



AGENDA REPORT

City Council Meeting

TODAY'S DATE: June 1, 2026

MEETING DATE: June 17, 2026

TO: Mayor Grimm, Sandpoint City Councilmembers

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Proposed Resolution - Fourth 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 Fourth Amendment to the existing Watershed Trails License Agreement (Agreement No. A23-5100-1) between the City of Sandpoint and Pend Oreille Pedalers (POP). The renewed agreement would extend the term for one year, from June 1st, 2026 through June 1st, 2027, and reaffirm the City's standard financial support for eligible trail maintenance and volunteer coordination on City-owned property in the Little Sand Creek Watershed (LSCW).

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 reimbursement from the initial \$10,000 annual contribution by adding an additional \$2,200, which was re-allocated from unused recreation planning funds, for additional trail maintenance efforts, for a total allocation of \$12,200 (FY 2023 budget), and clarified funding eligibility for signage, safety features, and permanent erosion infrastructure.
- A Second Amendment (May 1, 2024) increased the allowable reimbursement in 2024 to include the annual maintenance allocation of \$10,000 from the adopted Recreation Division FY 2024 budget, plus an additional \$75,000 from the Watershed Fund, to support additional work addressing extensive erosion, trail decommissioning, and drainage improvements. It also extended the agreement term limits through June 1, 2025.
- A Third Amendment renewed the agreement for the 2025-2026 term, authorized the standard \$10,000 annual reimbursement for eligible trail maintenance activities, and continued the City-POP partnership for trail stewardship in the Little Sand Creek Watershed.

PROPOSED FOURTH AMENDMENT

This amendment includes the following key updates:

1. **Term Extension:** Extends the agreement term for one year, effective June 17, 2026 through June 17, 2027, ensuring uninterrupted trail stewardship and alignment with the Little Sand Creek Watershed Recreation Plan.
2. **Reimbursement & Budget Compliance:** Reaffirms an allowable reimbursement of \$10,000 for eligible maintenance activities on trails located on City-owned property in the LSCW, with reimbursement contingent upon submission of itemized invoices/receipts and compliance with the terms of the agreement.
3. If approved, the total reimbursement amount distributed to POP under the current license agreement authorized to date would be \$117,200 (FY 2023, FY 2024, FY 2025 and FY 2026 adopted budgets).

STAFF RECOMMENDATION:

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

ACTION:

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

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED? Yes

(Proposed reimbursement of \$10,000 is included as the standard annual reimbursable trail maintenance allocation for eligible work on City-owned property in the LSCW.)

ATTACHMENTS:

- Resolution amending License Agreement
- Proposed Fourth Amendment Agreement and backup agreement documents
- Proposed 2026-2027 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.