December 12, 2023

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

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Sheila Bond, Chairperson; Joe Anderson, Vice Chairperson (via Zoom); Don Beck; Joe Gish; Jim Kleeburg; A.L. "Butch" Alford; Tim Switzer

BOARD MEMBERS EXCUSED: None

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Katie Hollingshead, Assistant URA Director; Aaron Butler, IT; Dustin Johnson, Public Works Director; Luke Antonich, City Engineer; Joe Kaufman, Engineering Supervisor

OTHERS PRESENT: Tom Gerding, Wallowa River Properties; Jordan Gerding, Wallowa River Properties; Thad O'Sullivan, URA Legal Counsel

II. CITIZEN COMMENTS

None.

III. CORRECTIONS OR ADDITIONS TO AGENDA

None.

IV. ACTIVE AGENDA (ACTIVE ITEM)

A. Approval of Minutes, November 14, 2023 – Action Item

Board members Switzer and Gish moved and seconded, respectively to approve the November 14, 2023 meeting minutes. Motion passed 7-0.

B. Approval of Invoices

None.

C. Review of Financial Summary, November 2023 – Information Item

Director Grow reviewed the financial summary for November.
Board member Gish asked if it was possible to receive the financial statement with the meeting packet. Director Grow said possibly, the issue is the timing of the URA meetings and when the finance department receives the bank statement from Twin River in order to prepare the financial summary. Director Grow told the board that she can't promise the financial summary can be included in the packets each month, but she can email it to the board once she has received it from the finance department.

D. Authorization to invest in the Idaho State Treasurer's Pool (STP) – Action Item

Director Grow stated that this is the follow up to Board member Gish's question at the November meeting about being about to sweep funds into a money market account. Director Grow met with City Treasurer Aimee Gordon who calculated that the URA would receive approximately $4,000 additional interest income each money by utilizing the Idaho State Treasurer's Pool with the current interest rate. The interest rates in the pool have historical been good and it is a low risk investment that keeps the funds very liquid if they need to be withdrawn.

Board member Alford made a motion to approve the Authorization to Invest in the Idaho State Treasurer's Pool. Board member Switzer provided the second.

Board member Gish asked if it was easy to sweep the current accounts into this fund?

Director Grow stated yes, but that it may make the most sense to have the accounts sweep twice a year after the county makes the largest of the increment deposits. The recommendation is that the URA maintain $16,000 in each revenue allocation area's account to cover regular expenses.

Board member Gish asked if the motion should be amended to include keeping a balance of $16,000 in each account?

Director Grow stated yes, you could amend the motion to reflect that.

Board member Gish motioned to amend the motion set forth by Board member Alford to include maintaining a balance of $16,000 in each of the revenue allocation area's accounts. Board member Alford provided the second. Motion passed 7-0.

Board member Beck asked how the interest would be tracked for each of the separate revenue allocation areas? Director Grow stated that finance is already keeping the amounts separate in the Twin River bank accounts and she was sure they would be able to keep the interest amounts separate in the Idaho State Treasurer's Pool accounts.

There being no further discussion, the vote was called. Motion to approve the authorization to invest in the Idaho State Treasurer's Pool, while maintaining an account balance of $16,000 for each of the revenue allocation areas, passed 7-0.

V. UNFINISHED AND NEW BUISNESS

A. **Main/East Main RAA #4: Consideration of partnership with Wallowa River Properties** – Director Grow provided a recap of the Main/East Main Revenue Allocation Area #4 including open date in 2017 with three (3) projects identified, the URA participated in one (1) project so far and at the June 2023 URA meeting the board discussed what actions they wanted to take and decided to keep the RAA #4 open and to revisit the plan in March of 2024. Since then, a developer (Wallowa River Properties) has reached out to staff regarding a property within the Revenue Allocation Area and a possible collaboration between the developer and the URA.

Wallowa River Properties owns a vacant property of approximately 8 acres on 8th Avenue between 27th Street and 29th Street that is served by a sewer line that Wallowa River Properties installed, but is not served by water. The current Main/East Main Revenue Allocation Area #4 plan does not include a water line project for this particular area or parcel. If the board is interested in pursuing this project, staff would have to do additional research to bring what options are available to the board. Options could be amending the plan, or closing the existing plan and opening a new revenue allocation area. Director Grow let the board know that she had met with Public Works Director, Dustin Johnson regarding water in this area and there are some questions about how the City could best serve this area with water. There would need to be an engineering study regarding the water.

Director Grow then introduced Tom Gerding and Jordan Gerding from Wallowa River Properties. Tom Gerding told the board that he had purchased the property in 2005 and had installed the sanitary sewer and the stormwater system and had built 13 homes on the lots along 27th Street. The hope at that time was that the water problem would be solved by the City and development could be continued. Water has not been installed to serve 30 additional lots that could be created. Mr. Gerding stated that the property cannot be developed without water. Currently, the property generates approximately $3,000 in property taxes and if the property could be developed and built out with the 30 additional lots, it would generate approximately $100,000 in property taxes. Without water this property will remain vacant.

Chairperson Bond asked how many houses could be built? Assistant Director Hollingshead stated that based on the size of the lots and the lot minimums in the Low Density, R2, Zoning District that the property exists in, on the 30 lots remaining, 17 of the lots could support a duplex and 13 of the lots could support a single family dwelling.

Board member Gish asked if water meant water and sewer infrastructure. Assistant Director Hollingshead stated that the developer had already installed a sewer line and a stormwater line.

Board member Beck asked if there was water that could be hooked into from the surrounding streets. Director Grow stated that there were lines, but not the water capacity needed to serve additional development.

Board member Switzer asked about engineering that had already been done for the water improvements. Mr. Gerding stated that yes, a preliminary study had been done in 2005 with some sizing and hydrant calculations.

Public Works Director, Dustin Johnson let the board know that the property sits between two separate pressure zones, low reservoir and high reservoir. There isn't enough pressure to serve the proposed development because it does not have a large diameter pipe serving the area. The transmission line that currently runs down 29th Street is on the priority list for review and possible improvement. Director Johnson does have interest in partnering to improve the water lines.

Board member Alford stated that he felt the board should continue its interest in the project and learn more about the options.

Board member Gish asked if developments like this should be something the City does as part of their normal operations. New residential homes are highly needed but questioned if a project like this was really something the URA should be supporting.

Director Grow stated that a water line for this project would be similar to the water line project that is identified in the plan (2,100 feet of water line from east main to city limits) because properties surrounding the line are not able to increase density or develop undeveloped lands because the existing line cannot support any additional use.

Mr. Gerding let the board know that one of the challenges faced with this property is that the area that the property is located in is not what would be considered an attractive location to develop. Mr. Gerding said that he had previously spoken with local developers about developing in this area and they agreed that the water line issues make the development of the property hard to pencil out financially.

Director Grow stated that modifying a plan is very restricted from state law and so staff has not yet gone through what a plan modification would like with the legal team.

Board member Alford asked if the information could be brought back to the next meeting about the viability of amending the plan.

Board member Beck said he would also like to have more information brought back.

B. **Downtown RAA #7 -** Director Grow stated there was no update as the City is waiting for a Department of Environmental Quality report that is due to be completed the first week of January. Director Grow stated she will continue to bring updates to the board as she receives them.

C. **East Orchards Sewer #5 –**
Assistant Director Hollingshead reviewed that the board had asked at the November meeting the number of homes that had and had not hooked up to the trunk line installed with the East Orchards Sewer project. Hollingshead provided that there 103 existing homes along the trunk line, with 48 completing a full sewer hook-up and abandonment of septic system, 23 homes having the sewer stubbed in to the property line but have not abandoned their septic system yet and 32 homes (27 within City limits and 5 outside of City limits but adjacent to the trunk line) who had not taken any action. In addition, 26 new homes have been completed along the trunk line route and have hooked up to the sewer system.

Assistant Director Hollingshead shared that she had just received from Joe Kaufman, Engineering Supervisor, a draft proposal for the rock boring study, but that staff had not yet met to review the proposal for completeness. If the draft proposal is complete it could possibly be on the January agenda for the board to review.

D. **Board Member Comments -**
Board member Gish apologized to the Board for not completing the graph on the East Orchards Sewer RAA #5.

Vice Chair Anderson apologized to the Board for not attending the meeting in person. He also invited the board to the Port of Lewiston's Holiday Open House on December 20th from 3 to 5 pm.

E. Staff Comments

Assistant Director Hollingshead handed out a Save the Date flyer for a volunteer appreciation reception that would be held on February 5, 2024.

VI. ADJOURN (ACTION ITEM)

There being no further business, Board members Alford and Beck moved and seconded, respectively, to adjourn. The motion carried 7-0 and the Urban Renewal Agency Board adjourned at approximately 12:47 p.m.

RESPECTFULLY SUBMITTED,

Katie Hollingshead

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:

Sheila Bond

URBAN RENEWAL AGENCY CHAIR

Approved this 9th day of January, 2024.