Bigelow Neighborhood Association

Meeting minutes
Tuesday, October 22, 2024

Present:

Peggy O'Keefe and Jennevieve Schlemmer, co-presidents
Michelle Reynolds, vice president
Robby McClellan, secretary
Barb LaForge, treasurer
Debra Walter, member-at-large

Agenda

1) Overview: What is our purpose? Go over by laws and goals.
2) Roles- go over what is expected from each role.
3) Overview of our recurring issues/responsibilities. People who have taken on these tasks to research can give an update. We can further divvy up how we might want to tackle items (in no particular order)

a. IT: Archives, Website
b. Parks Dept/ Bigelow Springs (Choose a clean up date)
c. Traffic/Public works: What is our responsibility vs city: Cleaning up curb edges and walkways on the intersections, can we get speed bumps put in?
d. Graffiti: How to tackle graffiti wall and what can we get from the city help wise
e. Historic Regulations. A clear understanding of is expected.
f. City Liaison: Touch base with to find out current neighborhood goings ons
g. Outreach: How do we get this info to our neighbors?
h. Possible Holiday Caroling event??

Meeting began at 6:05pm

BYLAWS:

- Bylaws from December 2020 were reviewed and needed no changes
- We determined that an additional member-at-large (preferably from a part of the neighborhood that isn't already represented) would be beneficial at future meetings.
- Four members of any kind are needed for quorum.
- Bylaws state that officers should attend the following:
  - President(s): should attend city council meetings and general neighborhood coalition
  - Vice president: should attend ONNA (Olympia northeast neighborhood alliance) meetings.
  - Jennevieve will work on getting signed up for email notifications that city council meetings are happening and getting more information about the general neighborhood coalition. Michelle will need to track down who the rep is for the NE neighborhood alliance.

    - Treasurer can be backup attendee at various meetings.
- Secretary and treasurer can review their duties in bylaws at any time
- Members-at-large can take on various extra tasks or assist in officer duties

ROLES:

- See above - bylaws define officer roles and other member roles

TASKS

- IT archives and website
    - Need to determine what hosting service/website platform is being used for the current website – Peggy to investigate
    - Get details of the login and the site and domain hosting platform
        - Evaluate if we need a new hosting service or platform
        - Case studies of other effective websites
        - Build new IA, get feedback
        - Determine new media needs based on new pages, updates
        - Migrate content
        - Revisit “archives”
        - More feedback and revisions before publishing website
    - A regular email newsletter (possibly monthly, every other, or quarterly) is desired by the board. And the priority goal for the Secretary. Robby and Michelle will collaborate on getting an updated email list. We will report back at the next meeting.
    - Debra will acquire a copy of the Bigelow Highlands newsletter and see what aspects of their newsletter and general association activities we are interested in. South Cap Neighborhood is another good possibility to investigate.

- PARKS DEPT/BIGELOW SPRINGS
    - Peggy has a meeting 10/23 with Amy Stahl from the parks department at the springs to reapply for stewardship status. Peggy will also discuss a material that is easier to maintain for the pathway. Peggy will find out how often we must renew this. A possible November or December cleanup date will be determined after this meeting. Jennevieve has suggested December 7. (Secretary's 10/24 addendum: It looks like Dec 14 will be our Springs maintenance day)

- TRAFFIC/PUBLIC WORKS
    - The board discussed issues related to street maintenance (what's our responsibility, versus the city?) such as yellow corners, speed bumps. It's apparently our responsibility to make contact with the city and they will theoretically address these types of issues. Barb and Peggy will reach out to John Lindsay from the city to see if we can get any action from the city or at least get on a list. It has been brought to attention that people are constantly blowing stop signs and that having “stop” painted on the street might help with this issue, or perhaps having additional speed bumps on streets like Quince.

- GRAFFITI
  - Jennevieve has found out that the city will not take care of graffiti removal outside of the defined downtown area. Any resident can acquire a graffiti kit in order to properly remove it. Pressure washing is suggested by the city. Neighbor Kendra has already removed some graffiti and has suggested the idea of having a neighborhood mural painted. Conversation should be initiated with the homeowners at 902 about supporting them in removing existing graffiti (which Jennevieve has photographed and reported to the city). Debra and Steve are going to talk to the folks at 902 Olympia Ave. A mural discussion will happen sometime after this outreach. Discussion about graffiti will be ongoing.
  - Debra reports that both black houses at Glass and East Bay Dr appear to be vacant and possibly broken into. The next door neighbor reported a break-in/activity to police. Debra wants to know at what point this issue becomes a code enforcement one.

- HISTORIC REGULATIONS
  - Michelle determined from Brittany Gila (associate planner/historic preservation officer for the city of olympia) the rules around what you can do with your historic home. You can be individually registered as a historic home, or a contributing property (such as non-registered homes in the Olympia Ave Historic District). If you are either one, it's the same to the city – the rules are the same. The only difference is a plaque.
  - People who buy contributing homes might think they aren't subject to the same rules but are mistaken.
  - Peggy mentioned historic signs that used to be up on Puget – Michelle to investigate.
  - Jennevieve has mentioned the “brown” street signs that indicate a historic neighborhood. Michelle will follow up with Brittany on this.
  - Michelle plans to apply to an open position on the heritage commission.
  - Getting this information on the website should be a priority.

- CITY LIAISON
  - See bylaws about who attends what meetings. City Liaison refers to a BNA member.

- OUTREACH
  - How do we disseminate information to neighbors, get them to join the BNA, communicate with them about issues, et cetera? There is a possible opportunity for a printed flyer such as what the highlands does. Robby suggested a print-on-demand mail service. Peggy suggests personal outreach to new neighbors and families. Michelle recalls a welcome brochure. Jennevieve says that reinstating an email list that gives people more lead time ahead of things like the block party would be a good start.
  - A calendar should be added to the website.

- CAROLING
  - Revisit with more planning for 2025

Possible future agenda items mentioned in emails:
Bigelow Orchard Trees, 2025 Matching grants, City of Oly Neighborhood Association program