

June 08, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, June 08, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:32 a.m.

I. CALL TO ORDER AND INTRODUCTION

BOARD MEMBERS PRESENT: Wendy Price, Chair; Tami Meyers, Vice Chair; Susie Jones; Dr. Dennis Ohrtman;

BOARD MEMBERS ABSENT: Michael Follett; Doug Bauer;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT;

OTHERS PRESENT: Brenda Morgan, Executive Director for Beautiful Downtown Lewiston (BDL)

II. PUBLIC COMMENTS

None

III. APPROVAL OF MAY 11, 2023 MINUTES (ACTION ITEM)

Board members, Meyers and Jones moved and seconded, respectively, the approval of the May 11, 2023. The motion carried 4-0.

IV. FINANCIALS – B. MORGAN (ACTION ITEM)

A. Review of Bank Statement

Brenda Morgan from Beautiful Downtown Lewiston was available for any questions regarding the previous month's bank statement.

B. Review and approval of Invoices

Ms. Morgan verbally reviewed the provided invoices.

1. Approval of 107 hours @ \$40/HR \$4280.00 (48 BDL Staff, 59 BDL Volunteers):

Board member Susie Jones asked how the hourly rate was decided.

Assistant Planner Katie Hollingshead stated that the hourly rate was from the original contract and ordinance between the City of Lewiston and BDL.

Vice Chairperson Meyers and board member Ohrtman, respectively the approval of 107 hours @ \$40/HR \$4280.00. Motion passed 3-1.

2. PrintCraft Printing \$381.60

Ms. Morgan stated this invoice is for rubber stamps and maps for the Ladies' day out event.

Board member Jones asked if there was any increase in sales for this event.

Ms. Morgan stated she was informed by business owners that sales went up 250%.

Vice Chairperson Meyers and board member Jones, respectively the approval of payment for PrintCraft invoice in the amount of \$381.60. Motion passed 4-0.

3. Jones Supply \$692.18 Pre- Approval

Ms. Morgan stated there has been a request for additional garbage cans at events. This pre-approval is to have 10 additional garbage cans.

Vice Chairperson Meyers and board member Ohrtman, respectively the pre-approval to purchase garbage cans from Jones Supply in the amount of \$692.18 with board member Jones abstaining. Motion passed 3-0-1.

4. Postal Copy \$948.39 (5 Invoices)

Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Postal Copy invoices in the amount of \$948.39. Motion passed 4-0.

5. Corner Villa \$70.00

Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Corner Villa invoice in the amount of \$70. Motion passed 4-0.

6. Meta \$242.30 (2 Invoices)

Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Meta invoices in the amount of \$242.30. Motion passed 4-0.

7. Size-Mo Professional Sound \$200.00 (Pre-Approval)

Ms. Morgan stated this pre-approval is for payment of a second stage during sound downtown.

Vice Chairperson Meyers and board member Ohrtman, respectively the pre-approval to rent a second stage from Size-Mo Professional Sound in the amount of \$200. Motion passed 4-0.

8. Neon One \$153.47

Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Neon One invoice in the amount of \$153.47. Motion passed 4-0.

9. Amazon \$58.32

Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Amazon invoice in the amount of \$58.32. Motion passed 4-0.

10. Intuit QuickBooks \$85

Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment for Intuit QuickBooks invoice in the amount of \$85. Motion passed 4-0.

V. REVIEW 2023 WORK PLAN AND BUDGET – B. MORGAN (ACTION ITEM)

A. Area #1 – Commercial, Residential and Public Investment:

Ms. Morgan stated the Town Hall meeting went very well. There is interest in bringing back the murals project in downtown. This would include new murals and possibly restoring some of the existing murals.

Assistant Planner Hollingshead recommended BDL reach out to City Grant Manger for assistance with any grants.

B. Area #2 – Neighborhood Improvements – Update on Projects

Ms. Morgan stated the contractor she hired to install the poles for the sunshades backed out, so she is back to finding a contractor. She is still working on the removable seating and sound system.

Staff Hollingshead stated the design committee is looking at locations for the wayfinding signs.

1. Request bids from electrical contractors to complete LED install in decorative light poles.

Staff Hollingshead stated that City Park and Recreation department have purchased LED lighting for an upgrade, but they do not have staff to complete the

install for this upgrade. This is a project that BID can move forward with in regards to getting a contractor to install the LED lights.

Board member Ohrtman and Vice Chair Meyers, respectively the approval for BID to receive bids to install the provided LED lights from Parks and Recreation in downtown. Motion passed 4-0.

C. Area #3 – Planters for Downtown – Update

Ms. Morgan stated she is working with Park and Recreation to place the planters. She has volunteers lined up to transfer dirt and plants from the old planters to the new ones. This can be completed in 1 to 3 weekends once the planters are set.

D. Business Promotion & Neighborhood Marketing - Update on Projects

Ms. Morgan stated Sound Downtown is underway and next event will be Hot August Hoops.

1. Approval of budget to expand Sound Downtown (Radio \$500 for June, Tribune \$2,000, Printing \$200, Promotional Products \$2,000)

Vice Chairperson Meyers and board member Ohrtman, respectively the pre-approval of a budget to promote expansion of Sound Downtown and not to exceed \$5,000. Motion passed 4-0.

E. Area #3 – Banner Project Sheet – Update

Ms. Morgan is working on getting the size of the post so the appropriate brackets can be purchased. The first reading for swag lines was done in front of City Council. Next Monday the 2nd and 3rd reading should be done.

F. Area #4 – BID Administration – Update on Projects

Meeting with Presnell Gage on May 11, 2023 to make sure QuickBooks and the financials reports is operating smoothly. BDL will have a work scholar this fall.

VI. BOARD MEMBER COMMENTS

Board member Ohrtman stated Crazy Days event was slow for the Liberty Theater. Library Gala is on Saturday and the book mobile provided from the Library is up and running. Mr. Ohrtman stated that wayfinding is very important for the cruise ships coming in.

Chairperson Price recommend board member Ohrtman go to NRA.realtor and apply for grants there.

VII. STAFF LIASON COMMENTS

Staff Hollingshead stated there is interest from downtown business owners about adopting a trash can for downtown. She is working with the City of Lewiston’s legal team in regards to BID purchasing trashcans and downtown business owners would lease these garbage cans from the City. She is also working with Parks and Recreation to get a total number of decorative light poles downtown to provide to BDL. There was an application submitted to join the BID and hopefully, there will be a full board in July.

A. Query of Board members to attend the regularly scheduled July 13, 2023 meeting

All board members present will be in attendance, but staff Hollingshead will not be in attendance.

VIII. BID ADMINISTRATOR COMMENTS

None

IX. ADJOURNMENT (ACTION ITEM)

There being no further business, Vice Chairperson Meyers and board member Jones moved and seconded, respectively to adjourn. The motion carried 4-0 and the Business Improvement District adjourned at approximately 9:28 a.m.

RESPECTFULLY SUBMITTED,



RECORDING SECRETARY

ATTEST:



BID ADVISORY BOARD CHAIR

Approved this 10 day of August, 2023.

