



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.”

May 7, 2020 – 8:30 A.M. Boyne City City Hall

Due to the COVID-19 situation and per the Governor’s Executive Orders 2020-15 and 2020-42 this meeting will be held electronically. To participate via Zoom, connect to:

<https://us02web.zoom.us/j/88147127510>

Meeting ID: 881 4712 7510

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The public will be allowed to comment during the usual public comment opportunities during the meeting per Boyne City Main Street policy and practice. All other times the public will be muted.

Written comments will be accepted until 4:30 p.m. Wednesday, May 6th. They may be mailed to Boyne City Main Street, 113 S. Lake Street, Boyne City, MI 49712 or emailed to mainstreet@boynecity.com

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES – March 5, 2020
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
 - A. Main Street America
 - B. Health Department of Northwest Michigan
5. MAIN STREET COMMITTEE REPORTS
 - A. Organization – Michelle Cortright
 - a. Boyne Thunder
 - b. Farmers Market – Jodie Adams
 - B. Marketing – Patti Gabos
 - C. Design – Cancelled
 - D. Economic Vitality– Mike Cain
 - a. Team Boyne
6. MAIN STREET DIRECTOR’S REPORT
7. UNFINISHED BUSINESS
8. NEW BUSINESS
 - A. TIF Renewal Contract
Consideration to approve a contract with Mac Consulting Services LLC for TIF Plan renewal services
 - B. Holiday Lighting Contract
Consideration to approve a 1 year contract with Hometown Decoration and Display, LLC in the amount of \$6,260 for holiday lighting during the 2020-21 season
 - C. 2020 Façade Grants
Discussion regarding 2020 Façade Grant funding
 - D. Financial Report Review
 - i. Boyne City Main Street
 - ii. Boyne City Farmers Market
9. GOOD OF THE ORDER

10. Request of the Executive Director to go into closed session regarding acquisition of real property as provided in MCL 15.268 (d) of the Michigan Open Meetings Act (PA 267 of 1976)

11. ANNOUNCEMENTS

- A. Marketing Committee Meeting, Tues., May 12, 9:00 a.m. – Conference Call
- B. Organization Committee Meeting, Tues., May 12, 3:00 p.m. – Conference Call
- C. Team Boyne Meeting – Fri., May 15, 9:00 a.m. – TBD
- D. Design Committee Meeting, Mon., June 1, 4:00 p.m. – City Hall
- E. Main Street Board Meeting, Thurs., June 4, 8:30 a.m. – City Hall

12. ADJOURNMENT

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



Approved: _____

Meeting of MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
March 5, 2020 HELD ON THURSDAY, MARCH 5, 2020 at 8:30 AM CITY HALL, 319 NORTH LAKE STREET

Call to Order Chair Rob Swartz called the meeting to order at 8:31 a.m.

Roll Call Present: Jodie Adams, Anna Burkhart (arrived 8:49), Michael Cain, Michelle Cortright, Robert Grove, Patrick Little and Rob Swartz

Absent: Becky Harris, Patti Gabos

Meeting Attendance City Staff: Recording Secretary Jane Halstead, Assistant Planning Director Patrick Kilkenny,

Public: One

Excused Absences MOTION Cain moved, Cortright seconded, PASSED UNANIMOUSLY to excuse Becky Harris and Patti Gabos.

Approval of Minutes MOTION Cortright moved, Adams seconded, PASSED UNANIMOUSLY, to approve the February 6, 2020 minutes as presented.

Hearing Citizens Present None.

Correspondence Received and filed.

The schedule of agenda items was adjusted to accommodate a representative from the Chamber of Commerce.

Intern Partnership Consideration to partner with the Chamber on hiring an intern to be shared by our organizations for a cost to Boyne City Main Street of \$6,000.

Elizabeth Looze, the treasurer of the Boyne City Chamber of Commerce, was on hand to voice her support of creating a partnership between Boyne City Main Street and the Chamber of Commerce to share an intern from Central Michigan University from May to December of this year. King-Duff also voiced her support. An intern will provide support to BCMS during their busiest time of year and provide for youth outreach.

MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to enter into the intern partnership with the details to be worked out by the Boyne City Main Street Executive Director.

Committee Reports

Organization Committee

The Organization Committee continues to search for a replacement for Bob Alger. Kelsie's annual review will be scheduled. Discussion continues on the budget, strategic planning and the TIF renewal.

Farmers Market Committee

Minutes received and filed. Committee appointments were discussed as was the Winter market is slower this year. Twenty-five vendors have submitted applications for the summer market so far.

Promotions/Marketing Committee

Minutes received and filed. Paid advertising may include more digital/social media advertising in the future. The photographer contract will be sent out to bid. Chocolate Covered Boyne went well. There was positive feedback on the dessert contest being held at the school. The Jambo event went well.

Design Committee

Minutes received and filed. Budget priorities were discussed.

Economic Vitality/Team Boyne

Team Boyne is moving forward. Discussion took place on how to populate the Economic Vitality sub-committee.

Director's Report

Received and filed. Boyne Thunder registration opened March 1st and went very smoothly. There are 45 sponsors totaling \$180,000 in sponsorship. There are 14 spaces remaining.

Unfinished Business

Strategic Plan

Strategic Plan

Consideration to approve the Strategic Plan as proposed.

MOTION

Cortright moved, Adams seconded, PASSED UNANIMOUSLY to adopt the Strategic Plans as presented.

New Business

Budget Approval

Budget Approval

Consideration to approve the proposed budget for the 2020-21 fiscal year.

The Board reviewed the budget. Highlights include the TIF Renewal, Rivermouth restroom and log cabin improvements. Additional money was also budgeted to help fund the completion of the Pavilion.

MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to approve the budget as presented.

Graphic Design Services Agreement

Graphic Design Services Agreement

Consideration to approve a 1-year agreement with Kecia Freed Design for graphic design service.

MOTION

Cain moved, Adams seconded, PASSED UNANIMOUSLY to approve a 1 year agreement with Kecia Freed Design for graphic design service.

2020 Accredited Member Sublicense Agreement

2020 Accredited Member Sublicense Agreement

Consideration to approve the Trademark Sublicense Agreement with the National Main Street Center as proposed.

The agreement remains the same.

MOTION

Cain moved, Adams seconded, PASSED UNANIMOUSLY to approve the Trademark Sublicense Agreement with the National Main Street Center as proposed.

BCPS Millage Presentation

Presentation from Patrick Little, Superintendent BCPS

Patrick Little, Superintendent of Boyne City Public Schools was on hand to provide information on the upcoming millage request. Several members of the Board had already seen the presentation so Little suggested meeting with those who hadn't seen it after the BCMS meeting.

Financial Report Review

The Financial Report was received and filed.

Good Of The Order

- City Manager Cain suggested non-controversial agenda items be placed in a consent agenda for Board approval. This Organization Committee can look into this.
- Board members are encouraged to attend the National Main Street meeting when possible. It is a great experience.
- Construction on the Pavilion continues to move along well. Some additional costs will be incurred.
- Evangeline Township was awarded a grant to provide for a Trail Master Plan. Beckett and Rader will create the plan which will provide for trail connectivity between current and planned trails in the township and the City.
- Registration for the 4th of July run and the triathlon opened this week.

Adjournment
MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to adjourn the March 5, 2020 meeting of the Boyne City Main Street Board at 9:34 a.m.

Certificate of Achievement

Kelsie King-Duff

has successfully completed the requirements of the Main Street America Institute set forth by the National Main Street Center and is hereby recognized as a

**Main Street America
Revitalization Professional**



Patrice Frey, President and CEO, NMSC
February 2020



Matt Wagner, VP of Revitalization Programs, NMSC
February 2020

USDA Farmers Market Promotion Program 2021-2023

Project: USDA Farmers Market Promotion Program: Health Department of Northwest Michigan (HDNW) will apply for the 3-year grant and serve as fiduciary for the program. Partnering farmers markets will engage with HDNW staff to fulfill grant proposal if funded.

Timeframe: Project Dates span 3 years January 2021-December 2023

Grant application due May 26, 2020 and Grantees announced December 2020

Market requirements: 1)located in Charlevoix, Emmet, Otsego or Antrim County and 2)participating with SNAP/DUFB

Objectives:

- 1) Participating markets will experience an increase in total dollar volume sales and food assistance revenue as measured by a MIFMA-administered baseline Rapid Market Assessment (2021) and subsequent data collected through the Farmers Market Metrics portal in years 2 and 3 (2022 and 2023).
- 2) Market managers will broaden the tools they need to increase sales through training, marketing, market enhancements including the Food Navigator program, and monitoring data for their market.

Health Department Staff will Provide	Market Managers Expectations
“Food Navigator Program”, Michigan Fitness Foundation’s evidence-based program that provides on-site education, tastings, activities and market tours many weeks throughout the market season. HDNW staff would serve the Food Navigator role and expand the services for this project. Temporary Food Licenses will be attained by HDNW for tasting/cooking events.	Donate space and potential fees at each market for Food Navigator to set up. (This grant requires a 25% in-kind contribution. Waived fees would be put toward the 25% in-kind contribution.)
Coordinate Field Trips to the market for seniors, students, CMH and other groups	Meet groups at the market for a brief welcome; support tour of the market.
Coordinate with local transportation to include Farmers Market on their route, if applicable	Work with Food Navigator to identify methods of public transportation in your community.
Coordination of Rapid Market Assessment and Farmers Market Metrics with MIFMA	Support MIFMA and HDNW staff with completing Rapid Market Assessment in year 1; enter Market Metrics data for each market day throughout the market season years 2 & 3
Payment for participation in MIFMA Market Manager supports including registration, travel, hotel, and meals.	MIFMA membership paid by grant x 3 years Attend MIFMA Market Manager Cert or Recert Program x 1 Attend MIFMA annual meeting and/or annual Food Assistance Meeting x 3 years.
Promote food assistance programs through partnership with MDHHS and vendors. Outreach and distribute SNAP/DUFB information to appropriate community partners.	Work with Food Navigator to identify groups within your community to target for outreach. Assist with distributing print material, social marketing, and local media.
Overall signage for your market and signage for vendors to list the food assistance programs they participate.	Identify type of signage needed, design and logos for signs; submit proposal to HDNW for funds.
Market Enhancements which could include: <ul style="list-style-type: none"> • Activities at the market • Market-specific tote bags, t-shirts, clings • Gift Certificate tokens • Recipes, food storage tips, food assistance information for vendors and participants 	Work in partnership with HDNW Food Navigator to plan market enhancements and request any market-specific materials

Org Committee
Tuesday, April 14, 2020

Present via Teleconference: Kelsie King-Duff, Rob Swartz, Monica Peck, Michelle Cortright, Jordan Peck, Patti Gabos, Bob Alger. Absent: Pat O'Brien.

Budget Review: Kelsie is preparing a "COVID scenario budget" that she will present side-by-side with the budget the Board adopted at the last meeting. All City departments are preparing "scenario budgets." Kelsie will consider revenue shortfall from potentially cancelled events and other potential shortfalls and find a balance between what can be cut or reduced from the budget. She will email the budget to Org members as soon as it is prepared.

Intern: The Chamber was no longer able to hire the summer intern due to budget constraints. Kelsie polled the Main Street Board and was told to move forward with Main Street hiring the intern. Inasmuch as her schooling is now on-line, the intern decided not to pursue the opportunity at this time. \$6,000 had already been budgeted, so this is a savings.

Board Member Evaluation: Evaluation forms have been received from Bob Thomas, which Kelsie will send to Org members. She indicated that this will be a good discussion item the next time the Board is able to meet in person.

Team Boyne: Jim Baumann and Ward are sharing facilitation of the networking group. There are no Team Boyne meetings at this time; meetings in March and April were cancelled. A weekly call is being held with the working group that is putting together the Economic Vitality committee. When things settle down from COVID the committee will be formalized. In the meantime, calls are being made in support of the business community.

Boyne Thunder: Bob reported that there are 114 participants, with one having recently dropped out. There are currently 11 open spaces, which is consistent with the past. Bob is keeping participants informed and at the moment plans are to move forward. A "go/no go" decision will be made in mid-May, before expense commitments are made. Bob reported that volunteers may be an issue this year as well. Kelsie has notified Camp Quality and Challenge Mountain that things are progressing at the moment and that she will keep them apprised. Camp Quality has cancelled their summer camps and is making plans for a remote gathering. Rob suggested that different event groups may want to confer to discuss a united front around festivals and events this summer.

Farmers Market: Jordan reported that Farmers Markets are essential, with the exception of canters. Restrictions and guidelines have been developed with regard to distance between vendors and people in lines. At the moment it is hard to answer specific questions due to uncertainty. The outdoor market will open May 16. A drive-through model is being considered to avoid the clustering of people. One-way access is also being considered, limiting the number of people allowed in at a time. Data is being gathered in order to make decisions. Jordan also reported that social media has been vital at this time, with the farmers providing good content. The farmers are getting very good demand for this time of the year. To date 53 vendors, for a

total of 680 linear feet, have signed up, consistent with last year. There are also 8 canters signed up, who are not allowed at this time. There will be no music, no picnic tables and no dine-in under current restrictions.

TIF Renewal: The \$7,000 RBC grant for TIF renewal has been reallocated to COVID response. The total cost is \$16,000 which has been budgeted. There is a potential \$5,000 grant from MMS that requires steps that will increase the cost, making the bottom line more than it would be without the grant. It was decided that Main Street would be better off without the MMS grant and to not pursue it. The next step is to approve the contract and get underway.

GAMBA: National Main Street has cancelled the May conference and considering forward plans. The announcement will also be delayed. The \$10,000 to promote the award has been received. Some award items are in the design stage, but will not be deployed until National has a plan. We still stay tuned.

Other items: The student that visited the last Org meeting will discuss his ideas again at the start of the next school year. Monica reported that when the Library reopens meetings will be limited to 5 people or less.

Next meeting: Tuesday, May 12, 3:00.

4-14-20 MS Mkt CC Meeting:
Email Update held in lieu of meeting

1. Welcome/Agenda

The April Meeting is being held via email due to the Shelter in Place Order. Please reply-all with comments, ideas, or questions. We can schedule a conference call if we find it's needed.

2. 2019/20 Paid Ads Budget- KKD

- a) 2020-21 Marketing CC Budget (committed & available \$)*
- b) Social Media -how to procure a SM expert to advise & lead MS's strategy, implementation (technical, content), and cost?*
- c) Chamber/MS Radio Package Sharing Proposal KA-KKD*
- a) The Main Street board has approved the budget, and \$15,000 is allocated for marketing and advertising. This is consistent with previous year's budgets. It is important to note that marketing for specific events is held within those events budgets, so that is not reflected here. Sally and I discussed how this would be broken up (that is not specified in the budget the board approves, which leaves the committee wiggle room to work on projects). The budget breakdown we created is attached. Items in the budget that are consistent year to year are at the top (visitors guide, billboard, etc.) In the next section, several items are consistent by practice (we've chosen to do them for several years in a row now), like the summer and fall events ads.*
- b) Both the committee and the board had discussion about concentrating more funds towards digital advertising, so that is reflected. Some money has been earmarked for a consultant to take a look at our social media and really help us with beginning to develop an overall strategy. This item would need specific board approval as it would involve a contract with a consultant.*

Just a few weeks ago, I would have been very confident in implementing this proposed budget. Due to the uncertain times with COVID-19, back up budget plans are being developed, in the event that we really need to trim down our budget based on potential lost income from events, and if this lasts long enough even lost income from reduced tax income. It is too early to tell, but in another month as guidance continually comes down from the state, we should be able to make more decisions. Keep your fingers crossed that we are able to fully implement this budget this year, but also know that some items we will need to be more cautious about, or delay.

c) Possible Radio bundle sharing – *postponed to May Meeting.*

3. Social Media/Website Update-ID

Facebook – 3,296 likes (up 25 in last month), 38,200 reached over past month

Instagram – 1,245

Note: the MS Mkt CC discussed adding more comparative data & % change (such as comparison of likes month to month and also year to year); this is being worked on and will be included in future reports.

4. Support BC's Local Businesses through COVID-19 –all

a) *Here's what some businesses are doing:*

Kelsie and several volunteers from economic vitality have been reaching out to downtown businesses via phone call. Nearly every downtown business has been called. Spirits are very high, and businesses have been so appreciative. We've passed along resources available to them during this time, as well done just a general check-in. Lots of businesses have gotten really creative and are doing some really cool things, including:

- *52 Weekends – quickly implemented an online store and is hosting virtual "fashion shows" to feature products, regular newsletters on special promotions*
- *Inspired living – beefed up online store, still held big yearly sale virtually*
- *Forgotten Treasures – Selling through Facebook groups using "holds" for when store opens back up*
- *Eateries – Many offering takeout, featuring special products,*
- *Outdoor Beerdsman – online store, coffee to go, providing coffee to healthcare workers*
- *Peninsula – virtual shopping*
- *Mary's – Call in orders*

Have you seen anything else creative? Pass it along!

b) *Other Ideas to help support businesses?*

The Mkt CC is asked to reply all with ideas.

5. Chocolate Covered Boyne Event Review -KKD

- *The Post Event Survey went out 2/26. We only got 10 responses so we did another call out in the 3/5 newsletter. We still only received 10 responses. We'll hold the Post Event Post Mortem until the April Meeting.*

The survey responses are attached. It will probably be easiest to do an “official” review once we can all be together, but responses can at least be reviewed right now. In talking with a lot of the businesses, they saw no impact from the event, and many said it is getting “stale.” It is my recommendation that we think of some ways to change it up (new name, theme, etc.) We did receive great feedback about the dessert contest and it being at the school, so that is a piece I think that should be kept during any other changes in the future.

6. Intern role in MS-KKD

Kim and I both felt it was very important to still offer the internship, as it was needed for credit for graduation. At this time, the intern has chosen to back out. We will keep plans that have been made for in the future to hopefully launch this program at a different time.

7. 2021 Committee Work Plan’s Progress & Plans Forward; succession planning? SV

- *Covir-19 related uncertainties are causing the need for back-up plans for many events*
- *Succession planning- Every Event Chair & each Mkt CC member is asked to seek out people who would be willing to learn & take on leadership roles?*

8. Other?

Next Meeting: Tues May 12 @ 9am in the Library Conference Room



Directors Report- May 2020

- What a time it has been since we last met in March. Although things look very different than they did then, everything within our organization is running very smooth. We've been able to provide so much support to downtown businesses. People have been very understanding about the cancellation and postponement of events. We will get through this!
- Farmers Markets have been deemed essential. The indoor market has not taken place since the end of March, because of it being in an enclosed space. Plans are underway to open the outdoor market on May 16th following all guidelines from the Michigan Farmers Market Association and Farmers Market Coalition. Many vendors have reported being busier than usual for the time of year. Jordan has continued to promote how to purchase items from them, despite there not being a physical market.
- The Business Resources document on our website has received continual updates, and many businesses have expressed appreciation for it. It can be found [here](#). More information, especially as it relates to safely reopening will be added as it becomes available.
- The cancellation of Boyne Thunder and postponement of Stroll the Streets were both announced this week. The process has started to refund participants and sponsors their registration fees. Some have donated a partial amount or all to the event so we should be able to still do some disbursement to those organizations involved.
- Back to the Bricks has postponed their tour, and will not be coming to town on June 6 & 7th. They are looking into logistics for rescheduling for Oct. 10 & 11.
- We were able to extend our current office lease for another year, for a \$25 monthly rent increase, which was budgeted for. We are all set through April 2021.
- Bob Banner's façade project is complete, and he was reimbursement \$15,000 through our façade grant program.
- Main Street America released a results from a survey on COVID-19 impacts to small businesses. It also contains information specific about Boyne City results since we had 14 businesses fill it out. It can be found [here](#).
- The updated downtown map is now available digitally. It can be found on our website [here](#). Printed copies have been ordered and will be distributed as soon as possible. This is always a huge hit with visitors and community members. We distribute 4,500 each year.
- Two photography proposals were received. Marketing will review those and that should come to the board in June. We did not receive any bids for watering the downtown planter boxes.
- I can provide an update on how the Virtual Buff Up Boyne went at the meeting, as it is taking place Saturday, May 2nd.
- Huge shout out to Jordan and Ingrid for all of their hard work for Boyne City Main Street and the Boyne City Farmers Market!!
- Stay healthy, all!



To: Main Street Board
From: Kelsie King-Duff
Date: May 1, 2020
Subject: May Agenda Items Overview

Overview:

Several items on the May 7th Main Street Board Meeting agenda require further information:

TIF Renewal Contract: Boyne City Main Street's main source of funding is through the Downtown Development Authority (DDA) Tax Increment Financing (TIF) plan. This plan is set to expire in May of 2024, and interest has been expressed in pursuing renewal now. Mac McClelland has provided two contract options for review, the original dated February 9 and an updated version based on the following dated April 10. When conversations first began, a \$7,000 grant was available through the Redevelopment Ready Communities program at MEDC to support the renewal. In addition, Michigan Main Street was going to add an additional \$5,000 grant to that for our technical assistance service this year. In order to receive these grants, a significant public input component and design component needed to be added to the proposal. Since the two proposals have been put together, RRC funding has been rerouted due to COVID-19 and the RRC grant is no longer available. Michigan Main Street, however, is offering to increase their grant funding to \$15,000 as long as the same stipulations are met. The increase cost to meet the requirements for the grant exceeds the grant amount by \$4,549. Mac Consulting Service has also provided individual community engagement options we can pick and choose from if we so wish to add to the proposal dated February 9. Mac McClelland will be attending our meeting to answer any questions.

Holiday Lighting Contract: Our contract with Hometown Decoration and Display LLC needs to be renewed for holiday lights for the 2020-21 season. We have worked with this company for many years. They provide the lighted snowflakes and large lighted decorations for downtown. The lights for the trees is a separate contract. This year we would have 78 lighted snowflakes and 10 large lighted decorations, which is the same as in the past, for a total of \$6,260. This is an \$88

increase from the previous year. Hometown Decoration and Display LLC has been wonderful to work with.

Façade Grants: Each Spring Boyne City Main Street has granted out façade reimbursement grants to local businesses to help with renovations to their buildings. The last couple of years \$20,000 in grants per year have been granted. Recently completed projects include Banner Law, Reh Acres, Spuds, and Provisions Wine Bar. This year only one application was received. Several other inquired, but since the COVID-19 outbreak there has been an interest in holding off on projects. Boyne City Main Street needs to consider what to do with the funds this year.

RECOMMENDATION:

TIF Renewal Contract: Approve the contract dated February 9, 2020 with Mac Consulting Service LLC in the amount of \$16,361 for TIF Renewal Services.

Holiday Lighting Contract: Approve the contract for holiday décor with Hometown Decoration and Display LLC in the amount of \$6,260.

Façade Grants: Hold off on granting 2020 façade reimbursement grants at this time. Consideration could be given to doing the grants later in the year depending on budget, rerouting the funds to business loans, saving the money until next year or other options.



Mac McClelland
Mac Consulting Service LLC
8334 Outer Drive South
Traverse City, Michigan 49685
mactc@charter.net
231.633.6303

February 9, 2020

Kelsie King-Duff, Director
Boyne City Main Street/DDA
319 North Lake Street
Boyne City, Michigan 49712

**SUBJECT: PROPOSAL – DEVELOPMENT PLAN/TIF PLAN EXTENSION
BOYNE CITY MAIN STREET/DDA**

Dear Kelsie:

Mac Consulting Service LLC is pleased to present our approach for extending the Development Plan and TIF Plan for Boyne City Main Street/DDA.

Mac Consulting Service LLC will prepare and facilitate approval of the Development Plan and TIF Plan to identify projects proposed to be undertaken by Main Street and extend TIF capture to provide project financing.

BACKGROUND

Michigan's Recodified Tax Increment Financing Act (Act 57, PA 2018) consolidated most previous tax increment financing authority legislation and provides for the capture and use of tax increment revenues for a variety of purposes to eliminate property value deterioration and promote economic growth in the District, with the adoption of a Development Plan and TIF Plan. Eligible expenditures include improving land and buildings, constructing public facilities, acquire, develop and lease property, develop and implement a marketing program, create, operate and fund a loan program for improvements to existing buildings, and other functions.

The current Boyne City Main Street/DDA Development Plan and TIF Plan expires in 2024 and the Board wishes to initiate the process to extend the TIF Plan and detail the Development Plan to continue the work of Main Street/DDA on into the future.

PROPOSED SCOPE OF WORK

The following work scope is to work with Boyne City Main Street/DDA to prepare and facilitate approval of the Development Plan and TIF Plan.

TASK 1: UPDATE FRAMEWORK

In order to structure the Development Plan/TIF Plan update and come to consensus on the approach and framework, Mac Consulting Service LLC will conduct the following activities:

-) Develop a draft framework for the Update approval that will outline the steps and schedule, describe options for key decisions, detail the process to identify proposed improvements, establish the TIF timeframe, and calculate TIF revenues, determine communications, and provide an agenda for a Board goal and priority project session.
-) Facilitate a goal and project priority session with the Board, staff and other appropriate persons.
-) Revise the Framework to incorporate feedback from the Board and staff.

TASK 2: DEVELOPMENT PLAN/TIF PLAN PREPARATION

Mac Consulting Services LLC will work with the Board and Staff and prepare the Development Plan/TIF Plan. The process is anticipated to include:

-) Develop the project list based on the input from the Board session;
-) Finalize the project list and prepare cost estimates;
-) Prepare a TIF revenue analysis;
-) Prepare summary report matching project list with estimated TIF revenues;
-) Prepare draft Development Plan and TIF Plan, based on Board and Staff feedback
-) Prepare final Development Plan and TIF Plan, based on Board and Staff feedback

TASK 3: DEVELOPMENT PLAN/TIF PLAN APPROVAL

Mac Consulting Service LLC will prepare the necessary notices, resolution, and ordinance to facilitate approval of the Development Plan and TIF Plan by the Main Street/DDA Board and the City Commission.

OPTIONAL TASK: COMMUNITY OUTREACH

Depending upon Board preferences, a community outreach plan can be prepared as part of the Framework, with varying options and levels of engagement.

COST

The estimated total cost is \$14,400, based on the scope of work and estimated hours as detailed in the attached spreadsheet. Significant additions to the scope, including community outreach, will affect the cost.

SCHEDULE

Mac Consulting Service LLC will begin work as soon as authorized. The Development Plan and TIF Plan preparation and approval process is anticipated to take between six and nine months, depending on the level of community engagement. A more detailed schedule will be provided as part of the Framework.

TERMS

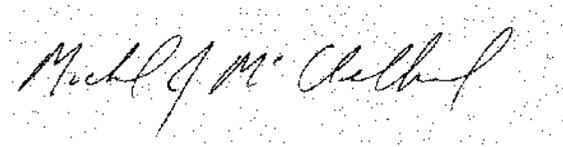
The work will be completed and invoiced as described herein in accordance with the attached project Terms and Conditions. Additional work beyond the scope provided in this proposal will only be executed upon your authorization.

Following your review and acceptance of our proposal, please sign and return the attached project authorization form authorizing Mac Consulting Service LLC to work on this project.

Thank you for the opportunity to provide our proposal for your review and consideration. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

MAC CONSULTING SERVICE LLC

A handwritten signature in black ink, appearing to read "Mac McClelland", is written over a light gray dotted grid background.

Mac McClelland

AUTHORIZATION TO PROCEED

Kelsie King-Duff, Director
Boyne City Main Street/DDA
319 North Lake Street
Boyne City, Michigan 49712

Your signature, or an authorized representative's signature, on this form will provide authorization for Mac Consulting Service LLC to proceed in accordance with the attached standard Contract Terms and Conditions and constitute acknowledgement of the scope of services described in the proposal dated February 9, 2020.

PROJECT DESCRIPTION / COST

Prepare and Facilitate Boyne City Main Street/DDA Development Plan/TIF Plan Extension Approval for the following estimated cost, based on the scope and estimated hours in the attached spreadsheet.

Task	Estimated Cost
Task 1: Framework	\$2,000
Task 2: Development Plan/TIF Plan Development	\$11,500
Task 3: Development Plan/TIF Plan Approval	\$2,900
TOTAL	\$16,400

Please sign below and return a copy of this document via email to mactc@charter.net.

Name: _____

Signature: _____

Title: _____

Company: _____

Address: _____

City, State, Zip: _____

Email: _____

Date: _____

Cost Proposal - Development/TIF Plan Extension
Boyne City Main Street/DDA
Mac Consulting Service LLC

	Mac	Eng Sub	Total Hours	Mac \$120	Eng Sub \$125	Expenses	Total Cost
Framework							
Develop Update Framework	4		4	\$480	\$0		\$480
Main Street/DDA Board Goal and Project Priority Session	8		8	\$960	\$0	\$74	\$1,034
Project Framework	4		4	\$480	\$0		\$480
<i>Task Subtotal</i>	16	0	16	\$1,920	\$0	\$74	\$1,994
Development/TIF Plan Development							
Develop Project List	8		8	\$960	\$0		\$960
Develop Cost Estimates	10	20	30	\$1,200	\$2,500		\$3,700
Develop TIF Revenue Analysis	10		10	\$1,200	\$0		\$1,200
Summary Report	8		8	\$960	\$0		\$960
Main Street/DDA Review and Approval	4		4	\$480	\$0	\$74	\$554
Prepare Draft Plan	15	6	21	\$1,800	\$750		\$2,550
Main Street/DDA Review Draft Plan	4		4	\$480	\$0	\$74	\$554
Prepare Final Plan	4	4	8	\$480	\$500		\$980
<i>Subtotal</i>	63	30	93	\$7,560	\$3,750	\$148	\$11,458
Development/TIF Plan Approval							
Main Street/DDA Review and Approve Final Plan	4		4	\$480	\$0	\$74	\$554
Prepare Notice to Taxing Jurisdiction and for Public Hearing	6		6	\$720	\$0		\$720
Prepare presentation for City Commission	5		5	\$600	\$0		\$600
Public Hearing	4		4	\$480	\$0	\$74	\$554
City Commission Approval	4		4	\$480	\$0		\$480
<i>Subtotal</i>	23	0	23	\$2,760	\$0	\$148	\$2,908
TOTAL	102	30	132	\$12,240	\$3,750	\$371	\$16,361

STANDARD TERMS AND CONDITIONS
EFFECTIVE JANUARY 2020

I. Fees for Consulting Services

Hourly rates for: Principal \$120.00

II. Equipment Charges

Mileage \$0.58 per mile

III. Services of Others

On occasion, subcontractors and subconsultants will be used with CLIENT approval. The cost of such services plus a fifteen percent contract administration fee will be included in the CONSULTANT invoice.

IV. Invoices

Invoices will generally be submitted once a month for services performed during the previous month. Payment will be due within 30 days of invoice date. Interest will be added to accounts in arrears at the rate of 1.5 percent per month.

V. On-Site Services During Project Activities

Should the CONSULTANT services be provided on the job site during project activities, clean-up or other site tasks, it is understood that, in accordance with generally accepted engineering practices, the contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work, and compliance with OSHA regulations, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the contractor's performance conducted by the CONSULTANT'S personnel is not intended to include review of the adequacy of the contractor's safety measures, in, on, or near the site.

It is further understood that field services provided by the CONSULTANT will not relieve the contractor of their responsibilities for performing the work in accordance with applicable laws and regulations and with the plans and specifications.

VI. Ownership of Documents

All reports, field data and notes, laboratory test data, calculations, estimates, and other documents which the CONSULTANT prepares, as instruments of service, shall remain the CONSULTANT's property. The CLIENT agrees that all reports and other work furnished to the CLIENT or the CLIENT agents, which are not paid for, will be returned upon demand and will not be used for any purpose whatsoever.

Any documents or reports prepared by the CONSULTANT are intended for the CLIENT use and benefit and any lenders that might rely on the report and findings whose interests are secured by the property. They are not intended for use by any other third party.

Reports and other materials resulting from the CONSULTANT'S efforts on each project or site are not intended or represented to be suitable for reuse by the CLIENT or others on extensions or modifications of each project or for any other projects or sites. Reuse of reports or other materials by the CCBRA or others on extensions or modifications, of each project or on other sites, without the CONSULTANT'S written permission or adaptation for the specific purpose intended shall be at the user's sole risk, without liability on the CONSULTANT'S part, and the CLIENT agree to indemnify and hold the CONSULTANT harmless from all claims, damages and expenses, including attorney's fees, arising out of such unauthorized reuse resulting from the release of documents.

VII. Confidentiality

The CONSULTANT will hold confidential all business or technical information obtained or generated in the performance of services under this Agreement. The CONSULTANT will not disclose such information without CLIENT consent, except to the extent required for: (1) performance of services under this Agreement; (2) compliance with professional standards of conduct regarding immediate and emergency public safety and health concerns; (3) compliance with any court order or governmental directive; and/or (4) protection of the CONSULTANT against claims or liabilities arising from the performance of services under this Agreement. The CONSULTANT'S obligations hereunder shall not apply to information in the public domain or lawfully acquired on a non-confidential basis from others.

VIII. Insurance

The CONSULTANT is protected against risks of liability exposure by Comprehensive General Liability Insurance (bodily injury and property damage), Automobile Liability and Professional Liability Insurance. The CONSULTANT will furnish information and certificates at CCBRA request. The Consultant will not be responsible for any loss, damage or liability arising from CLIENT negligent acts, errors and omissions, and those by CLIENT staff, consultants, contractors and agents or from those of any person for whose conduct the CONSULTANT is not legally responsible.

IX. Standard of Care

In performing professional services, the CONSULTANT will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of the profession practicing in the same or similar locality. The standard of care shall exclusively be judged as of the time the services are rendered and not according to later standards. The CONSULTANT makes no express or implied warranty beyond this commitment to conform to this standard.

X. Limitation of Liability

As part of this contractual Agreement, both parties agree, acknowledge, and so contract between themselves that in the event the owner or signatory to this contract suffers any monetary damage resulting from the negligence of Mac Consulting Service LLC., it is specifically agreed that the liability shall be limited to the extent of coverage of Mac Consulting Service LLC professional liability insurance policy.



Mac McClelland
Mac Consulting Service LLC
8334 Outer Drive South
Traverse City, Michigan 49685
mactc@charter.net
231.633.6303

April 10, 2020

Kelsie King-Duff, Director
Boyne City Main Street/DDA
319 North Lake Street
Boyne City, Michigan 49712

**SUBJECT: REVISED PROPOSAL – DEVELOPMENT PLAN/TIF PLAN EXTENSION
BOYNE CITY MAIN STREET/DDA**

Dear Kelsie:

Mac Consulting Service LLC is pleased to present our approach for extending the Development Plan and TIF Plan for Boyne City Main Street/DDA. This proposal revised the February 9, 2020 proposal to include significant public input and design services.

Mac Consulting Service LLC will prepare and facilitate approval of the Development Plan and TIF Plan to identify projects proposed to be undertaken by Main Street and extend TIF capture to provide project financing.

BACKGROUND

Michigan's Recodified Tax Increment Financing Act (Act 57, PA 2018) consolidated most previous tax increment financing authority legislation and provides for the capture and use of tax increment revenues for a variety of purposes to eliminate property value deterioration and promote economic growth in the District, with the adoption of a Development Plan and TIF Plan. Eligible expenditures include improving land and buildings, constructing public facilities, acquire, develop and lease property, develop and implement a marketing program, create, operate and fund a loan program for improvements to existing buildings, and other functions.

The current Boyne City Main Street/DDA Development Plan and TIF Plan expires in 2024 and the Board wishes to initiate the process to extend the TIF Plan and detail the Development Plan to continue the work of Main Street/DDA on into the future.

PROPOSED SCOPE OF WORK

The following work scope is to work with Boyne City Main Street/DDA to prepare and facilitate approval of the Development Plan and TIF Plan.

TASK 1: UPDATE AND PUBLIC INPUT FRAMEWORK

In order to structure the Development Plan/TIF Plan update and come to consensus on the approach and framework, Mac Consulting Service LLC will conduct the following activities:

- J Develop a draft framework for the Update approval that will outline the steps and schedule, describe options for key decisions, outline the public input process, detail the process to identify proposed improvements, establish the TIF timeframe, and calculate TIF revenues, determine communications, and provide an agenda for a Board goal and priority project session.
- J Facilitate a goal and project priority session with the Board, staff and other appropriate persons.
- J Revise the Framework to incorporate feedback from the Board and staff and review with the Board.

TASK 2: PUBLIC INPUT

The proposed scope includes a process to engage the community in the Development/TIF Plan update through community meetings and an on-line survey. The following initial approach is proposed and will be refined through the process under Task 1 in conjunction with the Board:

- J Arrange for an initial public meeting logistics, set-up, scheduling and materials in conjunction with the Main Street/DDA Director, review the Main Street/DDA Board.
- J Prepare an on-line community survey, review with the Main Street/DDA Board, issue survey and compile results.
- J Conduct an initial public input meeting with community members to describe the results of the prior Development/TIF Plan, outlines the approach for the Update, seek input on the goals, objectives, and potential projects, serve as a design charette for selected properties and answer questions
- J Compile the results of the community session and survey that will inform alternatives.

TASK 3: DEVELOPMENT PLAN/TIF PLAN PREPARATION

Mac Consulting Services LLC will work with the Board and Staff and prepare the Development Plan/TIF Plan. The process is anticipated to include:

- J Develop the project list based on the input from the Board session.
- J Finalize the project list and prepare cost estimates.
- J Prepare a TIF revenue analysis.
- J Prepare summary report matching project list with estimated TIF revenues.
- J Public input: Prepare and facilitate a community engagement session that will seek input on alternative plans.
- J Prepare draft Development Plan and TIF Plan, based on Board and Staff feedback
- J Prepare final Development Plan and TIF Plan, based on Board and Staff feedback

TASK 4: SUPPLEMENTAL PUBLIC INPUT

A supplemental public input phase will be incorporated into the Development Plan/TIF Plan Preparation and will include the following:

- J Input from the initial community engagement session and the Main Street/DDA Board will inform the development of alternative concepts, including development renderings from selected properties with review by the Main Street/DDA Board.
- J Schedule, prepare for and facilitate a second community engagement session to seek input on the alternatives and compile the results.
- J Incorporate the results into the draft Development/TIF Plan.

TASK 5: DEVELOPMENT PLAN/TIF PLAN APPROVAL

Mac Consulting Service LLC will prepare the necessary notices, resolutions, and ordinance to facilitate approval of the Development Plan and TIF Plan by the Main Street/DDA Board and the City Commission.

COST

The estimated total cost is \$35,910, based on the scope of work and estimated hours as detailed in the attached spreadsheet. Input of the Main Street/DDA Board and Director under the initial task for the Update and Public Input Framework may affect the scope of work and cost.

SCHEDULE

Mac Consulting Service LLC will begin work as soon as authorized. The Development Plan and TIF Plan preparation and approval process is anticipated to take between six and nine months, depending on the level of community engagement. A more detailed schedule will be provided as part of the Framework.

TERMS

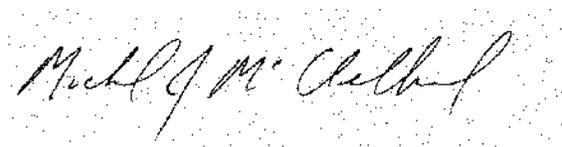
The work will be completed and invoiced as described herein in accordance with the attached project Terms and Conditions. Additional work beyond the scope provided in this proposal will only be executed upon your authorization.

Following your review and acceptance of our proposal, please sign and return the attached project authorization form authorizing Mac Consulting Service LLC to work on this project.

Thank you for the opportunity to provide our proposal for your review and consideration. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

MAC CONSULTING SERVICE LLC



Mac McClelland

AUTHORIZATION TO PROCEED

Kelsie King-Duff, Director
Boyne City Main Street/DDA
319 North Lake Street
Boyne City, Michigan 49712

Your signature, or an authorized representative's signature, on this form will provide authorization for Mac Consulting Service LLC to proceed in accordance with the attached standard Contract Terms and Conditions and constitute acknowledgement of the scope of services described in the revised proposal dated April 10, 2020.

PROJECT DESCRIPTION / COST

Prepare and Facilitate Boyne City Main Street/DDA Development Plan/TIF Plan Extension Approval for the following estimated cost, based on the scope and estimated hours in the attached spreadsheet.

Task	Estimated Cost
Task 1: Framework	\$4,175
Task 2: Initial Public Input	\$7,750
Task 3: Development Plan/TIF Plan Development	\$12,045
Task 4: Supplemental Public Input	\$8,235
Task 3: Development Plan/TIF Plan Approval	\$2,930
TOTAL	\$35,910

Please sign below and return a copy of this document via email to mactc@charter.net.

Name: _____

Signature: _____

Title: _____

Company: _____

Address: _____

City, State, Zip: _____

Email: _____

Date: _____

Revised Cost Proposal - Development/TIF Plan Extension

Boyne City Main Street/DDA

Mac Consulting Service LLC

	Mac	A/E Sub	Total Hours	Mac \$120	A/E Sub \$125	Expenses	Total Cost
Framework							
Develop Update and Public Input Framework	7		7	\$840	\$0		\$840
Base Data Research and Gathering	4	2	6	\$480	\$250		\$730
Main Street/DDA Board Goal and Project Priority Session	8		8	\$960	\$0	\$85	\$1,045
Meeting Presentation Development	4	1	5	\$480	\$125	\$85	\$690
Finalize Project Framework	5		5	\$600	\$0		\$600
DDA Review	8		8	\$960	\$0	\$85	\$1,045
<i>Task Subtotal</i>	36	3	39	\$4,320	\$375	\$255	\$4,950
Initial Public Input Preparation							
Session Logistics and Set-up	2	1	3	\$240	\$125		\$365
Session Scheduling	2		2	\$240	\$0		\$240
Meeting Planning	4	1	5	\$480	\$125		\$605
Material Preparation	6	2	8	\$720	\$250		\$970
DDA Review	8		8	\$960	\$0	\$85	\$1,045
Revise Materials	4	1	5	\$480	\$125		\$605
Community Survey							
Prepare Survey	6		6	\$720	\$0		\$720
Review Survey with DDA and Revise	4		4	\$480	\$0	\$85	\$565
Issue Survey	2		2	\$240	\$0		\$240
Compile results - Issue Report	6		6	\$720	\$0		\$720
Initial Public Meeting							
Public Meeting #1	5	5	10	\$600	\$625	\$85	\$1,310
Compile Results	2	1	3	\$240	\$125		\$365
<i>Subtotal</i>	51	11	62	\$6,120	\$1,375	\$255	\$7,750
Development/TIF Plan Development							
Develop Project List	8		8	\$960	\$0		\$960
Develop Cost Estimates	10	20	30	\$1,200	\$2,500		\$3,700
Develop TIF Revenue Analysis	10		10	\$1,200	\$0		\$1,200
Summary Report	8		8	\$960	\$0		\$960
Main Street/DDA Review and Approval	4		4	\$480	\$0	\$85	\$565
Main Street/DDA Review and Approval	4		4	\$480	\$0	\$85	\$565
Prepare Draft Plan	15	6	21	\$1,800	\$750		\$2,550
Main Street/DDA Review Draft Plan	4		4	\$480	\$0	\$85	\$565
Prepare Final Plan	4	4	8	\$480	\$500		\$980
<i>Subtotal</i>	67	30	97	\$8,040	\$3,750	\$255	\$12,045
Supplemental Public Input							
Alternative Concepts Development	6	35	41	\$720	\$4,375		\$5,095
Concepts Team Meeting and Information	4	4	8	\$480	\$500		\$980
Public Meeting #2	5	5	10	\$600	\$625	\$85	\$1,310
Compile Results	5	2	7	\$600	\$250		\$850
<i>Subtotal</i>	20	46	66	\$2,400	\$5,750	\$85	\$8,235
Development/TIF Plan Approval							
Main Street/DDA Review and Approve Final Plan	4		4	\$480	\$0	\$85	\$565
Prepare Notice to Taxing Jurisdiction and for Public Hearing	6		6	\$720	\$0		\$720
Prepare presentation for City Commission	5		5	\$600	\$0		\$600
Public Hearing	4		4	\$480	\$0	\$85	\$565
City Commission Approval	4		4	\$480	\$0		\$480
<i>Subtotal</i>	23	0	23	\$2,760	\$0	\$170	\$2,930
TOTAL	197	33	230	\$23,640	\$11,250	\$1,020	\$35,910

Reports and other materials resulting from the CONSULTANT'S efforts on each project or site are not intended or represented to be suitable for reuse by the CLIENT or others on extensions or modifications of each project or for any other projects or sites. Reuse of reports or other materials by the CCBRA or others on extensions or modifications, of each project or on other sites, without the CONSULTANT'S written permission or adaptation for the specific purpose intended shall be at the user's sole risk, without liability on the CONSULTANT'S part, and the CLIENT agree to indemnify and hold the CONSULTANT harmless from all claims, damages and expenses, including attorney's fees, arising out of such unauthorized reuse resulting from the release of documents.

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As part of this contractual Agreement, both parties agree, acknowledge, and so contract between themselves that in the event the owner or signatory to this contract suffers any monetary damage resulting from the negligence of Mac Consulting Service LLC., it is specifically agreed that the liability shall be limited to the extent of coverage of Mac Consulting Service LLC professional liability insurance policy.



OTWELL MAWBY, P.C.

CONSULTING ENGINEERS

**309 East Front Street
Traverse City, Michigan 49684**

231.946.5200

Fax: 231.946.5216

**MAC McCLELLAND
Project Manager, Otwell Mawby, P.C.**

Mac McClelland has over 20 years of experience in community development in the public, private, and not-for-profit sectors, with a distinct skill and talent for public input and consensus. Mac designed and facilitated a process for the Traverse City DDA to engage property owners and businesses along the 200 block of Front Street in rethinking the design and operation of the alley along the Boardman River. Mac led citizen input processes for developing a community vision for the Barns and surrounding property on behalf of the City of Traverse City – Charter Township of Garfield Recreational Authority. The Barns and property are part of the Grand Traverse Commons, a unique and historic community resource that was formerly the Traverse City State Psychiatric Hospital. Mac continued to serve the Rec Authority by leading another community input processes for the design and development of the South Campus Entrance for the Grand Traverse Commons. More recently, Mac developed and led a process to get citizen input on a proposed West Boardman Lake Avenue for the City of Traverse City and work with adjacent property owners in the development of a proposed Garland Street Extension for the Traverse City DDA.

As the Deputy County Administrator for Grand Traverse County, Mac brought citizen-based decision-making to the Grand Traverse region in 1998, leading a process to address Grand Traverse County's wastewater capacity needs. Mac and Bob Russell, the Chair of the Board of Public Works, designed the process that included a series of nine citizen meetings throughout the County to identify key issues and concerns with growth and development in the region and visions of the most effective way to manage wastewater, review alternatives designed to address those concerns, and review the recommended alternative. The new process was approved and funded by five townships, the City, and the County. The result was unanimous approval of a \$35 million project to expand the region's wastewater treatment plant and upgrade the plant's discharge to tertiary treatment, all within one-half mile of one of Traverse City's most historic and prestigious neighborhoods. Mac received the Environmentalist of the Year Award from the Northern Michigan Environmental Action Council for his leadership. McClelland is a Certified Charette Planner through the National Charette Institute.

Mac is one of the leading brownfield redevelopment specialists in Michigan, helping to garner over \$20 million in brownfield incentives for over \$200 million in investment in downtowns and historic sites. McClelland established and served as Director of the Grand Traverse County Brownfield Redevelopment Authority, the second longest standing county authority in Michigan. With 14 approved brownfield projects, the Grand Traverse County Brownfield Redevelopment Authority (GTCBRA) is one of the most active and innovative authorities in the State. Mac has also worked with Brownfield Redevelopment Authorities and developers throughout northwestern Lower Michigan.

McClelland served a Policy Specialist for the Michigan Land Use Institute, one of the nation's leading Smart Growth advocacy organizations. Mac produced groundbreaking reports on the relationship of school development to land use in conjunction with the Michigan Chamber of Commerce, and an assessment of public expenditures and their impacts on land use. The reports included specific policy recommendations to focus public investment to strengthen existing communities and not encourage sprawl development patterns, many of which have been adopted by state and local governments.

McClelland also led a process to establish a cooperative recycling program, negotiating agreement with 16 local governmental units to consolidate authority for recycling requirements under the County Board of Public Works. Mac shepherded the addition of over 160 acres to the County's parkland in the Boardman River valley and garnered over \$2 million in community development and resource-based grants, including trail and park expansions and improvements, brownfield redevelopment, watershed management plans, and Geographic Information Systems needs assessment and data development.

Prior to joining Grand Traverse County, Mac was with the Michigan Public Service Commission's state energy office where he developed the Michigan Biomass Energy Program, provided technical assistance to communities in comprehensive energy efficiency programs, and led a major environmental assessment of the state electricity generating industry.

PROFESSIONAL MEMBERSHIPS

Michigan Association of County Administrative Officers, Past President
National Institute of Governmental Purchasing, Certified Public Purchasing Officer
National Charette Institute, Certified Charette Planner

EDUCATION

M.S., Community Education, Michigan State University, 1982
B.S., Environmental Science, Michigan State University, 1980

AGREEMENT

This agreement made and entered into this 9th day of March 2020, 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 season of 2020, 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 2020 holiday season shall consist of components as follows:

78 Lighted Snowflake Pole Decorations	@	\$70.00	each	=	\$5,460.00
10 Large Lighted Decorations	@	\$80.00	each	=	\$800.00
		Total		=	\$6,260.00

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 2021 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 **\$6,260.00 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 2021 and 2022 will be of different type of kind that those leased to lessee for the Holiday season of the year 2020. 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 2021 and 2022, shall be the same as that for the year 2020, 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 9th day of March 2020.

Lessor

Hometown Decoration and Display, LLC

By _____

Wendy Braun, President

Lessee

City of Boyne City

By _____

President/Mayor/Director

Attest:

Secretary/Clerk

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
DOWNTOWN DEVELOPMENT AUTHORITY FUND 248				
REVENUES				
400	Allocated from Fund Balance	\$19,156	\$241,929	\$222,773
405	Property Tax Collections	\$292,263	\$270,233	(\$22,030)
579	Grants: State	\$0	\$50,924	\$50,924
580	Grants: Misc	\$0	\$56,292	\$56,292
670	Committee Revenues	\$15,000	\$17,420	\$2,420
670.1	Boyne Appetit	\$4,000	\$0	(\$4,000)
670.3	Walkabout Sculpture Show	\$3,000	\$0	(\$3,000)
676	Special Events - Poker Run	\$40,000	\$42,878	\$2,878
680	Farmers Market Revenues	\$0	\$0	\$0
	SUB - TOTAL	\$373,419	\$679,676	\$306,257
EXPENDITURES				
705	Salaries/Wages	\$64,262	\$58,209	(\$6,053)
712	Insurance: Life/AD&D	\$250	\$250	\$0
713	Medical Insurance	\$7,056	\$7,056	\$0
714	Social Security	\$4,884	\$5,314	\$430
715	Pension	\$4,242	\$4,242	\$0
716	Unemployment	\$10	\$10	\$0
719	Sick/Vacation	\$3,058	\$7,205	\$4,147
727	Office Supplies	\$1,000	\$300	(\$700)
730	Repairs/Maintenance	\$2,000	\$0	(\$2,000)
732	Membership Dues	\$3,350	\$3,350	\$0
740	Utilities/Internet Service	\$732	\$919	\$187
750	Administrative Svc Fee	\$7,500	\$7,500	\$0
760	Design Committee Expenses	\$2,250	\$2,250	\$0
761	Design Engineering/Consulting	\$0	\$0	\$0
762	Design Capital Improvements	\$77,500	\$65,177	(\$12,323)
763	Streetscape Amenities	\$30,000	\$26,000	(\$4,000)
782	Business Recruitment/Retent	\$8,500	\$1,522	(\$6,978)
812	Organization Comm Expense	\$1,500	\$4,250	\$2,750
818	Contracted Services	\$0	\$0	\$0
870	Training/Travel	\$5,925	\$4,500	(\$1,425)
900	Advertising/Publishing	\$15,000	\$13,000	(\$2,000)
902	Promotions Comm Expenses	\$12,000	\$7,000	(\$5,000)
910	Promotions Comm Events	\$16,000	\$10,000	(\$6,000)
910.1	Boyne Appetit	\$4,000	\$0	(\$4,000)
910.2	Walkabout Sculpture Show	\$3,000	\$0	(\$3,000)
910.3	Stroll the Streets	\$16,000	\$12,894	(\$3,106)
911	Insurance	\$0	\$200	\$200
940	Facilities Rent	\$8,400	\$6,600	(\$1,800)
942	Service/Maintenance Fees	\$75,000	\$75,000	\$0
971	Land Acquisition Fees	\$75,000	\$356,928	\$281,928
	SUB - TOTAL	\$448,419	\$679,676	\$231,257

FARMERS MARKET FUND 213**REVENUES**

400	Allocated from Fund Balance	\$0	\$0	\$0
579-000	Grants: State Food Reimb	(\$1,285)	\$2,000	\$3,285
642-000	Misc - Food Program Reimb	\$10,500	\$10,135	(\$365)
642-010	SNAP	\$0	\$0	\$0
642-100	Bag Sales	\$0	\$49	\$49
642-150	Donations	\$0	\$75	\$75
642-200	Farm Meal	\$0	\$0	\$0
642-250	Food Truck Rally	\$12,000	\$15,123	\$3,123
642-300	Special Events	\$0	\$0	\$0
642.4	Meal Sponsorship	\$0	\$0	\$0
642.45	Meal Ticket	\$0	\$0	\$0
642-500	Poinsettia Sales	\$300	\$321	\$21
642-600	T-Shirts	\$0	\$0	\$0
642-650	Market Money Purchases	\$100	\$570	\$470
642-700	Daily Vendor Fee	\$25,725	\$3,760	(\$21,965)
642.725	Vendor Fees - Summer	\$0	\$20,225	\$20,225
642-775	Vendor Fees - Winter	\$3,000	\$2,500	(\$500)
SUB - TOTAL		\$50,340	\$54,758	\$4,418

EXPENDITURES

705	Manager Salary	\$21,060	\$14,725	(\$6,335)
714	Social Security	\$1,600	\$1,120	(\$480)
716	Unemployment	\$5	\$10	\$5
727	Supplies/Administration	\$500	\$500	\$0
730	Computer Internet	\$0	\$0	\$0
731	Postage	\$50	\$50	\$0
732	Membership Dues	\$400	\$400	\$0
740	Barn Expenses	\$0	\$0	\$0
750-150	Bag Inventory	\$0	\$0	\$0
750-200	Farm Meal	\$0	\$342	\$342
750-250	Food Truck Rally	\$12,000	\$8,278	(\$3,722)
750-260	Poinsettias	\$300	\$115	(\$185)
750-275	T-Shirt Inventory	\$0	\$0	\$0
750-300	Market Money	\$400	\$200	(\$200)
750-350	Outdoor Market & Park Usage	\$350	\$100	(\$250)
750-360	Music	\$975	\$975	\$0
750-370	Snap Reimbursement	\$3,000	\$2,011	(\$989)
750-380	Double-up Food Bucks Reimb	\$2,500	\$2,011	(\$489)
750-390	Senior Fresh Project	\$2,500	\$2,346	(\$154)
750-400	WIC	\$2,500	\$1,677	(\$823)
770	SNAP Expenses	\$0	\$0	\$0
771	Vendor Reimbursement	\$0	\$0	\$0
870	Education / Training	\$500	\$920	\$420
900	Advertising / Marketing	\$1,000	\$1,000	\$0
900.2	Promotion / Printing	\$400	\$21	(\$379)
900-300	Promotion Summer	\$0	\$0	\$0
900-400	Promotion Winter	\$0	\$0	\$0
900-500	Pavillion	\$0	\$0	\$0
SUB - TOTAL		\$50,040	\$36,801	(\$13,239)

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
BOYNE THUNDER FUND 242				
REVENUES				
675	Revenue	\$2,100	\$2,100	\$0
676-200	Registration	\$91,448	\$0	
676-201	Regista	\$0	\$91,447	
676-220	50 / 50 Drawing Proceeds	\$2,080	\$2,080	\$0
676-250	Auction Proceeds	\$598	\$598	\$0
676-260	Cruise/Beach Party	\$0	\$0	\$0
676-270	Bar Proceeds	\$14,449	\$14,449	\$0
676-280	Dinner Proceeds	\$0	\$0	\$0
676-285	Food Truck Registrations	\$900	\$900	\$0
676-290	Merchandise Sales	\$26,328	\$26,328	\$0
676-295	Room Rental Revenues	\$4,000	\$0	(\$4,000)
676-340	Sponsorship	\$183,040	\$181,888	(\$1,152)
676-345	Misc Drawings	\$0	\$0	\$0
	SUB - TOTAL	\$324,943	\$319,790	(\$5,152)
EXPENDITURES				
811-000	Boyne Thunder Expend	\$2,000	\$2,000	\$0
811-050	Bank Service Charges	\$0	\$0	\$0
811-200	Merchandise	\$25,097	\$25,097	\$0
811-210	Camp Quality/Non Profit Part	\$67,380	\$67,380	\$0
811-215	Challenge Mountain	\$12,251	\$12,251	\$0
811-220	Contract Labor	\$3,638	\$3,638	\$0
811-230	DJ Expense	\$0	\$0	\$0
811-240	Insurance	\$1,506	\$1,506	\$0
811-250	Licenses & Permits	\$100	\$0	(\$100)
811-260	Meals & Entertainment	\$106,958	\$106,958	\$0
811-265	Alcohol Expense	\$5,839	\$5,838	(\$1)
811-270	Advertising & Publishing	\$3,302	\$3,302	\$0
811-290	Sales Tax	\$0	\$0	\$0
811-300	Supplies	\$3,000	\$2,494	(\$506)
811-305	Utilities /Web Design	\$293	\$563	\$270
811-310	Tent Rental	\$10,000	\$9,859	(\$141)
811-320	Utilities Paid	\$1,340	\$1,340	\$0
811-350	Prizes Paid	\$8,500	\$8,500	\$0
811-360	Dockage Fees	\$4,710	\$4,709	(\$1)
811-370	Refunds	\$0	\$0	\$0
811-380	Auction Expenses	\$300	\$300	\$0
811-385	Aerial Filming	\$23,630	\$23,630	\$0
811-390	Paypal Expenses	\$2,221	\$3,482	\$1,261
811-395	Transfer to Main Street	\$42,878	\$42,879	\$1
	SUB - TOTAL	\$324,943	\$325,726	\$783