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. ADJOURN (ACTION ITEM)

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,

Katie Hollingshead

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:

Sheila Bond

URBAN RENEWAL AGENCY CHAIR

Approved this 14 day of January, 2025