



East Sprague Parking and Business Improvement Area (PBIA) Ratepayer Advisory Board Meeting

Date: July 21, 2021 Time: 12:00 to 1:30 PM

Meeting Minutes

Quorum met

Officers: Jim Hanley – Board Chair, Darryl Reber – Vice Chair, Bob Mauk – Secretary/Treasurer.
Board Members/Staff: Dana Reinke, Amy Knapton, Chris Venne, Doug Trudeau -- ESBA Board
President Ex Officio, Executive Director – LaVerne Biel

- Previous Month's Meeting minutes were approved as written (Amy/Darryl)
- Reviewed Financial Reports provided – Bob Mauk
 - No real concerns – Invoice submitted in June was paid in July (as shown in AR)
- BID Board Resignation – A motion was made to accepted Chris Morlan's resignation (Chris/Dana). Resignation approved.

2021 BID Programs (order of discussion subject to change):

- Neighborhood Beautification – *Bob Mauk*
 - Replaced 5 to 6 hanging baskets
 - Remaining items still need information from the City:
 - Tree replacement
 - Fixing the water and electrical outlets on the light pole that was replaced
 - Light Pole replacement – when?
 - Where to purchase garbage cans and who do we contact to replace the existing garbage cans?
 - A motion was made to spend (not to exceed) \$2,000 with Living Waters (initial installer) Darryl/Chris was approved to fix the irrigation and sprinkler issues.
- Clean and Green - *Jim Hanley*
 - Asset responsibility update – possibility of billing the City for uncompleted work
 - Discussed the tree replacement on the corner of Madelia and Sprague
- Safety & Security – *Darryl Reber*
 - Darryl has contacted code enforcement on various camping infractions. This is more difficult when it's on personal property. A hot spot: Riverside & Helena.
- District Branding and Marketing – *Dana Reinke*
 - Walking map – target is for an August or September release
 - Ross Printing samples business card size and rack mounted
 - The Board recommended the rack mount color brochures (1,000) to put in hotels and retail locations
 - We will see a brochure draft at our next meeting in August
 - Dana will meet with Businesses to receive additional advertising dollars

- We discussed placing historical signs around the district (needs research)
- Administration – *LaVerne Biel*
 - Nonprofit Community Recovery (NCR) Grant our grant application was not accepted
 - AR Committee report:
 - Various properties have changed hands without collecting past due funds
 - Liens on past due accounts has not occurred
 - Contacted Mark Richards about how the Downtown BID handles their AR accounts Create an AR Program
 - Draft a letter to the City Attorney and meet with the City to find out what we can and cannot do
 - Send past due notices to ratepayers
 - We discussed reviewing outstanding AR accounts on a monthly basis
- The Board would like our City representative to attend our meetings and answer questions in a timely and complete manner

1:30p Adjourned

Approved