

March 09, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, March 09, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:34 a.m.

I. CALL TO ORDER AND INTRODUCTION

BOARD MEMBERS PRESENT: Wendy Price, Chair; Tami Meyers, Vice Chair; Dr. Dennis Ohrtman, arrived at 8:35 AM; Doug Bauer; Michael Follett;

BOARD MEMBERS ABSENT: Susie Jones;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant City Planner; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Melinda Rose, Grant Manager

OTHERS PRESENT: Brenda Morgan, Executive Director for Beautiful Downtown Lewiston (BDL) arriving at 8:35 am.

II. PUBLIC COMMENTS

Johanna Mussed Frank, Lewiston Id, stated she is upset with the sidewalks in Lewiston. She had fallen and hurt herself badly by A& B Market. She did reach out to City Council.

III. APPROVAL OF FEBRUARY 09, 2023 MINUTES (ACTION ITEM)

Board members, Bauer and Meyer moved and seconded, respectively, the approval of the February 09, 2023 meeting minutes. The motion carried 5-0.

IV. REPORT ON FOUNDRY NEGOTIATIONS – W. PRICE/D. BAUER (ACTION ITEM)

Chair Price stated they have not called the foundry at this point in time as they are gathering more information. She does feel that they have a good idea of what needs to be done and that the conversation will go well.

V. 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 of Invoices

Ms. Morgan verbally reviewed the provided invoices.

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Board members Ohrtman and Meyers, respectively the approval of payment for the provided invoices. Motion passed 5-0

VI. DISCUSSION OF STRATEGIC PLAN FOR BID THROUGH CLOSURE ON 12-31-2026 (ACTION ITEM)

Staff Hollingshead lead the discussion in regard to creating a strategic plan for the BID through closure in 2026, focusing on breaking down the list and adding actions and dollar amounts.

Board members discussed and provided ideas on actions to include in the Strategic Plan.

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

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

Ms. Morgan stated she has already received the sunshades, trash receptacles, and benches. She has also reached out to Knox Concrete for the work in Brackenbury Square, this will be a shared cost with the City of Lewiston's Parks and Recreation Department. The last step would be getting the planters purchased and delivered.

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

Ms. Morgan wants to make sure that for wayfinding the entire district is included and would like to put a map together to show this. Ms. Morgan verbally discussed adding banners for the Crazy Days event.

Board members, Bauer and Meyers moved and seconded, respectively, the approval of the design of banners for Crazy Days and purchasing the bracket infrastructure, up to the price amount of \$500.00. The motion carried 5-0.

C. Area #2 – Planters for Downtown from Wilbert Precast, cost sharing for transportation before starting bid process – Update

Ms. Morgan recommends waiting until the next meeting as she will have more information then.

D. Business Promotion & Neighborhood Marketing - Update on Projects

Ms. Morgan stated the March newsletter will be coming out shortly. The business spotlight is Bumper Crop Coffee. Will have QR code for BID project forms on the newsletter.

E. Area #3 – Banner Project Sheet – Update

See above comments

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

See above comments

VIII. BOARD MEMBER COMMENTS

Board member Meyers discussed a new Idaho tourism project that will start in April called Bottles, Barrels and Byways. It is an application that is set up like a game. She will provide more information as it comes out.

Ms. Morgan has reached out to UofI and WSU to see if BID can be added to their marketing, podcast or anything to market in that area.

Board member Meyers gave an update on her meeting for the City of Lewiston's Comprehensive Plan Steering Committee. So far they have only named the project, Envision Lewiston 2024 plan where they explore their past, engage our present and build our future. Beginning in April, there will be public engagement opportunities.

IX. STAFF COMMENTS

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

All board members present will be in attendance.

Staff Hollingshead stated there is an open seat on the BID board now as Gary Bush has stepped down.

X. BID ADMINISTRATOR COMMENTS

Ms. Morgan will be attending the National Main Street Conference in March. She will be meeting with a lot of businesses to get ideas and more information on some of the trending ideas.

XI. ADJOURNMENT (ACTION ITEM)

There being no further business, Board members Bauer and Ohrtman moved and seconded, respectively to adjourn. The motion carried 5-0 and the Business Improvement District adjourned at approximately 9:33 a.m.

RESPECTFULLY SUBMITTED,

ATTEST:

RECORDING SECRETARY

BID ADVISORY BOARD CHAIR

Approved this _____ day of _____, 2023.