

September 14, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, September 14, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:36 a.m.

I. CALL TO ORDER AND INTRODUCTION

BOARD MEMBERS PRESENT: Wendy Price, Chair; Tami Meyers, Vice Chair; Doug Bauer; Peter Cook; Susie Jones; Dr. Dennis Ohrtman; Michael Follett

BOARD MEMBERS ABSENT:

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. ACTIVE AGENDA

A. **APPROVAL OF AUGUST 10, 2024 MEETING MINUTES**

Board members, Bauer and Ohrtman moved and seconded, respectively, the approval of the August 10, 2023 minutes. The motion carried 7-0.

B. **REVIEW OF BANK STATEMENT**

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

C. **REVIEW OF PAID INVOICES BY BID FUNDS**

Chair Price requested that a date be provided for each invoice.

1. **REIMBURSEMENT FROM AUG EXPENSES (\$9,005.94)**

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

2. **NEON ONE CRM**

Brenda Morgan from Beautiful Downtown Lewiston was available for any questions regarding the Neon Once CRM.

3. QUICKBOOKS ONLINE

Brenda Morgan from Beautiful Downtown Lewiston was available for any questions regarding the QuickBooks online.

D. 2023 HOT AUGUST HOOPS EXPENSES \$7,796.53

Board members, Ohrtman and Follett moved and seconded, respectively, the approval of the 2023 Hot August Hoops expenses in the amount of \$7,796.53. The motion carried 7-0.

E. 2023 CRAZY DAYS EXPENSES \$225.00

Board members, Ohrtman and Bauer moved and seconded, respectively, the approval of the 2023 Crazy Days expenses in the amount of \$225.00. The motion carried 7-0.

F. 2023 SOUND DOWNTOWN EXPENSES \$4,325.00

Vice Chairperson Meyers and board member Bauer moved and seconded, respectively, the approval of the 2023 Sound Downtown expenses in the amount of \$4,325.00. The motion carried 7-0.

G. 2023 DOWNTOWN TAILGATE EXPENSES \$250.00

Board members, Ohrtman and Bauer moved and seconded, respectively, the approval of the 2023 Downtown Tailgate expenses in the amount of \$250.00. The motion carried 7-0.

H. 2023 DOWNTOWN ARTWALK EXPENSES \$250.00

Vice Chairperson Meyers and board member Bauer moved and seconded, respectively, the approval of the 2023 Sound Downtown expenses in the amount of \$250.00. The motion carried 7-0.

I. PRINTCRAFT PRINTING – BID LOGO BANNER FOR EVENTS \$135.15

Board members, Ohrtman and Bauer moved and seconded, respectively, the approval of the Printcraft Printing invoice in the amount of \$135.15. The motion carried 7-0.

J. BDL HOURS – STAFF HOURS \$1,920.00, VOLUNTEER HOURS \$1,320.00 – TOTAL \$3,240.00.

Board members, Bauer and Follett moved and seconded, respectively, the approval of the BDL Staff and Volunteer hours in the amount of \$3,240.00.

Board member Bauer amended his previous motion to include changing the date on the invoice to August 2023. Board member Cook seconded this motion. The motion carried 7-0.

IV. REVIEW 2023 WORK PLAN AND BUDGET

A. Review 2023 Work Plan and Budget

Staff Hollingshead verbally reviewed the 2023 Work plan and any projects that the Board might want to move to the 2024 Work plan.

Board members discussed projects they want to be rolled over to the 2024 Work plan.

Board members and Staff discussed the option of using contractors instead of City departments to complete some of the 2023 Work plan projects in 2024.

V. DEVELOP 2024 WORKPLAN

Board members and Staff discussed and created a list of projects to add to the 2024 Work plan.

Staff Hollingshead will create a clean list of all the projects and send it out to the Board. The Board will need to finalize this list at the next meeting in order for Mrs. Morgan to present it to City Council.

VI. RESCHEDULE TOWN HALL MEETING

Board members, Staff and Mrs. Morgan discussed rescheduling the Town Hall Meeting to November, what time of the day and what the Board should provide in regards to food and beverage.

Board member, Bauer and Vice Chairperson Meyers moved and seconded, respectively, the reschedule the Town Hall meeting to November 2, 2023 at 8:30 am and provide coffee and pastries. The motion carried 7-0.

VII. BOARD MEMBER COMMENTS

None

VIII. 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 besides Board Members Follett and Ohrtman are not sure if they will be able to attend.

IX. BID ADMINISTRATOR COMMENTS

None

X. ADJOURNMENT (ACTION ITEM)

There being no further business, board members Bauer and Follett, moved and seconded, respectively to adjourn. The motion carried 7-0 and the Business Improvement District adjourned at approximately 10:16 a.m.

RESPECTFULLY SUBMITTED,


RECORDING SECRETARY

ATTEST:


BID ADVISORY BOARD CHAIR

Approved this 9 day of November, 2023.