

# January 10, 2023

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THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, January 10, 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; A.L. "Butch" Alford

*BOARD MEMBERS EXCUSED:* Rick Tousley

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

*OTHERS PRESENT:* Jennifer Douglass, URA Attorney

Board member Beck and Anderson moved and seconded, respectively, to add payment approval of invoice for Northwest Engraving Service, LLC to the active agenda. The motion passed 5-0.

## **II. CITIZEN COMMENTS**

Luke stated the City Council approved the contract with Mountain Waterworks to design Phase III of the East Orchards Sewer line expansion.

Jerry Chavez, President/CEO of Valley Vision, introduced himself to the URA Board.

Board members and staff introduced themselves to Mr. Chavez.

## **III. ACTIVE AGENDA (ACTIVE ITEM)**

### **A. Approval of Minutes, December 13, 2022**

Board members Alford and Anderson moved and seconded, respectively, to approve the December 13, 2022 minutes. The motion carried 5-0.

### **B. Approval of Invoice, JBD \$915.00**

Board members Alford and Anderson moved and seconded, respectively, to approve payment of JBD invoice in the amount of \$915. The motion carried 5-0.

### **C. Approval of Invoice, Northwest Engraving Service, LLC \$43.50**

Board members Bond and Anderson moved and seconded, respectively, to approve payment of Northwest Engraving Service, LLC in the amount of \$43.50. The motion carried 5-0.

**D. Adopt Resolution NO. 2022-2 Terminate Memorandum of Understanding with School District (Action Item)**

Board members Anderson and Alford moved and seconded, respectively, to adopt Resolution No. 2022-2. The motion carried 5-0.

**E. Election of Officers:**

**1. Chairperson (Action Item)**

URA attorney Jennifer Douglass provided advice that the safest measure is that at large members should be an officer, due to a possible conflict of interest between agencies.

Board members Anderson and Alford moved and seconded, respectively, the nomination of JoAnn Cole-Hansen for Chairperson. The motion carried 5-0.

**2. Vice-Chairperson (Action Item)**

Board members Alford and Beck moved and seconded, respectively, the nomination of Sheila Bond for Vice-Chairperson. The motion carried 5-0.

Board member Alford stated he did not understand the advice from legal to only have at large members be officers.

URA Attorney Douglass stated Elam and Burke may have experienced scenarios that Lewiston URA may not be aware of.

Board member Anderson asked if there has been any interest for the third at large member seat.

Community Development Director Grow stated that there has been an application received and an interview is scheduled for January 11, 2023, for the third at large member seat.

Board member Alford asked if the secretary position has been filled.

Chair Cole-Hansen stated the secretary position is not filled. There will be a discussion later in the meeting regarding the by-laws that will address this issue.

**IV. UNFINISHED AND NEW BUSINESS**

**A. Board Member Comments**

Chair Cole-Hansen stated she would like to see a better presentation of work that the URA has accomplished.

Board members discussed the possible changes and items they would like to see in this year's Annual Report, such as the increase in property taxes and public safety component to the East Orchards Sewer district, not just focusing on dollars.

Director Grow stated she would email last year's Annual Report to the Board for them to review and encourage the Board to come with suggestions of revisions at the February meeting.

Board Member Beck mentioned having the board get extra education on the allocation areas so they can assist citizens when they are asked questions.

Board Member Anderson notified the board that the Port is having their regular meeting tomorrow.

#### **B. Staff Comments**

Director Grow stated she would like to see the URA be more accessible to the public and provide presentations at City Council in the future.

Chair Cole-Hansen asked if Mountain Waterworks will be coming back to the URA with a new agreement. Director Grow stated Mountain Waterworks has an agreement/contract with the City not the URA. URA has an agreement with the City. URA is behind in regards to the financial portion of the agreement, so the City will be billing the URA for more than the normal 50% of the first few invoices.

#### **C. Review of By Laws (Tabled from November)**

Chair Cole-Hansen stated the current By-Laws address a Secretary position. The Board needed to discuss whether or not they wanted to keep this position in the By-laws.

Board member Alford stated historically they have had secretary, but most of the work was completed by the City and doesn't see the Board having a secretary replacing the function of the City.

Chair Cole-Hansen asked if a secretary was needed to attest to documents or would the Vice Chairperson be able to do that.

Board member Alford stated the Vice Chairperson could attest.

Director Grow stated having this position in the By-Laws doesn't make the duties happen; rather it is the contract with the City that accomplishes them. She suggested that the language be removed.

URA Attorney Douglass stated assigning these tasks to a Board Member would be really difficult task and a liability to the Agency.

Chair Cole-Hansen asked for a redline draft of the By-Laws removing these duties and making appropriate corrections. She directed staff to add the By Laws to the February agenda.

**V. ADJOURN (ACTION ITEM)**

There being no further business, Board members Alford and Beck moved and seconded, respectively, to adjourn. The motion carried 5-0 and the Urban Renewal Agency Board adjourned at approximately 12:37 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

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DAWN ORTIZ,  
RECORDING SECRETARY

\_\_\_\_\_  
URBAN RENEWAL AGENCY CHAIR

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.