



**Lewiston Urban Renewal Agency
REGULAR MEETING AGENDA
May 13, 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.

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 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. ACTIVE AGENDA

A. URA 101 PRESENTATION BY ELAM & BURKE - PRESENTATION

B. APPROVAL OF MINUTES, APRIL 08, 2025 – ACTION ITEM

C. APPROVAL OF INVOICES – ACTION ITEM

1. O’SULLIVAN LEGAL PLLC, LEGAL SERVICES, APRIL 2025, \$885.00: - Action Item
2. PRESNELL GAGE LLC, FISCAL YEAR 2024 ANNUAL AUDIT REPORT \$5,350.00: - Action Item
3. ELAM & BURKE, LEGAL SERVICES, MARCH 2025, \$25.00: - Action Item
4. LEWISTON TRIBUNE, PUBLICATION OF ANNUAL REPORT \$26.72: - Action Item

D. REVIEW OF FINANCIAL SUMMARY – INFORMATION ITEM

1. MARCH 2025: - Presentation

IV. UNFINISHED & NEW BUSINESS

A. BOARD MEMBER COMMENTS

B. STAFF COMMENTS

V. ADJOURNMENT - 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.

April 8, 2025

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, April 08, 2025, 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; Tim Switzer, Vice Chair; Jim Kleeburg (at 12:01 pm); A.L. "Butch" Alford; Doug Havens; Joe Anderson;

BOARD MEMBERS EXCUSED:

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. Approval of Minutes, March 11, 2025 – Action Item

Chair Bond asked if the board had any questions or changes. There were none. Board members Alford and Havens moved and seconded, respectively, to approve the minutes of March 11, 2025 as written. Motion carried 5-0 (Board member Kleeburg arrived after the vote).

B. Approval of Invoices – Action Item

1. O'Sullivan Legal PLLC, Legal Services, March 2025 \$501.50

Board members Havens and Anderson moved and seconded respectively to approve the O'Sullivan Legal PLLC invoice. Motion carried 6-0.

C. Review of Financial Summary February 2025 – Information Item

Director Hollingshead reviewed the Financial Summary for February 2025 and asked if there were any questions from the board. There were none.

D. East Orchards Sewer bid review and recommendation to City Council – Action Item

Director Hollingshead reviewed the memo she had provided with the history of the segments that had been included in the bid package in front of the board. Director Hollingshead also provided a budget to actual summary for the East Orchards Sewer Revenue Allocation Area in fiscal year 2025 showing what funds are available to be used for the construction of these sewer trunk line segments.

Director Hollingshead introduced Joe Kaufman, Engineering Supervisor for the City of Lewiston Public Works Department. Mr. Kaufman reviewed the bid process and the bids received. Mr. Kaufman stated that the lowest bidder for just the base bid was different than the lowest bidder for the base bid plus the alternates. Board member Anderson asked if the contract had to be awarded to the lowest bidder or if preference could be given to a local contractor. Mr. Kaufman stated that the contract was legally required to be awarded to the lowest bidder. Board member Alford asked if the URA was just making a recommendation to City Council. Director Hollingshead stated yes, the City ultimately holds the contract and runs the project and the URA acts as the funding mechanism or “bank”.

Mr. Kaufman stated that there has been interest from home owners along the Segment 7 (Grelle Ave between 21st and 22nd) regarding the installation of sewer as there are homeowners who have experienced failure of their septic systems.

Chair Bond asked for the timeline moving forward. Mr. Kaufman stated that he would take the recommendation from the URA board to City Council at the April 28, 2025 meeting and if City Council approves the contract, he would work with the contractor on the start date and days of construction.

Board member Anderson asked if he or Board member Havens needed to abstain from the vote since they live in the immediate area of the new sewer trunk lines. Director Hollingshead stated that it was her understanding that a board member would only need to abstain from voting if they would receive monetary benefits from the item they were voting on. Counsel O’Sullivan confirmed that board members Anderson and Havens did not need to abstain from the vote.

Board member Havens asked about the sewer depths. Mr. Kaufman stated that the deepest section of line is 18 feet deep and it gets shallower from there as it transitions. Vice Chair Switzer asked if any of the excavation would require explosives. Mr. Kaufman stated that they normally don’t use explosives and uses other methods to remove rock. Board member Havens asked about funds for homeowners to assist with installation costs. Mr. Kaufman stated that grant funding was used to pay for the work on private property in the previous phases of sewer installation and although the city did apply for those funds in the last funding cycle, they were not awarded any funds. The project will extend sewer stubs up to the private property line.

Board member Anderson and Vice Chair Switzer moved and seconded, respectively, to recommend to Lewiston City Council the award of the base bid and alternatives 1 and 2 to ML Albright. Motion passed 5-1, with Board member Havens against.

E. Review of URA Resolutions and Board member Havens concerns on 2029 end date – Discussion

Chair Bond introduced the topic, stating that Board member Havens had brought concerns up regarding the URA to her and she wanted to let Board member Havens have an opportunity to be heard. Board member Havens stated that he had hoped to

have additional information from the County Prosecutors Office on what direction the County wanted to go but did not have that information yet. Board member Havens stated that Barney Metz from the Lewiston Orchards Irrigation District had paid him a visit wanting to discuss the Bryden project and the County's position. Board member Havens stated that a 2029 date is out there and the prosecutor cannot find that that date is irrelevant. Board member Havens stated that when the URA was formed in 1999 the conversation included Former Mayor Nesset saying that if a taxing entity was burdened by the tax deferment that bonds could be paid off early, and he doesn't feel that is being done. Board member Haven also stated that there is concern about how little increment is being generated in some areas and that it will not be enough to pay for all the projects. Board member Havens stated that worst case scenario is that they would file an injunction.

Mr. O'Sullivan answered that it sounded like the County was an adverse party to the URA and that he would not provide legal advice in an open meeting and that he would want to hear from Prosecutor Coleman.

Board member Havens stated that he was wanting to have a discussion about the history.

Director Hollingshead asked if Prosecutor Coleman would be reaching out to her or to Mr. O'Sullivan and Board member Havens stated he did not know but that someone should reach out to someone.

IV. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Vice Chair Switzer stated he had seen some social media comments regarding the bond election for the Downtown Main Street reconstruction and was worried about the bond passing. Board member Havens stated he didn't think the City was doing a good job of promoting the bond. Board member Havens asked if Director Hollingshead or Mr. O'Sullivan could speak to who can run the informational campaign for the bond. Director Hollingshead asked City Engineer, Luke Antonich to answer that question. Mr. Antonich stated that since it is a General Obligation bond, the City cannot advocate for the bond. Mr. Antonich also stated that there is information on the City website and one open house has already been held with another scheduled for April 15. Board member Havens asked Mr. Antonich to explain how the General Obligation bond would be paid. Mr. Antonich stated that enterprise funds that are already used for water and sewer projects along with existing monies that City Council has dedicated to capital projects will be used to pay back the bond for this capital project. Board member Anderson asked where the open house on the 15th would be held and Mr. Antonich stated at Orchards Community Church. Board member Alford stated that he believed that the City was providing information but could not campaign for the bond but that the Chamber of Commerce was working on the campaign.

B. Staff Comments

Director Hollingshead reminded the board that Meghan from Elam & Burke would be presenting URA 101 at the May meeting.

There is still an at large seat open on the board, the school board member who had previously expressed interest in joining the board was no longer interested in the seat

and that Director Hollingshead had reached out to Superintendent Hansen about how he would like to move forward, Superintendent Hansen thought the incoming Superintendent of Schools, Tim Sperber might be interested and would pass along the application to him.

Board member Havens asked if the by-laws were being changed and Director Hollingshead stated no, that the direction the board had given was to try and fill the at-large position and to give preference to someone representing the Lewiston School District.

V. ADJOURN (ACTION ITEM)

There being no further business, Vice Chair Switzer and Board member Havens moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Urban Renewal Agency Board adjourned at approximately 12:51 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of _____, 2025

O'Sullivan Legal PLLC

PO Box 8027
3120 S Grand Blvd
Spokane, 99203
PHONE: 5094344547

INVOICE

INVOICE NUMBER: 378
INVOICE DATE: MAY 01, 2025

City of Lewiston URA
215 D Street
Lewiston, ID 83501

DATE	PROJECT	DESCRIPTION	HOURS	RATE	AMOUNT
APR-02-25	General Legal	Correspond with client	0.10	\$295.00	\$29.50
APR-07-25	General Legal	Prepare for meeting; legal analysis; client correspondence	0.80	\$295.00	\$236.00
APR-08-25	General Legal	Prepare for and attend meeting; client correspondence	1.30	\$295.00	\$383.50
APR-09-25	General Legal	Tele-conference with client; legal analysis	0.80	\$295.00	\$236.00
Total amount of this invoice					\$885.00



presnell
GAGE, PLLC
ACCOUNTING AND CONSULTING

Moscow Office: 609 South Washington, Suite 202,
Moscow, Idaho 83843, (208) 882-2211

Lewiston Office: 1216 Idaho Street, Lewiston, Idaho 83501, (208) 746-8281
Grangeville Office: 109 South Mill Street, Grangeville, Idaho 83530, (208) 983-1254
Orofino Office: 216 Johnson Avenue, Orofino, Idaho 83544, (208) 476-3012
Pullman Office: 1230 SE Bishop Blvd., Pullman, Washington 99163, (509) 332-6541
Eagle Office: 1159 E Iron Eagle Drive, Suite 100, Eagle, Idaho 83616, (208) 319-2929

URBAN RENEWAL AGENCY OF THE CITY OF
LEWISTON
PO BOX 617
LEWISTON, ID 83501

Date: 3/31/2025

Invoice Number: 417901

Client: 07914.000

RETURN THIS PORTION WITH REMITTANCE



Final billing for the audit of financial statements and report thereon for the year
ended September 30, 2024.

\$5,350.00

Invoice Total: \$5,350.00
Prior Balance: \$0.00
Current Amount Due: \$5,350.00

0-30	31-60	61-90	91-120	Over 120	Balance
\$5,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,350.00

Accounts are due upon receipt. 1.5% per month carrying charge is added to accounts
outstanding 30 days or more with a minimum charge of \$5.00 per month.
We do accept Visa and Mastercard. ACH payments can be made online.

Visit our web site at www.pg.cpa

251 E. Front Street, Suite 300
Boise, Idaho 83702
Tax ID No. 82-0451327
Telephone 208-343-5454
Fax 208-384-5844



March 31, 2025

Lewiston Urban Renewal Agency
c/o Shannon Grow
City of Lewiston
PO Box 617
Lewiston, ID 83501

Invoice No. 214081
Client No. 898
Matter No. 1
Billing Attorney: MSC

INVOICE SUMMARY

For Professional Services Rendered from March 23, 2025 through March 31, 2025.

RE: Special Counsel

Total Professional Services	\$ 25.00
Total Costs Advanced	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 25.00

ELAM & BURKE

March 31, 2025

Invoice No. 214081

Client No. 898

Matter No. 1

Billing Attorney: MSC

PROFESSIONAL SERVICES

Date	Atty	Description	Hours
3/23/25	MSC	Review and respond to email communication from the Agency administrator re request for urban renewal presentation and recommendation re timing of same.	.10

TOTAL PROFESSIONAL SERVICES **\$ 25.00**

SUMMARY OF PROFESSIONAL SERVICES

Name	Staff Level	Rate	Billed Hours	Billed Amount	Non-Chargeable Hours	Non-Chargeable Amount
Conrad, Meghan S.	Shareholder	250.00	.10	25.00	.00	.00
Total			.10	\$ 25.00	.00	\$.00

TOTAL THIS INVOICE **\$ 25.00**

251 E. Front Street, Suite 300
Boise, Idaho 83702
Tax ID No. 82-0451327
Telephone 208-343-5454
Fax 208-384-5844



March 31, 2025

Lewiston Urban Renewal Agency
c/o Shannon Grow
City of Lewiston
PO Box 617
Lewiston, ID 83501

Invoice No. 214081
Client No. 898
Matter No. 1
Billing Attorney: MSC

REMITTANCE

RE: Special Counsel

BALANCE DUE THIS INVOICE

\$ 25.00

ONLINE PAYMENTS

Elam & Burke is committed to offering safe, secure, and convenient options to pay your bill using Visa, MasterCard, Discover, American Express, Apple Pay, Google Pay, and eCheck.
NOTE: A convenience surcharge will be applied to all of these transactions.

To pay online, please click here: [Pay Now](http://PayNow) or go to: www.elamburke.com/payments

ACH PAYMENTS IN USD

Account Holder: Elam & Burke, PA
Bank Name: U.S. Bank
Branch Name: Meridian CenterPoint Office
Account Number: 82982196
ABA Routing Number: 021052053

CHECK PAYMENTS

All checks should be made payable to:
Elam & Burke, PA
ATTN: Accounts Receivable
251 E. Front Street, Suite 300
Boise, ID 83702
(Please return this advice with payment.)

Please reference: Invoice 214081, File # 898 - 1 on all payments.

INVOICES ARE PAYABLE UPON RECEIPT
Thank you! Your business is greatly appreciated.

TPC Holdings, Inc.

Lewiston Tribune
 Moscow-Pullman Daily News
 Gander Digital
 TPC Printing/Today's Mail
 Revolve Print & Pack

Federal EIN #82-0500182
 P.O. Box 957 Lewiston, ID 83501
 (208) 848-2288
 (800) 745-9411 (ID & WA Only)
 Fax: (208) 743-0297

Statement

DATE	REFERENCE#
04/30/2025	600228

BILL TO:

URBAN RENEWAL AGENCY
 C/O CITY OF LEWISTON
 PO BOX 617
 LEWISTON ID 83501-0617

Account Number: 935580
 Balance Due: \$26.72
 Salesperson: STEVE 208-848-2299

DATE	AD NUMBER OR P.O. NUMBER	CHARGES OR CREDITS DESCRIPTION/PRODUCT CODE	TOTAL SPACE	COLUMNS	DEPTH	CHARGES
		Balance Forward:				0.00
04/04/25	200727 200727	PU0401251	0 X 0.00		LT	26.72
	HOLLINGSHE					

PREVIOUS BALANCE

+

NEW CHARGES

\$26.72

-

CREDITS

=

BALANCE DUE

\$26.72

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

PAYABLE UPON RECEIPT

A CONVENIENCE FEE OF 3.5% WILL BE APPLIED TO ALL TRANSACTIONS PAID WITH A CREDIT CARD

CURRENT NET AMOUNT DUE	31-60 DAYS	61-90 DAYS	91-OVER	TOTAL AMOUNT DUE
\$26.72	\$0.00	\$0.00	\$0.00	\$26.72

2% FINANCE CHARGE APPLIED TO BALANCES PAST 30 DAYS

REMITTANCE ADDRESS	BILLED ACCOUNT NAME	BILLING PERIOD
Lewiston Tribune PO Box 957 Lewiston, Idaho 83501	URBAN RENEWAL AGENCY C/O CITY OF LEWISTON PO BOX 617 LEWISTON ID 83501-0617	04/01/25 -> 04/30/25
		ACCOUNT NUMBER
		935580
		\$ AMOUNT ENCLOSED

31-Mar-25

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

URBAN RENEWAL AGENCY
FISCAL YEAR 2025
SUMMARY OF ACTIVITY (as of 03/31/25)

	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	426,417.45	361,113.41	172,743.08	960,743.97
Reimbursements	OCT'24-SEPT'25					-
City of Lewiston PW Reimbursement						-
Twin River Bank Interest Earned	OCT'24-SEPT'25		1,014.33	746.98	424.41	2,185.72
State Investment Interest Earned	OCT'24-SEPT'25		15,092.87	34,324.13	7,925.78	57,342.78
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)
1556 - Pmt to O'Sullivan Legal PLLC	JAN'25		(97.17)	(97.17)	(97.16)	(291.50)
1557 - Pmt to Redevelopment Association	FEB'25		(1,533.34)	(1,533.33)	(1,533.33)	(4,600.00)
1558 - Pmt to O'Sullivan Legal PLLC	FEB'25		(236.00)	(236.00)	(236.00)	(708.00)
1559 - Pmt to O'Sullivan Legal PLLC	MAR'25		(216.34)	(216.33)	(216.33)	(649.00)
1560 - Pmt to ICRMP	MAR'25		(435.34)	(435.33)	(435.33)	(1,306.00)
1561 - Pmt to City of Lewiston	MAR'25		(5,059.25)	(5,059.25)	(5,059.25)	(15,177.75)
						-
						-
BALANCE		(0.00)	2,152,429.74	1,819,297.03	509,882.93	4,481,609.70
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)	1,523,911.11	1,819,297.03	509,882.93	3,853,091.07

	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Downtown/Normal Hill (#7)	
Twin River National Bank	(0.00)	23,885.45	67,844.24	24,078.09	115,807.78
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	-	1,100,086.12	1,751,452.90	485,804.96	3,337,343.98
	(0.00)	2,152,429.86	1,819,297.14	509,883.05	4,481,610.05

¹URA is committed to reimbursing the City \$552,787.59 upon the debt service reserve being released by the bank.