

## DECEMBER 2, 2021

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a special meeting Thursday, December 2, 2021, at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:30 a.m.

### I. **CALL TO ORDER AND INTRODUCTION**

*BOARD MEMBERS PRESENT:* Wendy Price, Chair; Dr. Dennis Ohrtman, Vice Chair; Michael Follett; Vikky Ross; Joe Strohmaier;

*BOARD MEMBERS ABSENT:* Doug Bauer; Daniel Haines

*STAFF MEMBERS PRESENT:* Laura Von Tersch, Community Development Director; Tanya Brocke, Community Development Specialist;

*OTHERS PRESENT:* Brenda Morgan, Executive Director Beautiful Downtown Lewiston

### II. **PUBLIC COMMENTS**

None.

### III. **ADOPTION OF NOVEMBER 18, 2021 MINUTES**

Board members Ross and Ohrtman moved and seconded, respectively, adoption of the November 18, 2021 meeting minutes. The motion carried 5-0.

### IV. **PRESENTATION BY BEAUTIFUL DOWNTOWN LEWISTON, WORK ACCOMPLISHED AND MONIES EXPENDED TO DATE**

The Executive Director of Beautiful Downtown Lewiston Brenda Morgan informed the board that she has been working with the BDL Treasurer to get finances sorted out.

Ms. Morgan explained that the organizations she is working with are not completing their portions of the project in a timely manner, thus slowing down her timeline. Ms. Morgan noted she was still waiting to hear back from the City's Parks and Recreation Department regarding the re-patina update. Ms. Morgan stepped through the work plan and noted items that were highlighted are items they would like to add on to or carry over to the new work plan. Ms. Morgan acknowledged that they were behind and they needed to get moving, but asked the board for guidance on how to proceed.

Community Development Director Laura Von Tersch expressed her concern that the City has paid \$123,000 to BDL and they are sitting on about \$90,000 since only \$39,056 has been expended. Ms. Von Tersch noted she would reach out to the Finance Department about the possibility of putting the funding in to a special account, which would allow BDL to catch up.

Ms. Morgan asked what she could do as far as the items approved and whether she could order things. Ms. Von Tersch noted the contract could be reviewed to see what it allows for and that there are procurement policies that need to be followed if they rebid the project.

Board member Ohrtman thought it would be best to contract it out, since he feels the Parks and Recreation Department is stalling on the project, which in turn holds up BDL and everyone else. Ms. Von Tersch noted that they would need permission from the Parks and Recreation Department, as they are the custodian of the asset.

Chair Price stressed that the Board needs to see the finances today and the presentation because their necks are on the line. Chair Price asked if Ms. Morgan would be able to have the report to the Board by Monday, in order to review before it goes to City Council. Ms. Von Tersch noted that packets would go out on Monday and the Board needs to approve and review the work plan.

After discussion, Board members decided to delay the work plan report to City Council's December 20 meeting, and have a special meeting on December 9 so they can review and approve the work plan.

~~V. ADOPTION OF WORK PLAN 2022~~

No action taken on this item, as the work plan was not ready.

VI. UNFINISHED AND NEW BUSINESS

A. BOARD MEMBERS

Board member Strohmaier offered his assistance to Ms. Morgan, if needed to reach out to the organizations needing to provide information.

Board member Ohrtman asked Ms. Von Tersch if she would follow up with the Parks and Recreation Director Tim Barker.

B. STAFF

None.

**VII. ADJOURNMENT**

The Board adjourned at approximately 9:15 a.m.

RESPECTFULLY SUBMITTED,

ATTEST:

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RECORDING SECRETARY

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.