



AGENDA REPORT

City Council Meeting

TODAY'S DATE: December 5, 2025

MEETING DATE: December 17, 2025

TO: Mayor Grimm, Sandpoint City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Public Hearing – Addition of New Corporate Membership Fee for the James E. Russell Sports Center (2026 Fee Schedule)

INTRODUCTION:

The purpose of this public hearing is to consider adoption of a new fee within the City's 2026 Fee Schedule to authorize sales of a **Corporate Annual Pass** for the James E. Russell (JER) Sports Center. Under Idaho Code, any new municipal fee must be established by resolution following a properly noticed public hearing. The proposed fee supports the City's ongoing efforts to expand access to high-quality recreation facilities, diversify revenue to support operations, and offer local employers a valued workforce-wellness amenity.

BACKGROUND:

The JER Sports Center continues to experience strong demand for court access for pickleball, tennis, and other indoor recreation activities. Staff have received inquiries from local businesses interested in offering JER membership benefits to their employees. After evaluating comparable programs and operational implications, staff developed a **Corporate Annual Pass** structure that aligns with existing membership tiers while ensuring cost recovery and equitable access.

The proposed fee structure is based on the Corporate Pass program details prepared by Parks & Recreation staff, which outline a defined number of designated employee users, access limitations, guest privileges, and pass conditions.

PROPOSED NEW FEE:

Corporate Annual Pass – \$1,500 per year, covering **four designated employees** with individual accounts and key fob access.

- **Additional employees** may be added at **\$300 per individual**, with no limit on the number of add-ons.
- Use is limited to the designated individuals; the pass is non-transferable and valid for 12 months from purchase date.
- Passholders may bring guests at the special event rate of **\$10 per guest**, with up to **three guests per employee, per session**.

- A maximum of **eight players per Corporate Pass** may use the courts simultaneously, ensuring alignment with JER facility capacity and scheduling.

RECOMMENDATION

Following the public hearing, staff recommends that the City Council **approve the addition of the Corporate Annual Pass fee** to the 2026 Fee Schedule through adoption of the accompanying resolution.

WILL THERE BE ANY FINANCIAL IMPACT? N HAS THIS ITEM BEEN BUDGETED? N

ATTACHMENTS:

Proposed corporate pass program overview prepared by Recreation Facilities Supervisor Ryan Wells