

## July 13, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, July 13, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:35 a.m.

### I. CALL TO ORDER AND INTRODUCTION

*BOARD MEMBERS PRESENT:* Wendy Price, Chair; Tami Meyers, Vice Chair; Susie Jones; Dr. Dennis Ohrtman; Michael Follett until 9:40am; Doug Bauer at 8:40am until 9:44am; Peter Cook

*BOARD MEMBERS ABSENT:*

*STAFF MEMBERS PRESENT:* 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 June 08, 2023 MINUTES (ACTION ITEM)

Board members, Ohrtman and Jones moved and seconded, respectively, the approval of the June 08, 2023 minutes. The motion carried 6-0.

### IV. FINANCIALS – B. MORGAN (ACTION ITEM)

#### A. Review of Bank Statement

Board members were handed out June bank statement. See appendix A.

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

Board member, Bauer and Vice Chairperson Meyers moved and seconded, respectively, the approval of the June 2023 bank statement. The motion carried 7 - 0.

#### B. Review and approval of Invoices

Ms. Morgan verbally reviewed the provided invoices.

The following checks and invoices were tabled until the August 2023 meeting, 2023 Administrative Costs Invoice in the amount of \$7,000; Check number 2519 to BDL for Financials & Hours approved in May; and Invoice #2336 to Hells Canyon Apparel & Athletics.

Board members asked staff to provide separate agenda items for meetings. One for preapproved invoices and one for invoices to be approved.

**1. Neonone \$460.41 (Prepay July, August September):**

Board members Ohrtman and Jones, moved and seconded, respectively, the approval of Neon One June invoice in the amount of \$153.47. Motion carried 7-0.

Board members Ohrtman and Jones, moved and seconded, respectively, the approval to prepay Neon One for July, August and September invoices not to exceed \$460.41. Motion carried 7-0.

**2. Intuit Quickbooks \$255.00**

Vice Chairperson Meyers and board member Jones, respectively the approval of payment for Intuit Quickbooks in the amount of \$85.00. Vice Chairperson Meyers withdrew her motion.

Board member Ohrtman and Vice Chairperson Meyers, moved and seconded, respectively the approval to prepay Intuit Quickbooks for the months of July, August and September invoices not to exceed \$255.00. Motion carried 7-0.

**3. Meta \$301.59 (2 Invoices)**

Board members Ohrtman and Jones, moved and seconded, respectively, the approval of payment to Meta in the amount of \$301.59. Motion carried 7-0.

**4. McVey Entertainment Group, LLC \$1,600.00**

Board members Bauer and Ohrtman, moved and seconded, respectively, the approval of payment for the remaining balance to McVey Entertainment Group. Motion carried 7-0.

**5. Postal & Copy \$316.89**

Vice Chairperson Meyers and board member Jones, respectively the approval of payment to Postal & Copy in the amount of \$316.89. Motion passed 7-0.

**6. Northwest Media/Inland Digital \$597.00**

Board members Ohrtman and Jones, moved and seconded, respectively, the approval of payment to Northwest Media/Inland Digital in the amount of \$597.00. Motion carried 7-0.

**7. Schurman's True Value \$76.78**

Vice Chairperson Meyers and board member Ohrtman, respectively the approval of payment to Schurman's True Value in the amount of \$76.78. Motion carries 7-0.

**8. King's Thrones \$482.30**

Chair Price asked if this request is for reimbursement to BDL since the invoice was already paid by them.

Ms. Morgan stated yes and that downtown businesses prefer guests use the provided bathrooms instead of the businesses bathrooms.

Board member Jones stated this is a charge that should be shared with BDL, not fully paid by BID.

Chair Price asked if there could be a sign on the provided bathrooms that say they are sponsored by the BID.

Board member Ohrtman and Vice Chairperson Meyers, respectively the approval of payment for reimbursement to BDL for King's Thrones in the amount of \$482.30. Motion carried 7-0.

**9. Staples \$137.79**

Board members Ohrtman and Jones, respectively the approval to reimburse BDL for the payment of Staples in the amount of \$137.79. Motion passed 7-0.

**10. Vine 46, LLC \$79.50**

Board member Ohrtman and Vice Chairperson Meyers, respectively the approval of payment to Vine 46, LLC in the amount of \$79.50. Motion carried 7-0.

**11. Printcraft Printing, Inc \$239.90**

Board members Bauer and Jones, moved and second, respectively the approval to reimburse BDL for the payment of Printcraft Printing, Inc in the amount of

\$239.90. Board member Bauer moved to amend motion to pay invoice to Printcraft Printing, Inc in the amount of \$439.90. Board member Bauer withdrew their motion. Agenda item to be tabled to August meeting.

**12. BDL Hours \$3,440 (Staff 56 HRS, Volunteer 30 HRS)**

Board members Ohrtman and Bauer, moved and second, respectively the approval of BDL staff and volunteer hours in the amount of \$3,440.00. Motion carried 6-0.

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

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

None

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

Ms. Morgan stated she received the utility plans for Brackenberry Square and digging has not begun. She is still working on getting the sunshades installed.

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

Ms. Morgan is still waiting to receive final bids from contractors.

**2. Planters for downtown – Update on Install Date**

Ms. Morgan stated she is moving forward with setting and planting the planters in the next 2 months. Also the pricing for the beacons is more than BID could provide and doesn't seem like a viable solution. She also has a meeting in the next week for wayfinding signs and how a tourist perceives downtown.

**C. Area #3 – Business Promotion & Neighborhood marketing – Update**

Ms. Morgan stated she was on a podcast recently and brought up BID and the projects they have been working on. For the banner brackets she is working on getting all the measurements and is going to try and replace all brackets.

**D. Area #4 BID Administration: Update**

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

**1. Presenell Cage to present at August meeting**

Ms. Morgan stated that Presenell Cage will present at the meeting in August. Ms. Morgan also stated that she will have a work scholar this fall to assist.

**VI. BOARD MEMBER COMMENTS**

**A. Introduction of new Board Member Peter Cook**

Chair Price welcomed new Board Member Peter Cook.

Board member Ohrtman stated the Liberty Theater is starting to work on the marquee and will start working on the interior design.

**VII. STAFF LIASON COMMENTS**

**A. Query of Board members to attend the regularly scheduled August 10, 2023 meeting**

All board members present will be in attendance.

**VIII. BID ADMINISTRATOR COMMENTS**

Ms. Morgan stated the next Town Hall meeting is scheduled for August 8, 2023 and will be held at the Orchid Room.

Chair Price recommends having the meeting as a morning meeting or early afternoon.

Ms. Morgan stated that a lunch meeting would be a good idea.

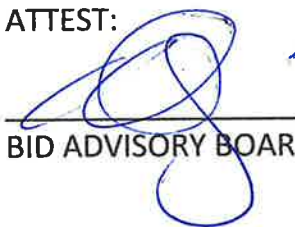
**IX. ADJOURNMENT (ACTION ITEM)**

There being no further business, Vice Chairperson Meyers and board member Jones moved and seconded, respectively to adjourn. The motion carried 5-0 and the Business Improvement District adjourned at approximately 10:00 a.m.

RESPECTFULLY SUBMITTED,

  
\_\_\_\_\_  
RECORDING SECRETARY

ATTEST:

  
\_\_\_\_\_  
BID ADVISORY BOARD CHAIR

Approved this 10 day of August, 2023.





# Statement of Account

800-843-7128 | p1fcu.org

Member Number: \*\*\*\*\*855

Statement For: 06/01/2023 - 06/30/2023

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PO Box 897 Lewiston, ID 83501-0897

RETURN SERVICE REQUESTED

649095 45013 1/3 UNQ 07-01-23 CLT  
000045012 1



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<b>BUSINESS IMPROVEMENT DISTRICT ID 0041</b>	Beginning Balance	\$133,297.92
Dividends Year-To-Date \$87.63	3 Total Deposits for	14,949.69
	6 Total Withdrawals for	19,389.51-
	Ending Balance	\$128,858.10

Annual Percentage Yield earned 0.150% from 06/01/2023 through 06/30/2023

Date	Transaction Description	Withdrawal	Deposit	Balance
06/02	Deposit		\$3,700.00	\$136,997.92
06/09	Draft 2514 Tracer 856000001918130	7,515.81-		129,482.11
06/14	Draft 2515 Tracer 856600000442941	1,056.30-		128,425.81
06/20	Deposit By Check		11,233.47	139,659.28
06/21	Draft 2519 Tracer 857200001264209	3,456.80-		136,202.48
06/22	Draft 2516 Tracer 857400000677982	7,000.00-		129,202.48
06/23	Draft 2517 Tracer 857500000503015	275.60-		128,926.88
06/28	Withdrawal ACH Intuit * TYPE: QBooks Onl ID: 0000756346 CO: INTUIT * Entry Class Code: CCD	85.00-		128,841.88
06/30	Deposit Dividend 0.150%		16.22	128,858.10

Summary by Check Number \* Asterisk next to number indicates skip in sequence 5 Checks Cleared for \$19,304.51

Number	Cleared	Amount	Number	Cleared	Amount	Number	Cleared	Amount
2514	06/09/23	\$7,515.81	2516	06/22/23	\$7,000.00	2519 *	06/21/23	\$3,456.80
2515	06/14/23	1,056.30	2517	06/23/23	275.60			



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