January 14, 2025

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, January 14, 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; Jim Kleeburg; Joe Anderson; Joe Gish, Vice Chairperson;

BOARD MEMBERS EXCUSED: A.L. "Butch" Alford; Tim Switzer;

STAFF MEMBERS PRESENT: Katie Hollingshead, URA Director; Luke Antonich, City Engineer; Joe Kaufman, Engineering Supervisor;

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

II. CITIZEN COMMENTS

None.

III. ACTIVE AGENDA (ACTION ITEM)

A. Election of Chair and Vice Chair – Action Item

Chair Bond asked for nominations for Chairperson for 2025. Board member Anderson nominated Chair Bond. Director Hollingshead called for the roll call vote, aye or nay to elect Sheila Bond as Chairperson for 2025.

Board member Bond : Aye
Board member Anderson: Aye
Board member Gish: Aye
Board member Kleeburg: Aye

Motion carried 4-0.

Chair Bond asked for nominations for Vice Chairperson for 2025. Board member Anderson nominated Tim Switzer. Director Hollingshead called for the roll call vote, aye or nay to elect Tim Switzer as Vice Chairperson for 2025.

Board member Bond: Aye
Board member Anderson: Aye
Board member Gish: Aye
Board member Kleeburg: Aye

Motion carried 4-0.

B. Resignation letter from Board member Gish as an at-large member – Discussion

Chair Bond read the resignation letter from Board member Gish (letter attached) who was resigning his at-large seat on the board due to his election as a Nez Perce County Commissioner. Board member Gish stated that he was present at today's meeting representing the County, but for future meetings, Commissioner Doug Havens would be in attendance as the County representative.

Board member Gish brought up in his resignation letter the idea that the board amend its bylaws to include the Lewiston Independent School District No. 1 as a representative seat on the board. Director Hollingshead told the board that she had done some research and former Superintendent of Schools, Joy Rapp, had held an at-large position on the board, at the request of the school district, from the March 14, 2006 meeting minutes. Director Hollingshead stated that giving the school district a representative seat could prove limiting to the board, as previous legal counsel had advised against elected officials holding the Chair or Vice Chair positions on the board. Hollingshead also stated that although the current Superintendent of Schools, Lance Hansen was supportive of Board member Gish's recommendation, no feedback had been provided from any of the elected school board members on their willingness or interest to join the URA Board.

The board discussed the current bylaws and asked Mr. O'Sullivan for his opinion on elected officials not holding the Chair or Vice Chair positions. Mr. O'Sullivan stated that he would need to review the originating documents for the URA and the bylaws before providing the board with an opinion. Director Hollingshead stated that since there was a current at-large seat open on the board that she could extend the invitation to Mr. Hansen and the school board and see if any of them would be interested in applying. Once Mr. O'Sullivan can review the documents and provide an opinion on amending the bylaws, the board can decide if that is the direction they would like to pursue.

C. Approval of Minutes, November 12, 2024 – Action Item
Board members Gish and Kleeburg moved and seconded, respectively, to approve the November 12, 2024 minutes as written. Motion passed 4-0.

D. Approval of Invoices – Action Item

1. O'Sullivan Legal PLLC, Legal Services, November 2024, $238.50
Board member Gish asked for clarification on the amount owed since the invoice provided did not account for a previously issued check that since been cashed. Director Hollingshead clarified that the actual amount owed was $291.50. Board member Anderson moved to pay $291.50 to O'Sullivan Legal PLLC, Board member Gish provided the second. Motion passed 4-0.

E. Review of Financial Summary – Information Item
Director Hollingshead provided a brief review of November financial summary that had been included in the meeting packet and handed out a paper copy of the December financial summary. The were no questions from the board.

F. Bid package for East Orchards Sewer – Presentation

Engineering Supervisor Joe Kaufman handed out the cover page of the bid specifications and reviewed the steps with the board. The full package is being reviewed by the city's purchasing department for completeness and then will be advertised two (2) times, one (1) week apart. Submitted bids will be evaluated for being responsive or complete and then those bids will be presented to the URA board for consideration and recommendation to City Council. The City Council ultimately enters into the contract with the construction company and will submit requests for reimbursement to the URA board as work is completed.

Chair Bond asked Mr. Kaufman when he thought those bid packages would be presented to the board and Mr. Kaufman answered that he expected to return at the March meeting with bid information to review.

Board member Anderson asked Director Hollingshead if the board would have the receipts of the December tax payments in time for that presentation and Ms. Hollingshead stated that hopefully that information would be included in the January financial summary, depending on when the County transmits the funds.

IV. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board member Gish stated that he had had his first meeting as a Nez Perce County Commissioner that morning and that there was a potential project for a solar array that may be placed in the Area of City Impact and could possibly affect the East Orchards Sewer project. Mr. Gish said that it was something that the URA should keep an eye on.

Board member Anderson said that construction is underway for the Port's cruise dock project and there is also planning happening for a dark fiber project.

B. Staff Comments

Director Hollingshead asked for a show of hands to attend the regular meeting on February 11, 2025 and all in attendance plan on attending. Director Hollingshead said that she would email out a new zoom link to the board members.

V. ADJOURN (ACTION ITEM)

There being no further business, Board members Kleeburg and Gish moved and seconded, respectively, to adjourn. The motion carried 4-0 and the Urban Renewal Agency Board adjourned at approximately 12:30 p.m.

RESPECTFULLY SUBMITTED,	ATTEST:
Katie Hollingshead	Sheila Bond
KATIE HOLLINGSHEAD, RECORDING SECRETARY	URBAN RENEWAL AGENCY CHAIR

Approved this 11 day of February, 2024.