

**URBAN RENEWAL AGENCY BOARD**  
**MEETING AGENDA**  
**Tuesday, August 10, 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 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 [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 208-746-1318 x 7265 and leave a message. Your comments will then be forwarded to the Urban Renewal Agency Board.

**III. PUBLIC HEARINGS**

- A. Accepting Public Testimony on Revised FY 21 Budget
- B. Accepting Testimony on FY 22 Budget

**IV. CONSENT AGENDA (ACTION ITEM)**

- A. Approval of Minutes July 13, 2021

**V. APPROVAL OF INVOICE, LEWISTON MORNING TRIBUNE, \$139.04 (\$68.84 + \$70.20 (ACTION ITEM))**

**VI. APPROVE REVISED FY 21 BUDGET (ACTION ITEM)**

**VII. APPROVE FY 22 BUDGET (ACTION ITEM)**

**VIII. UNFINISHED AND NEW BUSINESS**

- 1. Board Member Comments**
- 2. Staff Comments**

**IX. 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.

# URA BUDGET FY21

AMENDED 8/10/21

	AREA 4 MEM	AREA 5 EOS	AREA 6 BRYDEN	TOTAL
<b>REVENUES</b>				
Bond Proceeds	\$ -	\$ -	\$ -	\$ -
Tax Receipts	226,990	178,276	145,233	550,499
Interest	110	70	110	290
City of Lewiston	-	-	-	-
<b>Total Revenues</b>	<b>\$ 227,100</b>	<b>\$ 178,346</b>	<b>\$ 145,343</b>	<b>\$ 550,789</b>
<b>EXPENSES</b>				
Project Costs	\$ 175,000	\$ 400,000	\$ -	\$ 575,000
Bond Costs	-	-	-	-
Interest	-	57,013	-	57,013
Principle	-	91,937	-	91,937
Professional Services (1)	12,000	-	12,000	24,000
Publications/misc	500	-	500	1,000
<b>Total Expenses</b>	<b>\$ 187,500</b>	<b>\$ 548,950</b>	<b>\$ 12,500</b>	<b>\$ 748,950</b>
<b>Subtotal: Revenues Less Expenses</b>	<b>\$ 39,600</b>	<b>\$ (370,604)</b>	<b>\$ 132,843</b>	<b>\$ (198,161)</b>
<b>FUND BALANCE BEGINNING OF YEAR</b>	<b>\$ 46,371</b>	<b>\$ 1,353,579</b>	<b>\$ 58,923</b>	<b>\$ 1,458,873</b>
<b>PLUS TOTAL REVENUES</b>	<b>227,100</b>	<b>178,346</b>	<b>145,343</b>	<b>550,789</b>
<b>LESS TOTAL EXPENSES</b>	<b>187,500</b>	<b>548,950</b>	<b>12,500</b>	<b>748,950</b>
<b>FUND BALANCE END OF YEAR</b>	<b>\$ 85,971</b>	<b>\$ 982,975</b>	<b>\$ 191,766</b>	<b>\$ 1,260,712</b>
<b>Debt Service Reserve</b>		<b>\$ 589,604</b>		
<b>Available Fund Balance</b>	<b>\$ -</b>	<b>\$ 393,371</b>	<b>\$ -</b>	

(1) Audit, Insurance, Legal, RAI Dues, Director Services, Bond Trustee

July 9, 2021

# URA BUDGET FY22

DRAFT

	AREA 4 MEM	AREA 5 EOS	AREA 6 BRYDEN	TOTAL
<b>REVENUES</b>				
Bond Proceeds	\$ -	\$ -	\$ -	\$ -
Tax Receipts	226,990	188,970	149,590	565,550
Interest	110	70	110	290
City of Lewiston	-	-	-	-
<b>Total Revenues</b>	<b>\$ 227,100</b>	<b>\$ 189,040</b>	<b>\$ 149,700</b>	<b>\$ 565,840</b>
<b>EXPENSES</b>				
Project Costs	\$ 223,417	\$ 300,000	\$ 100,000	\$ 623,417
Bond Costs	-	-	-	-
Interest	-	54,366	-	54,366
Principle	-	94,584	-	94,584
Professional Services (1)	12,000	-	12,000	24,000
Publications/misc	500	-	500	1,000
<b>Total Expenses</b>	<b>\$ 235,917</b>	<b>\$ 448,950</b>	<b>\$ 112,500</b>	<b>\$ 797,367</b>
<b>Subtotal: Revenues Less Expenses</b>	<b>\$ (8,817)</b>	<b>\$ (259,910)</b>	<b>\$ 37,200</b>	<b>\$ (231,527)</b>
<b>FUND BALANCE BEGINNING OF YEAR</b>	<b>\$ 85,971</b>	<b>\$ 982,975</b>	<b>\$ 191,766</b>	<b>\$ 1,260,712</b>
<b>PLUS TOTAL REVENUES</b>	227,100	189,040	149,700	565,840
<b>LESS TOTAL EXPENSES</b>	235,917	448,950	112,500	797,367
<b>FUND BALANCE END OF YEAR</b>	<b>\$ 77,154</b>	<b>\$ 723,065</b>	<b>\$ 228,966</b>	<b>\$ 1,029,185</b>
<b>Debt Service Reserve</b>		\$ 589,604		
<b>Available Fund Balance</b>	\$ -	\$ 133,461	\$ -	

(1) Audit, Insurance, Legal, RAI Dues, Director Services, Bond Trustee

July 9, 2021

JULY 13, 2021

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THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, July 13, 2021, at Lewiston City Hall. 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; 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; Dustin Johnson, Public Works Director

II. **CITIZEN COMMENTS**

None.

III. **PUBLIC HEARING**

A. **ACCEPTING PUBLIC TESTIMONY ON URBAN RENEWAL PLAN, RAA #7, DOWNTOWN/NORMAL HILL**

Stating it was the time and place, Chair Hulett opened the public hearing and asked Community Development Director Laura Von Tersch for a brief review.

Ms. Von Tersch explained the Plan was being reviewed by the Planning and Zoning Commission when the American Rescue Plan was approved. The American Rescue Plan provided funding to cities that included wastewater and infrastructure improvements. Ms. Von Tersch thought it would be best to recall and broaden the plan.

One comment was received by email from Dodd Snodgrass in his personal capacity. Mr. Snodgrass was writing in favor of the amended Urban Renewal Plan. The full letter is attached as Exhibit A.

There being no other public comment, Chair Hulett closed the public hearing.

**IV. CONSENT AGENDA (ACTION ITEMS)****A. Approval of Minutes June 8, 2021****B. Approval of Invoices****1. Jennifer Douglass, \$492.00**

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

**V. APPROVAL OF INVOICE, LEWISTON MORNING TRIBUNE, \$68.64**

Board members Marsh and Cole-Hansen moved and seconded, respectively, approval of the Tribune Invoice. The motion carried 5-0-1 with Board member Alford abstaining.

**VI. ADOPT RESOLUTION NO. 2021-3 APPROVING URBAN RENEWAL PLAN, RAA #7 DOWNTOWN/NORMAL HILL**

Board members Alford and Cole-Hansen moved and seconded, respectively, approval of Resolution 2021-3 and opened the floor for discussion.

Board member Cole-Hansen requested page numbers be added. Ms. Cole-Hansen expressed appreciation of the verbiage in the Plan and that the very first paragraph is well written and well said. Board members agreed.

After discussion, Board members Alford and Cole-Hansen moved and seconded, respectively to amend their motion to include the following revisions to the Urban Renewal Plan, RAA #7:

1. Add a total column to the Project Summary Estimated Costs Table;
2. Add page numbers;
3. Eliminate the text stating that "Projects are identified in their current order of priority."; and
4. Increase the Removal of Blight budget from \$200,000 to \$400,000.

The motion carried 6-0.

**VII. REVIEW DRAFT BUDGETS****A. PROPOSED REVISED FY'21-22 BUDGET****B. PROPOSED FY'22-23 BUDGET**

After reviewing the budgets, Board members directed staff to notice the budgets for public hearing at the August meeting.

**VIII. UNFINISHED AND NEW BUSINESS**

**A. Board Member Comments**

None.

**B. Staff Comments**

None.

**IX. ADJOURN**

There being no more business to come before the Board, Chair Hulett adjourned the meeting at approximately 12:48 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

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

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

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

**EXHIBIT A:**

**PUBLIC COMMENTS FOR PUBLIC HEARING**





Lewiston

Laura VonTersch <lvontersch@cityoflewiston.org>

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## URA Plan Comments

1 message

Thu, Jul 8, 2021 at 7:24 PM

**Dodd Snodgrass** <dsnod13@gmail.com>

To: Laura VonTersch <lvontersch@cityoflewiston.org>

Dear Laura –

I am writing in favor of the amended Urban Renewal Plan for RAA #7 Downtown/Normal Hill Area. I believe the changes recommended to the plan are supported by the Idaho Urban Renewal Law to eliminate blight and enhance development, job creation or private investment. Given the prospects for private investment and development of the former Twin City Food site, increased activity with commercial property downtown, and interest in projects such as a downtown innovation hub, it seems the timing is ripe for the agency to undertake additional activities.

I am in favor of the addition of "removal of blight" in the plan. I think this is a role the URA should take more aggressively to create more usable spaces and incentivize private investment.

The provisions for water distribution improvements are important, especially given the opportunity with the allocation of local American Rescue Act Plan (ARPA) funds and the prospect for more funding through the state.

Pedestrian access to downtown, streetscaping and public spaces will improve the vitality of downtown. I had the opportunity to participate in the University of Idaho architecture/landscape architecture student projects that re-imagined the downtown waterfront. There were some impressive – and practical – ideas that I hope the URA and City might integrate. The New 6<sup>th</sup> Street Staircase is a good project, but you could go bolder and incorporate additional ideas around the Beachey/Capital/Main St area.

Along those lines, the plan could identify that most of the area within RAA #7 is a "Qualified Census Tract." As you know these are HUD-designated areas defined as having 50% percent of households with incomes below 60% of the Area Median Gross Income. I believe the ARPA rules and FAQs note that jurisdictions with QCTs may have additional opportunity to use funding for parks and housing projects.

Thank you for the proposed changes to the plan. The Lewiston URA is an important agency, with unique tools to improve our community's economic development prospects.

Sincerely

Dodd Snodgrass

**TRIBUNE PUBLISHING COMPANY, INC**

The Lewiston Tribune  
505 C St., P.O.Box 957  
Lewiston, Idaho 83501  
(208) 743-9411

Date: 07/17/2021

INVOICE NO. 164178

Account No. 935580

V

Description 164178 PUBLIC N

Times 1

Lines 44

Tab. lines

\$ 68.64

**LEGAL ADVERTISING  
INVOICE**

Sold To: URBAN RENEWAL AGENCY  
P.O. BOX 617  
LEWISTON ID 83501

PO# Brocke, Tanya

NOTICE: This is a invoice of Purchase made by you. Statement will be rendered the first of the month  
Please Retain This Invoice as Your Statement Will Refer to Invoice by No. Only.

164178

**PUBLIC NOTICE**

The City Council of the City of Lewiston, Idaho will hold a public hearing 8/16/2021 at 6:00 p.m., 411 "D" Street, City Library, Second Floor Conference Room, to discuss and adopt the Urban Renewal Plan for RAA#7, Downtown/Normal Hill.

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. Persons attending this meeting are strongly encouraged to wear a face covering.

This plan incorporates a revenue allocation area generally consisting of properties a) Downtown west of Lincoln Street, b) south of the Clearwater River c) east of the Snake River, d) north of the Normal Hill Bluff, e) on both sides of 5th Street between 4th Avenue, 3rd Avenue and Fourth Street and f) between 5th Street and Sixth Street between 3rd Avenue and the alley south of 5th Avenue.

A Revenue Allocation Area will cause property taxes resulting from any increase in equalized assessed valuation as shown on the base assessment roll to be allocated to the Urban Renewal Agency for urban renewal projects. The projects being considered are water main replacement in Main Street and Third Avenue; Pedestrian Corridor between Downtown and Normal Hill; Pedestrian and Vehicular Wayfinding, streets, parking areas and other utility needs.

Copies of the draft plan can be obtained or viewed on-line at <https://www.cityoflewiston.org/443/Urban-Renewal-Agency>, at the Community Development Department (215 "D" Street), the City Library (411 "D" Street) and from the City Clerk, (City Hall, 1134 "F" Street). Comments on the plan are welcome and may be submitted in writing to URA, P.O. Box 617, Lewiston, Idaho 83501; by email to [lvontersch@cityoflewiston.org](mailto:lvontersch@cityoflewiston.org); or at the public hearing.

Please note the content of this notice was accurate at the time of preparation. The draft plan may be continually revised until its adoption by the City Council. Please check the website for the most current version.

**AFFIDAVIT OF PUBLICATION**

Hollie K Vance, being duly sworn, deposes and says, I am the Legal Clerk of the Tribune Publishing Company, a corporation organized and existing under and by virtue of the laws of the State of Idaho and under and by virtue of the laws of the State of Washington, publishers of the Lewiston Tribune, a newspaper of general circulation published at Lewiston, Nez Perce County, Idaho; That the said Lewiston Tribune is an established newspaper and has been published regularly and issued regularly at least once a day for more than 105 consecutive years next immediately preceding the first publication of this notice, and has been so published uninterrupted for said period; that the 164178 PUBLIC N attached hereto and which is made a part of this affidavit was published in the said Lewiston Tribune,

1 time(s). Publication being on 07/17, or once a DAY for 1 consecutive DAY, the first publication thereof being on the 07/17/2021, and the last publication thereof being on the 07/17/2021, and said 164178 PUBLIC N was so published in the regular and entire issue of said newspaper and was not in a supplement thereof and was so published in every issue and number of the said paper, during the period and times of publication as set forth above.

Hollie K Vance

State of Idaho

S.S.

County of Nez Perce

On this 19th day of July in the year of 2021, before me, a Notary Public, personally appeared Hollie K Vance, known or identified to me to be the person whose name subscribed to the within instrument, and being by me first duly sworn, declared that the statements therein are true, and acknowledged to me that he executed the same.

Barb Marsh

Notary Public in and for the State of Idaho,  
residing at Lewiston, therein  
Commission Expires 2.14.25



**TRIBUNE PUBLISHING COMPANY, INC**

The Lewiston Tribune  
505 C St., P.O.Box 957  
Lewiston, Idaho 83501  
(208) 743-9411

Date:	<u>07/11/2021</u>	INVOICE NO.	<u>164177</u>
Account No.	<u>935580</u>		
Description	<u>164177 PUBLIC N</u>		<u>V</u>
Times	<u>1</u>	Lines	<u>45</u>
		Tab. lines	
			\$ <u>70.20</u>

**LEGAL ADVERTISING  
INVOICE**

Sold To: URBAN RENEWAL AGENCY  
P.O. BOX 617  
LEWISTON ID 83501

PO# Brocke, Tanya

NOTICE: This is a invoice of Purchase made by you. Statement will be rendered the first of the month  
Please Retain This Invoice as Your Statement Will Refer to Invoice by No. Only.

164177

**PUBLIC NOTICE**

The Planning and Zoning Commission of the City of Lewiston, Idaho will hold a meeting 7/28/2021 at 5:30 p.m., 215 "D" Street, Bell Building, Second Floor Conference Room, to discuss and determine whether the Urban Renewal Plan for RAA #7, Downtown/Normal Hill is consistent with the Comprehensive Plan.

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. Persons attending this meeting are strongly encouraged to wear a face covering.

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Please note the content of this notice was accurate at the time of preparation. The draft plan may be continually revised until its adoption by the City Council. Please check the website for the most current version.

**AFFIDAVIT OF PUBLICATION**

Hollie K Vance, being duly sworn, deposes and says, I am the Legal Clerk of the Tribune Publishing Company, a corporation organized and existing under and by virtue of the laws of the State of Idaho and under and by virtue of the laws of the State of Washington, publishers of the Lewiston Tribune, a newspaper of general circulation published at Lewiston, Nez Perce County, Idaho; That the said Lewiston Tribune is an established newspaper and has been published regularly and issued regularly at least once a day for more than 105 consecutive years next immediately preceding the first publication of this notice, and has been so published uninterrupted for said period; that the 164177 PUBLIC N attached hereto and which is made a part of this affidavit was published in the said Lewiston Tribune, 1 time(s). Publication being on 07/11, or once a DAY for 1 consecutive DAY, the first publication thereof being on the 07/11/2021, and the last publication thereof being on the 07/11/2021, and said 164177 PUBLIC N was so published in the regular and entire issue of said newspaper and was not in a supplement thereof and was so published in every issue and number of the said paper, during the period and times of publication as set forth above.

Hollie K Vance

State of Idaho  
S.S.  
County of Nez Perce

On this 12<sup>th</sup> day of July in the year of 2021, before me, a Notary Public, personally appeared Hollie K Vance, known or identified to me to be the person whose name subscribed to the within instrument, and being by me first duly sworn, declared that the statements therein are true, and acknowledged to me that he executed the same.

Barb Marsh  
Notary Public in and for the State of Idaho,  
residing at Lewiston, therein  
Commission Expires 2.14.25





Lewiston

VIII 2  
Laura VonTersch <lvontersch@cityoflewiston.org>

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## Lewiston URA - Attorney Rates

1 message

Wed, Jul 14, 2021 at 10:40 AM

Kim Kline <ksk@elamburke.com>

To: "lvontersch@cityoflewiston.org" <lvontersch@cityoflewiston.org>, Jennifer Douglass <jbd@douglasslawfirm.net>

Cc: Meghan Conrad <msc@elamburke.com>, Ryan Armbruster <rpa@elamburke.com>

Ladies,

The firm has requested consideration of an increase in the hourly rates for some of our urban renewal clients, as the rates have been in effect, without change, since 2017 or earlier. The rates for Lewiston Urban Renewal Agency will remain unchanged with the exception of the associate rates which are currently \$175 (since 2013). Those rates will now be \$200. The rate for Ryan and Meghan will remain as they are: Ryan - \$250 and Meghan - \$225. This change should not affect your budget as I don't believe there have been any associates working on your file. Please let me know if you have any questions.



### Kim Kline

#### Legal Assistant

Elam & Burke, P.A.

251 E. Front St., Ste. 300

P.O. Box 1539

Boise, ID 83701

(208) 343-5454

(208) 384-5844 (fax)

email website

Confidentiality Notice: This e-mail message may contain confidential and privileged information exempt from disclosure under applicable law. If you have received this message by mistake, please notify us immediately by replying to this message or telephoning us, and do not review, disclose, copy, or distribute it. Thank you.

VIII 2



**DOUGLASS LAW  
— PLLC —**

July 15, 2021

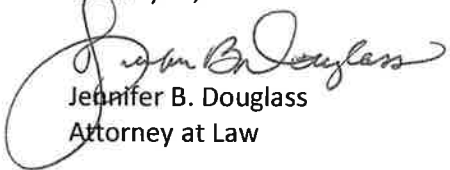
Lewiston Urban Renewal Agency  
P.O. Box 617  
Lewiston, Idaho 83501

Dear Chairman Hulett and Members of the Board:

After careful consideration of my hourly rates and practice areas, I have decided to raise rates to \$150 per hour for municipal and urban renewal clients. Keeping rates low as a public service is important to me, as is running a balanced budget and business. I am sending this correspondence now in order to give you notice prior to passing a budget for the 2022 fiscal year. If you would like to engage other counsel, kindly let me know. If you would like ideas on how to lower the amount of attorney time required for your agency or city, please let me know, and I will be happy to provide analysis without charge.

Please indicate your acknowledgment of this new hourly rate, beginning October 1, 2021, by your signature and return of this letter.

Thank you,



Jennifer B. Douglass  
Attorney at Law

JBD:elw

\_\_\_\_\_  
Chairman