

February 10, 2026

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, February 10, 2026, at Lewiston City Hall. Chairperson Tim Switzer called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Tim Switzer, Chairperson; Sheila Bond, Matthew Wright (council alternate); A.L. "Butch" Alford; Joe Anderson; Doug Havens

BOARD MEMBERS EXCUSED: Kasee Forsmann

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. Vice Chair for 2026 – Action Item

Chair Switzer asked for a nomination for Vice Chairperson. Board member Alford, nominated Joe Anderson for Vice Chairperson. Board member Bond provided the second. Board member Havens asked about the previous policy of not having elected officials serve as Chair and Vice Chair. Director Hollingshead stated that although that had been a practice in previous years, there was nothing in Idaho State Code or the Urban Renewal Bylaws preventing elected officials from holding those positions. Motion carried 6-0.

B. Approval of Minutes, January 13, 2026 – Action Item

Chair Switzer asked the board if there were any questions. Board member Havens objected to being shown as excused on the minutes. He stated that he had been appointed the Monday before the meeting by City Council but had not been notified yet. Director Hollingshead asked what Board member Havens wanted it to say instead. Board member Havens suggested, appointed but not yet notified. Director Hollingshead stated she would make the amendment. Board members Bond and Havens moved and seconded, respectively, to approve with the amendment. Motion carried 6-0.

C. Approval of Invoices – Action Item

1. O' Sullivan Legal PLLC, Legal Services, January 2026, \$195.00

Chair Switzer asked if there were any questions. There were none. Vice Chair Anderson and Board member Alford moved and seconded, respectively, to approve. Motion carried 6-0.

2. City of Lewiston reimbursement request for East Orchards Sewer Phase 3 Construction Project for \$192,586.34 for M.L. Albright.

Chair Switzer asked the board if there were any questions on the reimbursement request. Vice Chair Anderson asked what the updated contact amount was. Director Hollingshead stated that with the amendment approved in December on the M.L. Albright contract, this payment would leave \$699,397.85 remaining on that contract to be reimbursed.

Board members Alford and Anderson moved and seconded, respectively, to approve. Motion carried 5-1, with Board member Havens voting against.

D. Review of Financial Summary – Information Item

1. January 2026

Director Hollingshead passed out paper copies of the January Financial summary (attached to these minutes) as they had been distributed that morning from the finance department. Director Hollingshead stated that the tax payment from the county had been received at the very end of January and was not deposited until February 2nd and would be reflected on the February financial summary.

E. TR036Bryden Avenue Reconstruction Stage 1: Key No. 20024 Funding Request – Action Item

Director Hollingshead introduced City Engineer, Luke Antonich, and reviewed that a memo stating the nature of the request had been included in the packet along with excerpts from the Bryden Avenue Revenue Allocation #6 plan outlining the approved projects, a copy of the reimbursement agreement with Lewiston Orchards Irrigation District, and the increment estimates based on current increments received for the life of the district.

Mr. Antonich reviewed his memo with the board. Mr. Antonich stated that the \$200,000 being requested will help pay for required environmental study updates, final right of way plans and legal descriptions in preparation for right of way acquisition in 2030.

Councilor Wright asked about maintenance on Bryden prior to the full reconstruction. Mr. Antonich stated that the current plan is the most minimal maintenance will be done prior to the full road rebuild.

Board member Havens asked how much of the \$200,000 would be spent prior to 2030. Mr. Antonich stated all of it. Board member Havens asked if they were acquiring right of way. Mr. Antonich stated no, the \$200,000 would pay for the environmental study update, the right of way plans and the legal descriptions to prepare for right of way acquisition in 2030. Board member Havens asked if the URA would be responsible for purchasing right of way. Mr. Antonich stated no, right of way acquisition is a federalized process and the city would follow that federalized process. Board member Havens asked about if a list had been made prioritizing the projects in the Bryden Avenue RAA. Director Hollingshead stated that the plan for Bryden only called out fixing the road, installing new water mains and installing new sewer mains. There is not a detailed list of individual items within those three in the plan. Board member Havens stated that he thought that Elam & Burke had stated that a prioritized list should be made. Director Hollingshead stated that was a blanket statement and that it had not been made specifically about Bryden Avenue, but as a general guideline for all projects, within all

plans, for all Urban Renewal Agency's within the state of Idaho. Board member Havens stated that he just wanted that to be on the record.

Vice Chair Anderson and Board member Alford moved and seconded, respectively, to approve the \$200,000 request from the City of Lewiston for the Bryden Avenue reconstruction stage 1 project. Motion carried, 5-1, with Board member Havens voting against.

F. Review of the draft 2025 Annual Report – Action Item

Director Hollingshead stated that along with the draft annual report included in the packet, she had also included the various supporting documents used to generate the information in the annual report so that the board could see where the information comes from. Director Hollingshead then went through the report page by page reviewing the information and where the information comes from.

Director Hollingshead asked if there were any changes the board would like made. There were none. Board member Bond and Vice Chair Anderson moved and seconded, respectively, to direct staff to schedule the public hearing for the annual report and move forward with the draft report as written. Board member Havens asked if they were approving the draft report. Director Hollingshead stated no, the motion is for staff to move forward with scheduling the public hearing and that the board does not want any changes made to the draft report prior to the public hearing. Director Hollingshead asked if Board member Havens had any changes he wanted made to the draft report. Board member Havens stated no he didn't want to make any changes to the draft report at this time. Motion carried 6-0.

IV. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board member Havens stated that he wanted to make it known to Councilor Wright that when he votes no, he votes no for the county and it's the county's position. Board member Havens stated that Elam and Burke is the URA's lobbyist and so it is not correct to say that we do not pay them to represent us. Director Hollingshead clarified that Elam and Burke is not the lobbyist for the URA, the URA is a member of the RAI (Redevelopment Association of Idaho) which employs a lobbyist, Benn Brocksome and Associates. The URA pays a membership fee and a lobbying fee to RAI.

Board member Havens asked if Director Hollingshead could provide when the lobbyist was changed to Benn Brocksome. Director Hollingshead stated she would bring that back to the next meeting. Board member Havens stated that sometime last year he had requested that North Central Health District attend a meeting and present information on nitrates in the water and they did not show up, but Nez Perce County Soil and Water did show up. At a different meeting, DEQ and the Health Department were there and they do testing regularly and said that they would come to a meeting of the URA. Board member Havens stated that he wanted the Health Department and DEQ to be invited to a meeting, and he wanted the county to be copied on the invite, to speak about nitrates in the water. Board member Bond asked if that needed to be an action item for the board to vote on. Legal Counsel O'Sullivan stated yes, that if the board is going to direct staff work that it needs to be done by the board and not by an individual board member. Director Hollingshead stated that she could add that as an action item for the board to consider at the next meeting.

Board member Anderson let the board know that a new Port Commissioner was named at the February 4, 2026 Port meeting, Diane Metz.

B. Staff Comments

Director Hollingshead stated that the next regular meeting is March 10 and the public hearing for the annual report would be held at that meeting and asked if anyone was unable to attend. Chair Switzer will be out of town. All other board members are able to attend.

Director Hollingshead stated that an application had been received for the open at large seat and the city clerk would be scheduling an interview and will be reaching out to the board to sit on the interview panel.

V. ADJOURN (ACTION ITEM)

There being no further business, Board members Havens and Anderson moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Urban Renewal Agency Board adjourned at approximately 12:44 p.m.

RESPECTFULLY SUBMITTED,


KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:


URBAN RENEWAL AGENCY CHAIR *vice chair*

Approved this 10 day of March, 2026