



Lewiston Urban Renewal Agency
****AMENDED AGENDA #3****
SPECIAL MEETING AGENDA
August 5, 2025 - 12:00 PM
Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501

Seating will be available on a first-come, first-served basis.

I. CALL TO ORDER

II. CITIZEN COMMENTS

An opportunity for citizens to address the Agency. Citizens are asked to limit their time to three (3) minutes each. Comments and questions can be made by: 1) attending in-person; 2) emailing comments and questions prior to the start of the meeting to sgrow@cityoflewiston.org or dortiz@cityoflewiston.org; 3) mailing written comments prior to the start of the meeting to Katie Hollingshead, PO Box 617, Lewiston ID 83501; or 4) calling 208-746-1318 x 7265 and leaving a message. Your comments will then be forwarded to the Urban Renewal Agency.

III. PUBLIC HEARING

A. FISCAL YEAR 2026 BUDGET: RECEIVE TESTIMONY ON THE URBAN RENEWAL AGENCY FISCAL YEAR 2026 BUDGET

IV. ACTIVE AGENDA

A. APPROVAL OF MINUTES, JULY 8, 2025

B. REVIEW OF FINANCIAL SUMMARY - JUNE 2025

C. EAST ORCHARDS SEWER PHASE 3 CONSTRUCTION UPDATE

D. APPROVAL OF INVOICES

1. O'SULLIVAN LEGAL PLLC, LEGAL SERVICES, JULY 2025, \$236.00

2. TPC HOLDINGS, PUBLIC HEARING PUBLICATION, \$242.50

E. APPROVAL OF THE URBAN RENEWAL AGENCY FISCAL YEAR 2026 BUDGET

V. UNFINISHED AND NEW BUSINESS

A. BOARD MEMBER COMMENTS: - Presentation ()

B. STAFF COMMENTS: - Presentation ()

VI. 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.

URA BUDGET FY26

Adopted: 8/05/25

	AREA 5 EOS	AREA 6 BRYDEN	AREA 7 DOWNTOWN
REVENUES			
Bond Proceeds	\$ -	\$ -	\$ -
Tax Receipts	690,000	560,000	220,000
Interest	20,000	45,000	11,000
City of Lewiston	-	-	-
Total Revenues	\$ 710,000	\$ 605,000	\$ 231,000
EXPENSES			
Project Costs	\$ 1,498,383		\$ -
Bond Costs	-	-	-
Interest	54,366	-	-
Principle	94,584	-	-
Professional Services ⁽¹⁾	18,000	18,000	18,000
Publications/misc	300	300	300
Total Expenses	\$ 1,665,633	\$ 18,300	\$ 18,300
Subtotal: Revenues Less Expenses	\$ (955,633)	\$ 586,700	\$ 212,700
FUND BALANCE BEGINNING OF YEAR	\$ 2,161,999	\$ 1,836,998	\$ 512,248
PLUS TOTAL REVENUES	710,000	605,000	231,000
LESS TOTAL EXPENSES	1,665,633	18,300	18,300
FUND BALANCE END OF YEAR	\$ 1,206,366	\$ 2,423,698	\$ 724,948
Debt Service Reserve	\$ 628,519		
Projected Available Fund Balance	\$ 577,847	\$ 2,423,698	\$ 724,948

⁽¹⁾ Audit, Insurance, Legal, RAI Dues, Admin Services

July 08, 2025

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, July 08, 2025, at Lewiston City Hall. Chairperson Sheila Bond called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Sheila Bond, Chairperson; Tim Switzer, Vice Chair; Jim Kleeburg; A.L. “Butch” Alford; Doug Havens; Joe Anderson;

BOARD MEMBERS EXCUSED: None.

STAFF MEMBERS PRESENT: Katie Hollingshead, URA Director;

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

II. CITIZEN COMMENTS

None.

III. ACTIVE AGENDA (ACTION ITEM)

A. Approval of Minutes, May 13, 2025 – Action Item

Chair Bond asked if the board had any questions or changes. There were none. Board members Alford and Switzer moved and seconded, respectively, to approve the minutes of May 13, 2025 as written. Motion carried 6-0.

B. Approval of Invoices – Action Item

1. O’Sullivan Legal PLLC, Legal Services, May and June 2025 \$472.00
2. Elam & Burke, Legal Services, May 2025 \$997.50

Chair Bond stated that she would combine the O’Sullivan Legal and Elam & Burke invoices into one vote. Board members Anderson and Havens moved and seconded, respectively, to approve the two (2) invoices. Motion carried 6-0.

C. Review of Financial Summary April 2025 and May 2025 – Information Item

Director Hollingshead reviewed the Financial Summary for April 2025 and May 2025. Board member Alford commented that he didn’t see much change from month to month and asked why that might be. Director Hollingshead explained that deposits of tax increment only really happen twice a year, so those deposits show up on the July and January summaries. Since the board has not had an active project with invoices to pay, there have only been invoices for regular operating expenses. Since ground has broken on the East Orchards Sewer phase 3 project, more invoices will start coming in.

D. Draft Budget for 2026 – Action Item

Director Hollingshead reviewed the Draft 2026 Budget for the board and provided a copy of the 2025 Budget for comparison's sake. Director Hollingshead reviewed changes to the interest income from the State Treasurer's Pool account and changes in operating expenses including the annual audit, insurance and RAI membership dues. The board had no requested changes and directed staff to bring the budget to the August meeting for public hearing and board approval.

IV. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board member Havens asked about two items that Megan from Elam & Burke had brought up during the URA 101 presentation at the May meeting. He asked about prioritizing projects for the plans since increment for the Bryden Revenue Allocation Area and the Downtown Revenue Allocation Area would not be enough to pay for all the projects in the plan. Director Hollingshead stated that she could add plan review to future agendas so that the board could review each RAA plan and prioritize the projects within each plan. Havens also brought up a comment Megan had made about balancing bond repayment and cash flowing additional projects and taking into consideration the impact the diverted increment has on taxing districts. Havens asked if the board was really being responsible by not paying off the bond as fast as possible and instead paying for additional sewer line to be installed. Board member Anderson commented that the board had made additional bond payments and asked Director Hollingshead how much those additional payments had been. Director Hollingshead stated that two principle only bond payments of \$200,000 and \$300,000 have been made in addition to the annual payment of \$150,000. Director Hollingshead stated that she can add the East Orchards Sewer RAA to a future agenda and the board can review the original bond term and what the existing payoff date is with those additional payments. Havens asked why the bond has not been paid off and Director Hollingshead stated that that has not been the direction that the board has voted for. The board reviews the budget and makes decisions on how to spend the money in each RAA, some years the board has voted to make additional payments on the bond and some years the board has voted to save the increment so that additional sewer line can be installed.

Vice Chair Switzer asked if Director Hollingshead could send out the link to the URA 101 presentation. Director Hollingshead stated that she would.

B. Staff Comments

Director Hollingshead stated that she would be out of town on August 12, which is the date of the regular August meeting. Director Hollingshead asked the board if they would be available to move the meeting to August 5, 2025. Board member Anderson stated he would not be able to attend a meeting on that date, but all other board members stated they are available. Director Hollingshead confirmed that the August meeting would have the budget public hearing and approval, the September meeting would cover the Bryden Avenue Revenue Allocation Area, the October meeting would cover the East Orchards Sewer Revenue Allocation Area and the November meeting would cover the Downtown Revenue Allocation Area.

V. ADJOURN (ACTION ITEM)

There being no further business, Board Members Anderson and Alford moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Urban Renewal Agency Board adjourned at approximately 12:37 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of _____, 2025

URBAN RENEWAL AGENCY
FISCAL YEAR 2025
SUMMARY OF ACTIVITY (as of 6/30/25)

	DATE	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Downtown/Normal Hill (#7)	Total
9/30/2024		4,456.40	1,819,569.90	1,430,802.55	336,479.69	3,591,308.54
RECEIPTS:						
Monthly Urban Renewal Collections (Property Tax)	OCT'24-SEPT'25	470.03	435,516.93	372,736.26	182,158.14	990,881.36
Reimbursements	OCT'24-SEPT'25					-
City of Lewiston PW Reimbursement						-
Twin River Bank Interest Earned	OCT'24-SEPT'25		1,081.96	924.22	490.39	2,496.57
State Investment Interest Earned	OCT'24-SEPT'25		27,120.81	53,473.85	13,237.42	93,832.08
EXPENDITURES:						
1550 - Pmt to O'Sullivan Legal PLLC	OCT'24	(33.12)	(33.12)	(33.13)	(33.13)	(132.50)
1041BB - Pmt to City of Lewiston	OCT'24		(101,974.75)			(101,974.75)
1551 - Pmt to City of Lewiston	NOV'24	(2,805.82)				(2,805.82)
1552 - Pmt to Nez Perce County	NOV'24	(1,661.28)				(1,661.28)
1553 - Pmt to Lewiston School District	NOV'24	(392.44)				(392.44)
1554 - Pmt to Port of Lewiston	NOV'24	(33.77)				(33.77)
1555 - Pmt to O'Sullivan Legal PLLC	NOV'24		(79.50)	(79.50)	(79.50)	(238.50)
1556 - Pmt to O'Sullivan Legal PLLC	JAN'25		(97.17)	(97.17)	(97.16)	(291.50)
1557 - Pmt to Redevelopment Association	FEB'25		(1,533.34)	(1,533.33)	(1,533.33)	(4,600.00)
1558 - Pmt to O'sullivan Legal PLLC	FEB'25		(236.00)	(236.00)	(236.00)	(708.00)
1559 - Pmt to O'Sullivan Legal PLLC	MAR'25		(216.34)	(216.33)	(216.33)	(649.00)
1560 - Pmt to ICRMP	MAR'25		(435.34)	(435.33)	(435.33)	(1,306.00)
1561 - Pmt to City of Lewiston	MAR'25		(5,059.25)	(5,059.25)	(5,059.25)	(15,177.75)
1562 - Pmt to O'Sullivan Legal PLLC	APR'25		(167.17)	(167.17)	(167.16)	(501.50)
1563 - Pmt to O'Sullivan Legal PLLC	MAY'25		(295.00)	(295.00)	(295.00)	(885.00)
1564 - Pmt to Presnell Gage PLLC	MAY'25		(1,783.34)	(1,783.33)	(1,783.33)	(5,350.00)
1565 - Pmt to Elam & Burke	MAY'25		(8.34)	(8.33)	(8.33)	(25.00)
1566 - Pmt to Lewiston Tribune	MAY'25		(8.91)	(8.91)	(8.90)	(26.72)
Banner Bank Paper Statement Fee	MAY'25		(3.00)			(3.00)
Banner Bank Paper Statement Fee Credit	JUN'25		3.00			3.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
BALANCE		(0.00)	2,171,362.03	1,847,984.10	522,412.89	4,541,759.02
Restricted & Reserved Funds						
#5 Debt Service Reserve Primary - Banner ¹			(228,518.63)			(228,518.63)
#5 Debt Service Reserve Secondary - Banner ¹			(400,000.00)			(400,000.00)
#5 Capitalized Interest - Banner			-			-
AVAILABLE FUNDS		(0.00)	1,542,843.40	1,847,984.10	522,412.89	3,913,240.39

	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Downtown/Normal Hill (#7)	Total
Twin River National Bank	(0.00)	30,789.80	77,381.59	31,296.41	139,467.80
Banner Bank - Public Funds Checking Unrestricted		399,939.66		-	399,939.66
Banner Bank - Public Fund Checking Restricted		628,518.63		-	628,518.63
State Investment Pool Fund		-	1,770,602.62	491,116.60	3,373,833.28
	(0.00)	2,171,362.15	1,847,984.21	522,413.01	4,541,759.37

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

URBAN RENEWAL REVENUE ALLOCATION AREA #5
EAST ORCHARDS SEWER
 Summary of Funds
 30-Jun-25

Banner Bank Checking Account									
Date	Description	Debt Balance	Primary Reserve	Secondary Reserve	Capitalized Interest	Available Funds	Twin River	STP Fund	Totals
10/1/2024	Beginning Balance	1,072,685.11	228,518.63	400,000.00	-	501,914.41	304,143.73	384,993.25	1,819,570.02
10/8/2024	City of Lewiston					(101,974.75)			(101,974.75)
10/8/2024	Check#1550						(33.12)		(33.12)
10/22/2024	Property Taxes						139.42		139.42
10/31/2024	TRNB Interest						395.53		395.53
10/31/2024	STP Interest							1,636.33	1,636.33
11/12/2024	Check#1555						(79.50)		(79.50)
11/12/2024	Transfer from TRNB to STP						(300,000.00)	300,000.00	-
11/30/2024	TRNB Interest						10.74		10.74
11/30/2024	STP Interest							1,676.45	1,676.45
12/13/2024	Property Taxes						8,398.46		8,398.46
12/2/2024	Property Taxes						417.60		417.60
12/31/2024	TRNB Interest						6.35		6.35
12/31/2024	STP Interest							2,752.47	2,752.47
1/14/2025	Check#1556						(97.17)		(97.17)
1/27/2025	Property Taxes						407,277.67		407,277.67
1/31/2025	TRNB Interest						85.02		85.02
1/31/2025	STP Interest							2,655.99	2,655.99
2/13/2025	Property Taxes						4,339.69		4,339.69
2/11/2025	Check#1557						(1,533.34)		(1,533.34)
2/11/2025	Check #1558						(236.00)		(236.00)
2/28/2025	TRNB Interest						478.53		478.53
2/28/2025	STP Interest							2,384.38	2,384.38
2/28/2025	Transfer from TRNB to STP						(400,000.00)	400,000.00	-
3/11/2025	Check #1559						(216.34)		(216.34)
3/11/2025	Check #1560						(435.34)		(435.34)
3/11/2025	Check #1561						(5,059.25)		(5,059.25)
3/17/2025	Property Taxes						5,844.61		5,844.61
3/31/2025	TRNB Interest						38.16		38.16
3/31/2025	STP Interest							3,987.25	3,987.25
4/15/2025	Property Taxes						3,397.36		3,397.36
4/21/2025	Check #1562						(167.17)		(167.17)
4/30/2025	TRNB Interest						21.66		21.66
4/30/2025	STP Interest							3,970.46	3,970.46
5/13/2025	Check #1563						(295.00)		(295.00)
5/13/2025	Check #1564						(1,783.34)		(1,783.34)
5/13/2025	Check #1565						(8.34)		(8.34)
5/13/2025	Check #1566						(8.91)		(8.91)
5/15/2025	Property Taxes						339.26		339.26
5/31/2025	TRNB Interest						22.01		22.01
5/31/2025	Banner Stmt Fees					(3.00)			(3.00)
5/31/2025	STP Interest							4,084.47	4,084.47
6/13/2025	Property Taxes						5,362.86		5,362.86
6/30/2025	Banner Stmt Fees Credit					3.00			3.00
6/30/2025	TRNB Interest						23.96		23.96
6/30/2025	STP Interest							3,973.01	3,973.01
		<u>1,072,685.11</u>	<u>228,518.63</u>	<u>400,000.00</u>	<u>-</u>	<u>399,939.66</u>	<u>30,789.80</u>	<u>1,112,114.06</u>	<u>2,171,362.15</u>

Banner Bank Balance 1,028,458.29

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

O'Sullivan Legal PLLC

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

INVOICE

INVOICE NUMBER: 407
INVOICE DATE: AUGUST 01, 2025

City of Lewiston URA
215 D Street
Lewiston, ID 83501

DATE	PROJECT	DESCRIPTION	HOURS	RATE	AMOUNT
JUL-08-25	General Legal	Prepare for and attend URA meeting	0.80	\$295.00	\$236.00
		Total amount of this invoice			\$236.00

ACCOUNT INFORMATION

Prior account balance as of JUL-01-2025	\$472.00
Payment JUL-14-2025 - Check 1567	(\$324.50)
Payment JUL-14-2025 - Check 1569	(\$147.50)
Invoice 407 AUG-01-2025	\$236.00
Current account balance	\$236.00

AMOUNT DUE: \$236.00

TRIBUNE PUBLISHING COMPANY, INC

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

Date: 07/27/2025 INVOICE NO. 201814
Account No. 935580
Description 201814 NOTICE O
Times 2 Lines 31
Tab. lines
\$ 242.50

**LEGAL ADVERTISING
INVOICE**

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

PO# Hollingshead, Katie

NOTICE: This is a invoice of Purchase made by you. Statement will be rendered the first of the month
Please Retain This Invoice as Your Statement Will Refer to Invoice by No. Only.

201814

**NOTICE OF PUBLIC HEARING
PROPOSED BUDGET FOR FISCAL YEAR 2026
URBAN RENEWAL AGENCY, CITY OF LEWISTON, IDAHO**

S HEREBY GIVEN, That the Urban Renewal Agency of the City of Lewiston, Idaho will hold a public hearing for consideration of the proposed budget for the fiscal year 2026 that begins October 1, 2025 and ends September 30, 2026; pursuant to the provisions of Idaho Code Sections 50-1002 and 50-1003; said hearing will be held in the City Hall West Conference Room, 1134 "F" Street, Lewiston, Idaho, at 12:00 p.m. on the 5th day of August 2025. The proposed budget are available at the City Clerk's Office and Community Development Department during regular office hours, or online at www.cityoflewiston.org/443/Urban-Renewal-Agency. The following is the proposed budget of the total revenues and expenditures of the Urban Renewal Agency of the City of Lewiston for the fiscal year 2026.

	FY'24 Expense Budget	FY'24 Revenue Budget	FY'24 Taxes	FY'25 Expense Budget	FY'25 Revenue Budget	FY'25 Taxes	FY'26 Expense Budget	FY'26 Revenue Budget	FY'26 Taxes
MEM	\$979,967	\$416,000	\$410,000	\$0	\$0	\$0	CLOSED	CLOSED	CLOSED
EOS	\$285,150	\$622,500	\$620,000	\$290,750	\$705,000	\$690,000	\$1,665,633	\$710,000	\$690,000
Bryden	\$611,200	\$464,000	\$460,000	\$16,800	\$580,000	\$560,000	\$18,300	\$605,000	\$560,000
Downtown	\$1,120,000	\$100,500	\$100,000	\$16,800	\$227,500	\$220,000	\$18,300	\$231,000	\$220,000
	\$1,887,517	\$1,603,000	\$1,590,000	\$324,350	\$1,512,500	\$1,470,000	\$1,702,233	\$1,315,000	\$1,470,000

If you have any questions concerning the proposed budget, and/or the public hearing process, please contact Katie Hollingshead, Urban Renewal Agency Director, at 215 "D" Street, Post Office Box 617, Lewiston, Idaho 83501, extension 7261, khollingshead@cityoflewiston.org.
Interested persons are invited to attend the hearing to express their views regarding this proposed budget. Written testimony must be received by the City of Lewiston Urban Renewal Agency, c/o City Office Box 617, Lewiston, Idaho, 83501.

/s/ Katie Hollingshead
Katie Hollingshead, Urban Renewal Agency Director

20th and 27th day of July 2025.

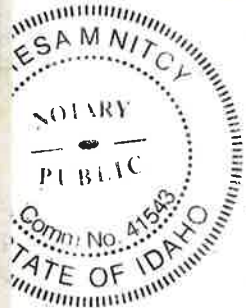
AFFIDAVIT OF PUBLICATION

S KELLAM, Legal Clerk being first duly sworn, on oath deposes and says; I am a printer and publisher of the The Lewiston Tribune and LMtribune.com, a newspaper and affiliated website of general circulation, published daily at Lewiston, Nez Perce County, Idaho, in compliance with Sections 60-106, 60-107, and 60-108 of the Idaho Code and the amendments thereto; an official newspaper for Asotin County, Washington as required by R.C.W. 36.72.071 and other provisions of the Revised Code of Washington and the amendments thereto; that the notice of which the annexed is a full, true and correct printed copy was published in the regular and entire issues of said newspaper, and not in a supplement thereto, as well as the websites idahopublicnotices.com and wapublicnotices.com, upon the following dates:

Digital Publication Date:
Print Publication Dates:
07/20/2025
07/27/2025

the same being the date designated for the publication of said notice.

Skellam
On this 27 day of July in the year of 2025
before me, a Notary Public, personally appeared Skellam known or identified to me to be the person whose name subscribed to the within instrument, and being by me first duly sworn, declared that the statements therein are true, and acknowledged to me that he executed the same.



K. M. NITCY
Notary Public in and for the State of Idaho,
residing at Lewiston, Idaho therein.
Commission Expires 11/23/28