



**Lewiston City Council
REGULAR MEETING AGENDA
July 14, 2025 - 6:00 PM
Lewiston City Library – Second Floor Event Space – 411 D Street
Lewiston, Idaho 83501**

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 website at cityoflewiston.org.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS COMMENTS

This is an opportunity for individuals wishing to comment on agenda items or other matters they wish to bring to the Council's attention, excluding those scheduled for a public hearing. As there may not be another opportunity to comment once an agenda item is addressed, individuals are encouraged to speak at this time. Individuals are encouraged to discuss operational issues in advance with the Mayor. In consideration of others wishing to speak, commentary is limited to three (3) minutes.

IV. PRESENTATIONS

- A. POLICE DEPARTMENT PROMOTIONAL PINNING CEREMONY:** Recognizing Will Thompson on his promotion to the rank of Corporal within the Police Department (Police Chief Kuzik)

V. PUBLIC HEARINGS AND RELATED ACTION ITEMS

- A. PUBLIC HEARING: AMENDED CDBG 2024 ANNUAL ACTION PLAN:** Accepting testimony on the amended Community Development Block Grant (CDBG) 2024 Annual Action Plan - Action Item (Grant Manager Rose)
- B. AMENDED CDBG 2024 ACTION PLAN:** Considering approving the amended CDBG 2024 Action Plan - Action Item (Grant Manager Rose)
- C. PUBLIC HEARING: DRAFT CDBG 2025 ANNUAL ACTION PLAN:** Accepting testimony on the draft CDBG 2025 Annual Action Plan - Action Item (Grant Manager Rose)
- D. DRAFT 2025 CDBG ACTION PLAN:** Considering approving the draft 2025 CDBG Action Plan - Action Item (Grant Manager Rose)

VI. CONSENT AGENDA

All items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under "Items Moved from the Consent Agenda".

- A. **CITY COUNCIL MINUTES:** Considering approving the minutes of the following meetings: 6/16/2025 Special; 6/16/2025 Joint City/County; 6/23/2025 Budget Session #3; and 6/23/2025 Regular - Action Item
- B. **ADVISORY BOARD MINUTES:** Accepting the minutes of the following meetings: 11/14/2024, 12/12/2024, 1/9/2025 and 2/13/2025 Disability Advisory Commission; 3/20/2025, 4/17/2025, and 5/21/2025 Library Board of Trustees; and 6/11/2025 Planning and Zoning Commission - Action Item

VII. ACTIVE AGENDA

- A. **RESOLUTION 2025-32:** Considering approving an Interagency Agreement between the City of Lewiston and Nez Perce County for ambulance and vehicle extrication services within unincorporated Nez Perce County, and authorizing the Mayor to sign the agreement - Action Item (Fire Chief Rightmier)
- B. **RESOLUTION 2025-14:** Considering accepting a public water utility and access easement from Twin City Foods, Inc., and authorizing the Mayor to sign the easement - Action Item (Public Works Director Johnson)
- C. **RESOLUTION 2025-27:** Considering approving a revised "City of Lewiston Utility Customer Service Policies & Procedures" updated as of June 2025 - Action Item (Public Works Director Johnson)
- D. **RFQ-25-012 AWARD: EAST LEWISTON NETWORK ANALYSIS (TR073):** Considering awarding RFQ-25-012 East Lewiston Network Analysis (TR073) project to Kittelson and Associates, Inc., in the amount of \$150,000, and authorizing the Mayor to sign the contract - Action Item (Public Works Director Johnson)
- E. **ORDINANCES**

1. SECOND AND THIRD READINGS

- a. **ORDINANCE 4944:** Considering amending Lewiston City Code Section 37-3 to add the definition of "preschool facility" and "school"; amending Lewiston City Code Sections 37-19, 37-27, 37-35, 37-43 and 37-51 allowing a preschool as a permitted use in various zoning districts; amending Lewiston City Code Sections 37-20, 37-28, 37-36, 37-44 and 37-51 removing a preschool as a conditional use in various zoning districts; amending Lewiston City Code 37-20.1 related to the special conditions applicable to mortuaries, churches, schools, daycares and preschools - Action Item (Assistant Planner Hollingshead)
- b. **ORDINANCE 4947:** Considering amending Lewiston City Code Section 37-3 relating to the definition of "dwelling"; and amending Lewiston City Code Section 23-25 relating to the definition of "recreational vehicle" - Action Item (Assistant Planner Hollingshead)

2. ADOPTION AND APPROVAL OF ORDINANCE SUMMARIES

- a. **ORDINANCE 4944:** - Action Item

b. ORDINANCE 4947: - Action Item

VIII. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

IX. UNFINISHED AND NEW BUSINESS

A. CITY COUNCILOR COMMENTS: Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.

B. CITY BOARDS AND COMMISSIONS LIAISON UPDATES

C. MAYOR COMMENTS

D. AGENDA TOPICS: - Action Item

X. 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.



PROMOTION ANNOUNCEMENT

Please join us in congratulating
Will Thompson on his promotion to
Corporal.

Date: July 14th, 2025

Time: 6:00 pm



City council meeting

411 D st

2nd floor of the Library





CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE PUBLIC HEARING: AMENDED CDBG 2024 ANNUAL ACTION PLAN	AGENDA NO. V. A. AGENDA DATE: July 14, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) This public hearing marks the conclusion of the 30-day public comment period on the Amended 2024 Annual Action Plan, which was presented to City Council on June 2. The amendments address evolving program needs identified throughout the program year and reflect updates based on funding availability, project feasibility, and shifting community priorities. The revised plan maintains alignment with Community Development Block Grant (CDBG) goals and federal requirements. Public input received will help finalize the amended plan.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) None	
ACTION PROPOSED None	



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE AMENDED CDBG 2024 ACTION PLAN	AGENDA NO. V. B. AGENDA DATE: July 14, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) Following the completion of the 30-day public comment period and a public hearing, given no comments were received and with no changes requested by City Council, the Amended 2024 Annual Action Plan is presented for final approval. The amended plan incorporates updates reflecting evolving program needs while maintaining compliance with Community Development Block Grant (CDBG) goals and federal requirements. Approval will authorize submission of the amended plan to the U.S. Department of Housing and Urban Development (HUD).	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) None	
ACTION PROPOSED Approval	

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Lewiston residents are also eligible for housing assistance through the Section 8 Housing Choice Voucher program and Continuum of Care programs operated by the Idaho Housing and Finance Association. However, the City of Lewiston does not receive direct allocations under either program.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

This document, the City of Lewiston's program year 2024 CDBG Action Plan, represents the goals and programming of funds for activities to be undertaken in year two of the five-year Consolidated Plan.

- **Housing Affordability and Condition** will be improved through the Home Repair Program, which allocates \$116,000 for rehabilitating low to moderate-income homes.
- To address **Homeless Needs**, \$50,000 will be directed to Family Promise to provide shelters for families, \$10,000 to CARES for supplies and toiletries for the homeless, \$18,000 to Lewiston School District to assist those facing homelessness.
- **Infrastructure and Public Facility Improvement** initiatives include the creation of a tiny home village at LC Valley Youth Resource Center (\$100,000) and the Skyview Estates project (\$100,000) aimed at reducing blight and promoting affordable housing.
- **Public Services** will be allocated \$10,000 to the Microenterprise Program to support small businesses in stabilizing and expanding their business and increasing the economy.
- **Education services** will be provided annually, including training sessions for landlords and tenants by the Idaho Housing and Finance Agency.
- **Program Administration and Planning** will be supported through the Administration Activity, which allocates \$35,500 for trainings, notices, advertisements, and other administration activities necessary for implementing the City's CDBG program in 2024.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City has historically managed a CDBG homeowner rehabilitation program. The program has great success in improving/maintaining the single-family housing stock and in reducing maintenance and operation costs for low and moderate-income homeowners.

Lead-based paint hazard testing/abatement/certification requirements continue to be both costly and challenging to locate. City staff will continue to look into hosting training to provide local contractors with an EPA certification.

In 2023 the City assisted 10 homeowners with funding to complete repairs. This is a time and resource consuming program; therefore, in 2024 the funding allocated will be lowered.

In 2023 the Microenterprise Grant Program effectively supported 8 small businesses in stabilizing and expanding their activities. Eligibility required businesses to have operated for at least six months. The City has opted to extend this program while reducing the allocated amount to provide extra funding for capital improvement projects.

Because of the administrative burden associated with managing multiple programs, the City has selected a few capital improvement projects to be undertaken by various non-profit organizations with good records of accomplishment for effectively serving low to moderate-income persons and families.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Lewiston reached out and consulted with local groups, organizations, and units of government as listed in 24 CFR 91.100, 200 and 220.

Consultation with individuals occurs throughout the year when they present themselves at the Building Permit or Business license counters. Staff has been trained to raise the issue of CDBG funding when the project is located in an LMI area or will serve LMI clientele. This helps increase awareness of the program, but it does not assist with batching requests for funding. Consultation does not only occur at the permit desk, but also occurs when staff attends meetings, receives emails and telephone inquiries and distributes fliers for programs and CDBG information. City staff also consults with local non-profits throughout the year via email and phone consultations. Staff also created a spot on the city website for the public to upload any comments or questions regarding CDBG.

A “Notice of Funding Available” advertisement, in English and Spanish, was placed in the local newspaper and on the City's website, which solicited proposals for 2024 projects. These ads were published on March 10, 2024, with the proposal submittal deadline of April 4, 2024.

There was a 30-day public review and comment period, beginning May 8, 2024, and concluding June 10, 2024, with a public hearing.

5. Summary of public comments

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments or views were accepted.

7. Summary

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	LEWISTON	Community Development Department

Table 1 – Responsible Agencies

Narrative (optional)

The City of Lewiston's Community Development Department is responsible for administering the City's Community Development Block Grant Program. Among other City responsibilities, the Department coordinates the planning process, works closely with agencies and nonprofit organizations on planning and implementation, manages the CDBG program and resources to meet HUD requirements, evaluates project progress, and reports on performance to the City Council and HUD. A wide range of local housing and service providers partner with the City to carry out activities identified in the Annual Action Plan.

Consolidated Plan Public Contact Information

The primary contact for the Lewiston CDBG Program is:

Melinda Rose
Grant Manager
215 D Street
Lewiston, Idaho 83501
208-746-1318 x 6295
mrose@cityoflewiston.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Lewiston engaged residents and stakeholders in two community-wide workshops; a focus group for victims of domestic violence; interviews with stakeholders working in housing, community development, and homelessness; and a community-wide survey. Results of these outreach efforts are summarized in the Citizen Participation section of this Plan.

There was a 30-day public review and comment period for the 2024 Action Plan, beginning May 8, 2024, and concluding June 10, 2024, with a public hearing.

At the hearing Michelle King spoke on behalf of the application submitted by LC Valley Youth Resource Center, and Fred Fickenwirth spoke in favor of the application for improvements at Mountain View Mobile Home Park. Many community members were in attendance; however, no further comment was made. The Plan was then approved by the City Council for submission to HUD.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Lewiston partners with local non-profits and service agencies, including mental health providers, government health providers, and public and assisted housing providers to support coordinated activities among these organizations. The City's Home Repair Program provides support to low-income homeowners in making needed home repairs.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Lewiston is a member of the Balance of State Continuum of Care, staffed by the Idaho Housing and Finance Association, and provides input on regarding local homeless needs and risk of homelessness. In development of this Plan, the City consulted with several local service providers who work with homeless and at risk populations, including YWCA, Community Action Partnership, and Opportunities Unlimited. The YWCA also held a focus group to discuss the needs of homeless households and those at risk of homelessness, including victims of domestic violence. Summaries of these needs are provided in the Community Participation section of this Plan, and more detailed descriptions of resources, facilities, and services aimed at preventing or reducing homelessness are included in the Market Analysis, Strategic Plan, and Annual Action Plan sections of this document.

Over the next few years, the City will continue to look for opportunities to forge partnerships with social service agencies, housing developers/managers, and organizations serving special needs populations including elderly, people with disabilities, and youth. Funding for these agencies will be made available annually through a competitive application process.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

As a member of the Continuum of Care, the City of Lewiston provides input regarding local needs and priorities related to homelessness. As part of the ESG Interim Rule that took effect on January 4, 2012, the Emergency Solutions Grants (ESG) program provides funding to engage homeless individuals and families living on the street, help operate emergency shelters, rapidly re-house homeless individuals and families, and prevent families and individuals from becoming homeless. However, the City does not allocate or administer any ESG funds. The Office of the Governor designates the Idaho Housing and Finance Association (IHFA) to administer the allocation of ESG funds awarded from HUD on behalf of the State. Through its programs and the Balance of State Continuum of Care, which oversees six regions in Idaho including Nez Perce County, the IHFA administers Coordinated Entry and HMIS. Subrecipients of ESG funding are required to use the Coordinated Entry system, which prioritizes individuals or families in need of assistance. Housing prioritization is determined based on the length of time an individual has been homeless or whether there are children in the household in order to help minimize trauma. The IHFA prioritizes groups such as domestic violence survivors, youth, households with elderly members, and veterans.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City Disability Advisory Commission
	Agency/Group/Organization Type	Services-Persons with Disabilities Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Needs of Persons with Disabilities

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Phone interview
2	Agency/Group/Organization	Clearwater Economic Development Association
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant
3	Agency/Group/Organization	COMMUNITY ACTION AGENCY
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant
4	Agency/Group/Organization	Department of Public Health
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
5	Agency/Group/Organization	Intermountain Fair Housing Council
	Agency/Group/Organization Type	Housing Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Written Content
6	Agency/Group/Organization	Landmark Property Group
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
7	Agency/Group/Organization	Lewis Clark Valley Chamber of Commerce
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
8	Agency/Group/Organization	Sparklight
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide
	What section of the Plan was addressed by Consultation?	Broadband

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
9	Agency/Group/Organization	Lewiston Planning Department
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
10	Agency/Group/Organization	Life Choices Clinic
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant
11	Agency/Group/Organization	Nez Perce Tribe
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant

12	Agency/Group/Organization	Opportunities Unlimited, Inc.
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
13	Agency/Group/Organization	Idaho North Central District for Public Health
	Agency/Group/Organization Type	Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant
14	Agency/Group/Organization	Federal Emergency Management Agency
	Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management
	What section of the Plan was addressed by Consultation?	Flood Prone Areas
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview

15	Agency/Group/Organization	YMCA OF LEWISTON-CLARKSTON
	Agency/Group/Organization Type	Services-homeless Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant

Identify any Agency Types not consulted and provide rationale for not consulting

Efforts were made to consult a wide variety of community stakeholders throughout the City of Lewiston. This included a posting to the City of Lewiston's website, the City of Lewiston's Facebook page, and the project website. Stakeholders working in housing and community development were invited to participate in a stakeholder interview. No agency types were excluded from outreach efforts.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		
2024 Comprehensive Plan	City of Lewiston	Chapter 1, 9, 13, included goals for the city to accomplish such as: job creation, high quality jobs that will encourage younger residents to return or remain living in Lewiston, availability of safe and adequate housing, a variety of housing types throughout the community, protection over the surrounding environment including air quality/water quality/wildlife, an efficient transportation system that meets the needs of pedestrians/bicyclists/drivers, and an efficient use of land resources and infrastructure to prevent sprawl from new development.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City will continue to work with other public entities, including adjacent counties and the State of Idaho. Through the Lewis-Clark Valley Metropolitan Planning Organization, the City currently partners with the City of Clarkston, the City of Asotin, Nez Perce County, Asotin County, the Port of Lewiston, Port of Clarkston, Lewiston Transit, the Asotin County PTBA, the Palouse RTPPO, the Nez Perce Tribe, the Idaho Transportation Department, the Washington Department of Transportation to conduct regional transportation planning. Nez Perce County collaborates with all Idaho counties to address homelessness through Balance of State CoC, the region's Continuum of Care. Through these and other partnerships, the City of Lewiston will continue to promote communication with other public entities and provide coordinated services to the region's low-to-moderate income households.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Lewiston reached out and consulted with local groups, organizations, and units of government as listed in 24 CFR 91.100, 200 and 220.

Consultation with individuals occurs throughout the year when they present themselves at the Building Permit or Business license counters. Staff has been trained to raise the issue of CDBG funding when the project is located in an LMI area or will serve LMI clientele. This helps increase awareness of the program, but it does not assist with batching requests for funding. Consultation does not only occur at the permit desk, but also occurs when staff attends meetings, receives emails and telephone inquiries and distributes fliers for programs and CDBG information. City staff also consults with local non-profits throughout the year via email and phone consultations. Staff also created a spot on the city website for the public to upload any comments or questions regarding CDBG.

A “Notice of Funding Available” advertisement, in English and Spanish, was placed in the local newspaper and on the City's website, which solicited proposals for 2024 projects. These ads were published on March 10, 2024, with the proposal submittal deadline of April 4, 2024.

There was a 30-day public review and comment period, beginning May 8, 2024, and concluding June 10, 2024, with a public hearing.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public Hearing was held at the City Council meeting on June 10, 2024. Two applicants as well as other public interests and city officials were in attendance.	No comments received. Applicants described their projects and expressed gratitude for consideration of their proposals.		

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The table below displays the City of Lewiston’s CDBG allocation for the 2024 program year, along with the anticipated Prior Year Resources and Estimated Program Income. The Prior Year Resources consist of unspent funds from 2022 and 2023, while the Estimated Program Income is derived from payments to loans made in previous years.

Lewiston residents are also eligible for housing assistance through the Section 8 Housing Choice Voucher program and Continuum of Care programs operated by the Idaho Housing and Finance Association. However, the City of Lewiston does not receive direct allocations under either program.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	254,824.00	46,612.00	177,615.00	479,051.00	0.00	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

While CDBG funds do not require a match, the City anticipates leveraging local, federal, and private funds as they address the priorities and goals outlined in the Consolidated Plan. The city will leverage local (i.e., City) funds to complete public improvements in neighborhoods and business districts with low and moderate-income households. Private funds and other federal funds will be leveraged for housing rehabilitation and construction projects.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City does not anticipate using publicly owned land to address the needs identified in the plan. Public improvement activities, such as sidewalk repair or construction, ADA accessibility improvements, etc., may take place on publicly owned property.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Housing Access and Quality	2023	2027	Affordable Housing	Citywide	Housing Affordability and Condition	CDBG: \$139,000.00	Homeowner Housing Rehabilitated: 7 Household Housing Unit
2	Improve Public Facilities and Infrastructure	2023	2027	Non-Housing Community Development	Citywide	Infrastructure and Public Facility Improvements	CDBG: \$200,000.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 40 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 6 Households Assisted
3	Homeless Housing and Services	2023	2027	Homeless		Homeless Needs	CDBG: \$68,000.00	Homelessness Prevention: 100 Persons Assisted
4	Provide Public Services	2023	2027	Non-Homeless Special Needs	Citywide	Public Services	CDBG: \$10,000.00	Public service activities other than Low/Moderate Income Housing Benefit: 10 Persons Assisted Jobs created/retained: 4 Jobs Businesses assisted: 2 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Planning and Administration	2023	2027	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Housing Affordability and Condition Program Administration	CDBG: \$35,000.00	Other: 100 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Housing Access and Quality
	Goal Description	Homeowner housing rehabilitation (5 homes) Manufactured home park renovation (5 homes)
2	Goal Name	Improve Public Facilities and Infrastructure
	Goal Description	Public facility or infrastructure activities other than low/moderate income housing benefit: 40 persons assisted
3	Goal Name	Homeless Housing and Services
	Goal Description	Public services for low/moderate income housing benefit: 6 households assisted
4	Goal Name	Provide Public Services
	Goal Description	Public services other than low/moderate-income housing benefit: 20 persons assisted
5	Goal Name	Planning and Administration
	Goal Description	Education services to help residents, community organizations, and housing providers understand rights and responsibilities. Consumer education around landlord-tenant issues.

Projects

AP-35 Projects – 91.220(d)

Introduction

To ensure CDBG activities have maximum impact on community needs while keeping administrative oversight within the City's means, decisions on project awards took the following into account:

- Project activities can be implemented by agencies with adequate administrative capabilities;
- Project activities do not generate City administrative responsibilities beyond the capacity of existing staff to provide effective oversight;
- Projects enhance the development and support of community partnerships;
- Projects have high and lasting impact on priority community needs identified in the 5-Year Consolidated Plan;
- Projects emphasize “bricks and mortar” wherever possible; and
- Public services projects help individuals or households transition to stability.

In evaluating proposals from potential CDBG subrecipients, when all other application factors are equal, the City gives preference to applicants who can demonstrate the ability to administer grant funds in compliance with program requirements. The City does not anticipate any obstacles to implementing these projects and meeting the underserved needs their scopes propose to address.

Projects

#	Project Name
1	2024 Administration
2	2024 Home Repair Program
3	The Salvation Army
4	Lewiston Independent School District #1: Homelessness Services
5	LC Valley CARES
7	Family Promise of Lewis Clark Valley Inc.: New Foundation
8	Mountain View Mobile Home Park
9	LCV Youth Resource Center
10	2024 Microenterprise Grant Program

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary

Project Summary Information

1	Project Name	2024 Administration
	Target Area	Citywide
	Goals Supported	Planning and Administration
	Needs Addressed	Program Administration
	Funding	CDBG: \$50,965.00
	Description	CDBG funds will be utilized for administration costs of the CDBG program, including public hearing notices, advertisements, and translation services.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	NA
	Location Description	
2	Planned Activities	CDBG funds will be utilized for administration costs of the CDBG program, including public hearing notices, advertisements, and translation services.
	Project Name	2024 Home Repair Program
	Target Area	Citywide
	Goals Supported	Improve Housing Access and Quality
	Needs Addressed	Housing Affordability and Condition
	Funding	CDBG: \$63,859.00
	Description	Residential rehabilitation will include roof repairs, electrical panel repairs, heating/cooling, and other minor repairs. Costs may also consist lead-based paint, asbestos, and mold assessments related to the program.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	3 LMI
	Location Description	Citywide

	Planned Activities	The City plans to utilize \$63,859 (\$33,859 2024 funding and \$30,000 in estimated program income) towards residential rehabilitation for low to moderate-income households.
3	Project Name	The Salvation Army
	Target Area	
	Goals Supported	Homeless Housing and Services
	Needs Addressed	Public Services
	Funding	CDBG: \$5,000.00
	Description	The Community Dinner seeks to address both food and housing insecurity, while providing a place of encouragement and connection for all. The evening meals are free and are offered to people of low to moderate income.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	1,200
	Location Description	1220 21st Street, Lewiston ID
	Planned Activities	This funding will provide support for the acquisition of food supplies, volunteer coordination, training/permits, oversight, and outreach.
4	Project Name	Lewiston Independent School District #1: Homelessness Services
	Target Area	Citywide
	Goals Supported	Homeless Housing and Services
	Needs Addressed	Homeless Needs
	Funding	CDBG: \$15,000.00
	Description	Assistance for residents experiencing homelessness or at risk of homelessness due to a loss of housing or economic hardship.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	15 LMI households

	Location Description	Located at the public schools.
	Planned Activities	LIFE is a school-based program that assists families who are homeless or at risk with rent, lodging, utilities, etc.
5	Project Name	LC Valley CARES
	Target Area	Citywide
	Goals Supported	Homeless Housing and Services
	Needs Addressed	Homeless Needs
	Funding	CDBG: \$10,000.00
	Description	Serving displaced persons in the Lewis Clark Valley through a trauma-informed resource center where they will receive compassion and hope while providing safety, meeting basic needs, and modeling healthy relationships while also being provided resources and wrap & around services which lead to steady and sustainable change.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	1000 homeless persons
	Location Description	Citywide
6	Planned Activities	CARES would provide services to homeless or at risk of homelessness individuals including clothing, toiletries, and resources to displaced individuals in the LC Valley.
	Project Name	Family Promise of Lewis Clark Valley Inc.: New Foundation
	Target Area	Citywide
	Goals Supported	Homeless Housing and Services
	Needs Addressed	Homeless Needs
	Funding	CDBG: \$50,000.00
	Description	The Family Promise of Lewis Clark Valley Inc., partners with local community agencies and faith community to provide positive solutions for homeless families in crisis. Families are empowered to become self-sufficient. New Foundation enables adults with children to move from the homeless population to permanent sustainable housing.

	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	6 LMI households
	Location Description	Normal Hill
	Planned Activities	The Family Promise of Lewis Clark Valley Inc., partners with local community agencies and faith community to provide positive solutions for homeless families in crisis. Families are empowered to become self-sufficient. New Foundation enables adults with children to move from the homeless population to permanent sustainable housing.
7	Project Name	Mountain View Mobile Home Park
	Target Area	
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Housing Affordability and Condition
	Funding	CDBG: \$100,000.00
	Description	Mountain View Mobile Home Park (a 32-unit mobile home park) was identified as a property with extremely deferred maintenance on almost every single unit. Leaking roofs, holes in floors, broken appliances, dysfunctional HVAC, and dozens of stray animals. The property currently includes 27 mobile homes.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	32 housing units to be assisted/added.
	Location Description	622 Burrell Ave., Lewiston Idaho
	Planned Activities	This funding will assist with infrastructure projects, frontage improvements, purchase of additional manufactured homes, and maintenance/repair of existing mobile and manufactured homes as well as demolition and removal of uninhabitable units. The goal is to replace all 31 trailer lots with new Energy Star certified homes which could then be sold to owner occupants in the low \$100,000 range, providing much needed affordable housing to our community.

8	Project Name	LCV Youth Resource Center
	Target Area	
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Infrastructure and Public Facility Improvements
	Funding	CDBG: \$100,000.00
	Description	The LC Valley Youth Resource Center provides strength-based opportunities for local teens to thrive in a safe place where they are valued. LCVYRC offers concrete support in times of need while facilitating opportunities for social connection, healthy choices, academic success, and social/emotional development.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	12 units will be added for single adults
	Location Description	Currently unknown.
9	Planned Activities	The LC Valley Youth Resource Center provides strength-based opportunities for local teens to thrive in a safe place where they are valued. LCVYRC offers concrete support in times of need while facilitating opportunities for social connection, healthy choices, academic success, and social/emotional development.
	Project Name	2024 Microenterprise Grant Program
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$35,000.00
	Description	The proposed program would provide direct grants to micro-enterprise located within the City of Lewiston using CDBG funds designated for economic development activities in an effort to support and grow local entrepreneurs and innovators.
	Target Date	7/31/2025

	Estimate the number and type of families that will benefit from the proposed activities	8 LMI families will be assisted.
	Location Description	Microenterprise throughout the City.
	Planned Activities	Grants for the expansion of microenterprises; technical assistance to owners of microenterprises or those developing microenterprises; other support services to increase the capacity of recipients to carry out microenterprise activities.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Lewiston does not intend to designate or target specific areas for allocation of funds as part of its strategic use of CDBG funds.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Lewiston does not intend to designate or target specific areas for allocation of funds as part of its strategic use of CDBG funds; however, there will be opportunities to benefit low- and moderate-income neighborhoods over the next five years. Grant funds will support neighborhood revitalization through public improvements, affordable housing, and public services. CDBG activities will focus on assisting the most vulnerable populations, including households with incomes below 50% of the area median income, homeless individuals and families, and people with disabilities. This Strategic Plan outlines priorities for the next five years, including supporting housing affordability for low- and moderate-income owners and renters.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Over the 2024 program year, the City of Lewiston estimates that it will assist approximately five households through extending the useful life of existing affordable housing through weatherization, repair and rehabilitation. Pending the receipt of any 2024 program income, the number may increase.

One Year Goals for the Number of Households to be Supported	
Homeless	10
Non-Homeless	37
Special-Needs	8
Total	55

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	5
The Production of New Units	0
Rehab of Existing Units	35
Acquisition of Existing Units	1
Total	41

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The City of Lewiston does not have its own public housing authority. Instead, the Idaho Housing and Finance Association (IHFA) offers publicly supported housing options through its four branch offices, one of which is in Lewiston. According to HUD's 2021 A Picture of Subsidized Housing (APSH) data, there are currently 307 housing choice vouchers and 375 project-based Section 8 vouchers in use in Lewiston, for a total of 757 publicly supported housing units in the city.

Actions planned during the next year to address the needs to public housing

N/A

Actions to encourage public housing residents to become more involved in management and participate in homeownership

N/A

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Homelessness outreach in Lewiston comes mainly from a regional and state level. Lewiston is under the Idaho Balance of State Continuum of Care, also known as the Idaho Homeless Coordinating Committee or IHCC. The IHCC has designated the Idaho Housing and Finance Association, or IHFA, to manage applications, HUD documentation, and grant project coordination and monitoring. Lewiston is within Idaho's Region 2 for the Continuum of Care. In addition to the IHCC's efforts, Lewiston has historically partnered with surrounding jurisdictions to do regional homelessness work within the Lewis-Clark Valley. Finally, several nonprofits in Lewiston and the surrounding areas provide services that may assist homeless individuals and families, as described in MA-30.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Lewiston is covered by the Idaho Region 2 Point-In-Time count every year, which may assist in identifying subsets of homeless needs as it records subsets of the homeless population such as veterans, homeless youth, and sheltered vs. unsheltered households. Besides this, the City of Lewiston does not currently have either a formal or informal system for homeless outreach. Several local non-profits provide services as described in MA-30, but in order to take advantage of these services homeless individuals must be aware that they exist, know how to seek them out, and have the means to access them. Because of this, developing a comprehensive resource guide for people experiencing or at risk of homelessness may be a low-cost way for Lewiston to increase its homeless outreach efforts.

- The Salvation Army and LCV CARES will assist in providing individual needs to homeless.
- Lewiston Independent School District #1 provides counseling and financial assistance to families in danger of becoming homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

As described in SP-60, Lewiston has experienced significant difficulty in seeking to develop a homeless shelter and currently has no dedicated homeless facility. Some subsets of the homeless population may be able to access emergency shelter as described in MA-30; however, the targeted populations are not representative of the typical homeless individual as described in the Idaho Region 2 2024 Point-In-Time Count. Because of this, it is imperative that Lewiston continue to pursue the development of a dedicated homeless facility with urgency.

Individuals exiting homelessness may be eligible for TBRA, or tenant-based rental assistance. Currently,

TBRA is provided through HUD's Section 8 Housing Choice Voucher program administered through local housing authorities. Lewiston is serviced by the Idaho Housing and Finance Authority, which services 34 of Idaho's 44 counties. According to HUD's Picture of Subsidized Households, Lewiston has a current voucher capacity of 361, with a 90% utilization rate. The IFHA notes that wait times typically range from 12-24 months, and Lewiston's average wait time is 6 months. 74% of residents surveyed thought that Lewiston had a medium to high need for expanded rental assistance programs, and 79% thought there was a medium to high need for more housing that would accept Section 8 vouchers.

In addition to these resources, individuals transitioning out of homelessness may be able to take advantage of services provided by local non-profits. Relevant organizations and services are listed at the end of this section.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Lewiston's participation in Housing Idaho Coalition is imperative to assist the State of Idaho's homeless community.

- The School District will assist families facing homelessness by offering rental assistance and financial counselling.
- Family Promise will provide two additional homes for families transitioning into permanent housing.
- Skyview Estates will provide affordable housing.
- LCV Youth Resources Center aims to provide housing to teens transitioning to independence and avoiding homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Lewiston has few or no governmental resources or strategies for poverty reduction and/or homelessness prevention. Local non-profits provide some resources that may be beneficial to such families and individuals, including the following:

- **Snake River Community Clinic:** This non-profit free clinic is located in Lewiston and accepts appointments for medical, limited dental, and behavioral health for the uninsured and under-insured. The clinic is usually open three days per week and has recently expanded offerings to include lab testing, free hygiene products, over-the-counter medications, limited durable medical equipment, access to free/or reduced cost imaging services, sexually transmitted infections testing and treatment, integrated behavioral health visits, and dental services.
- **CHAS Lewis & Clark Health Center:** This non-profit healthcare center is located in Lewiston and offers a variety of healthcare services, including primary care, urgent care, behavioral health, nutrition, pediatrics, women's health & pregnancy care, and specialized care for conditions such as HIV/AIDS, diabetes, Hepatitis C, and more.
- **New Beginnings Counseling & Support Services:** This behavioral health and addiction treatment center is located in Lewiston and offers both in-person and telehealth services.
- **Riverside Recovery:** This center is located in Lewiston and, although primarily dedicated to inpatient and outpatient substance abuse recovery, also offers additional supportive services such as transportation, case management, mental health assessments, and childcare.
- **Lewiston Transitional Care of Cascadia:** This rehabilitation center is located in Lewiston and offers both short- and long-term inpatient rehabilitative care for patients exiting hospitalization.
- **Lewiston VA Clinic:** This clinic is located in Lewiston and offers primary care to veterans.
- **Disability Action Center Northwest:** This organization has a Lewiston office and provides disabled individuals with a variety of independent living resources.
- **Opportunities Unlimited, Inc.:** This non-profit is located in Lewiston and provides employment services for disabled individuals.
- **Community Action Partnership:** This organization is headquartered in Lewiston and served multiple counties, including Nez Perce. Services include ageing in place services, assistance in finding affordable housing, utility and food assistance, and upward mobility programs for individuals living in poverty.
- **Hand of Hope:** This program through the Salvation Army assists families transitioning out of homelessness by providing temporary rental assistance and affordable rental search assistance.
- **First Step 4 Life:** This clean & sober resource, recovery, and re-entry center is located in Lewiston and provides supportive services to facilitate recovery and re-entry for individuals struggling with substance abuse.
- **Lewis Clark Valley Youth Resource Center** serves teens in the Lewis Clark Valley through a trauma-

informed resource center where they receive compassion and hope while providing safety, meeting basic needs, and modeling healthy relationships. Programs include a drop-in center, overnight accommodations, and case management.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

This section examines the City of Lewiston’s efforts to address barriers to affordable housing in the region by reviewing existing zoning/land use policies. Community engagement efforts for the Consolidated Plan revealed that the City of Lewiston’s land use regulations and policies may hinder the development of affordable housing in the region. Lewiston’s 2023-2027 Analysis of Impediments includes a review of the city’s existing zoning code and identifies policies that may limit the development of affordable housing in the region.

Although zoning ordinances and land use codes play an important role in regulating the health and safety of the built environment, overly restrictive codes can negatively impact housing affordability and fair housing choice within a jurisdiction. While the Zoning Ordinance of the City of Lewiston was not found to be facially exclusionary, there are opportunities for the City to modify the ordinance to further remove barriers to the development of affordable housing across all residential zones.

For example, to encourage more infill development in traditionally low-density neighborhoods (R2 zones), minimum lot coverages and sizes could be further reduced, conversion of established dwellings to multifamily dwellings permitted, and height restrictions relaxed to allow for more density on the same footprint. As land costs are intrinsically linked to housing development costs, such changes may encourage the creation of more housing units. Increased housing supply would put downward pressure on rental prices, so that moderate and low-income families may have access to these neighborhoods and all the congruent benefits that come with higher opportunity areas, such as increased access to jobs, quality schools, access to transportation, and access to cultural amenities and public accommodations.

In addition to these public-sector barriers, the private market creates barriers as well. As discussed in earlier sections, some landlords may refuse to rent units to households using Housing Choice Vouchers or receiving other forms of housing assistance. Known as source of income discrimination, this practice reduces the affordability of existing units in the private housing stock and creates barriers to obtaining affordable housing. The poor quality of some rental housing units also makes them unsuitable for occupancy, thus removing further units for the city’s rental housing inventory.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The 2023-2027 Analysis of Impediments includes several recommendations to encourage the development of affordable housing, including a review of the Zoning Ordinance of the City of Lewiston.

AP-85 Other Actions – 91.220(k)

Introduction:

This section details Lewiston’s plans to ensure safe and affordable housing for its residents, meet underserved needs, reduce poverty, develop institutional structure, and enhance coordination between public and private sector housing and community development agencies, as described in their 2024 Annual Action Plan (AAP) and the North Idaho 2020-2025 Comprehensive Economic Development Plan (CEDP).

Actions planned to address obstacles to meeting underserved needs

- Increase fire and EMS staff in vulnerable areas by encouraging volunteers and creating mentorship programs (CEDP)
- Develop, fund, and implement community improvement projects such as water/wastewater upgrades, fire stations, community meeting space, hospital building expansions, childcare and after-school facilities, performing arts facilities, park development, and other projects as identified, in collaboration with the Clearwater Economic Development Association (CEDP)
- Partner with Idaho Transportation Departments, municipalities, counties, and landowners to develop park and ride spaces to meet the need of workforce commuters (CEDP)
- Expand knowledge of mental and behavioral health resources for youth and adults, increasing youth referrals by 10% and adult referrals by 5% by 2025 (CEDP)
- Expand medical clinics and pharmacies in the North Central Idaho region (CEDP)
- Expand access to telehealth in the North Central Idaho Region (CEDP)
- Improve housing access and quality (AAP)
- Provide housing and services for people experiencing or at-risk of homelessness (AAP)
- Improve public facilities and infrastructure (AAP)

Actions planned to foster and maintain affordable housing

- The City plans to utilize \$40,000 towards residential rehabilitation for low to moderate-income households between July 31, 2024, and July 31, 2025 (AAP)
- Family Promise will provide two additional homes for families transitioning into permanent housing.
- Skyview Estates will provide affordable housing.
- LCV Youth Resources Center aims to provide housing to teens transitioning to independence and avoiding homelessness.

Actions planned to reduce lead-based paint hazards

- Lewiston plans to continue with the lead-based paint hazard mitigation strategies described in SP-65

- Funds used for the housing repair program described above may be applied to lead-based paint assessment and abatement.

Actions planned to reduce the number of poverty-level families

- Lewiston will continue to collaborate with local entities in promoting the increase in the job market and wages that are paid.

Actions planned to develop institutional structure

- Participate in the Clearwater Economic Development Association's efforts to convene partnerships of public and private entities, as described in the North Idaho 2020-2025 Comprehensive Economic Development Plan (CEDP)

Actions planned to enhance coordination between public and private housing and social service agencies

- Participate in an annual Housing Summit hosted by the Clearwater Economic Development Association in partnership with the Idaho Finance and Housing Authority, HUD, local realtors, economic developers, community stakeholders, and elected officials to gather and share information on financing, funding, and home ownership (CEDP)
- Participate in housing roundtables hosted by the Clearwater Economic Development Group with local governments, developers, financiers and stakeholders to share and discuss identified best practices and ability to implement in the region (CEDP)
- Participate in Region 2 Housing Idaho Coalition and LCV Interagency monthly meetings.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

This section describes program-specific requirements for the CDBG funds received by the City of Lewiston. The responses within this section satisfy regulatory and programmatic obligations that the City will undertake in the 2024 program year. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low to moderate income over the 2023 program year period is 100%.

Community Development Block Grant Program (CDBG) / Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	30,000
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	30,000

Other CDBG Requirements

1. The amount of urgent need activities	0
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2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

70.00%



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE PUBLIC HEARING: DRAFT CDBG 2025 ANNUAL ACTION PLAN	AGENDA NO. V. C. AGENDA DATE: July 14, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) This public hearing concludes the 30-day public comment period for the Draft 2025 Annual Action Plan. The draft outlines proposed goals, projects, and funding allocations for the upcoming Community Development Block Grant (CDBG) program year. It includes a summary of funding applications received, scoring results, and recommended awards. Public feedback collected during the hearing will be considered prior to final adoption of the plan.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) None	
ACTION PROPOSED None	



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE DRAFT 2025 CDBG ACTION PLAN	AGENDA NO. V. D. AGENDA DATE: July 14, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) Following the 30-day public comment period and a public hearing, given no public comments were received and with no changes requested by City Council, the 2025 Annual Action Plan is presented for final approval. The plan outlines proposed CDBG-funded projects and funding allocations for the upcoming program year in alignment with the Consolidated Plan. Approval will authorize submission of the final plan to the U.S. Department of Housing and Urban Development (HUD).	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) None	
ACTION PROPOSED Approval	

2025 Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Lewiston residents are also eligible for housing assistance through the Section 8 Housing Choice Voucher program and Continuum of Care programs operated by the Idaho Housing and Finance Association. However, the City of Lewiston does not receive direct allocations under either program.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items, or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

This document, the City of Lewiston's program year 2025 CDBG Action Plan, represents the goals and programming of funds for activities to be undertaken in year two of the five-year Consolidated Plan.

- **Housing Affordability and Condition** will be improved through the Home Repair Program, which allocates \$129,324 for rehabilitating low to moderate-income homes.
- To address **Homeless Needs**, \$15,000 to Lewiston School District to assist those facing homelessness.
- **Infrastructure and Public Facility Improvement** Skyview Estates project (\$110,500) aimed at reducing blight and promoting affordable housing. This is a continuation of a 2024 project; therefore, all environmental compliance costs and activities are complete.
- **Public Services** will be allocated \$10,000 to the Idaho Legal Aid to provide low-income families with legal services.
- **Program Administration and Planning** will be supported through the Administration Activity, which allocates \$30,000 for trainings, notices, advertisements, and other administration activities necessary for implementing the City's 2025 CDBG program.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City has historically managed a CDBG homeowner rehabilitation program. The program has great success in improving/maintaining the single-family housing stock and in reducing maintenance and operation costs for low and moderate-income homeowners.

Lead-based paint hazard testing/abatement/certification requirements continue to be both costly and challenging to locate.

In 2024 the City assisted 6 homeowners with funding to complete repairs. This continues to be a strong and valuable program for the citizens of Lewiston.

In 2024 the Microenterprise Grant Program supported 1 small business in stabilizing and expanding their activities. The City opted not to continue this program due to little response from business owners.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Lewiston reached out and consulted with local groups, organizations, and units of government as listed in 24 CFR 91.100, 200 and 220.

Consultation with individuals occurs throughout the year when they present themselves at the Building Permit or Business license counters. Staff have been trained to raise the issue of CDBG funding when the project is in an LMI area or will serve LMI clientele. This helps increase awareness of the program, but it does not assist with batching requests for funding. Consultation does not only occur at the permit desk, but also occurs when staff attend meetings, receive emails and telephone inquiries and distribute fliers for programs and CDBG information. City staff also consult with local non-profits throughout the year via email and phone consultations. Staff also created a spot on the city website for the public to upload any comments or questions regarding CDBG.

A “Notice of Funding Available” advertisement, in English and Spanish, was placed in the local newspaper and on the City's website, which solicited proposals for 2025 projects. These ads were published on March 5, 2025, with the proposal submittal deadline of April 15, 2025.

The Action Plan will be presented at a City Council meeting dated June 2, 2025, starting a 30-day comment period. A public hearing will be held July 14, 2025, to conclude the comment period and approve the plan for submission to HUD.

5. Summary of public comments

6. Summary of comments or views not accepted and the reasons for not accepting them

7. Summary

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	LEWISTON	Community Development Department

Table 1 – Responsible Agencies

Narrative (optional)

The City of Lewiston's Community Development Department is responsible for administering the City's Community Development Block Grant Program. Among other City responsibilities, the Department coordinates the planning process, works closely with agencies and nonprofit organizations on planning and implementation, manages the CDBG program and resources to meet HUD requirements, evaluates project progress, and reports on performance to the City Council and HUD. A wide range of local housing and service provider's partner with the City to carry out activities identified in the Annual Action Plan.

Consolidated Plan Public Contact Information

The primary contact for the Lewiston CDBG Program is:

Melinda Rose
Grant Manager
215 D Street
Lewiston, Idaho 83501
208-746-1318 x 6295
mrose@cityoflewiston.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Lewiston engaged residents and stakeholders in two community-wide workshops; a focus group for victims of domestic violence; interviews with stakeholders working in housing, community development, and homelessness; and a community-wide survey. Results of these outreach efforts are summarized in the Citizen Participation section of this Plan.

There was a 30-day public review and comment period for the 2025 Action Plan, beginning June 2, 2025, and concluding July 14, 2025, with a public hearing.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Lewiston partners with local non-profits and service agencies, including mental health providers, government health providers, and public and assisted housing providers to support coordinated activities among these organizations. The City’s Home Repair Program provides support to low-income homeowners in making needed home repairs.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Lewiston is a member of the Balance of State Continuum of Care, staffed by the Idaho Housing and Finance Association, and provides input regarding local homelessness and risk of homelessness. In development of this Plan, the City consulted with several local service providers who work with homeless and at-risk populations, including YWCA, Community Action Partnership, and Opportunities Unlimited. The YWCA also held a focus group to discuss the needs of homeless households and those at-risk of homelessness, including victims of domestic violence. Summaries of these needs are provided in the Community Participation section of this Plan, and more detailed descriptions of resources, facilities, and services aimed at preventing or reducing homelessness are included in the Market Analysis, Strategic Plan, and Annual Action Plan sections of this document.

Over the next few years, the City will continue to look for opportunities to forge partnerships with social service agencies, housing developers/managers, and organizations serving special needs populations including elderly, people with disabilities, and youth. Funding for these agencies will be made available annually through a competitive application process.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

As a member of the Continuum of Care, the City of Lewiston provides input regarding local needs and priorities related to homelessness. As part of the ESG Interim Rule that took effect on January 4, 2012, the Emergency Solutions Grants (ESG) program provides funding to engage homeless individuals and families living on the street, help operate emergency shelters, rapidly re-house homeless individuals and families, and prevent families and individuals from becoming homeless. However, the City does not allocate or administer any ESG funds. The Office of the Governor designates the Idaho Housing and Finance Association (IHFA) to administer the allocation of ESG funds awarded from HUD on behalf of the State. Through its programs and the Balance of State Continuum of Care, which oversees six regions in Idaho including Nez Perce County, the IHFA administers Coordinated Entry and HMIS. Subrecipients of ESG funding are required to use the Coordinated Entry system, which prioritizes individuals or families in need of assistance. Housing prioritization is determined based on the length of time an individual has been homeless or whether there are children in the household in order to help minimize trauma. The IHFA prioritizes groups such as domestic violence survivors, youth, households with elderly members, and veterans.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

2	Agency/Group/Organization	Clearwater Economic Development Association
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant
3	Agency/Group/Organization	Community Action Partnership
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant
4	Agency/Group/Organization	Department of Public Health
	Agency/Group/Organization Type	Other government - County

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
5	Agency/Group/Organization	Intermountain Fair Housing Council
	Agency/Group/Organization Type	Housing Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview

Identify any Agency Types not consulted and provide rationale for not consulting

Efforts were made to consult a wide variety of community stakeholders throughout the City of Lewiston. This included a posting to the City of Lewiston's website, the City of Lewiston's Facebook page, and the project website. Stakeholders working in housing and community development were invited to participate in a stakeholder interview. No agency types were excluded from outreach efforts.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2024 Comprehensive Plan	City of Lewiston	Chapter 1, 9, 13, included goals for the city to accomplish such as: job creation, high quality jobs that will encourage younger residents to return or remain living in Lewiston, availability of safe and adequate housing, a variety of housing types throughout the community, protection over the surrounding environment including air quality/water quality/wildlife, an efficient transportation system that meets the needs of pedestrians/bicyclists/drivers, and an efficient use of land resources and infrastructure to prevent sprawl from new development.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City will continue to work with other public entities, including adjacent counties and the State of Idaho. Through the Lewis-Clark Valley Metropolitan Planning Organization, the City currently partners with the City of Clarkston, the City of Asotin, Nez Perce County, Asotin County, the Port of Lewiston, Port of Clarkston, Lewiston Transit, the Asotin County PTBA, the Palouse RTPO, the Nez Perce Tribe, the Idaho Transportation Department, the Washington Department of Transportation to conduct regional transportation planning. Nez Perce County collaborates with all Idaho counties to address homelessness through Balance of State CoC, the region's Continuum of Care. Through these and other partnerships, the City of Lewiston will continue to promote communication with other public entities and provide coordinated services to the region's low-to-moderate income households.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Consultation with individuals occurs throughout the year when they present themselves at the Building Permit or Business license counters. Staff has been trained to raise the issue of CDBG funding when the project is located in an LMI area or will serve LMI clientele. This helps increase awareness of the program, but it does not assist with batching requests for funding. Consultation does not only occur at the permit desk, but also occurs when staff attends meetings, receives emails and telephone inquiries and distributes fliers for programs and CDBG information. City staff also consults with local non-profits throughout the year via email and phone consultations. Staff also created a spot on the city website for the public to upload any comments or questions regarding CDBG.

A “Notice of Funding Available” advertisement, in English and Spanish, was placed in the local newspaper and on the City's website, which solicited proposals for 2025 projects. These ads were published on March 5, 2025, with the proposal submittal deadline of April 15, 2025.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public Hearing was held at the City Council meeting on July 14, 2025. Public interests and city officials were in attendance.	None	None	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The table below displays the City of Lewiston’s CDBG allocation for the 2025 program year. The Estimated Program Income is derived from payments to loans made in previous years.

Lewiston residents are also eligible for housing assistance through the Section 8 Housing Choice Voucher program and Continuum of Care programs operated by the Idaho Housing and Finance Association. However, the City of Lewiston does not receive direct allocations under either program.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	254,824.00	40,000.00	0.00	294,824.00	0.00	

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Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

While CDBG funds do not require a match, the City anticipates leveraging local, federal, and private funds as they address the priorities and goals outlined in the Consolidated Plan. The city will leverage local (i.e., City) funds to complete public improvements in neighborhoods and business districts with low and moderate-income households. Private funds and other federal funds will be leveraged for housing rehabilitation and construction projects.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City does not anticipate using publicly owned land to address the needs identified in the plan. Public improvement activities, such as sidewalk repair or construction, ADA accessibility improvements, etc., may take place on publicly owned property.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Housing Access and Quality	2023	2027	Affordable Housing	Citywide	Housing Affordability and Condition	CDBG: \$239,824.00	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 14 Households Assisted Homeowner Housing Rehabilitated: 14 Household Housing Unit
2	Homeless Housing and Services	2023	2027	Homeless	Citywide	Homeless Needs	CDBG: \$15,000.00	Homelessness Prevention: 100 Persons Assisted
3	Provide Public Services	2023	2027	Non-Homeless Special Needs	Citywide	Public Services	CDBG: \$10,000.00	Public service activities other than Low/Moderate Income Housing Benefit: 10 Persons Assisted
4	Planning and Administration	2023	2027	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Program Administration	CDBG: \$30,000.00	

Table 6 – Goals Summary

Annual Action Plan
2025

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Goal Descriptions

1	Goal Name	Improve Housing Access and Quality
	Goal Description	These funds will assist with approximately 6 home repair projects as well as the Mountain View RV Park restoration. Mountain View will use the funds to complete power and pole replacements.
2	Goal Name	Homeless Housing and Services
	Goal Description	Funding will be utilized for low-income families of Lewiston School District who are facing homelessness. Funds will cover rent, utilities, and other barriers to maintaining a home.
3	Goal Name	Provide Public Services
	Goal Description	Funding will be utilized to provide legal services for low-income patrons.
4	Goal Name	Planning and Administration
	Goal Description	Education services to help residents, community organizations, and housing providers understand rights and responsibilities. Consumer education around landlord-tenant issues.

Projects

AP-35 Projects – 91.220(d)

Introduction

To ensure CDBG activities have maximum impact on community needs while keeping administrative oversight within the City's means, decisions on project awards took the following into account:

- Project activities can be implemented by agencies with adequate administrative capabilities;
- Project activities do not generate City administrative responsibilities beyond the capacity of existing staff to provide effective oversight;
- Projects enhance the development and support of community partnerships;
- Projects have high and lasting impact on priority community needs identified in the 5-Year Consolidated Plan;
- Projects emphasize “bricks and mortar” wherever possible; and
- Public services projects help individuals or households transition to stability.

In evaluating proposals from potential CDBG subrecipients, when all other application factors are equal, the City gives preference to applicants who can demonstrate the ability to administer grant funds in compliance with program requirements. The City does not anticipate any obstacles to implementing these projects and meeting the underserved needs their scopes propose to address.

Projects

#	Project Name
1	2025 Administration
2	2025 Home Repair Program
3	2025 Lewiston Independent School District
4	2025 Mountain View Mobile Home Park
5	2025 Idaho Legal Aid

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary
Project Summary Information

1	Project Name	2025 Administration
	Target Area	Citywide
	Goals Supported	Planning and Administration
	Needs Addressed	Program Administration
	Funding	CDBG: \$30,000.00
	Description	CDBG funds will be utilized for administration costs of the CDBG program, including public hearing notices, advertisements, and translation services.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	NA
	Location Description	Activities will take place at the Community Development building at 215 D Street in Lewiston Idaho.
2	Planned Activities	CDBG funds will be utilized for administration costs of the CDBG program, including public hearing notices, advertisements, and translation services.
	Project Name	2025 Home Repair Program
	Target Area	Citywide
	Goals Supported	Improve Housing Access and Quality
	Needs Addressed	Housing Affordability and Condition
	Funding	CDBG: \$239,824.00
	Description	Residential rehabilitation will include roof repairs, electrical panel repairs, heating/cooling, and other minor repairs. Costs may also consist lead-based paint, asbestos, and mold assessments related to the program.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	This funding will assist 4 households with their home repair projects.
	Location Description	All activities will take place within the city limits of Lewiston Idaho.

	Planned Activities	The City plans to utilize \$129,324.00 (\$89,824.00 2025 funding and \$40,000 in estimated program income) towards residential rehabilitation for low to moderate-income households.
3	Project Name	2025 Lewiston Independent School District
	Target Area	Citywide
	Goals Supported	Homeless Housing and Services
	Needs Addressed	Public Services
	Funding	CDBG: \$15,000.00
	Description	Assistance for residents experiencing homelessness or at risk of homelessness due to a loss of housing or economic hardship.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	15 LMI households
	Location Description	All services will be provided to low-income residents of Lewiston Idaho.
	Planned Activities	LIFE is a school-based program that assists families who are homeless or at risk with rent, lodging, utilities, etc.
4	Project Name	2025 Mountain View Mobile Home Park
	Target Area	Citywide
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Housing Affordability and Condition
	Funding	CDBG: \$110,500.00
	Description	Mountain View Mobile Home Park (a 32-unit mobile home park) was identified as a property with extremely deferred maintenance on almost every single unit. Leaking roofs, holes in floors, broken appliances, dysfunctional HVAC, and dozens of stray animals. The property currently includes 27 mobile homes.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	32 families will benefit
	Location Description	622 Burrell Ave., Lewiston Idaho

	Planned Activities	This funding will be utilized to replace the power and power pole of the RV park. This is a continuation of a 2024 project; therefore, the environmental compliance activities and costs are complete.
5	Project Name	2025 Idaho Legal Aid
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$10,000.00
	Description	Legal services
	Target Date	07/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 10 families will benefit from this activity.
	Location Description	Lewiston Idaho
	Planned Activities	Funding will be used to provide legal services to low-income families.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Lewiston does not intend to designate or target specific areas for allocation of funds as part of its strategic use of CDBG funds.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Lewiston does not intend to designate or target specific areas for allocation of funds as part of its strategic use of CDBG funds; however, there will be opportunities to benefit low- and moderate-income neighborhoods over the next five years. Grant funds will support neighborhood revitalization through public improvements, affordable housing, and public services. CDBG activities will focus on assisting the most vulnerable populations, including households with incomes below 50% of the area median income, homeless individuals and families, and people with disabilities. This Strategic Plan outlines priorities for the next five years, including supporting housing affordability for low- and moderate-income owners and renters.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Over the 2025 program year, the City of Lewiston estimates that it will assist approximately 6 households through extending the useful life of existing affordable housing through weatherization, repair and rehabilitation. Pending the receipt of any 2025 program income, the number may increase.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	14
Special-Needs	2
Total	16

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	10
The Production of New Units	0
Rehab of Existing Units	6
Acquisition of Existing Units	0
Total	16

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The City of Lewiston does not have its own public housing authority. Instead, the Idaho Housing and Finance Association (IHFA) offers publicly supported housing options through its four branch offices, one of which is in Lewiston. According to HUD's 2021 A Picture of Subsidized Housing (APSH) data, there are currently 307 housing choice vouchers and 375 project-based Section 8 vouchers in use in Lewiston, for a total of 757 publicly supported housing units in the city.

Actions planned during the next year to address the needs to public housing

NA

Actions to encourage public housing residents to become more involved in management and participate in homeownership

NA

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

NA

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Homelessness outreach in Lewiston comes mainly from a regional and state level. Lewiston is under the Idaho Balance of State Continuum of Care, also known as the Idaho Homeless Coordinating Committee or IHCC. The IHCC has designated the Idaho Housing and Finance Association, or IHFA, to manage applications, HUD documentation, and grant project coordination and monitoring. Lewiston is within Idaho's Region 2 for the Continuum of Care. In addition to the IHCC's efforts, Lewiston has historically partnered with surrounding jurisdictions to do regional homelessness work within the Lewis-Clark Valley. Finally, several nonprofits in Lewiston and the surrounding areas provide services that may assist homeless individuals and families, as described in MA-30.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Lewiston is covered by the Idaho Region 2 Point-In-Time count every year, which may assist in identifying subsets of homeless needs as it records subsets of the homeless population such as veterans, homeless youth, and sheltered vs. unsheltered households. Besides this, the City of Lewiston does not currently have either a formal or informal system for homeless outreach. Several local non-profits provide services as described in MA-30, but in order to take advantage of these services homeless individuals must be aware that they exist, know how to seek them out, and have the means to access them. Because of this, developing a comprehensive resource guide for people experiencing or at risk of homelessness may be a low-cost way for Lewiston to increase its homeless outreach efforts.

Addressing the emergency shelter and transitional housing needs of homeless persons

As described in SP-60, Lewiston has experienced significant difficulty in seeking to develop a homeless shelter and currently has no dedicated homeless facility. Some subsets of the homeless population may be able to access emergency shelter as described in MA-30; however, the targeted populations are not representative of the typical homeless individual as described in the Idaho Region 2 2024 Point-In-Time Count. Because of this, it is imperative that Lewiston continue to pursue the development of a dedicated homeless facility with urgency.

Individuals exiting homelessness may be eligible for TBRA, or tenant-based rental assistance. Currently, TBRA is provided through HUD's Section 8 Housing Choice Voucher program administered through local housing authorities. Lewiston is serviced by the Idaho Housing and Finance Authority, which services 34 of Idaho's 44 counties. According to HUD's Picture of Subsidized Households, Lewiston has a current voucher capacity of 361, with a 90% utilization rate. The IFHA notes that wait times typically range from

12-24 months, and Lewiston's average wait time is 6 months. 74% of residents surveyed thought that Lewiston had a medium to high need for expanded rental assistance programs, and 79% thought there was a medium to high need for more housing that would accept Section 8 vouchers.

In addition to these resources, individuals transitioning out of homelessness may be able to take advantage of services provided by local non-profits. Relevant organizations and services are listed at the end of this section.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Lewiston's participation in Housing Idaho Coalition is imperative to assist the State of Idaho's homeless community.

The School District will assist families facing homelessness by offering rental assistance and financial counselling.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Lewiston has few or no governmental resources or strategies for poverty reduction and/or homelessness prevention. Local non-profits provide some resources that may be beneficial to such families and individuals.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

This section examines the City of Lewiston’s efforts to address barriers to affordable housing in the region by reviewing existing zoning/land use policies. Community engagement efforts for the Consolidated Plan revealed that the City of Lewiston’s land use regulations and policies may hinder the development of affordable housing in the region. Lewiston’s 2023-2027 Analysis of Impediments includes a review of the city’s existing zoning code and identifies policies that may limit the development of affordable housing in the region.

Although zoning ordinances and land use codes play an important role in regulating the health and safety of the built environment, overly restrictive codes can negatively impact housing affordability and fair housing choice within a jurisdiction. While the Zoning Ordinance of the City of Lewiston was not found to be facially exclusionary, there are opportunities for the City to modify the ordinance to further remove barriers to the development of affordable housing across all residential zones.

For example, to encourage more infill development in traditionally low-density neighborhoods (R2 zones), minimum lot coverages and sizes could be further reduced, conversion of established dwellings to multifamily dwellings permitted, and height restrictions relaxed to allow for more density on the same footprint. As land costs are intrinsically linked to housing development costs, such changes may encourage the creation of more housing units. Increased housing supply would put downward pressure on rental prices, so that moderate and low-income families may have access to these neighborhoods and all the congruent benefits that come with higher opportunity areas, such as increased access to jobs, quality schools, access to transportation, and access to cultural amenities and public accommodations.

In addition to these public-sector barriers, the private market creates barriers as well. As discussed in earlier sections, some landlords may refuse to rent units to households using Housing Choice Vouchers or receiving other forms of housing assistance. Known as source of income discrimination, this practice reduces the affordability of existing units in the private housing stock and creates barriers to obtaining affordable housing. The poor quality of some rental housing units also makes them unsuitable for occupancy, thus removing further units for the city’s rental housing inventory.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The 2023-2027 Analysis of Impediments includes several recommendations to encourage the development of affordable housing, including a review of the Zoning Ordinance of the City of Lewiston.

AP-85 Other Actions – 91.220(k)

Introduction:

This section details Lewiston’s plans to ensure safe and affordable housing for its residents, meet underserved needs, reduce poverty, develop institutional structure, and enhance coordination between public and private sector housing and community development agencies, as described in their 2025 Annual Action Plan (AAP).

Actions planned to address obstacles to meeting underserved needs

- Increase fire and EMS staff in vulnerable areas by encouraging volunteers and creating mentorship programs
- Develop, fund, and implement community improvement projects such as water/wastewater upgrades, fire stations, community meeting space, hospital building expansions, childcare and after-school facilities, performing arts facilities, park development, and other projects as identified, in collaboration with the Clearwater Economic Development Association (CEDA)
- Partner with Idaho Transportation Departments, municipalities, counties, and landowners to develop park and ride spaces to meet the need of workforce commuters
- Expand knowledge of mental and behavioral health resources for youth and adults, increasing youth referrals by 10% and adult referrals by 5% by 2025
- Expand medical clinics and pharmacies in the North Central Idaho region
- Expand access to telehealth in the North Central Idaho Region
- Improve housing access and quality
- Provide housing and services for people experiencing or at-risk of homelessness
- Improve public facilities and infrastructure

Actions planned to foster and maintain affordable housing

- The City plans to utilize \$85,891 towards residential rehabilitation for low to moderate-income households.
- Skyview Estates will improve surroundings and provide affordable housing

Actions planned to reduce lead-based paint hazards

- Lewiston plans to continue with the lead-based paint hazard mitigation strategies described in SP-65
- Funds used for the housing repair program described above may be applied to lead-based paint assessment and abatement.

Actions planned to reduce the number of poverty-level families

- Lewiston will continue to collaborate with local entities in promoting the increase in the job market and wages that are paid.

Actions planned to develop institutional structure

- Participate in the Clearwater Economic Development Association's efforts to convene partnerships of public and private entities.

Actions planned to enhance coordination between public and private housing and social service agencies

- Participate in an annual Housing Summit hosted by the Clearwater Economic Development Association in partnership with the Idaho Finance and Housing Authority, HUD, local realtors, economic developers, community stakeholders, and elected officials to gather and share information on financing, funding, and home ownership
- Participate in housing roundtables hosted by the Clearwater Economic Development Group with local governments, developers, financiers and stakeholders to share and discuss identified best practices and ability to implement in the region
- Participate in Region 2 Housing Idaho Coalition and LCV Interagency monthly meetings.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

This section describes program-specific requirements for the CDBG funds received by the City of Lewiston. The responses within this section satisfy regulatory and programmatic obligations that the City will undertake in the 2024 program year. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low to moderate income over the 2023 program year period is 100%.

Community Development Block Grant Program (CDBG) / Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	40000
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	40000

Other CDBG Requirements

1. The amount of urgent need activities	0
---	---

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

0.00%

June 16, 2025

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special Joint City Council & Nez Perce County Commissioners meeting in the City Hall Back Conference Room at 1134 F Street. Mayor Johnson called the meeting to order at 3:00 PM.

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Johnson; Council President Kleeburg; Councilor Forsmann; Councilor Klein (Zoom); Councilor Schroeder; Councilor Spickelmire; Councilor Wright.

COMMISSIONERS PRESENT: Chairman Havens; Commissioner Gish; Commissioner Liedkie.

Council President Kleeburg made a motion to move Item C. - Prosecution Services to Item B., as the prosecutor had another meeting that he needed to attend. Commissioner Liedkie seconded the motion. The motion passed with a City Council vote of 6-0 and County Commissioner vote of 3-0.

II. PLEDGE OF ALLEGIANCE

Mayor Johnson led the Pledge of Allegiance.

III. CITIZENS COMMENTS

None.

IV. JOINT CITY OF LEWISTON/NEZ PERCE COUNTY DISCUSSION ITEMS

Please note that identifying an item as an "Action Item" does not require the City Council to vote on that item.

A. EMERGENCY MANAGEMENT: - Action Item (Emergency Management Coordinator Wooderchak)

Emergency Management Coordinator James Wooderchak reported the completion of the Emergency Operations Plan and Catastrophic Disaster Plan. The Multi-Hazard Mitigation Plan is pending resolutions from Lapwai and Peck; once received, it will be submitted to OEM for review and then forwarded to FEMA. He noted only minor changes have been made to the plan since it was last discussed, and concluded with an overview of recent and upcoming emergency exercises and trainings.

Lewiston City Council &
Nez Perce County Commission
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B. PROSECUTION SERVICES: - Action Item (City Attorney Tengono)

Moved from Item C. to Item B. on the agenda by motion at the beginning of the meeting.

City Attorney Tengono presented an updated prosecution services agreement with Nez Perce County. She explained that the City and County have worked together for several years, and the partnership allows for shared resources and expertise while reducing overlap between the offices. The City pays for prosecution services, and the new agreement includes a 33% rate increase, with future annual adjustments based on a formula agreed upon by both parties.

Council President Kleeburg and Councilor Schroeder moved and seconded, respectively, to approve the prosecution services agreement between the City of Lewiston and Nez Perce County. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Spickelmire; Schroeder; Forsmann; Wright; Klein.**

Commission Chair Havens explained that the Commissioners would be waiting to vote, noting they weren't ready to proceed and the absence of a clerk.

C. AIRPORT: - Action Item (Airport Director Isaacs)

Airport Director Isaacs provided an overview of operational expenses, capital projects, and funding requirements. A potential land surplus valued at \$335,000 was mentioned and would require both the City and County to initiate their respective surplus processes. Additional updates on airline services and new business developments were shared, as well as consideration of options regarding the static display aircraft lease.

Councilor Klein asked if it was the right time to recommend initiating the surplus process for the property or if it would need to be handled separately. Mayor Johnson clarified that the matter was being brought to their attention and that a motion could be made at a future council meeting to place the item on an agenda.

D. SANITATION: - Action Item (Public Works Director Johnson)

Public Works Director Johnson provided a brief update on the transfer station use agreement between the City and County, noting that an updated agreement is currently under review by Nez Perce County. Additionally, the contract with Asotin County will expire at the end of FY25, likely resulting in an increase in tipping fees.

Commissioner Gish noted he will be meeting with Inland Northwest on June 23

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to evaluate potential cost savings of bypassing the transfer station.

E. EMERGENCY MEDICAL SERVICES AGREEMENT: - Action Item (Fire Chief Rightmier)

Fire Chief Rightmier provided an update on the Emergency Medical Services agreement, noting that he met with the County to review the updated contract and discuss changes to the fee structure. The agreement has been submitted to the County for consideration and will be presented to the Council once their review is complete.

V. UNFINISHED AND NEW BUSINESS

A. COUNTY COMMISSIONER COMMENTS

Commission Chair Havens provided an update on the courthouse move, noting parking remains an ongoing challenge and security checks at the front door will require adjustment.

Commissioner Gish expressed appreciation for Fire Chief Rightmier's contract explanation and offered courthouse tours.

Commissioner Liedkie commented positively on recent city-county communications.

B. CITY COUNCILOR COMMENTS: Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.

Councilor Forsmann asked when the old Courthouse would be torn down. Commission Chair Havens noted the existing building must be cleared by the 23rd for contractor turnover and abatement, which may take an extended period of time.

Council President Kleeburg mentioned his friends were the first to get married in the new courthouse.

Councilor Wright noted his first City-County meeting was really helpful and is looking forward to more.

Councilor Klein thanked everyone for coming and apologized for not being at the meeting in person.

C. MAYOR COMMENTS

Mayor Johnson expressed appreciation to the County for their generous support, including office chair and desk donations, pavement improvements, and courtroom access, with special recognition to Stephanie Cuddihy for her assistance with questions throughout the construction process.

VI. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council and the Nez Perce County Commissioners, Council President Kleeburg and Councilor Schroeder moved and seconded, respectively, to adjourn the June 16, 2025 Special Joint Meeting. The motion passed with a City Council vote of 6-0 and County Commissioner vote of 3-0. The meeting adjourned at 4:21 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

June 16, 2025

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special Meeting in the City Hall Back Conference Room at 1134 F Street. Mayor Johnson called the meeting to order at 2:30 PM.

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Johnson; Council President Kleeburg; Councilor Forsmann (2:33 p.m.); Councilor Klein (Zoom); Councilor Schroeder; Councilor Spickelmire; Councilor Wright.

II. PLEDGE OF ALLEGIANCE

Mayor Johnson led the Pledge of Allegiance.

III. ACTION ITEMS

Please note that identifying an item as an "Action Item" does not require the City Council to vote on that item.

- A. RESOLUTION 2025-30:** Considering consenting to the continuance of the June 12, 2025 Declaration of Local disaster Emergency pertaining to the May 31, 2025 Hatwai Fire beyond seven (7) days of its inception, in accordance with Idaho Code § 46-1011 - Action Item

Mayor Johnson explained that a Declaration of Local Disaster Emergency was issued on June 12, 2025, in response to the May 31, 2025 Hatwai Fire. Initially, a declaration was not issued due to uncertainty about whether the fire occurred within city limits. The Fire Chief indicated it would depend on the exact boundary line, and the City Surveyor later confirmed that a small portion of the fire area falls within city limits, though no structures were affected. Once confirmed, the declaration was issued. Since declarations are only valid for seven days, Council consideration to extend the declaration is necessary to maintain eligibility for any potential reimbursement from the State of Idaho or a third party.

Councilors Schroeder and Wright moved and seconded, respectively, to approve Resolution 2025-30. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Spickelmire; Forsmann; Schroeder; Wright; Klein.**

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IV. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Council President Kleeburg and Councilor Schroeder moved and seconded, respectively, to adjourn the June 16, 2025 Special Meeting. The motion carried 6-0 and the meeting adjourned at 2:43 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

June 23, 2025

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special Meeting – Budget Session #3 in the Second Floor Conference Room of the Bell Building at 215 D Street. Mayor Johnson called the meeting to order at 3:00 p.m.

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Dan Johnson; Councilor Kasee Forsmann; Councilor Jessica Klein; Councilor Kathy Schroeder; Councilor John Spickelmire; Councilor Matt Wright.

COUNCILORS EXCUSED: Council President Jim Kleeburg;

II. PLEDGE OF ALLEGIANCE

Mayor Johnson led the Pledge of Allegiance.

III. CITIZENS COMMENTS

The meeting was briefly paused to accommodate a member of the public with hearing impairment; the individual did not arrive during the pause and did not provide comment.

While waiting, Mayor Johnson introduced the new Parks and Recreation Director, Justin Glenn, to the Council, noting that a formal introduction would take place later that evening during the Regular Meeting.

IV. BUDGET ITEMS

Please note that identifying an item as an “Action Item” does not require the City Council to vote on that item.

A. FUNDING THE BUDGET - REVENUES: - Action Item

Finance Director Aimee Gordon provided an overview of the City’s property tax-supported funds, including capital, transportation, cemetery, public transit, and library. She discussed revenue sources, fund balances, and ongoing transportation challenges due to the loss of road and bridge levy funds. Ms. Gordon also reviewed general fund revenues, unassigned reserves, and noted that the preliminary FY26 budget includes a projected 90 days of cash on hand.

She concluded by outlining the next steps for finalizing the budget and encouraged the Council to submit funding preferences as soon as possible and to reach out with any questions.

V. BUDGET DISCUSSION

This is an opportunity for Councilors to ask questions, have discussions and provide direction to staff related to the fiscal year 2026 budget – Action Item

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Councilor Spickelmire mentioned concern about the amount of funding set aside for the Warner/Thain project, noting it did not appear to have Council support. He also questioned funding for the Main Street project following the failed bond initiative.

Councilor Klein asked Public Works Director Dustin Johnson about bringing a preliminary design for the Thain Corridor back to Council. Public Works Director Johnson stated the intent is to revisit the Thain Corridor Study after the budget is finalized.

Councilor Forsmann raised concerns about public confusion related to project funding and available reserves. She also inquired about legislative impacts, forgone taxes and franchise fees.

Finance Director Gordon indicated she would follow up with additional information regarding forgone taxes.

VI. UNFINISHED AND NEW BUSINESS

- A. CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.

Councilor Forsmann shared that she met with the Mayor to discuss the budget and found it very helpful. She encouraged other Councilors to do the same.

B. MAYOR COMMENTS

Mayor Johnson asked Councilors to introduce themselves to the new Parks & Recreation Director, Justin Glenn.

VII. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Councilors Forsmann and Schroeder moved and seconded, respectively, to adjourn the June 23, 2025 Special Meeting - Budget Session #3. The motion carried 5-0 and the meeting adjourned at 4:26 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

June 23, 2025

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Regular Meeting in the Lewiston Library Second Floor Activity Room 411 D Street. Mayor Johnson called the meeting to order at 6:00 PM.

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Dan Johnson; Council President Jim Kleeburg; Councilor Kasee Forsmann; Councilor Jessica Klein; Councilor Kathy Schroeder; Councilor John Spickelmire; Councilor Matt Wright.

II. PLEDGE OF ALLEGIANCE

Mayor Johnson led the Pledge of Allegiance.

III. CITIZENS COMMENTS

No comments were provided.

IV. PRESENTATIONS

A. INTRODUCTION OF NEW PARKS AND RECREATION DIRECTOR: Introducing Justin Glenn, the new Parks and Recreation Director (Mayor Johnson)

Parks and Recreation Director Justin Glenn introduced himself to the Council and also introduced his wife and son. Mayor Johnson expressed that he was excited to have Mr. Glenn on board, and Councilors shared that they were glad he was here.

B. INTRODUCTION OF NEW POLICE K-9: Introducing the newest member, Quincy, to the Police Department's K-9 Unit (Police Chief Kuzik)

Captain Chris Reese introduced Quincy, the Police Department's new drug detection K-9. He noted the City was fortunate to receive a grant to support the addition of a second K-9 and that Officer Paige Vanover serves as K-9 Quincy's handler.

C. FINANCIAL REPORTS: Financial reports for April 2025, in accordance with Idaho Code § 50-208 (Finance Director Gordon)

The April financial report was a non-oral item and was included in the Council packets.

V. PUBLIC HEARINGS AND RELATED ACTION ITEMS

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- A. **PUBLIC HEARING ON ZONING CODE AMENDMENT ZA-03-25:** Accepting testimony on Zoning Code Amendment ZA-03-25, which adds definitions for "preschool facility" and "school"; removes "preschool" as a conditional use in various zoning districts by amending Sections 37-20, 37-28, 37-36, 37-44, and 37-51; and updates Section 37-20.1 regarding special conditions applicable to mortuaries, churches, schools, daycares, and preschools - Action Item (Assistant Planner Hollingshead)

Mayor Johnson announced the subject of the public hearing, explained the public hearing process, opened the public hearing and asked for the staff presentation.

Assistant Planner Katie Hollingshead provided a summary of proposed Zoning Code Amendment ZA-03-25, which amends several sections of the Lewiston City Code related to preschool facilities and allows them as a permitted use in various zoning districts while removing them as a conditional use in various zoning districts.

There being no public testimony, Mayor Johnson closed the public hearing.

- B. **FIRST READING OF ORDINANCE 4944:** Considering amending Lewiston City Code Section 37-3 to add the definition of "preschool facility" and "school"; amending Lewiston City Code Sections 37-19, 37-27, 37-35, 37-43 and 37-51 allowing a preschool as a permitted use in various zoning districts; amending Lewiston City Code Sections 37-20, 37-28, 37-36, 37-44 and 37-51 removing a preschool as a conditional use in various zoning districts; amending Lewiston City Code 37-20.1 related to the special conditions applicable to mortuaries, churches, schools, daycares and preschools - Action Item (Assistant Planner Hollingshead)

Council President Kleeburg and Councilor Schroeder moved and seconded, respectively, to approve the first reading of Ordinance 4944. The motion passed 6-0.

CITY ORDINANCE NO. 4944: AN ORDINANCE OF THE CITY OF LEWISTON AMENDING LEWISTON CITY CODE SECTION 37-3 TO ADD THE DEFINITION OF "PRESCHOOL FACILITY" AND "SCHOOL"; AMENDING LEWISTON CITY CODE SECTIONS 37-19, 37-27, 37-35, 37-43 AND 37-51 ALLOWING A PRESCHOOL AS A PERMITTED USE IN VARIOUS ZONING DISTRICTS; AMENDING LEWISTON CITY CODE SECTIONS 37-20, 37-28, 37-36, 37-44 AND 37-51 REMOVING A PRESCHOOL AS A CONDITIONAL USE IN VARIOUS ZONING DISTRICTS; AMENDING LEWISTON CITY CODE 37-20.1 RELATED TO THE SPECIAL CONDITIONS APPLICABLE TO MORTUARIES, CHURCHES, SCHOOLS, DAYCARES AND PRESCHOOLS; AND PROVIDING AN EFFECTIVE DATE.

- C. **PUBLIC HEARING ON ZONING CODE AMENDMENT ZA-02-25:** Accepting testimony on Zoning Code Amendment ZA-02-25 which proposes to amend the

definition of single-family dwelling - Action Item (Assistant Planner Hollingshead)

Mayor Johnson announced the subject of the public hearing, explained the public hearing process, opened the public hearing and asked for the staff presentation.

Assistant Planner Katie Hollingshead provided a summary of Zoning Code Amendment ZA-02-25, which proposes to amend the definitions of "dwelling" and "recreational vehicle" in Lewiston City Code Sections 37-3 and 23-25.

There being no public testimony, Mayor Johnson closed the public hearing.

- D. FIRST READING OF ORDINANCE 4947:** Considering amending Lewiston City Code Section 37-3 relating to the definition of "dwelling"; and amending Lewiston City Code Section 23-25 relating to the definition of "recreational vehicle" - Action Item (Assistant Planner Hollingshead)

Councilor Schroeder and Council President Kleeburg moved and seconded, respectively, to approve the first reading of Ordinance 4947. The motion passed 6-0.

CITY ORDINANCE NO. 4947: AN ORDINANCE OF THE CITY OF LEWISTON AMENDING LEWISTON CITY CODE SECTION 37-3 RELATING TO THE DEFINITION OF "DWELLING"; AMENDING LEWISTON CITY CODE SECTION 23-25 RELATING TO THE DEFINITION OF "RECREATIONAL VEHICLE"; AND PROVIDING AN EFFECTIVE DATE.

VI. CONSENT AGENDA

Mayor Johnson explained that all items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a Councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under "Items Moved from the Consent Agenda".

Councilor Schroeder and Council President Kleeburg moved and seconded, respectively, approval of the Consent Agenda. ***ROLL CALL VOTE: Kleeburg; Wright; Forsmann; Schroeder; Klein; Spickelmire.***

- A. CITY COUNCIL MINUTES:** Considering approval of the minutes of the following meetings: 5/29/2025 Executive 6/2/2025 Work Session; 6/4/2025 Special; 6/9/2025 Budget Session #2; and the 6/9/2025 Regular - Action Item
- B. ADVISORY BOARD MINUTES:** Considering approval of the minutes of the 5/8/2025 Historic Preservation Commission meeting; and the 5/28/2025 Planning and Zoning Commission meeting - Action Item

- C. **VOUCHER'S PAYABLE:** Considering approval of the Voucher's Payable dated 5/30/2025 - 6/12/2025 in the amount of \$1,873,391.36 - Action Item
- D. **SOUTHERN HILLS ADDITION #1 FINAL PLAT:** Considering approval of the Southern Hills Addition #1 final plat and associated Reasoned Statement of Relevant Criteria and Standards, which proposes to subdivide approximately 2.77 acres of undeveloped property located along the east side of 6th Street, north of Stewart Avenue, into 6 lots - Action Item
- E. **RESOLUTION 2025-23:** Considering accepting a public wastewater utility and access easement from Thomas E. Eier to the City of Lewiston - Action Item

VII. **ACTIVE AGENDA**

- A. **COLLECTIVE LABOR AGREEMENT WITH THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL #1773:** Considering approving the Collective Bargaining Agreement between the City of Lewiston and the International Association of Firefighters (IAFF) Local 1773 for October 1, 2024 to September 30, 2027 and authorizing the Mayor to sign the agreement - Action Item (Human Resources Director Province)

Councilors Schroeder and Forsmann moved and seconded, respectively, to approve the Collective Bargaining Agreement between the City of Lewiston and the International Association of Firefighters (IAFF) Local 1773 for October 1, 2024 to September 30, 2027, and authorize the Mayor to execute the agreement.

Council President Kleeburg moved to correct a typo on Appendix D from "City Travel Police" to "City Travel Policy". Councilor Schroeder seconded. **ROLL CALL VOTE: Kleeburg; Wright; Forsmann; Schroeder; Klein; Spickelmire.**

Returning to the main motion, **ROLL CALL VOTE: Kleeburg; Wright; Forsmann; Schroeder; Klein; Spickelmire.**

- B. **RESOLUTION 2025-28:** Considering approving the Federal Transit Administration Fiscal Year 2025 Certifications and Assurances - Action Item (Transit Manager Seigneur)

Councilor Forsmann and Council President Kleeburg moved and seconded, respectively, to approve Resolution 2025-28. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Wright; Forsmann; Schroeder; Klein; Spickelmire.**

- C. **FEDERAL TRANSIT ADMINISTRATION (FTA) 5339 STATEWIDE FUNDING AGREEMENT #C2579LT:** Considering approving the Grant Agreement between the City of Lewiston and the Idaho Transportation Department in the amount of \$284,240 for the purchase of 2 light-duty buses and authorizing the

Mayor to sign the agreement - Action Item (Transit Manager Seigneur)

Councilors Schroeder and Forsmann moved and seconded, respectively, to approve the grant agreement between the City of Lewiston and the Idaho Transportation Department in the amount of \$284,240, and authorize the Mayor to execute the agreement. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Wright; Forsmann; Schroeder; Klein; Spickelmire.**

- D. RESOLUTION 2025-22:** Considering approving an agreement for services between the City of Lewiston and the Lewis Clark Valley Metropolitan Planning Organization for GIS Support Services and authorizing the Mayor to sign the agreement - Action Item (Community Development Director Grow)

Council President Kleeburg and Councilor Schroeder moved and seconded, respectively, to approve Resolution 2025-22. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Wright; Forsmann; Schroeder; Klein; Spickelmire.**

- E. IFB-25-016 5TH STREET RECONSTRUCTION; 2ND AVENUE TO 7TH AVENUE (TR074):** Considering awarding IFB-25-016, 2nd Avenue to 7th Avenue (TR074) to Knife River Corporation – Mountain West in the amount of \$565,000 and authorizing the Mayor to sign the contract - Action Item (Public Works Director Johnson)

Councilors Spickelmire and Forsmann moved and seconded, respectively, to award IFB-25-016, 5th Street Reconstruction; 2nd Avenue to 7th Avenue, project to Knife River Corporation - Mountain West in the amount of \$565,000, and authorize the Mayor to execute the contract. **ROLL CALL VOTE: Kleeburg; Wright; Forsmann; Schroeder; Klein; Spickelmire.**

- F. COUNCIL LIAISON APPOINTMENT:** Considering appointing Councilor Wright to the Public Works Advisory Commission - Action Item (Mayor Johnson)

Mayor Johnson moved to appoint Councilor Wright as the Council liaison to the Public Works Advisory Commission. Councilor Forsmann seconded, and the motion passed 6-0.

G. ORDINANCES

1. SECOND AND THIRD READINGS

- a. ORDINANCE 4945:** Considering amending Lewiston City Code Sections 31-108(1)(a) and 31-116 (1)(a) relating to the mailing of the public hearing notices - Action Item (City Clerk Brocke)

Councilor Forsmann and Council President Kleeburg moved and seconded, respectively, to dispense with the requirement that an ordinance be read on

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June 23, 2025 – 6:00 p.m. – Page 5 of 7

three different days and combine the second and third readings of Ordinance 4945. The motion passed 6-0.

Councilor Forsmann and Council President Kleeburg then moved and seconded, respectively, to waive the third reading in full of Ordinance 4945 and approve the reading of the ordinance by title only. The motion passed 6-0.

CITY ORDINANCE NO. 4945: AN ORDINANCE OF THE CITY OF LEWISTON AMENDING LEWISTON CITY CODE SECTIONS 31-108(1)(a) AND 31-116(1)(a) RELATING TO THE SERVICE OF THE PUBLIC HEARING NOTICE; AND PROVIDING AN EFFECTIVE DATE.

2. ADOPTION AND APPROVAL OF ORDINANCE SUMMARIES

a. ORDINANCE 4945: - Action Item

Councilor Forsmann and Council President Kleeburg moved and seconded, respectively, to adopt Ordinance 4945 and approve the related ordinance summary. ***ROLL CALL VOTE: Kleeburg; Wright; Forsmann; Schroeder; Klein; Spickelmire.***

VIII. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

IX. UNFINISHED AND NEW BUSINESS

A. CITY COUNCILOR COMMENTS: Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.

Councilor Forsmann expressed appreciation for the expansion of the K-9 program and shared her excitement at seeing children enjoy the new Pioneer Park equipment.

Councilor Klein noted the success of the "Cool Down with a Cop" event, especially the bouncy house.

Councilor Kleeburg reminded everyone of the upcoming Star-Spangled Event on Saturday from 10 a.m. to 2 p.m. at Pioneer Park and encouraged people to attend.

B. CITY BOARDS AND COMMISSIONS LIAISON UPDATES

Council President Kleeburg, Councilor Wright, and Councilor Schroeder shared updates regarding their assigned Boards and Commissions.

C. MAYOR COMMENTS

Mayor Johnson gave a shout-out to Building Permit Representative Lorrie Tanguay for her helpfulness in answering his questions.

D. AGENDA TOPICS: - Action Item

X. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Councilors Forsmann and Schroeder moved and seconded, respectively, to adjourn the June 23, 2025 Regular Meeting. The motion carried 6-0 and the meeting adjourned at 7:00 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk



Lewiston Disability Advisory Commission
MEETING MINUTES
November 14, 2024 - 12:00 PM
Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501

Members Attending: Chairman Constance Vance, Eric Peterson, Mark Havens, Matthew Ruth, Amy Brogan, Jessica Grainger

Members Not Attending: Mike Feeney

Non-Members Attending: Dustin Johnson, Nikki Province, Leah Burris

I. CALL TO ORDER

A. Meeting called to order at 12:02pm

II. CITIZEN COMMENTS

A. None.

III. DISCUSSION ITEMS

A. None.

IV. ACTIVE AGENDA

A. DAC GOAL SETTING

1. Mr. Peterson states his top goal would be monitoring the reporting system IT has been working on. Ms. Province states one thing IT is waiting on is what the reporting form should look like. Mr. Peterson states he has a very good template he can try to share with Ms. Province, which is DC311. The structure is the same as the City's previous reporting system, MyLewiston. Mr. Peterson states it is most important that it is easy to use on a cell phone.
2. Mr. Havens discusses evening transportation as a potential goal. Unfortunately, everything comes down to money, but if a model could be drawn out for how this type of service can be provided, then funding could be sought out. Ms. Brogan asks if there has been any sort of needs assessment for this type of service. Mr. Havens states starting with the hospital would probably be the best place to start.
3. Mr. Peterson states DAC has been assigned with specific tasks by the City and he reviews what those tasks are. Mr. Peterson suggests having an item on the next agenda reviewing this list in more detail and align it with the other goals of DAC. Mrs. Burris states those tasks are outlined in Ordinance 4762 regarding Boards & Commissions. Ms. Province states she can email the ordinance to DAC members for review and it could be discussed at the next meeting.

B. CAPITAL IMPROVEMENT PLAN

1. Public Works Director Dustin Johnson presents on the Capital Improvement Plan for transportation. The City is currently soliciting requests for projects that citizens want addressed by the City to be included in the plan. Feedback will be vetted and combined with the current list of projects. There will then be a public hearing with the City Council in February 2025 for their feedback. There are currently about 150 projects listed by priority in the plan. The plan was created in 2020 and has been refined over the last four years. Mr. Havens asks how small is too small for a request to be included. Director Johnson states anything can be included unless it's something that already exists but needs repairing, as those could be addressed separately. Mr. Peterson asks about a project requested by a citizen that has now passed away. Director Johnson states he is familiar with the project and it dovetails well with the ADA Transition Plan. Mr. Peterson commends the website for ease of communication with projects such as this but then discusses issues with curb cuts he would like to communicate to Public Works. Mr. Peterson asks if there are items on this list DAC could recommend to Council they prioritize during the budget process. Mr. Peterson motions to have Chairman Vance work with the Public Works Director to review the list for items DAC could recommend to City Council as priority. Chairman Vance seconds the motion and all members vote in favor. Mr. Havens states on election day he voted at the Community Center and while walking toward the door he noticed there is no button to automatically open the door for wheelchair access, which surprised him as the Community Center is an important public building. Mr. Havens asks that having that addressed be looked into. Ms. Province states she will follow up with the Facilities division.

C. MEETING MINUTES: Approval of October 10, 2024 meeting minutes

1. Mr. Havens states he has one correction toward the bottom of page 2. A reference to Mr. Havens needs to be changed to Mr. Ruth. Chairman Vance states Cheryl spelling needs to be corrected. Mr. Havens motions to approve the minutes with these changes and Mr. Ruth seconds the motion. All members vote in favor of approving the minutes.

V. FUTURE AGENDA ITEMS

- A. Ms. Province states she can present on how Human Resources addresses employees and applicants with disabilities.

VI. COMMISSIONER COMMENTS

- A. None.

VII. STAFF LIAISON COMMENTS

- A. None.

VIII. ADJOURNMENT

- A. Meeting adjourned at 1:02pm.



**Lewiston Disability Advisory Commission
Meeting Minutes
December 12, 2024 - 12:00 PM
Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501**

Members Attending: Chairman Constance Vance, Eric Peterson, Matthew Ruth, Jessica Grainger, Mike Feeney, Mark Havens

Members Not Attending: Amy Brogan

Non-Members Attending: Dustin Johnson, Nikki Province, Leah Burris

A. CALL TO ORDER

- a. Meeting called to order at 12:05pm

B. CITIZEN COMMENTS

- a. None.

C. DISCUSSION ITEMS

a. ENGINEERING DEVELOPMENT CODE UPDATES

- i. Public Works Director Dustin Johnson presents on the Engineering Development Code Updates. The department is trying to streamline the process of development as the process is currently not an easy or smooth process to navigate. He states he believes the City can improve transparency of codes and provide for some flexibility, while still following state and federal requirements. There are currently two guiding documents. The first is the ADA Transition Plan, which identifies priority upgrades and projects related to the ADA. The second is Lewiston Municipal Code, which identifies things like public right of way. Director Johnson then discusses at what point buildings have to be updated with frontage improvements, exceptions to making improvements, and current challenges. Exceptions include “Fees in Lieu Of,” also known as FILO Fees. Director Johnson next shares some examples of places in Lewiston that do not have sidewalks but putting in a sidewalk is unlikely due to various reasons so an exemption, postponement, or something similar would need to be provided. Requirements for certain properties to put in sidewalks if they make improvements, has prevented improvements from happening. Director Johnson will provide the draft code amendments for DAC to review. Mr. Havens states a special committee was created a few years ago to address some of this and a formula was created, but the City Council never adopted it and all of that work ended up not going anywhere. Mr. Havens and Mr. Feeney represented DAC on that special committee. Director Johnson states he remembers seeing it when he started at the City. Mr. Havens states he won’t bring it up again if Director Johnson feels they are moving in a positive direction, but it would be nice to know why the City Council did not adopt what was recommended to them by the special committee. Director Johnson states he will try to find the recommendation

but explains how he has been working with Community Development on building improvements. Mr. Peterson asks if Fees in Lieu Of are assigned to specific projects based on the location of the property the fee is paid for. Director Johnson states the language that requires where the Fee is used is vague and can expire. The Public Works Department is coordinating with the Public Works Advisory Commission, Disability Advisory Commission, and Legal Department to make code amendments to then present to the City Council. Other development code updates are also in the works, such as subdevelopment codes. Director Johnson states he plans to come back to DAC in a few months with updates.

b. REVIEW AND DISCUSS LEWISTON CITY CODE CHAPTER 2, ARTICLE V, SECTION 2-49(h) DISABILITY ADVISORY COMMISSION POWERS AND DUTIES

- i. Mr. Peterson motions to move this item to a future agenda due to lack of time. Mr. Ruth seconds the motion and the motion is approved.

c. OPTIMIZE PUBLIC REPORTING SYSTEM UPDATE

- i. Ms. Province provides an update on the Optimize reporting tool. Ms. Province states she reviewed the Washington, D.C. reporting tool and then reported what she found to the Information Systems & Security (ISS) Department. The ISS Department currently has several projects they are working on but plan to make more progress on the reporting tool in January, including the workflow of what departments would receive what types of complaints. Mr. Peterson states this also lends to accountability, as whichever department receives the complaint, will have to respond, and it will be easy to identify if a staff member is not following through.

D. ACTIVE AGENDA

a. 2025 DISABILITY ADVISORY COMMISSION GOALS

- i. Chairman Vance motions to move this item to next month's agenda due to lack of time. Mr. Peterson seconds the motion and the motion is approved.

b. LETTER OF SUPPORT FOR GRANT

- i. Chairman Vance states the City's Grant Manager Melinda Rose has requested a letter of support from DAC for the RAISE Discretionary Grant Program application for completing the Bryden Avenue construction project. Mr. Peterson states Bryden Avenue is a very important arterial with no sidewalks and agrees with everything listed in the letter of support. The group discusses how dangerous Bryden Avenue is without sidewalks. Mr. Peterson motions to approve the letter and sign it in support. Mr. Feeney seconds the motion. All commission members vote in favor of approving the letter of support.

c. APPROVAL OF MINUTES – Approval of the November 14, 2024 meeting minutes

- i. Mr. Peterson motions to move approval of the November minutes to the next meeting. Ms. Grainger seconds the motion and the motion is approved.

E. FUTURE AGENDA ITEMS

- a. Ms. Province states she coordinated with Grant Manager Melinda Rose to discuss CDBG funds for transportation use which she will place on the January agenda. Mr. Peterson states this is becoming a federal issue, not just local.

F. COMMISSIONER COMMENTS

- a.** Mr. Peterson states he has worked with Public Works Director Dustin Johnson for several years and appreciates him and his department for trying to make these improvements and actually get things done.

G. STAFF LIAISON COMMENTS

- a.** None.

H. ADJOURNMENT

- a.** Meeting adjourned at 12:58pm.



Lewiston Disability Advisory Commission
MEETING MINUTES
January 09, 2025
Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501

Members Attending: Chairman Constance Vance, Eric Peterson, Mark Havens, Jessica Grainger, Mike Feeney, Matthew Ruth, Amy Brogan

Members Not Attending: None.

Non-Members Attending: Suzanne Seigneur, Chris Usher, Melinda Rose, Nikki Province, Leah Burris

A. CALL TO ORDER

- a. Meeting called to order at 12:02pm

B. CITIZEN COMMENTS

- a. None.

C. DISCUSSION ITEMS

A. PUBLIC TRANSPORTATION AND CDBG FUNDING

- a. HR Director Nikki Province states former City Councilor Hannah Liedkie asked Ms. Province to put this on the agenda due to previous DAC discussions. The City's Grant Manager, Melinda Rose, discusses with the group the ability for CDBG funding to be used for transportation services. Groups can submit applications for funding starting in March. There are stipulations, such as the funding has to be used for low income, emergent need, etc. Transit services are considered a low income service. The City receives about \$250,000 in funding and there is a cap of \$15,000 for service projects. Mr. Peterson asks which projects are currently being funded. Ms. Rose states home repair projects, housing projects, and multiple service type projects. With public service projects, it has to be a new or increasing problem that's being addressed and must be sustainable. Mr. Peterson states curb cuts could be addressed with this funding as some are very dangerous. This would be considered a capital project and he'd be happy to identify locations. Ms. Rose states the projects also have to be in an area identified as low income. Ms. Seigneur states CDBG funds can match Transit funds, so this could be addressed as a Transit service project. Mr. Peterson asks if Transit could submit an application, and have the application supported by DAC, for missing curb cuts. Mr. Ruth asks about using funding to extend routes and hours. Ms. Seigneur states one time funding for non-sustainable projects is challenging, as one time funding will typically go to capital projects rather than service projects. Mr. Peterson states for after hours transportation, it seems more ideal to have someone else be responsible for that and requesting the grant, rather than the City. Mr. Peterson states he wants to make a motion to support a grant application for CDBG to fund missing curb cuts. Mr. Peterson states he can make a list of locations for the curb cuts. Ms. Seigneur states she would also just want

to make sure the application fits within the grant parameters. Mr. Ruth asks if there is an ability to tap into those funds for low income individuals for after hours transportation. It's not a huge market and won't be cost effective, but it's a needed service. Ms. Seigneur states it would be great to have an on call driver for something like this, but finding someone to provide that is very difficult and unfortunately, there are no great solutions to this problem. Chairman Vance asks if there is a grant that could basically pay for the service for those individuals. Mr. Peterson asks Transit if they would write the grant. Ms. Seigneur states a capital service project is more likely to be successfully funded, and if something can't be sustained, don't ask for funding for it. Mr. Peterson asks that his motion be placed on the next meeting's agenda as an action item. In the meantime, he will identify curb cut locations and make a list. Mr. Ruth asks if the CBDG funding could be used to purchase an ADA vehicle, and Ms. Seigneur states yes, as that would be considered a capital project. Mr. Usher asks if the hospital has been contacted about submitting a grant to purchase equipment or services for after hours transportation, as that is where the problem tends to primarily take place. Mr. Havens confirms applications can be submitted in March. Ms. Rose states typically applications close in May and grants are awarded in July.

B. OPTIMIZE PUBLIC REPORTING SYSTEM UPDATE

- a. Ms. Province has put some ideas in front of the City's Leadership team for review and the next step will be to develop workflow.

C. REVIEW AND DISCUSS LEWISTON CITY CODE CHAPTER 2, ARTICLE V, SECTION 2-49(h) DISABILITY ADVISORY COMMISSION POWERS AND DUTIES

- a. Chairman Vance reviews the powers and duties outlined in City Code. There are no questions or discussion.

D. ACTIVE AGENDA

A. 2025 DISABILITY ADVISORY COMMISSION GOALS

- i. Chairman Vance asks the group if anyone has any goal ideas. Mr. Ruth states the groups desire for reporting software that can work quickly and get efficient results. Chairman Vance adds promotion of the tool to the public.
- ii. Mr. Havens states of the powers and duties, some are "hard" and some are "soft." The soft powers and duties, such as building relationships, educating, etc. has not been addressed as much lately. He asks if DAC should develop a tangible goal in this area, such as a brochure or a certain number of trainings. Ms. Province suggests a brochure that combines all of the City's ADA services. Mr. Havens and Mr. Ruth both agree with this idea, as well as combining this information onto a webpage. Mr. Havens and Ms. Province also discuss identifying partner organizations in the community.

B. APPROVAL OF MINUTES – Approval of the November 14, 2024 and December 12, 2024 meeting minutes

- i. Mr. Peterson motions to approve minutes from both meetings. Mr. Havens asks in the December minutes, to please add a sentence that Mr. Havens and Mr. Feeney represented DAC on the task force that was discussed, which is why Mr. Havens brought it up. Mr. Peterson motions to approve the minutes with the Mr. Haven's recommended change to the December minutes. Mr. Ruth seconds the motion and the motion to approve both sets of minutes was approved.

E. FUTURE AGENDA ITEMS

- a. None.

F. COMMISSIONER COMMENTS

- a. None.

G. STAFF LIASON COMMENTS

- a. None.

H. ADJOURNMENT

- a. Meeting adjourned at 1:05pm.



**Lewiston Disability Advisory Commission
Meeting Minutes
February 13, 2025 - 12:00 PM
Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501**

Members Attending: Chairman Constance Vance, Mike Feeney, Mark Havens, Jessica Grainger, Amy Brogan

Members Not Attending: Matthew Ruth, Eric Peterson

Non-Members Attending: Nikki Province, Leah Burris

A. CALL TO ORDER

- a. Meeting to called to order at 12:03pm.

B. CITIZEN COMMENTS

- a. None.

C. DISCUSSION ITEMS

A. OPTIMIZE PUBLIC REPORTING SYSTEM UPDATE

- a. Ms. Province states the City Leadership team reviewed the program and it is now with the Information Systems & Security Department to create workflows. Once that's done, it can be placed on the website.

B. REVIEW AND DISCUSS LEWISTON CITY CODE CHAPTER 2, ARTICLE V, SECTION 2-49(h) DISABILITY ADVISORY COMMISSION POWERS AND DUTIES

- a. Chairman Vance reviews the powers and duties of DAC. Mr. Havens states he's confused about the item about reporting issues to the appropriate party and if it's related to complaints from DAC or complaints from citizens. Ms. Province states it can be viewed more generally, and complaints can be reported by citizens, the community, or DAC, and it's important to identify who the appropriate party for complaints is. Ms. Havens asks if complaints are taken more seriously if they come from DAC or from a citizen, and Ms. Province states it really depends on the topic of the complaint, but DAC has in the past, taken complaints from citizens and help facilitate them to the appropriate department. Chairman Vance states this issue will be eased by the new Optimize Program.

D. ACTIVE AGENDA

A. 2025 DISABILITY ADVISORY COMMISSION GOALS

- i. Ms. Grainger states if DAC creates a brochure like previously discussed, that could also help with directing complaints. Mr. Feeney states brochures need to be actively handed out, not just put in buildings. Ms. Province states the brochure could also link to the website. Chairman Vance states asking other agencies for information would also help with the brochure. Mr. Havens has the idea of conducting a survey as a possible goal for 2025. Ms. Province provides copy of an old survey the City conducted regarding disabilities and Mr. Havens reviews the

questions. Mr. Havens states he would like a question asking what people have observed or experienced in other cities that Lewiston could implement. Mr. Feeney states there is a resolution on the old brochure, Resolution 2015-54, but Ms. Province and Mrs. Burris cannot find what that resolution is for. Mr. Havens asks Ms. Province to scan the brochure and the survey and send it to the DAC members. Mr. Havens states the County Fair would be one possible place to hand out updated brochures but not the only place. Chairman Vance also mentions Health Fairs and similar events. Mr. Peterson asks if the City could look into registering for a booth at the County Fair and the Health Fair. Mr. Havens asks if the City could provide tablets so citizens could complete the survey in the moment at those events. Mr. Havens asks how City staff would assist a deaf patron if there was no interpreter available and the group discusses different options. Mr. Havens suggests exploring language services for hearing impaired individuals as a goal.

B. PERIODIC REVIEW OF COMMISSION

- i. Ms. Province states she emailed DAC members what was being requested for the periodic review. Chairman Vance reviews those requests. Ms. Province and Mr. Havens discuss having the confusing wording regarding complaints in the powers and duties be clarified. Regarding actions for the future, Chairman Vance clarifies that would be the goals DAC is working on developing. Ms. Province states the commission could include in their response the ADA Transition Plan, white cane training, people first training, grant recommendations, supporting Civic Optimize, various presentations from City departments, etc. Chairman Vance will draft a response and submit it to Ms. Province for review. Mr. Havens asks if this review is new. Ms. Province states yes, it hasn't been requested of DAC before.

C. CURB CUTS

- i. Mr. Peterson states civil rights and Section 504 are under attack. In regards to curb cuts, he reviews areas of town that could create a circular type route if curb cuts were put in. He reviews a map of Lewiston with DAC to show where he's discussing. Mr. Peterson also discusses trying to get a CDBG Grant for funding the curb cuts. There are probably around 20 curb cuts. Mr. Peterson motions to put the areas he's listed as a goal for the next two years to request funding, CDBG Grant or other, for curb cuts. Mr. Peterson then revokes that motion and instead motions to make it a goal for DAC to submit a funding recommendation to the City to complete all ADA sidewalk related projects. Chairman Vance seconds the motion and the motion passes. Mr. Havens states he would like to include getting wheelchair accessible automated doors at the Community Center added as a goal. Mr. Peterson states that is a two step process. The door can be adjusted to the ADA poundage limit, and if that cannot be done, a request can be made to have the push button put in.

D. APPROVAL OF MINUTES – Approval of the January 9, 2025 meeting minutes – Action item

- i. Mr. Havens motions to approve the minutes. Mr. Feeney seconds the motion and the motion passes.

E. FUTURE AGENDA ITEMS

- a. The group agrees the above items will all remain future agenda items.

F. COMMISSIONER COMMENTS

- a. Mr. Havens asks if there is a new City Council liaison and Ms. Province states yes, Mr. Wright is the new liaison. Mr. Havens also states the Mayor is currently at the Chamber of Commerce luncheon presenting on the down town construction. Mr. Havens also asks if the Commission missed electing new officers. Ms. Vance will include electing officers on the March agenda. Mr. Peterson recommends keeping the existing officers in place and confirming their appointment next meeting.

G. STAFF LIAISON COMMENTS

- a. None.

H. ADJOURNMENT

- a. Meeting adjourned at 1:11pm.



Lewiston City Library Art Committee Minutes
March 20, 2025
4 PM
Library Community Room

1. Call to order

The meeting was called to order at 4:02 PM by Kelsey Grafton. In attendance were Kelsey Grafton, John Patterson, Linda Scott, Deena Heath, and Bruno Alvino. Absent were Lynn Johnson, Diana Ames, Ray Esparsen, and Erin Cassetto

2. Approval of previous meeting minutes:

- a. Linda Scott moved to approve the minutes and John Patterson seconded the motion to approve the minutes of the February 20, 2025, meeting. The motion passed unanimously.

3. Unfinished Business

- a. Review of 2025 Exhibit Calendar to Date
 - I. The document was presented to the committee to review the upcoming schedule of art installations. Linda Scott offered to help with the take down of Rachel's artwork in May 2025.
- b. Idaho Watercolor Society Marketing Update
 - I. The Art Committee discussed the marketing release for the Watercolor program that L. Johnson had made. Deena Heath confirmed there won't be a cost to publicize it in their promotional guide.

4. New Business

- a. Review Draft Installation Guidelines for Artists
 - I. The committee reviewed draft installation guidelines for artists that were presented by Kelsey Grafton. K. Grafton will email it out to everyone for final review before going to the Lewiston Library Board of Trustees for approval.
- b. Host Idaho Arts Grant Writing Workshop - Action Item
 - I. Deena Heath moved for a member of the Art Committee to reach out to the Idaho Commission for the Arts for an arts grant workshop in the fall at the Lewiston City Library and Linda Scott seconded. All in favor. Motion carried.

5. Upcoming Meetings:

- a. April 17, 2025

b. May 15, 2025

6. Adjournment - At 4:47 PM, Linda Scott moved and John Patterson seconded a motion to adjourn.



Lewiston City Library Art Committee Meeting
April 17, 2025
4 PM
Library Community Room

1. Call to order -

The meeting was called to order at 4:07 PM by Kelsey Grafton. In attendance were Kelsey Grafton, Erin Cassetto, Deena Heath, John Patterson, Diana Ames and Lynn Johnson.

2. Approval of previous meeting minutes: The minutes from the March 20, 2025 meeting were approved by a motion from John and a second by Deena. All were in favor of accepting the minutes as presented, except Erin who abstained.

3. Unfinished Business

- a. Installation Guidelines for Artists - After review, it was decided that the brochure needed some edits and a second draft will be reviewed at the next meeting.
- b. Idaho Arts Grant Writing Workshop Update - Deena reported that she spoke with Laura Curry at Idaho Arts and with the grant outlook nationally this may not be the best time to offer such a program. It will be revisited at a later date.

4. New Business

- a. Introductory Letter to Artist Review - Deena moved and Erin seconded a motion to use this template for inviting artists to submit their work for consideration. The template can be adjusted or changed as needed per the situation. All were in favor.
- b. Interested Artist Website Form Review - edits were suggested to the page including, a question about whether the artist is available to assist with installation of their work, and whether they are willing to offer a presentation or workshop for the public.
- c. Public Art Walking Tour & Scavenger Hunt - Lynn presented the idea of creating a downtown public art walking tour and scavenger hunt. It was noted that this kind of document may already exist and group members agreed to look into who may have the original document.
- d. June 19 Meeting - It was moved by Erin and seconded by John to cancel the June 19 meeting as the library will be closed. All were in favor.

5. Upcoming Meetings:

- a. May 15, 2025

b. June 19, 2025 - cancelled

6. Adjournment - It was moved by Erin and seconded by Deena to adjourn at 4:53 pm.

Lewiston City Library
Board of Trustees
Regular Meeting | Wednesday, May 21, 2025
Community Room

1. Call to Order: The meeting was called to order at 5:37 PM by Diana Ames
Trustees Present: Diana Ames, Josh Brown, Andy Hanson, Rebecca Snodgrass,
Councilor Liaison Absent: Jim Kleeburg
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino
2. Recognition of Visitors
 - a. Danielle Kinyon - Lewiston Library Foundation President
3. Public Comment & Correspondence
 - a. There were no public comments during the meeting. However, the Board received several pieces of correspondence. A patron submitted a thank-you note recognizing Kerry Cramer for her assistance with the copier machine. Jennifer Anderson from Lewis-Clark State College expressed appreciation to the library staff for their support in setting up for the recent Stegner Lecture. Additionally, thank-you notes were received from KJ Bryant of the Idaho Children's Trust Fund, addressed to Bruno Alvino and Colleen Olive, acknowledging their assistance.
4. City of Lewiston Council Report
 - a. None
5. Library Foundation Report
 - a. Danielle Kinyon reported that the recent Foundation event was successful, although final fundraising totals are not yet available. She welcomed feedback for future events.
6. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings - Board of Trustees from March 19, 2025, and Art Committee from February 20, 2025
 - b. Review of Statistical Report for March and April
 - c. Approval of Statement of Expenses for March and April
 - i. Andy Hanson moved to approve the consent agenda, and Rebecca Snodgrass seconded the motion. All in favor. Motion carried. Josh Brown was absent for the vote.
7. Committee Reports
 - a. Art Committee
 - i. Diana Ames reported that the committee recently met to discuss potential artists for the upcoming year. Further discussion on the Art Walk proposal will be addressed in the Director's Report.
8. Election of Officers - Action Item

- a. Andy Hanson nominated Rebecca Snodgrass as Chair for the Lewiston Library Board of Trustees, and Diana Ames seconded the motion.
 - i. All in favor. Motion carried.
 - b. Andy Hanson nominated Diana Ames as Vice Chair for the Lewiston Library Board of Trustees, and Rebecca Snodgrass seconded the motion.
 - i. All in favor. Motion carried.
- 9. Director's Report
 - a. Facilities Update
 - i. L. Johnson stated that the current lighting project has not met expectations and has been unsatisfactory. She commented that meetings with Mayor Johnson and city staff are underway to find satisfactory solutions, including additional lighting.
 - ii. L. Johnson included in her report that display monitors have been installed at both help desks with the help of the library and ISS staff to show our programming and special event flyers to our library patrons.
 - b. Staffing
 - i. L. Johnson noted that one staff member has reduced hours from full-time (40 hrs) to part-time (27 hrs). She said that another part-time assistant (27 hrs) is retiring. The former full-time staff member will transition into that role, leaving a full-time position vacant.
 - 1. Director Johnson also noted that the Youth Services Department is reviewing Summer Associates for our annual Summer Reading Program.
 - c. Self-Check Machine
 - i. L. Johnson gave kudos to Bruno Alvino for building the self-check machine and encouraged the board to take a look at it after the meeting.
 - d. Public Internet Provider
 - i. L. Johnson reported that the library has accepted moving forward with Fatbeam, and Fatbeam will be the internet provider per the agreement moving forward.
 - e. Summer Reading Programs
 - i. L. Johnson reported that the Summer Reading Program will open on the 2nd week of June. Brochures outlining the events were distributed to the Board.
- 10. Unfinished Business
 - a. Fiscal Year 2026 Budget
 - i. Director Johnson presented a draft of the Library FY2026 budget for Board review. She noted reductions in federal and local grant funding due to economic shifts and changes in the federal administration.
 - b. Items Moved from Consent Agenda - Action Item
 - i. None
- 11. New Business
 - a. Public Furnishings

- i. L. Johnson has reached out to Cindy Thorp at the Boise Correctional Facility to explore options for recovering and refurbishing public furnishings at the library.
 - b. Art Walk - Action Item
 - i. L. Johnson shared that a BDL staff member has expressed interest in continuing the Art Walk, with the library taking over the event. The Board discussed whether the library should assume oversight of the event moving forward and what steps would be needed for implementation.
- 12. Schedule of Upcoming Meetings
 - a. Regular Meeting: June 18, 2025
 - b. Regular Meeting: July 16, 2025
- 13. Adjournment - Action Item
 - a. Andy Hanson moved to adjourn at 6:52 PM

June 11, 2025

The LEWISTON PLANNING AND ZONING COMMISSION met in the Community Development Department Second Floor Conference Room at 215 "D" Street. Chair Iacoboni called the meeting to order at 5:30 p.m.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Gabriel Iacoboni, Chair; Emily Wolf, Vice Chair; Kevin Kelly; Kathy Branson; Shaunita Cable; Maureen Anderson; Kevin Kelly;

COMMISSIONERS EXCUSED: Cynthia Ball;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner; Dawn Ortiz, Community Development Office Supervisor; Jennifer Tengono, City Attorney

II. CITIZENS COMMENTS

None

III. ACTIVE AGENDA

A. APPROVAL OF MAY 28, 2025 MEETING MINUTES (ACTION ITEM)

Commissioners Branson and Cable moved and seconded, respectively, approval of the May 28, 2025 meeting minutes as written. The motion carried 4-0-2 with Commissioners Kelly and Wolf abstaining.

B. PUBLIC HEARING AND SUBSEQUENT DELIBERATION AND DIRECTION TO STAFF REGARDING THE REASONED STATEMENT FOR CONDITIONAL USE PERMIT APPLICATION CUP25-2 BY CAMIE HUNTLEY OF SAND CASTLE KIDS (ACTION ITEM):

Chair Iacoboni explained the public hearing process, opened the public hearing and asked for a staff presentation.

Staff Hollingshead provided a verbal summary of the staff report with maps and photos so the commission could get geographically familiar with the area.

Commissioner Branson asked clarification questions regarding the property to the west of the applicant, confirming if there is a residence located there.

Staff Hollingshead stated there is a residence there, and the address is 731 Burrell Ave.

Commissioner Wolf asked about the location of the bushes that need to be trimmed out of the right-of-way.

Staff Hollingshead stated it is next door to the subject property.

Jennefier Tengono, City Attorney, stated that under city code, the Public Works Department has the right to trim vegetation encroaching in the right of way without the owner's consent.

There being no questions for the staff, Chair Iacoboni asked the Applicant for testimony.

Applicant Camie Huntley, Lewiston, Idaho, stated Sand Castle Kids is seeking a new space due to their current location being sold. The subject property will have any necessary updates completed to meet licensing standards, including child proofing, fencing, and parking. The hours of operation are from 6 am to 5:30 pm, Monday through Friday. A written parking policy will be provided to families so that congestion on the road will not happen. Children will not be walking to and from any schools.

Commissioner Branson asked if the applicant would be replacing the fence.

The applicant stated they plan to replace the fence with a privacy fence.

Commissioner Kelly asked if there would be an increase in children.

The applicant stated it is up to the fire department, and it would be increased, maybe 2-4 children.

Commissioner Kelly asked if the dogs would remain on the property.

The applicant stated the dogs would move out when she moved out.

Commissioner Branson asked where the playground equipment would be placed.

The applicant stated it would be placed in the backyard, and children will only be outside from 9 am to 11 am, and there would be 10 or so children out at a time.

Commissioner Kelly asked about the vegetation along the fence line, would it remain as a buffer.

The applicant stated that most of the vegetation is on the neighbor's property.

There being no further questions for the applicant, Chair Iacoboni asked for public testimony.

Carrie Kelly, Lewiston Idaho, stated that to make sure the neighborhood animals do not have access to the children, the fence needs to be fixed. The condition of the property is in disrepair. This will impact the entire neighborhood and is in opposition to the Conditional Use Permit.

Steve McCullum, Lewiston, Idaho, stated that he is concerned about the traffic. The school buses use 8th Street to access the Centennial School two times a day. The traffic on this road does not abide by the posted speed limit, and there are no sidewalks. A commercial daycare will increase the traffic, and there is not enough area for pick-up and drop-off lanes. The property is not well maintained, and how much landscaping will be completed. He is in opposition to the Conditional Use Permit.

Kyle Riggers, Lewiston, Idaho, stated he is concerned about the traffic and kids walking down the street and cars backing out. He also has a shut-off valve next to the property and is worried about when someone will break it by driving over it.

Elizabeth Raciot, Lewiston, Idaho and lives at the location west of the applicant's property. She is concerned about traffic, parking, which will adversely affect their property by decreasing their property value, the fence is dilapidated, and the children laughing and playing will adversely affect the quiet neighborhood they have.

Mike Kelly, Lewiston, Idaho, stated if you can't maintain a dog, how can you maintain 13 children upwards. The applicant's dog is always getting out, and she does not maintain the fence on the property. How does he protect his kids and his dogs by being next door. The traffic in the area does not abide by the speed limit. He is in opposition to this Conditional Use Permit. He is willing to cut back the lilacs/bushes that are encroaching on the right of way.

Steve Sandard, Lewiston, Idaho stated he is concerned with the amount of existing traffic and speeding through the area.

Dawn Ortiz, Community Development Office Supervisor, confirmed that all Commissioners present received the 10 letters or public comments in their packets and the 2 public comment emails sent at a later date.

There being no further public comment, Chair Iacoboni asked for the applicant's rebuttal.

The applicants stated they have about 8 to 14 cars that arrive a day, but there are only 2 to 3 cars at a time, usually.

Commissioner Iacoboni asked when the buses come through.

The applicant stated around 8 am or 9 am and 3:30 pm.

Commissioner Cable asked what the applicant's plan is for additional parking.

The applicant stated that it is more than half of her yard, 20 feet by 35 feet, is the proposed parking area.

Commissioner Branson asked if the trailer and vehicles would remain.

The applicant stated no, once they move out, they will move with them.

Commissioner Branson asked if there would be a remodel of the home to make it a daycare.

The applicant stated they would only be installing a door where a window already exists. The applicant did have the Fire Department come in, and there are only small items that need to be changed to meet the Fire Department's requirements.

Commissioner Kelly asked if they could add conditions to the CUP.

Staff Hollingshead stated yes, the commission can. There has been discussion of the existing fence, and this could be a requirement to mitigate some of the concerns of the neighbors. The Fire Department would verify that all conditions are met, in addition to the Building Inspector, since a Building permit would be required.

Chair Iacoboni asked if any of the children would be dropped off during hours the buses are running.

The applicant stated that they could require children to be dropped off at a time the buses are not running.

Chair Iacoboni closed the Public Hearing.

After discussion of the required conditional use permit relevant criteria and standards, Commissioner Wolf and Cable moved and seconded, respectively, to direct staff to draft a Reasoned Statement approving CUP25-2 with the condition installation of a six-foot solid privacy fence and staggered drop off and pick up. The motion carried 6-0.

IV. STAFF-COMMISSION COMMUNICATIONS:

A. Query of Commissioners for the June 25, 2025 meeting.

All commissioners in attendance should be in attendance for the June 25, 2025 meeting; besides that, Commissioners Branson and Anderson will not be able to attend, and Commissioner Kelly is a maybe. There are 2 public hearings scheduled for the June 25, 2025 meeting.

Staff Hollingshead mentioned the City of Lewiston Employee BBQ in June.

V. ADJOURN

There being no further business, Commissioners Branson and Anderson moved and seconded, respectively, to adjourn. The motion carried 6-0, and the Planning and Zoning Commission adjourned at approximately 7:20 p.m.

RESPECTFULLY SUBMITTED,



Dawn Ortiz,
Recording Secretary



Chairperson or Acting Chairperson
Planning and Zoning Commission

Approved this 25th day of June, 2025.



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE RESOLUTION 2025-32	AGENDA NO. VII. A. AGENDA DATE: July 14, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) Background: Since at least 2009, the City of Lewiston has provided EMS and vehicle extrication services to the unincorporated areas of Nez Perce County under successive intergovernmental agreements. The City delivers these services through the Lewiston Fire Department (LFD), a city agency funded by Lewiston taxpayers. The current agreement is set to expire on September 30, 2025 , and both parties have been engaged in negotiations to update the terms. Notably, the City of Lewiston has historically under-recovered the cost of providing EMS to non-city residents, resulting in a financial burden on City taxpayers, who also pay County property taxes. This successor agreement aims to eliminate subsidizing services in areas that do not contribute to the City's general fund through property taxes. To address this issue, City staff used Ground Emergency Medical Transport (GEMT) data to develop a more accurate per-call reimbursement model and to restructure fees in a way that more closely approximates the actual cost of service delivery. Discussion: The new agreement includes several key updates to ensure cost recovery, improve transparency, and better align service funding with service demand: • Per-call ambulance rate of \$736 for FY26, based on the FY24 GEMT average cost per transport. This replaces the outdated retrospective calculation that created financial shortfalls. • Vehicle extrication fee of \$210 per incident, based on updated tool depreciation and standby rates. • Quarterly billing based on actual incident responses, rather than previous estimates derived from prior-year volumes.	

- **Elimination of the \$5,000 annual flat fee** for inmate transports from the County jail, which was not aligned with actual call volumes or costs.

The Nez Perce County Board of Commissioners has already reviewed, accepted, and signed the new agreement. The contract now comes before the Lewiston City Council for formal approval and execution.

Key Points:

- Promotes fair cost-sharing for services provided to non-city residents.
- Uses an industry-standard GEMT methodology to calculate ambulance service costs.
- Enhances financial transparency and replaces outdated, underfunded pricing models.
- Supports sustainable service delivery while reducing the subsidy burden on Lewiston taxpayers.
- The agreement includes an initial 1-year term (Oct. 1, 2025 – Sept. 30, 2026) with up to four automatic 1-year renewals.

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)

The updated per-incident billing approach ensures that Nez Perce County reimburses the City more accurately for EMS responses outside Lewiston city limits. Although the agreement does not result in a new direct cost to the City, it significantly improves cost recovery and reduces the financial gap previously covered by City funds. The GEMT-based calculation for FY26 results in a per-call reimbursement of \$736, up from \$661 in FY25 and \$617 in FY24.

ACTION PROPOSED

Staff recommends that the City Council authorize the Mayor to execute the Interagency Agreement between the City of Lewiston and Nez Perce County for ambulance and vehicle extrication services. Nez Perce County has already approved and signed the agreement.

RESOLUTION 2025-32

A RESOLUTION APPROVING AN INTERAGENCY AGREEMENT BETWEEN THE CITY OF LEWISTON AND NEZ PERCE COUNTY FOR AMBULANCE AND VEHICLE EXTRICATION SERVICES WITHIN UNINCORPORATED NEZ PERCE COUNTY; AUTHORIZING AND DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, SAID AGREEMENT; AND PROVIDING AN EFFECTIVE DATE

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: That an Interagency Agreement between the City of Lewiston and Nez Perce County for ambulance and vehicle extrication services within unincorporated Nez Perce County is hereby approved. A copy of which is attached as Exhibit A and incorporated herein by reference.

SECTION 2: That the Mayor and City Clerk are hereby authorized to execute and attest, respectively, said Interagency Agreement.

SECTION 3: This resolution shall become effective upon its passage.

PASSED this _____ day of _____ 2025.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk

EXHIBIT A
to
Resolution 2025-32

**INTERAGENCY AGREEMENT
BETWEEN THE CITY OF LEWISTON AND NEZ PERCE COUNTY**

THIS INTERAGENCY AGREEMENT ("Agreement") is made between the CITY OF LEWISTON, an Idaho municipal corporation ("City of Lewiston"), and NEZ PERCE COUNTY, a political subdivision of the State of Idaho ("Nez Perce County"). City of Lewiston and Nez Perce County may also individually be referred to as "Party" or collectively as "Parties."

WHEREAS, the Parties have previously entered into intergovernmental cooperation agreements for the provision of ambulance and vehicle extrication services by the City of Lewiston to Nez Perce County; and

WHEREAS, Nez Perce County is authorized to provide ambulance services within Nez Perce County, pursuant to Idaho Code Section 31-3901, *et seq.*, but does not presently provide ambulance services within Nez Perce County; and

WHEREAS, the City of Lewiston provides ambulance and vehicle extrication services within its corporate boundaries and, in addition, has heretofore provided satisfactory ambulance and vehicle extrication services to Nez Perce County, and the Parties wish to continue to provide for the provision of ambulance and vehicle extrication services to Nez Perce County by the City of Lewiston; and

WHEREAS, the Parties are authorized by Idaho Code § 67-2332 to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is hereby agreed to and stipulated by and between the City of Lewiston and Nez Perce County as follows:

ONE: The purpose of this Agreement is for the City of Lewiston to continue to provide ambulance and vehicle extrication services within the unincorporated area of Nez Perce County, which services benefit the residents of such area.

TWO: The City of Lewiston shall provide ambulance and vehicle extrication services within the unincorporated area of Nez Perce County of the same standard and quality as furnished by the City of Lewiston within the corporate limits of Lewiston, Idaho (“Lewiston”).

THREE: The ambulance(s) the City of Lewiston uses to respond to the unincorporated area of Nez Perce County shall be similar quality as ambulances responding within Lewiston. The City of Lewiston shall staff said ambulance(s) with a crew of City of Lewiston Fire Department EMS personnel. As used in this Agreement, the phrase “City of Lewiston Fire Department EMS personnel” shall mean employees of the City of Lewiston Fire Department who are assigned to an ambulance or who have as their primary duty a staff position on an ambulance. The City of Lewiston shall respond with an extrication vehicle to automobile accidents in the unincorporated area of Nez Perce County that require patient extrication from a vehicle. The City of Lewiston shall be responsible for the payment of wages and benefits of City of Lewiston Fire Department EMS personnel and the upkeep and maintenance of the City of Lewiston’s ambulance(s) and extrication vehicles and equipment used pursuant to this Agreement.

FOUR: The Initial Term of this Agreement shall be from October 1, 2025 through September 30, 2026 (“Initial Term”). Thereafter, this Agreement shall automatically renew for up to four (4) additional one (1)-year terms (each a “Renewal Term”), unless terminated as provided in Section Five below. Each Renewal Term shall commence on October 1 and shall terminate on September 30 of the following calendar year. This Agreement shall not extend beyond September 30, 2030, unless mutually agreed to in writing by both Parties.

The automatic renewal of this Agreement is wholly contingent upon the annual appropriation of funds by each Party for its duties under this Agreement. Said appropriations may be made solely at the option and discretion of each Party.

FIVE: In the event that either Party does not appropriate funds for its duties under this Agreement for the ensuing fiscal year, for any reason, such Party may terminate this Agreement without penalty. Such Party shall give at least ninety (90) days' written notice to the other Party attesting to the non-appropriation of funds and the effective date of termination, and no financial obligations shall accrue after the effective date of said termination.

Additionally, either Party may terminate this Agreement, with or without cause, upon one hundred eighty (180) days' written notice to the other Party.

SIX: For the Initial Term of this Agreement, Nez Perce County shall pay the City of Lewiston as follows: (a) Seven Hundred Thirty-Six Dollars (\$736) per ambulance response occurring in the unincorporated area of Nez Perce County or at the Nez Perce County Jail; and (b) Two Hundred Ten Dollars (\$210) per vehicle extrication response occurring within the unincorporated area of Nez Perce County. Charges shall be calculated based on the number of responses during each quarter of the fiscal year. Invoices shall be issued by the City of Lewiston no later than the tenth (10th) day of January, April, July and October of each fiscal year. Nez Perce County shall remit payment to the City of Lewiston within thirty (30) days of receipt of each invoice. A sample cost calculation, provided for illustrative purposes only, is attached hereto as Exhibit A and incorporated herein by reference.

For each Renewal Term of this Agreement, the Parties agree that: (a) the per-call cost for ambulance responses shall be based on the Idaho Ground Emergency Ambulance Transport (GEMT) interim average cost per transport for the preceding fiscal year; and (b) the per-call cost for vehicle extrication responses shall be based on the total extrication response cost methodology as set forth in Exhibit A. Accordingly, for each Renewal Term, Nez Perce County shall pay the City of Lewiston: (a) the updated per-call ambulance response rate, based on the total number of ambulance responses in the unincorporated area of Nez Perce County and to the Nez Perce County Jail during each quarter of the current fiscal year; and (b) the updated per-call rate for each vehicle extrication response

occurring within the unincorporated area of Nez Perce County. Charges shall continue to be billed quarterly.

To assist with Nez Perce County's annual budgeting process, the City of Lewiston shall provide Nez Perce County with an estimated cost projection for the upcoming fiscal year each November. As part of the annual update report provided each May, the City of Lewiston Fire Chief or their designee shall provide Nez Perce County with: (a) the final cost per ambulance response and per vehicle extrication response, inclusive of any applicable increases; and (b) the total number of ambulance responses that occurred in the unincorporated area of Nez Perce County during the previous fiscal year.

Nothing herein prohibits the City of Lewiston from assessing individual patients a fee for emergency medical services provided by the City of Lewiston; provided, however, the City of Lewiston shall not bill or collect fees for emergency medical services provided by the City of Lewiston to inmates during ambulance transports to or from the Nez Perce County Jail.

SEVEN: The ambulance vehicles, extrication vehicle, equipment, and personnel furnished by the City of Lewiston shall meet all standards, requirements, and laws of the State of Idaho as those laws now exist and as they may be amended in the future. The City of Lewiston shall retain ownership of all equipment involved in providing ambulance and vehicle extrication services.

EIGHT: Each Party shall procure and maintain insurance as required by applicable federal and state law in an amount that is adequate to cover its staff, equipment, vehicles, and property, including, but not limited to, liability insurance, workers' compensation, automobile liability, and property damage. Each Party has the right to self-insure all or part of the insurance requirements set forth in this paragraph.

NINE: The Parties are governmental entities subject to statutory and constitutional restrictions concerning the acceptance of liability. The Parties' liabilities are further governed by the

Idaho Tort Claims Act. It is the intention of the Parties that each will be responsible for its own acts and omissions and those of its employees, officers, and agents.

TEN: All City of Lewiston Fire Department EMS personnel shall be and remain, at all times, employees of the City of Lewiston and shall be subject to all laws, including workers' compensation laws, of the State of Idaho.

ELEVEN: The City of Lewiston shall cause recipients of the ambulance and vehicle extrication services to be billed in accordance with the City of Lewiston's prevailing service fees and charges, including mileage charges. The City of Lewiston may adjust ambulance fees and charges for recipients of ambulance services as the City of Lewiston deems appropriate. Nez Perce County shall not be responsible for any uncollectable accounts during the Initial Term and any Renewal Term of this Agreement.

TWELVE: This Agreement may not be assigned in whole or in part by either Party without the prior express written consent of the other Party.

THIRTEEN: The Parties agree to meet in May of every year, or in another month mutually agreed upon by the Parties during the term of this Agreement, to review the cost of providing EMS, the services being delivered, and discuss any necessary changes to the services provided. At this meeting, the City of Lewiston Fire Chief or their designee shall present the annual update report. In addition, the City of Lewiston Fire Department shall provide quarterly run statistics to Nez Perce County with its quarterly invoices. The Parties further agree to evaluate the feasibility of any increase in the contracted rates under this Agreement; provided, however, under no circumstances shall the contracted amount be reduced while this Agreement is in effect.

FOURTEEN: Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party. Nothing contained herein shall extend the liability of either Party beyond that provided by governing law.

FIFTEEN: All notices required to be given pursuant to this Agreement shall be in writing and shall be deemed delivered immediately if hand-delivered or seventy-two (72) hours after depositing the same in the U.S. mail, certified or registered, addressed to the respective addresses set forth below:

Nez Perce County	Nez Perce County Board of Commissioners c/o Chairman 1230 Main Street Lewiston, Idaho 83501 (208) 799-3090
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City of Lewiston:	Fire Chief City of Lewiston 1134 F Street P.O. Box 617 Lewiston, Idaho 83501 (208) 743-3554
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SIXTEEN: In the event a controversy, claim, or action arises between the Parties to this Agreement regarding the enforcement of its terms and conditions, or the breach of any of its provisions, the prevailing Party shall be entitled to recover from the other Party all costs and expenses incurred by the prevailing Party, including reasonable attorney fees.

SEVENTEEN: In the event that any provision of this Agreement is found for any reason to be unenforceable, the remainder of this Agreement shall remain in full force and effect and shall be binding upon the Parties.

EIGHTEEN: All covenants, conditions, indemnifications, and other elements in this Agreement that might involve performance subsequent to any termination or expiration of this Agreement or that cannot be reasonably ascertained or fully performed until after termination or expiration of this Agreement shall survive.

NINETEEN: This Agreement may be modified or amended only by a writing duly executed by both Parties.

TWENTY: No waiver of any provision of this Agreement shall be effective unless made in writing and signed by the waiving Party. The failure of a Party to require the performance of any term or obligation of this Agreement, or the waiver by any Party of any breach of this Agreement, shall not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

TWENTY-ONE: “Event of Force Majeure” means an event beyond the control of a Party that prevents such Party from complying with any of its obligations under this Agreement, including riots, acts of God, accidents, order of a court of competent jurisdiction, failure of a required governmental approval, civil disorders, acts of war, material shortages, or disease, and not attributable to such Party’s neglect or nonfeasance.

Neither Party shall be considered in breach of this Agreement or liable to the other Party for any losses and damages to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an Event of Force Majeure. The Party prevented from carrying out its obligations hereunder (“Affected Party”) shall give notice to the other Party of an Event of Force Majeure upon it being foreseen by, or becoming known to, the Affected Party. If and to the extent that the Affected Party is prevented from performing its obligations by an Event of Force Majeure, while the Affected Party is so prevented, the Affected Party shall be relieved of its obligations hereunder, but shall endeavor to continue to perform its obligations under the Agreement so far as reasonably practicable.

TWENTY-TWO: The Parties understand and acknowledge that this Agreement and its attachments are subject to the Idaho Public Records Act, I.C. §§ 74-101, *et seq.*, the Idaho Open Meetings Law, I.C. §§ 74-201, *et seq.*, and other applicable federal and state laws, and might be public records.

TWENTY-THREE: This Agreement shall be governed by and interpreted in accordance with the laws of the State of Idaho, with venue for any action brought pursuant to this Agreement to be in the Second Judicial District, Nez Perce County, State of Idaho.

TWENTY-FOUR: The previous “Intergovernmental Cooperation Agreement” between the Parties dated November 30, 2020, is hereby terminated and replaced with this Agreement. The Parties waive the one hundred-eighty (180) day written notice of termination requirement set forth in such previous Intergovernmental Cooperation Agreement.

TWENTY-FIVE: This writing embodies the whole agreement of the Parties. There are no promises, terms, conditions, or obligations other than those contained in this Agreement. All previous and contemporaneous communications, representations, or agreements, either verbal or written, between the Parties are superseded by this Agreement.

TWENTY-SIX: The following provisions are required by the state of Idaho. The inclusion of these provisions in this Agreement does not indicate the Parties’ support or opposition to these provisions nor agreement by the Parties that these clauses are relevant to the subject matter of this Agreement. Rather, these provisions are included solely to comply with the laws of the state of Idaho:

1. Pursuant to Idaho Code § 67-2359, City of Lewiston certifies that it is not a company currently owned or operated by the government of China and will not for the duration of this Agreement be owned or operated by the government of China. The terms “company” and “government of China” shall have the meanings ascribed to them in Idaho Code § 67-2359.

2. If this Agreement is to acquire or dispose of services, supplies, information technology, or construction; and (1) has a total potential value of One Hundred Thousand Dollars (\$100,000) or more or (2) the City of Lewiston is a company with ten (10) or more employees, then, pursuant to Idaho Code § 67-2346, the City of Lewiston certifies that it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of goods or services from Israel

or territories under Israel's control. The terms "company" and "boycott Israel" shall have the meanings ascribed to them in Idaho Code § 67-2346.

3. If this Agreement is to acquire goods or services; and (1) has a value of One Hundred Thousand Dollars (\$100,000) or more that is to be paid wholly or partly from public funds and the City of Lewiston is a company with ten (10) or more full-time employees, then, pursuant to Idaho Code § 67-2347A, the City of Lewiston certifies that it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of any individual or company because the individual or company: (a) engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or (b) engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in Idaho Code § 18-3302(2)(d). The terms "boycott" and "company" shall have the meanings ascribed to them in Idaho Code § 67-2347A.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written below.

Signatures on next page

DATED this _____ day of _____ 2025.

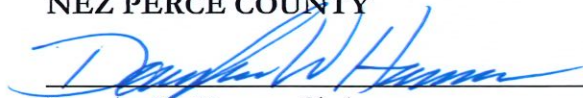
CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

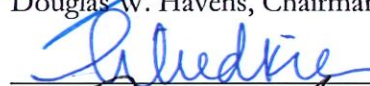
ATTEST:

Tanya Brocke, City Clerk

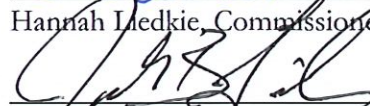
NEZ PERCE COUNTY



Douglas W. Havens, Chairman

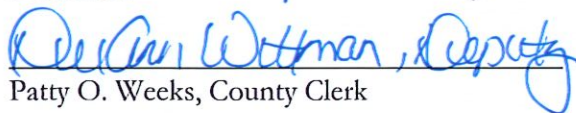


Hannah Liedkie, Commissioner



Joseph B. Gish, Commissioner

ATTEST:



Patty O. Weeks, County Clerk

EXHIBIT A

Example of costs for ambulance responses:

Previous fiscal year GEMT interim average cost per transport (\$1484.00) x Number of transports during fiscal year 2024 (330) divided by the total ambulance responses (665) = cost per ambulance response (\$736.42) rounded to \$736.00.

$$\frac{\$1484.00 \times 330}{665} = \$736.42 (\$736.00)$$

Cost per ambulance transport will be applied to the actual number of responses in a quarter and invoiced no later than the 10th day of the following month.

50 ambulance responses in a quarter x \$736.00 (cost per ambulance response) = \$36,800 on the quarterly invoice along with the extrication responses.

Example of costs for vehicle extrication responses:

Average time out of service for vehicle extrication responses based on previous year data (1.05hrs) x Standby rate set by city resolution (130 per hour) = \$136.62 (\$136.00)

Per call share of extrication tool as calculated by using a 10-yr straight-line depreciation of replacement rescue tool cost shared over all extrication calls for the previous fiscal year = \$74.00

Per extrication response cost = \$210.00

10 vehicle extrication responses during a quarter x \$210 (cost per vehicle extrication response) = \$2,100 that will be on the next quarterly invoice.



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE RESOLUTION 2025-14	AGENDA NO. VII. B. AGENDA DATE: July 14, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) This has not come before Council prior. This easement benefits both the City and Twin City Foods, Inc., as the City will abandon the existing water main currently crossing its property, while also increasing fire flows to support future development. There is currently no recorded easement, to the parties knowledge, for the existing water main, so this will also serve to establish the necessary legal access and correct that longstanding issue. After construction is complete, in approximately 12 months, Council will also be asked to approved Resolution 2025-12 which is a related Release of Waterline easement, wherein the City is releasing a waterline easement contained in a lease agreement between the City and Northern Pacific Railway Company, dated December 20, 1945, and recorded as Nez Perce County's Instrument No. 64324 (CP.1659.) This waterline easement is associated with the part of the water main scheduled to be abandoned.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) The easement is being granted to the City of Lewiston without charge.	
ACTION PROPOSED Staff recommends that the Lewiston City Council approve the Public Water Utility and Access Easement between Twin City Foods, Inc., and the City of Lewiston by approving resolution 2025-14 as presented.	

(Above space for Recorder's use)

RESOLUTION 2025-14

**A RESOLUTION ACCEPTING A PUBLIC WATER UTILITY AND ACCESS EASEMENT
FROM TWIN CITY FOODS, INC. TO THE CITY OF LEWISTON**

WHEREAS, TWIN CITY FOODS, INC., a Washington corporation, agrees to grant a permanent easement for public water utility and access purposes, including, but not limited to, vehicular and pedestrian access for the installation, maintenance, repair, access, and replacement of public water utilities.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF
THE CITY OF LEWISTON, IDAHO:**

SECTION 1: A Public Water Utility and Access Easement from Twin City Foods, Inc., a Washington corporation, as Grantor, is hereby accepted by the City of Lewiston, as Grantee. A copy of said easement is attached hereto and incorporated herein as Exhibit 1.

SECTION 2: The Mayor and City Clerk are hereby authorized to execute and attest, respectively, said easement from Twin City Foods, Inc.

SECTION 3: The City Clerk is hereby authorized and directed to record this Resolution 2025-14 and the original Public Water Utility and Access Easement with the Nez Perce County Recorder.

SECTION 4: This Resolution shall become effective upon its passage.

Signature page to follow

PASSED this _____ day of _____ 2025.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk

STATE OF IDAHO)
) ss.
County of Nez Perce)

On this _____ day of _____ 2025, before me, a Notary Public, personally appeared Daniel G. Johnson and Tanya M. Brocke, known or identified to me as the Mayor and City Clerk, respectively, of the City of Lewiston, and stated that they have the authority to execute this instrument on behalf of the City of Lewiston, and did execute this instrument on behalf of the City of Lewiston.

Notary Public for the State of Idaho
Commission Expires _____

(Above space for Recorder's use)

PUBLIC WATER UTILITY AND ACCESS EASEMENT

THIS PUBLIC WATER UTILITY AND ACCESS EASEMENT (hereinafter "Easement") is granted by TWIN CITY FOODS, INC., a Washington corporation, whose address is 10130 269th PL NW, P.O. BOX 699, Stanwood, WA 98292 (Grantor), to the CITY OF LEWISTON, an Idaho municipal corporation, whose address is 1134 F St, Lewiston, ID 83501 (Grantee).

WHEREAS, Grantor holds legal title to the real property legally described on Exhibit A, attached to and incorporated herein by reference, located in the City of Lewiston, Nez Perce County, Idaho and grants unto Grantee a non-exclusive permanent public water utility and access easement; and

WHEREAS, Grantee desires a non-exclusive permanent public water utility and access easement in which to install and maintain public water utilities and to allow for the installation and maintenance of said utility;

NOW, THEREFORE, for and in consideration of the mutual covenants, representations and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Grantor does hereby grant and convey unto Grantee, and its agents, successors and assigns the following:

1. A non-exclusive permanent public utility easement for public water utilities and access purposes, including, but not limited to, vehicular and pedestrian access for the installation, maintenance, repair, access, and replacement of public water utilities and access over, through, along, and under the Grantor's real property and legally described in Exhibit B, attached hereto and incorporated herein. An illustration of said public water utility and access easement areas is attached hereto and incorporated herein as Exhibit C.
2. Grantor, its agents, transferees, successors and assigns reserves the right to improve said easement area as long as such improvement shall not unreasonably interfere with the construction, operation, maintenance, repair and reconstruction of the public water utility or access thereto. Grantor agrees that it and its heirs, successors, or assigns shall not build or place any encroachment thereon which will unreasonably interfere with the rights of Grantee.
3. Grantee, its agents, transferees, successors and assigns shall have the right and obligation to perform any maintenance it deems necessary or wishes to exercise in connection with the aforesaid public water utility and access (including, but not limited thereto, the right to make necessary repairs, alterations, removals or replacement thereof). Upon exercising these rights, Grantee shall restore the property to its prior condition.
4. Grantee is granted the aforementioned rights, together with the rights and privileges of ingress and egress to and from said property for the above stated purposes.

5. This Easement together with the accompanying Exhibits, constitutes the entire agreement among the parties and supersedes all prior agreements. If any part of this Easement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Easement so long as the remainder of the Easement is reasonably capable of completion.
6. It is expressly intended that the rights, burdens and restrictions contained in this Easement shall run with the land and shall forever bind Grantor and Grantee, their heirs and assigns.

IN WITNESS WHEREOF, Grantor has executed the foregoing instrument on the day and year written below.

DATED this 25th day of June 2025.

TWIN CITY FOODS, INC.


Dale Goyer, President & COO of Twin City Foods, Inc.

STATE OF Washington)
County of Snohomish) ss.

On this 25th day of June 2025, before me, a Notary Public, personally appeared DALE GOYER, known or identified to me as the President and COO of TWIN CITY FOODS, INC., and stated he has the authority to execute this instrument on behalf of TWIN CITY FOODS, INC., and did execute this instrument on behalf of TWIN CITY FOODS, INC.



 Kyle Strachan
Notary Public for State of Washington
Commission Expires April 15th 2029

IN WITNESS WHEREOF, Grantee has executed the foregoing instrument on the day and year written below.

DATED this _____ day of _____ 2025.

CITY OF LEWISTON

Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk

STATE OF IDAHO)
) ss.
County of Nez Perce)

On this _____ day of _____ 2025, before me, a Notary Public, personally appeared DANIEL G. JOHNSON and TANYA M. BROCKE, known or identified to me as the Mayor and City Clerk, respectively, of the CITY OF LEWISTON, an Idaho municipal corporation, whose names are subscribed to the forgoing instrument, and did execute this instrument on behalf of the CITY OF LEWISTON.

Notary Public for _____
Commission Expires _____

EXHIBIT A
LEGAL DESCRIPTION OF GRANTOR'S PROPERTY

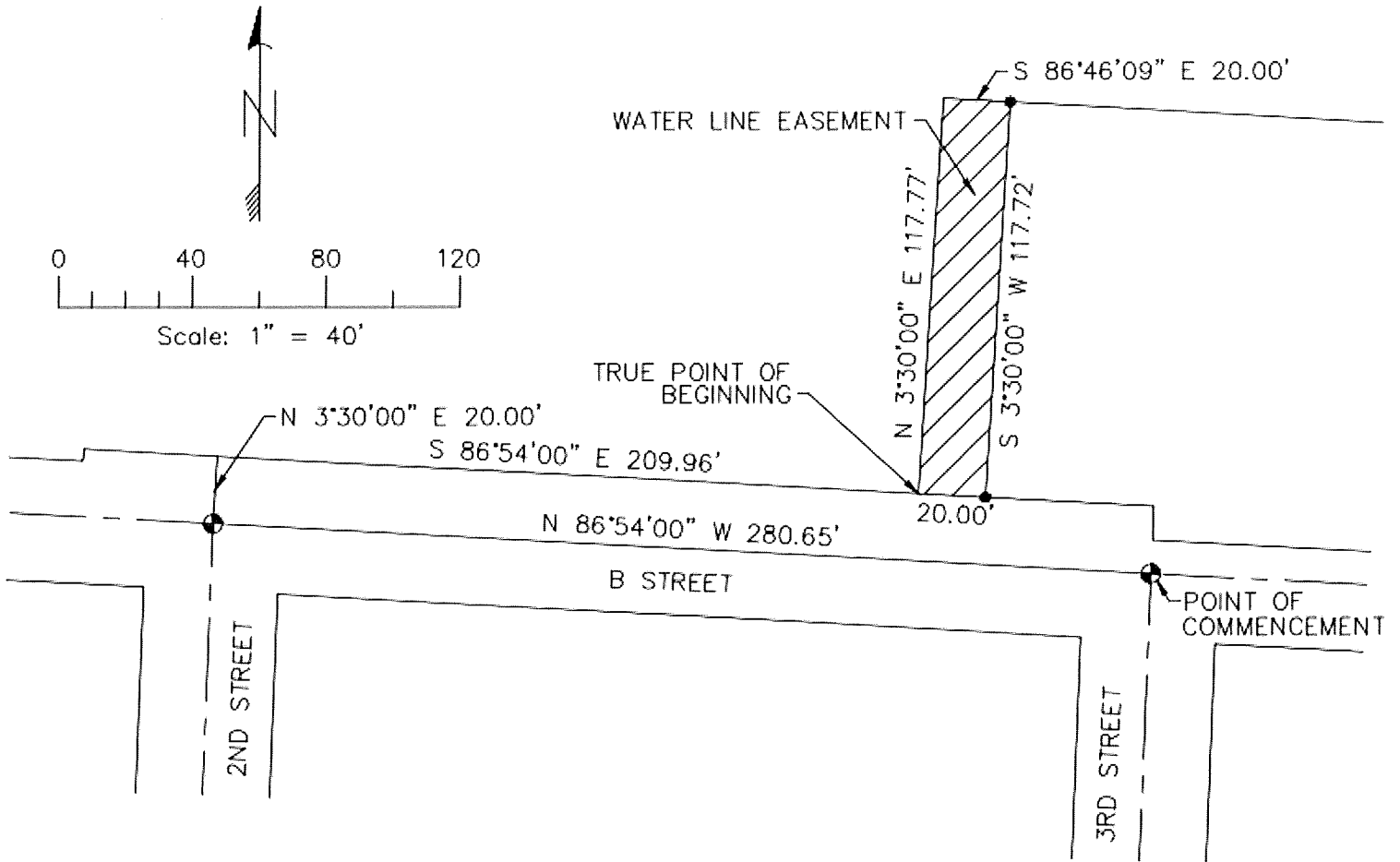
That part of Blocks 1-6 of the North portion of the Original City of Lewiston and of Section 36 of Township 36 North, Range 6 West, B.M., Nez Perce County, Idaho, more particularly described as follows: Commencing at the monument at the intersection of 2nd Street and "B" Street; thence N.3°30'E., 20.00 feet to the true place of beginning; thence S.86°54'E., 229.96 feet; thence N.3°30'E., 117.72 feet (record distance 117.88 feet); thence S.86°46'09"E., 326.41 feet; thence N.3°30'E., 34.93 feet; thence S.86°30'E., 30.00 feet; thence S.3°30'W., 34.79 feet; thence S.86°46'09"E., 212.40 feet to a point on the West right-of-way line of 5th Street; thence N.2°16'15"E. along said right-of-way line a distance of 233.85 feet; thence N.86°54'W., 242.57 feet; thence N.3°30'E., 22.76 feet; thence N.61°23'W., 26.58 feet; thence N.1°31'W., 17.09 feet to a point on the G.T.L. line; thence S.89°37'40"W. along said G.T.L. line a distance of 1027.75 feet to an iron pin; thence S.80°31'W., 47.90 feet; thence S.48°17'57"W., 251.91 feet; thence S.1°49'29"W., 19.14 feet to G.T.L. monument # 1230-14; thence S.2°24'17"W. along the G.T.L. line a distance of 182.10 feet to monument # 1230-13; thence S.86°06'25"E. along said G.T.L. line a distance of 150.04 feet; thence S.3°54'15"W. along said G.T.L. line a distance of 50.03 feet to monument #1230-1; thence S.58°20'15"E. along said G.T.L. line a distance of 191.04 feet; thence N.21°13'42"E., 38.72 feet; thence N.38°38'29"E., 139.05 feet; thence N.3°30'E., 81.62 feet; thence S.85°13'E., 50.17 feet; thence S. 3°30'W., 40.22 feet; thence S.86°54"E., 219.80 feet; thence N.3°30'E., 3.50 feet; thence S.86°54"E., 40.04 feet to the true place of beginning, containing 11.65 acres.

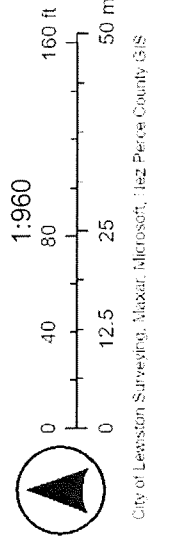
EXHIBIT B
LEGAL DESCRIPTION OF EASEMENT AREA

A tract of land being a portion of Lots 4, 5, and 8 of Block 4 of the Plat of the North Portion of City of Lewiston, according to the recorded plat thereof filed for record in Cabinet II, Slot 1-A, Records of Nez Perce County, and situate in the north-east $\frac{1}{4}$ of Section 36, Township 36 North, Range 6 West, Boise Meridian, State of Idaho, County of Nez Perce, City of Lewiston, and more particularly described as follows.

Commencing at the centerline monument which is located at the centerline intersection of "B" Street, and 3rd Street, Thence North $86^{\circ}54'00''$ West a distance of 280.65 feet to the centerline monument which is located at the centerline intersection of "B" Street, and 2nd Street, Thence North $03^{\circ}30'00''$ East a distance of 20.00 feet to a point on the northerly right-of-way line of said "B" Street; Thence following said northerly right-of-way line of "B" Street, South $86^{\circ}54'00''$ East a distance of 209.96 feet to a point on the said northerly right-of-way line of "B" Street, and the TRUE POINT OF BEGINNING; Thence leaving the said northerly right-of-way line of "B" Street, North $03^{\circ}30'00''$ East a distance of 117.77 feet; Thence South $86^{\circ}46'09''$ East a distance of 20.00 feet to a set $\frac{5}{8}$ " x 24" rebar monument located on the property line of the old Twin City Foods cannery site according to record of survey Instrument Number 828671, records of Nez Perce County; Thence following the said cannery site property line South $03^{\circ}30'00''$ West a distance of 117.72 feet to a $\frac{5}{8}$ " x 24" rebar monument set according to said Instrument Number 828671 said monument also being on the said northerly right-of-way line of "B" Street; Thence following the said northerly right-of-way line of "B" Street North $86^{\circ}54'00''$ West a distance of 20.00 feet back to the TRUE POINT OF BEGINNING, said parcel containing 0.054 Acres (2354.86 sq. ft.), more or less.

EXHIBIT C
DEPICTION OF EASEMENT AREA







CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE RESOLUTION 2025-27	AGENDA NO. VII. C. AGENDA DATE: July 14, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) The Utility Customer Service Policy & Procedures was initially drafted by staff in utility billing to meet the DEQ requirements for the water and wastewater bond funding. The initial policy was adopted by the council on April 12, 2021, revised and adopted by the council on July 22, 2024. This updated version includes several key changes: • A new section titled "Electronic Communications and Customer Contact Information" has been added, outlining how the City uses customer-provided email and phone numbers to send notices, reminders, and alerts, including by third-party vendors authorized by the City. • Clarifies that customer contact information may be shared internally between City departments for official business purposes only, in accordance with applicable law and policy. • Enhanced and clarification to payment options, including: * Online Bill Pay features (e.g., choosing draft dates and viewing usage). * 24/7 IVR telephone payment option. * An alternative, staff-managed automatic bank draft for those not using the internet. • Clarifies that customers may opt out of courtesy text and email communications, consistent with consumer protection principles and legal guidance regarding electronic communications. • Contact information updates now include: * 24/7 IVR phone number * Updates to hours and phone extension.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) There is no budget impact.	
ACTION PROPOSED Staff recommend City Council approve the City's Utility Customer Service Policies & Procedures dated July 2025 by passage of Resolution 2025-27	

RESOLUTION 2025-27

**A RESOLUTION APPROVING A REVISED “CITY OF LEWISTON UTILITY
CUSTOMER SERVICE POLICIES & PROCEDURES” UPDATED JUNE 2025**

**BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF
LEWISTON, IDAHO:**

SECTION 1: The revised City of Lewiston Utility Customer Service Policies & Procedures is hereby approved. A copy of said Policy is attached hereto as Exhibit A and incorporated herein. Such Policy supersedes the City of Lewiston Utility Customer Service Policies & Procedures approved through Resolution 2024-34 in its entirety.

SECTION 2: The revised City of Lewiston Utility Customer Service Policies & Procedures shall be placed on the City’s website.

SECTION 3: This resolution shall become effective upon its passage.

PASSED this _____ day of _____ 2025.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk

EXHIBIT A
to
Resolution 2025-27

CITY OF LEWISTON UTILITY CUSTOMER SERVICE POLICIES & PROCEDURES

Updated: July 2025



PURPOSE

The City of Lewiston provides municipal Sanitation, Water, Wastewater, and Stormwater utilities. The policies and procedures described herein apply to any customer supplied with one (1) or more of the above-referenced utility services. City regulations relating to these policies and procedures can be found in the Lewiston City Code in Chapters 17 (Garbage, Rubbish, and Weeds), 36 (Water, Wastewater, and Stormwater), and 36.5 (City Services Billing and Collection of Utility Charges). The Lewiston City Code is available on the City's website at cityoflewiston.org.

It is the policy of the City of Lewiston to provide utility services without discrimination and in accordance with sound business principles. User charges for services are set to cover the full costs of operation, maintenance, and capital improvements of the utilities. Thus, accuracy and timeliness in billing and collecting user charges is important. Utility rates and fees are established annually by resolution of the City Council.

These Policies & Procedures are intended to provide guidance to City of Lewiston utility customers and staff to achieve the common goal of efficient and economic utility service. The City's official utility regulations are set forth in the Lewiston City Code.

RELEASE OF INFORMATION

CUSTOMER ACCOUNT INFORMATION

Disclosure of account information is made in accordance with Idaho law. The City of Lewiston may make customer records available to third party credit agencies in connection with the management of delinquent accounts.

RECORDS REQUEST

Public records requests can be submitted through the City website at cityoflewiston.org.

Electronic Communications and Customer Contact Information

The City of Lewiston may use customer-provided contact information, including mailing addresses, email addresses, and telephone numbers to send important account-related notifications. These may include, but are not limited to, reminders of upcoming due dates, notices of delinquency, potential service disconnections, updates to regulatory standards and notifications of service interruptions.

The City may communicate through multiple channels, such as:

- U.S. Mail
- Phone Calls
- Text message (SMS)
- Email (including messages sent through authorized service providers)

Electronic notices sent by or on behalf of the City will clearly identify the City of Lewiston or the service provider acting as the City's agent. Customers will be provided an opt-out option for courtesy emails or text reminders that are not legally required.

All customer information is managed in accordance with applicable privacy and public records laws. When customer contact information is shared internally between City departments, it is used solely for official

municipal purposes, consistent with applicable law and internal policy. The City does not share customer contact information with external third parties for marketing or commercial purposes.

The City recommends customers maintain updated contact information with the Utility Billing Division to ensure they receive timely notifications. If a customer elects to opt-out of email or text communications, it is their responsibility to monitor their account through other means and ensure timely payment to avoid service disruption.

NEW ACCOUNTS

All utility accounts that have a change of deeded ownership or new construction will initiate utility services as follows:

PROPERTY OWNERS USING A TITLE COMPANY WITH A PHYSICAL BUSINESS LOCATION IN LEWISTON

Properties that are served by City utilities and are sold using a title company that maintains a physical business location in the City of Lewiston will have the utilities transferred into the new owner's name when the deed has been recorded and the title company notifies the utility. The City of Lewiston's Utility Billing Division will mail or email the new owner information regarding their services, billing due dates, and how to avoid shutoff, suspension of services or late fees. Utility Billing will also send a new owner information form to be completed and returned to the City of Lewiston, Utility Billing Division at P.O. Box 617, Lewiston, Idaho 83501, or via email at ub@cityoflewiston.org within 30 days of notification that the property ownership has changed.

PROPERTY OWNERS NOT USING A TITLE COMPANY WITH A PHYSICAL BUSINESS LOCATION IN LEWISTON

Properties that are served by City utilities and are sold using a title company that does not maintain a physical business location in the City of Lewiston must contact the City of Lewiston Utility Billing Division to establish service and complete the new owner information form. All account balances follow the property and become the responsibility of the new owner. The new owner may contact the utility in person at City of Lewiston, City Hall, 1134 F St., Lewiston, Idaho 83501; by mail at City of Lewiston Utility Billing, P.O. Box 617 Lewiston, Idaho 83501; by phone at 208-746-3671, extension 0; or by email at ub@cityoflewiston.org.

LEASED PROPERTY

The City of Lewiston does not establish utility accounts for renters who lease property. Instead, the property owner is responsible for all utility charges. However, as a courtesy to the property owner, and upon receipt of a fully executed City of Lewiston Owner Tenant Agreement, the City will mail a copy of the utility bill to the current occupant of the property. The property owner will also continue to receive copies of the utility bill.

NEW CONSTRUCTION

A property owner may be eligible to receive City utility services from the City of Lewiston. However, the property owner should be aware that, within the City Limits of Lewiston, there are two (2) water providers, three (3) wastewater providers, and one (1) sanitation provider. It is recommended the property owner contact the City's Public Works Department at 215 D Street, Ste. B, Lewiston, Idaho 83501, by phone at 208-746-1316, or by email at publicworks@cityoflewiston.org to determine which provider(s) are responsible for providing which utilities.

UTILITY BILLS

Utility bills are sent via U.S. Postal Service or by email (if the property owner has requested paperless statements) to the account mailing or email address on record at the time bills are generated.

- Customers are billed monthly in accordance with the rate structure of the utility
- Bills are generated for services already rendered
- Water meters are read at regular intervals between the 1st and 5th of each month
- Bills are mailed and/or emailed between the 21st and 25th day of each month
- Bills delivered by email are sent the same day the bill is generated by the utility
- Bills delivered by U.S. Postal Service are typically received within five (5) business days of billing
- Water consumption, meter fee, wastewater, sanitation, stormwater and other fees are billed as separate items on the bill

UTILITY BILL PAYMENT OPTIONS

Bills are payable upon receipt and due on or before the 15th day of the month following the account's billing date. Customers may pay their bills using the following options:

- In person at City Hall, located at 1134 F Street, Lewiston, Idaho 83501
- By 24 hour IVR telephone system at 833-761-5606
- At City Hall drop box, located on the East side of City Hall, along 12th Street
- By U.S. Postal Service mail, addressed to Utility Billing, P.O. Box 617, Lewiston, Idaho 83501
- Online Bill Pay, accessible at cityoflewiston.org, this convenient platform allows you to:
 - Set up Autopay using a credit/debit card or e-Check
 - Choose your draft date between the 1st and 20th of the month
 - Pay as a Guest (requires 10-digit account number), to Register (requires 10-digit account number and the exact service address as listed on your bill)
 - View water usage, pay ahead, and download or print past bills
- Automatic monthly Bank Draft (Non-Internet Option) - for customers who prefer not to use the online system, the City offers an automatic monthly withdrawal from a checking or savings account. Payments are withdrawn on the 15th of the month following the billing date. This option is managed by Utility Billing staff.

Enrollment forms for this automatic monthly bank draft can be:

- Mailed to the customer
- Requested by calling 208-746-3671 extension 0
- Found online at cityoflewiston.org
- Requested by emailing ub@cityoflewiston.org

A late fee shall be applied to the account on the twenty-first (21st) day of the month on balances of thirty dollars (\$30.00) or more. The late fee amount is established annually by resolution of the City Council. Additional details regarding utility billings and payments are set forth in § 36.5-16 of the Lewiston City Code.

UTILITY RATES

Utility rates are established annually by resolution of the City Council. Resolutions relating to City utility rates are available on the City's website at cityoflewiston.org.

SANITATION SERVICE

Sanitation trucks are extremely large, difficult to maneuver, and have specialized equipment for lifting and dumping sanitation carts. Thus, garbage carts that are located too close to parked vehicles will not be picked up. If your garbage is missed due to contractor error, please contact Sunshine Disposal within one (1) business day of missed scheduled services at 208-743-4075. If your garbage is missed because you did not have the cart present at the time of pick-up, the service will not be available until your next scheduled service date. When sanitation service falls on a holiday, collection will occur the following day, and the schedule for the remainder of the week will be delayed by one day. There is a fee for replacement of a missing, stolen, or damaged cart or container (other than normal wear and tear). Temporary commercial containers are available by contacting Sunshine Disposal.

RESIDENTIAL: Residential sanitation carts are picked up once a week, on a regularly scheduled day, dependent upon your address. Residential yard waste carts are picked up on the same weekly schedule as the garbage cart; provided, however, in January and February, yard waste carts are only picked up once each month, during the first week of the month. Residential recycle carts are picked up every other week based on the route schedule and same day schedule as the garbage cart. Residential customers must have their sanitation carts accessible and/or curbside, dependent upon the location, no later than 7:00 AM on their scheduled pick-up day. Residential customers may incur additional fees if the cart's lid does not fully close due to overfilling.

COMMERCIAL: Commercial pick-up frequency varies depending upon need, but, at a minimum, occurs weekly, on a regularly scheduled day(s). Arrangements for commercial service are made with the Utility Billing Specialist or Sunshine Disposal upon establishment of service. Commercial customers must have their sanitation containers accessible and/or curbside, dependent upon the location, no later than 5:00 AM on their scheduled pick-up day(s). Commercial customers will be charged additional fees when the lid of the cart or container does not completely shut due to overfilling.

WATER SERVICE

City of Lewiston utility customers' water usage is metered and billed by the cubic foot, with each cubic foot equal to 7.48052 gallons of water. Water meters are billed at a flat rate based on the size of the meter. Water meters are read through the City's remote meter read system or manually. In special circumstances, water usage may be estimated as set forth in § 36.5-16 (2)(c) of the Lewiston City Code. The City of Lewiston has two (2) providers of water service. Depending on where a property is located within the City limits, the water provider would be either the City of Lewiston or the Lewiston Orchards Irrigation District (LOID). LOID's business office is located at 1520 Powers Ave, Lewiston, Idaho 83501; and LOID's phone number is 208-746-8235.

TAMPERING WITH WATER SYSTEM

Tampering with the water system in any way may result in criminal charges. Additionally, tampering fees are established annually by resolution of the City Council. Regulations governing tampering of the water system is set forth in § 36.5-25 of the Lewiston City Code.

WASTEWATER SERVICE

City of Lewiston utility customers who are connected to the City's wastewater system are billed based on their classification. The City of Lewiston has three (3) providers of wastewater service. Depending on where a property is located within the City limits, the wastewater provider would be the City of Lewiston, the Lewiston Orchards Sewer District (LOSD), or the Central Orchards Sewer District (COSD). LOSD's business office is located at 1106 Idaho St, Lewiston, Idaho 83501; and LOSD's phone number is 208-791-9346. COSD's business office is located at 1522 Powers Ave, Lewiston, Idaho, 83501; and COSD's phone number is 208-746-9689.

DRAINAGE SYSTEM UTILITY aka STORMWATER SERVICE

The City of Lewiston provides stormwater management services to its residents and businesses to ensure proper drainage and water quality. The stormwater service is essential for managing runoff from rain and melting snow, which helps prevent flooding and reduces pollution in our water bodies. Property owners are responsible for ensuring that their properties comply with stormwater management regulations. This includes proper disposal of yard waste, maintaining drainage pathways, and avoiding activities that could contribute to stormwater pollution.

The Drainage System Utility consists of two different service areas: Service Area 1 and Service Area 2. Service Area 1 primarily includes roadway gutters, inlets, and buried pipes, while Service Area 2 primarily includes roadway gutters, ditches, and swales that do not flow into Service Area 1. Service Area 1 generally incurs higher user fees due to the greater amount of associated maintenance costs compared to Service Area 2. These user fees support the operation, maintenance, and improvement of the City's stormwater drainage system, including storm drains, retention basins, and other facilities designed to manage stormwater runoff.

Residential Stormwater Service: All single-family residential properties within the City of Lewiston that have impervious surfaces, including rooftops, driveways, and other hard surfaces that prevent water from naturally soaking into the ground, are subject to a stormwater fee. Each parcel with a single-family residence is billed one (1) Equivalent Residential Unit ERU.

Residential Multi-Family Stormwater Service: Residential multi-family property owners within the City of Lewiston, including those with four units or less, pay a stormwater user fee based on the configuration of their units. If the homes have adjoining walls, such as in a duplex, triplex, or fourplex, the property owner is charged 1/2 ERU for each unit. If the homes on the parcel are separate structures without shared walls, each home is billed one (1) ERU.

Commercial Stormwater Service: Commercial property owners within the City of Lewiston pay a stormwater user fee based on the impervious surface area of their property, with one (1) ERU assigned for every 4,500 sq. ft. of impervious surface. The fee supports the City's stormwater management program, including regular maintenance, upgrades, and expansion of stormwater infrastructure. The fee amount varies depending on the property's drainage location, with two service areas having different rates based on their specific drainage locations.

Commercial property owners are required to manage stormwater runoff from their properties effectively. This may involve implementing best management practices (BMPs) such as installing retention ponds, infiltration systems, or other facilities to control the quantity and quality of stormwater leaving their property. Businesses must ensure compliance with all local, state, and federal stormwater regulations.

Both residential and commercial customers can find more information about stormwater management requirements and BMPs on the City's website or by contacting the Public Works Department.

BILLING ERRORS/ADJUSTMENT OF UTILITY BILLS

The City of Lewiston makes every effort to ensure that accounts are set up correctly and conducts audits of accounts to identify errors. However, ensuring that the billing is correct is a shared responsibility with utility customers. If you do not receive a current or past due bill, it is your responsibility to contact the City Utility Billing Division at 208-746-3671, extension 0, or email ub@cityoflewiston.org to inquire as to the status of your account. The City of Lewiston is not responsible for delays or lost mail caused by the U.S. Postal Service or email service providers.

The City of Lewiston recommends that you review your bill monthly and discuss any questions or billing discrepancies with a City Utility Billing Specialist. In the event a billing error is discovered, corrections will be calculated for a period of no more than one (1) year.

DELINQUENT ACCOUNTS

To keep costs of operations as low as possible, the City pursues collection of all delinquent accounts. No account shall be written off or reduced, except as provided for in Article II of Chapter 36.5 of the Lewiston City Code.

Delinquent charges and late fees that remain unpaid after thirty (30) days may be certified to the Nez Perce County tax collector and placed upon the tax roll. Additionally, delinquent accounts may be referred to a third-party collection agency, which may impose additional fees and take actions to recover the outstanding balance.

APPEALS

Upon written request by a customer, a hearing concerning computation of the amount owed and/or whether a utility service should be terminated shall be held before the Mayor in accordance with § 36.5-20 of the Lewiston City Code.

UTILITY ASSISTANCE PROGRAM

The purpose of the City of Lewiston Utility Assistance Program is to provide essential utility services to qualified property owners at reduced rates. The Utility Assistance Program process is set forth in § 36.5-29 of the Lewiston City Code.

LOCATING UNDERGROUND UTILITIES

Contact 811 (“Call Before You Dig”) to assist excavators and contractors in identifying the existing location underground City utilities.

OFFICIAL CITY REGULATIONS

The City’s official utility regulations are set forth in the Lewiston City Code. The Lewiston City Code is online at cityoflewiston.org. In the event that any of the statements in this document conflict with the Lewiston City Code, the Lewiston City Code shall control.

CONTACT INFORMATION

UTILITY BILLING

Lewiston City Hall
1134 F Street
P.O. Box 617
Lewiston, Idaho 83501
Monday to Friday
8:00 AM to 5:00 PM
208-746-3671, extension 0
833-761-5606, IVR payments 24/7

PUBLIC WORKS

Public Works
215 D Street, Ste. B
Lewiston, Idaho 83501
Monday to Thursday
8:00 AM to 5:00 PM
Friday 8:00 AM to 5:00 PM
208-746-1316, extension 7200

AFTER BUSINESS HOURS

Utility Billing messages will be
returned next business day.
208-746-3671, extension 0
833-761-5606, payments 24/7

AFTER BUSINESS HOURS

Public Works - Water Related Emergency
208-746-1316

CITY OF LEWISTON UTILITY CUSTOMER SERVICE POLICIES & PROCEDURES

Updated: July 2024-5



PURPOSE

The City of Lewiston provides municipal Sanitation, Water, Wastewater, and Stormwater utilities. The policies and procedures described herein apply to any customer supplied with one (1) or more of the above-referenced utility services. City regulations relating to these policies and procedures can be found in the Lewiston City Code in Chapters 17 (Garbage, Rubbish, and Weeds), 36 (Water, Wastewater, and Stormwater), and 36.5 (City Services Billing and Collection of Utility Charges). The Lewiston City Code is available on the City's website at cityoflewiston.org.

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NEW ACCOUNTS

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- Water consumption, meter fee, wastewater, sanitation, stormwater and other fees are billed as separate items on the bill

UTILITY BILL PAYMENTS ~~OPTIONS~~

Bills are payable upon receipt and ~~must be paid due~~ on or before the 15th day of the month following the account's billing date. Customers ~~can may~~ pay their bills ~~as follows using the following options~~:

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 - ~~Set up Autopay using a credit/debit card or e-Check~~
 - ~~Choose your draft date between the 1st and 20th of the month~~
 - ~~Pay as a Guest (requires 10-digit account number), to Register (requires 10-digit account number and the exact service address as listed on your bill)~~
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Sanitation trucks are extremely large, difficult to maneuver, and have specialized equipment for lifting and dumping sanitation carts. Thus, garbage carts that are located too close to parked vehicles will not be picked up. If your garbage is missed due to contractor error, please contact Sunshine Disposal within one (1) business day of missed scheduled services at 208-743-4075. If your garbage is missed because you did not have the cart present at the time of pick-up, the service will not be available until your next scheduled service date. When sanitation service falls on a holiday, collection will occur the following day, and the schedule for the remainder of the week will be delayed by one day. There is a fee for replacement of a missing, stolen, or damaged cart or container (other than normal wear and tear). Temporary commercial containers are available by contacting Sunshine Disposal.

RESIDENTIAL: Residential sanitation carts are picked up once a week, on a regularly scheduled day, dependent upon your address. Residential yard waste carts are picked up on the same weekly schedule as the garbage cart; provided, however, in January and February, yard waste carts are only picked up once each month, during the first week of the month. Residential recycle carts are picked up every other week based on the route schedule and same day schedule as the garbage cart. Residential customers must have their sanitation carts accessible and/or curbside, dependent upon the location, no later than 7:00 AM on their scheduled pick-up day. Residential customers may incur additional fees if the cart's lid does not fully close due to overfilling.

COMMERCIAL: Commercial pick-up frequency varies depending upon need, but, at a minimum, occurs weekly, on a regularly scheduled day(s). Arrangements for commercial service are made with the Utility Billing Specialist or Sunshine Disposal upon establishment of service. Commercial customers must have their sanitation containers accessible and/or curbside, dependent upon the location, no later than 5:00 AM on their scheduled pick-up day(s). Commercial customers will be charged additional fees when the lid of the cart or container does not completely shut due to overfilling.

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Tampering with the water system in any way may result in criminal charges. Additionally, tampering fees are established annually by resolution of the City Council. Regulations governing tampering of the water system is set forth in § 36.5-25 of the Lewiston City Code.

WASTEWATER SERVICE

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DRAINAGE SYSTEM UTILITY aka STORMWATER SERVICE

The City of Lewiston provides stormwater management services to its residents and businesses to ensure proper drainage and water quality. The stormwater service is essential for managing runoff from rain and melting snow, which helps prevent flooding and reduces pollution in our water bodies. Property owners are responsible for ensuring that their properties comply with stormwater management regulations. This includes proper disposal of yard waste, maintaining drainage pathways, and avoiding activities that could contribute to stormwater pollution.

The Drainage System Utility consists of two different service areas: Service Area 1 and Service Area 2. Service Area 1 primarily includes roadway gutters, inlets, and buried pipes, while Service Area 2 primarily includes roadway gutters, ditches, and swales that do not flow into Service Area 1. Service Area 1 generally incurs higher user fees due to the greater amount of associated maintenance costs compared to Service Area 2. These user fees support the operation, maintenance, and improvement of the City's stormwater drainage system, including storm drains, retention basins, and other facilities designed to manage stormwater runoff.

Residential Stormwater Service: All single-family residential properties within the City of Lewiston that have impervious surfaces, including rooftops, driveways, and other hard surfaces that prevent water from naturally soaking into the ground, are subject to a stormwater fee. Each parcel with a single-family residence is billed one (1) Equivalent Residential Unit ERU.

Residential Multi-Family Stormwater Service: Residential multi-family property owners within the City of Lewiston, including those with four units or less, pay a stormwater user fee based on the configuration of their units. If the homes have adjoining walls, such as in a duplex, triplex, or fourplex, the property owner is charged 1/2 ERU for each unit. If the homes on the parcel are separate structures without shared walls, each home is billed one (1) ERU.

Commercial Stormwater Service: Commercial property owners within the City of Lewiston pay a stormwater user fee based on the impervious surface area of their property, with one (1) ERU assigned for every 4,500 sq. ft. of impervious surface. The fee supports the City's stormwater management program, including regular maintenance, upgrades, and expansion of stormwater infrastructure. The fee amount varies depending on the property's drainage location, with two service areas having different rates based on their specific drainage locations.

Commercial property owners are required to manage stormwater runoff from their properties effectively. This may involve implementing best management practices (BMPs) such as installing retention ponds, infiltration systems, or other facilities to control the quantity and quality of stormwater leaving their property. Businesses must ensure compliance with all local, state, and federal stormwater regulations.

Both residential and commercial customers can find more information about stormwater management requirements and BMPs on the City's website or by contacting the Public Works Department.

BILLING ERRORS/ADJUSTMENT OF UTILITY BILLS

The City of Lewiston makes every effort to ensure that accounts are set up correctly and conducts audits of accounts to identify errors. However, ensuring that the billing is correct is a shared responsibility with utility customers. If you do not receive a current or past due bill, it is your responsibility to contact the City Utility Billing Division at 208-746-3671, extension 0, or email ub@cityoflewiston.org to inquire as to the status of your account. The City of Lewiston is not responsible for delays or lost mail caused by the U.S. Postal Service or email service providers.

The City of Lewiston recommends that you review your bill monthly and discuss any questions or billing discrepancies with a City Utility Billing Specialist. In the event a billing error is discovered, corrections will be calculated for a period of no more than one (1) year.

DELINQUENT ACCOUNTS

To keep costs of operations as low as possible, the City pursues collection of all delinquent accounts. No account shall be written off or reduced, except as provided for in Article II of Chapter 36.5 of the Lewiston City Code.

Delinquent charges and late fees that remain unpaid after thirty (30) days may be certified to the Nez Perce County tax collector and placed upon the tax roll. Additionally, delinquent accounts may be referred to a third-party collection agency, which may impose additional fees and take actions to recover the outstanding balance.

APPEALS

Upon written request by a customer, a hearing concerning computation of the amount owed and/or whether a utility service should be terminated shall be held before the Mayor in accordance with § 36.5-20 of the Lewiston City Code.

UTILITY ASSISTANCE PROGRAM

The purpose of the City of Lewiston Utility Assistance Program is to provide essential utility services to qualified property owners at reduced rates. The Utility Assistance Program process is set forth in § 36.5-29 of the Lewiston City Code.

LOCATING UNDERGROUND UTILITIES

Contact 811 (“Call Before You Dig”) to assist excavators and contractors in identifying the existing location underground City utilities.

OFFICIAL CITY REGULATIONS

The City’s official utility regulations are set forth in the Lewiston City Code. The Lewiston City Code is online at cityoflewiston.org. In the event that any of the statements in this document conflict with the Lewiston City Code, the Lewiston City Code shall control.

CONTACT INFORMATION

UTILITY BILLING

Lewiston City Hall
1134 F Street
P.O. Box 617
Lewiston, Idaho 83501
Monday to Friday
8:00 AM to 5:00 PM
208-746-3671, extension 0
833-761-5606, IVR payments 24/7

PUBLIC WORKS

Public Works
215 D Street, Ste. B
Lewiston, Idaho 83501
Monday to Thursday
8:00 AM to 5:00 PM
Friday 8:00 AM to ~~4:00~~ 5:00 PM
208-746-1316, extension ~~8050~~ 7200

AFTER BUSINESS HOURS

Utility Billing messages will be
returned next business day.
208-746-3671, extension 0
833-761-5606, payments 24/7

AFTER BUSINESS HOURS

Public Works - Water Related Emergency
208-746-1316



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE RFQ-25-012 AWARD: EAST LEWISTON NETWORK ANALYSIS (TR073)	AGENDA NO. VII. D. AGENDA DATE: July 14, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) The City of Lewiston's transportation system includes the following street classifications and lengths: • Arterial streets: 25 miles • Collector streets: 36 miles • Local streets: 143 miles • A collection of residential and paved/unpaved alleys. The City is responsible for maintaining these rights-of-way. In the East Orchards area, five residential developments are currently underway, with additional densification projects in progress. The resulting traffic is increasing the burden on the existing network. The current transportation system lacks east-west connection between Thain Road/21st Street and Lapwai Road/Lindsay Creek Road from E. Main Street to Powers Avenue (Priority Zones map is attached). This gap exists due to topographical challenges—several north-south draws, drainages, and ravines hinder the construction of streets across the area—and the lack of development that results from them. Following Council's direction, staff issued a Request for Qualifications for Engineering Services RFQ-25-012 for the East Lewiston Network Analysis (ELNA) project. The ELNA project will focus on 21st Street/Thain Grade/Thain Road and Lindsay Creek Road and between E. Main Street and Powers Avenue. This network analysis intends to develop a recommended concept layout for the transportation network. Key elements to be considered include improving connections to and within the existing network, identifying necessary upgrades, future planning, pedestrian safety, transit options, esthetics, and utilities. It will focus on enhancing connectivity within the existing network and provide a plan for the future transportation system, ensuring that continued development creates a reliable and efficient transportation network. The City of Lewiston received two responses to the RFQ. A review committee evaluated the responses and individually scored the responses based on the scoring matrix in the RFQ. Staff compiled these scores, then the company who submitted the response with the highest	

composite score was chosen to enter negotiations for a scope of work and fee.

The chosen response was submitted by Kittelson & Associates, Inc. (Kittelson). Staff entered negotiations with Kittelson and have reached an agreement for a scope of work and fee in the amount of \$150,000.

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)

Funds will be used from Public Works Capital Projects, which has \$150,000 budgeted for East Lewiston Network Analysis in the current fiscal year (FY25).

ACTION PROPOSED

Staff recommend Council's approval to award, and the Mayor to sign the Professional Services Agreement with Kittelson and Associates, Inc. for the amount of \$150,000.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF LEWISTON AND KITTELSON & ASSOCIATES, INC.**

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Lewiston, an Idaho municipal corporation (“City”), and Kittelson & Associates, Inc., located at 202 E. Spokane Falls Boulevard, Suite 303, Spokane, WA 99202 (“Consultant”). City and Consultant may also individually be referred to as “Party” or collectively as “Parties.”

WHEREAS, City desires Consultant perform professional services associated with Network Analysis of Easter Lewiston located in Nez Perce County, further described in Exhibit A; and

WHEREAS, Consultant desires to perform such Services for City.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is hereby agreed to and stipulated by and between City and Consultant as follows:

I.

INCORPORATION OF RECITALS

The foregoing recitals are hereby incorporated into and made a part of this Agreement, including all defined terms therein.

II.

DUTIES OF CONSULTANT

A. **PROFESSIONAL SERVICES:** Consultant shall perform the professional services as set forth in Exhibit A, attached hereto and incorporated herein (“Services”).

B. **SPECIAL PROVISIONS:** All special provisions that apply to this Agreement are set forth in Exhibit B, attached hereto and incorporated herein. In the event that a special provision set forth in Exhibit B conflicts with any other term of this Agreement, the special provision shall govern.

C. INDEPENDENT CONTRACTOR: The Parties agree that Consultant is an independent contractor, with no employment relationship with City.

D. FRINGE BENEFITS: Because Consultant is engaged in Consultant's own independently established business, Consultant is not eligible for, and shall not participate in, any employee pension, health, or other fringe benefit plan of City.

E. WORKER'S COMPENSATION: Consultant shall maintain in full force and effect worker's compensation for Consultant and any agents, employees, and staff that Consultant employs, and assure that Consultant's subcontractors do likewise. Consultant shall provide proof of such coverage to City, or satisfactory proof that such worker's compensation insurance is not required.

F. RIGHT OF CONTROL: City agrees that it has no right to control or direct the details, manner, or means by which Consultant accomplishes the results of the Services. Consultant agrees, however, that Consultant's other contracts or services shall not interfere with Consultant's performance of the Services.

G. EQUIPMENT AND SUPPLIES: Consultant shall supply, at Consultant's sole expense, all equipment, tools, materials, and/or supplies needed to accomplish the Services.

H. LICENSES AND LAW: Consultant represents that Consultant possesses the skills and experience necessary and all licenses required to perform the Services. Consultant shall comply with all applicable laws in the performance of the Services, including, but not limited to, all equal employment opportunity requirements, federal wage and labor requirements, and handicap accessibility requirements. If Consultant uses a motor vehicle in performance of this Agreement, Consultant shall maintain a valid driver's license and liability insurance at least in the minimum amounts required by Exhibit A.

I. WARRANTY AND STANDARD OF CARE: Consultant warrants that any materials and/or goods supplied pursuant to this Agreement shall be of good merchantable quality. Consultant shall perform the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

J. SUBCONTRACTORS AND SUBCONSULTANTS: Consultant shall not utilize any subcontractors or subconsultants in the performance of this Agreement without prior written approval from City.

K. INSURANCE: Consultant, at its sole expense, shall procure and maintain in full force and effect insurance in accordance with the requirements set forth in Exhibit C, attached hereto and incorporated herein.

L. INDEMNIFICATION: To the fullest extent permissible by law, Consultant shall indemnify and hold City, its officers, officials, and employees harmless for all claims, demands, losses, actions, causes of action, suits, damages, judgments, obligations, liabilities, costs, expenses, and/or injuries to persons or property (collectively "Claims") to the extent that such Claims arise out of or are in connection with any negligent act, error, or omission of Consultant, its officers, officials, or employees, that is in any way connected with the Services provided under this Agreement. In the event that City is alleged to be liable on account of any negligent act, error, or omission of Consultant, its officers, officials, or employees, then Consultant shall reimburse City, in proportion to Consultant's negligence, as determined by the trier of fact, for: (1) City's cost of defense, including, but not limited to, attorney fees and expenses, court costs, and expert witness fees and expenses; and (2) damages. In the event of litigation, each Party shall defend itself.

Additionally, Consultant agrees to indemnify and hold City, its officers, officials, and employees harmless from any and all taxes, penalties, assessments, fines, premiums, and similar

liabilities if Consultant is found by any governmental authority to be an employee rather than an independent contractor in Consultant's performance of the Services.

These indemnification provisions shall survive the expiration or termination of this Agreement. Consultant's indemnification and defense obligations herein shall extend to Claims occurring after this Agreement is terminated or expired, as well as while this Agreement is in force, and shall continue until all Claims are finally adjudicated and fully and finally barred by applicable laws.

M. NON-EXCLUSIVE: This Agreement is not exclusive to Consultant. Consultant acknowledges that City may obtain additional professional services of the same nature as provided for in this Agreement.

N. NON-DISCRIMINATION: Consultant shall not engage in employment practices that discriminate against any person, including any sub-consultant, because of such person's race, creed, sex, color, national origin, ancestry, religion, physical or mental disability, marital or familial status, sexual orientation, or gender identity/expression, unless based on a bona fide occupational qualification or otherwise exempted by state or federal law.

O. PERSONNEL: In providing Services under this Agreement, Consultant agrees to assign the direct participation of experienced and qualified personnel. All staff used by Consultant in the performance of the Services shall be qualified by training and experience to perform their assigned tasks. Consultant shall submit, for approval by City, a staffing proposal for the Services. Consultant shall not reassign such staff without City's prior written approval; and City shall have the right to approve their successors. City shall have the right, in its sole discretion, to have any of Consultant's personnel removed from the project.

P. CONSULTANT RELIANCE: Consultant may rely, without liability, on the accuracy and completeness of information provided by City without the need for independent verification.

Q. STATE OF IDAHO REQUIREMENTS: The following provisions are required by the State of Idaho. The inclusion of these provisions in this Agreement does not indicate City's support or opposition to these provisions nor agreement by City that these clauses are relevant to the subject matter of this Agreement. Rather, these provisions are included solely to comply with the laws of the State of Idaho.

1. ANTI-BOYCOTT AGAINST ISRAEL ACT: If this Agreement: (1) is to acquire or dispose of services, supplies, information technology, or construction; (2) has a total potential value of One Hundred Thousand Dollars (\$100,000) or more; and (3) Consultant is a company with ten (10) or more employees, then, pursuant to Idaho Code § 67-2346, Consultant certifies that Consultant is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of goods or services from Israel or territories under Israel's control. The terms "company" and "boycott Israel" shall have the meanings ascribed to them in Idaho Code § 67-2346.

2. NO PUBLIC FUNDS FOR ABORTION ACT: Pursuant to Idaho Code § 18-8703, Consultant certifies that it is not, and will not for the duration of this Agreement become, an abortion provider or an affiliate of an abortion provider, as those terms are defined in the "No Public Funds for Abortion Act," Idaho Code §§ 18-8701 *et seq.*

3. CONTRACT WITH COMPANY OWNED OR OPERATED BY THE GOVERNMENT OF CHINA PROHIBITED: If this Agreement is to acquire or dispose of services, supplies, information technology, or construction, then, pursuant to Idaho Code § 67-2359, Consultant certifies that Consultant is not a company currently owned or operated by the government of China and will not for the duration of this Agreement be owned or operated by the government of

China. The terms “company” and “government of China” shall have the meanings ascribed to them in Idaho Code § 67-2359.

4. PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING

CERTAIN SECTORS: If this Agreement: (1) is to acquire goods or services; (2) has a value of One Hundred Thousand Dollars (\$100,000) or more that is to be paid wholly or partly from public funds; and (3) Consultant is a company with ten (10) or more full-time employees, then, pursuant to Idaho Code § 67-2347A, Consultant certifies that Consultant is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of any individual or company because the individual or company: (a) engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or (b) engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in Idaho Code § 18-3302(2)(d). The terms “boycott” and “company” shall have the meanings ascribed to them in Idaho Code § 67-2347A.

III.

DUTIES OF CITY

A. PAYMENT: City agrees to pay Consultant up to the total sum, not to exceed, One Hundred Fifty Thousand Dollars (\$150,000). City shall pay Consultant within thirty (30) days from receipt of invoice from Consultant. Consultant shall keep accurate records of expenses. If City contests an invoice, City shall advise Consultant within thirty (30) days of receipt of invoice of the specific basis for doing so, may withhold only that portion so contested, and shall pay the undisputed portion.

B. PAYROLL TAXES: Neither Federal, State, or local income taxes, nor payroll taxes of any kind shall be withheld and paid by City on behalf of Consultant or Consultant’s employees. Consultant shall not be treated as an employee of City with respect to the Services performed

pursuant to this Agreement for Federal or State tax purposes. Consultant understands that Consultant is responsible to pay, according to law, Consultant's income tax. Consultant further understands that Consultant may be held liable for self-employment (Social Security) tax to be paid by Consultant according to law.

IV.

GENERAL PROVISIONS

A. The term of this Agreement shall be from the Effective Date of this Agreement through completion of the Services. In the event that this Agreement is dependent upon funding in a future fiscal year, the term of this Agreement shall be wholly contingent upon City's annual appropriation of funds for this Agreement. Said appropriation may be made solely at the option and discretion of City.

B. TERMINATION: This Agreement may be terminated only as follows:

1. City may terminate this Agreement, with or without cause, upon at least fifteen (15) days' written notice to Consultant.

2. Consultant may terminate this Agreement only if City defaults on its obligations under this Agreement, but only after giving City written notice of Consultant's intent to terminate and allowing at least thirty (30) days for the default to be cured.

3. City may terminate this Agreement in the event that City does not appropriate funds for the Agreement for an ensuing fiscal year. In such event, City shall give prompt written notice to Consultant attesting to the non-appropriation of funds and the effective date of termination of this Agreement, and no financial obligations, penalty, liability, or consequence of any kind shall accrue to City after the effective date of said termination.

Upon termination: (1) Consultant shall discontinue the Services under this Agreement; (2) Consultant shall promptly provide City all maps, plots, drawings, estimate sheets, specifications,

documents, models, renderings, and other work product prepared in connection with the Services; and (3) City shall pay Consultant a proportional amount of the sum set forth in Section III.A of this Agreement for all Services performed through the date of termination.

C. NOTICES: All notices, requests, demands, statements, and consents required or permitted to be given pursuant to this Agreement shall be in writing and signed by or on behalf of the Party giving the notice. Such communications shall be deemed delivered: (a) immediately if hand-delivered; (b) seventy-two (72) hours after depositing the same in the U.S. mail, certified or registered, addressed to the respective addresses set forth below; or (c) one (1) business day after depositing the same with a recognized commercial air courier or express service, addressed to the respective addresses set forth below. Any communication made by email or similar method shall not constitute notice pursuant to this Agreement.

Consultant: Kittelson & Associates
Consultant's Name

Wende Wilber, PTP, Senior Principal Planner
Contact Name, Position

202 East Spokane Falls Boulevard, Suite 303
Address

Spokane, WA 99202
City, State, Zip

City: City of Lewiston
Luke Antonich, City Engineer
P.O. Box 617
Lewiston, Idaho 83501

D. CHOICE OF LAW: This Agreement shall be governed by and interpreted in accordance with the laws of the State of Idaho, with venue for any action brought pursuant to this Agreement to be in the Second Judicial District, Nez Perce County, State of Idaho.

E. SEVERABILITY: Any provision of this Agreement that may be declared invalid or otherwise unenforceable by a court of competent jurisdiction shall not affect the validity or

PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF LEWISTON AND
KITTELSON & ASSOCIATES, INC.—Page 8 of 19 (revised 5.17.24)

enforceability of any other part of this Agreement, so long as the remainder of the Agreement is reasonably capable of completion.

F. SURVIVAL: Except with respect to City's obligations as set forth in Section IV.A of this Agreement concerning the non-appropriation of funds for this Agreement, all covenants, conditions, indemnifications, and other elements in this Agreement that might involve performance subsequent to any termination or expiration of this Agreement or that cannot be reasonably ascertained or fully performed until after termination or expiration of this Agreement shall survive.

G. AMENDMENTS: This Agreement may be amended only by a writing duly executed by both Parties.

H. PERFORMANCE/WAIVER: No waiver of any provision of this Agreement shall be effective unless made in writing and signed by the waiving Party. The failure of any Party to require the performance of any term or obligation of this Agreement, or the waiver by any Party of any breach of this Agreement, shall not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

I. SUCCESSORS AND ASSIGNS: This Agreement may not be assigned in whole or in part by either of the Parties hereto without the prior express written consent of the other Party.

J. THIRD PARTY BENEFICIARIES: Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party. Nothing contained herein shall extend the liability of either Party beyond that provided by governing law.

K. ATTORNEY FEES: Notwithstanding any statute to the contrary, in the event suit is brought by any Party to this Agreement to enforce the terms of this Agreement, the prevailing Party shall be entitled to recover reimbursement for reasonable attorneys' fees and costs, in the amount determined by the court, in addition to any other available remedies.

L. FORCE MAJEURE: “Event of Force Majeure” means an event beyond the reasonable control of a Party that prevents such Party from complying with any of its obligations under this Agreement, including riots, acts of God, accidents, order of a court of competent jurisdiction, failure of a required governmental approval, civil disorders, acts of war, material shortages, or disease, and not attributable to such Party’s neglect or nonfeasance.

No Party shall be considered in breach of this Agreement or liable to the other Party for any losses and damages to the extent that performance of their respective obligations is prevented by an Event of Force Majeure. The Party prevented from carrying out its obligations hereunder (“Affected Party”) shall give notice to the other Party of an Event of Force Majeure upon it being foreseen by, or becoming known to, the Affected Party. If and to the extent that the Affected Party is prevented from performing its obligations by an Event of Force Majeure, while the Affected Party is so prevented, the Affected Party shall be relieved of its obligations hereunder, but shall endeavor to continue to perform its obligations under the Agreement so far as reasonably practicable.

M. PUBLIC RECORDS: The Parties herein understand and acknowledge that this Agreement, its exhibits and attachments, communications between them, and the Work Product are subject to the Idaho Public Records Act, I.C. §§ 74-101, *et seq.*, and other applicable federal and state laws, and might be subject to disclosure.

N. USE OF CITY NAME: Consultant shall not include the name, logo, or any identifying marks of City in any advertising, sales promotion, or other publicity matter.

O. TIME IS OF THE ESSENCE: Time is of the essence with regard to the performance of all of Consultant’s obligations under this Agreement.

P. NON-EXCLUSIVE REMEDIES: No provision in this Agreement made for the purpose of securing enforcement of the terms and conditions of this Agreement shall be deemed an

exclusive remedy or to afford the exclusive procedure for the enforcement of said terms and conditions, and the remedies herein provided are deemed to be cumulative.

Q. COUNTERPARTS: This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

R. DISPUTE RESOLUTION: In the event that a dispute related to this Agreement arises, the dispute shall be articulated in writing by either Party. City and Consultant shall then attempt to negotiate in good faith and resolve the dispute. If the Parties fail to resolve the dispute through negotiation, then the Parties shall enter into non-binding mediation or another mutually agreed upon alternative dispute resolution process. Each Party shall pay the fees of its counsel, consultants, and experts, but the fees and expenses for the mediator shall be split equally between the Parties. The Parties agree that non-binding mediation or another mutually acceptable alternative dispute resolution process shall precede litigation.

S. OWNERSHIP OF DOCUMENTS: Upon City's payment to Consultant as provided in this Agreement, all maps, plots, drawings, estimate sheets, specifications, documents, models, renderings, and other work product prepared in connection with the Services (collectively "Work Product") shall be the property of City. Use or reuse of Work Product for any purpose other than intended by this Agreement shall be at the risk of City and without legal liability or exposure to Consultant.

T. JOINT DRAFTING: The Parties expressly agree that this Agreement was jointly drafted and both Parties had an opportunity to negotiate its terms and obtain the assistance of legal counsel in reviewing its terms prior to execution. Therefore, this Agreement shall be construed neither against nor in favor of either Party, but shall be construed in a neutral manner.

U. CONTRACTING AUTHORITY: Each Party warrants that the person or persons executing this Agreement on behalf of such Party has the full right, power, and authority to enter into and execute this Agreement on such Party's behalf, and that no consent from any other person or entity is necessary to effectuate this Agreement.

V. MERGER AND INTEGRATION: This writing embodies the whole agreement of the Parties. There are no promises, terms, conditions, or obligations other than those contained in this Agreement. All previous and contemporaneous communications, representations, or agreements, either verbal or written, between the Parties concerning all subject matters contained in this Agreement are superseded by this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the last day and year written below ("Effective Date").

DATED this _____ day of _____ 20____.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk

DATED this _____ day of _____ 20____.

KITTELSON & ASSOCIATES

Signed by Black Knight EXP-DocVerify: 2025-06-26 12:35:12 EDT
Wende Wilber
5792009.33641128.39055964

6/26/2025

By: Wende Wilber

Title: Senior Principal Planner

VIRGINIA
STATE OF ~~IDAHO~~)
County of Fairfax) ss.

On this 26th day of June 2025, before me, a Notary Public, personally appeared Wende Wilber [Signatory], known or identified to me as the Senior Principal Planner [Title], of Kittelson & Associates, and stated she/he has the authority to execute this instrument on behalf of Kittelson & Associates, and did execute this instrument on behalf of Kittelson & Associates.

eSigned by Black Knight EXP-DocVerify: 2025-06-26 12:35:25 EDT
Bonnie Lee Clark
5792009.33641128.288790

BONNIE LEE CLARK
Electronic Notary Public
Commonwealth of Virginia
Commission No. 7844836
My Commission Expires Jul 31, 2027

Notary Public for the State of ~~Idaho~~ Virginia

Commission Expires 31 July 2027

Notarial Act Performed by Audio visual communication

EXHIBIT A
SCOPE OF SERVICES

SCOPE OF WORK

June 25, 2025

Project #31892

Task 1: Project Management

Upon approval of the Contract by the City of Lewiston, Kittelson will hold a virtual 1 hour kick-off meeting with the City Project Manager to:

- Obtain available data and published materials.
- Establish communication protocols.
- Agree on project schedule with key milestones identified.
- Identify Steering Committee members

Kittelson will lead monthly 30-minute check-in calls with the City Project Manager to discuss progress, deadlines, questions, risks, and solutions to protect the schedule and budget. Agendas and action item summaries will be distributed via email. Kittelson will prepare monthly invoices.

Kittelson Deliverables

- Kick Off Meeting agenda, attendance/facilitation, and summary
- Agendas and summaries for monthly check ins (10)
- Project milestone schedule
- Monthly invoices/progress report (11)

City Responsibilities

- Provide existing reports/data that are not available online

Task 2: Review Existing Plans and Data

Kittelson will gather and review existing data, documents and planned projects and synthesize key findings into a one-page summary matrix. Kittelson will not collect additional traffic counts as part of this effort. Any missing data will be identified early to be addressed before concept development begins. Example data/documents include but are not limited to:

- Thain Road Corridor Study
- East Orchards Transportation Plan
- City of Lewiston Transportation Plan
- Envision Lewiston 2044 Comprehensive Plan,
- LCVMP Regional Safety Action Plan
- LCVMP L RTP
- Nez Perce County Emergency Operations Plan

- Development applications
- Traffic studies
- Traffic volumes and crash data
- GIS Mapping
- Utility and stormwater plans

Kittelson Deliverables

- Draft and Final Plan & Policy Summary Matrix

City Responsibilities

- Provide existing documents and GIS layers
- Traffic volumes and crash data (where available)
- Review matrix and provide one set of non-conflicting comments on the draft memo

Task 3: Stakeholder and Public Engagement

This task includes three parallel engagement tracks: coordination with a steering committee, outreach to stakeholders and the public, and presentations to the Planning and Zoning Commission and City Council. Activities will be documented through summary notes and a tracking log that will connect input to project recommendations. A final summary will outline what was heard and how the feedback informed the final outcomes.

Steering Committee: A project steering committee will be convened to provide staff-level guidance and confirm that project findings are consistent with ongoing planning efforts, operational objectives, and agency priorities. The steering committee will meet at three milestones:

- *Kick-off Meeting (90 minutes virtual)* – Confirm roles and responsibilities, schedules, refine engagement goals, review study area boundary for evaluation of the surrounding network, establish preliminary evaluation criteria, and define project success.
- *Concept Review Work Session (2 hours In person with other outreach efforts)* – Discuss initial findings from the analysis and brainstorm a wide range of alternatives.
- *Draft Concept Review (In person)* – Review proposed alternatives, ranks, identify implementation challenges, and confirm recommendations reflect agency priorities.

Stakeholder and Public Outreach

Kittelson will prepare meeting announcements for distribution by the City and Steering Committee members via social media. Kittelson will prepare meeting materials for each round to include a PowerPoint presentation, four (4) display boards, and online content.

Round 1: Concept Development. Kittelson will spend one day in Lewiston with two (2) staff to complete the following outreach efforts.

- **Key Stakeholder Meetings.** Up to four (4) small group/one-on-one meetings with emergency responders, property owners, and other stakeholders to identify access needs, concerns, opportunities, and sketch alternatives.
- **Community Listening Session.** Two-hour in-person open house or similar format. A virtual open house will accompany this effort for those who cannot attend that will include an interactive map and comment form.

Round 2: Draft Alternatives. Kittelson will spend one day in Lewiston with two (2) staff to complete the following outreach efforts.

- **Key Stakeholder Meetings.** Two (2) small group/one-on-one meetings with emergency responders, property owners, and other stakeholders to review alternatives.
- **Community Listening Session.** Two-hour in-person open house or similar format. A virtual open house will accompany this effort for those who cannot attend that will include a comment form.

Presentations: Our team will support the following presentations. Assumes three (1) virtual presentations and one (1) in person:

- City Council (2)

Kittelson Deliverables

- Three (3) draft and final PowerPoint presentations, agendas, attendance/facilitation, and meeting summaries for SC meetings
- One (1) PowerPoint presentation to support stakeholder meetings
- Two (2) meeting announcements/press releases for electronic distribution
- Two (2) sets of draft and final open house display boards (8 display boards total)
- Two (2) sets of draft and final on-line open house materials
- Two (2) draft and final public comment summaries

City Responsibilities

- Provide stakeholder contact list
- Review and approve materials
- Distribute press releases, public notices, meeting announcements, and social media updates
- Provide meeting locations and minor meeting logistics

Task 4: Analyze Existing Conditions and Future Needs

Using GIS, we will develop base maps of the surrounding network that summarizes all readily available existing data including topography, environmental constraints, right-of-way, land use/ ownership, road classifications, bike routes, transit routes, traffic volumes, new subdivisions/ private development activities, crashes, freight routes, key destinations, and planned roadway improvements. Topography and the ability to connect roadways across major drainages will be of key importance to the network recommendations. We will coordinate with utilities to document planned expansions. This information will be used to inform concept development.

A future conditions analysis will be conducted for up to three (3) alternatives that pass the fatal flaw analysis. Additionally, a No Build Alternative will be developed that includes future land use assumptions without new connectivity in the Study Area to understand the impacts to the existing network. Projects will be based on:

- Future Land Use Assumptions
- Planned Network Extensions
- Future (2050) traffic operations

Consistent with City traffic operational standards, future traffic operations will be based on Level of Service (LOS) using the most recent available traffic counts and adding an agreed upon growth factor. Kittelson will also use Replica Origin Destination (OD) patterns to inform operational impacts and improvements. The analysis will use forecast demand, evaluate operational performance, and recommend practical multimodal, intersection, capacity, and safety improvements focusing on new connections at:

- Lindsey Creek Drive
- Nez Perce Drive
- 16th Avenue
- 18th Street
- Cecil Andrus Way
- 28th Street
- Warner Avenue
- Bryden Avenue

Findings will be presented in a concise technical memo with supporting graphics to highlight key issues and constraints.

Kittelson Deliverables

- Draft and Final Existing and Future Conditions Technical Memorandum

City Responsibilities

- Review and provide non-conflicting comments on the draft memo

Task 5: Right-of-Way Analysis (ROW)

Using City GIS data, parcel records, and aerial photography, we will develop a separate land ownership/ROW figure to identify the paths of least resistance, strategic connections, and begin discussions about long-term ROW needs. This task will document existing right-of-way and identify where new corridors may be needed and how best to route corridors to balance the need for improved mobility and access and to avoid remnant parcels. Utility corridors and easements as well as future plans for expansion will be noted based on available information.

ROW will be identified for preferred routing alternatives (using city of Lewiston's typical sections) to identify future ROW and/or easement needs. Based on state and local regulations and coordination with Nez Perce County and City staff we will outline strategies to secure ROW through future actions.

Kittelson Deliverables

- Draft and Final ROW Mapping and Technical Memorandum

City Responsibilities

- Review and provide non-conflicting comments on the draft memo

Task 6: Concept Development

Kittelson will work with the SC to develop a two-tiered evaluation criteria process for use in screening conceptual alternatives. The first tier will be a “fatal flaw analysis” to immediately rule out alternatives that will not meet basic criteria. This efficiently documents the range of alternatives considered while allowing the team to quickly move forward with viable concepts. The second tier will consist of evaluation criteria related to traffic operations, safety, walking and bicycling performance, freight function, access conditions, emergency operations, economic development, constructability, and planning level opinions of cost. Trade-offs and benefits for each alternative will be presented using graphics and in plain terms to provide individuals the information they need to provide informed feedback.

We will refine the preferred concept based on feedback and draft a conceptual layout that includes cross sections, intersection designs, sidewalks, bicycle facilities, buffers, parking, and transit stops. A phasing plan will also be developed to guide implementation over time. Building on the phasing plan, the team will identify applicable local, state, and federal funding programs, such as STBG, RAISE, etc. Where applicable, developer participation or cost-sharing options will also be noted. The team will flag grant-ready projects and outline steps such as preliminary design, cost estimating, or environmental documentation that may strengthen applications.

Kittelson Deliverables

- Initial, draft and final concepts
- Draft and final Memo

City Responsibilities

- Review and provide non-conflicting comments on the draft concepts

Task 7: Draft and Final Plan

This task will combine the technical memorandums into an Executive Summary that can be easily used for plan implementation with supporting appendices. We will deliver a preliminary draft for City and steering committee review, a revised draft for public review, and a final document for adoption.

Kittelson Deliverables

- Preliminary draft, public review draft, and final Plan

City Responsibilities

- Review and provide non-conflicting comments on the preliminary and public review draft Plans

Project Budget Form

Project Name: East Lewiston Network Analysis
Project Manager: Wende Wilber
KAI Project Number:
Date: Jun 25, 2025

LABOR ESTIMATE - East Lewiston Network Analysis

Task	Notes	Staff	Wende Wilber	Lauren Nuxoll	Mike Ulrich	Katie Popp	Steve Rhyne	Analyst	Melissa Cleveland WC	Courtney Kramer WC		WORK TASK/ TASK HOURS	WORK TASK/ TASK COST
001	Project Management												
	Kick Off Meeting - Project Manager - Virtual	1	1	1				1				4	\$962
	Project Milestone Schedule	1	2									3	\$670
	Monthly Invoicing (11)	6						3				9	\$2,467
	Monthly check ins (10@30 minutes)	5	5	5			5					20	\$4,299
	Reimbursable Expense												\$0
Task #001 - Subtotal			13	8	6	0	0	5	4	0	0	36	\$8,398
002	Review Existing Plans and Data												
	Gather and review data		1		2		8					11	\$1,511
	Draft Summary Matrix	1	1		1		6					9	\$1,400
	Final Summary Matrix		1		1		4					6	\$849
	Reimbursable Expense												\$300
Task #002 - Subtotal			1	3	0	4	0	18	0	0	0	26	\$4,060
003	Stakeholder and Public Engagement												
	Steering Committee Meeting 1 (virtual 90 minutes)	2	2	2								6	\$1,465
	Steering committee Meeting 2 - (Presentation only, meeting under Round 1 outreach)											0	\$0
	Steering Committee Meeting 3 (In person)			8								8	\$1,996
	Round 1 Logistics, meeting materials	1		2		8	8		8			27	\$4,434
	Round 1 Outreach (8 hours + travel)	2	2	10			10		2			26	\$4,985
	Round 2 Logistics, meeting materials	1		2		6	6		8			23	\$3,774
	Round 2 Outreach (8 hours + travel)	2	2	10			10		2			26	\$4,985
	Presentations (1 virtual, 1 in person)	8	4	4			4					20	\$4,624
	Outreach draft and final summary	2							6			8	\$1,342
	Reimbursable Expense												\$905
Task #003 - Subtotal			18	10	38	0	14	38	0	26	0	144	\$28,510
004	Analyze Existing Conditions and Future Needs												
	Base Mapping					8						8	\$1,619
	Analysis (Existing and Future Operations)	4	16	4	16	24	32	20				116	\$21,142
	Draft Memo	2	6	4	12	4	32					60	\$9,425
	Final Memo	1	2	1	8	2	16					30	\$4,581
Task #004 - Subtotal			7	24	9	36	38	80	20	0	0	214	\$36,913
005	Right-of-Way Analysis												
	Mapping and strategies	2		4		4	16					26	\$4,439
	Draft Mapping and Technical Memo	2		2			4					8	\$1,601
	Final Memo	2		2			8					12	\$2,111
	Reimbursable Expense												\$0
Task #005 - Subtotal			6	0	8	0	4	28	0	0	0	46	\$8,151
6	Concept Development												
	Initial Concepts	2	8	2	2	8	8	8				38	\$7,369
	Draft Concepts	2	10	3	12	8	24	12				71	\$12,473
	Final Concepts	2	8	2		8	24					44	\$7,264
	Draft Memo	2	8	6	8	8	24	20				76	\$14,079
	Final Memo	1	2	2	2	4	6					17	\$3,047
	Reimbursable Expense												\$0
Task #6 - Subtotal			9	36	15	24	36	86	40	0	0	246	\$44,233
7	Draft and Final Plan												
	Preliminary Draft	4	8	8	8	16	24	8				76	\$14,029
	Public Review Draft	1	2	2		4	8					17	\$2,998
	Final Draft	1	1	1		4	8					15	\$2,562
	Reimbursable Expense												\$146
Task #7 - Subtotal			6	11	11	8	24	40	8	0	0	108	\$19,735
TOTAL HOURS			60	92	87	72	116	295	72	26	0		
LABOR RATE			\$296.13	\$186.82	\$249.46	\$152.15	\$202.39	\$127.47	\$230.00	\$125.00		TOTAL HOURS	TOTAL LABOR
LABOR COST												820	\$148,504

Rates shown above are for budgeting purposes only. Additional staff may be billed at the time services are performed.

TOTAL REIMBURSABLES
\$1,496
TOTAL KAI FEES
\$150,000
TOTAL SUB FEES
\$0
TOTAL PROJECT BUDGET
\$150,000

EXHIBIT B
SPECIAL PROVISIONS

None

EXHIBIT C

INSURANCE

- A. Consultant, at its sole expense, shall procure and maintain in full force and effect insurance written by an insurance company or companies with AM Best's rating(s) of A VIII or better. All insurance companies must be authorized to do business in the State of Idaho. By requiring insurance herein, City does not represent that coverage and limits are necessarily adequate to protect Consultant, and such coverage and limits shall not be deemed as a limitation on Consultant's liability under the indemnities granted to City in this Agreement.
- B. Certificates of Insurance and additional insured, primary and non-contributory, and waiver of subrogation endorsements evidencing the coverages required herein and endorsements required herein shall be provided to City upon full execution of this Agreement and prior to the start date of the Services. All certificates must be signed by an authorized representative of Consultant's insurance carrier. Renewal certificates must be provided to City a minimum of five (5) days prior to the effective date of the renewal.
- C. Certificates and endorsements required herein shall be mailed to:
City of Lewiston
Purchasing Division
P.O. Box 617
Lewiston, Idaho 83501
- D. Certificates must evidence the following minimum coverages:
1. WORKERS' COMPENSATION insurance meeting the statutory requirements of the State of Idaho, if applicable.
 2. EMPLOYERS' LIABILITY insurance, if applicable, providing limits of liability in the following amounts:

Each Accident:	\$500,000 each accident
Bodily Injury by Accident:	\$500,000 policy limit
Bodily Injury by Disease:	\$500,000 each employee
 3. COMMERCIAL GENERAL LIABILITY insurance, if applicable, providing limits of liability in the following amounts:

General Aggregate:	\$2,000,000
Product/Completed Operations Aggregate:	\$2,000,000
Personal & Advertising Injury Liability:	\$1,000,000
Per Occurrence:	\$1,000,000
Damage to Rented Premises:	\$ 50,000

The Commercial General Liability ("CGL") insurance policy shall be written on an "Occurrence" form and shall cover liability arising from premises, operations, independent contractors, products, completed operations, personal injury,

advertising injury, and liability assumed under an insured contract (including tort liability of another assumed in a contract). Required coverage shall be maintained without interruption from the date City and Consultant fully execute this Agreement and prior to Consultant commencing work under this Agreement through the statute of limitations (or statute of repose, if applicable).

4. BUSINESS AUTOMOBILE LIABILITY insurance providing bodily injury and property damage liability coverage for not less than \$1,000,000 each accident limit. Business Automobile Liability insurance shall be written on a standard ISO policy form, or an equivalent form, providing coverage for liability arising out of owned, hired, or non-owned vehicles in connection with this Agreement.
5. PROFESSIONAL LIABILITY insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate. If the insurance required by this section is obtained through a "Claims Made" policy, this coverage or its replacement shall have a retroactive date of no later than the inception of this Agreement. Continuous or extended reporting coverage shall be maintained a minimum of five (5) years or the maximum time under the State of Idaho statute of limitations for claims under this coverage, whichever is greater, after the Services are last provided under this Agreement.

Or

Consultant shall maintain professional liability insurance coverage meeting these requirements for the applicable of statutory limitation of claims (or statute of repose, if applicable) after completion of the Services.

- E. Consultant shall name the City, its officers, officials, employees, and volunteers ("Additional Insureds") as additional insureds on Consultant's commercial general liability insurance policy and all other liability insurance policies with the exception of the professional liability policy, with respect to liability arising out of work or operations performed by or on behalf of Consultant, including materials, parts, or equipment furnished in connection with such work or operations. To the maximum extent permitted by law, the coverage provided to the Additional Insureds under the commercial general liability policy shall be provided by a policy provision or an endorsement that is as least as broad as CG 20 10 07 04 (ongoing operations) in combination with CG 20 37 07 04 (completed operations). Notwithstanding the foregoing, Consultant shall provide ISO Form B - CG 20 10 11 85 or equivalent coverage where available from its carrier. The Additional Insured endorsement must be provided with the certificate of insurance. Such policy provision(s) or endorsement(s) shall further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the Additional Insureds.
- F. Consultant waives all rights against City, its officers, officials, employees, and volunteers for recovery of damages to the extent that damages are covered by commercial general

liability, commercial excess/umbrella liability, business automobile liability, workers' compensation or employer's liability insurance, or professional liability insurance maintained pursuant to the requirements of this Agreement.

- G. The Worker's Compensation, Employer's Liability, Professional Liability, Commercial General Liability, and Business Automobile Liability insurance policies carried by Consultant pursuant to this Agreement shall include an endorsement expressly waiving any right of subrogation on the part of the insurer against City and its elected officials, agents, employees, successors and assigns. Consultant shall pay any additional costs or charges for obtaining such waiver. A copy of the waiver of subrogation endorsement shall accompany the certificate(s) of insurance.
- H. For any policy required of Consultant, any deductible or self-insured retention in excess of \$10,000 must be declared and is subject to City's approval. Funding of deductibles or self-insured retentions maintained by Consultant is the sole responsibility of Consultant, including any deductible or self-insured retentions applicable to coverage afforded to City or other Additional Insureds. The coverage afforded to the Additional Insureds must not be conditioned upon payment of any deductible or self-insured retentions.
- I. Consultant shall require that any contractor of any tier retained to fulfill Consultant's duties under this Agreement shall: (1) procure and maintain insurance that complies with the requirements set forth in this Exhibit, including the additional insured, primary and non-contributory, and waiver of subrogation requirements; and (2) provide Consultant with certificates of insurance and endorsements evidencing such coverages and endorsements. Additionally, Consultant shall review such certificates of insurance and endorsements to ensure that the coverages therein evidenced comply with the requirements set forth in this Exhibit. On a case-by-case basis, City may agree to adjust these requirements for any contractor.
- J. Receipt by City of a non-conforming certificate of insurance, policy, or endorsement without objection or City's failure to collect a certificate of insurance shall not waive or alter Consultant's duty to comply with the insurance requirements set forth herein.
- K. Consultant shall keep the insurance policies in effect as long as the Agreement is in effect or as otherwise specified herein, whichever is longer.
- L. Consultant shall notify or require insurer to notify City at least fifteen (15) days prior to cancellation, non-renewal, or limitation in scope or coverage of Consultant's policies.
- M. In addition to any other remedies that City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may:
 - 1. Order Consultant to stop work under this Agreement and/or withhold any payment(s) that become due to Consultant hereunder until Consultant demonstrates compliance with the insurance requirements herein, or
 - 2. Terminate this Agreement.

Exercise of any of the above remedies is an alternative to other remedies that City may have and is not the exclusive remedy for Consultant's failure to maintain insurance or secure the appropriate endorsements.

- N. Nothing herein shall be construed as limiting, in any way, the extent to which Consultant may be held responsible for payments of damages to persons or for property arising from Consultant's, or its subcontractor's, performance of the work covered under this Agreement.



Memo

To: Lauren Grijalva, Financial Functions Coordinator
From: Luke Antonich, PE, City Engineer
Copy: Dustin Johnson, PE, Public Works Director
Date: 6/25/2025
Subject: **Recommendation to Award PSA TR073 East Lewiston Network Analysis**

The City Council budgeted \$150,000 for the performance of a network analysis in the east Lewiston area. Following Council's direction, staff issued Request for Qualifications for Engineering Services RFQ-25-012 for the East Lewiston Network Analysis (ELNA) project.

The ELNA project area can be generally described as between 21st Street/Thain Grade/Thain Road and Lindsay Creek Road and between E. Main Street and Powers Avenue. (See attached map.) This network analysis intends to develop a recommended concept layout for the transportation network. Key elements to be considered include improving connections to and within the existing network, identifying necessary upgrades, future planning, pedestrian safety, transit options, aesthetics, and utilities. It will focus on enhancing connectivity within the existing network and provide a plan for the future transportation system, ensuring that continued development creates a reliable and efficient transportation network.

The City of Lewiston received two responses to the RFQ. A review committee evaluated the responses and individually scored the responses based on the scoring matrix in the RFQ. Staff compiled these scores, then the company who submitted the response with the highest composite score was chosen to enter negotiations for a scope of work and fee.

The chosen response was submitted by Kittelson & Associates, Inc. (Kittelson). Staff entered negotiations with Kittelson and have reached an agreement for a scope of work and fee in the amount of \$150,000.

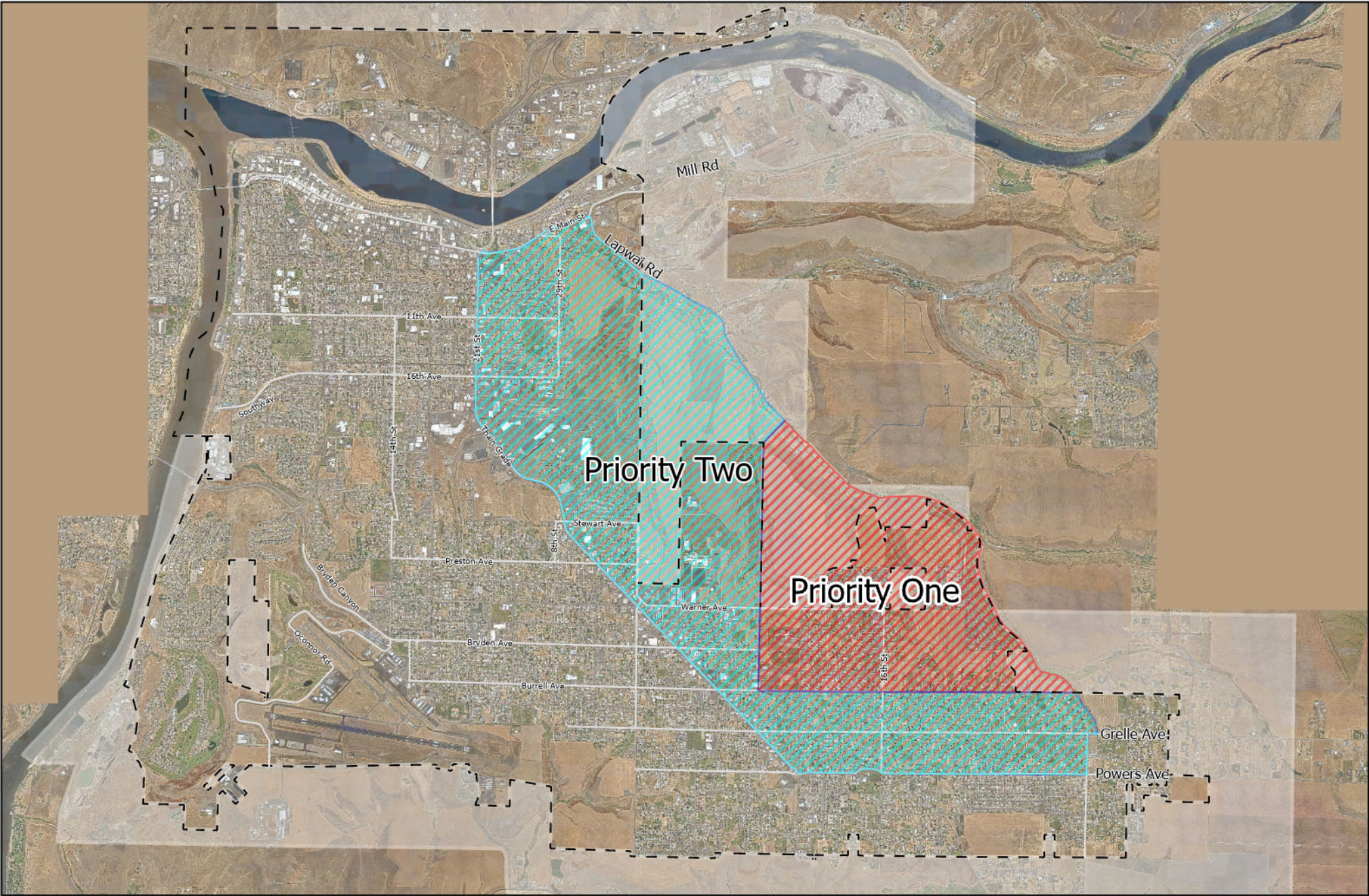
The scope of work and fee breakdown are attached for your review. Kittelson has agreed to and signed the City's standard Professional Services Agreement.

Please proceed with submitting the PSA, scope of work and fee for City Council approval.

This aerial map of the City of Lapwai, Idaho, illustrates the designated Priority One and Priority Two areas for the 2022-2026 term. The city boundary is indicated by a dashed line. The map shows the Lapwai River flowing through the northern part of the city. Key streets labeled include Mill Rd, Lapwai Rd, E Main St, 29th St, 24th St, 11th Ave, 16th Ave, Southway, 14th St, 8th St, Stewart Ave, Preston Ave, Bryden Ave, Burrell Ave, Grelle Ave, Powers Ave, O'Connor Rd, and Bryden Canyon. The Priority One area, shown in red hatching, is located on the right side of the map. The Priority Two area, shown in green hatching, is located on the left side of the map.



City of Lewiston East Orchards Network Analysis Priority Zones



Priority 1 Zone

City Limit

Priority 2 Zone

Area City Impact



CITY ORDINANCE NO. 4944

AN ORDINANCE OF THE CITY OF LEWISTON AMENDING LEWISTON CITY CODE SECTION 37-3 TO ADD THE DEFINITION OF “PRESCHOOL FACILITY” AND “SCHOOL”; AMENDING LEWISTON CITY CODE SECTIONS 37-19, 37-27, 37-35, 37-43 AND 37-51 ALLOWING A PRESCHOOL AS A PERMITTED USE IN VARIOUS ZONING DISTRICTS; AMENDING LEWISTON CITY CODE SECTIONS 37-20, 37-28, 37-36, 37-44 AND 37-51 REMOVING A PRESCHOOL AS A CONDITIONAL USE IN VARIOUS ZONING DISTRICTS; AMENDING LEWISTON CITY CODE 37-20.1 RELATED TO THE SPECIAL CONDITIONS APPLICABLE TO MORTUARIES, CHURCHES, SCHOOLS, DAYCARES AND PRESCHOOLS; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: Lewiston City Code § 37-3 is hereby amended as follows:

Sec. 37-3. – Definitions.

As used in this chapter:

...

Preschool facility means a home or place of structured instruction where educational sessions last no longer than four (4) consecutive hours per day, not governed by the state board of education, where learning and knowledge is imparted to children between the ages of three (3) and six (6) years in preparation for public and/or private education.

...

School means an institution or part of an institution that provides instruction to students, has one (1) or more teachers to provide instruction, serves students in one (1) or more grades kindergarten to twelfth (12th) grade, or the ungraded equivalent, and is located in one (1) or more buildings apart from a private home.

...

SECTION 2: Lewiston City Code § 37-19 is hereby amended as follows:

Sec. 37-19. – Uses permitted outright.

In an R-1 zone, the following uses and their accessory uses are permitted outright, subject to the provisions of article IV:

...

(10) Preschool, subject to the special conditions of section 37-20.1(6) of this Code;

(11~~0~~) Single-family dwelling;

(12~~4~~) Two-family dwelling.

SECTION 3: Lewiston City Code § 37-20 is hereby amended as follows:

Sec. 37-20. – Conditional uses permitted.

In an R-1 zone the following uses and their accessory uses are permitted when authorized in accordance with the standards and requirements in articles IV and IX:

...

~~(8) Preschool, subject to the special conditions of section 37.20.1(6) of this Code;~~

(9~~8~~) Public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a public agency;

(40~~2~~) Re-establishment of a commercial use which was legally established but where the business and occupation license has lapsed for a period not to exceed one (1) year;

(14~~0~~) Replacement of a nonconforming commercial use located abutting a principal or minor arterial street, as identified in the Lewiston Comprehensive Transportation Plan, subject to standards of section 37-163(17) of this Code;

(12~~1~~) Replacement of a nonconforming residential use not located abutting a principal or minor arterial street, as identified in the Lewiston Comprehensive Transportation Plan, subject to setback and yard requirements of the R-2 Zone;

(132) Semi-public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a semi-public agency;

(143) Tiny house village, subject to the provisions of chapter 23 of this Code, with a maximum density of six (6) dwelling units per acre.

SECTION 4: Lewiston City Code § 37-20.1 is hereby amended as follows:

Sec. 37-20.1 – Special Conditions.

(1) Mortuary.

(a) The size of the site is shown to be reasonable for the intended use.

~~(b) Access to the site meets all applicable ordinances.~~

~~(c)~~ The abutting/adjacent properties will not otherwise be adversely affected.

~~(d) A site development plan is submitted for review and approval; subsequent development shall be in substantial conformance with the approved development plan.~~

~~(e)~~ The developer of the proposed project shall contact all property owners and tenants within three hundred thirty (3300) feet of the property on which the project is planned. The notification shall provide details of the proposed development and inform those receiving notification of their opportunity to contact the community development department, in writing, within fifteen (15) days of notification with complaints or concerns about the proposed project. The developer shall provide to the community development department written verification of the notification to all property owners and tenants. If no written objections are received from those persons entitled to receive notice within fifteen (15) days of such notice, zoning approval may be granted. If any written objection to the proposed development is received within

fifteen (15) days of such notice from any person entitled to notice, a conditional use permit shall be required. The developer shall apply for a condition use permit as provided in article IX of this chapter.

(2) Church.

(a) The size of the site is shown to be reasonable for the intended use.

~~(b) Access to the site meets all the applicable ordinances.~~

~~(c)~~ The abutting/adjacent properties will not otherwise be adversely affected.

~~(d)~~ A church may exceed the height limitations of the zone in which it is located to a maximum of fifty (50) feet, if the total floor area of the building does not exceed one and one-half (1½) times the area of the site and if the yard dimensions in each case are equal to at least two-thirds (2/3) of the height of the principal structure.

~~(e) Site development plan is submitted for review and approval; subsequent development shall be in substantial conformance with the approved development plan.~~

~~(f)~~ The developer of the proposed project shall contact all property owners and tenants within three hundred thirty (330) feet of the property on which the project is planned. The notification shall provide details of the proposed development and inform those receiving notification of their opportunity to contact the community development department, in writing, within fifteen (15) days of notification with complaints or concerns about the proposed project. The developer shall provide to the community development department written verification of the notification to all property owners and tenants. If no written objections are received from those persons entitled to receive notice within fifteen (15) days of such notice, zoning approval may be granted. If any written objection to the proposed development is received within

fifteen (15) days of such notice from any person entitled to notice, a conditional use permit shall be required. The developer shall apply for a conditional use permit as provided in article IX of this chapter.

(3) School.

(a) The size of the site is shown to be reasonable for the intended use.

~~(b) Access to the site meets all applicable ordinances.~~

~~(c)~~ The surrounding property will not otherwise be adversely affected.

~~(d) Site development plan is submitted for review and approval; subsequent development shall be in substantial conformance with the approved development plan.~~

~~(e)~~ The developer of the proposed project shall contact all property owners and tenants within three hundred thirty (330) feet of the property on which the project is planned. The notification shall provide details of the proposed development and inform those receiving notification of their opportunity to contact the community development department, in writing, within fifteen (15) days of notification with complaints or concerns about the proposed project. The developer shall provide to the community development department written verification of the notification to all property owners and tenants. If no written objections are received from those persons entitled to receive notice within fifteen (15) days of such notice, zoning approval may be granted. If any written objection to the proposed development is received within fifteen (15) days of such notice from any person entitled to notice a conditional use permit shall be required. The developer shall apply for a conditional use permit as provided in article IX of this chapter.

...

(5) Day care center, thirteen (13) children or over.

~~(a) A business license is required in accordance with chapter 21 of this Code.~~

~~(b_a) The size of the site is shown to be reasonable for the intended use.~~

~~(c) Access to the site meets all applicable ordinances.~~

~~(d_b) The surrounding property will not otherwise be adversely affected.~~

~~(e_c) Off-street parking and pick-up/drop-off area shall be provided.~~

(6) Preschool.

~~(a) Approval of a conditional use permit from the planning and zoning commission is required. This requires a public hearing before the planning and zoning commission.~~

~~(b) A business license is required, including a criminal history check for all employees, volunteers and people over twelve (12) years of age living on the premises.~~

~~(c) Compliance with state regulations, Uniform Building Codes and city standards is required.~~

~~(d_a) The size of the site is shown to be reasonable for the intended use.~~

~~(e_b) Parking and access to the site meet all applicable ordinances.~~

~~(f_c) The surrounding property will not otherwise be adversely affected.~~

(d) The developer of the proposed project shall contact all property owners and tenants within three hundred thirty (330) feet of the property on which the project is planned. The notification shall provide details of the proposed development and inform those receiving notification of their opportunity to contact the community development department, in writing, within fifteen (15) days of notification with complaints or concerns about the proposed project. The developer shall provide to the community development department written verification of the notification to all property owners and tenants. If no written objections are received from those persons

entitled to receive notice within fifteen (15) days of such notice, zoning approval may be granted. If any written objection to the proposed development is received within fifteen (15) days of such notice from any person entitled to notice, a conditional use permit shall be required. The developer shall apply for a conditional use permit as provided in article IX of this chapter.

SECTION 5: Lewiston City Code § 37-27 is hereby amended as follows:

Sec. 37-27. – Uses permitted outright.

In an R-2 zone the following uses and their accessory uses are permitted outright subject to the provisions of article IV:

...

(9) Preschool, subject to the special conditions of section 37-20.1(6) of this code;

(~~9~~10) Single-family dwelling;

(~~10~~1) Two-family dwelling.

SECTION 6: Lewiston City Code § 37-28 is hereby amended as follows:

Sec. 37-28. – Conditional uses permitted.

In an R-2 zone the following uses and their accessory uses are permitted when authorized in accordance with the standards and requirements in articles IV and IX:

...

(~~10~~) Preschool, subject to the special conditions of section 37-20.1(6) of this Code;

(~~14~~0) Public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a public agency;

(~~12~~1) Re-establishment of a commercial use which was legally established but where the business and occupation license has lapsed for a period not to exceed one (1) year;

- (132) Replacement of a nonconforming commercial use located abutting a principal or minor arterial street, as identified in the Lewiston Comprehensive Transportation Plan, subject to standards of section 37-163(17) of this Code;
- (143) Replacement of a nonconforming residential use not located abutting a principal or minor arterial street, as identified in the Lewiston Comprehensive Transportation Plan, subject to setback and yard requirements of the R-2 zone;
- (154) Semi-public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a semi-public agency;
- (165) Small lot development subject to the requirements of section 37-33 of this Code, standards for small lot development;
- (176) Tiny house village, subject to the provisions of chapter 23 of this Code, with a maximum density of nine (9) dwelling units per acre.

SECTION 7: Lewiston City Code § 37-35 is hereby amended as follows:

Sec. 37-35. – Uses permitted outright.

In an R-2A zone, the following uses and their accessory uses are permitted outright subject to the provisions of article IV:

...

(10) Preschool, subject to the special conditions of section 37-20.1(6) of this Code;

(101) Single-family dwelling;

(142) Tiny house village, subject to the provisions of chapter 23 of this Code, with a maximum density of nine (9) dwelling units per acre;

(123) Two-family dwelling.

SECTION 8: Lewiston City Code § 37-36 is hereby amended as follows:

Sec. 37-36. – Conditional uses permitted.

In an R-2A zone, the following uses and their accessory uses are permitted when authorized in accordance with the standards and requirements in articles IV and IX:

...

~~(10) Preschool, subject to the special conditions of section 37-20.1(6) of this Code;~~

~~(140)~~ Public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a public agency;

~~(121)~~ Re-establishment of a commercial use which was legally established but where the business and occupation license has lapsed for a period not to exceed one (1) year;

~~(132)~~ Replacement of a nonconforming residential use not located abutting a principal or minor arterial street, as identified in the Lewiston Comprehensive Transportation Plan, subject to setback and yard requirements of the R-2 zone;

~~(143)~~ Semi-public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a semi-public agency;

~~(154)~~ Manufactured home park, subject to the provisions of chapter 23 of this Code, with a density greater than nine (9) dwelling units per acre;

~~(165)~~ Small lot development subject to the requirements of section 37-33, standards for small lot development;

~~(176)~~ Tiny house village, subject to the provisions of chapter 23 of this Code, with a density greater than nine (9) dwelling units per acre.

SECTION 9: Lewiston City Code § 37-43 is hereby amended as follows:

Sec. 37-43. – Uses permitted outright.

In an R-3 zone, the following uses and their accessory uses are permitted outright subject to the provisions of article IV:

...

(13) Preschool, subject to the special conditions of section 37-20.1(6) of this Code;

(134) Single-family dwelling;

(145) Small lot development subject to the requirements of section 37-33, standards for small lot development;

(156) Tiny house village, subject to the provisions of chapter 23 of this Code, with a maximum density of sixteen (16) dwelling units per acre;

(167) Two-family dwelling.

SECTION 10: Lewiston City Code § 37-44 is hereby amended as follows:

Sec. 37-44. – Conditional uses permitted.

In an R-3 zone, the following uses and their accessory uses are permitted when authorized in accordance with the standards and requirements in articles IV and IX:

...

~~(8) Preschool, subject to the special conditions of section 37-20.1(6) of this Code;~~

(98) Public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a public agency;

(409) Re-establishment of a commercial use which was legally established but where the business and occupation license has lapsed for a period not to exceed one (1) year;

(140) Replacement of a nonconforming residential use not located abutting a principal or minor arterial street, as identified in the Lewiston Comprehensive Transportation Plan, subject to setback and yard requirements of the R-2 zone;

(121) Semi-public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a semi-public agency;

(132) Tiny house village, subject to the provisions of chapter 23 of this Code, with a density greater than sixteen (16) dwelling units per acre.

SECTION 11: Lewiston City Code § 37-51 is hereby amended as follows:

Sec. 37-51. – Uses permitted outright.

In an R-4 zone the following uses and their accessory uses are permitted outright subject to the provisions of article IV:

...

(13) Preschool, subject to the special conditions of section 37-20.1(6) of this Code;

(134) Single-family dwelling;

(145) Small lot development subject to the requirements of section 37-33 of this Code, standards for small lot development;

(156) Tiny house village, subject to the provisions of chapter 23 of this Code, with a maximum density of eighteen (18) dwelling units per acre;

(167) Two-family dwelling.

SECTION 12: Lewiston City Code § 37-52 is hereby amended as follows:

Sec. 37-52. – Conditional uses permitted.

In an R-4 zone the following uses and their accessory uses are permitted when authorized in accordance with the standards and requirements in articles IV and IX:

...

~~(7) Preschool, subject to the special conditions of section 37-20.1(6) of this Code;~~

(87) Public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a public agency;

(98) Re-establishment of a commercial use which was legally established but where the business and occupation license has lapsed for a period not to exceed one (1) year;

(402) Replacement of a nonconforming residential use not located abutting a principal or minor arterial street, as identified in the Lewiston Comprehensive Transportation Plan, subject to setback and yard requirements of the R-2 zone;

(140) Semi-public use, or any use conducted by a private company or nonprofit organization that is substantially the same as or substantially similar to a use normally conducted by a semi-public agency.

SECTION 13: This ordinance shall take effect and be in full force from and after its passage and publication.

PASSED this _____ day of _____, 2025.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk

CITY ORDINANCE NO. 4947

AN ORDINANCE OF THE CITY OF LEWISTON AMENDING LEWISTON CITY CODE SECTION 37-3 RELATING TO THE DEFINITION OF “DWELLING”; AMENDING LEWISTON CITY CODE SECTION 23-25 RELATING TO THE DEFINITION OF “RECREATIONAL VEHICLE”; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: Lewiston City Code § 37-3 is hereby amended as follows:

Sec. 37-3. - Definitions.

As used in this chapter:

...

Dwelling, single-family means a detached building containing one (1) dwelling unit or one (1) dwelling unit with an accessory apartment and shall include a class A manufactured home as defined herein; a tiny house, as defined in and built to the standards of the International Residential Code, as adopted in Chapter 10 of this Code; and any group residence in which eight (8) or fewer unrelated mentally and/or physically handicapped or elderly persons reside and who are supervised at the group residence in connection with their handicap or age-related infirmity, pursuant to Idaho Code § 67-6531, ~~but shall not include a tiny house, as defined herein.~~

...

SECTION 2: Lewiston City Code § 23-25 is hereby amended as follows:

Sec. 23-25. - Definitions.

For the purposes of this article, the following words and phrases shall have the following meanings:

...

Recreational vehicle (RV): A vehicular type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle, ~~except any park model recreational vehicle, or~~ as defined in Idaho Code Title 39, Chapter 42 as may be amended from time to time. The basic entities are travel trailer, camping trailer, fifth-wheel ~~camper-trailer, park model recreational vehicle,~~ and motor home or as listed in the definition of recreational vehicle in Idaho Code Title 39, Chapter 42 as may be amended from time to time. For the purposes of this article, RVs shall be classified as either dependent, meaning an RV that does not contain toilet and/or bathing facilities, or independent, meaning an RV that contains toilet and/or bathing facilities.

...

SECTION 3: This ordinance shall take effect and be in full force from and after its passage and publication.

PASSED this _____ day of _____, 2025.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk

**CITY OF LEWISTON
SUMMARY OF ORDINANCE NO. 4944**

ORDINANCE NO. 4944: AN ORDINANCE OF THE CITY OF LEWISTON AMENDING LEWISTON CITY CODE SECTION 37-3 TO ADD THE DEFINITION OF “PRESCHOOL FACILITY” AND “SCHOOL”; AMENDING LEWISTON CITY CODE SECTIONS 37-19, 37-27, 37-35, 37-43 AND 37-51 ALLOWING A PRESCHOOL AS A PERMITTED USE IN VARIOUS ZONING DISTRICTS; AMENDING LEWISTON CITY CODE SECTIONS 37-20, 37-28, 37-36, 37-44 AND 37-51 REMOVING A PRESCHOOL AS A CONDITIONAL USE IN VARIOUS ZONING DISTRICTS; AMENDING LEWISTON CITY CODE 37-20.1 RELATED TO THE SPECIAL CONDITIONS APPLICABLE TO MORTUARIES, CHURCHES, SCHOOLS, DAYCARES AND PRESCHOOLS; AND PROVIDING AN EFFECTIVE DATE.

Section 1 amends Lewiston City Code § 37-3 relating to the definition of preschool facility and school. Section 2 amends Lewiston City Code § 37-19 relating to uses permitted outright in an R-1 zone. Section 3 amends Lewiston City Code § 37-20 relating to conditional uses permitted in an R-1 zone. Section 4 amend Lewiston City Code § 37-20.1 relating to special conditions. Section 5 amends Lewiston City Code § 37-27 relating to uses permitted outright in an R-2 zone. Section 6 amends Lewiston City Code § 37-28 relating to conditional uses permitted in an R-2 zone. Section 7 amends Lewiston City Code § 37-35 relating to used permitted outright in an R-2A zone. Section 8 amends Lewiston City Code § 37-36 relating to conditional uses permitted in an R-2A zone. Section 9 amends Lewiston City Code § 37-43 relating to uses permitted outright in an R-3 zone. Section 10 amends Lewiston City Code § 37-44 relating to conditional uses permitted in an R-3 zone. Section 11 amends Lewiston City Code § 37-51 relating to uses permitted outright in an R-4 zone. Section 12 amends Lewiston City Code § 37-52 relating to conditional uses permitted in an R-4 zone. Section 13 provides for an effective date.

Ordinance No. 4944 is effective upon passage and publication.

CITY OF LEWISTON

By: Daniel G. Johnson
Mayor

Attest: Tanya M. Brocke
City Clerk

The full text of this ordinance is available at the City Clerk’s office, Lewiston City Hall, 1134 F Street, Lewiston, during regular business hours.

I, JENNIFER TENGONO, City Attorney, reviewed the foregoing Summary of Ordinance No. 4944. The summary is true and complete, and provides adequate notice to the public pursuant to Idaho Code § 50-901A.

Dated this _____ day of _____ 2025.

JENNIFER TENGONO
City Attorney

**CITY OF LEWISTON
SUMMARY OF ORDINANCE NO. 4947**

ORDINANCE NO. 4947: AN ORDINANCE OF THE CITY OF LEWISTON AMENDING LEWISTON CITY CODE SECTION 37-3 RELATING TO THE DEFINITION OF “DWELLING”; AMENDING LEWISTON CITY CODE SECTION 23-25 RELATING TO THE DEFINITION OF “RECREATIONAL VEHICLE”; AND PROVIDING AN EFFECTIVE DATE.

Section 1 amends Lewiston City Code § 37-3 relating to the definition of “dwelling, single-family.”
Section 2 amends Lewiston City Code § 23-25 relating to the definition of a recreational vehicle.
relating to uses permitted outright in an R-1 zone. Section 3 provides for an effective date.

Ordinance No. 4947 is effective upon passage and publication.

CITY OF LEWISTON

By: Daniel G. Johnson
Mayor

Attest: Tanya M. Brocke
City Clerk

The full text of this ordinance is available at the City Clerk’s office, Lewiston City Hall, 1134 F Street, Lewiston, during regular business hours.

I, JENNIFER TENGONO, City Attorney, reviewed the foregoing Summary of Ordinance No. 4947. The summary is true and complete, and provides adequate notice to the public pursuant to Idaho Code § 50-901A.

Dated this _____ day of _____ 2025.

JENNIFER TENGONO
City Attorney