CITY OF AUBURN WASHINGTON	**BIA Ratepayer Board Meeting** **August 14, 2017 – 1:00 PM** **Auburn City Hall Council Chambers** **MINUTES**

I. CALL TO ORDER

Roll Call
The meeting was called to order at 1:04 pm by Chair, Megan White.

Board Members present: Chair Megan White, Vice Chair Giovanni DiQuattro, Board Members Josef Forsberg, Kelly Gordon, Ronnie Roberts, and Laura Theimer. Board Members absent: Darren Jones, Bob Klontz, Lynda Krill, Kirk Lantier, Ruth Neil-Stover, William Cowart (alternate voting member).

Staff present: Doug Lein, Economic Development Manager; Jessica Leiser, Assistant City Attorney; Holly Ferry, Board Secretary

II. APPROVAL OF MINUTES

Board Member Gordon moved and Member DiQuattro second to approve the June 19, 2017 minutes.

MOTION CARRIED UNANIMOUSLY. 6-0

III. FINANCIAL REPORT

Manager Lein reported that there had been no change to the financial report since last month.

IV. ACTION ITEM

<u>Ordinance 4293 to Update BIA Operating Procedures</u>
Assistant City Attorney Leiser went over the highlights of the proposal for an ordinance to update the ordinance that established and regulates the Business Improvement Area and the Committee of the Ratepayers, pointing out the modifications that had been made since the July meeting. The members discussed special assessments of businesses within the BIA boundary.

Board Member Forsberg moved to forward the recommendation on as proposed by staff with the modifications as read by Jessica Leiser which are as follows:

1. Modify Section 2.98.020 B.6 to add the words “city-sponsored” in between “a” and “business” on page four;
2. Re-letter Sub-Section C of 2.98.020 on page four to Sub-Section D and add a new Sub-Section C to read, “Special assessments for businesses that own but do not occupy any leasable area shall be reduced by a pro rata amount based upon the square footage for which any other business inside the building is assessed.”

Board Member Roberts second.

Discussion followed and Member Forsberg amended his motion to include the language proposed by Assistant Attorney Leiser as follows:

Re-lettering letter C to letter D and adding a new letter C that reads, “Special assessments for businesses that own but do not occupy any leasable area shall be reduced by a pro rata amount based on the square footage space leased by another assessed business.

Board Member Roberts second.

MOTION CARRIED. 5-1

Member Theimer brought up discussion on whether Section 2.98.060 Appointment, letter A was necessary.

Member Forsberg motioned to reconsider and moved that all of Sub-Section A should be stricken and the corresponding should be lettered to read A, B, C, and the words “After the initial term” should be stricken from the new Sub-Section A and should read, “Committee members shall be appointed to a three (3) year term.” Member Roberts second.

MOTION CARRIED. 6-0

Motion to approve the proposed ordinance to recommend to City Council as amended.

MOTION CARRIED. 5-1

V. OLD BUSINESS

A. <u>Business License List – Exemptions and Fees</u>
Manager Lein reported that he received a final audited Excel spreadsheet with a list of every business license, who has paid and who is in arrears, and some explanation of why some were exempted. They will soon be moving forward with some kind of collection action.

B. Report on Food Truck Ordinance and Meeting with Restaurant Owners
Manager Lein met with the Food Truck Association of Washington, showing them locations around Auburn and introducing them to private property owners on whose property they could park their trucks, away from the downtown area. A round table with the business owners is still necessary.

VI. NEW BUSINESS

A. Report on Auburn Downtown Association Meeting
The Auburn Downtown Association Meeting is scheduled to meet on August 15, 2017 at 10:00 am at Green River Cyclery and the Busted Bike Café.

B. Manager Lein mentioned that he would like to add the following items to the agenda for the September meeting:
1. Downtown Parking
2. Branding and Marketing for the Fourth Quarter
3. City Email Addresses for All Board Members

C. Chamber of Commerce Letter
Chairwoman White reported that the Chamber of Commerce is opening a non-voting member seat on the Chamber Board for the 2017-2018 fiscal year – July 1 through June 30 and asked if any BIA Board Member would be interested in representing the BIA in that capacity. Board Member Gordon volunteered.

VII. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:40 pm.

APPROVED this 11th day of September, 2017.

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Megan White, Chair Holly Ferry, Board Secretary