



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING MINUTES

February 11, 2025 at 8:30 AM

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

Call to Order

The meeting of the Sandpoint Arts, Culture and Historic Preservation Commission was called to order at 8:32am on Tuesday, February 11th, 2025, by Chair Susnis in the Council Chambers of City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Chair Ellen Susnis
Commissioner Barry Burgess
Commissioner Katelyn Shook
Commissioner Keely Gray
Commissioner Mike Lithgow
Commissioner Rick Decker
Commissioner William Valentine

ABSENT

Commissioner Kate McAlister
Commissioner Carol Deaner

Meeting Minutes Approval

1. January 14th, 2025, Draft Minutes for Approval - **Action Item**

The January 11th, 2025, meeting minutes were approved as presented by the unanimous vote of Commissioners present.

Motion made by Commissioner Gray, Seconded by Commissioner Shook.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

Financial Report

2. Sandpoint Urban Renewal Agency (SURA) Financial Report

The latest financial information from the Sandpoint Urban Renewal Agency reflects the following for art fund balances:

Downtown: \$192,039.69

Northern: \$104,843.94

Silver Box Project: \$18,315.22 (advanced to date) \$1684.68 (remaining balance)

Commission Business - Arts

3. Update on Big Bellied Monster Art Program - **Action Item**

Commissioners discussed revisions to the coloring sheet for the Big Bellied Monster Art Program, distribution of the coloring sheets, possible locations for the Big Belly trash receptacles after they have been wrapped, and Ms. Susnis confirmed she will volunteer her time to convert the winning drawings to a digital copy for the wraps.

Commissioner Gray made a motion to proceed with the Big Belly Art Project after the contact information on the coloring sheet is updated. Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

Commission Business - Culture

4. Daughters of the American Revolution (DAR) Plaque installation request at Memorial Field - **Action Item**

Daughters of the American Revolution contacted the City of Sandpoint requesting to add a plaque to the War Memorial Obelisk.

Commissioners present unanimously agreed to table the request until the next meeting, allowing for more time to review the request. Parks Planning and Development Manager, Maeve Nevins-Lavtar will present the agenda item and if approved, will coordinate installation.

Motion made by Commissioner Shook, Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

Commission Business - Historic Preservation

5. Update on Certified Local Government (CLG) Grant

Planning and Community Development Director Jason Welker provided an update on the Certified Local Government Grant. If received the grant would go towards consulting services for a historic design review process during fiscal year 25_26. Mr. Welker also explained current and long-term planning efforts, in addition to sharing the city's intention to hire an associate planner to lead current planning efforts, freeing City Planner, Bill Dean for long-term planning efforts.

6. Update on Residential Call for Information and Historic Walking Tour Brochure - **Action Item**

Ms. Susnis briefly reviewed recent revisions to the Historic Walking Tour Brochure. She proposed adding photographic examples of a Rancher and a Barge House brought up from Laclede. Both examples are located in South Sandpoint.

Motion made by Commissioner Gray to proceed with the additions, Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

Commission Business - General

7. Election of Chair and Vice Chair - **Action Item**

City code requires annual election of Chair and Vice Chair. After expressing her interest in continuing as Chair, Commissioner Gray nominated Ms. Susnis to continue as Commission Chair. Seconded by Commissioner Burgess.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

After expressing her interest in the Vice Chair position, Commissioner Shook nominated Commissioner Gray for Vice Chair. Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

Commissioners' Roundtable

Mr. Welker, as acting ACHP staff liaison, informed commissioners that Ms. Uptons time with the city ended February 10th. Ms. Uptons position began as a grant funded, full-time, salaried, commission liaison, not organized under any specific city department. Conversely, every other commission and council staff liaison is a departmental employee for the city. The mayor's direction and priorities have shifted from the previous administration.

Mr. Welker closed by commended Upton's service and her role in the completion of her most recent project; finishing touches at the James E. Russell Sports Center. The project included: interior finishes, the historic mural wall, donor recognition, signage, and maps in playground area.

Adjourn

Meeting was adjourned at 9:31 am.

I presided over the meeting and can confirm that minutes, prepared by the Board Clerk and City Staff Liaison, were approved by the Arts, Culture and Historic preservation Commission during their regular meeting held on _____.

Ellie Susnis, Chair

Kami Omodt, Board Clerk