

# September 13, 2022

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THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, September 13, 2022, at Lewiston City Hall. Interim Chair JoAnn Cole-Hansen called the meeting to order at 12:01 p.m.

## **I. CALL TO ORDER**

*BOARD MEMBERS PRESENT:* JoAnn Cole-Hansen; Don Beck; Joe Anderson arriving at 12:02 pm; Rick Tousley; Sheila Bond

*BOARD MEMBERS EXCUSED:* A.L. "Butch" Alford;

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

## **II. CITIZEN COMMENTS**

None.

## **III. CONSENT AGENDA (ACTION ITEMS)**

**A. Approval of Minutes, August 9, 2022**

**B. Approval of Invoices, JBD \$300**

**C. Approval of Invoice, Elam & Burke \$180**

Board members Tousley and Beck moved and seconded, respectively, the approval of the consent agenda with the discussed changes to the minutes. The motion carried 5-0.

## **IV. ACTIVE AGENDA**

**A. Approve Invoice, Lewiston Morning Tribune, \$415.50 (Action Item)**

Board members Anderson and Bond moved and seconded, respectively, the approval of the Lewiston Morning Tribune invoice with a late charge for a total of \$423.81. The motion carried 5-0.

**B. Overview of Plans (Discussion)**

Community Development Director Laura Von Tersch provided an overview of how a URA area is created and then reviewed the active URA areas; MEM #4, EOS #5, Bryden #6, Downtown #7 and the potential projects within each area. Area #4 has one last payment that will be paid in 2023. Staff Von Tersch also walked the board through how URA receives its funding from these areas.

**C. Update on Director Services (Discussion)**

Staff Von Tersch stated Katie Hollingshead will be staff liaison for future meetings after Laura's retirement. Staff Von Tersch has been asked by Mayor Johnson to stay on until the end of December to assist with the URA meetings. Staff Von Tersch is open

to continuing after December on a private basis if the Board so chooses. Staff Von Tersch also stated Mayor Johnson would like something in writing that states what city employees do to support the URA and how much the City should be paid for these services.

Both Jennifer Douglass and Interim Chair Cole-Hansen would like to keep the agreement on the October agenda.

**V. UNFINISHED AND NEW BUSINESS**

**A. Board Member Comments**

Board member Anderson stated the Port is going through several transitions for a few employees leaving and starting employment.

**B. Staff Comments**

Staff Von Tersch stated next meeting should have an election of officers and will be presenting Dan Marsh with a plaque for service on the URA Board. Staff Von Tersch also recommends revisiting a memorandum between the Lewiston School District and URA in regards to the old High School and resolving it.

Board member Beck asked if the By-Laws will be adjusted after the new elections.

Jennifer Douglas stated the By-Laws should be revisited to address some concerns in regard to the secretary position.

Board member Beck asked if Mayor Johnson was expecting the Board to pay for a secretary to take the minutes and store documentation.

Staff Von Tersch stated that is a possibility.

**VI. ADJOURN (ACTION ITEM)**

There being no further business, Board member Bond and Anderson moved and seconded, respectively to adjourn. The motion carried 5-0 and the Urban Renewal Agency Board adjourned at approximately 1:03 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

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DAWN M. ORTIZ,  
RECORDING SECRETARY

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022.