



Downtown Boone Development Association

Regular Meeting

<http://www.townofboone.net/>

~ Agenda ~

Brittney Clark

Tuesday, March 13, 2018

8:30 AM

Jones House Cultural and Community Center

I. General Business

1. **Call to Order**
2. **Approval of March Agenda**
3. **Approval of February Minutes**
4. **Approval of Financial Statements**

II. Organization

1. **Parking - Voucher System**
Lynne Mason will present

III. Financial

A. *Proposed Budget*

1. **Proposed Budget**
2. **Trashcan and Recycling Bin Options with Prices**
3. **Bike Rack Options**
4. **Street Pole Upgrades**

B. *Hanging Basket Quote*

1. **Hanging Basket Quote**

IV. Promotion

1. **Trolley from Conference to Downtown - March 10**
2. **Eggstravaganza 2018**

- Have three “types” of Egg hunting
 - 0-3
 - 4-7
 - 8-12
- 0-3 egg hunt
 - wide open space
 - eggs just laying around
 - do this 2nd – reset will just involve throwing eggs around
- 4-7 egg hunt
 - o Will have have props (obstacles like hula hoops with balloons, swimming pools full of grass) and have eggs hidden there.
 - Set this first since hiding is involved.
- 8-12 - Scavenger Hunt
 - Starting place is the library – they will pick up their scavenger hunt keys there
 - Create a couple different hunts so that not everyone is going to the same place first
 - Create 10-15 different stops, depending on how many people want to participate
 - Each kid will visit every store once, and will get one Easter egg with candy before proceeding on to the next place.
 - Have shop owners stamp scavenger hunt cards, and completed cards can be dropped off in the safe deposit box at Town Hall, and winners will be drawn from completed cards
 - DBDA members can donate prizes, and I can purchase others to supplement.

V. Design

1. Facade Improvement Grant

2. Public Art

Press Release/Call for Submissions: March 5

Submissions due: March 30

Design Committee meet to review submissions: April 3rd

Board will review Committee's recommendations: April 10th

Current Art deinstallation: May 30/31st

New Art installation: May 31/June 1

VI. Other business, comments, or concerns

VII. Call for Adjournment



Downtown Boone

DEVELOPMENT ASSOCIATION

Downtown Boone Development Association
Regular Board of Directors Meeting
March 13, 2018

8:30 am – Jones House Community and Cultural Center

General Business

- Call to Order
- Approval of March Agenda
- Approval of February Minutes
- Approval of Financial Statements

Organization

- Parking – Voucher System

Financial

- Proposed Budget
- Hanging Basket Quote

Promotion

- Trolley from Conference to Downtown – March 10
- Eggstravaganza 2018

Design

- Façade Grant Application
- Public Art

Other business, comments, or concerns

Call for Adjournment

**Downtown Boone Development Association
Regular Board of Directors Meeting – February 13th, 2018
8:30 am – Jones House Cultural and Community Center**

Board Members present: Denise Lovin, Tucker Deal, Victoria Potter, Anna Roseman, Monica Caruso, Sam Parker, Dave Walker

Ex-Officios present: Lynne Mason, Loretta Clawson

MSD members/guests present: Thea Young (Footsloggers), Finn Halloraw (ASU student), Megan Biddix (Horton Hotel), Matt Snyder (Board of Elections)

Staff present: Brittney Clark, Glen Kornhauser

Handouts: Agenda, Proposed Budget

GENERAL BUSINESS

Tucker called the meeting to order at 8:31 am.

APPROVAL OF MINUTES AND AGENDA

Agenda

Anna made a motion to approve the minutes; Tucker seconded.

Minutes

Victoria made a motion to approve the minutes; Anna seconded.

Current Financial Statements

Anna made a motion to approve our financial statements; Sam seconded. A Vote was held to approve all three documents; all approved.

ORGANIZATION

Main Street Work Plan Review

A review of the Main Street Work plan, as discussed at the January Budget Retreat, was discussed, with the three economic development strategies for the 2018 Calendar year being: Launch a Community Image Building campaign, Increase long-lasting children's programming in Downtown Boone, and Partner with local entities to implement a wayfinding program. The question was raised about how to measure foot traffic; answer was to poll 8-10 of the strongest retailers downtown and average their numbers. Anna made a motion to approve the Work Plan; Dave seconded. All approved.

Discussion continued about how to implement the plan; decision was to split the work along economic strategies, with the Community Image Building strategy being primarily driven by the marketing committee; the children's programming strategy being driven by the Mice on Main committee (which

may need to be expanded), and the wayfinding signage strategy being driven by the economic vitality committee, which needs to be created.

Shoplifting Prevention and Detection Seminar

Glen Kornhauser was to present this; he was not at the meeting at this time so this discussion was tabled.

New Board Member Applications and Vote

There is one space on the Board of Directors, left vacant by Mike O'Connor retiring in December 2017, and it is a board appointed position. It was suggested that Steve Martin would be a great asset, because of his connection to New River Light and Power, and that Lindsay Miller would also be a great addition because of her connection with the Turchin Center. It was proposed that we offer Lindsay an ex-officio spot on the Board. Tucker motioned to nominate Steve Martin to serve on the Board of directors, and to offer Lindsay Miller an ex-officio position on the Board; Sam seconded. All voted in favor.

FINANCIAL

Suggested Budget

Brittney presented a suggested budget for the 2018-2019 Fiscal Year. Funds can be encumbered from this fiscal year (2017-2018) and added to a budget line for the coming fiscal year (2018-2019). Brittney explained some of the expenses that were added, but it would require encumbering about \$10,000 from the 2017-2018 budget to be used for the 2018-2019 budget, all in the Streetscapes/MSD Projects budget line. Still need to get a price on new trash cans and recycling containers, whether that would be adding additional trash cans or replacing all of the trash cans. There was also a discussion about public restrooms in Downtown, and how there isn't one. The Jones House has been serving as Public Restrooms on the weekend, but this isn't advertised well. Tucker is hesitant to pull over funds from year to year if a comprehensive plan is put in place because we will need the fund balance funds to execute the comprehensive plan. The increase in MSD line item comes from trying to do Wayfinding signage and a permanent scavenger hunt in the same year.

Streetscape Contracted Price Follow-up

This conversation was moved up into the Financial section due to the price component of the Streetscape improvement conversation. The quote given for a contractor to do the Streetscape improvements is \$23 per square foot. Public Works would also have to go right alongside the contractor because of the municipal service infrastructure so it wouldn't go any faster using contracted labor; Public works feels it might go slower. Public works is able to do on-site engineering, whereas if we use a contractor, we will have to pay to have an engineered plan for the sidewalk work done, which will cost quite a bit of money. Brittney has asked the Town GIS staff to create a map that marks out where current amenities are located (trash cans, recycling cans, light poles, street furniture, bike racks, etc.) so we can identify gaps. We are still moving towards creating a comprehensive plan to expand MSD amenities to the entire MSD.

Suggested Budget (continued)

Brittney will continue to work on the budget; welcomes suggestions on finalizing budget line items. Will bring the budget back to the Board in March.

Vote on Auditor Change

A change in auditor will reduce our cost from \$3,600 to \$2,300; will be using same auditor as the Town of Boone for our private finances. Tucker motioned to approve the contract; Sam seconded. All voted to approve.

Approval of Rack Card/Map redesign quote

Brittney got a quote from Appalachian Signs to redesign the brochure and change to a rack card that would be smaller and less expensive to produce. Goal of the rack card would be to encourage visitors to visit Downtown while pointing them to our website for content. Sam made a motion to approve the quote; Monica seconded. All voted to approve.

DESIGN

Façade Grant Application Review

Brittney asked a few questions about why the Façade grant application included a few things. It was suggested that the design committee meet to discuss the changes to the application. Confirmed who might be on the Design committee – Dave, Angela, and Monica volunteered. Will need to expand this. Brittney will call the committee together. There is a FIG grant to review.

OTHER BUSINESS, COMMENTS, OR CONCERNS

Brittney turned the meeting over to Matt Snyder with the Board of Elections who shared that he is looking for staff to help run the election. Early voting is April 19th; regular voting is May 8. Downtown Boone is one of the hardest places to find workers. He passed out applications.

Glen shared about the Shoplifting Prevention and Detection Seminar – he is working to set up an open class to help merchants learn loss prevention and how to identify fake ID's in March. Maybe a store can send a manager to the class and take that info back to their store. If there is a specific need for a business, Glen is happy to receive that feedback.

Lynne mentioned that a rebate or voucher system is on the agenda for the next Town Council meeting (Thursday, February 15th) – she offered to ask for the Town Council discussion be tabled until the DBDA can discuss; will put on the March DBDA agenda for discussion.

Call for Adjournment

Anna motioned for the meeting to adjourn at 10:08 am.

Report: M:\live\gl\glreprt.p
 Version: 020001-L58.69.00
 User ID: brittney

Town of Boone
 Revenue and Expense (Multiply Segments) Without Encumbrance - MSD Revenue_Expense
 For Fiscal Year 2018, Period 1 to 12 and Budget Cycle Amended and Prd 1 to 12 Actuals

Page: 1 of 1
 Date: 03/05/18
 Time: 10:00:4

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 07/01/201
 To 06/30/201

Account	Description	Period Actual	Period Budget	Period Variance	YTD Actual	YTD Variance
050-450-000-411080	CURRENT YEAR TAXES	99,903.04-	116,193.00-	16,289.96-	99,903.04-	16,289.96-
050-450-000-411083	PRIOR YEAR TAXES	84.36-	350.00-	265.64-	84.36-	265.64-
050-450-000-411300	TAX PENALTIES & INTEREST	5.91-	0.00	5.91	5.91-	5.91
050-450-000-411301	NCVTS TAXES	501.62-	956.00-	454.38-	501.62-	454.38-
050-450-000-412239	LOCAL SALES TAX 1%	12,804.65-	22,000.00-	9,195.35-	12,804.65-	9,195.35-
050-450-000-412240	LOCAL SALES TAX 1/2% (40)	5,115.72-	9,400.00-	4,284.28-	5,115.72-	4,284.28-
050-450-000-412242	LOCAL SALES TAX 1/2% (42)	6,313.05-	11,200.00-	4,886.95-	6,313.05-	4,886.95-
050-450-000-412243	LOCAL SALES TAX 1/2% (44)	11.68	0.00	11.68-	11.68	11.68-
050-450-000-412244	LOCAL SALES TAX 1/4% (40 MEDICAID RE	4,030.14-	4,800.00-	769.86-	4,030.14-	769.86-
050-450-000-461201	INTEREST EARNED ON INVESTMENTS	31.03-	100.00-	68.97-	31.03-	68.97-
050-450-000-499900	APPROPRIATED FUND BALANCE	0.00	5,000.00-	5,000.00-	0.00	5,000.00-
050-450-000-509100	PROFESSIONAL SERVICES	3,635.97	7,636.00	4,000.03	3,635.97	4,000.03
050-450-000-512101	MEETING EXPENSES	201.25	250.00	48.75	201.25	48.75
050-450-000-516100	OFFICE SUPPLIES	371.06	1,000.00	628.94	371.06	628.94
050-450-000-516200	OFFICE EQUIPMENT	405.63	1,000.00	594.37	405.63	594.37
050-450-000-519900	MISCELLANEOUS SUPPLIES	79.44	300.00	220.56	79.44	220.56
050-450-000-521101	TRAVEL & TRAINING	691.05	2,000.00	1,308.95	691.05	1,308.95
050-450-000-521300	TRAVEL & TRAINING - PUBLIC OFFICIALS	0.00	300.00	300.00	0.00	300.00
050-450-000-522101	TELEPHONE SERVICES	753.82	1,200.00	446.18	753.82	446.18
050-450-000-522201	POSTAGE	68.00	300.00	232.00	68.00	232.00
050-450-000-524101	PRINTING	921.81	3,500.00	2,578.19	921.81	2,578.19
050-450-000-525102	COMMUNITY APPEARANCE - SPECIAL PROMO	5,000.00	18,200.00	13,200.00	5,000.00	13,200.00
050-450-000-527001	ADVERTISING	2,198.00	11,000.00	8,802.00	2,198.00	8,802.00
050-450-000-533001	RENTAL OF OTHER EQUIPMENT	0.00	641.00	641.00	0.00	641.00
050-450-000-535101	INSURANCE	359.00	4,000.00	3,641.00	359.00	3,641.00
050-450-000-539100	DUES & SUBSCRIPTIONS	378.39	850.00	471.61	378.39	471.61
050-450-000-539902	BANK SERVICE CHARGES	0.00	100.00	100.00	0.00	100.00
050-450-000-545003	CONTRACTED SERVICES - INTERN (WORK S	0.00	1,400.00	1,400.00	0.00	1,400.00
050-450-000-549121	SPECIAL PROJECTS/EVENTS	2,371.33	7,000.00	4,628.67	2,371.33	4,628.67
050-450-000-553104	MUNICIPAL SERVICE DISTRICT PROJECTS	0.00	55,000.00	55,000.00	0.00	55,000.00
050-450-000-553112	COMMUNITY DEVELOPMENT	0.00	17,699.00	17,699.00	0.00	17,699.00
050-450-000-577000	CONTRACTED SERVICES	1,732.49	1,723.00	9.49-	1,732.49	9.49-
050-450-000-577110	WATAUGA COUNTY - COLLECTION OF TAXES	27.08	3,400.00	3,372.92	27.08	3,372.92
050-450-000-598010	TRANSFER TO GENERAL FUND	0.00	31,500.00	31,500.00	0.00	31,500.00
REPORT TOTALS:		109,583.52-	0.00	109,583.52	109,583.52-	109,583.52

*** End of Report ***

Communication: Approval of Financial Statements (General Business)

My Accounts Summary

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Account List

Deposit Accounts

	Account Type	Account Number	Balance	Available
Business Checking	Checking	XXXXXXXX9971	\$6,477.90	\$6,477.90
Business Premium Money Market	Savings	XXXXXXXX9998	\$20,072.18	\$20,072.18
Business Premium Money Market	Savings	XXXXXXXX0032	\$16,602.33	\$16,602.33
Deposit Account Totals:			\$43,152.41	\$43,152.41

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Debit/ATM Card Services

Mobile Banking

Online Payroll

Report: M:\live\gl\lprpt16x.p
Version: 010011-L58.69.00
User ID: amy

Town of Boone
Transaction Detail Report Without Encumbrance - MSD
For Fiscal Year 2018, Period 1 to 12 and Budget Cycle Amended

Page: 1 of 3
Date: 03/05/18
Time: 10:35:52

For All Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 07/01/2017
To 06/30/2018

Description	Prd	Date	Ref #	Vendor	Invoice #	PO #	Batch #	Amount	Closing Balance
050-450-000-509100 - PROFESSIONAL SERVICES					Period Trans.:	3,635.97	Closing Balance:	3,635.97	
				Opening Balance:	0.00	Period Budget:	7,636.00	Period Variance:	4,000.03
JULY PNC STMT PILAR	02	08/22/2017	AP-INV	13986 - PNC BANK	13986-2		0745161	25.00	25.00
SEPT 2017 PNC PILAR	05	11/02/2017	AP-INV	13986 - PNC BANK	100117-2		0746103	10.97	35.97
AUDIT SERVICES	06	12/19/2017	AP-INV	20012 - PRISCILLA L	110217		0746870	3,600.00	3,635.97
050-450-000-512101 - MEETING EXPENSES					Period Trans.:	201.25	Closing Balance:	201.25	
				Opening Balance:	0.00	Period Budget:	250.00	Period Variance:	48.75
SUPPLIES/FLOWERS	03	09/12/2017	AP-INV	00751 - LOWE'S FOOD	29094		0745477	51.21	51.21
REIMBURSEMED EXPENSE	04	10/16/2017	AP-INV	19465 - CLARK, BRIT	101217		0745923	26.13	77.34
REIMBURSEMED EXPENSE	04	10/16/2017	AP-INV	19465 - CLARK, BRIT	101217		0745923	20.50	97.84
FEB 18 STMT	08	02/05/2018	AP-INV	07458 - CARD SERVIC	020518/1		0747552	10.00	107.84
BUDGET RETREAT	08	02/23/2018	AP-INV	07458 - CARD SERVIC	02-07-18		0747910	93.41	201.25
050-450-000-516100 - OFFICE SUPPLIES					Period Trans.:	371.06	Closing Balance:	371.06	
				Opening Balance:	0.00	Period Budget:	1,000.00	Period Variance:	628.94
OFFICE SUPPLIES	02	08/22/2017	AP-INV	00063 - STAPLES CRE	19629		0745029	37.91	37.91
EMBROIDERY	03	09/15/2017	AP-INV	00139 - M-PRINTS, I	25595		0745470	10.00	47.91
PNC AUG 17 JIM	03	09/27/2017	AP-INV	13986 - PNC BANK	090117-3		0745667	13.90	61.81
REIMBURSEMENT	05	11/06/2017	AP-INV	19465 - CLARK, BRIT	110617		0746108	8.20	70.01
POSTCARD	05	11/21/2017	AP-INV	00004 - W.J. OFFICE	644884-00		0746321	20.74	90.75
REIMBURSEMENT POSTCARDS	05	11/30/2017	AP-INV	19465 - CLARK, BRIT	112917		0746437	15.68	106.43
DEC 2017 STMT	07	01/02/2018	AP-INV	07458 - CARD SERVIC	01022018		0746972	202.81	309.24
POSTCARDS	07	01/04/2018	AP-INV	00004 - W.J. OFFICE	646440-00		0747081	41.48	350.72
BINDER COMBS	08	02/02/2018	AP-INV	00004 - W.J. OFFICE	647517-00		0747529	20.34	371.06
050-450-000-516200 - OFFICE EQUIPMENT					Period Trans.:	405.63	Closing Balance:	405.63	
				Opening Balance:	0.00	Period Budget:	1,000.00	Period Variance:	594.37
SEPTEMBER BILL	03	09/08/2017	AP-INV	00195 - VERIZON WIR	9791843993		0745382	405.63	405.63
050-450-000-519900 - MISCELLANEOUS SUPPLIES					Period Trans.:	79.44	Closing Balance:	79.44	
				Opening Balance:	0.00	Period Budget:	300.00	Period Variance:	220.56
CLOTHING ALLOWANCE	03	09/20/2017	AP-INV	19465 - CLARK, BRIT	09/19/17		0745561	63.41	63.41
SEPT 17 STMT	04	10/10/2017	AP-INV	07458 - CARD SERVIC	101017		0745793	10.85	74.26
NOV 2017 BILLING	06	12/11/2017	AP-INV	13986 - PNC BANK	113017-1		0746570	11.43	85.69
DEC 2017 STMT	07	01/02/2018	AP-INV	07458 - CARD SERVIC	01022018		0746972	21.25	64.44
DEC 2017 STMT	07	01/02/2018	AP-INV	07458 - CARD SERVIC	01022018		0746972	15.00	79.44
050-450-000-521101 - TRAVEL & TRAINING					Period Trans.:	691.05	Closing Balance:	691.05	
				Opening Balance:	0.00	Period Budget:	2,000.00	Period Variance:	1,308.95
DOWNTOWN DEV CONF	02	08/07/2017	AP-INV	19465 - CLARK, BRIT	08-07-17 B CLAR		0743441	351.58	351.58
GAS REIMBURSEMENT	02	08/22/2017	AP-INV	19465 - CLARK, BRIT	081417		0745161	34.18	385.76
2017 ANNUAL MEETING	03	09/08/2017	AP-INV	00399 - BOONE AREA	15171		0745382	30.00	415.76
REIMBURSEMENT	05	11/06/2017	AP-INV	19465 - CLARK, BRIT	110617		0746108	5.00	420.76
REIMBURSEMENT	05	11/06/2017	AP-INV	19465 - CLARK, BRIT	110617		0746108	6.00	426.76
SALISBURY NC	05	11/30/2017	AP-INV	19465 - CLARK, BRIT	112717		0746437	19.00	445.76
DEC 04 2017 BILLING	06	12/11/2017	AP-INV	07458 - CARD SERVIC	121117-		0746553	100.00	545.76
PNC WARD 2017	06	12/11/2017	AP-INV	13986 - PNC BANK	113017-7		0746570	55.29	601.05
MEETING	08	02/23/2018	AP-INV	07458 - CARD SERVIC	02-07-18		0747910	90.00	691.05
050-450-000-522101 - TELEPHONE SERVICES					Period Trans.:	753.82	Closing Balance:	753.82	
				Opening Balance:	0.00	Period Budget:	1,200.00	Period Variance:	446.18
AUGUST 2017 BILLING	02	08/22/2017	AP-INV	00214 - INFORMATION	07172017		0745161	23.08	23.08
SEPTEMBER BILL	03	09/08/2017	AP-INV	00195 - VERIZON WIR	9791843993		0745382	90.90	113.98
C-1434 BALANCE DUE	03	09/08/2017	AP-INV	00214 - INFORMATION	07/31/17		0745382	23.07	137.05
AUGUST 2017 BILLING	03	09/12/2017	AP-INV	00214 - INFORMATION	081417		0745477	62.30	199.35

Communication: Approval of Financial Statements (General Business)

Report: M:\live\gl\lrpt16x.p
Version: 010011-L58.69.00
User ID: amy

Town of Boone
Transaction Detail Report Without Encumbrance - MSD
For Fiscal Year 2018, Period 1 to 12 and Budget Cycle Amended

Page: 2 of 3
Date: 03/05/18
Time: 10:35:52

For All Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 07/01/2017
To 06/30/2018

Description	Prd	Date	Ref #	Vendor	Invoice #	PO #	Batch #	Amount	Closing Balance
POST VERIZON BILL OCT 20	04	10/31/2017	168				0746645	53.03	252.38
NOVEMBER 2017	05	11/30/2017	AP-INV	00214 - INFORMATION	112817		0746437	60.10	312.48
POST VERIZON BILL 2017	05	11/30/2017	167				0746644	53.13	365.61
NOVEMBER 2017 SERVICES	06	12/19/2017	AP-INV	00214 - INFORMATION	171100600		0746896	58.55	424.16
DEC STMT	07	01/11/2018	AP-INV	00195 - VERIZON WIR	9798953943		0747205	53.13	477.29
PNC JAN 2018 AMY	07	01/24/2018	AP-INV	13986 - PNC BANK	01242018-6		0747349	106.26	583.55
TECHNOLOGY SERVICES	07	01/25/2018	AP-INV	00214 - INFORMATION	01-16-18		0747375	58.23	641.78
PUBLIC WORKS	08	02/09/2018	AP-INV	00195 - VERIZON WIR	02/05/18		0747738	53.23	695.01
JANUARY BILLS	08	02/16/2018	AP-INV	00214 - INFORMATION	02/15/18		0747818	58.81	753.82
050-450-000-522201 - POSTAGE					Period Trans.:	68.00	Closing Balance:	68.00	
Opening Balance:					Period Budget:	300.00	Period Variance:	232.00	
POSTAGE	02	08/31/2017	AP-INV	19465 - CLARK, BRIT	082517		0745307	41.93	41.93
POSTAGE	03	09/29/2017	AP-INV	19027 - BOONE MAIL	092817		0745755	26.07	68.00
050-450-000-524101 - PRINTING					Period Trans.:	921.81	Closing Balance:	921.81	
Opening Balance:					Period Budget:	3,500.00	Period Variance:	2,578.19	
BROCHURES / MAPS	03	09/08/2017	AP-INV	00177 - PRECISION P	66074		0745382	910.00	910.00
OFFICE SUPPLIES	04	10/12/2017	AP-INV	19465 - CLARK, BRIT	100917		0745856	11.81	921.81
050-450-000-525102 - COMMUNITY APPEARANCE - SPECIAL PROMO					Period Trans.:	5,000.00	Closing Balance:	5,000.00	
Opening Balance:					Period Budget:	18,200.00	Period Variance:	13,200.00	
FACADE INCENTIVE GRANT A	02	08/02/2017	AP-INV	05337 - APPALACHIAN	07012017		0743427	5,000.00	5,000.00
050-450-000-527001 - ADVERTISING					Period Trans.:	2,198.00	Closing Balance:	2,198.00	
Opening Balance:					Period Budget:	11,000.00	Period Variance:	8,802.00	
ACCOUNT #101252	04	10/23/2017	AP-INV	00291 - THE MOUNTAI	20170831-101252		0745996	1,200.00	1,200.00
CRCT CODING ERROR	05	11/15/2017	101				0746211	600.00	600.00
SUMMER EVENTS	06	12/19/2017	AP-INV	00132 - MOUNTAIN TI	0717101252		0746870	1,200.00	1,800.00
SMALL BUSINESS SAT	06	12/19/2017	AP-INV	00132 - MOUNTAIN TI	1117101252		0746870	200.00	2,000.00
ADVERTISEMENT	06	12/19/2017	AP-INV	19996 - GOBLUERIDGE	17110456		0746896	99.00	2,099.00
PACKAGE	07	01/18/2018	AP-INV	19996 - GOBLUERIDGE	17120152		0747297	99.00	2,198.00
SUMMER EVENTS - VOID	07	01/26/2018	AP-INV	00132 - MOUNTAIN TI	0717101252		0747398	1,200.00	998.00
SMALL BUSINESS SAT - VOI	07	01/26/2018	AP-INV	00132 - MOUNTAIN TI	1117101252		0747398	200.00	798.00
AUTUMN TIKMES/BANNERS	08	02/09/2018	AP-INV	00291 - THE MOUNTAI	1887608		0747738	1,400.00	2,198.00
050-450-000-535101 - INSURANCE					Period Trans.:	359.00	Closing Balance:	359.00	
Opening Balance:					Period Budget:	4,000.00	Period Variance:	3,641.00	
NC DISHONESTY B CIVIC OR	04	10/25/2017	AP-INV	11265 - LIFESTORE I	70824285 BOND#		0745992	359.00	359.00
050-450-000-539100 - DUES & SUBSCRIPTIONS					Period Trans.:	378.39	Closing Balance:	378.39	
Opening Balance:					Period Budget:	850.00	Period Variance:	471.61	
MULTI COMMITTEE PLAN	03	09/28/2017	AP-INV	19876 - DOWNTOWN SM	092217		0745674	28.39	28.39
DEC 04 2017 BILLING	06	12/11/2017	AP-INV	07458 - CARD SERVIC	121117-		0746553	350.00	378.39
050-450-000-549121 - SPECIAL PROJECTS/EVENTS					Period Trans.:	2,371.33	Closing Balance:	2,371.33	
Opening Balance:					Period Budget:	7,000.00	Period Variance:	4,628.67	
FOURTH OF JULY CAKES	01	07/14/2017	AP-INV	09073 - STICK BOY B	000426		0742690	250.00	250.00
FOOD MSD	02	08/02/2017	AP-INV	00751 - LOWE'S FOOD	25053		0743427	153.86	403.86
PARADE	02	08/02/2017	AP-INV	19448 - WATAUGA COU	07042017		0743427	300.00	703.86
PORTAJON	02	08/10/2017	AP-INV	00555 - FARMER'S RE	284115		0743777	130.00	833.86
JULY PNC STMT PILAR	02	08/22/2017	AP-INV	13986 - PNC BANK	13986-2		0745161	15.00	848.86
MEALS	04	10/16/2017	AP-INV	19907 - PROPER REST	102017		0745923	320.25	1,169.11
REIMBURSEMENT	05	11/06/2017	AP-INV	19465 - CLARK, BRIT	110617		0746108	5.50	1,174.61
HE 160	06	12/01/2017	AP-INV	00097 - WALLACE PRO	081450		0746439	142.00	1,316.61
REIMBURSEMENTS	06	12/04/2017	AP-INV	19465 - CLARK, BRIT	120517		0746540	12.90	1,329.51
REIMBURSEMENTS	06	12/04/2017	AP-INV	19465 - CLARK, BRIT	120517		0746540	7.41	1,336.92
REIMBURSEMENTS	06	12/04/2017	AP-INV	19465 - CLARK, BRIT	120517		0746540	30.69	1,367.61
DEC 04 2017 BILLING	06	12/11/2017	AP-INV	07458 - CARD SERVIC	121117-		0746553	594.75	1,962.36
DEC 04 2017 BILLING	06	12/11/2017	AP-INV	07458 - CARD SERVIC	121117-		0746553	118.94	2,081.30
DEC 04 2017 BILLING	06	12/11/2017	AP-INV	07458 - CARD SERVIC	121117-		0746553	39.96	2,121.26
DEC 04 2017 BILLING	06	12/11/2017	AP-INV	07458 - CARD SERVIC	121117-		0746553	38.80	2,160.06
LIGHT TOWER PORTABLE	06	12/12/2017	AP-INV	00011 - BOONE RENTA	22089-1		0746641	120.92	2,280.98

Communication: Approval of Financial Statements (General Business)

Report: M:\live\gl\lgrpt16x.p
Version: 010011-L58.69.00
User ID: amy

Town of Boone
Transaction Detail Report Without Encumbrance - MSD
For Fiscal Year 2018, Period 1 to 12 and Budget Cycle Amended

Page: 3 of 3
Date: 03/05/18
Time: 10:35:52

For All Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 07/01/2017
To 06/30/2018

Description	Prd	Date	Ref #	Vendor	Invoice #	PO #	Batch #	Amount	Closing Balance
SNOW FIGHT CARDS	06	12/12/2017	AP-INV	05598 - CREATIVE PR	20123		0746641	26.00	2,306.98
DEC 2017 STMT	07	01/02/2018	AP-INV	07458 - CARD SERVIC	01022018		0746972	64.35	2,371.33
050-450-000-577000 - CONTRACTED SERVICES					Period Trans.:	1,732.49	Closing Balance:	1,732.49	
Opening Balance:					Period Budget:	1,723.00	Period Variance:	-9.49	
PNC AUG 2017 PILAR	03	09/27/2017	AP-INV	13986 - PNC BANK	090117-2		0745667	25.00	25.00
DEC 04 2017 BILLING	06	12/11/2017	AP-INV	07458 - CARD SERVIC	121117-		0746553	25.00	50.00
09-01-17 THRU 08/31/17 S	06	12/12/2017	AP-INV	18579 - PRINT DISTR	09012017		0746625	1,460.00	1,510.00
FIRST FRIDAY 2 HOURS	06	12/12/2017	AP-INV	19988 - MEGAN SHEPP	55		0746625	200.00	1,710.00
DEC 2017 STMT	07	01/02/2018	AP-INV	07458 - CARD SERVIC	01022018		0746972	12.50	1,722.50
HOSTEK	08	02/23/2018	AP-INV	07458 - CARD SERVIC	02-07-18		0747910	9.99	1,732.49
050-450-000-577110 - WATAUGA COUNTY - COLLECTION OF TAXES					Period Trans.:	27.08	Closing Balance:	27.08	
Opening Balance:					Period Budget:	3,400.00	Period Variance:	3,372.92	
NCVTS JULY 2017	05	11/30/2017	230				0747126	0.80	0.80
NCVTS AUG.17	05	11/30/2017	233				0747129	5.03	5.83
NCVTS SEP.2017	05	11/30/2017	235				0747131	6.20	12.03
NCVTS OCT.2017	05	11/30/2017	237				0747133	7.08	19.11
NCVTS NOV.17	05	11/30/2017	239				0747135	1.37	20.48
NCVTS DEC.2017	07	01/31/2018	330				0747689	6.60	27.08

*** End of Report ***

Communication: Approval of Financial Statements (General Business)

Proposed 2018-2019 MSD Budget

Income	Description	2018-2019	2017 - 2018
MSD Tax	yearly tax distribution	\$169,999	\$ 169,999.00
Expense			
Watauga Co.	tax collection fee	\$3,400	\$ 3,400.00
Town of Boone	50% of employee salaries, benefits, and taxes	\$31,500	\$ 31,500.00
	Total Expense	\$34,940	\$ 34,940.00
	Remaining Balance	\$135,059	\$ 135,059.00
Account			
Professional Services	Audit - \$1,900	\$8,500	\$ 5,000.00
	Financial Statement Prep- \$500		
	Photographer - \$300/mo - 12 months - \$3,600		
	Web Developer - \$60/hr - 1 hr/mo - \$720		
	Print Distribution Services - \$1,460		
	Drone Work for website - \$300		
Meeting Expenses	Main Street Manager's Meeting - \$100	\$300	\$ 250.00
	Budget Retreat - \$100		
	Other - \$100		
Office Supplies		\$1,000	\$1,000
Office Equipment		\$1,000	\$1,000
Miscellaneous Supplies		\$300	\$300
Travel & Training		\$2,000	\$2,000
Travel & Training	Public Officials	\$300	\$300
Telephone Services		\$1,200	\$1,200
Postage		\$300	\$300
Printing	Downtown Rack Card - 10,000/\$745 (budgeting enough for 2 rounds)	\$3,000	\$3,500
Community Appearance	Façade grants - \$15,000	\$18,000	\$18,000
	Public Art - \$3,000		
Advertising	Print Media - \$3,375	\$14,000	\$11,000
	Online - \$600		
	Radio - \$200		
	Billboards - \$9,750		
Rental of other Equipment	Generator - \$150	\$2,000	\$ 2,000.00
	Helium Tank - \$100		
	Tent - \$350		
Insurance		\$4,000	\$ 4,000.00
Dues & Subscriptions	National Main Street - \$350	\$850	\$ 850.00
	High Country Host - \$125.00		
	NC Association of Downtowns - \$150		
	Destination Development Association - \$26.50/yr		
Bank Service Fee		\$100	\$ 100.00
Contracted Services	Intern - Work Study	\$0	\$ 1,400.00
Special projects & events	Easter Eggstravanganza - \$1,300	\$7,000	\$ 7,000.00
	Boone BOO! - \$2500		
	Story Walk - \$100		
	First Fridays - \$2,200		
MSD Project/Streetscape	33.3 % of total budget reserved for streetscape	\$55,000	\$ 55,000.00
	Recycling Containers (4)		
	Trash Cans (16)		
	Bike Racks (3)		
	Steel Electric Poles - \$3,500/each		
	Mice on Main - \$20,000		
Community Development	Concert Sponsorship - \$3000	\$15,209	\$ 14,699.00
	Jones House Staffing - \$9000		
	Where's Waldo - \$500		
	Library Programming - \$2,700 (9 months at \$300/mo)		
Contracted Services	Map revisions and redesign - \$95	\$1,000	\$ 3,000.00
	Rack Card design - \$135		
	Website hosting - \$300		
AVAILABLE:		\$0	

Communication: Proposed Budget (Proposed Budget)

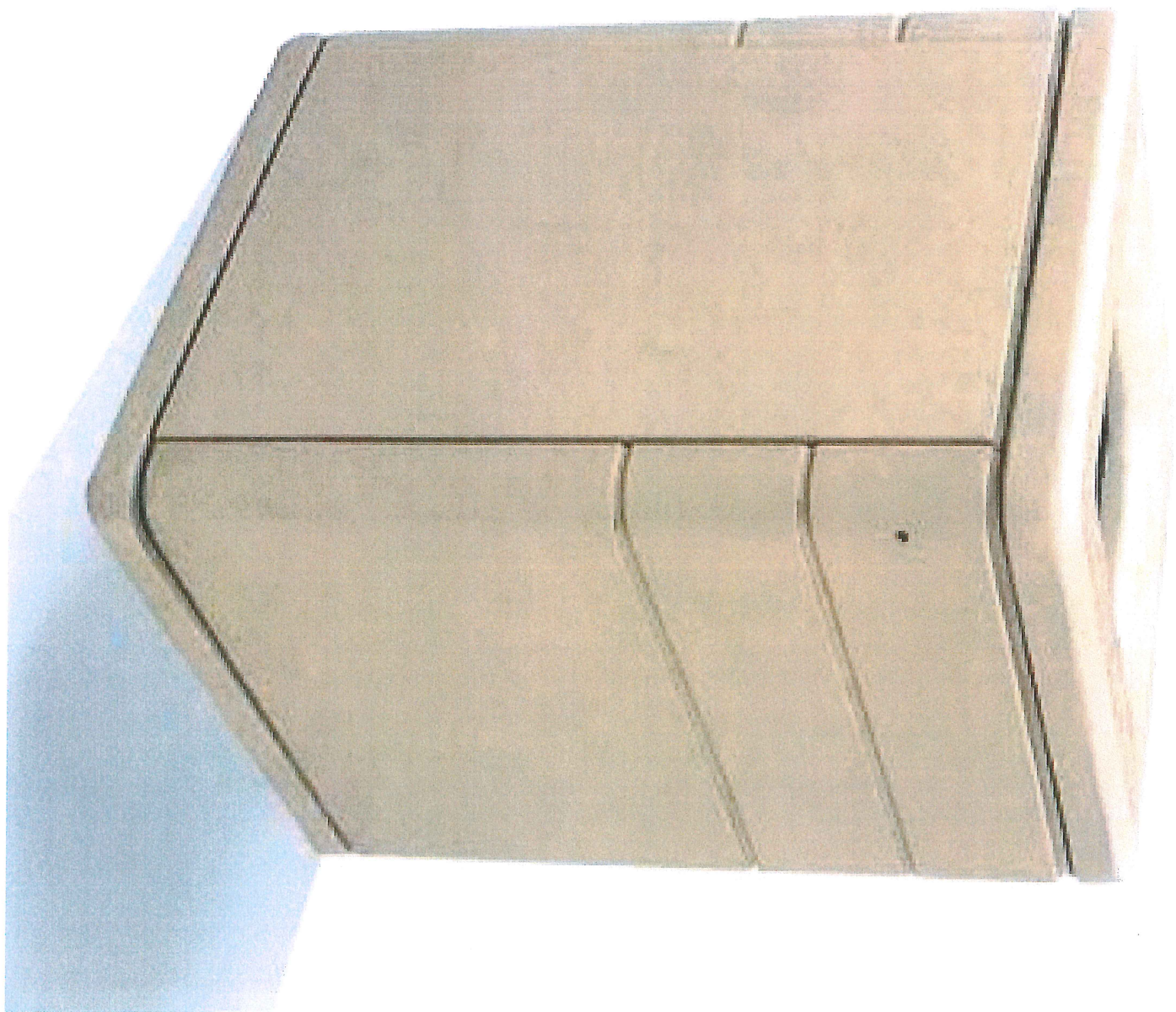
<http://www.wausaumade.com/products/waste-containers>

11 lbs.
615 lbs.



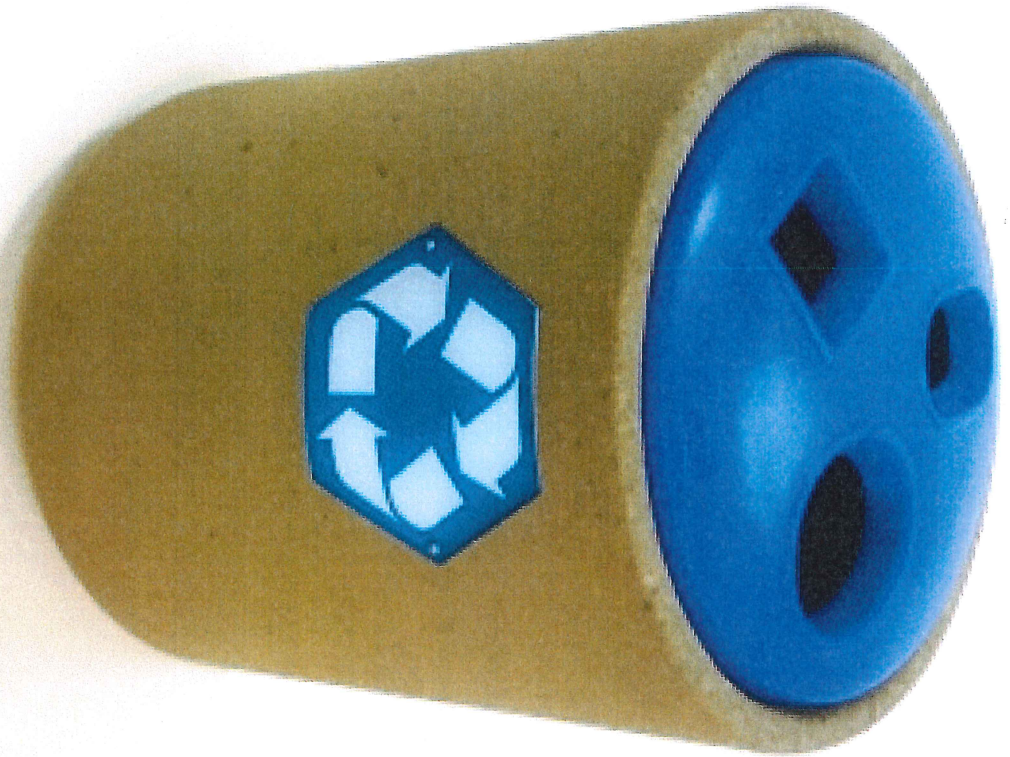
Communication: Trashcan and Recycling Bin Options with Prices (Proposed Budget)

725 lbs.



Communication: Trashcan and Recycling Bin Options with Prices (Proposed Budget)

910 lbs.



Communication: Trashcan and Recycling Bin Options with Prices (Proposed Budget)

400 lbs.
21111



Communication: Trashcan and Recycling Bin Options with Prices (Proposed Budget)



Downtown Boone
DEVELOPMENT ASSOCIATION

**Downtown Boone Facade
Improvement Grant
Program & Application**

Downtown Boone Development Association Façade Improvement Grant Program

Purpose

The Downtown Boone Development Association (DBDA) acknowledges that the appearance of a downtown is largely decided by the condition of its buildings, which also contributes to the public's general impression and opinion of a downtown. Therefore, recognizing the importance of downtown Boone's appearance, the DBDA developed the Downtown Boone Façade Improvement Grant Program. The objective of the Façade Improvement Grant (FIG) Program is to dramatically improve the building façades in the downtown Boone Municipal Service District (MSD) in order to achieve a noticeable improvement in the overall appearance of downtown Boone.

The purpose of the FIG program is to provide economic incentives to achieve the following:

1. Promote storefront rehabilitation in the downtown area;
2. Preserve the unique character of downtown structures;
3. Encourage aesthetic compatibility for the improvement of non – historic structures;
4. Encourage the use of quality materials in the rehabilitation, restoration, and preservation of downtown properties; and
5. Enhance the visual experience of visiting downtown Boone.

Eligibility

1. Every applicant must be the owner or lessee of a building located within the boundaries of the downtown Boone MSD. For a property to participate, all owners or their agents must either be the applicant(s) or sign a disclosure form to be included with the FIG application.
2. In the case of a property owner(s) who owns a majority interest in more than one building in downtown Boone, only one of his or her properties will be eligible for a grant each year.
3. Façade grants may only be awarded to commercial properties, which include retail spaces, offices open to the public, and other types of businesses open to the public. Multi-family residential properties are not eligible, unless they are part of a mixed use development with commercial uses on the ground floor/street level.
4. Properties that received a façade grant within the past two years are not eligible for the program. For example, if a property received a grant in 2015 then the property would not be eligible for another façade grant until 2017.

Guidelines

1. Applicants must adhere to the *U.S. Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Building* (please see attached form).
2. All projects must obtain required permits and be in compliance with the Town of Boone's UDO.

Downtown Boone Development Association Façade Improvement Grant Program

Please visit <http://www.townofboone.net/departments/Development/udo/index.php> or call 828.268.6960 for more information.

3. Rehabilitation of structures in downtown Boone must respect the architectural integrity of the entire building front and retain those elements that enhance the building.
4. Priority will be given to projects that visibly improve downtown façades of buildings with inappropriately applied façades that cover windows, architectural features, such as cornices, or façades that are unsightly, out-of-scale, or out of character with the traditional appearance of downtown Boone. Examples of such inappropriate or unsightly facades or façade elements include non-historic wooden awnings, roof shingles, broken windows, and chipping paint.
5. Other improvements may include, but are not limited to:
 - Masonry repair, mortar joint repair, general brick repair
 - Brick or wall surface cleaning
 - Patching and re-painting of façade walls
 - Repair/replacement of windows and/or doors
 - Removal of siding and exterior false façade and metal, wood, or deteriorating canopies
 - Repair, reconstruction, and/or replacement of original architectural details
 - Structural and cornice repair
 - Ironwork repair and addition
 - Murals
 - Installations/replacement/repair of exterior lighting and appropriate signage including structures or frames that contain or hold a sign

Additional Criteria

1. For purposes of the FIG program, a façade is defined as an individual storefront or side of a building that faces a public street or alleyway or which is otherwise visible to the general public and affects the overall appearance of downtown Boone.
2. Priority will be given to applicants that obtain free design assistance from the North Carolina Main St. program. Contact the Downtown Coordinator for the Town of Boone to learn more about this program.
3. Qualifying projects may be awarded no more than 50% of the cost of the project with a maximum award of up to \$5000.00
4. Work done before a grant application is approved is not eligible for funding.

Application Process

1. Applicants should include all information and descriptions of materials sufficient to determine if the proposed scope of work fits with the criteria and purpose of the FIG program. Examples of appropriate materials, such as photos or paint samples may be provided, or a detailed explanation of the proposed scope of work may be submitted.

**Downtown Boone Development Association
Façade Improvement Grant Program**

2. Applicants are encouraged but not required to submit two professional cost estimates of the proposed scope of work along with the FIG application.
3. If applicable, a signed disclosure form from the property owner(s) or its authorized representative must be submitted if the applicant is not the owner.
4. Applicant must read and sign the attached copy of the Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*.
5. The FIG grant award process is based on a first come, first serve basis, and applications will be reviewed and decided upon in the order they are received. Applicants will receive a notification approving or denying their grant request within 60 days upon receipt to the downtown coordinator.
6. If the FIG application is approved, the design committee will decide on a monetary award amount to be voted on by the DBDA Board of Directors. If a FIG application is denied, the applicant is encouraged to work with the design committee and the downtown coordinator to enhance and modify the proposed scope of work and resubmit their application.
7. If during the façade renovation, the materials or designs are altered in order to suit unforeseen circumstances the business or property owner must supply the design committee with an updated scope of work.
8. Once the project is complete, the applicant must submit receipts, invoices, or relevant documentation for the project's expenses sufficient to justify the grant award.
9. The design committee will review the completed work in order to confirm the work is consistent with the approved application, and if so, the downtown coordinator will submit documentation to the Town of Boone's Finance department to deliver payment to the award recipient. If the completed work is not consistent with the approved concept, the design committee will revise the original monetary award amount to reflect the percentage of work completed that is consistent with the approved scope of work submitted with the FIG application. The design committee may also instruct the downtown coordinator to facilitate with the business or property owner a revised scope of work consistent with the original designs in order to complete the façade in manner that was approved.
10. The FIG program is a competitive grant program. Not all applicants who apply will be granted funding. The DBDA board reserves the right to refuse any and all applications. There are no appeals on final award decisions. An applicant denied a grant may resubmit an application the following year for the same project.
11. There is a limited amount of funding available for each grant cycle. No more than a matching award of up to \$5000.00 will be given to any grant award recipient during one fiscal year grant cycle.

**Downtown Boone Development Association
Façade Improvement Grant Program**

Secretary of the Interior's Standards for Rehabilitation

The following standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources might be disturbed, mitigation measure shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

I have read and understand these guidelines.



Signature of applicant

11/22/18

Date

Communication: Bike Rack Options (Proposed Budget)

**Downtown Boone Development Association
Façade Improvement Grant Program**

Parcel Pin ID # for proposed improvement 2900-88-3953-006
 Building Address 611 West King Street Boone, NC 28607

Applicant Information

Applicant's Name Denise Lavin
 Best contact phone # 828 964 2618 Email denise@thehorton.com
 Mailing Address PO Box 462
 City Boone State NC Zip code 28607
 Business Name The Horton Hotel
 Business Address 611 West King Street Boone, NC
 Business phone # 828 202 4262 Email denise@thehorton.com
 Length of time at this location 1 year
 Length of time remaining on lease (if applicable) N/A
 Date of next lease renewal (if applicable) N/A

Owner(s) Information (if different from applicant)

Name(s) _____
 Best contact # _____ Email _____
 Mailing Address _____
 City: _____ State: _____ Zip code: _____

Description of Project (attach additional documents and pages if needed)

* document attached *

Total Estimated Cost of Improvement(s) \$ 400,000 plus

Signature of Applicant 

Date 1/22/18

**Downtown Boone Development Association
Façade Improvement Grant Program**

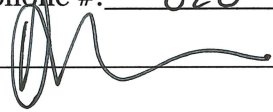
Owner/Agent Disclosure Form

I, Denise Lavin (property owner) hereby grant Denise Lavin (business owner) permission to apply for the Façade Improvement Grant (FIG). I understand that if Denise Lavin (business owner) should be awarded monies through the FIG program that the building that I, Denise Lavin (property owner), own will undergo a façade renovation as outlined in the attached FIG application, which I have reviewed and approve.

DL (property owner initials) I acknowledge that the DBDA is not liable to the applicant, owner, or any third party for any obligation or claims of any nature growing out of, arising from, or otherwise related to the project or application undertaken by the applicant and/or owner including liens of any kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees, agents, and volunteers for any such claims.

Business Owner: Denise Lavin

Best contact phone #: 828-964-2618

Signature:  Date: 1/22/18

Property Owner: Denise Lavin

Best contact phone #: 828-964-2618

Signature:  Date: 1/22/18

Communication: Bike Rack Options (Proposed Budget)

**Downtown Boone Development Association
Façade Improvement Grant Program**

Owners/Agent Disclosure Form

We, _____ (property owners) hereby
grant _____ (business owner) permission to apply for the Façade
Improvement Grant (FIG). We understand that if _____ (business
owner) should be awarded monies through the FIG program that the building we, _____
_____ (property owners), own will undergo a façade renovation as outlined in the
attached FIG application, which we have reviewed and approve.

_____ (property owner initials) I acknowledge that the DBDA is not liable to the applicant, owner, or
any third party for any obligation or claims of any nature growing out of, arising from, or otherwise
related to the project or application undertaken by the applicant and/or owner including liens of any
kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees,
agents, and volunteers for any such claims.

Business Owner: _____

Best contact #: _____

Signature: _____ Date: _____

Property Owners: _____

If applicable, Member Manger of LLC: _____

If applicable, President of the Corporation: _____

Best contact # for above person: _____

Signature(s): _____

_____ Date: _____

Communication: Bike Rack Options (Proposed Budget)

**Downtown Boone Development Association
Façade Improvement Grant Program**

Please Check:

- ☒ I have attached project plans and design information.
- ☒ I have attached sample paint colors or other materials (if applicable).
- ☒ I have attached photograph(s) of the existing condition of the area on the property where the proposed work is to be completed.
- ☒ I have attached copies of cost estimates for the project.
- ☒ I have attached the signed Owner Disclosure form.
- ☒ I have attached a signed copy of the Secretary of the Interior's Standards for Rehabilitation indicating that I have read and understand the program's requirements and intend to follow the guidelines.
- ☒ I understand that work completed prior to the processing and subsequent approval of this application will not be considered eligible for funding.
- ☒ I acknowledge that the DBDA is not liable to the applicant, owner, or any third party for any obligation or claims of any nature growing out of, arising from, or otherwise related to the project or application undertaken by the applicant and/or owner including liens of any kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees, agents, and volunteers for any such claims.

Signature of Applicant _____

Date 1/22/18

Communication: Bike Rack Options (Proposed Budget)



Description of Project

Please see the attached photos and paint sample.

- * The Horton Hotel blade sign will have lighted letters on both sides.
- * The canopy will be black, and will have lighted letters on the front and east sides only (not west).
- * Our signs are in progress. We are working on permitting, and we are working with the local sign company: Action Signs.
- * The red window trim will be painted plum (enclosed swatch).

black

** approved by committee on the condition awning installed is like the awning pictured*

** ~~award~~ ^{grant} will be awarded upon review of completed plans*





Communication: Bike Rack Options (Proposed Budget)





Communication: Bike Rack Options (Proposed Budget)

Brittney Clark - Fwd: Fwd: FIG grant questions

From: Denise Lovin <deniselovin23@gmail.com>
To: Brittney Clark <brittney.clark@townofboone.net>
Date: 2/21/2018 11:36 AM
Subject: Fwd: Fwd: FIG grant questions
Attachments: Pageant-Parade-April-1957-600x479.jpg

**what about the doors?*

----- Forwarded message -----

From: **White Fence Farm** <fultonlovin@gmail.com>
 Date: Wed, Feb 21, 2018 at 11:34 AM
 Subject: Re: Fwd: FIG grant questions
 To: Denise Lovin <deniselovin23@gmail.com>

It's all original except for the windows that we're installed (replaced) in 2005 and the canopy and blade sign we are adding.....joines furniture co. In attachment

On Feb 21, 2018 10:58 AM, "Denise Lovin" <deniselovin23@gmail.com> wrote:

I guess they want to know if the current building facade (that we are keeping the same) is similar to its historic state? Do we have pics of the "original building" D
 h

On Wed, Feb 21, 2018 at 10:55 AM, White Fence Farm <fultonlovin@gmail.com> wrote:

All we are doing to change the facade is painting windows black and adding canopy and blade sign

On Feb 21, 2018 10:38 AM, "Denise Lovin" <deniselovin23@gmail.com> wrote:

Fulton, see her questions regarding photos to demonstrate that we are keeping the "original" look of the building. You can send to me and I will forward, as well as anything you can say that would defend that we are preserving the "history of the building". Thanks, D

----- Forwarded message -----

From: **Brittney Clark** <Brittney.Clark@townofboone.net>
 Date: Wed, Feb 21, 2018 at 10:30 AM
 Subject: FIG grant questions
 To: deniselovin23@gmail.com

Hey Denise,

I have a couple of questions that I wondered if you could get answers to before I meet with the design committee today at 3 (sorry for late notice!)

Communication: Bike Rack Options (Proposed Budget)

- do you know if the Plum color you chose for the trim is one of those designated "historic" colors that paint companies sometimes note?
- do you have historic photos of your building that you could send me, that I can include to show how much you are keeping to the original look of the building?

Have you looked at the State Historic Preservation guidelines? I haven't, and will read them before the meeting, but I just wondered if you had looked over them and if you knew of ways you were adhering to them or not.

I have no idea if these questions I'm asking will be relevant at the meeting, but they were the ones I could think of that people might ask, and thought I would check in with you in case I could answer those if they do come up.

Thanks!

Brittney Clark

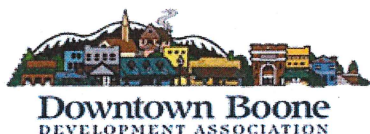
Downtown Development Coordinator

[Town of Boone](#)

[567 W King Street](#)

[Boone, NC 28607](#)

[828-268-6283](#)



www.downtownboonenc.com

"The [Town of Boone](#) is an equal opportunity provider and employer."

Email correspondence to and from this address is subject to public records requests pursuant to the North Carolina Public Records Law, resulting in monitoring and potential disclosure of this message to third parties.

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Denise Lovin, Psy.D
White Fence Farm Rentals
The Horton Hotel and Rooftop Lounge
[828-964-2618](#)

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Denise Lovin, Psy.D
White Fence Farm Rentals
The Horton Hotel and Rooftop Lounge
[828-964-2618](#)

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Denise Lovin, Psy.D
White Fence Farm Rentals
The Horton Hotel and Rooftop Lounge
[828-964-2618](tel:828-964-2618)

Communication: Bike Rack Options (Proposed Budget)

Cost Estimate (in 2018 \$) - Downtown Pole Improvement - Cost per Pole Boone, NC					
Unit Description	Actual Qty.	Unit Labor Each	Unit Material Each	Unit Equip Each	Unit Labor & Mat. Ext.
Steel Poles:					
40 ft Pole - Powder Coated	1		\$2,000.00		\$2,000.00
45 ft Pole - Powder Coated Add	1		\$300.00		
50 ft Pole - Powder Coated Add	1		\$600.00		
Crane Rental per day	1	\$400.00		\$1,100.00	\$1,500.00
NRLP Labor per day	1	\$1,600.00			\$1,600.00
Misc Materials	1		\$400.00		\$400.00
			Total Each Pole 40'		\$5,500.00
			Total Each Pole 45'		\$5,800.00
			Total Each Pole 50'		\$6,400.00

Recommend 10% labor/equipment escalation per year

Recommend 5% labor escalation per year

Communication: Street Pole Upgrades (Proposed Budget)

Todd Moody - Fwd: Hanging baskets

From: Tom Bolick
To: Moody, Todd
Date: 2/19/2018 3:55 PM
Subject: Fwd: Hanging baskets

>>> Carmen Huffman <carmensgh@gmail.com> 2/19/2018 9:12 AM >>>

Good morning!

Sorry I'm late getting this back to you. We can do the baskets for \$30 each. We would have 6 plants in each basket.

54 hbs @ \$30 = \$1620.00

Let me know if you need any other info. and what date you would need these baskets.

Thanks

Carmen

Sent from my iPhone

Communication: Hanging Basket Quote (Hanging Basket Quote)

Plant List

1. Red Dragon Wing Begonia – Would be in the center of the basket and upright.
2. Petunia, Supertunia Royal Velvet - Would be on one side of the Begonia.
3. Aptenia Cordifolia(Mezoo)- Would be used to fill in empty space between Petunias. Plant has a small red bloom and will trail out of the basket.
4. Petunia, Supertunia Honey - Would be located on the opposite side of the Begonia from the Royal Velvet Petunia.
- 5/6. Dichondra Silver Falls - Would be opposite of the Aptenia Cordifolia between the Petunias to fill in. Plant will trail out of the basket.

1.



Communication: Hanging Basket Quote (Hanging Basket Quote)

2.



3.



4.



ANNUAL
Petunia

One of the best plants for all-season color in containers and landscapes. A sunset blend of yellow, orange, pink.

- Blooms all season; no need to remove spent flowers
- Attracts butterflies and hummingbirds
- Deer resistant
- Vigorous and disease resistant
- Mounded trailing shape
- Container role: spiller
- Feed regularly for best bloom performance

SUPERTUNIA® HONEY™
Petunia

PW
PROVEN
WINNERS®
The #1 Plant Brand™

PART SUN TO SUN
Annual in USDA zones 10-11
Height: 6-12"
Spread: 18-24"

Supertunia® Honey™
Petunia hybrid 'DCAS302'
USPPAF, Can., US Utility 7,642,428 B2

BCA10002

5.



6.





Downtown Boone
DEVELOPMENT ASSOCIATION

Downtown Boone Facade Improvement Grant Program & Application

Downtown Boone Development Association Façade Improvement Grant Program

Purpose

The Downtown Boone Development Association (DBDA) acknowledges that the appearance of a downtown is largely decided by the condition of its buildings, which also contributes to the public's general impression and opinion of a downtown. Therefore, recognizing the importance of downtown Boone's appearance, the DBDA developed the Downtown Boone Façade Improvement Grant Program. The objective of the Façade Improvement Grant (FIG) Program is to dramatically improve the building façades in the downtown Boone Municipal Service District (MSD) in order to achieve a noticeable improvement in the overall appearance of downtown Boone.

The purpose of the FIG program is to provide economic incentives to achieve the following:

1. Promote storefront rehabilitation in the downtown area;
2. Preserve the unique character of downtown structures;
3. Encourage aesthetic compatibility for the improvement of non – historic structures;
4. Encourage the use of quality materials in the rehabilitation, restoration, and preservation of downtown properties; and
5. Enhance the visual experience of visiting downtown Boone.

Eligibility

1. Every applicant must be the owner or lessee of a building located within the boundaries of the downtown Boone MSD. For a property to participate, all owners or their agents must either be the applicant(s) or sign a disclosure form to be included with the FIG application.
2. In the case of a property owner(s) who owns a majority interest in more than one building in downtown Boone, only one of his or her properties will be eligible for a grant each year.
3. Façade grants may only be awarded to commercial properties, which include retail spaces, offices open to the public, and other types of businesses open to the public. Multi-family residential properties are not eligible, unless they are part of a mixed use development with commercial uses on the ground floor/street level.
4. Properties that received a façade grant within the past two years are not eligible for the program. For example, if a property received a grant in 2015 then the property would not be eligible for another façade grant until 2017.

Guidelines

1. Applicants must adhere to the *U.S. Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Building* (please see attached form).
2. All projects must obtain required permits and be in compliance with the Town of Boone's UDO.

Downtown Boone Development Association Façade Improvement Grant Program

Please visit <http://www.townofboone.net/departments/Development/udo/index.php> or call 828.268.6960 for more information.

3. Rehabilitation of structures in downtown Boone must respect the architectural integrity of the entire building front and retain those elements that enhance the building.
4. Priority will be given to projects that visibly improve downtown façades of buildings with inappropriately applied façades that cover windows, architectural features, such as cornices, or façades that are unsightly, out-of-scale, or out of character with the traditional appearance of downtown Boone. Examples of such inappropriate or unsightly facades or façade elements include non-historic wooden awnings, roof shingles, broken windows, and chipping paint.
5. Other improvements may include, but are not limited to:
 - Masonry repair, mortar joint repair, general brick repair
 - Brick or wall surface cleaning
 - Patching and re-painting of façade walls
 - Repair/replacement of windows and/or doors
 - Removal of siding and exterior false façade and metal, wood, or deteriorating canopies
 - Repair, reconstruction, and/or replacement of original architectural details
 - Structural and cornice repair
 - Ironwork repair and addition
 - Murals
 - Installations/replacement/repair of exterior lighting and appropriate signage including structures or frames that contain or hold a sign

Additional Criteria

1. For purposes of the FIG program, a façade is defined as an individual storefront or side of a building that faces a public street or alleyway or which is otherwise visible to the general public and affects the overall appearance of downtown Boone.
2. Priority will be given to applicants that obtain free design assistance from the North Carolina Main St. program. Contact the Downtown Coordinator for the Town of Boone to learn more about this program.
3. Qualifying projects may be awarded no more than 50% of the cost of the project with a maximum award of up to \$5000.00
4. Work done before a grant application is approved is not eligible for funding.

Application Process

1. Applicants should include all information and descriptions of materials sufficient to determine if the proposed scope of work fits with the criteria and purpose of the FIG program. Examples of appropriate materials, such as photos or paint samples may be provided, or a detailed explanation of the proposed scope of work may be submitted.

**Downtown Boone Development Association
Façade Improvement Grant Program**

2. Applicants are encouraged but not required to submit two professional cost estimates of the proposed scope of work along with the FIG application.
3. If applicable, a signed disclosure form from the property owner(s) or its authorized representative must be submitted if the applicant is not the owner.
4. Applicant must read and sign the attached copy of the Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*.
5. The FIG grant award process is based on a first come, first serve basis, and applications will be reviewed and decided upon in the order they are received. Applicants will receive a notification approving or denying their grant request within 60 days upon receipt to the downtown coordinator.
6. If the FIG application is approved, the design committee will decide on a monetary award amount to be voted on by the DBDA Board of Directors. If a FIG application is denied, the applicant is encouraged to work with the design committee and the downtown coordinator to enhance and modify the proposed scope of work and resubmit their application.
7. If during the façade renovation, the materials or designs are altered in order to suit unforeseen circumstances the business or property owner must supply the design committee with an updated scope of work.
8. Once the project is complete, the applicant must submit receipts, invoices, or relevant documentation for the project's expenses sufficient to justify the grant award.
9. The design committee will review the completed work in order to confirm the work is consistent with the approved application, and if so, the downtown coordinator will submit documentation to the Town of Boone's Finance department to deliver payment to the award recipient. If the completed work is not consistent with the approved concept, the design committee will revise the original monetary award amount to reflect the percentage of work completed that is consistent with the approved scope of work submitted with the FIG application. The design committee may also instruct the downtown coordinator to facilitate with the business or property owner a revised scope of work consistent with the original designs in order to complete the façade in manner that was approved.
10. The FIG program is a competitive grant program. Not all applicants who apply will be granted funding. The DBDA board reserves the right to refuse any and all applications. There are no appeals on final award decisions. An applicant denied a grant may resubmit an application the following year for the same project.
11. There is a limited amount of funding available for each grant cycle. No more than a matching award of up to \$5000.00 will be given to any grant award recipient during one fiscal year grant cycle.

**Downtown Boone Development Association
Façade Improvement Grant Program**

Secretary of the Interior's Standards for Rehabilitation

The following standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources might be disturbed, mitigation measure shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

I have read and understand these guidelines.



Signature of applicant

11/22/18
Date

Communication: Façade Improvement Grant (Design)

**Downtown Boone Development Association
Façade Improvement Grant Program**

Parcel Pin ID # for proposed improvement 2900-88-3953-006

Building Address 611 West King Street Boone, NC 28607

Applicant Information

Applicant's Name Denise Lorin

Best contact phone # 828 964 2618 Email denise@thehorton.com

Mailing Address PO Box 462

City Boone State NC Zip code 28607

Business Name The Horton Hotel

Business Address 611 West King Street Boone, NC

Business phone # 828 202 4262 Email denise@thehorton.com

Length of time at this location 1 year

Length of time remaining on lease (if applicable) N/A

Date of next lease renewal (if applicable) N/A

Owner(s) Information (if different from applicant)

Name(s) _____

Best contact # _____ Email _____

Mailing Address _____

City: _____ State: _____ Zip code: _____

Description of Project (attach additional documents and pages if needed)

* document attached *

Total Estimated Cost of Improvement(s) \$ 400,000 plus

Signature of Applicant 

Date 1/22/18

**Downtown Boone Development Association
Façade Improvement Grant Program**

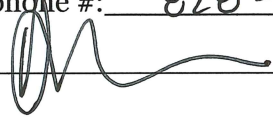
Owner/Agent Disclosure Form

I, Denise Lavin (property owner) hereby grant Denise Lavin (business owner) permission to apply for the Façade Improvement Grant (FIG). I understand that if Denise Lavin (business owner) should be awarded monies through the FIG program that the building that I, Denise Lavin (property owner), own will undergo a façade renovation as outlined in the attached FIG application, which I have reviewed and approve.

DL (property owner initials) I acknowledge that the DBDA is not liable to the applicant, owner, or any third party for any obligation or claims of any nature growing out of, arising from, or otherwise related to the project or application undertaken by the applicant and/or owner including liens of any kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees, agents, and volunteers for any such claims.

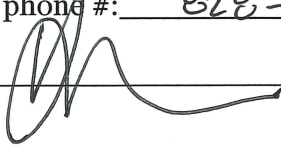
Business Owner: Denise Lavin

Best contact phone #: 828-964-2618

Signature:  Date: 1/22/18

Property Owner: Denise Lavin

Best contact phone #: 828-964-2618

Signature:  Date: 1/22/18

Communication: Façade Improvement Grant (Design)

**Downtown Boone Development Association
Façade Improvement Grant Program**

Owners/Agent Disclosure Form

We, _____ (property owners) hereby
grant _____ (business owner) permission to apply for the Façade
Improvement Grant (FIG). We understand that if _____ (business
owner) should be awarded monies through the FIG program that the building we, _____
_____ (property owners), own will undergo a façade renovation as outlined in the
attached FIG application, which we have reviewed and approve.

_____ (property owner initials) I acknowledge that the DBDA is not liable to the applicant, owner, or
any third party for any obligation or claims of any nature growing out of, arising from, or otherwise
related to the project or application undertaken by the applicant and/or owner including liens of any
kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees,
agents, and volunteers for any such claims.

Business Owner: _____

Best contact #: _____

Signature: _____ Date: _____

Property Owners: _____

If applicable, Member Manager of LLC: _____

If applicable, President of the Corporation: _____

Best contact # for above person: _____

Signature(s): _____

_____ Date: _____

Communication: Façade Improvement Grant (Design)

**Downtown Boone Development Association
Façade Improvement Grant Program**

Please Check:

- ☒ I have attached project plans and design information.
- ☒ I have attached sample paint colors or other materials (if applicable).
- ☒ I have attached photograph(s) of the existing condition of the area on the property where the proposed work is to be completed.
- ☒ I have attached copies of cost estimates for the project.
- ☒ I have attached the signed Owner Disclosure form.
- ☒ I have attached a signed copy of the Secretary of the Interior's Standards for Rehabilitation indicating that I have read and understand the program's requirements and intend to follow the guidelines.
- ☒ I understand that work completed prior to the processing and subsequent approval of this application will not be considered eligible for funding.
- ☒ I acknowledge that the DBDA is not liable to the applicant, owner, or any third party for any obligation or claims of any nature growing out of, arising from, or otherwise related to the project or application undertaken by the applicant and/or owner including liens of any kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees, agents, and volunteers for any such claims.

Signature of Applicant _____

Date 1/22/18

Communication: Façade Improvement Grant (Design)



Description of Project

Please see the attached photos and paint sample.

- * The Horton Hotel blade sign will have lighted letters on both sides.
- * The canopy will be black, and will have lighted letters on the front and east sides only (not west).
- * Our signs are in progress. We are working on permitting, and we are working with the local sign company: Action Signs.
- * The red window trim will be painted plum (enclosed swatch).

black

** approved by committee on the condition awning installed is like the awning pictured*

** ^{grant} ~~award~~ will be awarded upon review of completed plans*





Communication: Facade Improvement Grant (Design)





Communication: Facade Improvement Grant (Design)

Brittney Clark - Fwd: Fwd: FIG grant questions

From: Denise Lovin <deniselovin23@gmail.com>
To: Brittney Clark <brittney.clark@townofboone.net>
Date: 2/21/2018 11:36 AM
Subject: Fwd: Fwd: FIG grant questions
Attachments: Pageant-Parade-April-1957-600x479.jpg

**what about the doors?*

----- Forwarded message -----

From: White Fence Farm <fultonlovin@gmail.com>
Date: Wed, Feb 21, 2018 at 11:34 AM
Subject: Re: Fwd: FIG grant questions
To: Denise Lovin <deniselovin23@gmail.com>

It's all original except for the windows that we're installed (replaced) in 2005 and the canopy and blade sign we are adding.....joines furniture co. In attachment

On Feb 21, 2018 10:58 AM, "Denise Lovin" <deniselovin23@gmail.com> wrote:

I guess they want to know if the current building facade (that we are keeping the same) is similar to its historic state? Do we have pics of the "original building" D
h

On Wed, Feb 21, 2018 at 10:55 AM, White Fence Farm <fultonlovin@gmail.com> wrote:

All we are doing to change the facade is painting windows black and adding canopy and blade sign

On Feb 21, 2018 10:38 AM, "Denise Lovin" <deniselovin23@gmail.com> wrote:

Fulton, see her questions regarding photos to demonstrate that we are keeping the "original" look of the building. You can send to me and I will forward, as well as anything you can say that would defend that we are preserving the "history of the building". Thanks, D

----- Forwarded message -----

From: Brittney Clark <Brittney.Clark@townofboone.net>
Date: Wed, Feb 21, 2018 at 10:30 AM
Subject: FIG grant questions
To: deniselovin23@gmail.com

Hey Denise,

I have a couple of questions that I wondered if you could get answers to before I meet with the design committee today at 3 (sorry for late notice!)

Communication: Facade Improvement Grant (Design)

- do you know if the Plum color you chose for the trim is one of those designated "historic" colors that paint companies sometimes note?
- do you have historic photos of your building that you could send me, that I can include to show how much you are keeping to the original look of the building?

Have you looked at the State Historic Preservation guidelines? I haven't, and will read them before the meeting, but I just wondered if you had looked over them and if you knew of ways you were adhering to them or not.

I have no idea if these questions I'm asking will be relevant at the meeting, but they were the ones I could think of that people might ask, and thought I would check in with you in case I could answer those if they do come up.

Thanks!

Brittney Clark

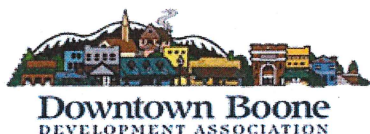
Downtown Development Coordinator

[Town of Boone](#)

[567 W King Street](#)

[Boone, NC 28607](#)

[828-268-6283](#)



www.downtownboonenc.com

"The [Town of Boone](#) is an equal opportunity provider and employer."

Email correspondence to and from this address is subject to public records requests pursuant to the North Carolina Public Records Law, resulting in monitoring and potential disclosure of this message to third parties.

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Downtown Boone

DEVELOPMENT ASSOCIATION

March 5, 2018

Call for Submissions: 2018-2019 Downtown Boone Public Art Exhibit located at the sculpture sites of 567 and 664 West King Street

Organized and sponsored by the Downtown Boone Development Association (DBDA):

PO Box 362
Boone, NC 28607
828.268.6283
downtownboonenc.com
brittney.clark@townofboone.net

Entry Deadline: Please submit all materials to the address or email address listed above by Monday, March 30, 2018 5:00 p.m. eastern time.

The Downtown Boone Development Association is seeking two public art sculptures for the downtown Boone sculptures sites:

The Downtown Boone Development Association established the Public Art Program to help enhance the downtown Boone central business district through the incorporation of sculpture and artistic streetscape improvements in the downtown area. This annual program is designed to give sculptors an opportunity to display large-scale work in a pedestrian-friendly, downtown setting that supports a lively arts community. By providing a place to exhibit, the DBDA hopes to encourage arts activity within the community and provide the atmosphere and opportunity for artists to exhibit their work, share their talents, and communicate their diverse visions with residents, visitors, friends, and neighbors in downtown Boone.

A \$1000 honorarium will be awarded to each of the chosen artists.

Jurors: The Jurors of the Downtown Boone Public Art Exhibit are members of the DBDA Design Committee. Decisions will be made by April 10, 2018.

The following information must be submitted for a sculpture to be considered for the 2018 – 2019 Downtown Boone Public Art Exhibit:

- Photos of the sculpture
- Dimensions and weight of the sculpture
- Date of commission
- A brief description and list of the composite materials
- Estimated value of the sculpture

If your piece is chosen by the DBDA Design Committee you will be contacted and a contract will be composed in relation to the specifics of your piece. Installation will begin the week of May 30 or soon thereafter with all pieces installed June 20.

Questions – please contact Downtown Coordinator, Brittney Clark at 828.268.6283, brittney.clark@townofboone.net