

Community Assembly Draft Meeting Minutes

September 2, 2021 via WebEx web conference

Meeting called to order at 5:30pm by Jennifer Cumbie

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon, East Central, Emerson/Garfield, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Logan, Manito/Cannon Hill, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, West Central, and Whitman.
- **Neighborhood Councils Absent:** Comstock, Five Mile Prairie, Nevada-Heights, and Minnehaha.
- **City Staff Present:** Carly Cortright (Office of Neighborhood Services, ONS), Kirstin Davis (Community, Housing, and Human Services, CHHS), and Annie Deasy, (ONS).
- **Visitors:** Randy McGlenn, Citizens Transportation Advisory Board CTAB), Gary Ballew, Greater Spokane Incorporated (GSI), Paul Kropp (Pedestrian, Traffic and Transportation (PeTT) and Liaison Committees), and Jennifer Cumbie (facilitator).

Administrative Agenda:

1. **Introductions:** The facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance and for permission to record the meeting for Annie Deasy (CA Admin Committee Liaison) to provide accurate minutes. This request was approved (11-approve, 3-deny, and 0-abstain).
2. **Proposed Agenda:** Tina Luerssen moved to amend the agenda to add an update from Budget Committee on Zoom accounts between item 9 and 10. Greg Francis seconded to approve the amended agenda. Motion passes with 11-approve, 0-deny, and 1-abstain.
3. **August Minutes:** Greg moved. Terry Deno seconded to approve August minutes. Motion passes with 14-approve, 0-deny, and 0-abstain.
4. **Open Forum:**
 - Mary Winkes. Mary announced their summer concert featuring Abbey Crawford, a cabaret singer and her musicians, will take place on Wednesday, September 8, from 6 to 8pm at the Scoop, 25th Avenue and Monroe Street. Bring your lawn chairs. N95 masks will be available.
 - Kathryn Alexander. Kathryn gave the Community Housing and Human Services (CHHS) report and mentioned that a hard copy will be included in next month's

packet. The board is frustrated with the timing and slowness of implementation of the Housing Action Plan (HAP). The focus is on code change so they can add a variety of housing options, so our letter is timely. \$750,000 has been contributed to toward the young adult shelter and it also has County support. The CHHS Board is looking for new members with community college or education, lift, banking, or real estate experience. Kirstin Davis said that CHHS has 12 candidates for the Director of CHHS and interviews will soon begin; and the Communications Director, Brian Ruppel, and Community Economics Director, Stephen McDonald, both start on September 20. The COVID Isolation Center in the Spokane Valley's contract was up on August 31 and there is not an isolation facility currently due to contract issues.

- Greg Francis. Final signatures have been received and City Council approved the Memorandum of Understanding between the Community Assembly and Office of Neighborhood Services (ONS) so it is fully in force at this point.
- Fran Papenleur. Fran announced that the Spokane Parks Foundation's [2022 Letter of Inquiry](#) grant cycle is now open and explained the application process and project priorities. Fran also mentioned that she put a request in to the Admin Committee to have Terri Fortner, Spokane Parks Foundation Director, on the November agenda.
- Randy McGlenn, CTAB. Randy said that he would regularly attend CA meetings to provide CTAB updates and reports, and solicit feedback. Randy is working with Shauna Harshman on developing procedures and processes around that, and recruiting new members to the board because City Council expanded the board and their roles.

Legislative Agenda:

5. **City Council Report:** Council Member Kate Burke was unable to attend, kburke@spokanecity.org.
6. **Comprehensive Economic Development Strategy (CEDS):** Gary Ballew, Greater Spokane Incorporated, gballew@greaterspokane.org or 321-3634. Gary gave a presentation on CEDS for the Spokane region called THRIVE Spokane. The work will create a unifying vision focused on enhancing the community through SWOT (Strengths, Weaknesses, Opportunities, and Strengths) analysis, regional demographic and socioeconomic data, target sector analysis, infrastructure assets. Regions need to update their CEDS every five years to maintain their Economic Development District and qualify for federal Economic Development Assistance (EDA). Why CEDS is important:
 - Anchor institutions
 - Workforce

- Client organization
- Vulnerable populations
- Small business and micro-enterprises

The mission is to engage and inspire community leaders to help the people they serve and thrive economically, financially, and socially. The purpose is to improve communities and the environment by collaborating to solve complex problems.

The project schedule has three phases that include discovery, opportunity, and implementation that take place over a 10 month period ending in March of 2022.

Currently CEDS is in the stakeholder engagement phase, which includes a:

- Steering committee (attend monthly meetings, review materials, and engage stakeholders),
- Advisory committee (responsible for attending quarterly round meetings and participating in round tables),
- Workshops (solutions-orientated, topic or sector focused meetings with defined scope), and
- Roundtables (series of focus groups with a broad range of diverse stakeholders to understand regional needs).

To participate in a stakeholders group, email gballew@greaterspokane.org or jgunning@greaterspokane.org. To complete the survey, visit: [THRIVE Spokane](https://www.greaterspokane.org/thrive).

There were questions and answers.

- 7. Housing Action Plan (HAP) Letter to City Council:** Mary Winkes, adhoc committee. Mary shared the HAP letter that the adhoc committee wrote regarding the last minute emergency amendments that were passed during the Spokane City Council legislative session to be included in the Housing Action Plan Resolution. The emergency amendment, that allowed four-plexes being allowed in single family residences, did not allow for input or additional comments from the neighborhoods. The Community Assembly would like to be included in the process so that last minute resolutions or ordinances are not passed.

Discussion ensued.

Carol Tomsic mentioned the Lincoln Heights Neighborhood Council had spent a year fighting a change in zoning in the comp plan update and in one night the Spokane City Council passed a (HAP) change with the emergency amendment. She was disappointed that the emergency amendment was passed without soliciting comments from the neighborhoods. Greg Francis also stated during the discussion that the emergency ordinance sets a pathway to zoning changes. Luke said he very much in support of the letter, but didn't like the wording because it didn't speak to the CAs mission and values to become an equal partner in city government as referenced on page 3 of the BHAG

(Big Hairy Audacious Goal) in the packet. Ken Cruz would like the letter read at the next City Council meeting so that it goes into the record. Terry Deno suggested bringing the CAs displeasure with this matter at the CA/CC meeting on September 30.

Motion to extend: Cliff Winger motioned. Terry Deno seconded. Motion passes with 12-approve, 4-deny, and 0-abstain.

Motion to approve the Housing Action Plan letter to City Council made by Cliff Winger. Terry Deno seconded. Motion passes with 9-approve, 3-deny, 1-abstain.

- 8. Park Board Liaison Positions:** Greg Francis and Paul Kropp, spoke about the Park Board potentially creating a liaison position to a new committee that was formed underneath the Park Board. The new Development and Volunteer Committee (DVC) and has Park Board and outside members. The Park Board would like to give CA a seat on that committee. This committee is looking at long term maintenance and planning in support of parks, like a "Friends of...". Underneath the DVC, the Park Board has created a Citizen Advisory Committee to advise the DVC. They would like potentially two CA representatives sit on the committees; the packet includes the roles of these committees and overview of the DVC. Paul felt this was a good opportunity and one that is rarely presented. These positions would be a standing part of the Park Board. Greg proposes that the CA assign one CA liaison that would sit on both the advisory committee and DVC.

There were questions and answers.

Motion to extend: Daniel Zapotocky motioned. Tina Luerssen seconded. Motion passes with 13-approve, 0-deny, and 0-abstain.

Second motion to extend: Daniel Zapotocky motioned. Debby Ryan seconded. Motion passes with 12-approve, 3-deny, and 0-abstain.

Greg Francis made a motion to direct CA Liaison Committee to create one CA Liaison position to DVC and DVC-CAC and begin recruitment process. Cliff Winger seconds the motion. Motion passes with 15-approve, 0-deny, and 1-abstain.

- 9. Office of Neighborhood Services (ONS) Update:** Carly Cortright, ccortright@spokanecity.org. The **curbside and roll-off events** with Solid Waste are scheduled to start the week after Labor Day and postcards have begun to be mailed. Carly did speak with Marlene Feist and there are some concerns about the safety of employees with rising COVID counts and we are asking everyone to mask up at the events. At this time, the City is planning on moving forward with those events, but things may change. **Traffic calming** still waiting to hear back from Shauna Harshman on the vignettes. The full force vendor was approved and just waiting to finalize the contract put in place. The **Street Mural program** is nearly finalized and the plan will be

shown to the Urban Experience committee the Monday after Labor Day. Next year there should be a system in place to do street and sidewalk murals. The **MoU** with City Council was approved and Carly has done some training with ONS staff. Some of the expectations in the MoU are connected to CA Committee's Policies and Procedures (P and P) and Carly would like the staff position, not the name of staff, included in the P and P's. The **Communications Manager**, Brian Walker, has been hired for Community Housing and Human Services and he starts on September 20. One of the first items that Carly would like Brian to work on is getting the Locale newsletter up and going. Carly will be doing outreach soon to the neighborhood councils on the work that she has done revising the **expectations of the staff liaison roles** to neighborhoods (what should staff provide to neighborhoods; how often should staff attend meetings, etc. Carly said this is a proposal and wants this to be a two-way street and work with the neighborhood councils and chairs. Carly would like to have the staff liaison roles finalized to present to City Council at the Urban Experience meeting in October.

- 10. Budget Committee Update:** Tina Luerssen. Tina said that the Budget Committee would like to remind all neighborhood councils that requested a Zoom account for this year to submit their reimbursement form and also extend an offer to be reimbursed to all neighborhood councils that do not have a Zoom account. The Budget Committee has extended the deadline for Zoom reimbursements by Friday, September 17. If your neighborhood council has a Zoom account that is coming up for renewal later in September or October, the account will need to be canceled and immediately renewed so that the deadline for reimbursement is met. Annie Deasy will send an email with instructions on how to cancel and reapply, and include the reimbursement form.

There were questions and answers.

- 11. Community Assembly Administrative Items:** Greg Francis.
- a. Form Annual Nominating Committee for Next Year's CA Admin Committee.** Greg terms out at the end of this year, so he will volunteer to be on this committee. Colleen Gardner and Kathryn Alexander volunteered to be on the nominating committee. The qualifications to serve on the Admin Committee include: currently serving as a CA representative; attended at least six meetings in the last two years; and agree to serve a full-term. The nominating committee will bring the list of candidates to the CA next month.
- b. CA/CC Agenda for Thursday, September 30.** There is one item on the list to discuss the Housing Action Plan emergency amendment and he is putting out a call for agenda items. Please email your item(s) to Greg or the Admin Committee.

There were questions and answers.

- 12. Role of Community Assembly Committees:** Greg Francis and Paul Kropp. Greg opened with asking the CA to give thought as to what is the role of the CA's standing committees. Then, turned it over to Paul Kropp to make an announcement. Paul said that he will no longer be chairing the PeTT committee at the end of this year because

the purpose of the PeTT committee has been superseded and participation is low. There are two more meetings for this year because the PeTT committee does not meet in December and someone else may step up to be the chair of that committee. Paul also explained the origination of the PeTT Committee and its framework.

Discussion ensued about the importance of the PeTT committee, and other standing committees, and continuing to have representation on the committee. Overtime, the role, purpose, and direction of the standing committees need to be addressed and evolve.

- 13. Round Table: Luke Tolley:** expressed a concern on low vote participation during the meeting, especially on item as important as the HAP letter. Discussion ensued. The CA representatives all were in agreeance and a suggestion made was to announce the poll is up and neighborhood representatives that are not allowed to vote abstain.

Fran Papenleur: the Audubon-Downriver Neighborhood Council used their Community Engagement grant to mail a post card to residents to also announce their special event tree planting in October. Fran was surprised with the increase in mailing costs because the \$800 grant was not enough and was curious if any other neighborhood councils experienced the same thing. Ken Cruz works for the post office and said that they had an increase in postage recently and applying for a non-profit authorization and may get a cheaper mailing rate.

Greg Francis: singed the HAP letter and emailed it to City Council and it will be on the CA/CC agenda on September 30.

Meeting Adjourned at 7:50pm.

Next Community Assembly scheduled for **Thursday, October 7, 2021.**