

August 10, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, August 10, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:40 a.m.

I. CALL TO ORDER AND INTRODUCTION

BOARD MEMBERS PRESENT: Wendy Price, Chair; Tami Meyers, Vice Chair; Doug Bauer; Peter Cook

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

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

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 member, Bauer and Vice Chair Person Meyers moved and seconded, respectively, the approval of the July 13, 2023 minutes. The motion carried 4-0.

IV. PRESENTATION BY PRESNELL CAGE ON FINANCIAL REPORT

Dawn Alaverti with Presnell Cage provided a verbal review of the audit and its findings per the guidelines agreed upon with BDL.

Board member Bauer and Vice Chair Person Meyers moved and seconded, respectively, the approval of the financial report draft. The motion carried 4-0.

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.

Vice Chairperson Meyers and board member Bauer and moved and seconded, respectively, the approval of the July 2023 bank statement with the condition of

adding Quickbooks in the amount of \$85 to the 7/28/2023 ledger. The motion carried 4 -0.

B. Review and approval of Tabled Invoices

Board members and staff discussed the need for the project form to be utilized on all projects. Chairperson Price stated that using this form will assist in making the project progress and invoices transparent to the board. Staff Hollingshead stated it would also assist in the creation of the 2024 work plan.

1. 2023 Administrative Costs Invoice \$7,000

Vice Chairperson Meyers and board member Bauer moved and seconded, respectively, the approval of 2023 administrative costs in the amount of \$7,000. The motion carried 4-0.

2. Check #2519 to BDL \$3456.80

Vice Chairperson Meyers and board member Cook moved and seconded, respectively, the reimbursement of check #2519 in the amount of \$3,456.80 to BDL. The motion carried 4-0.

3. Invoice #2336 to Hells Canyon Apparel \$1,056.30

Vice Chairperson Meyers and board member Bauer moved and seconded, respectively, the approval of payment for invoice #2336 to Hells Canyon Apparel in the amount of \$1,056.30. The motion carried 4-0.

C. Review of Paid Invoices by BID Funds

Ms. Morgan verbally reviewed a spreadsheet of previously paid invoices from July 2023.

D. Review of Invoices being reimbursed to BDL (Total \$5,974.16)

Ms. Morgan verbally reviewed the reimbursement requests for BDL.

1. Neon one \$156.47 (June Invoice):

2. Neon one \$460.41 (Prepay for July, Aug, Sept)

Vice Chairperson Meyers and board member Bauer moved and seconded, respectively, the reimbursement of June invoice for Neon one in the amount of \$156.47 and prepay for July, August, and September in the amount of \$460.41 to BDL. The motion carried 4-0.

3. Intuit Quickbooks \$85.00 (June)

4. Intuit Quickbooks \$255.00 (Prepay July, August, Sept)

Vice Chairperson Meyers and board member Bauer moved and seconded, respectively, the approval of direct payment from BID account for the June invoice for Intuit Quickbooks in the amount of \$85 and prepay for July, August, and September in the amount of \$255. The motion carried 4-0.

5. Meta \$46.30 (Remaining balance crazy days)

Board members Bauer and Vice Chairperson Meyers, moved and seconded, respectively, the reimbursement to BDL for Meta invoice in the amount of \$46.30 to BDL. Motion carried 4-0.

6. Postal & Copy \$316.89

7. Northwest Media/Inland Digital \$597.00

8. Schurman's True Value \$76.78

9. King's Thrones \$482.30

10. Staples \$137.79

Vice Chairperson Meyers and board member Bauer, moved and seconded, respectively, the reimbursement of invoices for Postal Copy, Northwest Media/Inland Digital, Schurman's True Value, Kings Thrones and Staples to BDL. Motion carried 4-0.

11. BDL Hours \$3,440 (Staff 56 Hrs, Volunteer 30 Hrs)

Vice Chairperson Meyers and board member Bauer, moved and seconded, respectively, the approval of June BDL Hours in the amount of \$3,440. Motion carried 4-0.

E. New Invoices for Review

1. Lewis Clark State College \$130 (50% of Work Scholar)

Vice Chairperson Meyers and board member Cook, moved and seconded, respectively, the approval of the invoice to Lewis Clark State College in the amount of \$130. Motion carried 4-0.

2. Douglass Law \$45 (Meeting with City Attorney)

Vice Chairperson Meyers and board member Bauer, moved and seconded, respectively, the approval of the invoice to Douglass Law in the amount of \$45. Motion carried 4-0.

3. BDL Hours (Staff Hours, Volunteer Hours)

Vice Chairperson Meyers and board member Bauer, moved and seconded, respectively, the approval of July 2023 BDL hours. Motion carried 4-0.

F. Town Hall Meeting Slated for September 6th From 11:30 AM-1 PM

Board members discussed different lunch options and new ways to reach out to the ratepayers for the town hall meeting.

Board members Cook and Bauer, moved and seconded, respectively, the approval of funding \$10 per plate at the Town Hall Meeting. The motion carried 4-0.

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

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

Ms. Morgan stated the murals are being put on hold due to the weather.

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

Ms. Morgan stated she is waiting on the Park and Recreation Department to find out where to dig and place posts due to utility lines.

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. Contractors have communicated that they are backed up until spring.

2. Planters for downtown – Update on Install Date

Ms. Morgan stated she is working on getting a water truck and volunteers scheduled. She is also in the process of creating a map that is easily accessed and updated for wayfinding. She is also in the process of looking into parking meters for downtown and what that would cost to install and maintain.

Board member Cook asked where the revenue would go from the parking meters.

Mrs. Morgan stated she hasn't gotten that far and is still just looking into the cost of installation.

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

Ms. Morgan stated she was working on a list of properties that are available downtown and working on a website where these listings can be posted and updated.

Ms. Morgan stated she is working on getting a quote for the banner & bracket install.

Ms. Morgan is finishing up the video creation of the videos for the \$5 Can Change Your Community campaign.

Board member Cook asked if there is an opportunity to display a directory of some of the businesses downtown.

Ms. Morgan stated that they have and still working on an effective way to have them updated regularly, where to place them, who to partner with, and cost-effectiveness.

D. Area #4 BID Administration: Update

Ms. Morgan stated next BDL newsletter will be released and an LCSC work scholar will be starting soon.

VII. DEVELOP 2024 WORKPLANPLAN

Staff Hollingshead asked board members to bring at least one idea from each area for the September meeting.

VIII. BOARD MEMBER COMMENTS

None

IX. STAFF LIASON COMMENTS

Staff Hollingshead stated at the September meeting she will have the Comprehensive Plan Phase II surveys for the board members to take.

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

All board members present will be in attendance.

X. BID ADMINISTRATOR COMMENTS

Ms. Morgan stated she is the only one in the office at this time and is working at getting everything caught up.

XI. ADJOURNMENT (ACTION ITEM)

There being no further business, board members Bauer and Cook, moved and seconded, respectively to adjourn. The motion carried 4-0 and the Business Improvement District adjourned at approximately 10:10 a.m.

RESPECTFULLY SUBMITTED,

ATTEST:

RECORDING SECRETARY

BID ADVISORY BOARD CHAIR

Approved this _____ day of _____, 2023.