

January 13, 2026

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, January 13, 2026, 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; Kasee Forsmann (via Zoom at 12:10); A.L. "Butch" Alford; Joe Anderson;

BOARD MEMBERS APPOINTED BUT NOT YET NOTIFIED: Doug Havens

STAFF MEMBERS PRESENT: Katie Hollingshead, URA Director;

OTHERS PRESENT: Thad O'Sullivan, URA Legal Counsel (via Zoom); Luke Antonich, City Engineer; Shannon Grow, Community Development Director;

II. CITIZEN COMMENTS

None.

III. ACTIVE AGENDA (ACTION ITEM)

A. **Election of Chair and Vice Chair for 2026 – Action Item**

Board member Bond nominated Tim Switzer for Chairperson. There were no other nominations. Motion carried 4-0.

Chair Switzer asked for a nomination for Vice Chairperson. Board member Alford, nominated Joe Anderson for Vice Chairperson. Board member Anderson stated that he needed to verify his term on the board before he could accept the position. Board member asked if the board could table. Board member Anderson motioned to table the vote on Vice Chairperson until the February meeting. Board member Bond provided the second. Motion carried to table the vote on Vice Chairperson until the February meeting.

B. **Signatories for Urban Renewal Agency Bank Accounts – Action Item**

Director Hollingshead stated that for the new chair to be added to the Urban Renewal Agency bank accounts and the previous chair to be removed, the financial institutions required very specific language in the minutes stating who was to be added, and who was to be removed and which financial accounts were affected.

Board member Anderson motioned to remove Sheila Bond, 2025 Chairperson from the Banner Bank, Twin River National Bank and Idaho State Treasurers Pool Urban Renewal Agency accounts as signer and to add Tim Switzer, 2026 Chairperson to the Banner Bank, Twin River National Bank and Idaho State Treasurers Pool Urban Renewal Agency accounts as signer. Board member Bond provided the second. Motion carried 4-0.

C. Approval of Minutes, December 09, 2025 – Action Item

Chair Switzer asked the board if there were any questions. Board member Bond stated that she had noticed a spelling error in the minutes and that “contact” should have been “contract” and had asked Director Hollingshead to correct that. Director Hollingshead stated she had made the correction and had corrected minutes available to be signed. Board members Alford and Anderson moved and seconded, respectively, to approve. Motion carried 4-0.

D. Approval of Invoices – Action Item

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

Chair Switzer asked if there were any questions. There were none. Board members Alford and Anderson moved and seconded, respectively, to approve. Motion carried 4-0.

2. City of Lewiston reimbursement request for East Orchards Sewer Phase 3 Construction Project for \$194,164.78 for M.L. Albright.

Chair Switzer asked the board if there were any questions on the reimbursement request. Board members Alford and Anderson moved and seconded, respectively, to approve. Motion carried 4-0.

E. Review of Financial Summary – Information Item

1. November 2025

Director Hollingshead reviewed the November summary pointing out that there wasn’t much change in the numbers since no reimbursement requests were made in November and tax increment had not started coming in yet.

2. December 2025

Director Hollingshead passed out paper copies of the December Financial summary (attached to these minutes) as they had been distributed that morning from the finance department. Director Hollingshead stated that a small amount of tax increment for the year had been received and that the board would see that amount increase with the January summary as the largest deposits of increment are usually made in January, following the County’s December due date for tax payments.

Council Liaison Kassee Forsmann joined the meeting at 12:10 via zoom and introduced herself to the board and apologized for her tardiness as she was experiencing some technical difficulties. The board introduced themselves to Councilor Forsmann and welcomed her to the board.

IV. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board member Anderson let the board know that Port Commissioner Klemm was retiring and there is a reception for him on January 29 from 4 to 7 pm. A new Commissioner will be named at the February 4, 2026 Port meeting.

B. Staff Comments

Director Hollingshead stated that the next regular meeting is February 10 and asked if anyone was unable to attend. All board members stated they were available to attend.

Director Hollingshead stated that the board still has an at-large seat available and asked the board members to please share with their networks as the normal advertising and outreach have not been successful.

V. **ADJOURN (ACTION ITEM)**

There being no further business, Board members Alford and Anderson moved and seconded, respectively, to adjourn. The motion carried 5-0 and the Urban Renewal Agency Board adjourned at approximately 12:17 p.m.

RESPECTFULLY SUBMITTED,



KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:


URBAN RENEWAL AGENCY CHAIR

Approved this 10 day of February, 2026

URBAN RENEWAL AGENCY
FISCAL YEAR 2026
SUMMARY OF ACTIVITY (as of 12/31/25)

	DATE	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Downtown/Normal Hill (#7)	Total
10/31/2025		-	2,310,342.29	2,045,677.52	652,821.03	5,008,840.84
RECEIPTS:						
Monthly Urban Renewal Collections (Property Tax)	OCT'25-SEPT'26	-	41,313.46	15,721.71	5,879.24	62,914.41
Reimbursements	OCT'25-SEPT'26					-
City of Lewiston PW Reimbursement						-
Twin River Bank Interest Earned	OCT'25-SEPT'26		1,031.57	1,033.00	626.22	2,690.79
State Investment Interest Earned	OCT'25-SEPT'26		6,631.01	19,011.59	5,273.32	30,915.92
EXPENDITURES:						
1575 - Pmt to O'Sullivan Legal PLLC	OCT'25		(236.00)	(236.00)	(236.00)	(708.00)
1576 - Pmt to Redevelopment Association	OCT'25		(866.67)	(866.67)	(866.66)	(2,600.00)
Transfer From STP to TRNB for Check 1577 Pmt	OCT'25		500,000.00			500,000.00
1577 - Pmt to City of Lewiston	OCT'25		(523,411.66)			(523,411.66)
1578 - Pmt to City of Lewiston	NOV'25		(55,600.00)			(55,600.00)
1579 - Pmt to O'Sullivan Legal PLLC	NOV'25		(206.50)	(206.50)	(206.50)	(619.50)
1580 - Pmt to O'Sullivan Legal PLLC	DEC'25		(88.50)	(88.50)	(88.50)	(265.50)
						-
						-
						-
BALANCE		-	2,278,908.88	2,080,046.05	663,202.02	5,022,156.95
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		-	1,650,390.25	2,080,046.05	663,202.02	4,393,638.32
		-	1,778,909.00	2,080,046.15	663,202.15	4,522,157.30
		-	267,899.69	270,919.88	161,400.10	700,219.67
			251,490.10		-	251,490.10
			628,518.63		-	628,518.63
		-	631,000.58	1,809,126.27	501,802.05	2,941,928.90
		-	1,778,909.00	2,080,046.15	663,202.15	4,522,157.30

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