

January 12, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, January 12, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:32 a.m.

I. **CALL TO ORDER AND INTRODUCTION**

BOARD MEMBERS PRESENT: Wendy Price, Chair; Dr. Dennis Ohrtman, Vice Chair (via Zoom); Susie Jones; Tami Meyers; Michael Follett; Garry Bush (via zoom)

BOARD MEMBERS ABSENT: Doug Bauer;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant City Planner; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Melinda Rose, Grant Manager

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

II. **PUBLIC COMMENTS**

None.

III. **ELECTION OF CHAIR AND VICE CHAIR FOR 2023 (ACTION ITEM)**

Board member Ohrtman nominated Wendy Price for Chair. All Board members voted in favor of Wendy Price for Chair, 6-0.

Board member Ohrtman nominated Tami Meyers for Vice Chair. All Board members voted in favor of Tami Meyers for Vice Chair, 6-0.

IV. **APPROVAL OF DECEMBER 8, 2022 MINUTES (ACTION ITEM)**

Board members, Meyers and Follett moved and seconded, respectively, the approval of the December 8, 2022 meeting minutes. The motion carried 6-0.

V. **BOARD APPROVAL TO ADD THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD CHAIR AS A SECOND SIGNER ON THE BID CHECKING ACCOUNT (ACTION ITEM)**

Board member Bush asked if motion verbiage should include Vice-Chairperson in case the Chair is not available.

Assistant Planner Katie Hollingshead stated adding multiple people to the bank account is not ideal. There can always be a special meeting to change or add a different signer.

Board members, Meyers and Follett moved and seconded, respectively, to approve adding BID Chair as a second signer on the BID checking account. Motion passed 6-0.

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

Chair Price stated at this point in time she and Board member Bauer have not had contact with the Foundary. They have gone and looked at the statues and feel they look great. They asked if there is someone to walk them through the blemishes so they have background and understanding when they do speak with the Foundary. They would feel better if a professional would help point out the items wrong with each statue.

Board member Ohrtman recommends having Sharon Taylor-Grant meet with Chair Price and Board member Bauer about the statues. Mr. Ohrtman will provide Chair Price with contact information for Mrs. Taylor-Grant.

VII. FINANCIALS – B. MORGAN (ACTION ITEM)

A. Review of Bank Statement

Brenda Morgan with Beautiful Downtown Lewiston stated there are no invoices for last month to approve and the Wells Fargo bank account has been completely closed out. Ms. Morgan is still working on moving the BID funds from P1FCU to another bank account.

Board member Follett asked what bank BDL is changing to.

Ms. Morgan stated she believes it is Idaho Central Credit Union.

VIII. DISCUSSION OF STRATEGIC PLAN FOR BID THROUGH CLOSURE ON 12-31-2026 (ACTION ITEM)

Ms. Morgan stated a strategic plan would provide an over view of the BID District. She would like to have opinions and discussion on what the strategic plans should look like.

Vice Chair Meyers asked if a work session would be best for this discussion?

Ms. Morgan stated a work session would be great. Come up with four years of a plan.

Chair Price would like to have a facilitator come in for the discussion like BDL had for one of their meetings.

Ms. Morgan stated another option would be to hire a consultant to come in and be the facilitator as well.

Vice Chair Meyers stated having a work session with a local facilitator.

Board member Ohrtman doesn't want the plan to have too many layers. The process should be very streamlined.

Staff Hollingshead stated breaking down the big picture into smaller tasks will be very helpful.

Ms. Morgan offered to reach out to other BID locations to see who they have for a liaison on this.

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

A. Area #2 – Planters for Downtown from Wilbert Precast, cost sharing for transportation of planters before starting bid process

Ms. Morgan has been working with Parks and Recreation Director Tim Barker on the best process to replace the planters downtown. If the BID orders through Wilbert Precast they will be willing to do a cost-sharing on the delivery of the planters. Cement planters will be the most feasible option for downtown. There are currently 22 planters downtown and BDL has the ability to store 26, bulk pricing with Wilbert Precast starts at 30 planters. Ms. Morgan is trying to find additional storage and looking at where the additional planters can be placed, possibly on East Main. Parks and Rec will need to assist because they will need to install and run water to the planters. Until the road infrastructure is complete downtown, the water supply will have to be capped when the old planters are removed. By purchasing cement planters there is the option to fill them with dirt and flowers and move them when needed. The shipping cost per planter is \$500 versus \$130 if the BID does cost sharing with Wilbert Precast.

Board member Jones stated they have accounts with trucking companies and could assist with getting some quotes for getting the planters here. If Ms. Morgan could get her the information, she is willing to reach out to her contacts.

Board member Follett asked when road construction will start to happen. No board members or staff were sure when the construction would happen.

Staff Hollingshead stated BID could ask Director Johnson to come and speak to the board in regard to the projected road infrastructure construction on Main Street.

Ms. Morgan asked the board if they would like her to request a bid from Wilbert Precast.

Staff Hollingshead recommends tabling that request until Ms. Morgan gets with Board member Jones about the transportation of planters. Then bring bids from multiple locations.

B. Area #3 – Adding more banner hardware on Main Street (6), install new banner hardware on D Street (10) and printing banners for 5th Street (13 spaces)

Ms. Morgan asked the Board if they would like to invest in the hardware installation or printing more banners. BDL will cover what BID does not choose to purchase. Ms. Morgan stated that BDL is not allowed to list sponsors on their banners per the City of Lewiston.

Staff Hollingshead asked Ms. Morgan to provide where that direction came from so she can look into it and find the section of code.

Board member Ohrtman asked what the cost was to change the hanging banners out and who pays for it.

Staff Hollingshead stated it is possibly Public Works that does the change out, but she would have to follow up with them.

Board members, Meyers and Follett moved and seconded, respectively, to add banner hardware on Main Street and install new banner hardware on D Street, up to a total of 23. The motion carried 6-0.

C. Area #3 – Town Hall meeting with Incite! Consulting on 5/9/2023

A Memorandum of Understanding was not provided in this packet but will be provided at the next meeting. This agenda item will be added to next month's meeting.

Ms. Morgan provided a summary of what the MOU is for.

D. Area #4 – 3rd party Administrator for BID

Ms. Morgan has reached out to other Cities to see how they operate their BID districts. Multiple cities referred Ms. Morgan to Eide Bailly from Spokane as a 3rd party administrator.

Board member Ohrtman asked if BID would be paying Eide Bailly instead of BDL. Would that make an impact on BDL's budget?

Ms. Morgan stated the BID would pay Eide Bailly instead of BDL and it would not necessarily affect BDL's budget.

Staff Hollingshead asked Ms. Morgan to bring something back for the February meeting, that staff can then take back to the City of Lewiston's legal team. Fees are set by the resolution between the City of Lewiston and BDL. To change this resolution could be a large process and the Board will need to have all the pieces before making that decision. The last thing the Board needs is something like this to hinder projects from getting done.

Ms. Morgan stated she wanted to be transparent about all the options that the Board has.

X. BOARD MEMBER COMMENTS

Board member Follett stated the projects done so far are great, but need to get more people downtown. If the City of Lewiston could come up with an area for a food court that would really help downtown and draw a lot of people.

Chair Price stated that is a great discussion to have with someone who would be willing to take care of it.

Staff Hollingshead asked if Board member Follett was thinking of something permanent or event style.

Board member Follett stated something permanent would draw people on a regular basis.

Chair Price stated if Board member Follett had any contacts, he could send them to Vice Chair Meyers, and she would then be able to compile that information and possibly make it happen.

Ms. Morgan stated starting in February BDL is doing an event called “First Friday” and inviting every food truck. They will be launching the first one on February 3rd.

Board member Jones stated the Tri Cities just opened a very large one that is very nice. It was a brilliant idea that brings in a lot of people.

Board member Bush stated there is an issue with no signage in downtown Lewiston for historic markers. This is particularly a problem for the cruise ships bringing tourists to downtown. These tourists do not know how to get from one location to another.

Ms. Morgan stated she has a proposal to be on the February meeting agenda for an interactive sign that will be placed downtown with semi-permanent arrows that will be painted around downtown and color coded to match the interactive sign. Ms. Morgan asked if Board member Bush could provide the map handed out by the cruise ship.

XI. STAFF COMMENTS

A. Welcome to new Board Members

Staff Hollingshead welcomed new board members and reminder about February’s meeting. If you are not able to attend or if you need a zoom link please let staff know.

XII. BID ADMINISTRATOR COMMENTS

A. Beautiful Downtown Lewiston’s annual meeting on 2/7/2023

Ms. Morgan stated BDL’s annual meeting will be at the Library from 5 to 7 pm on 2/7/2023. There will be a panel with Public Works, Community Development and Park and Recs directors. Would like to have BID members to participate as well.

XIII. ADJOURNMENT (ACTION ITEM)

There being no further business, Board members Follett and Meyers moved and seconded, respectively to adjourn. The motion carried 6-0 and the Business Improvement District adjourned at approximately 9:47 a.m.

RESPECTFULLY SUBMITTED,

ATTEST:

RECORDING SECRETARY

BID ADVISORY BOARD CHAIR

Approved this _____ day of _____, 2023.