



# Meeting Agenda

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Amy Buckler  
360.570.5847

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**Wednesday, November 1, 2023**

**6:00 PM**

**Zoom**

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Register to attend online:

[https://us02web.zoom.us/webinar/register/WN\\_gqVX5PKZTF6WyVRoMkkuyA](https://us02web.zoom.us/webinar/register/WN_gqVX5PKZTF6WyVRoMkkuyA)

**1. CALL TO ORDER**

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

**3.A** [23-0969](#) Approval of October 4 2023 PBIA Advisory Board Meeting Minutes

*Attachments:* [PBIA 10.4.2023 Minutes DRAFT](#)

**3.B** [23-0970](#) Approval of October 11, 2023 PBIA Advisory Committee Meeting Minutes

*Attachments:* [PBIA 10.11.2023 minutes DRAFT](#)

**4. PUBLIC COMMENT**

*To submit public comment via email: [PBIA@ci.olympia.wa.us](mailto:PBIA@ci.olympia.wa.us)*

**5. ANNOUNCEMENTS**

**6. BUSINESS ITEMS**

**6.A** [23-0966](#) Update on Makers Market contract

**6.B** [23-0967](#) Update on City Waste Management

**7. REPORTS**

**8. OTHER TOPICS**

**8.A** [23-0971](#) Round Table Discussion

**9. ADJOURNMENT**

## Accommodations

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## **PBIA Advisory Board**

### **Approval of October 4 2023 PBIA Advisory Board Meeting Minutes**

**Agenda Date:** 11/1/2023  
**Agenda Item Number:** 3.A  
**File Number:**23-0969

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**Type:** minutes **Version:** 1 **Status:** In Committee

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**Title**

Approval of October 4 2023 PBIA Advisory Board Meeting Minutes



# Meeting Minutes

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Amy Buckler  
360.570.5847

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**Wednesday, October 4, 2023**

**6:00 PM**

**Zoom**

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**1. CALL TO ORDER**

Chair Hammond called the meeting to order at 6:04 p.m.

**1.A ROLL CALL**

**Present:** 8 - Chair Melissa Hammond, Vice Chair Jacob David, Boardmember Alden Davis, Boardmember Anne Gavzer, Boardmember Sophia Landis, Boardmember Monique Ossa, Boardmember Kyle Radanovic and Boardmember Oliver Stormshak

**Absent:** 3 - Boardmember Janis Dean, Boardmember David Rauh and Boardmember Shannon Tiegs

**1.B OTHERS PRESENT**

Economic Director Mike Reid  
Olympia Police Deputy Chief Shelby Parker  
Senior Program Assistant Max DeJarnatt

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

**3.A** [23-0862](#) Approval of September 6, 2023 PBIA Advisory Committee Meeting Minutes

The minutes were approved.

**4. PUBLIC COMMENT - None**

**5. ANNOUNCEMENTS - None**

**6. BUSINESS ITEMS**

**6.A** [23-0865](#) Economic Development Update

Mr. Reid and Ms. Parker gave an Economic Development Update presentation.

**The information was received.**

**6.B**     [23-0864](#)            Consideration of Event Sponsorship Request

Boardmembers discussed a \$1000 halloween event sponsorship.

**Boardmember Davis moved, seconded by Boardmember Ossa, to approve \$1000 for a Halloween event. The motion passed unanimously.**

**6.C**     [23-0866](#)            2023 Budget Amendment

The Board discussed 2023 Budget Amendments.

**The discussion was completed.**

**7.        REPORTS**

Reports were provided.

**8.        OTHER TOPICS - None**

**9.        ADJOURNMENT**

The meeting adjourned at 8:05 p.m.



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360-753-8244

## **PBIA Advisory Board**

### **Approval of October 11, 2023 PBIA Advisory Committee Meeting Minutes**

**Agenda Date:** 11/1/2023  
**Agenda Item Number:** 3.B  
**File Number:**23-0970

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**Type:** minutes **Version:** 1 **Status:** In Committee

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**Title**

Approval of October 11, 2023 PBIA Advisory Committee Meeting Minutes



# Meeting Minutes

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Amy Buckler  
360.570.5847

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Wednesday, October 11, 2023

6:00 PM

Zoom

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Register to attend online: <https://us02web.zoom.us/j/84303309933>

### 1. CALL TO ORDER

Chair Hammond called the meeting to order at 6:01 p.m.

### 1.A ROLL CALL

**Present:** 9 - Chair Melissa Hammond, Vice Chair Jacob David, Boardmember Alden Davis, Boardmember Janis Dean, Boardmember Anne Gavzer, Boardmember Sophia Landis, Boardmember Monique Ossa, Boardmember Kyle Radanovic and Boardmember Oliver Stormshak

**Absent:** 2 - Boardmember David Rauh and Boardmember Shannon Tiegs

### 1.B OTHERS PRESENT

PBIA Staff Liaison Max DeJarnatt

### 2. APPROVAL OF AGENDA

The agenda was approved.

### 4. PUBLIC COMMENT - None

### 5. BUSINESS ITEMS

#### 5.A [23-0898](#) Approval of South Sound Music Summit Sponsorship Request

The board discussed a sponsorship request for \$1000 for the South Sound Music Summit.

**Chair Hammond moved, seconded by Boardmember David, to approve sponsorship of the South Sounds Music Summit with \$1,000. The motion passed unanimously.**

### 6. ADJOURNMENT

The meeting adjourned at 6:10 p.m.



## PBIA Advisory Board

### Update on Makers Market contract

**Agenda Date:** 11/1/2023  
**Agenda Item Number:** 6.A  
**File Number:**23-0966

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**Type:** discussion **Version:** 1 **Status:** In Committee

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**Title**

Update on Makers Market contract

**Recommended Action**

Information only, no action required.

**Report**

**Issue:**

Update on the 2023 Holiday Makers Market contract

**Staff Contact:**

Max DeJarnatt, Program Analyst, Community Planning & Development, 360.570.3723

**Presenter(s):**

Avalon Kragness, Lamplighters

**Background and Analysis:**

In June a subcommittee of the PBIA chose Olympia Lamplighters to contract with the city in providing marketing support to various Downtown “Makers” events held during the 4<sup>th</sup> quarter. Lamplighters’ project manager Avalon Kragness will provide the PBIA with an update on progress made to date.

**Climate Analysis:**

N/A

**Equity Analysis:**

N/A

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Receive the report
2. Do not receive the report at this time

**Financial Impact:**



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**Type:** discussion **Version:** 1 **Status:** In Committee

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This contract is funded with \$10,000 of PBIAs 2023 budget.

**Attachments:**

None.



## PBIA Advisory Board

### Update on City Waste Management

**Agenda Date:** 11/1/2023  
**Agenda Item Number:** 6.B  
**File Number:**23-0967

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**Type:** discussion **Version:** 1 **Status:** In Committee

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**Title**

Update on City Waste Management

**Recommended Action**

Information only. No action requested.

**Report**

**Issue:**

Discussion on Downtown Waste Management.

**Staff Contact:**

Ron Jones, Senior Planner, Waste ReSources, Public Works, 360.753.8509

**Presenter(s):**

Ron Jones, Senior Planner, Waste ReSources  
Gary Franks, Director, Waste ReSources

**Background and Analysis:**

The PBIA board is interested in learning more about how waste is managed Downtown. Senior Planner Ron Jones and Waste ReSources Director Gary Franks will present information and answer questions from the Board.

**Climate Analysis:**

N/A

**Equity Analysis:**

N/A

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Receive the presentation
2. Do not receive the presentation at this time

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**Type:** discussion **Version:** 1 **Status:** In Committee

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**Financial Impact:**  
N/A

**Attachments:**  
None.



## PBIA Advisory Board Round Table Discussion

**Agenda Date:** 11/1/2023  
**Agenda Item Number:** 8.A  
**File Number:**23-0971

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**Type:** discussion **Version:** 1 **Status:** In Committee

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**Title**

Round Table Discussion

**Report**

**Issue:**

Board discussion of Downtown issues

**Staff Contact:**

Max DeJarnatt, Program Analyst, Community Planning and Development, 360.570.3723

**Presenter(s):**

N/A

**Background and Analysis:**

Discussion about downtown issues and what we are hearing from ratepayers; leading to identification of:

- Quarterly short survey questions
- Issues that might be addressed by existing programs
- Key messages to be reported to City Council
- Advice to staff about key messages to convey to downtown businesses
- Ideas for potential future PBIA budget items

**Neighborhood/Community Interests (if known):**

Discussion is to identify neighborhood issues

**Options:**

N/A

**Financial Impact:**

N/A

**Attachments:**

N/A

