

**URBAN RENEWAL AGENCY BOARD**  
**MEETING AGENDA**  
**Tuesday, May 11, 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.**

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*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](http://cityoflewiston.org)*

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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 [tbrocke@cityoflewiston.org](mailto: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 April 13, 2021**

**B. Approval of Invoices**

1. Jennifer Douglass, \$xxx
2. Elam & Burke, \$90
3. Presnell Gage \$4,100
4. Reimbursement to City of Lewiston Cedar Ave. Sewer \$5,973.66

**IV. UNFINISHED AND NEW BUSINESS**

1. Board Member Comments
2. Staff Comments
  - a. Update on Sewer projects

**V. 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.

APRIL 13, 2021

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THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular hybrid meeting Tuesday, April 13, 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; Dan Marsh;

*BOARD MEMBERS EXCUSED:* Bob Blakey; Mary Hasenoehrl;

*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. 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

Board members Marsh and Beck moved and seconded, respectively approval of the consent agenda. The motion carried 5-0.

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

Board members Cole-Hansen and Beck moved and seconded, respectively, to approve the Lewiston Morning Tribune invoice. The motion passed 4-0-1 with Board member Alford abstaining.

**V. UNFINISHED AND NEW BUSINESS**

**A. Board Member Comments**

None

**B. Staff Comments**

Ms. Von Tersch noted the sewer bid was awarded and that she is now involved in managing the project. She informed the board that 13 property owners were notified and 4 have signed agreements, which is an excellent response.

**VI. ADJOURN**

There being no more business to come before the Board, Chair Hulett adjourned the meeting at approximately 12:19 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

\_\_\_\_\_  
TANYA M. BROCKE,  
RECORDING SECRETARY

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**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

March 31, 2021

Invoice # 190167

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED

From March 3, 2021 Through March 31, 2021

RE: Special Counsel

CLIENT/MATTER: 00898-00001

HOURS

3/03/21	MSC	.20	Draft email communication to attorney Douglass concerning pending legislation that may impact potential future project area; request for action.
3/09/21	MSC	.20	Review and follow up on email communications related to potential issue with the county.

PROFESSIONAL FEES 90.00

Timekeeper	Staff	Rate	Hours	Amount	Non-Chargeable	
					Hours	Amount
Conrad, Meghan S.	Shareholder	225.00	.40	90.00	.00	.00
			.40	90.00	.00	.00

INVOICE TOTAL 90.00

BALANCE FORWARD 135.00

**ELAM & BURKE**  
ATTORNEYS AT LAW

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Telephone 208 343-5454  
Fax 208 384-5844

Tax Id No. 82-0451327

RE: Special Counsel

CLIENT/MATTER: 00898-00001  
March 31, 2021  
Invoice # 190167

BALANCE DUE

225.00

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1216 Idaho St.  
PO Box 555  
Lewiston, ID 83501  
(208) 746-8281  
Fax (208) 746-5174

609 S. Washington, Ste. 202  
Moscow, ID 83843  
(208) 882-2211  
Fax (208) 883-3808

109 S. Mill St.  
Grangeville, ID 83530  
(208) 983-1254  
Fax (208) 983-1406

216 Johnson Ave.  
PO Box 632  
Orofino, Idaho 83544  
(208) 476-3012  
Fax (208) 476-4564

1230 SE Bishop Blvd.  
PO Box 87  
Pullman, WA 99163  
(509) 332-6541  
Fax (888) 275-1132

URBAN RENEWAL AGENCY OF THE CITY OF LEWISTON  
PO BOX 617  
LEWISTON, ID 83501

Invoice No. 394536  
Date 03/31/2021  
Client No. 07914

RETURN THIS PORTION WITH REMITTANCE



Final billing for the audit of financial statements and report thereon for the year ended September 30, 2020.

\$ 4,100.00

Total Invoice Amount 4,100.00

Prior Balance 0.00

Total Amount Due \$ 4,100.00

0 - 30	31- 60	61 - 90	91 - 120	Over 120	Balance
4,100.00	0.00	0.00	0.00	0.00	4,100.00

Accounts are due upon receipt. 1.5% per month carrying charge is added to accounts outstanding 30 days or more with a minimum charge of \$5.00 per month.

We do accept Visa and Mastercard.

Visit our web site at [www.presnellgage.com](http://www.presnellgage.com)



April 22, 2021

Laura VonTersch  
Urban Renewal Agency  
Via Hand Delivery  
Lewiston, ID 83501

RE: East Orchards Sewer (EOS) Improvements

Dear Laura:

The City of Lewiston is requesting reimbursement for consultant services for the above-referenced project. This is the sixth reimbursement request in the amount of \$5,973.66, which is \$3,559.85 for amendment 3 and \$2,413.81 for amendment 4.

Work described as Phase I EOS Amendment 3 - survey & engineering design services for additional 3,000 LF of collection trunk connecting main trunk: Cedar, 20th - Lindsay Cr Rd; Alder, 20th to 21st Sts; 20th St, Grelle Ave. to Alder Ave.; and Amendment 4 - incorporate completed design of 4 segments into a complete set, bidding assistance, construction management, and inspection, 2000 blk of Cedar Ave.

Total reimbursed to date for amendment 3 is \$39,440.15. Zero for amendment 4.

In support of this request, I have attached a copy of the invoice and evidence of payment.

Please call me at (208)790-8805 or email [shagemann@cityoflewiston.org](mailto:shagemann@cityoflewiston.org) if you have any questions or need additional information.

Sincerely,

*Sandi Hagemann*

Digitally signed by Sandi Hagemann  
DN: cn=Sandi Hagemann, o=City of Lewiston, ou=Public Works  
Dept., email=S.Hagemann@cityoflewiston.org, c=US  
Date: 2021.04.22 09:31:05 -0700

Public Works

G:\Shared drives\Public Works CAPITAL\Wastewater\Wastewater Collections\WW041 East Orchards Sewer Expansion Phase I\Financial\URA Payments\Reimbursement\Reimb Req 6 for MWW Ph I Amd 3.docx  
ecopy: Wendy LaVoie, City Finance (receipt to 09-220-000-43100)  
Joe Kaufman, PE, Engineering Project Supervisor





# Memo



**TO: URBAN RENEWAL AGENCY**  
**FROM: LAURA VON TERSCH, COMMUNITY DEVELOPMENT DIRECTOR**  
**DATE: MAY 11, 2021**  
**RE: UPDATE ON SEWER PROJECTS**

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East Orchards Sewer (EOS) Status

5/11/2021

Phase I

- 64 Parcels fronting EOS.
- 22 Homeowners connected during project.
- 29 Homeowners paid for a tap to their property.
- 5 Homeowners agreed to pay for the tap if they use it.

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56/64 = 88% positive response rate.

The sewer line on Powers east of 22<sup>nd</sup> caused 5 properties to annex.

Lindsey Creek Estates (Grelle to Powers, east of 21<sup>st</sup>) approved for 90 units is under construction.

Phase II – Cedar Ave line east of 20<sup>th</sup>

Thirteen properties with septic systems. Six have signed an agreement to connect to municipal sewer within the next year. 6/13 = 46% positive response rate.

These six properties will utilize a grant the city secured from DEQ. Grant terms are 60% of a property owner's cost up to \$6,000.

Phase III – DEQ Grant \$417,000 to abandon 20 septic systems and run minor line extensions.

Cedar Avenue – six systems to be abandoned. Titus (not along EOS) - one.

Remaining 34 owners along EOS trunk notified of grant funding opportunity (letter sent 4/23/21). As of May 3, one owner has signed an agreement; one owner is reviewing the agreement.

Other

April 21, 2021 City Council held a special meeting to find acceptable terms for annexation of Sky View Estates and connection to city sewer (300+ lots). City sent a draft agreement to Mr. Greco 4/26/21 and is awaiting a reply.

**URBAN RENEWAL AGENCY  
FISCAL YEAR 2020  
SUMMARY OF ACTIVITY (as of 3/31/21)**

	DATE	Downtown (#3)	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	Total
<b>9/30/2020</b>		<b>18,256.13</b>	<b>46,371.57</b>	<b>1,353,579.64</b>	<b>58,923.38</b>	<b>1,477,130.72</b>
<b>RECEIPTS:</b>						
Monthly Urban Renewal Collections (Property Tax)	OCT'20-SEPT'21		159,964.50	117,918.91	85,352.80	363,236.21
Reimbursements	OCT'20-SEPT'21	342.00	(167.25)		(167.25)	7.50
City of Lewiston PW Reimbursement						-
Twin River Bank Interest Eamed	OCT'20-SEPT'21		88.49	48.45	88.40	225.34
P1FCU Interest Eamed						-
<b>EXPENDITURES:</b>						
Pmt to ICRMP	OCT'20		(386.50)		(386.50)	(773.00)
Pmt to Elam & Burke	OCT'20	(157.50)				(157.50)
Pmt to Jennifer Douglass	OCT'20	(960.00)	(360.00)		(360.00)	(1,680.00)
Pmt to City of Lewiston	NOV'20	(1,514.24)	(1,514.24)		(1,514.25)	(4,542.73)
Pmt to City of Lewiston	NOV'20			(2,486.00)		(2,486.00)
Pmt to Elam & Burke	NOV'20	(22.50)				(22.50)
Pmt to Redevelopment Association of Idaho	NOV'20		(625.00)		(625.00)	(1,250.00)
Pmt to City of Lewiston	NOV'20	(9,690.70)				(9,690.70)
Pmt to Nez Perce County	NOV'20	(5,267.86)				(5,267.86)
Pmt to Independent School District	NOV'20	(868.94)				(868.94)
Pmt to Port of Lewiston	NOV'20	(116.39)				(116.39)
Pmt to Jennifer Douglass	JAN'21		(180.00)		(180.00)	(360.00)
Pmt to Tanya Brocke - VOID reissued to City	FEB'21		-		-	-
Pmt to Jennifer Douglass	FEB'21		(66.00)		(66.00)	(132.00)
Pmt to Elam & Burke	FEB'21		(45.00)		(45.00)	(90.00)
Pmt to City of Lewiston	FEB'21		(25.00)		(25.00)	(50.00)
Pmt to ICRMP	MAR'21		(386.50)		(386.50)	(773.00)
Pmt to TPC Holdings	MAR'21		(63.96)		(63.96)	(127.92)
Pmt to City of Lewiston	MAR'21		(75,000.00)			(75,000.00)
						-
						-
<b>BALANCE</b>		<b>0.00</b>	<b>127,605.11</b>	<b>1,469,061.00</b>	<b>140,545.12</b>	<b>1,737,211.23</b>
<b>Restricted &amp; Reserved Funds</b>						
#5 Debt Service Reserve Primary - Banner				(161,000.00)		(161,000.00)
#5 Debt Service Reserve Secondary - Banner				(400,000.00)		(400,000.00)
#5 Capitalized Interest - Banner				(28,604.01)		(28,604.01)
						-
<b>AVAILABLE FUNDS</b>		<b>0.00</b>	<b>127,605.11</b>	<b>879,456.99</b>	<b>140,545.12</b>	<b>1,147,607.22</b>

	Downtown (#3)	East Main (#4)	East Orchards Sewer (#5)	Bryden (#6)	
Twin River National Bank	0.00	127,605.11	117,967.36	140,545.12	386,117.59 x
Banner Bank - Public Funds Checking Unrestricted			761,489.63	-	761,489.63 x
Banner Bank - Public Fund Checking Restricted			589,604.01	-	589,604.01 x
					-
	<b>0.00</b>	<b>127,605.11</b>	<b>1,469,061.00</b>	<b>140,545.12</b>	<b>1,737,211.23</b>