



East Sprague Business Improvement District

## Jan 16, 2019 MEETING MINUTES

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Scribed by Marvo Reguindin, General Manager  
Sprague Union Terrace Community Room  
12 Noon to 1:30 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, Chris Ferris -- Craft 3, Curtis Fritz – McNaughton & Nate, Janet Taylor – Blue Cat Vintage, Marvo Reguindin - ESBA, Absent: Chris Green - City of Spokane, Assistant Planner (attending a conference)

December 12, 2018 meeting minutes approved with correcting the spelling of board member names in a few places. (D. Reber, C. Morlan/Approved)

### **Financial/Annual Reporting – LaVerne Biel**

- LaVerne informs the meeting that the city check that was deposited on 12/19/18 into the Bank of America (B/A) ESBA account instead of the BID account causing the BID account to become overdrawn. Our B/A rep said she would correct the deposit, but it was not done resulting in the account being overdrawn. B/A was informed of the situation and ensured that all checks were paid without overdraft fees.
- The bank balance after depositing the check from the city should have been \$48,660.15
- After expenses, the current bank account balance is \$3,700.
- We will be invoicing the city for Q3 and Q4 totaling \$25,858
  - The ESBA board has decided to change our bookkeeping provider to meet the financial obligation and reporting structure of the rate payers. The same 4 checks and balances procedures will remain in place with the new provider
- It was explained to new board members and rate payers attending that ESBA manages the BID and its finances.

**General Manger's Report** (Attached. Minutes reflect discussion from the report)

### **Invoicing**

- Marvo will be meeting with the Downtown Spokane Partnership (DSP) finance manager to learn how they invoice the city. Do they submit a written summary of how expenses were used like what was submitted in November or is it a simpler process?
- Chris Green will also check on his end as to the city's process and timeline in getting paid
- Marvo met with Chris Green to go over BID priorities (see GM Report)
  - Rate payer increases
  - Getting a calendar of deadlines and BID/City Council meetings
  - Gateway projects



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- What is needed to add to the BID
- It was noted that there is a \$1000 cap on non-profit ratepayer rates. Darryl Reber reports that his Sprague Union Terrace property has 6 parcel holders that totals \$3400. He had a conversation with Chris Green, and it was cleared with the city attorney that the rate would be \$1000.
- Business owner (for profit) rates are based off sq. ft. and the value of the property. Nonprofits rates have might have a different description such as sq./ft. and assessed value.
- Adding non-profits as rate payers is a long process and outlined in GM report. The process needs to start now if we want them to go into effect in 2020
- Darryl Reber feels that other non-profits need to pay into the BID just as he is as a non-profit and has agreed lead a committee and talk to the other non-profits about donating to the BID or send out a letter.
- The goal for 2019 is to approach non-profits to make a donation to the BID. Marvo asked Chris Green about donations and he has confirmed that donations to the BID are possible but suggested that checks be made to ESBA instead with notes earmarked to the BID.
- It is suggested to ask Chris to identify the non-profits rate payers are before starting so that Darryl only talks to non-profits not paying into the BID

**2019 BID Programs**

**Gateways**

Bob Mauk has already begun to look at some Gateway Designs

Chris Morlan made the few observations as an architect:

- Any structure in the middle of street will be difficult to get approved
- Structures that cross over the street will have a height constraint
- Look for areas at the edge of property lines to put structures
- Have a backup plan in place before presenting ideas to the city
- Surface treatments such as pavers, painting or adding flavor crosswalk entry
- Identify off right-of-way properties to add a structure/obelisk or wide sidewalk areas that can be embellished.

Other meeting attendees added to the conversation:

- Can the city provide an entryway sign such as the one that identifies the Browns Addition Neighborhood
- Check to find out if the light pole banners are a citywide project and who they contract to create and install them



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- The first meeting had 6 people, all felt that 3 events a year would be adequate versus 4 events
- First event in April, the event name is "Springtime on the Ave.". Committee reviewing school calendars for timing
- Art on the Ave – 2 Woman Vintage and New Moon as agreed to retooled with potential name change
- Holiday on Ave – will look to move the date to be earlier
- The committee will Sprague Union District Events – Google Groups

**Clean and Green**

- The Airway Heights crew is currently on bi-weekly
- Discussion on adding some garbage cans to some locations and a receptacle for cigarette butt cans
- Bob Mauk will look for cigarette butt can options

**Safety & Security**

- Homeless people are being pushed to E. Sprague area, we will keep working with the city on homelessness
- The idea of establishing murals in the district bringing in a lot of visitors will be a way to deter homeless people from coming into the district

**Tabled until next meeting:**

- Administration
- Contingency Reserve

Meeting ended 1:30

Next BID Board meeting: 2-20-19. 12 pm to 1:30 pm.