

**BOONE TOWN COUNCIL
SPECIAL MEETING MINUTES
DECEMBER 9, 2014**

A special meeting of the Boone Town Council was called to order at 5:32 p.m. on Tuesday, Dec. 9, 2014, at the Jones House Cultural and Community Center located at 604 W. King Street. Mayor Andy Ball presided. Council members present were Mayor Pro-Tem Rennie Brantz, Quint David, Lynne Mason and Fred Hay. Cultural Resources Advisory Board members present included Mike McKee, Frank Mohler, Christina Bailey, Cheryl Prisco, Billy Ralph Winkler, Neva Specht, Kim Wangler, Trent Margrif and Heather Canipe. Staff present were Town Manager John Ward, Town Clerk Christine Pope, Cultural Resources Director Pilar Fotta, Downtown Development Coordinator Virginia Falck, Cultural Resources Coordinator Mark Freed, Interim Public Works Director Eric Gustaveson and Interim Facilities Maintenance Superintendent Todd Moody.

Town Manager John Ward began the discussion by providing some background of the creation of the Cultural Resources department and advisory board. He noted that it was his understanding the main intent of this advisory board was to identify cultural programs and projects for which to advocate and support. Several members of the Cultural Resources Advisory Board voiced their need to better understand what their job is and their excitement to refocus their attention back to programs and events for the betterment of the community. Mr. Ward suggested that the advisory board create a priority list/plan of what they would like to advocate for as a starting point and this could be built on, but would also guide the advisory board to determine future property usage and programs as well as what they'd like to recommend for the budget moving forward.

Lengthy discussion ensued regarding the procedures that should be in place for items that come before the advisory board then for recommendation to Town Council as well as the handling of usage for various Town properties for cultural purposes. Cultural Resources Advisory Board Chairman Frank Mohler presented a list of items related to the original charge of the advisory board, which he felt needed clarification as far as whether or not it was staff's duties or the boards' moving forward **(Handout permanently on file in Town Hall)**.

Council Member Mason stated she'd like to see a way to incorporate an in-kind services process as a method for covering a user's cost for using the property. She gave the example of the occupancy tax brought in by holding the Horn in the West production as possible justification for how SAHA might be covering their license/rental cost in the form of in-kind services. Town Manager John Ward recommended that by-laws be created to guide future advisory board members. Council Member David also suggested revising the advisory board's mission statement to better reflect their duties moving forward. Cultural Resources Advisory Board Member Neva Specht voiced that she'd like to see more cooperation with Appalachian State University to promote cultural events with the possibility of having some crossover and working together on programs.

Town Council came to the consensus on the following items:

- Implementation of multi-usage for the Horn in the West property conditional upon the Town taking full responsibility for maintenance of the property.
- Council, the advisory board and Town staff will work with existing license users for the Horn in the West property to determine the remaining availability for the upcoming year and to possibly balance the number of days used with the costs to cover maintenance.
- A base level of service is to be established for each of the Town properties for usage purposes (what is provided by the Town versus what the user must obtain on their own).
- Long-term users or those who request the same set of days each year will require a license agreement and it will go through the following process: User submits request to Town staff, staff submits to Cultural Resources Advisory Board, advisory board submits recommendation to Town Council for final approval.
- For short-term users (two days or less) can receive a special permit for use of property.
- Town staff and the attorney will have the responsibility of working out the logistics of the license agreements, and the advisory board will focus on advocating for programming priorities.
- The town manager and cultural resources director will collaborate to create a plan for facility maintenance and oversight of the Town's cultural properties.
- A refined list will be submitted to Town Council for approval that will list what the responsibilities of Town staff are, what the responsibilities of the advisory board are, and what responsibilities are shared between staff and the board.

With no further items for discussion, Council Member David moved to adjourn the meeting at 7:36 p.m. Council Member Brantz seconded the motion.

VOTE: Aye – All
 Nay – None

Christine Pope, Town Clerk

Andy Ball, Mayor