

**BUSINESS IMPROVEMENT DISTRICT ADVISORY
BOARD**

SPECIAL MEETING AGENDA

THURSDAY, DECEMBER 9, 2021

8:30 A.M.

**COMMUNITY DEVELOPMENT DEPARTMENT BUILDING,
SECOND FLOOR MEETING ROOM,
215 "D" STREET**

**AS A MATTER OF PUBLIC SERVICE AND GOVERNMENTAL TRANSPARENCY, THIS MEETING MAY
BE RECORDED, STREAMED LIVE AND/OR ACCESSED AT A LATER TIME. NOTE THAT THIS MAY
INCLUDE VIDEO AND AUDIO OF ALL PERSONS PRESENT IN THE ROOM**

Due to COVID-19 and Governor Little's Stage 4 Order (issued May 11, 2021), the number of people allowed to attend this meeting in-person will be based upon room capacity for 6-foot physical distancing. Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's Facebook page or the City's website at cityoflewiston.org. Persons attending this meeting are strongly encouraged to wear a face covering.

I. CALL TO ORDER

II. PUBLIC COMMENTS – An opportunity for citizens to address the Board with comments and/or questions. Citizens are asked to limit their time to three (3) minutes each. Comments and questions may be made by:

- ✓ Attending in-person
- ✓ Emailing comments and questions prior to the start of the meeting to lvontersch@cityoflewiston.org
- ✓ Mailing written comments prior to the start of the meeting to Laura Von Tersch, PO Box 617, Lewiston, ID 83501
- ✓ Calling 208-746-1318 x 7265 and leaving your message. Your comments will then be forwarded to the Business Improvement District Advisory Board.

III. ADOPTION OF DECEMBER 2, 2021 MINUTES (ACTION ITEM)

**IV. PRESENTATION BY BEAUTIFUL DOWNTOWN LEWISTON,
WORK ACCOMPLISHED TO DATE (ACTION ITEM)**

V. UNFINISHED AND NEW BUSINESS**A. BOARD MEMBERS****B. STAFF****VI. ADJOURN**

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access to the facility within which this meeting is being held, please contact the meeting coordinator at least forty-eight (48) hours in advance of the meeting at (208) 746-1318.

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 Recreations 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:

RECORDING SECRETARY

BID ADVISORY BOARD CHAIR

Approved this _____ day of _____, 2021.