



AGENDA REPORT

City Council Meeting

TODAY'S DATE: May 27th, 2025

MEETING DATE: June 5th, 2025

TO: Mayor Grimm, Sandpoint City Councilmembers

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Proposed Resolution – Third Amendment to Renew the Watershed Trails License Agreement No. A23-5100-1 with Pend Oreille Pedalers (“POP”)

OVERVIEW:

This report seeks City Council authorization to execute a **Third Amendment** to the existing **Watershed Trails License Agreement** (Agreement No. A23-5100-1) between the **City of Sandpoint** and the **Pend Oreille Pedalers (POP)**. The amendment would extend the term of the agreement and reaffirm the City's financial support for trail maintenance and volunteer coordination on City-owned watershed property.

Originally established in 2015, the agreement has evolved into a detailed and collaborative framework for recreation stewardship within the Little Sand Creek Watershed.

BACKGROUND:

- The current agreement (A23-5100-1) was executed on **June 2, 2023**, granting POP a license to maintain and steward existing multi-use and purpose-built mountain bike trails. The agreement outlines requirements for safety, maintenance, ecological stewardship, volunteer oversight, and signage—particularly regarding erosion control and wildlife protection.
- A **First Amendment** (September 26, 2023) increased the annual reimbursement from \$10,000 to **\$12,200** and clarified funding eligibility for signage, safety features, and permanent erosion infrastructure.
- A **Second Amendment** (May 1, 2024) increased the allowable reimbursement to **\$87,200** to support extensive erosion, trail decommissioning, and drainage improvements. It also extended the agreement through **June 1, 2025**.

PROPOSED THIRD AMENDMENT

This amendment includes the following key updates:

1. **Term Extension:**
Extends the agreement term by one year to **June 1, 2026**, ensuring uninterrupted trail stewardship and alignment with the [Little Sand Creek Watershed Recreation Plan](#) (see page 48).
2. **Reimbursement & Budget Compliance:**
Reaffirms a not-to-exceed amount of **\$10,000 annually** for eligible maintenance activities, with reimbursement contingent upon submission of itemized invoices/receipts. Funding is subject to adoption of the FY 2026 City budget. If approved, **the total authorized reimbursement under the current agreement** would be **\$97,200**.

STAFF RECOMMENDATION:

Staff recommends that City Council **approve the proposed resolution** authorizing the Third Amendment to Agreement No. A23-5100-1 with Pend Oreille Pedalers (POP).

ACTION:

Approve the resolution authorizing the Third Amendment to the Watershed Trails License Agreement (A23-5100-1) with Pend Oreille Pedalers (POP).

WILL THERE BE ANY FINANCIAL IMPACT? No (Pending budget approval) **HAS THIS ITEM BEEN BUDGETED?** Yes

(Proposed reimbursement of \$10k is included in the FY 2026 Parks & Recreation budget request).

ATTACHMENTS:

- Resolution amending License Agreement
- Proposed Third Amendment Agreement and backup agreement documents
- Proposed 2025 Maintenance Scope of Work and trail map with property lines
- Note: Implementation details and trail maintenance protocols are further outlined in the [Watershed Recreation Plan](#) (refer to page 48 via the plan link).