

East Sprague Business Improvement District

Advisory Board Meeting - Special

September 20, 2017

12:00 PM - 1:30 PM

SPRAGUE UNION TERRACE (1420 E SPRAGUE AVE) COMMUNITY ROOM

MINUTES - APPROVED

Attendance

Advisory Board Members present Jim Hanley (Zone 1, Business/Property Owner), LaVerne Biel (Zone 1, Business/Property Owner), Darryl Reber (Zone 1, Non-Profit & Residential), Darrell Smith (Zone 1, Business/Property Owner)

City of Spokane Staff present: Melissa Owen

Welcome and Introductions:

Motion to approve minutes: Postponed to October Meeting

Discussion Items:

1. Finalize Website needs

Group reviewed table developed by Melissa and Dana comparing PBIA websites. Group suggested that LaVerne work with Shannon of Cadmar to move the website forward based on the following outline and website functions.

Website Outline

- About Page – Mission and Values
- PBIA – Services/benefits, assessment information, district map
- News/Blog
- Business Directory (separated by type as well as an alphabetical list)
- Contact – minimum of email and phone number (currently Jim Hanley)
- Board – including name, position and term of all board members, meeting information
- Events/Calendar

Other website functions/features

- Option to join PBIA distribution list
 - Business information submission (for business directory)
 - Submit your event
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2. ESBA/PBIA policy coordination

BID would like to adopt city purchasing thresholds. Motion to adopt the city purchasing thresholds by Jim Hanley, M/A by Darryl Reber, all in favor with no abstentions or objections. Melissa will get additional guidance on when the PBIA or management entity needs to get permission to purchase/install additional amenities.

3. Review and Discuss Suggested Changes to SMC 4.31

General Concern from board was the change from a two payment option to a single payment option. Melissa will pass along this concern and check on the percentage of ratepayers that utilize the two payment option.

4. PBIA Program Updates

Old trash receptacles and planters – Lavern, made motion for jim to paint (dark grey) and distribute garbage cans and planters, M/S Darrel Smith, all in favor with no discussion or abstentions.

Staff/service contractor – Jim has not has not be able to find a contractor that either has the equipment for snow removal or can provide the service for an amount feasible with the PBIA annual budget. Next step is to reach out to property management companies to find out if they can provide services within the PBIA budget.

Flower Baskets for 2018 – two written bids for flower pots receives so far (\$58 and \$60). Melissa will check on coordination through the downtown or the city of Spokane for a larger order.

5. Other Business

Jim Hanley provided an outline of a possible statement of values as well as items needing immediate action. These included priorities related to the BID website as well as service provision. Board will continue to review and incorporate suggestions as desired.

Next meeting is scheduled for 12:00 PM, October 18, 2017 at the Sprague Union Terrace
(1420 E SPRAGUE AVE) COMMUNITY ROOM.
