



**Lewiston Urban Renewal Agency
REGULAR MEETING AGENDA
July 14, 2026 - 12:00 PM
Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis.

I. CALL TO ORDER

II. CITIZEN COMMENTS

An opportunity for citizens to address the Agency. Citizens are asked to limit their time to three (3) minutes each. Comments and questions can be made by: 1) attending in-person; 2) emailing comments and questions prior to the start of the meeting to sgrow@cityoflewiston.org or dortiz@cityoflewiston.org; 3) mailing written comments prior to the start of the meeting to Katie Hollingshead, PO Box 617, Lewiston ID 83501; or 4) calling 208-746-1318 x 7265 and leaving a message. Your comments will then be forwarded to the Urban Renewal Agency.

III. ACTIVE AGENDA

- A. **APPROVAL OF JUNE 09, 2026 MEETING MINUTES (ACTION ITEM)**
- B. **APPROVAL OF INVOICES (ACTION ITEM)**
 - 1. O'SULLIVAN LEGAL PLLC, LEGAL SERVICES, JUNE 2026, \$162.50**
- C. **REVIEW OF FINANCIAL SUMMARIES (INFORMATION ITEM)**
 - 1. JUNE 2026**
- D. **REVIEW OF PROPOSED AMENDED FISCAL YEAR 2026 BUDGET AND DIRECTION TO STAFF (ACTION ITEM)**
- E. **REVIEW OF DRAFT FISCAL YEAR 2027 BUDGET AND DIRECTION TO STAFF (ACTION ITEM)**

IV. UNFINISHED & NEW BUSINESS

- A. **BOARD MEMBER COMMENTS**
- B. **STAFF COMMENTS**
 - 1. SOLICITATION OF BOARD MEMBERS TO ATTEND THE NEXT REGULARLY SCHEDULED MEETING OF AUGUST 11, 2026 (PUBLIC HEARINGS FOR FISCAL YEAR 2026 AMENDED BUDGET AND PROPOSED FISCAL YEAR 2027 BUDGET).**

V. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of

accommodation or have questions about the physical access provided at this meeting, please contact Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.

June 09, 2026

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, June 09, 2026, at Lewiston City Hall. Chair Tim Switzer called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Tim Switzer, Chairperson; A.L. “Butch” Alford; Joe Anderson, Vice Chair; Doug Havens; Sheila Bond; Linnea Noreen;

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; Joe Kaufman, Engineering Supervisor;

II. CITIZEN COMMENTS

None.

III. ACTIVE AGENDA (ACTION ITEM)

A. Approval of Minutes, April 14, 2026 – Action Item

Chair Switzer asked the board if there were any questions. There were none. Vice Chair Anderson and Board member Alford moved and seconded, respectively, to approve the April 14, 2026 minutes as amended. Motion carried 6-0.

B. Approval of Invoices – Action Item

1. O’ Sullivan Legal PLLC, Legal Services, April 2026, \$487.50

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

2. Presnell Gage, PLLC, Audit of Financial Statements for 2025 Fiscal Year, \$5,600

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

3. City of Lewiston reimbursement request for East Orchards Sewer Phase 3 Construction Project for \$341,469.39 for M.L. Albrights

Chair Switzer asked the board if there were any questions on the reimbursement request. Board members Noreen and Bond moved and seconded, respectively, to approve. Motion carried 6-0.

4. Bryden Avenue Reconstruction Stage 1 Request, \$200,000.

Director Hollingshead let the Board know that this action item would need to be tabled because the project expense was not included in the budget for 2026 for the Bryden Avenue

Revenue Allocation Area and the budget would need to be amended before the board could approve this payment request. Director Hollingshead recommended that the item be tabled until the August meeting when the board would normally hold a public hearing for the 2027 budget and amending the 2026 budget could be done at the same meeting. Board member Bond and Vice Chair Anderson moved and seconded, respectively, to table the Bryden Avenue Reconstruction Stage 1 request for \$200,000 to the August meeting. Motion carried 6-0.

C. Review of Financial Summary – Information Item

1. April 2026

Director Hollingshead reviewed the April Finance Summary that had been included in the meeting packet.

2. May 2026

Director Hollingshead passed out paper copies of the May Finance Summary (attached to these minutes) and reviewed the additional increment received.

IV. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board Member Bond stated that her term was up in July and that this would be her last meeting and she thanked the other board members for the experience.

Vice Chair Anderson said that there were some upcoming Commissioner changes at the Port and that board assignments might change.

Board Member Havens shared that there was going to be an open house at the Court House on June 30th for the public.

B. Staff Comments

Director Hollingshead stated next regular meeting is scheduled for July 14 and that the board would be reviewing the draft amended budget for 2026 and the draft budget for 2027 to prepare for the budget public hearing at the August 11 meeting. Board member Noreen said she would not be in attendance as she will be out of town.

V. ADJOURN (ACTION ITEM)

There being no further business, Board member Alford and Vice Chair Anderson 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,

ATTEST:

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of _____, 2026

O'Sullivan Legal PLLC

PO Box 8027
3120 S Grand Blvd
Spokane, 99203
PHONE: 5094344547

INVOICE

City of Lewiston URA
215 D Street
Lewiston, ID 83501

INVOICE NUMBER: 561
INVOICE DATE: JULY 01, 2026

DATE	PROJECT	DESCRIPTION	HOURS	RATE	AMOUNT
JUN-09-26	General Legal	Prepare for and attend meeting	0.50	\$325.00	\$162.50
		Total before tax			\$162.50
		WA Sales Tax			\$0.00
		Total amount of this invoice			\$162.50

ACCOUNT INFORMATION

Prior account balance as of MAY-01-2026	\$487.50
Payment JUN-29-2026 - Check 1592	(\$487.50)
Invoice 561 JUL-01-2026	\$162.50
Current account balance	\$162.50

AMOUNT DUE: \$162.50

URA BUDGET FY26 **AMENDED DRAFT**

Adopted: 8/11/26

	AREA 5 EOS	AREA 6 BRYDEN	AREA 7 DOWNTOWN
REVENUES			
Bond Proceeds	\$ -	\$ -	\$ -
Tax Receipts	690,000	560,000	220,000
Interest	20,000	45,000	11,000
City of Lewiston	-	-	-
Total Revenues	\$ 710,000	\$ 605,000	\$ 231,000
EXPENSES			
Project Costs	\$ 1,650,000	\$ 200,000	\$ -
Bond Costs	-	-	-
Interest	54,366	-	-
Principle	94,584	-	-
Professional Services ⁽¹⁾	18,000	18,000	18,000
Publications/misc	300	300	300
Total Expenses	\$ 1,817,250	\$ 218,300	\$ 18,300
Subtotal: Revenues Less Expenses	\$ (1,107,250)	\$ 386,700	\$ 212,700
FUND BALANCE BEGINNING OF YEAR	\$ 2,161,999	\$ 1,836,998	\$ 512,248
PLUS TOTAL REVENUES	710,000	605,000	231,000
LESS TOTAL EXPENSES	1,817,250	218,300	18,300
FUND BALANCE END OF YEAR	\$ 1,054,749	\$ 2,223,698	\$ 724,948
 Debt Service Reserve	 \$ 628,519		
 Projected Available Fund Balance	 \$ 426,231	 \$ 2,223,698	 \$ 724,948

⁽¹⁾ Audit, Insurance, Legal, RAI Dues, Admin Services

URA BUDGET FY26

Adopted: 8/05/25

	AREA 5 EOS	AREA 6 BRYDEN	AREA 7 DOWNTOWN
REVENUES			
Bond Proceeds	\$ -	\$ -	\$ -
Tax Receipts	690,000	560,000	220,000
Interest	20,000	45,000	11,000
City of Lewiston	-	-	-
Total Revenues	\$ 710,000	\$ 605,000	\$ 231,000
EXPENSES			
Project Costs	\$ 1,498,383		\$ -
Bond Costs	-	-	-
Interest	54,366	-	-
Principle	94,584	-	-
Professional Services ⁽¹⁾	18,000	18,000	18,000
Publications/misc	300	300	300
Total Expenses	\$ 1,665,633	\$ 18,300	\$ 18,300
Subtotal: Revenues Less Expenses	\$ (955,633)	\$ 586,700	\$ 212,700
FUND BALANCE BEGINNING OF YEAR	\$ 2,161,999	\$ 1,836,998	\$ 512,248
PLUS TOTAL REVENUES	710,000	605,000	231,000
LESS TOTAL EXPENSES	1,665,633	18,300	18,300
FUND BALANCE END OF YEAR	\$ 1,206,366	\$ 2,423,698	\$ 724,948
Debt Service Reserve	\$ 628,519		
Projected Available Fund Balance	\$ 577,847	\$ 2,423,698	\$ 724,948

⁽¹⁾ Audit, Insurance, Legal, RAI Dues, Admin Services

URA BUDGET FY27 ** DRAFT **

Adopted: 8/xx/26

	AREA 5 EOS	AREA 6 BRYDEN	AREA 7 DOWNTOWN
REVENUES			
Bond Proceeds	\$ -	\$ -	\$ -
Tax Receipts	700,000	560,000	300,000
Interest	20,000	45,000	11,000
City of Lewiston	-	-	-
Total Revenues	\$ 720,000	\$ 605,000	\$ 311,000
EXPENSES			
Project Costs			\$ -
Bond Costs	-	-	-
Interest	54,366	-	-
Principle	94,584	-	-
Professional Services ⁽¹⁾	19,000	19,000	19,000
Publications/misc	300	300	300
Total Expenses	\$ 168,250	\$ 19,300	\$ 19,300
Subtotal: Revenues Less Expenses	\$ 551,750	\$ 585,700	\$ 291,700
FUND BALANCE BEGINNING OF YEAR	\$ 1,054,749	\$ 2,223,698	\$ 724,948
PLUS TOTAL REVENUES	720,000	605,000	311,000
LESS TOTAL EXPENSES	168,250	19,300	19,300
FUND BALANCE END OF YEAR	\$ 1,606,499	\$ 2,809,398	\$ 1,016,648
Debt Service Reserve	\$ 628,519		
Projected Available Fund Balance	\$ 977,980	\$ 2,809,398	\$ 1,016,648

(1) Audit, Insurance, Legal, RAI Dues, Admin Services