

August 05, 2025

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, August 05, 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;

BOARD MEMBERS EXCUSED: Joe Anderson;

STAFF MEMBERS PRESENT: Katie Hollingshead, URA Director;

OTHERS PRESENT: Thad O'Sullivan, URA Legal Counsel;

II. CITIZEN COMMENTS

None.

III. PUBLIC HEARING

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

Chair Bond opened the public hearing and asked if there were any citizens in the audience who wanted to make comment. There were none. Chair Bond asked Director Hollingshead if any citizen comments had been received prior to the meeting. Director Hollingshead stated that no, no phone calls, emails or any other communication regarding the budget public hearing had been received. Chair Bond then closed the public hearing.

IV. ACTIVE AGENDA (ACTION ITEM)

A. Approval of Minutes, July 08, 2025 – Action Item

Chair Bond asked if the board had any questions or changes. There were none. Board members Kleeburg and Alford moved and seconded, respectively, to approve the minutes of July 08, 2025 as written. Motion carried 5-0.

B. Review of Financial Summary June 2025 – Information Item

Director Hollingshead reviewed the Financial Summary for June 2025 and stated that there wasn't much of note. Director Hollingshead will provide a more detailed review of the July financial summary since it will include tax receipts received from Nez Perce County.

C. East Orchards Sewer Phase 3 Construction Update – Information Item

Engineering Supervisor Joe Kaufman was unable to attend the meeting and the construction update will be added to the September meeting agenda.

D. Approval of Invoices – Action Item

1. O’Sullivan Legal PLLC, Legal Services, July 2025 \$236.00

Board member Alford and Vice Chair Switzer moved and seconded, respectively, to approve the O’Sullivan Legal PLLC invoice. Motion carried 5-0.

2. TPC Holdings, Public Hearing Publication, July 2025 \$242.50

Vice Chair Switzer and Board Member Havens moved and seconded, respectively, to approve the TPC Holdings invoice. Motion carried 4-0-1, with Board member Alford abstaining.

E. Approval of the Urban Renewal Agency Fiscal Year 2026 Budget – Action Item

Director Hollingshead stated that since the board had not requested any changes be made from the draft budget presented at the July meeting, that the same budget was again being presented for approval. Chair Bond asked if the board had any questions and there were none.

Vice Chair Switzer and Board member Alford moved and seconded, respectively, to approve the Urban Renewal Agency Fiscal Year 2026 Budget as presented. Motion carried 5-0.

V. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board member Havens stated that he had heard that ML Albrights had hit rock when working on the East Orchards Sewer Phase 3 Construction. Havens asked Director Hollingshead if she had an update on that and Director Hollingshead stated that unfortunately, she does not attend the construction meetings with the contractor and that the board would have to wait for Engineering Supervisor Kaufman to provide an update, as the City is in contract with ML Albright and is supervising the project.

B. Staff Comments

Director Hollingshead reviewed the URA meeting calendar for the upcoming months. September meeting is September 9 and the agenda will include a review of the Bryden Revenue Allocation Area plan and a prioritization of the projects within that plan. Director Hollingshead has already invited City Engineer Luke Antonich to speak at that meeting and will be reaching out to General Manager Barney Metz from the Lewiston Orchards Irrigation District.

October meeting is October 14 and the agenda will include a review of the East Orchards Sewer Revenue Allocation Area and the bond payment information.

November meeting is currently scheduled for November 11, which is Veteran’s Day and City offices will be closed. Director Hollingshead presented Thursday, November 13 and Tuesday, November 18 as alternate meeting dates. The board agreed that Thursday, November 13 worked best for board members to attend. The November meeting will be after the general election and City Council directed City staff to move forward with the Downtown Water line rebuild General Obligation Bond on the general

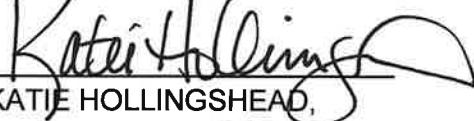
election ballot. The November agenda will include a review of the Downtown Revenue Allocation Area plan and prioritization of projects.

Board member Kleeburg added that City Council had been made aware of additional state monies that will be used toward the Downtown water line rebuild. It is currently a “handshake” deal without a set amount but will allow the total amount of the General Obligation bond to be lower.

VI. ADJOURN (ACTION ITEM)

There being no further business, Vice Chair Switzer and Board member Havens moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Urban Renewal Agency Board adjourned at approximately 12:16 p.m.

RESPECTFULLY SUBMITTED,


KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:


URBAN RENEWAL AGENCY CHAIR

Approved this 9 day of September, 2025