



**Lewiston Urban Renewal Agency
SPECIAL MEETING AGENDA**

July 20, 2023 - 12:00 PM

**City of Lewiston - 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 of Lewiston'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

IV. ACTIVE AGENDA

A. APPROVAL OF MINUTES, JUNE 13, 2023 – ACTION ITEM

B. APPROVAL OF INVOICES

1. DOUGLASS LAW, PLLC, JUNE 2023, INVOICE 364, \$390.00 – ACTION ITEM: - Action Item ()

C. REVIEW OF FINANCIAL SUMMARY, MAY 2023 – INFORMATION ITEM

D. FY2023 BUDGET AMENDMENTS - ACTION ITEM

E. DRAFT BUDGET FOR 2024 – ACTION ITEM

F. URA ATTORNEY ENDING REPRESENTATION/SEARCH FOR NEW LEGAL COUNSEL – DISCUSSION ONLY

V. UNFINISHED & NEW BUSINESS

A. BOARD MEMBER COMMENTS

B.

1. STAFF COMMENTS

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

June 13, 2023

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, June 13, 2023, at Lewiston City Hall. Chairperson Sheila Bond called the meeting to order at 12:01 p.m.

I. CALL TO ORDER

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

BOARD MEMBERS EXCUSED: Rick Tousley;

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

OTHERS PRESENT: Jennifer Douglass, URA Attorney;

II. CITIZEN COMMENTS

None

III. CORRECTIONS OR ADDITIONS TO AGENDA

None.

IV. ACTIVE AGENDA (ACTIVE ITEM)

A. Approval of Minutes, April 11, 2023

Board member Alford and Switzer moved and seconded, respectively, to approve the April 11, 2023 minutes. The motion carried 5-0.

B. Approval of minutes, May 9, 2023

Vice Chairperson Anderson and board member Alford moved and seconded, respectively, to approve the May 09, 2023 minutes. The motion carried 5-0.

C. Approval of Invoice

1. Elam & Burke, April Invoice 202026, \$625

Board members Alford and Switzer moved and seconded, respectively, to approve payment of an invoice for Elam & Burke invoice 202026 in the amount of \$625. The motion carried 5-0.

2. Douglass Law, PLLC Invoice 196, April 2023, \$240

Vice Chairperson Anderson and board member Switzer moved and seconded, respectively, to approve payment of an invoice for Douglass Law, PLLC invoice 196 in the amount of \$240. The motion carried 5-0.

3. Douglass Law, PLLC Invoice 297, May 2023, \$645

Board member Alford and Vice Chairperson Anderson moved and seconded, respectively, to approve payment of an invoice for Douglass Law, PLLC invoice 297 in the amount of \$645. The motion carried 5-0.

D. Review of financial summary, May 2023

Director Grow verbally presented the May 2023 financial summary.

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

Board member Beck stated the County is not interested in partnering with the URA at this time for the water line.

Director Grow stated the board will need to decide to leave the RAA open with hopes that there would be enough monies at the end to complete the east main waterline project, look into if the URA wants to work on the path project or close the RAA.

Board member Switzer asked if the URA closes the RAA is it an option to open it back up at a later date. Director Grow stated that would be an option.

Vice Chairperson Anderson and board member Alford moved and seconded, respectively, to keep RAA #4 Main/East Main open for review in March 2024. The motion carried 5-0.

V. UNFINISHED AND NEW BUISNESS

A. Board Member Comments

Board member Switzer stated Lewiston Premix had sold and he was wondering if there were any plans for it.

Director Grow stated the City has not received any permit applications at this time.

B. Staff Comments

Director Grow stated that she would not be in attendance at the July meeting and recommended changing it to the 20th of July. The board will need to review the 2024 budget for next year at the July meeting. A special meeting will be scheduled of July 20, 2024.

VI. ADJOURN (ACTION ITEM)

There being no further business, Vice Chairperson Anderson and board members Beck moved and seconded, respectively, to adjourn. The motion carried 5-0 and the Urban Renewal Agency Board adjourned at approximately 12:35 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

DAWN ORTIZ,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of _____, 2023.

DOUGLASS LAW, PLLC

935 6th STREET
CLARKSTON, WA 99403

INVOICE

Invoice # 364
Date: 06/06/2023
Due On: 06/20/2023

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

00133-URBAN RENEWAL AGENCY

GENERAL

Type	Date	Notes	Quantity	Rate	Total
Service	05/04/2023	JBD: Review of packet	0.30	\$150.00	\$45.00
Service	05/09/2023	JBD: Review/editing minutes, travel to and attend meeting, consultation with new board chair re transition	2.00	\$150.00	\$300.00
Service	05/10/2023	JBD: amending minutes for board's consideration at next meeting.	0.30	\$150.00	\$45.00
				Total	\$390.00

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
297	05/31/2023	\$645.00	\$0.00	\$645.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
364	06/20/2023	\$390.00	\$0.00	\$390.00
			Outstanding Balance	\$1,575.00
			Total Amount Outstanding	\$1,575.00

Please make all amounts payable to: DOUGLASS LAW, PLLC

Please pay within 14 days.

URBAN RENEWAL AGENCY FISCAL YEAR 2023 SUMMARY OF ACTIVITY (as of 06/30/23)						
	DATE	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Downtown/Normal Hill (#7)	Total
9/30/2022		362,849.26	1,089,690.71	388,014.20	-	1,840,554.17
RECEIPTS:						
Monthly Urban Renewal Collections (Property Tax)	OCT'22-SEPT'23	262,091.04	389,740.61	328,135.83	52,731.04	1,032,698.52
Reimbursements	OCT'22-SEPT'23					-
City of Lewiston PW Reimbursement						-
Twin River Bank Interest Earned	OCT'22-SEPT'23	2,010.73	1,818.68	3,412.25	220.39	7,462.05
P1FCU Interest Earned						-
EXPENDITURES:						
Banner Bank Paper Stmt Fee	OCT'22		(3.00)			(3.00)
Pmt to Douglass Law PLLC	OCT'22	(300.00)		(300.00)		(600.00)
Pmt to Elam & Burke	OCT'22	(11.25)		(11.25)		(22.50)
Pmt to ICRMP	OCT'22	(472.25)		(472.25)		(944.50)
Pmt to Northwest Engraving Service	OCT'22	(30.75)		(30.75)		(61.50)
Pmt to Douglass Law PLLC	NOV'22	(112.50)		(112.50)		(225.00)
Pmt to City of Lewiston	NOV'22	(4,556.93)		(4,556.94)		(9,113.87)
Pmt to Redevelopment Association	NOV'22	(625.00)		(625.00)		(1,250.00)
Pmt to City of Lewiston	NOV'22	(196,600.00)				(196,600.00)
Banner Bank Paper Stmt Fee	NOV'22		(3.00)			(3.00)
Pmt to Douglass Law PLLC	DEC'22	(360.00)		(360.00)		(720.00)
Banner Bank Paper Stmt Fee	DEC'22		(3.00)			(3.00)
Pmt to Douglass Law PLLC	JAN'23	(457.50)		(457.50)		(915.00)
Pmt to Northwest Engraving Service	JAN'23	(21.75)		(21.75)		(43.50)
Banner Bank Paper Stmt Fee	JAN'23		(3.00)			(3.00)
Pmt to Douglass Law PLLC	FEB'23	(80.00)		(80.00)	(80.00)	(240.00)
Pmt to City of Lewiston	FEB'23	(2,458.34)		(2,458.33)	(2,458.33)	(7,375.00)
Pmt to City of Lewiston	FEB'23	(772.77)		(772.77)	(772.77)	(2,318.31)
Banner Bank Paper Stmt Fee	FEB'23		(3.00)			(3.00)
Pmt to City of Lewiston	MAR'23	(10,315.00)				(10,315.00)
Pmt to TPC Holdings Inc	MAR'23	(10.68)		(10.68)	(10.68)	(32.04)
Pmt to ICRMP	MAR'23	(314.83)		(314.83)	(314.84)	(944.50)
Banner Bank Paper Stmt Fee	MAR'23		(3.00)			(3.00)
Pmt to TPC Holdings Inc	APR'23	(9.67)		(9.67)	(9.66)	(29.00)
Pmt to Douglass Law PLLC	APR'23	(266.67)		(266.67)	(266.66)	(800.00)
Pmt to Presnell & Gage	MAY'23	(2,150.00)		(2,150.00)		(4,300.00)
Pmt to Douglass Law PLLC	JUN'23	(295.00)		(295.00)	(295.00)	(885.00)
Pmt to Elam & Burke	JUN'23	(208.34)		(208.33)	(208.33)	(625.00)
						-
						-
BALANCE		406,521.80	1,481,232.00	706,048.06	48,535.16	2,642,337.02
Restricted & Reserved Funds						
#5 Debt Service Reserve Primary - Banner¹			(228,518.63)			(228,518.63)
#5 Debt Service Reserve Secondary - Banner¹			(400,000.00)			(400,000.00)
#5 Capitalized Interest - Banner			-			-
AVAILABLE FUNDS		406,521.80	852,713.37	706,048.06	48,535.16	2,013,818.39

	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Downtown/Normal Hill #7	
Twin River National Bank	406,521.80	391,559.29	706,048.06	48,535.16	1,552,664.31
Banner Bank - Public Funds Checking Unrestricted		461,154.08		-	461,154.08
Banner Bank - Public Fund Checking Restricted		628,518.63		-	628,518.63
		-			-
	406,521.80	1,481,232.00	706,048.06	48,535.16	2,642,337.02

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

Memo



To: URBAN RENEWAL AGENCY
From: SHANNON GROW, COMMUNITY DEVELOPMENT DIRECTOR
Date: JULY 20, 2023
Re: RAA #5, FUND BALANCE

Revenue Allocation Area (RAA) #5, East Orchards Sewer (EOS) currently has an available balance of \$1,481,232. There is a debt service reserve of \$628,518.63, leaving \$852,713.37 available funding. These funds can be used for:

- Future projects (i.e. additional sewer lines)
- Additional payment to the bond (\$1,493,479.62 balance)
- Payment to the City (\$552,787.59 owed, but agreement is that the URA will reimburse the City after the debt service is released by the bank)

Last fiscal year, the URA Board elected to pay an additional \$300,000 to the bond. This did not result in an early bond payment penalty. The bond payment is approximately \$149,000 per year. The current rate is 2.84% (this is a fixed rate for the first 10 years of the bond). If anything other than the standard bond payment is made, the bank requires a 10-day notice prior to the September 1st payment due date (mid-August).

I have included an updated FY2023 budget based on actual figures through June 30th as well as projections for the next couple of months. Depending on what the board decides to do with EOS #5, it can be reflected with the other amendments proposed. Budgets are adopted at the August URA meeting, so direction is needed at the July meeting for proper public hearing notice.

In the past, staff has recommended retaining approximately \$300,000 in the bank to cover two years of bond payments. It is not absolutely necessary because of the debt service reserve (shown on the fiscal summary as restricted funds), but is a conservative method of budgeting and the Board may choose to continue this practice.

URA BUDGET FY23

Adopted August 9, 2022

	AREA 4 MEM	AREA 5 EOS	AREA 6 BRYDEN	AREA 7 DOWNTOWN
REVENUES				
Bond Proceeds	\$ -	\$ -	\$ -	\$ -
Tax Receipts	400,000	400,000	380,000	100,000
Interest	200	200	180	100
City of Lewiston	-	-	-	-
Total Revenues	\$ 400,200	\$ 400,200	\$ 380,180	\$ 100,100
EXPENSES				
Project Costs	\$ 149,000.00 ⁽²⁾	\$ 600,000	\$ 100,000	\$ -
Bond Costs	-	-	-	-
Interest	-	54,366	-	-
Principle	-	94,584	-	-
Professional Services ⁽¹⁾	15,000	-	15,000	15,000
Publications/misc	500	-	500	500
Total Expenses	\$ 164,500	\$ 748,950	\$ 115,500	\$ 15,500
Subtotal: Revenues Less Expenses	\$ 235,700	\$ (348,750)	\$ 264,680	\$ 84,600
FUND BALANCE BEGINNING OF YEAR	\$ 200,000	\$ 1,238,139	\$ 300,000	\$ -
PLUS TOTAL REVENUES	400,200	400,200	380,180	100,100
LESS TOTAL EXPENSES	164,500	748,950	115,500	15,500
FUND BALANCE END OF YEAR	\$ 435,700	\$ 889,389	\$ 564,680	\$ 84,600
Debt Service Reserve		\$ 589,604		
Available Fund Balance	\$ -	\$ 299,785	\$ -	\$ -

(1) Audit, Insurance, Legal, RAI Dues, Director Services, Bond Trustee

(2) Final reimbursement to City for Hwy 12/21st reconstruction

July 12, 2022

URA BUDGET FY23

Proposed amendments

	AREA 4 MEM	AREA 5 EOS	AREA 6 BRYDEN	AREA 7 DOWNTOWN
REVENUES				
Bond Proceeds	\$ -	\$ -	\$ -	\$ -
Tax Receipts	410,000	620,000	460,000	100,000
Interest	2,616	2,642	4,352	331
City of Lewiston	-	-	-	-
Total Revenues	\$ 412,616	\$ 622,642	\$ 464,352	\$ 100,331
EXPENSES				
Project Costs	\$ 206,915.00 ⁽²⁾	\$ 55,000	\$ 100,000	\$ -
Bond Costs	-	-	-	-
Interest	-	54,366	-	-
Principle	-	94,584	-	-
Professional Services ⁽¹⁾	15,000	-	15,000	15,000
Publications/misc	500	-	500	500
Total Expenses	\$ 222,415	\$ 203,950	\$ 115,500	\$ 15,500
Subtotal: Revenues Less Expenses	\$ 190,201	\$ 418,692	\$ 348,852	\$ 84,831
FUND BALANCE BEGINNING OF YEAR	\$ 362,849	\$ 1,089,691	\$ 388,014	\$ -
PLUS TOTAL REVENUES	412,616	622,642	464,352	100,331
LESS TOTAL EXPENSES	222,415	203,950	115,500	15,500
FUND BALANCE END OF YEAR	\$ 553,050	\$ 1,508,383	\$ 736,867	\$ 84,831
Debt Service Reserve		\$ 628,519		
Projected Available Fund Balance	\$ 553,050	\$ 879,864	\$ 736,867	\$ 84,831

(1) Audit, Insurance, Legal, RAI Dues, Director Services, Bond Trustee

(2) Final reimbursement to City for Hwy 12/21st reconstruction

July 8, 2023

URA BUDGET FY24

Adopted:

	AREA 4 MEM	AREA 5 EOS	AREA 6 BRYDEN	AREA 7 DOWNTOWN
REVENUES				
Bond Proceeds	\$ -	\$ -	\$ -	\$ -
Tax Receipts	410,000	620,000	460,000	100,000
Interest	2,500	2,500	4,000	500
City of Lewiston	-	-	-	-
Total Revenues	\$ 412,500	\$ 622,500	\$ 464,000	\$ 100,500
EXPENSES				
Project Costs	-	\$ 125,000	\$ 600,000	\$ -
Bond Costs	-	-	-	-
Interest	-	54,366	-	-
Principle	-	94,584	-	-
Professional Services ⁽¹⁾	11,000	11,000	11,000	11,000
Publications/misc	200	200	200	200
Total Expenses	\$ 11,200	\$ 285,150	\$ 611,200	\$ 11,200
Subtotal: Revenues Less Expenses	\$ 401,300	\$ 337,350	\$ (147,200)	\$ 89,300
FUND BALANCE BEGINNING OF YEAR	\$ 553,050	\$ 1,508,383	\$ 736,867	\$ 84,831
PLUS TOTAL REVENUES	412,500	622,500	464,000	100,500
LESS TOTAL EXPENSES	11,200	285,150	611,200	11,200
FUND BALANCE END OF YEAR	\$ 954,350	\$ 1,845,733	\$ 589,667	\$ 174,131
Debt Service Reserve		\$ 628,519		
Projected Available Fund Balance	\$ 954,350	\$ 1,217,214	\$ 589,667	\$ 174,131

(1) Audit, Insurance, Legal, RAI Dues, Director Services, Bond Trustee

July 20, 2023



July 10, 2023

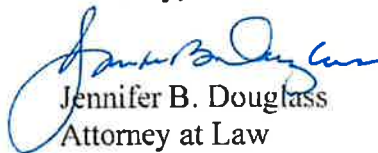
Urban Renewal Agency
P.O. Box 617
Lewiston, Idaho 83501

Dear Chair and Members of the Board:

After long thought and consideration over the last year, I have decided to tender my resignation. As Chairperson Bond and I discussed upon her election to the position of Board Chair, and then in a phone call in early June, the demands of both my municipal and private practice have grown considerably, requiring me to prioritize my time. I was hoping to raise this earlier, but decided to wait, given the timing of Ms. Cole-Hanson's resignation, and my desire to avoid too many transitions for the Agency at the same time.

I will make myself available for up to 90 days, from the July 2023 meeting, for the Agency to obtain new legal counsel. Please know that this was a difficult decision, that it has been my pleasure to represent the URA over the past years and that you have my best wishes in all of your future endeavors.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Jennifer B. Douglass', is written over the typed name and title.

Jennifer B. Douglass
Attorney at Law