Lewiston Urban Renewal Agency
REGULAR MEETING AGENDA
June 13, 2023 - 12:00 PM
Lewiston City Hall – City Hall Conference Room – 1134 F Street
Lewiston, Idaho 83501

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City's website at cityoflewiston.org.

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 Shannon Grow, 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 Agency.

III. CORRECTIONS OR ADDITIONS TO AGENDA - Action Item

IV. ACTIVE AGENDA

A. **APPROVAL OF MINUTES, APRIL 11, 2023 - ACTION ITEM**

B. **APPROVAL OF MINUTES, MAY 9, 2023 - ACTION ITEM**

C. **APPROVAL OF INVOICES**

1. **ELAM & BURKE, APRIL INVOICE 202026, $625.00 - ACTION ITEM:** - Action Item ()

2. **DOUGLASS LAW, PLLC INVOICE 196, APRIL 2023, $240.00 - ACTION ITEM:** - Action Item ()

3. **DOUGLASS LAW, PLLC INVOICE 297, MAY 2023, $645.00 - ACTION ITEM:** - Action Item ()

D. **REVIEW OF FINANCIAL SUMMARY, MAY 2023 - INFORMATION ITEM**

E. **MAIN/EAST MAIN RAA #4 - FUTURE DIRECTION OF MAIN/EAST MAIN RAA #4 - ACTION ITEM**

V. UNFINISHED & NEW BUSINESS

A. **BOARD MEMBERS COMMENTS**

B. STAFF COMMENTS

VI. ADJOURNMENT - Action Item - 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 City Clerk Kari Ravencroft at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6203.

April 11, 2023

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, April 11, 2023, at Lewiston City Hall. Chair JoAnn Cole-Hansen called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: JoAnn Cole-Hansen, Chair; Sheila Bond, Vice Chair; Don Beck; Joe Anderson; Rick Tousley;

BOARD MEMBERS EXCUSED: Tim Switzer

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Luke Antonich, City Engineer; Katie Hollingshead, Assistant URA Director; Mayor Dan Johnson

OTHERS PRESENT: Jennifer Douglass, URA Attorney; A.L. “Butch” Alford;

II. CITIZEN COMMENTS

None

III. CORRECTIONS OR ADDITIONS TO AGENDA

None

IV. ACTIVE AGENDA (ACTIVE ITEM)

A. Approval of Minutes, February 14, 2023 and March 21, 2023

Board members Beck and Anderson moved and seconded, respectively, to approve the February 14, 2023 with approved corrections and March 21, 2023 minutes. The motion carried 5-0.

B. Approval of Financial Summary, February 2023, March 2023

Director Grow pointed out that on the March 2023 financial summary includes a balance for monies owed by the URA to the City of Lewiston.

Board members Beck and Anderson moved and seconded, respectively, the approval of February 2023 and March 2023 Financial Summaries. The motion carried 5-0.

C. Approval of Invoice

1. **Douglas Law, PLLC, January 2023, $425**
   Board members Anderson and Tousley moved and seconded, respectively, to approve payment of an invoice for Douglas Law, PLLC January 2023 in the amount of $425. The motion carried 5-0.
2. **Douglas Law PLLC, February 2023, $375**

Board members Beck and Anderson moved and seconded, respectively, to approve payment of an invoice for Douglas Law, PLLC February 2023 in the amount of $375. The motion carried 5-0

3. **TPC Holdings, Annual Report Publication $29.**
Board members Bond and Anderson moved and seconded, respectively, to approve payment of an invoice for TPC Holdings in the amount of $29. The motion carried 5-0.

D. Approval of Amended Bylaws
Board members Tousley and Beck moved and seconded, respectively, to approve the amended Bylaws. The motion carried 5-0.

E. Resolution 2023-01, Parties authorized to endorse checks and drafts for the agency and providing an effective date.
Board members Beck and Tousley moved and seconded, respectively, to read Resolution 2023-01 out loud. The motion carried 5-0.

Board members Anderson and Tousley moved and seconded, respectively, to approve Resolution 2023-01 with the approved corrections. The motion carried 5-0.

V. UNFINISHED AND NEW BUISNESS

A. URA Statute Review – A presentation by Meghan Conrad from Elam & Burke
Meghan Conrad with Elam & Burke verbally reviewed key points of the presentation in regard to Urban Renewal 101. See Appendix A for the presentation.

Mrs. Conrad pointed out that the URA can acquire and sell the property. It would need to include specific sideboards in the RFP such as the property will be used for affordable housing or a mixed use development.

Board member Beck asked if the URA could work with private entities. Mrs. Conrad stated that the URA could work with a private entity by a developer reimbursement agreement.

B. Main/East Main RAA #4 Review
Director Grow provided a memo to the URA board and presented a spreadsheet showing a prediction of what the URA RAA #4 would accumulate up to 2029. There are a couple of projects still in this plan when adopted in 2017. One is pedestrian improvements to move from the Hells Canyon Grand Hotel area to locomotive park and continue moving North to the Levee trail system. URA would be responsible for the full cost of this project, as the city was not successful in obtaining a grant for this project.

Board member Beck asked if the plan went below the bridge. He stated concerns regarding traffic flow.

Director Grow stated it could, but assured the URA Board that there would not be an additional crossing. This proposed project would go from the new intersection through Locomotive Park to the Levee trail system. The URA would need to work with the US Army Corps of Engineers (USCAE), ITD and the Railroad.

Board member Tousley brought up that there is no parking near that area besides near the hotel.

Director Grow stated the 2nd project was the water main from Lapwai Road, which continues along Mill Road to the City limits. There are concerns from the Fire Department on the existing line in regard to fire flows. Future development is restricted as there is not enough fire flow. The City has made it clear that this is not a priority for them. There might be possibilities of working with private owners.

Jennifer Douglass asked if this project was designed yet. Director Grow stated no it has not.

Chair Cole-Hansen stated that she believed if there is not a 50/50 cost share for either of these projects then the URA should not move forward. Chair Cole-Hansen expressed that other entities, LOID for example, have been required by the URA to share costs for replacement of aging infrastructure. Discussion was had regarding fairness considerations

Board member Beck stated the land owner near the county could be approached in regards to assisting with the water project.

Jennifer Douglass stated they could not contract with anyone until there is a bidding process. Mrs. Douglas suggested that the URA share information and cost sharing possibilities with all landowners who would be affected by projects or benefitted by projects to see if there is interest from any of them. Discussion was had regarding fairness considerations

Director Grow stated URA could move forward with just gathering information, research further, and reach out to the landowners who would be affected by this line. URA should consider if upgrading this water line would encourage growth and economic development.

Chair Cole-Hansen asked this to be moved to the active agenda for the next meeting.

C. City of Lewiston's Comprehensive Plan Phase I Survey

Katie Hollingshead, Assistant Planner provided the URA with a survey in regards to the City of Lewiston's Comprehensive Plan. This survey will close at midnight on May 14, 2023.

D. Board Member Comments

Chair Cole-Hansen stated that she will be resigning from the URA, this meeting will be her last.

E. Staff Comments

None

VI. ADJOURN (ACTION ITEM)

There being no further business, Board members Beck and Anderson moved and seconded, respectively, to adjourn. The motion carried 5-0 and the Urban Renewal Agency Board adjourned at approximately 2:04 p.m.

RESPECTFULLY SUBMITTED, ATTEST:

___________________________ ___________________________________

DAWN ORTIZ, URBAN RENEWAL AGENCY CHAIR
RECORDING SECRETARY

Approved this _____ day of ________________, 2023.

Appendix A

May 09, 2023

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, May 09, 2023, at Lewiston City Hall. Vice Chairperson Sheila Bond called the meeting to order at 12:00 p.m.

I. <u>CALL TO ORDER</u>

BOARD MEMBERS PRESENT: Sheila Bond, Vice Chairperson; Don Beck; Joe Anderson; Rick Tousley; A.L. “Butch” Alford; Tim Switzer

BOARD MEMBERS EXCUSED:

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Luke Antonich, City Engineer; Katie Hollingshead, Assistant Planner

OTHERS PRESENT: Jennifer Douglass, URA Attorney; Doug Havens, County Commissioner; Hannah Liedkie, City Council President

II. <u>CITIZEN COMMENTS</u>

Doug Havens, County Commissioner provided statements from select individuals about URA impact. Mr. Havens stated it is really important that when choosing projects, they are ranked high and something the County and City would really want to complete. He stressed how important it is that the Board understands where the money is coming from. He doesn’t agree with the lawyer’s opinions on who can serve as an officer and also doesn’t agree with how much money is spent on attorney fees.

III. <u>CORRECTIONS OR ADDITIONS TO AGENDA</u>

Vice Chairperson Bond stated there was a request to have the invoice for Douglass Law, PLLC to be removed from the agenda.

Board members Anderson and Beck moved and seconded, respectively, to approve the active agenda with the removal of the invoice for Douglass Law, PLLC from the agenda. The motion carried 6-0.

IV. <u>ACTIVE AGENDA (ACTIVE ITEM)</u>

A. Election of Officers, Chairperson and Vice Chairperson

Jennifer Douglass, URA Attorney stated the advice she received from Megan Conrad with Elam & Burke was that the Port would most likely be the one entity that would have the least potential of a conflict of interest to serve as an officer for the URA. She also stated that she is going to diverge from this recommendation and mentioned that a lack of experience would be a bigger concern than a potential conflict of interest that may surface over the course of a board member serving as chair. Also that as conflict arise, the board will address them at that time.

Board members Alford and Anderson moved and seconded, respectively, the nomination of Sheila Bond for Chairperson.
Member Rick Tousley voted yes
Member Don Beck voted yes
Member Joe Anderson voted yes
Member A.L. “Butch” Alford voted yes
Member Tim Switzer voted yes
The motion carried 6-0.

Board members Bond and Tousley moved and seconded, respectively, the nomination of Joe Anderson for Vice-Chairperson.
Member Rick Tousley voted yes
Member Don Beck voted yes
Member A.L. “Butch” Alford voted yes
Chairperson Bond voted yes
Member Tim Switzer voted yes
The motion carried 6-0.

B. Approval of Minutes, April 11, 2023

Vice Chairperson Anderson and board member Beck moved and seconded, respectively, to approve the April 11, 2023 minutes. Ms. Douglass suggested a few changes to the minutes. Motion died.

Board member Tousley and Vice Chairperson Anderson moved and seconded, respectively, to approve the April 11, 2023 minutes with corrections mentioned. Director Grow suggested tabling the April 11, 2023 minutes until the next meeting.

Approval of April 11, 2023 minutes were tabled until the next meeting.

C. Financial Summary, April 2023 Information

Director Grow verbally presented the April 2023 financial summary.

Vice Chairperson Anderson asked when the annual bond payment is due for the East Orchards RAA.

Director Grow stated usually in August.

D. Approval of Invoice

1. **Presnell & Gage, 2022 Financial Statements, $4,300**

   Board members Alford and Beck moved and seconded, respectively, to approve payment of an invoice for Presnell & Gage 2022 Financial Statement in the amount of $4,300. The motion carried 6-0

2. **Elam & Burke, URA training presentation, $0**

   Vice Chairperson Anderson asked staff to thank Elam & Burke for the training.

E. Main/East Main RAA #4 – Future direction of Main/East Main RAA #4

Director Grow refreshed the URA board with a summary of the remaining projects left in RAA #4. The waterline moving up Mill Road does already exist but is undersized. Previously the URA and the City have agreed to fund 50/50 for projects, but the City cannot contribute to this project right now. The URA might not be able to complete this project until 2027 or 2028 if the URA is to move forward with this project by itself. Director Grow did talk with one property owner, the largest parcel owned by West Construction and they are not interested in partnering.

Board member Beck stated he would talk with the other County Commissioners to see if there is any interest in the County to contribute to this project.

Board member Tousley doesn't see the motivation in proceeding if none of the entities on the waterline are interested.

Director Grow stated the Board can wait to hear back from the county before making a decision.

The Board decided to table this item until the next meeting and add Main/East Main RAA #4 to the June meeting.

V. UNFINISHED AND NEW BUISNESS

A. Board Member Comments

Board member Tousley will not be able to attend on June 13, 2023 meeting.

Director Grow stated that in July staff will not be able to attend the regular meeting and will be looking at an alternate date, such as the following Tuesday, July 18th.

Board member Alford mentioned that the attorney fees are an investment and a wise one by the board.

Board member Tousley mentioned the Library Foundation is having a gala on June 10, 2023 and he is selling tickets. Board member Butch stated it is a great fun event to support the Library.

1. Present Plaque to JoAnn Cole-Hansen

Board did acknowledge the knowledge that JoAnn Cole-Hansen had for the URA and she will be missed.

Board member Beck stated that he will donate money for the plaque so the URA is not using property tax money.

B. Staff Comments

None

VI. ADJOURN (ACTION ITEM)

There being no further business, Board members Tousley 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,	ATTEST:
___________________________	___________________________________
DAWN ORTIZ, RECORDING SECRETARY	URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of ________________, 2023.

ELAM & BURKE
ATTORNEYS AT LAW

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

Lewiston Urban Renewal Agency
% Laura Von Tersch, Community Dev. Dir.
City of Lewiston
PO Box 617
Lewiston, ID 83501

APRIL 30, 2023

Invoice # 202026

Billing Atty - MSC

RE: Special Counsel

CLIENT/MATTER: 00898-00001

*** INVOICE SUMMARY PAGE ***

PROFESSIONAL FEES	625.00
COSTS ADVANCED	.00
TOTAL INVOICE	625.00

ELAM & BURKE
ATTORNEYS AT LAW

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

Lewiston Urban Renewal Agency
% Laura Von Tersch, Community Dev. Dir.
City of Lewiston
PO Box 617
Lewiston, ID 83501

APRIL 30, 2023

Invoice # 202026

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED
From APRIL 11, 2023 Through APRIL 30, 2023

RE: Special Counsel

CLIENT/MATTER: 00898-00001

4/11/23	MSC	2.50	Prepare for LURA board training. Attend (virtually) and conduct board training for the LURA board.

PROFESSIONAL FEES 625.00

ATTORNEY		RATE	CHARGEABLE HOURS	CHARGEABLE AMOUNT	NON-CHARGEABLE HOURS
Conrad, Meghan S.	Shareholder	250.00	2.50	625.00	.00
			2.50	625.00	.00

INVOICE TOTAL 625.00

DOUGLASS LAW, PLLC

INVOICE

935 6th STREET
CLARKSTON, WA 99403

Invoice # 196
Date: 04/04/2023
Due On: 05/04/2023

URBAN RENEWAL AGENCY
ATTN: SHANNON GROW
215 D Street
LEWISTON, ID 83501

00133-URBAN RENEWAL AGENCY

GENERAL

Type	Date	Notes	Quantity	Rate	Total
~~Service~~	~~02/14/2023~~	~~JBD: review of packet, preparation, travel to meeting~~ and attend meeting	~~2.50~~	~~$150.00~~	~~$375.00~~
Service	03/17/2023	JBD: consultation with Meghan Conrad re upcoming training and current needs of the board	0.30	$150.00	$45.00
Service	03/21/2023	JBD: Review of packet, travel to and attend meeting	1.30	$150.00	$195.00

Pd 4/11/23

$240

Subtotal	**$615.00**
Invoice Discount	**$50.00**

Urban Renewal Agency staff found a discrepancy of $50 while reviewing billing following a software transition. That discrepancy is reflected as a courtesy discount on this invoice.

Total	**$565.00**
Payment (04/14/2023)	**-$25.00**
Balance Owing	**$540.00**

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
297	05/31/2023	$645.00	$0.00	$645.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
196	05/04/2023	$565.00	$25.00	$540.00
			Outstanding Balance	**$1,185.00**
			Total Amount Outstanding	**$1,185.00**

Please make all amounts payable to: DOUGLASS LAW, PLLC

Please pay within 30 days.

DOUGLASS LAW, PLLC

INVOICE

935 6th STREET
CLARKSTON, WA 99403

Invoice # 196
Date: 04/04/2023
Due On: 05/04/2023

Pay your invoice online

To pay your invoice, open the camera on your mobile device and place the QR code in the camera's view.

Or, **click here** if you're viewing on a computer or smartphone.

DOUGLASS LAW, PLLC

INVOICE

935 6th STREET
CLARKSTON, WA 99403

Invoice # 297
Date: 05/01/2023
Due On: 05/31/2023

URBAN RENEWAL AGENCY
ATTN: SHANNON GROW
215 D Street
LEWISTON, ID 83501

00133-URBAN RENEWAL AGENCY

GENERAL

Type	Date	Notes	Quantity	Rate	Total
Service	04/05/2023	JBD: Review and editing of agenda and resolution, consultation with staff and chair prior to meeting, review of historical docs re whether attorney attendance is required at meetings	1.30	$150.00	$195.00
Service	04/11/2023	JBD: discussion with chair re upcoming transitions	0.30	$150.00	$45.00
Service	04/11/2023	JBD: review of packet, travel, attend meeting, follow up consultation with staff re agenda items	2.70	$150.00	$405.00
				Total	**$645.00**

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
196	05/04/2023	$565.00	$25.00	$540.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
297	05/31/2023	$645.00	$0.00	$645.00
			Outstanding Balance	**$1,185.00**
			Total Amount Outstanding	**$1,185.00**

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DOUGLASS LAW, PLLC

INVOICE

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CLARKSTON, WA 99403

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