

## October 12, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, October 12, 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 arriving at 8:35 am, Vice Chair; Peter Cook; Susie Jones; Dr. Dennis Ohrtman; Michael Follett

*BOARD MEMBERS ABSENT:* Doug Bauer

*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

Staff Hollingshead read into the record a letter from Donnita Weddle. See Appendix A for the letter and documentation.

Board member Cook asked if this would be a code enforcement situation.

Staff Hollingshead stated this has been forwarded to code enforcement.

Board member Jones stated several BID members feel they are not getting their money's worth from this Board.

Board member Cook stated that he has spent time downtown walking in and out of shops speaking with business owners and he found that there are concerns where BID members do not feel they are benefitting from this and there is also a large concern with the animal care in the downtown. Pet owners are not taking care of their animal's droppings.

### III. ACTIVE AGENDA

#### A. APPROVAL OF SEPTEMBER 14, 2024 MEETING MINUTES

Board members, Follett and Ohrtman moved and seconded, respectively, the approval of the September 14, 2023 minutes.

Board members, Follett and Ohrtman moved and seconded, respectively to amend the previous motion to approve September 14, 2023 with changes. The motion carried 6-0.

**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 INVOICES (ACTION ITEM)**

**1. NEON ONE (\$153.47)**

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

**2. QUICKBOOKS ONLINE (\$90)**

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

**D. NORTHWEST MEDIA QPINS MOBILE MARKETING (\$597)**

After discussions and multiple questions, Vice Chairperson Meyers and Board Member Jones moved and seconded, respectively to table Northwest Media Qpins Mobile Marketing for the November meeting.

Vice Chairperson Meyers and Board Member Jones moved and seconded, to amend pervious motion to table Northwest Media Qpins Mobile Marketing to the November meeting and amount approved at that meeting will be reimbursed to BDL. The motion carried 6-0.

**E. DOWNTOWN TAILGATE EXPENSES (\$1,540.04)**

Vice Chairperson Meyers and Board Member Ohrtman moved and seconded, respectively, the approval of the Downtown Tailgate expenses in the amount of \$1,540.04. The motion carried 6-0.

**F. ARTWALK EXPENSES (\$1,472.62)**

Vice Chairperson Meyers and board member Cook moved and seconded, respectively, the approval of the Artwalk Expenses in the amount of \$1,472.62. The motion carried 6-0.

**G. BDL STAFF HOURS 60, VOLUNTEER HOURS 36 (\$3,840)**

Board Members Ohrtman and Follett moved and seconded, respectively, the approval of the BDL staff hours and Volunteer hours in the amount of \$3,840.00. The motion carried 6-0.

**IV. REVIEW AND APPROVE 2024 WORK PLAN (ACTION ITEM)**

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. Board member Meyers asked that the Downtown Tailgate event be removed from 2024 events that the Business Improvement District would financially support. Board member Cook asked that pet waste receptacles be added to the neighborhood improvements section.

Board Member Jones and Vice Chairperson Meyers moved and seconded, respectively, to recommend approval of the 2024 work plan draft to the City Council. Motion carried 6-0.

**V. BOARD MEMBER COMMENTS**

None

**VI. STAFF LIASON COMMENTS**

**A. Query of Board members to attend the regularly scheduled November 9, 2023 meeting**

All board members present will be in attendance.

**B. Query of Board members to attend the Town Hall Meeting scheduled for November 2, 2023 at 8 am.**

Staff Hollingshead will create a notice of a possible quorum for the town hall. Comprehensive Plan Land Use Map open house will be held at the Lewiston City Library on October 18<sup>th</sup> and board members are encouraged to attend to provide feedback.

**VII. BID ADMINISTRATOR COMMENTS**

None

**VIII. ADJOURNMENT (ACTION ITEM)**

There being no further business, Vice Chairperson Meyers and Board Members Jones, moved and seconded, respectively to adjourn. The motion carried 6-0 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.