

March 10, 2026

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, March 10, 2026, at Lewiston City Hall. Vice Chair Joe Anderson called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: A.L. "Butch" Alford; Joe Anderson, Vice Chair; Doug Havens; Sheila Bond; Kassee Forsmann (via Zoom); Linnea Noreen;

BOARD MEMBERS EXCUSED: Tim Switzer, Chairperson;

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; Dawn Aliverti, Presnell Gage, PLLC;

II. CITIZEN COMMENTS

Luke Antonich, City Engineer, commented that since the board approved the \$200,000 for Bryden Avenue design work at the February meeting, the City has moved forward with the consultant on that design work and should have that done soon.

Director Hollingshead introduced Linnea Noreen, who was appointed at the March 9, 2026 City Council meeting to fill the open at-large board seat.

Board member Noreen introduced herself to the board. The rest of the board then introduced themselves to Board member Noreen.

III. ACTIVE AGENDA (ACTION ITEM)

A. Public Hearing on Urban Renewal Agency 2025 Annual Report – Action Item

Vice Chair Anderson explained the public hearing process and opened the public hearing. Director Hollingshead briefly reviewed the annual report, noting that the board had not requested any changes at the last meeting. Vice Chair Anderson asked if there were any public comments. There were none. Vice Chair Anderson asked the board if there were any questions from the board. There were none. Vice Chair Anderson closed the public hearing.

B. Adoption of the Urban Renewal Agency 2025 Annual Report - Action Item

Vice Chair Anderson asked for a motion. Board members Bond and Alford moved and seconded, respectively, to approve the Urban Renewal Agency 2025 Annual Report. Motion carried 6-0.

C. Approval of Minutes, February 10, 2026 – Action Item

Vice Chair Anderson asked the board if there were any questions. Board member Bond pointed out that she was still identified as the Chairperson under the "board members

present” section of the minutes. Director Hollingshead stated she would make the amendment. Board members Alford and Bond moved and seconded, respectively, to approve the February 10, 2026 minutes as amended. Motion carried 6-0.

D. Approval of Invoices – Action Item

1. O’ Sullivan Legal PLLC, Legal Services, February 2026, \$292.50

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

2.City of Lewiston Administrative Fees, First Half of Fiscal Year (October 2025 to March 2026), \$15,587.55.

Board member Havens asked what the Administration fees contract covers. Director Hollingshead stated that it covered staff time, the finance departments time, the preparation of the agenda’s and meeting packets etc. Board member Havens asked how the fee was divided up and Director Hollingshead stated that she did not have the contract memorized but could send out a copy of it to the board following the meeting.

Board member Noreen asked if the fee was in line with the budget. Director Hollingshead stated yes.

Board members Bond and Alford, moved and seconded, respectively to approve the City of Lewiston’s Administrative fee’s for the first half of Fiscal Year 2026. Motion carried 6-0.

2. City of Lewiston reimbursement request for East Orchards Sewer Phase 3 Construction Project for \$46,230.00 for Merrick & Co.

Vice Chair Anderson asked the board if there were any questions on the reimbursement request. Board member Alford asked if staff had reviewed the request and if it was in line with the contract. Director Hollingshead stated, yes, this reimbursement request was in line with the approved contract. Board member Noreen asked if this reimbursement had been budgeted for. Director Hollingshead stated yes.

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

E. Review of Financial Summary – Information Item

1. February 2026

Director Hollingshead passed out paper copies of the February Finance Summary (attached to these minutes) and reviewed the increment amounts received in each revenue allocation area from the January tax payments.

F. Presentation of Urban Renewal Agency’s Annual Audit for Fiscal Year 2025 by Presnell Gage

Director Hollingshead introduced Dawn Aliverti from Presnell Gage, PLLC to review the Annual Audit. Ms. Aliverti reviewed the information contained in the audit report.

Board member Noreen asked what the State Treasurer’s Pool was and if it was separate from the City. Director Hollingshead stated yes, the account with the State Treasurer’s Pool was in the Urban Renewal Agency’s name and that it was an interest bearing account with the Office of the Idaho State Treasurer. Vice Chair Anderson asked if staff knew what the interest rate with the State Treasurer’s Pool was. Director

Hollingshead stated she did not know what the interest rate was off of the top of her head, but could provide that information after the meeting.

G. Approval of the Annual Audit for the Urban Renewal Agency’s Fiscal Year 2025 – Action Item

Vice Chair Anderson asked if there were any additional questions. There were none. Board members Bond and Alford moved and seconded, respectively, to approve the Annual Audit for the Urban Renewal Agency’s Fiscal Year 2025. Motion carried, 6-0.

H. Direction to staff regarding North Central District Public Health Department and DEQ Presentations to the URA on ground water nitrate levels in the Lindsey Creek Watershed – Action Item

Board member Havens moved to invite DEQ and Public Health to come present to the URA board on ground water nitrates in Lindsey Creek. Board member Alford provided the second. Vice Chair Anderson opened the floor for discussion. Councilor Forsmann asked what the concern was and what the board was wanting DEQ and Public Health to cover. Vice Chair Anderson stated that his understanding was that when the Revenue Allocation Area was formed there were high nitrate levels in Lindsey Creek and that reducing the septic systems from the housing up there would help reduce the nitrate levels. Board member Havens asked that the county be included on the email invite that goes out. Director Hollingshead stated that she would copy the board on the invite. Motion carried 6-0.

IV. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board Member Havens asked if staff had had a chance to find out about the lobbyist. Director Hollingshead stated yes, Benn Brocksome and Associates has been the lobbyist for the Redevelopment Association of Idaho (which the Lewiston Urban Renewal Agency is a member of) since 2020 and prior to that Meghan Conrad from Elam and Burke acted as the lobbyist for that same group.

Board member Havens also stated that since the URA is having to pay the city for the use of the conference room, that the county would have a conference room for the URA to use at no charge. Vice Chair Anderson asked Director Hollingshead if the staff time was the largest portion of the administrative contract. Director Hollingshead stated she did not know the breakdown of the contract but could send a copy of the contract out to the board.

Board member Havens also brought up a regional training announcement for Urban Renewal and the new construction roll that he had received that was being offered in Coeur d’ Alene on April 23, 2026. Board member Havens gave Director Hollingshead the flyer to send out to the board. Vice Chair Anderson asked about the cost and if the URA had a budget item for travel and education, Director Hollingshead stated no, but that a budget amendment could be made.

Board member Bond wanted to thank Dawn Aliverti for her hard work on the annual audit.

Vice Chair Anderson said that the Port Commission meets tomorrow, March 11, at 10 am.

Board member Noreen asked about the interest and principle on the bond payments and asked if staff could get some clarifying information from Banner Bank.

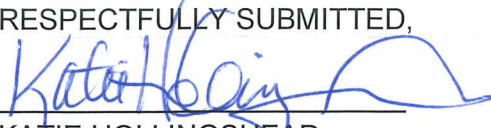
B. Staff Comments

Director Hollingshead stated next regular meeting is April 14 and asked if there were any board members unable to attend. All board members present plan to attend.

V. ADJOURN (ACTION ITEM)

There being no further business, Board members Bond and Noreen moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Urban Renewal Agency Board adjourned at approximately 12:46 p.m.

RESPECTFULLY SUBMITTED,



KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:



URBAN RENEWAL AGENCY CHAIR

Approved this 14 day of April, 2026

URBAN RENEWAL AGENCY
FISCAL YEAR 2026
SUMMARY OF ACTIVITY (as of 02/28/26)

	DATE	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Downtown/Normal Hill (#7)	Total
9/30/2025		-	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	-	472,123.84	400,841.92	207,779.10	1,080,744.86
Reimbursements	OCT'25-SEPT'26					-
City of Lewiston PW Reimbursement						-
Twin River Bank Interest Earned	OCT'25-SEPT'26		1,500.64	2,193.18	1,285.62	4,979.44
State Investment Interest Earned	OCT'25-SEPT'26		10,518.37	30,156.92	8,364.74	49,040.03
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)
1581 - Pmt to O'Sullivan Legal PLLC	JAN'26		(78.67)	(78.67)	(78.66)	(236.00)
1582 - Pmt to City of Lewiston	JAN'26		(194,164.78)			(194,164.78)
1583 - Pmt to O'Sullivan Legal PLLC	FEB'26		(65.00)	(65.00)	(65.00)	(195.00)
1584 - Pmt to City of Lewiston	FEB'26		(192,586.34)			(192,586.34)
						-
						-
						-
						-
						-
						-
						-
BALANCE		-	2,327,180.90	2,477,328.10	868,709.04	5,673,218.04
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		-	1,698,662.27	2,477,328.10	868,709.04	5,044,699.41

	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Downtown/Normal Hill (#7)	Total
Twin River National Bank	-	312,284.58	657,056.60	363,815.70	1,333,156.88
Banner Bank - Public Funds Checking Unrestricted		251,490.10		-	251,490.10
Banner Bank - Public Fund Checking Restricted		628,518.63		-	628,518.63
State Investment Pool Fund	-	634,887.94	1,820,271.60	504,893.47	2,960,053.01
	-	1,827,181.25	2,477,328.20	868,709.17	5,173,218.62

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

