

CITY OF MUSKEGON

LAKE SIDE BID/CIA MEETING

August 4, 2026 @ 9:00 AM

CITY OF MUSKEGON, ROOM 204

933 TERRACE STREET, MUSKEGON, MI 49440

☐ **CALL TO ORDER:**

☐ **ROLL CALL:**

☐ **APPROVAL OF MINUTES:**

A. 6-2-2026 Meeting Minutes Economic Development

☐ **OLD BUSINESS:**

A. June Financial Report - BID Economic Development

B. June Financial Report - CIA Economic Development

☐ **NEW BUSINESS:**

A. Lakeside BID/CIA Bylaws Amendments Economic Development

B. Discussion: Muskegon Pub Pedal Economic Development

☐ **ANY OTHER BUSINESS:**

☐ **PUBLIC COMMENT:**

☐ **ADJOURNMENT:**

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: www.shorelinecity.com

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the

meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.
clerk@shorelinecity.com



Agenda Item Review Form

Muskegon Lakeside BID/CIA

Commission Meeting Date: August 4, 2026	Title: 6-2-2026 Meeting Minutes															
Submitted by: Isabela Gonzalez, Development Analyst	Department: Economic Development															
Brief Summary: Review and approve the June 2, 2026 meeting minutes.																
Detailed Summary & Background:																
<u>Goal/Action Item:</u>																
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																
Amount Requested:	Budgeted Item: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td></td> <td></td> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
Fund(s) or Account(s):	Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td></td> <td></td> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
Recommended Motion: I move to approve the minutes of the June 2, 2026 Lakeside BID/CIA Board meeting as presented.																
Approvals: <table border="1"> <tr> <td>Immediate Division Head</td> <td></td> <td></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			<u>Name the Policy/Ordinance Followed:</u>
Immediate Division Head																
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CITY OF MUSKEGON

LAKE SIDE BID/CIA MEETING

June 2, 2026 @ 9:00 AM

CITY OF MUSKEGON, ROOM 204

933 TERRACE STREET, MUSKEGON, MI 49440

MINUTES

CALL TO ORDER

M. Flermoen called the meeting to order at 9:03 , and a roll call was taken.

ROLL CALL

Members Present: Melanie Lyonnais, Carol Castle, L. Hopson, Mark Flermoen, Margaret Smith, Ed Bodman

Member(s) Absent: Dick Ghezzi, Jonathan Seyferth

Member(s) Excused:

Staff Present: W. Webster

Others Present: Brian (Zoom)

APPROVAL OF MINUTES

A. 5-5-26 Meeting Minutes Economic Development

Review and approval of the May 5, 2026 meeting minutes.

Motion to approve by M. Smith. Supported b E. Bodman. All in favor.

B. 5-12-26 Meeting Minutes Economic Development

Review and approval of the May 12, 2026 meeting minutes.

Motion to approve by M. Smith. Supported b J. Johnson. All in favor.

OLD BUSINESS

A. April Financial Report - BID Economic Development

The April BID fund balance is \$17,113.31 following the receipt of special assessment revenue and the posting of small business event and advertising expenses.

Motion by M. Smith, second by L. Hopson, to accept the April BID financial report as presented..

ROLL VOTE: Ayes: M. Lyonnais, C. Castle, M. Smith, E. Bodman, L. Hopson, J. Johnson, M. Flermoen
Nays: None

MOTION PASSES

B. April Financial Report - CIA Economic Development

The Lakeside Corridor Improvement Authority (CIA) account balance is \$88,857.61 following the payment of landscaping expenses totaling \$6,525.00 and \$28.67 in interest charges.

Motion by C. Castle, second by M. Lyonnais, to accept the April CIA financial report as presented..

ROLL VOTE: Ayes: M. Lyonnais, C. Castle, M. Smith, E. Bodman, L. Hopson, J. Johnson, M. Flermoen
Nays: None

MOTION PASSES

NEW BUSINESS

A. CIA Facade Improvement Grant Application - Gooleyguk Cafe
Economic Development

Gooleyguk Café has submitted a façade improvement grant application requesting \$278.10 in funding assistance for replacement exterior signage. The proposed project is intended to improve business visibility and help customers and visitors more clearly identify the location. The property is located within the Lakeside business district and appears to meet program eligibility requirements. The applicant submitted multiple quotes for the proposed work and, after follow-up with staff, confirmed they would like to proceed with Tischo's quote totaling \$556.20, which includes sign work and associated fees. The requested reimbursement amount reflects the program's 50% matching structure. The applicant has submitted quotes for the proposed work, along with a letter of support from the property owner, and the request appears to qualify as an eligible use under the program guidelines. The Lakeside CIA Board will review and consider this funding request.

Additionally, staff would like to provide an update on the current façade grant program balance. To date, \$6,384.98 of the \$10,000.00 allocated for the program has been approved and is pending reimbursement, leaving a remaining balance of \$3,615.02 prior to consideration of this application.

Motion by L. Hopson, second by J. Johnson, to approve the façade improvement grant application for Gooleyguk Café in the amount of \$278.10..

ROLL VOTE: Ayes: M. Lyonnais, C. Castle, M. Smith, E. Bodman, L. Hopson, J. Johnson, M. Flermoen
Nays: None

MOTION PASSES

B. CIA Facade Improvement Grant Application - Lakeshore Tavern
Economic Development

Lakeshore Tavern has submitted a façade improvement grant application requesting \$606.70 in funding assistance for exterior improvements to the property located at 1963 Lakeshore Drive. The proposed project includes restoration work to the existing neon sign, including replacement components and installation of a new transformer, along with exterior cleaning intended to improve the overall appearance of the building and storefront. The property owners signed off on the proposed work. The proposed sign improvements appear to meet program eligibility requirements as exterior enhancements that preserve and improve an existing visual element of the building.

After confirming details with the applicant, they indicated they would like to move forward with the quote provided by Advanced Signs totaling \$713.40 for the sign restoration and transformer replacement, along with the \$500 quote from LD Landscaping for exterior cleaning services. The requested reimbursement amount reflects the program's 50% matching structure. Staff also noted that an electrical permit will be required for the proposed transformer installation work. The Lakeside CIA Board will review and consider this funding request.

Clarification on grant requested for exterior cleaning.

Motion by L. Hopson by, second by M. Lyonnais, to approve the façade improvement grant application for Lakeshore Tavern in the amount of \$356.70..

ROLL VOTE: Ayes: M. Lyonnais, C. Castle, M. Smith, E. Bodman, L. Hopson, J. Johnson, M. Flermoen

Nays: None

MOTION PASSES

ANY OTHER BUSINESS

Pub Peddle: Board discussed several concerns. These have been ongoing, and this year was noted as the worst. Safety, lack of sanitation, city enforcement, unlicensed pop ups tents. One in particular had a tent selling hot dogs. No permit, No washing station.

Board members are recommending the following to present to city departments, commission and event planners:

1. Event planner needs to be more responsible and held accountable. Stipulations before they are permitted.
2. 1st Aid stations
3. Additional enforcement
4. Portable restroom stations (there were none)
5. Possible shuttle
6. Closing streets off in certain areas as there was no access for emergency vehicles to get through Lakeside.
7. Directional paths
8. Designated bike parking locations

Grand Trunk flag pole: A customer is interested in adding nautical flags spelling out W A T C H U S G O. Open to consider funding.

Flower Pots: Location of the pots accomplished what was intended. One pot at the entrance to the marina is suggested to be moved to the other side.

Cross walks: Have been striped. One more sign is waiting.

PUBLIC COMMENT

Zoom participant is recommending that these meetings be recorded and available to the public.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:59.

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk



Agenda Item Review Form

Muskegon Lakeside BID/CIA

Commission Meeting Date: August 4, 2026	Title: June Financial Report - BID															
Submitted by: Isabela Gonzalez, Development Analyst	Department: Economic Development															
Brief Summary: The June BID fund balance is \$21,071.53 following the receipt of special assessment revenue and the posting of event and advertising expenses.																
Detailed Summary & Background: In April, the BID received the first installment of its special assessment revenue. Before the close of the City's fiscal year on June 30, the remaining special assessment amount of \$5,222.81 was received and posted, representing the final BID special assessment to be collected before the district expires in January 2027.																
<u>Goal/Action Item:</u> Administrative Action																
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 15%;"></td> <td style="width: 15%;">No</td> <td style="width: 15%;"></td> <td style="width: 15%;">N/A</td> <td style="width: 15%;">X</td> <td style="width: 15%;"></td> </tr> </table>	Yes		No		N/A	X									
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Yes		No		N/A	X											
Recommended Motion: I move to accept the BID June Financial Report.																
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head	X		Information Technology			Other Division Heads			Communication			Legal Review			<u>Name the Policy/Ordinance Followed:</u>
Immediate Division Head	X															
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GL ACTIVITY REPORT FOR CITY OF MUSKEGON

From 06/01/2025 to 06/30/2026

Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt Change	Balance	Available
06/01/2025			231-000-001 CASH IN BANK		BEG. BALANCE		60,095.31	0.00
06/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011535	25.04		60,120.35	
07/01/2025			25-26 Fiscal Year Begin				60,120.35	
08/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011818	25.05		60,145.40	
09/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011857	25.06		60,170.46	
10/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011877	25.07		60,195.53	
11/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000012140	25.08		60,220.61	
12/17/2025	GJ	JE	RECORD TRANSFER LAKESIDE BID SNOW REM	0000011927	(11,500.00)		48,720.61	
12/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000012143	22.70		48,743.31	
01/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012160	20.31		48,763.62	
02/28/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012272	20.32		48,783.94	
03/10/2026	GJ	JE	TAX CAPTURE FOR CIA LAKESIDE	0000012133	46,570.00		95,353.94	
03/26/2026	GJ	JE	RECLASS BARRY'S INVOICE WRONG FUND	0000012250	(6,525.00)		88,828.94	
03/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012286	28.67		88,857.61	
04/30/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012432	37.02		88,894.63	
06/30/2026			END BALANCE				88,894.63	
06/01/2025			231-000-202 ACCOUNTS PAYABLE		BEG. BALANCE		0.00	
07/01/2025			25-26 Fiscal Year Begin				0.00	
06/30/2026			END BALANCE				0.00	
06/01/2025			231-000-399 FUND BALANCE UNRESERVED		BEG. BALANCE		(29,750.24)	
07/01/2025			25-26 Fiscal Year Begin				(60,120.35)	
06/30/2026			END BALANCE				(60,120.35)	
06/01/2025			231-000-402 PROPERTY TAX		BEG. BALANCE		(36,584.00)	
07/01/2025			25-26 Fiscal Year Begin			0.00	0.00	(42,148.00)
03/10/2026	GJ	JE	TAX CAPTURE FOR CIA LAKESIDE	0000012133	46,570.00	0.00	(46,570.00)	4,422.00
06/30/2026			END BALANCE				(46,570.00)	4,422.00
06/01/2025			231-000-665-004970 INCOME TAX-PENALTY & INTEREST		BEG. BALANCE	0.00	(135.24)	(14.76)
06/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011535	25.04	0.00	(160.28)	10.28
07/01/2025			25-26 Fiscal Year Begin			0.00	0.00	(75.00)
08/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011818	25.05	0.00	(25.05)	(49.95)
09/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011857	25.06	0.00	(50.11)	(24.89)
10/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011877	25.07	0.00	(75.18)	0.18
11/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000012140	25.08	0.00	(100.26)	25.26
12/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000012143	22.70	0.00	(122.96)	47.96
01/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012160	20.31	0.00	(143.27)	68.27
02/28/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012272	20.32	0.00	(163.59)	88.59
03/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012286	28.67	0.00	(192.26)	117.26
04/30/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012432	37.02	0.00	(229.28)	154.28
06/30/2026			END BALANCE				(229.28)	154.28
06/01/2025			231-717-801 BUDGETED CONTRACTUAL SERVICES		BEG. BALANCE	0.00	0.00	36,584.00
07/01/2025			25-26 Fiscal Year Begin			0.00	0.00	42,223.00
03/26/2026	GJ	JE	RECLASS BARRY'S INVOICE WRONG FUND	0000012250	6,525.00	0.00	6,525.00	35,698.00
06/30/2026			END BALANCE				6,525.00	35,698.00
06/01/2025			231-717-995 BUDGETED OTHER FINANCING USES		BEG. BALANCE	0.00	0.00	0.00
07/01/2025			25-26 Fiscal Year Begin			0.00	0.00	0.00

GL ACTIVITY REPORT FOR CITY OF MUSKEGON

From 06/01/2025 to 06/30/2026

Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt Change	Balance	Available
06/30/2026				END BALANCE			0.00	0.00
06/01/2025			231-717-995-200000 BUDGETED OTHER FINANCING USES	BEG. BALANCE		0.00	6,374.17	(6,374.17)
12/17/2025	GJ	JE	RECORD TRANSFER LAKESIDE BID SNOW REM	0000011927	11,500.00	0.00	11,500.00	(11,500.00)
06/30/2026				END BALANCE			11,500.00	(11,500.00)
06/01/2025			286-000-001 CASH IN BANK	BEG. BALANCE		0.00	19,486.98	0.00
06/06/2025	CD	CHK	SUMMARY CD 06/06/2025		(895.00)		18,591.98	
06/13/2025	CD	CHK	SUMMARY CD 06/13/2025		(683.70)		17,908.28	
06/20/2025	CD	CHK	SUMMARY CD 06/20/2025		(200.00)		17,708.28	
06/30/2025	GJ	JE	DIST OF FUNDS FROM 2024 SETTLEMENT	0000011370	4,702.76		22,411.04	
06/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011535	8.73		22,419.77	
07/01/2025			25-26 Fiscal Year Begin				22,419.77	
07/29/2025	CR	RCPT	CASH IN BANK		308.00		22,727.77	
07/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011800	9.41		22,737.18	
08/19/2025	CRD	RCPT	CASH IN BANK - 02	0100972808	200.00		22,937.18	
08/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011818	9.52		22,946.70	
09/16/2025	GJ	JE	RECORD LAKESIDE DISTRICT COPIES	0000011687	(50.00)		22,896.70	
09/30/2025	GJ	JE	DONATION FROM BID TO COMMUNICATIONS	0000011728	(300.00)		22,596.70	
09/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011857	9.49		22,606.19	
09/30/2025	GJ	JE	REVERSE MANUAL JE: 0000011728	0000011862	300.00		22,906.19	
10/10/2025	CD	CHK	SUMMARY CD 10/10/2025		(675.00)		22,231.19	
10/24/2025	CD	CHK	SUMMARY CD 10/24/2025		(4,200.00)		18,031.19	
10/31/2025	CD	CHK	SUMMARY CD 10/31/2025		(11,800.00)		6,231.19	
10/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011877	6.07		6,237.26	
11/12/2025	GJ	JE	RECORD SPECIAL EVENTS FEE	0000011809	(1,940.00)		4,297.26	
11/14/2025	CD	CHK	SUMMARY CD 11/14/2025		(499.00)		3,798.26	
11/28/2025	CD	CHK	SUMMARY CD 11/28/2025		(620.00)		3,178.26	
11/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000012140	1.96		3,180.22	
12/17/2025	GJ	JE	RECORD TRANSFER LAKESIDE BID SNOW REM	0000011927	11,500.00		14,680.22	
12/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000012143	3.72		14,683.94	
01/09/2026	CD	CHK	SUMMARY CD 01/09/2026		(11,500.00)		3,183.94	
01/09/2026	CD	CHK	SUMMARY CD 01/09/2026		(875.00)		2,308.94	
01/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012160	3.54		2,312.48	
02/28/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012272	0.96		2,313.44	
03/26/2026	GJ	JE	RECLASS BARRY'S INVOICE WRONG FUND	0000012250	6,525.00		8,838.44	
03/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012286	2.32		8,840.76	
04/10/2026	CD	CHK	SUMMARY CD 04/10/2026		(6,525.00)		2,315.76	
04/10/2026	CD	CHK	10 45847(E) to 1526	45847(E)	(27.88)		2,287.88	
04/16/2026	GJ	JE	TO POST LAKESIDE BID COLLECTIONS	0000012244	15,025.43		17,313.31	
04/24/2026	CD	CHK	SUMMARY CD 04/24/2026		(200.00)		17,113.31	
04/30/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012432	5.41		17,118.72	
06/12/2026	CD	CHK	SUMMARY CD 06/12/2026		(1,270.00)		15,848.72	
06/30/2026	GJ	JE	DIST OF FUNDS FROM 2025 SETTLEMENT	0000012489	5,222.81		21,071.53	
06/30/2026				END BALANCE			21,071.53	
06/01/2025			286-000-018 ACCOUNTS RECEIVABLE	BEG. BALANCE			0.00	
07/01/2025			25-26 Fiscal Year Begin				0.00	
06/30/2026				END BALANCE			0.00	
06/01/2025			286-000-202 ACCOUNTS PAYABLE	BEG. BALANCE			(200.00)	
06/03/2025	AP	INV	CARIBOU SERVICES, INC	153507	(895.00)		(1,095.00)	
06/03/2025	AP	INV	LAWSON PRINTERS, INC.	102944	(683.70)		(1,778.70)	

GL ACTIVITY REPORT FOR CITY OF MUSKEGON

From 06/01/2025 to 06/30/2026

Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt Change	Balance	Available
06/06/2025	CD	CHK	SUMMARY CD 06/06/2025		895.00		(883.70)	
06/13/2025	CD	CHK	SUMMARY CD 06/13/2025		683.70		(200.00)	
06/20/2025	CD	CHK	SUMMARY CD 06/20/2025		200.00		0.00	
07/01/2025			25-26 Fiscal Year Begin				0.00	
08/02/2025	AP	INV	JEFF FRANKLIN	KP100425	(1,200.00)		(1,200.00)	
10/06/2025	AP	INV	SHORELINE SHUTTLE LLC	TRAM	(675.00)		(1,875.00)	
10/10/2025	CD	CHK	SUMMARY CD 10/10/2025		675.00		(1,200.00)	
10/14/2025	AP	INV	WEST BEND MUTUAL INSURANCE COMPANY	C193884	(499.00)		(1,699.00)	
10/16/2025	AP	INV	LAMAR COMPANIES	117577928	(3,000.00)		(4,699.00)	
10/24/2025	CD	CHK	SUMMARY CD 10/24/2025		4,200.00		(499.00)	
10/27/2025	AP	INV	ELITE INTEGRATED PEST MANAGEMENT	2676	(11,500.00)		(11,999.00)	
10/28/2025	AP	INV	EARLE PRESS PRINTING	244966	(300.00)		(12,299.00)	
10/31/2025	CD	CHK	SUMMARY CD 10/31/2025		11,800.00		(499.00)	
11/14/2025	CD	CHK	SUMMARY CD 11/14/2025		499.00		0.00	
11/19/2025	AP	INV	MARK FLERMOEN	11192025	(620.00)		(620.00)	
11/28/2025	CD	CHK	SUMMARY CD 11/28/2025		620.00		0.00	
12/10/2025	AP	INV	ELITE INTEGRATED PEST MANAGEMENT	2678	(11,500.00)		(11,500.00)	
12/10/2025	AP	INV	HOOR MEDIA LLC	12-25-I08727	(875.00)		(12,375.00)	
01/09/2026	CD	CHK	SUMMARY CD 01/09/2026		11,500.00		(875.00)	
01/09/2026	CD	CHK	SUMMARY CD 01/09/2026		875.00		0.00	
03/03/2026	AP	INV	FACEBOOK	9MDE3HRE62	(27.88)		(27.88)	
03/26/2026	AP	INV	BARRY'S GREENHOUSE	552	(6,525.00)		(6,552.88)	
04/10/2026	CD	CHK	SUMMARY CD 04/10/2026		6,525.00		(27.88)	
04/10/2026	CD	CHK	10 45847(E) to 1526	45847(E)	27.88		0.00	
04/20/2026	AP	INV	WONDERLAND DISTILLING CO	260326-08-1	(200.00)		(200.00)	
04/24/2026	CD	CHK	SUMMARY CD 04/24/2026		200.00		0.00	
05/08/2026	AP	INV	LAWSON PRINTERS, INC.	104372	(645.00)		(645.00)	
06/08/2026	AP	INV	PARKER CAPRICE	56944	(625.00)		(1,270.00)	
06/12/2026	CD	CHK	SUMMARY CD 06/12/2026		1,270.00		0.00	
06/30/2026			END BALANCE				0.00	
06/01/2025			286-000-399 FUND BALANCE UNRESERVED				(21,491.17)	
07/01/2025			25-26 Fiscal Year Begin	BEG. BALANCE			(22,419.77)	
06/30/2026			END BALANCE				(22,419.77)	
06/01/2025			286-000-451 SPECIAL ASSESSMENTS				(18,031.47)	18,031.47
06/30/2025	GJ	JE	DIST OF FUNDS FROM 2024 SETTLEMENT	0000011370	4,702.76	0.00	(22,734.23)	22,734.23
07/01/2025			25-26 Fiscal Year Begin			0.00	0.00	0.00
07/29/2025	CR	RCPT	SPECIAL ASSESSMENTS		308.00	0.00	(308.00)	308.00
04/16/2026	GJ	JE	TO POST LAKESIDE BID COLLECTIONS	0000012244	15,025.43	0.00	(15,333.43)	15,333.43
06/30/2026	GJ	JE	DIST OF FUNDS FROM 2025 SETTLEMENT	0000012489	5,222.81	0.00	(20,556.24)	20,556.24
06/30/2026			END BALANCE				(20,556.24)	20,556.24
06/01/2025			286-000-665-004970 INTEREST INCOME				(55.91)	55.91
06/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011535	8.73	0.00	(64.64)	64.64
07/01/2025			25-26 Fiscal Year Begin			0.00	0.00	0.00
07/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011800	9.41	0.00	(9.41)	9.41
08/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011818	9.52	0.00	(18.93)	18.93
09/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011857	9.49	0.00	(28.42)	28.42
10/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000011877	6.07	0.00	(34.49)	34.49
11/30/2025	GJ	JE	INTEREST ON INVESTMENTS	0000012140	1.96	0.00	(36.45)	36.45
12/31/2025	GJ	JE	INTEREST ON INVESTMENTS	0000012143	3.72	0.00	(40.17)	40.17
01/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012160	3.54	0.00	(43.71)	43.71
02/28/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012272	0.96	0.00	(44.67)	44.67

GL ACTIVITY REPORT FOR CITY OF MUSKEGON

From 06/01/2025 to 06/30/2026

Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt	Change	Balance	Available
03/31/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012286	2.32		0.00	(46.99)	46.99
04/30/2026	GJ	JE	INTEREST ON INVESTMENTS	0000012432	5.41		0.00	(52.40)	52.40
06/30/2026			END BALANCE					(52.40)	52.40
06/01/2025			286-000-684 MISC. & SUNDRY				0.00	(800.00)	800.00
07/01/2025			25-26 Fiscal Year Begin				0.00	0.00	0.00
06/30/2026			END BALANCE					0.00	0.00
06/01/2025			286-000-699 OPERATING TRANSFERS IN				0.00	0.00	0.00
07/01/2025			25-26 Fiscal Year Begin				0.00	0.00	0.00
06/30/2026			END BALANCE					0.00	0.00
06/01/2025			286-000-699-100000 OPERATING TRANSFERS IN				0.00	(3,920.00)	3,920.00
07/01/2025			25-26 Fiscal Year Begin				0.00	0.00	0.00
06/30/2026			END BALANCE					0.00	0.00
06/01/2025			286-000-699-200000 OPERATING TRANSFERS IN				0.00	(6,374.17)	6,374.17
12/17/2025	GJ	JE	RECORD TRANSFER LAKESIDE BID SNOW REM	0000011927	11,500.00		0.00	(11,500.00)	11,500.00
06/30/2026			END BALANCE					(11,500.00)	11,500.00
06/01/2025			286-000-699-500000 OP. TRANS FROM ENTERPRISE FUND				0.00	0.00	0.00
07/01/2025			25-26 Fiscal Year Begin				0.00	0.00	0.00
06/30/2026			END BALANCE					0.00	0.00
06/01/2025			286-704-801 CONTRACTUAL SERVICES				0.00	30,785.74	(30,785.74)
06/03/2025	AP	INV	CARIBOU SERVICES, INC	I53507	895.00		0.00	31,680.74	(31,680.74)
06/03/2025	AP	INV	LAWSON PRINTERS, INC.	102944	683.70		0.00	32,364.44	(32,364.44)
07/01/2025			25-26 Fiscal Year Begin				0.00	0.00	0.00
08/02/2025	AP	INV	JEFF FRANKLIN	KP100425	1,200.00		0.00	1,200.00	(1,200.00)
08/19/2025	CRD	RCPT	CONTRACTUAL SERVICES - 02	0100972808	(200.00)		0.00	1,000.00	(1,000.00)
09/16/2025	GJ	JE	COPIES FOR LAKESIDE DISTRICT FALL FES	0000011687	50.00		0.00	1,050.00	(1,050.00)
09/30/2025	GJ	JE	COPIES FOR LAKESIDE DISTRICT FALL FES	0000011728	300.00		0.00	1,350.00	(1,350.00)
09/30/2025	GJ	JE	COPIES FOR LAKESIDE DISTRICT FALL FES	0000011862	(300.00)		0.00	1,050.00	(1,050.00)
10/06/2025	AP	INV	SHORELINE SHUTTLE LLC	TRAM	675.00		0.00	1,725.00	(1,725.00)
10/14/2025	AP	INV	WEST BEND MUTUAL INSURANCE COMPANY	C193884	499.00		0.00	2,224.00	(2,224.00)
10/16/2025	AP	INV	LAMAR COMPANIES	117577928	3,000.00		0.00	5,224.00	(5,224.00)
10/27/2025	AP	INV	ELITE INTEGRATED PEST MANAGEMENT	2676	11,500.00		0.00	16,724.00	(16,724.00)
10/28/2025	AP	INV	EARLE PRESS PRINTING	244966	300.00		0.00	17,024.00	(17,024.00)
11/12/2025	GJ	JE	RECORD SPECIAL EVENTS FEE	0000011809	1,940.00		0.00	18,964.00	(18,964.00)
11/19/2025	AP	INV	MARK FLERMOEN	11192025	620.00		0.00	19,584.00	(19,584.00)
12/10/2025	AP	INV	ELITE INTEGRATED PEST MANAGEMENT	2678	11,500.00		0.00	31,084.00	(31,084.00)
12/10/2025	AP	INV	HOOR MEDIA LLC	12-25-I08727	875.00		0.00	31,959.00	(31,959.00)
03/03/2026	AP	INV	FACEBOOK	9MDE3HRE62	27.88		0.00	31,986.88	(31,986.88)
03/26/2026	GJ	JE	RECLASS BARRY'S INVOICE WRONG FUND	0000012250	(6,525.00)		0.00	25,461.88	(25,461.88)
03/26/2026	AP	INV	BARRY'S GREENHOUSE	552	6,525.00		0.00	31,986.88	(31,986.88)
04/20/2026	AP	INV	WONDERLAND DISTILLING CO	260326-08-1	200.00		0.00	32,186.88	(32,186.88)
05/08/2026	AP	INV	LAWSON PRINTERS, INC.	104372	645.00		0.00	32,831.88	(32,831.88)
06/08/2026	AP	INV	PARKER CAPRICE	56944	625.00		0.00	33,456.88	(33,456.88)
06/30/2026			END BALANCE					33,456.88	(33,456.88)

GL ACTIVITY REPORT FOR CITY OF MUSKEGON

From 06/01/2025 to 06/30/2026

Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt	Change	Balance	Available
06/01/2025			286-704-995 BUDGETED OTHER FINANCING USES	BEG. BALANCE			0.00	0.00	0.00
07/01/2025			25-26 Fiscal Year Begin				0.00	0.00	0.00
06/30/2026				END BALANCE				0.00	0.00
06/01/2025			286-704-995-200000 BUDGETED OTHER FINANCING USES	BEG. BALANCE			0.00	600.00	(600.00)
07/01/2025			25-26 Fiscal Year Begin				0.00	0.00	0.00
06/30/2026				END BALANCE				0.00	0.00
06/01/2025			286-906-965 BAD DEBTS	BEG. BALANCE			0.00	0.00	0.00
07/01/2025			25-26 Fiscal Year Begin				0.00	0.00	0.00
06/30/2026				END BALANCE				0.00	0.00

LAKESIDE BID FINANCIAL FOR 06/30/2026

Revenues	2025 ACTUAL	2026 BUDGET	30-Jun-26
Special Assessments	\$ 22,448.23	\$ 22,060.41	\$ 20,248.24
Interest Income	\$ 64.54	\$ 70.00	\$ 12.23
Grant (MML Foundation)	\$ -		
Lakeside District Assoc. (split cost Christmas)	\$ -		
Lakeside Neighborhood Assoc.	\$ -	\$ -	
Fall Festival	\$ 200.00	\$ -	
Transfer from General fund for Snow Removal	\$ 3,920.00	\$ 3,266.00	
Intended CIA Transfer	\$ 11,500.00	\$ 15,000.00	
Total	\$ 38,132.77	\$ 40,396.41	\$ 20,260.47

Expenses	2025 ACTUAL	2026 BUDGET	30-Jun-26
Landscaping	\$ -	\$ 2,000.00	\$ -
Holiday Decorations	\$ -	\$ 750.00	
Snow Removal	\$ 23,000.00	\$ 23,000.00	
Transfer to DDA	\$ -	\$ -	
Fall Festival Expenses/Events	\$ 7,679.00	\$ 8,500.00	\$ 625.00
Advertising	\$ 5,158.70	\$ 5,500.00	\$ 872.88
Total Expenses	\$ 35,837.70	\$ 39,750.00	\$ 1,497.88

Net Rev/Expenses	\$ 2,295.07	\$ 646.41	\$ 18,762.59
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Fund Balance at Beginning of Year	\$ 13.87		\$ 2,308.94
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Fund Balance at End of Year	\$ 2,308.94		\$ 21,071.53
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Agenda Item Review Form

Muskegon Lakeside BID/CIA

Commission Meeting Date: August 4, 2026	Title: June Financial Report - CIA															
Submitted by: Isabela Gonzalez, Development Analyst	Department: Economic Development															
Brief Summary: No significant changes to report, cash in bank sits at \$88,894.63 . The June financial report reflects routine monthly activity.																
Detailed Summary & Background:																
<u>Goal/Action Item:</u> Administrative Action																
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">Yes</td> <td style="width: 10%;"></td> <td style="width: 20%;">No</td> <td style="width: 10%;"></td> <td style="width: 20%;">N/A</td> <td style="width: 10%;">X</td> <td style="width: 10%;"></td> </tr> </table>	Yes		No		N/A	X									
Yes		No		N/A	X											
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">Yes</td> <td style="width: 10%;"></td> <td style="width: 20%;">No</td> <td style="width: 10%;"></td> <td style="width: 20%;">N/A</td> <td style="width: 10%;">X</td> <td style="width: 10%;"></td> </tr> </table>	Yes		No		N/A	X									
Yes		No		N/A	X											
Recommended Motion: I move to accept the June CIA Financial Report.																
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head	X		Information Technology			Other Division Heads			Communication			Legal Review			<u>Name the Policy/Ordinance Followed:</u>
Immediate Division Head	X															
Information Technology																
Other Division Heads																
Communication																
Legal Review																

LAKESIDE CIA FINANCIAL FOR 05/31/2026

Revenues	2025 ACTUAL	2026 BUDGET	31-May-26
Special Assessments	\$ 36,584.00	\$ 47,346.00	\$ 46,570.00
Interest Income	\$ 234.96	\$ 335.00	\$ 106.32
Total	\$ 36,818.96	\$ 47,681.00	\$ 46,676.32

Expenses	2025 ACTUAL	2026 BUDGET	31-May-26
Landscaping	\$ -	\$ -	\$ 6,525.00
Holiday Decorations	\$ -	\$ -	
Snow Removal	\$ -	\$ -	
Contingency	\$ -	\$ -	
Transfer to Lakeside BID	\$ 11,500.00	\$ 15,000.00	
Lakeside Façade Grant	\$ -	\$ 10,000.00	
Total Expenses	\$ 11,500.00	\$ 25,000.00	\$ 6,525.00

Net Rev/Expenses	\$ 25,318.96	\$ 22,681.00	\$ 40,151.32
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Fund Balance at Beginning of Year	\$ 23,424.35		\$ 48,743.31
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Fund Balance at End of Year	\$ 48,743.31		\$ 88,894.63
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Agenda Item Review Form

Muskegon Lakeside BID/CIA

Commission Meeting Date: August 4, 2026	Title: Lakeside BID/CIA Bylaws Amendments							
Submitted by: Isabela Gonzalez, Development Analyst	Department: Economic Development							
Brief Summary: Review and consider amendments to the Lakeside BID/CIA Bylaws to incorporate references to the Corridor Improvement Authority and continue the annual public meeting requirement following the transition from the Business Improvement District (BID) to the Corridor Improvement Authority (CIA).								
Detailed Summary & Background: The current bylaws refer only to the Muskegon Lakeside Business Improvement District and state that, once the BID is operating through a special assessment, the Board will schedule an annual public meeting to present the current and future budget, discuss future needs and direction, and provide an opportunity for public questions and input. As the organization transitions from a Business Improvement District to a Corridor Improvement Authority, staff recommends updating the bylaws to incorporate references to the Corridor Improvement Authority where appropriate. Staff also recommends amending the Annual Meeting section to continue the Board's annual public meeting requirement following the transition to the CIA. These amendments are intended to ensure the bylaws accurately reflect the organization's governance structure while preserving the Board's existing practice of annual public engagement.								
<u>Goal/Action Item:</u>								
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:								
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;">X</td> <td style="width: 12.5%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;">X</td> <td style="width: 12.5%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Recommended Motion: I move to adopt the proposed amendments to the Muskegon Lakeside Business Improvement District/ Corridor Improvement Authority Bylaws, as presented, to incorporate references to the Corridor Improvement Authority throughout the bylaws where appropriate and to revise the Annual Meeting provision to reflect the Board's transition from the Business Improvement District to the								

Corridor Improvement Authority.

Approvals:

Immediate Division Head	X	
Information Technology		
Other Division Heads		
Communication		
Legal Review		

Name the Policy/Ordinance Followed:

Bylaws

Of

The Muskegon Lakeside Business Improvement District

Adopted

Nov. 12, 2019

Amended March 24, 2026

Purpose

The Muskegon Lakeside Business Improvement District was created to provide enhanced services in the Lakeside Business District through marketing activities, common area maintenance such as snow removal and beautification. The intention in the BID's creation was to provide a "funding bridge" to a newly created Lakeside Corridor Improvement District and eventually have the BID expire as the CIA becomes able to fund the activities of the BID.

Article 1

Property Classifications

Class "A" Properties

Properties located within Muskegon Lakeside Business Improvement District which are currently used for, or zoned for commercial, office, retail or other similar activities not listed below.

Class "B" Properties

Properties located within the Muskegon Lakeside Business Improvement District which are currently use for, or zoned for industrial, automotive or public utility.

Class "C" Properties

Properties located within the Muskegon Lakeside Business Improvement District which are currently used for nonprofit or religious activities

Class "D" Properties

Properties located within the Muskegon Lakeside Business Improvement District which are currently used for, or zoned for educational or governmental activities.

Note: Under current law of the state of Michigan, properties zoned for or exclusively used for residential within a Business Improvement District are exempt from special assessments.

Article 2

Governing Board

Section 2.1 – Composition

The Muskegon Lakeside Business Improvement District Board shall consist of seven (7) members. Board composition shall be consistent with the State of Michigan enabling legislation, Act No. 120 of the Public Acts of 1961. Statute allows for between seven (7) and fifteen (15) members. Board membership may be increased or decreased by a recommendation of the BID Board at the first quarterly annual meeting in January with the new board composition taking effect the following January 1.

Section 2.2 – Board Terms

Each board member will be appointed to a three (3) year term with no more than half of board seats expiring in one year. For the initial board, board members will draw lots to determine what members will serve one (1), two (2) and three (3) year teams. Board terms end on December 31 of the expiring year. The first year term for inaugural board members will expire on December 31, 2016 following the first full year of service.

Section 2.3 – Board Openings

Nominees for annual openings shall be indorsed by the Muskegon Lakeside Business Improvement District board at its fall quarterly meeting and then sent to the Muskegon City Commission for formal appointment with terms beginning at the end of each January.

Section 2.4 – Regular Openings

Individuals seeking nomination/appointment to the board should complete an application of interest through the city of Muskegon's Talent Bank. If more individuals express interest in open positions than there are positions the Muskegon Lakeside Business Improvement District will make a final recommendation to the city commission with a majority vote.

Section 2.5 – Vacancies, Resignations and Removals

Vacancies which occur between fall quarterly meetings shall be filled by appointment via a recommendation of the Muskegon Lakeside Business Improvement District Board to the Muskegon City Commission.

Section 2.6 – Compensation

Muskegon Lakeside Business Improvement District Board members shall not receive any compensation for their services.

Article 3

Officers

Section 3.1 – Appointment of Chair and Vice-Chair

The Muskegon Lakeside Business Improvement District Board shall annually select one of its members to serve as Chair and Vice-Chair.

The Chair shall preside at all meetings.

The Vice-Chair shall act in the capacity of the Chair in the absence of the Chair. In the event of a vacancy in the office of Chair, the Vice-Chair will assume the office of Chair and the Muskegon Lakeside Business Improvement District Board shall select a successor to the office of Vice-Chair at the earliest practical time.

Section 3.2 – Secretary

The Muskegon Lakeside Business Improvement District Board shall designate a qualified member or members of city of Muskegon staff to serve as secretary or co-secretaries of the Muskegon Lakeside Business Improvement District Board. The Secretary shall file a detailed record of all proceedings of the board and as manager take all other action as necessary for the proper and expeditious execution of all board actions. The Muskegon Lakeside Business Improvement District Board may pay a reasonable administrative fee to the city for such secretarial/managerial services.

Section 3.4 – Treasurer

The Muskegon Lakeside Business Improvement District Board will not have a designated treasurer but appoints the city of Muskegon Finance Department to handle all accounting and financial management needs of the Muskegon Lakeshore Business Improvement District.

Article 4

Meetings

Section 4.1 – Open Meetings Act

All meeting of the Muskegon Lakeside Business Improvement District Board shall be conducted at a public meeting held in compliance with the Michigan Open Meetings Act, Act No. 267 of the Public Acts of 1976. Any property owner or business owner located within the Muskegon Lakeside Business Improvement District shall be given the opportunity to be heard.

Section 4.2 – Meetings Held

The Muskegon Lakeside Business Improvement District Board shall meet monthly on the first Tuesday of each month at 9:00 AM, unless otherwise determined by the Board. Meetings will be held at City Hall, 933 Terrace Street, Room 204, or at an alternate location as posted in accordance with the State of Michigan Open Meetings Act.

Additional meetings may be called between regularly scheduled meetings with no less than 48 hours' notice. Special meetings may be called with no less than 18 hours' notice, in accordance with the State of Michigan Open Meetings Act.

Key discussions throughout the calendar year may include, but are not limited to:

- Annual report and selection of Chair and Vice-Chair
- Discussion of services for the following year
- Discussion of assessment based on recommended services
- Recommendation of assessment and new board members

Section 4.3 – Notice of Meetings

Notices of all meetings (regularly scheduled and special) shall be posted per the state's Opening Meetings Act on the City of Muskegon's website and the appropriate Lakeside Business District website.

Section 4.4 – Amending Bylaws

The Muskegon Lakeside Business Improvement District Bylaws may be amended by a simple majority vote of the board.

Section 4.5 – Attendance

Board members are expected to regularly attend scheduled meetings. A board member may not exceed four (4) absences, whether excused or unexcused, within a 12-month period. Upon reaching this threshold, the member will be referred to the Community Relations Committee (CRC) for consideration of removal and replacement.

Article 5

Administration

Section 5.1 - Records

All records of the Muskegon Lakeside Business Improvement District board are available to the public in compliance with the Michigan Freedom of Information Act. Meeting agendas, board packets, meeting minutes and annual financials shall be posted district's city website page.

Section 5.2 – Annual Meeting

Once the Muskegon Lakeside Business Improvement District is operating through a special assessment, the board will schedule a public annual meeting to present the current and future budget of the Muskegon Lakeside Improvement District, discussion of future needs and directions and allow the public to ask questions and provide input.



Agenda Item Review Form

Muskegon Lakeside BID/CIA

Commission Meeting Date: August 4, 2026	Title: Discussion: Muskegon Pub Pedal							
Submitted by:	Department: Economic Development							
Brief Summary: Discuss the board's interest in participating in planning efforts for the annual Muskegon Pub Pedal event and identify opportunities to improve the event experience in the Lakeside business district.								
Detailed Summary & Background: At the end of the June Lakeside BID/CIA meeting, board members discussed several concerns regarding the 2026 Muskegon Pub Pedal event, including public safety, sanitation, traffic management, emergency access, event operations, and support for local businesses. Rather than formally recommending specific changes, staff is seeking direction on whether the board would like to be involved in planning future events. If the board is interested, staff will reach out to the event organizers to express the board's interest in participating in future planning discussions. This would provide an opportunity for the BID/CIA to collaborate with organizers on ideas such as wayfinding, bicycle parking, sanitation, business engagement, and other improvements that could enhance the event while supporting Lakeside businesses and visitors.								
<u>Goal/Action Item:</u>								
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:								
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 15%;"></td> <td style="width: 15%;">No</td> <td style="width: 15%;"></td> <td style="width: 15%;">N/A</td> <td style="width: 15%;">X</td> <td style="width: 15%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 15%;"></td> <td style="width: 15%;">No</td> <td style="width: 15%;"></td> <td style="width: 15%;">N/A</td> <td style="width: 15%;">X</td> <td style="width: 15%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Recommended Motion: Discussion Only								
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 30%;"></td> </tr> <tr> <td>Information</td> <td></td> <td></td> </tr> </table>	Immediate Division Head	X		Information			<u>Name the Policy/Ordinance Followed:</u>	
Immediate Division Head	X							
Information								

Technology			
Other Division Heads			
Communication			
Legal Review			