

## October 27, 2022

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a special meeting Thursday, October 27, 2022 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; Vikky Ross; Michael Follett (Arriving at 8:31 am); Dr. Dennis Ohrtman; Joe Strohmaier, Vice Chair; Doug Bauer (Arriving at 8:33 am)

*BOARD MEMBERS ABSENT:* Daniel Haines

*STAFF MEMBERS PRESENT:* Laura Von Tersch, Community Development Director; Dawn Ortiz, Community Development Specialist; Katie Hollingshead, Assistant City Planner

*OTHERS PRESENT:* Sharon Taylor Hall Grant, Brenda Morgan, Executive Director for Beautiful Downtown Lewiston (BDL), Dawn Aliverti, Presnell Gage

### II. PUBLIC COMMENTS

Sharon Taylor, Lewiston Sculpture; Wondered why it would be so expensive to fix the sculptures. She had spoken to Gary from the Foundry and he stated that he was willing to fix the sculptures at no cost.

Community Development Director Laura Von Tersch stated that the Foundry has changed their mind and will not be working any further with the BID Board. They will refund the money back to the BID Board. The concrete work is what was so expensive and looking at \$36,000 to re-do the work.

### III. ADOPTION OF SEPTEMBER 22, 2022 MINUTES (ACTION ITEM)

Board members, Bauer and Follett moved and seconded, respectively, the adoption of the September 22, 2022 meeting minutes. The motion carried 6-0.

### IV. DANCING CHILDREN & COYOTE STATUES – RECEIVED WITH WRONG COLOR (ACTION ITEM)

Brenda Morgan, Executive Director for Beautiful Downtown Lewiston (BDL); stated there was not a spelled-out process for this project. Moving forward there will be documentation on who is responsible for which portion of new projects and the Board will be voting on new projects. Ms. Morgan did speak with Gary at the Foundry and with

all the different phone calls he was getting from different people he thought it best to step away from the project.

Board member Ohrtman stated the Board needs to find a new foundry, statues need to be repaired, and find a way to pay for it.

Ms. Morgan stated the ratepayers do not want to pay for the statues a second time. BDL is on board to help in any way that they can.

Board member Bauer offered to assist with negotiations on insurance recourse or legal recourse.

Chair Price asked staff Von Tersch if they had spoken to Gary at the Foundry with regards to an insurance claim.

Staff Von Tersch stated she did speak with Gary at the Foundry and the insurance claim would only cover the work he performed and he was willing to correct it at that time.

Board members, Bauer and Ross moved and seconded, respectively, to direct BDL administrator to draft letter to The Foundry declaring possible legal action if negotiation on correcting the patina on the statues is not completed. The motion carried 6-0.

**V. FINANCIAL OVERSIGHT POLICY (ACTION ITEM)**

Staff Von Tersch provided and verbally reviewed financial oversight policy to help clarify the expectations on financial approval process.

Board member Bauer asked if BDL has reached out about hiring an accountant for the BID district.

Ms. Morgan stated that BDL has hired the assistance of Presnell Gage.

Board members, Bauer and Follett moved and seconded, respectively, the approval of the Financial Oversight Policy and it will supersede any existing policy. The motion carried 6-0.

**VI. INTERNAL PROJECT WORKSHEET (ACTION ITEM)**

Board member Bauer asked for clarity on the bidding over \$50,000. Is it possible to lower that amount? He doesn't see projects going over this amount.

Chair Price stated the Board can still request bids to be completed at any time.

Ms. Morgan would like to see a set amount for bids be assigned.

Assistant City Planner Katie Hollingshead did state the Board should take into consideration the new financial policy. Board will also be looking more in-depth at each future project moving forward.

Board member Bauer recommends adding a line that mentions paying 50% upfront for projects and then the remaining 50% upon approval of the project.

Board members, Bauer and Ohrtman moved and seconded, respectively, to approve the project worksheet with the suggest alterations. The motion carried 6-0.

**VII. DRAFT 2023 WORK PLAN AND BUDGET (ACTION ITEM)**

Staff Von Tersch verbally reviewed the draft 2023 work plan and budget.

Ms. Morgan recommended not waiting until all information is provided, but moving forward. Possibly providing a blanket number to not exceed for the project.

Board member Ross recommended hiring a professional that can assist with the work plan and budget to allow ratepayers to understand the document clearly. Also include the district as a whole not just focus on Main Street.

Board member Ross asked for clarification on how the board would suggest changes to work plans and approving plans.

Chair Price asked the Board if meeting more often would be beneficial.

Ms. Morgan would like to stay close to the deadlines already in place.

Staff Von Tersch recommended meeting monthly.

Board member Bauer agreed to meeting monthly. We need to adhere strictly to City policy for timelines.

Board member Ross agreed to meeting monthly as well.

Board members, Bauer and Follett moved and seconded, respectively, the approval of the 2023 Work Plan and Budget with the suggested alterations. The motion carried 6-0.

Ms. Morgan asked for clarification on what the Board would like to see each month for financials.

Board member Bauer stated a profit and loss report that details all expenditures and revenues.

Staff Von Tersch stated the audit was not on the agenda and should not be discussed at this time.

Board member Bauer recommended the budget be tabled until the next meeting.

## **VIII. UNFINISHED AND NEW BUSINESS**

### **A. BOARD MEMBERS**

None

### **B. STAFF**

#### **i) NEED 3 NEW MEMBERS**

Staff Von Tersch recommended the two Board members not renewing next year to resign now if they will not be attending meetings in November and December. This allows for an easier quorum to be reached.

Staff Hollingshead stated letter about open seats has been sent out. If there are still opening in January, letters will go out with the rate mailing.

Ms. Morgan asked for a copy of the letter.

Board member Bauer asked for a copy of the list that letters were sent to.

Board member Ohrtman asked to hear the Presnell Gage audit summary.

Chair Price introduced Tammy Meyers who has submitted an application for a seat on the board.

Dawn Aliverti with Presnell Gage provided a summary of the report and process of the audit. Ms. Aliverti clarified that the report is not a financial opinion and is a review of the information that was provided by the BID Administrator. Ms. Aliverti also clarified that the BID has only reimbursed the first six (6) months of expenses submitted and has not yet paid for the second six (6) months of expenses back to Beautiful Downtown Lewiston.

Staff Hollingshead commented that going to monthly meetings and doing a monthly review of the bank statement and monthly review of the invoices that are being submitted for reimbursement.

The Board then discussed paying invoices directly from the BID accounts rather than reimbursing Beautiful Downtown Lewiston for the invoices.

The Board set their next meeting for Thursday, November 17<sup>th</sup> at 8:30 am at the Community Development department.

**IX. ADJOURNMENT (ACTION ITEM)**

There being no further business, Board members Strohmaier and Ohrtman moved and seconded, respectively to adjourn. The motion carried 6-0 and the Business Improvement District adjourned at approximately 10:06 a.m.

RESPECTFULLY SUBMITTED,

ATTEST:

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RECORDING SECRETARY

\_\_\_\_\_  
BID ADVISORY BOARD CHAIR

Approved this \_\_\_\_ day of \_\_\_\_\_, 2022.