



**Lewiston Business Improvement District  
REGULAR MEETING AGENDA  
August 10, 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](http://cityoflewiston.org).

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**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](mailto:khollingshead@cityoflewiston.org) or [dortiz@cityoflewiston.org](mailto: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 JULY 13, 2023 MINUTES (ACTION ITEM)**

**IV. PRESENTATION BY PRESNELL CAGE ON FINANCIAL REPORT**

**A. PRESENTATION BY PRESNELL GAGE ON FINANCIAL REPORT (ACTION ITEM): - Action Item ()**

**V. FINANCIALS**

**A. REVIEW OF BANK STATEMENT : - Action Item ()**

**B. REVIEW OF Tabled Invoices: - Action Item ()**

**1. 2023 ADMINISTRATIVE COSTS INVOICE \$7,000: - Action Item ()**

**2. CHECK #2519 TO BDL \$3456.80: - Action Item ()**

**3. INVOICE #2336 \$1056.30: - Action Item ()**

**C. REVIEW OF PAID INVOICES BY BID FUNDS (ACTION ITEM)**

**D. REVIEW OF INVOICES BEING REIMBURSED TO BDL (TOTAL \$5,974.16) (ACTION ITEM)**

1. **NEON ONE \$153.47 (JUNE INVOICE):** - Action Item ()
2. **NEON ONE \$460.41 (PREPAY FOR JULY,AUG & SEPT):** - Action Item ()
3. **INTUIT QUICKBOOKS \$85.00 (JUNE):** - Action Item ()
4. **INTUIT QUICKBOOKS \$255.00 (PREPAY JULY, AUGUST, SEPT):** - Action Item ()
5. **META \$46.30 (REMAINING BALANCE CRAZY DAYS):** - Action Item ()
6. **POSTAL, COPY + \$316.89 (HOT AUG HOOPS ADVERTISING):** - Action Item ()
7. **NORTHWEST MEDIA/INLAND DIGITAL \$597.00 (TEXT BLASTS):** - Action Item ()
8. **SCHURMAN’S TRUE VALUE \$76.78 (HARDWARE SOUND DT):** - Action Item ()
9. **KING’S THRONES \$482.30 (2 INVOICES, CRAZY DAYS):** - Action Item ()
10. **STAPLES \$137.79 (PRINTER INK FOR PACKETS):** - Action Item ()
11. **BDL HOURS \$3,440 (STAFF 56 HRS, VOLUNTEER 30 HRS):** - Action Item ()
- E. **NEW INVOICES FOR REVIEW (ACTION ITEM)**
  1. **LEWIS CLARK STATE COLLEGE \$130.00 (50% OF WORK SCHOLAR):** - Action Item ()
  2. **DOUGLASS LAW \$45.00 (MEETING WITH CITY ATTORNEY):** - Action Item ()
  3. **BDL HOURS \$ (STAFF HOURS, VOLUNTEER HOURS):** - Action Item ()
- F. **TOWN HALL MEETING SLATED FOR SEPTEMBER 6<sup>TH</sup> FROM 11:30AM-1PM (BUDGET FOR MEAL?)**

**VI. REVIEW 2023 WORK PLAN AND BUDGET – B. MORGAN (ACTION ITEM)**

- A. **AREA #1 – COMMERCIAL, RESIDENTIAL AND PUBLIC INVESTMENT: UPDATE ON PROJECTS**  
**(1. CREATE A LIST OF DEVELOPERS, IDENTIFYING HURDLES THEY ARE EXPERIENCING AND PROVIDE ASSISTANCE. 2. SPONSOR A FORUM WHERE SUBJECT MATTER EXPERTS FROM CD, DPW AND FIRE CAN PROVIDE AN OVERVIEW OF THE PERMITTING PROCESS AND ANSWER THE PUBLICS QUESTIONS 3. DEVELOP A LIST OF POSSIBLE MURAL LOCATIONS AND CONTENT AND SECURE PROPERTY OWNER SUPPORT):** - Presentation ()
  1. **AREA #2 – NEIGHBORHOOD IMPROVEMENTS:** - Presentation ()
    - a. **REQUEST BIDS FROM ELECTRICAL CONTRACTORS TO COMPLETE LED INSTALL IN DECORATIVE LIGHT POLES – (ACTION ITEM):** - Action Item ()
    - b. **PLANTERS FOR DOWNTOWN – UPDATE ON INSTALL DATE (SUNSHADE, SOUND SYSTEM, LIGHTS, REMOVABLE SEATING AT**

**BRACKENBURY SQUARE, WAYFINDING SIGNAGE, CROSSWALK BEACONS.): -**  
Presentation ()

**B. AREA #3 - BUSINESS PROMOTION & NEIGHBORHOOD MARKETING**  
**(INCLUDE PAGES OR LINKS ON BDL WEBSITE OF PROPERTIES FOR SALE OR**  
**LEASE IN THE DISTRICT- WEAPONIZED MEDIA??- INSTALL BANNER**  
**BRACKETS – UPDATE ON ORDERING THESE? LAUNCH \$5 CAN CHANGE YOUR**  
**COMMUNITY CAMPAIGN?): -** Presentation ()

**C. AREA #4 – BID ADMINISTRATION: UPDATE**  
**(NEXT BID NEWSLETTER?): -** Presentation ()

**VII. DEVELOP 2024 WORKPLAN (DISCUSSION)**

**VIII. BOARD MEMBER COMMENTS**

**IX. STAFF COMMENTS - Action Item**

**A. QUERY OF BOARD MEMBERS TO ATTEND THE REGULARLY SCHEDULED**  
**SEPTEMBER 7, 2023 MEETING.**

**X. BID ADMINISTRATOR COMMENTS**

**XI. 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 Community Development Specialist Dawn Ortiz at least forty-eight (48) hours in advance of the meeting at 208-746-1318 ext. 7265.