April 13, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, April 13, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:34 a.m.

I. <u>CALL TO ORDER AND INTRODUCTION</u>

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

BOARD MEMBERS ABSENT: Michael Follett; Doug Bauer;

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

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

II. <u>PUBLIC COMMENTS</u>

None

III. <u>APPROVAL OF MARCH 09, 2023 MINUTES (ACTION ITEM)</u>

Board members, Meyers and Ohrtman moved and seconded, respectively, the approval of the March 09, 2023 meeting minutes with corrections. The motion carried 4-0.

IV. <u>REPORT ON FOUNDARY NEGOTIATIONS – W. PRICE/D. BAUER (ACTION ITEM)</u>

Chair Price stated she reached out to Gary with the Foundary and they have declined any assistance to the BID Board. Chair Price asked Brenda Morgan, Executive Director for BDL if there was a warranty, guarantees and care provided previously.

Mrs. Morgan stated she would provide the email with the warranty information to staff for disbursement.

V. <u>FINANCIALS – B. MORGAN (ACTION ITEM)</u>

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

Mrs. Morgan verbally reviewed the provided invoices.

Chair Price asked if BID was getting placed on the advertisement for events.

Mrs. Morgan stated that she has added BID to the advertisement and even has spoken at events about BID that received several questions and requests to be on the newsletter recipient list.

Vice Chairperson Meyers asked what BID involvement is with Movie Under the Stars extended programming.

Mrs. Morgan stated it was for adding an additional night.

1. **Neon One $153.47**
   Board members Ohrtman and Meyers, respectively the approval of payment for Neon One invoice in the amount of $153.47. Motion passed 4-0.

2. **Pacific Empire Radio $582**
   Board members Meyers and Ohrtman, respectively the approval of payment for Pacific Empire Radio invoice in the amount of $582. Motion passed 4-0.

3. **Parks & Rec Movies under the Stars $575**
   Board members Ohrtman and Meyers, respectively the approval of payment for Parks & Rec Movies under the Stars invoice in the amount of $575. Motion passed 4-0.

4. **Printcraft Printing $127.20**
   Board members Meyers and Ohrtman, respectively the approval of payment for Printcraft Printing invoice in the amount of $127.20. Motion passed 4-0.

5. **What’s Poppin’ Balloons & Events $150**
   Board members Ohrtman and Meyers, respectively the approval of payment for What’s Poppin’ Balloons & Events invoice in the amount of $150. Motion passed 4-0.

6. **TPC Holdings, Inc $3,232.25**
   Board members Meyers and Ohrtman, respectively the approval of payment for TPC Holdings, Inc invoice in the amount of $ 3,232.25. Motion passed 4-0.

7. **Smirking Goat LLC $2,777.52**
   Board members Meyers and Ohrtman, respectively the approval of payment for Smirking Goat LLC invoice in the amount of $2,777.52. Motion passed 4-0.

8. **Intuit QuickBooks $85**
   Board members Meyers and Ohrtman, respectively the approval of payment fo Intuit QuickBooks invoice in the amount of $85. Motion passed 4-0

   Mrs. Morgan reviewed the hours included in the packet so there was clarification of who was there and participated.

VI. <u>DISCUSSION OF STRATEGIC PLAN FOR BID THROUGH CLOSURE ON 12-31-2026 AND POTENTIAL APPROVAL (ACTION ITEM)</u>

Staff Hollingshead reviewed the update version of the Strategic Plan for the Board to review. This document is something that will be continuously on the monthly or bi-monthly agenda.

Mrs. Morgan will send out the Strategic Plan via BDL newsletter.

VII. <u>REVIEW 2023 WORK PLAN AND BUDGET – B. MORGAN (ACTION ITEM)</u>

A. Area #1 – Commercial, Residential and Public Investment:
Town hall meeting will be advertised next week.

Board member Jones asked if there has been outreach from rate payers in regard to where their money is being spent.

Mrs. Morgan explained that this is what she is trying to accomplish in a public forum, so everyone can be heard. Wanting to provide more people with the same information. There will also be options for citizens to engage in different manners that are comfortable for them, such as providing written feedback and not having to speak in a large group. The location of the meeting will be at Morgan's Alley Orchid Room. She would like to have a second meeting in third quarter to continue this outreach.

B. Area #2 – Neighborhood Improvements – Update on Projects
Mrs. Morgan stated she is still working with Parks and Recreation so the sunshades are installed correctly and securely. She would like to have them installed before the summer concert series.

Board member Ohrtman asked if the sunshades will be permanently installed.

Mrs. Morgan stated the poles will be, but the shade material will be removed for winter time.

Mrs. Morgan did sit down with the Mayor and Police to discuss where some signage should be placed.

Katie Hollingshead, Assistant Planner stated that City's Streets Department will remove the entire pole and BID with BDL Design Committee will decide where the new wayfinding signs will be placed. The City's Streets Department will then install the new pole and signs.

Mrs. Morgan still continues to try outreach in regards to the locations of public parking in downtown.

C. **Area #2 – Planters for Downtown from Wilbert Precast, cost sharing for transportation before starting bid process – Update**
Mrs. Morgan stated she received some estimates included in the BID packet for new planters. Business owners will be able to adopt the planter close to or in front of their business. She has spoken with Tim Barker, Park and Recreation Director, and still needs to send him the new estimates and options. New planters are easier to stored due to them being able to stack as compared to the Precast.

Board Member Jones asked when are these planters planned to be installed.

Staff Hollingshead stated that it is going to be an in-progress project. Some will go out once received and some will go out later on, after the existing planters are removed.

Board members Ohrtman and Meyers, respectively the approval to the purchase 41 of the earth planters base. Motion passed 4-0

D. **Business Promotion & Neighborhood Marketing - Update on Projects**
No updates at this time.

E. **Area #3 – Banner Project Sheet – Update**
No updates at this time.

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

No updates at this time.

VIII. BOARD MEMBER COMMENTS

Board Member Ohrtman asked if there have been any comments or concerns from business downtown affected by the construction.

Mrs. Morgan stated she has and she is working on a way to get information out about the construction.

IX. STAFF COMMENTS

A. Query of Board members to attend the regularly scheduled May 11, 2023 meeting

All board members present besides Board Member Ohrtman will be in attendance.

Staff Hollingshead provided the Board with a survey/questionnaire for the City of Lewiston Comprehensive Plan Phase I. Board members that have not completed the survey/questionnaire completed it and returned it to Staff.

Staff Hollingshead stated there is still an open seat on the Board and she will do another outreach to the business owners.

Mrs. Morgan stated she will do outreach for the open seat in the BDL newsletter also.

X. BID ADMINISTRATOR COMMENTS

None

XI. ADJOURNMENT (ACTION ITEM)

There being no further business, Board members Ohrtman and Meyers moved and seconded, respectively to adjourn. The motion carried 4-0 and the Business Improvement District adjourned at approximately 9:55 a.m.

RESPECTFULLY SUBMITTED,	ATTEST:
______________________________	______________________________
RECORDING SECRETARY	BID ADVISORY BOARD CHAIR

Approved this _____ day of _______________, 2023.