

**Downtown Boone Development Association**

**Membership Meeting – Special Meeting**

**Thursday, January 13, 2011**

**5:30 p.m. to 7:30 p.m.**

**Watauga County Library conference room, 140 Queen St, Downtown Boone**

**MEETING AGENDA**

**General Business**

- Call to Order and Approval of Agenda – Dempsey Wilcox, President

**Special Order**

- **Discussion on and vote to approve or deny the MSD Special Task Force recommendations accepted by Boone Town Council\* in regards to MSD tax administration:**
  - *“Utilize a non-profit management model with an MSD membership based non-profit corporation;*
  - *Six members of the 12-member board of directors will be appointed by the Town Council and the remaining six members will be appointed by the MSD membership;*
  - *During the first year the DBDA shall be asked to appoint six members;*
  - *The administrator will be hired by the Town and the personnel hiring process using external focus groups for participation in the process will include MSD taxpayers as a focus group during the hiring process;*
  - *This newly created non-profit would begin as of July 1, 2011;”*

**And the following adopted conditions:**

1. *“The DBDA must accept all the recommendations by the January Council meeting; otherwise, Council will establish a new non-profit agency;*
2. *The DBDA must also accept the following general agreements and conditions as set forth by the MSD Special Task Force:*
  - A. *Qualifications of Administrator: Experience with downtown revitalization and historic preservation; outgoing personality with excellent communication skills; skilled at event management for downtown promotional events such as the Boone Boo, parades, Art Crawl; etc.; familiarity with Main Street or other downtown promotional programs; grant writing and fundraising experience; experience with arts, cultural and heritage programming; experience with economic development and revitalization efforts; good negotiation and facilitation skills, and ability to work with diverse numbers of people.*
  - B. *Membership Definition and Composition of Non-Profit Board and Articles of Incorporation: The general membership should be composed of MSD property owners, business owners or tenants and MSD residents as long as they have a current lease and have resided within the MSD for more than two years. It will be the property owner’s responsibility to inform tenants that they are eligible to be a part of the non-profit membership. The Board composition will be 12 members (six appointed by Town Council via application process and six appointed by Non Profit Board of Directors via membership vote) composed of MSD property owners, retail, service, restaurant and arts or entertainment owners with attention being given to geographic location within MSD.*

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- C. *Planning for the Non-Profit Organization:* The Municipal Service District Special Task Force will remain active until spring of 2011; meet on a monthly basis beginning in December, 2010 and have final plan details prepared for Council's adoption at the May 2011 regular Town Council meeting. Budget priorities and funding will be completed by March 1, 2011 in order to be included in the FY 11/12 Town of Boone budget. The Town Council will also revisit the original motion creating the Task Force to decide if a super-majority is needed for these deliberations and to reconstruct language of the purpose of the Task Force to match the planning work proposed in this recommendation.
- D. *Effect on MSD Tax Funds:* beginning in FY 11/12 the MSD funds will be used for promotion and physical infrastructure; the Town will fund the administrator position from the general fund; during the budget process, other questions on use of MSD funds and general funds will be discussed."

**\*Action taken by Boone Town Council on Thursday, November 18, 2010.**

Meeting Adjournment

- Closing Statements – Dempsey Wilcox, President