



**Lewiston City Council
REGULAR MEETING AGENDA
January 8, 2024 - 6:00 PM
Lewiston City Library – Second Floor Event Space – 411 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

II. PLEDGE OF ALLEGIANCE

III. CITIZENS COMMENTS

This is an opportunity for citizens to address the Council on agenda items or other items they wish to bring to the attention of the Council. Citizens are encouraged to discuss operational issues in advance with the Mayor. In consideration of others wishing to speak, please limit your remarks to three minutes.

IV. PRESENTATIONS

- A. NOVEMBER FINANCIAL REPORT:** Financial report for November 2023, in accordance with Idaho Code § 50-208 - No Oral Report (Finance Director Gordon)

V. CONSENT AGENDA - OLD BUSINESS

All items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under "Items Moved from the Consent Agenda".

- A. CITY COUNCIL MINUTES:** 12/04/2023 Executive; 12/04/2023 Work Session; 12/11/2023 Regular; & 12/19/2023 Special - Action Item
- B. ADVISORY BOARD/COMMISSION MINUTES:** 11/09/2023 Business Improvement District Advisory Board; 10/19/2023 and 11/15/2023 Library Board of Trustees; 10/25/2023 & 12/13/2023 Planning and Zoning Commission; 8/9/2023, 9/13/2023, 10/11/2023 and 11/8/2023 Public Works Advisory Commission; 11/14/2023 Urban Renewal Agency - Action Item
- C. VOUCHER'S PAYABLE:** Considering approval of the Voucher's Payable dated 12/1/2023 - 12/14/2023 in the amount of \$2,537,976.05 and 12/15/2023 - 12/28/2023 in the amount of \$1,574,351.48 - Action Item

VI. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

VII. OUTGOING COUNCILOR COMMENTS AND ADJOURNMENT OF THE 2022-2023

LEWISTON CITY COUNCIL - SINE DIE

VIII. ADMINISTRATION OF THE OATH OF OFFICE TO NEWLY ELECTED COUNCILORS

IX. PRESENTATION OF CERTIFICATES OF ELECTION TO COUNCILORS

X. ELECTION OF A COUNCIL PRESIDENT

- Action Item

XI. ACTIVE AGENDA

- A. CARLTON HANGAR ADDITION FINAL PLAT:** Considering approval of the Carlton Hangar Addition final plat to subdivide approximately 8.99 acres of property located west of 4th Street, between Warner Avenue and Park Avenue, into 29 development lots and one public stormwater tract and approve the related reasoned statement - Action Item (City Surveyor Weigand)
- B. FOP CONTRACT AMENDMENTS:** Considering approval of an amendment to the October 1, 2023 to September 30, 2026 Fraternal Order of Police Collective Bargaining Agreement - Action Item (Human Resources Director Province)
- C. RALPH CRAWFORD ART DONATION:** Considering acceptance of the donation of three bronze statues by Ralph Crawford to the Lewiston City Library and approval of the Lewiston City Library Public Art Acceptance Agreement - Action Item (Library Director Johnson)
- D. COUNCIL LIAISONS TO CITY BOARDS AND COMMISSIONS:** Considering the appointment of City Councilors as Council liaisons to the following City boards and commissions: Audit Committee, Downtown Business Improvement District Advisory Board, Cemetery/Urban Forestry Advisory Commission, Code Board of Appeals, Compensation Review Committee, Development Impact Fee Advisory Committee, Disability Advisory Commission, Emergency Medical Services Advisory Board, Historic Preservation Commission, Library Board of Trustees, Parks and Recreation Advisory Commission, and Public Works Advisory Commission - Action Item (Mayor Johnson)
- E. APPOINTMENTS TO OTHER ORGANIZATIONS:** Considering the appointment of City Councilors, the Mayor, or City employees (as applicable), as City representatives and/or members (as applicable) to the following organizations: Lewis-Clark Valley Metropolitan Planning Organization (three elected officials or their designee(s)), Valley Vision, Lewiston-Nez Perce County Airport Authority Board, Nez Perce County-City of Lewiston Emergency Communications Joint Powers Board, Association of Idaho Cities, and Clearwater Economic Development Association (one member and one alternate) - Action Item (Mayor Johnson)
- F. URBAN RENEWAL AGENCY CITY REPRESENTATIVE APPOINTMENT:** Considering the appointment of a City Councilor to the Urban Renewal Agency of the City of Lewiston, Idaho - Action Item (Mayor Johnson)
- G. URBAN RENEWAL AGENCY CITY ALTERNATE REPRESENTATIVE APPOINTMENT:** Considering the appointment of an alternate City Councilor to the Urban Renewal Agency of the City of Lewiston, Idaho - Action Item (Mayor Johnson)

XII. UNFINISHED AND NEW BUSINESS

- A. **CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.
- B. **CITY BOARDS AND COMMISSIONS LIAISON UPDATES**
- C. **MAYOR COMMENTS**
- D. **ADVISORY BOARD AND COMMISSION APPOINTMENTS:** - Action Item
 - 1. **BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD:** Considering the reappointment of Michael Follett to a two-year term - Action Item
- E. **AGENDA TOPICS:** - Action Item

XIII. 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 the City Clerk's Office at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6202.

CITY OF LEWISTON
MONTHLY FINANCIAL REPORT
For the Month Ended November 30, 2023

[See comment/footnote on last page](#)

GENERAL FUND

UNDEFINED

	<u>MTD</u>		<u>YTD</u>			<u>MTD</u>		<u>YTD</u>				
	<u>REVENUES</u>		<u>REVENUES</u>		<u>BUDGET</u>	<u>% USED</u>	<u>EXPENSES</u>		<u>EXPENSES</u>		<u>BUDGET</u>	<u>% USED</u>
Grants	\$ -	\$	-	\$	-	0.00%	\$ -	\$	-	\$	-	
Intergovernmental	7,025		7,025		5,218,100	0.13%	-		-		-	
Licenses & Permits	776		1,108		6,700	16.54%	-		-		-	
Other	1,269		2,027		2,038,400	0.10%	-		-		-	
Property Tax	147		147		16,600,130	0.00%	-		-		-	
Service Charges	125,875		251,750		1,510,600	16.67%	-		-		-	
Interest	71,371		144,626		552,210	26.19%	-		-		-	
Total	\$ 206,463	\$	406,683	\$	25,926,140	1.57%	\$ -	\$	-	\$	-	

LEGISLATIVE

Personnel Services	\$ -	\$	-	\$	-		\$ 13,638	\$	24,860	\$	170,440	14.59%
Supplies & Materials	-		-		-		-		-		2,650	0.00%
Services & Charges	-		-		-		42,250		203,178		874,180	23.24%
Capital	-		-		-		-		-		4,000	0.00%
Total	\$ -	\$	-	\$	-		\$ 55,888	\$	228,038	\$	1,051,270	21.69%

EXECUTIVE

Personnel Services	\$ -	\$	-	\$	-		\$ 23,192	\$	29,648	\$	378,300	7.84%
Supplies & Materials	-		-		-		120		170		3,050	5.56%
Services & Charges	-		-		-		4,487		9,321		75,940	12.27%
Capital	-		-		-		-		-		2,500	0.00%
Total	\$ -	\$	-	\$	-		\$ 27,800	\$	39,138	\$	459,790	8.51%

HUMAN RESOURCES

Personnel Services	\$ -	\$	-	\$	-		\$ 37,645	\$	46,894	\$	390,900	12.00%
Supplies & Materials	-		-		-		92		181		8,300	2.18%
Services & Charges	-		-		-		9,650		18,561		169,910	10.92%
Capital	-		-		-		-		-		1,600	0.00%
Total	\$ -	\$	-	\$	-		\$ 47,386	\$	65,635	\$	570,710	11.50%

	<u>MTD</u> <u>REVENUES</u>	<u>YTD</u> <u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>MTD</u> <u>EXPENSES</u>	<u>YTD</u> <u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
LEGAL								
Personnel Services	\$ -	\$ -	\$ -		\$ 53,956	\$ 66,535	\$ 492,860	13.50%
Supplies & Materials	-	-	-		103	103	3,600	2.86%
Services & Charges	-	-	-		37,818	51,586	236,870	21.78%
Capital	-	-	-		-	-	1,100	0.00%
Total	\$ -	\$ -	\$ -		\$ 91,877	\$ 118,223	\$ 734,430	16.10%
PARKS & FACILITIES								
Other	\$ -	\$ 450	\$ 1,500	30.00%	\$ -	\$ -	\$ -	
Service Charges	-	-	43,200	0.00%	-	-	-	
Personnel Services	-	-	-		187,098	236,400	1,990,300	11.88%
Supplies & Materials	-	-	-		13,754	31,857	255,570	12.46%
Services & Charges	-	-	-		99,770	207,931	1,205,340	17.25%
Capital	-	-	-		-	-	40,500	0.00%
Total	\$ -	\$ 450	\$ 44,700	1.01%	\$ 300,621	\$ 476,187	\$ 3,491,710	13.64%
POLICE								
Grants	\$ -	\$ -	\$ 53,500	0.00%	\$ -	\$ -	\$ -	
Other	2,234	38,179	45,500	83.91%	-	-	-	
Service Charges	380	380	228,660	0.17%	-	-	-	
Personnel Services	-	-	-		784,041	1,025,657	7,711,070	13.30%
Supplies & Materials	-	-	-		15,404	38,619	220,940	17.48%
Services & Charges	-	-	-		75,674	162,514	1,268,400	12.81%
Capital	-	-	-		12,199	35,273	543,170	6.49%
Total	\$ 2,614	\$ 38,559	\$ 327,660	11.77%	\$ 887,318	\$ 1,262,063	\$ 9,743,580	12.95%
FIRE								
Grants	\$ -	\$ -	\$ 57,000	0.00%	\$ -	\$ -	\$ -	
Intergovernmental	-	-	250,000	0.00%	-	-	-	
Licenses & Permits	1,750	1,863	20,200	9.22%	-	-	-	
Other	-	-	6,460	0.00%	-	-	-	
Service Charges	190,590	330,388	3,466,000	9.53%	-	-	-	
Personnel Services	-	-	-		896,616	1,337,850	8,210,540	16.29%
Supplies & Materials	-	-	-		16,810	76,993	362,400	21.25%
Services & Charges	-	-	-		88,836	169,575	1,210,850	14.00%
Capital	-	-	-		-	-	93,910	0.00%
Total	\$ 192,340	\$ 332,251	\$ 3,799,660	8.74%	\$ 1,002,262	\$ 1,584,419	\$ 9,877,700	16.04%

	<u>MTD</u> <u>REVENUES</u>	<u>YTD</u> <u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>MTD</u> <u>EXPENSES</u>	<u>YTD</u> <u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
COMMUNITY DEVELOPMENT								
Grants	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	
Licenses & Permits	114,058	254,784	1,149,000	22.17%	-	-	-	
Service Charges	2,100	4,200	26,400	15.91%	-	-	-	
Personnel Services	-	-	-		154,668	191,632	1,433,440	13.37%
Supplies & Materials	-	-	-		1,681	2,297	36,580	6.28%
Services & Charges	-	-	-		37,994	49,142	410,100	11.98%
Capital	-	-	-		1,896	1,939	17,700	10.96%
Total	\$ 116,158	\$ 258,984	\$ 1,175,400	22.03%	\$ 196,239	\$ 245,010	\$ 1,897,820	12.91%
RECREATION								
Intergovernmental	\$ -	\$ -	\$ 4,000	0.00%	\$ -	\$ -	\$ -	
Other	-	750	26,100	2.87%	-	-	-	
Service Charges	26,810	54,829	423,000	12.96%	-	-	-	
Interest	-	-	-	-	-	-	-	
Personnel Services	-	-	-		43,799	55,401	400,490	13.83%
Supplies & Materials	-	-	-		7,374	11,747	160,250	7.33%
Services & Charges	-	-	-		13,773	20,406	167,160	12.21%
Capital	-	-	-		-	-	6,500	0.00%
Total	\$ 26,810	\$ 55,579	\$ 453,100	12.27%	\$ 64,946	\$ 87,554	\$ 734,400	11.92%
FINANCE								
Service Charges	\$ 18,516	\$ 34,918	\$ 200,000	17.46%	\$ -	\$ -	\$ -	
Personnel Services	-	-	-		125,608	160,036	1,183,510	13.52%
Supplies & Materials	-	-	-		6,169	5,776	76,800	7.52%
Services & Charges	-	-	-		15,670	30,081	321,510	9.36%
Capital	-	-	-		-	-	3,500	0.00%
Total	18,516	34,918	200,000	17.46%	147,447	195,893	1,585,320	12.36%
CONTINGENCY								
Services & Charges			\$ -		\$ -	\$ -	\$ 90,000	0.00%
Total	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ 90,000	0.00%
PUBLIC SAFETY								
Capital			\$ -		\$ -	\$ -	\$ 50,000	0.00%
Total	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ 50,000	0.00%
PROPERTY IMPROVEMENTS								
Other	\$ -	\$ -	\$ 6,400,000	0.00%	\$ -	\$ -	\$ -	
Capital					12,064	15,531	6,870,000	0.23%
Total	\$ -	\$ -	\$ 6,400,000	0.00%	\$ 12,064	\$ 15,531	\$ 6,870,000	0.23%

	<u>MTD</u> <u>REVENUES</u>	<u>YTD</u> <u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>MTD</u> <u>EXPENSES</u>	<u>YTD</u> <u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
GOLF COURSE								
Service Charges	\$ -	\$ -	\$ 174,520		\$ -	\$ -	\$ -	0.00%
Services & Charges	-	-			-	33,996	208,720	
Capital	-	-	-		-	-	379,410	0.00%
Total	\$ -	\$ -	\$ 174,520	0.00%	\$ -	\$ 33,996	\$ 588,130	5.78%
OPIOID SETTLEMENT								
Services & Charges	\$ -	\$ -	\$ -		\$ 15	\$ 15	\$ 175,000	
Total	\$ -	\$ -	\$ -	0.00%	\$ 15	\$ 15	\$ 175,000	0.00%
INSURANCE TRUST								
Other	\$ -	\$ -	\$ 25,000	0.00%	\$ -	\$ -	\$ -	
Interest	23	68	500	13.69%	-	-	-	
Supplies & Materials	-	-	-		-	-	2,500	0.00%
Services & Charges	-	-	-		370,223	375,579	404,320	92.89%
Total	\$ 23	\$ 68	\$ 25,500	0.27%	\$ 370,223	\$ 375,579	\$ 406,820	92.32%
UNCOLLECTIBLE ACCOUNTS								
Services & Charges	\$ -	\$ -	\$ -		\$ 16,667	\$ 33,334	\$ 200,000	16.67%
Total	\$ -	\$ -	\$ -	0.00%	\$ 16,667	\$ 33,334	\$ 200,000	16.67%
TOTAL GENERAL FUND	\$ 562,923	\$ 1,127,493	\$ 38,526,680	2.93%	\$ 3,220,753	\$ 4,760,616	\$ 38,526,680	12.4%

	MTD <u>REVENUES</u>	YTD <u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	MTD <u>EXPENSES</u>	YTD <u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
CAPITAL PROJECTS FUND								
PARKS & FACILITIES								
Grants	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	
Other	130	784	50,000	1.57%	-	-	-	
Property Tax	-	-	100,000	0.00%	-	-	-	
Service Charges	-	-	-	0.00%	-	-	-	
Interest	2,458	5,126	10,000	51.26%	-	-	-	
Capital					25,149	25,149	160,000	15.72%
Total	\$ 2,588	\$ 5,911	\$ 160,000	3.69%	\$ 25,149	\$ 25,149	\$ 160,000	15.72%
TRANSPORTATION								
Grants	\$ -	\$ -	\$ 514,260	0.00%	\$ -	\$ -	\$ -	
Intergovernmental	-	-	990,930	0.00%	-	-	-	
Other	(2,506)	1,029	(239,660)	-0.43%	-	-	-	
Property Tax	-	-	2,781,000	0.00%	-	-	-	
Service Charges	-	-	-	0.00%	-	-	-	
Interest	25,279	50,440	100,000	50.44%	-	-	-	
Capital	-	-	-		7,014	94,749	4,146,530	2.29%
Total	\$ 22,773	\$ 51,469	\$ 4,146,530	1.24%	\$ 7,014	\$ 94,749	\$ 4,146,530	2.29%
LIBRARY								
Other	\$ 19	\$ 109	\$ 34,500	0.32%	\$ -	\$ -	\$ -	
Property Tax	-	-	-	0.00%	-	-	-	
Interest	146	301	2,000	15.06%	-	-	-	
Capital	-	-	-		-	-	36,500	0.00%
Total	\$ 165	\$ 410	\$ 36,500	1.12%	\$ -	\$ -	\$ 36,500	0.00%
TOTAL CAPITAL PROJECTS FUND	\$ 25,527	\$ 57,790	\$ 4,343,030	1.33%	\$ 32,163	\$ 119,898	\$ 4,343,030	2.8%
WORKERS COMP TRUST								
INSURANCE TRUST								
Other	\$ -	\$ -	\$ 546,000	0.00%	\$ -	\$ -	\$ -	
Interest	6,141	12,537	55,000	22.79%	-	-	-	
Supplies & Materials	-	-	-		-	-	500	0.00%
Services & Charges	-	-	-		189,258	201,584	600,500	33.57%
TOTAL WORKERS COMP FUND	\$ 6,141	\$ 12,537	\$ 601,000	2.09%	\$ 189,258	\$ 201,584	\$ 601,000	33.5%

	<u>MTD</u>	<u>YTD</u>	<u>BUDGET</u>	<u>% USED</u>	<u>MTD</u>	<u>YTD</u>	<u>BUDGET</u>	<u>% USED</u>
	<u>REVENUES</u>	<u>REVENUES</u>			<u>EXPENSES</u>	<u>EXPENSES</u>		
WATER FUND								
WATER								
Grants	\$ -	\$ -	\$ 7,000,000	0.00%	\$ -	\$ -	\$ -	
Intergovernmental	-	-	65,720	0.00%	-	-	-	
Other	37,608	36,547	2,506,000	1.46%	-	-	-	
Service Charges	548,727	1,303,346	7,715,460	16.89%	-	-	-	
Interest	32,891	69,974	190,000	36.83%	-	-	-	
Personnel Services	-	-	-		256,654	321,125	2,324,050	13.82%
Supplies & Materials	-	-	-		26,689	48,884	564,780	8.66%
Services & Charges	-	-	-		328,886	549,763	3,348,220	16.42%
Capital	-	-	-		148,319	1,142,131	11,240,130	10.16%
TOTAL WATER FUND	\$ 619,226	\$ 1,409,867	\$ 17,477,180	8.07%	\$ 760,548	\$ 2,061,903	\$ 17,477,180	11.8%
WASTEWATER FUND								
WASTEWATER								
Grants	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	
Intergovernmental	330,016	336,414	3,707,910	9.07%	-	-	-	
Other	31,717	48,093	6,577,820	0.73%	-	-	-	
Service Charges	594,271	1,207,284	6,806,980	17.74%	-	-	-	
Interest	89,916	181,422	460,000	39.44%	-	-	-	
Personnel Services	-	-	-		216,623	271,239	2,292,250	11.83%
Supplies & Materials	-	-	-		7,507	52,441	474,300	11.06%
Services & Charges	-	-	-		388,030	633,192	3,905,210	16.21%
Capital	-	-	-		15,899	43,708	10,880,950	0.40%
TOTAL WASTEWATER FUND	\$ 1,045,919	\$ 1,773,213	\$ 17,552,710	10.10%	\$ 628,059	\$ 1,000,579	\$ 17,552,710	5.7%
STORMWATER FUND								
STORMWATER								
Grants	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	
Other	-	17,414	(181,110)	-9.62%	-	-	-	
Service Charges	-	-	2,100,000	0.00%	-	-	-	
Personnel Services	-	-	-		27,628	31,431	351,380	8.94%
Supplies & Materials	-	-	-		174	2,730	46,900	5.82%
Services & Charges	-	-	-		44,285	63,057	848,490	7.43%
Capital	-	-	-		1,697	1,743	672,120	0.26%
TOTAL STORMWATER FUND	\$ -	\$ 17,414	\$ 1,918,890	0.91%	\$ 73,784	\$ 98,961	\$ 1,918,890	5.2%

	<u>MTD</u>	<u>YTD</u>	<u>BUDGET</u>	<u>% USED</u>	<u>MTD</u>	<u>YTD</u>	<u>BUDGET</u>	<u>% USED</u>
	<u>REVENUES</u>	<u>REVENUES</u>			<u>EXPENSES</u>	<u>EXPENSES</u>		
SANITATION FUND								
SANITATION								
Grants	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	
Other	2,127	5,606	14,260	39.31%	-	-	-	
Service Charges	574,013	1,146,980	7,172,010	15.99%	-	-	-	
Interest	22,039	44,300	105,000	42.19%	-	-	-	
Personnel Services	-	-	-		52,382	65,778	494,890	13.29%
Supplies & Materials	-	-	-		651	1,111	31,100	3.57%
Services & Charges	-	-	-		594,722	904,550	6,445,780	14.03%
Capital	-	-	-		43,144	43,144	319,500	13.50%
TOTAL SANITATION FUND	\$ 598,179	\$ 1,196,885	\$ 7,291,270	16.42%	\$ 690,898	\$ 1,014,583	\$ 7,291,270	13.9%
CEMETERY FUND								
CEMETERY								
Other	\$ 270	\$ 270	\$ 74,520	0.36%	\$ -	\$ -	\$ -	
Property Tax	-	-	150,000	0.00%	-	-	-	
Service Charges	3,218	3,631	53,650	6.77%	-	-	-	
Interest	1,399	2,958	7,500	39.44%	-	-	-	
Interfund Transfer	-	-	50,000	0.00%	-	-	-	
Personnel Services	-	-	-		9,841	12,708	146,950	8.65%
Supplies & Materials	-	-	-		-	646	12,500	5.17%
Services & Charges	-	-	-		2,738	5,708	120,720	4.73%
Capital	-	-	-		-	-	55,500	0.00%
TOTAL CEMETERY FUND	\$ 4,887	\$ 6,859	\$ 335,670	2.04%	\$ 12,579	\$ 19,063	\$ 335,670	5.7%
ECONOMIC DEVELOPMENT FUND								
ECONOMIC DEVELOPMENT								
Grants	\$ -	\$ -	\$ 490,000	0.00%	\$ -	\$ -	\$ -	
Licenses & Permits	321	321	-	0.00%	-	-	-	
Other	-	-	3,300,690	0.00%	-	-	-	
Interest	19,460	39,232	97,500	40.24%	-	-	-	
Capital	-	-	-		435	7,635	3,888,190	0.20%
TOTAL ECONOMIC DEVELOPMENT	\$ 19,781	\$ 39,553	\$ 3,888,190	1.02%	\$ 435	\$ 7,635	\$ 3,888,190	0.2%

	MTD		YTD				MTD		YTD			
	REVENUES		REVENUES		BUDGET	% USED	EXPENSES		EXPENSES		BUDGET	% USED
TRANSPORTATION & ENGINEERING FUND												
TRANSPORTATION												
Grants	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Intergovernmental		4		4		1,312,840		0.00%		-		-
Licenses & Permits		1,488		2,238		15,000		14.92%		-		-
Other		35		70		(199,790)		-0.04%		-		-
Property Taxes		-		-		2,123,000		0.00%		-		-
Service Charges		35,679		42,059		1,189,230		3.54%		-		-
Interest		3,772		7,779		35,000		22.22%		-		-
Personnel Services		-		-		-		235,336		298,351		2,417,450
Supplies & Materials		-		-		-		22,875		27,663		484,270
Services & Charges		-		-		-		162,641		228,525		1,538,860
Capital		-		-		-		-		-		34,700
												0.00%
TOTAL TRANSPORTATION FUND	\$	40,978	\$	52,150	\$	4,475,280		1.17%	\$	420,852	\$	554,540
											\$	4,475,280
												12.4%
LIBRARY FUND												
LIBRARY												
Grants	\$	2,000	\$	2,000	\$	7,500		26.67%	\$	-	\$	-
Intergovernmental		-		-		200		0.00%				
Other		193		579		103,570		0.56%				
Property Taxes		-		-		1,473,500		0.00%				
Service Charges		492		701		4,500		15.59%				
Interest		1,210		2,946		20,000		14.73%		-		-
Personnel Services								121,675		151,669		1,156,800
Supplies & Materials								11,451		20,974		140,050
Services & Charges								15,556		42,027		250,920
Capital		-		-		-		300		600		61,500
												0.98%
TOTAL LIBRARY FUND	\$	3,895	\$	6,227	\$	1,609,270		0.39%	\$	148,982	\$	215,270
											\$	1,609,270
												13.4%

	<u>MTD</u>	<u>YTD</u>	<u>BUDGET</u>	<u>% USED</u>	<u>MTD</u>	<u>YTD</u>	<u>BUDGET</u>	<u>% USED</u>
	<u>REVENUES</u>	<u>REVENUES</u>			<u>EXPENSES</u>	<u>EXPENSES</u>		
FLEET MAINTENANCE								
FLEET								
Grants	\$ -	\$ -	\$ 220,000	0.00%	\$ -	\$ -	\$ -	
Intergovernmental	-	-	15,700	0.00%				
Other	-	50	1,593,320	0%				
Service Charges	178,004	359,981	2,022,920	17.80%				
Interest	9,207	18,411	35,000	52.60%	-	-	-	
Personnel Services					64,334	82,480	596,850	13.82%
Supplies & Materials					26,693	49,370	254,730	19.38%
Services & Charges					69,207	133,284	881,360	15.12%
Capital	-	-	-		-	-	2,154,000	0.00%
TOTAL FLEET MAINTENANCE	\$ 187,211	\$ 378,442	\$ 3,886,940	9.74%	\$ 160,233	\$ 265,134	\$ 3,886,940	6.8%
INFORMATION SYSTEMS								
INFORMATION SYSTEMS								
Grants	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	
Other	100	1,400	42,670	3.28%	-	-	-	
Service Charges	110,914	221,353	1,324,630	16.71%				
Interest	1,524	3,323	9,550	34.80%	-	-	-	
Personnel Services					71,528	89,094	641,050	13.90%
Supplies & Materials					490	490	2,300	21.31%
Services & Charges					71,910	213,774	516,500	41.39%
Capital	-	-	-		10,166	46,935	217,000	21.63%
TOTAL INFORMATION SYSTEMS	\$ 112,538	\$ 226,076	\$ 1,376,850	16.42%	\$ 154,094	\$ 350,293	\$ 1,376,850	25.4%
SPECIAL ASSESSMENTS								
BUSINESS IMPROVEMENT DISTRICT								
Assessments	\$ -	\$ -	\$ 200,000	0.00%	\$ -	\$ -	\$ -	
Services & Charges					1,765	4,349	200,000	2.17%
TOTAL SPECIAL ASSESSMENTS	\$ -	\$ -	\$ 200,000	0.00%	\$ 1,765	\$ 4,349	\$ 200,000	2.2%

	<u>MTD</u>	<u>YTD</u>			<u>MTD</u>	<u>YTD</u>		
	<u>REVENUES</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>EXPENSES</u>	<u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
POLICE RETIREMENT								
POLICE RETIREMENT								
Other	\$ 645,958	\$ 416,889	\$ 1,052,000	39.63%	\$ -	\$ -	\$ -	
Property Tax	-	-	-	0.00%				
Interest	40,418	79,623	236,000	33.74%				
Services & Charges					97,295	195,254	1,288,000	15.16%
TOTAL POLICE RETIREMENT	\$ 686,376	\$ 496,512	\$ 1,288,000	38.55%	\$ 97,295	\$ 195,254	\$ 1,288,000	15.2%

TRANSIT FUND

TRANSIT

Grants	\$ -	\$ -	\$ 1,722,480	0.00%	\$ -	\$ -	\$ -	
Intergovernmental	6,491	6,491	96,100	6.75%	-	-	-	
Other	-	-	144,100	0.00%	-	-	-	
Property Tax	-	-	460,180	0.00%	-	-	-	
Service Charges	3,555	6,089	43,200	14.10%	-	-	-	
Interest	2,680	5,290	14,000	37.78%				
Personnel Services					96,533	120,099	945,390	12.70%
Supplies & Materials	-	-	-		6,238	10,596	90,200	11.75%
Services & Charges					21,300	30,383	202,630	14.99%
Capital	-	-	-		40,971	20,486	1,241,840	1.65%
TOTAL TRANSIT FUND	\$ 12,726	\$ 17,870	\$ 2,480,060	0.72%	\$ 165,042	\$ 181,564	\$ 2,480,060	7.3%

CEMETERY PERPETUAL CARE

CEMETERY PERPETUAL CARE

Other	\$ -	\$ -	\$ 34,000	0.00%	\$ -	\$ -	\$ -	
Service Charges	149	149	3,000	4.97%				
Interest	-	-	17,000	0.00%				
Services & Charges	-				-	-	4,000	0.00%
Interfund Transfers	-	-	-		-	-	50,000	0.00%
TOTAL PERPETUAL CARE	\$ 149	\$ 149	\$ 54,000	0.28%	\$ -	\$ -	\$ 54,000	0.0%

GRAND TOTAL OF ALL FUNDS	\$ 3,926,458	\$ 6,819,036	\$ 107,305,020	6.35%	\$ 6,756,743	\$ 11,051,225	\$ 107,305,020	10.30%
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[Citizens are invited to inspect the detailed supporting records of the above financial statements](#)

CITY OF LEWISTON TREASURY REPORT - 11/30/23

FUND	BANK	CASH IN BANK	MM & CD INVESTMENTS	STATE TREASURER'S POOL	DIVERSIFIED BOND FUNDS	OTHER	TOTAL
GENERAL	WELLS FARGO	\$ 2,833,790	\$ -	\$ -	\$ -	\$ -	\$ 2,833,790
	LCCU	-	-	-	-	5	5
	P1FCU	-	253,896	-	-	41	253,937
	ICCU	-	-	-	-	25	25
	FNWCU	-	255,670	-	-	5	255,675
	STATE TREASURER	-	-	8,692,579	3,389,819	-	12,082,398
	UMPQUA	-	-	-	-	633,236	633,236
	ZIONS	-	256,037	-	-	149,619	405,656
	STCU	-	258,351	-	-	-	258,351
GENERAL FUND TOTAL		\$ 2,833,790	\$ 1,023,954	\$ 8,692,579	\$ 3,389,819	\$ 782,931	\$ 16,723,074
CAPITAL	WELLS FARGO	3,455,516	-	-	-	-	3,455,516
	STATE TREASURER	-	-	2,982,829	-	-	2,982,829
CAPITAL FUND TOTAL		\$ 3,455,516	\$ -	\$ 2,982,829	\$ -	\$ -	\$ 6,438,345
WORKER'S COMP	WELLS FARGO	207,733	-	-	-	-	207,733
	GLACIER	-	-	-	-	25,000	25,000
	STATE TREASURER	-	-	70,034	1,618,944	-	1,688,979
WORKER'S COMP FUND TOTAL		\$ 207,733	\$ -	\$ 70,034	\$ 1,618,944	\$ 25,000	\$ 1,921,712
WATER	WELLS FARGO	4,060,120	-	-	-	524,559	4,584,679
	BANNER BANK	-	-	-	-	175,111	175,111
	STATE TREASURER	-	-	3,373,177	617	-	3,373,794
WATER FUND TOTAL		\$ 4,060,120	\$ -	\$ 3,373,177	\$ 617	\$ 699,670	\$ 8,133,584
WASTEWATER	WELLS FARGO	9,825,991	-	-	-	535,327	10,361,318
	BANNER BANK	-	-	-	-	1,238,069	1,238,069
	P1FCU	-	-	-	-	-	-
	ICCU	-	257,473	-	-	-	257,473
	STATE TREASURER	-	-	11,233,100	693,920	-	11,927,021
WASTEWATER FUND TOTAL		\$ 9,825,991	\$ 257,473	\$ 11,233,100	\$ 693,920	\$ 1,773,396	\$ 23,783,881
SANITATION	WELLS FARGO	2,526,642	-	-	-	-	2,526,642
	LCCU	-	250,554	-	-	-	250,554
	P1FCU	-	254,336	-	-	-	254,336
	STATE TREASURER	-	-	2,516,505	-	-	2,516,505
SANITATION FUND TOTAL		\$ 2,526,642	\$ 504,890	\$ 2,516,505	\$ -	\$ -	\$ 5,548,036
STORMWATER	WELLS FARGO	490,565	-	-	-	-	490,565
STORMWATER FUND TOTAL		\$ 490,565	\$ -	\$ -	\$ -	\$ -	\$ 490,565

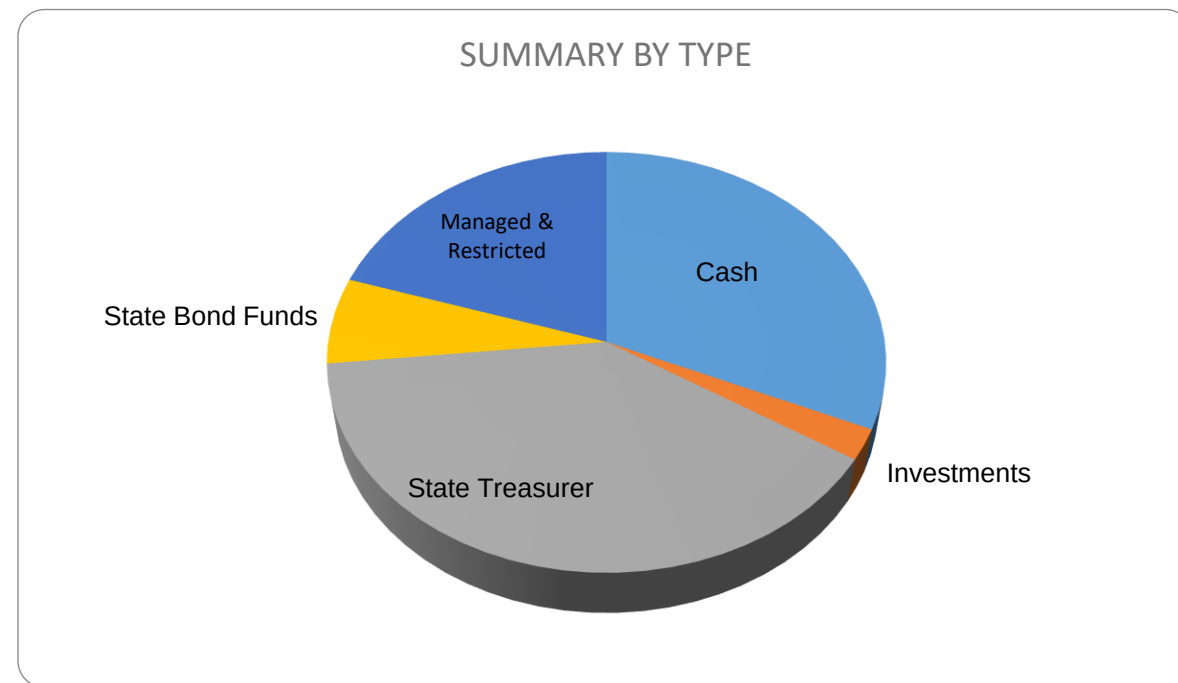
CITY OF LEWISTON TREASURY REPORT - 11/30/23

FUND	BANK	CASH IN BANK	MM & CD INVESTMENTS	STATE TREASURER'S POOL	DIVERSIFIED BOND FUNDS	OTHER	TOTAL
CEMETERY	WELLS FARGO	354,047	-	-	-	-	354,047
CEMETERY FUND TOTAL		\$ 354,047	\$ -	\$ -	\$ -	\$ -	\$ 354,047
ECONOMIC DEVELOPMENT	WELLS FARGO	370,081	-	-	-	-	370,081
	STATE TREASURER			4,094,619			4,094,619
ECONOMIC DEVELOPMENT FUND TOTAL		\$ 370,081	\$ -	\$ 4,094,619	\$ -	\$ -	\$ 4,464,700
TRANSPORTATION	WELLS FARGO	301,589	-	-	-	-	301,589
	ZIONS	-	257,067	-	-	-	257,067
	STATE TREASURER	-	-	204,119	-	-	204,119
TRANSPORTATION FUND TOTAL		\$ 301,589	\$ 257,067	\$ 204,119	\$ -	\$ -	\$ 762,775
LIBRARY	WELLS FARGO	106,066	-	-	-	-	106,066
	STATE TREASURER			109,464			109,464
LIBRARY FUND TOTAL		\$ 106,066	\$ -	\$ 109,464	\$ -	\$ -	\$ 215,530
FLEET	WELLS FARGO	1,874,247	-	-	-	-	1,874,247
	STATE TREASURER	-	-	528,232	-		528,232
FLEET FUND TOTAL		\$ 1,874,247	\$ -	\$ 528,232	\$ -	\$ -	\$ 2,402,479
IT	WELLS FARGO	190,015	-	-	-	-	190,015
	STATE TREASURER			211,226			211,226
IT FUND TOTAL		\$ 190,015	\$ -	\$ 211,226	\$ -	\$ -	\$ 401,242
POLICE RETIREMENT	US BANK	-	-	-	-	13,060,583	13,060,583
POLICE RETIREMENT FUND TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 13,060,583	\$ 13,060,583
PUBLIC TRANSIT	WELLS FARGO	686,819	-	-	-	-	686,819
PUBLIC TRANSIT FUND TOTAL		\$ 686,819	\$ -	\$ -	\$ -	\$ -	\$ 686,819
PERPETUAL CARE	US BANK	-	-	-	-	956,534	956,534
PERPETUAL CARE FUND TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 956,534	\$ 956,534
GRAND TOTALS		\$ 27,283,220	\$ 2,043,383	\$ 34,015,886	\$ 5,703,301	\$ 17,298,114	\$ 86,343,905

Other Includes: Fiduciary Funds, Equity Buy-in Funds, Funds Reserved for Debt Repayment, Unemployment Reserves and Funds Held in Trust

CITY OF LEWISTON TREASURY REPORT - 11/30/23

FUND	BANK	CASH IN BANK	MM & CD INVESTMENTS	STATE TREASURER'S POOL	DIVERSIFIED BOND FUNDS	OTHER	TOTAL
SUMMARY BY BANK	WELLS FARGO	\$ 27,283,220	\$ -	\$ -	\$ -	\$ 1,059,886	\$ 28,343,106
	BANNER BANK	-	-	-	-	1,413,180	1,413,180
	FNWCU	-	255,670	-	-	5	255,675
	ICCU	-	257,473	-	-	25	257,498
	LCCU	-	250,554	-	-	5	250,559
	P1FCU	-	508,232	-	-	41	508,273
	STCU	-	258,351	-	-	-	258,351
	MOUNTAIN WEST	-	-	-	-	25,000	25,000
	STATE TREASURER	-	-	34,015,886	5,703,301	-	39,719,187
	UMPQUA	-	-	-	-	633,236	633,236
	ZIONS	-	513,104	-	-	149,619	662,723
	US BANK	-	-	-	-	14,017,117	14,017,117
TOTALS		\$ 27,283,220	\$ 2,043,383	\$ 34,015,886	\$ 5,703,301	\$ 17,298,114	\$ 86,343,905



December 4, 2023

T HE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special Meeting Executive Session at the Bell Building Second Floor Small Conference Room at 215 D Street. Council President Liedkie called the meeting to order at 2:30 p.m.

I. CALL TO ORDER

COUNCILORS PRESENT: Council President Liedkie (phone); Councilor Forsmann (2:32 p.m.); Councilor Kleeburg; Councilor Schroeder; Councilor Spickelmire; Councilor Tousley

COUNCILORS EXCUSED: Mayor Johnson.

II. EXECUTIVE SESSION

Idaho Code § 74-206(1)(f), to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. – Action Item

At 2:31 p.m., Councilors Kleeburg and Schroeder moved and seconded, respectively, to go into executive session pursuant to Idaho Code § 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. *ROLL CALL VOTE: VOTING AYE: Liedkie; Kleeburg; Schroeder; Spickelmire; Tousley. VOTING NAY: None. EXCUSED: Forsmann.*

Councilor Forsmann arrived at the meeting at 2:32 p.m.

III. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Councilors Schroeder and Kleeburg moved and seconded, respectively, to adjourn the December 4, 2023 Executive Session. The motion carried 6-0 and the meeting adjourned at approximately 2:50 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

Lewiston City Council
Executive Session Minutes
December 4, 2023 – 2:30 p.m. – Page 1 of 1

December 4, 2023

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Work Session at the Bell Building Second Floor Conference Room at 215 D Street. Per Lewiston City Code § 2-26(G)(3), City Attorney Hermann called the meeting to order at 3:00 PM.

I. CALL TO ORDER

COUNCILORS PRESENT: Councilor Forsmann; Councilor Kleeburg; Councilor Schroeder; Councilor Spickelmire; Councilor Tousley

COUNCILORS EXCUSED: Mayor Johnson; Council President Liedkie.

Councilors Tousley and Forsmann moved and seconded, respectively, to elect Councilor Kleeburg as temporary chairperson. The motion passed 5-0.

II. PLEDGE OF ALLEGIANCE

Temporary Chair Kleeburg led the Pledge of Allegiance.

III. CITIZENS COMMENTS

None.

IV. DISCUSSION ITEMS

Please note that identifying an item as an “Action Item” does not require the City Council to vote on that item.

- A. IDAHO STATE FLOOD INSURANCE :** Presentation on NFIP Floodplain management and insurance information by Idaho Department of Water Resources State Floodplain Coordinator Maureen O'Shea - Action Item

Flood Plain Specialist O'Shea provided a presentation which summarized the National Flood Insurance Program (NFIP).

- B. ADDITIONAL OPIOID SETTLEMENTS:** Considering participating in an opioid settlement against McKinsey & Company, Inc. and related entities claiming that McKinsey played a central role in the opioid crisis - Action Item

Councilors Tousley and Schroeder moved and seconded, respectively, to remain in the opioid class action lawsuit against McKinsey & Company, Inc. and related entities and authorize the Mayor to sign the necessary documents. The motion passed 5-0.

- C. BYRNE JUSTICE ASSISTANCE GRANT PROGRAM:** Considering entering into two Memorandums of Understanding with Nez Perce County regarding the use of allocated funds from the Edward Byrne Memorial Justice Assistance Grant for 2017 and 2023 -

Lewiston City Council
Work Session Minutes
December 4, 2023 – 3:00 p.m. – Page 1 of 2

Action Item

Councilors Tousley and Spickelmire moved and seconded, respectively, to approve the Memorandums of Understanding between the City of Lewiston and Nez Perce County for the 2017 and 2023 Byrne Justice Assistance Grant (JAG) Program. *ROLL CALL VOTE: VOTING AYE: Forsmann; Kleeburg; Schroeder; Spickelmire; Tousley. VOTING NAY: None. EXCUSED: Liedkie.*

V. UNFINISHED AND NEW BUSINESS

A. CITY COUNCILOR COMMENTS:

Councilor Tousley noted there would be a concert on December 5, 2023 at Silverthorne Theater.

Councilor Schroeder noted the CHAS Homeless Memorial would be held on December 14, 2023 from 11:30 a.m. to 1:00 p.m.

B. CITY BOARDS AND COMMISSIONS LIAISON UPDATES

C. MAYOR COMMENTS

D. ADVISORY BOARD AND COMMISSION APPOINTMENTS

1. **AIRPORT AUTHORITY BOARD:** Considering the reappointment of Laurie Wilson to a three-year term - Action Item

Councilors Schroeder and Spickelmire moved and seconded, respectively, to approve the reappointment of Laurie Wilson to a three-year term on the Airport Authority Board. The motion passed 5-0.

E. AGENDA TOPICS: - Action Item

VI. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Councilors Forsmann and Schroeder moved and seconded, respectively, to adjourn the December 4, 2023, Work Session. The motion carried 5-0 and the meeting adjourned at approximately 3:46 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

Lewiston City Council
Work Session Minutes
December 4, 2023 – 3:00 p.m. – Page 2 of 2

December 11, 2023

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Regular Meeting at the Lewiston Library Second Floor Activity Room at 411 D Street. Mayor Johnson called the meeting to order at 6:00 p.m.

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Johnson; Council President Liedkie; Councilor Forsmann; Councilor Kleeburg; Councilor Schroeder; Councilor Spickelmire; Councilor Tousley.

II. MOTION TO AMEND AGENDA

Considering a motion to amend the agenda to include item VII. E. for the purchase of a street sweeper - Action Item

Councilors Tousley and Liedkie moved and seconded, respectively, to amend the agenda to include item VII. E. regarding the purchase of a street sweeper, which was added to the agenda today before the start of the meeting. The motion passed 6-0.

III. PLEDGE OF ALLEGIANCE

Councilor Tousley led the Pledge of Allegiance.

IV. CITIZENS COMMENTS

None.

V. PRESENTATIONS

A. OCTOBER FINANCIAL REPORT: Financial report for October 2023, in accordance with Idaho Code § 50-208 - No oral report (Finance Director Gordon)

VI. CONSENT AGENDA

Mayor Johnson explained that all items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a Councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under “Items Moved from the Consent Agenda”.

Council President Liedkie moved and Councilor Tousley seconded adoption of the Consent Agenda. *ROLL CALL VOTE: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire.*

Lewiston City Council
Regular Minutes
December 11, 2023 – 6:00 p.m. – Page 1 of 5

- A. **CITY COUNCIL MINUTES:** 11/27/2023 Regular - Action Item
- B. **ADVISORY BOARD/COMMISSION MINUTES:** 9/14/2023 and 10/12/2023 Business Improvement District Advisory Board - Action Item
- C. **VOUCHER'S PAYABLE:** Considering approval of the Voucher's Payable dated 11/17/2023 - 11/30/2023 in the amount of \$1,490,114.88 - Action Item
- D. **OLPS ADDITION ADMINISTRATIVE PLAT:** Considering approving a two-lot subdivision located at 835 Main Street in downtown Lewiston between D Street and Main Street, and west of Temple Lane, and approving the related reasoned statement - Action Item

VII. ACTIVE AGENDA

- A. **BUSINESS IMPROVEMENT DISTRICT ACTIVITY REPORT:** - Action Item

Beautiful Downtown Lewiston's Executive Director Morgan provided a summary of the year-to-date project completed, along with the approved 2023 Work Plan and expressed appreciation for the support received from City Council and staff as the Business Improvement District Administrator.

- B. **MUTUAL TERMINATION AGREEMENT:** - Action Item

Councilors Tousley and Liedkie moved and seconded, respectively, to approve the Mutual Termination Agreement between the City of Lewiston and Beautiful Downtown Lewiston Revitalization Corporation. *ROLL CALL: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire.*

- C. **DEFERRED MAINTENANCE FUNDING REQUEST:** - Action Item

Council President Liedkie moved and Councilor Tousley seconded to approve the expenditure of funds from the building infrastructure reserve account, not to exceed \$745,000, for the projects identified by staff and listed in the memo from Parks and Recreation Director Barker dated November 9, 2023.

Mayor Johnson noted that the additional amounts added to the Library Lighting Request (+\$15,000), Traffic Control Shop Roof Replacement (+\$5,000) and the Fire Department Stations 1, 2, and 4 immediate needs (+\$26,000), caused the total requested amount to exceed the amount in the motion.

Council President Liedkie amended her motion to approve the expenditure of funds from the building infrastructure reserve account, not to exceed \$775,000, for the projects identified by staff and listed in the memo from Parks and Recreation Director Barker dated November 9, 2023. Councilor Tousley seconded, and the motion carried 6-0.

Lewiston City Council
Regular Minutes
December 11, 2023 – 6:00 p.m. – Page 2 of 5

D. ORDINANCES

1. FIRST, SECOND AND THIRD READINGS

a. ORDINANCE 4905: - Action Item

Councilors Tousley and Forsmann moved and seconded, respectively, to combine the first, second and third readings and waive one reading in full of Ordinance 4905. The motion passed 6-0.

Councilors Tousley and Forsmann moved and seconded, respectively, to approve the first, second and third readings of Ordinance 4905. The motion passed 6-0.

ORDINANCE 4905: AN ORDINANCE OF THE CITY OF LEWISTON AMENDING SECTION 43-1 OF THE LEWISTON CITY CODE TO REMOVE UNNECESSARY DEFINITIONS AND ADD DEFINITIONS FOR COMMUNITY DEVELOPMENT DIRECTOR AND COMMUNITY RESOURCE OFFICER; AMENDING SECTIONS 43-2, 43-3, 43-4, 43-13, 43-22, 43-23, 43-24, AND 43-33 TO REPLACE "CODE ENFORCEMENT OFFICER" WITH "COMMUNITY RESOURCE OFFICER" AND TO REPLACE "SUPPORT SERVICES COMMANDER" WITH "COMMUNITY DEVELOPMENT DIRECTOR"; AND PROVIDING AN EFFECTIVE DATE.

2. SECOND/THIRD READINGS

a. ORDINANCE 4904: - Action Item

Councilors Liedkie and Schroeder moved and seconded, respectively, to combine the second and third readings and waive the third reading in full of Ordinance 4904. The motion passed 6-0.

Councilors Liedkie and Tousley moved and seconded, respectively, to approve the second and third readings of Ordinance 4904. The motion passed 6-0.

ORDINANCE 4904: AN ORDINANCE OF THE CITY OF LEWISTON REPEALING AND RESERVING SECTION 35-82 OF THE LEWISTON CITY CODE RELATED TO INFRACTION PENALTIES ASSOCIATED WITH PARKING RESTRICTIONS, AND PROVIDING AN EFFECTIVE DATE.

3. ADOPTION AND APPROVAL OF ORDINANCE SUMMARIES

Councilors Liedkie and Schroeder moved and seconded, respectively, to adopt

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Ordinances 4905 and 4904 and approve the related ordinance summaries. *ROLL CALL: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Kleeburg; Spickelmire.*

a. **ORDINANCE 4905:** - Action Item

b. **ORDINANCE 4904:** - Action Item

E. **SOURCEWELL PURCHASE - STREET SWEEPER:** - Action Item

Councilors Schroeder and Tousley moved and seconded, respectively, to accept the price proposal submitted by Owen Equipment, per the Sourcwell contract #093021-ELG, and authorize City staff to purchase the street sweeper. *ROLL CALL: VOTING AYE: Liedkie; Tousley; Forsmann; Schroeder; Spickelmire. VOTING NAY: Kleeburg.*

VIII. **ITEMS MOVED FROM THE CONSENT AGENDA** - Action Item

IX. **UNFINISHED AND NEW BUSINESS**

A. **CITY COUNCILOR COMMENTS:**

Councilor Tousley noted he attended a wonderful performance by the Civic Theater and encouraged people to attend if they haven't. Councilor Tousley also thanked the city staff, council, and citizens for making his time on council a great experience.

B. **CITY BOARDS AND COMMISSIONS LIAISON UPDATES**

Councilor Schroeder provided an update on the Public Works Advisory Commission.

C. **MAYOR COMMENTS**

D. **ADVISORY BOARD AND COMMISSION APPOINTMENTS:** - Action Item

1. **BUSINESS IMPROVEMENT DISTRICT:** Considering reappointing Doug Bauer, Wendy Price and Dennis Ohrtman to two-year terms - Action Item

Mayor Johnson moved to approve the reappointment of Doug Bauer to a two-year term on the Business Improvement District Advisory Board. Councilor Schroeder seconded, and the motion passed 6-0.

Mayor Johnson moved to approve the reappointment of Wendy Price to a two-year term on the Business Improvement District Advisory Board. Councilor Schroeder seconded, and the motion passed 6-0.

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Mayor Johnson moved to approve the reappointment of Dennis Ohrtman to a two-year term on the Business Improvement District Advisory Board. Councilor Tousley seconded, and the motion passed 5-1 with Council President Liedkie voting against.

E. AGENDA TOPICS: - Action Item

Councilor Forsmann moved to add a discussion on making a citywide capital improvement plan on the February 5th, 2024 Council work session agenda. Councilor Schroeder seconded. The motion passed 4-2 with Councilors Tousley and Kleeburg opposed.

X. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Councilors Tousley and Kleeburg moved and seconded, respectively, to adjourn the December 11, 2023 Regular meeting. The motion carried 6-0 and the meeting adjourned at approximately 7:26 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

December 19, 2023

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special Meeting in the City Hall Back Conference Room at 1134 F Street. Mayor Johnson called the meeting to order at 3:00 p.m.

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Johnson; Council President Liedkie (3:02 p.m. Zoom); Councilor Forsmann; Councilor Kleeburg; Councilor Schroeder; Councilor Spickelmire; Councilor Tousley.

II. PLEDGE OF ALLEGIANCE

Mayor Johnson led the Pledge of Allegiance.

III. ACTIVE AGENDA

A. BOLLINGER BUILDING: Considering the offer(s) to purchase the Anne Bollinger Performing Arts Center by prospective purchaser(s) - Action Item

Realtor Gary Bergen and Tami Meyers from Silvercreek Realty Group provided an update on the Bollinger Building listing and informed Council that a letter of intent was received from a real estate broker in the Seattle area for the asking price of \$125,000. A concern regarding parking spaces was brought up and a consensus among the Council was given to have staff look into the possible selling or leasing of Trevitt Park.

Councilors Tousley and Liedkie moved and seconded, respectively, to direct the City's realtor to prepare a response accepting Athena Hu's Letter of Intent, direct staff to negotiate a purchase and sale agreement with Athena Hu, and authorize the preparation of other necessary conveyance documents for the City Council's consideration. The motion passed 6-0.

B. LEWISTON COMMUNITY CENTER TRANSIT STOP: Considering a second amendment to the Federal Transit Administration 5339 Small Urban Funding Agreement #2020-09 with the Idaho Transportation Department to extend the grant agreement to September 30, 2025 - Action Item

Councilors Schroeder and Forsmann moved and seconded, respectively, to approve Amendment 2 to the FTA 5339 Small Urban Funding Agreement #2020-09 between the City of Lewiston and Idaho Transportation Department. *ROLL CALL: VOTING AYE: Liedkie; Tousley; Kleeburg; Spickelmire; Forsmann; Schroeder.*

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IV. EXECUTIVE SESSION

Idaho Code § 74-206(1)(f): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated; and Idaho Code § 74-206(1)(d): To consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code - Action Item

At 3:26 p.m., Councilors Tousley and Forsmann moved and seconded, respectively, to go into executive session pursuant to Idaho Code 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated, and pursuant to Idaho Code 74-206(1)(d) to consider records that are exempt from disclosure. *ROLL CALL: VOTING AYE: Liedkie; Tousley; Kleeburg; Spickelmire; Forsmann; Schroeder.*

Council President Liedkie left the meeting around 3:45 p.m. to attend a previous engagement.

V. ADJOURNMENT - Action Item

Councilors Kleeburg and Tousley moved and seconded, respectively, to adjourn the executive session. The motion carried 5-0 and the meeting adjourned at approximately 4:05 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

November 09, 2023

THE BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD OF THE CITY OF LEWISTON, IDAHO, met at its regular meeting Thursday, November 09, 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, 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

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

II. PUBLIC COMMENTS

None

III. ACTIVE AGENDA

A. **APPROVAL OF OCTOBER 12, 2023 MEETING MINUTES**

Vice Chairperson Meyers and Board Member Cook moved and seconded, respectively, the approval of the October 12, 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. NORTHWEST MEDIA (With Additional information) (\$597)

Vice Chairperson Meyers and Board Member Ohrtman moved and seconded, to approve reimbursement to BDL for the Northwest Media invoice in the amount of \$597. The motion carried 7-0.

2. PUMPKIN PALOOZA EXPENSES (\$1237.20)

Mrs. Morgan provided verbal summary of additional expenses accrued for Pumpkin Palooza.

BUSINESS IMPROVEMENT DISTRICT (BID) ADVISORY BOARD MINUTES

November 09, 2023

PAGE 1

Board Members Ohrtman and Follet moved and seconded, respectively the approval of Pumpkin Palooza expenses in the amount of \$1,237.20. The motion carried 7-0.

3. PLAID FRIDAY EXPENSES (\$127.93)

Mrs. Morgan provided a verbal summary of additional expenses accrued for Plaid Friday.

Vice Chairperson Meyers and Board Member Jones moved and seconded, respectively the approval of Plaid Friday expenses in the amount of \$127.93. The motion carried 7-0.

4. TOWN HALL MEETING EXPENSES (\$112.50)

Mrs. Morgan stated that the Town Hall Meeting expenses are for the cost of advertisement.

Vice Chairperson Meyers and Board Member Jones moved and seconded, respectively the approval of Town Hall Meeting expenses in the amount of \$112.50. The motion carried 7-0.

5. ARTWALK EXPENSES (\$1,814.08)

Mrs. Morgan provided a verbal summary of additional expenses accrued for Artwalk.

Vice Chairperson Meyers and Board Member Bauer moved and seconded, respectively, the approval of the final Artwalk Expenses in the amount of \$1,814.08. The motion carried 7-0.

6. DOWNTOWN TAILGATE EXPENSES (\$675.00)

Mrs. Morgan provided a verbal summary of additional expenses accrued for Downtown Tailgate. Board Member Jones asked if this is an event that will not be taking place next year and Mrs. Morgan stated correct, this event will not take place next year.

Vice Chairperson Meyers and Board Member Bauer moved and seconded, respectively, the approval of the final Downtown Tailgate Expenses in the amount of \$675.00. The motion carried 7-0.

7. PRESNELL GAGE (\$4,200.00)

Board member Ohrtman and Vice Chairperson Meyers moved and seconded, respectively the approval of Presnell Gage invoice for the financial review in the amount of \$4,200.00. The motion carried 6-0-1, with board member Bauer out of the room.

8. BDL STAFF HOURS 48, VOLUNTEER HOURS 59 (\$4,280)

Vice Chairperson Meyers and Board Member Cook moved and seconded, respectively the approval of the BDL staff hours and Volunteer hours in the amount of \$4,280.00. The motion carried 6-0-1, with board member Bauer out of the room.

IV. BOARD MEMBER COMMENTS

Board discussed having a Town Hall Meeting via Zoom since there was no turn out at the November Town Hall Meeting. Staff Hollingshead stated if the board decides to have a Zoom Town Hall Meeting she could request a QR code and then have it sent out with January invoices to rate payers.

Board member Ohrtman asked what can be done to provide to the business not on Main Street in regards to advertising. Would like to find a way to include these business and let the public know they are there.

Mrs. Morgan stated she has reached out and these business are okay with just being listed in the News Letter BDL puts out.

V. STAFF LIASON COMMENTS

Staff Hollingshead stated she spoke with the City's Park and Recreation Department in regards to installation of the planters, benches and trash receptacles. They have it on their winter workplan. They stated if the old planters could be removed before the new ones where placed it would be very beneficial. Staff Hollingshead stated she is going to reach to landscaping companies in regards to removing the dirt out of the old planters. She is also trying to coordinate with the City Electrician and the electrical contractor the City uses in regards to upgrading the lighting downtown. Staff Hollingshead final comment was to let the board know the 2024 Work plan will go before City Council on November 13, 2023.

A. Query of Board members to attend the regularly scheduled December 14, 2023 meeting

All board members present will be in attendance.

VI. BID ADMINISTRATOR COMMENTS

Mrs. Morgan stated there BDL will not continue with Downtown Tailgate next year, but they are going to be bringing back Cookies with Santa and will be doing pictures on December 1st with Santa. She also stated that BDL has changed office locations and will be including an innovation hub at the new location soon.

A. TOWN HALL FOLLOW UP

See comment under Board Comments

VII. ADJOURNMENT (ACTION ITEM)

There being no further business, Vice Chairperson Meyers and Board Member Follett, moved and seconded, respectively to adjourn. The motion carried 7-0 and the Business Improvement District adjourned at approximately 09:13 a.m.

RESPECTFULLY SUBMITTED,


RECORDING SECRETARY

ATTEST:


BID ADVISORY BOARD CHAIR

Approved this 14th day of December, 2023.



Lewiston City Library Art Committee Meeting Minutes
10.19.23
4 pm - Community Room

Call to order: Meeting was called to order by Director Johnson at 4:02 PM.

Approval of previous meeting minutes: It was moved by Deena Heath and seconded by Ray Esparsen that the September 21, 2023 meeting minutes be approved. All were in favor.

Unfinished Business

- a. Discussion with Artist, J Karlin
 - i. Artist Jeff Karlin joined the group presenting a variety of artwork to be considered for an upcoming installation. Additionally discussion of adding some pieces earlier than the winter of 2024 may be a possibility if the spring student show does not fill the space.
- b. Installation of Incoming Artist's Work
 - i. The work of Mary Bakker, Leah Harvey and Gloria Teats, members of the Salmon River Art Guild will be taken down by staff by the middle of the last week in November and the work of Celia Robinson Boland will be installed.
- c. December Art Reception for Incoming Artist
 - i. The reception for Celia Robinson Boland will be held in conjunction with a live musical performance by Mimi Perez, the Friends of the Library Book Sale and a drop in craft activity from 1 to 3 pm the afternoon of December 2, 2023. Committee members are encouraged to attend.

New Business

- a. Art Submissions for Review
 - i. The committee would like to request that Jennifer Dennler submit more information including an artist statement in order to have her artwork considered for installation.
- b. December Meeting Date Consideration
 - i. Deena Heath moved and Ray Esparsen seconded canceling the December art committee meeting. All were in favor.

3. Upcoming Meetings:

- a. November 16, 2023
- b. December 21, 2023 - canceled

4. Adjournment - it was moved that the meeting be adjourned at 4:52 pm and all were in favor.

Lewiston City Library
Library Board of Trustees
Regular Meeting | Wednesday November 15, 2023
Community Room

1. Call to Order: Meeting was called to order at 5:33 PM by Chair Diana Ames
Trustees Present: Rebecca Snodgrass, Trisha Decker, Andy Hanson, Diana Ames
Trustees Absent: Josh Brown
Councilor Liaison: Rick Tousley
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino
2. Recognition of Visitors
 - a. Jennifer Tengano - Lewiston Library Assistant City Attorney
3. Approval of additions and deletions to agenda, if any - none
4. Public Comment and correspondence
 - a. A thank you card from a group who met this past month was sent to B Alvino, B Glover, and K Cramer.
5. City of Lewiston Council Report
 - a. R. Tousley provided an update on the most recent election.
6. Library Foundation Report
 - a. None at this time.
7. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings: Board of Trustees from October 18, 2023, Art Committee Minutes from July 20, 2023 and September 21, 2023
 - b. Review of statistical report
 - c. Approval of statement of expenses
 - i. Andy Hanson moved to approve and Trisha Decker seconded the motion to approve the consent agenda. All in favor. Motion carried.
8. Committee Reports
 - a. Art Committee
 - i. D. Ames provided an update on upcoming art committee events.
9. Director's Report
 - a. Building Maintenance
 - i. The facilities department will be making a request at the December City Council meeting to use funds from the city building fund for replacement of first floor lighting.
 - b. Staffing
 - i. L. Johnson provided an update on the current staff organization and recent changes.

10. Unfinished Business

- a. Library Strategic Plan - Action Item
 - i. L. Johnson reviewed the strategic plan with the board.
 - 1. Andy Hason moved to approve the library strategic plan as presented by the library director and Rebecca Snodgrass seconded. All in favor. Motion carried.
- b. Donation of Artwork by R. Crawford - Action Item
 - i. Andy Hanson moved to approve the agreement as presented with an amendment that is contingent upon the donors acknowledgement that the buffalo robe is to be included in the donation and Trisha Decker seconded. All in favor. Motion carried.
 - ii. Andy Hanson moved to delegate authorization to sign the agreement to the library director and Rebecca Snodgrass seconded. All in favor. Motion carried.
- c. Items Moved from the Consent Agenda
 - i. None

11. New Business

- a. Public Use of Children and Teen Areas Policy - Action Item
 - i. Trisha Decker moved to approve the public use of children and teen areas policy and Rebecca Snodgrass seconded. All in favor. Motion carried.
- b. Programs and Presenters Policy - Action Item
 - i. Discussion about the policy presented took place with suggestions made to clarify the title and to determine how better to differentiate between library sponsored programs and programs sponsored by other presenters using the library spaces.

12. Executive Session - Action Item

- a. Idaho Code 74-206(1)(b) – To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.
 - a. Andy Hansen moved to enter into executive session and Trisha Decker seconded the motion. All in favor. The motion passed.
 - b. Andy Hansen moved to exit the executive session and Trisha Decker seconded the motion. All were in favor. The motion passed.

13. Schedule of Upcoming Meetings

- a. Regular Meeting: December 13, 2023
- b. Regular Meeting: January 17, 2024

14. Adjournment

- a. The meeting was adjourned at 7:52 PM

October 25, 2023

The LEWISTON PLANNING AND ZONING COMMISSION met in the Community Development Department Second Floor Conference Room at 215 "D" Street. Chair Busch called the meeting to order at 5:30 p.m.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Michael Busch, Chair; Gabriel Iacoboni, Maureen Anderson; Cynthia Ball; Kathy Branson

COMMISSIONERS EXCUSED: Vice Chair; Kevin Kelly;

COMMISSIONERS ABSENT: Justin Merwin

STAFF MEMBERS PRESENT: Joel Plaskon, City Planner; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Jennifer Tengono, Assistant City Attorney; Pat Severance, Engineering Development Supervisor; Mark Weigand, City Surveyor

II. CITIZEN COMMENTS

None

III. ACTIVE AGENDA

A. APPROVAL OF OCTOBER 11, 2023 MEETING MINUTES (ACTION ITEM)

Commissioners Branson and Anderson moved and seconded, respectively, approval of the October 11, 2023 meeting minutes with conditions. The motion carried 5-0.

B. PUBLIC HEARING AND SUBSEQUENT DELIBERATION AND DIRECTION TO STAFF REGARDING THE REASONED STATEMENT FOR APPLICATIONS ANX23-2, CPA23-3, ZNC23-4, BY GLEN SEEKINS (ACTION ITEM)

Chair Busch explained the public hearing process, opened the public hearing and asked for a staff presentation.

Staff Plaskon provided a verbal summary of the staff report with maps and photos so the commission could get geographically familiar with the area. The Fire Department provided comments for the staff report that stated the response time for this site is estimated to be 10 minutes and the average response time goal to 2-5 minutes. Nez Perce County provided comment for the staff report that stated this not an ideal situation from a parcel configuration point and a 911 emergency addressing point.

City Surveyor, Mark Weigand, provided a verbal summary of the comments he submitted for the staff report.

Commissioner Branson asked if the entire parcel was annexed would it erase any concerns.

Staff Plaskon stated probably not, though it would address the county island situation and illegal lot left over in the county, but it doesn't solve the problem of the lots not having access to sewer.

Commissioner Branson asked if there was any way a city sewer line could be installed.

Staff Plaskon stated if there was enough money it could.

Commissioner Ball asked if City properties are trying to move away from septic systems per the current comprehensive plan.

Staff Plaskon stated that is correct and any property annexed into the city should be connected to all City services.

Vice Chairperson Iacoboni asked who would respond if there would be a fire.

Staff Plaskon stated his understanding is not the City.

Commissioner Ball asked who O'Connor Road belongs to. Who would maintain the private road for the potential annexed property.

Staff Weigand stated it is listed as a private road with a prescriptive public easement. There are agreements between the City and the County for the maintenance of the road. The private road on the potential annexed property would need to have a homeowner association for maintenance.

There being no further questions of staff, Chair Busch asked the applicant for testimony.

Scott Becker with Hodge and Associates out of Moscow Idaho is representing the applicant. The reason the road way has a jog is due to the contour of the land and just follows the current access road. The small triangle piece of land that is being left out of this annexation is being left out because it sits 150 below the proposed annexed property. The lots will be connected to the City's water, but

sewer will be a septic system due to not have access to the City sewer main. They do plan to build that road to City standards or better.

Commissioner Branson asked how many homes they are proposing for home sites.

Mr. Becker stated they are not sure, but estimated and discussed possibly 20 lots.

Commissioner Ball asked how they would access their water and power.

Mr. Becker stated that the north portion of the parcel is where the water line would come in and they would be working with Avista for underground power.

Commissioner Branson asked about the south portion being annexed in as well.

Mr. Becker stated that the southern portion wasn't as usable and the applicant would like to keep it in the county to maintain the animal rights and keep some cows on that portion of the property.

Staff Plaskon stated the south parcel is the property owner's and if the parcel is zoned R1, this zone does have animal rights.

Commissioner Branson asked if the applicant would annex the entire track of land since they would still have animal rights, and just not develop the southern portion of the property.

Mr. Becker stated the owner is not interested in annexing the entire track of land.

Staff Tengono reminded the Commission of the City regulations for what a variance covers and the section of City code it applies to. So a variance would not be appropriate for other sections to City code, unless it was specifically provided for in city code that alterations to those requirements could be made.

Commissioner Anderson asked with the topography and this area, would the storm water runoff onto the lots below.

Mr. Becker stated the lots will be large enough to retain the storm water on it.

Commissioner Ball asked if the storm water could be retained on the small triangle of land at the north side.

Mr. Becker stated that would not be the best use for that parcel.

Commissioner Branson asked if there was any way around the time frame it would take the Fire Department to respond.

Mr. Becker stated he not aware of another way.

Staff Plaskon provided information from the Smart Growth America, Rationale for Smart Growth Fiscal Impact Analysis dated June 2022. Research shows that as residential density decreases the cost per residential unit increases regarding roads, sanitation, sewer, police and fire protection. When homes are built far away from fire stations and on dead-end roads or cul-de-sacs the cost rises. The reason is the community must provide additional costs such as new fire stations and employees to keep response time down. A table (1.3) illustrates capital costs per housing unit by development pattern. For example, for 1 dwelling unit per acre, the capital cost per housing unit is 8.36. For 1 dwelling unit per 5-acre lot, which is what development in an R1 would be is 4.27. This type of development is twice the cost as compared to urban development.

Commissioner Branson asked if the R1 would be able to have animal rights and would they be using City water for the 2-acre plot.

Staff Plaskon stated yes that an R1 has animal rights and water rights would be dependent upon the development, the owners might be able to drill a well.

Commissioner Ball asked if the property owner could have the county reconfigure the lot before coming to the city for annexation would that change anything in this process.

Staff Plaskon stated no, not unless the applicant pursued a subdivision plat in the county to legally divide the property and not a tax parcel adjustment.

Mr. Becker stated most of the cost regarding large lots vs small lots is paid by the developer.

Chair Busch asked if there was a developer in mind.

Mr. Becker stated the owner is planning on developing.

There being no further questions for the applicant, Chair Busch asked for public testimony.

Staff Ortiz played a voicemail from Tiger Crenshaw in opposition to the land use change, including concern about increased traffic.

Staff Plaskon stated traffic is addressed at the development stage not at the annexation stage.

Commissioner Branson stated that parts of O'Connor Road is not in good condition, would the road be repaired and who is responsible?

Staff Weigand stated that the county and city have an agreement on who maintains certain sections of the road, so it is a shared responsibility.

There being no further public comment, Chair Busch asked the applicant's representative for a rebuttal.

Mr. Becker stated that the taxes made from the annexed lot could be used to help with the repair of O'Conner Rd.

Chair Busch closed the public hearing.

During deliberation, Commissioners determined the development is not fully served with utilities and infrastructure, based on the lots not having services to city sewer and on a private road. Future uses of this land use will have higher costs to the taxpayer. This development does not encourage urban development due to the lots not being hooked up to city utilities and service is a private road.

After deliberation, Vice Chairperson Iacoboni and Commissioner Branson moved and seconded, respectively, to recommend to the City Council the request for ANX23-2, to be denied. Motioned passed 4-1.

Commissioner Branson and Vice Chairperson Iacoboni moved and seconded, respectively, to recommend to the City Council the request for CPA23-3, ZNC23-4 and comprehensive map amendment, to be denied. Motion passed 5-0.

IV. **CONSIDER A RECOMMENDATION OF REMOVAL (ACTION ITEM):**

Chairperson Busch and Commissioner Ball moved and seconded, respectively, to recommend the removal of Justin Merwin from the Lewiston Planning & Zoning Commission to the Mayor and City Council. Motioned passed 5-0.

V. **STAFF-COMMISSION COMMUNICATIONS:**

A. **Query of Commissioners for November 8, 2023 meeting.**

Staff Plaskon stated the Comprehensive Plan open house provided a good amount of public input. The consultant will start drafting goals and policies next and they should be brought before the commission in December.

All current commissioners plan to be in attendance for the November 8, 2023 meeting.

Staff Plaskon asked if Commission if they could attend the November 22, 2023 meeting. Commissioners Branson and Chairperson Busch would not be able to attend. Commissioners Anderson and Ball are unsure if they would be able to attend.

VI. ADJOURN

There being no further business, Commissioner Anderson and Chairperson Busch moved and seconded, respectively, to adjourn. The motion carried 5-0 and the Planning and Zoning Commission adjourned at approximately 7:16 p.m.

RESPECTFULLY SUBMITTED,

Dawn Ortiz

Dawn Ortiz,
Recording Secretary

Mike Busch

Chairperson or Acting Chairperson
Planning and Zoning Commission

Approved this 13 day of December, 2023.

December 13, 2023

The LEWISTON PLANNING AND ZONING COMMISSION met in the Community Development Department Second Floor Conference Room at 215 "D" Street. Chair Busch called the meeting to order at 5:30 p.m.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Michael Busch, Chair; Gabriel Iacoboni, Vice Chair; Maureen Anderson; Cynthia Ball;

COMMISSIONERS EXCUSED: Kevin Kelly; Kathy Branson

STAFF MEMBERS PRESENT: Joel Plaskon, City Planner; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Jennifer Tengono, Assistant City Attorney

II. CITIZEN COMMENTS

None

III. ACTIVE AGENDA

A. APPROVAL OF OCTOBER 25, 2023 MEETING MINUTES (ACTION ITEM)

Commissioners Anderson and Ball moved and seconded, respectively, approval of the October 25, 2023 meeting minutes. The motion carried 4-0.

B. PUBLIC HEARING AND SUBSEQUENT DELIBERATION AND DIRECTION TO STAFF REGARDING THE REASONED STATEMENT FOR CONDITIONAL USE PERMIT APPLICATION CUP23-5 BY BRIAN KRUEGER FOR 1407 POWERS AVE (ACTION ITEM)

Chair Busch explained the public hearing process, opened the public hearing and asked for a staff presentation.

Staff Plaskon provided a verbal summary of the staff report with maps and photos so the commission could get geographically familiar with the area. The city's Public Works Department, Engineering Division stated a traffic impact analysis would not be needed and has no problems with this application. The Fire Department has already approved the location during an inspection for the business license.

Commissioner Ball asked for clarification in regards to if the previous business were considered to be a home business. Staff Plaskon stated the previous businesses were not because they would not meet the requirements for home occupations.

There being no further questions of staff, Chair Busch asked the applicant for testimony.

Applicant Brian Krueger, 13th St C Lewiston Id, and Sam House, 1519 Airway Ave, Lewiston Id, stated there is a history of business use at this location such as an auction house and other auto repair. Business hours on planned Monday through Friday 9 am to 5 pm. The outdoor storage area will be towards the North and it is not clearly visible from the street, it is fenced on the north and east side, they have plans to put up a fence on the west side where they will store customers' vehicles properly. The gravel driveway is compacted and should not be a tripping hazard for customers. There will be a handicapped parking area that will be close to the paved area in front of the structure on the west side. He believes that they comply with the requirements for the zoning criteria of a C3 area that abuts this area.

He went on to say that there are several commercial locations that abut a residential zone some of those examples are the City's owned Police gun range and Army National Guard. They do not plan on adding security lighting as they do not see a need as most security cameras have night vision. Most all tools used will be electric and these tools do not make the much noise. The reeving of unmuffled ATVs is not good for the machine and this will not be done. 99% of the vehicles coming in have to abide by a US Forest Service noise decidable so the exhausts will not be loud. LOID is just down the road and they run dump trucks and other heavy machinery and they do not foresee them being any louder than them. Their plans for the future is to continue as a small business with only them as the two employees.

Commissioner Ball asked if either applicant lived on site. Both applicants stated no they do not and there is a current tenant living in the home who is not affiliated with their business.

Commissioner Ball asked in regards to the looping traffic going around the current home located on the lot and adding additional traffic. Mr. Krueger stated there is the option for customers to drop off their machinery at the front of the shop location and not have to loop around the existing house on site.

Commissioner Ball is concerned about the traffic "looping" around the tenant living in the home on the property. Asked if the applicant has thought about reaching out to the tenant and working with them in regards to traffic. Mr. Krueger stated they have had conversations with the tenant.

Commissioner Anderson asked in regards to the fencing Mr. Krueger had mentioned installing at the back of the property. Mr. Krueger stated fencing would

be to hide more of the vehicles stored in the back of the property it would tie into the existing fencing.

Commissioner Ball asked if customers would be test drive their vehicles/machines in the roadways. Mr. Krueger stated their customers' vehicles/machines will not be tested around the property, roadways or surrounding area. He has hardly been asked by customers to test drive their machines during pickup.

Commissioner Anderson asked the length of the lease and is there anything within the lease for environmental uses. Mr. Krueger stated it is a 12-month lease, their lift equipment is moveable and fluids extracted from the machines are saved in containers that are removed by specific companies. Staff Tengono stated there are federal and state liabilities for environmental uses.

Commissioner Ball asked if the house is under a 12-month lease also and what would happen if a new house tenant moved in. Jessica Klein, property owner, stated the house is under a month to month lease right now. If this tenant leaves then the next tenant would need to be in agreement with this use being next to them.

Commissioner Anderson asked what happens if these tenants are not in agreement. Mrs. Klein stated she is used to having tenants and conflict resolution would be needed between both tenants.

Staff Tengono stated these questions are out of the scope of the Conditional use permit.

Vice Chairperson Iacoboni asked where the garage doors are located. Mr. Krueger stated they are located on the south side of the building facing Powers Ave. There is only one garage door leading into the garage.

Vice Chairperson Iacoboni asked if on the east side of the building are there any doors. Mr. Krueger stated there is just a wall on the east side.

Chair Busch asked if the applicant why they do not want to pave the parking lot and if he would be willing to pave it. Mr. Krueger stated the cost to pave the parking lot far exceeds what their capable of paying for as a new business. Staff Plaskon stated that if there is going to be a condition of approval of the application it should not be based on if the applicant is willing to comply. He also reminded the commission that this business is at the minimum threshold to trigger the paving of the parking, as mentioned in the staff report. The business is not expected to generate a large amount of traffic or parking demand. Mr. Krueger

stated it is probably far less traffic and the existing driveway is compacted enough that it should not produce much dust. He could see this as a requirement for a zoning change and would continue to be used as a commercial business.

Chair Busch stated that conditional use permits stay with the life of the property. Staff Tengono pointed out the decibal levels for code was removed and it put a description and how the sounds are made. Generally, loading and unloading vehicles you would have to audible noise more than 50 feet away for it to be considered a nuisance. The operation between 9 am to 5 pm would not be considered a nuisance. There is city code in regards to dust and the applicant will be required to abide by dust abatement.

Commissioner Ball asked Mrs. Klein if it is her intention to treat the shop and the home as separate income uses. Mrs. Klein stated yes she would continue as renting them separately.

There being no further questions for the applicant, Chair Busch asked for public testimony.

Susan Akins, 1401 Powers Ave. The tenant that lives in the rental house has vehicles that do not allow other vehicles to be driven around the house and also park in front of the house. The shop structure to be used commercially was once two rentals. Most all of the other tenants that used this structure became a nuisance also. Parking is an issue due to the house tenant leaving around 2:30 am and the drive way on the west side is shared between the two neighbors. She has concerns for her property value and this property is already a nuisance and will continue to become more of a nuisance. There are a lot of commercial business locations where a business of this type could go. This not a good idea and not a good location for an ATV repair business.

Commissioner Ball asked if they use the egress access and they have back out spots and do they have any problem with overlapping with the current house tenant with truck parking. Mrs. Akins stated she does not have any problem with the tenants logging truck.

Mark Jennings 1405 Powers Ave, and is neutral on this use. Stated the auction house was a known entity and they had their own private driveway. General public have no concerns for private property. He doesn't want to see what happened with the previous boar repair business where the property was a full of the public parking in front of the properties and not be able to get into their own driveway. He has spoken with the applicant and he does not think there is going to be a problem. Also feels that him and wife will make more noise than

the applicant will. Current renters in the house are some of the best renters at this location, he may run his truck at 3 in the morning, but he hopes they stay. Dust should not be a problem. He does have some concerns about the condition use permit staying with the property, but he really doesn't see it being an issue.

Staff Tengono wanted to highlighted concerns about noise of normal operation vehicles of someone that lives on or outside the property is outside the scope of the CUP application.

Mrs. Klien stated the reason she supports this business is that she believes in what they are doing and the city needs more business that do this and the community is very excited about this. They have worked very hard to get this property turned around to make this property nice and ready for use.

Commissioner Iacoboni asked if there is already machinery in the shop. Mrs. Klein stated they are still in the lease agreement stages because they have been able to start the business.

There being no further testimony, Chair Busch asked applicant for their rebuttal. Mr. Krueger stated the current tenant in the house and the parking situation they will need to work out something that works out for both of them. There have been problems in the past, but don't let their mistakes effect their business. If they become a nuisance, then the city has procedures in place to push back. They are going to run a professional business with a professional look. The outside of the building is the first impression. Mr. House stated when a customer is picking up or dropping off it is a pretty short process and they are not hanging around for hours.

There being no further rebuttal from the applicant, Chair Busch closed the public hearing.

After discussion of relevant criteria, Vice Chairperson Iacoboni and Commissioner Anderson moved and seconded, respectively, to direct staff to draft Reasoned Statement approving CUP23-5. Motion passed 4-0.

C. PUBLIC HEARING AND SUBSEQUENT DELIBERATION AND DIRECTION TO STAFF REGARDING THE REASONED STATEMENT FOR CONDITIONAL USE PERMIT APPLICATION CUP23-4 AND VARIANCE APPLICATION VAR23-1 BY THE LAMAR COMPANIES LLC FOR 226 W 22ND ST NORTH. (ACTION ITEM)

Chair Busch explained the public hearing process, opened the public hearing and asked for a staff presentation.

Staff Plaskon provided a verbal summary of the staff report with maps and photos so the commission could get geographically familiar with the area.

Commissioner Ball pointed out that across the street the commission has already issued a billboard sign conditional use permit and these signs should be 500 feet apart. Commissioner Ball motion to table CUP23-4 and VAR23-1. Motion died with no second.

There being no questions for staff, Chair Busch asked the applicant for testimony.

Neil Schreibeis Post Falls, Id., representative of applicant, The Lamar Companies, LLC, stated that due to the alley is the need for a variance. The sign would not over hang. The sign on the property across the road was actually a sign that they owned. Providing a product to the community by offering advertisement. Ken Hobart 531 18th Avenue Lewiston, Id, representative of the applicant stated that there was already a sign at one point in time.

Commissioner Ball asked if the property to the west was the able to be used for the location of the sign. Mr. Hobart stated no they would want the traffic travelling on the highway to see it. Stated that there is an on premise and off premise sign option that could make a big different on what is being approved.

Staff Plaskon stated the approval for the previous for the sign on the opposite side of the road was identified as a billboard and on premise verse off premise was removed from the code. He also encouraged the Commission to complete the public hearing and then table the CUP23-4 and VAR23-1 with allowing the applicant to make changes to the application.

Mr. Schreibeis stated the applicant for the sign across the street would have had to apply with IDT and they do not think they have.

Commissioner Ball restated that the request for the sign across the road that she has been referring to was for a billboard and they had provided the whole package.

There being no further questions for the applicant, Chair Busch asked for public testimony. Staff Ortiz read an email in favor to the record from Erik Nelson, incorporated herein by this reference. See Appendix "A" to these meeting minutes for reference.

Staff Tengono stated that the commission approved a reason statement for a conditional use permit for CUP23-000001 (the billboard across the roadway

approved prior, as discussed herein above). The applicant has 12 months to apply for a permit to erect that billboard in order to vest that CUP. There was information in the reasoned statement of the glare and normal standards from ITD. Staff Ortiz confirmed that a sign permit was issued for that billboard on 4/11/2023 for a billboard via use of the permitting software used at Community Development.

There being no further public testimony, Chair Busch asked the applicant's representative for a rebuttal. Mr. Hobart asked to be able to make changes to current application request and come back before the commission with a new variance.

Commissioners Anderson and Ball, moved and seconded, respectively, to table CUP23-4 and VAR23-1 and allow applicant to make changes to current application and resubmit for a new hearing. Motion passed 4-0.

D. PUBLIC HEARING AND SUBSEQUENT DELIBERATION AND DIRECTION TO STAFF REGARDING THE REASONED STATEMENT FOR REZONE APPLICATION ZNC23-7 BY KEITH JACOBS FOR 1828 AND 1832 IDAHO STREET. (ACTION ITEM)

Chair Busch explained the public hearing process, opened the public hearing and asked for a staff presentation.

Staff Plaskon provided a verbal summary of the staff report with maps and photos so the commission could get geographically familiar with the area.

Commissioner Ball asked for clarification if the house to the east accessed via the alley. Staff Plaskon stated yes.

There being no further questions of staff, Chair Busch asked the applicant for testimony. Ryan Houlihab 3808 Barr Rd, Lewiston ID and Keith Jacobs 310 Fraser Grade, Kamiah ID stated the three parcels would be rezoned for a law office that is family owned. Parcels do fall within the comprehensive plan and the parcels would be best used as a commercial use. It would not produce any burdens onto the current neighbors. They are working currently on the landscaping, restoring the historical look, and replacing a dilapidated fence. They are removing some of the accessory structures to allow for ADA parking. Will replace the drive access and replace 100 feet of the curb and gutter.

Commissioner Ball asked if the fencing was around all three lots. Mr. Jacobs stated the fencing along the alley way was replaced and the chain link fence across the front was replaced.

There being no further questions for the applicant, Chair Busch asked for public testimony. Staff Ortiz read voicemail received in favor of zone change. "Jim Albright with 1818 G Street Properties LLC is in favor of the zone change for ZNC23-7."

There being no further public comment and the applicant did not have any rebuttal Chair Busch closed the public hearing.

After discussion of relevant criteria, Commissioners Ball and Vice Chairperson Iacboni moved and seconded, respectively, to direct staff to draft a Reasoned Statement recommending approving ZNC23-7 to the City Council. Motion passed 4-0.

IV. STAFF-COMMISSION COMMUNICATIONS:

A. Query of Commissioners for December 27, 2023 meeting.

Staff Plaskon updated the Commission on the Comprehensive Plan. There should be a draft presented and provided to the Commission shortly from the consultants. The next Steering Committee meeting is January 8th, 2024

All current commissioners plan to be in attendance for the December 27, 2023 meeting.

V. ADJOURN

There being no further business, Chairperson Busch and Commissioner Anderson moved and seconded, respectively, to adjourn. The motion carried 4-0 and the Planning and Zoning Commission adjourned at approximately 8:05 p.m.

RESPECTFULLY SUBMITTED,



Dawn Ortiz,
Recording Secretary



Chairperson or Acting Chairperson
Planning and Zoning Commission

Approved this 27 day of Dec, 2023.

Appendix A



Lewiston

Dawn Ortiz <dortiz@cityoflewiston.org>

Dec. 13th 5:30 Public Hearing, IN FAVOR testimony, Billboard 226 W 22nd St. N

1 message

Erik Nelson <escottnelson@gmail.com>
To: dortiz@cityoflewiston.org

Wed, Dec 13, 2023 at 10:54 AM

December 13, 2023

Dawn Ortiz
City of Lewiston

Re: Conditional Use Permit Application CUP23-4 By the Lamar Companies LLC to Install a Billboard at 226 W 22nd St. N. /
Sign Variance Application VAR23-1 by the Lamar Companies LLC - TESTIMONY SUBMISSION - IN FAVOR

Good evening, Lewiston Planning and Zoning Commission members.

My name is Erik Nelson and I own the convenience store/gas station property up on W 22nd St. N. You may recognize it as the "Liberty Mart." My apologies for not joining the hearing in person.

After my father, Rick Nelson passed, my wife and I acquired the property and have had the pleasure of partnering with Janet Rimmelspacher to sustain a small local business. Her success has been our success over the years.

Recently, we had a chance to add a digital billboard to the property and were excited for the opportunity. We would like to submit testimony IN FAVOR of a building variance grant for several reasons:

Firstly, a digital billboard would be well-situated near Hwy 12 to promote local economic activity in the area. That includes a benefit to the convenience store on premise. We're excited to help keep local dollars in the community.

Secondly, we believe the dynamic and attractive fixture would be exceptionally positioned for tourism promotion, bringing in new money into the valley. Billboard promotions would increase visitor activity in the area at a high-traffic entry into town.

Lastly, a billboard advertising lease would diversify my family's local investment, thus making us more resilient as small-time landlords during economic ups and downs.

And, I believe the professionals at Lamar Companies will do their due diligence to create an attractive and modern display that leaves a positive impression overall.

Please consider our request to build this investment and note our whole-hearted testimony IN FAVOR.

Thank you for your consideration,

Erik Nelson, Property owner

August 9, 2023

The PUBLIC WORKS ADVISORY COMMISSION met in the Bell Building 2nd Floor Meeting Room at 215 "D" Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:01 p.m. Commission members present at the time Chair Schroeder called the meeting to order included Vice-Chair Kelly and Commissioners Wright, Rehder, and Bourassa.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to <https://www.youtube.com/live/lFdKzBlTVmQ?si=HQMjmbgffzsb3D4>

I. CALL TO ORDER

COMMISSIONERS PRESENT: Vice-Chair Kevin Kelly, Laura Wright, Ryan Rehder, and Brent Bourassa

COMMISSIONERS ABSENT: Kayleigh Philippi

CITY COUNCIL LIAISON PRESENT: Councilor Kasee Forsmann, Councilor and Chair Kathy Schroeder

STAFF MEMBERS PRESENT: Haley Kelley, Public Works Specialist; Aaron Butler, IT

Public Works Specialist Kelley informed the Commission that, due to his appointment during the August 7, 2023 City Council meeting, after the agenda had been posted on August 2, 2023, a motion could be made to amend the agenda to include an introduction of newly appointed Public Works Advisory Commissioner Brent Bourassa.

Commissioner Wright and Vice-Chair Kelly moved and seconded, respectively, to amend the agenda to add an introduction of new Public Works Advisory Commissioner Brent Bourassa. The motion carried 3-0.

II. INTRODUCTION OF NEW COMMISSIONER BRENT BOURASSA

Commissioner Bourassa introduced himself to the commission.

III. CITIZEN COMMENTS

None.

IV. CONSENT AGENDA

Chair Schroeder explained that all items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issues unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Moved From the Consent Agenda".

Commissioner Wright and Vice-Chair Kelly moved and seconded, respectively, approval of the Consent Agenda. The motion carried 4-0.

A. APPROVAL OF JULY 12, 2023 MEETING MINUTES: - Action Item

V. PRESENTATION

A. COMPREHENSIVE PLAN REWRITE - PHASE 2 SURVEY:

Katie Hollingshead, Assistant City Planner, provided an overview of Envision Lewiston 2044 and explained that the Phase I survey was conducted during the commission's formation but that the Phase II survey is being presented now that the commission is established. Ms. Hollingshead distributed the Phase II survey to the

commission and walked them through completing and submitting their responses. She explained that the Phase II survey can be found on the City website and in-person at the Lewiston Farmers Market on August 26, 2023 and September 16, 2023. The survey closes September 17, 2023.

VI. DISCUSSION ITEMS

B. FUTURE AGENDA PLANNING: *Discussion to assist staff in planning future agendas.* - Action Item

Public Works Specialist Kelley explained that due to a staff availability issue, the planned agenda topic for this meeting was delayed and this meeting pivoted into a planning session for future agendas instead. The Commission decided on the following schedule for the remaining meetings in calendar year 2023:

September 13, 2023

- Clearwater Composting Contract
- 2020 Lewiston Transportation Plan

October 11, 2023

- 2024 Transportation Capital Improvement Plan (CIP) Update
- Winter Storm Event Response Plan/Policy

November 8, 2023

- Speed Limits/Traffic Engineering
- Draft Traffic Calming Policy

December 13, 2023

- Municipal Separate Storm Sewer System (MS4) Permit

Commissioner Wright requested staff draft the letter to the Washington State Department of Transportation regarding the stormwater drainage capacity on the Blue Bridge. Commissioner Rehder requested that the East Orchards Sewer project be a future item presented to the commission.

VII. UPCOMING EVENTS/MEETINGS

A. REGULAR MEETING: SEPTEMBER 13, 2023: *Query of Commissioners to attend the next regularly scheduled meeting.* - Action Item

Commissioner Bourassa notified the commission that he would be absent from this meeting. Commissioner Rehder said that he may be able to attend remotely.

B. CITY COUNCIL REGULAR SESSION: AUGUST 14, 2023:

Public Works Specialist Kelley informed the commission that the Fiscal Year 2023 Budget Amendments and Fiscal Year 2024 Annual Appropriation ordinances would undergo their first reading along with the public hearings for fiscal year 2024 user fee rate resolutions.

C. CITY COUNCIL SPECIAL SESSION: AUGUST 21, 2023:

Public Works Specialist Kelley informed the commission that the Fiscal Year 2023 Budget Amendments and Fiscal Year 2024 Annual Appropriation ordinances would

undergo their second reading.

D. CITY COUNCIL REGULAR SESSION: AUGUST 28, 2023:

Public Works Specialist Kelley informed the commission that the Fiscal Year 2023 Budget Amendments and Fiscal Year 2024 Annual Appropriation ordinances would undergo their third reading.

VIII. UNFINISHED & NEW BUSINESS

A. BOARD MEMBER COMMENTS: *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.*

Commissioner Wright commended Public Works staff for their work on the High Reservoir repair. Chair Schroeder shared that a positive outcome of the Irrigation Restrictions was rethinking irrigation use and the types of gardening best suited for less irrigation.

Commissioner Rehder attended the Urban Renewal Agency (URA) meeting regarding the East Orchards Sewer project and expressed the possibility of playing a part in that future planning.

Councilor Forsmann expressed excitement about future discussions.

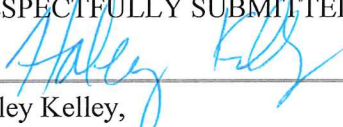
B. STAFF LIAISON COMMENTS:

None.

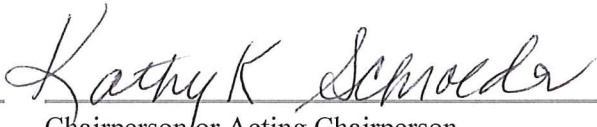
IX. ADJOURNMENT

There being no further business, Vice-Chair Kelly and Commissioner Rehder moved and seconded, respectively, to adjourn the meeting. The motion carried 4-0 and the Public Works Advisory Commission adjourned at approximately 1:23 p.m.

RESPECTFULLY SUBMITTED,



Haley Kelley,
Recording Secretary



Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 10 day of October, 2023

The PUBLIC WORKS ADVISORY COMMISSION met in the Bell Building 2nd Floor Meeting Room at 215 "D" Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:04 p.m. but a quorum was not reached with only Vice-Chair Kelly and Commissioners Wright and Philippi in attendance. The commission proceeded to meet but no final action or decisions were considered valid until a quorum was reached with Councilor Forsmann's arrival at 12:08 p.m.; any action or decision the commission voted on prior to her arrival is null.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to <https://www.youtube.com/watch?v=BC0dcJ5lRpA>

I. CALL TO ORDER

COMMISSIONERS PRESENT: Vice-Chair Kevin Kelly, Laura Wright, and Kayleigh Philippi

COMMISSIONERS ABSENT: Ryan Rehder and Brent Bourassa

CITY COUNCIL LIAISON PRESENT: Councilor Kasee Forsmann; Councilor and Chair Kathy Schroeder

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; Alannah Bailey, Project Engineer - Transportation and Water; Haley Kelley, Public Works Specialist; Aaron Butler, IT

OTHERS PRESENT: Sean McCabe

II. CITIZEN COMMENTS

None.

III. CONSENT AGENDA

Chair Schroeder explained that all items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issues unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Moved From the Consent Agenda".

A lack of quorum nullified Commissioner Wright and Vice-Chair Kelly's motion and second, respectively to approve the Consent Agenda.

Councilor Forsmann arrived at 12:08 p.m. after the vote had concluded; a quorum was met and any official business would be valid.

A. APPROVAL OF AUGUST 9, 2023 MEETING MINUTES: - Action Item

IV. ACTIVE AGENDA

A. CLEARWATER COMPOSTING YARD WASTE AND BIOSOLIDS AGREEMENTS:

Director Johnson provided an overview of the Yard Waste and Biosolids Composting Agreements with Clearwater Composting. He said that the agreements would be presented to City Council at the October Work Session with the staff's recommendation to notify the contractor about the City's desire to renew under a two-year contract ahead of the December 31, 2023 deadline.

Vice-Chair Kelly pointed out that both agreements explicitly state a five-year renewal term and asked if the City would need to negotiate for the referenced two-year renewal term? Mr. Johnson conceded and explained that the intention has been to align all sanitation contracts on the same cycle.

Commissioner Wright inquired over the potential change in biosolid processing with the upgrades to the Wastewater Treatment Plant. She pointed out the growing health and safety concerns in certain parts of the U.S. associated with biosolids despite the considerable nutrient value. Mr. Johnson shared his previous experience with biosolids with regards to the controversy over land application and raising concerns due to the presence of caffeine, birth control, etc. in the biosolid material. He said that the two screw presses at the plant are being tested with different polymers to get it to meet specifications for moisture removal. Mr. Johnson shared that the process is more efficient than before but that the projected savings on electricity reduction is not coming to fruition due to the increased spending on polymer; the plant is processing approximately three dump trucks a day.

Ms. Wright said that if the contract is terminated it will lead to illegal dumping.

Mr. Kelly asked if the service fees would remain at the existing rate if the agreements are renewed. Mr. Johnson was not certain and said that it would likely be negotiated.

B. 2020 LEWISTON TRANSPORTATION PLAN:

Director Johnson explained that City Engineer, Luke Antonich, was assigned to present the plan but was not in attendance. Mr. Johnson introduced Project Engineer - Transportation and Water, Alannah Bailey, who would be presenting in Mr. Antonich's absence.

Ms. Bailey answered questions from the commission as she walked through the plan, providing a brief overview of how it originated, its current purpose, and its future impact. At approximately 12:55pm, the commission decided to continue the presentation on the plan starting at the October meeting.

V. ITEMS MOVED FROM THE CONSENT AGENDA

VI. UPCOMING EVENTS/MEETINGS

- A. REGULAR MEETING: OCTOBER 11, 2023:** *Query of Commissioners to attend the next regularly scheduled meeting. Virtual attendance can be accommodated provided enough notice is given to staff.* - Action Item

All commissioner members present expressed that they planned to attend.

VII. UNFINISHED & NEW BUSINESS

- A. VACANT SEAT:** *The Commission must decide if they want to revisit previous applicants or if they want to keep the vacant seat open until filled.* - Action Item

The commission discussed and decided not to revisit previous applicants but to continue to review applications until the seat is filled.

Vice-Chair Kelley and Commissioner Wright motioned and seconded, respectively, to continue to review applications. The motion passed 4-0.

- B. BOARD MEMBER COMMENTS:** *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.*

None.

C. STAFF LIAISON COMMENTS:

Director Johnson said that the 21st Street Fiberseal Project's construction contract was approved at the September 11, 2023 City Council meeting. He shared that the project is somewhat experimental due to the lack of base or sub-base on the majority of 21st Street and the use of a technology new to the region which uses fiber to provide structure as part of the asphalt. Patching will occur next week in order to assist in bringing the road up to grade for the improvement and/or installation of ADA ramps to ensure ADA standards are met. The first phase of the project is scheduled to conclude in November with the second phase scheduled for Spring.

The 5th Street and Bryden Avenue intersection was originally a part of this project but has been separated into an independent mill and overlay project scheduled for construction and completion in October.

D. FUTURE AGENDA ITEMS:

An informational session on the roadway condition of 21st Street was requested as a future agenda item.

VIII. ADJOURNMENT

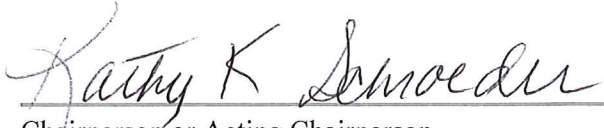
Vice-Chair Kelly excused himself and departed at approximately 1:03 p.m. and a quorum was lost with his absence. While no final action or decisions would be considered valid from this point forward, the commission was still able to meet and adjourn.

There being no further business, Commissioner Wright and Councilor Forsmann moved and seconded, respectively, to adjourn the meeting. While no final action or decisions would be considered valid from this point forward, the commission was still able to meet and adjourn. The Public Works Advisory Commission adjourned at approximately 1:11 p.m.

RESPECTFULLY SUBMITTED,



Haley Kelley,
Recording Secretary



Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 11 day of October, 2023

The PUBLIC WORKS ADVISORY COMMISSION met in the Bell Building 2nd Floor Meeting Room at 215 “D” Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:00 p.m. Commission members present at the time Chair Schroeder called the meeting to order included Commissioners Wright, Rehder, Bourassa, and Philippi.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to https://www.youtube.com/live/iOClaMcWY-w?si=IFdRQdlwq84QHs_K

I. CALL TO ORDER

COMMISSIONERS PRESENT: Laura Wright, Brent Bourassa, Ryan Rehder, and Kayleigh Philippi

COMMISSIONERS ABSENT: Vice-Chair Kevin Kelly

CITY COUNCIL LIAISON PRESENT: Councilor Kassee Forsmann; Councilor and Chair Kathy Schroeder

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; Luke Antonich, City Engineer; Jason Thompson, Street Maintenance Manager; Haley Kelley, Public Works Specialist; Aaron Butler, IT

II. CITIZEN COMMENTS

None.

III. CONSENT AGENDA

Chair Schroeder explained that all items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issues unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Moved From the Consent Agenda".

Public Works Specialist Kelley arrived late to the meeting and was not present to advise the commission that Items III.A. and III.B. should be moved under Section V. of the agenda for discussion.

- A. APPROVAL OF AUGUST 9, 2023 MEETING MINUTES:** - Action Item
Commissioner Wright believed a quorum had been reached at the August meeting. Director Johnson said that he believes a quorum is determined by how many members are in attendance and not the total number of seats but was. Ms. Wright requested clarification be brought to the next meeting.

Commissioners Wright and Bourassa moved and seconded, respectively, to approve the August 9, 2023 Meeting Minutes. The motion carried 4-0.

- B. APPROVAL OF SEPTEMBER 13, 2023 MEETING MINUTES:** - Action Item
Commissioner Wright proposed an amendment to Item IV.A. of the September 13, 2023 Meeting Minutes, expressing that the minutes did not reflect the Commission's recommendation to pursue a five-year renewal instead of the two-year renewal initially proposed by Director Johnson.

Public Works Specialist Kelley clarified that the term renewal in the contracts is for five years. Director Johnson agreed and admitted he did not remember the minutiae of the contract when proposing the two-year renewal term but that Vice-Chair Kelly identified the two five-year renewal terms; Ms. Wright said that Mr. Johnson had presented that he would still be interested in negotiating a two-year renewal but the Commission had advised a five-year renewal. Mr. Johnson responded that the City had met with Clearwater Composting the day prior to discuss a five-year renewal.

Chair Schroeder asked if a motion to approve Item III.B. had been made and Ms. Wright answered that a motion to approve had not been made as she had proposed amending the minutes but would be withdrawing that proposal if the other members did not support it; the proposed amendment was withdrawn.

Commissioners Wright and Chair Schroeder moved and seconded, respectively, to approve the September 13, 2023 Meeting Minutes. The motion carried 4-0.

IV. ACTIVE AGENDA

A. 2020 LEWISTON TRANSPORTATION PLAN (CONT'D)

Luke Antonich, City Engineer, provided a recap of the 2020 Lewiston Transportation Plan ("Plan") presented by Project Engineer - Transportation and Water, Alannah Bailey, up until Chapter Four (page 22) at the September meeting before continuing to walkthrough the Plan.

Referring to the *Life-Cycle Cost Analysis* diagram, Commissioner Bourassa asked if inflation is incorporated. Mr. Antonich said no and clarified that the diagram is a visual aid illustrating the City's decision to implement a pavement preservation program.

Commissioner Wright asked how often pavement is assessed. Mr. Antonich replied that to date, one-third of the transportation system was assessed every year (i.e. each section was assessed every three years) but in the last year, the City utilized technology mounted on a vehicle to traverse the entire transportation system; this data is pending analysis and implementation. Ms. Wright asked how often the City would conduct this assessment. Mr. Antonich answered that the quality of the data would determine future use of this method. Director Johnson shared that the impetus for this new process was the frequent hurdle the City faces finding local, available contractors. Ms. Wright reiterated support of robotics for PCI data collection.

Mr. Johnson shared that in the City's Strategic Plan, his predecessor set a PCI of 80. He pointed out that if a PCI exceeds 80, it likely indicates too much money is being spent on preservation and that pending analysis, the rough results show a PCI of 77. Mr. Bourassa asked if the data collection occurred prior to the summer construction. Mr. Johnson believed the data collection occurred in April or May; Jason Thompson, Street Maintenance Manager, confirmed.

Councilor Forsman requested clarification on the presence of aggregate base on 21st Street. Mr. Johnson confirmed that there is no subbase on 21st Street and that asphalt had been laid over native material. Mr. Thompson explained that this practice isn't uncommon for roads of this age as convenience, cost, and the absence

of design standards guided decisions; Mr. Johnson reaffirmed and emphasized Mr. Thompson's points on a citywide scale.

Mr. Antonich shared that a specific Access Management Plan was being pursued with the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO) for Thain Road. He also shared that the Idaho Transportation Department's (ITD) Memorial Bridge project would include additional pedestrian and bicycle access. Ms. Wright inquired about the project timeline; Mr. Johnson and Mr. Antonich answered that the projected completion date was 2025.

Councilor Forsmann asked how a citizen would find the Plan on the City website. Mr. Antonich replied that staff are working to fix a broken redirect link but in the meantime, visitors to the City website can select "Government", then "Public Works", and lastly "Master Plans".

Commissioner Rehder asked if there was a timeline or prioritization plan for recommended studies. Mr. Antonich answered that studies are pursued as funding is made available. Mr. Rehder asked whether these were mostly funded through grants or Transportation funds. Mr. Antonich answered that it is a combination of the two but that grants typically require a local match.

Ms. Wright asked if the City had a street safety program. Mr. Johnson replied that the LCVMPO has one in development there is not a City-specific program. Ms. Wright recommended researching educational materials from the National Highway Traffic Safety Association (NHTSA).

Mr. Antonich reiterated that funding is an obstacle and that in recent years, City Council has set aside funds for arterial projects. Mr. Johnson added that at the time of the Plan's adoption, City Council's practice of dedicating funds to arterial projects was not in place. Ms. Forsmann requested clarification on the impact on the Transportation Fund now that the Stormwater Drainage System Utility had been established. Mr. Johnson clarified that user fees for the utility will be dedicated to the Stormwater Fund while the street surface transportation monies previously used for the operation and maintenance of the City's stormwater drainage system will no longer go towards that expense. Mr. Johnson confirmed that the City employed a grant writer but explained that their ability to assist with transportation grants can be limited due to the technical nature of applications.

Mr. Rehder asked if the City's current position is deciding between preservation or saving for reconstruction and if the CIP addressed both methods. Mr. Antonich replied that the City's priority is pavement preservation and maintenance followed by Capital Improvement projects.

Chair Schroeder expressed concern over educating the newly-elected City Council members on the Plan's importance as a guiding document. Mr. Johnson agreed and emphasized education on the reality that reducing budgets impacts the level of service the City is able to provide.

Mr. Rehder asked if the Commission could support and promote the pavement maintenance and preservation program and Ms. Schroeder asked if there were any

reports that could be used for outreach on the program. Mr. Johnson answered that the Pavement Condition Index (PCI) report could be brought to the commission for feedback in order to assist staff in refining messaging and decision making which Ms. Wright supported.

B. 2024 TRANSPORTATION CAPITAL IMPROVEMENT PLAN (CIP) UPDATE

Luke Antonich, City Engineer, provided an overview of the currently adopted 2023 Transportation Capital Improvement Plan (CIP) and explained that adjustments could be made to project ranking upon City Council direction.

Chair Shroeder said that City Council's direction to change ranking for one project does not mean that other projects cannot be pursued, funded, and completed. Director Johnson agreed and offered the Child Pedestrian Safety (CPS) grant as an example of how grant criteria, and not project ranking, frequently determines which projects proceed based on awarded funding. Councilor Forsmann observed the public's confusion when low ranked projects are constructed due to a lack of understanding on how the funding component works but pointed out the lack of public attendance at public education and outreach events. Mr. Antonich also offered that despite City Council's direction to move the Main Street project to first place, 21st Street and Bryden Avenue projects are proceeding.

Commissioner Bourassa inquired after the current level of funding within the City budget which Mr. Antonich pointed to lack of funding as the predominant issue facing capital projects. Mr. Bourassa hypothesized that if the City appropriated funds at the existing rate, it would take several years before an attempt could be made on a project.

Commissioner Wright provided staff with another entity's CIP as an example for staff's use in updating the CIP to be more digestible for the public.

Commissioner Rehder asked about the CIP's relationship with the budget. Mr. Johnson answered that the Capital Transportation Fund is not tied to any specific project and so changes to the CIP like with the Main Street project, does not impact the budget.

C. WINTER STORM EVENT RESPONSE PLAN/POLICY

Jason Thompson, Street Maintenance Manager, provided a brief overview of the Winter Storm Event Response Plan ("Plan") and Policy ("Policy"); the accompanying slideshow is located in Appendix A.

Commissioner Bourassa asked why 11th Street and Miller Grade are classified as priority roads. Mr. Thompson answered that they pose a safety risk and are best closed. Mr. Bourassa added that the hospital route on the plan does not appear to match the posted signage, specifically calling out 6th and 7th Streets. Mr. Thompson said that he would review and update as needed.

Commissioner Wright suggested that the plan's color palette be updated for accessibility, that the naming conventions be updated for consistency across all documents, and that the "committee" referenced in the Policy be updated to the

Commission. Councilor Forsmann suggested revising the Plan's color palette to better distinguish the first and second priority routes from each other.

Mr. Thompson explained City of Lewiston Administrative Policy 1999-02 has served as the foundation for the City's current guiding documents: the Plan, Policy, and the Winter Hazardous Road Response Procedure. Councilor Schroeder asked if staff would like to update these guiding documents. Mr. Thompson replied that the 1999-02 Administrative Policy could be updated but that the other documents are current.

Ms. Wright asked how this plan works in tandem with Nez Perce County (NPC). Mr. Thompson answered that staff services the entire roadway when performing winter storm event response on shared roadways with NPC and vice versa but it is an informal, operational understanding not outlined in policy. Ms. Wright suggested adding "in coordination with NPC" in documents. Mr. Thompson explained that NPC is listed as an entity which can assist with response but in reality, if the City is inundated with service requests then NPC is as well which is why a list of vendors is available and can be contacted for assistance.

Ms. Forsmann asked about current staffing levels for Winter Storm Response. Mr. Thompson explained that during events, staff are typically split into five (5) crew members and one (1) supervisor for 12 hour shifts but there are currently three (3) vacancies which Public Works is struggling to fill. Ms. Schroeder asked if these positions were currently funded; Mr. Thompson confirmed. Ms. Forsmann asked if a fully staffed crew is sufficient for event response. Mr. Thompson answered that operable equipment is critical component and as far as deicers, the City is at capacity without adding to its Fleet.

Mr. Bourassa reiterated that an updated map would be appreciated. Ms. Schroeder offered the Commission's assistance with updating the Administrative Policy.

V. ITEMS MOVED FROM CONSENT AGENDA

VI. UPCOMING EVENTS/MEETINGS

- A. REGULAR MEETING - NOVEMBER 8, 2023:** *Query of Commissioners to attend the next regularly scheduled meeting. Virtual attendance can be accommodated provided enough notice is given to staff.*

All commissioner members present expressed that they planned to attend.

- B. STORMWATER DRAINAGE SYSTEM UTILITY: PUBLIC OUTREACH EVENT - OCTOBER 19, 2023:** *On October 19, 2023 the City will be holding a public outreach event at the Community Center for lunchtime and evening sessions where the public can learn more about the Stormwater Drainage System Utility. More information on the event is available at www.cityoflewiston.org/dsu.*

Director Johnson briefly explained the purpose and event details to the Commission.

VII. UNFINISHED & NEW BUSINESS

- A. **COMMISSIONER COMMENTS:** *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.*

Commissioner Wright shared that the Daughters of the American Revolution, a non-profit organization, assisted Parks & Recreation pruning roses at the Rose Garden in North Lewiston.

- B. **STAFF LIAISON COMMENTS:** *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.*

None.

- C. **FUTURE AGENDA ITEMS:** - Action Item

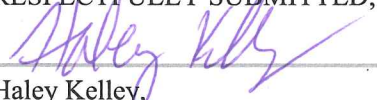
The Commission reviewed the agenda items for the November 8, 2023 meeting and Councilor Forsmann asked if the Lewiston Police Department had been invited. Public Works Specialist Kelley confirmed extending an invite.

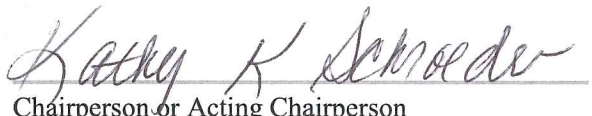
Commissioner Wright asked about the letter to the Washington State Department of Transportation (WSDOT) regarding the Commission's stormwater runoff concerns on the US-12 Interstate Highway Bridge, saying that staff would be drafting this document for Commission approval. Ms. Kelley said that it was on the staff's to-do list.

VIII. **ADJOURNMENT** - Action Item

There being no further business, Commissioner Rehder and Councilor Forsmann moved and seconded, respectively, to adjourn the meeting. Motion passed 5-0. The Public Works Advisory Commission adjourned at approximately 1:35 p.m.

RESPECTFULLY SUBMITTED,


Haley Kelley,
Recording Secretary


Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 8 day of December, 2023

APPENDIX A

City of Lewiston

Winter Maintenance

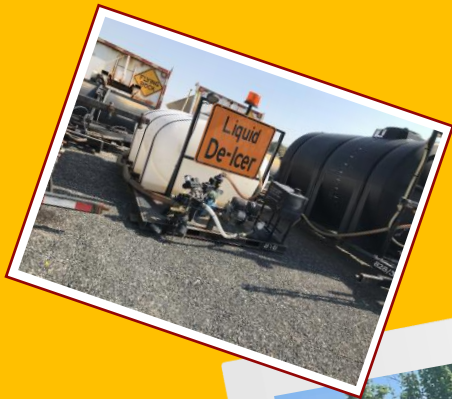


**City SNOW PLOW
ONLINE LIQUIDATION AUCTION**

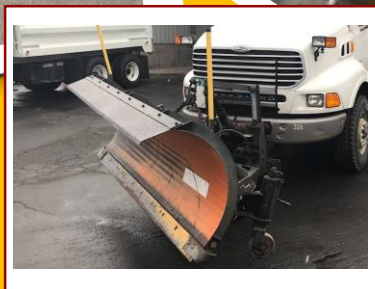
Coming Soon!!!

OCT. 28TH & 29TH





JUST KIDDING!!!





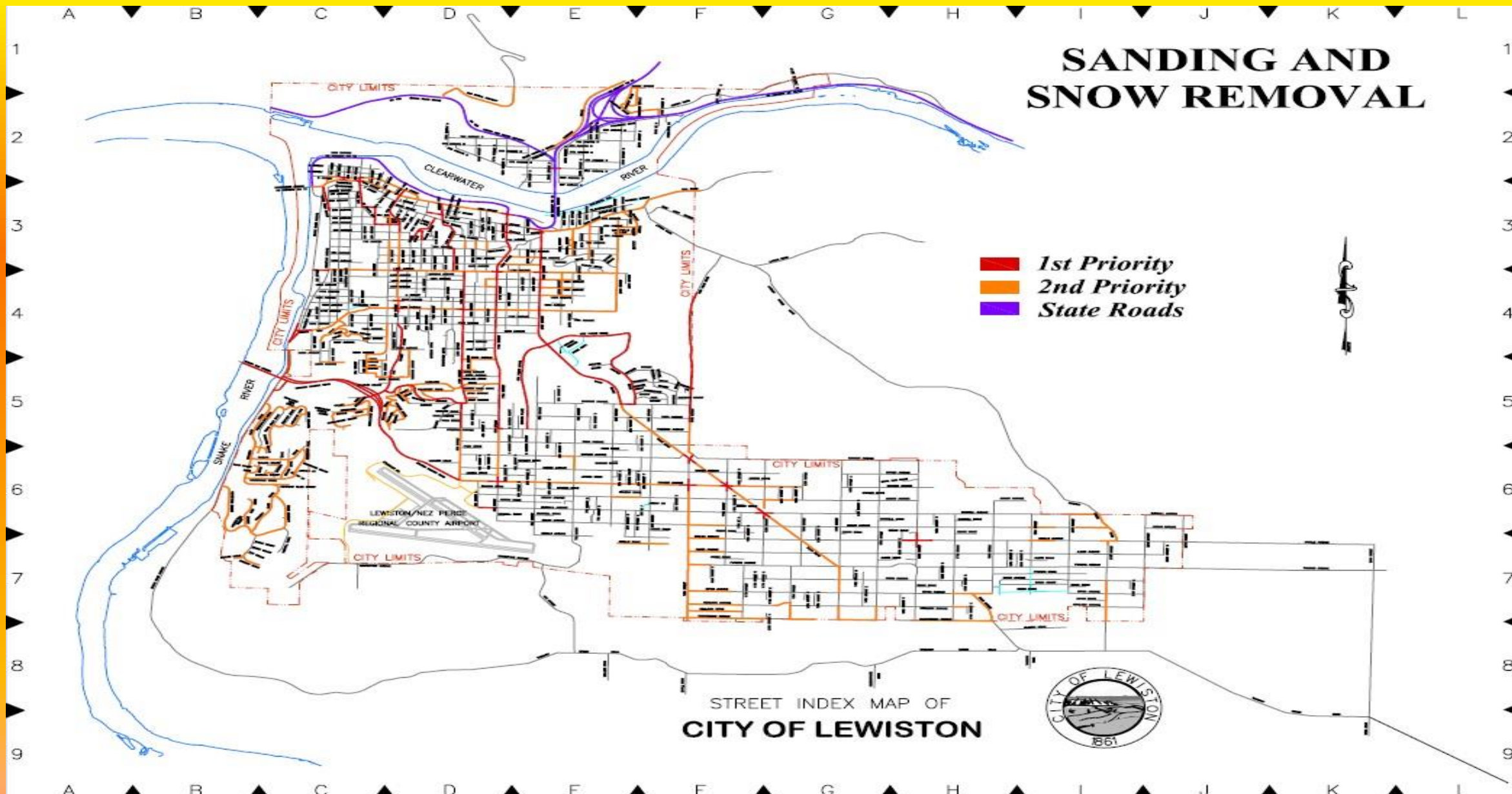
Work Horses of
Winter
Maintenance







*Route planning and
preparation start
in late summer*



Guiding Documents for Staff

ADMINISTRATIVE POLICY:	99-02
SUBJECT:	WINTER STORM EVENT RESPONSE
DATE ISSUED:	July 13, 1999
DATE EFFECTIVE:	July 13, 1999
APPROVED:	Janice B. Vassar, City Mgr

SECTION ONE: PURPOSE

It is the general policy of the City of Lewiston to maintain City-owned roads in condition as possible during winter months, depending on winter storm response resources. The City shall have a written winter snow response plan that will be used by the City typically responds to storm events.

The goal of the City's winter storm response plan is to maintain, open to traffic, routes that provide reasonable access to most areas of the City during winter storm events and to make all City roads and properties accessible as quickly as possible while working within the parameters of available resources.

SECTION TWO: OBJECTIVES OF PLAN

The specific objectives of the snow plan are to:

- Establish priorities for winter storm event response on City roads and properties.
- Coordinate winter storm event response by the appropriate City departments and the public regarding winter storm events and the events.
- Establish a committee to help develop, coordinate, and evaluate City procedures.
- Review current and future updated City departmental and divisional response plans.
- Be the mechanism for integration of City departmental and divisional response plans that will provide a unified response.
- Facilitate communication and coordination between City departments and contractors.
- Establish and review City procedure for timely distribution of information to City residents.
- Each City department will have a departmental response plan that o department during a winter storm event.
- All City department and division heads shall be familiar with the City winter storm event response plans.



CITY OF LEWISTON WINTER STORM EVENT RESPONSE

Section One: Purpose

It is the general policy of the City of Lewiston to maintain City-owned roads and properties in safe condition as possible during winter months, dependent upon winter storm response priorities and available resources. The City typically responds to winter storm events. The goal of the City's winter storm response plan is to maintain, open to traffic, a network of pre-selected key routes that provide reasonable access to most areas of the city during winter storm events and to make all City roads and properties accessible as quickly as possible while working within the parameters of available resources.

Section Two: Objectives of Plan

The specific objectives of the snow plan are to:

- Establish priorities for winter storm event response on City roads and properties.
- Coordinate winter storm event response by the appropriate City departments and the public regarding winter storm events and the condition of City roads and properties.
- Provide information to the public regarding winter storm events and the condition of City roads and properties.
- Establish a committee to help develop, coordinate, and evaluate City response to winter storm events. The committee would:
- 1. Review current and future updated City departmental and divisional winter storm event procedures.
- 2. Be the mechanism for integration of City departmental and divisional procedures into a comprehensive City procedure that will provide unified response to winter storm events.
- 3. Facilitate communication and coordination between City departments, other agencies, and contractors.
- 4. Establish and review City procedure for timely distribution of winter storm event information to city residents.
- Each City department will have a departmental response plan that outlines the role of that department during a winter storm event.
- All City department and division heads shall be familiar with the City winter storm event response plans and all departmental response plans.

Section Three: Responsibilities

City winter storm event response will normally be initiated and authorized by City of Lewiston Public Works Department and/or Police Department staff on City-owned roads or properties that they have determined to present a significant hazard to the public.

215 D Street Suite B • PO Box 617 • Lewiston, ID 83501-1930 • Ph: 208.746.1316 • Fx: 888.397.8634 • www.cityoflewisid.com

Street Maintenance Division

WINTER HAZARDOUS ROAD CONDITION RESPONSE PROCEDURE

FY2014 Revision

Equipment

During October of each year the Street Maintenance Manager will initiate preparation of snow removal equipment by meeting with Fleet Maintenance Division staff to determine an order of priority and schedule for assembly. Fleet Maintenance is responsible for making sure the equipment is assembled and inspected to ensure its mechanical readiness for snow removal season. At the time each piece of equipment is determined completed and ready to be put into service, Fleet Maintenance will notify the Street Maintenance Manager. The Manager will notify the Street Maintenance Foreman of the equipment's readiness.

Once mechanical readiness of the equipment is completed by the Fleet Maintenance Division it shall be the responsibility of the Street Maintenance Division to:

1. Calibrate and test material application equipment
2. Adjust or replace rubber bits on snow plowing equipment
3. Fit equipment with traction chains

The Street Maintenance Foreman will be responsible for making sure these activities are completed prior to November 1st of each year unless an alternate schedule for mechanical readiness has been agreed upon between the Street Maintenance Manager and Fleet Maintenance. Snow removal material application equipment must be calibrated and tested to make sure the equipment is capable of material delivery at prescribed application rates for a given situation. The Foreman must calibrate and test the equipment him or herself or direct trained staff to do so and verify testing of the equipment.

Once snow removal equipment has been put into service it is imperative that the equipment remain in a high state of readiness throughout the winter. The Street Maintenance Foreman must continually monitor winter weather forecasts from a variety of sources to determine if a winter storm event is imminent. If it is determined that a snow event is likely in the LC Valley the Street Maintenance Foreman shall be responsible for directing division personnel to inspect snow removal equipment to ensure its readiness for the upcoming event. The following is a list of checks that shall be performed during snow removal readiness inspections:

1. Fluid levels full (fuel, motor oil, hydraulic, coolant, power steering, brake, transmission, gear boxes)
2. Engine belts and equipment chain drives
3. Tire and chain condition (repair chains if needed)
4. Test start all main and auxiliary engines
5. Plow operation (up, down, articulation), rubber bits (change or adjust if needed), plow shoes (change or adjust if needed), engage pumps and drives
6. Abrasive (head, marker, tail, internal cab, strobes)
7. Lighting operation
8. Brake operation
9. Mud flaps
10. Deicer storage facility (power source connected and pump is working)

The PUBLIC WORKS ADVISORY COMMISSION met in the Bell Building 2nd Floor Meeting Room at 215 “D” Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:00 p.m. Commission members present at the time Chair Schroeder called the meeting to order included Vice-Chair Kelly and Commissioners Wright, Rehder, and Bourassa.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to https://www.youtube.com/live/iOClaMcWY-w?si=IFdRQdlwq84QHs_K

I. CALL TO ORDER

COMMISSIONERS PRESENT: Vice-Chair Kevin Kelly, Laura Wright, Brent Bourassa, and Ryan Rehder

COMMISSIONERS ABSENT: Kayleigh Philippi

CITY COUNCIL LIAISON PRESENT: Councilor Kasee Forsmann; Councilor and Chair Kathy Schroeder

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; Luke Antonich, City Engineer; Haley Kelley, Public Works Specialist; Aaron Butler, IT; Sergeant Brandon Hopple, Lewiston Police Department

II. CITIZEN COMMENTS

None.

III. ACTIVE AGENDA

A. SPEED LIMITS/TRAFFIC ENGINEERING

Luke Antonich, City Engineer, provided a brief overview of the memo contents; the accompanying map of speed limits and stop signs is included in Appendix A.

Commissioner Bourassa asked how often speed limits are reviewed once established. Mr. Antonich explained that citizen complaints typically trigger speed studies and that speed limits are set to the desired speed of the 80th percentile of drivers but other factors to consider are proximity of schools, residential neighborhoods, etc. He identified the citywide speed limit is 25 mph unless otherwise posted.

Vice-Chair Kelly asked after other triggers for speed studies triggers and specifically referred to the speed limit along Snake River Avenue. Mr. Antonich replied that the City Council has the ultimate authority over speed limit changes and that City Code specifically lists roads which deviate from the 25 mph limit. Regarding Snake River Avenue, Mr. Antonich explained that a change could be approved by ordinance and while the Engineering Division and LPD would provide a speed study and enforcement, respectively, it would not guarantee compliance from motorists; straight roadways with high visibility entice motorists to drive faster.

Chair Schroeder pointed out that motorists fail to comply with the 25 mph speed limit on the US-12 Interstate Highway Bridge. Director Johnson agreed and said that Lewiston has several roads that share Snake River Avenue’s issue. Ms. Schroeder asked if speeding would reduce with an increase of pedestrian facilities.

Mr. Johnson replied that Main Street is a good example of traffic calming measures: bulb-outs, trees, crosswalks, and parking on both sides of the street.

Sergeant Hopple had previously approached the Engineering Division with a request for speed limit signs along Snake River Avenue, 11th Avenue, and 19th Avenue between 17th Street and 21st Street but had not received a response. Sergeant Hopple shared that citations have been dismissed if it cannot be proven that a motorist traveled through an area with signage stating that the speed limit is 25 mph unless otherwise posted.

Commissioner Wright shared that she requested a speed limit sign map prior to the meeting and that she is concerned over how speed limit signs are being maintained; her November 6, 2023 email requested a map of speed limit signs, the maintenance schedule for sign replacement, and a map of traffic calming devices. Mr. Antonich replied that he approached the Traffic Maintenance Foreman regarding her email and learned that Traffic Services began replacing engineering grade signs 15 years ago with the goal of transitioning to High Intensity Prismatic (HIP) signs citywide. He relayed that the Traffic Maintenance Foreman believes this goal has been accomplished and that all signs have been entered into Cartegraph (the asset management software utilized by Public Works) for routine maintenance. Mr. Antonich added that Traffic Services staff regularly conduct night-time drives of the transportation system to see if signs are marred or tagged with paint not visible in the daytime. Ms. Wright asked how long that effort takes to complete; Mr. Antonich did not have that information.

Councilor Forsmann inquired about current Traffic Services staffing; Public Works Specialist Kelley said that there were three (3) staff members.

Commissioner Bourassa asked if traffic lights are on the same maintenance schedule. Mr. Antonich did not have that information.

Councilor Forsmann shared that the impetus for this topic was due to citizens expressing frustration over certain areas of speed limit transitions and insufficient signage. She approached Chief Kuzik about the issue and he agreed with the signage concern. Ms. Forsmann provided Juniper Drive to Nez Perce Drive as an example. Sergeant Hopple interjected that Juniper Drive and Nez Perce Drive are sufficiently signed but other areas need improvement.

Mr. Kelly called back to Ms. Wright's comments and posited that the maintenance schedule request is less to do with the replacement of signs and more to do with the installation of new signs and whether funding exists. Mr. Antonich explained that signage for new subdivisions is expensed to the developer but new sign installation requests are evaluated by Development Engineering staff before a traffic order is submitted to him for review and approval. He said that the current standard is to install speed limit signs at transition points due to the 25mph signs posted at the city limits. Regarding Sergeant Hopple's request about 11th Avenue, he said that the installation of new signs would be a good idea.

Ms. Wright asked if Public Works could reassess or deviate from the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) to implement

a new City standard. Mr. Antonich deferred to Mr. Johnson on policy but posited that new signage installation could be considered depending on budget. Ms. Wright reiterated her request for the maintenance schedule and opined on the importance of safety and assisting the LPD with their efforts.

Mr. Johnson shared that Public Works had received a request to audit the non-essential signs along Main Street e.g. "Do Not Block", etc. as it had the effect of desensitizing motorists to signage of actual import and resulted in inattentive driving. Mr. Johnson said that what staff rely on is travel speeds, accident data, and notices from LPD or citizens; he assured that a traffic order would be initiated for Sergeant Hopple's requests.

Mr. Johnson said that unless data indicates speeds and collisions are a concern, new sign installations are not considered a priority. He also expressed comfort with current practices and the ability to obtain feedback from citizens and City staff. Mr. Johnson pointed out that signs, poles, and hardware are not expensed out of the Capital Budget but out of the Transportation Fund's operations and maintenance budget.

Mr. Bourassa asked if the City is able to obtain accident data in real-time. Mr. Johnson answered that accident data is not available in real-time but they are uploaded to a central database each year based on what is reported and logged by the LPD which Public Works is able to query. He said staff also utilize a separate database for speed studies where historical data can be reviewed for trends. Mr. Bourassa asked if staff proactively looks for accident data or if staff relies on complaints. Mr. Johnson replied that staff pursue grants on an annual basis which reply on accident data in order to qualify.

Mr. Kelly asked if there was a process available for LPD to submit requests and concerns. Mr. Johnson replied that a process could be formalized but that he is in frequent contact with the LPD's School Resource Officers and Chief Kuzik. Mr. Antonich said that a Citizen's Traffic Control Device Request Form is available on the City website which is entered into Cartegraph and routed for review. Mr. Rehder requested clarification on the intake process for these complaints. Ms. Forsmann believes that LPD staff are unaware that there is a form and how best to assist callers in submitting a complaint. Sergeant Hopple interjected that the LPD has an online form for enforcement requests. Ms. Forsmann requested clarification on the forms between LPD and Public Works; Mr. Johnson clarified that enforcement requests are separate from the forms submitted to Public Works about speed limits, signs, etc. that are logged into Cartegraph. Ms. Kelley explained that in addition to the City website form, staff will complete the form on someone's behalf regardless of whether they are submitted in-person, by phone, email, etc.

Sergeant Hopple suggested a new speed study along 11th Avenue and a separate discussion entirely for Thain Road and Burrell Avenue. Ms. Schroeder asked if school zone signage should be installed to which Ms. Wright asked if school zones should be a part of this discussion or tabled for a future meeting.

Ms. Wright suggested an internal committee for Public Works and LPD to increase coordination on these requests and asked if staff would be updating policy, maps, Page 74 of 150

etc. as a result of this discussion and feedback from School Resource Officers.

Mr. Kelly said that the City Council needs to increase the budget for signage.

Ms. Schroeder requested that staff gather data on roadways in need of updates to speed limits and signage. Mr. Johnson said that for some residential streets which are narrow and are unable to permit two cars, a discussion may be warranted on ways to deviate from the MUTCD.

Sergeant Hopple shared that traffic data shows that speed is not usually a factor in normal accidents but that driving too close, inattention, and failure to yield are factors. He also explained that within small residential neighborhoods, speeding issues are typically not a systemic issue and thus unlikely to be resolved from a speed limit change. Ms. Forsmann asked if there was an avenue available for citizens to request calming measures in neighborhoods; Mr. Johnson directed attention to Item III.B. of the agenda.

B. DRAFT POLICY AND PROCEDURES FOR NEIGHBORHOOD TRAFFIC CALMING REQUESTS

Vice-Chair Kelly and Councilor Forsmann moved and seconded, respectively, to table Item III.B. until the next meeting. The motion carried 6-0.

IV. UPCOMING EVENTS/MEETINGS

- A. REGULAR MEETING – December 13, 2023:** *Query of Commissioners to attend the next regularly scheduled meeting. Virtual attendance can be accommodated provided enough notice is given to staff.*

All commissioner members present expressed that they planned to attend.

- B. STORMWATER DRAINAGE SYSTEM UTILITY: PUBLIC OUTREACH EVENT – LATE NOVEMBER:** *In late November, the City will be holding a public outreach event in the Lewiston Orchards for lunchtime and evening sessions where the public can learn more about the Stormwater Drainage System Utility. More information on the event is available at www.cityoflewiston.org/dsu.*

Public Works Specialist Kelley explained that this agenda had been published before the date and times had been finalized for the event. She informed the Commission that the event was on November 28th from 12pm to 1pm and 5:30pm to 6:30pm at the Orchards Community Church at 822 Bryden Avenue.

Commissioner Forsmann asked about turnout at the October 19th event to which Director Johnson replied that a majority of attendees and comments were from citizens experiencing ongoing drainage or flooding issues that expressed a desire to see these drainage issues fixed.

V. UNFINISHED & NEW BUSINESS

Per Section IV.C of the Public Works Advisory Commission Bylaws, a consensus of the Commission may request a special meeting and, if the time and place has not been determined at a regular meeting with all members present, then a notice of the time and place of the special meeting shall be sent to all Commission members as soon as practicable.

Lewiston Public Works Advisory Commission
REGULAR MEETING MINUTES
November 8, 2023 – 12:00 PM – Page 5

A consensus of the Commission members present requested a Special Meeting to further discuss transportation topics with the meeting to be scheduled as soon as member availability allowed.

- A. COMMISSIONER COMMENTS:** *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.*

Vice-Chair Kelly expressed his appreciation for the fall foliage along Main Street.

- B. STAFF LIAISON COMMENTS:** *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.*

Public Works Specialist Kelley requested that if the Commission would like specific data or information brought to meetings, to please submit that request at least one week prior to the meeting so that staff can prepare.

Director Johnson gave the Commission a standing invitation to tour the Wastewater Treatment Plant with a promise that a Water Treatment Plant tour would be forthcoming.

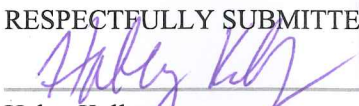
- C. FUTURE AGENDA ITEMS:** - Action Item

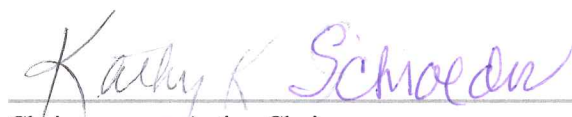
Councilor Forsmann requested that Thain Road and Burrell Avenue and School Zones be added future items. Commissioner Rehder requested the consideration of special meetings for topics that could benefit from further discussion.

VI. ADJOURNMENT - Action Item

There being no further business, Vice-Chair Kelly and Councilor Forsmann moved and seconded, respectively, to adjourn the meeting. The motion carried 5-0 and the Public Works Advisory Commission adjourned at approximately 1:16 p.m.

RESPECTFULLY SUBMITTED,

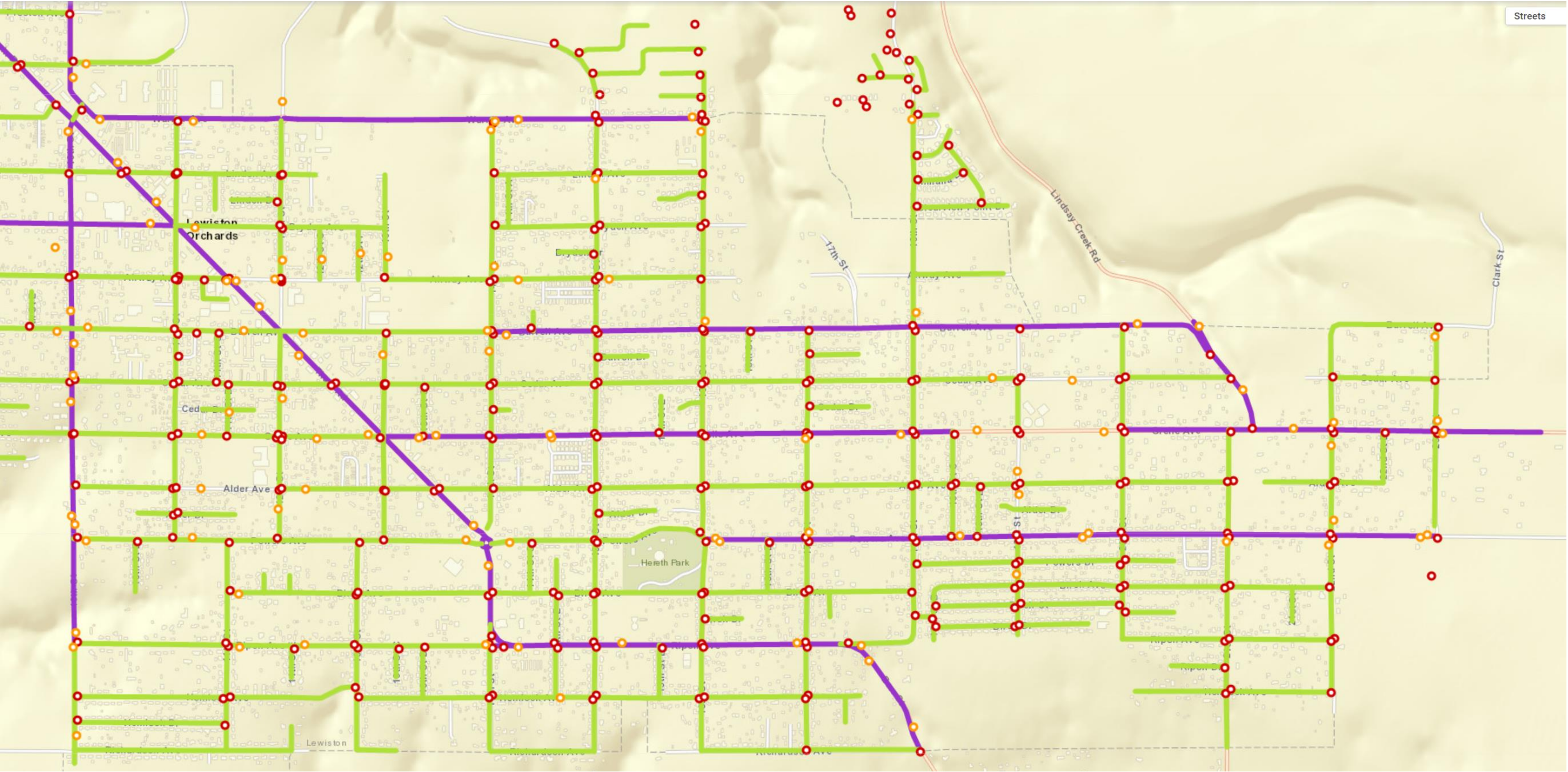

Haley Kelley,
Recording Secretary


Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 8 day of December, 2023

APPENDIX A

Speed Limit (& Stop signs) Map for Orchards Area – East of 10th Street NORTH ↖

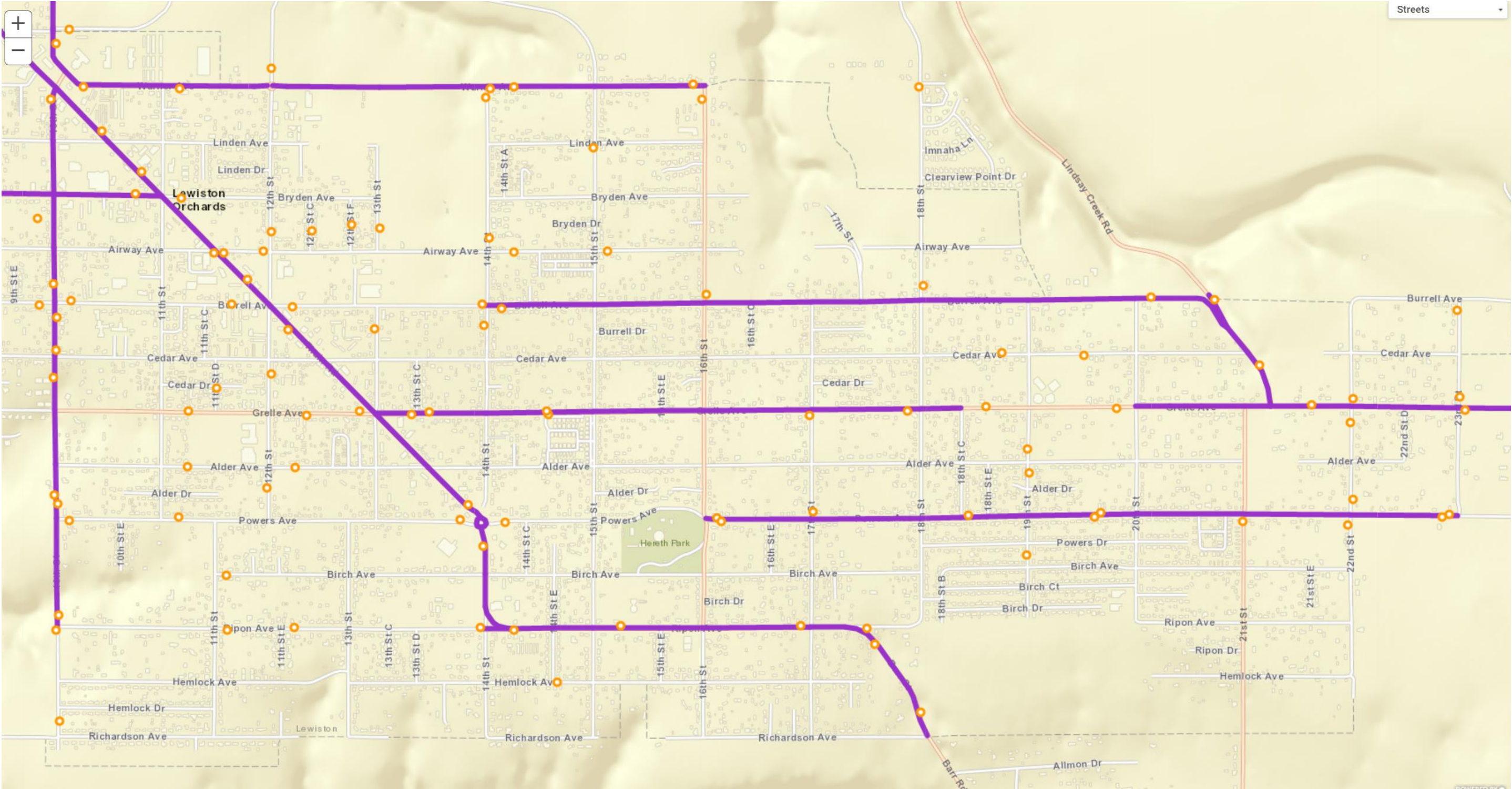


☒ All Signs - Speed Limit	377	
☐ Development Projects	-	
☒ All Signs - STOP signs	1321	
☐ All Pavement	-	
☒ Roadway Segment - 25MPH	1955	
☒ Roadway Segment - 45MPH	16	
☒ Roadway Segment - 35MPH	285	

LEGEND: Speed Limit Map for Orchards Area – East of 10th Street

Showing Only **35 mph** – purple - roadway segments & location – orange donuts - of speed Limit signs

North ↖



November 14, 2023

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, November 14, 2023, at Lewiston City Hall. Chairperson Sheila Bond called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Sheila Bond, Chairperson; Don Beck; Joe Gish; Jim Kleeburg; A.L. "Butch" Alford; Tim Switzer;

BOARD MEMBERS EXCUSED: Joe Anderson, Vice Chairperson;

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Katie Hollingshead, Assistant URA Director; Aaron Butler, IT;

OTHERS PRESENT: Jerry Chavez, President/CEO Valley Vision

II. CITIZEN COMMENTS

None.

III. CORRECTIONS OR ADDITIONS TO AGENDA

None.

IV. ACTIVE AGENDA (ACTIVE ITEM)

A. Approval of Minutes, October 10, 2023 – Action Item

Board members Alford and Beck moved and seconded, respectively to approve the October 10, 2023 meeting minutes. Motion passed 6-0.

B. Approval of Invoices

1. Redevelopment Association of Idaho, Membership Dues, Invoice M16005, \$2,600.00

Board member Switzer asked what the invoice was for. Director Grow stated that the Redevelopment Association of Idaho is composed of urban renewal agencies and affiliated organizations from across the State of Idaho and offers a place for those agencies to facilitate communication with other URA's across the state. The Redevelopment Association also does lobbying with the Idaho Legislature on behalf of URA's and provides frequent updates to members during the Legislative session.

Board members Kleeburg and Switzer moved and seconded, respectively, to approve the invoice to Redevelopment Association of Idaho. Motion passed 6-0.

C. Review of Financial Summary, October 2023 – Information Item

Director Grow reviewed the financial summary for October.

Chair Bond asked if there had been an email from Douglass Law regarding monies owed. Director Grow said she had researched and was able to show Douglass Law that the amounts owed had already been paid.

Chair Bond asked about the funds transfer shown on the summary. Director Grow stated that the sweep of the funds in Twin River account to the Banner Bank account is done at end of year each fiscal year.

Board member Gish stated that he had spoken to the Mayor and the City sweeps funds into a money market account. Board member Gish asked if that was an option for the URA accounts and would it be beneficial? Director Grow stated that she could ask the City Treasurer about the possibility of that and bring that information back to the board.

D. Approval of Engagement Letter with Presnell Gage, PLLC for audit services – Action Item

Board members Alford and Gish moved and seconded, respectively, to approve the engagement letter with Presnell Gage, PLLC for audit services. Motion passed 6-0.

V. UNFINISHED AND NEW BUSINESS

A. Downtown RAA #7 –

Director Grow let the board know that the City was still negotiating with Twin City Foods on the possible land purchase and she did not have any further update at this time. Board member Alford asked if Director Grow was maintaining good communication with the City regarding the URA's desire to participate in whatever manner may be appropriate. Director Grow stated that she has spoken extensively to the Mayor about the negotiations.

B. East Orchards Sewer #5 –

Assistant Director Hollingshead let the board know that Joe Kaufman was waiting on the updated agreement from Mountain Water Works to include the additional design work on Segment #7 and was working on a plan for the rock boring work to be completed during the winter months.

Board member Alford asked how many hook ups to the sewer line had occurred to date. Assistant Director Hollingshead said that she didn't know off the top of her head but that it was close to 100. Board member Beck asked how many homes that could hook up had not hooked up to the sewer. Hollingshead stated that she did not know but could research and bring that number back to the board at a later meeting.

Board member Gish asked the board if they would be interested in a value chart for the East Orchards Sewer RAA, similar to the one that he had created for the Downtown RAA. The board agreed that they would like to see a value chart for East Orchards Sewer. Board member Gish said that he would reach out to Assistant Director Hollingshead to get the information that he needs.

C. Board Member Comments -

Board member Beck asked if the board would be meeting in December. Director Grow said that if nothing pressing or invoices that need to be paid, come in, she could reach out to Chair Bond and cancel the meeting.

Chair Bond invited the board to Business After Hours through the Lewis Clark Valley Chamber of Commerce on Thursday, November 16 at 5 pm at the Airport.

D. Staff Comments

None.

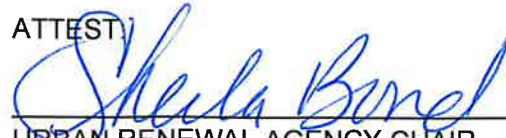
VI. ADJOURN (ACTION ITEM)

There being no further business, Board members Kleeburg and Gish moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Urban Renewal Agency Board adjourned at approximately 12:19 p.m.

RESPECTFULLY SUBMITTED,


KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST,


SHEILA BOND
URBAN RENEWAL AGENCY CHAIR

Approved this 12 day of December, 2023.



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
A.U.A.E.S. INC DBA INTRADYN	112354	12/14/2023	INFOSYSTMS	INTRADYN ARCHIVING SERVICE RENEWAL	\$14,700.00
ADVANCED CONTROL SYSTEMS, LLC	112287	12/14/2023	WSTWTR	WWTP SCADA SUPPORT	\$4,281.71
AG-PRO	112288	12/14/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$13.10
AIRBRIDGE BROADBAND LLC	112289	12/14/2023	INFOSYSTMS	BPO - IT - INTERNET SERVICE	\$200.00
ALWAYS TOWING LLC	112290	12/14/2023	FLTMAINT	BPO- FLEET TOWING SERVICES	\$430.00
AMAZON CAPITAL SERVICES	112292	12/14/2023	COMDEV	BPO-CD-OFFICE SUPPLIES FROM AMAZON	\$397.53
				CD-KEVIN MOFFETT SAFETY BOOT: CITY REIMBD \$1.21	\$176.21
				CD-SAFETY SHOE PURCHASE-D.GOBBI: CTY REIMBD \$24.95	\$199.95
			EXECUTIVE	BPO: EXEC - OFFICE SUPPLIES FOR CLERK	\$85.63
			FIRE	FIRE - AMAZON - BATTERY	\$385.98
				FIRE - AMAZON - GLUCOSE CASE	(\$74.95)
				FIRE - AMAZON - MISC SUPPLIES	\$318.96
				FIRE - AMAZON - PREVENTION SUPPLIES	\$57.83
			FLTMAINT	BPO/ FLEET REPAIR PARTS & OFFICE SUPPLIES	\$52.15
			INSTRUST	INDUSTRIAL CO CARBON MONOXIDE MONITOR	\$174.00
			LIBRARY	BPO - LIB - DVD ORDERS	\$241.15
				BPO - LIB - OPERATING SUPPLIES	\$107.19
				LIB - UNIVERSAL POWER SUPPLIES	\$569.85
				LIB - YOGA KITS - GRANT	\$325.47
			POLICE	BPO PD OFFICE AND TECHNOLOGY ITEMS	\$38.99
			TRANSITOP	BPO: TRANSIT OPERATING SUPPLIES	\$44.98
			TRNSPN	PW - TR - PPE/CLOTHING; MATTHEW KELLEY	\$37.98
			WATER	PW-WTD-STROBE LIGHT FOR VEHICLE #246	\$289.99
AMAZON CAPITAL SERVICES INC	112291	12/14/2023	TRNSPN	PW-ENG-SAFETY SHOES; K DUGGER	\$159.99
ANATEK LABS INC	112293	12/14/2023	WATER	BPO PW WTP/TOC/COLIFORM SAMPLING ANALYSIS	\$1,231.00
				PW-WTP-LEAD & COPPER SAMPLING (60)	\$585.00
			WSTWTR	BPO PW WWTP LAB SAMPLE ANALYSIS	\$1,848.00
ANTHONY H SEUBERT	112399	12/14/2023	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$141.48
AQUATIC INFORMATICS INC	112294	12/14/2023	WATER	BPO PW WTR CROSS CONNECTION PROGRAM	\$62.00
ARCHITECTS WEST, INC	112295	12/14/2023	POLICE	PD GENERATOR REPLACEMENT-PRO ENGINEERING SERVICE	\$2,450.00
ARTBEAT INC	112296	12/14/2023	RECREATION	YOUTH VOLLEYBALL SHIRT	\$10.75



Voucher's Payable

ASOTIN COUNTY LANDFILL	112297	12/14/2023	SANITATION	BPO - TS - FY24 MONTHLY SOLID WASTE DISPOSAL	\$106,463.22
			WSTWTR	BPO PW WWTP FY24 MONTHLY DISPOSAL	\$436.10
ATLAS SAND & ROCK	112235	12/7/2023	WATER	BPO PW DISTRIB GRAVEL	\$94.24
AUSTIN BROWN	112303	12/14/2023	FIRE	BPO FIRE - AUSTIN BROWN - MEDICAL CONTROL	\$3,000.00
AVISTA	112298	12/14/2023	CEMETERY	12/04/23 BILL DATE: UTILITY CHARGES	\$109.97
			COMDEV	12/04/23 BILL DATE: UTILITY CHARGES	\$1,222.52
			LIBRARY	12/04/23 BILL DATE: UTILITY CHARGES	\$2,636.43
			PARKSFAC	12/04/23 BILL DATE: UTILITY CHARGES	\$20,339.23
			RECREATION	12/04/23 BILL DATE: UTILITY CHARGES	\$678.49
			SANITATION	12/04/23 BILL DATE: UTILITY CHARGES	\$474.39
			TRNSPN	12/04/23 BILL DATE: UTILITY CHARGES	\$45,051.47
			WATER	12/04/23 BILL DATE: UTILITY CHARGES	\$34,788.16
			WSTWTR	12/04/23 BILL DATE: UTILITY CHARGES	\$31,779.55
B&H FOTO & ELECTRONICS CORP	112299	12/14/2023	INFOSYSTMS	NETWORK SWITCHES AND EQUIPMENT	\$4,577.49
BEAUTIFUL DOWNTOWN LEWISTON	112236	12/7/2023	SPECASSMT	BID ASSESSMENT COLLECTIONS WKS ENDING 11/17,22,30	\$17,603.15
	112255	12/14/2023	SPECASSMT	BID ASSESSMENT COLLECTIONS WEEK ENDING 12/08/23	\$4,617.27
BILL JENSEN	112356	12/14/2023	PARKSFAC	SMALL ENGINE REPAIR INCLUDES MOWERS, EDGERS, PRUN	\$325.00
BLUE RIBBON LINEN SUPPLY INC	112300	12/14/2023	FIRE	BPO FIRE - BLUE RIBBON - LAUNDRY	\$1,018.63
			PARKSFAC	floor cleaner, disinfectant, glass cleaner, hand	\$1,173.36
				GARBAGE BAGS AND TOILET PAPER FOR THE PARKS	\$2,147.75
			POLICE	BPO PD RUG CLEANING	\$25.00
				BPO PD UNIFORM CLEANING/ALTERATIONS	\$43.68
			WATER	PW-BPO PW WTP/DISTR LAUNDRY & JANITORIAL	\$672.34
			WSTWTR	BPO PW WWTP JANITORIAL SUPPLIES	\$17.46
BOBBY DAVIS	112247	12/7/2023	TRNSPN	MEALS: LHTAC- ATSSA TRAFFIC CONTROL TECH: 12/07/23	\$59.00
BOB'S TROPICAL FISH & PET SHOP INC DBA BOB'S PET & POND	112301	12/14/2023	LIBRARY	LIB - BPO - FISH TANK CLEANING	\$319.87
BRADLEY CORNELL DBA VALLEY SWEEPING LLC	112425	12/14/2023	SANITATION	BPO - TS - SWEEPING SERVICES	\$256.00
BRETTON S WATSON DBA ABLE LOCKSMITH	112284	12/14/2023	PARKSFAC	BPO LOCK WORK FOR CITY BULDINGS	\$140.00
				LOCK REPAIR VANDALISM AT NORTH LEW BOAT RAMP	\$170.00



Voucher's Payable

BRIAN E WARD DBA GUMBY ENTERPRISES INC	112402	12/14/2023	FLTMAINT	BPO - FLEET TOOLS & SUPPLIES	\$436.95
BRIDGEPAY NETWORK SOLUTIONS LLC	1437	12/7/2023	FINANCE	BPO - FIN - BRIDGEPAY MONTHLY TRANSACTION FEES	\$333.90
BROEMELING STEEL & MACHINE	112302	12/14/2023	FLTMAINT	OSL/ REPAIR BUCKET FOR #476 LOADER	\$9,800.00
			PARKSFAC	FABRICATE A BASE FOR THE FISH SIGN AT BOAT RAMP	\$300.00
BROWN & BROWN OF WASHINGTON INC DBA DIMARTINO ASSOCIATES	112257	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$2,351.56
BRYON DENNY DBA DENNY'S WIRING AND INSTALLATION	112322	12/14/2023	FIRE	FIRE - DENNY'S WIRING - CRADLEPOINT INSTALL	\$3,750.00
CATALYST MEDICAL GROUP PLLC	112305	12/14/2023	FIRE	BPO FIRE - CATALYST MEDICAL - FF PHYSICALS	\$683.14
CATHY L BECK DBA THE PLANT LADY	112390	12/14/2023	LIBRARY	BPO - LIB - MONTHLY PLANT CARE	\$100.00
CDW GOVERNMENT LLC	112306	12/14/2023	FIRE	CRADLEPOINT - POWER / GPIO CABLE	\$141.31
CENTRAL ORCHARDS SEWER DISTRICT	112319	12/14/2023	PARKSFAC	11/30/23 BILL DATE: UTILITY CHARGES	\$251.28
CES	112307	12/14/2023	WSTWTR	PW-WWTP-REPLACEMENT VFD FOR PLANT PUMP	\$6,128.85
CHRIS SCHARNHORST	112248	12/7/2023	TRNSPN	MEALS: LHTAC- ATSSA TRAFFIC CONTROL TECH: 12/07/23	\$59.00
CINTAS CORPORATION #606	112308	12/14/2023	FLTMAINT	BPO/ FLEET UNIFORM RENT & LAUNDRY	\$76.23
			PARKSFAC	BPO PARKS UNIFORM LAUNDERED/CLEANING SUPPLIES	\$149.49
CITY OF LEWISTON	1438	12/14/2023	CEMETERY	NOV '23 W/G/S CHARGES	\$35.45
			COMDEV	NOV '23 W/G/S CHARGES	\$181.46
			LIBRARY	NOV '23 W/G/S CHARGES	\$395.54
			PARKSFAC	NOV '23 W/G/S CHARGES	\$10,756.19
			SANITATION	NOV '23 W/G/S CHARGES	\$1,552.21
			TRNSPN	NOV '23 W/G/S CHARGES	\$203.95
			WATER	NOV '23 W/G/S CHARGES	\$584.49
			WSTWTR	NOV '23 W/G/S CHARGES	\$1,846.17
CITY OF LEWISTON EMPLOYEE BENEFIT-CAFETERIA PLAN	112256	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$8,178.82
CLEARWATER CLEANING SERVICES CORP	112309	12/14/2023	PARKSFAC	BPO CUSTODIAN SERVICES AT LIBRARY	\$4,245.00
CLEARWATER HYDRAULICS LLC	112311	12/14/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	\$55.90
CLEMENTS BROWN & MCNICHOLS	112312	12/14/2023	HR	BPO- LEGAL SERVICES	\$195.00
			LEGAL	OUTSIDE LEGAL COUNCIL; STROMBERG; EDELBLUTE FY24	\$4,153.00
			LEGAL	OUTSIDE LEGAL COUNCIL; STROMBERG; PROFITT FY24	\$3,902.00
COAST TO COAST TURF INC	112313	12/14/2023	PARKSFAC	FABRICATED 8 BATTERS BOXES FOR AIRPORT FIELDS	\$2,180.00
COEUR D'ALENE TRACTOR CO	112285	12/14/2023	WSTWTR	BPO PW WWTP MAINT SUPPLIES - MOWER	\$67.20



Voucher's Payable

COLEMAN OIL COMPANY LLC DBA COLEMAN OIL COMPANY	112237	12/7/2023	COMDEV	CP-0061707- 11/30/2023 BILL DATE: FUEL CHARGES	\$115.83
			FIRE	CP-0061707- 11/30/2023 BILL DATE: FUEL CHARGES	\$801.87
			FLTMaint	CP-0061707- 11/30/2023 BILL DATE: FUEL CHARGES	\$50.66
			PARKSFAC	CP-0061707- 11/30/2023 BILL DATE: FUEL CHARGES	\$1,239.88
			POLICE	CP-0061707- 11/30/2023 BILL DATE: FUEL CHARGES	\$1,176.67
			RECREATION	CP-0061707- 11/30/2023 BILL DATE: FUEL CHARGES	\$41.92
			SANITATION	BPO - TS - FUEL	\$202.92
				BPO - TS - FY24 FUEL FOR SDI HAUL	\$564.04
			TRANSITOP	CP-0061707- 11/30/2023 BILL DATE: FUEL CHARGES	\$1,043.00
			TRNSPN	CP-0061707- 11/30/2023 BILL DATE: FUEL CHARGES	\$1,525.34
			WATER	CP-0061707- 11/30/2023 BILL DATE: FUEL CHARGES	\$589.05
			WSTWTR	CP-0061707- 11/30/2023 BILL DATE: FUEL CHARGES	\$431.57
	112314	12/14/2023	COMDEV	CP-0063451- 12/10/2023 BILL DATE: FUEL CHARGES	\$246.94
			FIRE	CP-0062610- 12/03/2023 BILL DATE: FUEL CHARGES	\$534.66
				CP-0063451- 12/10/2023 BILL DATE: FUEL CHARGES	\$1,305.22
			FLTMaint	BPO/ FLEET/ LUBE PRODUCTS & CAR WASHES	\$226.92
			FLTMaint	BPO/ FLEET/ LUBE PRODUCTS & CAR WASHES	\$21.00
				CP-0063451- 12/10/2023 BILL DATE: FUEL CHARGES	\$92.76
			PARKSFAC	CP-0062610- 12/03/2023 BILL DATE: FUEL CHARGES	\$80.07
				CP-0063451- 12/10/2023 BILL DATE: FUEL CHARGES	\$1,000.45
			POLICE	CP-0062610- 12/03/2023 BILL DATE: FUEL CHARGES	\$614.65
				CP-0063451- 12/10/2023 BILL DATE: FUEL CHARGES	\$1,829.10
			SANITATION	BPO - TS - FUEL	\$176.24
				BPO - TS - FY24 FUEL FOR SDI HAUL	\$684.38
				CP-0063451- 12/10/2023 BILL DATE: FUEL CHARGES	\$83.32
			STMWTR	CP-0063451- 12/10/2023 BILL DATE: FUEL CHARGES	\$97.92
			TRANSITOP	CP-0062610- 12/03/2023 BILL DATE: FUEL CHARGES	\$342.56
				CP-0063451- 12/10/2023 BILL DATE: FUEL CHARGES	\$1,465.98
			TRNSPN	CP-0062610- 12/03/2023 BILL DATE: FUEL CHARGES	\$283.66
				CP-0063451- 12/10/2023 BILL DATE: FUEL CHARGES	\$1,291.81



Voucher's Payable

			WATER	BPO PW WTP GENERATOR FUEL	\$762.51
				CP-0062610- 12/03/2023 BILL DATE: FUEL CHARGES	\$51.83
				CP-0063451- 12/10/2023 BILL DATE: FUEL CHARGES	\$282.83
			WSTWTR	CP-0063451- 12/10/2023 BILL DATE: FUEL CHARGES	\$408.21
COMMERCIAL TIRE INC	112315	12/14/2023	FLTMAINT	BPO/ TIRE REPAIRS FOR FLEET	\$59.50
COMPETITIVE COMMERCIAL ROOFING INC	112316	12/14/2023	PROPIMPR	PF022-FIRE STN4-ROOF	\$50,000.00
CONSOLIDATED ELECTRICAL DISTRIBUTORS	112318	12/14/2023	PARKSFAC	LPD REPLACEMENT LAMPS	\$108.18
				BPO ELECTRICAL SUPPLIE	\$233.04
			WATER	BPO PW WATER DISTRIB SUPPLIES	\$25.80
			WSTWTR	BPO PW WW COLL SPLYS	\$42.92
CONTINENTAL AMERICAN INSURANCE COMPANY DBA AFLAC GROUP	112254	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$22.44
DELL MARKETING LP	112321	12/14/2023	INFOSYSTMS	REPLACEMENT CPU FAN	\$18.00
DIGLINE INC	112323	12/14/2023	WATER	BPO PW W/WW LOCATE SERVICES	\$129.68
			WSTWTR	BPO PW W/WW LOCATE SERVICES	\$129.67
DOCUSIGN INC LOCKBOX	112324	12/14/2023	INFOSYSTMS	DOCUSIGN	\$5,520.00
EAN SERVICES LLC	112328	12/14/2023	EXECUTIVE	EXEC: TRAVEL - BROCKE - AIC LEGISLATIVE SUMMIT	\$78.44
EFTPS	1442	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$167,099.47
EMS MANAGEMENT & CONSULTANTS INC	112327	12/14/2023	FIRE	BPO FIRE - EMS MC - AMBULANCE BILLING SERVICE	\$4,376.98
ERB'S ACE HARDWARE LLC	112329	12/14/2023	FIRE	BPO FIRE - ERBS - STATION/VEHICLE MTNC SUPPLIES	\$29.72
			POLICE	BPO PD OFFICE AND VEHICLE SUPPLIES	\$39.08
			SANITATION	BPO - TS - OPERATING SUPPLIES	\$27.18
			WATER	BPO PW DISTRIB SPLYS	\$27.50
				BPO PW WTP SUPPLIES	\$269.29
			WSTWTR	BPO PW WWTP SUPPLIES	\$15.60
FASTENAL COMPANY	112330	12/14/2023	PARKSFAC	BPO SUPPLIES VENDING MACHINE AND SAFETY SUPPLIES	\$571.89
FATBEAM LLC	112331	12/14/2023	LIBRARY	BPO - LIB - PUBLIC INTERNET SERVICES	\$990.00
FERGUSON ENTERPRISES #3011	112332	12/14/2023	WATER	BPO PW DISTRIB MAINT SPLYS	\$270.74
FISHER SYSTEMS INC	112333	12/14/2023	LIBRARY	LIB - FAULTY EQUIPMENT REPLACEMENT	\$390.32
			WSTWTR	PW-WWTP-SRV CALLS/ALARM CHANGES	\$250.00
FOP LEWIS CLARK LODGE #10	112258	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$1,817.46
GEORGE WILLIAM REED	112394	12/14/2023	RECREATION	BPO SENIOR NUT MEAL DELIVERY REIMBURSEMENT	\$117.90
GMCO CORPORATION	112335	12/14/2023	TRNSPN	BPO - ST - FY24 LIQUID DEICER; NPC BID PIGGYBACK	\$4,056.62
GOVERNMENT FINANCE OFFICERS ASSOC	112336	12/14/2023	FINANCE	GFOA - MEMBERSHIP RENEW: GORDON/BLEWETT	\$250.00



Voucher's Payable

GRAINGER	112337	12/14/2023	WATER	BPO PW WTP P/M/M SPLYS	\$285.02
				PW-WTD-IMPACT WRENCH	\$242.74
				PW-WTP-SPILL CONTAINMENT BARRIERS	\$4,148.26
				PW-WTR-AUTHORIZED PERSONNEL SIGNS FOR FACILITIES	\$339.25
			WSTWTR	BPO PW WWTP P/M/M MAINT SUPPLIES	\$285.81
H & H BUSINESS SYSTEMS	112338	12/14/2023	COMDEV	BPO-CD-COPIER MAINTENANCE COLOR AND B&W FOR I	\$213.07
			WSTWTR	BPO PW WWTP COPIER MAIN & SPLYS	\$0.78
HACH COMPANY	112339	12/14/2023	WATER	BPO PW WTP LAB SPLYS	\$443.50
				WR043 PW-WTP-COMM DR RES CHLORINE MONITOR	\$6,625.93
			WSTWTR	BPO PW WWTP LAB SUPPLIES	\$1,825.84
HAHN RENTAL CENTER	112340	12/14/2023	PARKSFAC	RENTING A PALLET JACK TO LOFIT SOME CEILING TILES	\$40.00
HAHN SUPPLY	112341	12/14/2023	PARKSFAC	BPO HVAC TOOLS	\$81.72
				HVAC FILTERS FOR ALL 4 FIRE DEPARTMENT BLDGS.	\$814.42
			WATER	BPO PW WATER DISTRIB SPLYS	\$13.13
HELLS CANYON ELECTRIC LLC	112343	12/14/2023	WATER	WR043 - SCADACORE ELECTRICAL WIRING	\$1,260.19
HENRY SCHEIN	112238	12/7/2023	FIRE	BPO FIRE - HENRY SCHEIN - EMS SUPPLIES	\$960.98
HERCO INC DBA HERCO ASPHALT & PAVING	112239	12/7/2023	WATER	PW-WTD-PATCH 12TH ST/9TH AVE; WTR REPAIR	\$1,500.00
HOME DEPOT CREDIT SERVICES	112344	12/14/2023	FIRE	BPO FIRE - HOME DEPOT - STATION SUPPLIES	\$115.42
			PARKSFAC	BPO CONSTRUCTION SUPPLIES	\$21.15
				DEWALT 20 VOLT NARROW CROWN STAPLER AND STAPLES.	\$446.84
				PRESSURE TREATED LUMBER FOR THE TURF AT AIRPORT	\$466.24
			RECREATION	BUNGEE CORDS TO SECURE FOOD PACKAGES WHILE DELIVE	\$45.84
			TRANSITOP	BPO: TRANSIT HARDWARE/TOOLS/CLEANING SUPPLIES	\$92.12
			WATER	PW-WTR-STEP-UP BENCH; VAULT BACKFLOW ASSEMBLY	\$99.00
			WSTWTR	PW-WWC-HAND TOOLS/ELECTRIC TRIMMER	\$257.97
HORIZON DISTRIBUTORS INC	112345	12/14/2023	PARKSFAC	CUTTER HEAD PULLEY SHAFT FOR EDGER	\$63.69
HUBER ACTION FREIGHT INC	112346	12/14/2023	FLTMAINT	BPO/ FLEET SHIPPING	\$162.50
I A F F - LOCAL #1773	112259	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$3,484.00
IACP	112347	12/14/2023	POLICE	REGISTRATIONS-ARNZEN, CARSON, EARL-LEADERSHIP IN P	\$4,680.00
IAFF LOCAL 1773 PAC	112260	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$465.00
IDAHO CHILD SUPPORT RECEIPTING	112262	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$758.54



Voucher's Payable

IDAHO DEPT OF ENVIRONMENTAL QUALITY	112348	12/14/2023	WATER	PW DRINKING WATER SYSTEM - QUARTERLY FEES	\$8,971.50
IDAHO ICE	112349	12/14/2023	INFOSYSTMS	BPO - WATER FOR INFO SYSTEMS DEPT	\$41.73
			LEGAL	BPO-LEGAL-WATER FOR CITY ATTORNEY'S OFFICE- FY24	\$17.49
			SANITATION	BPO - TS - IDAHO ICE	\$18.69
IDAHO PUBLIC PURCHASING ASSOCIATION INC	112355	12/14/2023	TRNSPN	FY23 IPPA MEMBERSHIP - WENDY	\$30.00
IDAHO STATE POLICE	112350	12/14/2023	COMDEV	BPO-CD-FINGERPRINT FEES RELATING TO BUSINESS LICE	\$33.25
			LIBRARY	BPO - LIB - VOLUNTEER CHECKS	\$20.00
IDAHO STATE TAX COMMISSION	112261	12/14/2023	LIBRARY	NOV '23 SALES TAX	\$40.69
			RECREATION	NOV '23 SALES TAX	\$83.82
			SANITATION	NOV '23 SALES TAX	\$1,920.53
	112263	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$30,126.00
	112264	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$436.93
INGRAM LIBRARY SERVICES	112351	12/14/2023	LIBRARY	BPO - LIB - 1ST FLOOR NONFICTION	\$165.77
				BPO - LIB - 2ND FLOOR NONFICTION	\$397.38
				BPO - LIB - ADULT BOOKMOBILE	\$317.43
				BPO - LIB - ADULT FICTION	\$3,031.72
				BPO - LIB - AUDIOBOOKS	\$84.02
				BPO - LIB - JUVENILE BOOKMOBILE	\$263.63
				BPO - LIB - JUVENILE FICTION	\$635.12
				BPO - LIB - JUVENILE NONFICTION	\$27.48
				BPO - LIB - LARGE PRINT	\$535.05
				BPO - LIB - TEEN FICTION	\$349.22
				BPO - LIB - TEEN NONFICTION	\$97.74
INLAND CELLULAR	112352	12/14/2023	PARKSFAC	BPO CITY PARKS CAMERAS	\$204.12
INLAND FIRST AID AND SAFETY LLC	112353	12/14/2023	SANITATION	BPO - TS - FIRST AID SUPPLIES	\$76.65
INTERMOUNTAIN CLAIMS INC	112240	12/7/2023	INSTRUST	INTERMOUNTAIN CLAIMS- REIMB	\$13,196.66
	112265	12/14/2023	INSTRUST	PRE-FUND PENDING CHECK 12/11/2023: WORKERS COMP	\$43,091.50
INTERNATIONAL CITY MANAGEMENT ASSOCIATION DBA MISSIONSQUARE RETIREMENT	1441	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$4,300.22
JOE HALL FORD	112357	12/14/2023	FLTMANT	BPO/ FLEET REPAIR PARTS & OSL	\$385.74
			INSTRUST	REPAIRS TO #051 SEDAN	\$1,262.35
JON ADAMS	112286	12/14/2023	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$125.76
KAREN SELDON	112398	12/14/2023	RECREATION	BPO SENIOR NUTRITIONMEAL DELIVERY REIMBURSEMENT	\$181.44
KATHERINE LOUISE CONE	112317	12/14/2023	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$27.51
KENT D BRUCE COMPANY LLC	112358	12/14/2023	FLTMANT	BPO/ FLEET REPAIR PARTS	\$283.43



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KENWORTH SALES COMPANY	112359	12/14/2023	FLTMAINT	OSL/ REBUILD STEERING GEAR FOR #003 ENGINE	\$1,004.14
				OSL/ REBUILD STEERING GEAR FOR #003 FIRE ENGINE	(\$21.74)
KINZER AIR LLC	112360	12/14/2023	WSTWTR	PW-WWTP-BPO HEATING TROUBLE SHOOTING; MISC LOCALS	\$652.90
KLEEN SWEEP JANITORIAL	112361	12/14/2023	WATER	BPO PW DISTRIB MONTHLY CLEANING SRV	\$355.00
L N CURTIS & SONS	112362	12/14/2023	FIRE	FIRE - LN CURTIS - HELMET PASSPORTS	\$74.39
			POLICE	PD BALLISTIC VEST AND CARRIER FOR KENT	\$1,501.00
LACAL EQUIPMENT INC	112363	12/14/2023	FLTMAINT	SWEEPER SEGMENTS FOR JD SWEEPERS	\$512.00
LATAH SANITATION INC	112310	12/14/2023	SANITATION	BPO - PW - FY24 MONTHLY YW DISPOSAL	\$22,766.33
LEGACY PAVING AND CONSTRUCTION LLC	112241	12/7/2023	WATER	BPO PW W DISTRIB EMERGENCY PATCHES	\$600.00
	112364	12/14/2023	WATER	BPO PW W DISTRIB EMERGENCY PATCHES	\$600.00
LES SCHWAB TIRE CENTER	112365	12/14/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	\$363.24
LEWIS CLARK ANIMAL SHELTER	112366	12/14/2023	POLICE	BPO PD SHELTER CONTRACT FEES	\$5,412.83
LEWISTON MOTOR COMPANY LLC DBA LEWISTON CHEVROLET BUICK GMC	112367	12/14/2023	FLTMAINT	REPL INJECTORS & PUMP FOR #137 PATSUV	\$1,107.44
LEWISTON SCHOOL DISTRICT # 1	112368	12/14/2023	LEGISLATIV	COMMUNITY DRIVE RESERVOIR TANK PROJECT - LIFT	\$910.93
LEWISTON TOWING	112369	12/14/2023	POLICE	PD OIL CHANGE FOR SILVER ESCAPE	\$72.59
MACLEAN ENTERPRISES LLC	112370	12/14/2023	PARKSFAC	16" UNDERFENCE MOW STRIP AT HERETH BALLFIELD	\$1,880.00
MAVERICK DATA SYSTEMS	112372	12/14/2023	POLICE	PD WARRANT BUILDER PRO SOFTWARE RENEWAL FOR INVEST	\$1,750.00
MCMILLEN JACOBS ASSOCIATES	112373	12/14/2023	WATER	WR050 WTP INTAKE REBUILD	\$16,762.50
MEDLOCK LAWN TREE & LANDSCAPE LLC	112242	12/7/2023	CEMETERY	GRIND TWO TREE STUMPS AT THE CEMETERY	\$700.00
MINERT & ASSOCIATES	112374	12/14/2023	HR	BPO - DRUG TESTING SERVICES FOR NEW HIRES, RANDOMS	\$489.00
MISC CUSTOMER REFUND	112244	12/7/2023	RECREATION	COMM CENTER CANCELLATION FOR 03/30/24: PERMIT 2407	\$150.00
	112245	12/7/2023	RECREATION	FENTON GYM RENTAL CANCELLATIONS (X3): PRMTS 2261&4	\$180.00
	112246	12/7/2023	UNDEFINED	PUBLIC RECORDS REQUEST #23-1198 FEE REFUND	\$18.64
	112266	12/14/2023	WATER	UB 0506028649 1038 24TH	\$44.47
	112267	12/14/2023	UNDEFINED	PUBLIC RECORDS REQ REFUND 23-1375: REISSUED	\$10.59
	112268	12/14/2023	ECONDEV	CDBG: 2023 LEW SCHL DIST PREV PRGRM: UTILITY ASST	\$344.57
	112269	12/14/2023	RECREATION	OVERPAYMENT CHARGE- DID NOT GIVE HER CHANGE	\$12.50
	112270	12/14/2023	UNDEFINED	UB 2000855375 119 THAIN	\$182.90



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	112271	12/14/2023	RECREATION	COMM CTR RESERVATION REFUND: LARGER ROOM NOT AVLBL	\$75.00
	112272	12/14/2023	ECONDEV	CDBG-HRP BENSON ROOFING/CONTRACTOR DOWN PAYMENT	\$10,243.65
	112273	12/14/2023	COMDEV	PLAN REVIEW FEE 241103- PER CD DIRECTOR	\$7,454.49
	112274	12/14/2023	SANITATION	UB 5001000333 1815 21ST	\$899.88
MORETON & COMPANY OF IDAHO	112375	12/14/2023	FINANCE	NOTARY BOND FOR WENDY MEE	\$60.00
MOTION AUTO SUPPLY	112376	12/14/2023	FLTMAINT	BPO/ REPAIR PARTS & SUPPLIES	\$195.80
NAPA AUTO PARTS	112377	12/14/2023	FLTMAINT	BPO - FLEET - REPAIR PARTS & SUPPLIES	\$372.01
			FLTMAINT	BPO - FLEET - REPAIR PARTS & SUPPLIES	\$123.25
				BPO- DTV/ REPAIR PARTS (Return)	(\$208.96)
				BPO- DTV/ REPAIR PARTS (Returned)	\$208.96
			WATER	BPO PW DISTRIB SPLYS	\$15.96
			WSTWTR	BPO PW WWTP SUPPLIES	\$34.98
NATHAN MILLER	112249	12/7/2023	TRNSPN	MEALS: LHTAC- ATSSA TRAFFIC CONTROL TECH: 12/07/23	\$59.00
NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING	112379	12/14/2023	FINANCE	PURCH - TRAINING - NIGP - CANDY M & DEB L	\$158.00
NATIONAL SAFETY INC	112378	12/14/2023	WATER	PW-WTR-FIRST AID VEHICLE KITS (20)	\$671.00
NATIONWIDE RETIREMENT	1439	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$8,104.73
NATIONWIDE-RESERVE	1443	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$1,357.82
NCPERS GROUP LIFE INS	112275	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$1,456.00
NEZ PERCE COUNTY	112251	12/7/2023	LEGAL	BPO-LEGAL-NPC-COL FY24 PROSECUTION SERVICES	\$9,549.67
NEZ PERCE COUNTY SHERIFF	112276	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$839.64
NORCO INC	112252	12/7/2023	FIRE	BPO FIRE - NORCO - O2, EMS/SUPPRESSION SUPPLIES	\$581.53
	112380	12/14/2023	FIRE	BPO FIRE - NORCO - O2, EMS/SUPPRESSION SUPPLIES	\$432.08
			WATER	PW-WTD-WR043 WELDER; REPLACEMENT FOR SAFETY	\$1,984.00
NORTH 40 OUTFITTERS	112381	12/14/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS & SUPPLIES	\$17.90
			PARKSFAC	BPO CONSTRUCTION, MAINTENANCE, IRRIGATION SUPPLIE	\$252.55
			WATER	BPO PW DISTRIB SPLYS	\$57.92
				BPO PW WTP SPLYS	\$384.95
			WSTWTR	BPO PW WW COLL SUPPLIES/TOOLS	\$3.15
				BPO PW WWTP SUPPLIES	\$122.42
				PW-WWC-UNIFORM PANTS; C STICKLEY; 2 PAIRS; \$50 EA	\$74.98
				PW-WWC-UNIFORM PANTS; R BURROWES; 4 PAIRS; \$50 EA	\$157.97



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				PW-WWTP-W GRAHAM; UNIFORM PANTS (4 @ \$50)	\$139.96
NORTH CENTRAL DISTRICT HEALTH DEPARTMENT	112342	12/14/2023	PARKSFAC	HEALTH DEPT POOL PERMIT FOR 2024	\$50.00
NORTHWEST ENGRAVING	112382	12/14/2023	HR	PLAQUES FOR ANNUAL PRIDE AWARDS AND SPECIAL RECOGN	\$683.00
ODP BUSINESS SOLUTIONS LLC	112383	12/14/2023	HR	SUPPLIES FOR EMPLOYEE YEARS OF SERVICE AWARD CERTI	\$128.93
			LIBRARY	BPO - LIB - OFFICE SUPPLIES	\$188.36
			POLICE	BPO PD OFFICE SUPPLIES	\$53.14
			TRNSPN	BPO - PW OFFICE - OPERATING SUPPLIES	\$53.70
			WATER	BPO PW DISTRIB OFFICE SPLYS	\$355.97
			WSTWTR	BPO PW IND PTMT SUPPLIES	\$61.55
				BPO PW WWTP OFFICE SUPPLIES	\$127.24
ORCHARDS PET HOSPITAL	112384	12/14/2023	POLICE	BPO PD SUPPLIES FOR K9 ZIVA	\$67.50
ORCHARDS SHOE SHOP	112385	12/14/2023	WATER	PW-WTP-SAFETY SHOES; KEVIN RIEHL	\$175.00
OVERDRIVE INC	112386	12/14/2023	LIBRARY	BPO - LIB - ADULT OVERDRIVE	\$2,049.60
OWEN EQUIPMENT	112387	12/14/2023	FLTMAINT	REPL HYD OIL COOLER FOR #470 SWEEPER	\$1,755.28
OXARC	112388	12/14/2023	COMDEV	CD-DAVE GOBBI-FLASH GARMENTS, VEST, GLOVES X2	\$46.82
			FIRE	BPO FIRE - OXARC - CYLINDER RENTAL	\$19.80
			TRNSPN	BPO - ST - OPERATING SUPPLIES	\$98.41
			WATER	BPO PW DISTRIB SPLYS	\$24.60
				PW-WTP-CALCUIM THIOSULFATE	\$1,272.03
			WSTWTR	BPO PW WW COLL PERSONNEL EQUIPMENT	\$43.20
				BPO PW WWTP PERSONNEL SUPPLIES	\$66.44
PAPE MACHINERY INC	112389	12/14/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$119.13
			INSTRUST	REPL DOOR FOR #474 BACKHOE	\$3,956.02
PAUL SCOTT DRIVER	112325	12/14/2023	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$68.12
PERSI	1440	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$213,109.81
PORT OF LEWISTON	112391	12/14/2023	INFOSYSTMS	BPO - IT - FIBER CONNECTIONS	\$945.00
PRINCRAFT PRINTING	112393	12/14/2023	COMDEV	BPO-CD-ENVELOPES, LETTERHEAD, PAPER, BUSINESS CAR	\$660.00
			POLICE	PD PETTY CASH RECEIPTS	\$100.00
			RECREATION	SOFTBALL SCORESHEETS & LINEUP CARDS FOR ADULT SB	\$255.00
RDK CORPORATION DBA SHADOW TRACKERS	112400	12/14/2023	HR	BPO - BACKGROUND CHECKS	\$132.00
RELIANCE STANDARD LIFE INSURANCE COMPANY	112277	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$7,738.51
RICOH USA INC	112395	12/14/2023	FIRE	BPO FIRE - RICOH - HQ COPIER	\$193.87
			LEGAL	BPO-LEGAL-RICOH MONTHLY COPIER RENTAL FY24	\$134.77



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			LIBRARY	BPO - LIB - LEASE FEES	\$462.06
			PARKSFAC	BPO P&R COPIER CONTRACT	\$167.73
			TRANSITOP	BPO: TRANSIT COPIER (RICOH IM C3500) RENTAL	\$269.52
			WATER	PW-WTP-RICOH IM C4500 LEASE PAYMENT	\$161.95
			WSTWTR	PW-WWCOLL-RICOH IM C4500 LEASE PAYMENT	\$158.18
	112396	12/14/2023	FIRE	BPO FIRE - RICOH METER	\$37.21
			LEGAL	BPO-LEGAL-RICOH MONTHLY COPY FEES-FY24	\$59.62
			LIBRARY	BPO - LIB - COPY FEES	\$58.64
			PARKSFAC	BPO COM CENTER COPIER PAPER COUNT	\$91.99
			POLICE	BPO PD COPY FEES	\$68.66
				BPO PD DISPATCH COPY FEES	\$102.06
			SANITATION	BPO - PW - MPC4503 COPIER MAINTENANCE	\$14.39
			STMWTR	BPO - PW - MPC4503 COPIER MAINTENANCE	\$17.18
			TRANSITOP	BPO: TRANSIT COPIER (RICOH IM C3500) COPIES	\$86.00
			TRNSPN	BPO - PW - MPC4503 COPIER MAINTENANCE	\$137.40
			WATER	BPO - PW - MPC4503 COPIER MAINTENANCE	\$1.16
			WSTWTR	BPO - PW - MPC4503 COPIER MAINTENANCE	\$8.59
RUSSELL THOMPSON	112250	12/7/2023	TRNSPN	MEALS: LHTAC- ATSSA TRAFFIC CONTROL TECH: 12/07/23	\$59.00
SANITARY DISPOSAL INC DBA SUNSHINE DISPOSAL & RECYCLING	112405	12/14/2023	SANITATION	BPO - PW - FY24 ANNUAL CURBSIDE COLLECTION	\$281,778.44
				BPO - PW - FY24 PROCESSING SINGLE STREAM RECY	\$14,470.68
				BPO - TS - FY24 CARDBOARD	\$96.00
				BPO - TS - FY24 SINGLE STREAM RECYCLING	\$312.00
				BPO - TS - FY24 TONNAGE HAUL	\$23,871.15
SCALES UNLIMITED INC	112278	12/14/2023	SANITATION	TS001 TRANSFER STATION SCALES REHAB	\$61,590.00
SCHUMANN ENTERPRISES INC DBA EMPIRE PRESSURE WASH	112326	12/14/2023	TRANSITOP	BPO: TRANSIT BUS WASHING & SANITIZATION	\$290.00
SCHUYLER RUBBER CO	112397	12/14/2023	FLTMAINT	RUBBER EDGE BIT FOR #476 LOADER	\$2,791.52
SHERA S BRYER	112304	12/14/2023	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$39.30
SHERWIN WILLIAMS CO	112401	12/14/2023	PROPIMPR	PAINT FOR KOKANEE ROOM IN COM CENTER	\$232.50
SPLASH CARWASH & DETAILING	112403	12/14/2023	POLICE	BPO PD CAR WASH	\$198.00
STERLING BATTERY COMPANY	112404	12/14/2023	FLTMAINT	BPO - FLEET VEHICLE BATTERIES	\$819.87



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SWANK MOTION PICTURES INC	112407	12/14/2023	RECREATION	DINNER WITH THE GRINCH MOVIE RIGHTS - GRINCH	\$575.00
T BAILEY INC	112408	12/14/2023	WATER	WR060 COMM DR RESERVOIR CONSTRUCTION	\$227,427.82
THE HOME DEPOT PRO	112406	12/14/2023	PARKSFAC	CUSTODIAL CLEANING SUPPLIES AND TP	\$430.09
THE MASTER'S TOUCH LLC	112371	12/14/2023	FINANCE	BPO - UB - STATEMENT PRINTING AND MAILING	\$6,191.04
THE PRESSURE DR	112392	12/14/2023	FLTMAINT	REPL POWER WASHER HOSE FOR #673 SKID VAC	\$219.00
THE UPS STORE	112422	12/14/2023	POLICE	BPO PD MAIL SERVICE	\$189.81
THOMAS DEAN & HOSKINS OF IDAHO INC	112253	12/7/2023	TRANSITCAP	TRANSIT COMMUNITY CENTER BUS STOP DESIGN	\$7,261.50
	112410	12/14/2023	PROPIMPR	PF022-FIRE STN4 ROOF-ENGINEERING SERVICE	\$2,767.25
THOMSON REUTERS - WEST	112411	12/14/2023	LEGAL	BPO-LEGAL-WESTLAW CHARGES FOR FY24	\$916.95
T-MOBILE	112409	12/14/2023	LIBRARY	BPO - LIB - MOBILE HOTSPOT FEES	\$227.50
T-N-T HOOD CLEANING	112412	12/14/2023	PARKSFAC	ANNUAL COMM CENER KITCHEN HOOD CLEANING	\$380.00
TPC HOLDINGS INC	112413	12/14/2023	POLICE	PD RECRUITMENT CAMPAIGN FOR OCTOBER AND NOVEMBER T	\$3,475.00
TRAFFIC SAFETY SUPPLY CO INC	112414	12/14/2023	TRNSPN	PW - TR - V-LOCK WEDGE PULLERS (2) & HOOKS (5)	\$892.45
TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS INC	112415	12/14/2023	POLICE	BPO PD TLO ACCESS FEES FOR INVESTIGATIONS	\$120.00
TRAVELLAND RV INC	112416	12/14/2023	FLTMAINT	HOLD DOWN CLAMPS FOR SHOP	\$30.00
TRIBUNE PUBLISHING CO	112418	12/14/2023	COMDEV	BPO-CD-P&ZC PUBLISHED NOTICES FOR PUBLIC HEARINGS	\$165.08
			EXECUTIVE	BPO -EXEC - PUBLIC HEARING/ORDINANCE PUBLICATIONS	\$56.80
TRI-STATE HEALTH SERVICES	112417	12/14/2023	TRANSITOP	BPO - TRANSIT DRIVER DOT PHYSICAL FEES	\$150.00
TW ENTERPRISES INC	112419	12/14/2023	WATER	PW-WTR-GENERATOR LOAD BANK TESTING-ANNUAL	\$6,410.77
ULINE	112420	12/14/2023	POLICE	PD BOXES FOR EVIDENCE	\$66.75
UNLEASHED MARKETING & DESIGN LLC	112421	12/14/2023	LIBRARY	LIB - BUSINESS CARDS	\$76.00
URM STORES INC	112423	12/14/2023	HR	COOKIES BAGS FOR HOLIDAY PARTY GIFT BAGS	\$6.98
			RECREATION	BPO- SEN NUTRITION-FOOD AND CLEANING SUPPLIES	\$1,169.97
				DINNER WITH THE GRINCH SUPPLIES	\$116.36
			WSTWTR	BPO PW WWTP SUPPLIES	\$18.46
US FOODS - SPOKANE	112424	12/14/2023	RECREATION	BPO FOOD SUPPLIES FOR SENIOR NUTRITION LUNCHES	\$1,335.74
VALLEY VISION INC	112279	12/14/2023	LEGISLATIV	VALLEY VISION FY24 SERVICES AGREEMENT	\$20,000.00
VALLEY WASTE DISPOSAL LLC	112426	12/14/2023	SANITATION	BPO - PW - FY24 NON-MUNICIPAL SW DISPOSAL	\$9,274.42
VSS INTERNATIONAL INS	112427	12/14/2023	CAPITAL PROJECTS	TR066 21ST ST; 7TH - 19TH; FIBERSEAL CONSTRUCTION	\$706,277.50



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VWR INTERNATIONAL LLC	112428	12/14/2023	WSTWTR	BPO PW WWTP LAB SUPPLIES	\$145.80
WASHINGTON STATE SUPPORT REGISTRY	112280	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$503.30
WEBER ENTERPRISES LLC DBA GARLINGHOUSE MEMORIALS	112334	12/14/2023	PARKSFAC	BPO P&R LEGACY TREE PROGRAM MARKERS	\$200.00
WELLS FARGO	112320	12/14/2023	FINANCE	OCT-DEC CREDIT ON COSTCO WELLS FARGO CARD	(\$143.94)
			FIRE	BPO FIRE - COSTCO - STATION SUPPLIES	\$643.10
				FIRE - COSTCO - COMPUTER SCREENS	\$540.98
			HR	DOOR PRIZES FOR HOLIDAY PARTY	\$444.51
WESTERN RECYCLERS INC	112429	12/14/2023	FINANCE	BPO - FIN - WESTERN RECYCLERS - SHREDDING	\$34.66
			FIRE	BPO FIRE - WESTERN RECYCLERS - DOC DESTRUCTION	\$17.00
			HR	BPO - FIN - WESTERN RECYCLERS - SHREDDING	\$17.34
			LIBRARY	BPO - LIB - SHREDDING SERVICES	\$52.00
			POLICE	BPO PD SHREDDING SERVICES	\$52.00
WESTERN STATES EQUIPMENT	112430	12/14/2023	FLTMAINT	BPO - FLEET REPAIR PARTS & REPAIRS	\$544.73
			TRNSPN	PW - ST - PAVEMENT GRINDING ATCH. TO SKIDSTEER	\$17,987.40
WHOLESALE RADIATOR	112431	12/14/2023	FLTMAINT	BPO - FLEET - RADIATOR REPAIRS	\$130.00
WILBERT PRECAST INC	112432	12/14/2023	CEMETERY	NOVEMBER 2024 BURIALS AT NORMAL HILL CEMETERY	\$1,954.00
WSCCCE	112281	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$2,059.64
WSCFF EMPLOYEE BENEFIT TRUST	112282	12/14/2023	FIRE	SICK LEAVE BUY DOWN	\$14,404.25
	112283	12/14/2023	ADMSVC	Payroll Run 1 - Warrant 121423	\$3,975.00
ZIEGLER BUILDING CENTER	112433	12/14/2023	WATER	BPO PW DISTRIB OP SPLYS	\$115.01
ZOOM VIDEO COMMUNICATIONS, INC	112434	12/14/2023	INFOSYSTMS	ZOOM FEES	\$42.43
Total					\$2,537,976.05



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
ACROSS THE STREET PRODUCTIONS INC	112503	12/28/2023	FIRE	FIRE - ACROSS THE STREET PROD - BLUE CARD DUES	\$1,235.00
ADVANCED CONTROL SYSTEMS, LLC	112504	12/28/2023	WSTWTR	PW-WWTP-WWC-SCADA WORK	\$2,810.76
AG-PRO	112505	12/28/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$37.80
AMAZON CAPITAL SERVICES	112506	12/28/2023	FIRE	FIRE - AMAZON - QUICK CLAMP	\$17.62
			LIBRARY	BPO - LIB - DVD ORDERS	\$175.96
				BPO - LIB - OPERATING SUPPLIES	(\$25.92)
				LIB - BPO - VIDEO GAMES	\$94.98
			PARKSFAC	BREAKROOM SUPPLIES INCLUDING COFFEE AND PAPER PRO	\$89.84
				COVER FOR FACILITY MAINTENANCE TWO SCISSOR LIFTS	\$315.98
			POLICE	BPO PD OFFICE AND TECHNOLOGY ITEMS	\$19.68
			TRNSPN	PW - ENG - DUAL MONITOR FULL MOTION DESK MOUNT	\$89.99
				PW - TR - PPE/CLOTHING; CHRIS SCHARNHORST	\$154.95
			WATER	PW-WTD-REPLACEMENT IPAD CASE; B ARNOLD	\$69.98
				PW-WTP-FENCE SIGN HOLDERS (48)	\$89.86
ANATEK LABS INC	112507	12/28/2023	WATER	BPO PW WTP/TOC/COLIFORM SAMPLING ANALYSIS	\$652.00
			WSTWTR	BPO PW IND PTMT ANALYSIS OF SAMPL	\$571.00
APPLIED INDUSTRIAL	112508	12/28/2023	PARKSFAC	HVAC belts for ALL BUILDINGS winter MAINTENANCE	\$63.71
APSCO LLC	112509	12/28/2023	WSTWTR	PW-WWTP-PUMP REBUILD KIT DUE TO BROKEN IMPELLER	\$4,843.47
ARSENAL CHIROPRACTIC INC DBA FIREHOUSEBEDS.COM	112525	12/28/2023	FIRE	FIRE - FIREHOUSE BEDS - ENCASEMENTS	\$175.00
BANNER BANK-ADM SVCS	112438	12/21/2023	FINANCE	BPO - FIN - URA INTUIT QUICKBOOKS SUBSCRIPTION	\$30.00
BANNER BANK-CITY ATTORNEY	112435	12/21/2023	LEGAL	2024 ISB RENEWAL DUES; HERMANN, DRURY & TENGONO	\$1,270.00
BANNER BANK-CITY CLERK	112436	12/21/2023	EXECUTIVE	EXEC: TRAVEL - BROCKE - AIC LEGISLATIVE SUMMIT	\$239.75
BANNER BANK-COMMUNITY DEV	112437	12/21/2023	COMDEV	CD-COMPUTER PROGRAM FOR REVIEWING COMMERCIAL PLAN	\$395.00
BANNER BANK-FIRE 1	112439	12/21/2023	FIRE	FIRE - ARBYS - FIRE REHAB	\$54.40
				FIRE - BIOCONNECT - ANNUAL SUBSCRIPTION	\$1,331.88
				FIRE - BRUTEFORCE - SANDBAG	\$123.20
BANNER BANK-FIRE TRNG 1	112440	12/21/2023	FIRE	FIRE - WALMART - LG MONITORS FOR INSPECTORS	\$679.50
BANNER BANK-FIRE TRNG 2	112441	12/21/2023	FIRE	FIRE - WALMART - INVENTORY SUPPLIES	\$68.93
BANNER BANK-HUMAN RESOURCES	112442	12/21/2023	HR	ANNUAL PROFESSIONAL MEMBERSHIP FOR LEAH BURRIS IN	\$244.00
				BPO - FACEBOOK JOB ADVERTISEMENTS	\$7.47
				DECORATIONS FOR HOLIDAY PARTY	\$107.23
				GIFT CARD FOR HOLIDAY PARTY TOY DRIVE RAFFLE PRIZE	\$50.00



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				TRAFFIC SERVICES SUPERVISOR JOB POSTING ON INTERNA	\$300.00
				WORKPLACE WELLBEING, MENTAL HEALTH PROMOTION, AND	\$250.00
BANNER BANK-IT	112443	12/21/2023	INFOSYSTMS	BPO - IT - NETWORK/SECURITY HARDWARE	\$2,796.27
BANNER BANK-LIBRARY	112444	12/21/2023	LIBRARY	3D PRINTER FILAMENT	\$53.67
				ART HANGING SYSTEM HOOKS	\$151.40
				COMPUTER STANDS	\$139.98
				EVERYBODY READS - PROGRAM SUPPLIES	\$91.96
				LIB - BOOK EASELS	\$64.30
				ONLINE - LIBLEARNX REGISTRATION	\$300.00
BANNER BANK-PARKS & REC 1	112445	12/21/2023	RECREATION	DINNER WITH THE GRINCH SUPPLIES	\$188.32
BANNER BANK-PARKS & REC 2	112446	12/21/2023	RECREATION	COMMAND STRIPS FOR EVENT	\$40.16
				CPRP CERTIFICATION EXAM PREPARATION KIT	\$455.00
BANNER BANK-POLICE 1	112447	12/21/2023	POLICE	BPO PD FOOD FOR K9 ZIVA (CHEWY.COM)	\$59.84
				PD PRE EMPLOYMENT CREDIT CHECK ADAIR	\$19.00
				PD REGISTRATION RENEWAL FOR TRAINING VEHICLE	\$116.24
				PD REGISTRATION RENEWALS FOR UNDERCOVER DETECTIVE	\$71.07
				TRAVEL-BLOOMSBURG-BJA VIOLENT CRIMES REDUCTION SU	\$613.80
BANNER BANK-POLICE 2	112448	12/21/2023	POLICE	TRAVEL-KLONE, HILL-NATIONAL INTERNAL AFFAIRS	\$93.09
BANNER BANK-POLICE 3	112449	12/21/2023	POLICE	PD BATTERY FOR TABLET ON PATROL MOTORCYCLE	\$44.95
BANNER BANK-POLICE 4	112450	12/21/2023	POLICE	PD BATH FOR K9 ZIVA (PETCO)	\$38.35
				PD CAMERA FOR POLICE DEPT SECURITY (UBIQUITI)	\$432.94
				TRAVEL-HOTEL-BANKS-IFLEX USER GRP MEETING-CALDWELL	\$107.00
BANNER BANK-PUBLIC INFO OFCR	112451	12/21/2023	EXECUTIVE	12 MONTH SUBSCRIPTION TO CANVA	\$119.40
				ANNUAL SUBSCRIPTION TO MOTION ARRAY SOFTWARE	\$249.99
BANNER BANK-PUBLIC WORKS	112452	12/21/2023	TRNSPN	PW OFFICE - WEQ-10 WATER SOFTENER SYSTEM	\$91.68
BANNER BANK-PUBLIC WORKS TRAVEL	112453	12/21/2023	HR	JOB POSTING FOR TRAFFIC SERVICES SUPERVISOR ON PUB	\$375.00
BANNER BANK-SANITATION	112454	12/21/2023	TRNSPN	PW - STREETS - SAFETY SHOES: MIKE CROOKS	\$127.50
BANNER BANK-SERVICE CTR	112455	12/21/2023	FLTMAINT	INV/ BRAKE PADS FOR PATROL SUVS	\$97.58
				INV/ CHIPPER BLADES	\$240.55
			FLTMAINT	REGISTRATION-BRAUN-LEWISTON	\$280.00
				REPAIR PARTS FOR #500 CRASH ATTENUATOR	\$337.53
				REPL BRAKE PADS FOR PATROL SUVS	\$153.87
				REPL RIDE CTRL SENSOR FOR #277 AMB	\$181.22



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BANNER BANK-TRANSIT	112456	12/21/2023	TRANSITOP	BPO: TRANSIT UNIFORMS/SAFETY CLOTHING	\$220.14
				TRANSIT TSI DRUG & ALCOHOL TRAINING COURSES USHER	\$90.00
BANNER BANK-WATER/WASTEWATER	112457	12/21/2023	WATER	PW-WTD-AWWA WTR SPLY OP MANUAL; GRADES III & IV	\$94.50
				PW-WTD-DOPL RENEWAL; B ARNOLD BAT/DWD4/DWT4	\$90.00
				PW-WTP-DOLP LIC RENEWAL; K RIEHL DWT4-25485	\$30.00
				PW-WTR-DOPL RENEWAL S HASENOEHRL; DWD1-21239	\$30.00
			WSTWTR	BPO PW WWTP DOORKING INC	\$41.95
				PW-IPT-ONLINE TRAINING; M SCHWARTZ; 11/8/23; PTA	\$100.00
				PW-WWC-DOPL RENEWALS; R BURROWES; WWC3-15908;WWT2	\$60.00
				PW-WWTP-DOPL EXAM; WWL-1; W GRAHAM 11/21	\$104.00
BEAUTIFUL DOWNTOWN LEWISTON	112458	12/21/2023	SPECASSMT	BID ASSESSMENT COLLECTIONS WEEK ENDING 12/15/23	\$597.60
BRIDGEPAY NETWORK SOLUTIONS LLC	1444	12/21/2023	FINANCE	BPO - FIN - BRIDGEPAY MONTHLY TRANSACTION FEES	\$335.80
BSN SPORTS LLC	112510	12/28/2023	RECREATION	1 SET (3) OF SOFTBALL BASES & 4 UMPIRE INDICATORS	\$417.25
CAMARON J SMITH	112579	12/28/2023	RECREATION	REFEREED 9 GAMES @ \$30/GAME	\$270.00
CANON FINANCIAL SERVICES INC	112511	12/28/2023	COMDEV	BPO-CD-CANON PRINTER: DX5760I COPIER LEASE	\$253.63
CASCADE FIRE EQUIPMENT COMPANY	112512	12/28/2023	FIRE	FIRE - CASCADE FIRE - FOAM	\$8,850.00
CENTURYLINK	112513	12/28/2023	COMDEV	12/10/23 BILL DATE: UTILITY CHARGE	\$44.89
			FIRE	12/10/23 BILL DATE: UTILITY CHARGE	\$858.71
			INFOSYSTMS	12/10/23 BILL DATE: UTILITY CHARGE	\$1,242.24
			LIBRARY	12/10/23 BILL DATE: UTILITY CHARGE	\$54.89
			PARKSFAC	12/10/23 BILL DATE: UTILITY CHARGE	\$1,339.50
			POLICE	12/10/23 BILL DATE: UTILITY CHARGE	\$809.46
			SANITATION	12/10/23 BILL DATE: UTILITY CHARGE	\$44.89
			TRANSITOP	12/10/23 BILL DATE: UTILITY CHARGE	\$89.79
			WATER	12/10/23 BILL DATE: UTILITY CHARGE	\$269.35
			WSTWTR	12/10/23 BILL DATE: UTILITY CHARGE	\$332.23
CINTAS CORPORATION #606	112514	12/28/2023	FLTMaint	BPO/ FLEET UNIFORM RENT & LAUNDRY	\$90.48
			PARKSFAC	BPO PARKS UNIFORM LAUNDERED/CLEANING SUPPLIES	\$49.83
CITY OF LEWISTON EMPLOYEE BENEFIT PLAN TRUST	112485	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$426,922.56
CITY OF LEWISTON EMPLOYEE BENEFIT-CAFETERIA PLAN	112486	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$8,178.10
CLEARWATER HYDRAULICS LLC	112515	12/28/2023	FLTMaint	BPO/ FLEET REPAIR PARTS & OSL	\$138.27
COLEMAN OIL COMPANY LLC DBA COLEMAN OIL COMPANY	112516	12/28/2023	COMDEV	CP-0064314- 12/17/2023 BILL DATE: FUEL CHARGES	\$205.78
				CP-0066297- 12/24/2023 BILL DATE: FUEL CHARGES	\$86.20



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			FIRE	CP-0064314- 12/17/2023 BILL DATE: FUEL CHARGES	\$1,234.91
				CP-0066297- 12/24/2023 BILL DATE: FUEL CHARGES	\$1,000.20
			FLTMaint	CP-0064314- 12/17/2023 BILL DATE: FUEL CHARGES	\$34.65
			LIBRARY	CP-0066297- 12/24/2023 BILL DATE: FUEL CHARGES	\$47.99
			PARKSFAC	CP-0064314- 12/17/2023 BILL DATE: FUEL CHARGES	\$625.00
				CP-0066297- 12/24/2023 BILL DATE: FUEL CHARGES	\$571.33
			POLICE	CP-0064314- 12/17/2023 BILL DATE: FUEL CHARGES	\$1,620.51
				CP-0066297- 12/24/2023 BILL DATE: FUEL CHARGES	\$1,610.82
			SANITATION	BPO - TS - FUEL	\$37.89
				BPO - TS - FY24 FUEL FOR SDI HAUL	\$207.32
			STMWTR	CP-0064314- 12/17/2023 BILL DATE: FUEL CHARGES	\$151.69
				CP-0066297- 12/24/2023 BILL DATE: FUEL CHARGES	\$416.30
			TRANSITOP	CP-0064314- 12/17/2023 BILL DATE: FUEL CHARGES	\$1,354.17
				CP-0066297- 12/24/2023 BILL DATE: FUEL CHARGES	\$1,370.20
			TRNSPN	CP-0064314- 12/17/2023 BILL DATE: FUEL CHARGES	\$1,079.25
				CP-0066297- 12/24/2023 BILL DATE: FUEL CHARGES	\$1,083.63
			WATER	CP-0064314- 12/17/2023 BILL DATE: FUEL CHARGES	\$216.16
				CP-0066297- 12/24/2023 BILL DATE: FUEL CHARGES	\$154.60
			WSTWTR	CP-0064314- 12/17/2023 BILL DATE: FUEL CHARGES	\$532.24
				CP-0066297- 12/24/2023 BILL DATE: FUEL CHARGES	\$359.47
COMMERCIAL TIRE INC	112517	12/28/2023	FLTMaint	OSL/ REPLACE DRIVE TIRES ON #408 FORKLIFT (EXCHNG)	(\$164.52)
				REPL SIX TIRES FOR #003 ENGINE	\$3,762.78
COMPETITIVE COMMERCIAL ROOFING INC	112459	12/21/2023	PROPIMPR	FENTON GYM ROOF REPLACEMENT	\$145,600.00
CONSOLIDATED ELECTRICAL DISTRIBUTORS	112518	12/28/2023	WATER	BPO PW WATER DISTRIB SUPPLIES	\$62.11
CONTINENTAL AMERICAN INSURANCE COMPANY DBA AFLAC GROUP	112484	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$1,497.98
DARREN TRAINOR	112583	12/28/2023	RECREATION	REFEREED 10 GAMES @ \$30/GAME	\$300.00
DAY MANAGEMENT CORPORATION DBA DAY WIRELESS SYSTEMS	112520	12/28/2023	POLICE	PD TROUBLESHOOTING FEES RE: BLEEDOVER ON FIRE TACT	\$1,360.00
DRAKE JAMES GEORGE	112529	12/28/2023	RECREATION	REFEREED 3 GAMES @ \$30/GAME	\$90.00
DYLAN WILBERT	112495	12/28/2023	POLICE	MEALS: POST BASIC PATROL ACADEMY: 01/07/23	\$2,213.00



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EFTPS	1448	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$158,849.05
ELAN CITY, INC	112521	12/28/2023	TRNSPN	PW - TR - ST ACCIDENT: RPL RADAR SPEED SIGN	\$3,800.00
ERB'S ACE HARDWARE LLC	112522	12/28/2023	FIRE	BPO FIRE - ERBS - STATION/VEHICLE MTNC SUPPLIES	\$13.58
			POLICE	BPO PD OFFICE AND VEHICLE SUPPLIES	\$18.67
			TRNSPN	BPO - ST - OPERATING SUPPLIES	\$99.99
			WATER	BPO PW DISTRIB SPLYS	\$86.09
FEDEX	112523	12/28/2023	TRNSPN	BPO - ST/TR - SHIPPING SERVICES	\$45.31
FERGUSON ENTERPRISES #3011	112524	12/28/2023	WATER	BPO PW DISTRIB MAINT SPLYS	\$226.26
			WSTWTR	BPO PW WW COLL SUPPLIES	\$63.88
FISHER SYSTEMS INC	112526	12/28/2023	COMDEV	CD-SEMIANNUAL FIRE ALARM MONITORING FOR BUILDING	\$216.00
			LIBRARY	LIB - FIRE MONITORING FEES	\$396.00
				LIB - SECURITY MONITORING FEES	\$264.00
			POLICE	BPO PD EVIDENCE ALARM SYSTEM MAINTENANCE FEES	\$156.00
			SANITATION	PW - TS - SEMI-ANNUAL FIRE ALARM INSPECTIONS	\$448.50
			WATER	PW WATER ALARM MONITORING-WTP, WTP SHOP, CELL COM	\$1,530.00
				PW-WTD-INSTALL CELL COMM EQUIPMENT FOR SECURITY	\$1,243.13
			WSTWTR	PW-WWTP-SRV CALLS/ALARM CHANGES	\$75.00
FOP LEWIS CLARK LODGE #10	112532	12/28/2023	WATER	WW ALARM MONITORING - WWCOLL, WWTP SECURITY, WWTP	\$1,656.00
FOP LEWIS CLARK LODGE #10	112487	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$1,817.46
GATEWAY MATERIALS	112528	12/28/2023	TRNSPN	BPO - ST - OPERATING SUPPLIES	\$32.20
GOBLE SAMPSON AND ASSOCIATES INC	112530	12/28/2023	WSTWTR	PW-WWTP-REBUILD PARTS FOR FAILING BORGER PUMP	\$3,964.00
GRAINGER	112531	12/28/2023	WSTWTR	BPO PW WWTP P/M/M MAINT SUPPLIES	\$30.42
HACH COMPANY	112532	12/28/2023	WATER	BPO PW WTP LAB SPLYS	\$945.88
			WSTWTR	PW-WWTP-PORTABLE SAMPLERS (3)	\$16,063.21
HAHN SUPPLY	112533	12/28/2023	FIRE	FIRE - HAHN TOOLS - UNIVENT SAW PARTS	\$74.97
			PARKSFAC	FAUCET PARTS AT THE GOLF COURSE.	\$162.27
HELLS CANYON ELECTRIC LLC	112534	12/28/2023	POLICE	PD WIRING STRIKE PLATES AT POLICE TRAINING CENTER	\$875.51
HENRY SCHEIN	112460	12/21/2023	FIRE	BPO FIRE - HENRY SCHEIN - EMS SUPPLIES	\$1,122.00
HOME DEPOT CREDIT SERVICES	112488	12/28/2023	LIBRARY	BPO - LIB - BUILDING SUPPLIES	\$18.85
HORIZON DISTRIBUTORS INC	112536	12/28/2023	PARKSFAC	SINGLE SEAM TAPE ARTIFICIAL TURF AIRPORT FIELDS	\$149.75
HRA VEBA TRUST	112489	12/28/2023	WSTWTR	VEBA - COURSEY	\$246.64
I A F F - LOCAL #1773	112490	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$3,283.00
IDAHO CHILD SUPPORT RECEIPTING	112491	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$758.54
IDAHO STATE TAX COMMISSION	112492	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$28,208.00
	112493	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$436.93

From 12/15/2023 to 12/28/2023

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INGRAM LIBRARY SERVICES	112537	12/28/2023	LIBRARY	BPO - LIB - 1ST FLOOR NONFICTION	\$404.01
				BPO - LIB - 2ND FLOOR NONFICTION	\$385.55
				BPO - LIB - ADULT BOOKMOBILE	\$17.43
				BPO - LIB - ADULT FICTION	\$127.73
				BPO - LIB - AUDIOBOOKS	\$25.60
				BPO - LIB - JUVENILE FICTION	\$725.94
				BPO - LIB - JUVENILE NONFICTION	\$331.54
				BPO - LIB - LARGE PRINT	\$645.77
				BPO - LIB - TEEN FICTION	\$228.50
				BPO - LIB - TEEN NONFICTION	\$5.54
INK TECHNOLOGIES PRINTER SUPPLIES LLC	112538	12/28/2023	FINANCE	BPO - FIN/UB - INK TECH - TONER	\$86.00
INLAND FASTENER INC	112539	12/28/2023	WATER	BPO PW DISTRIB SPLY	\$65.87
INLAND FIRST AID AND SAFETY LLC	112540	12/28/2023	FINANCE	PUR-SUPPLIES FOR CITY HALL FIRST AID KIT	\$76.35
INSTRUMART LLC	112542	12/28/2023	WSTWTR	PW-WWC-KPSI LEVEL TRANSMITTER-6	\$3,940.50
INTERMOUNTAIN CLAIMS INC	112461	12/21/2023	INSTRUST	NOVEMBER INTERMOUNTAIN WORKERS COMP INVOICE	\$2,868.00
	112543	12/28/2023	INSTRUST	INTERMOUNTAIN CLAIMS- REIMB, PLUS PRE-FUND REQ	\$56,555.52
INTERMOUNTAIN SIGN & SAFETY INC	112544	12/28/2023	TRNSPN	PW - TR - 25 MPH SIGNS (15); INSTALL & INVENTORY	\$937.50
				PW-TR-12' TELSPAR POSTS (25)	\$2,000.00
INTERNATIONAL CITY MANAGEMENT ASSOCIATION DBA MISSIONSQUARE RETIREMENT	1447	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$4,802.17
JACOB MCKINZIE	112554	12/28/2023	RECREATION	REFEREED 2 GAMES @ \$30/GAME	\$60.00
JD'S AUTO BODY	112494	12/28/2023	INSTRUST	REPAIRS TO #200 PICKUP	\$1,162.00
JEFF KLONE	112473	12/21/2023	POLICE	LYFT REIMB: NATIONAL INTERNAL AFFAIRS TRNG: 12/03	\$24.77
JENNIFER WAGNER	112496	12/28/2023	POLICE	MEALS: POST BASIC PATROL ACADEMY: 01/07/23	\$2,213.00
JOHN'S SAW SERVICE	112545	12/28/2023	PARKSFAC	BPO-PK MAINT-SMALL ENGINE REPAIR AND SUPPLIES	\$23.38
J-U-B ENGINEERS	112462	12/21/2023	STMWTR	SM010 20TH ST DRAINAGE; HYDROLOGY STUDY	\$19,150.00
			WATER	WR060 COMMUNITY DR RESERVOIR (FKA SE RESERVOIR)	\$34,639.24
			WSTWTR	PW-WW512 TO24 MAIN ST TRUNK LINE CE&I	\$4,103.00
				WW501 WWCMA TO23 FY 24 GENERAL ONCALL SVCS	\$1,265.10
KELLER ASSOCIATES INC	112463	12/21/2023	CAPITAL PROJECTS	TR064 17TH ST SIDEWALK INFILL; CONSULTANT SRVS	\$12,720.89
				TR066 21ST ST;7TH -19TH FIBERSEAL (OA SERVICES)	\$2,454.31
			WSTWTR	WW044 WWTP BIOSOLID DRYING IMPROVEMENTS	\$5,841.00
KING'S THRONES & PUMPING SERVICE LLC	112546	12/28/2023	CEMETERY	BPO PORTABLE TOILETS IN CITY PARKS	\$83.00
			PARKSFAC	BPO PORTABLE TOILETS IN CITY PARKS	\$1,072.00



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			WATER	BPO PW DISTRIB PORTAPOT MONTHLY SRV	\$45.00
LAKESHORE LEARNING MATERIALS	112547	12/28/2023	LIBRARY	LIB - GRANT - KR - BACKPACK ORDER	\$2,299.43
LATAH SANITATION INC	112541	12/28/2023	SANITATION	BPO - PW - FY24 MONTHLY YW DISPOSAL	\$37,651.92
			WSTWTR	BPO PW WWTP BIOSOLIDS DISPOSAL	\$14,511.74
LES SCHWAB TIRE CENTER	112548	12/28/2023	FLTMaint	REPL TIRES FOR #469 SWEEPER	\$1,075.96
LHTAC	112549	12/28/2023	TRNSPN	REG - VARIOUS - LHTAC EFFECTIVE COMMUNICATION	\$180.00
				REG - VARIOUS STREETS/TRAFFIC - ATSSA TCT	\$420.00
LUPER AUTOMOTIVE INC	112550	12/28/2023	FLTMaint	*RETURNED LOUVERS- BPO/ FLEET REPAIR PARTS & OSL	(\$78.00)
				BPO/ FLEET REPAIR PARTS & OSL	\$343.66
MATTHEW HERSH	112535	12/28/2023	RECREATION	REFEREED 4 GAMES @ \$30/GAME	\$120.00
MISC CUSTOMER REFUND	112464	12/21/2023	WATER	UB 0509044547 828 JUNIPER	\$106.76
	112465	12/21/2023	ECONDEV	CDBG: 2023 LEW SCHL DIST HOMELESS PRGRM	\$500.00
	112466	12/21/2023	RECREATION	STIPEND FOR RUNNING YOUTH VOLLEYBALL PROGRAM	\$1,000.00
	112467	12/21/2023	ECONDEV	CDBG- MICROENTERPRISE- MARKS SECURITY	\$600.00
	112468	12/21/2023	WSTWTR	UB 0504016535 711 21ST	\$44.65
	112469	12/21/2023	WATER	UB 0811021741 1207 8TH	\$126.09
	112470	12/21/2023	SANITATION	UB 1900905577 1820 BIRCH	\$29.71
	112471	12/21/2023	ECONDEV	CDBG: 2023 LEW SCHL DIST HOMELESS PRGRM- LATE MRTG	\$1,414.66
	112472	12/21/2023	RECREATION	SENIOR TRIP REFUND (X2): INCLUDES JOAN GUTZWILLER	\$80.00
	112555	12/28/2023	UNDEFINED	PUBLIC RECORDS REQ REFUND 23-1819	\$518.02
	112556	12/28/2023	ECONDEV	CDBG-HRP: M CURTIS- 50% ELECTRICAL/PLUMBING	\$3,524.95
	112557	12/28/2023	ECONDEV	CDBG-MICROENTERPRISE: WAGES	\$5,000.00
MORETON & COMPANY OF IDAHO	112474	12/21/2023	INSTRUST	EXCESS WORKERS COMP INVOICE	\$122,860.00
				MORETON COMMERCIAL PACKAGE INDORSMENT FOR GOLF	\$99.00
				MORETON EXCESS WORKERS COMP CONSULTING FEE	\$24,000.00
	112558	12/28/2023	INSTRUST	RENEWAL WORKERS COMP BOND	\$17,159.00
NAPA AUTO PARTS	112559	12/28/2023	FLTMaint	BARREL CART FOR SHOP	\$887.25
NATIONAL SAFETY INC	112560	12/28/2023	TRNSPN	BPO - ST - OPERATING SUPPLIES	\$72.00
NATIONWIDE RETIREMENT	1445	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$8,361.80
NATIONWIDE-RESERVE	1449	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$1,476.80
NCPERS GROUP LIFE INS	112498	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$32.00
NEZ PERCE COUNTY SHERIFF	112499	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$792.83
NORCO INC	112561	12/28/2023	FIRE	BPO FIRE - NORCO - O2, EMS/SUPPRESSION SUPPLIES	\$146.11
			WATER	PW-WTR-DIS-BPO PERSONNEL SUPPLIES	\$27.69



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NORTH 40 OUTFITTERS	112562	12/28/2023	PARKSFAC	BPO CONSTRUCTION, MAINTENANCE, IRRIGATION SUPPLIE	\$6.99
			TRNSPN	BPO - ST - OPERATING SUPPLIES	\$164.42
			WATER	BPO PW DISTRIB SPLYS	\$410.33
				BPO PW WTP SPLYS	\$44.94
			WSTWTR	BPO PW WW COLL SUPPLIES/TOOLS	\$87.36
				PW-WWC-HI-VIS JACKET; R BURROWES	\$54.99
				PW-WWC-K LEE; PANTS, COAT & SAFETY GEAR	\$379.44
				PW-WWC-SAFETY SHOES; K LEE	\$104.99
ODP BUSINESS SOLUTIONS LLC	112563	12/28/2023	EXECUTIVE	BPO - EXEC - OFFICE SUPPLIES FOR CLERK'S OFFICE	\$91.96
			LIBRARY	BPO - LIB - OFFICE SUPPLIES	\$35.14
				LIB - BPO - COPY PAPER	\$119.07
			POLICE	BPO PD OFFICE SUPPLIES	\$276.22
			SANITATION	PW - TS - OPERATING SUPPLIES	\$38.61
			STMWTR	PW - STMW - 2024 CALENDARS: KAUFMAN & CRESSWELL	\$29.78
			TRNSPN	BPO - PW OFFICE - OPERATING SUPPLIES	\$292.11
				BPO - ST/TR - OFFICE SUPPLIES	\$195.98
			WATER	BPO PW WTP OFFICE SPLYS	\$62.35
			WSTWTR	BPO PW IND PTMT SUPPLIES	\$43.77
				BPO PW WWTP OFFICE SUPPLIES	\$108.12
OMEGA RAIL MANAGEMENT INC	112564	12/28/2023	WATER	BPO PW WTP RAILROAD LEASE AGREEMENTS	\$1,101.32
ORCHARDS SHOE SHOP	112475	12/21/2023	COMDEV	CD-RUSS HARPER SAFETY SHOE PURCHASE	\$169.95
OVERDRIVE INC	112565	12/28/2023	LIBRARY	BPO - LIB - ADULT OVERDRIVE	\$1,660.27
				LIB - BPO - JUVENILE OVERDRIVE	\$651.44
OXARC	112566	12/28/2023	WATER	BPO PW WTP OPERATING SUPPLIES	\$22.48
				BPO PW WTP PERSONNEL EQUIP	\$379.00
				PW-WTR-BPO SODIUM HYPOCHLORITE	\$13,835.10
			WSTWTR	BPO PW WW COLL PERSONNEL EQUIPMENT	\$121.08
PAPE MACHINERY INC	112476	12/21/2023	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$178.88
			FLTMAINT	BPO/ FLEET REPAIR PARTS	\$55.46
PATHOLOGY ASSOCIATES MEDICAL LABORA	112567	12/28/2023	POLICE	PD LEGAL BLOOD DRAWS 23-L20201 AND 23-L19961	\$77.38
PBS ENGINEERING & ENVIRONMENTAL	112568	12/28/2023	PARKSFAC	PF022-DIESEL RESIDUE TESTING AT FIRE STATION 4	\$4,160.10
PERFECTION TIRE OF LEWISTON	112569	12/28/2023	FLTMAINT	OSL/ REPL TIRES FOR #065 SUV	\$693.96
PERSI	1446	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$216,968.19
PERSONNEL EVALUATION INC	112570	12/28/2023	POLICE	PD PRE EMPLOYMENT TESTING ADAIR	\$25.00
PETTY CASH - CITY HALL	112500	12/28/2023	FIRE	DEC '23 PETTY CASH RECONCILIATION	\$55.97
			LIBRARY	DEC '23 PETTY CASH RECONCILIATION	\$132.34



Voucher's Payable

			POLICE	DEC '23 PETTY CASH RECONCILIATION	\$237.17
			WATER	DEC '23 PETTY CASH RECONCILIATION	\$119.00
PRINTCRAFT PRINTING	112571	12/28/2023	COMDEV	BPO-CD-ENVELOPES, LETTERHEAD, PAPER, BUSINESS CAR	\$215.00
				CD-NOTARY STAMP FOR BRIAN BEESLEY	\$43.00
			FINANCE	UB - NOTARY SEAL WENDY J MEE	\$37.00
RELIANCE STANDARD LIFE INSURANCE COMPANY	112501	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$75.54
RICOH USA INC	112573	12/28/2023	EXECUTIVE	BPO - EXEC - FY24 C.H. COPIER RENT FOR IMC6000	\$226.83
			POLICE	BPO PD COPIER RENTAL	\$199.87
	112574	12/28/2023	EXECUTIVE	BPO - EXEC - FY24 RICOH MAINT/COST PER COPY	\$258.86
ROGERS MOTORS LLC DBA ROGERS CHRYSLER JEEP DODGE RAM LLC	112575	12/28/2023	FLTMAINT	BPO - FLEET - REPAIR PARTS & REPAIRS	\$252.76
SAFETY KLEEN SYSTEMS INC	112477	12/21/2023	ECONDEV	21.027 WR0600 ARPA DWNTNW MAIN REPLACEMENT-CONT	\$870.00
SANITARY DISPOSAL INC DBA SUNSHINE DISPOSAL & RECYCLING	112582	12/28/2023	SANITATION	BPO - PW - FY24 EXTRA YW & RECY CURBSIDE CARTS	\$1,664.76
SCHOLASTIC INC	112576	12/28/2023	LIBRARY	LIB - KINDERGARTEN READINESS KITS	\$525.50
SCOTT DAVID MCCLURE	112553	12/28/2023	RECREATION	REFEREED 10 GAMES @ \$30/GAME	\$300.00
SHERWIN WILLIAMS CO	112577	12/28/2023	PARKSFAC	BPO PAINT AND SUPPLIES	\$36.88
SPARKLIGHT	112478	12/21/2023	TRNSPN	BPO PW SURVEY STATION - SPLIT BETWEEN W/WW/ST	\$38.85
			WATER	BPO PW SURVEY STATION - SPLIT BETWEEN W/WW/ST	\$38.85
			WSTWTR	BPO PW SURVEY STATION - SPLIT BETWEEN W/WW/ST	\$38.85
ST JOSEPH HOSPITAL LLC	112578	12/28/2023	FIRE	FIRE - SJRMC - PALS RECERT CARDS	\$135.00
STEINER ELECTRONICS INC	112580	12/28/2023	FLTMAINT	4-INCH TWO WAY SPEAKERS FOR #451 LOADER	\$89.99
STERICYCLE INC	112581	12/28/2023	FIRE	BPO FIRE - STERICYCLE - HAZARDOUS DISPOSAL	\$55.13
TERRY LYNN DAVIS	112519	12/28/2023	RECREATION	REFEREED 6 GAMES @ \$30/GAME	\$180.00
THE MASTER'S TOUCH LLC	112552	12/28/2023	FINANCE	BPO - UB - STATEMENT PRINTING AND MAILING	\$6,451.46
THOMAS DEAN & HOSKINS OF IDAHO INC	112479	12/21/2023	PROPIMPR	FENTON ENGINEERING	\$1,518.00
				PF022-FIRE STN4 ROOF-ENGINEERING SERVICE	\$602.50
			WATER	WR100 ITD WATERLINE; KN23119 PORT OF ENTRY; DESIG	\$4,142.00
TIMOTHY O LYNCH	112551	12/28/2023	RECREATION	REFEREED 2 GAMES @ \$30/GAME	\$60.00
TRAVELERS	112480	12/21/2023	INSTRUST	TRAVELERS LEGAL FEES SEBASTIAN LAURENCE	\$2,583.00
TRIBUNE PUBLISHING CO	112584	12/28/2023	COMDEV	BPO-CD-P&ZC PUBLISHED NOTICES FOR PUBLIC HEARINGS	\$72.40
			EXECUTIVE	BPO -EXEC - PUBLIC HEARING/ORDINANCE PUBLICATIONS	\$528.92



Voucher's Payable

			WSTWTR	RFQ-24-005 HEADWORKS & ADMIN AD FOR BID	\$162.10
TW ENTERPRISES INC	112585	12/28/2023	WATER	PW-WTR-GENERATOR LOAD BANK TESTING-ANNUAL	\$2,605.73
UNIFORMS2GEAR INC	112586	12/28/2023	POLICE	BPO PD UNIFORMS/ADMIN	\$42.53
				BPO PD UNIFORMS/NEW HIRE	\$978.60
				BPO PD UNIFORMS/PATROL	\$138.70
				BPO PD UNIFORMS/SUPPORT SERVICES	\$100.44
UNITED RENTALS (NORTH AMERICA), INC.	112481	12/21/2023	PARKSFAC	SCISSOR LIFT FOR MAINTENANCE FACILITIES	\$5,500.00
URM STORES INC	112587	12/28/2023	FINANCE	BPO - FIN - CITY HALL BREAK ROOM SUPPLIES	\$36.39
			RECREATION	BPO- SEN NUTRITION-FOOD AND CLEANING SUPPLIES	\$557.05
US FOODS - SPOKANE	112588	12/28/2023	RECREATION	BPO FOOD SUPPLIES FOR SENIOR NUTRITION LUNCHES	\$2,052.60
USABBLUEBOOK	112589	12/28/2023	WSTWTR	PW-WWTP-PORTABLE ULTRAVIOLET LIGHT METER	\$2,356.83
VALNET CONSORTIUM	112590	12/28/2023	LIBRARY	BPO - LIB - LIBRARY CARDS	\$135.00
VERIZON WIRELESS	112482	12/21/2023	COMDEV	12/12/23 BILL DATE: UTILITY CHARGES	\$715.72
			EXECUTIVE	12/12/23 BILL DATE: UTILITY CHARGES	\$155.88
			FIRE	12/12/23 BILL DATE: UTILITY CHARGES	\$915.99
			FLTMANT	12/12/23 BILL DATE: UTILITY CHARGES	\$68.69
			HR	12/12/23 BILL DATE: UTILITY CHARGES	\$95.30
			INFOSYSTMS	12/12/23 BILL DATE: UTILITY CHARGES	\$789.67
			LEGISLATIV	12/12/23 BILL DATE: UTILITY CHARGES	\$279.44
			LIBRARY	12/12/23 BILL DATE: UTILITY CHARGES	\$231.70
			PARKSFAC	12/12/23 BILL DATE: UTILITY CHARGES	\$737.44
			POLICE	12/12/23 BILL DATE: UTILITY CHARGES	\$2,634.76
			SANITATION	12/12/23 BILL DATE: UTILITY CHARGES	\$34.10
			STMWTR	12/12/23 BILL DATE: UTILITY CHARGES	\$151.66
			TRANSITOP	12/12/23 BILL DATE: UTILITY CHARGES	\$62.04
			TRNSPN	12/12/23 BILL DATE: UTILITY CHARGES	\$1,871.14
			WATER	12/12/23 BILL DATE: UTILITY CHARGES	\$3,051.43
			WSTWTR	12/12/23 BILL DATE: UTILITY CHARGES	\$1,239.22
WASHINGTON STATE SUPPORT REGISTRY	112502	12/28/2023	ADMSVC	Payroll Run 1 - Warrant 122823	\$503.30
WEBER ENTERPRISES LLC DBA GARLINGHOUSE MEMORIALS	112527	12/28/2023	PARKSFAC	BPO P&R LEGACY TREE PROGRAM MARKERS	\$200.00



Voucher's Payable

WESTERN RECYCLERS INC	112591	12/28/2023	TRNSPN	BPO - PW - SHREDDING SERVICES	\$45.00
WEX BANK	112483	12/21/2023	POLICE	BPO PD FUEL/UNMARKED	\$335.15
WILBERT PRECAST INC	112592	12/28/2023	WATER	PW-WTR-BPO RISERS, FRAMES AND GRATES	\$1,410.00
ZACH FUCHS	112497	12/28/2023	POLICE	MEALS: POST BASIC PATROL ACADEMY: 01/07/23	\$2,213.00
ZACHERY PHILIP RAWLS	112572	12/28/2023	RECREATION	REFEREED 4 GAMES @ \$30/GAME	\$120.00
ZIEGLER BUILDING CENTER	112593	12/28/2023	WATER	BPO PW WTP OP SPLYS	\$9.54
Total					\$1,574,351.48



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE CARLTON HANGAR ADDITION FINAL PLAT	AGENDA NO. XI. A. AGENDA DATE: January 8, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) At their September 23, 2020 regular meeting, the City of Lewiston Planning and Zoning Commission considered the Carlton Hangar Addition Preliminary Plat, and voted unanimously to recommend approval of the plat as presented, to the Lewiston City Council. On October 12, 2020, the Lewiston City Council voted to approve the Carlton Hangar Addition Preliminary Plat. The Lewiston City Council approved a preliminary plat extension request for the Carlton Hangar Addition preliminary plat on June 12, 2023.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) The Carlton Hangar Addition preliminary plat proposes to subdivide approximately 8.99 acres of property located west of 4th Street, between Warner Avenue and Park Avenue, into 29 development lots and one public stormwater tract. Approximately 1598 l.f. of public street and associated public utilities have been constructed to service the finished subdivision. Warner Ave has been constructed to the Residential Collector standard, and in conformance with Section 32-32.(d) of the City Subdivision Code, has been extended to the west boundary of the development, to provide for future connection with the adjoining unplatted land to the west. Park Drive has been constructed to the Local Residential standard, and is designed in a way which will discourage use by through traffic as prescribed by Section 32-32.(e) of the Subdivision Code. The east half of 4th Street was originally dedicated in 1907 as part of the Lewiston Orchards Tract No. 2, but the west half of 4th Street is currently being utilized by the public by prescriptive easement. The developer is dedicating the portion of 4th Street west of the current street centerline to the public in the final plat document presented. The developer is granting a public easement on a 0.22 Acre parcel of land to be used for mitigation of storm water generated by the impervious surfaces of the newly constructed public streets within the proposed subdivision. The developer has constructed a stormwater infiltration swale within the easement on the parcel identified as "Tract A". Potable water for proposed subdivision is provided by the Lewiston Orchards Irrigation District, and the Lewiston Orchards Sewer District provides sanitary sewer service. Avista Utilities, Centurylink/Lumen, and Sparklight also provide utility services for the subdivision. The subject property was previously re-zoned from PUD to R2, and the proposed lot configurations adhere to the requirements of the R2 zone and the City of Lewiston Zoning	

Ordinance, City Code Chapter 37.

The final plat complies with the applicable requirements of the City of Lewiston Subdivision Ordinance, City Code Chapter 32, and Idaho State Code requirements for Plats and Vacations, Title 50, Chapter 13.

ACTION PROPOSED

Staff recommends that Council approve and accept the final plat of the Carlton Hangar Addition as presented.

CARLTON HANGAR ADDITION

Section 7, Township 35 North, Range 5 West,
Boise Meridian, City of Lewiston,
Nez Perce County, Idaho

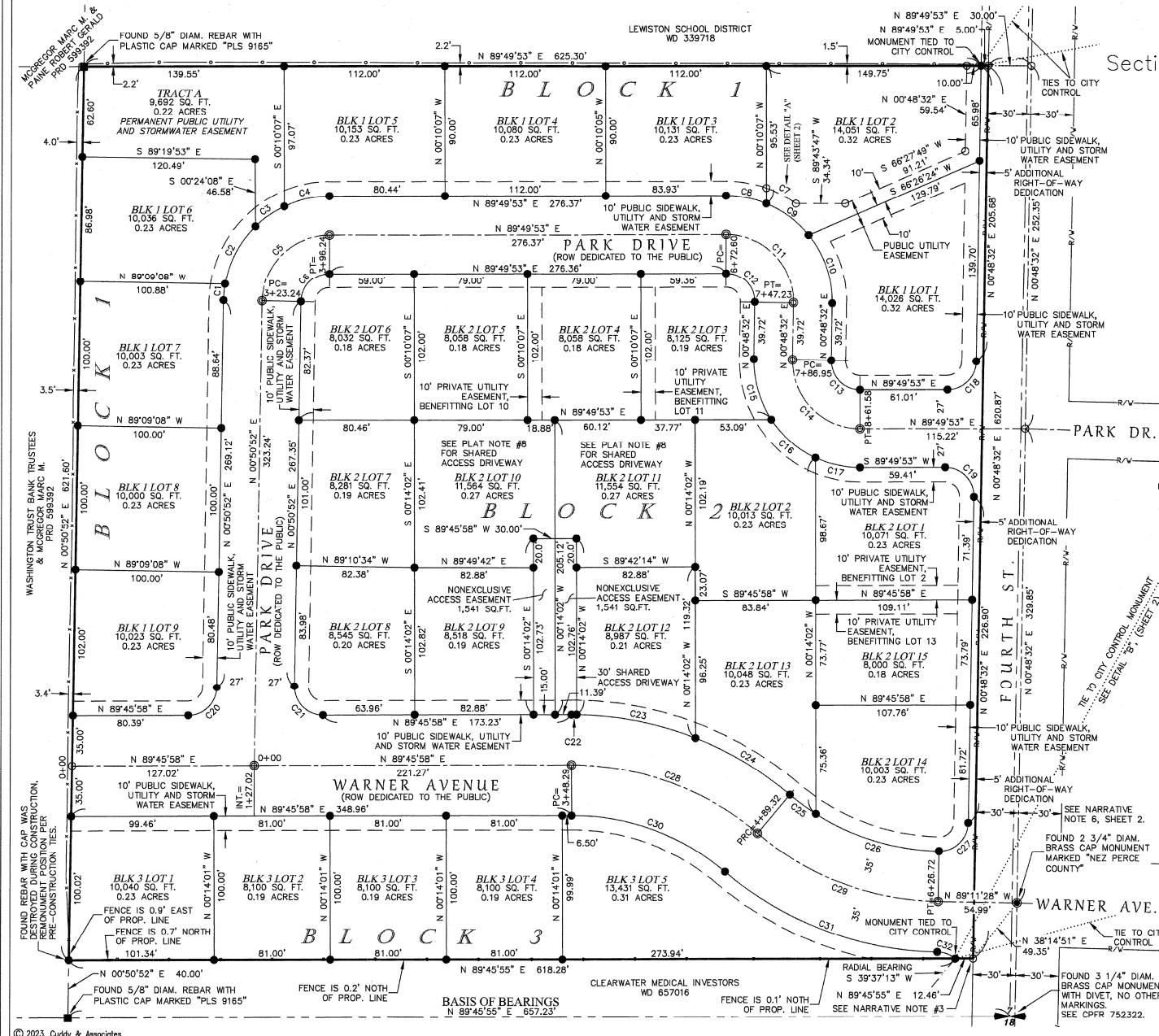
LEGEND:

Found as noted.	Description	Set as noted.
	1/4 section corner	
	Found centerline monument	
	Rebar - found	
	Rebar - set 5/8" diameter, 30" long rebar with plastic cap stamped "PLS 9165"	
	Rebar - set 5/8" diameter, 30" long rebar with 2" diameter aluminum cap stamped "PLS 9165" and "CL MON" and the station	
	Calculated point. Nothing found or set this survey.	
C12	Curve reference C12 (see curve table)	
BLK	Block	
SQ.FT.	Square Feet	
WD	Warranty Deed	
PRD	Personal representatives deed	
DIAM.	Diameter	
PROP.	Property	
R/W	Right-of-way	
CPFR	Corner perpetuation and filing record (w/ instrument #)	
(M)	Measured	
(R1)	Reference R1	
ROW	Right-of-way	
---	Section line/Section subdivision line	
---	Plat exterior boundary	
---	Easement as noted	
---	Centerline	
R/V	Right-of-way	
---	Detail	
o	Fence	
x	Fence	
---	Tie line (& tie to city control)	

SCALE: 1 INCH = 50 FEET

CURVE TABLE:

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	74.00'	11.41'	11.40'	N 05°15'51" E	8°49'59"
C2	74.00'	45.71'	45.71'	S 27°40'13" W	5°58'43"
C3	74.00'	24.44'	24.33'	N 55°07'17" E	18°54'25"
C4	74.00'	32.61'	32.35'	S 77°12'26" W	25°14'54"
C5	47.00'	72.99'	65.88'	N 45°20'23" E	88°59'01"
C6	20.00'	31.06'	28.03'	S 45°20'23" W	88°59'01"
C7	84.00'	23.39'	23.31'	N 62°40'15" W	15°57'04"
C8	74.00'	28.79'	28.61'	S 79°01'21" E	22°17'32"
C9	74.00'	37.18'	36.79'	N 53°29'05" W	28°47'00"
C10	74.00'	61.53'	50.50'	N 90°08'32" W	39°54'08"
C11	47.00'	74.63'	67.03'	N 44°40'48" W	90°58'39"
C12	20.00'	31.76'	28.52'	S 44°40'48" E	90°58'39"
C13	20.00'	31.76'	28.52'	N 44°40'48" W	90°58'39"
C14	47.00'	74.63'	67.03'	N 44°40'48" W	90°58'39"
C15	74.00'	44.34'	43.68'	N 16°21'25" W	34°19'52"
C16	74.00'	41.14'	40.61'	N 49°25'50" W	31°50'59"
C17	74.00'	32.03'	31.78'	N 77°46'14" W	24°47'47"
C18	20.00'	31.07'	28.04'	N 45°19'12" E	89°01'21"
C19	20.00'	31.76'	28.52'	N 44°40'48" W	90°58'39"
C20	20.00'	31.04'	28.02'	N 45°18'25" E	88°55'06"
C21	20.00'	31.79'	28.55'	N 44°41'35" W	91°04'54"
C22	235.00'	3.62'	3.62'	S 89°47'32" W	89°47'32"
C23	235.00'	84.96'	84.50'	N 78°59'42" W	20°42'54"
C24	235.00'	77.13'	76.78'	N 59°14'06" W	18°48'19"
C25	165.00'	22.44'	22.42'	N 53°43'43" W	7°47'33"
C26	165.00'	90.97'	89.76'	N 32°42'59" W	31°33'56"
C27	20.00'	31.42'	28.28'	S 45°48'32" W	90°00'00"
C28	200.00'	141.03'	138.12'	S 70°01'59" E	40°24'08"
C29	200.00'	137.40'	134.71'	S 69°30'48" E	39°21'44"
C30	165.00'	113.39'	113.39'	S 69°30'48" E	40°24'08"
C31	235.00'	161.43'	158.28'	S 69°30'42" E	39°21'39"
C32	20.00'	13.55'	13.30'	S 69°46'38" E	38°49'41"

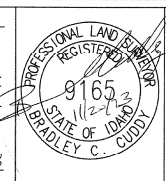


RECORDER'S CERTIFICATE

STATE OF IDAHO } ss
COUNTY OF CLEARWATER }
FILED FOR RECORD AT _____ M.
AT THE REQUEST OF _____
COUNTY RECORDER
BY _____ DEPUTY
FEES \$ _____
INSTRUMENT NUMBER: _____

SURVEYOR'S CERTIFICATE

BEING A REGISTERED SURVEYOR, I BRADLEY C. CUDDY DO HEREBY CERTIFY THAT THIS RECORD OF SURVEY HEREON SHOWN IS ACCURATE AND CORRECT AND WAS COMPILED FROM THE NOTES OF AN ACTUAL SURVEY MADE BY ME AND UNDER MY DIRECTION IN ACCORDANCE WITH THE LAWS OF THE STATE OF IDAHO AND AT THE REQUEST OF STEVEN CARLTON.
BRADLEY C. CUDDY, PLS 9165
DATE 11/20/23



DOCUMENTS PREPARED WITH THIS SURVEY

DEVELOPER/OWNER
Steve Carlton Construction Inc.
1102 Bryden Avenue
Lewiston, ID 83501
(208) 743-3257

SURVEYOR

Bradley Cuddy, PLS 9165
Cuddy & Associates, Inc.
P.O. Box 64
Oronofino, ID 83544
(208) 476-4643

 Cuddy & Associates, Inc. Licensed Surveyors 13850 Highway 12 Orofino, ID 83544 (208) 476-4643 brad.cuddy@cebridge.net	
PROJECT: CARLTON	DRAWN BY: JPF
SURVEY COMPLETED: 8/4/2023	CHECKED BY: BOC
FILE LAST MODIFIED: 11/15/2023	SHEET: 1 OF 3
FILE NAME: HANGER AS BUILTS FOR PLAT.dwg	
LOCATION: S.7, T.35N., R.5W., B.M., NEZ PERCE CO. ID.	

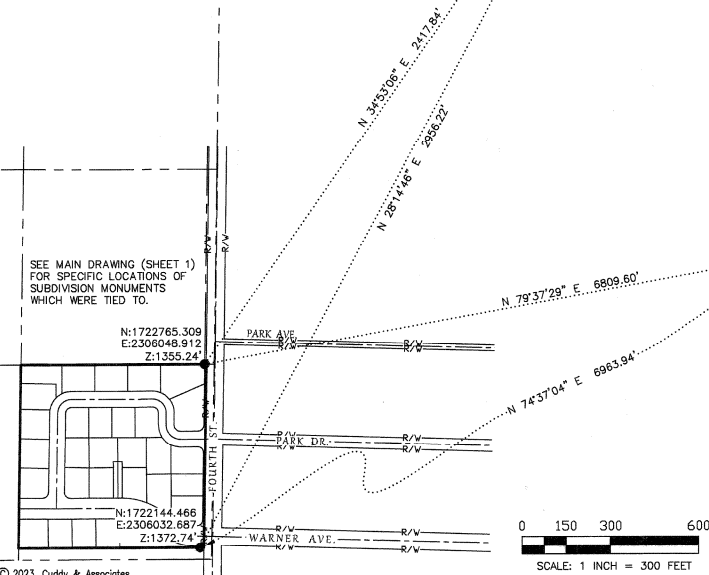
PLAT NOTES:

- Sanitary sewer service for all lots will be provided by the city of Lewiston.
- Water service provided by the Lewiston Orchards Irrigation District.
- The area of the plat including dedicated right-of-way is 8.99 acres. The area of the plat excluding dedicated right-of-way is 6.75 acres.
- The title commitment listed as R16 on this plat discloses no easements of record for the platted parcel.
- Current zoning for the subject parcel is: R2 - Low Density Residential.
- Coordinate values are reported using a local ground coordinate system holding the published value of the City of Lewiston monument point no. CP10A as the origin. The entire data set was then rotated to match the vector from CP10A to city monument point no. CP12A, the coordinate system closely approximates Idaho State Plane West Zone, NAD 83 values, but is not reported on grid values, rather, they are ground measurements.
- Developer will own and maintain the land and facilities on Tract A. A permanent public utility and stormwater easement is created across all of Tract A.
- Lots 10 and 11 of Block 2 are required to provide a mutual maintenance agreement and nonexclusive access easements with the submission of the final plat, see City of Lewiston 37-124(d)(4). The nonexclusive access easements are shown and annotated on this plat, and encompass the two 15.00 foot wide flagpole driveways serving said lots.

NOTES:

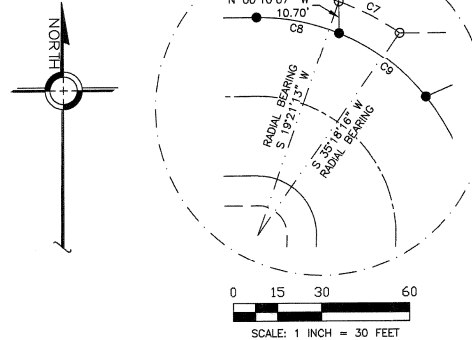
- The Basis of Bearings for this survey is N89°45'55"E along the South line of Section 7 between the monument found at the South 1/4 section corner and a found 5/8" diameter rebar with plastic cap, as shown hereon.
- This survey was performed using a Topcon Hiper V GPS with a Topcon FC-5000 data collector, and a Topcon QS3A total station with a Topcon FC-5000 data collector.
- The survey is an unadjusted mathematical error of closure less than the legally allowed maximum of one (1) part in five thousand (5000).
- No attempt was made to show all the physical features of the property or all easements, recorded or unrecorded, written or unwritten.

DETAIL "B" TIES TO CITY CONTROL MONUMENTS



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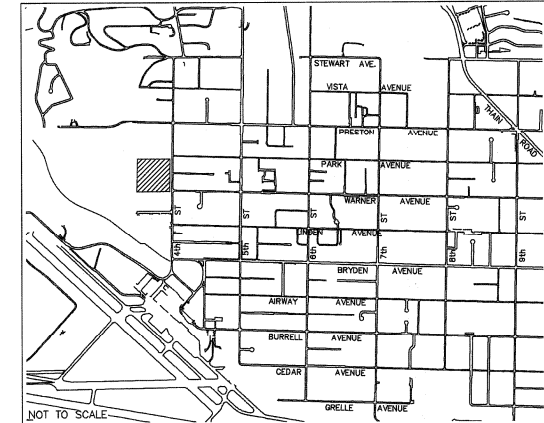
DETAIL "A"



CARLTON HANGAR ADDITION

Section 7, Township 35 North, Range 5 West,
Boise Meridian, City of Lewiston,
Nez Perce County, Idaho

VICINITY MAP:



NARRATIVE:

The purpose of this survey was to monument and document the boundary of the subject property, and subdivide the subject property into 30 lots. Lines shown on this survey were established or reestablished as follows:

- Record of Survey No. 909085 was filed prior to this plat so as to document the resolution of the plat boundary.
- All corners of the subject property were found and held except for the Northeast corner which was not set in the above noted record of survey due to a future right-of-way dedication. The Northeast corner was held per the said record of survey.
- The Southeast corner of the subject property were destroyed during construction and a new monument was set on the South line of the subject property 12.46 feet distant, with the said South line being determined by pre-construction ties to the said Southeast corner.
- The Southwest corner of the subject property was destroyed during construction and a new monument was set based on pre-construction ties.
- There are no permanent physical encroachments on the plat boundary.
- The status of the West 30 feet of the Fourth Street right of way is ambiguous. Therefore, that part of 4th Street owned by Mr. Carlton is being dedicated to the public to create a total of 35 feet (30' plus an additional 5') feet of right of way lying West of the platted centerline of 4th Street. See the Owner's Certificate on Sheet 3.

REFERENCES:

No.	Document	By	Inst. No.	Date
R1	Plat of Mayfair Third Addition	W.V. Garten	353815	September, 1971
R2	Record of Survey	James W. Crow	549960	April, 1991
R3	Record of Survey	D. Richard Wyatt	597775	May, 1995
R4	Record of Survey	Mark J. Weigand	680223	October, 2002
R5	Warranty Deed	Eureka Ridge Development, LLC to Carlton	875750	May, 2020
R6	Warranty Deed	Eureka Ridge Development, LLC to Carlton	872830	January, 2020
R7	Warranty Deed	Independent School District No. 1	336871	February, 1969
R8	Warranty Deed	Independent School District No. 1	339718	June, 1969
R9	Right of Way Deed	City of Lewiston	375590	April, 1974
R10	Warranty Deed	Clearwater Medical Investors	657016	August, 2000
R11	Quitclaim Deed	Cowger to Cowger Nez Perce, LLC	738161	November, 2006
R12	Trustee Deed	McGregor Estate Revocable Trust to McGregor	852278	September, 2017
R13	Corner Perpetuation & Filing Record	Roger H. Tutty	331495	April, 1968
R14	Corner Perpetuation & Filing Record	Roger H. Tutty	331509	February, 1968
R15	Corner Perpetuation & Filing Record	John L. Dunn	752322	November, 2007

FUTURE DEVELOPMENT NOTE:

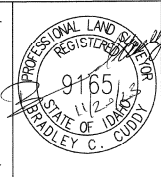
Future development of the lots created by this subdivision plat require building permits based on plans complying with all City of Lewiston codes, duly adopted at the time of development, governing construction of buildings and adjacent public improvements. Prior to developing a lot the owner or prospective owner is responsible for due diligence research to apprise themselves of all development requirements. These requirements may or may not have been identified during the subdivision process and may or may not be shown on the plat. The City of Lewiston is not responsible for any losses, financial or otherwise, resulting from the unsuitability of a lot for a specific use.

RECORDER'S CERTIFICATE

STATE OF IDAHO
COUNTY OF CLEARWATER } SS
FILED FOR RECORD AT _____ ON _____
AT THE REQUEST OF _____
BY _____ COUNTY RECORDER
DEPUTY
FEES \$ _____
INSTRUMENT NUMBER: _____

SURVEYOR'S CERTIFICATE

BEING A REGISTERED SURVEYOR, I BRADLEY C. CUDDY DO HEREBY CERTIFY THAT THIS RECORD OF SURVEY HEREON SHOWN IS ACCURATE AND CORRECT AND WAS COMPILED FROM THE NOTES OF AN ACTUAL SURVEY MADE BY ME AND UNDER MY DIRECTION IN ACCORDANCE WITH THE LAWS OF THE STATE OF IDAHO AND AT THE REQUEST OF STEVEN CARLTON.
BRADLEY C. CUDDY, PLS 9165
DATE 11/20/23



DOCUMENTS PREPARED WITH THIS SURVEY

DEVELOPER/OWNER
Steve Carlton Construction Inc.
1103 Bryden Avenue
Lewiston, ID 83501
(208) 743-3257

SURVEYOR
Bradley Cuddy, PLS 9165
Cuddy & Associates, Inc.
P.O. Box 64
Orfino, ID 83544
(208) 476-4643

13950 Highway 12 Orfino, ID 83544 (208)-476-4643 brad.cuddy@cebridge.net	
PROJECT: CARLTON	DRAWN BY: JPF
SURVEY COMPLETED: 8/4/2023	CHECKED BY: BCC
FILE LAST MODIFIED: 11/15/2023	SHEET: 2 OF 3
FILE NAME: HANGER AS BUILTS FOR PLAT.dwg	
LOCATION: S.7, T.35N., R.5W., B.M., NEZ PERCE CO. ID.	

CARLTON HANGAR ADDITION

Section 7, Township 35 North, Range 5 West,
Boise Meridian, City of Lewiston,
Nez Perce County, Idaho

CITY ENGINEER

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS PLAT AND THAT IT COMPLIES
WITH THE REQUIREMENTS OF THE SUBDIVISION CODE OF THE CITY OF
LEWISTON, IDAHO.

Luke Antonich 12/21/23
ENGINEER, CITY OF LEWISTON, IDAHO DATE
P.E. 10362

CITY SURVEYOR

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED AND COMPLIES
WITH IDAHO CODE, TITLE 50, CHAPTER 13.

Will T. W. 12/21/23
SURVEYOR, CITY OF LEWISTON, IDAHO DATE
P.L.S. 10504

CITY CLERK

I HEREBY CERTIFY THAT THIS PLAT AND THE DEDICATIONS AND EASEMENTS SHOWN
HEREON WERE APPROVED AND ACCEPTED BY THE CITY COUNCIL OF LEWISTON AT A
MEETING HELD ON THE _____ DAY OF _____, 20____.

CLERK, CITY OF LEWISTON, IDAHO DATE

PUBLIC HEALTH-IDAHO NORTH CENTRAL DISTRICT

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13,
HAVE BEEN SATISFIED. SANITARY RESTRICTIONS MAY BE REIMPOSED, IN
ACCORDANCE WITH SECTION 50-1326, IDAHO CODE, BY THE ISSUANCE OF A
CERTIFICATE OF DISAPPROVAL.

Bonnie Waldman BEHS 11/27/23
ENVIRONMENTAL HEALTH SPECIALIST DATE
PUBLIC HEALTH-IDAHO NORTH CENTRAL DISTRICT

COUNTY TREASURER

I HEREBY CERTIFY THAT ALL AD VALOREM TAXES AND ASSESSMENTS FOR
THE PROPERTY HEREON DESCRIBED HAVE BEEN PAID FOR THE YEAR 2023
AND PRECEDING YEARS.

Michelle Kwik 12/11/23
TREASURER, NEZ PERCE COUNTY, IDAHO DATE

COUNTY RECORDER

I HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF
THE RECORDER OF NEZ PERCE COUNTY, IDAHO AT THE REQUEST OF _____
THIS _____ DAY OF _____,
2017, AT _____ O'CLOCK _____ M., AND DULY RECORDED IN PLAT BOOK _____
AT PAGES _____ AS INSTRUMENT NUMBER _____

RECORDER, NEZ PERCE COUNTY, IDAHO

DESCRIPTION OF EXTERIOR PLAT BOUNDARY

SITUATE IN THE COUNTY OF NEZ PERCE, STATE OF IDAHO, TO WIT:

PARCEL I:

That part of the Southeast quarter of the Southeast quarter of the Southwest quarter of Section 7, Township 35 North, Range 5 West of the Boise Meridian in Nez Perce County, Idaho, more particularly described as follows:

Commencing at the South quarter corner of said Section 7; thence North 0°29' West 330 feet to a point, said point being the point of beginning; thence South 88°33' West 660 feet to a point; thence North 0°29' West 330 feet to a point; thence North 88°33' East 660 feet to a point; thence 0°29' East 330 feet to the point of beginning.

PARCEL II:

That part of the Southeast quarter of the Southeast quarter of the Southwest quarter (SE1/4SE1/4SW1/4) of Section 7, Township 35 North, Range 5 West of the Boise Meridian in Nez Perce County, Idaho, more particularly described as follows:

Commencing at the South quarter corner of Section 7; thence North 0°29' West 255 feet, to the point of beginning; thence South 88°33' West 119 feet; thence North 0°29' West 75 feet; thence North 88°33' East 119 feet; thence South 0°29' East 75 feet to the point of beginning.

PARCEL III:

Commencing at the South quarter corner of Section 7, Township 35 North, Range 5 West of the Boise Meridian, which is also the true point of beginning, and is marked and identified as a stone under the surface; thence South 88°33' West a distance of 660.0 feet to a point; thence North 0°29' West a distance of 330.0 feet to a point; thence North 88°33' East a distance of 541.0 feet to a point; thence South 0°29' East a distance of 75.0 feet to a point; thence North 88°33' East a distance of 119.0 feet to a point; thence South 0°29' East a distance of 255.0 feet to the point of beginning.

Excepting therefrom:

A portion of the Southeast Quarter of the Southwest Quarter of Section 7, Township 35 North, Range 5 West of the Boise Meridian in the City of Lewiston, County of Nez Perce, State of Idaho and being more particularly described as follows:

Commencing at the South Quarter corner of Section 7 (a brass cap monument in concrete); thence South 89°47'09" West along the South line of said Section 7 for 26.41 feet to a point on the Westerly right-of-way of Fourth Street and the True Point of Beginning; thence South 89°47'09" West along said South line of Section 7 for 630.67 feet to a point on the West line of the Southeast Quarter of the Southwest Quarter of Section 7; thence North 0°41'29" East along the West line of the Southeast Quarter of the Southwest Quarter of Section 7 for 40.00 feet; thence North 89°47'09" East for 630.75 feet to a point on the West right-of-way of Fourth Street; thence South 0°48'46" West for 40.00 feet along said right-of-way to the Point of Beginning.

OWNERS CERTIFICATE

I, the undersigned owner of the hereon described and platted property do hereby certify that I subdivide said property as indicated by this instrument. Therefore, know all persons by these presents, that I hereby dedicate to the City of Lewiston, as public streets, those right-of-way as shown and noted on the plat, and I hereby grant to the City of Lewiston, unless shown otherwise, those public easements as shown and noted on the plat. I also hereby dedicate that portion of 4th Street lying West of the Section line located within a 35 strip of land running parallel to, and offset 35 feet from, the platted centerline of 4th Street. Potable water service will be provided to each lot by the Lewiston Orchards Irrigation District.

Steven W. Carlton 12/11/23
STEVEN W. CARLTON DATE



ACKNOWLEDGMENT

STATE OF IDAHO
COUNTY OF NEZ PERCE

BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, PERSONALLY APPEARED
STEVEN W. CARLTON, KNOWN OR IDENTIFIED BY ME TO BE THE PERSONS WHO
EXECUTED THE FOREGOING OWNERS CERTIFICATE, A FREE AND VOLUNTARY ACT.

IN WITNESS THEREOF, THIS 11 DAY OF December 20 23.

I SET MY HAND AND AFFIX MY SEAL.

Kate Hollings
NOTARY PUBLIC, IN AND FOR THE SAID STATE
Lewiston IDAHO 83501
RESIDING AT
March 28, 2024
MY COMMISSION EXPIRES

© 2023, Cuddy & Associates

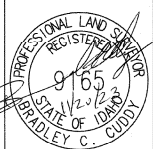
RECORDER'S CERTIFICATE

STATE OF IDAHO } SS
COUNTY OF CLEARWATER }
FILED FOR RECORD AT _____ M.
AT THE REQUEST OF _____
BY _____ COUNTY RECORDER
DEPUTY
FEES \$ _____
INSTRUMENT NUMBER: _____

SURVEYOR'S CERTIFICATE

BEING A REGISTERED SURVEYOR, I BRADLEY C. CUDDY DO HEREBY CERTIFY THAT THIS RECORD OF SURVEY HEREON SHOWN IS ACCURATE AND CORRECT AND WAS COMPILED FROM THE NOTES OF AN ACTUAL SURVEY MADE BY ME AND UNDER MY DIRECTION IN ACCORDANCE WITH THE LAWS OF THE STATE OF IDAHO AND AT THE REQUEST OF STEVEN CARLTON.

Bradley C. Cuddy 11/20/23
BRADLEY C. CUDDY, PLS 9185 DATE



DOCUMENTS PREPARED WITH THIS SURVEY

DEVELOPER/OWNER

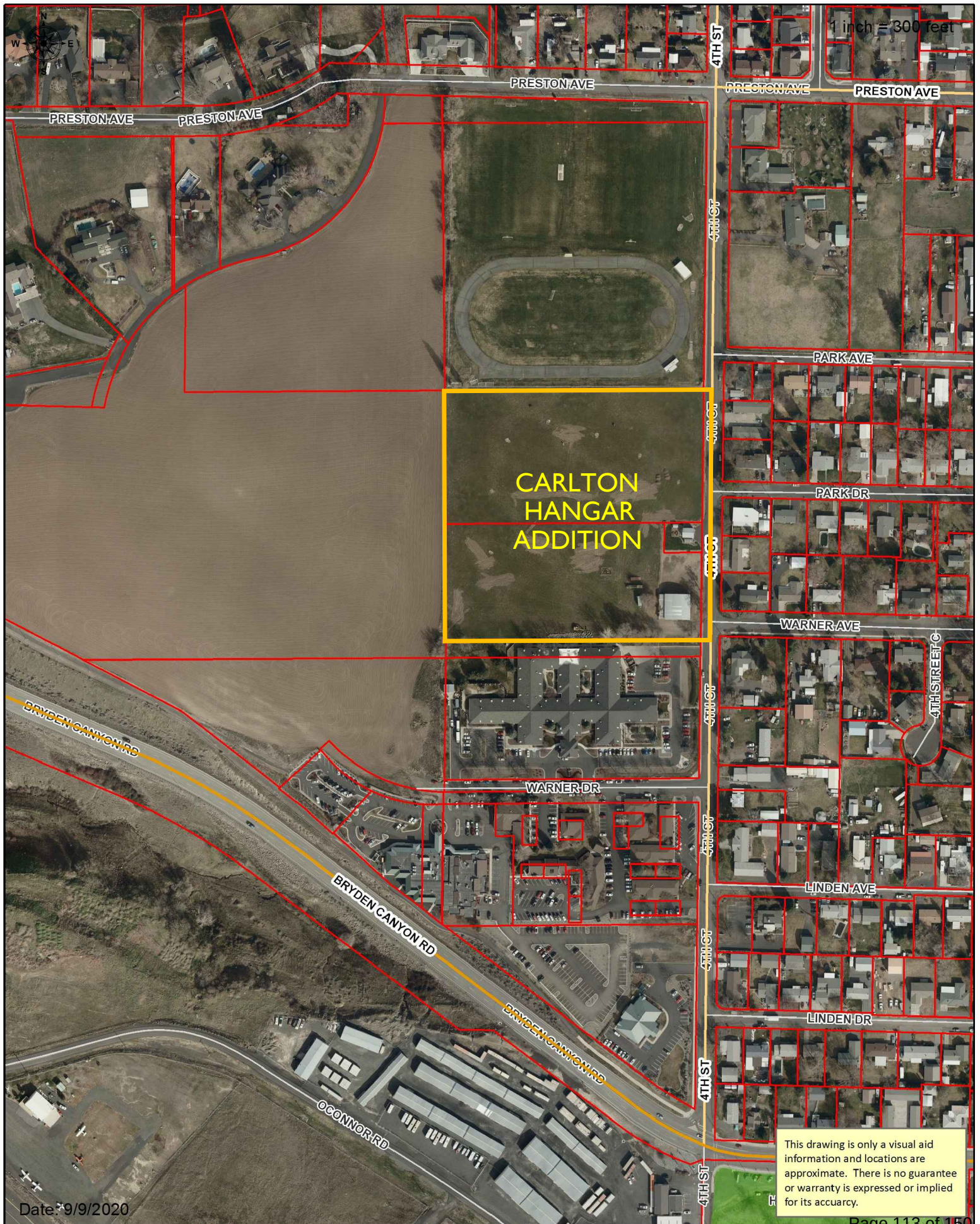
Steve Carlton Construction Inc.
1108 Bryden Avenue
Lewiston, ID 83501
(208) 743-3257

SURVEYOR

Brudley Cuddy, PLS 9165
Cuddy & Associates, Inc.
P.O. Box 64
Orofino, ID 83544
(208) 476-4643

C UDDY & ASSOCIATES, INC. Licensed Surveyors	
13950 Highway 12 Orofino, ID 83544	(208)-476-4643 bradcuddy@cbridgeline.net
PROJECT: CARLTON	DRAWN BY: JPF
SURVEY COMPLETED: 8/4/2023	CHECKED BY: BCC
FILE LAST MODIFIED: 11/15/2023	SHEET: 3 OF 3
FILE NAME: HANGER AS BUILTS FOR PLAT.dwg	
LOCATION: S.7, T.35N., R.5W., B.M., NEZ PERCE CO. ID.	

City of Lewiston



1 inch = 300 feet

CARLTON
HANGAR
ADDITION

This drawing is only a visual aid
information and locations are
approximate. There is no guarantee
or warranty is expressed or implied
for its accuracy.

Date: 9/9/2020



FINAL PLAT APPLICATION PACKET

REVISED JANUARY 2021



FINAL PLAT APPLICATION PACKET

ALL APPLICATIONS MUST BE SUBMITTED AT PUBLIC WORKS FRONT COUNTER,
215 "D" ST. SUITE B. LEWISTON ID 83501

DATE: 8/3/23 FINAL PLAT NAME: Carlton Hanger Addition

APPLICANT/OWNER INFORMATION

Applicant Name: Steve Carlton c/o Brad Cuddy
Applicant Phone: 208-790-2672 Applicant Email: bradcuddy@cebridge.n
Applicant Mailing Address: 336 N. Prospect Blvd, Lewiston, ID 83501
Land Owner Name: Steven W. Carlton
Land Owner Mailing Address: 1103 Bryden Ave.
Owner Phone: 208-743-3257 Owner Email: office@stevencarlton
construction.com

LICENSED SURVEYOR INFORMATION

Surveyor Name: Bradley Cuddy, PS Surveyor Phone: 208-790-2672
Surveyor Mailing Address: 336 N. Prospect Blvd, Lewiston, ID 83501

- ☒ The related preliminary plat for this subdivision was approved by the City Council on:
10/12/2020. Final Plat submittal may not be accepted without Council approval of
preliminary plat.
- ☒ This final plat is in substantial conformance to the approved preliminary plat. However,
notable differences are:
- _____
- _____

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION. INCOMPLETE
APPLICATIONS CANNOT BE ACCEPTED

- ☒ Three full-size (18" X 27") copies of the Plat
- ☒ One 11" X 17" copy of the Plat
- ☒ Public Works Final Plat Checklist, completed
- ☒ Title report or commitment for title insurance dated within thirty days of application
- ☒ Copies of all documents referenced in title report or commitment for title insurance that
have not be previously been submitted.
- ☒ Filing fee, per currently adopted Fee Resolution



FINAL PLAT APPLICATION PACKET

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Applicant signature: *B. Cuddy* Date: 8/3/23

Applicant's Printed Name: Brady Cuddy, PLS

Application Received By Public Works Staff Member:

HRK 8/4/2023
Initials Date



FINAL PLAT REVIEW CHECKLIST

Subdivision Name: Carlton Hange Addition

Y N N/A

☒ () () Updated title commitment dated within the last 30 days has been submitted with the final plat.

☒ () () Title which includes the name of the subdivision and its location by section number, township, range, City of Lewiston, County and State.

☒ () () Scale, north arrow, date of plat preparation.

☒ () () Name, address and registration number of the seal of the professional surveyor, registered in the State of Idaho, preparing the plat.

☒ () () Location of all permanent physical encroachments upon the boundaries of the plat. If none exist, a statement shall be placed on the plat stating this fact.

☒ () () All lots shall be numbered consecutively throughout the plat. Lots for purposes other than sale and development shall be so designated and will be shown as tracts with consecutive letters (Tract A, B, C, etc.) Areas shall be clearly shown for all lots and tracts in square feet where appropriate and in acres where appropriate. If any lots contain existing septic systems or any lots will be served by future septic systems, the lot size exceeds the minimum required.

☒ () () Blocks must be identified with numbers or letters even when the subdivision contains only one block.

☒ () () All easements provided for public services or utilities showing location, width and any restrictions of said easements. Utility easements adjacent to public rights-of-way shall be labeled "Public Sidewalk, Utility and Storm Water Easement". Private easements provided showing location, width, purpose and what lots and/or tracts are benefitted by each of the easements.

☒ () () Name, right-of-way lines, length and width of all existing and proposed public streets, alleys, radii, points of tangency and central angles of all curvilinear streets and alleys and radii of all rounded lot corners.



FINAL PLAT APPLICATION PACKET

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- (☒) () () All additional right-of-way needed on adjacent streets has been dedicated.

Y N N/A

- (☒) () () Boundaries of tract to be subdivided fully balanced and closed, showing all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals of a foot.
- (☒) () () The current City future development note is included on the plat.
- (☒) () () Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat are referenced. Each of two corners of the subdivision shall be tied by a conventional closed traverse or by GPS methods conforming to City standards to a minimum of two monuments in the City control network. City control network coordinates for these subdivision corners shall be shown on the plat.
- (☒) () () Survey narrative that complies with the requirements of Title 50, Chapter 13, Section 1304.2.k, and Title 55, Chapter 19, Section 1906.6.
- (☒) () () A notarized certificate signed by the owner(s) containing a correct description of the land, together with a statement of their intention to include the same in the plat and making dedication to the City of Lewiston of all streets and alleys and grant of easements shown on the plat. If right-of-way is dedicated or easements are granted, lien holders must be named and have notarized signatures on the plat. Water system certificate (per State Code 50-1334) included in this certification.
- (☒) () () A certificate signed by an Idaho PLS stating that they were in responsible charge and that the plat is correct and accurate. Every sheet must be sealed and signed.
- (☒) () () Certificate and signature of the City Engineer that the plat complies with the requirements of the City Subdivision Code.
- (☒) () () Certificate and signature of the City Surveyor that the plat complies with the requirements of Title 50, Chapter 13, Idaho Code.



FINAL PLAT APPLICATION PACKET

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- () () () Certificate to be signed by the City Clerk after Council approval, stating that this plat, the dedicated public rights-of-way, and easements granted within this plat have been approved and accepted by the City Council.
- () () () Certificate of satisfaction of the sanitary restrictions signed by the North Central Health District.
- () () () County Recorder space for the County Recorder's stamp.
- () () () Certificate signed by the County Treasurer stating that all ad valorem taxes on property included in the plat have been paid.
- () () () On final mylars, all signatures are in permanent black ink and sheets are sprayed with a sealer if necessary.
- () () () All subdivision improvements are completed and accepted by the City of Lewiston or a financial surety has been accepted by the City to guarantee improvement completion. All lots have water and sewer service lines.



ARTICLE VII. FINAL PLAT

SEC. 32-21. PURPOSE.

The purpose of the final plat is to consider and approve the necessary maps, plats and documents that demonstrate conformity to the approved preliminary plat and associated conditions of approval in accordance with provisions of this code and Idaho state statutes. (Ord. No. 4177, § 1, 2-10-97)

SEC. 32-22. FINAL PLAT.

This stage includes the final design of the subdivision, engineering of public improvements, and submittal of the plat and construction plans by the subdivider. It includes review of the final plat by the appropriate agencies, and submission for final action by the council.

(1) Zoning. Zoning of the tract shall regulate the proposed use, and any zoning amendment necessary shall have been adopted by the council prior to submittal of the final plat, and shall be noted thereon.

(2) Easements. It shall be the responsibility of the subdivider to provide on the final plat such easements in such location and width as required for utility purposes. Prior to filing the final plat, he shall have submitted the plat to the person(s) authorized to perform plat review for the utility interests. Prior to final plat review by the city engineer, a letter shall have been received from said interested utilities signifying that easements shown on the plat are complete and satisfactory for utility purposes.

(3) Final plat preparation. The final plat shall be prepared in accordance with requirements set forth in section 32-26 of these regulations and shall conform closely to the approved preliminary plat. (Ord. No. 4177, § 1, 2-10-97)

SEC. 32-23. FINAL PLAT SUBMITTAL.

The subdivider shall submit the final plat map prepared in conformance with provisions of this chapter and that information required in section 32-26 of this code to the community development department at least twenty-five (25) working days prior to the council meeting at which the subdivider desires to be heard. The community development department, upon receipt of a complete plat submittal, shall record the receipt and date of submittal and forward the submittal to the city engineer who shall then proceed with review action as specified in section 32-24 of this chapter. Should changes or corrections to the plat be found necessary, each resubmittal of the plat shall require an additional twenty-five (25) working days for review. Following the final approval of the plat by the city engineer and city surveyor, the city engineer shall forward the plat to the city council along with his recommendation for action made in writing. (Ord. No. 4177, § 1, 2-10-97)



SEC. 32-24. FINAL PLAT REVIEW.

(a) The engineer upon receipt of the final plat submittal shall immediately check it for completeness. If incomplete, the date of submittal shall be voided and the submittal shall be returned to the subdivider. If complete, the city engineer shall review drainage and flood control measures and review the plat for substantial conformity to the approved preliminary plat and refer copies of the submittal to the appropriate reviewing offices who will make known their recommendations in writing addressed to the city engineer.

(b) The engineer shall assemble the recommendations of the various reviewing offices, prepare a concise summary of recommendations, and submit said summary together with the reviewer's recommendations to the council.

(c) At the time of submittal of the final plat to the city, the subdivider shall pay a fee as set forth in section 32-7 of this chapter. (Ord. No. 4177, § 1, 2-10-97)

SEC. 32-25. FINAL PLAT APPROVAL.

(a) If the engineer concludes that the final plat is not in substantial conformity with the preliminary plat, the engineer shall report his findings to the planning and zoning commission. The planning and zoning commission shall then recommend approval or denial of the final plat to the city council. The city council then shall consider the final plat.

(b) If in the opinion of the engineer, the final plat is in substantial compliance with the preliminary plat, the engineer shall recommend approval to the city council. Action by the planning and zoning commission will not be required.

(c) The council or planning and zoning commission shall review and act upon the final plat within twenty-five (25) working days of the date of receipt by the engineer.

(d) Upon approval of the plat by the council, the clerk shall transcribe a certificate of approval upon the plat, first making sure that the other required certifications (see section 32-26(f)) have been duly signed, including letter of agreement between subdivider and serving utilities, that engineering plans have been approved by the engineer, the agreement between city and subdivider as provided in section 32-47(a) has been executed, and that an appropriate guarantee of construction from among those alternatives provided in section 32-48 covering said approved plan improvements has been posted with the engineer. The city shall also record the final plat with the office of the Nez Perce County recorder.

(e) Should the council reject the plat, in whole or in part, it shall advise the subdivider in writing of the reasons for the denial. (Ord. No. 4177, § 1, 2-10-97)

SEC. 32-26. INFORMATION REQUIRED FOR FINAL PLAT SUBMITTAL.

(a) Method and medium of presentation.



FINAL PLAT APPLICATION PACKET

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(1) The subdivider shall provide a record copy of the final plat prepared as described in Idaho Code, Section 50-1304.

(2) Copies of the recorded plat shall be reproduced in the form of blueline or blackline prints on a white background.

(3) The plat shall be drawn to an accurate scale of one hundred (100) feet to the inch, or multiple thereof, unless a different scale is previously approved by the engineer.

(b) Identification data required.

(1) A title which includes the name of the subdivision and its location by number of section, township, range, and county. Titles shall comply with Idaho Code, Section 50-1307.

(2) Name, address, and registration number of the seal of the professional engineer or land surveyor, registered in the state of Idaho, preparing the plat.

(3) Scale, north arrow, and date of plat preparation.

(c) Survey data required.

(1) Boundaries of the tract to be subdivided which shall close within tolerances prescribed by Idaho Code, showing all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.

(2) Any excepted parcel(s) within the plat boundaries shall show all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.

(3) Location and description, and Idaho State plane coordinates of cardinal points to which all dimensions, angles, bearings, and similar data on the plat shall be referenced; each of two (2) corners of the subdivision traverse shall be tied by course and distance to separate section corners, quarter-section corners, or to existing recorded monuments.

(4) Location of all permanent physical encroachments upon the boundaries of the tract.

(d) Descriptive data required.

(1) Name, right-of-way lines, courses, length, width of all existing and proposed public streets, alleys, utility easements, radii, points of tangency, and central angles of all curvilinear streets and alleys, and radii of all rounded street line intersections.

(2) All drainageways shall be shown on the plat. The rights-of-way of all major drainageways, as designated by the city engineer, shall be dedicated to the public.



(3) All easements for rights-of-way provided for public services or utilities and any limitations of the easements. Construction within the easement shall be limited to utilities and wood, wire, or removable section-type fencing.

(4) Location and all dimensions of all lots.

(5) All lots shall be numbered by consecutive numbers throughout the plat. "Exceptions," "tracts," and "private parks" shall be so designated, lettered, or named and clearly dimensioned.

(6) All sites to be dedicated to the public will be clearly indicated, the boundaries and dimensions accurately shown, and the intended uses specified.

(7) Location of all adjoining subdivisions with date, book, and page number of recording noted, or, if unrecorded, so marked.

(8) Any proposed private deed restrictions to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land shall be typewritten and attached to the plat and to each copy submitted.

(9) Sanitary restrictions required by Idaho Code, Section 50-1326.

(e) Dedication and acknowledgment.

(1) Dedication: Statement of dedication of all streets, alleys, crosswalks, drainageways, pedestrian ways, and other easements for public use by the person holding title as vendees under a land contract, and by spouses of said parties. If lands dedicated are mortgaged, the mortgagee shall also sign the plat.

(2) Dedication shall include a written location by section, township, and range of the tract. If the plat contains private streets, public utilities shall have the right to install and maintain utilities in the street right-of-way.

(f) Required certifications.

(1) Certificate signed by the owner or owners, containing a correct legal description of the land, together with a statement of their intention to include the same in the plat, and making dedication of all streets and alleys shown on the plat. This certificate shall be notarized.

(2) Certificate signed by an Idaho-licensed engineer or surveyor that the plat is correct and accurate, and that the monuments described in it have been located as described. This certificate shall include the seal of the engineer or surveyor.

(3) Certificate and seal of the city engineer and of the city or county surveyor that the plat complies with the requirements of Title 50, Chapter 13, Idaho Code, and with this chapter.

(4) Certificate signed by the city clerk that the city council has approved and accepted the plat.



FINAL PLAT APPLICATION PACKET

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(5) Certificate, signed by the owner or owners, on the provision of water service to the lots within the subdivision, as provided by Idaho Code, Section 50-1334.

(6) Certificate of satisfaction of the sanitary restrictions, to be endorsed by the county recorder at the time of filing, or subsequent thereto, when the sanitary restrictions shall have been satisfied as required by Idaho Code, Section 50-1326.

(7) Certificate of recording, to be signed by the county recorder at the time of filing. (*Ord. No. 4177, § 1, 2-10-97; Ord. No. 4475, § 1, 7-9-07*)

**LEWISTON CITY COUNCIL
REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS
RECOMMENDING APPROVAL, APPROVAL WITH CONDITIONS, OR
DENIAL OF A SUBDIVISION PLAT**

This document shall serve as memorialization of the rationale by the Lewiston City Council for the approval, approval with conditions, or denial of a Subdivision Plat, which shall be based upon relevant criteria and standards, including the Lewiston Comprehensive Plan, Lewiston City Code, and Idaho Code. See I.C. § 67-6535.

- I. **APPLICATION NUMBER:**
SUB23-000005
- II. **APPLICANT'S NAME AND ADDRESS:**
Steve Carlton Construction, Inc.
1003 Bryden Avenue
Lewiston, ID 83501
- III. **IDENTIFICATION AND/OR LOCATION OF SUBJECT PROPERTY:**
8.99 acres of property located west of 4th Street, between Warner Avenue and Park Avenue
- IV. **IDENTIFICATION OF ZONING DISTRICT AND NEIGHBORHOOD OF SUBJECT PROPERTY:**
R-2 Low Density Residential Zone
- V. **DATE OF PUBLIC CONSIDERATION:**
January 8, 2024
- VI. **NAME OF HEARING BODY:**
Lewiston City Council
- VII. **NATURE OF SUBJECT APPLICATION:**
Application for approval of subdivision plat.
- VIII. **DECISION:**
The Lewiston City Council **APPROVES SUB23-000005.**

IX. RELEVANT CONTESTED FACTS RELIED UPON:

The relevant contested facts relied upon are:

There were no contested facts presented.

X. RELEVANT CRITERIA AND STANDARDS:

The following relevant criteria, standards, facts, and considerations are hereby declared as reasons for the decision on this subdivision preliminary plat:

1. The proposed subdivision **will** be in compliance with the intents and purposes of Chapter 32 (Subdivisions) of the Lewiston City Code. Lewiston City Code § 32-2 (Purpose and Intent) states:
 - (a) The purpose of this chapter is to provide for the orderly growth and harmonious development of the City of Lewiston, to insure adequate traffic circulation through coordinated street systems with relation to major thoroughfares, adjoining subdivisions, and public facilities; to achieve individual property lots of reasonable utility and livability; to secure adequate provisions for water supply, drainage, sanitary sewerage, and other health requirements; to insure consideration for adequate sites for schools, recreation areas, and other public facilities; to promote the conveyance of land by accurate legal descriptions; and to provide logical procedures for the achievement of this purpose.
 - (b) Its interpretation and application, the provisions of this chapter are intended to provide a common ground of understanding and a sound equitable working relationship between the public and private interests to the end that both independent and mutual objectives can be achieved in the subdivision of land. Applicable commentary:

Approximately 1598 l.f. of public street and associated public utilities have been constructed to service the finished subdivision. Warner Ave has been constructed to the Residential Collector standard, and in conformance with Section 32-32.(d) of the City Subdivision Code, has been extended to the west boundary of the development, to provide for future connection with the adjoining unplatted land to the west. Park Drive has been constructed to the Local Residential standard, and is designed in a way which will discourage use by through traffic as prescribed by Section 32-32.(e) of the Subdivision Code. The east half of 4th Street was originally dedicated in 1907 as part of the Lewiston Orchards Tract No. 2, but the west half of 4th Street is currently being utilized by the public by prescriptive easement. The developer is dedicating the portion of 4th Street west of the current street centerline to the public in the final plat document presented. The developer is granting a public easement on a 0.22 Acre parcel of land to be used for mitigation of storm water generated by the impervious surfaces of the newly constructed public streets within the proposed subdivision. The developer has constructed a stormwater infiltration swale within the easement on the parcel identified as "Tract A". Potable water for proposed subdivision is provided by the Lewiston Orchards Irrigation District, and the Lewiston Orchards Sewer District provides sanitary sewer service. Avista Utilities, Centurylink/Lumen, and Sparklight also provide utility services for the subdivision.

2. The proposed subdivision **will** be in compliance with the intents and purposes of Chapter 37 (Zoning Code) of the Lewiston City Code. Lewiston City Code § 37-2 (Purpose) states: “The purpose of this chapter is to promote the orderly development of the city according to the comprehensive plan; to conserve and stabilize the value of property; and otherwise to promote the public health, safety, and general welfare.” Applicable commentary:

The proposed plat adheres to the requirements for the R-2 Zone which were established to promote the orderly development of the city according to the comprehensive plan; to conserve and stabilize the value of property; and otherwise to promote the public health, safety, and general welfare

3. The proposed subdivision **will** be in compliance with Chapter 37 (Zoning) of the Lewiston City Code standards (unless otherwise waived by Conditional Use Permit or Variance) to include meeting the minimum lot depth, minimum lot width, and minimum lot area standards as set forth by the zoning district which it is located in. Applicable commentary:

The proposed plat adheres to the requirements for the R-2 Zone which were established to promote the orderly development of the city according to the comprehensive plan; to conserve and stabilize the value of property; and otherwise to promote the public health, safety, and general welfare

4. The proposed subdivision **will** be in conformance with the Lewiston Comprehensive Plan’s desired futures for the neighborhood the proposed subdivision will be located. Applicable commentary:

The proposed plat adheres to the requirements for the R-2 Zone which were established to promote the orderly development of the city according to the comprehensive plan; to conserve and stabilize the value of property; and otherwise to promote the public health, safety, and general welfare

5. The proposed subdivision **does** include the entire tract of land, unless an approved preliminary plat, planned unit development (PUD), or approved development master plan shows development in phases. Applicable commentary:

The plat area includes the applicants entire parcel as determined by a survey in the field conducted by an Idaho Licensed Land Surveyor.

6. The applicant **has** complied with all elements of Lewiston City Code § 32.26. Applicable commentary:

The plat submittal was reviewed by City Staff, and contains all of the required elements listed in section 32-26 of the subdivision ordinance.

7. The proposed subdivision **is not** within a known floodplain. Applicable commentary:

Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs) do not indicate that the platted property is located in a designated floodplain.

8. The proposed subdivision **does not** have, in whole or in part, terrain having an average slope exceeding ten percent (10%). Applicable commentary:

The native slopes of all land located within the plat area were less than the 10% threshold. All constructed improvements were designed by an Idaho licensed engineer.

9. The proposed subdivision **is** in conformance with the City's Master Transportation Plan and/or neighborhood plan. Applicable commentary:

The streets affected by the proposed plat comply with applicable goals and sections of the 2020 City of Lewiston Transportation plan. Specifically, this subdivision maintains and promotes a safe transportation system for all users; improves livability while addressing the needs of all transportation modes by complying with the Americans with Disabilities Act, providing sidewalks, discouraging cut-through traffic on local roadways; encourages economic growth and vitality by providing adequate connectivity of new development to the existing and future transportation system, and by improving and expanding transportation facilities and services to support access to jobs, as detailed in Appendix A.

10. The proposed subdivision's street name(s) **are** in conformance with Lewiston City Code § 31-85. Applicable commentary:

Streets included in the proposed plat are extensions of existing named streets previously approved by City Council consent.

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant **could not** take actions to obtain approval, the explanation is:

Not applicable.

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant **could** take actions to obtain approval, such actions might include:

Not applicable.

NOTICE TO APPLICANT: Every final decision rendered shall provide or be accompanied by notice to the applicant regarding the applicant's right to request a regulatory taking analysis pursuant to Idaho Code § 67-8003. The mailing of a signed and dated copy of this document by the City to the applicant shall constitute compliance with such notice requirement. An applicant denied an application or an affected person aggrieved by a final decision concerning matters identified in Idaho Code § 67-6521(1)(a) may, within twenty-eight (28) days after all remedies have been exhausted under local ordinance, seek judicial review under the procedures provided by Title 67, Chapter 52, Idaho Code.

By: _____
Daniel G. Johnson, Mayor

Date of Signature: _____

ATTEST: _____
Tanya M. Brocke, City Clerk



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE FOP CONTRACT AMENDMENTS	AGENDA NO. XI. B. AGENDA DATE: January 8, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.)	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) There was a previous contract amendment to the October 1, 2020 to September 30, 2023 collective bargaining agreement which modified shift rotation for the Communications Division. This amendment was not included in the new October 1, 2023 to September 30, 2026 collective bargaining agreement before having it approved by the city council. This request is to take the previous amendment regarding Communications Division shift rotation and amend the newest collective agreement to include the previously agreed language. Additionally, one position within the Communications Division was changed from Communication Watch Supervisor to Records Supervisor. This is a new title and is not named specifically in the collective bargaining agreement. This amendment modifies the contract to include Records Supervisor as a listed covered position.	
ACTION PROPOSED Approval of the amendment to the Fraternal Order of Police Collective Bargaining Agreement for October 1, 2023 through September 30, 2026.	

**FIRST AMENDMENT TO THE COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE CITY OF LEWISTON AND THE FRATERNAL ORDER OF POLICE
LEWIS-CLARK LODGE #10**

**THIS AMENDMENT TO THE COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE CITY OF LEWISTON AND THE FRATERNAL ORDER OF POLICE
LEWIS-CLARK LODGE #10** (“Amendment”) is entered into by and between the City of Lewiston,
an Idaho municipal corporation (“City”), and the Fraternal Order of Police Lewis-Clark Lodge #10
 (“F.O.P.”). City and F.O.P. may also individually be referred to as “Party” or collectively as “Parties.”

WHEREAS, on October 3, 2023, the Parties entered into a collective bargaining agreement,
the duration of which is October 1, 2023 through September 30, 2026 (“CBA”); and

WHEREAS, the Parties desire to amend various sections of the CBA as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein
contained, it is hereby agreed and stipulated by and between City and F.O.P. as follows:

SECTION 1: Article 2 of the CBA, F.O.P. Recognition, is hereby amended as follows:

The City recognizes the F.O.P. as the exclusive bargaining agent for the following
classifications within the Police Department during the term of this agreement:
Sergeant, Corporal, Police Officer, Evidence Custodian, Animal Control Officer,
Communications Watch Supervisor, Communications Specialist, Police Computer
Systems Specialist, Records Supervisor, and Records Specialist.

SECTION 2: Article 13 paragraph 4 of the CBA, Vacancies and Promotions, is hereby
amended as follows:

Upon promotion from Communications Specialist to Communications Watch Supervisor or
from Communication Specialist to Records Supervisor, the employee shall have her/his salary
adjusted to a step in the Communications Watch Supervisor/Records Supervisor pay scale
which is closest to, but not less than, the employee’s current base salary and the employee shall
be assigned a new salary date.

SECTION 3: Article 20, Section 2 of the CBA, regulating Communication Center Shift
Rotation, is hereby amended as follows:

Section 2: ~~Communications personnel shall rotate shifts at a four (4) month interval.
Watches and days off will be selected and granted based on a rotational system. This~~

~~will be accomplished by using a bid sheet. The bid shall occur two (2) months prior to the date of the rotation, with the resulting shift assignments being posted one month prior to the rotation~~

~~The rotation will be determined by the following method: When an employee is off his/her probationary period, his/her name will be put at the bottom of the rotation. At each rotation, each of the names of the Communications Specialists' bid rotations sheet will move up on the sheet, i.e. the third person to bid on the bid sheet will become the first person to bid on the current sheet. The top two (2) names will rotate to the bottom of the sheet. Communications Watch Supervisors will follow the same method established in this sections, except the names will be moved one (1) position at a time on the Communications Watch Supervisors' bid rotation. The second person to bid on the previous bid will become the first (1) person on the bid sheet~~

Communications Center Shift Rotation

- A. Purpose. The purpose of this section is to establish guidelines and bid procedures for communication personnel shift schedules.
- B. Process. The Lewiston Police Communications Center shall conduct a shift bid process three (3) times annually to allow employees to choose their work schedule. The Records Supervisor is exempt from participating in shift bidding.
- C. Shift Bid. Communication Personnel and Communication Watch Supervisors shall bid by classification of seniority starting with the most senior and proceeding through the seniority list. Communication Personnel and Communication Watch Supervisors shall not work the same shift more than two (2) rotations in a row. Supervisors shall bid in order of promotional seniority and at least one (1) supervisor shall work on Saturday and one (1) shall work on Sunday.
- D. Bid Procedures. Watches and days off shall be selected and granted based on a seniority system, which shall be accomplished by using a bid sheet. The bid process shall begin no later than two (2) months prior to the date of the rotation, with the resulting shift assignments being posted no later than one (1) month prior to the rotation.
 - 1. Each employee shall have four (4) days (96 hours) from notice the bid has reached them in which to bid.
 - 2. Shift bids may be submitted by telephone call or text message.
 - 3. It shall be the responsibility of employees to bid during their allotted time slot. If a time slot is missed, the employee shall be moved to the end of the list and must wait to bid until all other employees have finished.
 - 4. It shall be the responsibility of employees to check the accuracy of the schedule to ensure it is correct and in accordance with their bid as it relates to this contract.
 - 5. Employees shall have one (1) chance to bid. If a mistake is made or a change is requested, the employee must contact the Communications Center Manager.

6. Employees may submit vacation requests for the shift period at any time. However, requests shall not be approved until after the final schedule is published.
- E. Seniority. Each full-time employee shall have their classification seniority established pursuant to the following provisions:
 1. Communication Personnel shall bid after Communication Watch Supervisors.
 2. Communication Specialists and Supervisors shall be numbered within their job classification by date of most current hire or date of promotion starting with the oldest hire or promotion date to the newest.
 3. In the event that two (2) or more employees within the same classification have the same date of hire or date of promotion, seniority shall be determined by candidate ranking in new hire or promotional interviews, whichever is the most recent.
 4. If the bid has been completed or nearly completed and Communication Personnel at the end of seniority have not been allowed to move, the seniority list shall be followed from the bottom up to find the first eligible employee that allows the movement. This shall be a required switch.
 5. Probationary Communication Personnel shall have assigned shifts throughout training and during the remainder of their probationary status after release from the training program. They shall be placed after Supervisors, but prior to Communications Specialists.

SECTION 4: In the event that any provision of this Amendment is found for any reason to be unenforceable, the remainder of this Amendment shall remain in full force and effect and shall be binding upon the Parties.

SECTION 5: The Parties covenant, agree, and represent that the terms of this Amendment have been completely read by them, and that the terms are fully understood, binding, and voluntarily accepted by them.

SECTION 6: Except as amended herein, all terms and conditions of the CBA shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the day and year written below.

DATED this _____ day of _____ 2024.

City of Lewiston

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya Brocke, City Clerk

Fraternal Order of Police Lewis-Clark Lodge #10

By: _____
William Thompson, Lodge President



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE RALPH CRAWFORD ART DONATION	AGENDA NO. XI. C. AGENDA DATE: January 8, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) Acceptance of Donation of Three Major Bronze Pieces to the Lewiston City Library from Artist, Ralph Crawford	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) Ralph Crawford, local artisan, previous to his death on July 15, 2023, began the process of donating three major pieces of bronze work that had been on loan to the library since 2015. Following library policies, the library art committee, a subcommittee of the board voted to accept the donation on July 20, 2023. They recommended that the Library Board of Trustees accept the donation through a memo provided to the board, city attorney and Mayor Johnson. The Library Board of Trustees considered the donation on August 16, 2023, and discussed documentation that would need to be completed as presented by the city attorney's office due to the passing of Mr. Crawford. On October 29, 2023, a gift deed was received from the trustee, Ann Crawford, of Ralph Crawford. On November 15, 2023, the Library Board of Trustees voted to accept the donation of the three major bronzes and on December 14, a completed copy of the Lewiston City Library Public Art Acceptance Agreement was completed by Ann Crawford, determining the rights the artist has conveyed to the Lewiston City Library.	
ACTION PROPOSED For final acceptance of the gift as city property, it is recommended that the council approve the donation.	

Ralph S. Crawford
4203 Lapwai Rd.
Lewiston, Idaho 83501

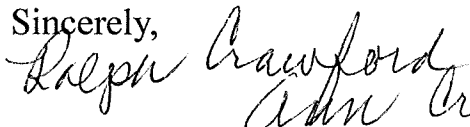
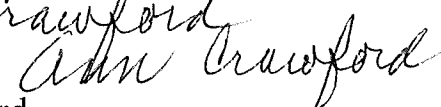
July 07, 2023

Lewiston City Library
Lewiston, Idaho 83501

To Whom it May Concern:

This letter to gift the 3 major bronze pieces that have been on loan to the library since about 2015. This gift is given on July 07, 2023.

The heroic bronze bust of Chief Gall, the heroic bronze bust of Chief Rain-in-the-Face and the large table sized bronze of a piece called "The Buffalo Run" and the buffalo hide are being, unequivally gifted to the library.

Sincerely,

 P.O.A.
Ralph Crawford

Memo



To: Library Board of Trustees | City of Lewiston
From: Lynn Johnson, Library Director
Cc: Members of the Library Art Committee,
Subcommittee of the Board of Trustees
Mayor Dan Johnson
Kayla Hermann, City Attorney
Date: July 21, 2023
Re: Ralph Crawford Donation of Artwork

During the Art Committee meeting held July 20, 2023 members were informed of the donation letter received by Director Lynn Johnson from Ann Crawford, POA, for Ralph Crawford. The letter gifted three major bronze pieces, the bust titled Chief Gall, the bust titled Chief Rain-in-the-Face, the large bronze piece titled Buffalo Run and the buffalo hide on which it rests to the Lewiston City Library as of July 7, 2023. Per the Public Art Policy in regards to Display and Donation it is the responsibility of the Art Committee to determine whether to accept the works or not and to make a recommendation to the Library Board of Trustees. This memo serves as that recommendation along with the included draft minutes of the meeting.

As noted in the minutes, the motion was made by Chair Deena Heath and seconded by member Ray Esparsen to accept the donation of the three pieces and hide contingent on the review of all appropriate documents and information concerning the gift. The art committee recognizes that with the passing of Ralph Crawford, there may be extenuating circumstances, that additional actions including obtaining appraisals for insurance purposes will be necessary and may have a budgetary impact on the library, and that additional documentation may need completed by the donors to ensure a clean title.

GIFT DEED

THIS GIFT DEED, dated as of the 27th day of October, 2023, is made by and between ANN H. CRAWFORD, as Trustee of the RALPH AND ANN CRAWFORD LIVING TRUST, "Grantor," hereby conveys, remises, releases and forever quitclaims unto the LEWISTON CITY LIBRARY, whose current address is 411 D Street, Lewiston, ID 83501, "Grantee," all present right, title, and interest in the following described property:

1. Bronze Statue, "Chief Gall"
2. Bronze Statue, "Chief Rain in the Face"
3. Bronze Statue, "Buffalo Run"

TOGETHER WITH ALL tenements, hereditaments and appurtenances thereunto belonging.

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee, its heirs and assigns forever.



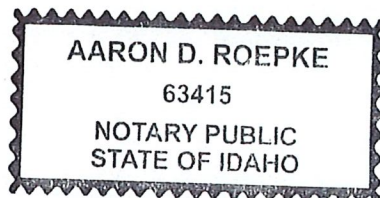
ANN H. CRAWFORD, Trustee of the
RALPH AND ANN CRAWFORD LIVING TRUST

STATE OF IDAHO)
) ss.
County of Latah)

On this 27th day of October, 2023, before me, the undersigned a Notary Public in and for said State, personally appeared ANN H. CRAWFORD, as Trustee of the RALPH AND ANN CRAWFORD LIVING TRUST, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and notarial seal on the date last above written.

(seal)




Notary Public in and for the State of Idaho
Residing at Moscow, Idaho.
My commission expires: 4/10/2026

Lewiston City Library
Library Board of Trustees
Regular Meeting | Wednesday November 15, 2023
Community Room

1. Call to Order: Meeting was called to order at 5:33 PM by Chair Diana Ames
Trustees Present: Rebecca Snodgrass, Trisha Decker, Andy Hanson, Diana Ames
Trustees Absent: Josh Brown
Councilor Liaison: Rick Tousley
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino
2. Recognition of Visitors
 - a. Jennifer Tengano - Lewiston Library Assistant City Attorney
3. Approval of additions and deletions to agenda, if any - none
4. Public Comment and correspondence
 - a. A thank you card from a group who met this past month was sent to B Alvino, B Glover, and K Cramer.
5. City of Lewiston Council Report
 - a. R. Tousley provided an update on the most recent election.
6. Library Foundation Report
 - a. None at this time.
7. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings: Board of Trustees from October 18, 2023, Art Committee Minutes from July 20, 2023 and September 21, 2023
 - b. Review of statistical report
 - c. Approval of statement of expenses
 - i. Andy Hanson moved to approve and Trisha Decker seconded the motion to approve the consent agenda. All in favor. Motion carried.
8. Committee Reports
 - a. Art Committee
 - i. D. Ames provided an update on upcoming art committee events.
9. Director's Report
 - a. Building Maintenance
 - i. The facilities department will be making a request at the December City Council meeting to use funds from the city building fund for replacement of first floor lighting.
 - b. Staffing
 - i. L. Johnson provided an update on the current staff organization and recent changes.

10. Unfinished Business

- a. Library Strategic Plan - Action Item
 - i. L. Johnson reviewed the strategic plan with the board.
 - 1. Andy Hason moved to approve the library strategic plan as presented by the library director and Rebecca Snodgrass seconded. All in favor. Motion carried.
- b. Donation of Artwork by R. Crawford - Action Item
 - i. Andy Hanson moved to approve the agreement as presented with an amendment that is contingent upon the donors acknowledgement that the buffalo robe is to be included in the donation and Trisha Decker seconded. All in favor. Motion carried.
 - ii. Andy Hanson moved to delegate authorization to sign the agreement to the library director and Rebecca Snodgrass seconded. All in favor. Motion carried.
- c. Items Moved from the Consent Agenda
 - i. None

11. New Business

- a. Public Use of Children and Teen Areas Policy - Action Item
 - i. Trisha Decker moved to approve the public use of children and teen areas policy and Rebecca Snodgrass seconded. All in favor. Motion carried.
- b. Programs and Presenters Policy - Action Item
 - i. Discussion about the policy presented took place with suggestions made to clarify the title and to determine how better to differentiate between library sponsored programs and programs sponsored by other presenters using the library spaces.

12. Executive Session - Action Item

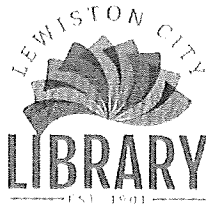
- a. Idaho Code 74-206(1)(b) – To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.
 - a. Andy Hansen moved to enter into executive session and Trisha Decker seconded the motion. All in favor. The motion passed.
 - b. Andy Hansen moved to exit the executive session and Trisha Decker seconded the motion. All were in favor. The motion passed.

13. Schedule of Upcoming Meetings

- a. Regular Meeting: December 13, 2023
- b. Regular Meeting: January 17, 2024

14. Adjournment

- a. The meeting was adjourned at 7:52 PM



Lewiston City Library Public Art Acceptance Agreement

The undersigned Ralph S. Crawford, by Anne Crawford as Power of Attorney, and Anne Crawford, as Trustee of the Ralph and Ann Crawford Living Trust (collectively the “Donor”) does hereby donate and convey to the Lewiston City Library, (“Library”) subject to the Terms and Conditions attached hereto, all right, title, and interest that Donor possesses in the physical property described herein (“Property”) this Lewiston City Library Public Art Acceptance Agreement (“Agreement”), below.

Description of the Property:

Bronze bust/statue of Chief Gall

Bronze bust/statue of Chief Rain-in-the-Face

Table sized bronze statue called “The Buffalo Run”

Date of Donation: July 6, 2023

Describe the origin and history of the donation: Donor is the original artist who sculpted and created the bronze statues mentioned above. The Donor then placed these items (as well as others not subject to this agreement) on loan with the Library beginning in 2015. On or about January 10, 2023, Donor executed an Incoming Loan Agreement between Donor and the Library. On July 6, 2023, Donor’s spouse, Anne Crawford, delivered a letter to the Library indicating his intent to donate the Property, as well as a buffalo hide, to the Library and signed by Mrs. Crawford acting as Power of Attorney for the Donor. That letter contained a condition that if the Library were to ever not have a use for the Property, the Library would re-gift or donate the items to the “County Courthouse” or if unwilling to accept the Property, to the surviving children of the Donor or others. Subsequently, another letter was delivered to the Library on July 7, 2023, stating the Donor’s intent to donate the Property, as well as a buffalo hide, to the Library with no conditions. On July 15, 2023, the Donor passed away. On July 19, 2023, the Library Board of Trustees had its regular monthly meeting, in which it discussed the proposed donation. On July 20, 2023, the Library’s Art Committee held its regular meeting and discussed the proposed Donation of the Property. The Art Committee subsequently recommended that the Library Board of Trustees accept the donation from Donor upon finalization of the necessary documents. On August 16, 2023, the Library Board of Trustees held its regular meeting. The matter of the donation was discussed, but not acted upon at that time. On October 27, 2023, Donor’s attorney sent a signed Gift Deed from Donor to the Library for the Property.

Terms and Conditions:

The Library desires to accept Donor’s gift of the Property (and, if applicable, Intellectual Property) listed above, subject to the following terms and conditions:

1. By execution of this Agreement, Donor expressly represents and warrants to the Library that he or she is the sole lawful owner of title to the Property, or that Donor is fully authorized by such owner to enter into this Agreement. Donor further represents that the Property is free and clear from any and all encumbrances, that there has been no prior pledge, option or gift of any party thereof to any person, and that Donor has the right to give or transfer ownership of the Property.
2. Donor acknowledges that upon execution of this Agreement and a Gift Deed, the Property irrevocably becomes the property of the Library. The display, use, maintenance, deaccession and disposition of the Property are at the Library's sole discretion.
3. Donor represents and warrants that no customs laws, tax laws, laws of inheritance, or other laws or regulations applicable to the Property, its export or import, have been broken.
4. Donor represents and warrants that there are no claims, judgments, liens, or other encumbrances of any kind whatsoever against the Property, any portion of the Property, or title to it.

Intellectual Property:

A. Intellectual Property Interests.

This section deals with the copyright, trademark rights, literary rights, artistic rights, or patents (collectively "Intellectual Property Rights") that may be associated with the physical materials (Property) being donated. Please check one of the following:

☒ Donor controls the Intellectual Property Rights in all of the donated materials. Please indicate the nature of Donor's rights (e.g., copyright, sole/joint owner, heir, literary executor, etc.) _____
copyright / pictures ok.

☐ Donor does not control Intellectual Property Rights in any of the donated materials.

To the best of Donor's knowledge, the Intellectual Property Rights are controlled by:

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

B. Intellectual Property Conveyance.

If Donor has indicated that they own the Intellectual Property Rights in all of the donated materials, please check one of the following boxes:

☐ Donor wishes to transfer, convey, and assign, to the Library all Intellectual Property Rights that Donor controls in the above-described materials, subject to the limitations, if any, stated below.

☐ If applicable, Donor hereby voluntarily waives all rights of attribution and integrity with respect to the Property as conferred by the Visual Artists Rights Act of 1990 ("VARA") (17 U.S.C. §§ 106A and 113(d)) and any other rights granted by local, state, federal, foreign, or international law, as currently drafted or as may be hereafter amended, which conveys the same or similar rights ("Moral Rights") with respect to the Property, its display, deaccessioning, exhibition, installation, conservation, storage, study, alteration, and any other activities conducted by the Library, the City of Lewiston, its elected officials, officers, employees, agents, representatives, licensees, or assigns, Donor covenants not to assert such Moral Rights against the Library, the City, its elected officials, officers, agents, employees, contractors, licensees, successors, or assigns.

Limitations, if any: _____

☐ Donor does not wish to transfer Intellectual Property Rights, but gives permission for the Library to make copies for users of the material for scholarship and research purposes. Donor hereby grants the City a royalty-free, irrevocable, perpetual, non-exclusive license to reproduce images of the Property for educational, scholarship, research, and promotional purposes in print, digitally, on the internet, or in film.

Management of the Property:

Donor acknowledges that the Library reserves the right to manage its archives, including the Property referenced above, as the Library determines is in the public interest, consistent with applicable laws and City of Lewiston policies, and that such management may include the removal, relocation, deaccessioning or disposal of the Property. Donor further acknowledges that by donating the Property to the Library, Donor understands and agrees that any removal, relocation, deaccessioning or disposal of the Property may subject the Property to destruction, distortion, mutilation, or other modification.

If the Library determines that all or some of the Property will not be retained by the Library:

☒ Donor wishes to be notified of the Library's disposal of any or all of the Property and provided the opportunity to reclaim any unused Property.

☐ Donor does not wish to be notified by the Library prior to disposal of any or all of the Property.

If the Donor has indicated that they wish to be notified of disposal of any or all of the Property, once notice has been sent, the Donor shall have thirty (30) days to reclaim the Property. If Donor does not contact the Library or reclaim the Property within thirty (30) days of notification, the Library will dispose of the Property. It is the responsibility of the Donor to ensure that Donor's contact information is current and up to date.

Indemnification:

Donor hereby agrees to defend, indemnify, and hold the Library, the City of Lewiston, its elected officials, employees, agents, and representatives harmless from and against any and all claims, actions, costs, judgments, or damages of any type alleging or threatening that the use or possession of the Property infringe the copyright, trademark, patent or other intellectual property rights of any third party which would be a breach of Donor's warranties or representations herein if established or arising from the acts or omissions to act of the Donor under this Agreement or otherwise caused or incurred by the Donor related to the Property, and not caused by or arising out of the tortious conduct of the Library.

Dated this 14th day of December, 2023.

Donor:

Ralph S. Crawford, by Anne Crawford as Power of Attorney and Trustee of the Ralph and Ann Crawford Living Trust

Address: 4203 Lapwai Rd.
Lewiston, ID 83501

Telephone: 208-790-0209

Email: awhopkins@rodeointernet.com

Lewiston City Library Board of Trustees:
Lynn Johnson, Library Director**City of Lewiston:**

Daniel G. Johnson, Mayor

City of Lewiston

APPLICATION FOR DOWNTOWN LEWISTON BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD

All applicants for the Downtown Lewiston Business Improvement District (BID) Advisory Board must own property subject to the BID special assessment.

Date: 11-30-2023

Name: FOLLETT MICHAEL B.
Last First MI

Telephone (Home) 208-743-5155 (Work or Mobile) 208-743-4200

E-Mail Address: MIKEB.FOLLETT@GMAIL.COM

Mailing Address: 714 "D" STREET LEWISTON ID 83501
Number Street City State Zip

Are you a resident of Lewiston? (not required) ☒ Yes / No

If no, approximately how often do you visit or work in Lewiston each year? _____

What property do you own in the BID district (specific address(es))? _____
714 D STREET 825 MAIN ST.

Do you own a local business? (not required) ☒ Yes / No
If yes, what business? FOLLETT'S MTR. SPORTS

How familiar are you with the work of Beautiful Downtown Lewiston, which is the Administrator of the BID? ☒ Very Familiar Somewhat Familiar Not Very Familiar

What is your interest in being on the BID Advisory Board? HELP & IMPROVE
NEW & CURRENT BUSINESS IN ALL OF LEWISTON

Do you feel you can make funding recommendations based on the overall betterment of the BID, keeping personal interests or gain out of your decision-making? ☒ Yes ☐ No / Not sure

What strengths would you bring to the BID Advisory Board? 50+ YEARS OF
RETAIL BUSINESS IN LEWISTON

Please list the names and telephone numbers of two personal references:

MIKE HAINES DIAMOND SHOP
Name Telephone

BRIAN OCHOA ELEPHANT INT. - LEWISTON
Name Telephone