



East Sprague Business Improvement District

April 17, 2019 MEETING MINUTES

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,) Board Members: Darrell Smith – Boyd Walker Sewing, Darryl Reber - Inland Empire, Chris Morlan - Architect, Residential Resources
Ratepayers: *Matt Failing, Janet Taylor – Blue Cat Vintage*, LaVerne Biel – ESBA President, Access Unified Networks, Marvo Reguindin – ESBA Staff

Absent due to scheduling conflict: Chris Green - City of Spokane, Assistant Planner

The meeting was called to order at 12:05
The March minutes were approved (C. Morlan/D. Reber)

Financial Report

- Expenses to date (Jan to April 17) \$10,285.93
- Accounts Payables for April: \$300 due 4/26/19
- Net income to date: \$59,019.90
- Bank Balance: \$23,857.81
- \$59,834.36 has been invoiced by the city to East Spokane BID rate payers, as of March 31st 71% of the funds (\$42,669.69) has been received.
- We will invoice 1/4 of the total 2019 assessment per quarter per the schedule provided by the city shown below:

	Invoice by	Distribute by	Amount
Q1	Feb 15	March 1	\$14,958.59
Q2	May 15	June 1	\$14,958.59
Q3	Aug 15	Sep 1	\$14,958.59
Q4	Nov 15	Dec 1	remaining amount based on collections
			59,834.36 (total invoiced, less fees)

- Marvo is working on developing a full budget with expense categories broken down. A future report will have a dashboard of the finances.
- Finance report approved (D. Reber/C. Morlan)

General Manger's Report

- Marvo continues to work with Keli Tran at Moland Associates to get the BID Quickbooks account in order.
- He attended the Associated Garden Club meeting on 3/22/19 to find out what they can provide for ESBA/BID.
 - They do not have the volunteer power to service the BID Flower boxes or planters.
 - They can donate plants left over from their 4/27/19 plant sale
- Marvo also attended the DSP Dialogues Event on Downtown Parking on 4/16/19. A panel discussed their thoughts on the study and potential solutions.

2019 BID Programs:

Administration

- Darryl Reber has the letter asking non-profits to make donations to the BID ready and needs addresses for One Madelia, Truth Ministries, Vanessa, Frontier Behavioral Health. Marvo will send the addresses to Darryl.
- Expanding the district east and west – open discussion
 - The meeting discussed expanding the BID east to Thor/Freya and west to Division. Doug Trudeau of Trudeau Marina is currently talking to business owners west of the Hamilton overpass to join the BID.
 - Dr. Day and Baker Construction, business owners east of Smith Street BID boundary are also interested in joining the BID.
 - The board will begin developing a letter touting the current BID improvements. Letter should mention property owners outside of the BID such as Baker Construction and Dr. Day that want to be part of the BID.
 - Chris Morlan will develop a list of property owners between Smith and Thor/Freya to contact regarding an expansion.
- Robert Atwood Investments BID assessment
 - Matt Failing of Robert Atwood Investments is a new property owner and brought in his 2019 assessment for discussion. This is the first assessment he has received which has interest and a penalty on it. He purchased the building December 2017.
 - The penalty and interest are most likely a carry-over from the 2018 assessment billed to the previous property owner.
 - Chris Morlan made a motion to remove the \$8.33 interest and \$20.71 penalty from the Robert Atwood Investments LLC 2019 assessment. (C. Morlan/B. Mauk)
 - Marvo will contact Chris Green to have a clean 2019 assessment sent to Matt Failing.
- Vacation of Perry Street
 - The board and Matt Failing had a discussion on the possibilities of vacating the right of way on Perry and Sprague by Failing's property.

- The first step is to petition a majority of property owners to approve the vacation then send to the city.
- Chris Green was not able to attend due to a scheduling conflict but emailed in his report
 - Looking at the 2019 assessment roll, it appears that two developments were excluded based on non-profit status: Spokane Mental Health and 1 South Madelia. Assuming Vanessa Behan is assessed in time for the 2020 assessment roll, those three developments would contribute approximately \$3,000.00 under a system in which non-profits pay assessments. This would represent an approximately 5% increase in assessments, not accounting for the year-to-year increase in overall assessment due to inflationary adjustment.

Neighborhood Beautification

- Gateway update (Chris Morlan)
 - Morlan Architect is working at pinpointing locations that mark public and potential available private land for gateway locations.
 - Chris Morlan will have a presentation or update of the Gateway project at the May meeting.
- Hanging Baskets
 - Jim Hanley reported that the city has about 40 extra flower baskets and was asked if the ES-BID would like them at no charge. The City has offered to hang the baskets and fertilize once a week.
 - They will start hanging the beginning of May.
 - Bob Mauk says the light poles can hold 106 hanging baskets. Last year 20 baskets did not survive the season due to irrigation issues on the poles.
 - The additional hanging baskets from the city will be made available to BID members storefronts but they will need to water the baskets, the baskets are not available for members to take home.
 - Announce at ESBA Business lunch meeting or via Facebook of the availability of the hanging baskets to business owners.
 - Jim will take 6 baskets to hang in front of his store (The Tin Roof) and make them available as replacement baskets for the light poles if needed.
 - Bob Mauk reports that Spokane ProCare and Selkirk are not interested in servicing the BID planters and flower baskets.

District Branding and Marketing

- The committee is working on a summer event.
- Events committee will provide budgets on events.

Clean and Green

- The Gieger cleanup crew can only cleanup public areas and can clean up private property with permission of the property owner.

- Jim Hanley would very much like the BID hire a contractor to do graffiti cleanup so that it can be done quickly. He would be willing to take hire an employee to do this and invoice the BID for the services.

Safety & Security

- Janet Taylor reported an uptick in homeless people, graffiti and trash.
 - She asks if BID members can begin patrolling and report safety, security, trash/graffiti to the city. Perhaps break up the district into sections for volunteers to patrol.
 - When a plan is in place, send an email to businesses about the cleanup program.

Contingency Reserve

- Jim Hanley reports the cost of the Ventrac spreader attachment + additional accessories is about \$5000. He will get the final quotes for a vote to approve next month.

The meeting adjourned at 1:36