

1. BID Agenda

Documents:

[1.12.2023 AGENDA.PDF](#)

2. BID Packet

Documents:

[1.12.2023 PACKET.PDF](#)

MEETING AGENDA

BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD

THURSDAY, JANUARY 12, 2023 AT 8:30 A.M.

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

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

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.

- I. **CALL TO ORDER**

- II. **CITIZEN 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 khollingshead@cityoflewiston.org or dortiz@cityoflewiston.org
 - ✓ Mailing written comments prior to the start of the meeting to Katie Hollingshead, PO Box 617, Lewiston, ID 83501
 - ✓ Calling 208-746-1318 x7261 and leaving your message. Your comments will then be forwarded to the Business Improvement District Advisory Board.

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

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

- V. **BOARD APPROVAL TO ADD THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD CHAIR AS A SECOND SIGNER ON BID CHECKING ACCOUNT (ACTION ITEM)**
- VI. **REPORT ON FOUNDARY NEGOTIATIONS – W. PRICE/D. BAUER (ACTION ITEM)**
- VII. **FINANCIALS – B. MORGAN (ACTION ITEM)**
 - A. Review of Bank Statement
- VIII. **DISCUSSION OF STRATEGIC PLAN FOR BID THROUGH CLOSURE ON 12-31-2026 (ACTION ITEM)**
- 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
 - 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)
 - C. Area #3 - Town Hall meeting with Incite! Consulting on 5/9/23
 - D. Area #4 – 3rd party Administrator for BID
- X. **BOARD MEMBER COMMENTS**
- XI. **STAFF COMMENTS**
 - A. Welcome to new Board Members
- XII. **BID ADMINISTRATOR COMMENTS**
 - A. Beautiful Downtown Lewiston’s annual meeting on 2/7/23
- XIII. **ADJOURN (ACTION ITEM)**

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.

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December 8, 2022

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, December 8, 2022 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; Vikky Ross; Michael Follett; Doug Bauer; Joe Strohmaier (via Zoom); Dr. Dennis Ohrtman, Vice Chair;

BOARD MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant City Planner; Aaron Butler, IT;

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

II. PUBLIC COMMENTS

None.

III. APPROVAL OF NOVEMBER 17, 2022 MINUTES (ACTION ITEM)

Board members, Ross and Follett moved and seconded, respectively, the adoption of the November 17, 2022 meeting minutes. The motion carried 6-0.

IV. REPORT ON FOUNDRY NEGOTIATIONS – B. MORGAN/D. BAUER (ACTION ITEM)

Board member Bauer stated that he and Chair Price had not contacted Valley Bronze yet and that he had been reviewing all the previous discussion and correspondence from the October 13, 2022 BID meeting and a refund from Valley Bronze had been mentioned. Bauer asked if that refund had ever been received. Administrator Morgan stated that a refund had not been received and the communication with Valley Bronze was that the board needed to make a final decision before the refund would be given.

Board member Bauer said that he thought it would be the most feasible option to ask Valley Bronze if they would be willing to come to Lewiston and do the refinishing work to the bronzes on site. Chair Price said that the board has discussed this multiple times and she felt the board would be starting a whole new disaster if a letter was sent threatening legal action. Board member Ross agreed and stated that she thought a personal phone call to Gary at Valley Bronze, apologizing for all the miscommunication and any negative press he felt he received and asking if he would still be willing to come

BUSINESS IMPROVEMENT DISTRICT (BID) ADVISORY BOARD MINUTES

December 8, 2022

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to Lewiston to redo the work would be the best course of action. Board member Bauer stated that is exactly the information he needed from the board and he has no problem making that call and making that request of Valley Bronze.

Board member Ohrtman stated that he had identified the additional costs that might arise from having Valley Bronze come to Lewiston and do the work on-site. He stated the cost of the tent and fencing around the work site and lodging for the Valley Bronze employees while they complete the work should be fairly minimal and he had spoken with the Mayor about these expenses and making a request to City Council that these expenses be paid by the Council Contingency fund.

Board member Strohmaier stated he thought former Community Development Director, Laura Von Tersch, had said that there was a problem with doing the work onsite at Brackenbury Square. Staff Hollingshead stated that there isn't necessarily a problem with doing the work onsite, it just gets a little more complicated because of the tent and fencing that would be needed to keep the public out of the work site and keep the bronzes protected.

Chair Price asked what exactly the board was asking Valley Bronze to fix because the owner had previously stated that he could not match the previous color. Board member Ohrtman stated that there were areas on the statues where the sealant wasn't intake and there were gaps that would let water in and cause deterioration, that coating is what needs to be removed and reapplied correctly. Ohrtman further stated that there also needed to be ongoing maintenance of the statues, such as polishing, and a responsible party, either BDL or the local artist group, needs to be in charge of that. Chair Price agreed that she would like to see, on all projects moving forward, who is going to be responsible for the maintenance. Administrator Morgan stated that statue maintenance is outside of Beautiful Downtown Lewiston's scope and further discussion on who would be responsible for said maintenance would be needed. Board member Ohrtman stated that there is a local artist group that could be reached out to, to see if they would take on such a project. Administrator Morgan said she would follow up with Tim Barker, Parks & Recreation Director to find out if the City has statue maintenance on its' list of responsibilities since the City is the owner of the statues.

V. FINANCIALS – B. MORGAN (ACTION ITEM)

BID Administrator Morgan reviewed the expenditures spreadsheet and the associated invoices. Morgan then reviewed the Wells Fargo bank account versus the Potlatch No. 1 Federal Credit Union bank account and stated that the Wells Fargo bank account has been closed. Morgan mentioned to the board that they should consider moving the

BID account to a separate financial institution than the one Beautiful Downtown Lewiston uses (P1FCU) so that there is no overlap of accounts.

Board member Bauer asked if the invoice from Presnell Gage was an annual fee. Administrator Morgan stated yes, that is the fee for the annual financial review, and could possibly increase if Presnell Gage changes their fees. Board member Ohrtman stated he really appreciated the way the financials were now being presented as it made it much easier to understand.

Board members Ohrtman and Bauer moved and seconded, respectively, to approve the reimbursement of the invoices as presented from April 2022 to November 2022 from the BID to BDL. Motion passed 6-0.

VI. REVIEW OF DRAFT BID NEWSLETTER (ACTION ITEM)

Administrator Morgan reviewed the draft newsletter for the Business Improvement District and went over the information that was planned to be included. The BID newsletter will be sent out quarterly, both electronically and by mail. The Beautiful Downtown Lewiston newsletter will be sent out monthly and will also include a small synopsis of BID activities for the month.

Board member Ross asked if the first newsletter would go out in January and Administrator Morgan stated yes.

VII. REVIEW OF 2023 WORK PLAN AND BUDGET - B. MORGAN (ACTION ITEM)

Administrator Morgan reviewed the four (4) areas of the work plan and the four (4) Beautiful Downtown Lewiston committees that will be working on the projects in each of the areas. Morgan reviewed the difficulties in posting certain items online because of proprietary information, such as real estate listings and the Economic Vitality Committee is trying to find alternatives. Morgan has also reached out to downtown business owners regarding items that they would like to see accomplished and one item was the idea of having an outside consultant come in and review the activities that are currently going on and what improvements could be made. Morgan has contacted Insight Consulting to get some costs for doing something like that. A business mixer with a consultant like that is the goal for late spring.

Board member Ohrtman stated that the questions that Staff Hollingshead had included in the packet helped him to identify the things he should be looking at in each area of the work plan.

Administrator Morgan stated that the questions posed by Staff Hollingshead helped the committees determine dates so that they can stay on track with the completion of projects.

Staff Hollingshead reminded the board that the purpose of the posing those questions and getting timelines in each area of the work plan is so that the board can review those timelines and understand the expectations to complete the work items. The board needs to be invested in the projects and understand what they should be seeing each month as progress reports.

A. BOARD MEMBERS COMMENTS

Board member Ross stated that she would need to step down from her position on the board due to family commitments but that she had spoken to Bruce and Tobe Finch at Happy Day and they have a representative who will be applying for her open position. Ross also shared that the Public Works department is working on a downtown infrastructure project and she had spoken with Director Dustin Johnson who said that he would like to see more input from property owners in the downtown area because of the major impact the work will have on downtown property and business owners. Ross stated that she would like to see support from the BID and BDL members so that the City Council understands how important the infrastructure project is and will support the project and funding requests.

Administrator Morgan let the board know that she has been in talks with Director Dustin Johnson and Public Information Officer, Carol Mauer regarding the downtown infrastructure project and they will be including information in the BDL newsletter as well as doing some targeted mailings.

Board member Bauer asked if December was Board member Strohmaier's last meeting and said that he wanted to thank Strohmaier for his service to the board. Board member Strohmaier stated that it was his last meeting and he thanked the board for the opportunity to serve and said that he thought great things would be happening in the next year.

Chair Price thanked the board members for their patience as the board navigated through everything.

Board member Ohrtman excused himself from the meeting at 9:16 a.m.

B. STAFF COMMENTS

Staff Hollingshead let the board know that four applications have been received and a work group will be formed to hold interviews and make a recommendation to City Council for appointment. Board member Ross asked if one of those was from Happy Day and Staff Hollingshead stated that she was not aware of an application from a Happy Day representative and asked Ross to encourage them to get the application in by the end of the week since the City Clerk was already working on setting up the working group and scheduling interviews.

C. BID Administrator

None.

VIII. ADJOURNMENT (ACTION ITEM)

There being no further business, Board members Bauer and Follett moved and seconded, respectively to adjourn. The motion carried 5-0 and the Business Improvement District adjourned at approximately 9:20 a.m.

RESPECTFULLY SUBMITTED,

ATTEST:

RECORDING SECRETARY

BID ADVISORY BOARD CHAIR

Approved this ____ day of _____, 2023.

Initiate Business CheckingSM

December 31, 2022 ■ Page 1 of 4

VII.



BEAUTIFUL DOWNTOWN LEWISTON
REVITALIZATON CORPORATION
301 MAIN ST STE 103
LEWISTON ID 83501-1819

Questions?

Available by phone Mon–Sat 7:00am–11:00pm
Eastern Time, Sun 9:00am–10:00pm Eastern Time:

We accept all relay calls, including 711

1-800-CALL-WELLS (1-800-225-5935)

En español: 1-877-337-7454

Online: wells Fargo.com/biz

Write: Wells Fargo Bank, N.A. (113)
P.O. Box 6995
Portland, OR 97228-6995

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A check mark in the box indicates you have these convenient services with your account(s). Go to wells Fargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking	<input checked="" type="checkbox"/>
Online Statements	<input checked="" type="checkbox"/>
Business Bill Pay	<input type="checkbox"/>
Business Spending Report	<input checked="" type="checkbox"/>
Overdraft Protection	<input type="checkbox"/>

Statement period activity summary

Beginning balance on 12/1	-\$10.00
Deposits/Credits	10.00
Withdrawals/Debits	- 0.00
Closing balance on 12/5	\$0.00

Account number: 9151470995

BEAUTIFUL DOWNTOWN LEWISTON
REVITALIZATON CORPORATION

Idaho account terms and conditions apply

For Direct Deposit use
Routing Number (RTN): 124103799

For Wire Transfers use
Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.



Transaction history

<i>Date</i>	<i>Check Number</i>	<i>Description</i>	<i>Deposits/ Credits</i>	<i>Withdrawals/ Debits</i>	<i>Ending daily balance</i>
12/1		Online Transfer Ref #1b0H2x49Fx From Business Card Close Account	10.00		0.00
Ending balance on 12/31					0.00
Totals			\$10.00	\$0.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

This statement includes an account that has been closed and this is your final statement for that account. You will have 90 days to retrieve historical online documents for this account. Please refer to the Fee & Information Schedule for options to obtain statement copies after 90 days.

If the account that has been closed is the primary account on the statement that includes multiple accounts (a "combined statement"), this is also the final combined statement and you will also have 90 days to retrieve historical online documents for all accounts associated with this combined statement. Going forward, you will receive separate statements for any accounts that remain open.

Thank you for banking with Wells Fargo.

 **IMPORTANT ACCOUNT INFORMATION**

ATM Check Deposit Limit

Effective March 15, 2023, we are changing the following paragraph in the "Our right to decline deposits" subsection within the "Depositing Funds" section of the Deposit Account Agreement:

We may decline all or part of a deposit, including cash, for any reason. This could happen, for example, if a payee isn't a co-owner, authorized signer, or authorized representative on your account, we can't verify an endorsement, the check was issued from a credit account, the dollar amount of the deposit, the check looks suspicious, or it's a non-U.S. item. If we decline a deposit that you mailed to us, we may return it to you at your cost (including charging you for postage and handling to return foreign currency coin or paper), or retain any invalid checks or other documents included in the deposit without crediting your account, at our discretion.

The new paragraph is as follows:

We may decline all or part of a deposit, including cash, for any reason. This could happen, for example, if a payee isn't a co-owner, authorized signer, or authorized representative on your account, we can't verify an endorsement, the check was issued from a credit account, the dollar amount of the deposit, the check looks suspicious, or it's a non-U.S. item. If we decline a deposit that you mailed to us, we may return it to you at your cost (including charging you for postage and handling to return foreign currency coin or paper), or retain any invalid checks or other documents included in the deposit without crediting your account, at our discretion. There are limits on the total dollar amount of checks that can be deposited at Wells Fargo ATMs per transaction. We may decline check deposits that exceed \$1 million.



Effective January 31, 2023, in the section of your Deposit Account Agreement ("Agreement") titled "Available Balance, Posting Transactions, and Overdraft", under the subsection "How we process and post transactions to your account", the section titled "Step 2: we sort your transactions into categories" is deleted and replaced with the following:

Step 2: we sort your transactions into categories

- We credit deposits received before the cutoff time.
- We subtract withdrawals and payments we have previously authorized that we cannot return unpaid such as debit card purchases, ATM withdrawals, account transfers, Bill Pay transactions, and teller-cashed checks. Transactions are generally sorted by date and time the transaction was conducted or, for some transactions, the day we receive it for payment, or the time assigned by our system. If date and time are the same, we post from lowest to highest dollar amount.
- We pay your checks and preauthorized ACH payments, such as electronic payments you have authorized a company to withdraw using your account and routing number. Transactions are generally sorted by date and time received by the Bank, and if date and time are the same, we post from lowest to highest dollar amount. Merchant-issued payment card transactions (e.g., an ACH payment associated with a purchase you made using a store-issued debit card) post after all other transactions in this category.

Determining Date and Time

- Cutoff time is based on the location where the deposit or transfer was made.
- For debit card transactions, if we do not have date and time information, we use the day we receive it for payment from the merchant.
- For some transactions, such as Bill Pay or teller-cashed checks, a different time may be assigned by our systems.

NEW YORK CITY CUSTOMERS ONLY -- Pursuant to New York City regulations, we request that you contact us at 1-800-TO WELLS (1-800-869-3557) to share your language preference.

Tax Season Reminder: Wells Fargo delivers tax documents - either by mail or online depending on your delivery preference - no later than January 31 or by the IRS deadline of February 15 for brokerage accounts. Depending on the U.S. Postal delivery service, you should expect to receive your tax documents no later than the end of February. You can update your tax document delivery preferences by visiting Wells Fargo Online®.

The Internal Revenue Service (IRS) requires Wells Fargo to report information regarding the amount of interest, dividend or miscellaneous income earned as well as gross proceeds from sales by providing you with various IRS Forms 1099 based on the different types of transactions that occurred in your account during the calendar tax year (the IRS reportable threshold). For example, if you have interest or dividends in the amount of \$10 or more during that timeframe, you will receive a Form 1099-INT from Wells Fargo.

For more information, visit Wells Fargo Tax Center at <https://www.wellsfargo.com/tax-center/>.

Other Wells Fargo Benefits

Shopping online this Holiday Season? Avoid scams by watching for red flags like pressure to buy right away, rude or pushy language, or unusually specific ways to pay such as gift cards, crypto or payment apps. Learn more at www.wellsfargo.com/security.



PO Box 897 • Lewiston, ID 83501-0897
 (208) 746-8900 • (800) 843-7128 • p1fcu.org

Account # ****55
 Statement Date 11/30/2022

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BEAUTIFUL DOWNTOWN LEWISTON REVITALIZATI
 301 MAIN ST STE 103
 LEWISTON ID 83501-1819

S0041 - BUSINESS IMPROVEMENT DISTRICT

Trans Date	Eff Date	Transaction Description	Additions	Subtractions	Balance
		Previous Balance			\$131,152.82
		Withdrawal ACH 18004INTUIT TYPE: CHECKS / F ID: 0000756346 CO: 18004INTUIT NAME: BRENDA MORGAN Entry Class Code: WEB.....		\$-83.29	\$131,069.53
		Draft 2500 Tracer 836200000777407.....		\$-11,828.82	\$119,240.71
		Deposit Dividend 0.150%.....	\$15.78		\$119,256.49
		Annual Percentage Yield Earned: 0.150% For the 29 day period.....			
		New Balance			\$119,256.49

Privilege Pay fee and NSF item returned fee summary

	Total for This Period	Total for Year-To-Date
Total NSF Item Paid Fees	\$0.00	\$0.00
Total NSF Item Returned Fees	\$0.00	\$0.00

Cleared Check Summary

Draft Number	Date	Amount	Draft Number	Date	Amount	Draft Number	Date	Amount
2500	11/23	11,828.82						

EXPLANATION OF FINANCE CHARGES: The FINANCE CHARGE for a loan is made up of two parts: (1) interest, and (2) certain other fees. To compute the finance charge, the unpaid balance for each day since your last payment (or since an advance if have not yet made a payment) is multiplied by the applicable daily periodic rate.

Insured by NCUA



Beautiful Downtown Lewiston 5th Street Banners



(13) total 30"x94" printed banner
 Double sided with pole pocket
 @ \$153.00 each

**Grand Total =
 \$1,989.00 + tax**

BDL Main Street BLVD Banners



(10) total 24"x60" banners
double sided with pole pockets
@ \$85.00 each

**Grand Total =
\$850.00 + tax**

bdl/mainstreetbanners.cdr

