

## November 09, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, November 09, 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, Vice Chair; Peter Cook; Susie Jones; Dr. Dennis Ohrtman; Michael Follett; Doug Bauer

*BOARD MEMBERS ABSENT:* None

*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 OCTOBER 12, 2023 MEETING MINUTES**

Vice Chairperson Meyers and Board Member Cook moved and seconded, respectively, the approval of the October 12, 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 INVOICES (ACTION ITEM)**

##### 1. **NORTHWEST MEDIA (With Additional information) (\$597)**

Vice Chairperson Meyers and Board Member Ohrtman moved and seconded, to approve reimbursement to BDL for the Northwest Media invoice in the amount of \$597. The motion carried 7-0.

##### 2. **PUMPKIN PALOOZA EXPENSES (\$1237.20)**

Mrs. Morgan provided verbal summary of additional expenses accrued for Pumpkin Palooza.

BUSINESS IMPROVEMENT DISTRICT (BID) ADVISORY BOARD MINUTES

November 09, 2023

PAGE 1

Board Members Ohrtman and Follet moved and seconded, respectively the approval of Pumpkin Palooza expenses in the amount of \$1,237.20. The motion carried 7-0.

**3. PLAID FRIDAY EXPENSES (\$127.93)**

Mrs. Morgan provided a verbal summary of additional expenses accrued for Plaid Friday.

Vice Chairperson Meyers and Board Member Jones moved and seconded, respectively the approval of Plaid Friday expenses in the amount of \$127.93. The motion carried 7-0.

**4. TOWN HALL MEETING EXPENSES (\$112.50)**

Mrs. Morgan stated that the Town Hall Meeting expenses are for the cost of advertisement.

Vice Chairperson Meyers and Board Member Jones moved and seconded, respectively the approval of Town Hall Meeting expenses in the amount of \$112.50. The motion carried 7-0.

**5. ARTWALK EXPENSES (\$1,814.08)**

Mrs. Morgan provided a verbal summary of additional expenses accrued for Artwalk.

Vice Chairperson Meyers and Board Member Bauer moved and seconded, respectively, the approval of the final Artwalk Expenses in the amount of \$1,814.08. The motion carried 7-0.

**6. DOWNTOWN TAILGATE EXPENSES (\$675.00)**

Mrs. Morgan provided a verbal summary of additional expenses accrued for Downtown Tailgate. Board Member Jones asked if this is an event that will not be taking place next year and Mrs. Morgan stated correct, this event will not take place next year.

Vice Chairperson Meyers and Board Member Bauer moved and seconded, respectively, the approval of the final Downtown Tailgate Expenses in the amount of \$675.00. The motion carried 7-0.

**7. PRESNELL GAGE (\$4,200.00)**

Board member Ohrtman and Vice Chairperson Meyers moved and seconded, respectively the approval of Presnell Gage invoice for the financial review in the amount of \$4,200.00. The motion carried 6-0-1, with board member Bauer out of the room.

**8. BDL STAFF HOURS 48, VOLUNTEER HOURS 59 (\$4,280)**

Vice Chairperson Meyers and Board Member Cook moved and seconded, respectively the approval of the BDL staff hours and Volunteer hours in the amount of \$4,280.00. The motion carried 6-0-1, with board member Bauer out of the room.

**IV. BOARD MEMBER COMMENTS**

Board discussed having a Town Hall Meeting via Zoom since there was no turn out at the November Town Hall Meeting. Staff Hollingshead stated if the board decides to have a Zoom Town Hall Meeting she could request a QR code and then have it sent out with January invoices to rate payers.

Board member Ohrtman asked what can be done to provide to the business not on Main Street in regards to advertising. Would like to find a way to include these business and let the public know they are there.

Mrs. Morgan stated she has reached out and these business are okay with just being listed in the News Letter BDL puts out.

**V. STAFF LIASON COMMENTS**

Staff Hollingshead stated she spoke with the City's Park and Recreation Department in regards to installation of the planters, benches and trash receptacles. They have it on their winter workplan. They stated if the old planters could be removed before the new ones where placed it would be very beneficial. Staff Hollingshead stated she is going to reach to landscaping companies in regards to removing the dirt out of the old planters. She is also trying to coordinate with the City Electrician and the electrical contractor the City uses in regards to upgrading the lighting downtown. Staff Hollingshead final comment was to let the board know the 2024 Work plan will go before City Council on November 13, 2023.

**A. Query of Board members to attend the regularly scheduled December 14, 2023 meeting**

All board members present will be in attendance.

**VI. BID ADMINISTRATOR COMMENTS**

Mrs. Morgan stated there BDL will not continue with Downtown Tailgate next year, but they are going to be bringing back Cookies with Santa and will be doing pictures on December 1<sup>st</sup> with Santa. She also stated that BDL has changed office locations and will be including an innovation hub at the new location soon.

**A. TOWN HALL FOLLOW UP**

See comment under Board Comments

**VII. ADJOURNMENT (ACTION ITEM)**

There being no further business, Vice Chairperson Meyers and Board Member Follett, moved and seconded, respectively to adjourn. The motion carried 7-0 and the Business Improvement District adjourned at approximately 09:13 a.m.

RESPECTFULLY SUBMITTED,

  
RECORDING SECRETARY

ATTEST:

  
BID ADVISORY BOARD CHAIR

Approved this 14<sup>th</sup> day of December, 2023.