MEETING AGENDA
BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD

THURSDAY, MARCH 9, 2023 AT 8:30 A.M.

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

AS A MATTER OF PUBLIC SERVICE AND GOVERNMENTAL TRANSPARENCY, THIS MEETING MAY BE RECORDED, STREAMED LIVE AND/OR ACCESSED AT A LATER TIME. NOTE THAT THIS MAY INCLUDE VIDEO AND AUDIO OF ALL PERSONS PRESENT IN THE ROOM

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's Facebook page or the City's website at cityoflewiston. org.

I. CALL TO ORDER

II. CITIZEN COMMENTS

– An opportunity for citizens to address the Board with comments and/or questions. Citizens are asked to limit their time to three (3) minutes each. Comments and questions may be made by:

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

III. APPROVAL OF FEBRUARY 9, 2023 MINUTES (ACTION ITEM)

IV. REPORT ON FOUNDARY NEGOTIATIONS – W. PRICE/D. BAUER (ACTION ITEM)

V. FINANCIALS – B. MORGAN (ACTION ITEM)

A. Review of Bank Statement

B. Review of Invoices

VI. DISCUSSION OF STRATEGIC PLAN FOR BID THROUGH CLOSURE ON 12-31-2026 (ACTION ITEM)

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

A. Area #1 – Commercial, Residential and Public Investment: Update on Projects
B. Area #2 – Neighborhood Improvements: Update on Projects
C. Area #2 – Planters for Downtown from Wilbert Precast, cost sharing for transportation before starting bid process – UPDATE
D. Business Promotion & Neighborhood Marketing: Update on Projects
E. Area #3 – Banner Project sheet – UPDATE
F. Area #4 – BID Administration: Update on Projects

VIII. BOARD MEMBER COMMENTS

IX. STAFF COMMENTS

Query of Board members to attend the regularly scheduled April 13, 2023 meeting.

X. BID ADMINISTRATOR COMMENTS

XI. ADJOURN (ACTION ITEM)

February 09, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, February 09, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:30 a.m.

I. CALL TO ORDER AND INTRODUCTION

BOARD MEMBERS PRESENT: Wendy Price, Chair; Tami Meyers, Vice Chair; Dr. Dennis Ohrtman, arrived at 8:31 AM, left at 9:32 AM, and arrived at 10:07 AM; Susie Jones; Garry Bush; Doug Bauer arrived at 8:34 AM;

BOARD MEMBERS ABSENT: Michael Follett;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant City Planner; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Melinda Rose, Grant Manager

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

II. PUBLIC COMMENTS

None.

III. APPROVAL OF JANUARY 12, 2023 MINUTES (ACTION ITEM)

Board members, Meyers and Bush moved and seconded, respectively, the approval of the January 12, 2023 meeting minutes. The motion carried 4-0.

IV. REPORT ON FOUNDARY NEGOTIATIONS – W. PRICE/D. BAUER (ACTION ITEM)

Chair Price stated herself, Board member Bauer and Sharon Taylor-Grant were able to get together. They discussed the questions that need to be asked and will be calling the Foundry next week.

V. FINANCIALS – B. MORGAN (ACTION ITEM)

A. Review of Bank Statement

Brenda Morgan from Beautiful Downtown Lewiston verbally reviewed the previous month's bank statement and invoices.

Chair Price asked Ms. Morgan how existing events are going to be separated between what BID pays for and what BDL pays for.

Ms. Morgan stated she addresses it by if there is any credit going back to the BID, then they are charged. Also if the items are available to the businesses downtown, then it is charged to BID.

Chair Price asked if the BID could be recognized in the advertising of events BID participates in so the participants know BID is assisting.

Board member Meyers recommends advertising on social media and including what BID does to get the word out.

Ms. Morgan offered to send out a press release on projects that the BID is working on and include BID on fliers and advertisements.

B. Review of Invoices

Board members Meyer and Ohrtman, respectively the approval of provided invoices. Motion passed 6-0

VI. DISCUSSION OF STRATEGIC PLAN FOR BID THROUGH CLOSURE ON 12-31-2026 (ACTION ITEM)

Staff Hollingshead lead the discussion in regard to creating a strategic plan for the BID through closure in 2026, focusing on the 4 areas of improvement from the original plan.

Board members discussed and provided ideas on what they would like to see completed at the BID closure date. Staff Hollingshead will provide the Board members a consolidated document with these ideas at the next meeting.

Ms. Morgan stated the downtown directory is complete and will be updated on a yearly basis. They will be moving forward with reaching out to businesses and finding out if they would like to have an ad in the directory. The last step is getting the directory out to the public.

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

A. Area #2 – Planters for Downtown from Wilbert Precast, cost sharing for transportation of planters before starting bid process

Ms. Morgan stated she has not received any feedback from Wilber Precast to date, but it would be viable to meet their minimum order amount. Ms. Morgan did provide a deadline of next week to Wilbert Precast to respond back.

B. Area #3 – Banner Project Sheet – Update

Ms. Morgan stated she is waiting for feedback on what is in stock and what will need to be ordered. Once she has this information she will be able to create the project form.

C. Area #3 – Town Hall meeting with Incite! Consulting on 5/9/2023. Review and approve Memorandum of Understanding

Ms. Morgan stated the Town Hall meeting is to encourage ratepayers and citizens to provide feedback and voice their opinions on the topics at hand. There would be a planning session to create the agenda of the meeting. This would be partially funded by BDL and BID.

Board member Meyers sees this as an opportunity for ratepayers to come in and make comments and opinions on the strategic plan ideas. Including representatives from the Chamber and Valley Vision would provide an opportunity for collaboration.

Board members Meyer and Bush moved and second, respectively, to approve the Memorandum of Understanding for Incite! Consulting in the amount of $1000.00. The motion passed 5-0.

D. Soofa Signs

Ms. Morgan and Tim Barker Director from Parks and Rec met with Soofa Sign in regards to installing these signs throughout downtown. There are 4 locations, but if you order 5 or more there is a cost break. Director Barker is looking at if the City could purchase some additional signs to assist with the cost break. These signs would assist with wayfinding in the Downtown, but BDL would not have control over the advertising on the signs.

Board member Bauer stated this could be a tool to promote downtown, but does not agree with not having control over the advertisement. Would hate to see advertisement from out of town.

VIII. BOARD MEMBER COMMENTS

Board member Bush stated there is a new stop at 5th and Main for tourists from the cruise ships. These tourists need some signage or a temporary fix to tell them where they can go for food, shopping or historical locations once dropped off.

Board members discussed options of how to get stores to stay open when these tourist come into town on Sundays.

IX. STAFF COMMENTS

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

All board members present will be in attendance.

Staff Hollingshead stated she will add the Historic Preservation Commission's signage project to the next agenda.

X. BID ADMINISTRATOR COMMENTS

Ms. Morgan is working on a newsletter and if anyone has any suggestions, the more news the better.

Board member Ohrtman stated the museum was getting a new roof.

XI. ADJOURNMENT (ACTION ITEM)

There being no further business, Board members Bauer and Bush moved and seconded, respectively to adjourn. The motion carried 6-0 and the Business Improvement District adjourned at approximately 10:20 a.m.

RESPECTFULLY SUBMITTED,	ATTEST:
______________________________	______________________________
RECORDING SECRETARY	BID ADVISORY BOARD CHAIR

Approved this _____ day of _______________, 2023.

V.

P1FCU

Statement of Account

800-843-7128 | p1fcu.org

Member Number: *******855

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

PO Box 897 Lewiston, ID 83501-0897

RETURN SERVICE REQUESTED

616187 35311 1/4 UNQ 02-01-23 CLT

000035310 1

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

BUSINESS IMPROVEMENT DISTRICT ID 0041

Dividends Year-To-Date $10.38

Annual Percentage Yield earned 0.150% from 01/01/2023 through 01/31/2023

Beginning Balance	$77,099.61
2 Total Deposits for	6,377.36
1 Total Withdrawals for	42.50-
Ending Balance	$83,434.47

Date	Transaction Description	Withdrawal	Deposit	Balance
01/11	Deposit By Check		$6,366.98	$83,466.59
01/30	Withdrawal ACH Intuit * TYPE: QBooks Onl ID: 0000756346 CO: INTUIT * Entry Class Code: CCD	42.50-		83,424.09
01/31	Deposit Dividend 0.150%		10.38	83,434.47

Continued on next page.

NCUA

2023 BID General Ledger

Page	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
	1/1/2023	**Beginning balance**								**$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**
	1/27/2023	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 (DM5433230)	DEBIT			$581.94				$81,405.43	
	1/27/2023	Intuit Quickbooks Online for BID Bookkeeping (1000205779852							$42.50	$81,362.93	
	1/30/2023	12 Black 90" Table Cloths for events	DEBIT		$64.86				$64.86	$81,298.07	**02/09/23**
	1/30/2023	Dinner in the Dark Radio Advertising (Pacific Empire) (23010265 & 23010266				$582.00			$582.00	$80,716.07	
	1/31/2023	12 Black 90" Table Cloths for events	DEBIT		$64.86				$64.86	$80,651.21	**02/09/23**
	1/31/2023	DEPOSIT Dividend						$10.38		$80,661.59	
	1/31/2023	Lewiston Tribune - First Friday & Dinner in the Dark Ads (560856				$987.50			$987.50	$79,674.09	
	2/16/2023	NEON ONE CRM - February Invoice INV269074	DEBIT				$153.47		$153.47	$79,520.62	
	2/21/2023	Happy Day Restaurants (100)	3548			$190.80			$190.80	$79,329.82	
	2/23/2023	DEPOSIT						$11,238.79		$90,568.61	
	2/26/2023	Printcraft Printing - Hot August Hoops & Dinner in the Dark Posters (166765				$152.64			$152.64	$90,415.97	
	2/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001211897904	DEBIT				$42.50		$42.50	$90,373.47	
	3/9/2023	BID Project Hours - January & February		$480.00	$360.00	$1,440.00	$480.00		$2,760.00	$87,613.47	

P1FCU

Clarkston
1301 Highland Ave
Clarkston WA 99403
Inquiries Call: 208-746-8900

Acct XXXXXX4855 BEAUTIFUL DOWNTO
Eff: 01/11/23 Date: 01/11/23
Tlr: 0371 1:45:50 PM

Deposit to BUSINESS IMPROVEMENT DISTRICT 0041

Prev Bal:	77,099.61
Amount:	6,366.98
New Bal:	83,466.59
Seq:	#925875

Acct XXXXXX4855
Avail Bal S0041 83,466.59

Check Received 6,366.98

Authorized by

ID Source:
- [ ] Drv Lic
- [ ] SigCard
- [ ] Known
- [ ] Other

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

From: Intuit QuickBooks Team <No_Reply@notifications.intuit.com>
Sent: Friday, January 27, 2023 7:38 AM
To: Brenda Morgan
Subject: We received your QuickBooks subscription payment!

intuit quickbooks.

Payment success

Brenda Morgan, thank you for your payment.

Invoice number: 10001205779852
Invoice date: 01/27/2023
Total: $42.50
Routing number: 323173313
Payment account ending: 4855

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

View billing history

Account details

Billed to:	Beautiful Downtown Lewiston Business Improvement District
Company ID ending:	3296
Items on this invoice:	QuickBooks Online Plus

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. Additional service fees may apply based on whether you add or remove services and your usage. See your Billing & Subscription page for additional pricing details. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time

Invoice # DM5433230

Date January 27, 2023 1:34 pm **Payment Type** Stripe Card **Transaction ID** pi_3MUwIHAL9VY6HFb91EdQDrr6

Status Paid **Amount** $581.94 **PAID**

BILL TO:

BUSINESS NAME: Beautiful Downtown Lewiston Revitalization Corporation
NAME: Brenda Morgan
EMAIL: morgan.brendajeanine@gmail.com
ADDRESS: 301 MAIN ST
Suite 103
CITY: LEWISTON
STATE: ID **ZIP:** 83501-1819
CELL NUMBER: 2085539478
OFFICE PHONE: 2085539478

SHIP TO:

LOCATION:
NAME: Brenda Morgan
BUSINESS NAME: Beautiful Downtown Lewiston Revitalization Corporation
ADDRESS: 301 MAIN ST
Suite 103
CITY: LEWISTON
STATE: ID **ZIP:** 83501-1819
CELL NUMBER: 2085539478
OFFICE PHONE: 2085539478

ORDER DETAILS

Wb28 (White)
Print On : Front Side Imprint
Imprint Color : Dark Blue 282
Orange 021
Cap Color : CAPWB28-ORANGE
Imprint : Clip art & text
Estimated Delivery Date: February 15 - 16, 2023

ITEM PRICING:

Price (250 @ 1.4):	$350.00
Base Color Price :	$0.00
Impression Charge :	$125.00
2 Screen Charges :	$74.00
Subtotal :	$549.00
Shipping:	$0.00
Item Total:	$549.00

Order Total

Sales Tax :	$32.94
Grand Total:	**$581.94**

Questions? Call Us Today: 1-800-579-7152
Login To Your Account | View All Orders | Shop Now: www.discountmugs.com

NEON ONE

- -- OICE

Invoice#	INV269074
Invoice Date:	02/16/2023
Due Date:	02/17/2023
Payment Terms:	Due on receipt - auto
Invoice Amount:	$153.47

Neon One, LLC
PO BOX 677136
DALLAS TX 75267-7136
United States

Bill To
CUST07737 Beautiful Downtown Lewiston
301 Main Street, #103
Lewiston ID 83501
United States

ITEM / BUNDLE	DESCRIPTION	AMOUNT
NeonCRM Impact Subscription Fee	NeonCRM Impact Subscription Fee	153.47
NCRM Workflows	Workflows (15)	0.00
NCRM Support - Live Chat	Live Chat and Phone Support	0.00

Subtotal	$153.47 US Dollar
Tax	$0.00 US Dollar
Total	**$153.47 US Dollar**
Amount Due	**$153.47 US Dollar**
Balance	**$153.47 US Dollar**
Overdue Balance	**$0.00 US Dollar**

Remittance Information

Preferred: Pay by credit card or e-check/ACH
Click this secure link to submit a one-time payment and optionally save payment information for future billing.

NOTICE: Neon One now has a new remittance address for check payments. Please make sure to review the remittance address below.

To pay by check, send your payment to:

Neon One, LLC
PO BOX 677136
DALLAS TX 75267-7136

Neon One Customer Billing Portal

Please Click Here to access your billing portal to view invoices, payment history, and statements.

If this is your first time logging in, please use the "Forgot your password?" option and complete the steps to create a new password. You will receive an email with a link to create your password.

Thank you for being part of the Neon One, LLC community!
Questions about this Invoice? Please contact us at (888) 860-6366 x2 or billing@neonone.com

Happy Day Restaurants

INVOICE

703 Main Street
Lewiston, ID 83501

INVOICE #100
DATE: 2/21/2023

BILL TO:
Beautiful Downtown Lewiston
301 Main St #103
Lewiston, ID 83501

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
20	42x 30 First Friday Signs	6.00	120.00
20	21 x 30	3.00	60.00
		SUBTOTAL	180.00
		SALES TAX	10.80
		SHIPPING & HANDLING	24.99
		TOTAL DUE	190.8

Make all checks payable to Happy Day Corp
If you have any questions concerning this invoice, contact: Tobe at (208)790-1082.

THANK YOU FOR YOUR BUSINESS!

Brenda Morgan

From: Intuit QuickBooks Team <No_Reply@notifications.intuit.com>
Sent: Monday, February 27, 2023 6:15 AM
To: Brenda Morgan
Subject: We received your QuickBooks subscription payment!

intuit quickbooks.

Payment success

Brenda Morgan, thank you for your payment.

Invoice number: 10001211897964
Invoice date: 02/27/2023
Total: $42.50
Routing number: 323173313
Payment account ending: 4855

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

View billing history

You have a discount ending before your next billing date on 03/27/2023. Check your Billing & Subscription page for pricing and discount details.

Account details

Billed to:	Beautiful Downtown Lewiston Business Improvement District
Company ID ending:	3296
Items on this invoice:	QuickBooks Online Plus

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price

KATW / Daily Fly
403 Capital Street
Lewiston, ID 83501

208-743-6564

Daily Fly Invoice

Invoice ID: 23010266
Invoice Date: 1/29/2023
Account ID: 0718
Order ID: 0718-030
Account Rep: Danielle Seideman

Amount Due: $150.00

Amount Paid: ___________

BEAUTIFUL DOWNTOWN LEWISTON
301 MAIN STREET SUE 103
LEWISTON, ID 83501

Sponsor: Beautiful Downtown Lewiston / Beautiful Downtown Lewiston - Dinner In for P.O./Estimate # Dinner in the Dar
Beautiful Downtown Lewiston - Dinner in the Dark - News Feed Post

Page 1

Date	Time	Length	Description	CopyID / ISCI Code	Cost
1/29/2023			Package		150.00
			0 Total Items	Total Cost:	150.00

Amount Due: 150.00

PRINTCRAFT PRINTING, INC.
SINCE 1962

1628 Main Street
Lewiston, ID 83501
Phone: (208) 743-2922
Fax: (208) 743-7930

INVOICE NO.	166765
CUSTOMER NO.	12957

INVOICE

BILL TO:

Beautiful Downtown Lewiston
301 Main Street - Suite 103
Lewiston, ID 83501

PLEASE PAY FROM THIS INVOICE.
STATEMENT ON REQUEST ONLY.

DATE	SHIP VIA		TERMS
01/31/2023	Customer Pick-up		Net 30

PURCHASE ORDER NUMBER	ORDER DATE
Brenda	01/26/2023

23-685 60- Hot August Hoops Posters	72.00
23-686 60 - Dinner in the Dark Posters	72.00
Invoice subtotal	144.00
Sales tax @ 6.00000%	8.64
Invoice total	152.64

BID

We Appreciate Your Business!

TERMS: NET 30 DA

TPC Holdings, Inc.
Lewiston Tribune
Moscow-Pullman Daily News
Auto Clipper
Gander Digital
TPC Printing
Today's Mall

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 #
01/31/2023	560856

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

Account Number: 71510
Balance Due: $987.50

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:				0.00
01/15/23	622552	RETAIL	15.00	3 X 5.00	LON	162.50
01/19/23	622553	RETAIL	15.00	3 X 5.00	360	112.50
01/22/23	622552	RETAIL	15.00	3 X 5.00	LON	162.50
01/26/23	622553	FIRST FRIDAY	15.00	3 X 5.00	360	112.50
01/28/23	623111	DINNER IN THE DARK	15.00	3 X 5.00	DN	112.50
01/29/23	622552	FIRST FRIDAY	15.00	3 X 5.00	LON	162.50
01/29/23	623111	DINNER IN THE DARK	15.00	3 X 5.00	LON	162.50

PAID

PREVIOUS BALANCE	+ NEW CHARGES	CREDITS	BALANCE DUE
	$987.50		$987.50

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Contact Barb at bmarsh@lmtribune.com or 208.848.2288 if interested in paperless billing

PAYABLE UPON RECEIPT

CURRENT NET AMOUNT DUE	31-60 DAYS	61-90 DAYS	91-OVER	TOTAL AMOUNT DUE
$987.50	$0.00	$0.00	$0.00	$987.50

1.75% FINANCE CHARGE APPLIED TO BALANCES PAST 30 DAYS

REMITTANCE ADDRESS	BILLED ACCOUNT NAME	BILLING PERIOD
		01/01/23 -> 01/31/23
TPC Holdings, Inc. PO Box 957 Lewiston, Idaho 83501	BEAUTIFUL DOWNTOWN LEWISTON ACCOUNTS PAYABLE 301 MAIN ST # 103 LEWISTON ID 83501-1819	**ACCOUNT NUMBER** 71510 **$ AMOUNT ENCLOSED**

Contact Barb at bmarsh@lmtribune.com or 208.848.2288 if interested in paperless billing

VI.

1. Commercial, Residential, and Public Investment (How do you want downtown to grow?)

1) Central Online Resource for available downtown properties
2) Encourage 2nd floor residential use.
   a) Create a guide for what the process entails
   b) What codes (fire and building) apply
   c) Are there grants available
   d) Are there tax incentives available
3) Create a grant program for rehab of buildings

2. Neighborhood Improvements (How do you want downtown to look?)

a) Enhance the "neighborhood" experience
   i) Bathrooms, signage, sidewalks
   ii) Tactile experience
      (1) Play areas
      (2) Water
      (3) Art
   iii) Safety
      (1) Lighting
      (2) Crosswalks
   iv) Visual Enhancements
      (1) Empty Store Fronts – Art? Advertisements?
   v) Encourage a variety of businesses to locate downtown
   vi) Directory
      (1) Eating, shopping, amenities (museum, library, etc)
   vii) Parking

3. Business Promotion & Neighborhood Marketing (Do you know what is happening downtown?)

(1) Banners – visual notification of events
(2) Promotion of New Events
   (a) Are we hitting out target audience? Does the message need to be adjusted?
(3) Directory
   (a) What is available? Where to shop? Print and digital formats
(4) How do we encourage Businesses to adjust hours or availability for people working downtown (who need to shop after 5)? How do we encourage them to have hours or availability during events?
(5) How do we encourage LEWISTON participation (not just tourists or visitors)?
(6) Decoration – use of banners in a visual beautification way, not just advertising. Decorating empty store front windows with art.

VII.

BDL has also created a yearly overview for BID deadlines to better manage expectations with the board, city council and the ratepayers. This will ensure all parties are aware of the expectations moving forward.

Area 1: Commercial, Residential and Public Investment. Area 1 activities will provide investment to engage the community in public spaces, which will lead to improved property occupancy rates, downtown investment, increased residential units, enhancement of the user experience, and strengthening of the downtown economy. **Total 2023 BID Budget $13,000**

A. Create a list of Developers, identifying hurdles they are experiencing and provide assistance. **(April 2023)**
B. Sponsor a forum where subject matter experts from CD, PW and P&R can provide an overview of the permitting process and answer the public's questions. **(April 2023)**
C. Develop a list of possible mural locations and content and secure property owner support. **(August 2023)**

Area 2: Neighborhood Improvements. Area 2 activities will strive to decrease traffic speeds, enhance pedestrian experience, improve bicycle safety, and invest in public spaces. **Total 2023 BID Budget $62,000.**

A. Coordinate with Parks and Recreation to improve Brackenbury Square with the installation of a sunshade, improved sound system lights, backdrop and removable seating. **(March-April 2023)**
B. Identify locations and specific text for way-finding signs. Sign details shall be submitted to DPW and the BID Board for approval. **(March 2023)**
C. Secure a recommendation from DPW and PD on the advisability of and type of crosswalk beacons. Install if appropriate. **(March 2023)**

Area 3: Business Promotion & Neighborhood Marketing. Area 3 activities will provide investment to strengthen the current and future businesses with increased revenue, lower vacancy rates, increased longevity, and engagement of downtown for residents and visitors. **Total 2023 BID Budget $41,000**

A. Include pages or links on the BDL website of properties for sale or lease in the district. **(January 2023)**
B. Continue to host Dinner in the Dark, Hot August Hoops and Downtown Tailgate. **(Ongoing)**
C. Expansion of Programming in Brackenbury Square and Pioneer Park. Provide specific target of additional days of programming. **(Ongoing)**
D. Install banner brackets on ___ light poles. Purchase ___ banners. **(June 2023)**
E. Launch $5 can change your community campaign. **(January 2023)**

Area 4: BID Administration. Area 4 focuses on providing fiscal transparency and managing communications of the work of BDL. The budget includes a $7,000 annual fee from the City of Lewiston to bill and collect funds. **Total 2023 BID Budget $22,000**

A. Send quarterly newsletter to BID Advisory Board and ratepayers within the district **(January 2023)**
B. Hire accountant to complete bank reconciliations monthly for BID assessments **(March 2023)**
C. Hire additional staff to put together information for quarterly newsletters **(Completed)**

2023 Workplan & Budget approved by CC 11/14/2022

BDL Economic Vitality Committee Update

- Combine Loft Tours and Properties with Possibilities to create one event called Downtown Property Tours
- Tentative date: April 18th 2023
- Sponsor a forum where subject matter experts from CD, PW and P&R can provide an overview of the permitting process and answer the public's questions.
    - Connect event meeting spaces with panel or presenters to host forum
- Create a list of Developers, identifying hurdles they are experiencing and provide assistance.
    - BDL to host webpage for developers and property managers to post available properties or residential units.
- Collect vacancy and rental rates for both commercial and residential units

VII.

2022 BID PROJECT HOURS TRACKER

1ST QUARTER

Month / Projects	BDL Staff Hours	BDL Volunteer Hours	
January 2023			
AREA 1: Commercial Residential & Public Investments			
Economic Vitality Committee Meeting - Downtown Property Tours	2	2	
Downtown Property Tour Committee Meeting	2	2	
AREA 2: Neighborhood Improvements			
Meeting with Parks & Rec for benches, trashes & planters	2	1	
AREA 3: Business Promotion & neighborhood Marketing			
Dinner in the Dark Follow-Up Meetings	2	3	
First Friday Prep & Meetings	2	3	
First Friday Marketing/Advertising meetings	3	6	
Hot Auguts Hoops Meeting	1	3	
AREA 4: Administration			
Neon CRM Management & Updates	3		
BDL Website Updates	6		
February 2023			
AREA 1: Commercial Residential & Public Investments			
Downtown Property Tour Committee Meeting	2	2	
AREA 2: Neighborhood Improvements			
Design Committee Meeting - Wayfinding & PW Update	2	4	
AREA 3: Business Promotion & neighborhood Marketing			
Dinner in the Dark Follow-Up Meetings	2	2	
First Friday Prep & Meetings	2	3	
Hot Auguts Hoops Meeting	1	3	
AREA 4: Administration			
Neon CRM Management & Updates	2		
BDL Website Updates	1		
Total Commercial, Residential & Public Investment	6	6	12
Total Neighborhood Improvements	4	5	9
Total Business Promotion & Neighborhood Marketing	13	23	36
Total Administration	12	0	12
Total Expended Jan-Feb 2023	35	34	69
Billable - $40 per hour	$1,400.00	$1,360.00	$2,760.00
Billed March 9th 2023	$1,400.00	$1,360.00	$2,760.00

VII B.

Lewiston BID PROJECT Worksheet

Project Name: Downtown Wayfinding Project Today's Date:

Owner (if physical property): City of Lewiston, Private Ownership

Who is responsible (this can be multiple people/organizations)?: City of Lewiston

BID Administrator Role in project: Inventory of signage, request for removal, relocation or enforcement of signs, purchase of new signs.

Estimate cost of project (attached):

Scope of Work to be done: Sign inventory, request for removal, relocation or enforcement of signs and installation of new signs.

Number of contractors to bid (competitive bidding process required for projects over $50k):

Will any of the awarded contractors be using subcontractors? Please list subcontractors:

Will the project require different contractors for different portions of the project? Please List:

Contract Awarded to (include all contractors, including subcontractors to be used by the general contractor):

Board approval of project budget (break down of all expected costs including hourly wage):

How many phases will this project require? (List phases and tasks to complete within each phase.):

What are the checkpoints within each phase to ensure that work is being completely correctly and in a timely, efficient manner? Who is responsible for each of the checkpoints (owner? BID administrator? BID Board? Other expert?):

What items will need to be ordered aside from the contractor bid? (Supplies, etc.):

Project Start date: Estimated completion date:

BID Board to approve invoices before payment is made from BID account (sign):

UPON COMPLETION FOR BID BOARD APPROVAL:

- Provide the BID Board any invoices at completion of project.
- Provide final accounting of all monies spent (including hours paid to BDL staff)
- Provide project synopsis with accounting to be available to all BID rate payers.

VII. B.

Lewiston BID PROJECT Worksheet

Project Name: Brackenbury Park Sunshades Today's Date:

Owner (if physical property): City of Lewiston

Who is responsible (this can be multiple people/organizations)?: Parks & Rec, BDL

BID Administrator Role in project: Ordering sunshades and hardware, following up with P&R on installation

Estimate cost of project (attached):

Scope of Work to be done: Installation of poles in brackenbury square for sunshades and installation of sunshades on risers and over main area.

Number of contractors to bid (competitive bidding process required for projects over $50k):

Will any of the awarded contractors be using subcontractors? Please list subcontractors:

Will the project require different contractors for different portions of the project? Please List:

Contract Awarded to (include all contractors, including subcontractors to be used by the general contractor):

Board approval of project budget (break down of all expected costs including hourly wage):

How many phases will this project require? (List phases and tasks to complete within each phase.):

What are the checkpoints within each phase to ensure that work is being completely correctly and in a timely, efficient manner? Who is responsible for each of the checkpoints (owner? BID administrator? BID Board? Other expert?):

What items will need to be ordered aside from the contractor bid? (Supplies, etc.):

Project Start date: Estimated completion date:

BID Board to approve invoices before payment is made from BID account (sign):

UPON COMPLETION FOR BID BOARD APPROVAL:

- Provide the BID Board any invoices at completion of project.
- Provide final accounting of all monies spent (including hours paid to BDL staff)
- Provide project synopsis with accounting to be available to all BID rate payers.

VII.C

Lewiston BID PROJECT Worksheet

Project Name: Downtown Planters Today's Date:

Owner (if physical property):

Who is responsible (this can be multiple people/organizations)?: Parks & Rec, BDL, Wilbert Precast, Puget Sound Precast

BID Administrator Role in project: Ordering planters, plants & coordinating with P&R for installation and maintenance.

Estimate cost of project (attached):

Scope of Work to be done: Installation of 22 new planters on main street. Activation of planter "adoption" program.

Number of contractors to bid (competitive bidding process required for projects over $50k):

Will any of the awarded contractors be using subcontractors? Please list subcontractors:

Will the project require different contractors for different portions of the project? Please List:

Contract Awarded to (include all contractors, including subcontractors to be used by the general contractor):

Board approval of project budget (break down of all expected costs including hourly wage):

How many phases will this project require? (List phases and tasks to complete within each phase.):

What are the checkpoints within each phase to ensure that work is being completely correctly and in a timely, efficient manner? Who is responsible for each of the checkpoints (owner? BID administrator? BID Board? Other expert?):

What items will need to be ordered aside from the contractor bid? (Supplies, etc.):

Project Start date: Estimated completion date:

BID Board to approve invoices before payment is made from BID account (sign):

UPON COMPLETION FOR BID BOARD APPROVAL:

- Provide the BID Board any invoices at completion of project.
- Provide final accounting of all monies spent (including hours paid to BDL staff)
- Provide project synopsis with accounting to be available to all BID rate payers.

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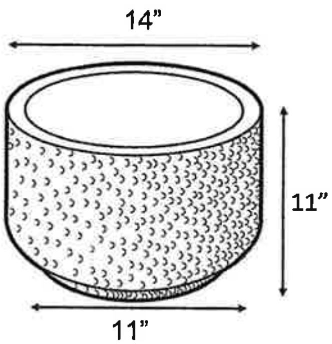
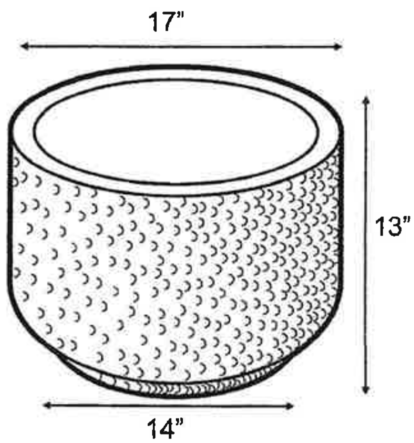
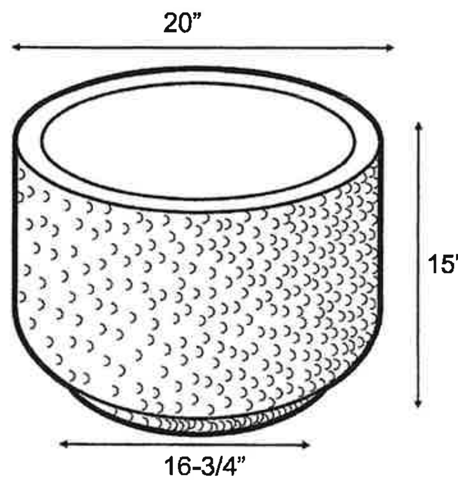


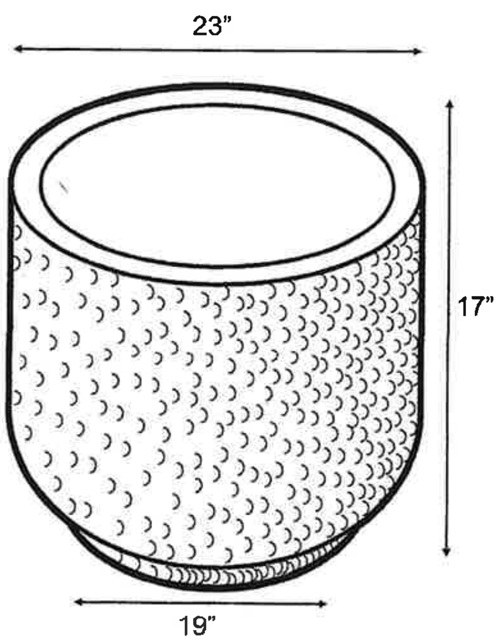
High Round HR2001
14" x 11" x 1" Thick
49 lbs.



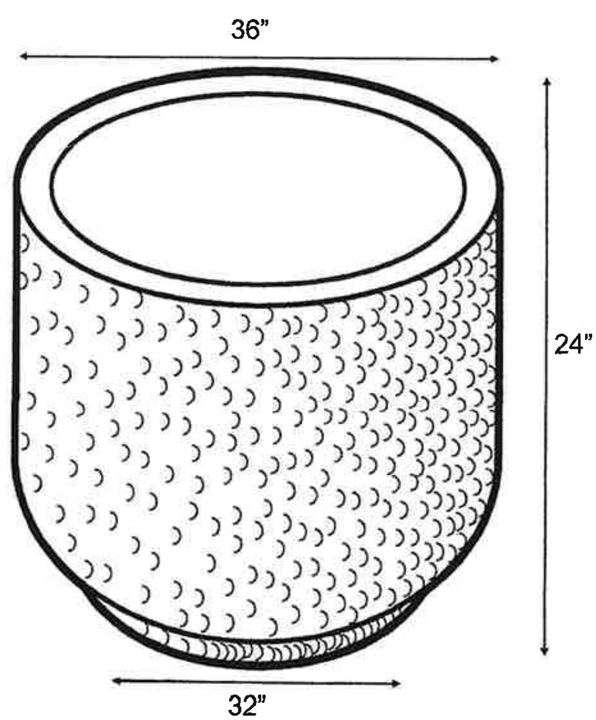
High Round HR2002
17" x 13" x 1" Thick
72 lbs.



High Round HR2003
20" x 15" x 1" Thick
121 lbs.



High Round HR2004
23" x 17" x 1 1/4" Thick
158 lbs.



High Round HR2005
36" x 24" x 3" Thick
550 lbs.

VII.D

Lewiston BID PROJECT Worksheet

Project Name: Commercial & Residential Property Listings Today's Date:

Owner (if physical property):

Who is responsible (this can be multiple people/organizations)?: BDL Economic Vitality Committee

BID Administrator Role in project: hosting of website for listings

Estimate cost of project (attached):

Scope of Work to be done: Create a user friendly page for agents to post available commercial and residential properties.

Number of contractors to bid (competitive bidding process required for projects over $50k):

Will any of the awarded contractors be using subcontractors? Please list subcontractors:

Will the project require different contractors for different portions of the project? Please List:

Contract Awarded to (include all contractors, including subcontractors to be used by the general contractor):

Board approval of project budget (break down of all expected costs including hourly wage):

How many phases will this project require? (List phases and tasks to complete within each phase.):

What are the checkpoints within each phase to ensure that work is being completely correctly and in a timely, efficient manner? Who is responsible for each of the checkpoints (owner? BID administrator? BID Board? Other expert?):

What items will need to be ordered aside from the contractor bid? (Supplies, etc.):

Project Start date: Estimated completion date:

BID Board to approve invoices before payment is made from BID account (sign):

UPON COMPLETION FOR BID BOARD APPROVAL:

- Provide the BID Board any invoices at completion of project.
- Provide final accounting of all monies spent (including hours paid to BDL staff)
- Provide project synopsis with accounting to be available to all BID rate payers.

VII. E

Lewiston BID PROJECT Worksheet

Project Name: Main, D Street & Thain Grade Street Banners Today's Date:

Owner (if physical property): City of Lewiston

Who is responsible (this can be multiple people/organizations)?: City of Lewiston, Public Works, BDL & Image Design

BID Administrator Role in project: Creation of banners, ordering of banner hardware & coordination with Public Works on installation of both.

Estimate cost of project (attached): $4,000.00

Scope of Work to be done: Installation of 15 new bracket hardware kits & purchase of 42 new banners.

Number of contractors to bid (competitive bidding process required for projects over $50k):

Will any of the awarded contractors be using subcontractors? Please list subcontractors:

Will the project require different contractors for different portions of the project? Please List:

Contract Awarded to (include all contractors, including subcontractors to be used by the general contractor):

Board approval of project budget (break down of all expected costs including hourly wage):

How many phases will this project require? (List phases and tasks to complete within each phase.):

Phase 1: Board approval of additional hardware and banners. Phase 2: Purchase of banner hardware. Phase 3: Board approval of design for banners Phase 4: purchase of banners. Phase 5: installation of banner hardware. Phase 6: installation of banners for each event as appropriate.

What are the checkpoints within each phase to ensure that work is being completely correctly and in a timely, efficient manner? Who is responsible for each of the checkpoints (owner? BID administrator? BID Board? Other expert?):

What items will need to be ordered aside from the contractor bid? (Supplies, etc.):

15 new banner hardware kits, 42 new banners

Project Start date: Estimated completion date:

BID Board to approve invoices before payment is made from BID account (sign):

UPON COMPLETION FOR BID BOARD APPROVAL:

- Provide the BID Board any invoices at completion of project.
- Provide final accounting of all monies spent (including hours paid to BDL staff)
- Provide project synopsis with accounting to be available to all BID rate payers.

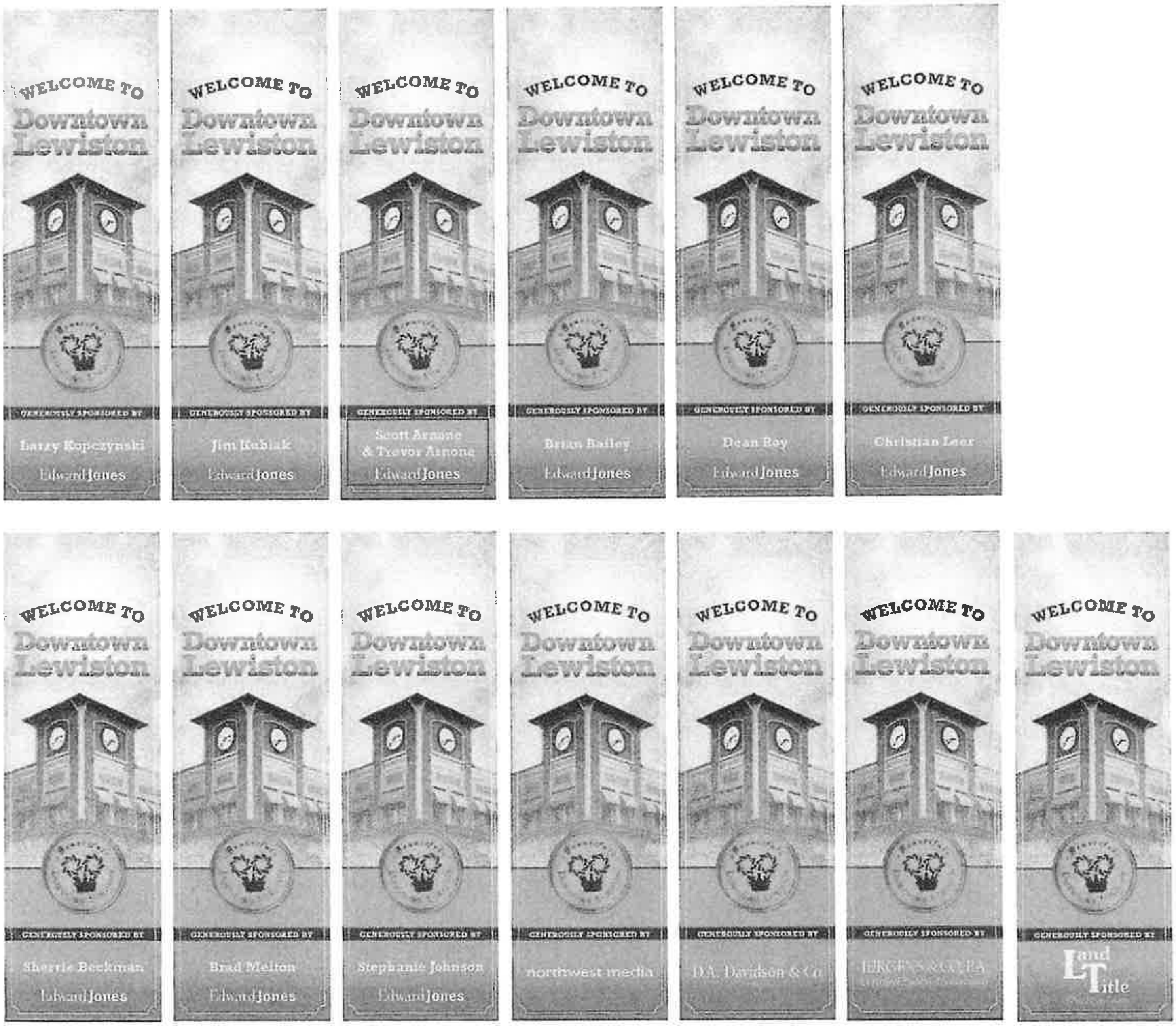
BDL Main Street BLVD Banners

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

Grand Total =
$850.00 + tax

bdl/mainstreetbanners.cdr

Beautiful Downtown Lewiston 5th Street Banners



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

Grand Total =
$1,989.00 + tax

(14) $2,142.00

bdl/5thstreetbanners.cdr

Your Cart

	ITEM DESCRIPTION	EACH	QTY	TOTAL
	Street Pole Banner Brackets 24" - Hardware Only	$26.00	15	$390.00
	Street Pole Banner Brackets 30" - Hardware Only	$27.00	15	$405.00
	Street Pole Banner Brackets 36" - Hardware Only	$28.00	15	$420.00
	PSP/PWP 18/24/30/36 T1 [PSP24][PSP30][PSP36]			-$45.00

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Coupon Code: Apply

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CALCULATE SHIPPING *(optional)*

Shipping Rates:
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Tax:	$0.00
Total:	$1,170.00


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FIRST WEEKEND IN JUNE


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