



Meeting Minutes

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Amy Buckler
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Thursday, November 9, 2017

6:00 PM

Council Chambers

1. CALL TO ORDER

Chair Corso called the meeting to order at 6:00 p.m.

1.A ROLL CALL

Present: 9 - Chair Mary Corso, Boardmember Jeffrey Barrett, Boardmember Alana Carr, Boardmember Jacob David, Boardmember Janis Dean, Boardmember Kim Murillo, Boardmember Nathan Rucker, Boardmember Danielle Ruse and Boardmember Jeffrey Trinin

Excused: 3 - Boardmember Audrey Henley, Boardmember Sheila Irish and Boardmember David Rauh

Absent: 1 - Boardmember Bobbi Kerr

OTHERS PRESENT

Community Planning and Development Staff:
PBIA Staff Liaison Amy Buckler
Downtown Liaison Mark Rentfrow
Downtown Ambassador Teal
Minutes Recorder Stacey Rodell

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [17-0962](#) Approval of July 25, 2017 PBIA Clean and Safe Committee Meeting Minutes

The minutes were approved.

3.B [17-1135](#) Approval of August 10, 2017 Meeting Minutes

The minutes were approved.

3.C [17-1134](#) Approval of September 14, 2017 PBIA Meeting Minutes

Boardmember David suggested one correction to the minutes. Roll Call showed he was

not in attendance but he was at the meeting.

The minutes were approved as amended.

- 3.D** [17-1059](#) Approval of the September 20, 2017 PBIA Communications and Partnerships Subcommittee Meeting Minutes

The minutes were approved.

- 3.E** [17-1136](#) Approval of October 12, 2017 PBIA Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS

Ms. Buckler announced the following:

- The PBIA 2018 Work Plan and Budget will be presented to the General Government Committee on Friday - November 17, 2017.
- Complimentary parking will be available December 12 through December 24 at two and three hour meters. Time limits will still apply.
- The City hired a new Economic Development Director, Mike Reid, who will start his employment on December 18, 2017.

Mr. Rentfrow announced he created a contact information sheet for TJ Larocque at the Providence Community Care Center. He distributed the sheets to the Board.

6. BUSINESS ITEMS

- 6.A** [17-1139](#) Parliamentary Procedures Review

Chair Corso reiterated the PBIA Board would be following Parliamentary procedures.

The information was received.

- 6.B** [17-1137](#) Recommendation on 2018 PBIA Budget

The Board reviewed the PBIA unspent funds amount and the proposed 2018 Draft Budget.

The Board unanimously agreed to:

- Use unspent funds in 2018 to fund public art investment and to not allocate funds in the 2018 Budget for public art investment.
- Allocate \$2,000 for Communications in the 2018 Budget.
- Allocate \$3,000 in the Downtown clean up category in the 2018 Budget.
- Use unspent funds in 2018 to purchase a \$6000 new water sprayer for hanging flower baskets.

- Allocate \$30,000 in the Marketing category in the 2018 budget.
- Allocate \$300 in the Communications category for the annual Survey Monkey membership.
- Leave a \$6000 balance in the contingency fund.

The Board unanimously agreed to forward the recommended 2018 budget to the City Council.

6.C [17-1141](#) Decision on whether to replace lightbulbs on holiday snowflakes

Mr. Rentfrow provided an estimate to replace the cool light bulbs with warm light bulbs in the holiday snowflakes displayed Downtown.

Boardmember Trinin moved, seconded by Boardmember Carr, to approve the expenditure of \$3,500 from the holiday marketing budget and \$2,157.28 from the 2017 contingency fund for a total of \$5,657.28 to replace lightbulbs in each of the Downtown lighted snowflakes. The motion passed unanimously.

6.D [17-1030](#) Increased Seasonal Cleaning in Downtown Olympia

Mr. Rentfrow indicated Probation Services will be available to help with additional focused cleaning that will take place Downtown during December. There will be no charge to the PBIA for this service.

The discussion was completed.

6.E [17-1140](#) Update on PBIA Board Elections

Ms. Buckler reviewed the list of candidates who expressed interest in running for a seat on the PBIA Board. The Board had a brief discussion about the upcoming election.

Boardmember Ruse moved, seconded by Boardmember Dean, to allow the entire PBIA Board to vote in the event an election results in a tie. The motion passed unanimously.

Boardmember Ruse moved, seconded by Boardmember Trinin, to allow the entire PBIA Board to vote on which voted member will serve a two-year term and a three-year term as the result of an election. The motion passed unanimously.

7. REPORTS

Boardmember Dean provided an update on the work of the Marketing Committee since the last meeting.

Boardmember Trinin moved, seconded by Boardmember Barrett, to move \$175 from the communications category in the 2017 budget to the marketing category in the 2017 budget to pay for a larger ad in the Stranger, promoting Downtown for the Holidays and Twinklefest. The motion passed

unanimously.

Ms. Buckler indicated the PBIA yearly assessment invoices are normally sent out in December. There was a suggestion that sending the assessments out in January may be a better option for members. **The Board unanimously agreed to sending out assessments in January of each year from this point forward.**

8. OTHER TOPICS

Ambassador Teal provided a monthly status report on the Downtown Ambassadors and the Clean Team.

9. ADJOURNMENT

The meeting adjourned at 7:47 p.m.