February 13, 2024

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, February 13, 2024, at Lewiston City Hall. Chairperson Sheila Bond called the meeting to order at 12:01 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Sheila Bond, Chairperson; Joe Gish, Vice Chairperson; Don Beck; Jim Kleeburg; A.L. "Butch" Alford; Tim Switzer; Joe Anderson; Jessica Klein, Council Alternate;

BOARD MEMBERS EXCUSED: None

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Katie Hollingshead, Assistant URA Director; Aaron Butler, IT; Luke Antonich, City Engineer; Aimee Gordon, City Treasurer

OTHERS PRESENT: Thad O'Sullivan, URA Legal Counsel; Ryan Rehder, Merrick & Company;

II. CITIZEN COMMENTS

Luke Antonich, City Engineer, shared that City Council would soon be approving the Capital Improvement Plan (CIP) for 2024, which sets the marching order for staff in regards to projects. One of those projects is the main street corridor project and a request for qualifications (RFQ) has been advertised and city staff is reviewing the submitted proposals. This project may potentially tie in with the Downtown Revenue Allocation Area and be of interest to the URA. Once a proposal has been selected there will potentially be a bond election to fund the project.

III. CORRECTIONS OR ADDITIONS TO AGENDA

None.

IV. ACTIVE AGENDA (ACTIVE ITEM)

A. Approval of Minutes, January 9, 2024 – Action Item

B. Approval of Invoices

1. Elam & Burke, $750.00
2. O'Sullivan Legal PLLC, $265.00

Board member's Alford and Gish moved and seconded, respectively, to approve the minutes and invoices. Motion passed 7-0.

C. Review of Financial Summary

Director Grow reviewed both the December 2023 and January 2024 financial summaries. Board member Gish asked about the large increase in revenue between the December and January summaries. Director Grow stated that January and July will have larger jumps in the dollar amount because tax assessments are due in December and June. Board member Gish stated he thought the commercial corridor downtown would generate more revenue. Director Grow stated that illustrates the split of taxes between commercial and residential properties due to the way Idaho State has allocated tax assessments between commercial and residential properties. Director Grow also let the board know that the February summary will include the transfer of funds to the Idaho State investment pool because that transfer was made on February 5, 2024.

D. Revenue of Draft 2023 Annual Report

Director Grow explained to the board that the draft plan is usually reviewed in February and then a final report is voted on at the March meeting. The state requires that the annual report be approved and published by March 31 each year. Director Grow then reviewed the guidance provided by the state for the items that are required to be included in the report and walked the board through the assessed values, work focus for the 2024 fiscal year, work completed in fiscal year 2023, URA Investments over all districts both open and closed, URA expenditures by Revenue Allocation Area, summary of expenses and assets, annual budget and fiscal year summary for 2023, budget for fiscal year 2024, maps for the four existing Revenue Allocation Area and then sample tax bill for a property owner in a Revenue Allocation Area.

Board member Gish asked about the agency objectives listed in the report and stated that he didn't see much of an intersection between the objectives listed in the report and those listed in state code. He asked if the objectives could be something that was measurable.

Director Grow stated that she could look to see where the language came from and if it was covering the URA Plan as a whole instead of state code, but it could be something that could be changed.

Board member Gish also asked about the nitrate studies that were done as part of the East Orchards Sewer Plan and if that could be mentioned in the report. He also asked if there was a plan to continue measuring the nitrates to show a reduction or an improvement to the water quality.

Director Grow stated that she could reach out to DEQ to find out if they do continuous monitoring or if additional studies have been done.

Chair Bond asked about the approval of the report. Director Grow stated that she would make any requested changes from the board and then bring the final draft back. Director Grow stated that normally a public hearing is advertised and public comment is solicited, but that in the past, no public comment has been received. Director Grow asked the board if they wanted to continue to advertise the approval of the report in the paper as it is not a state requirement. Board member Alford stated he thought it was good for transparency. Chair Bond stated she thought they should continue with the advertisement. Board member Gish stated he thought the report was a really good summary.

V. UNFINISHED AND NEW BUISNESS

A. Approval of Rock Boring Study with Merrick & Company, $85,500.

Assistant Director Hollingshead reminded the board that at a previous meeting the board had decided to move forward with performing a rock boring study on all remaining segments of the East Orchards Sewer and the contract in front of the board is for that work. Assistant Director Hollingshead introduced Luke Antonich, City Engineer and Ryan Rehder from Merrick & Company as being available to answer any questions.

Board member Gish asked what the benefit of doing the rock boring study would provide. Mr. Rehder presented that identifying rock depth along all segments can help the board make decisions in moving forward with which segments can be built and could possibly eliminate spending money on designing segments that cannot be built because of the presence of rock. With each segment design, rock boring is done regardless, just on a segment by segment basis, so doing all the segments together will eliminate doing that segment by segment. Board member Alford asked if Merrick & Company had done the rock boring for previous segments of the EOS project. Mr. Rehder stated yes, Merrick & Company has been involved in the design of all the previously installed segments. Chair Bond asked about some of the contract language. Director Grow stated that the contract is actually between Merrick & Company and the City, so the board is just approving that they are willing to partner with the City and pay the $85,500.00 for the study.

Board members Anderson and Switzer moved and seconded to approve the expense of $85,500.00. Motion passed 7-0.

B. Main/East Main RAA #4:

Director Grow let the board know that after discussing with Megan from Elam & Burke and legal counsel Thad O'Sullivan the proposal from Wallowa River Properties for single family dwellings would not work for a URA project as the project is not identified in the Main/East Main RAA #4 plan. In speaking with Wallowa River Properties they would be willing to look at other development possibilities and are interested in a feasibility study either in partnership with the URA or the City. Wallowa River Properties is scheduled to meet with the Water Manager for the City tomorrow (2/14/24) to discuss. Director Grow said that she would stay in communication with Wallowa River Properties as discussions continue with the City.

Director Grow reminded the board that they had decided during the summer of 2023 that they would revisit the Main/East Main Revenue Allocation Area in March of 2024 and decide if the board wanted to keep the RAA open or close the RAA. Director Grow reviewed the two remaining projects identified in the Main/East Main plan. Board member Gish asked about closing the existing RAA and then opening a new RAA in the same area, could the previous increment history be used to support bond funding. Director Grow said that usually when a new RAA is established it will not be the exact same boundaries as a previous RAA in the same area, a feasibility study would help to determine the area of the new RAA, but that the previous increment history could possibly be helpful in determining the amount of money that could be accrued for projects. Director Grow reminded the board that the reason the board is reviewing the Main/East Main RAA in March is to provide enough time for staff to complete all the necessary steps for the closure by the fourth Monday in July.

C. Downtown RAA #7 - Director Grow stated there was no update. The city has not heard back from Twin City Foods. Director Grow stated that she would be putting the Downtown RAA #7 on a future agenda so that the board can revisit the plan and the projects within the plan, much like the board has done with the other RAA's.

Board member Gish asked if the City had received the DEQ report it had been waiting for.

Director Grow stated the DEQ assessment had not been received yet.

Board member Kleeburg told the board that because of that DEQ assessment, it makes sense for the City to purchase the property because the City can access grant money to do any clean up, brown field or otherwise, that might be required. A private owner would not be able to access those same grant funds.
Director Grow stated that regardless of the City purchasing the property or not, the board still needs to review the plan and the projects within it. Like Mr. Antonich previously shared, the City is ramping up to do work in the downtown corridor.

Board member Gish told the board that he had created a facebook page called Joe Gish on URA and that the Chair of the Planning & Zoning Commission had asked a number of good questions and generated good discussion.

D. East Orchards Sewer #5 –
Assistant Director Hollingshead shared that she and Board member Gish had been able to get together and put together information for Board member Gish to generate a value chart using base values and some assumptions regarding increased density and increased property values and taxes. Assistant Director Hollingshead passed out a copy of the value chart to the board and Board member Gish explained how the chart worked.

E. Board Member Comments -
Board member Kleeburg said that in response to Board member Gish's value chart and the idea that people could split their one acre lots into four lots if sewer is available, that the rural nature of the east orchards is the reason many people move out there, they don't want to have their neighbors close.

F. Staff Comments
Ryan Rehder from Merrick & Company asked if he could provide an additional update to the East Orchards Sewer discussion. The board had approved the design of Segment 7 to be completed and it is to the point where construction estimates are the next step. With Segment 7 being nearly complete, then there will be 5 segments fully designed and waiting for construction. Mr. Rehder said that his understanding was that the board needed to wait for enough funds to accumulate to move forward, but that he wanted to make the board aware of where Merrick & Company stands currently with the project.
Director Grow said that the current balance in East Orchard Sewer is approximately one million dollars to go towards the project. The segments 17, 18, and 19 have construction estimates of $1.37 million from August of 2023. Based on those numbers you could bid out segment 17 and 18 and maybe ask for segment 19 as a bid alternative. Director Grow said that she would need to go over the numbers for administrative costs and bond payment with Aimee Gordon, City Treasurer to be able to give the board a better idea of how much would be available. Director Grow said that she could bring that information back to the board at the next meeting as an action item for the board to further discuss and possibly vote on.

VI. ADJOURN (ACTION ITEM)

There being no further business, Board members Switzer and Gish moved and seconded, respectively, to adjourn. The motion carried 7-0 and the Urban Renewal Agency Board adjourned at approximately 1:19 p.m.

RESPECTFULLY SUBMITTED,

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:

URBAN RENEWAL AGENCY CHAIR

Approved this 12 day of March, 2024.