



**Lewiston Business Improvement District
REGULAR MEETING AGENDA
January 11, 2024 - 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.

I. CALL TO ORDER

- A. ELECTION OF CHAIR AND VICE CHAIR FOR 2024 (ACTION ITEM):** A chairperson and vice-chairperson shall be elected from among the board members at the first regularly scheduled meeting in January, or at such other times as the Board deems feasible, pursuant to the Business Improvement District Advisory Board Bylaws, Article III, A. - Action Item ()

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. ACTIVE AGENDA

- A. APPROVAL OF DECEMBER 14, 2023 MINUTES (ACTION ITEM)**
- B. REVIEW OF BANK STATEMENT & LEDGER - DISCUSSION**
- C. REVIEW OF INVOICES (ACTION ITEM)**
- 1. QUICKBOOKS (AUTO WITHDRAWAL FOR DECEMBER) \$90.00**
 - 2. PLAID FRIDAY EXPENSES (HELLS CANYON APPAREL) \$869.00**
 - 3. BDL STAFF HOURS 53, VOLUNTEER HOURS 52 \$4,200.00**
- D. 2024 WORK PLAN**
- 1. ADVERTISEMENT, NEWSLETTER, WEBPAGE, SPONSORSHIP**
- E. BUSINESS IMPROVEMENT DISTRICT STRATEGIC PLAN**

IV. BOARD MEMBER COMMENTS

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

A. **QUERY OF BOARD MEMBERS TO ATTEND THE REGULARLY SCHEDULED FEBRUARY 8, 2024 MEETING.**

B. **INTENT TO PETITION TO DISSOLVE**

VI. **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.

City of Lewiston

Downtown Lewiston Business Improvement District Advisory Board Bylaws

Article I. Name

The name of this advisory board is the Downtown Lewiston Business Improvement District Advisory Board, hereafter referred to as the “Board”.

Article II. Membership

The Board shall consist of seven (7) voting members.

Article III. Officers

A. The officers of the Board shall be a chairperson and vice-chairperson elected from among the Board members at their first meeting and in subsequent years at the first regularly scheduled meeting in January, or at such other time as the Board deems feasible.

B. Officers shall serve a term of one (1) year from the meeting at which they are elected and until their successors are duly elected.

C. The chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an *ex officio* voting member of all committees, and generally perform all duties associated with that office.

D. The vice-chairperson, in the event of the absence or disability of the chairperson or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.

E. In the event of the absence of the chairperson and vice-chairperson, those Board members present shall elect, by majority vote, a temporary chairperson for that meeting. Should the chairperson or vice-chairperson arrive, the temporary chairperson shall relinquish the chair upon the conclusion of the item of business then in consideration before the Board.

Article IV. Meetings and Minutes

A. All Board meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all Board records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

B. Regular meetings shall be held on an as-needed basis but at least every 3 months at 215 'D' Street or at such other location or time as shall be designated in advance. If a day fixed for a regular meeting falls on a holiday recognized by the City of Lewiston, then such meeting shall be cancelled.

C. Special meetings may be called by a consensus of the Board, the chairperson, or the staff liaison. If the time and place of a special meeting has not been determined at a regular meeting with all Board members present, then a notice of the time and place of the special meeting shall be sent to all Board members as soon as practicable.

D. Unless otherwise provided by law, a quorum for the transaction of business at any meeting shall consist of a majority of the currently appointed voting members of the Board.

E. Meeting minutes of the Board shall comply with Idaho Code Title 74, Chapter 2. Meeting minutes shall be maintained in accordance with the City of Lewiston records retention schedule.

Article V. Rules of Debate

A. *Recognition by chairperson and interruptions prohibited.* A Board member desiring to speak at a meeting shall address the chairperson and, upon recognition by the chairperson, shall confine himself or herself to the question under debate. A Board member, once recognized by the chairperson, shall not be interrupted when speaking.

B. *Call for the question.* A Board member may call for the question upon being recognized by the chairperson. If the motion to call for the question is seconded, debate shall not be allowed, and the motion must be approved by two-thirds (2/3) of the Board members present. If the motion is so approved, the Board shall immediately vote on the underlying question without further debate.

Article VI. Committees

A. As authorized by the Board, the chairperson may appoint committees of one (1) or more Board members and/or members of the community at large, each for such specific purposes as the business of the Board may require from time-to-time. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after a final report is made to the Board.

B. All committees shall make a progress report to the Board at each Board meeting.

C. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

D. All committee meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all committee records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

Article VII. General

A. *Voting.* An affirmative vote of the majority of all Board members present at the time shall be necessary to approve any action before the Board. A motion shall fail if votes upon such motion are tied. The chairperson may vote upon and may move or second a proposal before

the Board. Unless otherwise provided by law, every Board member present when a question is put forth shall vote for or against the same. Unless excused from voting, if a Board member refuses or fails to vote, and the result of such refusal or failure creates a tie, that Board member's vote shall be counted as an "aye." If a Board member is excused from voting, that member may be counted for purposes of determining a quorum, but shall not be counted toward the minimum number of votes required to pass or reject a motion.

B. *Conflicts of interest.* Board members shall adhere to the applicable provisions in Idaho Code regarding conflicts of interest.

C. *Conflicts.* In the event of a conflict between a provision in these Bylaws, the Lewiston City Code, and/or Idaho Code, the order of priority shall be Idaho Code, the Lewiston City Code, and these Bylaws.

D. *Amendments.* The Board may amend the number of voting members (Article II); when officers will be elected and the duties of additional officers, if applicable (Article III); and the date, time, and location of regular meetings (Article IV) upon majority vote of the full Board; approval from the City Council shall not be required to amend such provisions. However, the remaining provisions of these Bylaws shall not be amended by the Board without prior approval from the City Council.

Article VIII. Specific Responsibilities

A. *Review and make recommendations to the City.* The Board shall review and make recommendations to the Lewiston City Council and, if requested by the City, the business association charged with administering the District, regarding:

1. The District's proposed and actual budgets, expenditures, and programs;
2. The District's special assessments;
3. Early dissolution or extension of the term of the District;
4. Improvements to the administration of the District; and
5. Any other District-related issues.

These Bylaws were adopted by the Board on February 25, 2021.

December 14, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, December 14, 2023 at the Community Development Department Second Floor meeting room. The meeting was called to order at 8:33 a.m.

I. **CALL TO ORDER AND INTRODUCTION**

BOARD MEMBERS PRESENT: Wendy Price, Chair; Tami Meyers, Vice Chair; Peter Cook; Susie Jones; Dr. Dennis Ohrtman; Michael Follett; Doug Bauer

BOARD MEMBERS ABSENT: None

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

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

II. **PUBLIC COMMENTS**

Staff Hollingshead read a public comment email from Dawn Abbott, owner of Blue Lantern in downtown Lewiston in regards to parking downtown. Chairperson Price read public comment email from Vikki Ross and Mark Alexander requesting BID to dissolve. See the appendix for both emails.

Mayor Johnson addressed Dawn Abbott's concerns stating that there is a new Code Resource Officer who will soon be able to help monitor the downtown parking and help eliminate some of these issues.

III. **ACTIVE AGENDA**

A. **APPROVAL OF NOVEMBER 09, 2023 MEETING MINUTES**

Board Member Bauer and Vice Chairperson Meyers moved and seconded, respectively, the approval of the November 09, 2023 minutes. The motion carried 7-0.

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. **QUICKBOOKS (AUTO WITHDRAWAL) (\$90)**
2. **NEON ONE (\$153.47)**
3. **POSTAL & COPY (BID PACKETS) (\$255.36)**
4. **PLAID FRIDAY EXPENSES (\$66.50)**
5. **FIRST FRIDAY (\$96.98)**
6. **BDL STAFF HOURS 78, VOLUNTEER HOURS 65 (\$5,720)**

Board member Jones asked for further explanation of the green space/dog park/pop-up park and the associated hours spent on that project.

Mrs. Morgan stated she worked with the City's grant writer to locate areas where a potential dog space would benefit the downtown area. She was able to locate 4 areas that might potentially work. There is a grant that will be applied for in February for this project.

Board Members Bauer and Jones moved and seconded, respectively, the approval of the invoices as submitted. The motion carried 7-0.

D. 2023 SUMMARY OF ACTIVITIES PRESENTATION

Mrs. Morgan stated the main questions and comments were in regard to the dissolution of the agreement between the City of Lewiston and BDL.

E. 2024 WORK PLAN

Staff Hollingshead wants to board to take a look at what was accomplished from the 2023 work plan and due to the dissolution of the administrator agreement what can the board can actually accomplish in the 2024 work plan.

The board discussed what projects might be removed or are not a priority on the 2024 work plan. Also discussed what happens to the projects on the 2023 work plan with the dissolution of the administrator agreement. Discussion on how to accomplish projects moving forward, such as hiring contractors or matching funds with BID.

IV. BOARD MEMBER COMMENTS

Board members taken back about the dissolution of the administrator agreement. Would have liked to be notified before it going to City Council. Discussion on comments from rate payers stating they do not want the City to be the administrator.

Board member Ohrtman asked how does the board respond to the citizen comments and also gave the board an update on the Liberty Theater. Trying to get the marquee completed.

Staff Hollingshead stated Dawn Abbott with Blue Lantern was given the Code Resource Officer's information. She stated she would provide Vikki Ross and Mark Alexander with the information they need.

Board member Cook asked if BDL will still be a large supporter of the BID.

Mrs. Morgan stated the BDL support for BID will not change. There will need to be some changes to the 2024 work plan because there are things that should not be on there.

Staff Hollingshead stated she has spoken with an electrical contractor that the City uses and they should be starting work on updating the lights downtown. There are Avista rebates that can be used and there may be no cost for this upgrade. She is also reaching out to local landscapers in regards to emptying the planters so the City can replace them with the new planters.

Board member Cook asked why all advertisements were just with McVay.

Mrs. Morgan stated there is a no-compete clause for advertising.

V. BID ADMINISTRATOR COMMENTS

Mrs. Morgan stated that she will put together something from BDL for what they will be able to assist with. She stated that she has reached out to the City Parks Department and received the same answer over and over of not having enough staff. She has learned a lot from this experience.

VI. STAFF LIASON COMMENTS

A. Query of Board members to attend the regularly scheduled January 11, 2024 meeting

Board members Ohrtman and Follett said that they were questionable to attend and would know closer to the meeting date.

Staff Hollingshead stated she will invite the City Engineer to attend the next meeting in regards to the crossing beacons.

VII. ADJOURNMENT (ACTION ITEM)

There being no further business, Board members Bauer and Jones, moved and seconded, respectively to adjourn. The motion carried 7-0 and the Business Improvement District adjourned at approximately 09:51 a.m.

RESPECTFULLY SUBMITTED,

ATTEST:

BUSINESS IMPROVEMENT DISTRICT (BID) ADVISORY BOARD MINUTES

December 14, 2023

PAGE 3

RECORDING SECRETARY

BID ADVISORY BOARD CHAIR

Approved this _____ day of _____, 2024.

APPENDIX



Lewiston

Dawn Ortiz <dortiz@cityoflewiston.org>

Fwd: Business Improvement District

1 message

Wendy Price <wprice@21priceright.com>
To: Dawn Ortiz <dortiz@cityoflewiston.org>

Thu, Dec 14, 2023 at 8:37 AM

Wendy Price
Century 21 Price RightOn Thu, Dec 14, 2023, 7:10 AM vikkyross@aol.com <vikkyross@aol.com> wrote:Wendy Price, Chair
Board of Directors
City of Lewiston Business Improvement District

As stakeholders of the Lewiston Business Improvement District, we are very concerned about the recent actions of Beautiful Downtown Lewiston and the Lewiston City Council. With the lack of progress in what the BID was intended to do from the beginning, we vote to prepare a petition of dissolution of the Business Improvement District as soon as possible with termination to be 12/31/2023.

Please let us know if we can help in retaining the signatures in the petition of dissolution of the Business Improvement District.

We hereby submit our votes to terminate the City of Lewiston Business Improvement District.

Vikky & John Ross
Nikky Hites
Mark Alexander

Thank you for your time. Please let me know what you will be able to do about this.

*Dawn Abbott
Blue Lantern*

Tami Meyers
Realtor®

509.552.9492

teambmc.realestate

tamisells1cv@gmail.com

TEAM **B.M.C.**
SILVERCREEK REALTY GROUP

ID# SP34323 & WA# 27536



PO Box 897 Lewiston, ID 83501-0897

RETURN SERVICE REQUESTED

705904 43634 1/5 UNQ 01-03-24 CLT
000043633 1



BEAUTIFUL DOWNTOWN LEWISTON REVITALIZATI
528 MAIN ST
LEWISTON ID 83501-1824

Statement of Account

800-843-7128 | p1fcu.org

Member Number: *****855

Statement For: 12/01/2023 - 12/31/2023

Page: 1 of 3

Is your contact information up to date?

Click here to see a tutorial for how to update your contact information.

BUSINESS IMPROVEMENT DISTRICT ID 0041

Dividends Year-To-Date \$195.59

Beginning Balance	\$141,467.63
3 Total Deposits for	22,836.98
2 Total Withdrawals for	6,689.25-
Ending Balance	\$157,615.36

Annual Percentage Yield earned 0.150% from 12/01/2023 through 12/31/2023

Date	Transaction Description	Withdrawal	Deposit	Balance
12/15	Deposit By Check		\$17,603.15	\$159,070.78
12/18	Draft 2526 Tracer 875000000008001	6,599.25-		152,471.53
12/28	Withdrawal Ach Intuit * TYPE: QBooks Onl ID: 0000756346 CO: INTUIT * Entry Class Code: CCD	90.00-		152,381.53
12/28	Deposit By Check		5,214.87	157,596.40
12/31	Deposit Dividend 0.150%		18.96	157,615.36

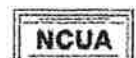
Summary by Check Number * Asterisk next to number indicates skip in sequence

1 Checks Cleared for \$6,599.25

Number	Cleared	Amount	Number	Cleared	Amount	Number	Cleared	Amount
2526	12/18/23	\$6,599.25						



Continued on next page.



Check Issued for 12/14/23
approved invoices



BDL - Business Improvement District

2526

12/14/2023

Beautiful Downtown Lewiston

2023 Neon One CRM 4th Qtr (Oct-Dec)	460.41
2023 BID Packets	255.36
2023 Plaid Friday Expenses	66.50
2023 First Friday Expenses	96.98
2023 November Volunteer and Staff Hours	5,720.00

P1FCU BID Checking

6,599.25

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.

*Community Resource Officer
to maintain compliance.
M-F FT Position*

III. ACTIVE AGENDA

- APPROVAL OF NOVEMBER 9, 2023 MINUTES (ACTION ITEM) (M) Doug (S) Tami
- REVIEW OF BANK STATEMENT & LEDGER
- REVIEW OF INVOICES (ACTION ITEM) (M) Doug (S) Susie
 1. QUICKBOOKS (AUTO WITHDRAWAL) \$90.00
 2. NEON ONE \$153.47 Oct-Dec charge (\$460.41)
 3. POSTAL & COPY (BID PACKETS) \$255.36
 4. PLAID FRIDAY EXPENSES \$66.50
 5. FIRST FRIDAY EXPENSES \$96.98
 6. BDL STAFF HOURS 78, VOLUNTEER HOURS 65 \$5,720.00
- 2023 SUMMARY OF ACTIVITIES PRESENTATION
- 2024 WORK PLAN

Total: \$6,599.25

IV. BOARD MEMBER COMMENTS

V. BID ADMINISTRATOR COMMENTS

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/Cre dit	Withdrawals/D ebits
1/1/2023	Beginning balance		\$13,000.00	\$62,000.00	\$41,000.00	\$67,000.00		
1/1/2023	Dinner in the Dark Radio Advertising (Pacific Empire)	3530			\$216.00			\$216.00
1/3/2023	Dinner in the Dark Radio Advertising (McVey Entertainment)	3529			\$850.00			\$850.00
1/4/2023	Dinner in the Dark Event Supplies (Stanchion Posts)	DEBIT			\$162.29			\$162.29
1/5/2023	Dinner in the Dark Event Supplies (Mini Cornhole for raffle, Red Carpet)	DEBIT			\$97.39			\$97.39
1/10/2023	2023 Town Hall Meeting Supplies (Suggestions box)	DEBIT			\$107.01			\$107.01
1/11/2023	DEPOSIT						\$6,366.98	
1/16/2023	NEON ONE CRM - January Invoice (INV261198)	DEBIT				\$153.47		\$153.47
1/27/2023	Additional A-frame signs for First Fridays	DEBIT		\$475.00				\$475.00
1/27/2023	Discount Mugs - Hot August Hoops Waterbottles (DM5433230)	DEBIT			\$581.94			\$581.94
1/27/2023	Intuit Quickbooks Online for BID Bookkeeping (1000205779852)					\$42.50		\$42.50
1/30/2023	12 Black 90" Table Cloths for events	DEBIT		\$64.86				\$64.86
1/30/2023	Dinner in the Dark Radio Advertising (Pacific Empire) (23010265 & 23010266)				\$582.00			\$582.00
1/31/2023	12 Black 90" Table Cloths for events	DEBIT		\$64.86				\$64.86
1/31/2023	DEPOSIT Dividend (January)						\$10.38	
1/31/2023	Lewiston Tribune - First Friday & Dinner in the Dark Ads (560856)				\$987.50			\$987.50
2/16/2023	NEON ONE CRM - February Invoice INV269074	DEBIT				\$153.47		\$153.47
2/21/2023	Happy Day Restaurants (100)	3548			\$190.80			\$190.80
2/23/2023	DEPOSIT						\$11,238.79	
2/26/2023	Printcraft Printing - Hot August Hoops & Dinner in the Dark Posters (166765)				\$152.64			\$152.64
2/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001211897964)	DEBIT				\$42.50		\$42.50
2/27/2023	DEPOSIT						\$27,274.25	
2/28/2023	DEPOSIT Dividend (February)						\$11.03	
3/9/2023	BID Project Hours - January & February		\$480.00	\$360.00	\$1,440.00	\$480.00		\$2,760.00
3/15/2023	BID reimbursement to BDL	2507						\$7,684.23
3/15/2023	NEON ONE CRM - March Invoice (INV277167)					\$153.47		\$153.47
3/17/2023	Dinner in the Dark & First Friday Radio Ads (Pacific Empire)	3554			\$582.00			\$582.00
3/17/2023	Movie Under the Stars Extended Programming Pioneer Park	3556			\$575.00			\$575.00
3/17/2023	Printcraft Printing - Downtown Property Tour Posters	3552			\$127.20			\$127.20
3/17/2023	Dinner in the Dark photo backdrop (Balance after BDL trade)	3551			\$150.00			\$150.00
3/17/2023	DEPOSIT						\$8,634.54	
3/17/2023	Lewiston Tribune - Dinner in the Dark and First Friday Ads (562304)	3553			\$3,232.25			\$3,232.25
3/17/2023	Brava's - Dinner in the Dark Contract (balance after BDL trade)	3557			\$2,777.52			\$2,777.52
3/25/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$6.26			\$6.26
3/28/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$5.96			\$5.96
3/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001217817732)	DEBIT				\$85.00		\$85.00
3/31/2023	DEPOSIT Dividend (March)						\$15.69	
4/3/2023	DEPOSIT						\$15,493.48	
4/5/2023	DEPOSIT						\$1,240.17	
4/6/2023	McVey Entertainment - Downtown Property Tours	3565			\$500.00			\$500.00
4/6/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$6.74			\$6.74
4/7/2023	Postal Copy + April Newsletter Prints	DEBIT			\$520.98			\$520.98
4/12/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$9.88			\$9.88
4/12/2023	Postal Copy + BID Town Hall Postcards	DEBIT			\$197.95			\$197.95
4/13/2023	BID Project Hours - March		\$360.00	\$640.00	\$600.00	\$760.00		\$2,360.00

4/13/2023	Earth Planter - Order#29111	2508		\$15,126.00				\$15,126.00
4/14/2023	DEPOSIT						\$959.15	
4/16/2023	NEON ONE CRM - April Invoice (INV284292)	DEBIT				\$153.47		\$153.47
4/22/2023	Facebook Boosted Ads - Downtown Property Tours	DEBIT			\$8.65			\$8.65
4/25/2023	DEPOSIT						\$23,189.68	
4/25/2023	BID reimbursement to BDL	2509						\$10,042.44
4/26/2023	Perfection Traffic Control - Sound Downtown Traffic Control Plan	2513			\$125.00			\$125.00
4/27/2023	Brava's - Town Hall Meeting	2510						\$1,357.13
4/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001224233981)	DEBIT				\$85.00		\$85.00
4/28/2023	Parks 7 Rec - Permit for Brackenbury Square Sound Downtown	3572			\$240.00			\$240.00
4/28/2023	Printcraft Printing - Ladies Day Stamps	3582			\$381.60			\$381.60
4/30/2023	BID Project Hours - April		\$640.00	\$800.00	\$1,200.00	\$400.00		\$3,040.00
4/30/2023	DEPOSIT Dividend (April)						\$16.81	
5/2/2023	Incitel Consulting - Town Hall	2511						\$1,000.00
5/2/2023	McVey Entertainment - Downtown Property Tours	3576			\$250.00			\$250.00
5/2/2023	DEPOSIT						\$1,348.46	
5/4/2023	Jones Supply - Garbage Receptacles		\$692.18					\$692.18
5/8/2023	Postal Copy + Crazy Days Posters	DEBIT			\$148.78			\$148.78
5/9/2023	Postal Copy + BID Town Hall Area Posters	DEBIT				\$103.87		\$103.87
5/9/2023	Staples - BID Town Hall Supplies	DEBIT				\$404.55		\$404.55
5/10/2023	Corner Villa - Town Hall no-host bar	3580				\$70.00		\$70.00
5/10/2023	Facebook Boosted Ads - Town Hall Meeting/Ladies Day/Crazy Days	DEBIT			\$175.00			\$175.00
5/11/2023	Postal Copy + Ladies Day Posters & 24x36 A-frame Posters	DEBIT			\$275.37			\$275.37
5/12/2023	Size-Mo Professional Sound - Sound Downtown Portable Stage				\$200.00			\$200.00
5/16/2023	NEON ONE CRM - May Invoice (INV291830)	DEBIT				\$153.47		\$153.47
5/19/2023	DEPOSIT						\$1,206.09	
5/19/2023	Postal Copy + Sound Downtown Posters	DEBIT			\$100.63			\$100.63
5/22/2023	Facebook Boosted Ads - Crazy Days/Ladies Day	DEBIT			\$67.30			\$67.30
5/24/2023	BID reimbursement to BDL	2512						\$5,149.89
5/24/2023	Postal Copy + 24x36 Crazy Days A-frame Posters	DEBIT			\$319.74			\$319.74
5/25/2023	Amazon - Sound Downtown Giveaways	DEBIT			\$58.32			\$58.32
5/27/2023	Intuit Quickbooks Online for BID Bookkeeping (10001230464336)	DEBIT				\$85.00		\$85.00
5/31/2023	BID Project Hours - May		\$720.00	\$1,240.00	\$1,920.00	\$400.00		\$4,280.00
5/31/2023	DEPOSIT Dividend (May)						\$17.50	
6/1/2023	Vine 46 Tasting Gift Certificats for Sound Downtown	DEBIT			\$79.50			\$79.50
6/2/2023	DEPOSIT						\$3,700.00	
6/2/2023	Schurman's Brackenbury Improvements hardware	DEBIT		\$76.78				\$76.78
6/8/2023	Financials and Hours for May	2514						\$7,515.81
6/8/2023	Kings Throne - Crazy Days PortaPotties	3594	\$482.30					\$482.30
6/8/2023	Printcraft Printing - Ladies Day Maps	3595			\$164.30			\$164.30
6/9/2023	Staples - Ink for newsletter	DEBIT			\$137.79			\$137.79
6/14/2023	Hells Canyon Apparel Sound Downtown Promotional Products	2515			\$1,056.30			\$1,056.30
6/15/2023	Facebook Boosted Ads - Crazy Days & Sound Downtown	DEBIT			\$250.00			\$250.00
6/17/2023	NEON ONE CRM - June Invoice (INV300757)	DEBIT				\$153.47		\$153.47
6/20/2023	DEPOSIT						\$11,233.47	
6/21/2023	Pre-approval items from 6/8/23 meeting	2519						\$3,456.80
6/22/2023	Facebook Boosted Ads - Sound Downtown	DEBIT			\$51.59			\$51.59
6/22/2023	City of Lewiston Administrative fees	2516				\$7,000.00		\$7,000.00
6/23/2023	Printcraft Printing - Sound Downtown Banners	2517			\$75.60			\$75.60
6/27/2023	Postal Copy + Hot August Hoops Posters and Labels	DEBIT			\$316.89			\$316.89
6/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001236689581)	DEBIT				\$85.00		\$85.00
6/30/2023	BID Project Hours - June		\$1,120.00	\$840.00	\$1,120.00	\$360.00		\$3,440.00
6/30/2023	DEPOSIT Dividend (June)						\$16.22	

7/3/2023	QPINS Text Marketing - Sound Downtown, Artwalk & Hot August Hoops	DEBIT			\$597.00			\$597.00
7/5/2023	McVey Entertainment - Crazy Days & Hot August Hoops	3608			\$1,100.00			\$1,100.00
7/12/2023	DEPOSIT						\$3,383.40	\$3,383.40
7/16/2023	NEON ONE CRM - July Invoice (INV307788)	DEBIT				\$153.47		\$153.47
7/21/2023	Jones Supply - 10 Garbage receptacles & liners	2520	\$692.18					\$692.18
7/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001242967304)	DEBIT				\$90.00		\$90.00
7/31/2023	DEPOSIT Dividend (July)						\$16.67	
7/31/2023	BID Project Hours - July		\$240.00	\$720.00	\$2,000.00	\$160.00		\$3,120.00
7/31/2023	McVey Entertainment - Sound Downtown & Hot August Hoops	3608			\$500.00			\$500.00
8/3/2023	Lewiston Tribune - Hot August Hoops, Crazy Days & Thank you Ad	3607			\$3,368.00			\$3,368.00
8/9/2023	Croft Rentals - Tables, Chair & Canopies	3617			\$436.00			\$436.00
8/9/2023	Hot August Hoops Team Shirts	3609			\$3,972.93			\$3,972.93
8/9/2023	Printcraft Printing - HAH Coroplast Sponsor Signs	3613			\$169.60			\$169.60
8/9/2023	Printcraft Printing - BID Banners	3612			\$135.15			\$135.15
8/9/2023	Size-Mo Professional Sound 50% payment Sound Downtown	3614			\$3,400.00			\$3,400.00
8/11/2023	DEPOSIT						\$13,384.78	
8/16/2023	Reimbursement to BDL for Invoices approved 8/10/23	2521						\$9,005.94
8/16/2023	BID Project Hours - August		\$680.00	\$640.00	\$1,280.00	\$640.00		\$3,240.00
8/17/2023	NEON ONE CRM - August (INV315102)	DEBIT				\$153.47		\$153.47
8/31/2023	DEPOSIT Dividend (August)						\$17.32	
9/1/2023	McVey Entertainment - HAH, Downtown Tailgate & Artwalk	3633			\$1,000.00			\$1,000.00
9/5/2023	DEPOSIT						\$6,709.37	
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		\$153.47
9/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001256735826)	DEBIT				\$90.00		\$90.00
9/28/2023	DEPOSIT						\$14,551.08	
9/30/2023	Lewiston Tribune DT Tailgate & Artwalk Advertising	3628			\$3,071.00			\$3,071.00
9/30/2023	DEPOSIT Dividend (Sept)						\$17.70	
10/4/2023	Postal Copy + Artwalk Maps	DEBIT			\$437.50			\$437.50
10/5/2023	Postal Copy + Artwalk A-frame posters	DEBIT			\$11.08			\$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			\$255.86
10/26/2023	DEPOSIT						\$2,589.90	
10/27/2023	Croft Rentals Pumpkin Palooza 20 Tables & 40 Chairs	3637		\$250.00				\$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			\$859.27
10/30/2023	Intuit Quickbooks Online for BID Bookkeeping (10001253203500)	DEBIT				\$90.00		\$90.00
10/31/2023	Presnell Gage Financial Review for 2022	2524						\$4,200.00
10/31/2023	DEPOSIT Dividend (Oct)						\$19.76	
11/1/2023	Postal Copy + Bid Packets	DEBIT			\$255.36			\$255.36
11/9/2023	DEPOSIT						\$1,372.64	
11/10/2023	Reimbursement to BDL for Invoices approved 11/9/23	2525						\$8,843.71
11/13/2023	Postal Copy + Cookies with Santa Posters (First Friday)	DEBIT			\$96.98			\$96.98
11/17/2023	NEON ONE CRM - November (INV339770)	DEBIT				\$153.47		\$153.47
11/21/2023	Hells Canyon Apparel Plaid Friday shopper bags	DEBIT			\$434.50			\$434.50
11/22/2023	Postal Copy + Plaid Friday Maps	DEBIT			\$66.50			\$66.50
11/27/2023	DEPOSIT						\$1,764.94	
11/27/2023	BID Project Hours - November		\$960.00	\$1,480.00	\$2,120.00	\$1,160.00		\$5,720.00
11/28/2023	Intuit Quickbooks Online for BID Bookkeeping (10001259629891)	DEBIT				\$90.00		\$90.00

11/30/2023	DEPOSIT Dividend (Nov)							\$17.55	
12/15/2023	DEPOSIT							\$17,603.15	
12/18/2023	Reimbursement to BDL for Invoices approved 12/14/23	2526							\$6,599.25
12/28/2023	Intuit Quickbooks Online for BID Bookkeeping (DEBIT					\$90.00		\$90.00
12/25/2023	DEPOSIT							\$5,214.87	
12/31/2023	DEPOSIT Dividend (Dec)							\$18.96	
12/31/2023	BID Project Hours - December		\$480.00	\$560.00	\$1,040.00	\$2,120.00			\$4,200.00
	TOTAL SPENT YTD		\$4,494.48	\$19,687.50	\$25,078.67	\$11,324.24			
	REMAINING BUDGET		\$8,505.52	\$42,312.50	\$15,921.33	\$55,675.76		\$193,680.37	\$196,927.09

Invoice #2774

Thank you for your business!



Hells Canyon Apparel & Athletics
 207 Capital Street
 Lewiston, Idaho 83501
 208-717-3333
<https://hellscanyonapparel.com>
kristy@hellscanyonapparel.com

Created	November 7, 2023
Customer Due Date	November 21, 2023
Invoice Date	November 21, 2023
Terms	Net 10
Payment Due Date	December 1, 2023
Total	\$869.00
Outstanding	\$869.00

Customer Billing
 Beautiful Downtown Lewiston
 Brenda Morgan
 301 Main Street
 Lewiston, Idaho 83501

Customer Shipping
 Beautiful Downtown Lewiston
 Brenda Morgan

Category	Item #	Color	Description	Qty	Items	Price	Total
	BG426	Natural	Port Authority - Port Authority Cotton Canvas Over-the-Shoulder Tote BG426	100	100	\$8.69	\$869.00

IMPRINT #2774-1
 Screen Printing - 4 color
 DTF Plaid christmas Bags

Total Quantity	100
Item Total	\$869.00
Fees Total	\$0.00
Sub Total	\$869.00
Tax	\$0.00
Total Due	\$869.00
Paid	\$0.00
Outstanding	\$869.00

Fill out your terms & conditions here: https://www.printavo.com/accounts/invoice_information

Month / Projects	BDL Staff Hours	BDL Volunteer Hours	
<i>December 2023</i>			
AREA 1: Commercial Residential & Public Investments			
Economic Vitality Meeting/BID pass off work items	2	6	
Innovation Hub Grant/ArtWalk Grant Applications	4		
AREA 2: Neighborhood Improvements			
Design Committee Meeting		6	
Meeting with Size-Mo for public use of sound equipment in Brackenbury	4	4	
AREA 3: Business Promotion & neighborhood Marketing			
Promotions Committee Meeting 2024 events	4	6	
First Friday Cookies with Santa strategic meetings	2	6	
Dinner in the Dark Committee Meeting - 2024 event layout	4	4	
AREA 4: Administration			
Presnell Gage 2023 Financial review	4	4	
Meeting with PIO for BID social media/website information	2		
Meeting with Mayor for BID	3		
Neon CRM Management & Updates	4	4	
Compiling of information for BID	6	4	
BDL Website/Social Media Updates for BID	6	4	
BID overview for pass off	8	4	
Total Commercial, Residential & Public Investment	6	6	12
Total Neighborhood Improvements	4	10	14
Total Business Promotion & Neighborhood Marketing	10	16	26
Total Administration	33	20	53
Total Expended Dec 2023	53	52	105
Billable - \$40 per hour	\$2,120.00	\$2,080.00	\$4,200.00
Billed January 11th 2024	\$2,120.00	\$2,080.00	\$4,200.00

Business Improvement District 2024 Work Plan

Area #1: Commercial, Residential and Public Investment \$12,500

1. Include links on webpage or additional webpages to properties available for lease or purchase in the BID area.
2. Complete the Mural project identified in the 2020 work plan (either utilizing the LCSC work already completed or creating a different mural and soliciting bids from artists to complete)
3. Assist BID ratepayers with locating grants, tax incentives or other financial resources to pay for improvements to their properties within the district (could contract with a grant writer to provide some "how-to" support or workshops with partner agencies).
4. Identify ways that the BID can help ratepayers fill available spaces in the BID area (open houses, advertising, tours, etc).

Area #2: Neighborhood Improvements \$59,000 (plus unspent monies from previous years)

1. Finalize installation of sunshades in Brackenbury Square (solicit contractor bids to complete work)
2. Finalize design and locations for new wayfinding signage, purchase and complete installation.
3. Install already purchased planters, benches and trash receptacles.
4. Consider offering rate payers the opportunity to have a recognition plaque on planters, benches or trash receptacles placed in front of their properties.
5. Identify additional locations that would benefit from planters, benches or trash receptacles. Partner with Parks & Rec department on continued maintenance of additional items. Consider recommendation to City Council for increased funding to Parks & Rec department for the maintenance of Business Improvement District Funded items after the Business Improvement District is closed.
6. Research cost and locations for Pet Waste Station dispensers.
7. Research additional safety improvements that could feasibly be completed; such as lighting in parking lots, and along stairways from Normal Hill to the Downtown.
8. Complete installation of LED lights in City owned light posts along Main and D Streets.

Area #3: Business Promotion and Neighborhood Marketing \$39,000

1. Continue event support of existing events (Dinner in the Dark, Hot August Hoops, Crazy Days, Lady's Day Out, Artwalk)
2. Finish purchase and installation of Banner Brackets and purchase and install advertising banners.
3. Identify ways to incentivize people coming into downtown during events. Research the ability of the BID sponsoring and event outside of the BID area to bring recognition to the BID.
4. Focus on isolated businesses, not just retail stores, and identify ways the BID board can provide support (advertise job openings or do business spotlight)

Area #4: Administration \$63,500

1. Continue to publish a quarterly newsletter specifically for the BID ratepayers. Partner with key organizations for additional information about happenings in downtown.

2. Continue to utilize accountant for monthly bank account reconciliation. Increase number of invoices that are paid directly from BID bank account instead of reimbursements to BDL.

Business Improvement District Strategic Plan

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

- 1) Central Online Resource for available downtown properties
 - a) Create a website link to BDL page (Weaponized Media will be hired for this)
- 2) Encourage 2nd floor residential use.
 - a) Create a guide for what the process entails
 - b) What codes (fire and building) apply
 - i) Add a link from the BDL website to the City website
 - ii) Make a simple brochure with Development Review Committee meeting information, Business license information, contact information for city and other resources (small business development center, secretary of state for name registration, etc)
 - 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
 - (1) Bathrooms. Identify partners (Parks & Rec), identify location (sewer connection, available infrastructure), identify costs (upfront and maintenance)
 - ii) Tactile experience
 - (1) Play areas
 - (2) Water
 - (3) Art
 - iii) Safety
 - (1) Lighting
 - (A) Complete inventory of existing lights
 - (B) Identify where additional lighting is needed
 - (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.