



## 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

**March 7, 2019 – 8:30 A.M. Boyne City City Hall**

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES – February 7, 2019 Regular Meeting
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
  - A. Conservation District Invite
  - B. Fleis & Vandenbrink
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 – Mike Cain
  - E. Farmers Market– Jodie Adams
    - a. Introduction of Angelika Rasper, Market Manager
6. MAIN STREET DIRECTOR’S REPORT
7. UNFINISHED BUSINESS
8. NEW BUSINESS
  - A. 2019-2020 Budget Review

Consideration to recommend to City Commission approval of the proposed budget for the 2019-2020 budget year

B. Redevelopment Liquor License

Consideration to recommend to City Commission approval that the application from Boyne Country Ventures, Inc. for a new Class C license issued under the provisions of MCL 436.1521a(1)(b) located at 125 Water St. be approved by the Michigan Liquor Control Commission

C. Graphic Design Services Agreement

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

D. Main Street Office Space

Consideration to approve the proposed lease for the Boyne City Main Street office at 113 S. Lake St. at a rate of \$550/month

E. 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. Farmers Market Committee Meeting, Monday, March 11, 3-6 p.m. – City Hall
- B. Promotions/ Marketing Committee Meeting, Tuesday, March 12, 9:00 a.m. – Library
- C. Organization Committee Meeting, Tuesday, March 12, 4:00 p.m. – Library
- D. Board Strategic Planning, Wednesday, March 13, Noon – 3:00 p.m., City Hall
- E. Economic Vitality/Team Boyne Meeting – Friday, March 15, 9:00 a.m. - Library
- F. Boyne Thunder Meeting – Thursday, March 28, 5:00 p.m. - Library
- G. Design Committee Meeting, Monday, April 1, 4:00 p.m. – City Hall
- H. Main Street Board Meeting, Thursday, April 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 February 7, 2019 MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY, FEBRUARY 7, 2019 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, Michelle Cortright, Patti Gabos, Becky Harris, Patrick Little, Pat O'Brien, Rob Swartz

Meeting Attendance Absent: Michael Cain

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

Public: One

New Board Members Pat O'Brien, Jodie Adams, and Patti Gabos were installed/reappointed as members of the Main Street Board.

Appointment of Chair & Vice-Chair The Organization Committee recommended that Chris Bandy be appointed as Chair of the Main Street Board and Rob Swartz be appointed Vice-Chair.

MOTION Adams moved, Cortright seconded, PASSED UNANIMOUSLY to appoint Chris Bandy Chair of the Main Street Board and Rob Swartz Vice-Chair of the Main Street Board.

Approval of Minutes MOTION Adams moved, Harris seconded, to approve the January 3, 2019 minutes as presented.

Citizens Comments None.

Correspondence None.

Committee Reports Organization Minutes received and filed. Boyne Thunder registration opens on March 1st.

Promotion Minutes received and filed. Chocolate Covered Boyne is next week. There are 35 participants in the event.

**Design**

Minutes received and filed.

Bob Grove shared the design of the kitchen being added at the Dilworth project. It is very well done.

The Committee reviewed the budget.

Bruce Janssens brought in a proto type of the historic signage being planned.

The Committee discussed the design of new development coming to town. The Committee can only make recommendations.

**Economic Vitality/Team Boyne**

Minutes received and filed.

**Farmer’s Market**

The 2019 summer vendor fees are being increased to \$35 per foot. Our rates are still low compared to other area markets.

**Director’s Report**

Received and filed.

The Strategic Planning Session will be held on Wednesday, March 13<sup>th</sup> in the afternoon. Details to follow.

**Unfinished Business**

None.

**New Business**

**Resolution in Support of Walloon Lake Trust & Conservancy**

**Walloon Lake Trust Resolution**

The Walloon Lake Trust and Conservancy is fundraising to purchase lands near the Boyne School Forest Trails. Main Street supports their efforts to purchase land and build and reserve multi-use trails at the Boyne School Forest property in an effort to support outdoor recreation and economic development in the Boyne area.

**MOTION**

**Cortright moved, Little seconded, PASSED UNANIMOUSLY** to approve the resolution supporting the acquisition of land that will support trail expansion in the Boyne School Forest as presented.

**2019 Work Plans**

**2019 Work Plans**

Consideration to adopt proposed work plans for 2019. Work plans need to be adopted for Michigan Main Street.

**MOTION**

**Swartz moved, O’Brien seconded, PASSED UNANIMOUSLY** to adopt the proposed work plans for 2019 as presented.

**Chair Appointments**

**Chair Appointment to Committees**

Consideration to appoint the following chairs to the corresponding committees for a period of 1 year : Michelle Cortright – Organization , Sally Vandomelen-Marketing/Promotions, John Cool Economic Vitality/Team Boyne, Adam Graef – Design

**MOTION**

**Adams moved, Swartz seconded, PASSED UNANIMOUSLY** to appoint the following chairs to the corresponding committees for a period of 1 year: Michelle Cortright – Organization, Sally Vandomelen- Marketing/Promotions, John Cool - Economic Vitality/Team Boyne, Adam Graef – Design.

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**Financial Report Review**

The Financial Report was received and filed.

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**Good Of The Order**

- Jodie Adams encouraged all to attend the Housing Solutions Meeting Friday February 15<sup>th</sup> as well as the next Planning Commission meeting to provide input on design issues.
  - February 21<sup>st</sup> the Business After Hours will be held at the Walloon Lake Trust & Conservancy office.
  - The State of the Community Luncheon will be April 11<sup>th</sup> at the Talcott Center in the Village of Walloon.
  - Welcome to Patti Gabos!
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**Adjournment**

The February 7, 2019 meeting of the Boyne City Main Street Board was adjourned at 8:58 a.m.

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Jane Halstead, Recording Secretary



CHARLEVOIX  
CONSERVATION DISTRICT

*B.C. Main Street —*

Please join us *Thursday*, March 14th, 3:00-6:30 pm in the revealing of our new Community Room!

The Community Room will host programs, meetings and workshops for the District and our conservation partners year-round.

For a small fee, the Community Room will also be available for the public to rent for meetings and small group events.

Food from Smokin' Joe's BBQ - Jordan Inn food truck & beverages will be on the house along with information provided by partnering conservation groups & nature activities for youth. *door prize raffle!*

*Come and learn about your local conservation district and other conservation groups in your community and enjoy some fun activities and tasty treats while you view our new Community Room!*

*Ribbon cutting at 3pm, please join us any time! Sincerely,  
Charlevoix C.D. Staff + Board*

# FLEIS & VANDENBRINK

DESIGN. BUILD. OPERATE.

## SHARED PARKING

### Have You Evaluated Your Community?



Shared parking is being encouraged by community planners now more than ever. Is your community one of them?

The main benefits of shared parking include:

- Optimizing the use of existing parking infrastructure
- Minimizing run-off with less pavement
- Eliminating the burden on developers to build more parking
- Supporting transit-oriented development

Although the concept of shared parking has been around for decades, it is gaining popularity due to an increasing demand for parking spaces that occupy precious real estate in big and small cities.

"There are just too many parking lots that are forced to be unreasonably large for no logical reason in the absence of modes of shared transportation," said Michael Powell, principal at Powell Engineering, who hired Fleis & VandenBrink to conduct a shared parking evaluation.

Shared parking is the use of parking spaces on a property to serve those spaces during different days and times, such as retail stores and offices. It is most common in downtowns and urban areas. Shared parking development. Shared parking facilities reduce the need for parking spaces that each would provide on their own.

#### STUDIES CAN REDUCE NEED FOR EXCESSIVE ASPHALT

Shared parking is being used more as a result of cooperation with new development, specifically for infill projects. To successfully implement shared parking, a study should be conducted that looks at local zoning ordinances, existing parking space use at varying times of the day, and the existing parking management strategy.

Powell asked F&V to conduct a shared parking evaluation for the expansion of West Bloomfield Corner in the Charter Township of West Bloomfield. Phase 1 of the development already had a shared parking agreement for a restaurant, retail store and 89-room hotel.

Because the mode of transportation at hotels – from shuttles to ridesharing services – has changed dramatically in the past decade, most planning ordinances don't take into account that the peak use times are 9 p.m. to 1 a.m. and most vehicles are gone by 8 a.m.

F&V's parking study on the proposed expansion also included a 90-

room hotel. The results of the shared parking evaluation showed the township's Planning Commission and Board of Trustees that only 70 percent of the parking spaces required under the township's ordinance were needed. A variance was approved by township officials.

"It was a very good study in that it was a combination of commercial, restaurant and hotel use, and the diversity of use and its peak use times for the site meshed together extremely well," Powell said.

#### MANY ORDINANCES ALLOW PARKING VARIANCES

Municipalities don't usually conduct shared parking evaluations, however, many require mixed-use developers to complete an analysis if they are seeking a variance in the parking ordinance.

The City of Birmingham asked F&V to study the parking in its Rail District after receiving numerous complaints that there wasn't enough parking.

The Rail District analysis revealed there were 2,483 parking spaces and although there was heavy usage in certain areas at certain times, there was never a time when there wasn't available parking. Shared parking agreements between property owners was recommended for the heavy use areas on weeknights and weekends.

"The planning board made a recommendation to try shared parking and provide bonus incentives if somebody did shared parking," said Jana Ecker, planning director for the City of Birmingham.

In her 16 years with the City, Ecker said she's aware of a handful of shared parking agreements.

"I think shared parking is used more now than 16 years ago and we encourage it," she said. "We love it. There is less surface parking and, if you don't need it, why provide it and waste land."

A shared parking evaluation is just one of many studies traffic engineers can do to improve the parking situation in your community. An evaluation includes collecting data on land uses and then collecting parking occupancy data during the peak periods.

For more information on the studies, contact Julie Kroll, Fleis & VandenBrink's senior traffic project manager. She can be reached at 800.494.5202 or [jkroll@fveng.com](mailto:jkroll@fveng.com).

## **Org Committee**

**Wednesday, February 13, 2019**

Present: Chris Bandy, Monica Kroondyk, Pat O'Brien, Michelle Cortright, Kelsie King-Duff.

Absent: Bob Alger, Rob Swartz

*Strategic Planning:* Scheduled for March 13, 12:00-4:00. Main Street Board and committee members are invited to participate. Kelsie will talk with facilitator Bob Thomas about details.

*Draft Budget:* Detailed discussion of DDA, Boyne Thunder and Farmers Market budgets.

Revenue is projected to grow from 337,653 to 350,014. Carry-forward from year previous is mostly from the façade program. Revenue from taxes is projected to be up \$5,000. Wages are projected to increase 3 percent.

Boyne Thunder revenue is projected at \$40,000, like in the past, taking a conservative approach.

Farmers Market vendor fees are increasing \$10/foot, for a \$7,000 increase in revenue, to support \$18/hour for Market Manager.

Pat O'Brien moved to recommend adoption of the budget to the Main Street Board. Motion seconded by Monica Kroondyk and approved with all ayes.

*Main Street Office:* Discussed options for moving from the current small, temporary office. The Chamber is also looking for an office and the possibility of Main Street and the Chamber sharing an office was discussed. Three options were reviewed:

- Kammerman CPA's former office at Lake Street and Ray Street. Rent is \$750 + utilities, with room only for Main Street.
- The white house next to Dilworth purchased by Bob Grove. It is set up as a house and not in good condition. May be used for Dilworth employee housing in the future.
- MCDC space is being divided into sections. The lakefront portion is being rented, with the back portion available for \$10.22/sq ft + utilities, for \$1,000/month each for Chamber and Main Street.

Kelsie was asked to explore other options as a ground level office would be best. Two suggestions: Charlevoix State Bank's current office which will soon be vacated and the back of the Sportsman.

*Snow Removal:* What a winter! Kelsie commented that she is not getting complaint calls about roads and sidewalks as in years past. City crew has been doing a good job on the roads and sidewalks.

*Director Evaluation:* All Board members responded to the survey. A date has been set to meet with Kelsie for review.

*Boyne Thunder:* To date, sponsorship is down \$50,000, with one week left.

*GAMSA*: Kelsie is going to Seattle in March. In April the information for 2019 application will be available, for submission in June.

*Next meeting*: Tuesday, March 12, 4:00.

# **BOYNE THUNDER 2019**

## **Ongoing Notes**

**Next meeting: February 28<sup>th</sup>**

**January 24<sup>th</sup>, 2019**

**Present:** Bill A, Bob M, Colin M, Pete O, Bob A, Nan W, Ward C, and Ingrid D

**Recorder:** Bob A

**Update:**

- A. Cost per person- Food cost per person listed as \$150.07 and gift bag listed as \$126.12 for a total cost per person identified as \$276.19 for the 120 captains only, \$126.12 for everyone else
  - a. One caveat- we paid for 450 people to eat on Friday night with a head count of only 216 (estimate of 100 which was used in the “actual” calculation) and paid for 450 at breakfast with a head count of only 344
    - i. Suggestion to provide a \$30 voucher to participants to use the food trucks and not offer a dinner on Friday
    - ii. Suggestion to have Ward calculate average % of diners (vs # wristbands) for Fri night & Sat b’fast over past years and reduce amount of food ordered accordingly. Ward agreed to providing that info at next meeting.
- B. Website costs – Ingrid gave the update- \$2,000 to modify the website in order to sell leftover merchandise. Deemed too expensive for the product margin we have
- C. Passing the paceboat solutions
  - a. Discussed some after last meeting- paceboats will take video, cameras yet to be purchased; new flags, colored on both sides, Bob A will order; strobe lights, yet to be purchased, pictures of paceboats included in driver’s meeting for awareness, Bob M to acquire
- D. Missing sponsorship opportunities
  - a. Nan gave update- Jean reached out to Linda and Mike although a dialogue has yet to occur; TABLED
    - i. Red Bull- New BC homeowners, James Richmond and wife, Anastasia, she works in marketing for Red Bull, Ingrid to get contact info to Linda Burnham
- E. New sponsorship opportunities
  - a. Nan reported list in no order: playing cards, boat numbers, beverage cups, bar napkins, large video screen, paceboat flags, wrist bands, drink tickets, floral center pieces, entertainment (ie. Petoskey Steel Drum Band), volunteer shirts
    - i. In November the decision was made to start small with 5.
      - 1. Please rank all the options and reply BEFORE February 3rd
- F. Bar
  - a. Bob A reported that Jeff Minkwic and Boyne Mountain will no longer be handling the bar. However, he is waiting for a bid from Bar Caterers, a recently new start up business by Mike Dunlop. Expected to cost more due to personnel.
- G. Videographer

- a. The videographer for the last two years, Tom MacKnight, contacted Bob and indicated that he is no longer planning to shoot video from a helicopter due to a recent crash. Bob M received a name of a possible replacement from the TC area who is interested. Bob A will reach out to the APRO group to ask for recommendations.

## Dialogue

- A. Suggestions for captain's gifts (in no order)
  - a. ¼ zip embroidered pull-over top
  - b. Single strapped shoulder bag (similar to about 7-8 years ago)
  - c. Quick dry towel (Nan had sample)
  - d. Ladies beach bag
  - e. Collapsible organizer bag
  - f. Wine chiller/container was recommended as an additional gift with shirts but cups may not be
- B. Suggestions from 2018
  - a. Monitoring rules and what to do, by whom, when people don't
    - i. Passing pace boat (see above)
      - 1. All paceboats will report in once they reach Chx
      - 2. If violations occur, pictures/video will be sent directly to Pete, or a site to be named later
      - 3. Violators will be notified ASAP
      - 4. Card hand will not be accepted as a first step
      - 5. Repeat in the future, will result in same plus not being allowed back in the event for a year
      - 6. OTHER RULE VIOLATIONS WERE NOT DISCUSSED UNTIL LATER WITH NO SOLUTION
  - b. What is allowed in Capatin's bags
    - i. DECISION: To only allow what the Boyne Thunder committee has identified to be placed in the bag, as well as info about the 3 beneficiaries (no sponsor swag)
    - ii. One suggestion for sponsor swag was a swag table set up near registration
      - 1. Someone to monitor (wind blowing, re-stocking, etc..)
      - 2. Nothing else recommended at this time
    - iii. Boats needed for the street show
      - 1. Take advantage of the many non-participant powerboaters in the area by getting them involved
      - 2. Incentivize it
        - a. Offering a detailing service
        - b. Extra meal tickets (Likely need to hold some back?)
        - c. Make it a show, incentivize by selecting a Best of Show
          - i. Vote by mobile devise
          - ii. Sub-committee selects top 10-15 entries ahead of time
          - iii. Winner gets invited to the dinner/auction/party
          - iv. Extra poker hand if a participant
          - v. Other?
          - vi. NO DECISION MADE

## Discussion

- A. Allow the fast groups to go out first
  - a. Group positioning will be as it has in the past, slow group first

- B. Allow passengers on boats at no cost, with wristbands
  - a. This decision was tabled
  - b. THIS WILL BE PLACE AT THE FIRST PART OF THE AGENDA IN FEBRUARY FOR A DECISION

**Next Meeting**

February 28th

## **Marketing Committee**

Boyne City Main Street  
Boyne District Library Conference Room

Tuesday, February 12, 2019, 9AM

### **Agenda**

Those attending the meeting were: Sally Van Domelen, Karen Guzniczak, Barb Brooks, Kecia Freed, Kim Akin, Kelsie King-Duff and Ingrid Day

1. Welcome and meeting called to order at 9:05 am.
2. Minutes of the January, 2019 meeting  
No revisions provided.
3. Main Street Code of Conduct  
Kelsie reviewed the history behind MS adopting the 'how we treat one another' code of conduct. The committee members took time to read through each point.
4. Banner review  
Ingrid provided a brief outline of the banner program over the last year. A meeting will be scheduled in March with Tim Faas, new DPW director, to coordinate banner hanging this spring, prior to Morel Fest. As the next set of banners and banner brackets will not be ordered until the new budget year begins in May, we will review the recommendations for banner/banner hanger purchases at the April meeting.
5. Event Calendars  
Have all been updated. The list of calendars we update are: MS, Chamber, PAVB, Northern Express and MyNorth. We will be adding WMTA (West MI Travel Assoc) soon. Barb suggested that we also look for different ways to use "free" calendars, noting those in the Lakeland Boating mag. Sally wondered if there were any publications connected to the bike world that we might also capitalize on.

## 6. Social Media

Instagram is at 841 and FB is 2517. For January, the FB engagements were 43,000 although a good deal of that came from posting the picture of the two eagles on Lake Charlevoix.

Kelsie reviewed the upcoming series of three workshops coordinated by SBDC. The series will include a session on Buying and Selling a Business, hosted by Boyne City on Feb. 21st at city hall. There will also be a session on eCommerce Strategy: How to Sell On-line, March 7<sup>th</sup> in Grayling (time tbd). The final session will be held in Charlevoix on April 18<sup>th</sup> with a topic of Creative Marketing Strategies: Leveraging Community Events to Boost Sales (time tbd). Kelsie will be attending all three sessions.

## 7. Traverse City Magazine ad

Kelsie provided an overview of the cost of participating in a full page ad in the upcoming TC mag vacation guide. Given that the all-in cost would exceed \$10,000 (not all born by MS) it was agreed that we would not pursue this opportunity.

## 8. Event Review Planning

Sally led a discussion on how best to go about coordinating a review of each of the MS events. In the end, it was decided that we will begin the review with Chocolate Covered Boyne, invite at least two people involved with the event to use a 'keep, stop, start' type review process. In addition, we will send a survey to participants and customers and use that feedback as well.

## 9. Chocolate Covered Boyne

Event is ready to go. We will not be using judges this year but will ask the folks that come in to taste to "vote" for their favorite.

## 10. Other

Kelsie brought us up to date on the grant requests to PAVB for our various activities. This year, Kelsie added Food Truck Rally and Boyne Thunder to our typical request list, which is Harvest Fest, Stroll the Streets and Boyne Apetit.

Meeting adjourned at 10:30 AM.

**Next Meeting: Tues, March 12, 2019 at 9AM - Boyne District Library Conf. Room**

## **Design Committee Meeting**

Boyne City Main Street  
Boyne City Hall Conference Room

Monday, February 4, 2019, 4 PM

### **Members Attending:**

Becky Harris, Bruce Janssen, Linn Williams, Pam Macksey, Mike Cain,  
Patrick Kilkenney, Adam Graef, Martha Sulfridge and Kelsie King-Duff

Meeting called to order at 4:00 pm.

### **Agenda**

#### **New Business:**

1. Design Update: Bob Grove with the Dilworth Inn  
Bob met with the committee to discuss the plans as it relates to the kitchen work at the back of the building. Working with cornerstone Architects, ten feet will be added to the back of the building to enlarge the current kitchen space. Geothermal is being considered, with the impact to utilities, and hoping to create a green roof for this kitchen space.

Mike recommended and Martha supported to pass along the full support of the Design Committee to Planning for the proposed kitchen addition at the Dilworth, subject to review of the final design.

2. 2019/20 Budget Update  
The draft budget was reviewed and will be submitted for approval.

#### **Project Updates:**

1. Design Review Update:  
No new plans have been received from the three projects that have been previously discussed. Martha and Bruce sent drawings to one of the projects to better delineate some of the ideas expressed previously during committee. The proposal from the dentist's office is working

with the architects to consider a multiple story building. Bob Earl will send updated drawings.

The committee discussed needing proposals/plans ahead of the actual committee meeting time so that members had the opportunity to review the plans and be prepared to present thoughtful comments, suggestions and feedback. If plans are not received ahead of time, then the discussion becomes more of “first blush” response and then time is spent after presenting more detailed information.

Meeting adjourned at 5:36 pm.

**Next Meeting: Mon, March 4, 2019 at 4PM – Boyne City Hall Park View Room**

# Economic Vitality/Team Boyne Committee

Friday, February 15, 2019, 9:00A

Boyne District Library Community Room

Members Attending: 15

Guests attending: Alison Melon, Stephanie Carter and Scott Gillespie

## Agenda

1. **Called to order** by John Cool, chairman, at 9:05 am
2. **Introductions** were made around the table
3. **Guest Speakers :**
  - A) Stephanie Carter on behalf of Lynn Rodenroth, owner of Great Lakes Bath and Body. Great Lakes Bath and Body has operated a plant-based, hand-crafted bath and body store in Traverse since 2008. Stephanie was brought on to expand the wholesale market but when a space in downtown BC became available (120 Water Street), they decided to open a retail location as well. There will be a soft opening in early March. Stephanie will be working at the store and is looking to hire several additional part time employees. The core business relates to bath related products (bath bombs, lotions, etc.), candles and the like.
  - B) Mike Cain: Mike spoke to the group about the city commission recently approving an ordinance amendment that helped to clarify building height requirements. While there used to be both a height and 'number of stories' requirement, the ordinance has been clarified to be only a height requirement. There are ordinances that describe how the height is calculated. In the main downtown district, the height requirement is no more than 45 feet and this tapers to 35 feet as you travel away from the downtown. As an example, the Dilworth is 45 feet tall and city hall, excluding the clock tower, is 40 feet tall. There are currently three projects underway in the downtown area: Dilworth kitchen area, redevelopment of the old Robert's Restaurant area (will be a dental office with retail and potentially housing) and finally the old First Merit area (commercial and housing).
  - C) Scott Gillespie, real estate developer: Scott attended our meeting as the representative for a development that is being considered at State and Lake Streets. Scott is a developer from the Lansing area and has been traveling to Boyne for the past six years. He described for the group a mixed use, "L-shaped" development proposal that would include four stories; the first would offer 8500 square feet of retail space and the upper floors would be housing. Parking would be offered behind the building. Of the 48 apartments this building would offer, 60% of the spaces would be dedicated to renters (full year lease only) who meet the 80% of the average annual median income number. As Michigan Community Capital group will retain ownership, it is expected that this type of housing mix would remain in place. Scott fielded numerous questions and made clear that he and his group are willing to work with all concerned parties to be sure the building reflects the community as best it can.

Questions did come up about VRBOs and Mike Cain reminded us that there are currently no city ordinances relating to VRBOs.

#### **4. Old Business**

John provided a brief introduction to the three Work Groups that had been established previously. Hannah provided the update that her group (building and business inventory) has identified properties to contact, are working on splitting up that list and approaching these entities with a series of questions. No additional timeline was provided.

#### **5. New Business**

Kelsie provided a brief overview of the four main goals from last year, noting that several have been completed. These four are: available property map (constantly being updated), building and business inventory (work is proceeding), potential business owner questionnaire (completed) and a quick facts/community profile sheet. Work for 2019 will continue on these as outlined and the group will also review any necessary additions to these goals after the Main Street board finishes strategic planning, set for March.

#### **6. Good of the Order/Updates**

1. Hannah Sanderson/NLEA: is currently looking to hire summer interns, generally a sophomore or older college student. There is \$15 an hour pay. NLEA is disappointed that Emmet County has withdrawn their participation from this group.
2. Bob Carlisle/MS: Board of Review will be meeting for 12 hours the second week of March.
3. Larry Taylor/Lions: many projects continue including vision screening in Petoskey, playground equipment for BCS, donations to Paint the Town Red and Lions' scholarships.
4. Mike Cain/city manager: city commission has authorized the sale of two parcels of land, had a second reading on the city's participation in how to proceed with the new Michigan law about marijuana sales (taking a slow approach until the laws are finalized), Family Video is closing and Glen Catt is coming closer to finding a tenant for the laundromat space and the Draco Viewer has been purchased through funds provided by an anonymous donor.
5. Tom Neidhamer/mayor: Housing Solutions forum will be held this afternoon with four guest speakers relevant to the topic.
6. Monica Kroondyk/Boyer City Library: Happy to have her first year of library director under her belt so will begin the process of finding a facilitator to help with strategic planning for the future.
7. Chris Christianson/Charlevoix County:
8. Pat Little/Boyer City Schools Superintendent: school has been cancelled quite often due to the weather and it remains to be seen how the make-up days will be handled. Pat is real proud of the many facets of the drama department and the high level of participation by students and volunteers alike. Winter athletics are wrapping up and Paint The Town Red is coming up soon.
9. Kim Akin/Chamber: Kim is happy to have two months thus far on the job and is looking forward to meeting even more people as time moves along. The 2018 Chamber Strategic Planning

document has been very helpful for her. BAH will be held next week and mark down April 11 for the State of The Community luncheon at the Talcott.

10. Kelsie King-Duff/Main Street: Kelsie mentioned the upcoming Chocolate Covered Boyne event, indoor Farmers Market continues, Boyne Bee on April 3<sup>rd</sup> (\$25 per team of two), and Boyne Thunder general registration opens March 1. Kelsie also provided the news that Chris Bandy will be closing his book store, Local Flavor, at the end of the month.
11. John Cool/Char. State Bank: John is looking forward to the April opening of the new bank branch and has already hired one employee, who is training right now.

**Meeting adjourned at 10:35 am**

**Next Meeting: Friday, March 15, 2019, 9:00 A, Boyne District Library Community Room**



Committee Meeting Minutes  
January 29, 2019  
City Hall, Parkview Room

**Call to Order**

9:36

**Committee Attendance**

See below

**Public Attendance**

None

**Market Manager Report**

Covered within agenda

**January Meeting Minutes**

Cortright, seconded by Coveyou made a motion to approve the January meeting minutes. All were in favor.

**New Business**

**Old Business**

A. New Market Manager Position

Interviews are taking place Friday. Waneta, Kelsie, and Michelle will be interviewing the candidates. Waneta is the contact for vendors.

B. By-law Review

The committee started going through the by-laws, but it was decided a visioning and goals session was needed to really set the direction the market is going as it has grown so much since the bylaws were created. The by-laws can then be updated after. Kelsie will check with a few people to see if they can lead a session as our March meeting.

C. 2019 Market Application

Application was finalized in December, besides fees.

D. Finalize 2019 Market Fees

Market fees are currently \$25/foot. This is way below average for markets nearby and around the state. Laurent made a motion, seconded by Coveyou to have 2019 market fees be \$35/foot. All in favor. Conversation took place that we are still one of the lower markets in the area and we have 2 markets per week. This will allow the market manager position to be much more sustainable.

**Good of the Order**

None

**Adjournment**

10:29

The next meeting (Strategic Planning) will be **Monday, March 11th from 3-6 p.m.**



**Attendance Record**

Name	Term Exp.	Oct 8	Nov 12	Dec. 11	Jan. 14	Jan. 29	Mar 11	Apr 8
Mary Brower	1/2020	P	P	P	P	P		
Judi Silverman, Patron	1/2020	P	E	P	P	P		
Kathy Coveyou	1/2021	A	P	P	P	P		
Waneta Cook <i>Chair</i>	1/2021	P	P	P	P	P		
Jean Van Dam, <i>Patron</i>	1/2021	P	P	E	E	P		
Tim Dennis	1/2021	-	-	-	P	P		
Brian Bates, <i>Vice Chair</i>	1/2022	P	P	P	P	E		
Jack Laurent, <i>Patron</i>	1/2022	E	P	E	P	P		
Joann Brown	1/2022	P	P	P	P	E		
Rod Cortright, <i>Patron</i>	1/2022	-	-	-	P	P		
Jodie Adams, MS	1/2023	P	P	P	E	P		
<b>NON-VOTING</b>								
Kelsie King-Duff, <i>MS Dir.</i>		E	P	E	P	P		
Boyne Area Chamber Rep.		A	A	A	A	A		
Gretchen Stelzer, <i>MSU</i>		P	P	E	E	P		

P- Present, A- Absent, E - Excused



### **Directors Report- March 2019**

- Welcome to our new Farmers Market Manager, Angelika Rasper! Thank you to Becky Harris for assisting me with covering Saturday's at the market while we were in transition.
- Strategic Planning will be held on Wednesday, March 13 from noon – 3 p.m. at City Hall. We will be providing lunch, so no need to eat before you come. Bob Thomas from the Michigan Chamber will be facilitating.
- The SBDC Buy/Sell workshop that we hosted was a success. Approximately 50 people from Boyne City, Charlevoix, Grayling and other places around Northern Michigan attended. This was the first training in a Northern Michigan series that also includes Main Street communities Charlevoix and Grayling.
- Petoskey Area Visitors Bureau will be providing support for several of our events this year including Stroll the Streets (\$2,500), Boyne Thunder (\$2,500), and Harvest Festival (\$500). The bureau has supported Stroll the Streets and Harvest Festival for multiple years, and is providing support for Boyne Thunder for the first time!
- MSU Extension is offering a new program called MSU Fit. Basically, "secret shoppers" would come to our downtown and then provide feedback on visitors experience. They are looking for communities for 2020. I am going to see if this is a project Team Boyne is interested in spearheading. The following link explains the program in greater detail: [https://www.canr.msu.edu/tourism\\_first\\_impressions/how-it-works/](https://www.canr.msu.edu/tourism_first_impressions/how-it-works/)
- Boyne Thunder sponsorship has wrapped up. We have a total of \$182,500 in sponsorship. This is about \$43,000 lower than last year. There is still time for corporate sponsors (sponsorships that don't use a dock space), so we should have a little bit more come it, but the bulk of sign up is completed. Volunteers contacted past sponsors and there was not any negative feedback about the event, just varying personal reasons they were not able to come this year. General registration takes place March 1 at 9 a.m. I will provide an update on that at the meeting.
- The DEQ approved a \$106,000 grant for 437 Boyne Ave. (the old Rey's Acres) to help with site clean-up. The owner has been working closely with Main Street throughout the renovation and received a \$10,000 façade grant from us last year. This grant would not have been possible for him to receive without the help of the City and Main Street. He is very appreciative.
- Mark your calendars for the Boyne Bee on Wednesday, April 3<sup>rd</sup>. It will take place at the Pine Lake Lodge. All proceeds benefit the Walkabout Sculpture Show.



**To: Main Street Board**

**From: Kelsie King-Duff**

**Date: February 28, 2019**

**Subject: March Agenda Items Overview**

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**Overview:**

There are a few items on the March 7 Main Street Board Meeting agenda that require further information:

**Budget Review:** The Organization committee has reviewed the 2019-2020 proposed budget. The Main Street board needs to make a recommendation for approval to the City Commission for their adoption of the budget in April. All budget descriptions are proposed to remain the same as our current budget year for DDA, Farmers Market, and Boyne Thunder. Below outlines the portions of the budget amounts that are changed:

**DDA Revenues**

**Taxes:** This assumes a 2% increase in our TIF next budget year. This was recommended by the finance department.

**Poker Run:** We have always budgeted \$40,000 in revenue from Boyne Thunder. Although it has been higher than this for quite a few years, we do not want to become dependent on the funds from this event.

**DDA Expenditures**

**Salary/Wages:** This includes a 3% cost of living increase for employees.

**Design Capital Improvements:** This number is increasing from the \$37,000 budgeted for this year to \$77,500 mostly related to carryover for façade grants that have not yet been utilized. I would recommend Design Committee and the board take a look at how long these grants are carried over for, so that the money we budget does get utilized. There are also several additional projects held within this line item that has come up as priorities including \$20,000 for infrastructure (fixing the portions of the sidewalk that are deteriorating), \$5,000 for the boardwalk (infrastructure

improvements and a plan for the backs of the buildings along the boardwalk), and \$7,500 for additional street light installation in a few spots within the DDA.

Streetscape Amenities: The only addition to this line item is \$500 to run a test of downtown recycling this summer. Christmas décor remains at \$18,000, which will allow us to implement the last phase of new light installation that began 2 years ago.

Facilities Rent: Currently our facilities rent is \$350 per month. The proposed amount budgets for up to \$700/month to address priorities for the Main Street office. The lease proposed as part of this agenda is for office space at \$535/month.

Boyne Thunder: The Boyne Thunder budget only has adjustments where more accurate numbers could be predicted based off last year's expenses. The only major change is related to bar expenses due to Boyne Mountain stepping back from bar coordination and having to hire a caterer for the bar.

Farmers Market: Like Boyne Thunder, the farmers market numbers are relatively similar to this budget year. The farmers market committee did approve stall payments going up to \$35/foot (from \$25/foot) so that the market could start to have a little more wiggle room and hopefully start to build a rainy day fund.

Redevelopment Liquor License: Please see the attached memo from Ed and Kristine Brehm outlining their plan for expansion. To do so they must obtain an additional liquor license. The Redevelopment Liquor license is their best option, which requires approval from the DDA and the City Commission. The Redevelopment license will cover the new wine bar area. The license they currently have will cover the Wine Emporium and Provisions spaces.

Main Street office space: The organization committee has been looking at new office space for some time as the current office is not visible and was meant to be temporary. A great opportunity has presented itself with the new Charlevoix State Bank branch opening in that their current lending office behind the antique store will be vacated. This office costs \$550/month and meets all of the needs prioritized by organization.

### **RECOMMENDATION:**

Budget Review: The organization committee has reviewed the budget and recommends approval, as do I.

Redevelopment Liquor License: I recommend approval of the Redevelopment Liquor License.

Main Street office space: I recommend approval of the lease for the Main Street office space.

Kelsie

COPY

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 030 - REVENUES					
248-030-400.000	ALLOCATION FROM CUR YR FD BAL		21,325		52,004
248-030-405.000	CURRENT YEAR TAXES	261,839	254,328	254,328	259,415
248-030-579.000	GRANTS: STATE	1,000			
248-030-580.000	GRANTS	3,412			
248-030-670.000	PROMOTIONS COMMITTEE REVENUE	16,300	15,000	15,000	15,000
248-030-670.100	BOYNE APPETIT		4,000	4,000	4,000
248-030-670.300	WALKABOUT SCULPTURE SHOW	4,561	3,000	3,000	3,000
248-030-675.000	CONTRIBUTIONS	783			
248-030-676.000	SPECIAL EVENTS - POKER RUN	40,039	40,000	73,686	40,000
Totals for dept 030 - REVENUES		<u>327,934</u>	<u>337,653</u>	<u>350,014</u>	<u>373,419</u>
TOTAL ESTIMATED REVENUES		327,934	337,653	350,014	373,419

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET
APPROPRIATIONS					
Dept 731 - EXPENDITURES					
248-731-705.000	SALARIES/WAGES	57,038	62,420	62,420	64,262
248-731-712.000	INSURANCE: LIFE/AD&D	351	250	250	250
248-731-713.000	MEDICAL INSURANCE	7,151	7,056	7,056	7,056
248-731-714.000	SOCIAL SECURITY	5,093	4,744	4,744	4,884
248-731-715.000	PENSION	3,769	4,120	4,120	4,242
248-731-716.000	UNEMPLOYMENT	11	10	10	10
248-731-719.000	SICK/VACATION	3,015	2,971	2,000	3,058
248-731-727.000	OFFICE SUPPLIES	663	1,750	1,500	1,000
248-731-728.000	OFFICE OPERATING EXPENSES	50			
248-731-730.000	REPAIRS/MAINTENANCE		2,000	0	2,000
248-731-732.000	MEMBERSHIP DUES	3,350	3,350	3,350	3,350
248-731-740.000	UTILITIES/INTERNET SERVICE	515	732	732	732
248-731-750.000	ADMINISTRATIVE FEE	7,500	7,500	7,500	7,500
248-731-760.000	DESIGN COMM EXPENSES	1,988	8,950	8,950	2,250
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	11,174	37,000	12,000	77,500
248-731-763.000	STREETSCAPE AMENITIES	24,686	30,000	30,000	30,000
248-731-782.000	BUSINESS RECRUITMENT/RETENTION		8,500	100	8,500
248-731-810.000	COMMITTEE/EVENT EXPENSES	459			
248-731-812.000	ORGANIZATION COMM EXPENSES	1,768	4,000	7,000	1,500
248-731-870.000	EDUCATION/TRAVEL	5,316	4,000	4,000	5,925
248-731-900.000	ADVERTISING/PUBLISHING	11,534	15,000	12,000	15,000
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	8,124	15,000	10,000	12,000
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	26,287	16,100	12,000	16,000
248-731-910.100	BOYNE APPETIT		4,000	4,000	4,000

BUDGET REPORT FOR BOYNE CITY

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET
APPROPRIATIONS					
Dept 731 - EXPENDITURES					
248-731-910.200	WALKABOUT SCULPTURE SHOW		3,000	3,000	3,000
248-731-910.300	STROLL THE STRETS		16,000	16,200	16,000
248-731-940.000	FACILITIES RENT	4,200	4,200	4,200	8,400
248-731-942.000	SERVICE MAINTENANCE FEE	75,000	75,000	75,000	75,000
248-731-968.000	DEPRECIATION	1,400			
248-731-991.000	INTEREST	226			
Totals for dept 731 - EXPENDITURES		260,668	337,653	292,132	373,419
TOTAL APPROPRIATIONS		260,668	337,653	292,132	373,419
NET OF REVENUES/APPROPRIATIONS - FUND 248		67,266			
BEGINNING FUND BALANCE		1,819,943	1,887,208	1,887,208	1,887,208
ENDING FUND BALANCE		1,887,209	1,887,208	1,887,208	1,887,208

*kebie*

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GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 030 - REVENUES					
213-030-400.000	ALLOCATION FROM CUR YR FD BAL		(6,197)		
213-030-579.000	GRANTS-STATE/FEDERAL	795		3,420	
213-030-642.000	MISC INCOME	12,230	12,450	10,500	10,500
213-030-642.010	SNAP		400	0	0
213-030-642.100	BAG SALES	275			
213-030-642.150	DONATIONS	306			
213-030-642.200	FARM MEAL	2,790	5,000	0	0
213-030-642.250	FOOD TRUCK RALLY	10,439	11,000	11,974	12,000
<del>213-030-642.450</del>	<del>MEAL TICKET</del> <i>e</i>	1,725	2,000	0	0
213-030-642.500	POINSETTIA SALES	267	300	300	300
213-030-642.600	T-SHIRTS	105	400	0	0
213-030-642.650	MARKET MONEY PURCHASE\	400	100	100	100
213-030-642.700	DAILY VENDOR FEE	510	500	500	25,725
213-030-642.725	VENDOR FEE SUMMER 10 FT	7,830	18,000	18,885	
213-030-642.750	VENDOR FEE-SUMMER 20 FT	2,690			
213-030-642.775	VENDOR FEE - WINTER	2,890	3,570	2,900	3,000
Totals for dept 030 - REVENUES		43,252	47,523	48,579	51,625
TOTAL ESTIMATED REVENUES		43,252	47,523	48,579	51,625

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET
APPROPRIATIONS					
Dept 040 - EXPENDITURES					
213-040-705.000	SALARIES - PLANNING	14,591	18,720	17,280	21,060
213-040-714.000	SOCIAL SECURITY	518	1,423	1,300	1,600
213-040-716.000	UNEMPLOYMENT INSURANCE	2	5	5	5
213-040-727.000	SUPPLIES	2,788	500	500	500
213-040-731.000	POSTAGE	56	50	50	50
213-040-732.000	MEMBERSHIP DUES/MML	530	400	400	400
213-040-750.150	BAG MATERIALS	20			
213-040-750.200	FARM MEAL	3,269	4,500	0	0
213-040-750.250	FOOD TRUCK RALLY	6,160	5,000	11,974	12,000
213-040-750.260	POINSETTIA FUNDRAISER	111	300	300	300
213-040-750.275	T SHIRTS PRINTING		200	0	0
213-040-750.300	MARKET MONEY	555	100	400	400
213-040-750.350	OUTDOOR MARKET	175	200	350	350
213-040-750.360	OUTDOOR MARKET MUSIC	975	975	975	975
213-040-750.370	SNAP REIMBURSEMENT	2,411	3,500	3,000	3,000
213-040-750.380	DOUBLE UP FOOD BUCKS	2,564	2,800	2,500	2,500
213-040-750.390	SENIOR PROJECT FRESH	2,598	2,800	2,500	2,500
213-040-750.400	WIC	2,785	3,000	2,500	2,500
213-040-770.000	SNAP	472	350	0	0
213-040-771.000	VENDOR REIMBURSEMENT	60			
213-040-870.000	TRAINING AND SCHOOLS	710	500	800	500
213-040-900.000	ADVERTISING/PUBLSHNG/ORDINANCE	1,446	1,000	1,000	1,000
213-040-900.200	PROMOTION PRINTING		100	0	0
213-040-900.300	SUMMER PROMOTION		700	0	0

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 DB: Boyne City

BUDGET REPORT FOR BOYNE CITY  
 Fund: 213 FARMERS MARKET FUND

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET
APPROPRIATIONS					
Dept 040 - EXPENDITURES					
213-040-900.400	WINTER PROMOTION	942	700	0	700
Totals for dept 040 - EXPENDITURES		<u>43,738</u>	<u>47,523</u>	<u>45,834</u>	<u>50,340</u>
TOTAL APPROPRIATIONS		<u>43,738</u>	<u>47,523</u>	<u>45,834</u>	<u>50,340</u>
NET OF REVENUES/APPROPRIATIONS - FUND 213		(486)			
BEGINNING FUND BALANCE		25,441	24,957	24,957	24,957
ENDING FUND BALANCE		24,955	24,957	24,957	24,957

Kelsie

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GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 030 - REVENUES					
242-030-675.000	REVENUES	2,136			
242-030-676.200	REGISTRATIONS	47,472	50,000	67,880	60,000
<del>242-030-676.201</del>	<del>REGISTRATIONS 2018</del>	1,650			
242-030-676.220	50 / 50 DRAWING PROCEEDS	1,560	1,000	1,040	1,000
242-030-676.250	AUCTION PROCEEDS	15,193	17,000	71,685	50,000
<del>242-030-676.260</del>	<del>CRUISE / BEACH PARTY PROCEEDS</del>		10,000	0	0
242-030-676.270	BAR PROCEEDS	24,798	22,000	12,842	15,000
242-030-676.280	DINNER PROCEEDS	9,617	7,000	6,880	7,000
242-030-676.285	FOOD TRUCK REGISTRATIONS	800	800	700	800
242-030-676.290	MERCHANDISE SALES	21,028	20,000	25,819	20,000
242-030-676.295	ROOM RENTAL REVENUES	2,848	3,000	4,115	4,000
242-030-676.340	SPONSORSHIP	26,014	176,000	193,112	154,450
<del>242-030-676.341</del>	<del>SPONSORSHIPS 2018</del>	206,701			
Totals for dept 030 - REVENUES		359,817	306,800	404,046	312,250
TOTAL ESTIMATED REVENUES		359,817	306,800	404,046	312,250

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET
APPROPRIATIONS					
Dept 040 - EXPENDITURES					
242-040-811.000	BOYNE THUNDER EXPENDITURES	37,000			
242-040-811.050	BANK SERVICE CHARGES		2,700	0	0
242-040-811.200	MERCHANDISE	23,899	25,000	35,561	30,000
242-040-811.210	CAMP QUALITY	108,429	60,000	115,792	60,000
242-040-811.215	CHALLENGE MOUNTAIN	19,713	11,000	21,053	11,000
242-040-811.220	CONTRACT LABOR	1,530	2,000	973	2,000
242-040-811.230	DJ EXPENSE	1,000	1,200	0	0
242-040-811.240	INSURANCE	4,015	4,700	4,017	4,500
242-040-811.250	LICENSES AND PERMITS	350	300	0	100
242-040-811.260	MEALS AND ENTERTAINMENT	67,643	70,000	102,718	100,000
242-040-811.261	CHAMPAGNE CRUISE		10,000	0	0
242-040-811.265	ALCOHOL / LIQUOR EXPENSE	6,968	9,000	1,174	8,000
242-040-811.270	ADVERTISING AND PUBLISHING	4,661	10,000	5,029	6,000
242-040-811.290	SALES TAX	4,135	6,300	774	800
242-040-811.300	SUPPLIES	1,725	10,000	4,421	5,000
242-040-811.305	UTILITIES / WEB DESIGN	542	1,500	475	500
242-040-811.310	TENT & STORAGE RENTAL	7,500	8,000	8,150	8,250
242-040-811.320	UTILITIES	1,814	1,100	977	1,100
242-040-811.350	PRIZES PAID	4,000	10,000	5,000	10,000
242-040-811.360	DOCKAGE FEES	5,080	5,000	5,320	5,500
242-040-811.380	AUCTION EXPENSES	484	5,000	7,400	5,000
242-040-811.385	AERIAL FILMING	13,850	16,000	9,445	12,000
242-040-811.390	PAYPAL EXPENSES	5,303	3,000	2,081	2,500
242-040-811.395	TRANSFER TO MAIN STREET FUND	40,039	40,000	73,686	40,000

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ORIGINAL BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET
APPROPRIATIONS					
Dept 040 - EXPENDITURES					
	Totals for dept 040 - EXPENDITURES	<u>359,680</u>	<u>311,800</u>	<u>404,046</u>	<u>312,250</u>
TOTAL APPROPRIATIONS					
		<u>359,680</u>	<u>311,800</u>	<u>404,046</u>	<u>312,250</u>
NET OF REVENUES/APPROPRIATIONS - FUND 242					
		137	(5,000)		
	BEGINNING FUND BALANCE	136	135	135	135
	FUND BALANCE ADJUSTMENTS	(136)			
	ENDING FUND BALANCE	137	(4,865)	135	135

Kelsie King-Duff

Executive Director Boyne City Main Street

120 Water Street

Boyne City, MI. 49712

Good morning Kelsie,

As a follow up to our discussion regarding our new business opportunity, we have briefly outlined our plans below:

- Lease the space the coffee/bookshop currently occupies and establish a wine bar/café. The first of its type in Boyne City.
  - Obtain new “Class C” redevelopment liquor license working with Michigan Main Street/DDA with assistance from MLBA
  - Close off current entry between Provisions party store and the Wine Emporium & Market to separate the off premise business from the new on premise
  - Open both the “key hole” and corridor between two spaces to connect sides allowing customers to browse, shop, eat and drink on both sides
  - Establish a wine bar/lounge offering “Sommelier Selected” wines by the glass, carafe and bottle (including Michigan), Michigan craft beer by the bottle, as well as classic cocktails using Michigan made spirits
  - Remodel the newly leased space to offer a comfortable, sophisticated interior/café ambience during day, casually elegant and relaxed environment in evening
  - Limited menu of small plate appetizers, spreads, charcuterie platters
  - Eventually offer a true Italian gelato bar as well as classic coffee drinks
  - High top tables, relaxed seating areas
  - Offer special themed tasting events as well as wine education classes
  - Proposed operational hours would be Tues. through Thurs. 10 a.m. to 8 p.m. and Fri.-Sat. 10 a.m. to 9 p.m. (subject to change dependent on customer demand/feedback)
  - Unique additional wine related merchandise; i.e. “Sole” brand slides and flip flops made from recycled corks we collect
  - Rebrand our company; implement “Provisions” branded names; i.e. Provisions Wine Bar - Market & Café

We hope to build on the success we’ve enjoyed the past 10 years with Provisions and the Wine Emporium by adding the option of enjoying our product offerings on premise. We plan to hire and train approx. 4 to 6 new staff, in addition to our current full time staff of 12 and 1 to 2 seasonal employees. We expect to be operational by 6/15/19.

Regards and thanks,

Ed & Kristine Brehm

**KECIA FREED**  
*design*

8198 Horton Bay Rd  
Petoskey, MI 49770  
(231) 622-2492  
kecia@twin-valley.net

2/27/19  
Kelsie King-Duff  
Boyne City Main Street Program

## **S E R V I C E S   A G R E E M E N T**

Graphic design services for a 12-month period between April 2019 and March 2020 to fulfill a variety of design needs identified in BCMSP's work plan.

KFD will work with the Main Street manager and image subcommittees to ensure all marketing materials have an appropriate and consistent design theme. All final art supplied by KFD to Main Street and its vendors in compatible digital formats. All rights to materials and products designed and developed for the Main Street Program shall become the exclusive property of BCMSP, with the exception of any existing stock photography provided by KFD.

All printing and outside vendor production costs, including new custom photography, are not included in this agreement and are the sole responsibility of the Main Street Program.

Annual design fee of \$4,800, paid monthly, includes updates of existing annual event posters and flyers. Additional events, campaigns or materials that require substantial new design may be estimated separately, approved by Main Street prior to commencement of work, and billed in addition to the regular annual fee.

Date 2/27/2019 Kecia Freed *Kecia Freed*

Boyne City Main Street Program \_\_\_\_\_

# Business Property Lease

This Lease, made this \_\_\_\_\_ - between Lakeside Properties North, LLC, a Michigan limited liability company, whose address is P.O. Box 100, Walloon Lake, Mi 49796, the Lessor, hereinafter referred to as "Landlord" and \_\_\_\_\_ whose address is 113 S. Lake St., Boyne City, Michigan 49712, the Lessee, hereinafter referred to as "Tenant."

1. **Description:** The Landlord, in consideration of the rents to be paid and the covenants and agreements to be performed by the Tenant, does hereby lease unto the Tenant the following described premises: 113 S. Lake St., Boyne City, MI 49712.

2. **Term:** For the term of one (1) year from \_\_\_\_\_ to be completed and ended on \_\_\_\_\_ the Tenant yielding and paying during the continuance of this Lease unto the Landlord. Provided Lessee is not in default of the Lease, Lessor will grant Lessee an option to renew this lease for one (1) additional year \_\_\_\_\_ for the sum of \$\_\_\_\_\_ per month.

3. **Rent:** The base rent of said premises shall be as follows:

1. The base rent of said premises shall be the sum of \$\_\_\_\_\_ per month paid in lawful money of the United States payable monthly in advance upon the first day of each and every month during the term. Rent for any partial first or last month shall be prorated accordingly to reflect the actual days in such month. Rent payments not received by the due date as mentioned above shall bear interest from the due date at the rate of twelve percent (12%) per month until paid.

Upon signing of lease agreement, a security deposit equal to one months rent \_\_\_\_\_ shall be required. Any damage done to the leased premises, normal wear and tear excluded, shall be reimbursed by the tenant within 30 days from vacating the premises.

4. **Default:** If the Tenant shall default in any payment or expenditure other than rent required to be paid or expended by the Tenant under the terms hereof, the Landlord may, at his option, make such payment or expenditure, in which event the amount there shall be payable as rental to the Landlord by the Tenant on the next ensuing day, together with interest at twelve percent (12%) per month from the date of such payment or expenditure by the Landlord, and on default in such payment, the Landlord shall have the same remedies in payment of rent.

In case any rent shall be due and unpaid, or if default be made in any of the covenants herein contained, or if said leased premises shall be deserted or vacated, then it shall be lawful for the Landlord, his certain attorney, heirs, representatives

and assigns, to re-enter into, re-possess the said premises, and the Tenant, and each and every occupant, to remove and put out.

**5. ~~Common Area Maintenance Fund~~**

**6. Insurance:** The Tenant is advised to consult with Tenant's insurance agent regarding liability insurance, Tenant's personal property (furniture, furnishings, and equipment), and glass breakage. The Landlord's insurance will not pay any liability claims against Tenant, nor will Landlord's insurance cover any loss of Tenant's personal property caused by fire or other casualty. The Landlord's insurance may cover glass breakage, but if breakage is caused by Tenant, the Landlord's insurance company may sue the Tenant for recovery. Accordingly, the Tenant is advised to carry own insurance against all such possible liabilities or losses.

The Tenant agrees to indemnify and hold harmless the Landlord from any liability for damages to any person or property in, on or about said leased premises from any cause whatsoever, and Tenant will procure and keep in effect during the term hereof public liability and property damage insurance for the benefit of the Landlord in the sum of Five Hundred Thousand and 00/100 (\$500,000.) Dollars for damages resulting to one person, and One Million and 00/100 (\$1,000,000.) Dollars for damages resulting from one casualty, and One Hundred Thousand and 00/100 (\$100,000.) Dollars property damage insurance resulting from any one occurrence. Tenant shall name Landlord as an additional insured on Tenant's insurance policies and deliver said policies to the Landlord. Upon Tenant's failure to do so, the Landlord may, at his option, obtain such insurance, and the cost thereof shall be paid as additional rent due and payable upon the next ensuing rent day.

**7. Assignment:** The Tenant covenants not to assign or transfer this Lease or hypothecate or mortgage the same or sublet said premises or any part thereof without the written consent of the Landlord. Landlord approves the continuation of such tenancies provided and so long as Tenant amends the existing leases to expressly acknowledge that they are subleases from and after the date of this Lease and that such subleases are subject to the terms and conditions of this Lease and will be automatically terminated upon termination of this Lease for any reason. Any assignment, transfer, hypothecation, mortgage or subletting without said written consent shall give the Landlord the right to terminate this lease and to re-enter and repossess the leased premises.

**8. Bankruptcy and Insolvency:** The Tenant agrees that if the estate created hereby shall be taken in execution, or by other process of law, or if the Tenant shall be declared bankrupt or insolvent according to law, or any receiver be appointed for the business and property of the Tenant, or if any assignment shall be made of the Tenant's property for the benefit of creditors, then, and in such event, this Lease may be canceled at the option of the Landlord.

**9. Right to Mortgage:** The Landlord reserves the right to subject and subordinate this Lease at all times to any lien of any mortgage or mortgage now or hereafter placed upon the Landlord's interest in the said Premises and on the land and buildings of which the said premises are a part or upon any buildings hereafter placed upon the land and of which the leased premises form a part. And the Tenant covenants and agrees to execute and deliver upon demand such further instrument or instruments subordinating this Lease to the lien of any such mortgage or mortgages as shall be desired by the Landlord and any mortgages or proposed mortgages and hereby irrevocably appoints the Landlord the attorney-in-fact of the Tenant to execute and deliver any such instrument or instruments for and in the name of the Tenant.

**10. Use and Occupancy:** It is understood and agreed between the parties hereto that said premises during the continuance of this Lease shall be used and occupied for office and for no other purpose or purposes without the written consent of the Landlord, and that the Tenant will not use the premises for any purpose in violation of any law, municipal ordinance or regulation, and that on any breach of this agreement the Landlord may, at his option, terminate this Lease forthwith and re-enter and repossess the leased premises.

**11. Fire:** It is understood and agreed that if the premises hereby leased be damaged or destroyed in whole or in part by fire or other casualty during the term hereof, the Landlord will repair and restore the same to good tenantable condition with reasonable dispatch, and that the rent herein provided for shall abate entirely in case the entire premises are untenable and pro-rata for the portion rendered untenable, until the same shall be restored to tenantable condition, provided, however, that if the Tenant shall fail to adjust his own insurance to remove his damaged goods, wares, equipment or property within a reasonable time, and as a result thereof the repairing and restoration is delayed, there shall be no abatement of rental during the period of such resulting delay and provided further that there shall be an abatement of rental if such fire or other cause damaging or destroying the leased premises shall result from the negligence or willful act of the Tenant, his agents or employees, and provided further that if the Tenant shall use any part of the leased premises for storage during the period of repair, a reasonable charge shall be made therefore against the Tenant, and provided further that in case the leased premises, or the building of which they are a part, shall be destroyed to the extent of more than one-half of the value thereof, the Landlord may, at his option, terminate this Lease forthwith by a written notice to the Tenant.

**12. Repairs and Alterations:** The Landlord, after receiving notice from the Tenant and having reasonable opportunity thereafter to obtain the necessary workmen therefore, agrees to keep in good order and repair the roof and the four outer walls of the premises at Tenant's expense as part of and subject to the Common Area Maintenance Fund under Paragraph 5 of this Lease, but not the doors, door frames, the widow glass, window casings, window frames and windows, or any attachment thereto or attachments to said building or premises used in connection therewith.

Except as stated above, the Tenant further covenants and agrees that he will, at his own expense, during the continuance of this Lease, keep the said premises and every part thereof in as good repair, and at the expiration of the term yield and deliver up the same in like condition as when taken, reasonable use and wear thereof and damage by the elements excepted. The Tenant shall not make any alterations, additions or improvements to said premises without the Landlord's written consent, and all alterations, additions or improvements made by either of the parties hereto upon the premises, except movable office furniture and trade fixtures put in at the expense of the Tenant, shall be the property of the Landlord, and shall remain upon and be surrendered with the premises at the termination of this Lease.

The Tenant covenants and agrees that the Landlord may enter the premises at reasonable times to install or repair pipes, wires and other appliances or make any repairs deemed necessary by the Landlord essential to the use and occupancy of other parts of the Landlord's building.

**13. Care of Premises:** The Tenant shall not perform any acts or carry on any practices which may injure the building or be a nuisance or menace to other tenants in the building and shall keep premises under his control, clean and free from rubbish, dirt, snow and ice at all times, and it is further agreed that in the event the Tenant shall not comply with these provisions, the Landlord may enter upon said premises for the purpose of maintenance or cleaning, in which event the Tenant agrees to pay all expenses for that maintenance or cleaning. Said charges shall be paid to the Landlord by the Tenant as soon as bill is presented and the Landlord shall have the same remedy as is provided in Section 4 of this Lease in the event of Tenant's failure to pay.

The Tenant shall, at his own expense under penalty of forfeiture and damages, promptly comply with all lawful laws, orders, regulations or ordinances of all municipal, county and state authorities affecting the premises hereby leased and the cleanliness, safety, occupation and use of same.

**14. Condition of Premises at Time of Lease:** The Tenant further acknowledges that he has examined the said leased premises prior to the making of

this Lease, has occupied the lease premises as former owner thereof, and knows the condition thereof, and that no representation as to the condition or state of repairs thereof have been made by the Landlord, or his agent, which are not herein expressed, and the Tenant hereby accepts the leased premises in their present condition at the date of the execution of this Lease.

The Landlord shall not be responsible or liable to the Tenant for any loss or damage that may be occasioned by or through the acts or omissions of persons occupying adjoining premises or any part of the premises adjacent to or connected with the premises hereby or any part of the building of which the leased premises are a part or for any loss or damage resulting to the Tenant or his property from bursting, stoppage or leaking of water, gas, sewer or steam pipes.

**15. Re-Renting:** The Tenant hereby agrees that for a period commencing sixty (60) days prior to the termination of this Lease, the Landlord may show the premises to prospective tenants and may display in and about said premises and including windows thereof, the usual and ordinary "To Rent" signs.

**16. Holding Over:** If Tenant remains in possession of the leased premises after the expiration of this Lease without executing a new lease, it will be deemed to be occupying the leased premises as a tenant from month to month, subject to all the provisions of this Lease to the extent that they can be applicable to a month-to-month tenancy, except that the rent under Paragraph 3 for each month will be one hundred twenty five percent (150%) of the regular monthly installments of rent shown for the last year of the Lease term under Paragraph 3. Nothing herein shall be construed or deemed to constitute a consent by Landlord to Tenant holding over, nor a waiver by Landlord of its right to remove or evict Tenant by reason of the expiration of the Term.

**17. Advertising Display:** It is further agreed that all signs and advertising displayed in and about the premises shall be such only as to advertise the business carried on upon said premises, and that the Landlord shall control the character and size thereof, and that no sign or awning shall be displayed excepting such as shall be approved in writing by the Landlord.

**18. Parking Space:** There is no on-site parking. All adjacent, public on-street parking shall be kept as areas available for customers. Each Tenant shall exercise due care and judgment in the use of such parking area to not unreasonably burden the parking area.

**19. Access to Premises:** The Landlord shall have the right to enter upon the leased premises at all reasonable hours for the purpose of inspecting the same. If the Landlord deems any repairs necessary and if the Tenant refuses or neglects forthwith to commence such repairs and complete the same within reasonable

dispatch, the Landlord may make or cause to be made such repairs and shall not be responsible to the Tenant for any loss or damage that may accrue to his stock or business by reason thereof, the Tenant agrees that he will forthwith, on demand, pay to the Landlord the cost thereof, with interest at twelve (12%) percent per month, and if he shall make default in such payment the Landlord shall have the remedies provided in Section 4 hereof.

The Landlord reserves the right of free access at all times to the roof of said leased premises, and reserves the right to rent said roof for advertising purposes. The Tenant shall not erect any structures or use the roof for any purpose without the consent in writing of the Landlord.

**20. Involuntary Conversion:** If the leased premises or any part thereof shall be taken by or sold under threat of condemnation or appropriation by any public authority having the power of eminent domain, then upon giving Tenant thirty (30) days written notice Landlord may terminate this Lease as of the date when possession is required to be given under said condemnation or appropriation or threat of condemnation or appropriation. All condemnation awards shall belong to Landlord; provided however, that Landlord shall not be entitled to any award made to Tenant for loss of business, or depreciation of and cost of removal of stock and fixtures.

**21. Expenses, Damages and Re-Entry:** In the event that the Landlord shall, during the period covered by this Lease, obtain possession of said premises by re-entry, summary proceedings, or otherwise, the Tenant hereby agrees to pay the Landlord the expense incurred in obtaining possession of said premises, and also all expenses and commissions which may be paid in and about the letting of the same, and all other damages.

**22. Remedies Not Exclusive:** It is agreed that each and every of the rights, remedies and benefits provided by this Lease shall be cumulative, and shall not be exclusive of any other of said rights, remedies and benefits allowed by law.

**23. Waiver:** One or more waivers of any covenant or condition by the Landlord shall not be construed as a waiver of a further breach of the same covenant or condition.

**24. Delay of Possession:** It is understood that if the Tenant shall be unable to enter into and occupy the premises hereby leased at the time above provided by reason of the said premises not being ready for occupancy, or by reason of the holding over of any previous occupant of said premises, or as a result of any cause

or reason beyond the direct control of the Landlord, the Landlord shall not be liable in damages to the Tenant therefore, but during the period the Tenant shall be unable to occupy said premises as hereinbefore provided, the rental therefore shall be abated and the Landlord is to be the sole judge as to when the premises is ready for occupancy.

25. **Notices:** Whenever under this Lease a provision is made for notice of any kind, except notice of option to renew, if applicable, it shall be deemed sufficient notice and service thereof if such notice to the Tenant is in writing addressed to the Tenant at his last known address and deposited in the mail with postage prepaid. Notice need be sent to only one Tenant or Landlord where the Tenant or Landlord is more than one person.

26. **Right of Relocation:** Landlord reserves the right, at his sole discretion and upon thirty (30) days written notice, to move the Tenant to substantially similar premises at the Landlord's sole cost and expense. Such expenses shall include, but are not limited to, Tenant's out-of-pocket expenses, business interruption expenses and consequential expenses. Rent shall be held in abeyance during the time between written notice of the move and its satisfactory completion. In the event that the notice of relocation is given, Tenant shall have as his option the right to terminate any further obligations under this Lease.

27. **Condemnation:** If the whole of the leased premises shall be taken or condemned by any competent authority for any public or quasi-public use or purpose, this Lease shall cease and terminate as of the date on which title shall vest thereby in that authority, and the rent reserved hereunder shall be apportioned and paid to that date.

28. Tenant will be responsible for paying all personal property taxes for their unit. Landlord will pay real estate taxes.

29. Tenant will be required to maintain attractive awnings/signage for the leased premises. Final approval of awning color, shape, and design to be approved by Landlord.

It is agreed that in this Lease the word "he" shall be used as synonymous with the words "she", "it", and "they", and the word "his" synonymous with the words "her", "its", and "their."

The covenants, conditions and agreements made and entered into by the

parties hereto are declared binding on their respective heirs, successors, representatives and assigns.

In witness whereof, the parties have hereunto set their hands and seals the day and year first above written.

Witnessed by:

\_\_\_\_\_

\_\_\_\_\_

Lessor/Landlord

Date

Lakeside Properties North, LLC

\_\_\_\_\_

\_\_\_\_\_

Lessee/Tenant

Date

\_\_\_\_\_

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-400.000	ALLOCATION FROM CUR YR FD BAL	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00	0.00
Dept 030 - REVENUES						
248-030-400.000	ALLOCATION FROM CUR YR FD BAL	21,325.00	0.00	0.00	21,325.00	0.00
248-030-405.000	CURRENT YEAR TAXES	254,328.00	233,079.93	0.00	21,248.07	91.65
248-030-579.000	GRANTS: STATE	0.00	0.00	0.00	0.00	0.00
248-030-580.000	GRANTS	0.00	0.00	0.00	0.00	0.00
248-030-581.000	VETERAN'S MEMORIAL	0.00	0.00	0.00	0.00	0.00
248-030-582.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
248-030-590.000	RIVERWALK GRANT	0.00	0.00	0.00	0.00	0.00
248-030-642.000	CHARGES FOR SERVICES/FEES	0.00	0.00	0.00	0.00	0.00
248-030-660.000	RENTAL INCOME	0.00	0.00	0.00	0.00	0.00
248-030-664.000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
248-030-670.000	PROMOTIONS COMMITTEE REVENUE	15,000.00	15,974.69	3,000.00	(974.69)	106.50
248-030-670.100	BOYNE APPETIT	4,000.00	0.00	0.00	4,000.00	0.00
248-030-670.200	THEATER REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-670.300	WALKABOUT SCULPTURE SHOW	3,000.00	211.00	0.00	2,789.00	7.03
248-030-671.000	FACADE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
248-030-672.000	VSCI REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-675.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
248-030-676.000	SPECIAL EVENTS - POKER RUN	40,000.00	73,686.14	0.00	(33,686.14)	184.22
248-030-676.100	POKER RUN 2011	0.00	0.00	0.00	0.00	0.00
248-030-677.300	RADIO SHACK FACADE FUNDS	0.00	0.00	0.00	0.00	0.00
248-030-680.000	FARMER'S MARKET REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-685.000	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
248-030-691.000	TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
248-030-698.000	WASTEWATER NOTE PROCEEDS	0.00	0.00	0.00	0.00	0.00
248-030-699.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
Total Dept 030 - REVENUES		337,653.00	322,951.76	3,000.00	14,701.24	95.65
TOTAL REVENUES		337,653.00	322,951.76	3,000.00	14,701.24	95.65
Expenditures						
Dept 731 - EXPENDITURES						
248-731-677.100	THEATER EXPENDITURES	0.00	0.00	0.00	0.00	0.00
248-731-700.000	LAND ACQUISITION	0.00	0.00	0.00	0.00	0.00
248-731-705.000	SALARIES/WAGES	62,420.00	49,499.31	4,525.60	12,920.69	79.30
248-731-710.000	ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
248-731-712.000	INSURANCE: LIFE/AD&D	250.00	210.78	23.42	39.22	84.31
248-731-713.000	MEDICAL INSURANCE	7,056.00	5,292.15	0.00	1,763.85	75.00
248-731-714.000	SOCIAL SECURITY	4,744.00	4,369.70	346.21	374.30	92.11
248-731-715.000	PENSION	4,120.00	3,745.92	310.52	374.08	90.92
248-731-716.000	UNEMPLOYMENT	10.00	2.39	0.00	7.61	23.90
248-731-719.000	SICK/VACATION	2,971.00	2,328.96	0.00	642.04	78.39
248-731-720.000	PARKING LOT MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-731-727.000	OFFICE SUPPLIES	1,750.00	469.34	0.00	1,280.66	26.82
248-731-728.000	OFFICE OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00
248-731-729.000	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-731-730.000	REPAIRS/MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-731-732.000	MEMBERSHIP DUES	3,350.00	3,490.00	0.00	(140.00)	104.18
248-731-733.000	PROFESSIONAL LIBRARY/SUBSCRIPT	0.00	0.00	0.00	0.00	0.00
248-731-740.000	UTILITIES/INTERNET SERVICE	732.00	557.11	62.66	174.89	76.11
248-731-750.000	ADMINISTRATIVE FEE	7,500.00	0.00	0.00	7,500.00	0.00
248-731-751.000	BURIAL ELECTRICAL LINES ETC	0.00	0.00	0.00	0.00	0.00
248-731-752.000	RESTORE CITY CLOCK TOWER	0.00	0.00	0.00	0.00	0.00
248-731-753.000	DONATION TO CREATIVE PLAYGROUD	0.00	0.00	0.00	0.00	0.00
248-731-754.000	CBD BENCHES	0.00	0.00	0.00	0.00	0.00
248-731-760.000	DESIGN COMM EXPENSES	8,950.00	7,255.00	0.00	1,695.00	81.06
248-731-761.000	DESIGN ENGIN/CONSULTING	0.00	0.00	0.00	0.00	0.00
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	37,000.00	10,882.55	0.00	26,117.45	29.41
248-731-763.000	STREETSCAPE AMENITIES	30,000.00	24,108.23	0.00	5,891.77	80.36
248-731-780.000	ECONOMIC RESTRUC COMM EXP	0.00	0.00	0.00	0.00	0.00
248-731-781.000	ECONC RESTRUC COMM ENG SVCS	0.00	0.00	0.00	0.00	0.00
248-731-782.000	BUSINESS RECRUITMENT/RETENTION	8,500.00	68.36	0.00	8,431.64	0.80
248-731-783.000	VETERAN'S MEMORIAL CONTRIBUTIO	0.00	0.00	0.00	0.00	0.00
248-731-790.000	FARMERS MARKET EXPENSES	0.00	0.00	0.00	0.00	0.00
248-731-808.000	DESIGN ENGINEERING DDA	0.00	0.00	0.00	0.00	0.00
248-731-810.000	COMMITTEE/EVENT EXPENSES	0.00	200.00	0.00	(200.00)	100.00
248-731-811.000	BOYNE THUNDER EXPENDITURES	0.00	0.00	0.00	0.00	0.00
248-731-812.000	ORGANIZATION COMM EXPENSES	4,000.00	6,177.51	200.79	(2,177.51)	154.44
248-731-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
248-731-870.000	EDUCATION/TRAVEL	4,000.00	3,400.04	550.00	599.96	85.00
248-731-900.000	ADVERTISING/PUBLISHING	15,000.00	7,368.74	475.00	7,631.26	49.12
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	15,000.00	5,132.53	800.00	9,867.47	34.22
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	16,100.00	26,396.37	(700.00)	(10,296.37)	163.95
248-731-910.100	BOYNE APPETIT	4,000.00	0.00	0.00	4,000.00	0.00
248-731-910.200	WALKABOUT SCULPTURE SHOW	3,000.00	0.00	0.00	3,000.00	0.00
248-731-910.300	STROLL THE STRETS	16,000.00	0.00	0.00	16,000.00	0.00
248-731-912.000	PROMOTIONS CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
248-731-940.000	FACILITIES RENT	4,200.00	3,500.00	700.00	700.00	83.33
248-731-942.000	SERVICE MAINTENANCE FEE	75,000.00	0.00	0.00	75,000.00	0.00
248-731-968.000	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
248-731-970.500	TRANSFERS OUT - S PARK ST	0.00	0.00	0.00	0.00	0.00
248-731-980.000	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
248-731-981.000	BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-731-982.000	BANK FEES	0.00	0.00	0.00	0.00	0.00
248-731-985.000	MAIN STREET PROGRAM	0.00	0.00	0.00	0.00	0.00
248-731-987.000	CONTRACTED CONST SERVICES	0.00	0.00	0.00	0.00	0.00
248-731-990.000	LOAN REPAYMENT	0.00	0.00	0.00	0.00	0.00
248-731-991.000	INTEREST	0.00	0.00	0.00	0.00	0.00
248-731-992.000	DOWNTOWN LOAN PRINCIPAL PYMT	0.00	0.00	0.00	0.00	0.00
248-731-993.000	INTEREST/DOWNTOWN LOAN	0.00	0.00	0.00	0.00	0.00
248-731-998.000	CONTRACTED CONSTRUCTED SERVCS	0.00	0.00	0.00	0.00	0.00
Total Dept 731 - EXPENDITURES		337,653.00	164,454.99	7,294.20	173,198.01	48.71
TOTAL EXPENDITURES		337,653.00	164,454.99	7,294.20	173,198.01	48.71
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		337,653.00	322,951.76	3,000.00	14,701.24	95.65
TOTAL EXPENDITURES		337,653.00	164,454.99	7,294.20	173,198.01	48.71

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
NET OF REVENUES & EXPENDITURES		0.00	158,496.77	(4,294.20)	(158,496.77)		100.00	

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2019	MONTH 02/28/2019	INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE	
Fund 213 - FARMERS MARKET FUND							
Revenues							
Dept 030 - REVENUES							
213-030-400.000	ALLOCATION FROM CUR YR FD BAL	(6,197.00)	0.00	0.00		(6,197.00)	0.00
213-030-579.000	GRANTS-STATE/FEDERAL	0.00	3,420.00	0.00		(3,420.00)	100.00
213-030-642.000	MISC INCOME	12,450.00	8,211.44	0.00		4,238.56	65.96
213-030-642.010	SNAP	400.00	0.00	0.00		400.00	0.00
213-030-642.020	DOUBLE UP	0.00	0.00	0.00		0.00	0.00
213-030-642.030	WIC	0.00	0.00	0.00		0.00	0.00
213-030-642.040	SENIOR PROJECT	0.00	3,044.00	0.00		(3,044.00)	100.00
213-030-642.100	BAG SALES	0.00	0.00	0.00		0.00	0.00
213-030-642.150	DONATIONS	0.00	2,231.71	8.00		(2,231.71)	100.00
213-030-642.200	FARM MEAL	5,000.00	0.00	0.00		5,000.00	0.00
213-030-642.250	FOOD TRUCK RALLY	11,000.00	6,945.50	200.00		4,054.50	63.14
213-030-642.300	SPECIAL EVENTS	0.00	0.00	0.00		0.00	0.00
213-030-642.350	MEAL DONATION	0.00	0.00	0.00		0.00	0.00
213-030-642.400	MEAL SPONSORSHIP	0.00	0.00	0.00		0.00	0.00
213-030-642.450	MEAL TICKET	2,000.00	0.00	0.00		2,000.00	0.00
213-030-642.500	POINSETTIA SALES	300.00	296.00	0.00		4.00	98.67
213-030-642.550	POSTERS	0.00	0.00	0.00		0.00	0.00
213-030-642.600	T-SHIRTS	400.00	0.00	0.00		400.00	0.00
213-030-642.650	MARKET MONEY PURCHASE\	100.00	0.00	0.00		100.00	0.00
213-030-642.700	DAILY VENDOR FEE	500.00	225.00	0.00		275.00	45.00
213-030-642.725	VENDOR FEE SUMMER 10 FT	18,000.00	16,035.00	0.00		1,965.00	89.08
213-030-642.750	VENDOR FEE-SUMMER 20 FT	0.00	3,125.00	0.00		(3,125.00)	100.00
213-030-642.775	VENDOR FEE - WINTER	3,570.00	2,925.00	80.00		645.00	81.93
213-030-642.800		0.00	0.00	0.00		0.00	0.00
Total Dept 030 - REVENUES		47,523.00	46,458.65	288.00		1,064.35	97.76
TOTAL REVENUES		47,523.00	46,458.65	288.00		1,064.35	97.76
Expenditures							
Dept 040 - EXPENDITURES							
213-040-705.000	SALARIES - PLANNING	18,720.00	12,783.01	255.00		5,936.99	68.29
213-040-714.000	SOCIAL SECURITY	1,423.00	977.91	19.51		445.09	68.72
213-040-716.000	UNEMPLOYMENT INSURANCE	5.00	3.56	0.00		1.44	71.20
213-040-727.000	SUPPLIES	500.00	189.43	0.00		310.57	37.89
213-040-730.000	COMPUTER/INTERNET EXPENSES	0.00	0.00	0.00		0.00	0.00
213-040-730.100	EARMARK FUNDS	0.00	0.00	0.00		0.00	0.00
213-040-731.000	POSTAGE	50.00	210.38	5.50		(160.38)	420.76
213-040-732.000	MEMBERSHIP DUES/MML	400.00	250.00	0.00		150.00	62.50
213-040-735.000	GAS AND OIL	0.00	30.00	0.00		(30.00)	100.00
213-040-736.000	END OF YEAR ADJUSTMENT	0.00	0.00	0.00		0.00	0.00
213-040-740.000	BARN EXPENSES	0.00	0.00	0.00		0.00	0.00
213-040-750.100	APPAREL	0.00	0.00	0.00		0.00	0.00
213-040-750.150	BAG MATERIALS	0.00	0.00	0.00		0.00	0.00
213-040-750.200	FARM MEAL	4,500.00	0.00	0.00		4,500.00	0.00
213-040-750.250	FOOD TRUCK RALLY	5,000.00	6,745.50	0.00		(1,745.50)	134.91
213-040-750.260	POINSETTIA FUNDRAISER	0.00	127.40	0.00		(127.40)	100.00
213-040-750.275	T SHIRTS PRINTING	200.00	0.00	0.00		200.00	0.00
213-040-750.300	MARKET MONEY	100.00	350.00	0.00		(250.00)	350.00
213-040-750.350	OUTDOOR MARKET	200.00	350.59	0.00		(150.59)	175.30
213-040-750.360	OUTDOOR MARKET MUSIC	975.00	925.00	(50.00)		50.00	94.87
213-040-750.370	SNAP REIMBURSEMENT	3,500.00	2,383.00	151.00		1,117.00	68.09
213-040-750.380	DOUBLE UP FOOD BUCKS	2,800.00	2,130.00	(22.00)		670.00	76.07

User: Shelly

DB: Boyne City

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 213 - FARMERS MARKET FUND						
Expenditures						
213-040-750.390	SENIOR PROJECT FRESH	2,800.00	2,298.00	0.00	502.00	82.07
213-040-750.400	WIC	3,000.00	2,059.00	0.00	941.00	68.63
213-040-770.000	SNAP	350.00	0.00	0.00	350.00	0.00
213-040-771.000	VENDOR REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
213-040-870.000	TRAINING AND SCHOOLS	500.00	800.00	0.00	(300.00)	160.00
213-040-900.000	ADVERTISING/PUBLSHNG/ORDINANCE	1,000.00	1,410.50	0.00	(410.50)	141.05
213-040-900.200	PROMOTION PRINTING	100.00	0.00	0.00	100.00	0.00
213-040-900.300	SUMMER PROMOTION	700.00	0.00	0.00	700.00	0.00
213-040-900.400	WINTER PROMOTION	700.00	0.00	0.00	700.00	0.00
213-040-900.500	PAVILION	0.00	0.00	0.00	0.00	0.00
Total Dept 040 - EXPENDITURES		47,523.00	34,023.28	359.01	13,499.72	71.59
TOTAL EXPENDITURES		47,523.00	34,023.28	359.01	13,499.72	71.59
Fund 213 - FARMERS MARKET FUND:						
TOTAL REVENUES		47,523.00	46,458.65	288.00	1,064.35	97.76
TOTAL EXPENDITURES		47,523.00	34,023.28	359.01	13,499.72	71.59
NET OF REVENUES & EXPENDITURES		0.00	12,435.37	(71.01)	(12,435.37)	100.00