Lewiston City Council
AMENDED
2/9/2024
REGULAR MEETING AGENDA
February 12, 2024 - 6:00 PM
Lewiston City Library – Second Floor Event Space – 411 D Street
Lewiston, Idaho 83501

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 website at cityoflewiston.org.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS COMMENTS

This is an opportunity for citizens to address the Council on agenda items or other items they wish to bring to the attention of the Council. Citizens are encouraged to discuss operational issues in advance with the Mayor. In consideration of others wishing to speak, please limit your remarks to three minutes.

IV. CONSENT AGENDA

All items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under "Items Moved from the Consent Agenda".

A. **CITY COUNCIL MINUTES:** 1/16/2024 Joint City/County/Airport Special; 1/18/2024 Special; 1/22/2024 Regular; 1/29/2024 Special - Action Item

B. **ADVISORY BOARD/COMMISSION MINUTES:** 12/13/2023 Library Board of Trustees; 01/16/2024 Emergency Medical Services Advisory Board; 01/04/2024 Historic Preservation Commission - Action Item

C. **VOUCHER'S PAYABLE:** Considering approval of the Voucher's Payable dated 01/12/2024 - 01/25/2024 in the amount of $1,571,488.67 - Action Item

V. ACTIVE AGENDA

A. **UNITED AIRLINES MINIMUM REVENUE GUARANTEE:** Receiving an update regarding negotiations of a minimum revenue guarantee agreement with United Airlines for the 2024 fiscal year and discussion regarding the same - Action Item (Mayor Johnson)

B. **RESOLUTION 2024-3:** Considering accepting and approving a right-of-way contract and claim for payment between Charles A. Browne and Virginia Browne, as grantors, and the City of Lewiston, as grantee, and authorizing the Mayor and City Clerk to execute and attest the contract and claim for payment - Action Item (Engineering Project Supervisor Bailey)

C. **RESOLUTION 2024-4:** Considering declaring various items of City of Lewiston property to be surplus and providing for the public auction of said surplus property - Action Item (Finance Director Gordon)

D. **ORDINANCES**

1. **SECOND/THIRD READINGS**

a. **ORDINANCE 4909:** Considering implementing the City Council's decision in ZNC23-7, declaring that certain real property be removed from the Higher Density Residential (R-4) Zone to the General Commercial (C-4) Zone and amending the official zoning map of the City of Lewiston - Action Item (Assistant Planner Hollingshead)

2. **ADOPTION AND APPROVAL OF ORDINANCE SUMMARIES**

a. **ORDINANCE 4909:** - Action Item

E. **REASONED STATEMENT ZNC23-7:** Considering approval of the Reasoned Statement of Relevant Criteria and Standards for ZNC23-7 - Action Item (Assistant Planner Hollingshead)

F. **BOLLINGER BUILDING:** Considering the offer(s) to purchase the Anne Bollinger Performing Arts Center by prospective purchaser(s) - Action Item (Assistant City Attorney Tengono)

VI. **ITEMS MOVED FROM THE CONSENT AGENDA** - Action Item

VII. **UNFINISHED AND NEW BUSINESS**

A. **CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.

B. **CITY BOARDS AND COMMISSIONS LIAISON UPDATES**

C. **MAYOR COMMENTS**

D. **ADVISORY BOARD AND COMMISSION APPOINTMENTS**

1. **DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE:** Considering the appointment of Garrett Frei, Jake Greco, Stillman Norton, Tim Lynch and Dan Yonge to three (3) year terms - Action Item

2. **PLANNING & ZONING COMMISSION:** Considering appointing Emily Wolf to a four (4) year term - Action Item

3. **HISTORIC PRESERVATION COMMISSION:** Considering the reappointment of Greg Follett for a three (3) year term and the appointment of Robert Reitz for a three (3) year term - Action Item

4. **EMERGENCY MEDICAL SERVICES ADVISORY BOARD:** Considering the reappointment of Serena Tschirgi to a four (4) year term - Action Item

E. AGENDA TOPICS: - Action Item

VIII. ADJOURNMENT - 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 provided at this meeting, please contact the City Clerk's Office at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6202.

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January 16, 2024

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special Joint Meeting with the Nez Perce County Board of Commissioners and the Lewiston-Nez Perce County Airport Authority Board at the Airport Administration Building Conference Room at 3632 Stearman Street. The meeting was called to order at 3:35 p.m. by Airport Authority Board Chari Peters, Nez Perce County Commissioner Chair Havens and Mayor Johnson, respectively.

COUNCILORS PRESENT: Mayor Johnson; Council President Kleeburg; Councilor Forsmann (3:41 p.m.); Councilor Klein; Councilor Liedkie (3:35 p.m.); Councilor Schroeder; Councilor Spickelmire.

NEZ PERCE COUNTY COMMISSIONERS PRESENT: Commission Chair Havens; Commissioner Beck.

AIRPORT AUTHORITY BOARD MEMBERS PRESENT: Board Chair Peters; Board Vice-Chair Gish; Board Member Miles; Board Member Seekins; Board Member Wilson.

I. LEWISTON-NEZ PERCE COUNTY REGIONAL AIRPORT CONTRIBUTION

After reciting the Pledge of Allegiance, Airport Director Isaacs reviewed the 2023 performance, limitations, opportunities and challenges of United Airlines. Airport Director Isaacs explained that United Airlines is requesting a Minimum Revenue Guarantee (MRG) agreement, which guarantees a certain amount of revenue for flights. The minimum revenue guarantee request amount could be up to $4,028,063, based on load factor, and would provide one morning departure from Lewiston to Denver, and one evening Denver to Lewiston arrival per day.

Discussion followed, and the Council was informed that United Airlines would like a decision by the end of the month. The City Council agreed to discuss the request at a special meeting held on January 18th, 2024.

II. COUNCIL/COMMISSSIONER/AIRPORT AUTHORITY BOARD COMMENTS

Nez Perce County Commissioners said it is a good proposal and they would hate to see it passed up.

Airport Authority Board Member Seekins asked Council to consider what the airport does for the community and thanked the County for their contribution in 2021.

Airport Authority Board Vice Chair Gish thanked everyone for attending the meeting and extended an invitation to attend future meetings.

Councilor Forsmann asked about a marketing plan.

Councilor Liedkie also thanked the County for contributing in 2021 and noted the airport is a partnership between the City and County.

Mayor Johnson noted that the timeline was short and asked Councilors to let Clerk Brocke know if they preferred to add a discussion of the request to the January 18th Special Council meeting or the January 22nd Regular meeting.

III. CITIZENS COMMENTS

Bill Strange said he has been with the Airport for 35 years and that a morning flight opportunity would be great. He also said it has been incredible to see the culture change between the City, County and Airport and is great to see everyone working together.

There being no further business, Airport Authority Board Members Seekins and Gish moved and seconded, respectively, to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 4:56 p.m.

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Daniel G. Johnson, Mayor

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Tanya M. Brocke, City Clerk

January 18, 2024

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special meeting at the City Hall Back Conference Room at 1134 F Street. Mayor Johnson called the meeting to order at 3:00 p.m.

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Johnson; Councilor Forsmann; Councilor Klein; Councilor Liedkie; Councilor Schroeder (3:45 p.m.); Councilor Spickelmire (Zoom).

COUNCILORS EXCUSED: Council President Kleeburg.

II. PLEDGE OF ALLEGIANCE

Mayor Johnson led the Pledge of Allegiance.

III. CITIZEN COMMENTS

John Thompson, President of the International Association of FireFighters, said they are excited for negotiations to get started and encouraged the Council to reach out with any questions.

Tim Parker, Vice President and Union Representative of the International Association of FireFighters, said he appreciates the opportunity to collaborate with the City and they have a good working relationship.

IV. DISCUSSION ITEMS

Please note that identifying an item as an "Action Item" does not require the City Council to vote on that item.

A. COLLECTIVE LABOR AGREEMENT WITH THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL #1773: Review and discussion about the current Collective Labor Agreement between the City of Lewiston and the International Association of Firefighters Local #1773, which agreement expires on September 30, 2024

Mayor Johnson explained the purpose of the special meeting was to provide discussion and information on the current collective labor agreement not for collective bargaining.

Councilors then reviewed, asked questions, and received clarification on the current Collective Labor Agreement Articles 1 through 15. The remaining articles will be

discussed at the January 29th special meeting.

Councilor Schroeder arrived at 3:45 pm.

Councilor Liedkie excused herself at 3:56 p.m. to take an urgent call.

B. **UNITED AIRLINES MINIMUM REVENUE GUARANTEE :** Discussion and consideration of the request to provide a minimum revenue guarantee to United Airlines for the 2024 fiscal year and providing direction to Mayor Johnson and City staff regarding such request - Action Item

Mayor Johnson explained that at a joint meeting with the Airport Authority Board, Nez Perce County Commissioners and City Council, it was requested that the city provide a minimum revenue guarantee to United Airlines for the 2024 fiscal year.

Councilor Liedkie returned to the meeting at 3:59 p.m.

After questions and discussion, Councilor Liedkie moved to direct Mayor Johnson and staff to negotiate a minimum revenue guarantee agreement with United Airlines for the City Council's consideration at the January 29th regular meeting or sooner. Councilor Forsmann seconded.

A friendly amendment was made by Councilor Liedkie to amend the motion from the "January 29th regular meeting" to "the January 29th Special meeting". Councilor Forsmann seconded. The motion passed 5-0.

V. **ADJOURNMENT** - Action Item

There being no further business to come before the Lewiston City Council, Councilors Liedkie and Schroeder moved and seconded, respectively, to adjourn the January 18th, 2024 Special Meeting. The motion carried 5-0 and the meeting adjourned at approximately 4:38 p.m.

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Daniel G. Johnson, Mayor

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Tanya M. Brocke, City Clerk

January 22, 2024

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Regular Meeting at the Lewiston Library Second Floor Activity Room at 411 D Street. Council President Kleeburg called the meeting to order at 6:00 p.m.

I. CALL TO ORDER

COUNCILORS PRESENT: Council President Kleeburg; Councilor Forsmann; Councilor Klein; Councilor Schroeder.

COUNCILORS EXCUSED: Mayor Johnson; Councilor Liedkie; Councilor Spickelmire.

II. PLEDGE OF ALLEGIANCE

Council President Kleeburg led the Pledge of Allegiance.

III. CITIZENS COMMENTS

Lori Hurd, resident of Lewiston and Nez Perce County, supports the airport and its proposed flight time changes but is concerned that the county, having used federal COVID funds for airport funding, is now placing the financial burden on the city. She advocated for funding to come from the county so that the city can use funding for needed infrastructure improvements.

IV. PRESENTATIONS

A. DECEMBER FINANCIAL REPORT: Financial report for December, in accordance with Idaho Code § 50-208 (Finance Director Gordon)

Finance Director and City Treasurer Gordon presented the December financial report.

V. PUBLIC HEARINGS AND RELATED ACTION ITEMS

A. PUBLIC HEARING: ZNC23-7: Accepting testimony on a zone change proposal by Keith Jacobs of KK Jacobs Properties, LLC to rezone 1828 and 1832 Idaho Street from the Higher Density Residential (R-4) Zone to General Commercial (C-4) Zone - Action Item (Assistant Planner Hollingshead)

Announcing the subject of the public hearing, Council President Kleeburg explained the public hearing process, opened the public hearing and asked for the staff report.

Assistant Planner Hollingshead provided a summary of the proposal, along with aerial maps and photographs of the subject property, which consists of three parcels known as 1828 and 1832 Idaho Street. A public hearing was held at the Planning and Zoning Commission on December 13, 2023, and it was unanimously voted to recommend approval to the City Council.

There being no testimony from the applicant, or any public testimony, Council President Kleeburg closed the public hearing (one email was received on Thursday, January 11, 2024 from 1818 G Street LLC in support of the Zone Change proposal and distributed to Council prior to the public hearing).

B. **ORDINANCE 4909 - FIRST READING:** Considering implementing the City Council's decision in ZNC23-7, declaring that certain real property be removed from the Higher Density Residential (R-4) Zone to the General Commercial (C-4) Zone and amending the official zoning map of the City of Lewiston - Action Item (Assistant Planner Hollingshead)

Councilors Forsmann and Schroeder moved and seconded, respectively, to approve the first reading of Ordinance 4909. The motion passed 4-0.

ORDINANCE 4909: AN ORDINANCE OF THE CITY OF LEWISTON IMPLEMENTING THE CITY COUNCIL'S DECISION IN ZNC23-7, DECLARING THAT CERTAIN REAL PROPERTY BE REMOVED FROM THE HIGHER DENSITY RESIDENTIAL (R-4) ZONE TO THE GENERAL COMMERCIAL (C-4) ZONE; AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LEWISTON; AND PROVIDING AN EFFECTIVE DATE.

VI. CONSENT AGENDA

Council President Kleeburg explained that all items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a Councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under "Items Moved from the Consent Agenda".

Councilor Forsmann moved, and Councilor Schroeder seconded, respectively, adoption of the Consent Agenda. *ROLL CALL VOTE: VOTING AYE: Kleeburg; Forsmann; Schroeder; Klein. VOTING NAY: None. EXCUSED: Liedkie; Spickelmire.*

A. **CITY COUNCIL MINUTES:** 1/8/2024 Regular - Action Item

B. **ADVISORY BOARD/COMMISSION MINUTES:** 11/02/2023 Historic Preservation Commission; 12/8/2023 & 12/13/2023 Public Works Advisory Commission; 12/12/2023 Urban Renewal Agency; 12/27/2023 Planning & Zoning

Commission - Action Item

C. **VOUCHER'S PAYABLE:** Considering approval of the Voucher's Payable dated 12/29/2023 - 01/11/2024 in the amount of $1,273,025.29 - Action Item

D. **TAMMANY VISTA PRELIMINARY PLAT APPROVAL EXTENSION:** Considering extending the approval of the Tammany Vista - Phase 1 preliminary plat until May 23, 2024 - Action Item

VII. ACTIVE AGENDA

A. **TRANSIT BUS PURCHASE THROUGH TIPS COOPERATIVE:** Considering approval to purchase two light duty buses for the amount of $313,483.12 from the ABC Bus Company via The Interlocal Purchasing System (TIPS), supplemented by an estimated additional $9,516.88 for ancillary equipment - Action Item (Transit Manager Seigneur)

Councilors Schroeder and Forsmann moved and seconded, respectiely, to approve the purchase of two light duty buses from ABC Bus Company, along with the necessary ancillary equipment, and authorize the Mayor to execute the associated agreement between the City of Lewiston and ABC Bus Company. *ROLL CALL VOTE: VOTING AYE: Kleeburg; Forsmann; Schroeder; Klein. VOTING NAY: None. EXCUSED: Liedkie; Spickelmire.*

B. **LICENSES:** Considering approval of the following renewal licenses and new license (Downtown Bourbon) - **Action Item** (Community Development Specialist Ortiz):

Retail Liquor, Retail Wine by the Drink and Bottle, Retail Beer On and Off Premise:

- Alibi / Sports Edition, 1702 Main St
- Applebee's, 2235 Thain Gr
- Bojacks Broiler / 311 Main St
- Boomer's / Zone 208, 0301 2nd St
- Boomtown, 516 Main St
- Brocks / Bravas, 504 Main St
- Bryden Canyon Public Golf Course, 445 O'Connor Rd
- Canter's Inn, 416 Thain Rd
- Corner Villa, 2110 14th Ave
- Downtown Bourbon, 111 Main St
- Eagles Lodge, 1304 Main St
- Elks Lodge, 3444 Country Club Dr
- El Sombrero, 405 Thain Rd
- Ernies Steakhouse, 2305 Nez Perce Dr
- Hells Canyon Grand Hotel, 621 21st St

- Jollymore's, 1516 Main St
- Lewiston Golf & Country Club, 3985 Country Club Dr
- Mandarin Pine, 833 21st St
- Pals, 301 Main St Ste L1
- Strike & Spare Bar and Grill, 244 Thain Rd
- The Zoo, 2138 13th Ave
- Wrangler, 750 21st St
- Zany's, 2004 19th Ave

Recommend approval on the below subject to submittal of required paperwork:

- Red Lobster, 2115 Thain Rd
- Shooters, 1618 Main St

Council President Kleeburg moved to approve the renewal licenses for retail liquor, retail wine by the drink and bottle, and retail beer on and off premise for the 22 business listed on the agenda, excluding Downtown Bourbon, and approve the new alcohol license for Downtown Bourbon. Councilor Schroeder seconded, and the motion passed 4-0.

Council President Kleeburg moved to approve the renewal licenses for retail liquor, retail wine by the drink and bottle, and retail beer on and off premise, as applicable, for the two businesses listed on the agenda, subject to submittal of the required paperwork. Councilor Forsmann seconded and the motion passed 4-0.

C. ORDINANCES

1. FIRST/SECOND/THIRD READINGS:

a. **ORDINANCE 4911:** Authorizing and providing for the issuance of a water revenue bond, Series 2024, in a principal amount not to exceed $42,000,000, for the purpose of financing the acquisition, construction and installation of improvements to the domestic water system of the City of Lewiston; describing the bond; providing for the collection and disposition of revenues; providing for the payment of the principal of and interest on the bond; establishing funds and accounts; providing covenants relating to the bond; providing for the sale of the bond to the Idaho Department of Environmental Quality; providing for related matters; and providing for an effective date - Action Item (Public Works Director Johnson)

Councilors Schroeder and Forsmann moved and seconded, respectively to combine the first, second, and third readings and waive one reading in full of Ordinance 4911. The motion passed 4-0.

Councilors Schroeder and Forsmann moved and seconded, respectively, to approve the first, second, and third readings of Ordinance 4911. The motion passed 4-0.

ORDINANCE 4911: AN ORDINANCE OF THE CITY OF LEWISTON, NEZ PERCE COUNTY, IDAHO, AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF A WATER REVENUE BOND, SERIES 2024, IN A PRINCIPAL AMOUNT NOT TO EXCEED $42,000,000, FOR THE PURPOSE OF FINANCING THE ACQUISITION, CONSTRUCTION AND INSTALLATION OF IMPROVEMENTS TO THE DOMESTIC WATER SYSTEM OF THE CITY OF LEWISTON; DESCRIBING THE BOND; PROVIDING FOR THE COLLECTION AND DISPOSITION OF REVENUES; PROVIDING FOR THE
PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE BOND; ESTABLISHING FUNDS AND ACCOUNTS; PROVIDING COVENANTS RELATING TO THE BOND; PROVIDING FOR THE SALE OF THE BOND TO THE IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY; PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.

2. ADOPTION AND APPROVAL OF ORDINANCE SUMMARIES :

a. ORDINANCE 4911: - Action Item

Councilor Schroeder moved and Council President Kleeburg seconded, to adopt Ordinance 4911 and approve the related ordinance summary. *ROLL CALL VOTE: VOTING AYE: Kleeburg; Forsmann; Schroeder; Klein. VOTING NAY: None. EXCUSED: Liedkie; Spickelmire.*

VIII. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

IX. UNFINISHED AND NEW BUSINESS

A. CITY COUNCILOR COMMENTS: Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.

Councilor Forsmann expressed gratitude to the snow removal team for their hard work and also thanked Public Transit drivers for their efforts in navigating through the snow.

Council President Kleeburg seconded Councilor Forsmann's comments and expressed appreciation of the dedication and work of both teams, as well.

B. CITY BOARDS AND COMMISSIONS LIAISON UPDATES

Councilor Forsmann noted the Public Works Advisory Commission will be attending the February 5th Council Work Session to discuss a city-wide Capital Improvement Plan.

C. MAYOR COMMENTS

None.

D. ADVISORY BOARD AND COMMISSION APPOINTMENTS: - Action Item

As Mayor Johnson was unable to attend the meeting, the advisory board and commission appointments were postponed to another meeting.

1. **HISTORIC PRESERVATION COMMISSION:** Considering the reappointment of Greg Follett for a three (3) year term - Action Item

2. **EMERGENCY MEDICAL SERVICES ADVISORY BOARD:** Considering the reappointment of Serena Tschirgi to a four (4) year term - Action Item

E. AGENDA TOPICS: - Action Item

None.

X. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Councilors Forsmann and Schroeder moved and seconded, respectively, to adjourn the January 22, 2024 Regular meeting. The motion carried 4-0 and the meeting adjourned at approximately 6:36 p.m.

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Daniel G. Johnson, Mayor

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Tanya M. Brocke, City Clerk

January 29, 2024

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special Meeting at the City Hall Back Conference Room at 1134 F Street. Mayor Johnson called the meeting to order at 3:00 p.m.

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Johnson; Council President Kleeburg; Councilor Forsmann; Councilor Klein; Councilor Schroeder; Councilor Spickelmire.

II. PLEDGE OF ALLEGIANCE

John Thompson led the Pledge of Allegiance.

III. CITIZENS COMMENTS

None.

IV. DISCUSSION ITEMS

Please note that identifying an item as an "Action Item" does not require the City Council to vote on that item.

A. COLLECTIVE LABOR AGREEMENT WITH THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL #1773: Review and discussion about the current Collective Labor Agreement between the City of Lewiston and the International Association of Firefighters Local #1773, which agreement expires on September 30, 2024

Councilors reviewed, asked questions, and received clarification on the current Collective Labor Agreement Articles 15 through 38.

B. UNITED AIRLINES MINIMUM REVENUE GUARANTEE : Receiving an update regarding negotiations of a minimum revenue guarantee agreement with United Airlines for the 2024 fiscal year and discussion regarding the same - Action Item

Mayor Johnson informed Councilors that the Legal Department had sent a red-line contract regarding the minimum revenue guarantee to the Lewiston-Nez Perce County Regional Airport and United Airlines for review, but had not received the contract back as of the time of the meeting.

C. **RESOLUTION 2024-1:** Considering approving the Air Services Agreement between United Airlines, Inc. and the City of Lewiston - Action Item

There was no action taken by Council regarding Resolution 2024-1, as the agreement had not yet been received from the Lewiston-Nez Perce County Regional Airport or United Airlines.

V. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Council President Kleeburg and Councilor Schroeder moved and seconded, respectively, to adjourn the January 29, 2024 Special Meeting. The motion carried 6-0 and the meeting adjourned at 3:52 p.m.

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Daniel G. Johnson, Mayor

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Tanya M. Brocke, City Clerk

Lewiston City Library
Library Board of Trustees
Special Meeting | Wednesday December 13, 2023
Community Room

1. Call to Order: Meeting was called to order at 5:35 PM by Chair Diana Ames
   Trustees Present: Rebecca Snodgrass, Trisha Decker, Andy Hanson, Diana Ames
   Trustees Absent: Josh Brown
   Councilor Liaison: Rick Tousley
   Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino

2. Recognition of Visitors
   a. Dennis Ohrtman - Lewiston Library Foundation President

3. Approval of additions and deletions to agenda, if any - none

4. Public Comment and correspondence
   a. L. Johnson presented holiday, thank you, and support cards addressed to the Lewiston Library from our patrons.

5. City of Lewiston Council Report
   a. R. Tousley provided his report regarding the most recent city council activity which included the approval of the lighting project for the Lewiston Library conversion to LED lights.

6. Library Foundation Report
   a. D. Ohrtman provided an update on the Library Foundation which included a recent meeting with M. Mangum regarding placing engraved tiles on the Rooftop. D. Ohrtman also provided an update regarding changes within the Foundation. He concluded his presentation by adding that an endowment is being created by the Foundation and work on documentation is ongoing.

7. Consent Agenda - Action Item
   a. Approval of Minutes of Previous Meetings: Board of Trustees from November 15, 2023, Art Committee Minutes from October 19, 2023
   b. Review of statistical report
   c. Approval of statement of expenses
      i. Andy Hanson moved to approve and Trisha Decker seconded the motion to approve the consent agenda. All in favor. Motion carried.

8. Committee Reports
   a. Art Committee
      i. D. Ames commented on the recent opening exhibit of quilts displayed throughout the library. Ames commented that the committee has planned exhibits for the coming year and is scheduled to meet in January.

9. Director's Report
    a. Grants
        i. L. Johnson reported that the Youth Services department received a Summer Support grant for the coming year.
    b. Staffing
        i. L. Johnson commented that there will be library page interviews this coming week.
    c. Contracted Services Provider Retirement
        i. L. Johnson reported that the Plant Lady has retired and a new volunteer will be taking over the plants.

10. Unfinished Business
    a. Donation of Artwork by R. Crawford - Action Item
        i. L. Johnson provided an update on finalizing the documentation for the Crawford donation and the usage rights of the library.
    b. Display Policy - Action Item
        i. The board had a discussion regarding legal review of the display policy.
            1. Trisha Decker motioned to amend the display policy to reflect the guidance of legal counsel and Andy Hanson seconded the motion. All in favor. Motion carried.
    c. Items Moved from the Consent Agenda
        i. None

11. New Business
    a. State Statistical Report
        i. L. Johnson commented she completed and submitted the state report for the most recent year.
    b. Annual Report
        i. L. Johnson reviewed information included in the draft of the annual report and asked for input from the board regarding presentation of the data. A discussion of the data, statistics that should be highlighted including the increase in volunteer hours, followed.

12. Executive Session - Action Item
    a. Idaho Code 74-206(1)(b) – To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.
        a. Andy Hanson Moved to enter into executive session and Rebecca Snodgrass seconded.
            i. Roll Call
                1. All in favor
        b. Andy Hanson moved to exit the executive session and Rebecca Snodgrass seconded the motion. All were in favor.

13. Schedule of Upcoming Meetings
    a. Regular Meeting: January 17, 2024

b. Regular Meeting: February 21, 2024

14. Adjournment
    a. The meeting was adjourned at 7:12 PM with a motion to adjourn by Andy Hanson.

17 January 2024

EMERGENCY MEDICAL SERVICES ADVISORY BOARD
16 JANUARY 2024 SPECIAL MEETING MINUTES

EMSAB Members:	Dave Chenault	Laura Gifford	Mike Larson
	Mary Egeland	Jennifer Grinage	Serena Tschirgi

EMSAB members attended the January 16th meeting in the LFD Station 1 Training Room starting at 12:02 p.m. Egeland and Grinage attended via Zoom. Also present were Staff Liaison Greg Rightmier, Assistant City Attorney Jennifer Tengono, Ambulance Billing Assistant Amy Paris and fire department assistants Danel Arnzen and Stephanie Rudy, who took notes.

Active Agenda:

- Assistant City Attorney Jennifer Tengono has been working on revising Resolution 96-70 and Ordinance 4138. The board asked her to go ahead and finish the membership requirement changes so the EMSAB could move forward with opening up applications for the updated positions. Future applications will be reviewed by members of the board before being submitted to council for approval.
- Chenault made a motion to approve the 10/17/2023 minutes; the motion was seconded by Tschirgi and approved by the board.
- Staff Liaison Rightmier presented the department's annual report for fiscal year 2023 (attached). Below are a few items that came out of that presentation.
    - Grinage asked for stats on responses to Kendrick. She's concerned an ALS ambulance is being taken out of service when only a BLS response is needed.
    - Egeland brought up the possibility of contracting with local facilities for non-emergent transport if there's no facility transportation available. This would help with LFD's cost since Medicare and Medicaid don't pay for these types of response. Staff Liaison Rightmier noted Clarkston Fire is starting this same conversation with facilities.
    - Egeland asked about the impact of the large number of retirements/resignations and the loss of part-time employees to full-time positions within LFD. Staff Liaison Rightmier replied the department has so far been able to keep employing new reserves but it has come at the cost of crews constantly in training mode. He compared the cost of the reserve program with min/max staffing and the reserve program proved to be much more inexpensive. Egeland asked if an internship would be possible. This is something the department may look at with LCSC, especially since they are adding an EMT course back in to the curriculum.

Unfinished & New Business:

- The board called for chair and vice-chair nominees. Tschirgi made a motion to elect Mike Larson as chair, the motion was seconded by Chenault and unanimously approved by the board. Tschirgi made a motion to elect Laura Gifford as vice-chair, the motion was seconded by Chenault and unanimously approved by the board.

- Staff Liaison Rightmier shared the city finance director is asking for any changes in fees to be presented earlier in the year so the next year's budget can be adjusted. The board directed LFD to conduct an EMS fee benchmark study to be available by March 2024.
- Paris shared a chart of amounts paid to LFD per insurance type. This came out of the Medicare survey Paris and Staff Liaison Rightmier have been completing.
    - Paris commented the VA will be decreasing their pay percentage in the near future.

Adjournment:

Tschirgi made a motion to adjourn the meeting at 1:18 p.m.; Chenault seconded the motion and it was approved by the board.

NEXT EMSAB MEETING IS TUESDAY, APRIL 16, 2024 AT 12:00 PM
IN THE STATION 1 TRAINING ROOM

Submitted by: _____ 1/17/24
Gregory V. Rightmier, Staff Liaison Date

_____ 1/17/2024
Stephanie Rudy, Recording Secretary Date

GVR: sr

c: Tanya Brocke, City Clerk
Dan Johnson, Mayor
Kassee Forsmann, Council Liaison
Kayla Hermann, City Attorney

The HISTORIC PRESERVATION COMMISSION met in the Bell Building Upstairs Conference Room at 215 "D" Street. Chair Follett called the meeting to order at 10:00 a.m.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Greg Follett, Chair; Ed King, Vice Chair; Dennis Ohrtman; Tamara Berlik; Leah Boots; Laurinda Riggs; Tamara Berlik (via zoom);

COMMISSIONERS EXCUSED: Lisa Hasenoehrl; Kayleigh Philippi;

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

CITY COUNCIL LIAISON PRESENT: None

GUESTS: None.

II. CITIZEN COMMENTS

None.

III. NEW BUSINESS

1. ELECTION OF CHAIR AND VICE CHAIR OF THE HISTORIC PRESERVATION COMMISSION FOR THE CALENDAR YEAR 2024:

Staff Hollingshead reviewed the bylaws that were included in the meeting packet and asked the Commission if they had any nominations they would like to make for the Chair position. Commissioner King nominated Leah Boots for Chairperson. There were no other nominations. Motion passed 6-0.

Staff Hollingshead asked for nominations for Vice Chair position. Commissioner Follett nominated Ed King for Vice Chairperson. There were no other nominations. Motion passed 6-0.

2. APPROVAL OF NOVEMBER 2, 2023 REGULAR MEETING MINUTES

Commissioners Follett and King moved and seconded, respectively, to approve the November 2, 2023 Regular meeting minutes. The motion passed 6-0.

3. CERTIFICATE OF APPROPRIATENESS, WEST END HISTORIC DISTRICT. AN APPLICATION BY MICHELL RADAMAKER OF CLEVER FOX ARCHITECTURE ON BEHALF OF DANIEL MADER, AT 818 MAIN STREET, FOR A PROJECTING

SIGN WITH INTERNAL ILLUNIMNATION AND/OR A WALL MOUNTED SIGN WITH INTERNAL ILLUMINATION TO REPLACE AN EXISTING SIGN.

Staff Hollingshead reviewed the application and photos of the proposed signage and the existing signage for the Commission. Commissioner Ohrtman asked if the Commission was reviewing one sign option over the other or reviewing both. Staff Hollingshead stated that her understanding was that the projecting sign was the preferred sign of the applicant but that a decision had not been made yet and that the Commission would review both signs. Staff Hollingshead also let the Commission know that because the applicant's property had two (2) street frontages, that technically the applicant could put up both signs if approved and still meet the sign code.

Chair Boots walked the Commission through the West End Historic District review sheet for the project. The Commission found that the project complied with design criteria L-5 and was deserving of a Certificate of Appropriateness. All other design criteria was not applicable to the project.

Commissioners Ohrtman and Berlik moved and seconded, respectively, to approve the Certificate of Appropriateness for the projecting sign and the wall sign at 818 Main Street. Motion passed 6-0.

IV. OLD BUSINESS

1. ORCHID AWARD 2024:

Staff Hollingshead reviewed the Orchid Award criteria, nomination form and Press Release from the 2022 Orchid Awards. The Commission discussed a date in May to hold the awards ceremony and decided on May 11, 2024 at 11:00 am. Staff Hollingshead will confirm with the Curator of the Nez Perce Historical Society and Museum that the Territorial Capital is available on that date as the event location. The Commission discussed other details such as food and beverages and the date that nominations would need to be submitted by. Staff Hollingshead will keep the Orchid Awards on the agenda in the coming months to keep it in the Commissions mind and discuss any further details.

V. COMMISSIONER COMMENTS:

Commissioner Ohrtman asked if the Commission was going to do anything about the building at 515 Main Street being painted black without a Certificate of Appropriateness from the Commission. Staff Hollingshead stated that she had reached out to the property owner and it was up to the Commission as to what they wanted to do, they could request

the property owner apply for a Certificate of Appropriateness after the fact, but, Staff Hollingshead reminded that Commission that paint color is not covered in the West End Historic District Guidelines and the Idaho State Historic Preservation Office has advised in the past against the Commission regulating paint colors.

The Commission discussed at length the compatibility of the color of the building with the surrounding buildings and whether or not all of the brick exterior had previously been painted or not. The Commission agreed to draft a letter to the property owner encouraging them to participate in the Certificate of Appropriateness application process when doing further improvements to the building. Commissioner Berlik volunteered to draft the letter and will bring it to the February meeting for review and signature.

VI. STAFF-COMMISSION COMMUNICATIONS:

Staff Hollingshead asked for a show of hands for Commissioners to attend the February 1st meeting, all Commissioners present are able to attend, Commissioner Berlik asked that a Zoom link be provided.

Staff Hollingshead handed out a Save the Date flyer for a Volunteer Appreciation event that the City will host for all Boards and Commission volunteers. Staff said that a follow up email will be sent later this month asking for a RSVP to attend.

VII. ADJOURN

There being no further business, Commissioners King and Follett moved and seconded, respectively to adjourn the meeting of the Historic Preservation Commission at approximately 10:50 a.m. Motion passed 6-0.

RESPECTFULLY SUBMITTED,

Katie Hollingshead
Recording Secretary

Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this 1st day of February, 2024.

Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
921DOCS DBA 921DOCS	112762	1/18/2024	FIRE	FIRE - 921DOCS - INVESTIGATION SOFTWARE	$4,300.00
A & R CONSTRUCTION INC	112833	1/25/2024	WATER	PW-WTP-PULL AND REPLACE WELL #5 MOTOR	$570.00
ADVANCED CONTROL SYSTEMS, LLC	112835	1/25/2024	WSTWTR	PW-WWTP&WWC SCADA TROUBLESHOOTING/REPAIRS	$6,081.25
AG-PRO	112836	1/25/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS	$299.60
			FLTMAINT	BPO/ FLEET REPAIR PARTS	$95.40
AMAZON CAPITAL SERVICES	112837	1/25/2024	FIRE	FIRE - AMAZON - LEADERSHIP BOOKS, ERT CORD, OFFIC	$85.76
				FIRE - AMAZON - PREVENTION RESPIRATOR AND ORGNIZR	$489.45
				FIRE - AMAZON - STATION/MEDIC SUPPLIES	$282.08
			FLTMAINT	BPO/ FLEET REPAIR PARTS & OFFICE SUPPLIES	$96.90
			FLTMAINT	BPO/ FLEET REPAIR PARTS & OFFICE SUPPLIES	$404.85
			LEGAL	VOLUNTEER APPRECIATON BOXES, STICKERS & RIBBONS	$42.57
			LIBRARY	BPO - LIB - JUVENILE DVD ORDERS	$165.78
				LIB - ADULT BOOK ORDERS	$90.49
				LIB - BPO - VIDEO GAMES	$241.97
				LIB - YOGA KITS, PART OF THE LEWIS-CLARK VALLEY	($9.26)
			PARKSFAC	2 TABLE CARTS FOR COMMUNITY CENTER	$562.58
				BEARINGS FOR HEATER AT SERVICE CENTER	$27.99
				BREAKROOM SUPPLIES INCLUDING COFFEE AND PAPER PRO	$81.99
				WATER FAUCET FOR THE GOLF COURSE RESTROOM	$141.12
			TRNSPN	PW - ENG:GIS - TXTBK, WKLY PLANNER, SCISSORS 3-PK	$72.30
				PW - ST - PPE: BD, CH, MC, RT, CE, JM, DM, SG, RE	$968.91
			WATER	PW-WTD-LEDS FOR TOOLBOXES	$63.90
			WSTWTR	PW-WWADMIN-FILE CABINET; N SMITH	$79.98
				PW-WWC-IPAD CASES (2)	$61.98
AMERIBEN HRC	112838	1/25/2024	HR	BPO - HR - AMERIBEN NORTHWEST	$225.00
ANATEK LABS INC	112839	1/25/2024	WATER	BPO PW WTP/TOC/COLIFORM SAMPLING ANALYSIS	$797.50
			WSTWTR	BPO PW WWTP LAB SAMPLE ANALYSIS	$255.00
AQUATIC INFORMATICS INC	112840	1/25/2024	WATER	BPO PW WTR CROSS CONNECTION PROGRAM	$67.00
ARTBEAT INC	112764	1/18/2024	RECREATION	CHAMPIONSHIP SHIRTS FOR FALL VOLLEYBALL 2023	$514.30
ASSOCIATION OF IDAHO CITIES	112763	1/18/2024	LEGISLATIV	FY24 CITY OFFICIALS DAY AT THE CAPITOL	$50.00
ATLAS BOILER & EQUIPMENT CO DBA NBI	112841	1/25/2024	WSTWTR	PW-WWTP-BOILER 2 REPAIR; UNIT DOWN	$670.50
ATLAS COPCO COMPRESSORS LLC	112842	1/25/2024	WSTWTR	PW - WWTP - PARTS FOR COMPRESSORS REBUILD	$3,804.14

ATLAS SAND & ROCK	112843	1/25/2024	TRNSPN	BPO - ST - MAG ROCK	$20,232.60
			WATER	WR077 7THA/11THS EMER MAIN REPAIR - ROCK	$5,017.56
B&H FOTO & ELECTRONICS CORP	112844	1/25/2024	INFOSYSTMS	*REPLACEMENT* CONFERENCE ROOM PHONES AND TVS	$0.00
				UNIFI CAMERAS AND ACCESS POINTS	$4,106.67
BANNER BANK-ADM SVCS	112789	1/25/2024	FINANCE	BPO - FIN - URA INTUIT QUICKBOOKS SUBSCRIPTION	$30.00
BANNER BANK-CITY ATTORNEY	112787	1/25/2024	LEGAL	2024 IMA WINTER CONF; HERMANN; DRURY; & TENGONO	$600.00
BANNER BANK-COMMUNITY DEV	112788	1/25/2024	COMDEV	CD-B. CUNNINGHAM WORK BOOTS	$153.65
				CD-PURCHASE DOOR FOR ENCLOSING OFF OFFICE-GRANT M	$970.00
			ECONDEV	CD-CDBG-M. ROSE TRAINING CDBG BASICS ONLINE COURS	$550.00
				CD-CDBG-M. ROSE TRAINING CDBG FOR GRANT MANAGERS	$550.00
BANNER BANK-FIRE 1	112790	1/25/2024	FIRE	FIRE - BOARD OF PHARMACY - LICENSE	$100.00
				FIRE - EMERGENCY MEDICAL PRODUCTS - O2 BAGS	$211.98
BANNER BANK-HUMAN RESOURCES	112791	1/25/2024	HR	BPO - FACEBOOK JOB ADVERTISEMENTS	$299.84
				RETIREMENT GIFT BOOKLETS	$1,035.00
BANNER BANK-IT	112792	1/25/2024	INFOSYSTMS	BPO - IT - NETWORK/SECURITY HARDWARE	$58.02
				INTRANET TRIBUNE MODULE	$3,082.95
BANNER BANK-LIBRARY	112793	1/25/2024	LIBRARY	BPO - LIB - 3D FILAMENT	$21.99
				KOHA US MEMBERSHIP	$25.00
				LIB - TEEN ROOM VIDEO GAME	$124.12
				PROFESSIONAL DEVELOPMENT BOOK	$52.50
BANNER BANK-PARKS & REC 1	112794	1/25/2024	RECREATION	DINNER WITH THE GRINCH SUPPLIES	$3.99
BANNER BANK-PARKS & REC 3	112795	1/25/2024	PARKSFAC	X3A.T.R. MANAGEMENT OFFICE CHAIR	$1,204.00
BANNER BANK-POLICE 1	112796	1/25/2024	POLICE	TRAVEL-BLOOMSBURG-BJA VIOLENT CRIMES REDUCTION SU	$674.95
BANNER BANK-POLICE 2	112797	1/25/2024	POLICE	TRAVEL-KLONE, HILL-NATIONAL INTERNAL AFFAIRS	$664.21
BANNER BANK-POLICE 3	112798	1/25/2024	POLICE	PD NIK TEST KITS FOR DRUG TESTING	$165.75
				PD PIZZA LUNCH FOR ALL-DAY REGIONAL SWAT TRAINING	$134.95
				REGISTRATION-KJORNESS-CRIME ANALYSIS FOR SMALL JUR	$395.00
				TRAVEL-NUGENT-BE THE DIFFERENCE CONFERENCE	$2,224.66
BANNER BANK-POLICE 4	112799	1/25/2024	POLICE	TRAVEL-ARNZEN, CARSON, EARL-LEADERSHIP IN POLICE	$10,814.40
BANNER BANK-PUBLIC WORKS TRAVEL	112800	1/25/2024	WATER	PW-WTP-TABLET CASES AND SCREEN PROTECTORS (6)	$1,017.50
				TRAVEL-PW-WTR--CLA-VAL TRAIN; COSTA MESA 12/11-14	$298.02
BANNER BANK-SANITATION	112801	1/25/2024	TRNSPN	REG - KELLEY - ATSSA TCS VIRTUAL CLASS	$510.00

	112802	1/25/2024	SANITATION	PW - SAN - IWSA 2024 MEMBERSHIP: ROB BROWN	$75.00
			TRNSPN	PW - TR - IMSA 2024 MEMBERSHIPS	$270.00
				REG - KELLEY - ATSSA TCT VIRTUAL CLASS	$260.00
BANNER BANK-SERVICE CTR	112803	1/25/2024	FLTMAINT	BPO/ LICENSE & REGISTRATION RENEWALS	$5.15
				REPL FUEL PUMPS FOR 135/157/139 PATSUVS	$698.77
				REPL RADIATOR FOR #153 PATSUV	$305.00
				REPL SENSOR FOR A/C RECOVERY MACHINE	$329.35
BANNER BANK-TRANSIT	112804	1/25/2024	TRANSITOP	BPO: TRANSIT UNIFORMS/SAFETY CLOTHING	$61.36
				TRANSIT ACCESS REPORT SUBSCRIPTION (12 MONTH)	$349.00
BANNER BANK-WATER/WASTEWATER	112805	1/25/2024	WATER	IBOL APPLICATION - B GARZA; WD4; TESTING	$104.00
				PW-WD-SAFETY JACKETS (9) HI VIS REFLECT/WATERPR	$703.80
				PW-WTD-WATER VALVE BOX PLUGS (36)	$474.85
			WSTWTR	BPO PW WWTP DOORKING INC	$41.95
				PW-WWC-ONLINE TRAINING; INTRO TO SCADA; KL & CS	$200.00
				PW-WWC-OWP WWC1 COURSE; K LEE & K HIGBEE	$375.00
BOYS & GIRLS CLUBS OF THE LEWIS CLARK VALLEY INC	112945	1/25/2024	LEGISLATIV	BOYS & GIRLS CLUB FY24 SERVICES AGREEMENT	$18,000.00
BRADLEY CORNELL DBA VALLEY SWEEPING LLC	112947	1/25/2024	SANITATION	BPO - TS - SWEEPING SERVICES	$406.00
BRADY COMPANIES LLC DBA BRADY INDUSTRIES OF IDAHO LLC	112765	1/18/2024	PARKSFAC	CUSTODIAL CLEANING SUPPLIES	$61.48
BRETTON S WATSON DBA ABLE LOCKSMITH	112834	1/25/2024	PARKSFAC	LOCK WORK ON PADLOCK AT EAST END BOATRAMP	$80.00
BRIAN DAVIS DBA DAVIS COMMUNICATIONS	112859	1/25/2024	WATER	PW-WTD-NEW VEHICLE RADIO & 4 REPLCMNT BATTERIES	$1,160.52
BRIAN E WARD DBA GUMBY ENTERPRISES INC	112934	1/25/2024	FLTMAINT	BPO - FLEET TOOLS & SUPPLIES	$47.80
BRIDGEPAY NETWORK SOLUTIONS LLC	1456	1/18/2024	FINANCE	BPO - FIN - BRIDGEPAY MONTHLY TRANSACTION FEES	$332.00
BROWN & BROWN OF WASHINGTON INC DBA DIMARTINO ASSOCIATES	112809	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$226.62
CAMP CABIN & HOME INC	112845	1/25/2024	WSTWTR	BPO PW WWTP SUPPLIES	$515.93
CDW GOVERNMENT LLC	112846	1/25/2024	COMDEV	ADOBE SOFTWARE ANNUAL LICENSING	$1,037.20
			FINANCE	ADOBE SOFTWARE ANNUAL LICENSING	$506.56
				UB - EPSON BLACK INK CARTRIDGE	$185.22
			INFOSYSTMS	ADOBE SOFTWARE ANNUAL LICENSING	$259.30
			PARKSFAC	ADOBE SOFTWARE ANNUAL LICENSING	$1,300.40

			POLICE	ADOBE SOFTWARE ANNUAL LICENSING	$259.30
			TRNSPN	ADOBE SOFTWARE ANNUAL LICENSING	$2,593.00
			WSTWTR	ADOBE SOFTWARE ANNUAL LICENSING	$518.60
CENTURYLINK	112766	1/18/2024	COMDEV	01/10/24 BILL DATE: UTILITY CHARGE	$44.93
			FIRE	01/10/24 BILL DATE: UTILITY CHARGE	$633.98
			INFOSYSTMS	01/10/24 BILL DATE: UTILITY CHARGE	$1,242.62
			LIBRARY	01/10/24 BILL DATE: UTILITY CHARGE	$54.93
			PARKSFAC	01/10/24 BILL DATE: UTILITY CHARGE	$1,312.36
			POLICE	01/10/24 BILL DATE: UTILITY CHARGE	$889.20
			SANITATION	01/10/24 BILL DATE: UTILITY CHARGE	$44.93
			TRANSITOP	01/10/24 BILL DATE: UTILITY CHARGE	$89.86
			WATER	01/10/24 BILL DATE: UTILITY CHARGE	$269.57
			WSTWTR	01/10/24 BILL DATE: UTILITY CHARGE	$332.50
	112847	1/25/2024	INFOSYSTMS	01/16/24 BILL DATE: UTILITY CHARGES	$27.39
CES	112848	1/25/2024	WSTWTR	PW-WWC-LIFT STATION PLC SOFTWARE; ROCKWELL AUTO	$8,759.88
CIMCO-GC SYSTEMS LLC	112849	1/25/2024	WATER	PW-WTD-102C-3H REBUILD KIT	$490.60
				PW-WTP-WELL 5 ALTITUDE PILOT REBUILD KIT	$421.42
CINTAS CORPORATION #606	112767	1/18/2024	FLTMAINT	BPO/ FLEET UNIFORM RENT & LAUNDRY	$90.48
			PARKSFAC	BPO PARKS UNIFORM LAUNDERED/CLEANING SUPPLIES	$49.83
	112850	1/25/2024	PARKSFAC	BPO PARKS UNIFORM LAUNDERED/CLEANING SUPPLIES	$149.49
CITY OF LEWISTON	112806	1/25/2024	WATER	HIGH RESERVOIR INCIDENT- CLEAN UP	$2,182.37
CITY OF LEWISTON EMPLOYEE BENEFIT PLAN TRUST	112807	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$419,876.00
CITY OF LEWISTON EMPLOYEE BENEFIT-CAFETERIA PLAN	112808	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$7,942.47
CITYSERVICEVALCON LLC	112851	1/25/2024	FLTMAINT	PARTS WASHER SOLVENT	$286.46
CLEARWATER ECONOMIC DEVELOPMENT ASSOC	112852	1/25/2024	LEGISLATIV	FY'24 CITY OF LEWISTON MEMBERSHIP INVESTMENT	$11,579.00
COLEMAN OIL COMPANY LLC DBA COLEMAN OIL COMPANY	112853	1/25/2024	COMDEV	CP-0074661- 01/07/2024 BILL DATE: FUEL CHARGES	$92.89
				CP-0075829- 01/14/2024 BILL DATE: FUEL CHARGES	$153.27
			FIRE	CP-0074661- 01/07/2024 BILL DATE: FUEL CHARGES	$938.73
				CP-0075829- 01/14/2024 BILL DATE: FUEL CHARGES	$1,494.84
			FLTMAINT	CP-0075829- 01/14/2024 BILL DATE: FUEL CHARGES	$110.77
			PARKSFAC	CP-0074661- 01/07/2024 BILL DATE: FUEL CHARGES	$396.20
				CP-0075829- 01/14/2024 BILL DATE: FUEL CHARGES	$676.01

			POLICE	CP-0074661- 01/07/2024 BILL DATE: FUEL CHARGES	$1,526.96
				CP-0075829- 01/14/2024 BILL DATE: FUEL CHARGES	$1,581.24
			RECREATION	CP-0074661- 01/07/2024 BILL DATE: FUEL CHARGES	$55.20
			SANITATION	BPO - TS - FUEL	$209.16
				BPO - TS - FY24 FUEL FOR SDI HAUL	$1,420.95
			STMWTR	CP-0074661- 01/07/2024 BILL DATE: FUEL CHARGES	$289.81
			TRANSITOP	CP-0074661- 01/07/2024 BILL DATE: FUEL CHARGES	$1,011.59
				CP-0075829- 01/14/2024 BILL DATE: FUEL CHARGES	$1,262.57
			TRNSPN	CP-0074661- 01/07/2024 BILL DATE: FUEL CHARGES	$959.52
				CP-0075829- 01/14/2024 BILL DATE: FUEL CHARGES	$2,739.88
			WATER	CP-0074661- 01/07/2024 BILL DATE: FUEL CHARGES	$298.91
				CP-0075829- 01/14/2024 BILL DATE: FUEL CHARGES	$377.21
			WSTWTR	CP-0074661- 01/07/2024 BILL DATE: FUEL CHARGES	$359.01
				CP-0075829- 01/14/2024 BILL DATE: FUEL CHARGES	$492.71
COMMERCIAL TIRE INC	112854	1/25/2024	FLTMAINT	BPO/ TIRE REPAIRS FOR FLEET	$191.02
COMPUNET INC	112768	1/18/2024	POLICE	PD VEEAM BACKUP SOFTWARE MAINTENANCE FEES	$895.43
CONSOLIDATED ELECTRICAL DISTRIBUTORS	112855	1/25/2024	PARKSFAC	PARKS RESTROOMS REPLACEMENT LAMPS	$243.00
			POLICE	PD EXTERNAL BOX FOR VERIZON ANTENNA AT LPD	$87.16
CONSOLIDATED SUPPLY CO	112856	1/25/2024	FIRE	FIRE - CONSOLIDATED SUPPLY - HYDRANTS	$9,174.24
			WATER	PW-WTD-INVENTORY ITEMS; QUOTES ATTACHED	$10,188.78
			WATER	PW-WTD-HYDRANT REPAIR KITS & EXTENSION KITS	$2,904.73
CONTINENTAL AMERICAN INSURANCE COMPANY DBA AFLAC GROUP	112786	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$1,883.58
CONTROL SYSTEM TECHNOLOGY INC	112857	1/25/2024	WATER	WR074 WTP SAND SEPARATOR; ELECTRONIC PINCH VALVES	$13,158.00
CURRY INCORPORATED	112858	1/25/2024	WSTWTR	PW-WWTP-EMERGENCY GAS METER LEAK REPAIR	$792.54
DAN JOHNSON	112776	1/18/2024	LEGISLATIV	MEALS: AIC WATER SUMMIT/OFFICIAL'S DAY: 01/23/24	$167.00
DELL MARKETING LP	112860	1/25/2024	INFOSYSTMS	FIRE DEPT MDC LAPTOPS AND TABLETS	$16,576.89
ECONOLITE CONTROL PRODUCTS INC	112861	1/25/2024	TRNSPN	PW - TR - COBALT NEMA CONTROLLERS (6 QTY)	$27,000.00
				PW - TR - SIGNAL LED REPLACEMENTS	$3,816.00
EFTPS	1460	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$153,737.35
EMS MANAGEMENT & CONSULTANTS INC	112770	1/18/2024	FIRE	BPO FIRE - EMS MC - AMBULANCE BILLING SERVICE	$12,304.70

ERB'S ACE HARDWARE LLC	112862	1/25/2024	FIRE	BPO FIRE - ERBS - STATION/VEHICLE MTNC SUPPLIES	$2.02
			POLICE	BPO PD OFFICE AND VEHICLE SUPPLIES	$9.14
			SANITATION	BPO - TS - OPERATING SUPPLIES	$54.28
			WATER	BPO PW DISTRIB SPLYS	$109.66
				BPO PW WTP SUPPLIES	$166.74
			WSTWTR	BPO PW WW COLL SUPPLIES	$15.26
				BPO PW WWTP SUPPLIES	$33.98
EXPRESS EMPLOYMENT PROFESSIONALS	112863	1/25/2024	PARKSFAC	EMPLOYEE TO REPLACE OCH POSITION	$2,178.00
FASTENAL COMPANY	112864	1/25/2024	PARKSFAC	BPO SUPPLIES VENDING MACHINE AND SAFETY SUPPLIES	$261.72
			TRNSPN	BPO - ST - OPERATING SUPPLIES	$956.42
			WATER	BPO PW WTP SPLYS	$8.06
FEDEX	112865	1/25/2024	STMWTR	PW - STMW - RETURN SHIPPING: DEMO DUCE NOZZLE	$63.25
			WSTWTR	BPO PW WW COLL SHIPPING FEES	$26.87
FERGUSON ENTERPRISES #3011	112866	1/25/2024	WATER	BPO PW DISTRIB MAINT SPLYS	$9.73
FISHER SYSTEMS INC	112771	1/18/2024	WSTWTR	WW ALARM MONITORING - WWCOLL, WWTP SECURITY, WWTP	$355.55
	112867	1/25/2024	WSTWTR	PW-WWTP-SRV CALLS/ALARM CHANGES	$65.00
FOP LEWIS CLARK LODGE #10	112810	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$1,779.96
GATEWAY MATERIALS	112868	1/25/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & SUPPLIES	$14.62
GEORGE LANGFIELD DBA LANGFIELD PSYCHOLOGICAL SERVICES	112775	1/18/2024	POLICE	PD PSYCH EVALS FOR EMPLOYEES IN OFFICER-INVOLVED S	$1,575.00
GEORGES LOCK & KEY	112869	1/25/2024	POLICE	PD LOCKSMITH SERVICES RE: 24-L81	$50.00
GMCO CORPORATION	112871	1/25/2024	TRNSPN	BPO - ST - FY24 LIQUID DEICER; NPC BID PIGGYBACK	$27,061.19
				PW - ST - BPO RED WINTER SOLAR RED SALT	$3,879.41
GRAINGER	112872	1/25/2024	WATER	BPO PW WTP P/M/M SPLYS	$9.36
			WSTWTR	BPO PW IND PTMT SUPPLIES	$109.09
				BPO PW WWTP P/M/M MAINT SUPPLIES	$306.72
HAHN SUPPLY	112873	1/25/2024	PARKSFAC	BPO TOOLS, NUTS, BOLTS, BUG SPRAY	$7.74
				PRESSURE VALVE FOR CITY HALL	$173.79
			WATER	BPO PW WTP P/M/M MAINT SPLYS	$61.90
			WSTWTR	BPO PW WWTP SUPPLIES	$12.28
HANNAH LIEDKIE	112777	1/18/2024	LEGISLATIV	MEALS/MILEAGE: AIC OFFICIAL'S DAY: 01/23/24	$258.99
HAPPY DAY CORPORATION	112874	1/25/2024	TRNSPN	BPO - ST - SANDING CREW MEALS	$43.06
HCAA LLC	112875	1/25/2024	FIRE	FIRE - HELLS CANYON APPAREL - SCREEN PRINTING	$280.00
				FIRE - HELLS CANYON APPAREL - SHIRT SAMPLES	$47.96

HENRY SCHEIN	112876	1/25/2024	FIRE	BPO FIRE - HENRY SCHEIN - EMS SUPPLIES	$3,139.38
HOME DEPOT CREDIT SERVICES	112878	1/25/2024	LIBRARY	BPO - LIB - BUILDING SUPPLIES	$41.25
			PARKSFAC	BPO CONSTRUCTION SUPPLIES	$171.80
				CEILING TILES FOR COMMUNITY CENTER KOKANEE ROOM	($1,031.58)
				DRILL AND BATTERY FOR NEW FACILITIES POSITION	$846.24
			TRANSITOP	BPO: TRANSIT HARDWARE/TOOLS/CLEANING SUPPLIES	$60.91
			TRNSPN	BPO - TR - OPERATING SUPPLIES	$494.43
			WATER	BPO - WTP - OPERATING SUPPLIES	$250.31
			WSTWTR	PW-WWTP-BPO OPERATING SUPPLIES	$152.89
HUBER ACTION FREIGHT INC	112772	1/18/2024	FLTMAINT	BPO/ FLEET SHIPPING	$251.68
I A F F - LOCAL #1773	112811	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$3,417.00
IACP	112879	1/25/2024	POLICE	PD IACP MEMBERSHIP DUES FOR CHIEF KUZIK	$190.00
IDAHO CHIEFS OF POLICE ASSOCIATION INC	112881	1/25/2024	POLICE	PD IDAHO CHIEFS OF POLICE MEMBERSHIP DUES FOR CHIE	$500.00
IDAHO CHILD SUPPORT RECEIPTING	112812	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$631.62
IDAHO DEPT OF HEALTH & WELFARE	112882	1/25/2024	FIRE	FIRE - IDAHO EMS RECERTIFICATION	$25.00
IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL	112883	1/25/2024	WSTWTR	PW-WWTP-DOLP UPGRADE; S MITTENDORF WWT3	$25.00
IDAHO FIRE CHIEF'S ASSOCIATION INC	112773	1/18/2024	FIRE	FIRE - IFCA - MEMBERSHIP DUES	$450.00
IDAHO STATE POLICE	112884	1/25/2024	COMDEV	BPO-CD-FINGERPRINT FEES RELATING TO BUSINESS LICE	$332.50
			LIBRARY	BPO - LIB - VOLUNTEER CHECKS	$91.25
			POLICE	PD ILETS USER FEES JAN-MAR 2024	$13,543.75
IDAHO STATE TAX COMMISSION	112813	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$27,535.00
	112814	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$429.44
IDAHO TRUCK SALES CO	112885	1/25/2024	WATER	PW-WTP-WR043; OUTFIT 372 WITH EMERGENCY LIGHTING	$389.00
INGRAM LIBRARY SERVICES	112886	1/25/2024	LIBRARY	BPO - LIB - 1ST FLOOR NONFICTION	$532.18
				BPO - LIB - 2ND FLOOR NONFICTION	$378.26
				BPO - LIB - ADULT BOOKMOBILE	$156.61
				BPO - LIB - ADULT FICTION	$436.42
				BPO - LIB - AUDIOBOOKS	$25.92
				BPO - LIB - JUVENILE BOOKMOBILE	$15.61
				BPO - LIB - JUVENILE FICTION	$686.18
				BPO - LIB - JUVENILE NONFICTION	$331.26
				BPO - LIB - LARGE PRINT	$183.74
				BPO - LIB - TEEN FICTION	$19.52
				BPO - LIB - TEEN NONFICTION	$223.05
INLAND FASTENER INC	112887	1/25/2024	WATER	BPO PW DISTRIB SPLYS	$73.34
INTERMOUNTAIN CLAIMS	112815	1/25/2024	INSTRUST	INTERMOUNTAIN CLAIMS- REIMB	$11,074.74

INC	112890	1/25/2024	INSTRUST	INTERMOUNTAIN DECEMBER INVOICE	$1,316.00
INTERNATIONAL CITY MANAGEMENT ASSOCIATION DBA MISSIONSQUARE RETIREMENT	1459	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$3,935.07
INTERNATIONAL CODE COUNCIL INC	112880	1/25/2024	FIRE	FIRE - ICC - PREVENTION GOVT MEMBERSHIP	$160.00
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	112891	1/25/2024	EXECUTIVE	EXEC: IIMC ANNUAL MEMBERSHIP REN - BROCKE	$150.00
ITD REVENUE OPERATIONS	112774	1/18/2024	FLTMAINT	REGISTRATION RENEWAL #501 TRAILER	$23.00
JASON THOMPSON	112827	1/25/2024	TRNSPN	MEALS: ATSSA CONVENTION/TRAFFIC EXPO: 02/02/24	$341.00
JGB YOGA	112892	1/25/2024	LIBRARY	LIB - BPO - YOGA INSTRUCTOR FEES	$600.00
JOE HALL FORD	112893	1/25/2024	INSTRUST	REPAIRS TO #153 PATROL SUV	$1,213.54
JOHN'S SAW SERVICE	112894	1/25/2024	PARKSFAC	BPO-PK MAINT-SMALL ENGINE REPAIR AND SUPPLIES	$32.22
J-U-B ENGINEERS	112895	1/25/2024	STMWTR	SM010 20TH ST DRAINAGE; HYDROLOGY STUDY	$19,150.00
KAMINSKY SULLENBERGER & ASSOCIATES INC	112896	1/25/2024	POLICE	REGISTRATION-MORROW,VANOVER-FIELD TRAINING OFFICER	$750.00
KELLER ASSOCIATES INC	112897	1/25/2024	CAPITAL PROJECTS	TR066 21ST ST;7TH -19TH FIBERSEAL (OA SERVICES)	$186.25
			WSTWTR	WW044 WWTP BIOSOLID DRYING IMPROVEMENTS	$20,178.00
				WW052 - WWTP WATERLINE EXT - DESIGN/BIDDING SRVS	$27,375.00
KINZER AIR LLC	112898	1/25/2024	WSTWTR	PW-WWTP-BPO HEATING TROUBLE SHOOTING; MISC LOCALS	$275.00
L N CURTIS & SONS	112899	1/25/2024	FIRE	FIRE - LN CURTIS - COAT FLAPS	$623.27
LATAH SANITATION INC	112888	1/25/2024	SANITATION	BPO - PW - FY24 MONTHLY YW DISPOSAL	$22,248.71
			WSTWTR	BPO PW WWTP BIOSOLIDS DISPOSAL	$14,707.26
	112889	1/25/2024	PARKSFAC	BPO P&REC PARK PORTABLE TOIETS	$1,130.00
			WATER	BPO PW DISTRIB PORTAPOT MONTHLY SRV	$45.00
LES SCHWAB TIRE CENTER	112900	1/25/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	$641.22
				OSL/ SNOW TIRES FOR #705 BUS	$1,163.80
			WATER	PW-WTD-WHEELS AND SNOW TIRES FOR #371	$2,613.72
LEWISTON MOTOR COMPANY LLC DBA LEWISTON CHEVROLET BUICK GMC	112901	1/25/2024	FLTMAINT	BPO/ REPAIR PARTS & SUPPLIES	$295.20
LEWISTON TOWING	112902	1/25/2024	POLICE	PD NEW DRIVE BELT AND BELT TENSIONER FOR SILVER ES	$369.61
LOGAN SIMPSON DBA LOGAN SIMPSON	112903	1/25/2024	COMDEV	CD- CITY OF LEWISTON NEW COMPREHENSIVE PLAN DESI	$15,389.00
LOID	112904	1/25/2024	PARKSFAC	01/12/24 BILL DATE: UTILITY CHARGES	$552.78

MARK NUGENT	112778	1/18/2024	POLICE	MEALS: BE THE DIFFERENCE CONFERENCE: 01/27/24	$304.00
MCMILLEN JACOBS ASSOCIATES	112905	1/25/2024	WATER	WR050 WTP INTAKE REBUILD	$12,582.50
MIKE'S MECHANICAL SERVICE LLC	112906	1/25/2024	WATER	PW-WTP-S HIGH BOOSTER EMERGENCY REPAIR; HEATING	$226.63
MISC CUSTOMER REFUND	112816	1/25/2024	ECONDEV	CDBG: 2023 LEW SCHL DIST	$130.00
	112817	1/25/2024	LIBRARY	LOST ITEM FEE COLLECTED BY LEWISTON CITY LIBRARY	$19.00
	112818	1/25/2024	STMWTR	UB 2100492523 612 AIRWAY	$75.72
	112819	1/25/2024	COMDEV	REFUND FOR BUSINESS LICENSE	$94.00
	112820	1/25/2024	SANITATION	UB 0802038725 358 RESERVOIR	$68.23
	112821	1/25/2024	ECONDEV	CDBG- MICROENTERPRISE- MARKS SECURITY (3RD)	$600.00
	112822	1/25/2024	WSTWTR	DOC PROCESSING & LICENSE FEE FOR PROJECT WW512	$3,200.00
	112823	1/25/2024	STMWTR	UB 2100099449 3232 8TH	$155.52
	112824	1/25/2024	ECONDEV	CDBG-HRP: BENSON FINAL PAYMENT	$11,182.94
	112825	1/25/2024	ECONDEV	CDBG-HRP: IRBY DOWN PAYMENT	$2,225.00
	112826	1/25/2024	WATER	UB 5001000004 3970 RIDGEWATER	$132.85
MORETON & COMPANY OF IDAHO	112779	1/18/2024	TRNSPN	PW-ADMIN-NOTARY RENEWAL-J TOLMAN EXP 3/6/2030	$60.00
	112907	1/25/2024	INSTRUST	COMMERCIAL AUTO AUDIT	$64.00
MOTION INDUSTRIES INC	112908	1/25/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & SUPPLIES	$206.95
MOTOROLA SOLUTIONS INC	112909	1/25/2024	POLICE	PD RADIO ENCRYPTION AND EQUIPMENT	$553.57
NAPA AUTO PARTS	112910	1/25/2024	FLTMAINT	BPO - FLEET - REPAIR PARTS & SUPPLIES	$519.76
			FLTMAINT	BPO - FLEET - REPAIR PARTS & SUPPLIES	$380.03
			WATER	BPO PW WTP SPLYS	$23.72
NATIONWIDE RETIREMENT	1457	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$8,606.45
NATIONWIDE-RESERVE	1461	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$1,094.88
NEZ PERCE COUNTY	112911	1/25/2024	POLICE	PD VEEAM STORAGE UPGRADE (LPD PAYS 40%, NPC PAYS 4	$924.00
NEZ PERCE COUNTY FAIR BOARD	112912	1/25/2024	TRNSPN	TR032 - 2024 EXPO; FAIRGROUND RENTAL 5/23/2024	$1,231.25
NEZ PERCE COUNTY SHERIFF	112828	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$513.40
NORCO INC	112913	1/25/2024	FIRE	BPO FIRE - NORCO - O2, EMS/SUPPRESSION SUPPLIES	$388.70
NORTH 40 OUTFITTERS	112914	1/25/2024	FIRE	BPO FIRE - NORTH 40 - STATION SUPPLIES	$120.97
			FLTMAINT	BPO/ FLEET REPAIR PARTS & SUPPLIES	$50.10
			PARKSFAC	BPO CONSTRUCTION, MAINTENANCE, IRRIGATION SUPPLIE	$154.90
				WINTER BIBS FOR KIRBY M AND TYSON F	$99.99
			WATER	BPO PW DISTRIB SPLYS	$65.46
				BPO PW WTP SPLYS	$351.73
				PW-WTP-C MCLEAN INSULATED OVERALLS & CARHART JACK	$294.98

			WSTWTR	BPO PW WW COLL SUPPLIES/TOOLS	$42.96
				BPO PW WWTP SUPPLIES	$913.46
NORTHWEST ENGRAVING	112780	1/18/2024	FIRE	FIRE - NORTHWEST ENGRAVING - RETIREMENT PLAQUE	$20.00
	112915	1/25/2024	LEGISLATIV	PLAQUE OF APPRECIATION FOR COUNCILOR TOUSLEY	$85.95
ODP BUSINESS SOLUTIONS LLC	112917	1/25/2024	COMDEV	BPO-CD-OFFICE SUPPLIES FROM ODP	$79.38
			EXECUTIVE	BPO - EXEC - OFFICE SUPPLIES FOR CLERK'S OFFICE	$102.00
			FINANCE	BPO - ODP OFFICE SUPPLIES	$166.40
			LEGAL	BPO-LEGAL-OFFICE DEPOT-OFFICE SUPPLIES FY24	$109.91
			POLICE	BPO PD OFFICE SUPPLIES	$220.14
			TRNSPN	BPO - PW OFFICE - OPERATING SUPPLIES	$150.80
				BPO - ST/TR - OFFICE SUPPLIES	$99.99
			WSTWTR	BPO PW WWTP OFFICE SUPPLIES	$26.83
ORCHARDS SHOE SHOP	112918	1/25/2024	WATER	PW-WTP-SAFETY SHOES; CHRIS BANN	$164.95
O'REILLY AUTO PARTS	112916	1/25/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS	$21.00
OVERDRIVE INC	112919	1/25/2024	LIBRARY	BPO - LIB - ADULT OVERDRIVE	$250.00
OWEN EQUIPMENT	112920	1/25/2024	WSTWTR	PW-WWC-HYDROSAW & ACCESSORIES FOR ROOT REMOVAL	$3,678.50
OXARC	112921	1/25/2024	WATER	BPO PW WTP OPERATING SUPPLIES	$159.87
			WSTWTR	BPO PW WW COLL PERSONNEL EQUIPMENT	$264.00
				BPO PW WW COLL SUPPLIES	$39.72
PATHOLOGY ASSOCIATES MEDICAL LABORA	112922	1/25/2024	POLICE	PD LEGAL BLOOD DRAW 23-L21906	$38.69
PERSI	1458	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$210,840.95
PHOENIX RADIOLOGY	112923	1/25/2024	FIRE	BPO -FIRE - PHOENIX RADIOLOGY - NEW EMPLOYEE PHYSI	$30.00
POLYDYNE INC	112924	1/25/2024	WSTWTR	BPO WWTP POLYMER	$17,901.36
PRECISION SIGNS	112925	1/25/2024	FLTMAINT	BPO- FLEET VEHICLE DECALS	$204.00
PRESNELL GAGE PLLC	112926	1/25/2024	FINANCE	AUDIT SERVICES FY2023	$20,000.00
PRINTCRAFT PRINTING	112781	1/18/2024	FIRE	FIRE - PRINTCRAFT - LG STATION WALL MAPS	$132.00
	112927	1/25/2024	ECONDEV	CD-CDBG PRINTING FOR FINAL COPIES OF CONSOLIDATED	$235.00
			FIRE	FIRE - PRINTCRAFT - LG STATION WALL MAPS	$396.00
			POLICE	BPO PD BUSINESS CARDS	$80.00
				PD BOOK AND RELEASE WARRANT PAPERWORK FOR PATROL	$170.00
				PD POCKET CODE BOOKS FOR PATROL OFFICERS	$437.50
				PD TWO BOXES OF PARKING TICKETS	$1,875.00
PUMPTECH LLC	112928	1/25/2024	WSTWTR	PW-WWTP-SCREEN FOR WWTP WATER PUMP	$612.20

RELIANCE STANDARD LIFE INSURANCE COMPANY	112829	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$139.24
RICOH USA INC	112929	1/25/2024	EXECUTIVE	BPO - EXEC - FY24 C.H. COPIER RENT FOR IMC6000	$226.83
			FIRE	BPO FIRE - RICOH - STATIONS/METER	$259.82
			LIBRARY	BPO - LIB - LEASE FEES	$181.20
			PARKSFAC	BPO P&R COPIER CONTRACT	$167.73
			POLICE	BPO PD COPIER RENTAL	$199.87
				BPO PD DISPATCH COPIER RENTAL	$133.65
			TRANSITOP	BPO: TRANSIT COPIER (RICOH IM C3500) RENTAL	$134.76
			WATER	PW-WTP-RICOH IM C4500 LEASE PAYMENT	$161.95
			WSTWTR	PW-WWCOLL-RICOH IM C4500 LEASE PAYMENT	$158.18
	112930	1/25/2024	EXECUTIVE	BPO - EXEC - FY24 RICOH MAINT/COST PER COPY	$178.25
			LIBRARY	BPO - LIB - COPY FEES	$66.47
			PARKSFAC	BPO COM CENTER COPIER PAPER COUNT	$425.71
			POLICE	BPO PD COPY FEES	$142.83
			WATER	PW-WTP-BPO WTP COPY FEES	$85.88
			WSTWTR	PW-WWC-BPO WWC COPY FEES	$27.29
ROGERS MOTORS LLC DBA ROGERS CHRYSLER JEEP DODGE RAM LLC	112931	1/25/2024	FLTMAINT	BPO - FLEET - REPAIR PARTS & REPAIRS	$238.50
				REPL ABS MODULE FOR #158 PATSUV	$892.00
RUSH TRUCK CENTERS OF IDAHO	112932	1/25/2024	FLTMAINT	BPO - FLEET - REPAIR PARTS & REPAIRS	$278.48
SANITARY DISPOSAL INC DBA SUNSHINE DISPOSAL & RECYCLING	112782	1/18/2024	SANITATION	BPO - TS - FY24 CARDBOARD	$96.00
	112937	1/25/2024	SANITATION	BPO - PW - FY24 ANNUAL CURBSIDE COLLECTION	$17,516.26
				BPO - PW - FY24 EXTRA YW & RECY CURBSIDE CARTS	$1,669.19
SCALES UNLIMITED INC	112830	1/25/2024	SANITATION	TS001 TRANSFER STATION SCALES REHAB	$100,650.00
SCHUMANN ENTERPRISES INC DBA EMPIRE PRESSURE WASH	112769	1/18/2024	TRANSITOP	BPO: TRANSIT BUS WASHING & SANITIZATION	$340.00
SITEONE LANDSCAPE SUPPLY LLC	112933	1/25/2024	PARKSFAC	FOUR PALLETS ICE MELT	$1,724.80
SPARKLIGHT	112935	1/25/2024	TRNSPN	BPO PW SURVEY STATION - SPLIT BETWEEN W/WW/ST	$38.85
			WATER	BPO PW SURVEY STATION - SPLIT BETWEEN W/WW/ST	$38.85
			WSTWTR	BPO PW SURVEY STATION - SPLIT BETWEEN W/WW/ST	$38.85
STERICYCLE INC	112936	1/25/2024	FIRE	BPO FIRE - STERICYCLE - HAZARDOUS DISPOSAL	$55.13
SUMMIT SAFETY LLC DBA HIVIS SUPPLY	112877	1/25/2024	TRNSPN	PW - ST - PPE/CLOTHING; PAT WILSON	$110.67
THE HOME DEPOT PRO	112938	1/25/2024	PARKSFAC	CUSTODIAL CHEMICAL SUPPLIES	$297.60
				WINDOW WASHING MACHINE	$3,568.50

THOMAS D GLOCKNER DBA GEORGIA CARPETWORKS	112870	1/25/2024	PROPIMPR	PENTZ STYLE UPLINK ON WALLS AT CC	$2,303.48
THOMAS DEAN & HOSKINS OF IDAHO INC	112783	1/18/2024	TRANSITCAP	TRANSIT COMMUNITY CENTER BUS STOP DESIGN	$8,084.50
TRAFFIC SAFETY SUPPLY CO INC	112939	1/25/2024	TRNSPN	PW-TR-SIGN REPLACEMENTS; QUOTE ATTACHED	$14,289.70
TRIBUNE PUBLISHING CO	112784	1/18/2024	EXECUTIVE	LIVING LEWISTON/PROGRAM GUIDE/MAGAZINE - WINTER	$284.30
			LIBRARY	LIVING LEWISTON/PROGRAM GUIDE/MAGAZINE - WINTER	$379.07
			RECREATION	LIVING LEWISTON/PROGRAM GUIDE/MAGAZINE - WINTER	$852.91
			STMWTR	LIVING LEWISTON/PROGRAM GUIDE/MAGAZINE - WINTER	$379.07
	112940	1/25/2024	COMDEV	BPO-CD-P&ZC PUBLISHED NOTICES FOR PUBLIC HEARINGS	$215.64
			TRANSITOP	TRANSIT CC STOP ADVERTISEMENT #176849	$244.00
			TRNSPN	RFQ-24-009 MAIN ST CORRIDOR AD FOR BID	$159.17
			WSTWTR	IFB-24-001 WASTEWATER IMP AD FOR BID	$235.22
TUCOR INC	112941	1/25/2024	PARKSFAC	ANNUAL SERVER FEE FOR MODIE PARK IRRIGATION	$130.00
UNIFORMS2GEAR INC	112942	1/25/2024	POLICE	BPO PD UNIFORMS/NEW HIRE	$184.00
				BPO PD UNIFORMS/PATROL	$36.76
URM STORES INC	112785	1/18/2024	LIBRARY	BPO - LIB - OPERATING SUPPLIES	$29.04
	112943	1/25/2024	RECREATION	BPO- SEN NUTRITION-FOOD AND CLEANING SUPPLIES	$309.76
			WATER	BPO PW DISTRIBUTION SPLYS	$11.37
			WSTWTR	BPO PW WWTP SUPPLIES	$55.51
US FOODS - SPOKANE	112944	1/25/2024	RECREATION	BPO FOOD SUPPLIES FOR SENIOR NUTRITION LUNCHES	$1,559.36
VALLEY ELECTRIC INC	112946	1/25/2024	WSTWTR	PW-WWC-TROUBLESHOOT POWER OUTAGE; ONE WALL IN SHP	$150.00
VERIZON WIRELESS	112831	1/25/2024	COMDEV	01/12/24 BILL DATE: UTILITY CHARGES	$667.24
			EXECUTIVE	01/12/24 BILL DATE: UTILITY CHARGES	$108.03
			FIRE	01/12/24 BILL DATE: UTILITY CHARGES	$2,365.69
			FLTMAINT	01/12/24 BILL DATE: UTILITY CHARGES	$68.59
			HR	01/12/24 BILL DATE: UTILITY CHARGES	$95.20
			INFOSYSTMS	01/12/24 BILL DATE: UTILITY CHARGES	$782.15
			LEGISLATIV	01/12/24 BILL DATE: UTILITY CHARGES	$866.04
			LIBRARY	01/12/24 BILL DATE: UTILITY CHARGES	$231.24
			PARKSFAC	01/12/24 BILL DATE: UTILITY CHARGES	$719.31
			POLICE	01/12/24 BILL DATE: UTILITY CHARGES	$2,680.57

			SANITATION	01/12/24 BILL DATE: UTILITY CHARGES	$34.01
			STMWTR	01/12/24 BILL DATE: UTILITY CHARGES	$182.05
			TRANSITOP	01/12/24 BILL DATE: UTILITY CHARGES	$62.07
			TRNSPN	01/12/24 BILL DATE: UTILITY CHARGES	$1,869.11
			WATER	01/12/24 BILL DATE: UTILITY CHARGES	$2,289.81
			WSTWTR	01/12/24 BILL DATE: UTILITY CHARGES	$2,640.39
WASHINGTON STATE SUPPORT REGISTRY	112832	1/25/2024	ADMSVC	Payroll Run 1 - Warrant 012524	$358.86
WESTERN SYSTEMS INC	112948	1/25/2024	TRNSPN	PW-STS-RRFB 17TH ST/18TH AVE REPAIR ITEMS	$4,185.94
WITMER PUBLIC SAFETY GROUP INC	112949	1/25/2024	FIRE	FIRE - FIRESTORE - ENGINEER PINS	$166.02
XYLEM WATER SOLUTIONS USA INC	112950	1/25/2024	WSTWTR	PW - WWTP - UV BULBS, PARTS, TRAINING	$8,113.64
Total					$1,571,488.67

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CITY COUNCIL MEETING
AGENDA ITEM SUMMARY

ITEM TITLE RESOLUTION 2024-3	**AGENDA NO.** V. A. **AGENDA DATE:** February 12, 2024

ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.)

City Council approved a state/local project development agreement with the Idaho Transportation Department (ITD) in March 2014 for KN13443, Snake River Ave; Southway Bridge to 11th Ave. In October 2014, City Council approved a local professional services agreement with Horrocks Engineers to complete project design. During design, the project scope was reduced to Snake River Ave from the Southway Ave roundabout through the intersection at 11th Ave. Project plans were completed in September 2016 and associated Right-of-Way plans & property descriptions were approved by ITD in June 2020. This project requires right-of-way from 4 parcels, 1 permanent easement and 1 temporary construction easement from parcels in which right-of-way is not needed; and construction and permanent easements from the United States Army Corps of Engineers.

Appraisals and right-of-way negotiations have been initiated by ITD for the 4 parcels. This is the first right-of-way contact and claim for payment for the project. The resolution acquires 0.003 acres right-of-way and 0.007 acres temporary construction easement from Charles A. and Virgina Browne for a total amount of $1,228.

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)

The project is funded by the federal surface transportation program (92.66%) and local (7.34%). There is a $20,000 appropriation in the City's fiscal year 2024 budget for right-of-way purchase for this project and obligated federal funding for KN13443. The purchase price is $1,228 ($1,138 federal, $90 local).

ACTION PROPOSED

Approve resolution 2024-3 and authorize execution of the right-of-way contract and claim for payment.

RESOLUTION 2024-3

A RESOLUTION ACCEPTING AND APPROVING A RIGHT-OF-WAY CONTRACT AND CLAIM FOR PAYMENT BETWEEN CHARLES A. BROWNE AND VIRGINIA BROWNE, AS GRANTORS, AND THE CITY OF LEWISTON, AS GRANTEE; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST SAID CONTRACT AND CLAIM FOR PAYMENT, RESPECTIVELY.

WHEREAS, the City of Lewiston is engaged in the construction of a highway project using federal funds, described as the Southway Bridge to 11th Avenue, Lewiston, Project No. A013(443) ("Project"); and

WHEREAS, the construction of the Project will affect certain property belonging to Charles A. Browne and Virginia Browne, and it is necessary to enter into the Right-of-Way Contract to purchase a portion of the Brownes' real property and obtain a temporary construction easement to satisfy federal real property acquisition requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: The Right-of-Way Contract between Charles A. Browne and Virginia Browne, as Grantors, and the City of Lewiston, as Grantee, is hereby approved, and a copy is attached hereto and incorporated herein as Exhibit 1.

SECTION 2: The Claim for Payment between the City of Lewiston and Charles A. Browne and Virginia Browne is hereby approved, and a copy is attached hereto and incorporated herein as Exhibit 2.

SECTION 3: The Mayor and the City Clerk are hereby authorized to execute and attest the aforementioned documents, as well as any other documents necessary to complete the transfer of real property from the Brownes to the City of Lewiston.

Signatures on following page

DATED this _____ day of _____ 2024.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

_____
Tanya M. Brocke, City Clerk

EXHIBIT 1

RIGHT OF WAY CONTRACT

RIGHT OF WAY CONTRACT
Idaho Transportation Department

Project No.	A013(443)
Key No.	13443
Parcel No.	3
Parcel ID No.	51258
County	Nez Perce

THIS RIGHT OF WAY CONTRACT ("Agreement") is made this 11 day of JANUARY, 2024, between the **CITY OF LEWISTON, a political subdivision of the STATE OF IDAHO, IDAHO**, and its authorized representative, herein called "City," and **CHARLES A. BROWNE and VIRGINIA BROWNE, husband and wife**, herein called "Grantor." City and Grantor may collectively be referred to herein as the "Parties."

WHEREAS, City is engaged in the construction of a highway project designated as SOUTHWAY BR TO 11TH AVE, LEWISTON, Project Number A013(443) ("Project"), which Project will affect certain property belonging to Grantor known as Parcel No. 3, legally described on **EXHIBIT A**, and depicted on plans of the Project in **EXHIBIT B**; attached hereto and by this reference made a part hereof ("Required Property").

WHEREAS, City has contracted with the **STATE OF IDAHO, IDAHO TRANSPORTATIN BOARD BY AND THROUGH THE IDAHO TRANSPORTATION DEPARTMENT** ("State") to facilitate this transaction with Grantor.

WHEREAS, City desires to acquire the Required Property for the purpose of constructing, maintaining, and using such Required Property for a public right of way, upon the terms, conditions, and provisions set forth herein.

WHEREAS, City desires to acquire a temporary easement over, on, across and through Grantor's remainder property for the construction of an approach as shown on **EXHIBIT B** ("Temporary Easement").

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. City shall pay Grantor and lienholder(s), if any, such Total Consideration as set out below. Grantor agrees to pay all taxes and assessments due and owing, including taxes owing for the year in which this transaction closes. Payment to Grantor pursuant to this Agreement is contingent upon Grantor demonstrating clear title to the Required Property identified above through use of documents acceptable to City and Alliance Title & Escrow, the title company being utilized by City for this Project ("Title Company").

2. Grantor shall fully execute and deliver to City a properly acknowledged instrument of conveyance corresponding to the interests being acquired; e.g., a warranty deed. Closing of this transaction shall occur when all required documents, as well as compensation noted herein, have been submitted to Title Company, lienholder(s), if any, have been satisfied, and Title Company is in a position to provide the required title insurance to City ("Closing").

3. This contract shall not be binding unless and until executed by the Mayor of City.

4. The parties have herein set out the whole of their agreement, the performance of which constitutes the entire consideration for the grant of said right-of-way and shall relieve City of all future claims or obligations on that account or on account of the location, grade and construction of the Project.

5. Grantor represents that to the best of Grantor's knowledge no hazardous materials have been stored or spilled on the Required Property during Grantor's ownership or during previous ownerships at least insofar as Grantor has observed or has been informed. In the alternative, if Grantor has knowledge of storage or spill of hazardous materials on the Required Property, such information will be set forth as an addendum to this Agreement. This Agreement is conditional upon full disclosure of any such information.

6. Grantor hereby grants City and/or its employees, agents, contractors, and invitees (collectively "Agents") a "Temporary Right-of-Entry" for ingress and egress on Grantor's remainder property, for unexpected and currently unforeseen incidents related to the construction of the Project as depicted on **EXHIBIT B**. For example, the Temporary Right-of-Entry allows City and/or its Agents to enter upon the remainder of Grantor's property to retrieve materials, equipment, debris, etc. related to the construction of the Project that might encroach upon Grantor's property. City and/or its Agents shall inform Grantor of the need to exercise the Temporary Right-of-Entry before entering upon the remainder of Grantor's property. Said Temporary Right-of-Entry shall automatically terminate upon the completion of the Project.

7. As of Closing, the Required Property will be under the ownership of City and City shall have physical possession of the Temporary Easement during construction. Grantor, its Agents or assigns, is required to keep such areas free of any personal property, and any obstructions, garbage, refuse, or other debris. Notice is hereby provided that construction activities, including utility relocation activities, may occur at any time after Closing.

8. Grantor, for the compensation noted below, hereby grants City and/or its Agents the Temporary Easement for the purpose of construction and maintenance of slopes and related facilities, to enable City and/or its Agents access to Grantor's remaining property where construction pursuant to the Temporary Easement is to occur, as depicted on **EXHIBIT B**. Said Temporary Easement shall automatically terminate upon completion of the Project.

9. Grantor agrees to give City legal and physical possession of the Property and physical possession of the Temporary Easement being purchased by City upon Closing or upon Grantor's receipt of payment, whichever is later.

10. In consideration of the interests being conveyed by Grantor, City shall pay Grantor as follows:

Type	**Size**		**Amount**
	Sq. Ft.	**Acres**	
Land	142.000	0.003	$996.00
Temporary Construction Easement	305.000	0.007	$232.00
JUST COMPENSATION			$1,228.00
TOTAL CONSIDERATION			**$1,228.00**

The Parties have had sufficient opportunity to consult with legal counsel of their own choice. This Agreement may be executed in any number of counterparts, each counterpart may be delivered originally or by electronic transmission, and all such executed and delivered counterparts taken together will constitute one original agreement.

(The remainder of this page left intentionally blank; signatures on following page.)

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

CITY:

CITY OF LEWISTON

By: _____
DANIEL G. JOHNSON, Mayor

Attest:

By: _____
City Clerk
Printed Name: _____

GRANTOR:

Charles A. Browne
_____
CHARLES A. BROWNE

Virginia N. Browne
_____
VIRGINIA BROWNE

IDAHO TRANSPORTATION DEPARTMENT

By: Michael G. Ahlers
_____
MICHAEL G. AHLERS, Negotiator

EXHIBIT A

Rim Rock Consulting, Inc.

PROFESSIONAL LAND SURVEYORS
GIS & MAPPING SERVICES

JOHN L. DUNN, PLS / ID, WA / CFEDS
DUANE E. PRIEST, PLS / ID
MICHAEL E. DAHLIN, PLS / ID, WA

Project No. A013(443)
Key No. 13443
Parcel No. 3
Parcel ID No. 51258
February 27, 2020
Titled Fee Acquisition

A parcel of land being that part of the North Half of Lot 1 of Holcomb's First Subdivision of Lot 3, City of Lewiston, located within Gov't Lot 3 of Section 1, Township 35 North, Range 6 West of the Boise Meridian, Nez Perce County, Idaho described as follows:

Commencing at True's Monument No. 7 on the old South City Limits Line of E.B. True's original survey of the City of Lewiston, Corner Perpetuation & Filing Record, instrument no. 848654, said monument being N 00°55'49" E, 1326.61 feet from the C1/4 corner of Section 1, Corner Perpetuation & Filing Record, instrument no. 848657;
Thence along the old City Limits line, S 89°05'44" E, 40.00 feet;
Thence S 00°55'49" W, 155.00 feet to the northwest corner of a parcel of land described in a Deed instrument no. 570439, said corner being 24.22 feet Right of Station 829+78.85 and the **Point of Beginning**;
Thence along the north line of said parcel, S 89°05'44" E, 6.84 feet to a point, said point being 31.04 feet Right of Station 829+79.43;
Thence S 12°49'02" W, 21.22 feet to a point, said point being 28.46 feet Right of Station 829+58.47;
Thence S 04°49'08" W, 36.48 feet to a point on the east right of way line of Snake River Avenue, said point being 29.27 feet Right of Station 829+22.08;
Thence along said right of way, N 00°55'49" E, 57.16 feet to the **Point of Beginning**.

Containing 142 Square Feet (0.003 acres), more or less.

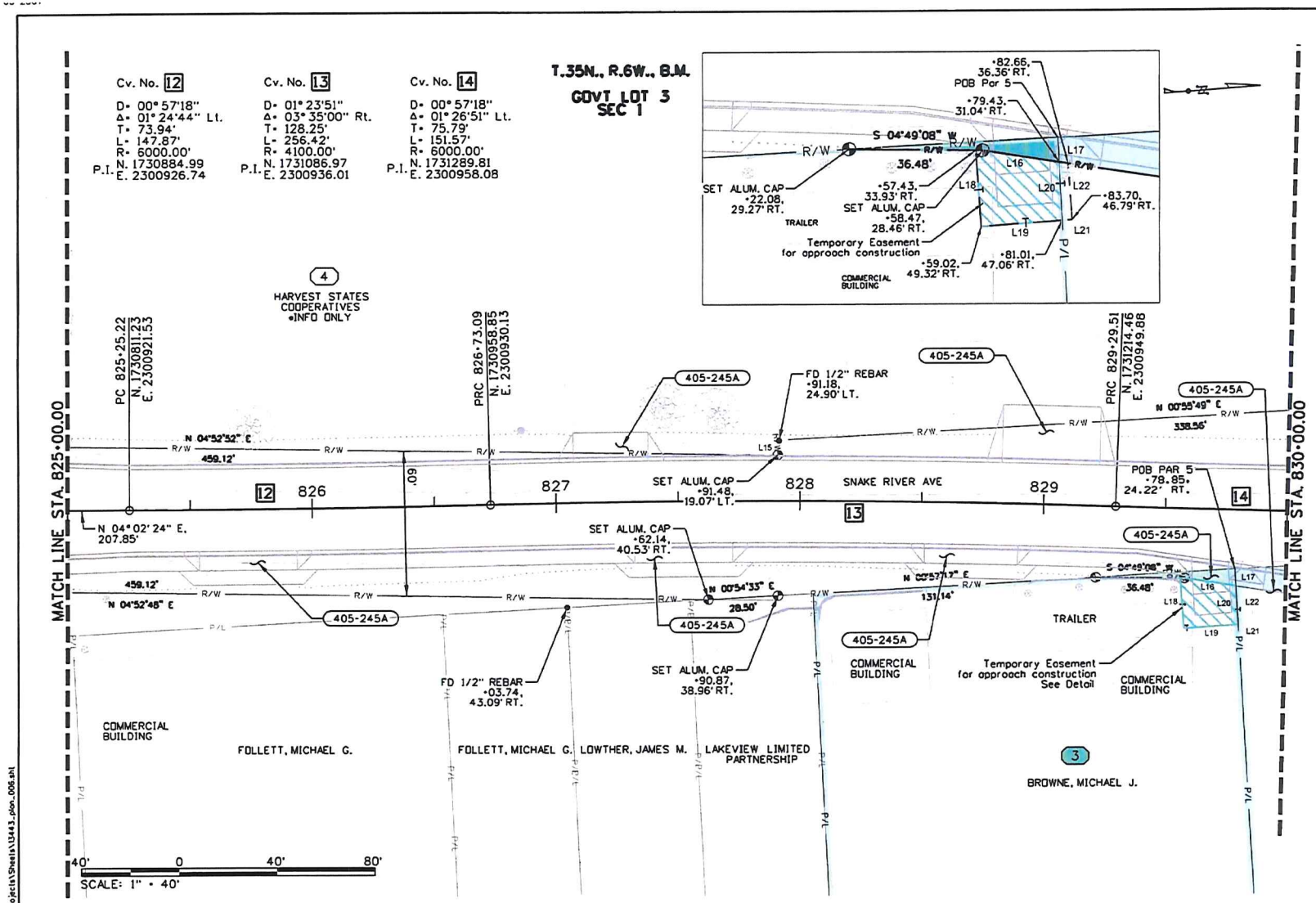
Snake River Avenue Station Reference: 829+22.08 To 829+79.43.

Station and offset distances are perpendicular or radial to the street design centerline.

The basis of bearings in the above land description is Grid North based on the Idaho State Plane Coordinate System, Idaho West Zone, NAD 83.

129 West 3rd Street, #102 • Moscow, ID 83843
(208) 883-5339 phone • (208) 883-4309 fax
rimrock@rimrockconsulting.net

EXHIBIT B



405-245A APPROACH

1	EA	STA. 825+74.00, RT. Width = 40.0'
1	EA	STA. 827+23.00, LT. Width = 30.0'
1	EA	STA. 827+52.00, RT. Width = 40.0'
1	EA	STA. 828+71.00, RT. Width = 38.0'
1	EA	STA. 829+02.00, LT. Width = 40.0'
1	EA	STA. 829+71.00, RT. Width = 15.0'
1	EA	STA. 830+00.00, RT. Width = 20.0'

Line Table		
Line	Bearing	Length
L15	N89°04'11"W	6.04'
L16	S12°49'02"W	21.22'
L17	S89°05'44"E	6.84'
L18	S89°05'44"E	20.94'
L19	S00°00'00"W	22.04'
L20	S89°05'44"E	16.09'
L21	S00°00'00"E	2.96'
L22	N90°00'00"W	15.47'

OFFICIAL
JUN 30, 2020
R/W PLANS

NOTES:

ORIGINAL STORED AT: ITD, District 2 2600 North & South Highway, Lewiston, ID

PROFESSIONAL LAND SURVEYOR REGISTERED 10132 3/16/20 STATE OF IDAHO JOHN L. DUNN

REVISIONS			
NO.	DATE	BY	DESCRIPTION

DESIGNED	D. PRIEST
DESIGN CHECKED	D. PRIEST
DETAILED	T. WARDLE
DRAWING CHECKED	J. DUNN

SCALES SHOWN ARE FOR 11" X 17" PRINTS ONLY
CADD FILE NAME 13443_plan_006.sht
DRAWING DATE: 3/16/2020

IDAHO TRANSPORTATION DEPARTMENT
Rim Rock Consulting, Inc.

PROJECT NO. A013(443)

RIGHT-OF-WAY PLAN
SNAKE RIVER AVE SOUTHWAY BR TO 11TH AVE

English
COUNTY NEZ PERCE
KEY NUMBER 13443
SHEET 10 OF 13

V:\ITD_Corporate_Workspace\Projects\Sheets\13443_plan_006.sht

After recording return to
HQ, Right of Way
Idaho Transportation Department
PO Box 7129
Boise ID 83707-1129

Project No. A013(443)
Key No. 13443
Parcel No. 3
Parcel ID No. 51258

MEMORANDUM OF CONTRACT OF SALE

This MEMORANDUM OF CONTRACT OF SALE is made and entered into as of the 11 day of JANUARY, 2024, by and between **CHARLES A. BROWNE and VIRGINIA BROWNE, husband and wife** ("Grantor"), whose address is 1127 Snake River Avenue, Lewiston, Idaho 83501, and the **CITY OF LEWISTON, a political subdivision of the STATE OF IDAHO** ("Grantee"), whose address is 1134 F Street, Lewiston, Idaho 83501.

Grantor owns that certain real property located in the County of NEZ PERCE, State of Idaho, which is more particularly described as follows ("Property"):

SEE **EXHIBIT A** ATTACHED HERETO
AND BY THIS REFERENCE MADE A PART HEREOF.
Together with all appurtenances.

Fee Acquisition containing approximately 0.003 acres.
Highway Station Reference: 829+22.08 to 829+79.43.

Temporary Easement containing approximately 0.007 acres.

NOW, THEREFORE, Grantor declares as follows:

Grantor agrees to sell the Property to Grantee and Grantee agrees to purchase the same from Grantor upon all the terms and conditions set forth in that certain Right of Way Contract by and between Grantor and Grantee dated as of the 11 day of JANUARY, 2024.

RECORD AT THE REQUEST OF THE STATE OF IDAHO
FEE EXEMPT – I.C. 67-2301

Project No. A013(443)
Key No. 13443
Parcel No. 3
Parcel ID No. 51258

IN WITNESS WHEREOF, Grantor has hereunto set its hand and seal the day and year first above written.

GRANTOR:

Charles A Browne
CHARLES A. BROWNE

Virginia N. Browne
VIRGINIA BROWNE

STATE OF IDAHO)
) ss.
County of NEZ PERCE)

On this 11 day of JANUARY, 2024, before me, the undersigned, a Notary Public in and for said State, personally appeared CHARLES A. BROWNE and VIRGINIA BROWNE, husband and wife, known or identified to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

(SEAL) MICHAEL G. AHLERS
COMMISSION NUMBER 21785
NOTARY PUBLIC
STATE OF IDAHO

Michael G. Ahlers
Notary Public for IDAHO
Residing at LEWISTON, IDAHO
My commission expires 3-5-2024

RECORD AT THE REQUEST OF THE STATE OF IDAHO
FEE EXEMPT – I.C. 67-2301

Project No. A013(443)
Key No. 13443
Parcel No. 3
Parcel ID No. 51258

IN WITNESS WHEREOF, Grantee has hereunto set its hand and seal the day and year first above written.

GRANTEE:

CITY OF LEWISTON

By: _____
DANIEL G. JOHNSON, Mayor

ATTEST:

By: _____
City Clerk

Printed Name: _____

State of IDAHO)
) ss.
County of NEZ PERCE)

On this _____ day of _____, 2024, before me, the undersigned, a Notary Public in and for said State, personally appeared DANIEL G. JOHNSON and _____, known or identified to me to be the Mayor and City Clerk, respectively, the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same on behalf of the CITY OF LEWISTON.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

_____
Notary Public for IDAHO.
Residing at _____
My commission expires _____

(SEAL)

RECORD AT THE REQUEST OF THE STATE OF IDAHO
FEE EXEMPT – I.C. 67-2301

Project No. A013(443)
Key No. 13443
Parcel No. 3
Parcel ID No. 51258

EXHIBIT A

Rim Rock Consulting, Inc.

PROFESSIONAL LAND SURVEYORS
GIS & MAPPING SERVICES

JOHN L. DUNN, PLS / ID, WA / CFEDS
DUANE E. PRIEST, PLS / ID
MICHAEL E. DAHLIN, PLS / ID, WA

Project No. A013(443)
Key No. 13443
Parcel No. 3
Parcel ID No. 51258
February 27, 2020
Titled Fee Acquisition

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Thence along the old City Limits line, S 89°05'44" E, 40.00 feet;
Thence S 00°55'49" W, 155.00 feet to the northwest corner of a parcel of land described in a Deed instrument no. 570439, said corner being 24.22 feet Right of Station 829+78.85 and the **Point of Beginning**;
Thence along the north line of said parcel, S 89°05'44" E, 6.84 feet to a point, said point being 31.04 feet Right of Station 829+79.43;
Thence S 12°49'02" W, 21.22 feet to a point, said point being 28.46 feet Right of Station 829+58.47;
Thence S 04°49'08" W, 36.48 feet to a point on the east right of way line of Snake River Avenue, said point being 29.27 feet Right of Station 829+22.08;
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Containing 142 Square Feet (0.003 acres), more or less.

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Station and offset distances are perpendicular or radial to the street design centerline.

The basis of bearings in the above land description is Grid North based on the Idaho State Plane Coordinate System, Idaho West Zone, NAD 83.

129 West 3rd Street, #102 • Moscow, ID 83843
(208) 883-5339 phone • (208) 883-4309 fax
rimrock@rimrockconsulting.net

EXHIBIT 2

CLAIM FOR PAYMENT

CLAIM FOR PAYMENT
REAL ESTATE TRANSACTIONS

Project No. A013(443) Key No. 13443 Program No. T142790

Parcel No. 3 Parcel Identification No. 51258

The undersigned have an interest in the agreed settlement amount as specified in that certain Right of Way Contract dated January 11, 2024, by and between the City of Lewiston, a political subdivision of the State of Idaho, and the undersigned. PAYMENTS MADE ON BEHALF OF TRANSFEROR WILL BE REPORTED UNDER TRANSFEROR'S TAX IDENTIFICATION NUMBER WHICH SHALL BE COLLECTED BY THE TITLE COMPANY LISTED.

That agreed settlement amount specified in the Right of Way Contract shall be paid as follows:

Name/Address	TIN	Payment Amount
Alliance Title & Escrow 925 S. Allante Place Boise, Idaho 83709	82-0481163	$ 1,228.00

On behalf of:
CHARLES A. BROWNE and VIRGINIA BROWNE
1127 Snake River Avenue
Lewiston, ID 83501

TRANSFEROR(S) SIGNATURE(S)

We hereby certify that the foregoing claim is just and correct, that the amount claimed is legally due after allowing all just credits, and that no part of same has been previously paid.

Charles A Browne
CHARLES A. BROWNE

Virginia M. Browne
VIRGINIA BROWNE

CITY / STATE USE ONLY

I hereby certify that the above Transferor(s) are entitled to the amount claimed above by virtue of transferring ownership or interest in real property to the City of Lewiston and have examined the supporting data and recommend payment of the amount claimed.

Recommended: _____ Approved: _____
Right of Way Agent Authorized Supervisor

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CITY COUNCIL MEETING
AGENDA ITEM SUMMARY

ITEM TITLE RESOLUTION 2024-4	**AGENDA NO.** V. B. **AGENDA DATE:** February 12, 2024

ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.)

City staff has compiled a list of surplus/obsolete items (Exhibit A to Resolution 2024-4). Surplus items will be sold using GovDeals.com, an online auction site.

Appropriate notices of the online auction will be placed in the Lewiston Tribune.

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)

The City will receive 100% of the bid amounts. Fees for the use of the website are covered by the Buyer's Premium and are paid by the bidders. All proceeds received from the surplus auction items will be deposited into the respective funds.

ACTION PROPOSED

Staff Recommends that the City Council approve Resolution 2024-4, declaring the items in Exhibit A surplus and authorizing the sale of said items by auctions using GovDeals.com

RESOLUTION 2024-4

A RESOLUTION DECLARING VARIOUS ITEMS OF CITY OF LEWISTON PROPERTY TO BE SURPLUS, AND PROVIDING FOR THE PUBLIC AUCTION OF SAID SURPLUS PROPERTY

WHEREAS, the City of Lewiston is in possession of property surplus to the City's needs; and

WHEREAS, in accordance with the City's Purchasing Policy, the City's Purchasing Division seeks to have the Lewiston City Council declare such property as surplus so that the property may be disposed of in accordance with Section 6.14 of the City's Purchasing Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: The Lewiston City Council hereby declares all property listed in Exhibit A, attached hereto and incorporated herein, to be surplus to the City's needs.

SECTION 2: The Lewiston City Council hereby authorizes the City's Purchasing Division to sell by public auction said surplus property "as is, no warranty or guarantee."

SECTION 3: The City's Purchasing Division shall conduct said public auction in accordance with the City's Purchasing Policy.

SECTION 4: This resolution shall become effective upon its passage.

PASSED this _____ day of _____ 2024.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

_____
Tanya M. Brocke, City Clerk

EXHIBIT A
TO RESOLUTION 2024-4

CITY OF LEWISTON

Unusable/Obsolete Items for Surplus Auction 2024

DEPT	QTY	DESCRIPTION	CONDITION
Police	10	Computer Monitors: 6 HP 24", 2 Acer 24", 1 Acer 23" & 1 Acer 22"	Good
Finance	1	2013 Martin Yale High Speed Letter Opener (from utility billing)	Good
Finance	1	FPI 2300 Folding & Inserting Machine	Fair
Finance	1	Shreder - DestroyIt - Model 3802	Good
Parks	1	Blower - Huxmarta 225B	Poor
Fire	2	1-6' Fiberglass Ladder & 1-24' Extension Fiberglass Ladder	Good
Library	4	Misc Digital Cameras	Fair
Fire	1	Metal Desk	Fair
Fire	1	Bed Frame - Adjustable	Good
Fire	1	Adjustable Desk Stand	Fair
Fire	3	Plastic Utility Boxes	Fair
Fire	1	Stereo - Denon AV Surround Receiver AVR-484	Fair
Fire	1	Tabletop Podium	Fair
Fire	1	Back Raise Exercise Equipment	Poor
Library	1	Ricoh Copier - Model# C4504 with extra ink cartarages	Good
Library	1	Ricoh Copier - Model# MP C4502A with extra ink cartarages	Good
Finance	1	NeoPost - Model IN-600 Mailing Machine, includes 10lb scale	Good
City Hall	2	Red Chairs	Fair
City Hall	2	1 Office Chair and 1 Ball Chair	Fair
City Hall	3	1-3 Drawer & 2-5 Drawer Filing Cabinets	Poor
City Hall	1	Wooden Table - 5' x 2'6"	Fair
City Hall	1	IBM Wheelwriter 1000 by Lexmark, Machine type: 6781-024 with extra ribbon	Good
City Hall	1	Bicentenial Flag - H6' x W4'	Fair
City Hall	33	Books - Across the Snowy Ranges, Writen by James Fazio	Good/Unused
City Hall	Lot	Misc Printer Ink (some outdated)	Good to Poor
City Hall	Lot	Misc Office Supplies	Good to Poor
City Hall	1	iBM Wheelwriter 1000 by Lexmark, Machine type: 6783	Good
City Hall	1	Wall Cabinet	Good
City Hall	1	HP Laser Jet P2055dn - Black & White Printer	Good
City Hall	1	4 Drawer Wooden Filing Cabinet	Good

CITY ORDINANCE NO. 4909

AN ORDINANCE OF THE CITY OF LEWISTON IMPLEMENTING THE CITY COUNCIL'S DECISION IN ZNC23-7, DECLARING THAT CERTAIN REAL PROPERTY BE REMOVED FROM THE HIGHER DENSITY RESIDENTIAL (R-4) ZONE TO THE GENERAL COMMERCIAL (C-4) ZONE; AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LEWISTON; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the real property described in Section 1 is within the Higher Density Residential (R-4) Zone, and consists of an approximately 0.474-acre parcel of land generally located south of Idaho Street between 18th Street and 19th Street, commonly known as 1828 and 1832 Idaho Street, and also identified as Tax Parcels RPL16700050140, RPL16700050120, and RPL16700050100;

WHEREAS, on December 13, 2023, the Lewiston Planning and Zoning Commission held a duly noticed public hearing to consider ZNC23-7, an application to rezone the above-described real property to the General Commercial (C-4) Zone, and recommended approval of ZNC23-7 to the Lewiston City Council on January 22, 2024; and

WHEREAS, on January 22, 2024, the Lewiston City Council held a duly noticed public hearing to consider ZNC23-7, and subsequently completed a written Reasoned Statement, all in accordance with Idaho Code §§ 67-6509, 67-6511 and 67-6535.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: The following described real property situated within the City of Lewiston, Idaho is hereby removed from the Higher Density Residential (R-4) Zone, and included in the General Commercial (C-4) Zone, as defined by the Zoning Ordinance of the City of Lewiston, Idaho:

PARCEL 1
Lot 12, Block 5, Mrs. S.C. Thompson's Second Addition to the City of Lewiston, Idaho, according to the recorded plat thereof, records of Nez Perce County, Idaho.

PARCEL 2
Lot Fourteen (14), Block Five (5), Mrs. S.C. Thompson's Second Addition to the City of Lewiston, Nez Perce County, Idaho, according to the official plat thereof, recorded in Book 1 of Plats, at page 151, records of Nez Perce County, Idaho.

PARCEL 3
Lot 10, Block 5, Mrs. S.C. Thompson's Second Addition to the City of Lewiston, Idaho, according to the recorded plat thereof, records of Nez Perce County, Idaho.

The above referenced real property has street addresses of 1828 and 1832 Idaho Street, Lewiston, Idaho 83501.

SECTION 2: The Zoning Map of the City of Lewiston is hereby amended to remove said real property described above from the Higher Density Residential (R-4) Zone and include said real property in the General Commercial (C-4) Zone.

SECTION 3: The real property being rezoned is depicted in Exhibit A, attached hereto and incorporated herein.

SECTION 4: This ordinance shall take effect and be in full force from and after its passage and publication.

PASSED this _____ day of _____, 2024.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

_____
Tanya M. Brocke, City Clerk

Exhibit A

1715
326
307
1846
19TH ST
319
1724
IDAHO ST
1901
1802
Subject
Property
18TH ST
1816
1842
1850
1850
1900
423
430
UNIT A - C
1801
UNIT A - I
1823
1825
1827
1835
1839
1843
1847
1851
1811
1901
UNIT 1 - 5
7TH AVE
1818
UNIT A1 - B2
1828
1838
UNIT 1 - 4

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CITY OF LEWISTON
SUMMARY OF ORDINANCE NO. 4909

ORDINANCE NO. 4909: AN ORDINANCE OF THE CITY OF LEWISTON IMPLEMENTING THE CITY COUNCIL'S DECISION IN ZNC23-7, DECLARING THAT CERTAIN REAL PROPERTY BE REMOVED FROM THE HIGHER DENSITY RESIDENTIAL (R-4) ZONE TO THE GENERAL COMMERCIAL (C-4) ZONE; AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LEWISTON; AND PROVIDING AN EFFECTIVE DATE.

Section 1 removes the real property legally described in that section from the Higher Density Residential (R-4) Zone and includes said real property in the General Commercial (C-4) Zone. Section 2 amends the Zoning Map of the City of Lewiston accordingly. Section 3 provides an effective date.

Ordinance No. 4909 is effective upon passage and publication.

As required by Idaho Code § 50-901A, the following excerpts from Ordinance No. 4909 are required to be published in full:

WHEREAS, the real property described in Section 1 is within the Higher Density Residential (R-4) Zone, and consists of an approximately 0.474-acre parcel of land generally located south of Idaho Street between 18th Street and 19th Street, commonly known as 1828 and 1832 Idaho Street, and also identified as Tax Parcels RPL16700050140, RPL16700050120, and RPL16700050100;

…

SECTION 1: The following described real property situated within the City of Lewiston, Idaho is hereby removed from the Higher Density Residential (R-4) Zone, and included in the General Commercial (C-4) Zone, as defined by the Zoning Ordinance of the City of Lewiston, Idaho:

PARCEL 1
Lot 12, Block 5, Mrs. S.C. Thompson's Second Addition to the City of Lewiston, Idaho, according to the recorded plat thereof, records of Nez Perce County, Idaho.

PARCEL 2
Lot Fourteen (14), Block Five (5), Mrs. S.C. Thompson's Second Addition to the City of Lewiston, Nez Perce County, Idaho, according to the official plat thereof, recorded in Book 1 of Plats, at page 151, records of Nez Perce County, Idaho.

PARCEL 3
Lot 10, Block 5, Mrs. S.C. Thompson's Second Addition to the City of Lewiston, Idaho, according to the recorded plat thereof, records of Nez Perce County, Idaho.

The above referenced real property has street addresses of 1828 and 1832 Idaho Street, Lewiston, Idaho 83501.

CITY OF LEWISTON

By: Daniel G. Johnson
Mayor

Attest: Tanya M. Brocke
City Clerk

The full text of this ordinance is available at the City Clerk's office, Lewiston City Hall, 1134 F Street, Lewiston, during regular business hours.

I, KAYLA HERMANN, City Attorney, reviewed the foregoing Summary of Ordinance No. 4909. The summary is true and complete and provides adequate notice to the public pursuant to Idaho Code § 50-901A.

Dated this _____ day of _____ 2024.

_____
Kayla Hermann
City Attorney

CITY COUNCIL MEETING
AGENDA ITEM SUMMARY

ITEM TITLE REASONED STATEMENT ZNC23-7	**AGENDA NO.** V. D. **AGENDA DATE:** February 12, 2024

ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.)

Council held a public hearing on January 22, 2024 for Zone Change Application ZNC23-7 and approved the first reading of associated Ordinance 4909. The Council Reasoned Statement of Relevant Criteria and Standards for granting this zoning district boundary change is attached.

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)

None/

ACTION PROPOSED

Approve the Council Reasoned Statement of Relevant Criteria and Standards for ZNC23-7.

LEWISTON CITY COUNCIL
REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS FOR GRANTING OR DENIAL OF ZONING DISTRICT BOUNDARY CHANGE/REZONE

This document shall serve as memorialization of the rationale for the granting or denial of a zoning district boundary change/rezone, which shall be based upon relevant criteria and standards, including the Lewiston Comprehensive Plan, Lewiston City Code, and Idaho Code. *See* I.C. § 67-6535.

I. APPLICATION NUMBER:
ZNC23-7

II. APPLICANT'S NAME AND ADDRESS:
Keith Jacobs
316 3rd Street
Kamiah, ID 83536

III. IDENTIFICATION AND/OR LOCATION OF SUBJECT PROPERTY:
1826 and 1832 Idaho Street
Also known as tax parcels RPL16700050140, RPL16700050120, and RPL16700050100

IV. DATE OF PUBLIC HEARING:
January 22, 2023

V. NAME OF HEARING BODY:
Lewiston City Council

VI. NATURE OF APPLICATION:
Rezone subject property from Higher Density Residential (R-4) Zone to General Commercial (C-4) Zone

VII. DECISION:
The Lewiston City Council **APPROVES ZNC23-7**

VIII. RELEVANT CONTESTED FACTS RELIED UPON:

The relevant contested facts relied upon are: None

IX. RELEVANT CRITERIA AND STANDARDS:

The following relevant criteria, standards, facts, and considerations are hereby declared as reasons for the decision on this zoning district boundary change/rezone:

1. The proposed rezone **is** in general conformance with the Lewiston Comprehensive Plan. Applicable commentary:

The City Planner, Joel Plaskon, provided a presentation to the Commission summarizing the City's Staff Report and opinions/observations he had concerning the subject property and application. The Council received information from City Planner, and the Applicant, Keith Jacobs, that the Applicant seeks the rezone of the property to convert the existing residential dwelling into a commercial law/business office using the existing structure. The subject property is located in Neighborhood Number 2 – Normal Hill. It has a Comprehensive Plan (Plan) future land use designation of Commercial. The Council determined that the proposed rezone to the General Commercial (C-4) Zone is in conformance with the Plan because of the Plan's future land use designation of Commercial. The surrounding properties are a mix of commercial uses and higher density residential uses (residential uses are to the south of the subject property). The residential uses in the neighborhood are adequately separated from the proposed commercial use of the subject property by the topography of the area. The subject property is on a slope, with Idaho Street being at an elevation of approximately 750 feet and the alley to the south of the subject property at an elevation of approximately 770 feet. This topography does help provide a natural barrier between the commercial and residential uses in the neighborhood. Further, Idaho Street currently contains a mix of commercial buildings/uses and residential dwellings that have been converted to commercial businesses/uses.

Chapter 6 of the Plan, Land Use, lists Goal LU-1.0 "To promote orderly development and arrangement of land uses throughout the community; provide ample space for future growth, ensure the compatibility of adjacent land uses and follow sound environmental planning principals." and Goal LU-2.0 "Assure that there is sufficient commercially zoned land available in the City." The Council determined that the proposed rezone is compatible with these goals based upon the information received from the Applicant and the staff report provided by the City Planner. They found that the proposed rezone and proposed commercial use of the subject property is compatible with adjacent residential development since Idaho Street has a mix of residential dwellings, commercial buildings, and commercial uses in residential buildings – such as the proposed usage of the subject property.

2. The subject property **is** at least as well suited or is better suited for the proposed zoning district than the existing zoning district. Applicable commentary:

The Council received information from the City Planner and Applicant concerning the subject property related to its central location on a busy street (Idaho Street) and the proposed commercial use for the subject property. The Plan's future land use designation of Commercial supports a rezone from the Higher Density Residential (R-4) Zone to General Commercial (C-4) Zone. The subject property is located along the northern boundary of the Higher Density Residential (R-4) Zone and bordered on the west and north by property located within the General Commercial (C-4) Zone. The majority of properties along Idaho Street are located within the General Commercial (C-4) Zone, with only a few of the parcels being within the Higher Density Residential (R-4) Zone. The surrounding properties are a mix of commercial and high density residential uses, with commercial uses to the west and north of the subject property, and mostly to the east of the subject property (the property next to the subject property is within the Higher Density Residential (R-4) Zone, but the property next to that one is within the General Commercial (C-4) Zone).

The Applicant testified that the subject property was previously used as a residential rental property, but that he felt that the proposed business usage was in more conformance with the neighborhood than residential usage. During the Planning and Zoning Commission's deliberations, it noted that it believed the change of use of the residential dwelling to a commercial office building would bring stability to the subject property, especially with the proposed improvements to subject property that would be required to convert it for business use. The Council agrees that the subject property is more suitable for the proposed commercial zone than its current single family residential use.

3. The proposed rezone **does not** present foreseen, immitigable impacts of incompatible uses or development being located in the same vicinity. Applicable commentary:

The Council received information from the Applicant that the subject property currently contains a single family dwelling and a storage building/shop. The Council also received information from the City Planner that the properties to the north are used commercially, including a wholesale retailer and a former building supply store that is now used as a storage lot with offices and parking. To the east of the subject property is a single family dwelling and then more commercial uses (hearing aid retailer, dental office, and other various business offices), and to the west are commercial uses such as a computer repair shop and a large multi-unit storage rental complex. Uses to the south of the subject property (across the alley and elevated from the subject property) are residential in nature, with a mixture of single family, duplex, and multi-family dwellings. The neighboring single family dwelling to the east (1842 Idaho Street) is separated from the subject property by a 51-foot-wide parcel that contains a detached garage, which is located on the southern end of that property. This property provides a buffer from the proposed office use of the subject property. The current commercial building located on the corner of Idaho Street and 19th Street is in closer proximity than the subject property is to the same residential dwelling. Lastly, the layout of the subject property would have future customers parking on the west side of the subject property, next to the existing commercial building on the west side of the subject property and away from the residential dwelling to the east of it.

The Council found that the proposed rezone and business office use will seamlessly integrate into the existing neighborhood. The Applicant testified that he intended to restore the existing

residential dwelling, while also converting it for commercial/business office usage. The Council received information from the Applicant that the development of the subject property is in progress and will be done in compliance with Lewiston City Code, including obtaining all the necessary permits and review by City staff. The Council found that the Plan's future land use designation for the subject property and proposed business office use is a lesser intensity use than some of the other commercial uses currently present in the neighborhood.

4. The effects of the proposed rezone **are not** anticipated to place undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction, including school districts. Applicable commentary:

The Lewiston Fire Department provided written comment stating "Plans provided by an Idaho licensed architect and permits for associated work required for the change of occupancy prior to occupancy and/or business license approval." The City's Engineering Division of the Public Works Department commented: "Engineering has no objections to [the] zone change. Change of [the property's] use will require that frontage be brought up to ADA compliance."

Idaho Street is a collector street and the East Route bus route runs along this section of the street. The subject property is located in the middle of the block with 18th Street intersecting with Idaho Street to the west (18th is an arterial street), and 19th Street intersects with Idaho Street to the east (19th is a local road). The anticipated traffic from the proposed rezone will not adversely affect the current amount of traffic in the neighborhood.

The Council received information from the City Planner that political subdivisions were notified of the proposed rezone application and only City departments provided comments. No objections from outside political subdivisions were received. The Council takes note that had other political subdivisions objected they would have provided comment to that effect.

5. The size, type, intensity, and density of development expected to occur on the subject property as a result of this rezoning **is** suitable for the area and **will not** unduly burden the neighborhood, public infrastructure, or environmental resources. Applicable commentary:

The Council received information from the Applicant that the subject property currently contains a single family dwelling and a storage building/shop. The neighboring single family dwelling to the east (1842 Idaho Street) is separated from the subject property by a 51-foot-wide parcel that contains a detached garage, which is located on the southern end of that property. The residential uses in the neighborhood are also adequately separated from the proposed commercial use of the subject property by the topography of the area. This property provides a buffer from the proposed office use of the subject property. The Applicant testified that he intended to restore the existing residential dwelling, while also converting it for commercial/business office usage. The development of the subject property is in progress and will be done in compliance with Lewiston City Code, including obtaining all the necessary permits and review by City departments. He has also gone through the administrative process through the Public Works Department to obtain an encroachment permit as a result of his replacement of the existing fence along the south property line, which encroached upon the alleyway.

The Council also received information from the City Planner that the surrounding properties are a mix of commercial uses and higher density residential uses (residential uses are to the south of the subject property). Many of the existing businesses in the area are located within buildings that had previously been residential dwellings that were converted to a business. The subject property would be of the same nature, and therefore, integrate seamlessly to its neighborhood. The Council notes that the Planning and Zoning Commission received one public comment in favor of the proposed rezone of the subject property, and no objections were received by the affected properties within 330 feet of the subject property or the public at-large.

The Council discussed the proposed business office use and the extensive work the applicant has already begun on the property clearing overgrown vegetation and replacing dilapidated fencing and outbuildings. The previous single family dwelling was noted to be a rental property and the Council felt the change of use to an office building would bring stability to the property with the proposed improvements.

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant **could not** take actions to obtain approval, the explanation is: Not applicable.

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant **could** take actions to obtain approval, such actions might include: Not applicable.

As explained below, an applicant denied an application concerning matters identified in Idaho Code § 67-6521(1)(a) may, within twenty-eight (28) days after all remedies have been exhausted under local ordinance, seek judicial review under the procedures provided by Title 67, Chapter 52, Idaho Code.

NOTICE TO APPLICANT AND AFFECTED PERSONS: An applicant or affected person may file a written request for reconsideration with the City Clerk to request that the City Council reconsider its final decision within fourteen (14) calendar days by 5:00 p.m. on the fourteenth (14th) day after the City Council has adopted this Reasoned Statement of Relevant Criteria and Standards. The written request for reconsideration shall include, at a minimum, the following information: (i) the name and address of the applicant or affected person requesting reconsideration, (ii) the specific deficiencies in the decision for which reconsideration is sought, and (iii) a description of any procedural injury or substantial harm to real property interest(s) suffered as a result of the decision, all in accordance with Lewiston City Code § 37-185(b)(1). A form may be obtained from the City Clerk. A request for reconsideration shall be a mandatory exhaustion of an applicant or affected person's administrative remedies prior to the filing of a petition for judicial review of a final decision made by the City Council.

Every final decision rendered shall provide or be accompanied by notice to the applicant regarding the applicant's right to request a regulatory taking analysis pursuant to Idaho Code § 67-8003. The

mailing of a signed and dated copy of this Reasoned Statement of Relevant Criteria and Standards by the City to the applicant shall constitute compliance with such notice requirement. An applicant denied an application or an affected person aggrieved by a final decision concerning matters identified in Idaho Code § 67-6521(1)(a) may, within twenty-eight (28) days after all remedies have been exhausted under local ordinance, as described above, seek judicial review under the procedures provided by Title 67, Chapter 52, Idaho Code.

By: _____
Daniel G. Johnson, Mayor

Printed: _____

Date of Signature: _____

ATTEST: _____
Tanya M. Brocke, City Clerk

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ADVISORY BOARD OR COMMISSION APPLICATION

Completing this form is a way to indicate your interest in being considered for appointment, or reappointment, to some of the City of Lewiston's Boards and Commissions. All appointments and re-appointments are at the discretion of the Mayor and confirmed by City Council (LCC 2-42 (b)). All boards and commissions applications are processed by the City Clerk and can be sent by mail to: Attn: City Clerk, PO Box 617, Lewiston, ID 83501; or email: tbrocke@cityoflewiston.org.

Full Name: Garrett Frei Date: 1-17-24

Email: gfrei@gmail.com Phone: 208.305.2517

Address: 222 Larkspur Ln City/State/Zip: Lewiston, ID 835801

If a resident of Lewiston, how long?: 30 years

Employer: J-U-B Engineers Occupation: Civil Engineer

Please number your choices according to preference (leave blank any one on which you do not wish to serve):

- [ ] Audit Committee
- [ ] Business Improvement District Advisory Board:
  All applicants for the Downtown Lewiston Business Improvement District (BID) Advisory Board must own property subject to the BID special assessment. ****Please answer the questions on page 3 of this application.**
- [ ] Code Board of Appeals
- [ ] Compensation Review Committee
- [X] Development Impact Fee Advisory Committee
- [ ] Disability Advisory Commission
- [ ] Emergency Medical Services Advisory Board
- [ ] Historic Preservation Commission
- [ ] Library Board of Trustees
- [ ] Parks & Recreation Commission
- [ ] Planning & Zoning Commission
- [ ] Public Works Advisory Commission
- [ ] Urban Forestry & Cemetery Commission

Attendance Requirements (LCC Chapter 2, Section 2-45):

Each member of an advisory board or commission, excluding the Emergency Medical Services Advisory Board, shall not be absent from any 3 consecutive meetings without an excuse acceptable to such advisory board or commission, and shall attend at least 7 of the preceding 12 regular meetings. Will you be able to meet the attendance requirements of the meetings of the boards to which you may be appointed? **Yes** [X] **No** [ ]

List any City Board, Commission, or Committee, on which you currently serve:

None

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

I have an interest in the community in which I live and I have knowledge of construction as well as civil municipal work being a civil engineer. I also formally was a member of the Transportation Advisory Commission as well as the Disabilities Advisory Commission, so I have a good idea of the roles that the commissions have in City policy and decision making.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

Civil Engineer and Project Manager - 2007 to current

City of Lewiston DAC Commission

City of Lewiston TAC Commision

Habitat for Humanity Board of Directors, Board Chairman

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

I have lived and worked in the valley for over 30 years. 17 years as a Civil Engineer. I volunteered my time on several commissions in the past and look forward to bringing my work experiences and knowledge to this commission.

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name: Pat Severance Phone: 208.553.6809

Name: Kayla Brown Phone: 509.254.6011

IMPORTANT INFORMATION ABOUT YOUR APPLICATION: Upon submittal of this application to the City Clerk's office, all information provided becomes a public record. Should you have any questions, please contact the City Clerk at 208-746-3671 x 6202.

By typing my name or handwriting my signature, I certify that I have read the application and certify that the statements in this application are true and correct to the best of my knowledge:

Signature: Garrett Frei 2024.01.17 16:00:14 -08'00' Date: 1.17.24

RECEIVED
By Tanya Brocke at 4:19 pm, Jan 17, 2024

Return Completed Application by:

Mail:
City of Lewiston
Attn: City Clerk
PO Box 617
Lewiston, ID 83501

OR

Email:
tbrocke@cityoflewiston.org

OR

Drop Off:
City Hall
1134 F Street
Lewiston, ID 83501

Please answer the following questions **ONLY** if you are interested in serving on the Business Improvement District Advisory Board (BID)

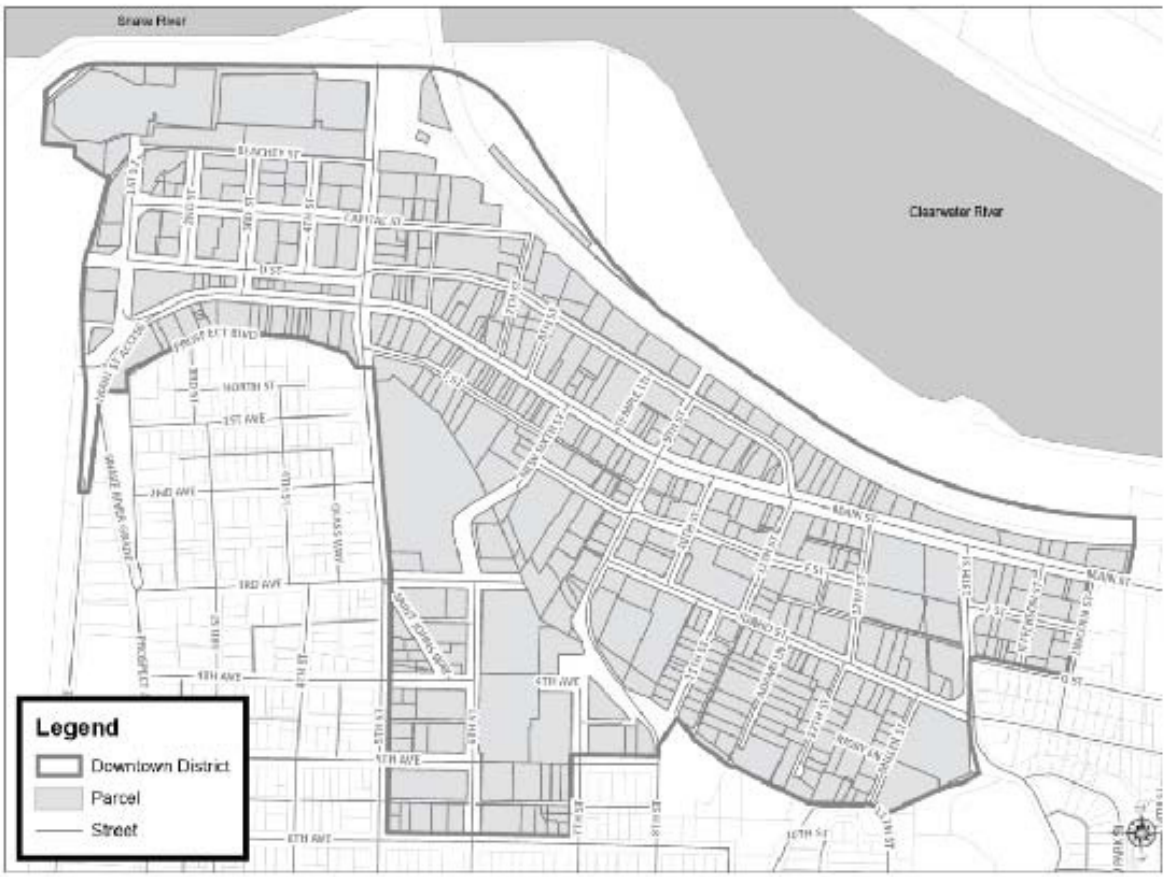
What property do you own in the Business Improvement District (specific address(s))?

Do you own a local business (not required)? **Yes** ☐ **No** ☐

If yes, what business?

Do you feel you can make funding recommendations based on the overall betterment of the BID, keeping personal interests or gain out of your decision-making? **Yes** ☐ **No** ☐ **Not Sure** ☐

Downtown Lewiston Business Improvement District Boundaries



AUDIT COMMITTEE: Reviews the city's audit report. **Meets twice each year.** The fourth Thursday of October and the fourth Thursday of January, or as needed. 4:00 p.m. @ City Hall Back Conference Room.

BUSINESS IMPROVEMENT DISTRICT (BID) ADVISORY BOARD: Makes recommendations to the City Council regarding use of the District's revenues. **Meets monthly.** The second Thursday of each month. 8:30 a.m. @ the Bell Building Second Floor Conference Room.

CODE BOARD OF APPEALS (CBoA): Hears and decides appeals of orders, determinations or decisions made by the Building Official/Fire Marshal relative to the International Building/Fire Code. **Meets on an as-necessary basis.** The first Thursday of each month. 5:30 p.m. @ the Bell Building Second Floor Conference Room.

COMPENSATION REVIEW COMMITTEE: Makes recommendations for adjustments, increases, or decreases to the Mayor's and City Council's compensation and benefits. Provides recommendations to the City Council by June 1 of each odd-numbered year. **Meets on an as-necessary basis.**

DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE (DIFAC): Help prioritize roadway and intersection improvements, refine municipal code, and develop a new traffic impact fee (TIF) for City Council's consideration. **Meets annually.**

DISABILITY ADVISORY COMMISSION (DAC): Provides advice and recommendations to the City Council on a wide array of disability matters within the City of Lewiston. **Meets monthly.** The second Thursday of each month. 12:00 p.m. @ the City Hall Back Conference Room.

EMERGENCY MEDICAL SERVICES ADVISORY BOARD (EMSAB): Advises City Council on matters effecting the provision of emergency and nonemergency ambulance services within the city. **Meets quarterly.**

HISTORIC PRESERVATION COMMISSION (HPC): Administers historic sites, areas, or districts designated by City Council to implement their mission of historic preservation. **Meets monthly.** The first Thursday of each month. 10:00 a.m. @ Bell Building.

LIBRARY BOARD OF TRUSTEES: Oversees the effective and efficient operations of the Lewiston City Library. Trustees must be a resident of the City of Lewiston and live within the city limits. **Meets monthly.** The third Wednesday of each month. 5:30 p.m. @ Lewiston City Library.

PARKS AND RECREATION COMMISSION: Provides a comprehensive program of high-quality parks, recreation facilities, and activities. **Meets monthly.** The third Wednesday of each month. 5:30 p.m. @ Community Center.

PLANNING AND ZONING COMMISSION (P&Z): Provides recommendations to City Council on land use issues (zone changes, variances, conditional use permits, appeals, and comprehensive plan amendments) within the City. **Meets twice monthly.** The second and fourth Wednesday of each month. 5:30 p.m. @ the Bell Building Second Floor Conference Room.

PUBLIC WORKS ADVISORY COMMISSION (PWAC): Advises the Public Works Department and City Council on matters related to public works activities or infrastructure. **Meets monthly.** The second Wednesday of each month. 12:00 p.m. @ the Bell Building Second Floor Conference Room.

URBAN FORESTRY AND CEMETERY COMMISSION (UFCC): Also known as the Cemetery and Urban Forestry Commission. Assists in advising city staff on cemetery related functions, as well as educating the public and enhancing the city's urban tree canopy. **Meets monthly.** The fourth Wednesday of each month. 4:00 p.m. @ Community Center.

ADVISORY BOARD OR COMMISSION APPLICATION

Completing this form is a way to indicate your interest in being considered for appointment, or reappointment, to some of the City of Lewiston's Boards and Commissions. All appointments and re-appointments are at the discretion of the Mayor and confirmed by City Council (LCC 2-42 (b)). All boards and commissions applications are processed by the City Clerk and can be sent by mail to: Attn: City Clerk, PO Box 617, Lewiston, ID 83501; or email: tbrocke@cityoflewiston.org.

Full Name: Jake Greco Date: 1-18-2024

Email: jake@greco-construction.com Phone: 208-790-0664

Address: 2206 Hemlock Ave City/State/Zip: Lewiston ID 83501

If a resident of Lewiston, how long?: 28 years

Employer: Business owner Occupation: Developer, Real Estate Agent

Please number your choices according to preference (leave blank any one on which you do not wish to serve):

- ☐ Audit Committee
- ☐ Business Improvement District Advisory Board:
  All applicants for the Downtown Lewiston Business Improvement District (BID) Advisory Board must own property subject to the BID special assessment. ****Please answer the questions on page 3 of this application.**
- ☐ Code Board of Appeals
- ☐ Compensation Review Committee
- ☒ Development Impact Fee Advisory Committee
- ☐ Disability Advisory Commission
- ☐ Emergency Medical Services Advisory Board
- ☐ Historic Preservation Commission
- ☐ Library Board of Trustees
- ☐ Parks & Recreation Commission
- ☐ Planning & Zoning Commission
- ☐ Public Works Advisory Commission
- ☐ Urban Forestry & Cemetery Commission

Attendance Requirements (LCC Chapter 2, Section 2-45):

Each member of an advisory board or commission, excluding the Emergency Medical Services Advisory Board, shall not be absent from any 3 consecutive meetings without an excuse acceptable to such advisory board or commission, and shall attend at least 7 of the preceding 12 regular meetings. Will you be able to meet the attendance requirements of the meetings of the boards to which you may be appointed? **Yes** ☒ **No** ☐

List any City Board, Commission, or Committee, on which you currently serve:

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

As a developer, I want to see the community continue to grow and infrastructure improve.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

Development in Clarkston WA.
Lewiston, ID
McCall, ID

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name: Joe Greco Phone: 208-790-1056

Name: Pat Severance Phone: 208-553-6809

IMPORTANT INFORMATION ABOUT YOUR APPLICATION: Upon submittal of this application to the City Clerk's office, all information provided becomes a public record. Should you have any questions, please contact the City Clerk at 208-746-3671 x 6202.

By typing my name or handwriting my signature, I certify that I have read the application and certify that the statements in this application are true and correct to the best of my knowledge:

Signature: Joe Greco Date: 1-18-2024

Return Completed Application by:

Mail:
City of Lewiston
Attn: City Clerk
PO Box 617
Lewiston, ID 83501

OR

Email:
tbrocke@cityoflewiston.org

OR

Drop Off:
City Hall
1134 F Street
Lewiston, ID 83501

RECEIVED
By Tanya Brocke at 12:25 pm, Jan 17, 2024

Please answer the following questions **ONLY** if you are interested in serving on the Business Improvement District Advisory Board (BID)

What property do you own in the Business Improvement District (specific address(s))?

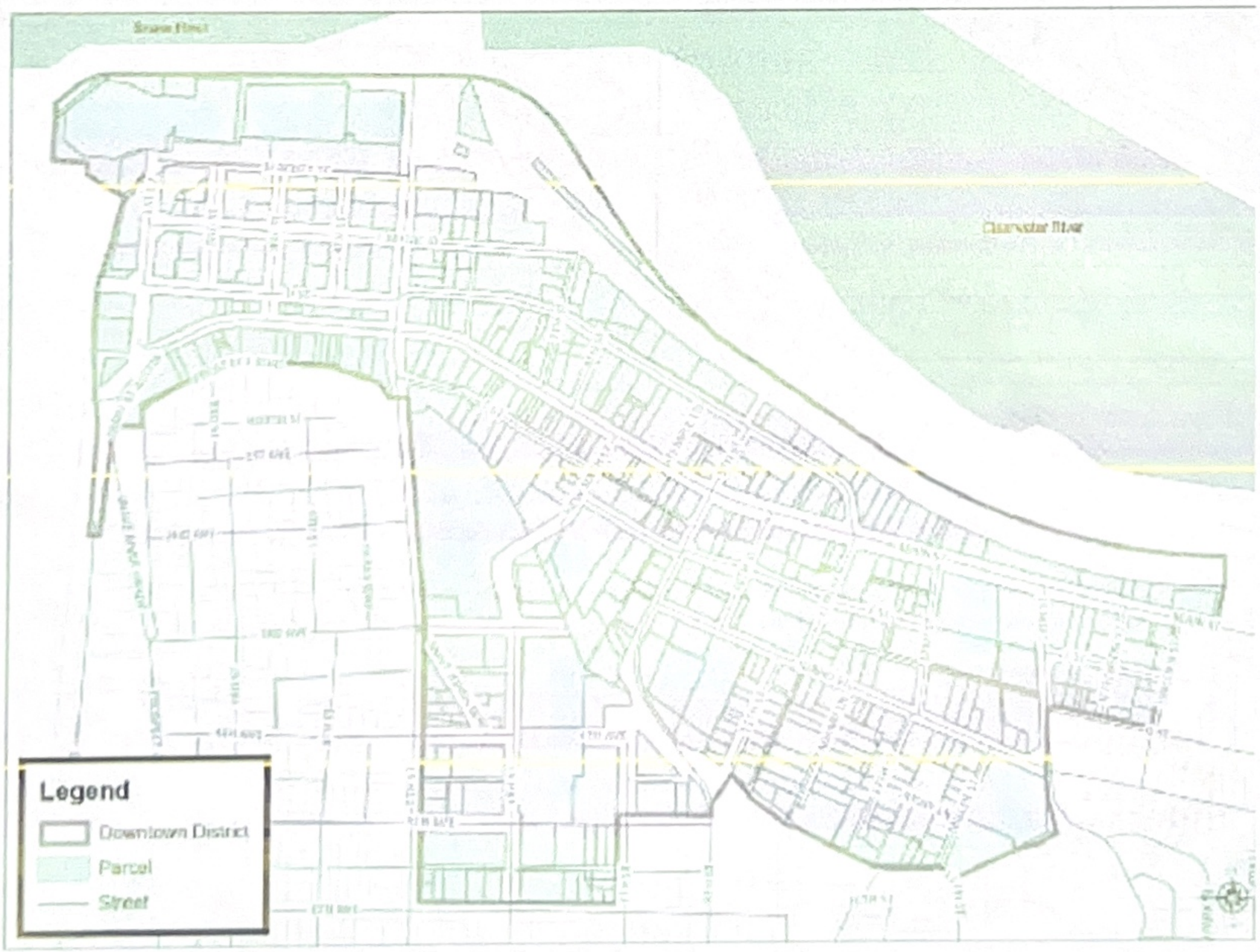
none

Do you own a local business (not required)? **Yes** ☒ **No** ☐

If yes, what business? A Touch of glass & The Cabinet Co.

Do you feel you can make funding recommendations based on the overall betterment of the BID, keeping personal interests or gain out of your decision-making? **Yes** ☒ **No** ☐ **Not Sure** ☐

Downtown Lewiston Business Improvement District Boundaries



ADVISORY BOARD OR COMMISSION APPLICATION

Completing this form is a way to indicate your interest in being considered for appointment, or reappointment, to some of the City of Lewiston's Boards and Commissions. All appointments and re-appointments are at the discretion of the Mayor and confirmed by City Council (LCC 2-42 (b)). All boards and commissions applications are processed by the City Clerk and can be sent by mail to: Attn: City Clerk, PO Box 617, Lewiston, ID 83501; or email: tbrocke@cityoflewiston.org.

Full Name: Stillman Andrew Norton Date: 1/17/2024

Email: stillman@kellerassociates.com Phone: (208) 695-8127

Address: 3523 11th Street City/State/Zip: Lewiston, ID 83501

If a resident of Lewiston, how long?: 11.5 years

Employer: Keller Associates, Inc. Occupation: Civil Engineer

Please number your choices according to preference (leave blank any one on which you do not wish to serve):

- [ ] Audit Committee
- [ ] Business Improvement District Advisory Board:
  All applicants for the Downtown Lewiston Business Improvement District (BID) Advisory Board must own property subject to the BID special assessment. ****Please answer the questions on page 3 of this application.**
- [ ] Code Board of Appeals
- [ ] Compensation Review Committee
- [1] Development Impact Fee Advisory Committee
- [ ] Disability Advisory Commission
- [ ] Emergency Medical Services Advisory Board
- [ ] Historic Preservation Commission
- [ ] Library Board of Trustees
- [ ] Parks & Recreation Commission
- [ ] Planning & Zoning Commission
- [ ] Public Works Advisory Commission
- [ ] Urban Forestry & Cemetery Commission

Attendance Requirements (LCC Chapter 2, Section 2-45):

Each member of an advisory board or commission, excluding the Emergency Medical Services Advisory Board, shall not be absent from any 3 consecutive meetings without an excuse acceptable to such advisory board or commission, and shall attend at least 7 of the preceding 12 regular meetings. Will you be able to meet the attendance requirements of the meetings of the boards to which you may be appointed? **Yes** [X] **No** [ ]

List any City Board, Commission, or Committee, on which you currently serve:

N/A

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

I was personally asked by a City employee to consider serving on this committee. Also, as a citizen of Lewiston I have a genuine interest in how money is generated and spent in this community. How we impose development impact fees will impact what money can be spent on our existing infrastructure as it is impacted by new development. Setting the right amount can also deter new development if we are not careful.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

I previously served on the City of Lewiston Transportation Funding Task Force back in 2015-2016 as a volunteer. Our group helped make recommendations to City staff to help steer the City's decisions on identifying and obtaining additional funding for the City's transportation projects.

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

As an engineer in the private sector over the last 20 years I have worked with both Cities and developers and can leverage that experience with what this committee hopes to accomplish.

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name:	Scott Linja	Phone:	(509) 832-3165
Name:	Margaret Cole	Phone:	(509) 295-1033

IMPORTANT INFORMATION ABOUT YOUR APPLICATION: Upon submittal of this application to the City Clerk's office, all information provided becomes a public record. Should you have any questions, please contact the City Clerk at 208-746-3671 x 6202.

By typing my name or handwriting my signature, I certify that I have read the application and certify that the statements in this application are true and correct to the best of my knowledge:

Signature: Date: 1/17/2024

RECEIVED
By Tanya Brocke at 1:54 pm, Jan 17, 2024

Return Completed Application by:

Mail:
City of Lewiston
Attn: City Clerk
PO Box 617
Lewiston, ID 83501

OR

Email:
tbrocke@cityoflewiston.org

OR

Drop Off:
City Hall
1134 F Street
Lewiston, ID 83501

Please answer the following questions **ONLY** if you are interested in serving on the Business Improvement District Advisory Board (BID)

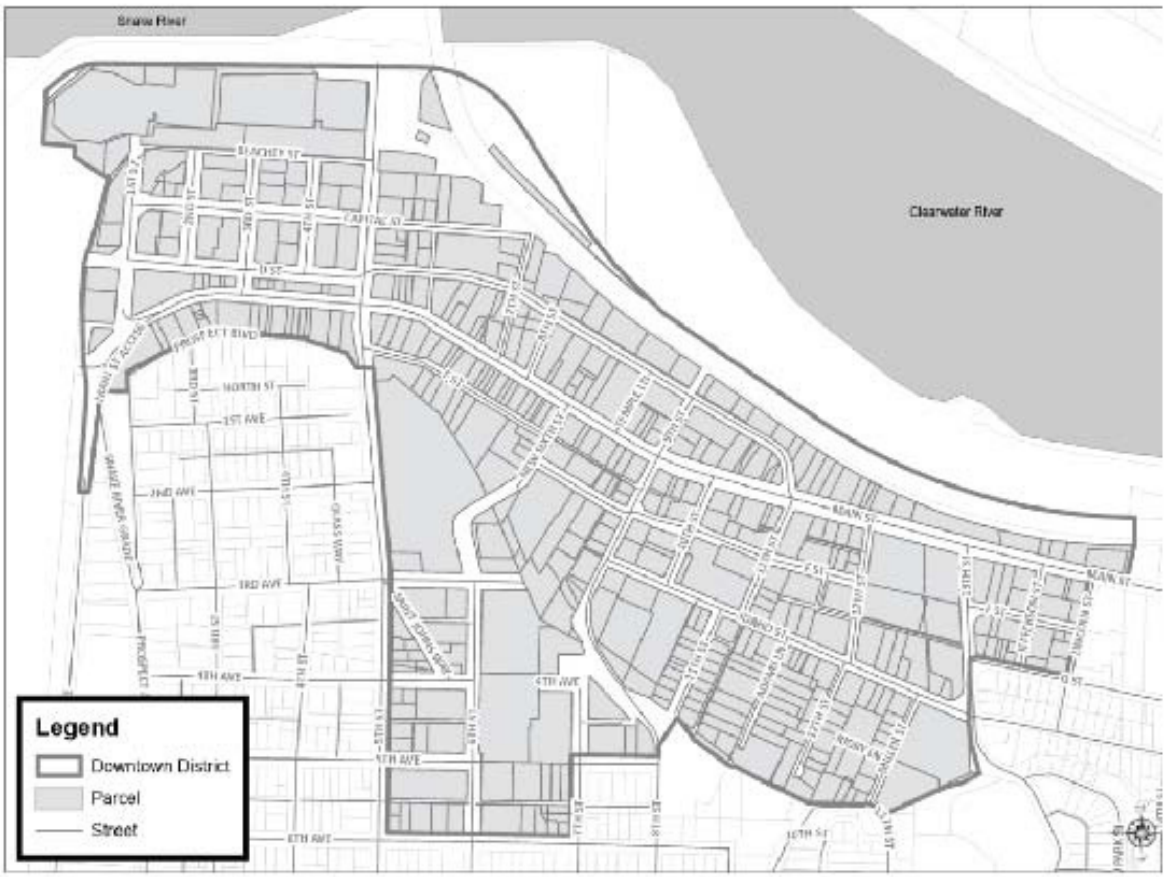
What property do you own in the Business Improvement District (specific address(s))?

Do you own a local business (not required)? **Yes** ☐ **No** ☐

If yes, what business?

Do you feel you can make funding recommendations based on the overall betterment of the BID, keeping personal interests or gain out of your decision-making? **Yes** ☐ **No** ☐ **Not Sure** ☐

Downtown Lewiston Business Improvement District Boundaries



AUDIT COMMITTEE: Reviews the city's audit report. **Meets twice each year.** The fourth Thursday of October and the fourth Thursday of January, or as needed. 4:00 p.m. @ City Hall Back Conference Room.

BUSINESS IMPROVEMENT DISTRICT (BID) ADVISORY BOARD: Makes recommendations to the City Council regarding use of the District's revenues. **Meets monthly.** The second Thursday of each month. 8:30 a.m. @ the Bell Building Second Floor Conference Room.

CODE BOARD OF APPEALS (CBoA): Hears and decides appeals of orders, determinations or decisions made by the Building Official/Fire Marshal relative to the International Building/Fire Code. **Meets on an as-necessary basis.** The first Thursday of each month. 5:30 p.m. @ the Bell Building Second Floor Conference Room.

COMPENSATION REVIEW COMMITTEE: Makes recommendations for adjustments, increases, or decreases to the Mayor's and City Council's compensation and benefits. Provides recommendations to the City Council by June 1 of each odd-numbered year. **Meets on an as-necessary basis.**

DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE (DIFAC): Help prioritize roadway and intersection improvements, refine municipal code, and develop a new traffic impact fee (TIF) for City Council's consideration. **Meets annually.**

DISABILITY ADVISORY COMMISSION (DAC): Provides advice and recommendations to the City Council on a wide array of disability matters within the City of Lewiston. **Meets monthly.** The second Thursday of each month. 12:00 p.m. @ the City Hall Back Conference Room.

EMERGENCY MEDICAL SERVICES ADVISORY BOARD (EMSAB): Advises City Council on matters effecting the provision of emergency and nonemergency ambulance services within the city. **Meets quarterly.**

HISTORIC PRESERVATION COMMISSION (HPC): Administers historic sites, areas, or districts designated by City Council to implement their mission of historic preservation. **Meets monthly.** The first Thursday of each month. 10:00 a.m. @ Bell Building.

LIBRARY BOARD OF TRUSTEES: Oversees the effective and efficient operations of the Lewiston City Library. Trustees must be a resident of the City of Lewiston and live within the city limits. **Meets monthly.** The third Wednesday of each month. 5:30 p.m. @ Lewiston City Library.

PARKS AND RECREATION COMMISSION: Provides a comprehensive program of high-quality parks, recreation facilities, and activities. **Meets monthly.** The third Wednesday of each month. 5:30 p.m. @ Community Center.

PLANNING AND ZONING COMMISSION (P&Z): Provides recommendations to City Council on land use issues (zone changes, variances, conditional use permits, appeals, and comprehensive plan amendments) within the City. **Meets twice monthly.** The second and fourth Wednesday of each month. 5:30 p.m. @ the Bell Building Second Floor Conference Room.

PUBLIC WORKS ADVISORY COMMISSION (PWAC): Advises the Public Works Department and City Council on matters related to public works activities or infrastructure. **Meets monthly.** The second Wednesday of each month. 12:00 p.m. @ the Bell Building Second Floor Conference Room.

URBAN FORESTRY AND CEMETERY COMMISSION (UFCC): Also known as the Cemetery and Urban Forestry Commission. Assists in advising city staff on cemetery related functions, as well as educating the public and enhancing the city's urban tree canopy. **Meets monthly.** The fourth Wednesday of each month. 4:00 p.m. @ Community Center.

RECEIVED
By Tanya Brocke at 4:25 pm, Jan 17, 2024

City of Lewiston

APPLICATION FOR ADVISORY COMMISSION/BOARD

Date: 01/07/2024

Commissions/Boards applying for: Development Impact Fee Advisory Committe

Name: LYNCH (Last) TIMOTHY (First) P (MI)

Telephone (Home): 208-413-1648

Work Telephone: 208-743-5902

E-Mail Address: tim.lynch@myarchitectaia.com

Address 1506 17TH AVE (Number Street) LEWISTON (City) ID (State) 83501 (Zip)

If residing in Lewiston, for how long? 32

Employer: MY ARCHITECT

Occupation: ARCHITECT

Do you have any activities, commitments, or responsibilities that may prevent you from meeting commission or board attendance requirements? NO

Comments:

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

What strengths do you feel you could bring to the boards/commissions for which you are applying?

KNOWLEDGE of DEVELOPMENT PROCESS

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name	Telephone
MIKE CANYON	208-743-5902
MARK ALEXANDER	845-216-8982

Send completed application to the attention of Kari Ravencroft, City Clerk, City of Lewiston, City Hall, 1134 "F" Street, P. O. Box 617, Lewiston, ID 83501. For more information, please call 746-3671, Ext. 6203. Thank you for your interest!

ADVISORY BOARD OR COMMISSION APPLICATION

Completing this form is a way to indicate your interest in being considered for appointment, or reappointment, to some of the City of Lewiston's Boards and Commissions. All appointments and re-appointments are at the discretion of the Mayor and confirmed by City Council (LCC 2-42 (b)). All boards and commissions applications are processed by the City Clerk and can be sent by mail to: Attn: City Clerk, PO Box 617, Lewiston, ID 83501; or email: tbrocke@cityoflewiston.org.

Full Name: Dan Yonge Date: 1/18/23

Email: dan@qdplans.com Phone: 2087985000

Address: 247 THAIN ROAD, STE#107, City/State/Zip: Lewiston

If a resident of Lewiston, how long?: 25 years

Employer: QDH Occupation: Project Manager

Please number your choices according to preference (leave blank any one on which you do not wish to serve):

- ☐ Audit Committee
- ☐ Business Improvement District Advisory Board:
  All applicants for the Downtown Lewiston Business Improvement District (BID) Advisory Board must own property subject to the BID special assessment. ****Please answer the questions on page 3 of this application.**
- ☐ Code Board of Appeals
- ☐ Compensation Review Committee
- ☒ Development Impact Fee Advisory Committee
- ☐ Disability Advisory Commission
- ☐ Emergency Medical Services Advisory Board
- ☐ Historic Preservation Commission
- ☐ Library Board of Trustees
- ☐ Parks & Recreation Commission
- ☐ Planning & Zoning Commission
- ☐ Public Works Advisory Commission
- ☐ Urban Forestry & Cemetery Commission

Attendance Requirements (LCC Chapter 2, Section 2-45):

Each member of an advisory board or commission, excluding the Emergency Medical Services Advisory Board, shall not be absent from any 3 consecutive meetings without an excuse acceptable to such advisory board or commission, and shall attend at least 7 of the preceding 12 regular meetings. Will you be able to meet the attendance requirements of the meetings of the boards to which you may be appointed? **Yes** ☒ **No** ☐

List any City Board, Commission, or Committee, on which you currently serve:

N/A

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

Pat asked me.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

Few years building and developing property in the valley.

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name: Pat Severance Phone:

Name: Luke Antonich Phone:

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By typing my name or handwriting my signature, I certify that I have read the application and certify that the statements in this application are true and correct to the best of my knowledge:

Signature: Date: 1/17/24

RECEIVED
By Tanya Brocke at 11:23 am, Jan 18, 2024

Return Completed Application by:

Mail:
City of Lewiston
Attn: City Clerk
PO Box 617
Lewiston, ID 83501

OR

Email:
tbrocke@cityoflewiston.org

OR

Drop Off:
City Hall
1134 F Street
Lewiston, ID 83501

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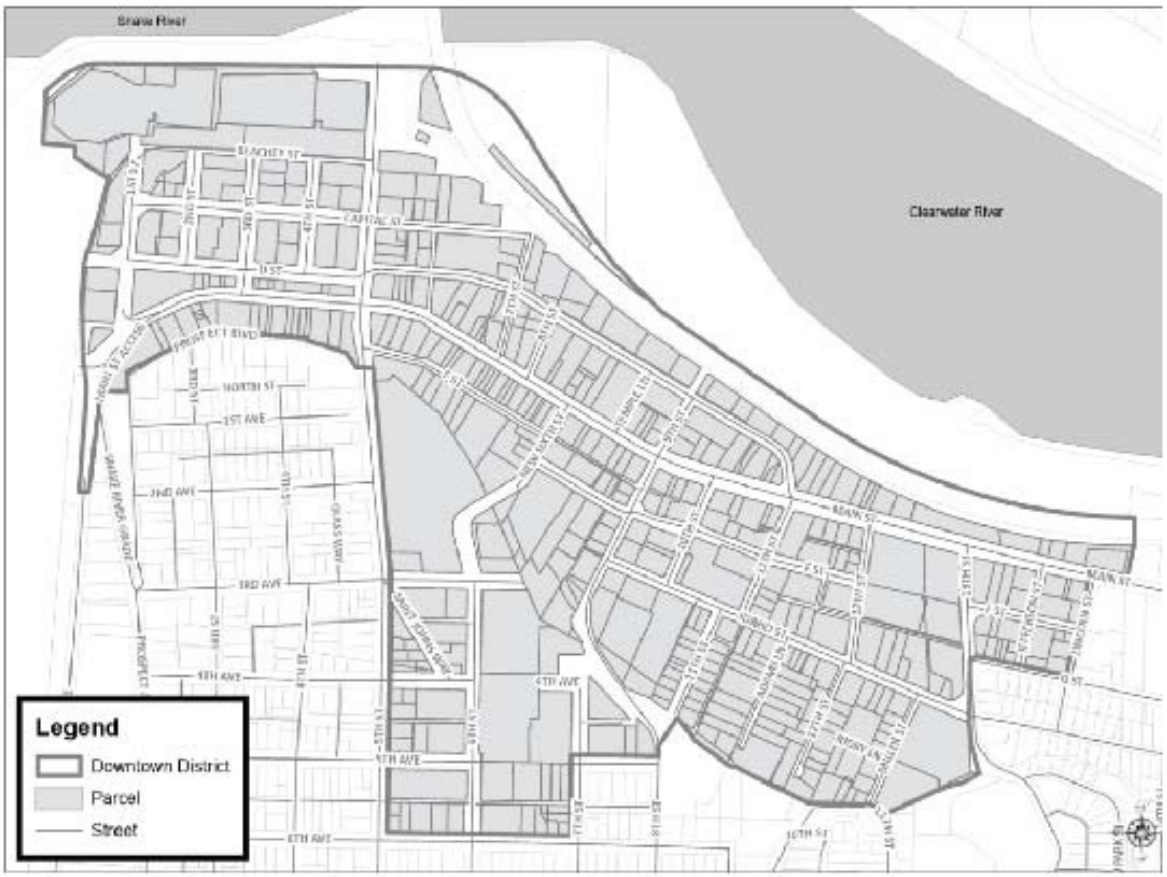
If yes, what business?

Do you feel you can make funding recommendations based on the overall betterment of the BID, keeping personal interests or gain out of your decision-making? **Yes** ☐ **No** ☐ **Not Sure** ☐

Downtown Lewiston Business Improvement District Boundaries



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ADVISORY BOARD OR COMMISSION APPLICATION

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Full Name: Emily Wolf Date: 1/5/24

Email: emily-wolf@outlook.com or emily.wolf@avistacorp.com Phone: 208-305-7135

Address: 1013 Burrell Ave #5 City/State/Zip: Lewiston, ID 83501

If a resident of Lewiston, how long?: 22 years

Employer: Avista Occupation: Human Resources/Recruiting and Compliance

Please number your choices according to preference (leave blank any one on which you do not wish to serve):

- ☐ Audit Committee
- ☐ Business Improvement District Advisory Board:
  All applicants for the Downtown Lewiston Business Improvement District (BID) Advisory Board must own property subject to the BID special assessment. ****Please answer the questions on page 3 of this application.**
- [3] Code Board of Appeals
- ☐ Compensation Review Committee
- ☐ Development Impact Fee Advisory Committee
- ☐ Disability Advisory Commission
- ☐ Emergency Medical Services Advisory Board
- ☐ Historic Preservation Commission
- ☐ Library Board of Trustees
- ☐ Parks & Recreation Commission
- [1] Planning & Zoning Commission
- ☐ Public Works Advisory Commission
- [2] Urban Forestry & Cemetery Commission

Attendance Requirements (LCC Chapter 2, Section 2-45):

Each member of an advisory board or commission, excluding the Emergency Medical Services Advisory Board, shall not be absent from any 3 consecutive meetings without an excuse acceptable to such advisory board or commission, and shall attend at least 7 of the preceding 12 regular meetings. Will you be able to meet the attendance requirements of the meetings of the boards to which you may be appointed? **Yes** [X] **No** ☐

List any City Board, Commission, or Committee, on which you currently serve:

Prior member of Compsensation Review Committee

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

I recently served on the compensation review committee and enjoyed my time there. I'm highly organizied with effective and flexible communication skills. I've lived in Lewiston since 2002 and have worked in the area for Avista for the last 10 years. I hold a BS in Psychology and Sociology and have a MBA. I would like to volunteer to give back to the community I live and work in.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

I occasionally have to travel for work during the week. This is usually planned in advance and shouldn't create any issues.

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

In my current role, I mediate conflicts and help hiring panels come to a decision about candidates and who would make a good fit for the manger, company and role. I also work within employment contracts and am able to review requirements that have been collectively bargained and work to find a solution to all parties.

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name: Katie Hollingshead Phone: 208-790-8776

Name: Angie Stegner Phone: 208-512-9524

IMPORTANT INFORMATION ABOUT YOUR APPLICATION: Upon submittal of this application to the City Clerk's office, all information provided becomes a public record. Should you have any questions, please contact the City Clerk at 208-746-3671 x 6202.

By typing my name or handwriting my signature, I certify that I have read the application and certify that the statements in this application are true and correct to the best of my knowledge:

Signature: Emily Wolf Date: 1/5/24

RECEIVED 1/5/2024

Return Completed Application by:

Mail:
City of Lewiston
Attn: City Clerk

OR

Email:
tbrocke@cityoflewiston.org

OR

Drop Off:
City Hall

City of Lewiston

APPLICATION FOR ADVISORY COMMISSION/BOARD

Date: 11-1-2023

Commissions/Boards applying for: HPC

Name: Follett (*Last*) Greg (*First*) (*MI*)

Telephone (Home): 208-791-7713

Work Telephone: 208-413-9937

E-Mail Address: follettfurniture@gmail.com

Address 511 (*Number*) 18th Avenue (*Street*) Lewiston (*City*) (*State*) (*Zip*)

If residing in Lewiston, for how long? 60 years

Employer: Complete Suite Furniture

Occupation: Sales

Do you have any activities, commitments, or responsibilities that may prevent you from meeting commission or board attendance requirements? No

Comments:

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

Been a continuous member of HPC since 1996

What strengths do you feel you could bring to the boards/commissions for which you are applying?

I am interested in continuing to promote and support the history of Lewiston.

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name	Telephone
Ed King	509-552-9501
Dan Oliver	509-552-1247

Send completed application to the attention of Kari Ravencroft, City Clerk, City of Lewiston, City Hall, 1134 "F" Street, P. O. Box 617, Lewiston, ID 83501. For more information, please call 746-3671, Ext. 6203. Thank you for your interest!

ADVISORY BOARD OR COMMISSION APPLICATION

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Full Name: Robert Allan Reitz Date: January 16, 2024

Email: wcreitz1@gmail.com Phone: 208.816.2428

Address: 134 Shiloh Drive City/State/Zip: Lewiston, ID 83501

If a resident of Lewiston, how long?: 15+ years

Employer: Retired Occupation: Sales and Marketing Professional

Please number your choices according to preference (leave blank any one on which you do not wish to serve):

- ☐ Audit Committee
- ☐ Business Improvement District Advisory Board:
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- ☐ Compensation Review Committee
- ☐ Development Impact Fee Advisory Committee
- ☐ Disability Advisory Commission
- ☐ Emergency Medical Services Advisory Board
- ☐ 1 Historic Preservation Commission
- ☐ Library Board of Trustees
- ☐ Parks & Recreation Commission
- ☐ 2 Planning & Zoning Commission
- ☐ Public Works Advisory Commission
- ☐ Urban Forestry & Cemetery Commission

Attendance Requirements (LCC Chapter 2, Section 2-45):

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List any City Board, Commission, or Committee, on which you currently serve:

NA

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

I believe I can be of service to my community through service on a select commisson. My varied work experience coupled with my ideas for Lewiston's growth would serve the commumity well. I have had the opportunity to live in several cities/towns, large a small, and have also traveled extensively for work and pleasure. This, I believe, has given me a broad perspective on how a community adapts in ways that honor its past with a clear eye on the future. Lewiston is poised for positive growth. I want to help.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

Inland Northwest Outdoor Show, Lewiston - Organizing and Marketing committee member (2009-10);

Mammoth Lakes Public Arts Council, Mammoth Lakes, CA - Commissioner (2007-2008);

The Coos Art Museum, Coos Bay, OR - Board of Directors (2004-2006);

The Metropolitan Arts Council of Greenville County, Greenville, SC - Board of Directors (2001-2003)

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

My opportunities to live in and travel to a number of smaller cities/communities throughout the country. I spent 9 years traveling the country, curating historic and vintage photos for use in Pictorial History Books. I have seen how smaller communities have either embraced change and prospered or, in some cases, stagnated. As a resident of Leiyon for 15+ years, I am invested in Lewiston's future and prosperity. I believe our community has a bright future.

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name: Tom Rimmelspacher Phone: 509.254.1508

Name: John Lazarrini Phone: 208.790.9782

IMPORTANT INFORMATION ABOUT YOUR APPLICATION: Upon submittal of this application to the City Clerk's office, all information provided becomes a public record. Should you have any questions, please contact the City Clerk at 208-746-3671 x 6202.

By typing my name or handwriting my signature, I certify that I have read the application and certify that the statements in this application are true and correct to the best of my knowledge:

Signature: Robert A. Reitz Date: January 16, 2025

RECEIVED
By Tanya Brocke at 10:46 am, Jan 17, 2024

Return Completed Application by:

Mail:
City of Lewiston
Attn: City Clerk
PO Box 617
Lewiston, ID 83501

OR

Email:
tbrocke@cityoflewiston.org

OR

Drop Off:
City Hall
1134 F Street
Lewiston, ID 83501

ROBERT (BOB) A. REITZ
134 Shiloh Drive, Lewiston, ID
208.816.2428
wcreitz1@gmail.com

- **Summary of Experience**

A former sales and marketing professional qualified by more than 30 plus years experience primarily in print and online media. Diverse background includes advertising sales and sales management, market development, strategic and operational planning, brand management, online sales integration, media buying and negotiation. Additional experience includes research and analysis, data tools implementation, strategic partnership development, awareness campaigns, sales promotion and event planning. Years of customer service experience. Good knowledge of technology including Office, Excel and more.

Retired March 2020 to present

Pediment Publishing December 2011 to February 2020
Pediment Publishing publishes fine pictorial history and sports coffee-table books for newspapers across the country.

Independent Acquisition Specialist
Responsible for presenting Pediment Publishing's turn-key pictorial history book program to potential client newspapers. Provide the necessary sales and marketing data necessary to complete a sale. After the sale efforts include scanning and uploading curated photos and captions from various content providers including local and state historical museums, local historical societies, civic organizations, and private collectors to our production department. Outreach to the general public for content while in-market with special photo scanning sessions as a key part of the program supporting increased awareness and demand for the final product. Superior customer service was of critical importance to ensure repeat business and positive perception within the tight-knit newspaper industry. **Net Results:** Generated more than a $1,000,000.00 in gross revenue for the company over a roughly 8-year period.

TPC Holdings, Inc. July 2008 to November 2011
TPC Holdings, Inc. is a family and employee owned company with newspaper and online operations in both Lewiston, through *The Lewiston Tribune* / www.lmtribune.com, and Moscow-Pullman area through *The Daily News* / www.dnews.com.

Advertising Director, *Lewiston Tribune* and Moscow-Pullman *Daily News*.
Charged with growing revenue and market share through various print and online initiatives for both newspapers. Direct and lead the day-to-day operations of a diverse 24-person combined advertising sale and ad support departments. Analyze market share by business segments and pursue underperforming categories through written proposals. Provide staff training opportunities. Conceive, write and place multimedia promotional campaigns for various newspaper products.

- Faced with unprecedented revenue challenges from the recession – quickly implemented a sweeping 3-year sales and marketing initiative that included intense database building and "close-them" at the seminar advertiser presentations. **Net results**: Secured more than $360,000 in annual revenue commitments between two newspapers the first year. Dramatically grew ad volume for both papers and provided advertisers with a consistent presence in the daily newspapers. Program generated more than $1 million in contracted sales over a 3-year period.
- Introduced a number of new niche products including the following: *Balance* – a quarterly publication developed to reach the important health/lifestyle segment. **Net Results**: A well-received locally produced magazine with annualized revenue exceeding $60,000. *Farm and Ranch*: Designed to reach new markets and expand beyond the newspaper's traditional retail advertising base - this Ag niche publication reaches families and businesses in a 32-county wide area.. **Net Results:** Through 3 issues this product has generated in excess of $45,000 in advertising revenue. *Two Rivers, One History* – a pictorial history book. Worked with an outside firm - Pediment Publishing - to produce a high quality "coffee table" book featuring photos from readers, the local historical society and the newspaper's archives. **Net Results:** Generated more than $68,000 in gross revenue and the 2,430 print run sold out within weeks.
- Implemented and directed a two-week, online sales blitz in support of the company's 3 websites: www.lmtribune.com, www.dnews.com and www.nwmarket.com. **Net Results:** Generated more than $45k in annualized sales.

Horizon Publications., Inc., January 2007 to July 2008
Horizon Publications is a privately owned newspaper company with newspaper operations in 16 states in the U.S. and 2 provinces in Canada with award winning paid daily and weekly newspapers in addition to numerous free weekly and monthly print products along with strong local web sites.

Publisher, *Mammoth Times, Mammoth Sierra Magazine* and Bishop *Inyo Register*, Mammoth Lakes / Bishop, CA
Senior executive in charge of leading and managing a diverse team of sixteen (16) employees at each of two newspaper operations serving the communities of Mammoth Lakes and Bishop, CA. Directly responsible for growing readership, circulation and market share through various print, niche and online products with combined annual revenues of approximately $3,500,000.

- Moved quickly to implement several operational and job re-alignment changes at both locations including restructuring the *Mammoth Times* sales department. **Net Results:** Improved synergy and sales focus, communication, and customer service as well as expense-side savings.
- Introduced new products including a 16-page TV book. Replaced 8-page grid only product. **Net Results:** Improved reader satisfaction and annualized advertising revenue of just over $80,000.

Southwestern Oregon Publishing Co., Inc., July 2004 to December 2006
Formerly a division of Pulitzer newspapers - acquired by Lee newspapers in June 2005. Lee Enterprises is currently the 4th largest newspaper company in the country by circulation. Lee recorded more than $860,850,000 in operating revenue in 2005.

Director of Display Advertising and Special Publications, *The World*, Coos Bay Oregon
Responsible for growing revenue and market share for various print and online products. Manage a diverse team of sixteen (16) retail and classified sales reps and sales support staff. One of five senior managers reporting to the Publisher.

- Lead advertising department (print and online) in FY2005 to revenue gains of 1.5 percent to plan and nearly 12 percent over the previous year. **Net Results:** Generated more than $4,800,000.00 in print and online advertising sales in 2005.
- Restructured sales department resulting in staff efficiencies, improved sales synergy and sales integration between weekly publications and daily core product. **Net Results:** The company enjoyed the first profit-share payout in several years and the largest such payout in recent history.
- Worked closely with circulation and news departments to implement new special and niche publications including non-subscriber news sampler program to replace waning entertainment focused TMC product. **Net Results**: Year-over-year revenue gains of 11.9% in first year. Program has also generated several hundred new starts.
- Increased sales through research based sales presentations. Worked with corporate to implement branded sales presentation (Ad Seller) tied to flight sales. **Net Results:** Generated $54,500 in contract sales over 4-day blitz period.
- Worked with online manager and retail ad staff to integrate online sales into print sales culture. Coordinated online inventory sales blitz. **Net Results:** Generated more than $50,600 in annualized sales over 1-week period.

Gannett Co., Inc. April 1995 to June 2004
Gannett Co., Inc. is a leading international news and information company that published 99 daily newspapers in the USA, including USA TODAY, the nation's largest-selling daily newspaper.

Vice President of Market Development, *The Greenville News,* Greenville, South Carolina 2001 to 2003
Gannett Co., Inc (cont.)
Responsible to Publisher for both strategic and tactical efforts to grow circulation volumes, readership and market share. Managed a marketing team of 4. Directly involved in the day-to-day business and marketing decisions through participation on the Operating Committee.

- Increased sales productivity through consistent, well-targeted and well-positioned research based sales collateral. Collaborated with advertising to implement "consultative" style presentations.
  Net Results: Generated more than $330,000 in commitments in 2002.
- Directed research and database marketing efforts. Worked directly with Gannett Corporate to implement a "permission-based" Business-to-Business Customer Relations Management (CRM) tool for classified recruitment.
  Net Result: Generated just under $400,000 in incremental revenue for 2002.
- Worked with senior management and front-line managers through the strategic planning process to identify demographic and geographic targets, market threats and opportunities. **Net Result:** Organized the eight (8) departments' objectives into a clear, concise and integrated operational plan document..)

- Promoted integration of the newspaper's Web site. Directly participated in content and marketing decisions as a member of the Online Operating Committee. **Net Result**: Increased page views for Greenvilleonline.com to more than 4,200,000 – a 50.7% increase year over year. Additionally, 2002 revenue increased 51% over previous year.
- Developed and implemented all outside media buys and negotiated all media trade. **Net Result:** Effectively doubled the value of the newspaper's cash media buys.
- Oversaw all branding efforts including targeted media promotion, event marketing and newspaper sponsorship programs. **Net Result**: Brought much needed consistency and clarity to marketing and promotional pieces.

Market Development Director, *The Olympian,* Olympia, Washington 1995 to 2001
Responsible to the Publisher for directing all activities of the market development department

- Managed a small but effective marketing department that had measurable impact on results and top-line growth. **Net Result**: Increased ad revenue by approximately 8.7% over the previous year, circulation revenues finished 2.8% year-over-year. Previous years enjoyed similar growth.
- Developed new niche publications maximizing market opportunities to grow incremental readership and revenue. **Net Result**: Generated $130,000 in revenue from publications tied to the area's history and millennium celebrations.
- Managed all event marketing and community relations efforts. Directed and organized one of the community's largest and oldest annual events – Children's Pet Parade. **Net Result:** Grew year-over-year participation by area children and businesses. Mitigated expense impact through the creation of new and expanded sponsorship opportunities.

***The Press-Telegram*,** Long Beach, California 1975 to 1995
Owned (at the time) by Knight-Ridder, the nation's second largest newspaper publisher with products in print and online.

Creative Services Manager, 1991 to 1995
Various Sales and Marketing Positions, 1975 to 1991

EDUCATION
Bachelor of Arts Degree, Fine Art, California State University, Los Angeles, California

COMMUNITY LIAISON
Inland Northwest Outdoor Show – organizing and marketing committee member, Retired
Mammoth Lakes Public Arts Council – Commissioner, Retired
The Coos Art Museum – Board of Directors, 2006,Retired; Rotary International – Member, 2005, Retired
The Metropolitan Arts Council of Greenville County – Board of Directors, Retired
Safe Harbor Women's Shelter – Board of Directors, Retired;
St. Peters Foundation – Executive Board, Christmas Forest, Retired
The Olympia Symphony Orchestra – Board of Directors, Retired
Olympia/Thurston County Chamber of Commerce – Business Showcase Marketing Committee, Retired
American Red Cross, Long Beach Chapter – Marketing/Communications Committee, Retired

RECEIVED 1/4/2024

City of Lewiston

APPLICATION FOR ADVISORY COMMISSION/BOARD

Date: 1-2-2024

Commissions/Boards applying for: EMSAB

Name: TSCHIRGI (Last) SERENA (First) L. (MI)

Telephone (Home): 208-305-1868

Work Telephone: N/A

E-Mail Address: sltschirgi@gmail.com

Address 610 (Number) 24th AVE (Street) LEWISTON (City) ID (State) 83501 (Zip)

If residing in Lewiston, for how long? 21 yrs

Employer: Retired (SJRMC)

Occupation: WAS THE HIM MGR at SJRMC

Do you have any activities, commitments, or responsibilities that may prevent you from meeting commission or board attendance requirements? NO

Comments:

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

Member EMSAB, MP in US Army, interest in community safety or health

What strengths do you feel you could bring to the boards/commissions for which you are applying?

Organizational thinking, Retiree perspective, detail orientation, fiscal awareness

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name	Telephone
Jill BALMER	208-791-1877
Mike LARSON	208-799-0381

Send completed application to the attention of Kari Ravencroft, City Clerk, City of Lewiston, City Hall, 1134 "F" Street, P. O. Box 617, Lewiston, ID 83501. For more information, please call 746-3671, Ext. 6203. Thank you for your interest!