



BID ANNUAL MEETING MINUTES

DECEMBER 19, 2018

Scribed by Marvo Reguindin, General Manager
Sprague Union Terrace Community Room
12 Noon to 3 pm

Attending: Jim Hanley - The Tin Roof (President), Bob Mauk – NW Seed & Pet (Sec/Treasurer), Darrell Smith – Boyd Walker Sewing, LaVerne Biel - Access Unified Networks, Darryl Reber - Inland Empire, Chris Morlan - Architect, Residential Resources, Diana Chelf and Fielding Chelf – Two Women Vintage, Janet Taylor – Blue Cat Vintage, Marvo Reguindin - ESBA, Chris Green - City of Spokane, Assistant Planner

Jim Hanley called the meeting to order at Noon.

There were four new people attending the meeting, so an overview of the BID was given for their understanding.

The East Spokane BID consists of 277 different parcels from Hamilton to Cook broken into 3 zones. Zones 1 - E. Sprague Commercial Corridor, Zone 2 - Commercial, Zone 3 - Industrial. The BID taxes its members to maintain and improve the different zones.

The Sprague Union District name was developed to differentiate the area from the rest of East Central Neighborhood. Jim Hanley explained that the BID is located in the Union Park plat, but that is not known by many people, but Sprague Ave. is. Combining Sprague and Union is how the name was developed so that people can visualize where the area is located.

Chris Green is the city liaison helps the BID stay on course with the city requirements.

The BID was approved in 2016. Monday night (12/17/18) the city council approved the renewal of the contract for ESBA as the manager of the BID through 2022. City council also accepted the BID assessment roll.

The BID Received 1st place the Gov. Smart Communities Award. A 60-page submission on how the BID partnered with many partners to improve and beautify Zone 1. This is a big deal!

The BID Board consists of Jim Hanley- President, Bab Mauk – Sec/Treasurer, and board members Darrell Smith, Darryl Reber, and LaVern Biel

BID Budget

The 2019 PIBA annual report provided shows a budget of approximately \$60,000 in rate payer income, that is dependent on all ratepayers paying their assessments. The City invoices the ratepayers and adds interest for late payments, and some goes to collections.

The 2019-dollar breakdown and assessment percentage per zone are as follows:

Zone	Income	Assessment
Zone 1 - E. Sprague Commercial Corridor	\$52,944.77	100%
Zone 2 - General Commercial	\$2,820.70	50%
Zone 3 - Industrial	\$4,068.89	25%

Chris Green informs that this cycle was the first adjustment where the rates increased slightly based on Consumer Price Index which is allowed within the ordinance.

The rates are based on taxed assessment property value. The BID will work with the city to change the taxed assessed property values for Non-profits which is currently set at zero. There are about 35 non-profits in the BID receiving benefits, goods and services of the district but not contributing the cost. There are also a few 1-2 family residential buildings that are also exempt within the ordinance.

The 2019 budget is broken down into expense categories using the following percentages

Clean and Green	50%
Safety & Security	5%
Marketing and Branding	10%
District Beautification	20%
Administration	10%
Contingency Reserve	5%

- Administration. This expense consists of bookkeeper and General Manager (GM) fees. The BID and ESBA will split the GM fees BID 70% and ESBA 30%.
- Clean and Green. Geiger Correction Facility is hired to keep the district clean. It also paid for the purchase of a Ventrac sidewalk snowplow because snow on the sidewalks are a safety issue.
- Beautification: Planters and Flower baskets and the holiday decorations primarily in Zone 1

- Marketing/Branding: Website development, social media, marketing of Zone 1 events. Janet from Blue Cat Vintage will volunteer to be the point person informing Cadmar Marketing on Social Media and website updates.
- Contingency Reserve: Used for unexpected expenses

Finance Report:

See the report attached at the end. Note that the report provided is Accrual but should be Cash and there are \$25,000 in recent receivables and \$39,700 in liabilities not included. Total assets should be about \$85,000 and we will have a positive net income at end year

Requesting and invoicing the city is a long and detailed process. The city requires detailed reports what we've spent money on or how it will be used. The last invoice submitted in October for expenses in Q1, Q2 of 2018 was 16 pages. We will invoice for 2018 Q3/4 expenses in early January. In 2019 we will request on a quarterly basis. Chris and Marvo will work on the process.

Elections

Chris Morlan is the sole nomination to sit on the BID board representing Zone 1. LaVerne Biel made a motion to accept Chris Morlan's nomination, seconded by Jim Hanley. There was no further discussion, the nomination was unanimously approved.

Representation for Zone 2 is still open. Chris will check with the City Attorney to find out if the board can nominate a board member to represent Zone 2. Sally Bauguess with Bel Air is a potential board member from Zone 2.

BID Expansion

The BID will look to expand the district to include the South University District in 2019. A 51% approval of property owners in the area is needed to be included in the BID. Janet Taylor mentioned she was told that there is strong interest from the S. University District to join or work with the BID.

Chris Moreland (architect) has volunteered to create the map that shows ESBA and the BID boundaries.

Annual meeting ended at 1 pm.

BID Regular Meeting
12-19-18 - 1:05 pm – 2:30 pm

Same attendees as Annual Meeting with Chris Morlan, Diana Chelf, and Fielding Chelf needing to leave early.

The BID Regular meeting convened after the Annual Meeting following a 5-minute break.

The November 21, 2018 minutes were approved. (D. Reber/D. Smith)

E. Sprague Business District Events

- Jim Hanley recommends that there be a quarterly event to bring people into the district.
- Art on the Ave - needs to be re-tooled to become successful. Holiday on the Ave was put together in 3 weeks and was successful. Spring and summer events are needed.
- Janet Taylor will lead a committee of retailers to brainstorm a Spring and Summer event.
- Janet Taylor also reports that besides bringing shoppers into the district there are business owners interested in relocating to the district due to the upgrades that have been made.

Budget:

LaVern suggested we revise the category percentages of 2019 budget. After discussion the following breakdown was approved:

Category	Original %	Updated %
Clean and Green	50%	40%
Safety & Security	5%	3%
Marketing and Branding	10%	20%
District Beautification	20%	20%
Administration	10%	10%
Contingency Reserve	5%	7%

Motion to approve the new 2019 budget percentages: J. Hanley/B. Mauk/Approved

Jim would like to budget for a 20 ft shipping container (\$2500+\$500 delivery) for storage of BID materials and equipment. Janet will also check on costs of a container through her bro-in-law.

Additional Discussions

Chris Green to get progress report of CSO tanks. ESBA finds the gravel beatification unacceptable and would like to have other options presented. A dog park and rose garden had been discussed in the past.

Main Street paving needs to be finished at the Napa/Altamont area

STA Buss Stopping Issue

- Continue the conversation with City Hall about STA Busses stopping traffic. STA claims it takes 7 seconds to unload and pick up, but that time is based on the doors opening and closing, not the additional time it takes begin driving again.
- Blue Cat Vintage will point their time lapse security cameras to record the bus stop timing.
- ESBA has had a meeting with the Mayor's office to make a proposal to move the East bound Napa stop to the new Vanessa Behan Center because they would like to have a stop in front of their building and move the stop in front of Blue Cat Vintage one block east in front of Rick's Cars because he has no need for parking there.

Jim Hanley had someone from Associated Garden Club (AGC) speak to him about providing the labor and plants for flower boxes in the district. Marvo also has a contact with AGC and he will attend their January meeting or follow up with what they can provide.

The BID needs to contact Gary Kasemeyer from city regarding moving some of the street signs in the middle of the sidewalk. It is a safety hazard and they are in the way for snowplowing the sidewalks

Expanding the BID area

Chris Green notes that the revenue from Zone 3 is about \$4000, adding 2 to 3 blocks would add about \$1,000. LaVern feels our track record of goods and services as selling points to expand to the S. University District and expand to Main and Riverside.

Ideas for district gateway projects

- Ironwork gateways across the street at Helena and Napa
- Bob to head up committee for artistic gateways
 - Businesses could pay donate to fund a gateway
 - SAGA grant might be able to fund the gateways?

Janet Taylor is suggesting adding banners that say Sprague Union District or the logo with a tagline "One of The Oldest Districts in Spokane". There were banners in the past, the hardware is still available.

Bring in vision ideas for the district for next meeting on January 16, 2019

Meeting End: 2:30 pm

Next BID Board meeting: 1-16-19, noon to 1 pm.