



**Property Based Improvement District
Minutes
May 16th, 2024
Archer Hotel**

Present: Ryan Gregory, Chair; Mike Butler; Michael Holcomb; Tony Giaccio; Zen Hunter-Ishikawa; Vin Smith; *Staff: Bill LaLiberte*

Excused: Sara Brooks; Bob Johnstone; Kelly Moore

Guest: Lindsey Forbs – Zapolski Real Estate
Steve Carlin – Oxbow Public Market
Neal Harrison – City of Napa Economic Development Manager

1. **CALL TO ORDER** - Gregory called the meeting to order at 2:03pm
2. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** – Neal Harrison updated the committee on the TID strategic planning process and its outcome.
3. **INFORMATION/ACTION ITEMS:**

a. Approval of Minutes from February 22nd Meeting

Butler moved approval of the minutes. Giaccio seconded, approved unanimously.

b. Oxbow District Gateway Sign

Presentation of a larger more artistic Gateway sign by Steve Carlin representing Oxbow Stakeholders Group. Oxbow Stakeholders group asked for \$60,000 for the design of the new sign and \$60,000 to construct the two obelisks with the remainder of the sign to be built with funding from the Foxbow Hotel when it is built. The committee discussed not having funded design on past projects and the possibility of the funds for design being lost if the sign is never built. Holcomb motioned to approve \$30,000 for design with \$30,000 in matching funds from the Oxbow stakeholders group and to approve \$30,000 for the obelisks fabrication and installation with \$30,000 in matching funds from the Oxbow stakeholders group. PBID funds would not be committed until funds from the Oxbow stakeholders group had also been committed. Butler seconded the motion with unanimous approval.

c. PBID Renewal

La Liberte presented the PBID renewal proposal / contract from Edward Henning and Associates. The timing and process for the renewal were discussed by the committee. Butler motioned for approval of the contract with Hunter-Ishikawa seconding, approved unanimously.

d. Fiscal Year 24-25 budget presentation

La Liberte presented the Fiscal Year 24-25 budget for approval. The committee discussed near and long-term funding priorities. Smith motioned to approve, Giaccio seconded, approved unanimously.

e. Project Funding Updates

Traffic Calming Crosswalk Artwork on Second Street – La Liberte gave an update on timing and process. Gregory asked to see what the timing would be to get one or two of them installed before 2025 PBID renewal

Hanging Flower Baskets – Per the committee's request LaLiberte presented the committee with artificial plant options and annual cost to convert existing hanging baskets. The committee approved a not to exceed \$2000 pilot project to mix in approximately 10 baskets with artificial flowers to see what they look like installed and how they perform.

Garage and Sidewalk Cleaning – LaLiberte gave an update on his meeting with City and increasing cost of service. Service and costs will remain the same for 24/25 fiscal year.

Art Wrapped Utility Boxes – La Liberte gave an update on his meeting with the city on six remaining utility boxes from original scope that are unwrapped. La Liberte stated that the Arts Council issued a grant to wrap three of the remaining boxes La Liberte asked for PBID funding to wrap the last three boxes at a cost of \$5,000. La Liberte asked for the committee approval for PBID to act as pass through agency for Arts Council Grant and approve funding of \$5000 for the remaining three boxes. Butler motioned to approve, Giaccio seconded, approved unanimously.

e. Next meeting PBID will meet on August 15th, 2pm Archer Hotel

4. ADJOURN Gregory adjourned the meeting at 3:28pm