



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 6, 2018 – 8:30 A.M. Boyne City City Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES – February 6, 2018 Regular Meeting
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
 - A. Letter from Triston Cole
5. MAIN STREET COMMITTEE REPORTS
 - A. Organization – Rob Swartz
 - B. Promotions – Chris Bandy
 - C. Design – Becky Harris
 - D. Economic Vitality/Team Boyne – Mike Cain
 - E. Marketing– Kelsie King-Duff
 - F. Boyne Thunder – Kelsie King-Duff
 - G. Farmers Market– Becky Harris
6. MAIN STREET DIRECTOR’S REPORT
7. UNFINISHED BUSINESS
8. NEW BUSINESS
 - A. Budget Review

Consideration to recommend to City Commission approval of the 2018-2019 proposed budget as reviewed by the Organization Committee
 - B. Graphic Design Services Agreement

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

C. Office Space Lease Agreement

Consideration to approve the Main Street office space Lease Agreement with E.R. Jacobs Rentals, LLC as written.

D. Financial Report Review

9. GOOD OF THE ORDER

10. ANNOUNCEMENTS

- A. Farmers Market Committee Meeting, Monday, March 12, 3:00 p.m. – City Hall
- B. Promotions/ Marketing Committee Meeting, Tuesday, March 13, 9:00 a.m. – Library
- C. Organization Committee Meeting, Tuesday, March 13, 4:00 p.m. – Library
- D. Economic Vitality/Team Boyne Meeting, Friday, March 16, 9:00 a.m. – Library
- E. Boyne Bee, Wednesday, March 21, 7:00 p.m. – Boyne City Taproom
- F. Design Committee Meeting, Monday, April 2, 4:00 p.m. – City Hall
- G. Main Street Board Meeting, Thursday, April 5, 8:30 a.m. – City Hall

11. ADJOURNMENT

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



Approved: _____

Meeting of
February 6, 2018

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
HELD ON TUESDAY, FEBRUARY 6, 2018 at 8:30 AM CITY HALL, 319 NORTH
LAKE STREET

Call to Order

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

Michelle Cortright and Patrick Little were installed as members of the Main Street Board for four year terms ending 1/18/2022.

Roll Call

Present: Chris Bandy, Robin Berry, Michael Cain, Michelle Cortright, Patrick Little, Pat O'Brien, Rob Swartz

Meeting Attendance

Absent: Becky Harris, Don Ryde

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

Public: Two

**Excused Absences
MOTION**

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY to excuse Don Ryde.

**Approval of Minutes
MOTION**

Swartz moved, Cain seconded, PASSED UNANIMOUSLY to approve the January 9, 2018 minutes as presented.

Swartz moved, Cortright seconded, PASSED UNANIMOUSLY to approve the January 15, 2018 minutes as presented.

Citizens Comments

Ashley Cousens of the Chamber of Commerce stated they are hosting a Business Killers Workshop tonight at the Boyne City Tap Room. Business After Hours is scheduled for February 15th at the Boyne City Tap Room. The Chamber will be announcing their new office manager soon.

Correspondence

None.

Committee Reports

Organization Committee

Organization Committee agenda items will be addressed later in this meeting.

Promotions Committee

Chocolate Covered Boyne is this weekend.

Design Committee

The Design Committee did not meet this month.

Economic Vitality/Team Boyne

Team Boyne is putting work plans together and assigning leaders for each group.

Marketing

The Board discussed possibly combining the Promotions and Marketing Committees.

Boyne Thunder

Going well. General registration opens March 1st

Farmer's Market

Missy Jollette is off to a great start. Vendor applications are out so it is a busy time of year.

Director's Report

Received and filed.

Cortright thanked Kelsie and Ingrid for putting together a Board of Directors Training Handbook.

Unfinished Business

Board Positions

The Organization Committee recommended the appointment of Michelle Cortright as Chair for a 1 year term and Chris Bandy as Vice-Chair for a 1 year term.

MOTION

Swartz moved, Cain seconded, PASSED UNANIMOUSLY to approve the appointment of Michelle Cortright and Chris Bandy as Chair and Vice-Chair of the Main Street Board, respectively, for 1 year terms.

There was discussion regarding the sub-committees. Ideally, there will be a liaison from the Board on each committee but not as Chair. Sub Committees will determine the chair positions on their own.

Boyne Thunder Disbursements 2018

The Organization Committee recommended that the 2018 allocation remain the same as in 2017 and that a revised Letter of Agreement be entered into and enforced with all parties for 1 year. The Organization Committee also recommended that future Boyne Thunder distribution be determined by fall of 2018.

The Board had some discussion regarding the language used in the Letter of Understanding. The history of the event was also discussed. King-Duff will provide the Organization Committee with past Boyne Thunder minutes.

Patrick Little left the meeting prior to the motion.

MOTION

Cain moved, Bandy seconded, PASSED UNANIMOUSLY to approve that the 2018 Boyne Thunder allocation remain the same as 2017 and a revised Letter of Agreement be entered into and enforced with all parties for 1 year as recommended by the Organization Committee.

MOTION

Bandy moved, Cain seconded, PASSED UNANIMOUSLY (O'Brien was absent from this vote) to approve the Organization Committees recommendation to determine future Boyne Thunder distributions by fall of 2018.

New Business

Work Plan Approval

Kelsie King-Duff provided work plans for the various Main Street Committees. These are required yearly for Michigan Main Street and the National Main Street Center.

MOTION

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY to approve the 2018 Committee work plans as presented.

Financial Report Review

The Financial Report was received and filed.

Good Of The Order

- Albert Lee will be performing at Freshwater Art Gallery on February 10th.
 - The Joint Board & Commission meeting is Thursday, February 8th.
 - Significant progress is being made on the Pavilion.
 - Thank you to Becky Harris for donating her Farmer's Market Manager salary to the Pavilion construction.
 - A Community-Wide Calendar would be wonderful. This topic has been discussed in Market Committee and discussion will continue.
 - Thank you to Robin Berry for providing a record player to Michelle Cortright to listen to a family album.
 - Cortright passed out a flyer "Life Factors for Longevity" from Stanford University.
 - Local Flavor is partnering with the Boyne Arts Collective to feature local artist's work. There will be an artist painting there on Saturday at 10:00 a.m. On February 17th Local Flavor will host a story hour as well.
-

Adjournment

MOTION

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY to adjourn the Boyne City Main Street Board meeting of February 6, 2018 at 9:50 a.m.

Jane Halstead, Recording Secretary



105TH DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

PHONE: (517) 373-0829
FAX: (517) 373-1841
E-MAIL: tristoncole@house.mi.gov

TRISTON COLE
STATE REPRESENTATIVE

Kelsie King-Duff
Boyne City Main Street, Executive Director
120 Water St
Boyne City, MI 49712

Dear Ms. King-Duff,

I would like to congratulate you on Boyne City being named a winner of the Michigan Main Street Photo Contest. The promotion that you and your organization has done for Boyne City is remarkable. Thank you for all the work that you have done in order to showcase all that Boyne City has to offer to the entire state. I look forward to the continued outreach that Boyne City Main Street will undoubtedly continue and grow.

Again, congratulations on being named a Michigan Main Street Photo Contest Winner.

If there is anything that either my office or myself can assist you on, please do not hesitate to contact me at 517.373.0829

Congratulations,

Triston Cole
State Representative
105th District

TC: mk

Organization Committee

Minutes of the meeting of Tuesday, February 13, 4:00P

Boyne District Library

Members Attending: Michelle Cortright, Rob Swartz, Bob Carlile, Bob Alger, Monica Kroondyk

Members Absent: Pat O'Brien, Ben Van Dam, Chris Bandy

Others Present: Kelsie King-Duff

Agenda

Unfinished Business

- 1) Boyne Thunder: reviewed Letter of Understanding (which delineates allocation of proceeds) and Rob will send to the respective parties.
- 2) Parking Study: Rob made a motion, support by Michelle, to table this discussion pending further grant opportunities. All voted Aye.
- 3) Long Term Funding: Kelsie will provide some follow-up information to Rob who will include this with the LOA.

New Business

- 1) Main Street Refresh – redesigned worksheets: no discussion
- 2) Budget process and Review: Kelsie will follow-up by sending Rob the proposed budget for him to distribute to the committee and by bringing copies of the proposed budget to the next meeting
- 3) Main Street 15th Anniversary Celebration: idea to combine with a volunteer celebration
- 4) Marketing: Kelsie will contact/work with Kecia to update our video

Good of the Order/Updates: no comments provided

Next meeting: Tuesday, March 13, 2018 at 4:00P at the Boyne Library

Economic Vitality/Team Boyne Committee

Friday, February 16, 2018, 9:00A

Boyne District Library Community Room

Members Attending: 14

Agenda

Call to Order: John Cool called the meeting to order at 9:05 AM

Introduction of All Members and Guests in Attendance

Presentation: Julie and Ed Mann, soon to be owners of the current BRI property, who currently own Smoke on the Water in Charlevoix.

Julie and Ed have owned the successful Charlevoix restaurant Smoke on the Water for almost four years. They are very pleased to be able to bring their scratch-made food and ideas for menu upgrades to the Boyne area. Their goal is to keep the best of the traditions of the BRI with a nod toward a family friendly, reasonably priced establishment. While there are some kitchen design issues, they feel that they will be able to add a full breakfast menu once they are fully staffed. They hope to have a closing date set today and once this happens, they will close the restaurant for several days to clean and prepare for opening. Another stated goal is to keep the current employees and bolster that staff. Further, both Ed and Julie were so pleased to have heard from several local Boyne people welcoming them to our city.

Old Business:

Work Group Updates were as follows:

Hannah, Available Property: the group will be meeting today to set their strategy.

Ashley, Community Profile: Ashley has spoken with Hannah and will be setting up a meeting for her committee soon.

Ward, Prospect Questionnaire: Ward was not able to access the documents but will do so and then meet with his committee.

New Business:

Joint Board and Commission Meeting: Mike stated that this meeting brought together many of our local organizations and was a very good way to get a whole community update. (Please see the BC Gazette article of 2/13/18 for a very good synopsis of these updates.) The meeting began by updating the attendees and the public of the city's goal planning process and the housing issue discussion, including creating a work group to study this issue further. Mike

stated that a survey will be sent to all those attending to seek input on the meeting and ways it might be improved or enhanced.

Discussion:

- 1) Scott asked the group how we go about finding/asking new members to join this team. After some discussion, the general idea was that the meeting was open and asking potential members to come was available to everyone.
- 2) Ashley received a phone call asking about available rental properties in the area (not seasonal or week long.) Ashley asked for input as to where to best find this information. It was suggested that real estate agents could assist in this regard.

This topic then morphed into additional discussion about the shortage of housing in the area. There was discussion about developers, second story housing, and the need for a parking study to occur.

Good of the Order:

1. James Richmond/Edward Jones: passed
2. Ashley Couzens/Chamber: new office manager, Lisa Luebke, will start 3/5. On March 6, will offer a Google workshop on How to Grow Your Business and on March 10 will join with other local Chambers to have a table of information at a large Gaylord hiring fare. Next month, Business After Hours will be held at Lynda's Real Estate. On May 22, there will be a regional Business After Hours at Antrim Dells. All are welcome.
3. Ron Grunch/City Commissioner: passed
4. Bob Carlile: passed
5. Monica Kroondyk/Boyne Library: the library will be taking contest entries from 2/28 until 3/12 for artwork for the new bookmobile. There is a template to follow; first place will win \$500 and have the artwork on the new bookmobile and second place is \$250. Everyone is welcome to enter.
6. Scott Mackenzie/Humane Society: August 10, 11 and 12 for the Pirate Festival. Lots of great planning underway and many ways for people and businesses to be involved.
7. Ward Collins/BAC: BAC is working on some behind the scenes administrative items
8. Patti Gabos/Char-Em ISD: passed
9. Tom Neidhamer/City: asked about the potential for a laundromat and a hotel. There are a few people still interested in the laundromat so that is an on-going discussion. Hannah mentioned that there were potentially funds available to do a feasibility study for a hotel but to do this, a downtown property owner would have to be part of that request. Mike reminded us about the need for a parking study as well.
10. Larry Taylor/Lions: passed

11. Mike Cain/City Manager: working on the budget and happy to report that because of some good teamwork, the BC/Char trail has not been put on hold. Mike brought us up to date about the pavilion and the recent approval of funds to refurbish the bathrooms there. Closing will happen soon for the Open Space and there is lease space available at the old Radio Shack building and also where Dilworth Yacht brokerage was. The old Sportsman will be ready for lease this summer and the Lenas building will be coming down. There has also been some discussion about the empty property on Main Street for mixed use development.
12. Hannah Sanderson/NLEA: on May 11, NLEA will be held at Boyne Mountain. NLEA is looking to hire to interns for the summer (additional information has been sent by John to all team members). Also, a reminder about the CEC conference October 3 and 4.
13. Ingrid Day/Main Street: Chocolate Covered Boyne was a success for most businesses. Buff Up Boyne happening in early May and sponsorships for Boyne Thunder are right on track.
14. John Cool/Char State Bank: passed

Next meeting date: Friday, March 16, 2018 at 9:00AM at the Boyne Library

Adjourn: John closed the meeting at 10:30 AM

2-13-18 MS Mkt CC Meeting Minutes

9 am @ Boyne District Library Conference Room

Present: Barb Brooks, Ashley Cousins, Ingrid Day, Kelsie King-Duff, Sally Van Domelen

1. Website- Kelsie included website in proposed budget. The Board discussed possibility of an “all inclusive” Boyne City Events Calendar and a desire for improved site navigability. Next steps while we await for budget approval: research to determine whether to revamp current site or start from scratch.
2. Billboard- discussion tabled to March to include full committee.
3. 2018/19 Banners next steps (follow of 11-14-17 discussion)-As we await budget approval we will review mock-ups for the priority list of banners and the implantation plan timeline.
 - Short list of banners to be designed for Spring 2018 production (event/topic, cost estimate banner, hardware, ect.)
4. Social Media Update
 - Current Facebook follower count is 1895 and count is 328.
 - Next steps- Kelsie will draft her vision of a Communications Plan with scheduled postings which includes an idea for a weekly “you can buy this item here “promotion for discussion so that we can begin to work on implementation plans before summer.
5. Free Event Calendar Listings- Ingrid keeping current

Boyne Thunder 2018
Ongoing Notes
15th Annual

Ongoing Notes

March meeting cancelled; next meeting on April 26th

February 22, 2018

Present: Barb, Tracy, Bob M, Colin, Lisa, Bob A, Ward, Bill A, and Jean M

Recorder: Bob A

Update:

Winner's Award Distribution: The event awards will remain as 1st, 2nd, 3rd place winners and a Worst Hand award as in the past. The dollar amounts associated to the prizes remain as discussed (\$5,000, \$3,000, \$1,500) with the remaining \$500 applied to the Worst Hand award sponsored by Mather's Ford.

Registration: Registration is set to go for March 1st at 9:00 a.m. The system has been tested by Pete and Tracy. The next step will be to set the limit of registration spots based on sponsorships that have been sold.

Sponsors: Forty-nine sponsorships with a boat have been sold as well as some corporate sponsors totaling approximately \$190,000. Corporate sponsors will continue to be sold right up until print time (end of May or June)

Event Liability: (tabled until next meeting)

Captain's Gift: (tabled until next meeting)

Auction items: Nan/Jean will have a plan on accepting auction items donated at the event

American Poker Run Organization: Bob informed everyone that an organization for poker run organizers from around the country was formed in about 3 days, initiated by an article by Speed On The Water. A fall conference to share and learn ideas is in the works. Bob is planning to attend.

Dialogue:

Event "pizzazz": Two "large" events were presented. One in the form of laser lights and video displays against screens/fog; and a video display on a large LED screen (like a jumbotron scoreboard). Add-on activities were offered such as the Steel Drum Band from Petoskey HS, a "flash-mob", and a photo booth. After much discussion, it was determined that a decision was needed to be made in order to secure dates. The LED screen and services from Sound Productions (\$15-\$17K) was selected as well as the Steel Drum Band (\$2,000). An ad-hoc committee will need to be formed to assist with planning and working out details during the event. Barb will be the lead.

Auction items committee accountability: (tabled until next meeting)

Sponsorship recognition: The LED video display approved (see above) will offer an additional means to recognize sponsorships.

Discussion:

Modified Logo: After some discussion, the decision was made to follow the subcommittee's recommendation for the modified logo without a tag line.

Boyne Thunder App: Most everyone in attendance was in favor of having an app created for the event although there were still a few unanswered questions. Motion to accept proposal from MOBILE

APPFITTERS was not approved. Bob will arrange for representative to attend next meeting to answer questions for possible re-consideration.

Schedule of Events: Participants schedule of events was reviewed and modified. The major change was moving the Sommerset Pointe Yacht Club reception from Saturday to Friday afternoon. Still considered a draft for future review.

Event Responsibility Needs:

There was no discussion on Post event recognition/thank you (new) due to time

Next Meeting:

The March 22nd meeting will be cancelled due to anticipated absenteeism therefore **the next meeting will be April 26th**. Everyone is asked to monitor email as work will be taking place outside of the committee environment and some decisions may need to be made before April 26th.



Directors Report- March 2018

Boyne Bee: The Boyne Bee is taking place Wednesday, March 21 at 7p at the Boyne City Taproom. All proceeds benefit the Walkabout Sculpture Show. Grab a partner and come on out. It is a wonderful time!

Façade Reimbursement Grants: Paga Family Dentistry completed work on their façade that a \$5,000 matching grant was awarded for last year.

Boyne Thunder Sponsorship: Boyne Thunder Sponsorship for sponsors who will be guaranteed a slip space ended Wednesday, Feb. 28th. At that time \$217,500 in sponsorship had been received. Sponsorships are still available for levels that don't include a slip space, so I do expected the total sponsorship amount to continue to rise. Last year total sponsorship was \$214,600. General registration took place Thursday, March 1. I had to write this report prior to registration time, so I will provide an update at the meeting on details of registration.

Additional Stroll the Streets: Boyne City Kiwanis will be hosting the Michigan Kiwanis State Convention Sept. 6-9 at Boyne Mountain. 400+ Kiwanis from around the state are expected to attend. They have requested we extended our Stroll the Streets season by 1 week, so everyone from the convention can come downtown Boyne City that Friday night. They are going to help cover the costs of the bands for that evening. I have received requests from several downtown businesses asking if we could extend further into September, so I think this is a win-win for everyone.

Main Street America National Conference: I will be attending the Main Street America National Conference from March 23-29 in Kansas City, Missouri. Michigan Main Street covered the cost of registration for the conference. The director in Niles and I were also awarded a scholarship from Michigan Main Street that covers the cost of the Leadership Development Workshop that takes place at conference. That will take place the 23-25, with the conference the 26-29. I am looking forward to it!

Promotions & Marketing: The Promotions and Marketing committees will now be holding combined meetings. These will take place the second Tuesday of each month at 9a at the library. This is the time that marketing has normally always met.

Meeting Schedule: Next month we will return to our normal meeting schedule of the first Thursday of each month. Thank you for accommodating the Tuesday meeting schedule for our recent meetings so I could attend Leadership Charlevoix County!



Otwell Mawby, P.C.
Consulting Engineers

MEMORANDUM

DATE: February 28, 2018

TO: Michael Cain, City Manager
City of Boyne City

Kelsie King-Duff, Director
Boyne City Main Street/DDA

FROM: Mac McClelland 

SUBJECT: Boyne City SoBo DDA Eligible Activity Expenses

During consideration for the redevelopment of the Dilworth Hotel and the Lake Street properties, a number of financial incentives were reviewed to support these important downtown projects, including Community Development Block Grants (CDBG), Brownfield Tax Increment Financing (TIF), State grants and loans, and a number of other sources.

During that discussion, an opportunity was presented to consider an amendment to the Boyne City Main Street/Downtown Development Authority (DDA) Development and Tax Increment Financing Plan to provide for the reimbursement for façade improvement, barrier-free access, and fire suppression expenses to developers of vital downtown projects. These costs are often prohibitive for the redevelopment of historic buildings and represented a significant cost for both projects.

These incentives combine with Brownfield Eligible Activities (environmental, lead and asbestos abatement, and demolition) effectively double the potential tax increment financing support for redevelopment projects, since State taxes can be captured for Brownfield Eligible Activities and Local Taxes can support other non-Brownfield Eligible Activities.

After review and consideration, the Boyne City Main/Street DDA approved the amended Boyne City DDA Development and TIF Plan and recommended approval of the City ordinance adopting the Plan on May 14, 2015 and the City Commission held the public hearing and approved the ordinance on May 26, 2015.

Reimbursement agreements were executed between the DDA and both developers individually that outlined the terms and conditions for reimbursement and various protections for the DDA. Local taxes captured will be the increment based on the initial taxable value as of December 31, 2014.

One of the requirements of the Reimbursement Agreement is to provide documentation of Eligible Activity expenses, including copies of invoices and documentation of payment to be approved by the Boyne City Main Street/DDA.

Redevelopment of the Dilworth is continuing and the Lake Street project – Boyne SoBo is complete.

Catt Development has submitted invoices and documentation of payment for the DDA Eligible Activities of façade improvement, barrier-free access, and fire suppression.

The invoices are being reviewed to ensure consistency with the budgeted Eligible Activity costs listed in

the attached Exhibit A of the Agreement and will be presented for consideration by the Boyne City Main Street/DDA at the next meeting on April 3, 2018.

This will establish the long-term obligation to be paid down over time by capture and reimbursement of local incremental taxes.

I hope this provides an adequate summary of the process and I look forward to meeting the Board in April to review the invoices.

Please contact me at 231.633.6303 or mac@otwellmawby.com if you have questions or would like additional information.

**EXHIBIT A
ESTIMATED ELIGIBLE COSTS***

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

202 S. Lake Street

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

210 S. Lake Street

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

Total		\$414,909
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To: Main Street Board

From: Kelsie King-Duff

Date: February 28, 2018

Subject: March Agenda Items Overview

Overview:

There are several items on the March 6 Main Street Board Meeting agenda which require further explanation. Addressed below are the individual items.

Budget Review: Budget season is upon us! The budget proposal I prepared is included with the agenda. The organization committee has reviewed the proposal, and Mike Cain has been provided with it for review and overall inclusion into the city budget. Please keep in mind this is a proposal, and will ultimately need City Commission approval. I will be meeting with City Commission, Cindy Grice and Mike Cain later this month to go over everything in detail. There are no major changes. A few highlights:

- A few new line items will be added. This will allow for better tracking of the financials and transparency. In the Main Street budget new line items include Stroll the Streets, Boyne Appet and Walkabout Sculpture Show. The Boyne Thunder budget will now have a Champagne Cruise line item. The budget does include an additional \$5,000 for holiday lighting and an additional \$5,000 for the façade grant program.

Graphic Design Services Agreement: For many years Boyne City Main Street has been working with Kecia Freed Design for graphic design services. This has allowed us to bring a very professional and cohesive look to all of our materials. There are no changes to this contract. Renewal is done each year

Office Space Lease Agreement: Since moving our office to 120 Water St. we have been renting from Wes Dilworth. Wes has moved out of the space, so our landlord is now Bob Kroondyk. We need to sign a lease. There are no changes from what has been happening, this just makes it a bit more formal.

RECOMMENDATION:

Budget Review: I recommend approving a recommendation to City Commission for approval of the 2018-2019 proposed budget.

Graphic Design Services Agreement: I recommend approving a 1 year agreement with Kecia Freed Design for graphic design services.

Office Space Lease Agreement: I recommend approving the lease with E.R. Jacobs Rentals, LLC as written

01/03/2018 10:48 AM
 User: Cindy
 DB: Boyne City

BUDGET REPORT FOR BOYNE CITY
 Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Kelso

Calculations as of 12/31/2017

EL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ORIGINAL BUDGET	2017-18 ACTIVITY THRU 12/31/17	2018-19 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 030-REVENUES					
248-030-405.000	CURRENT YEAR TAXES	288,975	278,491	227,278	254,328
248-030-579.000	GRANTS - STATE <i>Delete</i>	525,000			0
248-030-580.000	GRANTS	75		3,412	0
248-030-670.000	PROMOTIONS COMMITTEE REVENUE	46,966	21,000	10,050	15,000
248-030-670.300	WALKABOUT SCULPTURE SHOW	7,566	6,000	2,800	3,000
248-030-675.000	CONTRIBUTIONS	705		150	0
248-030-676.000	SPECIAL EVENTS - POKER RUN	48,466	36,417		40,000
Totals for dept 030-REVENUES		917,753	341,908	243,690	
TOTAL ESTIMATED REVENUES		917,753	358,902	243,690	312,328

Requested new revenue line items:
 Boyne Appetit - \$4,000

From Fund
 Balance:

312,328
 7,637.12

 319,965.12

01/03/2018 10:48 AM
 User: Cindy
 DB: Boyne City

BUDGET REPORT FOR BOYNE CITY
 Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Calculations as of 12/31/2017

SL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ORIGINAL BUDGET	2017-18 ACTIVITY THRU 12/31/17	2018-19 REQUESTED BUDGET
APPROPRIATIONS					
Dept 731-EXPENDITURES					
248-731-705.000	SALARIES/WAGES	34,235	60,700	35,605	\$62,420
248-731-712.000	INSURANCE: LIFE/AD&D	101	250	234	\$250
248-731-713.000	MEDICAL INSURANCE	9,488	16,127	5,387	\$7,056.20
248-731-714.000	SOCIAL SECURITY	2,952	4,614	3,247	\$4,743.92
248-731-715.000	PENSION	(12,389)	3,920	2,845	\$4,120
248-731-716.000	UNEMPLOYMENT	22	57	3	\$10
248-731-719.000	SICK/VACATION	4,986	2,827	2,073	\$2,971
248-731-727.000	OFFICE SUPPLIES	743	750	506	\$1,750
248-731-728.000	OFFICE OPERATING EXPENSES <i>Delete</i>	95			
248-731-730.000	REPAIRS/MAINTENANCE	713	2,000		\$2,000
248-731-732.000	MEMBERSHIP DUES	3,350	3,500	3,350	\$3,350
248-731-740.000	UTILITIES/INTERNET SERVICE	550	492	308	\$732
248-731-750.000	ADMINISTRATIVE FEE	7,500	7,500		\$7,500
248-731-760.000	DESIGN COMM EXPENSES	44,558	2,250	1,980	8,950
248-731-761.000	DESIGN ENGIN/CONSULTING <i>Delete</i>	1,436			0
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	511,030	64,000	6,174	37,000
248-731-763.000	STREETSCAPE AMENITIES	18,552	25,000	23,336	30,000
248-731-782.000	BUSINESS RECRUITMENT/RETENTION		8,500		8,500
248-731-810.000	COMMITTEE/EVENT EXPENSES	178		459	0
248-731-812.000	ORGANIZATION COMM EXPENSES	4,267	4,000	1,235	1,312
248-731-818.000	CONTRACTED SERVICES <i>Delete</i>	500			
248-731-870.000	EDUCATION/TRAVEL	3,731	4,000	2,907	4,000
248-731-900.000	ADVERTISING/PUBLISHING	9,769	14,815	8,263	15,000
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	8,106	15,000	6,274	

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BUDGET REPORT FOR BOYNE CITY
 Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Calculations as of 12/31/2017

FL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ORIGINAL BUDGET	2017-18 ACTIVITY THRU 12/31/17	2018-19 REQUESTED BUDGET
APPROPRIATIONS					
Dept 731-EXPENDITURES					
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	49,102	32,100	26,092	16,100
248-731-940.000	FACILITIES RENT	3,925	4,200	2,800	4,200
248-731-942.000	SERVICE MAINTENANCE FEE	75,000	75,000		75,000
248-731-960.000	DEPRECIATION	128,009			—
248-731-990.000	LOAN REPAYMENT		7,074		—
248-731-991.000	INTEREST	518	226		—
Totals for dept 731-EXPENDITURES		911,027	358,902	133,078	
TOTAL APPROPRIATIONS		911,027	358,902	133,078	
NET OF REVENUES/APPROPRIATIONS - FUND 248		6,726		110,612	
BEGINNING FUND BALANCE		1,947,034	1,819,943	1,819,943	1,930,555
FUND BALANCE ADJUSTMENTS		(133,817)			
ENDING FUND BALANCE		1,819,943	1,819,943	1,930,555	1,930,555

319,965.12

Requested new expense line items:
 Boyne Appetit - \$4,000
 Walkabout Sculpture Show - \$3,000
 Stroll the Streets - \$16,000

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BUDGET REPORT FOR BOYNE CITY
 Fund: 213 FARMERS MARKET FUND
 Calculations as of 12/31/2017

Kelsie

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ORIGINAL BUDGET	2017-18 ACTIVITY THRU 12/31/17	2018-19 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 030-REVENUES					
213-030-400.000	ALLOCATION FROM CUR YR FD BAL		32,138		
213-030-579.000	GRANTS-STATE/FEDERAL	2,100		795	0
213-030-642.000	MISC INCOME	6,596	10,000	6,412	12,450
213-030-642.100	BAG SALES	75	375	275	400
213-030-642.150	DONATIONS			240	0
213-030-642.200	FARM MEAL	3,000	7,500	2,790	5,000
213-030-642.250	FOOD TRUCK RALLY	12,393	12,000	10,439	11,000
213-030-642.300	SPECIAL EVENTS	349			
213-030-642.400	MEAL SPONSORSHIP <i>e Delete</i>	900			
213-030-642.450	MEAL TICKET			1,725	2,000
213-030-642.500	POINSETTIA SALES	85	250	267	300
213-030-642.600	T-SHIRTS	45	375	105	400
213-030-642.650	MARKET MONEY PURCHASE\	60	100	400	100
213-030-642.700	DAILY VENDOR FEE	50		510	500
213-030-642.725	VENDOR FEE SUMMER 10-FF	17,995	15,000	7,830	} combine 18,000
213-030-642.750	VENDOR FEE-SUMMER-20-FF <i>e Delete</i>	1,444		2,690	
213-030-642.775	VENDOR FEE - WINTER	2,040	3,000	2,690	3,570
Totals for dept 030-REVENUES		47,132	80,738	37,168	
TOTAL ESTIMATED REVENUES		47,132	80,738	37,168	53,720

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BUDGET REPORT FOR BOYNE CITY
 Fund: 213 FARMERS MARKET FUND
 Calculations as of 12/31/2017

EL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ORIGINAL BUDGET	2017-18 ACTIVITY THRU 12/31/17	2018-19 REQUESTED BUDGET
APPROPRIATIONS					
Dept 040-EXPENDITURES					
213-040-705.000	SALARIES - PLANNING	11,512	13,500	2,499	18,720
213-040-714.000	SOCIAL SECURITY	881	950	150	1,423
213-040-716.000	UNEMPLOYMENT INSURANCE	19	18	2	5
213-040-727.000	SUPPLIES	112	350	701	500
213-040-731.000	POSTAGE	41	80	43	50
213-040-732.000	MEMBERSHIP DUES/MML	250	400	140	400
213-040-740.000	BARN EXPENSES <i>Delete</i>	398	440		
213-040-750.150	BAG MATERIALS	100			
213-040-750.200	FARM MEAL	4,281	4,200	4,447	4,500
213-040-750.250	FOOD TRUCK RALLY	5,789	6,000	4,932	5,000
213-040-750.260	POINSETTIA FUNDRAISER	34	150		0
213-040-750.275	T SHIRTS PRINTING		200		200
213-040-750.300	MARKET MONEY	114	100	475	100
213-040-750.350	OUTDOOR MARKET	30	200	123	200
213-040-750.360	OUTDOOR MARKET MUSIC	900	900	975	975
213-040-750.370	SNAP REIMBURSEMENT	2,080	3,500	2,357	3,500
213-040-750.380	DOUBLE UP FOOD BUCKS	1,403	2,500	2,822	2,800
213-040-750.390	SENIOR PROJECT FRESH	2,508	2,500	2,830	2,800
213-040-750.400	WIC	1,592	2,300	3,120	3,000
213-040-770.000	SNAP	56	150	353	350
213-040-771.000	VENDOR REIMBURSEMENT	210		60	0
213-040-870.000	TRAINING AND SCHOOLS	100	100		5000
213-040-900.000	ADVERTISING/PUBLSHNG/ORDINANCE	944	1,000	1,006	1,000
213-040-900.200	PROMOTION PRINTING		100		100

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BUDGET REPORT FOR BOYNE CITY
 Fund: 213 FARMERS MARKET FUND
 Calculations as of 12/31/2017

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ORIGINAL BUDGET	2017-18 ACTIVITY THRU 12/31/17	2018-19 REQUESTED BUDGET
APPROPRIATIONS					
Dept 040-EXPENDITURES					
213-040-900.300	SUMMER PROMOTION	700	700		700
213-040-900.400	WINTER PROMOTION		400	910	700
213-040-900.500	PAVILION		40,000		0
Totals for dept 040-EXPENDITURES		34,054	80,738	27,945	52,023
TOTAL APPROPRIATIONS		34,054	80,738	27,945	
NET OF REVENUES/APPROPRIATIONS - FUND 213		13,078		9,223	
BEGINNING FUND BALANCE		12,365	25,441	25,441	34,664
ENDING FUND BALANCE		25,443	25,441	34,664	34,664

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BUDGET REPORT FOR BOYNE CITY
 Fund: 242 BOYNE THUNDER FUND
 Calculations as of 12/31/2017

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ORIGINAL BUDGET	2017-18 ACTIVITY THRU 12/31/17	2018-19 REQUESTED BUDGET
APPROPRIATIONS					
Dept 040-EXPENDITURES					
242-040-811.000	BOYNE THUNDER EXPENDITURES	2,010	34,000	37,000	
242-040-811.050	BANK SERVICE CHARGES		5,700		2,700
242-040-811.200	MERCHANDISE	55,668	30,000	21,850	25,000
242-040-811.210	CAMP QUALITY	83,161	60,000	108,429	60,000
242-040-811.215	CHALLENGE MOUNTAIN	13,847	11,000	19,713	11,000
242-040-811.220	CONTRACT LABOR	820	2,000	1,530	2,000
242-040-811.230	DJ EXPENSE	1,000	1,200	1,000	1,200
242-040-811.240	INSURANCE	4,018	4,750	4,015	4,700
242-040-811.250	LICENSES AND PERMITS		300	100	300
242-040-811.260	MEALS AND ENTERTAINMENT	57,769	65,000	67,643	70,000
242-040-811.265	ALCOHOL / LIQUOR EXPENSE	9,161	9,000	6,968	9,000
242-040-811.270	ADVERTISING AND PUBLISHING	2,819	5,000	4,481	5,000
242-040-811.290	SALES TAX	6,298	6,300	4,135	6,300
242-040-811.300	SUPPLIES	2,930	1,000	828	10,000
242-040-811.305	UTILITIES / WEB DESIGN	210	1,500	230	1,500
242-040-811.310	TENT & STORAGE RENTAL	6,800	7,000	7,000	7,000
242-040-811.320	UTILITIES	541	1,100	1,814	1,100
242-040-811.350	PRIZES PAID	6,000	6,000	4,000	10,000
242-040-811.360	DOCKAGE FEES	1,575	3,000	5,080	5,000
242-040-811.370	REFUND	8,745			
242-040-811.380	AUCTION EXPENSES	5,439	5,000	484	5,000
242-040-811.385	AERIAL FILMING	15,674	16,000	10,700	16,000
242-040-811.390	PAYPAL EXPENSES	3,717	3,000	1,390	3,000
242-040-811.395	TRANSFER TO MAIN STREET FUND	48,466	40,000		40,000

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BUDGET REPORT FOR BOYNE CITY
 Fund: 242 BOYNE THUNDER FUND
 Calculations as of 12/31/2017

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ORIGINAL BUDGET	2017-18 ACTIVITY THRU 12/31/17	2018-19 REQUESTED BUDGET
APPROPRIATIONS					
Dept 040-EXPENDITURES					
	Totals for dept 040-EXPENDITURES	336,668	317,850	308,390	
TOTAL APPROPRIATIONS					
		336,668	317,850	308,390	
NET OF REVENUES/APPROPRIATIONS - FUND 242					
		(43,572)		(148,279)	
	BEGINNING FUND BALANCE	43,707	136	136	(148,143)
	ENDING FUND BALANCE	135	136	(148,143)	(148,143)

295,800

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BUDGET REPORT FOR BOYNE CITY
 Fund: 242 BOYNE THUNDER FUND
 Calculations as of 12/31/2017

Kelsie

GL NUMBER	DESCRIPTION	2016-17 ACTIVITY	2017-18 ORIGINAL BUDGET	2017-18 ACTIVITY THRU 12/31/17	2018-19 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 030-REVENUES					
242-030-675.000	REVENUES			2,000	
242-030-676.100	BEVERAGE SALES	5,116			
242-030-676.200	REGISTRATIONS	41,454	95,000	47,472	50,000
242-030-676.220	50 / 50 DRAWING PROCEEDS	1,040	1,000	1,560	1,000
242-030-676.250	AUCTION PROCEEDS	22,375	17,000	15,193	17,000
242-030-676.270	BAR PROCEEDS	11,301	13,000	24,798	22,000
242-030-676.280	DINNER PROCEEDS	12,850	2,000	9,617	7,000
242-030-676.285	FOOD TRUCK REGISTRATIONS			800	800
242-030-676.290	MERCHANDISE SALES	23,081	20,000	21,028	20,000
242-030-676.295	ROOM RENTAL REVENUES	5,191	5,000	2,848	3,000
242-030-676.340	SPONSORSHIP	170,688	150,000	14,295	175,000
242-030-676.341	SPONSORSHIPS 2018			20,500	
Totals for dept 030-REVENUES		293,096	303,000	160,111	
TOTAL ESTIMATED REVENUES		293,096	317,850	160,111	295,800

KECIA FREED
design

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

2/27/18
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 2018 and March 2019 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 2/27/2018 Kecia Freed *Kecia Freed*

Boyne City Main Street Program _____

LEASE AGREEMENT

A. REFERENCE INFORMATION

1. The date of this agreement is _____.
2. The parties of this agreement are E.R. Jacobs Rentals, LLC, represented by Elizabeth Kroondyk and Robert Kroondyk, whose address is P.O. Box 427, Boyne City, MI ("Lessor") and City of Boyne City, Mainstreet, whose address is 319 N. Lake St., Boyne City MI 49712 ("lessee").
3. E.R Jacobs Rentals, LLC, owns the building located at 120 Water Street, Boyne City, MI. Lessor and Lessee have agreed that Lessee will lease the retail spaces, as per terms and conditions set forth below.

B. LESSOR AND LESSEE AGREE AS FOLLOWS

1. DESCRIPTION: Lessors leases to the Lessee the retail space, which is located at 120 Water Street, Boyne City, MI. The space is one office, on the known as space C.

2. TERM: The term of this lease shall be thirty days, with occupancy beginning on 3/1/2018 and ending on 3/31/2019. The Lessee has first right to renew a 30 day lease. This month to month lease will continue until a thirty day notice of termination is given by the lessee or lessor.

3. RENT & SECURITY DEPOSIT: The security deposit paid by the tenant to landlord shall be held by landlord and returned to tenant in accordance with the provisions of Act 348 of the Michigan Public Acts of 1972. The security deposit can be used to reimburse landlord for damages accrued beyond reasonable wear, or to pay landlord for all rents in arrears under the lease, rent due to premature termination of the lease by tenant and for any utility bill not paid by tenant. This security deposit will be returned to tenant after this lease is terminated, and in the event it isn't used for rents not paid or for unreasonable damages. A security deposit of \$350 is secured by Chemical Bank.

Lessee shall pay rent to Lessor of the amount of \$400 a month from the dates of 3/1/2018 until 2/28/2019. However, if the lease payment is received before the FIRST(1st) day of the month the lease payments shall be discounted to \$350.

All lease payments shall be delivered to the landlord at E.R. Jacobs Rentals, LLC, P.O. Box 427 Boyne City, MI 49712, or the rental drop box.

4. UTILITIES: Lessors shall provide sufficient utilities for the leased premises. The lessor is responsible for electric, gas, water, trash removal, excluding cardboard.

5. SNOW REMOVAL MAINTENANCE: Lessee has shared responsibility for snow removal of the sidewalk in front and the rear of the retail store with the other renters at that address.

6. TAXES: The real estate taxes are the sole responsibility of Lessor. The personal property taxes attributable to Lessee's personal property located at the leased premises are the sole responsibility of the Lessee.

7. USE: Lessee shall use and occupy the premises subject to approval from local government agencies. and is responsible for attaining said approval as office or a combination of office and/or retail, in such a manner as would comply with all public, health, and police regulations. Subject to the foregoing, Lessee shall not store at the leased premised any item which is flammable, toxic, or is in any way potentially harmful or dangerous to persons or property, and shall become liable for any contamination due to Lessee's neglect.

8. ACCESS TO THE PREMISES: Lessors or any of his agents, shall have the right upon reasonable notice to enter the leased premises to examine or protect the same, or to make such repairs as may be deemed necessary by Lessors.

9. MAINTENANCE: Lessee shall be responsible for maintaining the interior of the leased premises, such as the interior walls, lighting fixtures, light bulbs, floors and ceiling but excluding the internal roof members or any structural components unless damaged by Lessee. Lessee is also responsible for maintaining any external fixtures, such as electrical switches, light bulbs, toilet and bath faucets, but only as to repairs and maintenance resulting from lessee's use of the leased premises. Any damage caused by Lessee, or by its agents or invitees, to any part of the leased premises shall be promptly repaired by Lessee, at Lessee's sole expense. Otherwise, the duty to maintain and repair the leased premises shall be the responsibility of the Lessor.

10. INSURANCE : Lessee shall insure Lessee's inventory and other personal property located at the leased premises. All inventory and other personal property of Lessee shall be kept at the leased premises at the Lessee's sole risk. Each party agrees to waive their respective insurance company's rights of subrogation against the other party or its agent or employees with respect to losses payable under the policy.

Landlord shall insure the building against loss or damage under a policy of fire and extended coverage insurance in amounts that Landlord deems appropriate.

11. ALTERATIONS OR IMPROVEMENTS: Lessee shall not make any alterations or improvements to the leased premises without Lessor's prior written consent. All alterations or improvements made by lessee shall be made at Lessee's sole expense, unless otherwise agreed upon by Lessors and Lessee in writing. All alterations or improvements made to the premises by Lessee shall become the property of Lessors upon termination.

Before the commencement of Labor Work and until its completion or the commencement of the Lease Term, whichever is the last to occur, Landlord and Tenant must be satisfied there has been placed in effect Worker's compensation insurance insuring the workmen to be issued in accordance with the laws of the State of Michigan, with coverage in an amount not less than the minimum coverage required by law.

12. ASSIGNMENT AND SUBLEASE: Lessee shall not assign this lease without prior written consent of Lessors, which consent shall not be reasonably withheld. Lessee may sub lease the leased property, however, any and all subleased tenants shall also be in default if Lessee breaches this contract. (see #16 Default)

13. LESSEE TO INDEMNIFY LESSOR: Lessee agrees to indemnify and hold harmless Lessors from any liability for damages to any person or property at the leased premises for lessee's use of the leased premises except any liability that is the result of Lessor's intentional or negligent acts. Lessee will forthwith purchase and shall maintain public liability and property damage insurance for the benefit of Lessor and Lessee in the sum of \$1,000,000.00 for damages resulting to one person and \$1,000,000.00 for damages resulting from one casualty and \$1,000,000.00 property damage insurance resulting from any one occurrence. Lessee shall deliver proof of said policies to Lessors. Upon Lessee's failure to do so, Lessor may declare a default under this Lease Agreement and repossess the premises or, in the alternative, may obtain such insurance and the cost thereof shall be paid by Lessee as additional rent due.

14. MUTUAL WAIVERS - INSURANCE: Lessors and Lessee each waive any and all claims which may arise against the other party during the term of the lease for any and all loss of or damage of it's property located at or constituting a part of the leased premises, which loss or damage is covered by insurance, to the extent that such loss or damage is recoverable under said insurance policy.

15. SURRENDER OF PREMISES: At the expiration of the lease term, Lessee shall surrender the premises to Lessors in a good condition as at the commencement of this lease, reasonable wear and tear excepted.

16. DEFAULT: In the event Lessee breaches this lease, and such breach continues for 30 days after notice by Lessors of the breach, by vacating of the premises prior to the expiration of the term and/or failing to pay the rent when due, or by failing to carry out any other condition or provision contained within _____ this lease, lessor shall be entitled to_

- a. terminate this lease and retake possession the leased property;
- b. damages as provided by law, including but not limited to all losses of rental payments sustained by lessor.

17. QUIET ENJOYMENT: Upon Lessee complying with the terms and conditions of this Lease Agreement, Lessee shall peacefully and quietly have and enjoy the premises during the term of this lease.

18. LEASE BINDING: The provisions of this lease shall be binding upon and shall be for the benefit of Lessors and Lessee and their respective personal representatives and successors.

19. DAMAGE BY FIRE: If the leased premises are damaged in whole or in part by fire or other casualty, Lessors will repair the leased premises as quickly as is reasonably possible. Until such time as the repairs are completed, the rent shall abate entirely in case the entire premises are untenable and pro rata for the portion rendered untenable in case a part only is untenable, provided, however, if the leased premises shall be destroyed to the extent of more the 50% of the value thereof, either the Lessors or the Lessee may at it's option terminate this lease immediately by a written notice to the other party.

20. BANKRUPTCY: In the event Lessee shall be declared bankrupt or insolvent, in any court of law, this lease may be canceled at the option of Lessors.

21. ENVIRONMENTAL: Lessors represents and warrants to Lessee that the leased premises are now and will be at the commencement of the term hereof in full compliance with all applicable environmental laws, rules, regulations, approvals, orders, and other requirements and any and all similar or regulated legislation or requirements. Lessors agrees to indemnify Lessee of and from any costs, claims, actions. or damages which Lessee may be put or may suffer arising or resulting directly or indirectly from the foregoing representation and warranty proving to be false or untrue in whole or in part. The representations and warranty provided herein and indemnity relating thereto shall survive the expire of the term hereof unless directly related to Lessee contamination of leases property.

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	02/28/2018 NORMAL (ABNORMAL)	MONTH 02/28/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-400.000	ALLOCATION FROM CUR YR FD BAL	16,994.00	0.00	0.00	16,994.00	0.00
Total Dept 000		16,994.00	0.00	0.00	16,994.00	0.00
Dept 030-REVENUES						
248-030-400.000	ALLOCATION FROM CUR YR FD BAL	0.00	0.00	0.00	0.00	0.00
248-030-405.000	CURRENT YEAR TAXES	278,491.00	261,839.34	34,560.86	16,651.66	94.02
248-030-579.000	GRANTS: STATE	0.00	0.00	0.00	0.00	0.00
248-030-580.000	GRANTS	0.00	3,412.00	0.00	(3,412.00)	100.00
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	21,000.00	10,050.00	0.00	10,950.00	47.86
248-030-670.200	THEATER REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-670.300	WALKABOUT SCULPTURE SHOW	6,000.00	3,840.00	1,040.00	2,160.00	64.00
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	782.78	94.00	(782.78)	100.00
248-030-676.000	SPECIAL EVENTS - POKER RUN	36,417.00	0.00	0.00	36,417.00	0.00
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		341,908.00	279,924.12	35,694.86	61,983.88	81.87
TOTAL REVENUES		358,902.00	279,924.12	35,694.86	78,977.88	77.99
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	60,700.00	46,243.94	4,328.25	14,456.06	76.18
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	281.04	23.42	(31.04)	112.42
248-731-713.000	MEDICAL INSURANCE	16,127.00	5,386.86	0.00	10,740.14	33.40
248-731-714.000	SOCIAL SECURITY	4,614.00	4,118.28	374.36	495.72	89.26
248-731-715.000	PENSION	3,920.00	3,598.96	301.52	321.04	91.81
248-731-716.000	UNEMPLOYMENT	57.00	4.35	0.00	52.65	7.63
248-731-719.000	SICK/VACATION	2,827.00	2,826.85	565.37	0.15	99.99
248-731-720.000	PARKING LOT MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-731-727.000	OFFICE SUPPLIES	750.00	520.92	14.91	229.08	69.46
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
248-731-732.000	MEMBERSHIP DUES	3,500.00	3,350.00	0.00	150.00	95.71

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	02/28/2018 NORMAL (ABNORMAL)	MONTH 02/28/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-731-733.000	PROFESSIONAL LIBRARY/SUBSCRIPT	0.00	0.00	0.00	0.00	0.00
248-731-740.000	UTILITIES/INTERNET SERVICE	492.00	389.57	40.58	102.43	79.18
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	2,250.00	1,979.96	0.00	270.04	88.00
248-731-761.000	DESIGN ENGIN/CONSULTING	0.00	0.00	0.00	0.00	0.00
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	64,000.00	6,173.50	0.00	57,826.50	9.65
248-731-763.000	STREETSCAPE AMENITIES	25,000.00	24,185.73	850.00	814.27	96.74
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	0.00	0.00	8,500.00	0.00
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	458.92	0.00	(458.92)	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	1,517.64	258.93	2,482.36	37.94
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	3,012.28	0.00	987.72	75.31
248-731-900.000	ADVERTISING/PUBLISHING	14,815.00	9,482.61	405.00	5,332.39	64.01
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	15,000.00	7,073.90	400.00	7,926.10	47.16
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	32,100.00	26,095.18	2.98	6,004.82	81.29
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	350.00	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	7,074.00	0.00	0.00	7,074.00	0.00
248-731-991.000	INTEREST	226.00	0.00	0.00	226.00	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		358,902.00	150,200.49	7,915.32	208,701.51	41.85
TOTAL EXPENDITURES		358,902.00	150,200.49	7,915.32	208,701.51	41.85
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		358,902.00	279,924.12	35,694.86	78,977.88	77.99
TOTAL EXPENDITURES		358,902.00	150,200.49	7,915.32	208,701.51	41.85
NET OF REVENUES & EXPENDITURES		0.00	129,723.63	27,779.54	(129,723.63)	100.00