



**Lewiston Business Improvement District  
REGULAR MEETING AGENDA  
November 9, 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 website at [cityoflewiston.org](http://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](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. ACTIVE AGENDA**

**A. APPROVAL OF OCTOBER 12, 2023 MINUTES (ACTION ITEM)**

**B. REVIEW OF BANK STATEMENT & LEDGER**

**C. REVIEW OF INVOICES (ACTION ITEM)**

- 1. NORTHWEST MEDIA (WITH ADDITIONAL INFORMATION) \$597.00**
- 2. PUMPKIN PALOOZA EXPENSES \$1237.20**
- 3. PLAID FRIDAY EXPENSES \$127.93**
- 4. TOWN HALL MEETING EXPENSES \$112.50**
- 5. ARTWALK EXPENSES \$1814.08**
- 6. DOWNTOWN TAILGATE EXPENSES \$675.00**
- 7. PRESNELL GAGE \$4200.00**
- 8. BDL STAFF HOURS 48, VOLUNTEER HOURS 59 \$4,280.00**

**IV. BOARD MEMBER COMMENTS**

**V. STAFF LIASON COMMENTS - Action Item**

A. **QUERY OF BOARD MEMBERS TO ATTEND THE REGULARLY SCHEDULED  
DECEMBER 14, 2023 MEETING.**

VI. **BID ADMINISTRATOR COMMENTS**

A. **TOWN HALL FOLLOW UP**

VII. **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.

## October 12, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, October 12, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:34 a.m.

### I. **CALL TO ORDER AND INTRODUCTION**

*BOARD MEMBERS PRESENT:* Wendy Price, Chair; Tami Meyers arriving at 8:35 am, Vice Chair; Peter Cook; Susie Jones; Dr. Dennis Ohrtman; Michael Follett

*BOARD MEMBERS ABSENT:* Doug Bauer

*STAFF MEMBERS PRESENT:* Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Katie Hollingshead, Assistant Planner

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

### II. **PUBLIC COMMENTS**

Staff Hollingshead read into the record a letter from Donnita Weddle. See Appendix A for the letter and documentation.

Board member Cook asked if this would be a code enforcement situation.

Staff Hollingshead stated this has been forwarded to code enforcement.

Board member Jones stated several BID members feel they are not getting their money's worth from this Board.

Board member Cook stated that he has spent time downtown walking in and out of shops speaking with business owners and he found that there are concerns where BID members do not feel they are benefitting from this and there is also a large concern with the animal care in the downtown. Pet owners are not taking care of their animal's droppings.

### III. **ACTIVE AGENDA**

#### A. **APPROVAL OF SEPTEMBER 14, 2024 MEETING MINUTES**

Board members, Follett and Ohrtman moved and seconded, respectively, the approval of the September 14, 2023 minutes.

Board members, Follett and Ohrtman moved and seconded, respectively to amend the previous motion to approve September 14, 2023 with changes. The motion carried 6-0.

**B. REVIEW OF BANK STATEMENT**

Brenda Morgan from Beautiful Downtown Lewiston was available for any questions regarding the previous month's bank statement.

**C. REVIEW OF INVOICES (ACTION ITEM)**

**1. NEON ONE (\$153.47)**

Brenda Morgan from Beautiful Downtown Lewiston was available for any questions regarding the Neon One.

**2. QUICKBOOKS ONLINE (\$90)**

Brenda Morgan from Beautiful Downtown Lewiston was available for any questions regarding the QuickBooks online.

**D. NORTHWEST MEDIA QPINS MOBILE MARKETING (\$597)**

After discussions and multiple questions, Vice Chairperson Meyers and Board Member Jones moved and seconded, respectively to table Northwest Media Qpins Mobile Marketing for the November meeting.

Vice Chairperson Meyers and Board Member Jones moved and seconded, to amend previous motion to table Northwest Media Qpins Mobile Marketing to the November meeting and amount approved at that meeting will be reimbursed to BDL. The motion carried 6-0.

**E. DOWNTOWN TAILGATE EXPENSES (\$1,540.04)**

Vice Chairperson Meyers and Board Member Ohrtman moved and seconded, respectively, the approval of the Downtown Tailgate expenses in the amount of \$1,540.04. The motion carried 6-0.

**F. ARTWALK EXPENSES (\$1,472.62)**

Vice Chairperson Meyers and board member Cook moved and seconded, respectively, the approval of the Artwalk Expenses in the amount of \$1,472.62. The motion carried 6-0.

**G. BDL STAFF HOURS 60, VOLUNTEER HOURS 36 (\$3,840)**

Board Members Ohrtman and Follett moved and seconded, respectively, the approval of the BDL staff hours and Volunteer hours in the amount of \$3,840.00. The motion carried 6-0.

**IV. REVIEW AND APPROVE 2024 WORK PLAN (ACTION ITEM)**

Staff Hollingshead verbally reviewed the 2023 Work plan and any projects that the Board might want to move to the 2024 Work plan.

Board members discussed projects they want to be rolled over to the 2024 Work plan.

Board members and Staff discussed the option of using contractors instead of City departments to complete some of the 2023 Work plan projects in 2024. Board member Meyers asked that the Downtown Tailgate event be removed from 2024 events that the Business Improvement District would financially support. Board member Cook asked that pet waste receptacles be added to the neighborhood improvements section.

Board Member Jones and Vice Chairperson Meyers moved and seconded, respectively, to recommend approval of the 2024 work plan draft to the City Council. Motion carried 6-0.

**V. BOARD MEMBER COMMENTS**

None

**VI. STAFF LIASON COMMENTS**

**A. Query of Board members to attend the regularly scheduled November 9, 2023 meeting**

All board members present will be in attendance.

**B. Query of Board members to attend the Town Hall Meeting scheduled for November 2, 2023 at 8 am.**

Staff Hollingshead will create a notice of a possible quorum for the town hall. Comprehensive Plan Land Use Map open house will be held at the Lewiston City Library on October 18<sup>th</sup> and board members are encouraged to attend to provide feedback.

**VII. BID ADMINISTRATOR COMMENTS**

None

**VIII. ADJOURNMENT (ACTION ITEM)**

There being no further business, Vice Chairperson Meyers and Board Members Jones, moved and seconded, respectively to adjourn. The motion carried 6-0 and the Business Improvement District adjourned at approximately 10:16 a.m.

RESPECTFULLY SUBMITTED,

ATTEST:

\_\_\_\_\_  
RECORDING SECRETARY

\_\_\_\_\_  
BID ADVISORY BOARD CHAIR

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.



# Statement of Account

800-843-7128 | p1fcu.org

Member Number: \*\*\*\*\*855

Statement For: 10/01/2023 - 10/31/2023

Page: 1 of 3

PO Box 897 Lewiston, ID 83501-0897

**RETURN SERVICE REQUESTED**

685258 34318 1/3 UNQ 11-01-23 CLT  
000034317 1



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

**WIN A LITTLE**  
*adventure*

No purchase necessary to win the P1FCU Adventure Giveaway Sweepstakes. Void where prohibited. Eligible for 1099 reporting. Find official rules and complete details at [p1fcu.org/adventure](http://p1fcu.org/adventure). Insured by NCUA.

<b>BUSINESS IMPROVEMENT DISTRICT ID 0041</b>		<b>Beginning Balance</b>	\$155,779.21
<b>Dividends Year-To-Date \$159.08</b>		<b>2 Total Deposits for</b>	2,609.66
<b>Annual Percentage Yield earned 0.150% from 10/01/2023 through 10/31/2023</b>		<b>3 Total Withdrawals for</b>	11,142.66
		<b>Ending Balance</b>	\$147,246.21

Date	Transaction Description	Withdrawal	Deposit	Balance
10/26	Deposit By Check		\$2,589.90	\$158,369.11
10/27	Draft 2523 Tracer 870000000109004	6,852.66-		151,516.45
10/30	Withdrawal Ach Intuit * TYPE: QBooks Onl ID: 0000756346 CO: INTUIT * Entry Class Code: CCD	90.00-		151,426.45
10/31	Draft 2524 Tracer 870500000715721	4,200.00-		147,226.45
10/31	Deposit Dividend 0.150%		19.76	147,246.21

**Summary by Check Number** \* Asterisk next to number indicates skip in sequence 2 Checks Cleared for \$11,052.66

Number	Cleared	Amount	Number	Cleared	Amount	Number	Cleared	Amount
2523	10/27/23	\$6,852.66	2524	10/31/23	\$4,200.00			



Continued on next page.



2023 BID GENERAL LEDGER

Date	Details	Check #	Area 1 Commercial Residential & Public Investment	Area 2 Neighborhood Improvements	Area 3 Business Promotion & Neighborhood Marketing	Area 4 Administration	Deposit/Credit	Withdrawals/Debits	Ending Balance	Paid	Total Paid to BDL
1/1/2023	Beginning balance		\$13,000.00	\$62,000.00	\$41,000.00	\$67,000.00			\$77,099.61		
1/1/2023	Dinner in the Dark Radio Advertising (Pacific Empire)	3530			\$216.00			\$216.00	\$76,883.61	02/09/23	
1/3/2023	Dinner in the Dark Radio Advertising (McVey Entertainment)	3529			\$850.00			\$850.00	\$76,033.61	02/09/23	
1/4/2023	Dinner in the Dark Event Supplies (Stanchion Posts)	DEBIT			\$162.29			\$162.29	\$75,871.32	02/09/23	
1/5/2023	Dinner in the Dark Event Supplies (Mini Cornhole for raffle, Red Carpet)	DEBIT			\$97.39			\$97.39	\$75,773.93	02/09/23	
1/10/2023	2023 Town Hall Meeting Supplies (Suggestions box)	DEBIT			\$107.01			\$107.01	\$75,666.92	02/09/23	
1/11/2023	DEPOSIT						\$6,366.98		\$82,033.90		
1/16/2023	NEON ONE CRM - January Invoice (INV261198)	DEBIT				\$153.47		\$153.47	\$81,880.43	02/09/23	
1/21/2023	Additional A-frame signs for First Fridays	DEBIT		\$475.00				\$475.00	\$81,405.43	02/09/23	
1/27/2023	Discount Mugs - Hot August Hoops Waterbottles (DMS433230)	DEBIT			\$581.94			\$581.94	\$80,823.49	03/09/23	
1/27/2023	Intuit Quickbooks Online for BID Bookkeeping (1000205779852)					\$42.50		\$42.50	\$80,780.99	03/09/23	
1/30/2023	12 Black 90" Table Cloths for events	DEBIT		\$64.86				\$64.86	\$80,716.13	02/09/23	
1/30/2023	Dinner in the Dark Radio Advertising (Pacific Empire) (23010265 & 23010266)				\$582.00			\$582.00	\$80,134.13	03/09/23	
1/31/2023	12 Black 90" Table Cloths for events	DEBIT		\$64.86				\$64.86	\$80,069.27	02/09/23	\$2,190.88
1/31/2023	DEPOSIT Dividend (January)						\$10.38		\$80,079.65		
1/31/2023	Lewiston Tribune - First Friday & Dinner in the Dark Ads (560856)				\$987.50			\$987.50	\$79,092.15	03/09/23	
2/16/2023	NEON ONE CRM - February Invoice INV269074	DEBIT				\$153.47		\$153.47	\$78,938.68	03/09/23	
2/21/2023	Happy Day Restaurants (100)	3548			\$190.80			\$190.80	\$78,747.88	03/09/23	
2/23/2023	DEPOSIT						\$11,238.79		\$89,986.67	03/09/23	
2/26/2023	Printcraft Printing - Hot August Hoops & Dinner in the Dark Posters (166765)				\$152.64			\$152.64	\$89,834.03	03/09/23	
2/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001211897964)	DEBIT				\$42.50		\$42.50	\$89,791.53	03/09/23	
2/27/2023	DEPOSIT						\$27,274.25		\$117,065.78	03/09/23	
2/28/2023	DEPOSIT Dividend (February)						\$11.03		\$117,076.81	03/09/23	
3/9/2023	BID Project Hours - January & February		\$480.00	\$360.00	\$1,440.00	\$480.00		\$2,760.00	\$114,316.81	03/09/23	\$5,493.35
3/15/2023	BID reimbursement to BDL	2507						\$7,884.23			
3/15/2023	NEON ONE CRM - March Invoice (INV277167)					\$153.47		\$153.47	\$114,163.34	04/13/23	
3/17/2023	Dinner in the Dark & First Friday Radio Ads (Pacific Empire)	3554			\$582.00			\$582.00	\$113,581.34	04/13/23	
3/17/2023	Movie Under the Stars Extended Programming Pioneer Park	3556			\$575.00			\$575.00	\$113,006.34	04/13/23	
3/17/2023	Printcraft Printing - Downtown Property Tour Posters	3552			\$127.20			\$127.20	\$112,879.14	04/13/23	
3/17/2023	Dinner in the Dark photo backdrop (Balance after BDL trade)	3551			\$150.00			\$150.00	\$112,729.14	04/13/23	
3/17/2023	DEPOSIT						\$8,634.54		\$121,363.68	04/13/23	
3/17/2023	Lewiston Tribune - Dinner in the Dark and First Friday Ads (562304)	3553			\$3,232.25			\$3,232.25	\$118,131.43	04/13/23	
3/17/2023	Brava's - Dinner in the Dark Contract (balance after BDL trade)	3557			\$2,777.52			\$2,777.52	\$115,353.91	04/13/23	
3/25/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$6.26			\$6.26	\$115,347.65	05/11/23	
3/28/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$5.96			\$5.96	\$115,341.69	05/11/23	
3/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001217817732)	DEBIT				\$85.00		\$85.00	\$115,256.69	04/13/23	
3/31/2023	DEPOSIT Dividend (March)						\$15.69		\$115,272.38	04/13/23	
4/3/2023	DEPOSIT						\$15,493.48		\$130,765.86	05/11/23	
4/5/2023	DEPOSIT						\$1,240.17		\$132,006.03	05/11/23	
4/6/2023	McVey Entertainment - Downtown Property Tours	3565			\$500.00			\$500.00	\$131,506.03	05/11/23	
4/6/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$6.74			\$6.74	\$131,499.29	05/11/23	
4/7/2023	Postal Copy + April Newsletter Prints	DEBIT			\$520.98			\$520.98	\$130,978.31	05/11/23	
4/12/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$9.88			\$9.88	\$130,968.43	05/11/23	
4/12/2023	Postal Copy + BID Town Hall Postcards	DEBIT			\$197.95			\$197.95	\$130,770.48	05/11/23	
4/13/2023	BID Project Hours - March		\$360.00	\$640.00	\$600.00	\$760.00		\$2,360.00	\$128,410.48	04/13/23	\$10,054.66
4/13/2023	Earth Planter - Order#29111	2508		\$15,126.00				\$15,126.00	\$113,284.48	04/13/23	
4/14/2023	DEPOSIT						\$959.15		\$114,243.63	05/11/23	
4/16/2023	NEON ONE CRM - April Invoice (INV284292)	DEBIT				\$153.47		\$153.47	\$114,090.16	05/11/23	
4/22/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$8.65			\$8.65	\$114,081.51	05/11/23	
4/25/2023	DEPOSIT						\$23,189.68		\$137,271.19	05/11/23	
4/25/2023	BID reimbursement to BDL	2509						\$10,042.44	\$127,228.75		
4/26/2023	Perfection Traffic Control - Sound Downtown Traffic Control Plan	2513			\$125.00			\$125.00	\$127,103.75	05/11/23	
4/27/2023	Brava's - Town Hall Meeting	2510						\$1,357.13	\$125,746.62		
4/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001224233981)	DEBIT				\$85.00		\$85.00	\$125,661.62	05/11/23	
4/28/2023	Parks 7 Rec - Permit for Brackenbury Square Sound Downtown	3572			\$240.00			\$240.00	\$125,421.62	05/11/23	
4/28/2023	Printcraft Printing - Ladies Day Stamps	3582			\$381.60			\$381.60	\$125,040.02		
4/30/2023	BID Project Hours - April		\$640.00	\$800.00	\$1,200.00	\$400.00		\$3,040.00	\$122,000.02	05/11/23	\$6,868.62
4/30/2023	DEPOSIT Dividend (April)						\$16.81		\$122,016.83	05/11/23	

5/2/2023	Intel Consulting - Town Hall	2511						\$1,000.00	\$121,016.83		
5/2/2023	McVey Entertainment - Downtown Property Tours	3576			\$250.00			\$250.00	\$120,766.83	05/11/23	
5/2/2023	DEPOSIT						\$1,348.46		\$122,115.29		
5/4/2023	Jones Supply - Garbage Receptacles		\$692.18					\$692.18	\$121,423.11	06/08/23	
5/8/2023	Postal Copy + Crazy Days Posters	DEBIT			\$148.78			\$148.78	\$121,274.33	06/08/23	
5/9/2023	Postal Copy + BID Town Hall Area Posters	DEBIT				\$103.87		\$103.87	\$121,170.46	06/08/23	
5/9/2023	Staples - BID Town Hall Supplies	DEBIT				\$404.55		\$404.55	\$120,765.91	06/08/23	
5/10/2023	Corner Villa - Town Hall no-host bar	3580				\$70.00		\$70.00	\$120,695.91	06/08/23	
5/10/2023	Facebook Boosted Ads - Town Hall Meeting/Ladies Day/Crazy Days	DEBIT			\$175.00			\$175.00	\$120,520.91	06/08/23	
5/11/2023	Postal Copy + Ladies Day Posters & 24x36A-frame Posters	DEBIT			\$275.37			\$275.37	\$120,245.54	06/08/23	
5/12/2023	Size-Mo Professional Sound - Sound Downtown Portable Stage				\$200.00			\$200.00	\$120,045.54	06/08/23	
5/16/2023	NEON ONE CRM - May Invoice (INV291830)	DEBIT				\$153.47		\$153.47	\$119,892.07	06/08/23	
5/19/2023	DEPOSIT						\$1,206.09		\$121,098.16		
5/19/2023	Postal Copy + Sound Downtown Posters	DEBIT			\$100.63			\$100.63	\$120,997.53	06/08/23	
5/22/2023	Facebook Boosted Ads - Crazy Days/Ladies Day	DEBIT			\$67.30			\$67.30	\$120,930.23	06/08/23	
5/24/2023	BID reimbursement to BDL	2512						\$5,149.89	\$115,780.34		
5/24/2023	Postal Copy + 24x36 Crazy Days A-frame Posters	DEBIT			\$319.74			\$319.74	\$115,460.60	06/08/23	
5/25/2023	Amazon - Sound Downtown Giveaways	DEBIT			\$58.32			\$58.32	\$115,402.28	06/08/23	
5/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001230464336)	DEBIT				\$85.00		\$85.00	\$115,317.28	06/08/23	
5/31/2023	BID Project Hours - May		\$720.00	\$1,240.00	\$1,920.00	\$400.00		\$4,280.00	\$111,037.28	06/08/23	\$12,665.70
5/31/2023	DEPOSIT Dividend (May)						\$17.50		\$111,054.78		
6/1/2023	Vine 46 Tasting Gift Certificates for Sound Downtown	DEBIT			\$79.50			\$79.50	\$110,975.28		
6/2/2023	DEPOSIT						\$3,700.00		\$114,675.28		
6/2/2023	Schurman's Brackebury Improvements hardware	DEBIT		\$76.78				\$76.78	\$114,598.50		
6/8/2023	Financials and Hours for May	2514						\$7,515.81	\$107,082.69		
6/8/2023	Kings Throne - Crazy Days Porta Potties	3594	\$482.30					\$482.30	\$106,600.39		
6/8/2023	Printcraft Printing - Ladies Day Maps	3595			\$164.30			\$164.30	\$106,436.09		
6/9/2023	Staples - Ink for newsletter	DEBIT			\$137.79			\$137.79	\$106,298.30		
6/14/2023	Hells Canyon Apparel Sound Downtown Promotional Products	2515			\$1,056.30			\$1,056.30	\$105,242.00		
6/15/2023	Facebook Boosted Ads - Crazy Days & Sound Downtown	DEBIT			\$250.00			\$250.00	\$104,992.00		
6/17/2023	NEON ONE CRM - June Invoice (INV300757)	DEBIT				\$153.47		\$153.47	\$104,838.53		
6/20/2023	DEPOSIT						\$11,233.47		\$116,072.00		
6/21/2023	Pre-approval items from 6/8/23 meeting	2519						\$3,456.80	\$112,615.20	06/08/23	
6/22/2023	Facebook Boosted Ads - Sound Downtown	DEBIT			\$51.59			\$51.59	\$112,563.61		
6/22/2023	City of Lewiston Administrative Fees	2516					\$7,000.00		\$105,563.61		
6/23/2023	Printcraft Printing - Sound Downtown Banners	2517			\$75.60			\$75.60	\$105,488.01		
6/27/2023	Postal Copy + Hot August Hoops Posters and Labels	DEBIT			\$316.89			\$316.89	\$105,171.12		
6/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001236689581)	DEBIT				\$85.00		\$85.00	\$105,086.12		
6/30/2023	BID Project Hours - June		\$1,120.00	\$840.00	\$1,120.00	\$360.00		\$3,440.00	\$101,646.12		
6/30/2023	DEPOSIT Dividend (June)						\$16.22		\$101,662.34		
7/3/2023	QPINS Text Marketing - Sound Downtown, Artwalk & Hot August Hoops	DEBIT			\$597.00			\$597.00	\$101,065.34		
7/5/2023	McVey Entertainment - Crazy Days & Hot August Hoops	3608			\$1,100.00			\$1,100.00	\$99,965.34		\$15,744.62
7/12/2023	DEPOSIT						\$3,383.40		\$99,965.34		
7/16/2023	NEON ONE CRM - July Invoice (INV307788)	DEBIT				\$153.47		\$153.47	\$99,811.87		
7/21/2023	Jones Supply - 10 Garbage receptacles & liners	2520	\$692.18					\$692.18	\$99,119.69		
7/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001242967304)	DEBIT							\$99,119.69		
7/31/2023	DEPOSIT Dividend (July)						\$16.67		\$99,136.36		
7/31/2023	BID Project Hours - July		\$240.00	\$720.00	\$2,000.00	\$160.00		\$3,120.00	\$96,016.36		
7/31/2023	McVey Entertainment - Sound Downtown & Hot August Hoops	3608			\$500.00			\$500.00	\$95,516.36		
8/3/2023	Lewiston Tribune - Hot August Hoops, Crazy Days & Thank you Ad	3607			\$3,368.00			\$3,368.00	\$92,148.36		
8/9/2023	Croft Rentals - Tables, Chair & Canopies	3617			\$436.00			\$436.00	\$91,712.36		
8/9/2023	Hot August Hoops Team Shirts	3609			\$3,972.93			\$3,972.93	\$87,739.43		
8/9/2023	Printcraft Printing - HAH Coroplast Sponsor Signs	3613			\$169.60			\$169.60	\$87,569.83		
8/9/2023	Printcraft Printing - BID Banners	3612			\$135.15			\$135.15	\$87,434.68		
8/9/2023	Size-Mo Professional Sound 50% payment Sound Downtown	3614			\$3,400.00			\$3,400.00	\$84,034.68		
8/11/2023	DEPOSIT						\$13,384.78		\$97,419.46		
8/16/2023	Reimbursement to BDL for invoices approved 8/10/23	2521						\$9,005.94	\$88,413.52		
8/16/2023	BID Project Hours - August		\$680.00	\$640.00	\$1,280.00	\$640.00		\$3,240.00	\$85,173.52		
8/17/2023	NEON ONE CRM - August (INV315102)	DEBIT						\$153.47			
8/31/2023	DEPOSIT Dividend (August)						\$17.32		\$85,190.84		
9/1/2023	McVey Entertainment - HAH, Downtown Tallgate & Artwalk	3633			\$1,000.00			\$1,000.00	\$84,190.84		
9/5/2023	DEPOSIT						\$6,709.37		\$90,900.21		\$16,221.68
9/7/2023	DEPOSIT						\$3,623.51				
9/14/2023	DEPOSIT						\$11,402.08				
9/15/2023	Reimbursement to BDL for invoices approved 9/14/23	2522						\$16,221.68			

9/17/2023	BID Project Hours - Sept		\$400.00	\$640.00	\$1,200.00	\$1,600.00		\$3,840.00		
9/17/2023	NEON ONE CRM - September (INV323070)							\$153.47		
9/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001256735826)	DEBIT						\$90.00		
9/28/2023	DEPOSIT						\$14,551.08			
9/30/2023	Lewiston Tribune DT Tailgate & Artwalk Advertising	3628			\$3,071.00					
9/30/2023	DEPOSIT Dividend (Sept)						\$17.70			
10/4/2023	Postal Copy + Artwalk Maps	DEBIT			\$437.50					
10/5/2023	Postal Copy + Artwalk A-frame posters	DEBIT			\$11.08					
10/17/2023	BID Project Hours - October		\$1,040.00	\$880.00	\$1,600.00	\$760.00		\$4,280.00		
10/17/2023	NEON ONE CRM - October (INV330640)	DEBIT						\$153.47		
10/20/2023	Postal Copy + Pumpkin Palooza & Plaid Friday Posters	DEBIT			\$255.86					
10/26/2023	DEPOSIT						\$2,589.90			
10/27/2023	Croft Rentals Pumpkin Palooza 20 Tables & 40 Chairs	3637		\$250.00						
10/27/2023	Reimbursement to BDL for Invoices approved 10/12/23	2523						\$6,852.66		
10/27/2023	Costco Candy for Pumpkin Palooza game sponsors	DEBIT			\$859.27					
10/30/2023	Intuit Quickbooks Online for BID Bookkeeping (10001253203500)	DEBIT						\$90.00		
10/31/2023	Presnell Gage Financial Review for 2022	2524						\$4,200.00		
10/31/2023	DEPOSIT Dividend (Oct)						\$19.76			
	TOTAL SPENT YTD		\$4,494.48	\$19,687.50	\$25,078.67	\$11,324.24			\$90,900.21	
	REMAINING BUDGET		\$8,505.52	\$42,312.50	\$15,921.33	\$55,675.76	\$167,688.26	\$165,402.61		

## Northwest Media Invoice

The Business Improvement District Advisory Board voted to table the Northwest Media Invoice dated 01 Oct 2023 in the amount of \$597.00 at the October 12, 2023 meeting. The board directed staff to research if/when the board had previously paid Northwest Media for services. Staff reviewed meeting packets, invoices and ledger previously supplied by Beautiful Downtown Lewiston. Staff found that the BID advisory board had approved payment of a Northwest Media invoice for Qpins mobile marketing at the July 13, 2023 meeting in the amount of \$597.00. Prior to that meeting, there is only one other invoice from Northwest Media, for poster design, in the amount of \$337.50 from June 8, 2021. No other invoices for Qpins mobile marketing were found in the meeting packets and Northwest Media was not listed on any of the monthly ledgers provided by Beautiful Downtown Lewiston.

BEAUTIFUL DOWNTOWN LEWISTON REVITALIZATION CORPORATION

BID PROJECT EXPENSES TRACKER - Attachment 4  
For the Period January - June 2021

Projects/Workplan Category	Inv #	Date Paid	BDL Check #	Payee	Amount	Description
<b>NeonOne - Constituent Relations Management Software</b>						
Administration	97330	1/19/2021	2453	Neon One, LLC	\$ 399.00	Subscription fees \$149, data analysis \$100, training hrs \$50, configuration session \$100 - Jan
Administration	102559	2/16/2021	3001	Neon One, LLC	399.00	Subscription fees \$149, data analysis \$100, training hrs \$50, configuration session \$100 - Feb
Administration	108123	3/30/2021	3015	Neon One, LLC	399.00	Subscription fees \$149, data analysis \$100, training hrs \$50, configuration session \$100 - Mar
Administration	114069	4/16/2021	3025	Neon One, LLC	149.00	Subscription fees - Apr
Administration	120060	6/8/2021	3055	Neon One, LLC	149.00	Subscription fees - May
Administration	126480	6/25/2021	3072	Neon One, LLC	149.00	Subscription fees - June
<b>Beautification</b>						
Neighborhood Improvements		4/23/2021	credit card	Bloomer's Nursery	333.00	Plants - refresh the Valley - no receipt
<b>Ladies Day Out - new event 5/1/2021</b>						
Business Promotion and Neighborhood Marketing	527768	5/12/2021	3042	Lewiston Tribune	200.00	Ads
Business Promotion and Neighborhood Marketing		5/27/2021	3044	McVey Entertainment	200.00	Radio ads
	21040181				80.00	KOZE AM
	21040182				80.00	KOZE FM
	21040183				40.00	The River
Business Promotion and Neighborhood Marketing		4/30/2021	credit card	Facebook	47.17	Ads
Business Promotion and Neighborhood Marketing	529395	6/8/2021	3052	Lewiston Tribune	100.00	Ads
Business Promotion and Neighborhood Marketing		5/20/2021	credit card	Facebook	2.78	Ads
<b>Crazy Days - June 11-12, 2021</b>						
Business Promotion and Neighborhood Marketing	7102	6/8/2021	3056	Northwest Media	337.50	poster design
Business Promotion and Neighborhood Marketing	155372	6/8/2021	3051	Printcraft	74.20	poster printing
Business Promotion and Neighborhood Marketing		5/20/2021	credit card	Facebook	22.22	Ads
Business Promotion and Neighborhood Marketing		5/31/2021	credit card	Facebook	26.44	Ads
Business Promotion and Neighborhood Marketing		6/25/2021	3070	McVey Entertainment	200.00	Radio ads
	21060083				100.00	Z Rock
	21060084				100.00	Canyon Country
<b>New Printable and Google Maps</b>						
Business Promotion and Neighborhood Marketing	20185	6/14/2021	3058	Advantage Advertising	985.00	Design - print and Google maps
<b>Administration</b>						
Administration	143108	4/27/2021	3027	Printcraft	70.50	Mailing
Administration	155372	6/8/2021	3051	Printcraft	63.60	Mailing
Administration	4849	6/14/2021	3059	City of Lewiston	7,000.00	Billing for 2021 - agreed to contract as well
Administration		6/29/2021	credit card	Staples	29.67	Mailing supplies - envelopes
Administration		6/29/2021	credit card	USPS	62.60	Postage
					<b>\$ 11,418.58</b>	

**PREVIOUS INVOICE  
FOR NW MEDIA**



# Invoice

# 00011522

Balance Due  
**\$597.00**

**Northwest Media | Inland Digital**  
1112 36th St N  
Lewiston 83501-9662  
U.S.A

**Bill To**  
**Beautiful Downtown Lewiston**  
PO BOX 618  
Lewiston  
83501 Idaho  
United States

Invoice Date : 01 Oct 2023  
Terms : Due on Receipt  
Due Date : 01 Oct 2023

#	Item & Description	Qty	Rate	Amount
1	QPINS MOBILE MARKETING QUARTERLY BILLING	3.00	199.00	597.00
			<b>Sub Total</b>	<b>597.00</b>
			<b>Total</b>	<b>\$597.00</b>
			<b>Balance Due</b>	<b>\$597.00</b>

### Notes

Thanks for your business.

Payment Options



### Terms & Conditions

Please make all checks payable to Inland Cellular with your invoice number & ATTN: DIGITAL SOLUTIONS in the memo.

Thank you for your business!

# PREVIOUSLY PAID INVOICE



## Northwest Media | Inland Digital

1112 36th St N  
Lewiston 83501-9662  
U.S.A

### PAYMENT RECEIPT

Payment Date **03 Jul 2023**  
Reference Number  
Payment Mode **Authorize.Net - Credit Cards**

Amount Received  
**\$597.00**

#### Bill To

**Beautiful Downtown Lewiston**  
PO BOX 618  
Lewiston  
83501 Idaho  
United States

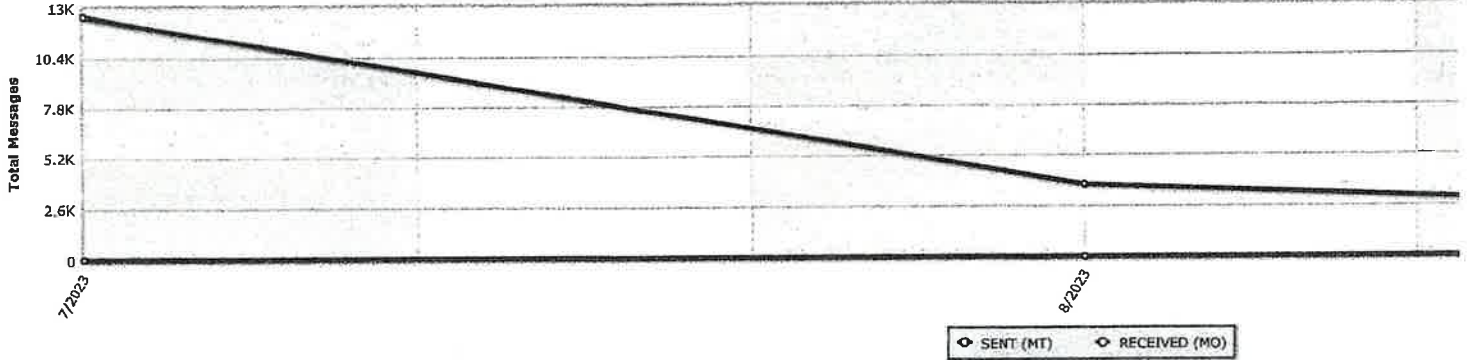
#### Payment for

Invoice Number	Invoice Date	Invoice Amount	Payment Amount
00011061	01 Jul 2023	\$597.00	\$597.00

## Mobile Summary

Start:  End:  Keywords:  Show:

Sent Messages in Months



## Contacts Overview - All Keyword Campaigns

New Contacts Added:	60 TOTAL
	60 Valid Mobile Numbers
Opt-in Source:	60 Texted In
Contacts Removed:	49 TOTAL
	4 Aggregator Blacklisted
	45 Opted Out

## Messages Overview - ?

Total Messages Sent: 18,129

Total Messages Received: 54

Received Message Summary:		Unique Contacts	Total
Incoming Replies:	8	8	13
Keyword Optins:	3	3	3
Stops:	36	36	36
Helps:	1	1	2
TOTAL:			54

## Sent Messages - Delivery Statuses ?

Delivered 96% | 11,429

Delivered To Carrier 2% | 183

Failed 2% | 234

Total: 11,846

## Sent Messages - Rejected / Failed Summary ?

Message validity expired before the Carrier could deliver to the phone 93 | -39.7%

Carrier failed while submitting message 74 | -31.6%

Message was undeliverable by the Carrier to the phone 43 | -18.3%

Invalid destination address 23 - 9.8%

Message was deleted by the Carrier 1 - 0.4%

Total: 234 Failed or Rejected

# MESSAGE TEXT SENT

New Message

From: 7/1/2023 To: 9/30/2023 GO Display: 50

#	Details	Recipient(s)	Keyword	Message	Replies	Links	Status	~Size	Send Time
20		All Contacts	bdl on 59925	Sponsor a game at this year's Pumpkin Palooza October 28th from 12PM - 4PM! Click here for game sponsor registration: <a href="https://bit.ly/Pumpkin_Palooza">https://bit.ly/Pumpkin_Palooza</a>	0	--	Sent	914	9/19 11:00a (PT)
19		All Contacts	bdl on 59925	Sponsor a game at this year's Pumpkin Palooza October 28th from 12PM - 4PM! Click here for game sponsor registration: <a href="https://bit.ly/Pumpkin_Palooza">https://bit.ly/Pumpkin_Palooza</a>	0	--	Sent	916	9/5 11:00a (PT)
18		All Contacts	bdl on 59925	Sponsor a game at this year's Pumpkin Palooza October 28th from 12PM - 4PM! Click here for game sponsor registration: <a href="https://bit.ly/Pumpkin_Palooza">https://bit.ly/Pumpkin_Palooza</a>	0	--	Sent	918	8/22 11:00a (PT)
17		All Contacts	bdl on 59925	Become a business host for Downtown Artwalk in Beautiful Downtown Lewiston Oct 6th & 7th! Click here for business host registration: <a href="https://bit.ly/BDL_Art">https://bit.ly/BDL_Art</a>	0	--	Sent	923	8/18 11:00a (PT)
16		All Contacts	bdl on 59925	CALL FOR MUSICIANS! Join us for this year's Downtown Artwalk in Beautiful Downtown Lewiston Oct 6th & 7th! Click here for app: <a href="https://bit.ly/BDL_Art">https://bit.ly/BDL_Art</a>	0	--	Sent	921	8/11 11:00a (PT)
15		All Contacts	bdl on 59925	Sponsor a game at this year's Pumpkin Palooza October 28th from 12PM - 4PM! Click here for game sponsor registration: <a href="https://bit.ly/Pumpkin_Palooza">https://bit.ly/Pumpkin_Palooza</a>	0	--	Sent	922	8/8 11:00a (PT)
14		All Contacts	bdl on 59925	Join us tonight for our LAST Sound Downtown Concert of the summer from 6-9PM in Brackenbury Square featuring  JESSE QUANDT BAND!! We'll see you there!	0	--	Sent	901	7/28 10:00a (PT)
13		All Contacts	bdl on 59925	Our last Sound Downtown of the summer is this Fri, July 28th from 6-9PM in Brackenbury Square featuring JESSE QUANDT BAND! A HUGE thank you to all our sponsors!	0	--	Sent	896	7/24 12:00p (PT)
12		All Contacts	bdl on 59925	Join us tonight for Sound Downtown from 6-9PM in Brackenbury Square featuring  SOUTHWAY TO SNAKE! See our full line-up here: <a href="https://bit.ly/SoundDowntown">bit.ly/SoundDowntown</a>	0	--	Sent	896	7/21 10:00a (PT)
11		All Contacts	bdl on 59925	Highlight your business by becoming a Hot August Hoops Court Sponsor! For more info, click here: <a href="https://www.beautifuldowntownlewiston.com/hot-august-hoops">https://www.beautifuldowntownlewiston.com/hot-august-hoops</a>	0	--	Sent	895	7/20 12:00p (PT)

#	Details	Recipient(s)	Keyword	Message	Replies	Links	Status	~Size	Send Time
10		All Contacts	bdl on 59925	CALL FOR MUSICIANS! Join us for this year's Downtown Artwalk in Beautiful Downtown Lewiston Oct 6th & 7th! Click here for app: <a href="https://bit.ly/BDL_Art">https://bit.ly/BDL_Art</a>	0	--	Sent	895	7/19 11:00a (PT)
9		All Contacts	bdl on 59925	Join us Aug, 5th for a day of 3-on-3 basketball in Downtown Lewiston! For more info click here: <a href="https://www.beautifuldowntownlewiston.com/hot-august-hoops">https://www.beautifuldowntownlewiston.com/hot-august-hoops</a>	0	--	Sent	894	7/18 12:00p (PT)
8		All Contacts	bdl on 59925	Sound Downtown is this Fri, July 21st from 6-9PM in Brackenbury Square ft/ SOUTHWAY TO SNAKE! Thanks Hops & Vine, Size-Mo & ICCU for sponsoring this event!	0	--	Sent	896	7/17 12:00p (PT)
7		All Contacts	bdl on 59925	Join us tonight for Sound Downtown from 6-9PM in Brackenbury Square featuring  MIDNIGHT HIGHWAY! See our full line-up here: <a href="http://bit.ly/SoundDowntown">bit.ly/SoundDowntown</a>	0	--	Sent	897	7/14 10:00a (PT)
6		All Contacts	bdl on 59925	Become a business host for Downtown Artwalk in Beautiful Downtown Lewiston Oct 6th & 7th! Click here for business host registration: <a href="https://bit.ly/BDL_Art">https://bit.ly/BDL_Art</a>	0	--	Sent	898	7/12 11:00a (PT)
5		All Contacts	bdl on 59925	Sound Downtown is this Fri, July 14th from 6-9PM in Brackenbury Square ft/ MIDNIGHT HIGHWAY! Thanks Hops & Vine, Size-Mo & ICCU for sponsoring this event!	0	--	Sent	899	7/10 12:00p (PT)
4		All Contacts	bdl on 59925	Join us tonight for Sound Downtown from 6-9PM in Brackenbury Square featuring  TJ RICHARDSON & BEN WAGNER! See our full line-up here: <a href="http://bit.ly/SoundDowntown">bit.ly/SoundDowntown</a>	0	--	Sent	900	7/7 10:00a (PT)
3		All Contacts	bdl on 59925	CALL FOR ARTISTS! Join us for this year's Downtown Artwalk in Beautiful Downtown Lewiston Oct 6th & 7th! Click here for app: <a href="https://bit.ly/BDL_Art">https://bit.ly/BDL_Art</a>	0	--	Sent	901	7/5 11:00a (PT)
2		All Contacts	bdl on 59925	Join us Aug, 5th for a day of 3-on-3 basketball in Downtown Lewiston! For more info click here: <a href="https://www.beautifuldowntownlewiston.com/hot-august-hoops">https://www.beautifuldowntownlewiston.com/hot-august-hoops</a>	0	--	Sent	904	7/4 12:00p (PT)
1		All Contacts	bdl on 59925	Sound Downtown is this Fri, July 7th from 6-9PM in Brackenbury Square ft/ TJ RICHARDSON & BEN WAGNER! Thanks Hops & Vine, Size-Mo & ICCU for sponsoring!	0	--	Sent	905	7/3 12:00p (PT)



**Brenda Morgan**

**From:** Postal & Copy + <mailserver@notify.postalmate.net>  
**Sent:** Friday, October 20, 2023 5:37 PM  
**To:** Brenda Morgan  
**Subject:** Postal & Copy + e receipt

**e-Receipt**

Postal & Copy +  
601 3RD ST CLARKSTON, WA 99403  
509-758-0234

Printing	200 @ 1.39	278.00 TX
18% discount		-50.04 TX
Cutting		6.00 TX
Computer Service		2.50 TX
Pumpkin Palooza, Plaid Friday		
x100ea		

SUBTOTAL	236.46
TAX	
State Tax on 236.46	19.40
TOTAL	255.86

TEND Visa 255.86

Discounts: \$50.04  
Total savings: \$50.04

Total shipments: 0  
Customer: None selected

#258093 10/20/2023 05:36 PM  
workstation: 0 - Master Workstation  
CCTran# 09207688-6c32-4e11-a4f4-4484c740bf1f

\*\*\*\*\*  
Thank you for your business  
\*\*\*\*\*

*#127.93 Pumpkin Palooza*  
*#127.93 Plaid Friday*  
                      
*#255.86*

10/27/2023

Croft Rentals

2023 Pumpkin Palooza Tables & Chairs

250.00

20 tables  
40 chairs

PAYMENT  
RECORD

P1FCU BDL Checking (0042)

250.00



10532



105321



Rev 6/21

# COSTCO WHOLESALE

Clarkston #103

301 5th St.

Clarkston, WA 99403

*Pumpkin Palooza Candy*

2X Member 111893773620

36 @ 19.99		
E 107979 KS CHOC. BAG	719.64	
E 107979 KS CHOC. BAG	19.99	\$859.27
12 @ 9.97		
E 1725614 M&M VTY	119.64	
7771390 KS HOODIE	24.99	A
1715772 MATTYMBLAZER	15.00	A
1599446 32D TONALJKT	16.99	A
E 1534494 HAUNTED KIT	5.99	
E 0000314548 /1534494	4.00	-
E 1534494 HAUNTED KIT	5.99	
E 0000314548 /1534494	4.00	-
E 1534494 HAUNTED KIT	5.99	
E 0000314548 /1534494	4.00	-
SUBTOTAL	922.22	
TAX	4.67	
*** TOTAL	926.89	

XXXXXXXXXXXX7039 H  
AID: A000000031010  
Seq# 10964 App#: 027345  
Visa Resp: APPROVED  
Tran ID#: 330000010964....

APPROVED - Purchase  
AMOUNT: \$926.89  
10/27/2023 10:33 103 10 40 21

Visa	926.89
CHANGE	0.00

A 8.2% Tax	4.67
TOTAL TAX	4.67
TOTAL NUMBER OF ITEMS SOLD	55
INSTANT SAVINGS	\$ 12.00

~~10/27/2023~~ 10:33 103 10 40 21



21010301000402310271033

OP#: 21 Name: Brett G.

Thank You!

Please Come Again

Whse:103 Trn:10 Trn:40 OP:21

Items Sold: 55  
2X 10/27/2023 10





Event Name: 2023 Downtown ArtWalk  
 Date of Event: October 6th & 7th

Date	Invoice #	Details	How is BID contributing	Total
	23080190	KOZE Radio Ads	Artwalk Advertising	\$75.00
	23080191	KVTY Radio Ads	Artwalk Advertising	\$75.00
	23080192	KMOK Radio Ads	Artwalk Advertising	\$100.00
9/30/2023	23090173	KOZE Radio Ads	Artwalk General Advertising	\$113.33
9/30/2023	23090174	KVTY Radio Ads	Artwalk General Advertising	\$110.71
9/30/2023	23090175	KMOK Radio Ads	Artwalk General Advertising	\$150.00
9/30/2023	200060064	Chip Lab	Tokens For New ArtWalk Program	\$650.00
9/30/2023	573055	Lewston Tribune, Inland 360 & Daily News	Artwalk General Ads & Billboard Ad	\$1,365.50
10/5/2023	257173	Postal Copy +	Artwalk A-frame Posters	\$11.08
10/4/2023	257107	Potal Copy +	Artwalk Maps	\$437.50

PAID  
 PAID  
 PAID  
 PAID  
 PAID  
 PAID  
 PAID

11/9/23 # 1814.08

Total to date: \$3088.12 (includes 11/9 request)

**TPC Holdings, Inc.**  
 Lewiston Tribune  
 Moscow-Pullman Daily News  
 Auto Clipper  
 Gander Digital  
 TPC Printing/Today's Mall  
 Revolve Print & Pack

Federal EIN #82-0500182  
 P.O: Box 957 Lewiston, ID 83501  
 (208) 848-2288  
 (800) 745-9411 (ID & WA Only)  
 Fax: (208) 743-0297

**Statement**

DATE	REFERENCE#
09/30/2023	573055

**BILL TO:**

BEAUTIFUL DOWNTOWN LEWISTON  
 ACCOUNTS PAYABLE  
 301 MAIN ST # 103  
 LEWISTON ID 83501-1819

Account Number: 71510  
 Balance Due: \$3,071.00  
 Salesperson: CHERI 208-848-2219

DATE	AD NUMBER OR P.O. NUMBER	CHARGES OR CREDITS DESCRIPTION/PRODUCT CODE	TOTAL SPACE	COLUMNS	DEPTH	CHARGES
Balance Forward:						900.00
09/02/23	631798	CORNHOLE REG	15.00	3 X 5.00	DN	112.50
09/03/23	631798	CORNHOLE REG	15.00	3 X 5.00	LT	112.50
09/03/23	632014	TOWN HALL MEETING	15.00	3 X 5.00	LT	112.50
09/07/23	631796	CORNHOLE REG	15.00	3 X 5.00	360	112.50
09/09/23	631798	CORNHOLE REG	15.00	3 X 5.00	DN	112.50
09/10/23	631798	CORNHOLE REG	15.00	3 X 5.00	LT	112.50
09/14/23	631796	CORNHOLE REG	15.00	3 X 5.00	360	112.50
09/16/23	632601	DOWNTOWN ARTWALK	15.00	3 X 5.00	DN	112.50
09/17/23	632601	DOWNTOWN ARTWALK	15.00	3 X 5.00	LON	212.50
09/21/23	632603	DOWNTOWN ARTWALK	15.00	3 X 5.00	360	112.50
09/23/23	632601	DOWNTOWN ARTWALK	15.00	3 X 5.00	DN	112.50
09/24/23	632601	DOWNTOWN ARTWALK	15.00	3 X 5.00	LT	112.50
09/28/23	632603	DOWNTOWN ARTWALK	15.00	3 X 5.00	360	112.50
09/30/23	Service Charge					18.00
09/30/23	632601	DOWNTOWN ARTWALK	15.00	3 X 5.00	DN	112.50
09/30/23	633238	ARTWALK BILLBOARDS	0	X 0.00	BB	478.00

Beautiful Downtown Lewiston

3628

10/24/2023

TPC Holdings, Inc.

Artwalk & DT Tailgate Advertising

3,071.00

**PAYMENT RECORD**

P1FCU BDL Checking (0042)

3,071.00



Postal & Copy +  
601 3RD ST CLARKSTON, WA 99403  
509-758-0234

Artwalk Maps

Printing 1500 @ 0.29 435.00  
Computer Service 2.50

SUBTOTAL 437.50  
TAX 0.00  
TOTAL 437.50  
TEND Visa 437.50

Total shipments: 0  
Beautiful Downtown Lewiston

10/04/2023  
12:19 PM

#257107  
Workstation: 0 - Master Workstation  
CCTran# f51d0384-b75a-409e-9794-d540156e460d

\*\*\*\*\*  
Thank you for your business  
\*\*\*\*\*

Postal & Copy +  
601 3RD ST CLARKSTON, WA 99403  
509-758-0234

A-frame Posters

Printing 6 @ 1.29 7.74 TX  
Artwalk Location Posters, 11x17  
Computer Service 2.50 TX  
Pick up @ Tami

SUBTOTAL 10.24  
TAX  
State Tax on 10.24 0.84  
TOTAL 11.08  
TEND Visa 11.08

Total shipments: 0  
Beautiful Downtown Lewiston

10/05/2023  
11:43 AM

#257173  
Workstation: 0 - Master Workstation  
CCTran# 7ef9684d-0ee4-464b-b575-4b1936f72e6d

\*\*\*\*\*  
Thank you for your business  
\*\*\*\*\*

Event Name: 2023 Downtown Tailgate  
 Date of Event: Sept 16th

Date	Invoice #	Details	How is BID contributing	Total
	23080190	KOZE Radio Ads	Cornhole Tournament Sign up	\$75.00
	23080191	KVTY Radio Ads	Cornhole Tournament Sign up	\$75.00
	23080192	KMOK Radio Ads	Cornhole Tournament Sign up	\$100.00
9/18/2023	276903	King's Thrones	Portal Potties	\$514.10
8/31/2023	571486	Lewston Tribune, Inland 360 & Daily News	Cornhole and Food Vendor advertising	\$900.00
9/30/2023	23090173	KOZE Radio Ads	Downtown Tailgate General Advertising	\$36.66
9/30/2023	23090174	KVTY Radio Ads	Downtown Tailgate General Advertising	\$39.28
9/30/2023	23090175	KMOK Radio Ads	Downtown Tailgate General Advertising	\$50.00
9/30/2023	See Artwalk for invoice	573055 Lewston Tribune, Inland 360 & Daily News	Cornhole Registration	\$675.00

Total 11/9/23: \$675.00

Total to date: \$2465.04  
 (includes 11/9)  
 request



**presnell**  
**GAGE, PLLC**  
 ACCOUNTING AND CONSULTING

Moscow Office: 609 South Washington, Suite 202,  
 Moscow, Idaho 83843, (208) 882-2211

Lewiston Office: 1216 Idaho Street, Lewiston, Idaho 83501, (208) 746-8281  
 Grangeville Office: 109 South Mill Street, Grangeville, Idaho 83530, (208) 983-1254  
 Orofino Office: 216 Johnson Avenue, Orofino, Idaho 83544, (208) 476-3012  
 Pullman Office: 1230 SE Bishop Blvd., Pullman, Washington 99163, (509) 332-6541  
 Eagle Office: 1159 E Iron Eagle Drive, Suite 100, Eagle, Idaho 83616, (208) 319-2929

**BEAUTIFUL DOWNTOWN LEWISTON REVITALIZATION CORPORATION-BUSINESS**  
**301 MAIN STREET STE 103**  
**LEWISTON, ID 83501**

*Invoice No. 408944*  
*Date 08/31/2023*  
*Client No. 10757*

RETURN THIS PORTION WITH REMITTANCE



Final billing for the independent financial review of the Business Improvement  
 District (BID) administrator requirements for the year end December 31, 2022.

\$ 4,200.00

Total Invoice Amount 4,200.00

Prior Balance 0.00

Total Amount Due \$ 4,200.00

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
4,200.00	0.00	0.00	0.00	0.00	4,200.00

Accounts are due upon receipt. 1.5% per month carrying charge is added to accounts  
 outstanding 30 days or more with a minimum charge of \$5.00 per month.  
 We do accept Visa and Mastercard. ACH payments can be made online.

Visit our web site at [www.pg.cpa](http://www.pg.cpa)



**Beautiful Downtown Lewiston**  
 Business Improvement District  
 301 Main Street STE 103  
 Lewiston, ID 83501-1819

P1FCU  
 P.O. Box 897 - 1025 Warner Ave  
 Lewiston, ID 83501  
 92-7331/3231

2524

10/24/2023

PAY TO THE ORDER OF Presnell Gage

\$\*\*4,200.00

Four thousand two hundred and 00/100\*\*\*\*\* DOLLARS

PROTECTED AGAINST FRAUD

Presnell Gage  
 1216 Idaho Street  
 Lewiston, ID 83501

MEMO

⑈002524⑈ ⑆323173313⑆ 10410000154855⑈

BDL - Business Improvement District

2524

10/24/2023

Presnell Gage

2022 Financial Review

4,200.00

PAYMENT  
 RECORD

P1FCU BID Checking

4,200.00



10529



105291



Rev 6/21

Month / Projects	BDL Staff Hours	BDL Volunteer Hours	
<b>October 2023</b>			
<b>AREA 1: Commercial Residential &amp; Public Investments</b>			
Economic Vitality Committee Meeting - Finalize 2024 work plan	2	6	
Green space mapping & workplan	2	4	
Innovation Hub Grant Process	4	8	
<b>AREA 2: Neighborhood Improvements</b>			
Planter/Benches/ Trash Location mapping	4	2	
Directory meeting for pricing and installment	4	2	
Design Committee Meeting - 2023 work plan and deciding on 2024 projects	2	6	
Meeting with Parks & Rec - BID projects	1	1	
<b>AREA 3: Business Promotion &amp; neighborhood Marketing</b>			
Event advertising meetings	2		
Promotions Meeting - 2023 Events	2	4	
Pumpkin Palooza Event and post event meeting	6	8	
ArtWalk Committee Meeting - post event meeting	4	6	
Dinner in the Dark Committee Meeting - 2024 event layout	4	4	
<b>AREA 4: Administration</b>			
Neon CRM Management & Updates	6	4	
Work Scholar advisory meeting	2		
Work Scholar supervisor meeting	2		
BDL Website Updates	1	4	
<b>Total Commercial, Residential &amp; Public Investment</b>	<b>8</b>	<b>18</b>	<b>26</b>
<b>Total Neighborhood Improvements</b>	<b>11</b>	<b>11</b>	<b>22</b>
<b>Total Business Promotion &amp; Neighborhood Marketing</b>	<b>18</b>	<b>22</b>	<b>40</b>
<b>Total Administration</b>	<b>11</b>	<b>8</b>	<b>19</b>
<b>Total Expended Oct 2023</b>	<b>48</b>	<b>59</b>	<b>107</b>
<b>Billable - \$40 per hour</b>	<b>\$1,920.00</b>	<b>\$2,360.00</b>	<b>\$4,280.00</b>
<b>Billed Noveber 9th 2023</b>	<b>\$1,920.00</b>	<b>\$2,360.00</b>	<b>\$4,280.00</b>