



CITY COUNCIL MEETING MINUTES

July 17, 2024 at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

The regular meeting of the Sandpoint City Council was called to order at 5:30 p.m. on Wednesday, July 17, 2024, by Mayor Jeremy Grimm, presiding in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
Councilor Deb Ruehle, Council President
Councilor Joel Aispuro
Councilor Justin Dick
Councilor Kyle Schreiber
Councilor Pam Duquette
Councilor Rick Howarth

ABSENT: None - all present.

Under the City's adopted Code of Ethics and Civility, Mayor Grimm, as the presiding officer, identified and designated Police Chief Corey Coon as the law enforcement personnel in the room who would be serving as sergeant-at-arms for the meeting.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

Mayor Grimm recognized the excellent investigative work of the Sandpoint Police Department in identifying and arresting a suspect in the July 4 Army Surplus store fire arson investigation. The Mayor welcomed Bill Dean, the City's new City Planner and thanked Daren Fluke for filling in as Interim City Planner. He announced that the City crew is operating the new DuraPatch equipment around town and has been working on Pine Street this week. The Mayor will be asking for Council support for the City to seek approval of a new 1% retail sales tax during this year's general election in November. The Mayor announced that Governor Little and other dignitaries will be visiting Sandpoint for a tour of our aging wastewater treatment plant. Olive Avenue will be closed between Erie St. and Hwy. 2 this week, July 18 and 19, for utilities connection work; it is anticipated that the street will be back open for the weekend.

At the Mayor's request and invitation, department heads and departmental staff representatives provided a brief report on current and upcoming activities and projects in their respective departments.

1. Brent Baker from Pend Oreille Economic Partnership provided a brief presentation. Information only; no Council action.

Public Forum

Mayor Grimm proceeded with Public Forum, providing an opportunity for the public to address the Mayor and Council on items listed on the Consent Calendar or on any relevant City of Sandpoint related topic not included on the agenda.

He reminded all in attendance that the City does have a policy on public meeting decorum, with the rules posted in Council chambers at the entrance doors. He summarized by asking that those participating in the meeting please be pleasant and respectful, not make derogatory statements about others, including City staff, and not be boisterous or disruptive. He noted that Council cannot take testimony on any planning-related matter outside of an official public hearing. He also reminded that public comments need to be kept to comments only, with no questions for Council or staff, and welcomed members of the public to contact him during regular business hours with any questions or concerns.

The Mayor provided instructions for Public Forum and other public comment opportunities during the meeting, where each speaker would have up to three minutes to speak and that those speaking should begin by stating their name and whether they reside within Sandpoint city limits.

Members of the public were then afforded the opportunity to speak. Information only; no Council action.

Consent Calendar - action item

The Consent Calendar, as outlined below, was approved as presented.

Motion made by Councilor Ruehle, Seconded by Councilor Dick.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

2. The minutes from Council's July 3, 2024, meeting were approved as presented.
3. The bills presented were approved for payment: \$1,027,593.36 for regular payables.
4. May 2024 Monthly Financial Report on Cash and Investment Transactions was acknowledged and accepted as presented.
5. **Resolution 24-048** Agreement with Interstate Concrete and Asphalt Co. for 2024 Fir Street Paving Maintenance Project (City Agreement No. A24-3170-3) - approved
6. **Resolution 24-049** Agreement with Stewart Contracting, Inc., for Chestnut Street / N. Boyer Avenue Water Main Project (City Agreement No. A24-3170-3) - approved
7. **Resolution 24-050** Purchase of Badger Water Meters, Registers, and Endpoints from Consolidated Supply Co. (City Purchase Order No. 24-1273) - approved
8. **Resolution 24-051** Memorandum of Understanding for Amendment to Article 27 of the 2021-2024 Collective Bargaining Agreement with the International Association of Firefighters Local 2319 - approved

Public Hearing

9. **Resolution 24-052** Adoption of the 2024 Sandpoint Comprehensive Plan - approved following public hearing and deliberation

Following an introduction by Mayor Grimm, Community Planning and Development Director Jason Welker provided a presentation on the proposed final draft of the updated Sandpoint Comprehensive Plan.

Mayor Grimm then recited the procedure and instructions for public testimony and opened the public hearing. The following member of the public testified: Jennifer Ekstrom, Idaho Conservation League, Sandpoint office.

With all who wished to speak having had an opportunity to do so, the Mayor closed the public hearing.

Following discussion and deliberation, noted typographical errors, which will be corrected, and with consensus on the final edits listed below, City Council voted to adopt the 2024 Sandpoint Comprehensive Plan.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Final edits:

Chapter 8, Public Facilities, Services & Utilities, Wastewater Utility - At the end of the second paragraph, following, "The City has initiated the preliminary engineering report for the replacement of the wastewater treatment plant, which, once complete, will provide service well into the future", add, "The City will usher this upgrade with the utmost urgency."

Chapter 8, Public Facilities, Services & Utilities, Stormwater Management - At the end of this section, in the final sentence that concludes "Sandpoint is exploring the implementation of stormwater development impact fees in its current DIF rate study", add "and intends to build stormwater treatment facilities in accordance with the law."

Chapter 8, Public Facilities, Services & Utilities, Goals & Objectives, Goal 1 - At the end of objective I, "Continue to improve the community's stormwater management infrastructure, educating the public on issues relating to stormwater management", add "and pollution prevention."

Appendix A, Implementation Table, Chapter 7: Parks and Recreation, Implement Site Specific Master Plans – Remove Little Sand Creek Watershed Recreation Master Plan from "Review and revise the Site Specific Master Plans ..." and create a separate row for this Plan, indicating that it is ready for implementation (review and revisions are complete).

Appendix A, Implementation Table, Chapter 8: Public Facilities, Services & Utilities, Wastewater Treatment Plant – Change "Timing" from Medium Term to Short Term.

Appendix B, Acronyms & Definitions – Enhance definition of Sustainability to include language from the Plan's Community Vision statement that "Sandpoint values its culture, history, and connections to outstanding natural resources and works with intention to ensure a vibrant, resilient community for generations to come."

Appendix B, Acronyms & Definitions – Add a definition for Heritage Tree to state that a heritage tree is, "A tree or collection of trees that is acknowledged and valued for the exceptional characteristics that set it apart from others."

Following the vote on adoption of the Comprehensive Plan, the Mayor called for a brief recess at 7:24 p.m. When the meeting resumed at 7:33 p.m. Council concurred on requesting that the Mayor direct staff to prioritize updates to City Code, beginning with the Commercial A Zone/downtown area, including development of a historic overlay district along First Avenue and Cedar Street, followed by Residential zoning, then addressing the other commercial zones (B and C) and industrial zoning.

Old/Unfinished Business - none

New Business

10. **Ordinance 1423**, Appointive City Officers and Terms - adopted and Summary approved

Mayor Grimm introduced and provided information on this ordinance, proposing to amend Sandpoint City Code Title 1, Chapter 6, Municipal Officers and Employees, and fielded questions from Council members. Following discussion and public comment, the City Clerk read the title of the Ordinance as follows:

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 1, CHAPTER 6, SECTIONS 1 AND 2, PROVIDING FOR APPOINTIVE CITY OFFICERS AND THEIR TERMS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Motion that the Ordinance pass its first reading by title only and the summary is approved.

Motion made by Councilor Howarth, Seconded by Councilor Duquette.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Voting Nay: Councilor Dick

The Mayor announced that the Ordinance had passed its first reading by title only, and the summary was approved.

Motion that the rules requiring three separate readings, once in the Ordinance's entirety, be suspended and that the Ordinance pass its second and third readings under suspension of the rules.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.

Voting Yea: Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Voting Nay: Councilor Ruehle

The Mayor announced that the motion passed, and the Ordinance was considered read, passed and adopted under suspension of the rules and would become effective following publication of the Summary in the newspaper.

11. Following adoption of Ordinance 1423, Council confirmed the Mayor's Appointment of Jason Welker as Community Planning and Development Director, as follows:

Motion made by Councilor Dick, Seconded by Councilor Ruehle.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

12. Council then confirmed the Mayor's appointment of Cheryl Hughes as Central Services Director, as follows:

Motion made by Councilor Ruehle, Seconded by Councilor Dick.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

13. FY2025 Preliminary Budget Approved and Public Hearing Scheduled for August 21, 2024

The Mayor introduced the City's Fiscal Year 2025 Budget, with Finance Director Sarah Lynds providing an initial overview and instructions for navigating to the digital Budget Book. Members of City staff, including Construction Managers Holly Ellis and Erik Bush, Parks Planning and Development Manager Maeve Nevins-Lavtar, and Fire Chief Gavin Gilcrease, provided presentations and information on capital projects and, along with Mayor Grimm and Ms. Lynds, fielded questions from the Council members.

Mayor Grimm noted that public comment on the budget would be reserved for the public hearing.

Motion for Council to approve the Fiscal Year 2025 preliminary budget, declare intent to use forgone levying authority, and schedule the annual budget public hearing for August 21, 2024.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

(See next page for the chart of estimated revenues and expenditures approved by Council.)

Proposed Expenditures		2022/2023	2023/2024	2024/2025
		Actual	Budget	Proposed
General Fund				
	Administration	3,211,074	3,924,402	3,868,705
	Public Safety	6,375,465	7,374,300	5,606,549
	Streets	2,125,871	1,370,862	1,345,799
	Planning	206,621	296,500	263,298
	Culture & Recreation	1,103,015	1,215,137	1,064,271
	Capital Projects	2,738,890	6,334,700	9,597,800
	General Fund Totals	15,760,936	20,515,901	21,746,422
Special Revenue Funds				
	Fiber Optic Network Fund	8,646	1,241,000	96,000
	Capital Impact Fee Fund	52,073	1,567,978	1,455,500
	Recreation Fund	284,032	379,909	647,777
	Parks Capital Improvement Fund	1,036,543	8,430,187	2,109,822
	Special Revenue Funds Total	1,381,294	11,619,074	4,309,099
Enterprise Funds				
	Sanitation	629,785	670,000	645,000
	Water	2,904,823	5,540,675	8,285,283
	Wastewater	2,651,934	8,895,630	11,337,136
	Enterprise Funds Total	6,186,542	15,106,305	20,267,419
Debt Service Fund		826,750	826,750	826,751
Agency Funds				
	LID Funds (combined)	6,934	1,041,858	6,857
	Agency Fund Totals	6,934	1,041,858	6,857
Intergovernmental Transfers		4,350,303	3,864,381	3,342,506
	Total Expenditures - All Funds	28,512,759	52,974,269	50,499,054
Proposed Revenues		2022/2023	2023/2024	2024/2025
		Actual	Budget	Proposed
Property Tax Levy				
	General Fund	4,570,040	4,531,117	4,850,993
	Forgone Levying Authority-Public Safety	49,829	50,094	51,794
	Recreation Fund	215,047	213,508	228,581
	Property Tax Levy Total	4,834,916	4,794,719	5,131,368
Revenue Sources Other than Property Tax				
	General Fund	8,948,614	10,238,218	8,060,869
	Grant Revenue	831,123	2,823,668	5,216,084
	Fiber Optic Network Fund	39,828	41,000	46,000
	Capital Improvement Fund (Impact Fees)	508,198	487,978	513,000
	Recreation Fund	85,563	101,461	351,121
	Parks Improvement Fund	1,083,364	536,850	536,585
	Garbage Fund	794,622	790,000	815,000
	Water Fund	4,954,900	4,721,700	4,737,500
	Water Reserves	1,346,780	500,000	500,000
	Wastewater Fund	5,478,606	4,765,750	5,365,750
	Wastewater Reserves	578,567	300,000	300,000
	Debt Service Fund	37,370	-	-
	LID Guarantee Fund	1,455	-	-
	LID Funds	9,655	991,371	1,370
	Intergovernmental Transfers	4,350,303	3,864,381	3,342,506
	Beginning Cash	-	18,017,173	15,581,901
	Other Revenue Sources Total	29,048,948	48,179,550	45,367,686
	Total Revenues - All Funds	33,883,864	52,974,269	50,499,054

14. Changes to City Fees Reviewed and Public Hearing Scheduled for August 21, 2024

Mayor Grimm announced that the final item on the agenda was a review of City fees and the scheduling of a public hearing to consider proposed new fees and existing fees proposed to increase more than 5%.

Ms. Lynds reviewed the proposed fee changes, and Mr. Welker spoke specifically to the proposed fees for the new James E. Russell Sports Center, with both fielding questions from the Council members.

Mayor Grimm noted that public comment on the proposed fee changes would be reserved for the public hearing.

Motion to schedule a public hearing for August 21, 2024, to consider proposed new fees and existing fees proposed to increase more than 5%.

Motion made by Councilor Dick, Seconded by Councilor Schreiber.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

(On August 21, in addition to new fees and fees proposed to increase more than 5%, changes which require a public hearing prior to approval and implementation, Council will also consider approval of fee increases of 5% or less and existing fees set to decrease or be eliminated, as reflected in the table provided in the meeting packet.)

Adjourn

With no further business before the Council, the meeting adjourned at 9:40 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the City Clerk, were approved by the Sandpoint City Council on _____, 2024.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk