

URBAN RENEWAL AGENCY BOARD MEETING AGENDA

Tuesday, April 13, 2021 - 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 the Governor's Stage 3 Order (issued February 2, 2021), the number of people allowed to attend this meeting in-person will be limited to a maximum of 50, or a lesser number based upon room capacity for 6-foot physical distancing. Seating will be available on a first-come, first-served basis. Persons attending this meeting are strongly encouraged to wear a face covering. 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

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 or tbrocke@cityoflewiston.org
- ✓ Mailing written comments prior to the start of the meeting to Laura Von Tersch, PO Box 617, Lewiston ID 83501
- ✓ Calling 208-798-2570 and leaving your message. Your comments will then be forwarded to the Urban Renewal Agency Board.

III. CONSENT AGENDA (ACTION ITEMS)

A. Approval of Minutes

1. February 9, 2021 Meeting Minutes
2. March 1, 2021 Meeting Minutes
3. March 9, 2021 Meeting Minutes

B. Approval of Invoices

1. Jennifer Douglass, \$868
2. Elam & Burke, \$135

IV. APPROVE LEWISTON MORNING TRIBUNE INVOICE \$86.12 (ACTION ITEM)

V. UNFINISHED AND NEW BUSINESS

1. Board Member Comments

2. Staff Comments

- a. Cedar Avenue sewer bid awarded
- b. Construction starting 4/5/21
- c. Downtown RAA #7 scheduled for P & Z 4/14/21

VI. ADJOURN

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.

FEBRUARY 9, 2021

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular hybrid meeting Tuesday, February 9, 2021, at Lewiston City Hall and through the Zoom Software. Chair Joe Hulett called the meeting to order at 12:01 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Chair, Joe Hulett; Vice Chair, JoAnn Cole-Hansen; A.L. "Butch" Alford; Don Beck; Bob Blakey; Mary Hasenoehrl; Dan Marsh;

STAFF MEMBERS PRESENT: Laura Von Tersch, Community Development Director; Jennifer Douglass, URA Attorney; Tanya Brocke, Community Development Specialist; Dustin Johnson, City Engineer; Aaron Butler, IT;

Board members Alfred and Hasenoehrl moved and seconded, respectively, to modify Agenda Item IV. B. 1 from XX to \$132. The motion carried 7-0.

II. CITIZEN COMMENTS

None.

III. PUBLIC HEARING

A. **Accepting Public Testimony on Urban Renewal Plan, RAA #7, Downtown/Normal Hill.**

Chair Hulett opened the public hearing and asked Ms. Von Tersch for a staff summary. Ms. Von Tersch provided a brief summary of the Urban Renewal Plan RAA #7. There being no public comment, or any public in attendance, Chair Hulett closed the public hearing.

IV. CONSENT AGENDA (ACTION ITEMS)

A. **Approval of January 12, 2021 Meeting Minutes**

B. **Approval of Invoices**

1. **Jennifer Douglass \$132**
2. **Elam & Burke, \$90**
3. **City of Lewiston, \$50**

Board members Hasenoehrl and Alford moved and seconded, respectively approval of the consent agenda. The motion carried 7-0.

V. ADOPT RESOLUTION NO. 2021-1 APPROVING URBAN RENEWAL PLAN, RAA #7, DOWNTOWN/NORMAL HILL

Board members Cole-Hansen and Marsh moved and seconded, respectively, to adopt resolution 2021-1 with the changes. The motion carried 6-1 with Commissioner Beck voting nay.

VI. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board member Hulett noted he attended the City Council meeting and Ms. Von Tersch did a great job presenting the new RAA.

Board member Alford remembered that they had previous chairs of the URA board that were mayors in the past.

Board member Cole-Hansen informed Board members that she would not be renewing her term, which is up in March.

B. Staff Comments

Ms. Von Tersch noted that since the council approved the RAA it sets the stage for the draft plan and she can move forward next month to a public hearing if the board is ready.

Ms. Von Tersch also noted she would notice the plan up for hearing and the draft Annual Report.

VII. ADJOURN

There being no more business to come before the board, Chair Hulett adjourned the meeting at approximately 12:36 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

TANYA M. BROCKE,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of _____, 2021.

MARCH 1, 2021

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a special hybrid meeting Monday, March 1, 2021, at Lewiston City Hall and through the Zoom Software. Chair Joe Hulett called the meeting to order at 12:01 p.m.

I. **CALL TO ORDER**

BOARD MEMBERS PRESENT: Chair, Joe Hulett; Vice Chair, JoAnn Cole-Hansen; A.L. "Butch" Alford; Bob Blakey; Mary Hasenoehrl; Dan Marsh;

BOARD MEMBERS EXCUSED: Don Beck;

STAFF MEMBERS PRESENT: Laura Von Tersch, Community Development Director; Jennifer Douglass, URA Attorney; Tanya Brocke, Community Development Specialist; Aaron Butler, IT;

II. **CITIZEN COMMENTS**

None.

III. **RECOMMEND TO CITY OF LEWISTON TO AWARD BID FOR EAST ORCHARDS SEWER, M.L. ALBRIGHT AND SONS IN THE AMOUNT OF \$237,780**

Community Development Director Laura Von Tersch informed the Board that a special meeting was called so there would be a clean record that the URA approved the bid award. Ms. Von Tersch explained that the URA has authorization to expend their own resources, but the Board is asking the City to be the contracting party, therefore, City Council has to specifically approve and award the bid.

Board members Blakey and Alford moved and seconded, respectively, to recommend City Council accept the bid from M.L. Albright and Sons for the East Orchards Sewer project. The motion carried 6-0.

IV. **ADJOURN**

There being no further business to come before the board, Chair Hulett adjourned the meeting at approximately 12:13 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

TANYA M. BROCKE,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this ____ day of _____, 2021.

MARCH 9, 2021

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular hybrid meeting Tuesday, March 9, 2021, at Lewiston City Hall and through the Zoom Software. Chair Joe Hulett called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Chair, Joe Hulett; Vice Chair, JoAnn Cole-Hansen; A.L. "Butch" Alford; Don Beck; Bob Blakey; Mary Hasenoehrl; Dan Marsh;

STAFF MEMBERS PRESENT: Laura Von Tersch, Community Development Director; Jennifer Douglass, URA Attorney; Tanya Brocke, Community Development Specialist; Dustin Johnson, Interim Public Works Director; Aaron Butler, IT;

II. CITIZEN COMMENTS

None.

III. PUBLIC HEARING

A. **Accepting Public Testimony on 2020 Annual Report**

Chair Hulett opened the public hearing and asked Ms. Von Tersch for a staff summary. Ms. Von Tersch provided a brief summary of the Annual Report and noted no comments had been received. There being no public comment, or any public in attendance, Chair Hulett closed the public hearing.

IV. CONSENT AGENDA (ACTION ITEMS)

A. **Approval of Invoices**

1. ~~Jennifer Douglass \$xxx~~
2. **Lewiston Tribune, \$65.52 + \$62.40 = \$127.92**
3. **ICRMP, \$1,546**

Board members Blakey and Hasenoehrl moved and seconded, respectively approval of the consent agenda. The motion carried 6-0-1 with Board member Alford abstaining.

V. APPROVE 2020 AUDIT

Chair Hulett introduced Dawn Aliverti and Mitch Marx with Presnell Gage. Ms. Aliverti provided a summary of the financial information in the 2020 Audit report.

Board member Marsh asked for confirmation that the funding was rebated. Ms. Von Tersch confirmed that three rounds of rebates had gone out.

Board members Hasenoehrl and Alford moved and seconded, respectively, to adopt the 2020 audit. The motion passed 7-0.

VI. APPROVE 2020 ANNUAL REPORT

Board members Hasenoehrl and Blakey moved and seconded, respectively, to approve the 2020 Annual Report.

Board members Alford and Cole-Hansen suggested a few minor formatting changes to maintain consistency with the numbers.

Board members Hasenoehrl and Blakey amended the motion to approve the 2020 Annual Report with the minor changes. The motion carried 7-0.

VII. APPROVE PAYMENT TO THE CITY OF LEWISTON, \$75,000 FOR WATER AND STORMWATER LINES IN RAA #4

Board members Alford and Cole-Hansen moved and seconded, respectively, to approve the payment of \$75,000 to the City for water and stormwater lines in RAA #4. The motion carried 7-0.

VIII. THANK YOU TO JO ANN COLE-HANSEN FOR HER SERVICE

Chair Hulett explained that at the February meeting, Board member Cole-Hansen had not planned to renew her term and a plaque was made in honor of her eight years of service on the Board. Chair Hulett noted that Board member Cole-Hansen had since decided to renew her term on the Board.

Board member Blakey noted Ms. Cole-Hansen's reappointment had been inadvertently left off the City Council's agenda and would be placed on the next City Council meeting.

IX. UNFINISHED AND NEW BUSINESS**A. Board Member Comments**

Board member Hasenoehrl asked if they could talk about SB1108. Ms. Von Tersch provided a document that showed the potential impacts of SB1108 on terminated revenue allocation areas.

Board member Beck brought up that the County had been receiving questions regarding Mr. Greco's property and that the County is trying to find out how to help get answers.

Ms. Douglass indicated that the agreement on the plat is with the City of Lewiston and not with the URA and suggested it be placed on the City Council agenda. Board members agreed that it should be discussed at a City Council work session and they would monitor the discussions.

B. Staff Comments

Ms. Von Tersch noted the draft URA plan for the RAA #7 Downtown goes to the Planning and Zoning Commission on March 10, 2021.

Ms. Douglass disclosed to the Board that she met with Meghan Conrad and asked if they should strike the reference to the Downtown Master Plan in Appendix F. Ms. Conrad recommended instead to write it in a way to reference the agencies discretion and authority.

X. ADJOURN

There being no more business to come before the Board, Chair Hulett adjourned the meeting at approximately 1:01 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

TANYA M. BROCKE,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this ____ day of _____, 2021.

III B1

1109 12th Street
Clarkston WA 99403
PO Box 321
Lewiston ID 83501
208.746.0344

Jennifer Douglass
Attorney at Law

Statement

Urban Renewal Agency
Attn: Laura Von Tersch
1134 F Street
Lewiston ID 83501

Date 2/28/2021
Account # 2516.000

Hours

01/31/2021	Balance forward		132.00
	2516.000 - Business-		
02/08/2021	Review of voluminous packet prior to meeting, consultation with staff re posting of packet on website	1.30	156.00
02/12/2021	Telephone call with chair, updates on RAA 7 from staff	0.50	60.00
02/18/2021	PMT		-132.00
02/25/2021	Telephone calls with outside counsel re specificity of RAA, follow up consultation with chair, proposed revisions for upcoming meeting	2.20	264.00

Balance Due \$480.00

III 131

Jennifer Douglass
Attorney at Law

1109 12th Street
Clarkston WA 99403
PO Box 321
Lewiston ID 83501
208.746.0344

Urban Renewal Agency
Attn: Laura Von Tersch
1134 F Street
Lewiston ID 83501

Statement

Date 3/31/2021
Account # 2516.000

		Hours	
02/28/2021	Balance forward		480.00
	2516.000 - Business-		
03/01/2021	Special Meeting, prep and consultation with chair	0.80	96.00
03/04/2021	follow up with chair re legislation under consideration and county meeting, agenda items for Tuesday	0.30	36.00
03/09/2021	prep for and attend meeting. brief consultation with outside counsel re legislation and downtown RAA	1.30	156.00
03/23/2021	Review of summaries/updates, recent S CT opinion and legislation potentially affecting URA	0.50	100.00

Balance Due \$868.00

III B2

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

February 28, 2021

Invoice # 189737

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED
From February 25, 2021 Through February 28, 2021

RE: Special Counsel

CLIENT/MATTER: 00898-00001

HOURS

2/25/21 MSC .60 Call with Jennifer Douglass to discuss impact of
S1108 and plan "specificity" requirement.

PROFESSIONAL FEES 135.00

Timekeeper	Staff	Rate	Hours	Amount	Non-Chargeable	
					Hours	Amount
Conrad, Meghan S.	Shareholder	225.00	.60	135.00	.00	.00
			.60	135.00	.00	.00

INVOICE TOTAL 135.00

IV

TPC Holdings, Inc.
 Lewiston Tribune
 Moscow-Pullman Daily News
 Auto Clipper
 Gander Digital
 TPC Printing
 Today's Mail

Federal EIN #82-0500182
 P.O. Box 957 Lewiston, ID 83501
 (208) 848-2288
 (800) 745-9411 (ID & WA Only)
 Fax: (208) 743-0297

Statement

DATE	REFERENCE #
03/31/2021	526965

BILL TO: URBAN RENEWAL AGENCY
 C/O CITY OF LEWISTON
 PO BOX 617
 LEWISTON ID 83501-0617

Account Number: 935580
 Balance Due: \$86.12
 Salesperson: STEVE 208-848-2299

DATE	AD NUMBER OR P.O. NUMBER	CHARGES OR CREDITS DESCRIPTION/PRODUCT CODE	TOTAL SPACE	COLUMNS	DEPTH	CHARGES
		Balance Forward:				129.23
03/14/21	162307	162307 PU0310211	0 X 0.00		LT	17.48
		BROCKE, TA				
03/22/21		PAYMENT				(127.92)
03/28/21	162412	162412 PU0318212	0 X 0.00		LT	68.64
		BROCKE, TA				
03/31/21		W/O SERVICE CHARGE				(1.31)

PREVIOUS BALANCE		NEW CHARGES		CREDITS		BALANCE DUE
\$129.23	+	\$86.12		(\$129.23)		\$86.12

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Contact Barb at bmarsh@lmtribune.com or 208.848.2288 if interested in paperless billing

PAYABLE UPON RECEIPT

CURRENT NET AMOUNT DUE	31-60 DAYS	61-90 DAYS	91-OVER	TOTAL AMOUNT DUE
\$86.12	\$0.00	\$0.00	\$0.00	\$86.12

1.75% FINANCE CHARGE APPLIED TO BALANCES PAST 30 DAYS

REMITTANCE ADDRESS	BILLED ACCOUNT NAME	BILLING PERIOD
TPC Holdings, Inc. PO Box 957 Lewiston, Idaho 83501	URBAN RENEWAL AGENCY C/O CITY OF LEWISTON PO BOX 617 LEWISTON ID 83501-0617	03/01/21 -> 03/31/21
		ACCOUNT NUMBER
		935580
		\$ AMOUNT ENCLOSED

Contact Barb at bmarsh@lmtribune.com or 208.848.2288 if interested in paperless billing

Bid awarded
3/22/21

V2



CITY COUNCIL MEETING AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE BID AWARD —IFB-21-009 Cedar Ave (2000 Block) Sewer Project		AGENDA NO. _____ AGENDA DATE _____ CONSENT: <input type="checkbox"/> ACTIVE: <input type="checkbox"/>	1ST READING _____ 2ND READING _____ 3RD/ADOPTION _____
ORIGINATING SOURCE Joy Schwank, Purchasing Agent Date: 3/15/21	FUNDING CERTIFICATION (IF APPLICABLE) Dan Marsh Date: 3/15/21		
DIVISION MANAGER REVIEW (If applicable) Date: _____	DEPARTMENT MANAGER REVIEW (If applicable) Date: _____		
RECOMMENDED FOR COUNCIL ACTION	CITY MANAGER Date: _____		
ITEM HISTORY (PREVIOUS COUNCIL REVIEWS, ACTION RELATED TO THIS ITEM, OTHER PERTINENT HISTORY) November 27, 2017: Council approved an agreement with the URA regarding funding for the East Orchards sewer expansion project (RAA#5). December 14, 2017: City made \$1,000,000 payment to Banner Bank as part of the funding agreement with URA. April 9, 2018: Awarded bid for IFB-18-013 2018 East Orchards Sewer Expansion Phase I to Titan Technologies in the total amount of \$1,299,532.50. Contractor pay applications were paid by the URA. Some funding remained after completion of the project.			
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.) Please identify any or all impacts this proposed action would have on the City budget and/or personnel resources. Bid documents were distributed through an online plan center, Quest CDN. A link to the bid documents was placed on the City's website to provide a viewing copy to bidders and other interested persons. Notice was also provided to those signed up for bid notifications on the City's website. Four general contractors obtained bid documents. All legal advertising requirements were completed. Only one bid was received and opened on February 23, 2021. M.L. Albright & Sons, Inc. submitted the only bid in the amount of \$237,780.00 for the base bid and one alternate. Engineering has reviewed the bid for specification compliance. Please see attached memo from project engineer Joe Kaufman. Budget Impact – The City will not issue a purchase order for this project but will instead send contractor invoices to the URA for payment.			
ACTION PROPOSED Staff recommends that the City Council award the bid for IFB-21-009 Cedar Ave (2000 Block) Sewer Project to M.L. Albright & Sons, Inc., in the total amount of \$237,780.00 for the base bid and alternate A, and authorize the Mayor to execute the agreement between M.L. Albright & Sons, Inc. and the City.			

Memo



Prepared For: Joy Schwank, Purchasing Agent

Prepared By: Joe Kaufman, P.E., Engineering Project Supervisor

Date: 03/02/2021

Subject: Cedar Ave. (2000 Block) Sewer Project: IFB-21-009
Recommendation to Award Contract

We have reviewed the one (1) bid package received for this project on February 23, 2021 and have deemed the bid to be responsive. M. L. Albright and Sons submitted the bid as shown in the attached itemized Bid Tabulation.

I recommend the City award the Cedar Ave. (2000 Block) Sewer Project to the lowest responsive bidder, M. L. Albright and Sons for a total of \$237,780.00 which includes the base bid of \$184,730.00 and the bid alternate of \$53,050.00. The contractor and listed subcontractor both have current public works licenses in the State of Idaho. The total is \$5,162.00 (2.2%) over the engineer's estimate of \$232,618.00. The estimate was prepared several years ago and did not account for construction inflation.

The work generally consists of construction of 980 linear feet of new 8-inch PVC sewer collection main with manholes and service laterals including the Bid Alternate. Restoration will include approximately 1,778 SY of plant mix pavement and 165 LF of rolled curb.

Expenditures for construction and engineering for the project will be paid by the Urban Renewal Agency. They recommended that the City Council award the project after reviewing the bid in a special meeting held March 1, 2021.

The construction contract for this project is attached. Please complete the contract between M. L. Albright and Sons and the City of Lewiston. It is anticipated that the City Council will approve this contract at their next meeting.