

1. 5.17.2022 URA Agenda

Documents:

[5.17.2022 AGENDA.PDF](#)

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**URBAN RENEWAL AGENCY BOARD**  
**MEETING AGENDA**  
**Tuesday, May 17, 2022 - 12:00 p.m.**  
**City of Lewiston - City Hall Conference Room**  
**1134 "F" Street, Lewiston, Idaho**

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**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.**

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*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](http://cityoflewiston.org). Persons attending this meeting are strongly encouraged to wear a face covering.*

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**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 may be made by:

- ✓ Attending in-person
- ✓ Emailing comments and questions prior to the start of the meeting to [lvontersch@cityoflewiston.org](mailto:lvontersch@cityoflewiston.org) or [dortiz@cityoflewiston.org](mailto: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. CONSENT AGENDA (ACTION ITEMS)**

- A. Approval of Minutes, April 12, 2022**
- B. Approval of Invoices, JBD \$1,785**
- C. Approval of Invoices, Elam & Burke \$3,275**
- D. Approval of Invoice, Presnell Gage \$4,200**
- E. Reimbursement to City of Lewiston for up to \$200 to Advertise Board Openings on Facebook**

**IV. APPROVAL OF INVOICES, LEWISTON MORNING TRIBUNE 363.77 (ACTION ITEM)**

**V. AMENDMENT OF BYLAWS (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.

**VI. BRYDEN AVE MOU WITH LOID (DISCUSSION)**

**VII. UNFINISHED AND NEW BUSINESS**

**A. Board Member Comments**

**B. Staff Comments**

**VIII. ADJOURN (ACTION ITEM)**

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BYLAWS OF  
THE URBAN RENEWAL AGENCY  
OF THE CITY OF LEWISTON, IDAHO

ARTICLE 1  
PUBLIC CORPORATION

The Urban Renewal Agency of the City of Lewiston, Idaho (Agency), is an independent public body, corporate and politic created pursuant to Title 50 Chapter 20 Idaho Code (the Act) and Resolution 99-75 of the City of Lewiston passed on October 18, 1999. These Bylaws are subject to any limitation contained herein.

ARTICLE 2  
NON LIABILITY OF COMMISSIONERS

The private property of the commissioners shall be exempt from execution or other liability from any debts of the Agency and no commissioners shall be liable or responsible for any debts or liabilities of the Agency.

ARTICLE 3  
COMMISSIONERS

Section A. General Powers. The business and affairs of the Agency shall be managed by the board of commissioners which shall exercise all of the powers of the Agency.

Section B. Compensation. Commissioners shall serve without compensation but commissioners shall be entitled to out-of-pocket costs and compensation for their services for projects carried out by the agency.

Section C. Membership. The Agency membership shall consist of representation as follows:

1. An elected official from the Lewiston City Council;
2. An elected official from the Nez Perce County Commission;
3. An elected official from the Port of Lewiston;
4. An official from Valley Vision;
5. ~~Lewiston Administrative Services Director;~~
65. ~~Two~~ Three at large members from the community.

~~With the exception of the Administrative Service director, who shall be a member of the commission by virtue of his/her title, and~~ ~~†~~The at large members of the commission who shall be appointed by the Lewiston City Council, the remaining members shall be nominated by their respective bodies and appointed by the Lewiston City Council.

An elected official may designate an alternate who may participate as a voting member if qualified as an elected official identified in C 1, 2 & 3 above and so identified by the elected body as an appointed alternate.

Section D. Term of Office. Members of respective governing bodies shall hold office only during their respective terms of office. The representative of Valley Vision and the at large members shall serve terms of four years and may be reappointed.

#### ARTICLE 4 MEETINGS OF THE COMMISSIONERS

Section A. Regular Meetings. Regular meetings of the commissioners shall be scheduled on a monthly basis ~~with notice as required by state law~~ at the Lewiston City Hall, 1134 'F' Street, Lewiston, Idaho, for the purpose of transacting such business as may come before the board at such meetings. All regular meetings shall be set and conducted in compliance with the Idaho Open Meetings Law, as set forth in Idaho Code Title 74, Chapter 2, and as amended and recodified hereafter.

Section B. Special Meetings. A special meeting of the board of commissioners may be called at any time by the Chairperson or by any two commissioners by giving written notice to the Secretary specifying the time, date, place and purpose of such meeting. Any special meeting shall be set and conducted in compliance with the Idaho Open Meetings Law, as set forth in Idaho Code Title 74, Chapter 2, and as amended and recodified hereafter. Upon receipt of such notice the Secretary shall cause written notice of such time, date, place and purpose of such meeting to be given to each commissioner of the Agency as hereafter provided in this Article 4.

Section C. Notice of Special Meetings. Notice of special meetings of the Agency shall ~~be made- in compliance with the Idaho Open Meetings Law, as set forth in Idaho Code Title 74, Chapter 2, and as amended and recodified hereafter~~ be as required by the Idaho Open Meeting Law, Idaho Code 74-201 et seq.

Section D. Waiver of Notice. Any commissioner may waive, in writing, any notice of a meeting required to be given by these Bylaws. The attendance of a commissioner at any meeting shall constitute waiver of notice of such meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting has not been lawfully called or convened.

Section E. Resolutions. Resolutions adopted by the Agency in connection with the exercise of any of its powers hereunder, or under the Act, shall be signed by the Chairperson or Vice-Chairperson and attested by the Secretary or Assistant Secretary, provided that the person who attests shall not be the same person as the person who signs.

Section F. Alternate. The designated Agency elected official members may, in their absence, appoint an alternate to represent them at the Agency meetings. Said alternate must meet the eligibility requirements described in Article 3, Section C of the member being represented and will participate as a voting member.



Section G. Quorum. A quorum for the transaction of business shall consist of a majority of four (4) members of the commission.

Section H. Participation in Meetings by Telephone ~~Electronically.~~ URA Board members ~~shall may~~ participate ~~telephonicallyelectronically~~ in Board meetings in compliance with the Idaho Open Meetings Law, as set forth in Idaho Code Title 74, Chapter 2, and as amended and recodified hereafter, ~~and possess the same authority as members who are physically present at the meeting,~~ provided that all of the following conditions are met:

1. ~~At least one quorum of the Board members are is~~ physically present when the Chair calls the meeting to order and ~~remains physically present throughout the meeting;~~
2. ~~The Chair or designee is physically present at the meeting;~~
3. ~~Board members, attending in person and telephonically eletronically,~~ and persons in attendance at the Board meeting can hear any and all comments made at the meeting; and,
4. ~~The participation, motions and votes of the member(s) attending telephonically electronically are recorded in the minutes of the meeting. Telephonic Electronic participation shall be limited to those unique and personal situations that prevent physical attendance at a meeting and will not be used as the primary method of meeting attendance.~~

## ARTICLE 5 OFFICERS

Section A. Number and Qualifications. The officers of the Agency shall be a Chairperson, a Vice-Chairperson, and a Secretary and such other officers as may be determined by the Agency from time to time to perform such duties as may be designated by the Agency.

Section B. Election and Term of Office. The Chairperson, ~~and~~ Vice-Chairperson and Secretary shall be elected annually by the Agency at the first regular annual meeting of the Agency. Each officer shall hold office until his successor shall have been elected. Any vacancy in any office shall be filled by the Agency by election for the unexpired portion of the term. ~~The Lewiston Administrative Services Director shall be the permanent Secretary of the Agency.~~

Section C. Chairperson. The Chairperson:

1. Shall be the principal executive officer of the Agency and, unless otherwise determined by the members of the Agency, shall preside at all meetings of the Agency.
2. May execute any resolutions adopted by the Agency and any documents, certificates, deeds, mortgages, deeds of trust, notes, bonds, contracts or other instruments authorized by the Agency.

3. Shall in general perform all duties incident to the office of the Chairperson and such other duties as may be prescribed by the Agency from time to time.

Section D. Vice-Chairperson. In the absence of the Chairperson or, in the event of the Chairperson's inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when acting shall have all the powers of and be subject to all of the restrictions of the Chairperson. The Vice-Chairperson shall also perform such other duties as from time to time may be prescribed by the Agency.

Section E. Secretary. The Secretary:

1. Shall May attest any resolutions adopted by the Agency and any documents, certificates, deeds, mortgages, deeds of trust, notes, bonds, contracts or other instruments authorized by the Agency to be attested, except in cases in which the attestation thereof shall be expressly delegated by the Agency, or by the Bylaws of the Agency, to some other officer or agent of the Agency, or shall be required by law to be otherwise made.
2. Shall keep the minutes of the meetings of the Agency in one or more books kept for that purpose.
3. Shall see that all notices are duly given in accordance with these Bylaws and as required by law.
4. Shall be custodian of the corporate records and of the seal of the Agency, and may affix the seal of the Agency to resolutions, documents, certificates, deeds, mortgages, deeds of trust, notes, bonds, contracts and other instruments, the execution of which on behalf of the Agency under its seal is duly authorized in accordance with the provisions of these Bylaws.
5. Shall keep a register of the names and post office addresses of all commissioners.
6. Shall keep general charge of the books of the Agency.
7. Shall keep on file at all times a complete copy of the Ordinance of the Municipality creating the Agency and the Bylaws of the Agency, containing all amendments thereto (all of which shall be open to the inspection of the members of the Agency at any time and to the public).
8. ~~May attest any resolutions adopted by the Agency and any documents, certificate, deeds, mortgages, deeds of trust, notes, bonds, contracts or other instruments authorized by the Agency to be attested, except in cases in which the attestation thereof shall be expressly delegated by the Agency, or by the Bylaws of the Agency, to some other officer or agent of the Agency, or shall be required by law to be otherwise made.~~
8. Shall in general, perform all duties incident to the Secretary and such other duties as, from time to time, may be assigned to the Secretary ~~Secretary Administrator~~ by the Agency.
- 8.9. In the event that the Secretary, for any reason, is no longer a commissioner or is otherwise unavailable to fulfill his or her duties to the Agency, the Vice-Chair shall assume the Secretary's responsibilities on an interim basis until the Secretary returns to his or her duties, or a new Secretary is appointed.

9.10. The Secretary may appoint an administrator or administrators to carry out the duties of the Secretary under his or her supervision.

ARTICLE 6  
RULES OF ORDER

Section A. Agenda. The agenda of each regular and special meeting shall be established by the Chair of the Agency in consultation with Agency staff.

Section B. Conduct of the Meeting. The Chair shall be responsible for opening the meeting, confirming the agenda, entertaining discussion on each agenda item, accepting motions and seconds to authorize any action of the Agency to be taken in the meeting and adjourning the meeting.

Section C. Motions. The action to be taken by the Agency shall be confirmed by a vote on a motion to act or not act. The Chair is the arbiter of the course of the discussion and can determine that it is time to consider the motion before the Agency. Because of the statutory requirements of the Agency, roll call votes may be required, otherwise motions are to be voted on by voice vote.

ARTICLE 7  
FINANCIAL TRANSACTIONS

Section A. Contracts. Except as otherwise provided in these Bylaws, the Agency may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Agency, and such authority may be general or confined to specific instances.

Section B. Checks, Drafts, etc. All checks, drafts or other orders for payment of monies, and all notes, bonds, or other evidences of indebtedness issued in the name of the Agency shall be signed by such officer or officers, agent or agents, employee or employees of the Agency and in such manner as shall from time to time be determined by resolution of the Agency.

Section C. Deposits. All funds of the Agency may be deposited from time to time to the credit of the Agency in such banks or other financial institutions as the Agency may select.

Section D. Fiscal Year. The fiscal year of the Agency shall begin on the first day of October of each and every year and shall end on the last day of September of the following calendar year.



ARTICLE 8  
MISCELLANEOUS

Section A. Rules and Regulations. The Agency shall have the power to make and adopt such rules and regulations not inconsistent with law, or these Bylaws, as it may deem desirable for the management of the business and affairs of the Agency.

Section B. Accounting System and Reports. The Agency shall cause to be established and maintained, in accordance with generally accepted principles of accounting, an appropriate accounting system.

ARTICLE 9  
AMENDMENTS

These Bylaws may be altered, amended or repealed by the affirmative vote of a majority of the commissioners then in office, at any regular or special meeting, provided the notice of such meeting shall have contained a copy of the proposed alteration, amendment or repeal.

The foregoing Bylaws were adopted by motion of the board of commissioners on the 14th day of March, 2006, and amended by motion of the board of commissioners on April 17, 2022.

JoAnn Cole-Hansen, Chair

Attest: \_\_\_\_\_