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 it 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,

Katie Hollingshead

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:

Shelly Bond

URBAN RENEWAL AGENCY CHAIR

Approved this 13 day of May, 2025