# Lewiston Urban Renewal Agency
# REGULAR MEETING AGENDA
## January 14, 2025 - 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.

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**I. <u>CALL TO ORDER</u>**

**II. <u>CITIZEN COMMENTS</u>**

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 Katie Hollingshead, 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 Urban Renewal Agency.

**III. <u>ACTIVE AGENDA</u>**

- **A. <u>ELECTION OF CHAIR AND VICE CHAIR (ACTION ITEM)</u>**
- **B. <u>RESIGNATION LETTER FROM BOARD MEMBER GISH AS AN AT-LARGE MEMBER (DISCUSSION)</u>**
- **C. <u>APPROVAL OF MINUTES, NOVEMBER 12, 2024 – ACTION ITEM</u>**
- **D. <u>APPROVAL OF INVOICES</u>**
  - **1. <u>O'SULLIVAN LEGAL PLLC, LEGAL SERVICES, NOVEMBER 2024, $238.50 - ACTION ITEM</u>:**
- **E. <u>REVIEW OF FINANCIAL SUMMARY</u>**
  - **1. <u>NOVEMBER 2024</u>:**
  - **2. <u>DECEMBER 2024</u>:**
- **F. <u>BID PACKAGE FOR EAST ORCHARDS SEWER (PRESENTATION)</u>**

**IV. <u>UNFINISHED & NEW BUSINESS</u>**

- **A. <u>BOARD MEMBER COMMENTS</u>**
- **B. <u>STAFF COMMENTS</u>**

**V. <u>ADJOURNMENT</u>** - 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.

A.

# BYLAWS OF THE URBAN RENEWAL AGENCY OF THE CITY OF LEWISTON, IDAHO

## ARTICLE 1
## PUBLIC CORPORATION

The Urban Renewal Agency of the City of Lewiston, Idaho (Agency), is an independent public body, corporate and politic created pursuant to Title 50 Chapter 20 Idaho Code (the Act) and Resolution 99-75 of the City of Lewiston passed on October 18, 1999. These Bylaws are subject to any limitation contained herein.

## ARTICLE 2
## NON LIABILITY OF COMMISSIONERS

The private property of the commissioners shall be exempt from execution or other liability from any debts of the Agency and no commissioners shall be liable or responsible for any debts or liabilities of the Agency.

## ARTICLE 3
## COMMISSIONERS

Section A. General Powers. The business and affairs of the Agency shall be managed by the board of commissioners which shall exercise all of the powers of the Agency.

Section B. Compensation. Commissioners shall serve without compensation but commissioners shall be entitled to out-of-pocket costs and compensation for their services for projects carried out by the agency.

Section C. Membership. The Agency membership shall consist of representation as follows:

1. An elected official from the Lewiston City Council;
2. An elected official from the Nez Perce County Commission;
3. An elected official from the Port of Lewiston;
4. An official from Valley Vision;
5. Three at large members from the community.

The at large members of the commission shall be appointed by the Lewiston City Council, the remaining members shall be nominated by their respective bodies and appointed by the Lewiston City Council.

An elected official may designate an alternate who may participate as a voting member if qualified as an elected official identified in C 1, 2 & 3 above and so identified by the elected body as an appointed alternate.

Section D. Term of Office. Members of respective governing bodies shall hold office only during their respective terms of office. The representative of Valley Vision and the at large members shall serve terms of four years and may be reappointed.

## ARTICLE 4
## MEETINGS OF THE COMMISSIONERS

Section A. Regular Meetings. Regular meetings of the commissioners shall be scheduled on a monthly basis at the Lewiston City Hall, 1134 'F' Street, Lewiston, Idaho, for the purpose of transacting such business as may come before the board at such meetings. The annual meeting will be the first meeting held at the beginning of each year. All regular meetings shall be set and conducted in compliance with the Idaho Open Meetings Law, as set forth in Idaho Code Title 74, Chapter 2, and as amended and recodified hereafter.

Section B. Special Meetings. A special meeting of the board of commissioners may be called at any time by the Chairperson or by any two commissioners by giving written notice to the Chairperson specifying the time, date, place and purpose of such meeting. Any special meeting shall be set and conducted in compliance with the Idaho Open Meetings Law, as set forth in Idaho Code Title 74, Chapter 2, and as amended and recodified hereafter. Upon receipt of such notice the Chairperson shall cause written notice of such time, date, place and purpose of such meeting to be given to each commissioner of the Agency as hereafter provided in this Article 4.

Section C. Notice of Special Meetings. Notice of special meetings of the Agency shall be made in compliance with the Idaho Open Meetings Law, as set forth in Idaho Code Title 74, Chapter 2, and as amended and recodified hereafter.

Section D. Waiver of Notice. Any commissioner may waive, in writing, any notice of a meeting required to be given by these Bylaws. The attendance of a commissioner at any meeting shall constitute waiver of notice of such meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting has not been lawfully called or convened.

Section E. Resolutions. Resolutions adopted by the Agency in connection with the exercise of any of its powers hereunder, or under the Act, shall be signed by the Chairperson and attested by the Vice-Chairperson, provided that the person who attests shall not be the same person as the person who signs.

Section F. Alternate. The designated Agency elected official members may, in their absence, appoint an alternate to represent them at the Agency meetings. Said alternate must meet the eligibility requirements described in Article 3, Section C of the member being represented and will participate as a voting member.

Section G. Quorum. A quorum for the transaction of business shall consist of a majority of four (4) members of the commission.

Section H. Participation in Meetings. URA Board members shall participate in Board meetings in compliance with the Idaho Open Meetings Law, as set forth in Idaho Code Title 74, Chapter 2, and as amended and recodified hereafter.

## ARTICLE 5
## OFFICERS

Section A. Number and Qualifications. The officers of the Agency shall be a Chairperson and Vice-Chairperson. Such other officers as may be determined by the Agency from time to time to perform such duties as may be designated by the Agency.

Section B. Election and Term of Office. The Chairperson and Vice-Chairperson shall be elected annually by the Agency at the first regular annual meeting of the Agency. Each officer shall hold office until his successor shall have been elected. Any vacancy in any office shall be filled by the Agency by election for the unexpired portion of the term.

Section C. Chairperson. The Chairperson:

1. Shall be the principal executive officer of the Agency and, unless otherwise determined by the members of the Agency, shall preside at all meetings of the Agency.
2. May execute any resolutions adopted by the Agency and any documents, certificates, deeds, mortgages, deeds of trust, notes, bonds, contracts or other instruments authorized by the Agency.
3. Shall in general perform all duties incident to the office of the Chairperson and such other duties as may be prescribed by the Agency from time to time.

Section D. Vice-Chairperson.

1. In the absence of the Chairperson or, in the event of the Chairperson's inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when acting shall have all the powers of and be subject to all of the restrictions of the Chairperson. The Vice-Chairperson shall also perform such other duties as from time to time may be prescribed by the Agency. In the event of either the Chairperson's or Vice-Chairperson's prolonged absence or inability to perform such duties, the Agency shall elect a *Pro Tem* Officer who shall assume and perform such duties until either the return or resumption of such duties by the elected Chairperson or Vice- Chairperson occurs or until the next annual election of officers, whichever occurs first.
2. Shall attest any resolutions adopted by the Agency and any documents, certificates, deeds, mortgages, deeds of trust, notes, bonds, contracts or other instruments authorized by the Agency to be attested, except in cases in which the attestation thereof shall be expressly delegated by the Agency, or by the Bylaws of the Agency, to some other officer or agent of the Agency, or shall be required by law to be otherwise made.

## ARTICLE 6
## RULES OF ORDER

Section A. Agenda. The agenda of each regular and special meeting shall be established by the Chair of the Agency in consultation with Agency staff.

Section B. Conduct of the Meeting. The Chair shall be responsible for opening the meeting, confirming the agenda, entertaining discussion on each agenda item, accepting motions and seconds to authorize any action of the Agency to be taken in the meeting and adjourning the meeting.

Section C. Motions. The action to be taken by the Agency shall be confirmed by a vote on a motion to act or not act. The Chair is the arbiter of the course of the discussion and can determine that it is time to consider the motion before the Agency. Because of the statutory requirements of the Agency, roll call votes may be required, otherwise motions are to be voted on by voice vote.

## ARTICLE 7
## FINANCIAL TRANSACTIONS

Section A. Contracts. Except as otherwise provided in these Bylaws, the Agency may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Agency, and such authority may be general or confined to specific instances.

Section B. Checks, Drafts, etc. All checks, drafts or other orders for payment of monies, and all notes, bonds, or other evidences of indebtedness issued in the name of the Agency shall be signed by such officer or officers, agent or agents, employee or employees of the Agency and in such manner as shall from time to time be determined by resolution of the Agency.

Section C. Deposits. All funds of the Agency may be deposited from time to time to the credit of the Agency in such banks or other financial institutions as the Agency may select.

Section D. Fiscal Year. The fiscal year of the Agency shall begin on the first day of October of each and every year and shall end on the last day of September of the following calendar year.

## ARTICLE 8
## MISCELLANEOUS

Section A. Rules and Regulations. The Agency shall have the power to make and adopt such rules and regulations not inconsistent with law, or these Bylaws, as it may deem desirable for the management of the business and affairs of the Agency.

Section B. Accounting System and Reports. The Agency shall cause to be established and maintained, in accordance with generally accepted principles of accounting, an appropriate accounting system.

## ARTICLE 9
## AMENDMENTS

These Bylaws may be altered, amended or repealed by the affirmative vote of a majority of the commissioners then in office, at any regular or special meeting, provided the notice of such meeting shall have contained a copy of the proposed alteration, amendment or repeal.

The foregoing Bylaws were adopted by motion of the board of commissioners on the 14th day of March, 2006, and amended by motion of the board of commissioners on April 11, 2023.

JoAnn Cole-Hansen, Chair

Attest: Sheila Bond

B.

December 17, 2024

To: Mrs. Sheila Bond – Chairperson of the Lewiston Urban Renewal Agency

Due to my upcoming swearing in as Nez Perce County Commissioner, I am formally tendering my resignation from my position of "At Large" board member of the Lewiston URA effective 6pm on December 17, 2024.

One item I was planning on bringing up at the December 10th meeting, before it was cancelled, was a change to the URA Bylaws, Section C. Membership. I propose that since tax revenue is diverted from the Lewison Independent School District No. 1, that one of that taxing district's elected official sit on the URA board. My proposed amendment to Section C. of the to the bylaws is as follows:

"The Agency Membership shall consist of representation as follows:

1. An elected official from the Lewiston City Council;
2. An elected official from the Nez Perce County Commission;
3. An elected official from the Lewiston Independent School District No. 1;
4. An elected official from the Port of Lewiston;
5. An official from Valley Vision;
6. Two at large members from the community."

I have discussed this with Lance Hanson, the Lewiston school district superintendent, and he also supports this change. I hope the URA Board will consider this change sometime in the future so the Lewiston Independent School District can have input in how their redirected tax revenue is spent by the URA.

It has been an honor and privilege working with the URA board as one of the three at large members. As a Nez Perce County Commissioner, I may have the opportunity to continue to sit on the URA board as the elected official from Nez Perce County. If that should come to pass, I look forward to working with you and the other members of the URA board in the future.

Regards,

Joseph B. Gish

# November 12, 2024

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, November 12, 2024, at Lewiston City Hall. Chairperson Sheila Bond called the meeting to order at 12:02 p.m.

## I. CALL TO ORDER

*BOARD MEMBERS PRESENT:* Sheila Bond, Chairperson; A.L. "Butch" Alford; Jim Kleeburg; Tim Switzer;

*BOARD MEMBERS EXCUSED*: Joe Anderson; Joe Gish, Vice Chairperson; Don Beck;

*STAFF MEMBERS PRESENT:* Shannon Grow, Community Development Director; Katie Hollingshead, URA Director; Luke Antonich, City Engineer;

*OTHERS PRESENT:* Thad O'Sullivan, URA Legal Counsel (via Zoom); Melissa Cleveland, Welch Comer (via Zoom); Phil Boyd, Welch Comer (via Zoom);

## II. CITIZEN COMMENTS

None.

## III. ACTIVE AGENDA (ACTION ITEM)

**A. Approval of Minutes, October 8, 2024 – Action Item**

Board members Alford and Switzer moved and seconded, respectively, to approve the October 8, 2024 minutes. Motion passed 4-0.

**B. Approval of Invoices – Action Item**

1. O'Sullivan Legal PLLC, Legal Services, October 2024, $238.50
   Board members Kleeburg and Switzer moved and seconded, respectively, to approve the O'Sullivan Legal PLLC invoice. Motion passed 4-0.

**C. Approval of Engagement Letter with Presnell Gage, Annual Audit**

Director Hollingshead briefly reviewed the letter of engagement for Presnell Gage to perform the annual audit of the Urban Renewal Agency's financials. Board members Switzer and Alford moved and seconded, respectively, to approve the letter of engagement. Motion carried 4-0.

**D. Review of Financial Summary – Information Item**

Director Hollingshead provided a brief review of both the September and October financial summaries. The were no questions from the board.

**E. Welch Comer presentation on Reimagine Downtown Project**

Staff Hollingshead turned the meeting over to Phil Boyd from Welch Comer. Mr. Boyd introduced himself and Melissa Cleveland, also from Welch Comer, and provided an overview of the Reimagine Downtown project and the timeline to date. Mr. Boyd reviewed the American Rescue Plan Act funds, General Obligation bond and allocated arterial road construction funds that the city is currently setting aside. Mr. Boyd presented on the projected differences if a project of this magnitude was built all at once (utilizing the General Obligation bond) vs building as you have money saved up. The city is setting aside approximately $1.8 million a year for arterial road reconstruction which would provide the funding for the annual payment on a General Obligation bond without raising property taxes.

Mr. Boyd reviewed the outreach efforts, public meetings, surveys, interviews and steering committee meetings that had been conducted to date.

Ms. Cleveland then presented on the safety aspects of the project, two-way traffic and the proposed round abouts. Ms. Cleveland reviewed what the traffic movements would look like with the change to two-way traffic and the improvements to traffic circulation.

Chair Bond asked about road and sidewalk widths. Ms. Cleveland stated that the road lane width would be reduced slightly and the sidewalk would be slightly larger. Chair Bond also asked about existing parking lots. Mr. Boyd stated that no work would be done to the existing parking lots but that pedestrian crossing improvements were identified in the design.

**F. Review of Revenue Allocation Area #7, Downtown, Plan and Projects**

Director Hollingshead reviewed the origination of RAA #7 and the projected increment over the 20 year term of the area. Director Hollingshead then reviewed the projects the are identified in the plan.

Board member Alford asked how much increment was being received and what the total projection was. Director Hollingshead stated that $245,000 was being generated annually and the 20 year projection is $4.2 million.

Chair Bond asked about the American Rescue Plan Act funds and Director Hollingshead stated that it was her understanding that the amount of ARPA funds received was not enough to cover the full waterline project. Director Hollingshead deferred to City Engineer Antonich for additional questions.

**G. Final reimbursements for Revenue Allocation Area #4, Main East Main**

Director Hollingshead reviewed the final reimbursement amounts to close out RAA #4.

| | |
|---|---|
| City of Lewiston | $2,805.82 |
| Nez Perce County | $1,661.28 |
| Lewiston School District | $392.44 |
| Port of Lewiston | $33.76 |

## IV. UNFINISHED AND NEW BUSINESS

**A. Board Member Comments**

No Board Member comments.

### B. Staff Comments

Director Hollingshead asked if there were any board members who would be unable to attend the December 10 regular meeting. All board members in attendance are available.

## V. <u>ADJOURN (ACTION ITEM)</u>

There being no further business, Board members Switzer and Kleeburg moved and seconded, respectively, to adjourn. The motion carried 4-0 and the Urban Renewal Agency Board adjourned at approximately 12:49 p.m.

| RESPECTFULLY SUBMITTED, | ATTEST: |
|---|---|
| __________________________ | _________________________________ |
| KATIE HOLLINGSHEAD,<br>RECORDING SECRETARY | URBAN RENEWAL AGENCY CHAIR |

Approved this _____ day of ________________, 2024.

D.

# O'Sullivan Legal PLLC

**PO Box 8027**
**3120 S Grand Blvd**
**Spokane, 99203**

**PHONE: 5094344547**

## INVOICE

INVOICE NUMBER: 326
INVOICE DATE: DECEMBER 02, 2024

City of Lewiston URA
215 D Street
Lewiston, ID 83501

| DATE | PROJECT | DESCRIPTION | HOURS | RATE | AMOUNT |
|---|---|---|---|---|---|
| NOV-12-24 | General Legal | Review documents for meeting; attend meeting | 1.10 | $265.00 | $291.50 |
| | | Total amount of this invoice | | | $291.50 |

| ACCOUNT INFORMATION | |
|---|---|
| Prior account balance as of NOV-04-2024 | $238.50 |
| New charges (including this invoice) | $291.50 |
| Current account balance | $530.00 |

AMOUNT DUE: $530.00

| URBAN RENEWAL AGENCY<br>FISCAL YEAR 2025<br>SUMMARY OF ACTIVITY (as of 11/30/24) | | | | | | |
|---|---|---|---|---|---|---|
| | **DATE** | **East Main (#4)** | **East Orchards Sewer (#5)** | **Bryden (#6)** | **Downtown/Normal Hill (#7)** | **Total** |
| **9/30/2024** | | **4,456.40** | **1,819,569.90** | **1,430,802.55** | **336,479.69** | **3,591,308.54** |
| **RECEIPTS:** | | | | | | |
| Monthly Urban Renewal Collections (Property Tax) | OCT'24-SEPT'25 | 470.03 | 139.42 | | 1,917.32 | 2,526.77<br>- |
| Reimbursements | OCT'24-SEPT'25 | | | | | - |
| City of Lewiston PW Reimbursement | | | | | | - |
| Twin River Bank Interest Earned | OCT'24-SEPT'25 | | 406.27 | 121.63 | 110.24 | 638.14 |
| State Investment Interest Earned | OCT'24-SEPT'25 | | 3,312.78 | 12,021.97 | 2,649.23 | 17,983.98 |
| **EXPENDITURES:** | | | | | | |
| 1550 - Pmt to O'Sullivan Legal PLLC | OCT'24 | (33.12) | (33.12) | (33.13) | (33.13) | (132.50) |
| 1041BB - Pmt to City of Lewiston | OCT'24 | | (101,974.75) | | | (101,974.75) |
| 1551 - Pmt to City of Lewiston | NOV'24 | (2,805.82) | | | | (2,805.82) |
| 1552 - Pmt to City of Lewiston | NOV'24 | (1,661.28) | | | | (1,661.28) |
| 1553 - Pmt to City of Lewiston | NOV'24 | (392.44) | | | | (392.44) |
| 1554 - Pmt to City of Lewiston | NOV'24 | (33.77) | | | | (33.77) |
| 1555 - Pmt to O'Sullivan Legal PLLC | NOV'24 | | (79.50) | (79.50) | (79.50) | (238.50) |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| **BALANCE** | | **(0.00)** | **1,721,341.00** | **1,442,833.52** | **341,043.85** | **3,505,218.37** |
| **Restricted & Reserved Funds** | | | | | | |
| #5 Debt Service Reserve Primary - Banner[1] | | | (228,518.63) | | | (228,518.63) |
| #5 Debt Service Reserve Secondary - Banner[1] | | | (400,000.00) | | | (400,000.00) |
| #5 Capitalized Interest - Banner | | | - | | | - |
| **AVAILABLE FUNDS** | | **(0.00)** | **1,092,822.37** | **1,442,833.52** | **341,043.85** | **2,876,699.74** |

| | East Main (#4) | East Orchards Sewer (#5) | Bryden (#6) | Downtown/Normal Hill #7 | |
|---|---|---|---|---|---|
| Twin River National Bank | (0.00) | 4,576.80 | 33,682.89 | 30,515.56 | 68,775.25 |
| Banner Bank - Public Funds Checking Unrestricted | | 399,939.66 | | - | 399,939.66 |
| Banner Bank - Public Fund Checking Restricted | | 628,518.63 | | - | 628,518.63 |
| State Investment Pool Fund | - | 688,306.03 | 1,409,150.74 | 310,528.41 | 2,407,985.18 |
| | (0.00) | 1,721,341.12 | 1,442,833.63 | 341,043.97 | 3,505,218.72 |

[1]URA 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-Oct-24

| | | | Banner Bank Checking Account | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Date | Description | Debt Balance | Primary Reserve | Secondary Reserve | Capitalized Interest | Available Funds | Twin River | STP Fund | Totals |
| 10/1/2024 | Beginning Balance | 1,072,685.11 | 228,518.63 | 400,000.00 | - | 501,914.41 | 304,143.73 | 384,993.25 | 1,819,570.02 |
| 10/8/2024 | City of Lewiston | | | | | (101,974.75) | | | (101,974.75) |
| 10/8/2024 | Check#1550 | | | | | | (33.12) | | (33.12) |
| 10/22/2024 | Property Taxes | | | | | | 139.42 | | 139.42 |
| 10/31/2024 | TRNB Interest | | | | | | 395.53 | | 395.53 |
| 10/31/2024 | STP Interest | | | | | | | 1,636.33 | 1,636.33 |
| 11/12/2024 | Check#1555 | | | | | | (79.50) | | |
| 11/12/2024 | Transfer from TRNB | | | | | | (300,000.00) | 300,000.00 | |
| 11/30/2024 | TRNB Interest | | | | | | 10.74 | | 10.74 |
| 11/30/2024 | STP Interest | | | | | | | 1,676.45 | 1,676.45 |
| | | | | | | | | | - |
| | | | | | | | | | - |
| | | | | | | | | | - |
| | | | | | | | | | - |
| | | 1,072,685.11 | 228,518.63 | 400,000.00 | - | 399,939.66 | 4,576.80 * | 688,306.03 * | 1,721,420.62 |

| | |
|---|---|
| Banner Bank Balance | 1,028,458.29 |

| Balance of Bonds Outstanding | |
|---|---|
| 9/30/2024 | 1,072,685.11 |