

East Sprague Business Improvement District

Advisory Board Meeting

May 17, 2017

12:00 PM - 2:00 PM

SPRAGUE UNION TERRACE (1420 E SPRAGUE AVE) COMMUNITY ROOM

MINUTES - APPROVED

Attendance

Advisory Board Members present: Darryl Reber (Zone 1, Non-Profit & Residential), 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: Dana Reinke (Creative Catch Studio)

Karen Setula (East Central Neighborhood Council Chair)

Welcome and Introductions:

Motion to approve minutes from the April 19, 2017 meeting:

Motion made by Bob and 2nd by Darryl, minutes approved.

Discussion Items:

1. Housekeeping.

We need an invoice from Mike Ruby for the second half payment on the construction signs.

It was brought up that it would be good if we cut back on the Geiger Corrections cleaning crew to maybe once a month during construction. Focus on more of the zone two and three areas during the time while the zone one is torn up.

2. 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 presented the group with a draft of a Graffiti Removal Program for use by the East Sprague PBIA to get to property owners/managers. This program describes various methods of graffiti removal based on the type of structure the graffiti is on. Further discussion/approval of the program will be needed in upcoming meetings.

3. 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](#)

4. Annual Rate Payer Meeting

Motion to move the Annual Rate Payer Meeting scheduled for May into July was brought forward. Last month it was brought forth by motion to move from May to June, but it is now believed that it would be better to wait until July. At that time the BID Board will be open to new members and member renewals. Unanimous approval by board. Date will be announce prior to the meeting.

Melissa presented the group with a Rate Payer Board application presently being used by the Downtown Spokane Business Improvement District. This application looks like a good form that we can adopt for our purposes, for applications to the East Sprague BID.

An RFP (Request For Proposals) has been sent out by the city for the purpose of acquiring an administrative body to oversee the East Sprague PBIA board. ESBA is the current administrative organization. The RFP is due back to the City Purchasing Department by June 5th.

5. Bylaws

Bylaws need to be updated and finalized. They are still in a draft state. The current bylaws were started and adopted as of August 31,2016 but were not finalized.

6. District Logo

Dana presented the current group of logo choices to the group. She would like to get some other professional eyes on the remaining choices to get a fresh opinion before the choice is finalized. The board agreed that this would be a good idea.

Next special meeting is scheduled for 1:00 PM, May 24th at McKinley School. After the regularly scheduled ESBA meeting.
