



CITY COUNCIL MEETING MINUTES

December 03, 2025 at 5:30 PM

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

Call to Order

Mayor Jeremy Grimm called the regular meeting of the Sandpoint City Council to order at 5:30 p.m. on Wednesday, December 3, 2025, in council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

As required by the City's adopted Code of Ethics and Civility, as the presiding officer, Mayor Grimm identified law enforcement personnel serving as sergeant-at-arms for the meeting: Police Chief Corey Coon.

PRESENT

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

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

Mayor Grimm instructed members of the public who wished to comment during the public comment portion on the agenda to complete a comment sign-up form and hand to staff. Mayor Grimm reported that the agenda had been amended after its original posting, noting that an executive session had been added to the agenda.

Motion, pursuant to Idaho Code § 74-204(4)(b), to approve the amended agenda, reflecting the addition of an executive session.

Motion made by Councilor Schreiber, Seconded by Councilor Aispuro.

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

Motion passed, and the amended agenda was approved.

Mayor Grimm additionally announced that there was a request from Public Works Director Holly Ellis to move Item 5 ahead of the Consent Calendar in order to accommodate the schedule of the project manager for the proposed contractor, who had to leave for another city council meeting. There were no objections from Council, and the agenda was rearranged.

Councilors provided reports from the City's citizen advisory boards on which they serve as Council liaison. Council President Ruehle requested an additional rearrangement of the agenda in order

to take up item 7, City Administrator Position Discussion, as the first item of Old Business, directly following item 5, with no objection from Council.

Fire Chief Gavin Gilcrease made some initial remarks, followed by a celebration of Fire Captain Kevin Amorebieta for his 25 years of service to the Sandpoint Fire Department.

Department Directors provided brief updates on projects and activities in their respective departments.

Public Comments

Mayor Grimm recited the rules and procedure for public comments during the meeting and offered an opportunity for members of the public to speak on items included on the Consent Calendar and Old and New Business topics on the agenda or other general matters relevant to the business of the City of Sandpoint.

Old/Unfinished Business

5. Proposed Resolution: Request to Award Professional Services Agreement for Downtown Revitalization Phase 3

Project Manager Erik Bush introduced Matthew Gillis, P.E., Vice President of Welch, Comer & Associates, Inc., then, along with Mr. Gillis and Ms. Ellis, fielded questions from Councilors. Due to a prior engagement, Mr. Gillis left the meeting at 6:30 p.m.

Following the presentation and discussion, Councilor Schreiber made a motion to postpone this item and instruct staff to amend the project description in the contract to remove the east side of First Avenue, remove the 30% design south of Lake Street, and add Farmin Landing storm water infrastructure as part of the project scope, seconded by Councilor Aispuro. Motion failed, with the Mayor breaking a tie vote of Council, as follows:

Motion made by Councilor Schreiber, Seconded by Councilor Aispuro.

Voting Yea: Councilor Aispuro, Councilor Schreiber, Councilor Duquette

Voting Nay: Councilor Ruehle, Councilor Dick, Councilor Howarth, Mayor Grimm

Motion by Councilor Dick to approve the resolution awarding a professional services contract to Welch Comer & Associates for Downtown Revitalization Phase 3 Design Services, City Agreement A26-3170-2. The motion was seconded by Councilor Ruehle and passed, with the Mayor breaking a tie vote of Council, as follows:

Motion made by Councilor Dick, Seconded by Councilor Ruehle.

Voting Yea: Councilor Ruehle, Councilor Dick, Councilor Howarth, Mayor Grimm

Voting Nay: Councilor Aispuro, Councilor Schreiber, Councilor Duquette

Consent Calendar

Mayor Grimm noted for the record the amount of bills for payment approval, and the Consent Calendar was approved by a unanimous vote of Council.

Motion made by Councilor Duquette, Seconded by Councilor Dick.

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

1. The minutes from Council's November 19, 2025, regular meeting were approved as presented.
2. The bills presented were approved for payment in the amount of \$968,095.54, reflecting \$197,963.48 for regular payables, \$768.892.45 for payroll, and \$1,239.61 in electronic fund transfer charges.

3. The Mayor's appointment of John Monks to the Sustainability Committee for a term of three years, December 3, 2025, through November 30, 2028, was confirmed.

Mayor Grimm called for a brief recess at 6:57 p.m., with the meeting reconvening at 7:03 p.m.

Old/Unfinished Business - continued

7. City Administrator Position Discussion

Council President Ruehle provided a brief presentation on the City Administrator position, with discussion ensuing between Councilors and Mayor. Information and discussion only; no Council action.

4. Final Plat: University Park (Place) Subdivision, Phase 3 (City File PS20-0003)

Mayor Grimm introduced this agenda item and then recused himself from the dais at 7:49 p.m., citing no conflict but, due to any such perception due to prior private work on this development, he would not participate in this item. Ms. Ellis and Deputy Community Planning and Development Director/City Planner Bill Dean provided a brief explanation on the final platting process. Councilor Aispuro moved to approve the final plat for Phase 3 of the University Park Subdivision, City File PS20-0003, seconded by Councilor Duquette and approved unanimously as follows:

Motion made by Councilor Aispuro, Seconded by Councilor Duquette.

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

Mayor Grimm then returned to the dais at 7:57 p.m.

6. Project Update and Council Direction: Cedar Street Reconstruction, Lincoln Ave. to Division Ave.

Project Manager Rachel McKinley provided a presentation with updates on the project and, along with Ms. Ellis, fielded questions from Council and the Mayor. At Council President Ruehle's request, Mr. Dean also provided information from a planning perspective. Councilor Howarth moved to postpone this agenda item until the next regularly scheduled meeting in order to further study and gather information on this proposal, seconded by Councilor Aispuro, and approved unanimously as follows:

Motion made by Councilor Howarth, Seconded by Councilor Aispuro.

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

New Business

8. Acceptance of Bonner County Canvass of November 4, 2025, Election Results

Mayor Grimm announced that, pursuant to Idaho Code § 50-412, the County Commissioners, within ten days following an election, shall meet for the purpose of canvassing the results of the election. Upon the City's receipt of the canvass, with the tabulation of votes prepared by the election judges and clerks, the results shall be entered in the minutes of City Council proceedings. A copy of the County's official canvass was provided in the meeting packet.

Mayor Grimm relayed that the issues for City of Sandpoint voters on the November 4th ballot were the Council seats up for election currently held by Joel Aispuro, Justin Dick, and Rick Howarth, with four candidates on the ballot. The tabulation of votes prepared by the election judges were as follows: Joel Aispuro 1,398 votes, Joe Tate 1,216 votes, Joshua Torrez 1,091 votes, and Rick Howarth 1,073 votes. As reported, Joel Aispuro,

Joe Tate, and Joshua Torrez received the most votes and had been elected to a 4-year term on the City Council, and scheduled to be sworn in and seated the following month during the Council's regular meeting on January 7, 2026.

Also on the ballot was a request for revenue bonding in the amount of \$130,000,000 for the purposes provided by City Ordinance 1430, where Council called for a special municipal revenue bond election for voters to decide on the proposition of issuing bonds to finance the design, acquisition, and construction of improvements to the City's wastewater system and facilities. Mayor Grimm announced that the measure passed with over 89% of support from the voters, reporting the canvass reflected 1,749 voting in favor and 216 voting against.

Motion to acknowledge and accept Bonner County's canvass of the results of Sandpoint's November 4, 2025, election, per Idaho Code § 50-412.

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

The motion passed by a unanimous vote of Council, and the canvass was accepted.

Executive Session

- 9. Motion to convene in executive session pursuant to Idaho Code §§ 74-206(1)(b) and (f) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent and to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. *

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

- 10. The executive session was held pursuant to Idaho Code §§ 74-206(1)(f). *

Reconvene and Adjourn

Following conclusion of the executive session, the meeting was reconvened and immediately adjourned at 9:25 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the Deputy City Clerk, were approved by City Council during their meeting held _____, 2025.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk

**Clerk's Note: Due to a scripting error, Mayor Grimm called for a motion to convene in executive session pursuant to both subsections (b) and (f). However, as reflected on the agenda, the purpose of the executive session was to communicate with legal counsel under subsection (f).*