

**URBAN RENEWAL AGENCY BOARD
MEETING AGENDA
Tuesday, September 13, 2022 - 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 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.

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 dortiz@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. CONSENT AGENDA (ACTION ITEMS)

- A. Approval of Minutes, August 9, 2022**
- B. Approval of Invoices, JBD \$300**
- C. Approval of Invoices, Elam & Burke \$180.00**

IV. ACTIVE AGENDA

- A. Approval of Invoices, Lewiston Morning Tribune, \$415.50 (Action Item)**
- B. Overview of Plans (Discussion)**
- C. Update on Director Services (Discussion)**

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.

VI. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

B. Staff Comments

VII. ADJOURN

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August 09, 2022

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, August 09, 2022, at Lewiston City Hall. Interim Chair JoAnne Cole-Hansen called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: JoAnn Cole-Hansen; Don Beck; A.L. "Butch" Alford; Joe Anderson; Rick Tousley; Welcome new member Sheila Bond

BOARD MEMBERS EXCUSED: None

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

II. CITIZEN COMMENTS

None.

III. PUBLIC HEARING

A. Amended FY 2022 Budget

Interim Chair Cole-Hansen opened the public hearing.

Commissioners and staff discussed amendments to FY 2022 Budget.

There being no further comment or citizen comments, Interim Chair Cole-Hansen closed the public hearing.

B. FY 2023 Budget

Interim Chair Cole-Hansen opened the public hearing.

Commissioners and staff discussed amendments to FY 2023 Budget.

There being no further comment or citizen comments, Interim Chair Cole-Hansen closed the public hearing.

IV. CONSENT AGENDA (ACTION ITEMS)

A. Approval of Minutes, July 12, 2022

B. Approval of Invoices, JBD \$285

C. Approval of Invoice, Elam & Burke \$832.50

Board members Alford and Anderson moved and seconded, respectively, the approval of the consent agenda with the discussed changes to the minutes. The motion carried 6-0.

V. ACTIVE AGENDA

A. Approve Amended FY 22 Budget (Action Item)

Board members Anderson and Alford moved and seconded, respectively, the approval of the amended FY 22 budget. The motion carried 6-0.

Interim Cole-Hansen pointed out that actual revenues were higher than projected in the East Orchard Sewer project. This is due to new homes being built.

B. Approve FY 23 Budget (Action Item)

Board members Tousley and Anderson moved and seconded, respectively, the approval of the FY 23 budget. The motion carried 6-0.

C. Approve Extra Principal Payment to Banner Bank in the Amount of \$300,000 (Action Item)

URA Attorney Jennifer Douglas recommends to the board that when the motion is created provide the opportunity for the Interim Chair's discretion to not make a payment and bring it back to the board.

Commissioner Anderson asked if bringing the payment back to the board would cause the board to miss the timeline.

Community Development Director Laura Von Tersch stated yes it would and the bank has to be notified by August 20th or 21st that an extra payment would be made. If there was a penalty it would be part of the \$300,000.

Board members Anderson and Alford moved and seconded, respectively, the approval of the extra payment to Banner Bank at the discretion of the Interim Chair. The motion carried 6-0.

D. Update on Director Services (Discussion)

Ms. Von Tersch stated the Mayor asked that she staff the URA for November and December to which she agreed. Ms. Von Tersch has asked Assistant Planner Katie Hollinghead to train and step in if needed after the new year.

Ms. Douglas asked if the Mayor has approved Ms. Hollingshead to staff after the new year. The board should also consider not losing Ms. Von Tersch's expertise after the new year.

Ms. Von Tersch stated she has not heard if staff will still be available after the new year.

Mayor had mentioned to staff that there should be an agreement between the Board and City that includes funding to the City for administrative support.

Ms. Douglas will work on drafting an agreement for the URA with the City. Should be available at the October meeting.

VI. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board member Anderson stated the Port's meeting was canceled due to COVID cases.

Council member Tousley stated he is anxious about losing the institutional knowledge that Ms. Von Tersch has provided to the URA when she retires.

B. Staff Comments

Staff Von Tersch stated she will be providing training next month in regards to the fundamentals of the URA board.

Board member Alford asked if all meetings are streamed and is it possible to find out how often it is viewed?

Ms. Von Tersch stated yes it is possible and also provided that Twin City Foods parcel sale should be closing this week.

VII. ADJOURN (ACTION ITEM)

There being no further business, Board member Anderson and Tousley moved and seconded, respectively to adjourn. The motion carried 6-0 and the Urban Renewal Agency Board adjourned at approximately 12:38 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

DAWN M. ORTIZ,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of _____, 2022.