



**Lewiston Urban Renewal Agency
REGULAR MEETING AGENDA
September 10, 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. ACTIVE AGENDA

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

B. APPROVAL OF INVOICES – ACTION ITEM

- 1. O’SULLIVAN LEGAL PLLC, LEGAL SERVICES, AUGUST 2024, \$132.50:**
- 2. TRIBUNE PUBLISHING COMPANY, 2025 BUDGET PUBLICATION, \$220.00:**
- 3. ICRMP, INV. 18038-2025-1, \$1,306.00:**

C. REVIEW OF FINANCIAL SUMMARY – INFORMATION ITEM

- 1. AUGUST 2024:**

D. UPDATE ON REBATES TO TAXING ENTITIES FROM CLOSURE OF RAA#4 (INFORMATION ITEM)

IV. UNFINISHED & NEW BUSINESS

A. BOARD MEMBER COMMENTS

B. STAFF COMMENTS

V. ADJOURNMENT - Action Item

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.

August 13, 2024

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, August 13, 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 (via Zoom); Joe Anderson; Jim Kleeburg; Tim Switzer; Joe Gish, Vice Chairperson;

BOARD MEMBERS EXCUSED:

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Katie Hollingshead, Assistant URA Director; Dan Johnson, Mayor; Luke Antonich, City Engineer;

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

II. CITIZEN COMMENTS

Mayor Johnson stated that he had reviewed the budget and that everything looked to be in order. He thanked the board for their hard work.

III. PUBLIC HEARING

A. FY2025 BUDGET – Receive testimony of FY2025 Budget (Action Item)

Chairperson Bond opened the public hearing and asked for comments. There were no citizens in the audience. Director Grow stated that no comments had been submitted prior to the meeting. Chairperson Bond closed the public hearing.

IV. ACTIVE AGENDA (ACTION ITEM)

A. Approval of Minutes, July 09, 2024 – Action Item

Board members Beck and Switzer moved and seconded, respectively, to approve the July 09, 2024 minutes. Motion passed 7-0.

B. Approval of Invoices – Action Item

1. O'Sullivan Legal PLLC, Legal Services, July 2024, \$132.50
1. City of Lewiston, Administrative Fees – 2nd half, April 2024 to September 2024, \$15,118.75.

Board members Anderson and Switzer moved and seconded, respectively, to approve the O'Sullivan Legal PLLC invoice and City of Lewiston invoice. Motion passed 7-0.

C. Review of Financial Summary

Director Grow presented the July financial summary and noted the increases in amounts due to the tax payments that were received in June. Reviewed the amount transferred out of the State Insurance Pool in preparation of the Main East Main

Revenue Allocation Area (RAA) disbursements and the amount transferred into the State Insurance Pool from the remaining three RAA's tax increment received in June. Director Grow was available for questions.

D. Approve FY2025 Budget – Action Item

Director Grow reviewed the budget and stated that no changes had been made since the draft budget was reviewed at the July meeting. Vice Chair Gish apologized for not being present at the July meeting and asked about the expenses listed under the East Orchard Sewer Revenue Allocation Area. Director Grow stated that those expenses were for project items that the board has already approved, such as the rock boring study, but have not received or paid the invoices for.

Board member Switzer and Vice Chair Gish moved and seconded, respectively, to approve the FY2025 Budget as presented. Motion passed 7-0.

V. APPROVAL OF REBATES TO TAXING ENTITIES FROM CLOSURE OF RAA #4 (Action Item)

- A. CITY OF LEWISTON \$516,060.00**
- B. NEZ PERCE COUNTY \$305,550.00**
- C. SCHOOL DISTRICT \$72,180.00**
- D. PORT OF LEWISTON \$6,210.00**

Director Grow reviewed the amounts to be rebated back to each of the taxing entities. Board member Beck asked about further payments after these. Director Grow stated that a second rebate will be on the September agenda for board approval and then a final rebate will be on the October agenda for board approval. Any monies received after that will be distributed by the County Tax Assessor's office.

Vice Chair Gish and Board member Switzer motioned and seconded, respectively, to approve the rebates to the taxing entities as presented. Motion passed 7-0.

VI. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board Member Anderson said things are busy at the Port.

B. Staff Comments

Director Grow stated that the bond payment for the East Orchards Sewer Revenue Allocation Area will be made in September and will be reflected in the financial statement and that additional rebates for the Main East Main Revenue Allocation Area will be on the September agenda for the board to approve.

Chairperson Bond asked if there was anything happening with the Wallowa River Property project. Director Grow stated that the city is in negotiations with a consultant to do a study on the water and sewer to determine availability and improvements needed to service that area. Director Grow stated that a property owner to the north of the parcel owned by Wallowa River Property also approached the city looking to do development and the consultant will help the city determine the best course of action for development to be successful.

VII. ADJOURN (ACTION ITEM)

There being no further business, Board members Switzer and Kleeburg moved and seconded, respectively, to adjourn. The motion carried 7-0 and the Urban Renewal Agency Board adjourned at approximately 12:15 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: 292
INVOICE DATE: SEPTEMBER 03, 2024

DATE	PROJECT	DESCRIPTION	HOURS	RATE	AMOUNT
AUG-13-24	General Legal	Review meeting materials; attend meeting	0.50	\$265.00	\$132.50
		Total amount of this invoice			\$132.50

ACCOUNT INFORMATION

Prior account balance as of AUG-01-2024	\$132.50
Payment AUG-19-2024 - Check 1538	(\$132.50)
Invoice 292 SEP-03-2024	\$132.50
Current account balance	\$132.50

AMOUNT DUE: \$132.50

TRIBUNE PUBLISHING COMPANY, INC

The Lewiston Tribune
505 C St., P.O.Box 957
Lewiston, Idaho 83501
(208) 743-9411

Date: 08/11/2024 INVOICE NO. 179479
Account No. 935580
Description 179479 NOTICE O
Times 2 Lines 28
Tab. lines
\$ 220.00

LEGAL ADVERTISING INVOICE

Sold To: URBAN RENEWAL AGENCY
PO BOX 617
LEWISTON ID 83501

PO# Hollingshead, Katie

NOTICE: This is a invoice of Purchase made by you. Statement will be rendered the first of the month
Please Retain This Invoice as Your Statement Will Refer to Invoice by No. Only.

179479

NOTICE OF PUBLIC HEARING
PROPOSED BUDGET FOR FISCAL YEAR ENDING 2025
URBAN RENEWAL AGENCY, CITY OF LEWISTON, IDAHO

EN, That the Urban Renewal Agency of the City of Lewiston, Idaho will hold a public hearing for consideration of the proposed annual budget for 2025 that begins October 1, 2024 and ends September 30, 2025; pursuant to the provisions of Idaho Code Sections 50-1002 and 50-1003, the hearing will be held in the City Hall West Conference Room, 1134 "R" Street, Lewiston, Idaho, at 12:00 p.m. on the 13th day of August 2024.

The following budget are available at the City Clerk's Office and Community Development Department during regular office hours. The following are the total revenues and expenditures of the Urban Renewal Agency of the City of Lewiston for the fiscal year 2025.

FY23	FY23	FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY25
Expense	Revenue	Taxes	Expense	Revenue	Taxes	Expense	Revenue	Expense	Taxes
Budget	Budget		Budget	Budget		Budget	Budget	Budget	
22,415	\$412,616	\$410,000	\$979,967	\$416,000	\$410,000	\$0	\$705,000	\$0	\$0
02,950	\$622,642	\$620,000	\$285,150	\$620,000	\$620,000	\$0	\$580,000	\$0	\$690,000
15,500	\$464,352	\$460,000	\$611,200	\$464,000	\$460,000	\$0	\$580,000	\$0	\$560,000
15,500	\$100,331	\$100,000	\$11,200	\$100,500	\$100,000	\$0	\$227,500	\$0	\$220,000
\$57,365	\$1,599,941	\$1,280,000	\$918,750	\$1,599,500	\$1,599,500	\$324,350	\$1,512,500	\$1,470,000	

Concerning the proposed budget, and/or the public hearing process, please contact Shannon Grow, Community Development Director, Office Box 617, Lewiston, Idaho 83501, 746-1318, extension 7268.

Invited to attend the hearing to express their views regarding this proposed budget. Written testimony must be received by the City Clerk's Office no later than 5:00 p.m. on the 11th day of August 2024. Please address your written correspondence to: City of Lewiston Urban Renewal Agency, c/o Tanya Hollingshead, Office Box 617, Lewiston, Idaho, 83501.

August 13, 2024

AFFIDAVIT OF PUBLICATION

S KELLAM , being duly sworn, deposes and says, I am the Legal Clerk of the Tribune Publishing Company, a corporation organized and existing under and by virtue of the laws of the State of Idaho and under and by virtue of the laws of the State of Washington, publishers of the Lewiston Tribune, a newspaper of general circulation published at Lewiston, Nez Perce County, Idaho; That the said Lewiston Tribune is an established newspaper and has been published regularly and issued regularly at least once a day for more than 105 consecutive years next immediately preceding the first publication of this notice, and has been so published uninterrupted for said period; that the 179479 NOTICE O attached hereto and which is made a part of this affidavit was published in the said Lewiston Tribune, 2 time(s). Publication being on 08/04, or once a Week for 2 consecutive Weeks the first publication thereof being on the 08/04/2024, and the last publication thereof being on the 08/11/2024, and said 179479 NOTICE O was so published in the regular and entire issue of said newspaper and was not in a supplement thereof and was so published in every issue and number of the said paper, during the period and times of publication as set forth above.

State of Idaho
S.S.
County of Nez Perce

On this 13 day of Aug in the year of 2024, before me, a Notary Public, personally appeared S KELLAM, known or identified to me to be the person whose name subscribed to the within instrument, and being by me first duly sworn, declared that the statements therein are true, and acknowledged to me that he executed the same.

Notary Public in and for the State of Idaho,
residing at Lewiston, therein
Commission Expires 1/23/28

Member Billing Contact:

 Shannon Grow
 Lewiston Urban Renewal Agency
 PO Box 617
 Lewiston, ID 83501

Invoice Date: 9/1/2024
Invoice Number: 18038 - 2025 - 1
Policy Period: 10-1-24 to 9-30-25
Policy Number: 44A18038100124

Insurance Billing

DESCRIPTION
10/1/2024 - 9/30/2025 Policy Year Annual Premium: \$2,612.00 Minimum Due 10/15/2024: \$1,306.00 Balance Due 4/15/2025: \$1,306.00 For proper application, please do not combine other payments with your premium remittance.

Please Detach and Submit with Payment

 Lewiston Urban Renewal Agency
 PO Box 617
 Lewiston, ID 83501

Make Checks Payable to:

 ICRMP
 PO Box 15116
 Boise, ID 83715

Invoice Date:	9/1/2024
Invoice Number:	18038 - 2025 - 1
Due Date:	10/15/2024
Minimum Due:	\$1,306.00
Amount Paid:	

Write Amount Paid Here

☐ Address Corrections? Please make changes on the back of this form and enclose with your payment.