

1. 8.9.22 Agenda

Documents:

[8.9.2022 URA AGENDA.PDF](#)

2. 8.9.22 Packet

Documents:

[8.9.22 URA PACKET.PDF](#)

**URBAN RENEWAL AGENCY BOARD
MEETING AGENDA**

Tuesday, August 9, 2022 - 12:00 p.m.

**City of Lewiston - City Hall Conference Room
1134 "F" Street, Lewiston, Idaho**

**AS A MATTER OF GOVERNMENTAL TRANSPARENCY, THIS MEETING MAY BE RECORDED,
STREAMED LIVE AND/OR ACCESSED AT A LATER TIME. NOTE THAT THIS MAY INCLUDE
VIDEO AND AUDIO OF ALL PERSONS PRESENT IN THE ROOM.**

Due to COVID-19 and Governor Little's Stage 4 Order (issued May 11, 2021), the number of people allowed to attend this meeting in-person will be based upon room capacity for 6-foot physical distancing. 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 Facebook page or the City's website at cityoflewiston.org. Persons attending this meeting are strongly encouraged to wear a face covering.

I. CALL TO ORDER- WELCOME BOARD MEMBER SHEILA BOND

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 may be made by:

- ✓ Attending in-person
- ✓ Emailing comments and questions prior to the start of the meeting to lvontersch@cityoflewiston.org or dortiz@cityoflewiston.org
- ✓ Mailing written comments prior to the start of the meeting to Laura Von Tersch, PO Box 617, Lewiston ID 83501
- ✓ Calling 208-746-1318 x 7265 and leave a message. Your comments will then be forwarded to the Urban Renewal Agency Board.

III. PUBLIC HEARINGS

- A. Amended FY 2022 Budget
- B. FY 2023 Budget

IV. CONSENT AGENDA (ACTION ITEMS)

- A. Approval of Minutes, July 12, 2022
- B. Approval of Invoices, JBD \$285
- C. Approval of Invoices, Elam & Burke \$832.50

V. ACTIVE AGENDA

- A. Approve Amended FY 22 Budget (Action Item)

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages 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 the meeting coordinator at least forty-eight (48) hours in advance of the meeting at 208-746-1318.

- B. Approve FY 23 Budget (Action Item)
- C. Approve Extra Principal Payment to Banner Bank in the Amount of \$300,000 (Action Item)
- D. Update on Director Services (Discussion)

VI. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

B. Staff Comments

September meeting- overview of plans and increment

VII. ADJOURN

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URA BUDGET FY22

Amended August xxxx

	AREA 4 MEM	AREA 5 EOS	AREA 6 BRYDEN	TOTAL
REVENUES				
Bond Proceeds	\$ -	\$ -	\$ -	\$ -
Tax Receipts	226,990	400,000	149,590	776,580
Interest	110	170	110	390
City of Lewiston	-	-	-	-
Total Revenues	\$ 227,100	\$ 400,170	\$ 149,700	\$ 776,970
EXPENSES				
Project Costs	\$ -	\$ 80,000	\$ 100,000	\$ 180,000
Bond Costs	-	-	-	-
Debt	223,417	-	-	223,417
Interest	-	54,366	-	54,366
Principle	-	394,584	-	394,584
Professional Services (1)	12,000	-	12,000	24,000
Publications/misc	500	-	500	1,000
Total Expenses	\$ 235,917	\$ 528,950	\$ 112,500	\$ 877,367
Subtotal: Revenues Less Expenses	\$ (8,817)	\$ (128,780)	\$ 37,200	\$ (100,397)
FUND BALANCE BEGINNING OF YEAR	\$ 85,971	\$ 1,366,919	\$ 191,766	\$ 1,644,656
PLUS TOTAL REVENUES	227,100	400,170	149,700	776,970
LESS TOTAL EXPENSES	235,917	528,950	112,500	877,367
FUND BALANCE END OF YEAR	\$ 77,154	\$ 1,238,139	\$ 228,966	\$ 1,544,259
Debt Service Reserve		\$ 628,520		
Available Fund Balance	\$ -	\$ 609,619	\$ -	

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

July 12, 2022

URA BUDGET FY23

Adopted X/XX/22

	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

July 12, 2022

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, July 12, 2022, at Lewiston City Hall. Interim Chair JoAnne Cole-Hansen called the meeting to order at 12:03 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: JoAnn Cole-Hansen; Don Beck; A.L. "Butch" Alford; Joe Anderson;

BOARD MEMBERS EXCUSED: Rick Tousley;

STAFF MEMBERS PRESENT: Laura Von Tersch, Community Development Director; Aaron Butler, IT; Dawn Ortiz, Community Development Specialist, Jennifer Douglass, URA Attorney; Luke Antonich, City Engineer

II. CITIZEN COMMENTS

None.

III. CONSENT AGENDA (ACTION ITEMS)

A. Approval of Minutes, June 14, 2022

B. Approval of Invoices, JBD \$480

C. Approval of Invoice, Elam & Burke \$22.50

Board members Alford and Beck moved and seconded, respectively, the removal of item C on the consent agenda until August 2022 meeting. The motion carried 4-0

Board members Anderson and Alford moved and seconded, respectively, the approval of items A and B of the consent agenda. The motion carried 4-0.

IV. REIMBURSEMENT AGREEMENT BETWEEN THE URA AND LOID (ACTION ITEM)

Chair JoAnn Cole-Hansen excused herself and Commissioner Alford assumed the position as Chair Pro Tem.

Jennifer Douglas stated it might be best to approve the agreement, then send to LOID for approval and signature. Then Chair Pro Tem Alford will sign the agreement.

Board members Anderson and Beck moved and seconded with Intern Chair Cole-Hansen abstaining, respectively, the approval of the Reimbursement Agreement without signature. The motion carried 3-0-1.

V. PROGRAMMING OF FUNDS ON HAND, EAST ORCHARDS SEWER (ACTION ITEM)

Staff Von Tersch recommended designing another segment for east orchards sewer and then making an extra bond payment in or before September.

Board member Beck asked if there was a penalty for making an extra bond payment.

Staff Von Tersch stated the penalty is triggered on how much the debt coverage ratio is. Staff Von Tersch has been trying to work with the bank to determine if there will be a penalty and the bank has not been responsive.

City Engineer Luke Antonich stated the numbers listed are a little old (on the MWW report) and construction costs have gone up a minimum of 30% and would like the board to be aware of that.

Staff and Board members discussed amending the fiscal year 2022 budget.

Board member Beck asked if the URA gets any benefits from citizens hooking up to the sewer system.

Staff Von Tersch stated that once connected to the sewer then lot sizes can be decreased or divided into small parcels, in turn, can become new construction.

URA Attorney Jennifer Douglas asked when would construction start?

Staff Von Tersch stated possible design in the fiscal year 2022, might roll over till the fiscal year 2023. Go out for bid in the spring fiscal year 2023 and construction in the fiscal year 2023 with city participation.

Ms. Douglas asked if the contract for the URA and the City would still be in effect or would a new contract need to be created.

Staff Von Tersch stated the current agreement would still be in effect since the project is not completed yet. New contracts for the design work and installation would need to be completed.

Board members Beck and Anderson moved and seconded, respectively, to allocate \$300,000 to pay down debt and ask the city to design 3 segments of the east orchard sewer expansion. The motion carried 4-0.

VI. CONSIDER AMENDING FY 22 BUDGET (ACTION ITEM)

Board members Alford and Anderson moved and seconded, respectively, to approve amending the FY2022 budget as proposed. The motion carried 4-0.

VII. DRAFT FY 23 BUDGET (ACTION ITEM)

Board members Beck and Anderson moved and seconded, respectively, to direct staff to publish FY23 budget with proposed changes. The motion carried 4-0.

The board and staff discussed possible projects and recommendations on what lines to install.

VIII. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board member Alford asked where the board was at with filling open seats.

Staff Von Tersch stated interviews were conducted and City Council should be accepting Sheila Bond and that would leave us one seat short.

B. Staff Comments

Staff Von Tersch stated she will be resigning from the City of Lewiston. Her last day will be November 3rd, 2022.

Intern Chair Cole-Hansen stated she met with the Mayor and his intent is to continue to provide support and draft an agreement between the City of Lewiston and URA.

Board members and Staff discussed options to hire outside the City or to continue utilizing the City's services.

Intern Chair Cole-Hansen would like to see this on the next agenda.

IX. ADJOURN (ACTION ITEM)

There being no further business, Board member Alford and Anderson moved and seconded, respectively to adjourn. The motion carried 4-0 and the Urban Renewal Agency Board adjourned at approximately 12:48 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

DAWN M. ORTIZ,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of _____, 2022.

IV B



608 Chestnut Street
Clarkston, Washington 99403
(208) 746-0344

DOUGLASS LAW
PLLC

STATEMENT

URBAN RENEWAL AGENCY
ATTN: LAURA VON TERSCH
1134 F STREET
LEWISTON ID 83501

DATE: 6/30/2022
ACCOUNT: BUSINESS

DATE		HOURS	AMOUNT
04/30/2022	Balance forward		3,330.00
	BUSINESS-		
05/03/2022	review of documents, LOID MOU draft, email to chair, staff and consultation with outside counsel	1.20	180.00
05/09/2022	consult with staff and outside counsel re agenda	0.50	75.00
05/19/2022	consultation with staff re meeting, bylaws, resolution, emails with bank re signatory requirements,	0.50	75.00
05/27/2022	PMT #1474. BUSINESS CHECK		-1,785.00
05/31/2022	reviewing changes to LOID MOU draft, receipt/review of final amended bylaws, consult with staff re prior meeting and upcoming agenda	1.00	150.00
06/07/2022	further consults with staff re agenda, LOID's proposed changes, etc.	0.50	75.00
06/13/2022	Review of packet, travel to/attend meeting	1.00	150.00
06/17/2022	PMT #1479. BUSINESS CHECK (URBAN RENEWAL AGENCY)		-1,545.00
06/21/2022	consult with City Attorney re URA Bryden/City draft agreement	0.10	15.00
06/30/2022	consult with City Attorney, continued	0.30	45.00

AMOUNT DUE: \$765.00

Paid 7/12/22 480.00

\$285.00

IV C

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

JUNE 30, 2022

Invoice # 196802

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED
From JUNE 3, 2022 Through JUNE 30, 2022

RE: Special Counsel

CLIENT/MATTER: 00898-00001

6/03/22 MSC .60 Review and respond to email communication from
Laura Von Tersch concerning receipt of funds
post-termination and use of funds.

ATTORNEY	RATE	HOURS	AMOUNT	NON-CHARGEABLE	
				HOURS	AMOUNT
Conrad, Meghan S. Shareholder	225.00	.60	135.00	.00	.00
		.60	135.00	.00	.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

JUNE 30, 2022

Invoice # 196802

Billing Atty - MSC

RE: Special Counsel

CLIENT/MATTER: 00898-00001

JUNE 30, 2022

Invoice # 196802

***** INVOICE SUMMARY PAGE *****

PROFESSIONAL FEES	135.00
COSTS ADVANCED	.00
TOTAL INVOICE	135.00

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

RE: Special Counsel

CLIENT/MATTER: 00898-00001
JUNE 30, 2022
Invoice # 196802

COSTS ADVANCED

TOTAL COSTS ADVANCED

.00

INVOICE TOTAL

135.00

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City of Lewiston
PO Box 617
Lewiston, ID 83501

MAY 31, 2022

Invoice # 196216

Billing Atty - MSC

RE: Special Counsel

CLIENT/MATTER: 00898-00001

MAY 31, 2022

Invoice # 196216

*** INVOICE SUMMARY PAGE ***

PROFESSIONAL FEES	697.50
COSTS ADVANCED	.00
TOTAL INVOICE	697.50

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Fax 208 384-5844

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Lewiston Urban Renewal Agency
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City of Lewiston
PO Box 617
Lewiston, ID 83501

MAY 31, 2022

Invoice # 196216

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED
From MAY 3, 2022 Through MAY 31, 2022

RE: Special Counsel

CLIENT/MATTER: 00898-00001

5/03/22	MSC	.40	Call with attorney Douglass to discuss the draft reimbursement agreement.
5/09/22	MSC	2.50	Review and provide comment on the draft reimbursement agreement with LOID. Circulate the same to agency administrator and counsel.
5/11/22	MSC	.20	Review and respond to email communications related to finalizing the MOU for the board packet and final comments re same.

ATTORNEY	RATE	HOURS	AMOUNT	NON-CHARGEABLE	
				HOURS	AMOUNT
Conrad, Meghan S. Shareholder	225.00	3.10	697.50	.00	.00
		3.10	697.50	.00	.00

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

RE: Special Counsel

CLIENT/MATTER: 00898-00001
MAY 31, 2022
Invoice # 196216

COSTS ADVANCED

TOTAL COSTS ADVANCED

.00

INVOICE TOTAL

697.50

169753

**NOTICE OF PUBLIC HEARING
PROPOSED AMENDED BUDGET FOR FISCAL YEAR ENDING 2022
URBAN RENEWAL AGENCY, CITY OF LEWISTON, IDAHO**

NOTICE IS HEREBY GIVEN, That the Urban Renewal Agency of the City of Lewiston, Idaho will hold a public hearing for consideration of a proposed amended budget for the 2022 fiscal year that begins October 1, 2021 and ends September 30, 2022; pursuant to the provisions of Idaho Code Sections 50-1002 and 50-1003; said hearing will be held in the City Hall West Conference Room, 1134 "F" Street, Lewiston, Idaho, at 12:00 p.m. on the 9th day of August 2022.

Copies of the proposed amended budget are available at the City Clerk's Office and Community Development Department during regular office hours. The following is the proposed amended budget of the total revenues and expenditures of the Urban Renewal Agency of the City of Lewiston for the fiscal year 2022.

	EXISTING		AMENDED		FY'22 Taxes
	FY'22 Expense Budget	FY'22 Revenue Budget	FY'22 Expense Budget	FY'22 Revenue Budget	
Area #4: MEM	\$235,917	\$227,100	\$235,917	\$227,100	\$226,990
Area #5: EOS	\$448,950	\$189,040	\$528,950	\$400,170	\$400,000
Area #6: Bryden	\$112,500	\$149,700	\$112,500	\$149,700	\$149,590
Total	\$797,367	\$565,840	\$877,367	\$776,970	\$776,580

If you have any questions concerning the proposed budget, and/or the public hearing process, please contact Laura Von Tersch, Community Development Director, 215 "D" Street, Post Office Box 617, Lewiston, Idaho 83501, 746-1318, extension 7268.

All interested persons are invited to attend the hearing to express their views regarding this proposed budget. Written testimony must be received by the City Clerk before the public hearing date stated above. Please address your written correspondence to: City of Lewiston Urban Renewal Agency, c/o Kari Ravencroft, City Clerk, Post Office Box 617, Lewiston, Idaho, 83501.

Dated this 24th and 31st day of July 2022.

/s/ Laura Von Tersch
Laura Von Tersch, Community Development Director

169753

**NOTICE OF PUBLIC HEARING
PROPOSED BUDGET FOR FISCAL YEAR ENDING 2023
URBAN RENEWAL AGENCY, CITY OF LEWISTON, IDAHO**

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Copies of the proposed budget are available at the City Clerk's Office and Community Development Department during regular office hours. The following is the proposed budget of the total revenues and expenditures of the Urban Renewal Agency of the City of Lewiston for the fiscal year 2023.

	FY'21 Expense Budget	FY'21 Revenue Budget	FY'21 Taxes	FY'22 Expense Budget	FY'22 Revenue Budget	FY'22 Taxes	FY'23 Expense Budget	FY'23 Revenue Budget	FY'23 Taxes
Area #4: MEM	\$187,500	\$227,100	\$226,990	\$235,917	\$227,100	\$226,990	\$164,500	\$400,200	\$400,000
Area #5: EOS	\$548,950	\$178,346	\$178,276	\$528,950	\$400,170	\$400,000	\$748,950	\$400,200	\$400,000
Area #6: Bryden	\$12,500	\$145,343	\$145,233	\$112,500	\$149,700	\$149,590	\$115,500	\$380,180	\$380,000
Area #7: Downtown	\$0	\$0	\$0	\$0	\$0	\$0	\$15,500	\$100,100	\$100,000
Total	\$748,950	\$550,789	\$550,499	\$877,367	\$776,970	\$776,580	\$1,044,450	\$1,280,680	\$1,280,000

If you have any questions concerning the proposed budget, and/or the public hearing process, please contact Laura Von Tersch, Community Development Director, 215 "D" Street, Post Office Box 617, Lewiston, Idaho 83501, 746-1318, extension 7268.

All interested persons are invited to attend the hearing to express their views regarding this proposed budget. Written testimony must be received by the City Clerk before the public hearing date stated above. Please address your written correspondence to: City of Lewiston Urban Renewal Agency, c/o Kari Ravencroft, City Clerk, Post Office Box 617, Lewiston, Idaho, 83501.

Dated this 24th day of July 2022 & 31st day of July 2022.

/s/ Laura Von Tersch
Laura Von Tersch, Community Development Director

Facility Maint. Fund (Trail)	2,000
Administration and supplies	2,800
Pool Fund - City of Kendrick	5,000
Rec. Facilities Reserve Fund	8,892
Total Expenditures:	\$21,992
Tax Revenues:	
Total Tax Revenues (est.)	\$21,992

Aaron Heinen, Chairman

This proposed budget and all records of the district may be examined prior to the above-noticed budget hearing by appointment at the home of Chantell Hannan, 420 1st Avenue, Juliaetta, Idaho 83535 by calling 208-791-5751.

Chantell Hannan
Clerk

Early detection saved their lives.

Learn how you can help those fighting breast cancer in our community.

GQfoundation.org

CAUTION CAUTION CAUTION

URBAN RENEWAL AGENCY

Member Name/Address	Representing	Term	E-mail
Jo Ann Cole-Hansen, Interim Chair 3612 19th Street Lewiston, ID 83501	Citizen at Large	March 2013 to present Reappointed March 2021	jcolehansen@loid.net
A.L. "Butch" Alford 505 C Street Lewiston, ID 83501	Valley Vision	1999 to present Reappointed January 2019	butch.alford@gmail.com alajr@lmtribune.com
Don Beck 322 12th Ave Lewiston, ID 83501	Nez Perce County Commissioner	2018 to present	donbeck@co.nezperce.id.us
Sheila Bond 3956 21st Street Lewiston, ID 83501	Citizen at Large	07/2022—07/2026	sheilabond007@gmail.com
Rick Tousley 3214 Meadow lark Dr Lewiston, ID 83501	City Council	1/2022 - 12/2023	rtousley@cityoflewiston.org
Joe Anderson 2219 Grelle Ave Lewiston, ID 83501	Port of Lewiston	1/2022 - 12/2023	jra1291@gmail.com
	Citizen at Large		

STAFF SUPPORT

Laura Von Tersch, Community Development Director lvontersch@cityoflewiston.org	746-1318 x 7268
Dawn Ortiz, Recording Secretary dortiz@cityoflewiston.org	746-1318 x 7265
Jennifer Douglass PO Box 321 Lewiston, ID 83501	746-0344 jbd@douglasslawfirm.net
City Hall Back Conference Room Call in Number	746-3671 x 6270

City Urban Renewal Collections for June 2022

2019 Tax Year					
		Tax	Late Chg	Interest	Total
	East Main RAA Code Area 154	510.42	10.11	151.38	671.91
	E Orchards Sewer Code Area 155	0.00	0.00	0.00	0.00
	Bryden Ave RA#1 Code Area 156	0.00	0.00	0.00	0.00
	Bryden Ave Code Area 157	0.00	0.00	0.00	0.00
		510.42	10.11	151.38	671.91

2020 Tax Year					
		Tax	Late Chg	Interest	Total
	East Main RAA Code Area 154	500.80	9.88	87.34	598.02
	E Orchards Sewer Code Area 155	0.00	0.00	0.00	0.00
	Bryden Ave RA#1 Code Area 156	0.00	0.00	0.00	0.00
	Bryden Ave Code Area 157	0.00	0.00	0.00	0.00
		500.80	9.88	87.34	598.02

2021 Tax Year					
		Tax	Late Chg	Interest	Total
	East Main RAA Code Area 154	137,036.82	50.96	149.41	137,237.19
	E Orchards Sewer Code Area 155	113,578.80	53.90	158.59	113,791.29
	Bryden Ave RA#1 Code Area 156	87,255.41	11.05	32.49	87,298.95
	Bryden Ave Code Area 157	2,362.20	0.00	0.00	2,362.20
		340,233.23	115.91	340.49	340,689.63