16,000.00	16,000.00	0.00	0.00	16,000.00	0.00
940.000 FACILITIES RENT	4,200.00	4,200.00	350.00	2,800.00	1,400.00	66.67
942.000 SERVICE MAINTENANCE FEE	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00
Total Dept 731 - EXPENDITURES	337,653.00	337,653.00	10,692.07	145,907.33	191,745.67	43.21
TOTAL EXPENDITURES	337,653.00	337,653.00	10,692.07	145,907.33	191,745.67	43.21
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES	337,653.00	337,653.00	74,486.14	319,951.76	17,701.24	94.76
TOTAL EXPENDITURES	337,653.00	337,653.00	10,692.07	145,907.33	191,745.67	43.21
NET OF REVENUES & EXPENDITURES	0.00	0.00	63,794.07	174,044.43	(174,044.43)	100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 12/31/2018

ACCOUNT DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	YTD BALANCE 12/31/2018 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
TOTAL REVENUES - ALL FUNDS	385,176.00	385,176.00	69,750.87	364,388.45	20,787.55	94.60
TOTAL EXPENDITURES - ALL FUNDS	385,176.00	385,176.00	12,397.23	177,792.62	207,383.38	46.16
NET OF REVENUES & EXPENDITURES	0.00	0.00	57,353.64	186,595.83	(186,595.83)	100.00