

May 11, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, May 11, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:55 a.m.

I. **CALL TO ORDER AND INTRODUCTION**

BOARD MEMBERS PRESENT: Wendy Price, Chair; Tami Meyers, Vice Chair; Susie Jones; Doug Bauer;

BOARD MEMBERS ABSENT: Michael Follett; Dr. Dennis Ohrtman;

STAFF MEMBERS PRESENT: Dawn Ortiz, Community Development Specialist; Neal Drury, IT; Melinda Rose, Grant Manager

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

II. **PUBLIC COMMENTS**

None

III. **APPROVAL OF APRIL 13, 2023 MINUTES (ACTION ITEM)**

Board members, Bauer and Jones moved and seconded, respectively, the approval of the April 13, 2023 meeting minutes with corrections. The motion carried 4-0.

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

Chair Price stated that negotiations have ended. There will be no further contact attempts with the Foundary.

Brenda Morgan with BDL did not find anything on warranties, but did find information on care of the type of metal and forwarded that to City Parks and Recreation. Brenda and Parks and Recreation will work on a plan on how to take care of the statues.

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 and approval of Invoices

Ms. Morgan verbally reviewed the provided invoices.

Board members and Brenda Morgan with BDL requested an item be added to future agendas under the Financials for Preapproval of Expenditures.

1. Meta (Facebook) Ads \$273.35 (5 Invoices)

Vice Chairperson Meyers and board member Jones, respectively the approval of payment for Meta invoices in the amount of \$273.35. Motion passed 4-0.

2. Postal Copy \$835.79 (2 Invoices)

Vice Chairperson Meyers and board member Jones, respectively the approval of payment for Postal Copy invoices in the amount of \$835.79. Motion passed 4-0.

3. QuickBooks \$85

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

Vice Chairperson Meyers and board member Jones, respectively to approve QuickBooks on a quarterly basis in the amount of \$255 beginning in the month of July. Motion passed 4-0.

4. Neon One \$153.47

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

Vice Chairperson Meyers and board member Jones, respectively to approve Neon One on a quarterly basis in the amount of \$460.41 beginning in the month of July. Motion passed 4-0.

5. Perfection Traffic Control \$125

Vice Chairperson Meyers and board member Jones, respectively the approval of payment for Perfection Traffic Control invoice in the amount of \$125. Motion passed 4-0.

6. Lewiston Parks & Recreation \$240

Vice Chairperson Meyers and board member Jones, respectively the approval of payment for Lewiston Parks & Recreation invoice in the amount of \$240. Motion passed 4-0.

7. McVey Entertainment Group \$1000 (2 Statements)

Vice Chairperson Meyers and board member Jones, respectively the approval of payment for McVey Entertainment Group invoices in the amount of \$1,000. Motion passed 4-0.

Board members and Brenda Morgan with BDL requested an item be added to future agendas under the Financials for approval of administrative staff hours.

Vice Chairperson Meyers and board member Bauer, respectively the approval of the presented staff hours and volunteer hours.

VI. 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

None

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

Brenda Morgan with BDL stated they have the planters and working with Park and Recreation to place the planters. Working on getting volunteers to assist with transplanting the existing plants. Will be reaching out to business downtown about adopting and caring for a planter. Park and Recreation is still working on installing the posts for the sun shades. BDL will maintain sunshades.

D. Business Promotion & Neighborhood Marketing - Update on Projects

None

E. Area #3 – Banner Project Sheet – Update

Brenda Morgan with BDL did acquire a list of all light posts located in downtown and who owns them. Will use this list to reach out in regards to placing banners on the posts. Missed the timeline for Crazy Day banners and banner installation will be on hold, but will still be made for next year. Will be printing posters for A frames in replacement of banners until hardware arrives.

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.

VII. BOARD MEMBER COMMENTS

None

VIII. STAFF COMMENTS

A. Query of Board members to attend the regularly scheduled June 8, 2023 meeting

All board members present will be in attendance.

IX. BID ADMINISTRATOR COMMENTS

A. Town Hall (May 9, 2023) update after event

Ms. Morgan stated the next town hall will be in August and will be providing an update on projects and proposed work plan. Did push that BID has an open seat during event. Vice Chairperson Meyers would like to see more attendance, what else can be done. Chair Wendy suggested maybe a different time.

X. 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 9:27 a.m.

RESPECTFULLY SUBMITTED,

ATTEST:

RECORDING SECRETARY

BID ADVISORY BOARD CHAIR

Approved this _____ day of _____, 2023.