



Lewiston Urban Renewal Agency
REGULAR MEETING **AMENDED AGENDA**
August 13, 2024 - 12:00 PM
Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501

Seating will be available on a first-come, first-served basis.

I. CALL TO ORDER

II. CITIZEN COMMENTS

An opportunity for citizens to address the Agency. Citizens are asked to limit their time to three (3) minutes each. Comments and questions can be made by: 1) attending in-person; 2) emailing comments and questions prior to the start of the meeting to sgrow@cityoflewiston.org or dortiz@cityoflewiston.org; 3) mailing written comments prior to the start of the meeting to Shannon Grow, PO Box 617, Lewiston ID 83501; or 4) calling 208-746-1318 x 7265 and leaving a message. Your comments will then be forwarded to the Agency.

III. PUBLIC HEARING

A. FY2025 BUDGET – RECEIVE TESTIMONY ON FY2025 BUDGET – ACTION ITEM

IV. ACTIVE AGENDA

A. APPROVAL OF MINUTES, JULY 9, 2024 – ACTION ITEM

B. APPROVAL OF INVOICES – ACTION ITEM

1. O’SULLIVAN LEGAL PLLC, LEGAL SERVICES, JULY 2024, \$132.50

2. CITY OF LEWISTON, ADMINISTRATIVE FEES-2ND HALF, APR 2024-SEPT 2024, \$15,118.75

C. REVIEW OF FINANCIAL SUMMARY – INFORMATION ITEM

1. JULY 2024

D. APPROVE FY2025 BUDGET – ACTION ITEM

V. APPROVAL OF REBATES TO TAXING ENTITIES FROM CLOSURE OF RAA #4 (ALL ACTION ITEMS)

A. CITY OF LEWISTON \$516,060.00
: - Action Item ()

B. NEZ PERCE COUNTY \$305,550.00

: - Action Item ()

C. SCHOOL DISTRICT \$72,180.00

: - Action Item ()

D. PORT OF LEWISTON \$6,210.00

: - Action Item ()

VI. UNFINISHED & NEW BUSINESS

A. BOARD MEMBER COMMENTS

B. STAFF COMMENTS

VII. 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 Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.

July 09, 2024

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, July 09, 2024, 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; A.L. “Butch” Alford; Joe Anderson; Jim Kleeburg; Tim Switzer;

BOARD MEMBERS EXCUSED: Joe Gish, Vice Chairperson;

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

OTHERS PRESENT: Thad O’Sullivan, URA Legal Counsel (via Zoom);

II. CITIZEN COMMENTS

None.

III. ACTIVE AGENDA (ACTIVE ITEM)

A. Approval of Minutes, June 11, 2024 – Action Item

Board member Alford and Switzer moved and seconded, respectively, to approve the June 11, 2024 minutes. Motion passed 6-0.

B. Approval of Invoices – Action Item

1. O’Sullivan Legal PLLC, Legal Services, June 2024, \$132.50
2. City of Lewiston, East Orchards Sewer Design, \$21,865.85

Board members Beck and Anderson moved and seconded, respectively, to approve the O’Sullivan Legal PLLC invoice and City of Lewiston invoice. Motion passed 6-0.

C. Review of Financial Summary

Director Grow presented the June financial summary and was available for questions. Board member Anderson asked when the fiscal year ended. Director Grow stated September 30, 2024.

Chairperson Bond asked when the first round of reimbursement checks for the Main East Main Revenue Allocation Area closure would go out. Director Grow stated checks would be on the August agenda for approval.

D. Draft Budget for 2025 – Action Item

Director Grow reviewed the draft budget for the board. Board member Alford if there was an action for the board to take. Director Grow stated, yes, if you have no changes, you direct staff to publish the budget so that you can vote on it at the August

meeting. Board member Anderson moved to direct staff to publish the budget and have it on the August agenda to vote on. Board member Alford provided the second. Motion passed 6-0.

IV. UNFINISHED AND NEW BUISNESS

A. Board Member Comments -

Board member Anderson asked if the board could get a thumbnail recap on the Bryden RAA. Director Grow stated that they are finishing the design phase and then they will go into the right of way acquisition phase, which should occur in FY28 or FY29. Then additional years out to construction, unless other funding comes to the table. The URA does have a contract with Lewiston Orchards Irrigation District (LOID) for a 50% match for infrastructure improvements that LOID needs with no dollar cap.

Chairperson Bond asked if there were any projects in the Downtown RAA with the purchase of the Twin City Foods site off of the table.

Director Grow stated that the City is pursuing the main street rebuild project, so there might be opportunities for the URA to partner with the City on projects related to that. Increment is not accruing as quickly in that RAA. Property acquisition is not in the plan though, so the URA could not purchase property. The City could purchase property and the URA could partner with the City on infrastructure projects in regards to the Twin City Foods site.

Councilor Kleeburg stated that the most valuable part of the Twin City Foods site is the well. The well would be of benefit to the City but not at the price they are asking.

B. Staff Comments

Director Grow stated that the board will vote on the annual budget at the August meeting and will also have the first round of checks from the Main East Main Revenue Allocation Area closure on the agenda.

Board member Alford stated that he would be unable to attend the August meeting in person but could possibly attend via Zoom. All other board members present are able to attend.

V. ADJOURN (ACTION ITEM)

There being no further business, Board members Kleeburg and Switzer moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Urban Renewal Agency Board adjourned at approximately 12:20 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of _____, 2024.

O'Sullivan Legal PLLC

PO Box 8027
3120 S Grand Blvd
Spokane, 99203
PHONE: 5094344547

INVOICE

City of Lewiston URA
215 D Street
Lewiston, ID 83501

INVOICE NUMBER: 281
INVOICE DATE: AUGUST 01, 2024

DATE	PROJECT	DESCRIPTION	HOURS	RATE	AMOUNT
JUL-09-24	General Legal	Prepare for and attend meeting	0.50	\$265.00	\$132.50
		Total amount of this invoice			\$132.50

ACCOUNT INFORMATION

Prior account balance as of JUL-01-2024	\$132.50
Payment JUL-15-2024 - Check 1535	(\$132.50)
Invoice 281 AUG-01-2024	\$132.50
Current account balance	\$132.50

AMOUNT DUE: \$132.50



CITY OF LEWISTON
CITY HALL
1134 F STREET
PO BOX 617
LEWISTON, ID 83501

INVOICE
Customer Copy

CUSTOMER		INVOICE DATE	INVOICE NUMBER		AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE	
URBAN RENEWAL AGENCY		07/31/2024	6387		\$0.00	07/31/2024	\$15,118.75	
DESCRIPTION		QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
ADMINISTRATIVE FEES- 2ND HALF APR 2024 - SEPT 2024		1	\$15,118.75	EACH	\$15,118.75	\$0.00	\$0.00	\$15,118.75
Invoice Total:						\$15,118.75		

URA ADMINISTRATIVE FEES

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂

Promptly Send Payment To:



CITY OF LEWISTON
CITY HALL
1134 F STREET
PO BOX 617
LEWISTON, ID 83501

1957
URBAN RENEWAL AGENCY
PO BOX 617
LEWISTON, ID 83501

INVOICE

Remit Portion

Invoice Date 07/31/2024
Invoice Number 6387
Customer Number 1957
Amount Paid \$0.00

Due Date	07/31/2024
Invoice Total Due	\$15,118.75
Payment Terms	Due Upon Receipt

Please write your Account Number on your check and
enclose this portion of the bill with your payment.
Make checks payable to: City of Lewiston ID

URBAN RENEWAL AGENCY FISCAL YEAR 2024 SUMMARY OF ACTIVITY (as of 7/31/24)						
	DATE	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Downtown/Normal Hill (#7)	Total
9/30/2023		563,966.99	1,322,476.10	850,584.12	86,535.74	2,823,562.95
RECEIPTS:						
Monthly Urban Renewal Collections (Property Tax)	OCT'23-SEPT'24	547,920.74	678,805.43	534,814.63	243,033.19	2,004,573.99
Reimbursements	OCT'23-SEPT'24					-
City of Lewiston PW Reimbursement						-
Twin River Bank Interest Earned	OCT'23-SEPT'24	3,161.65	515.04	4,588.38	620.01	8,885.08
State Investment Interest Earned	OCT'23-SEPT'24	21,898.00	9,583.59	29,755.52	5,152.45	66,389.56
EXPENDITURES:						
Pmt to Elam & Burke	OCT'23	(8.33)		(8.34)	(8.33)	(25.00)
Pmt to City of Lewiston	OCT'23		(21,227.65)			(21,227.65)
Pmt to Redevelopment Association of ID	NOV'23	(650.00)	(650.00)	(650.00)	(650.00)	(2,600.00)
Pmt to O'Sullivan Legal PLLC	JAN'24	(251.75)	(251.75)	(251.75)	(251.75)	(1,007.00)
Pmt to Elam & Burke	FEB'24	(187.50)	(187.50)	(187.50)	(187.50)	(750.00)
Pmt to O'Sullivan Legal PLLC	FEB'24	(66.25)	(66.25)	(66.25)	(66.25)	(265.00)
Pmt to O'Sullivan Legal PLLC	MAR'24	(99.37)	(99.38)	(99.38)	(99.37)	(397.50)
Pmt to ICRMP	MAR'24	(271.50)	(271.50)	(271.50)	(271.50)	(1,086.00)
Pmt to City of Lewiston	MAR'24	(3,779.69)	(3,779.69)	(3,779.69)	(3,779.68)	(15,118.75)
Pmt to Tribune Publishing Company	APR'24	(8.01)	(8.01)	(8.01)	(8.01)	(32.04)
Pmt to O'Sullivan Legal PLLC	APR'24	(112.62)	(112.63)	(112.63)	(112.62)	(450.50)
Pmt to Tribune Publishing Company	MAY'24	(32.14)	(32.14)	(32.14)	(32.14)	(128.56)
Pmt to O'Sullivan Legal PLLC	MAY'24	(185.50)	(185.50)	(185.50)	(185.50)	(742.00)
Pmt to Presnell Gage PLLC	MAY'24	(1,275.00)	(1,275.00)	(1,275.00)	(1,275.00)	(5,100.00)
Pmt to Tribune Publishing Company	JUN'24	(47.50)	(47.50)	(47.50)	(47.50)	(190.00)
Pmt to O'Sullivan Legal PLLC	JUN'24	(33.12)	(33.13)	(33.13)	(33.12)	(132.50)
Pmt to O'Sullivan Legal PLLC	JUL'24	(33.13)	(33.13)	(33.12)	(33.12)	(132.50)
Pmt to City of Lewiston	JUL'24		(21,865.85)			(21,865.85)
						-
						-
						-
BALANCE		1,129,905.97	1,961,253.55	1,412,701.21	328,300.00	4,832,160.73
Restricted & Reserved Funds						
#5 Debt Service Reserve Primary - Banner¹			(228,518.63)			(228,518.63)
#5 Debt Service Reserve Secondary - Banner¹			(400,000.00)			(400,000.00)
#5 Capitalized Interest - Banner			-			-
AVAILABLE FUNDS		1,129,905.97	1,332,734.92	1,412,701.21	328,300.00	4,203,642.10

	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Downtown/Normal Hill #7	
Twin River National Bank	258,007.97	300,287.36	227,945.69	123,147.55	909,388.57
Banner Bank - Public Funds Checking Unrestricted		650,863.97		-	650,863.97
Banner Bank - Public Fund Checking Restricted		628,518.63		-	628,518.63
State Investment Pool Fund	871,898.00	381,583.59	1,184,755.52	205,152.45	2,643,389.56
	1,129,905.97	1,961,253.55	1,412,701.21	328,300.00	4,832,160.73

¹URA is committed to reimbursing the City \$552,787.59 upon the debt service reserve being released by the bank.

URBAN RENEWAL REVENUE ALLOCATION AREA #5

EAST ORCHARDS SEWER

Summary of Funds

31-Jul-24

Date	Description	Banner Bank Checking Account					Twin River	Totals
		Debt Balance	Primary Reserve	Secondary Reserve	Capitalized Interest	Available Funds		
10/1/2023	Beginning Balance	1,187,533.97	228,518.63	400,000.00	-	58,616.02	635,341.45	1,322,476.10
10/9/2023	Funds Transfer					635,341.45	(635,341.45)	-
10/9/2023	City of Lewiston					(21,227.65)		(21,227.65)
10/31/2023	Property Taxes						1,408.70	1,408.70
10/31/2023	Interest						2.06	2.06
11/17/2023	Property Taxes						1,528.22	1,528.22
11/8/2023	Check#1521						(650.00)	(650.00)
11/30/2023	Interest						2.82	2.82
12/13/2023	Property Taxes						38,902.32	38,902.32
12/31/2023	Interest						51.19	51.19
1/9/2024	Check#1522						(251.75)	(251.75)
1/30/2024	Property Taxes						347,950.28	347,950.28
1/31/2024	Interest						315.26	315.26
2/6/2024	STP Transfer						(372,000.00)	(372,000.00)
2/13/2024	Check#1523						(187.50)	(187.50)
2/13/2024	Check#1524						(66.25)	(66.25)
2/16/2024	Property Taxes						2,243.43	2,243.43
2/29/2024	Interest						90.11	90.11
3/11/2024	Check#1525						(99.38)	(99.38)
3/11/2024	Check#1526						(271.50)	(271.50)
3/11/2024	Check#1527						(3,779.69)	(3,779.69)
3/14/2024	Property Taxes						2,516.77	2,516.77
3/31/2024	Interest						15.92	15.92
4/10/2024	Property Taxes						8,037.51	8,037.51
4/15/2024	Check#1528						(8.01)	(8.01)
4/15/2024	Check#1529						(112.63)	(112.63)
4/30/2024	Interest						20.52	20.52
5/13/2024	Check#1530						(32.14)	(32.14)
5/13/2024	Check#1531						(185.50)	(185.50)
5/13/2024	Check#1532						(1,275.00)	(1,275.00)
5/16/2024	Property Taxes						1,003.49	1,003.49
5/31/2024	Interest						20.76	20.76
6/11/2024	Check#1533						(47.50)	(47.50)
6/11/2024	Check#1534						(33.13)	(33.13)
6/13/2024	Property Taxes						5,430.34	5,430.34
6/30/2024	Interest						23.56	23.56
7/9/2024	Check#1535						(33.13)	(33.13)
7/9/2024	City of Lewiston					(21,865.85)		(21,865.85)
7/30/2024	Property Taxes						269,682.64	269,682.64
7/30/2024	Property Taxes						11.62	11.62
7/31/2024	Interest						62.95	62.95
								-
		<u>1,187,533.97</u>	<u>228,518.63</u>	<u>400,000.00</u>	<u>-</u>	<u>650,863.97</u>	<u>300,287.36</u>	<u>* 1,579,669.96</u>

Banner Bank Balance 1,279,382.60

Balance of Bonds Outstanding	
9/30/2023	1,187,533.97

URA BUDGET FY25

Adopted:

	AREA 5 EOS	AREA 6 BRYDEN	AREA 7 DOWNTOWN
REVENUES			
Bond Proceeds	\$ -	\$ -	\$ -
Tax Receipts	690,000	560,000	220,000
Interest	15,000	20,000	7,500
City of Lewiston	-	-	-
Total Revenues	\$ 705,000	\$ 580,000	\$ 227,500
EXPENSES			
Project Costs	\$ 125,000		\$ -
Bond Costs	-	-	-
Interest	54,366	-	-
Principle	94,584	-	-
Professional Services ⁽¹⁾	16,500	16,500	16,500
Publications/misc	300	300	300
Total Expenses	\$ 290,750	\$ 16,800	\$ 16,800
Subtotal: Revenues Less Expenses	\$ 414,250	\$ 563,200	\$ 210,700
FUND BALANCE BEGINNING OF YEAR	\$ 1,704,731	\$ 1,234,326	\$ 226,000
PLUS TOTAL REVENUES	705,000	580,000	227,500
LESS TOTAL EXPENSES	290,750	16,800	16,800
FUND BALANCE END OF YEAR	\$ 2,118,981	\$ 1,797,526	\$ 436,700
Debt Service Reserve	\$ 628,519		
Projected Available Fund Balance	\$ 1,490,462	\$ 1,797,526	\$ 436,700

⁽¹⁾ Audit, Insurance, Legal, RAI Dues, Admin Services