URBAN RENEWAL AGENCY BOARD
AMENDED MEETING AGENDA
Tuesday, April 11, 2023 – 12:00 p.m.
City of Lewiston – City Hall Conference Room
1134 "F" Street, Lewiston, Idaho

AS A MATTER OF GOVERNMENTAL TRANSPARENCY, THIS MEETING MAY BE RECORDED, STREAMED LIVE AND/OR ACCESSED AT A LATER TIME. NOTE THAT THIS MAY INCLUDE VIDEO AND AUDIO OF ALL PERSONS PRESENT IN THE ROOM.

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's Facebook page or the City's website at www.cityoflewiston. org.

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 may be made by:
- ✔ Attending in-person
- ✔ Emailing comments and questions prior to the start of the meeting to sgrow@cityoflewiston.org or dortiz@cityoflewiston.org
- ✔ Mailing written comments prior to the start of the meeting to Shannon Grow, PO Box 617, Lewiston ID 83501
- ✔ Calling 208-746-1318 x 7265 and leave a message. Your comments will then be forwarded to the Urban Renewal Agency Board.

III. **CORRECTIONS OR ADDITIONS TO AGENDA – Action Item**

IV. **ACTIVE AGENDA**
- **A. Approval of Minutes, February 14, 2023, March 21, 2023 – Action Item**
- **B. Approval of Financial Summary, February 2023, March 2023 – Action Item**
- **C. Approval of Invoices**
  1. **Douglass Law, PLLC, January 2023, $425.00 – Action Item**
  2. **Douglass Law, PLLC, February 2023, $375.00 – Action Item**
  3. **TPC Holdings, Annual Report Publication, $29.00 – Action Item**
- **D. Approval of amended By-Laws – Action Item**
- **E. Resolution 2023-01, Parties authorized to endorse checks and drafts for the agency and providing an effective date – Action Item**

V. **UNFINISHED AND NEW BUSINESS**
- **A. Urban Renewal Statute Review – A presentation by Meghan Conrad from Elam & Burke**
- **B. Main/East Main RAA #4 Review**

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages 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 the meeting coordinator at least forty-eight (48) hours in advance of the meeting at 208-746-1318.

C. **City of Lewiston's Comprehensive Plan Phase I Survey (Katie Hollingshead)**
D. **Board Member Comments**
E. **Staff Comments**

VI. **ADJOURN - Action Item**

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February 14, 2023

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, February 14, 2023, at Lewiston City Hall. Chair JoAnn Cole-Hansen called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: JoAnn Cole-Hansen, Chair; Sheila Bond, Vice Chair; Don Beck; Joe Anderson; A.L. "Butch" Alford; Rick Tousley; Tim Switzer

BOARD MEMBERS EXCUSED:

STAFF MEMBERS PRESENT: Shannon Grow, Community Development Director; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Luke Antonich, City Engineer; Katie Hollingshead, Assistant Planner

OTHERS PRESENT: Jennifer Douglass, URA Attorney

II. CITIZEN COMMENTS

Mayor Johnson wanted to take the time to thank the Board for everything they do and let them know that he is reading the agenda, agenda packets and following the Board.

III. CORRECTIONS OR ADDITIONS TO AGENDA

Board members Tousley and Bond moved and seconded, respectively, to amend the agenda and add financial report before the active agenda, item IV. The motion carried 7-0.

Board member Beck and Anderson moved and seconded, respectively, to add payment approval of invoice for Northwest Engraving Service, LLC to the active agenda. The motion passed 7-0.

IV. FINACIAL REPORT

Community Development Director Shannon Grow stated it is the goal to review the financial report monthly, but that will depend on when the City of Lewiston's financial department receives the bank statement. Director Grow verbally reviewed the financial report.

Chair Cole-Hansen stated there might be a debt to equity ratio and if this ratio was met then there would not be a need for the secondary debt service with Banner Bank. Chair Cole-Hansen asked staff to look into that.

Chair Cole-Hansen asked if the payment made to the City for East Main is the final payment.

Director Grow stated she is not sure and the City of Lewiston would like to look into this total and confirm is that was the final payment or not.

V. ACTIVE AGENDA (ACTIVE ITEM)

A. Approval of Minutes, January 10, 2023

Board members Alford and Beck moved and seconded, respectively, to approve the January 10, 2023 minutes. The motion carried 7-0.

B. Approval of Invoice, JBD $240.00

Board members Beck and Bond moved and seconded, respectively, to approve payment of JBD invoice in the amount of $240. The motion carried 7-0.

C. Approval of Invoice, City of Lewiston, Oct-Dec 2022 $2,318.31

Board members Anderson and Bond moved and seconded, respectively, to approve payment of City of Lewiston, Oct-Dec 2022 in the amount of $2,318.31. The motion carried 7-0.

D. Approval of Invoice, City of Lewiston, Admin Services Agreement, Prorated 1st Half, 2023 $7,375.00

Board members Bond and Beck moved and seconded, respectively, to approve payment of City of Lewiston, Admin Services Agreement, prorated 1st half, 2023 in the amount of $7,375.00. The motion carried 7-0.

E. Review Amended Bylaws

Board members reviewed updated bylaws and directed staff to specify that on the first calendar meeting the Board will elect officers. Staff will update the bylaws and bring back an updated version for approval at the next meeting.

F. Review Draft 2022 Annual Report

Director Grow verbally reviewed the annual report with the Board.

Board members and URA Attorney Jennifer Douglass reviewed, discussed and made recommendations to staff on the annual report.

Staff will update the annual report and return the updated document at the next meeting which will also be a public hearing for the annual report.

VI. UNFINISHED AND NEW BUISNESS

A. URA Strategy & Goals

Director Grow stated that the Board needs to start thinking on what they would like to do moving forward. That can include closing areas or finding projects to start in these areas. Director Grow recommends taking a look at East Main and deciding what should be done in this area.

Chair Cole-Hansen agrees that East Main should be looked at whether to keep open or close, but the Board is going to need from staff any potential development or interest in this area.
Board member Tousley asked if there was any movement with Saint Joseph Hospital for housing.

Director Grow stated that previous discussion was in regards to the Downtown RAA and at this point nothing has moved forward. That could be because the downtown area has not developed funds at this point in time.

B. Board Member Comments
Chair Cole-Hansen feels that the annual report is off to a good start.

C. Staff Comments
Director Grow stated she has a meeting with the County Assessor, Treasure and Clerks Office to discuss the URA and open a line of communication.

VII. ADJOURN (ACTION ITEM)
There being no further business, Board members Anderson and Alford moved and seconded, respectively, to adjourn. The motion carried 7-0 and the Urban Renewal Agency Board adjourned at approximately 1:14 p.m.

RESPECTFULLY SUBMITTED, ATTEST:

________________________ ______________________________

DAWN ORTIZ,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of ________________, 2023.

March 21, 2023

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a special meeting Tuesday, March 21, 2023, at Lewiston City Hall. Chair JoAnn Cole-Hansen called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: JoAnn Cole-Hansen, Chair; Don Beck; Rick Tousley; Tim Switzer

BOARD MEMBERS EXCUSED: Sheila Bond, Vice Chair; Joe Anderson; A.L. "Butch" Alford;

STAFF MEMBERS PRESENT: Shannon Grow, Community Development Director; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Luke Antonich, City Engineer; Katie Hollingshead, Assistant Planner; Aimee Gordon, Finance Director/City Treasurer

OTHERS PRESENT: Jennifer Douglass, URA Attorney; Dawn Aliverti, Presnell Gage, PLLC

II. CITIZEN COMMENTS

None

III. CORRECTIONS OR ADDITIONS TO AGENDA

None

IV. PUBLIC HEARING – 2022 ANNUAL REPORT

Chair Cole-Hansen opened the public hearing for the 2022 Annual Report. There being no public comment or testimony the public hearing was closed.

V. ACTIVE AGENDA (ACTIVE ITEM)

A. Approval of Invoice,

1. **Approval of Invoice, ICRMP 22-23 Policy, $944.50**
2. **Approval of Invoice, TPC Holdings, Annual Report Posting, $32.04**
3. **Approval of Invoice, City of Lewiston, US 12/Main St Intersection $10,315.00**

Board members Beck and Switzer moved and seconded, respectively, to approve payment of the invoices to ICRMP, TPC Holdings and the City of Lewiston. The motion carried 4-0.

B. Presentation of Annual Audit FY2022, Presnell Gage – Action Item

Dawn Aliverti with Presnell Gage PLLC provided a verbal summary of the FY2022 annual audit. Results of annual audit FY2022 is clean with no findings.

Chair Cole-Hansen stated the URA owes the City of Lewiston approximately $500,000 for a portion of East Orchards Sewer (EOS) Project and asked where it would show in the audit.

Jennifer Douglass asked if this amount has been billed to the URA from the City of Lewiston.

Staff Grow stated there have not been any invoices from the City, but there was an MOU between the City and the URA to share the costs on the EOS project. In November, a document was provided showing that the URA owed the City approximately $544,000.00. This amount can be made up by the URA paying 100% of the costs for the EOS projects moving forward as well as paying the City when debt service amounts are released.

Chair Cole-Hansen stated it is a liability and she would like to see this listed somewhere so it is a reminder in the future. Aimee Gordon, Finance Director/City Treasure stated she would work with staff to show liabilities on the monthly financial summaries, including this one.

C. Approval of Annual Audit FY2022 – Action Item
Board members Tousley and Switzer moved and seconded, respectively, to approve the annual audit FY2022. The motion carried 4-0.

D. Adoption of Annual Report 2022 – Action Item
Board members Switzer and Tousley moved and seconded, respectively, to adopt the 2022 Annual Report. The motion carried 4-0.

VI. ADJOURN (ACTION ITEM)

There being no further business, Board members Switzer and Beck moved and seconded, respectively, to adjourn. The motion carried 4-0 and the Urban Renewal Agency Board adjourned at approximately 12:33 p.m.

RESPECTFULLY SUBMITTED,	ATTEST:
______________________	______________________
DAWN ORTIZ, RECORDING SECRETARY	URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of ________________, 2023.

DOUGLASS LAW, PLLC

935 6th STREET
CLARKSTON, WA 99403

INVOICE

INVOICE # 74
DATE: 01/31/2023

URBAN RENEWAL AGENCY
ATTN: SHANNON GROW
1134 F STREET
LEWISTON, ID 83501

GENERAL

ATTORNEY	DATE	DESCRIPTION	QUANTITY	RATE	TOTAL
JD	01/17/2022	Balance Forward	1.00	$290.00	$290.00
JD	01/09/2023	review of packet and minutes, prep for meeting	0.50	$250.00	$125.00
JD	01/10/2023	travel, attend meeting, follow up consultation with chair and staff re open meeting questions	1.50	$150.00	$225.00
JD	01/13/2023	mark up bylaws, consultation with chair and staff	0.50	$150.00	$75.00

$425

SUBTOTAL	$715.00
TOTAL	$715.00
PAYMENT (02/17/2023)	-$240.00
BALANCE OWING	$475.00

Detailed Statement of Account

Other Invoices

INVOICE NUMBER	Due On	AMOUNT DUE	PAYMENTS RECEIVED	BALANCE DUE
139	04/08/2023	$375.00	$0.00	$375.00

Current Invoice

INVOICE NUMBER	Due On	AMOUNT DUE	PAYMENTS RECEIVED	BALANCE DUE
74	03/02/2023	$715.00	$240.00	$475.00
			Outstanding Balance	**$850.00**
			Amount in Trust	**$0.00**
			Total Amount Outstanding	**$850.00**

DOUGLASS LAW, PLLC

INVOICE

935 6th STREET
CLARKSTON, WA 99403

Invoice # 139
Date: 03/08/2023
Due On: 04/08/2023

URBAN RENEWAL AGENCY
ATTN: SHANNON GROW
1134 F STREET
LEWISTON, ID 83501

00133-URBAN RENEWAL AGENCY

GENERAL

Type	Date	Notes	Quantity	Rate	Total
Service	02/14/2023	JBD: review of packet, preparation, travel to meeting and attend meeting	2.50	$150.00	$375.00
				Total	**$375.00**

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
74	03/02/2023	$715.00	$240.00	$475.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
139	04/08/2023	$375.00	$0.00	$375.00
			Outstanding Balance	**$850.00**
			Total Amount Outstanding	**$850.00**

Please make all amounts payable to: DOUGLASS LAW, PLLC

Please pay within 31 days.

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

LEGAL ADVERTISING INVOICE

Date: 03/26/2023 INVOICE NO. 173162

Account No. 935580

Description 173162 Public N

Times 1 Lines 25
Tab. lines

$ 29.00

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

COPY

PO# Grow, Shannon

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.

173162

Public Notice – 2022 Urban Renewal Agency Annual Report

In accordance with Idaho Statute 50-2006(c), The City of Lewiston Urban Renewal Agency has adopted its Annual Report for Fiscal Year 2022 following a public hearing March 21, 2023. This report has been filed with the Lewiston City Clerk and the Idaho State Controller's office. Copies of the report may be obtained from the City Clerk located in City Hall, 1134 "F" Street, the Community Development Department at 215 "D" Street, Lewiston, Idaho during normal business hours, or at https://www.cityoflewiston.org/443/Urban-Renewal-Agency

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 173162 Public N attached hereto and which is made a part of this affadavit was published in the said Lewiston Tribune, 1 time(s). Publication being on 03/26 , or once a day for 1 consecutive day , the first publication thereof being on the 03/26/2023 , and the last publication thereof being on the 03/26/2023 , and said 173162 Public N 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.

S Kellam

State of Idaho
S.S.
County of Nez Perce

On this 28 day of Mar in the year of 2023, 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.

[signature]

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

TERESA M NITCY
NOTARY PUBLIC
Comm No. 41543
STATE OF IDAHO

URBAN RENEWAL AGENCY
FISCAL YEAR 2023
SUMMARY OF ACTIVITY (as of 2/28/23)

	DATE	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Downtown/Normal Hill (#7)	Total
9/30/2022		**362,849.26**	**1,089,690.71**	**388,014.20**	**-**	**1,840,554.17**
RECEIPTS:						
Monthly Urban Renewal Collections (Property Tax)	OCT'22-SEPT'23	247,373.84	359,694.74	269,353.54	51,330.67	927,752.79
						-
Reimbursements	OCT'22-SEPT'23					-
City of Lewiston PW Reimbursement						-
Twin River Bank Interest Earned	OCT'22-SEPT'23	450.05	322.24	743.35	31.81	1,547.45
P1FCU Interest Earned						-
EXPENDITURES:						
Banner Bank Paper Stmt Fee	OCT'22		(3.00)			(3.00)
Pmt to Douglass Law PLLC	OCT'22	(300.00)		(300.00)		(600.00)
Pmt to Elam & Burke	OCT'22	(11.25)		(11.25)		(22.50)
Pmt to ICRMP	OCT'22	(472.25)		(472.25)		(944.50)
Pmt to Northwest Engraving Service	OCT'22	(30.75)		(30.75)		(61.50)
Pmt to Douglass Law PLLC	NOV'22	(112.50)		(112.50)		(225.00)
Pmt to City of Lewiston	NOV'22	(4,556.93)		(4,556.94)		(9,113.87)
Pmt to Redevelopment Association	NOV'22	(625.00)		(625.00)		(1,250.00)
Pmt to City of Lewiston	NOV'22	(196,600.00)				(196,600.00)
Banner Bank Paper Stmt Fee	NOV'22		(3.00)			(3.00)
Pmt to Douglass Law PLLC	DEC'22	(360.00)		(360.00)		(720.00)
Banner Bank Paper Stmt Fee	DEC'22		(3.00)			(3.00)
Pmt to Douglass Law PLLC	JAN'23	(457.50)		(457.50)		(915.00)
Pmt to Northwest Engraving Service	JAN'23	(21.75)		(21.75)		(43.50)
Banner Bank Paper Stmt Fee	JAN'23		(3.00)			(3.00)
Pmt to Douglass Law PLLC	FEB'23	(80.00)		(80.00)	(80.00)	(240.00)
Pmt to City of Lewiston	FEB'23	(2,458.34)		(2,458.33)	(2,458.33)	(7,375.00)
Pmt to City of Lewiston	FEB'23	(772.77)		(772.77)	(772.77)	(2,318.31)
Banner Bank Paper Stmt Fee	FEB'23		(3.00)			(3.00)
						-
						-
						-
						-
BALANCE		**403,814.11**	**1,449,692.69**	**647,852.05**	**48,051.38**	**2,549,410.23**
Restricted & Reserved Funds						
#5 Debt Service Reserve Primary - Banner			(228,518.63)			(228,518.63)
#5 Debt Service Reserve Secondary - Banner			(400,000.00)			(400,000.00)
#5 Capitalized Interest - Banner			-			-
AVAILABLE FUNDS		**403,814.11**	**821,174.06**	**647,852.05**	**48,051.38**	**1,920,891.60**

	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)			
Twin River National Bank	403,814.11	360,016.98	647,852.05	48,051.38	1,459,734.52	x
Banner Bank - Public Funds Checking Unrestricted		461,157.08		-	461,157.08	x
Banner Bank - Public Fund Checking Restricted		628,518.63		-	628,518.63	x
	-				-	
	403,814.11	1,449,692.69	647,852.05	48,051.38	2,549,410.23	

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: ____________________________

RESOLUTION NO. 2023-01

A RESOLUTION OF THE CITY OF LEWISTON URBAN RENEWAL AGENCY ESTABLISHING PARTIES AUTHORIZED TO ENDORSE CHECKS AND DRAFTS FOR THE AGENCY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, in accordance with Lewiston Urban Renewal Agency (hereinafter "Agency") Bylaws, Article 7 provides for the Agency to authorize agents to execute instruments and further provides for such authorized agents to sign checks, drafts, or other payments of monies, as established by Resolution of the Agency; and

WHEREAS, currently the Agency requires all checks, drafts, payment of monies, contracts and resolutions to be signed by the Agency Chairperson and Vice Chairperson; and

WHEREAS, in order for the Agency to continue business and process payments in a timely fashion, it is necessary to add additional parties as signatories on checks, drafts, or other payments of monies following prior approval of the Agency Board;

THEREFORE, SO BE IT RESOLVED:

All approved checks, drafts, payments of monies, contracts and resolutions shall be signed by two individuals: the Chairperson and the Director. In the Chairperson's absence; the Vice Chairperson shall sign and in the Director's absence, the Assistant Director shall sign.

DATED this _____ day of _______________ 2023.

BOARD OF COMMISSIONERS:

By: _________________________________

JoAnn Cole-Hansen, Chairperson

ATTEST:

____

Sheila Bond Chairperson