



Lewiston Business Improvement District
AMENDED REGULAR MEETING AGENDA
June 8, 2023 - 8:30 AM
Bell Building – Second Floor Conference Room – 215 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 Facebook page or the City's website at cityoflewiston.org.

I. CALL TO ORDER

II. CITIZEN COMMENTS

An opportunity for citizens to address the Board with comments and/or questions. Citizens are asked to limit their time to three (3) minutes each. Comments and questions may be made by: 1) attending in-person; 2) emailing comments and questions prior to the meeting to khollingshead@cityoflewiston.org or dortiz@cityoflewiston.org; 3) mailing written comments prior to the meeting to Katie Hollingshead, PO Box 617, Lewiston ID 83501; 4) Calling 208-746-1318 x 7261 and leaving a message. Your message will then be forwarded to the Board.

III. APPROVAL OF MINUTES

A. APPROVAL OF MAY 11, 2023 MINUTES - ACTION ITEM

IV. FINANCIALS

A. REVIEW OF BANK STATEMENT - ACTION ITEM

B. REVIEW & APPROVAL OF INVOICES

1. APPROVAL OF 107 HOURS @ \$40/HR \$4280.00 (48 BDL STAFF, 59 BDL VOLUNTEERS): - Action Item ()

2. PRINTCRAFT PRINTING \$381.60: - Action Item ()

3. JONES SUPPLY \$692.18 (PRE-APPROVAL): - Action Item ()

4. POSTAL COPY \$948.39 (5 INVOICES): - Action Item ()

5. CORNER VILLA \$70.00 (INVOICE): - Action Item ()

6. META \$242.30 (2 INVOICES): - Action Item ()

7. SIZE-MO PROFESSIONAL SOUND \$200.00 (PRE-APPROVAL): - Action Item ()

8. NEON ONE \$153.47 (INVOICE): - Action Item ()

- 9. **AMAZON \$58.32 (INVOICE):** - Action Item ()
- 10. **INTUIT QUICKBOOKS \$85.00 (INVOICE):** - Action Item ()

V. REVIEW 2023 WORK PLAN AND BUDGET

- A. **AREA #1 - COMMERCIAL, RESIDENTIAL AND PUBLIC INVESTMENT: UPDATE ON PROJECTS:** - Action Item ()
- B. **AREA #2 - NEIGHBORHOOD IMPROVEMENTS:** - Action Item ()
 - 1. **REQUEST BIDS FROM ELECTRICAL CONTRACTORS TO COMPLETE LED INSTALL IN DECORATIVE LIGHT POLES:** - Action Item ()
- C. **AREA #3 - PLANTERS FOR DOWNTOWN - UPDATE:** - Action Item ()
- D. **BUSINESS PROMOTION & NEIGHBORHOOD MARKETING:** - Action Item ()
 - 1. **APPROVAL OF BUDGET TO EXPAND SOUND DOWNTOWN (RADIO \$500 FOR JUNE, TRIBUNE \$2000, PRINTING \$200, PROMOTIONAL PRODUCTS \$2000):** - Action Item ()
- E. **AREA #3 - BANNER PROJECT - UPDATE:** - Action Item ()
- F. **AREA #4 - BID ADMINISTRATION - UPDATE:** - Action Item ()

VI. BOARD MEMBER COMMENTS

VII. STAFF LIASON COMMENTS - Action Item

- A. **QUERY OF BOARD MEMBERS TO ATTEND THE REGULARLY SCHEDULED JULY 13, 2023 MEETING.**

VIII. BID ADMINISTRATOR COMMENTS

IX. 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 City Clerk Kari Ravencroft at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6203.