

East Sprague Business Improvement District

Advisory Board Meeting

April 19, 2017

12:00pm - 1:30pm

SPRAGUE UNION TERRACE (1420 E SPRAGUE AVE) COMMUNITY ROOM

MINUTES - APPROVED

Attendance

Advisory Board Members present: LaVerne Biel (Zone 1, Business/Property Owner), Darryl Reber (Zone 1, Non-Profit & Residential), Jim Orovic (Zone 3 Rep for Business/Property Owner), Jim Hanley (Zone 1, Business/Property Owner), Bob Mauk (Zone,1 Business/Property Owner).

City of Spokane Staff present: Melissa Owen,

Guests and community partners present:

Welcome and Introductions:

Motion to approve minutes from the March 31, 2017 meeting:

Motion made by Darryl and 2nd by Jim Orvic, minutes approved.

Discussion Items:

1. Housekeeping.

Business Cents has been approached by Larry Stone to do the booking for the BID.

The proposal by Business Cents for limited accounting services including:

- Reconcile bank accounts
- Handle limited accounts receivables
- Handle limited accounts payables

For a rate of \$65.00 per hour.

Anything outside of this realm is billed at \$125.00 per hour.

2. Flower Baskets

Flower baskets for the first set of new light poles have been ordered from Creach Greenhouse. Quote for 50 baskets is \$3017.50.

3. Graffiti Removal

Graffiti removal for all zones is on the agenda and is an upcoming expense for the BID. Finances for removal will come from clean & green, marketing, and safety budgets. Before graffiti can be removed from private property, authorization from the property owner is required. Melissa will be providing us with an appropriate form for owner authorization.

4. Training

The state requires that all BID board members receive training on board procedures. The following is a link to this training. Please view this material if you have not already, or need a review.

Training Materials:

Please complete the following:

Review Lesson 1 – Overview of Washington State Open Government Principles:

<http://www.atg.wa.gov/openGovernmentTraining.aspx>

Watch the [OPMA video](#)

5. Annual Rate Payer Meeting

LaVerne made a motion, Jim O. seconded, to move the Annual Rate Payer Meeting scheduled for May into June. Unanimous approval by board. Date will be announce prior to meeting.

6. Bylaws

Bylaws need to be updated and finalized. They are still in a draft state.

7. Graffiti Policy

Discussion was had about the need for a graffiti removal policy. Priority should be given to:

- Ground level areas
- High visibility locations
- Alleyways

8. Snow Removal

We need a plan for future snow removal. It has been brought up to purchase a small tractor/ 4x4 with a blade, or other small vehicle to remove snow from sidewalks in the BID.

This also brings up the need for the BID to have a staff employee to do the labor as well as paperwork and other projects as the need arises.

Further discussion will be needed as to who, how, and what the process will be to attain a qualified person, and just how the BID can operate with an employee.

Next meeting is scheduled for May 17th.
