Meeting Minutes

Attendees: Jacob Comstock, Pam Ehrbar, Petra Rousu, Cadence Clyborne, Apple Catha, Cindi Cruz, Patrick Dougherty, Kimberly Koenig, Clayton Moss

Absent: Robert Boehlke, John Rankin, Jordana Turner, Kiersten Christensen, Shubert Ho

Guests: Paul Pitkin, SnoIsle Libraries Foundation

Call to order – 8:10 am

Approval of 9/8/16 Minutes – cannot approve; not enough for a quorum.

President’s Report – Robert is out sick; Jacob presenting. Last week, met with Member Outreach and Business Collaboration committees and decided to combine these two committees. Working toward BID expansion. Holiday committee met; looking at trolley, sponsorships, movie, downtown decoration theme, caroling contest. Holiday market is growing, 32 vendors, will be on 5th. Trolley will be 11-6. Will be doing joint digital ad campaign and joint landing page with Ed and the city “Holidays in Edmonds.”

City Update – Patrick; yesterday, Economic Division met on parking. Ed members previously attended a meeting to share. Will meet one more time to formulate recommendations. In Oct, will send recommendations to council. Example; lot behind Chanterelle, could make public parking. Employee parking zone is at top of list. Enforcement – had been two PT split positions. Potential to make private lots available in evenings. Next time sub group meets, hopefully someone from Ed can participate.

Informally have talked to some banks with private lots. Will be a more formal approach soon. Insurance and liability issue for lot owners; if it is an issue, potential for Ed to purchase an insurance rider to cover.

Mayor’s advisory task force meeting for waterfront access; recommendations coming soon.

Ellen Hyatt went to Snohomish Tourism Bureau mtg; did presentation and shared what Ed is doing; they were impressed.

RevitalizeWA conference; submitted application on 14th. Site visit on the 3rd. Port could offer remote parking, and senior center offered shuttle. Parking will likely be the main issue.

Restroom Project Funding – Project underway. Ed pledged $10,000. Cadence moved to formally approve the expenditure of $10,000 commitment. Cadence moved, Kimberly seconded, all approved, none opposed. Passed. Halloween will be soft opening.

New Businesses in BID – none new since last meeting.
2017 Workplan discussion

Administrator contract for Pam Ehrbar was approved by board in February for $12,000, but contract paperwork mistakenly had $10,000 as the amount. Administrator reaching limit of contract; Cadence made motion to approve $3,000 to correctly reflect the $12,000 contract, plus $1,000 to extend administrator support into December. Kimberly seconded, all approved, none opposed. Motion passed.

New administrator contract to be approved in January. Further discussion included how committees might allocate a percentage or dollar amount for administrative support to work on projects related to that committee.

Reviewed draft work plan; based on last meeting, reworked how some projects were laid out. Some items will be pulled out as separate line items to more clearly show spending; for example umbrella program, 4th of July, and other events. Cadence made motion to approve discussed changes as discussed with final review by Patrick Doherty. Kimberly seconded, all approved, none opposed.

Public Comments – Paul Pitkin from SnoIsle Libraries Foundation came to present information on Nov. 18 TedEx talk at ECA. Last year had 700+ attendees; had Ed! representatives at event to direct people. Paul will provide a schedule so Ed can get volunteers. Pam will send logo and web URL to include in materials and can help coordinate volunteers. Robert can coordinate umbrellas to encourage people to go downtown on breaks; Ed! can also do an email blast.

Adjourn – 9:38 am