

July 08, 2025

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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,

  
KATIE HOLLINGSHEAD  
RECORDING SECRETARY

ATTEST:

  
URBAN RENEWAL AGENCY CHAIR

Approved this 5<sup>th</sup> day of August, 2025