



CITY COUNCIL MEETING MINUTES

May 20, 2026 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, May 20, 2026, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
Councilor Deb Ruehle, Council President
Councilor Kyle Schreiber
Councilor Pam Duquette
Councilor Joshua Torrez

ABSENT

Councilor Aispuro
Councilor Tate

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.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

Mayor Grimm reported that the agenda was amended with the removal of item #10 under Consent Calendar which was a proposed resolution for Purchase Order 26-1788 to CompuNet, Inc. The cost increased from the original quoted amount.

The mayor also stated item #22 an Appeal Hearing for the denial of the Sandpoint Showdown 2026 Special Event Permit was also removed, as an email was received from the event coordinator requesting the removal. Both items were removed prior to the 48 hours; therefore, no motion was required to approve the amended agenda.

Mayor Grimm provided instructions for members of the public who wished to speak during opportunities for public comment/testimony during the meeting, and shared the following Proclamations:

1. National Fallen Firefighters Memorial Weekend and International Firefighters Day

Mayor Grimm read aloud his proclamation recognizing International Firefighters Day May 4, 2026, and National Fallen Firefighters Memorial Weekend May 2-3, 2026, in the City of Sandpoint. He then presented Fire Chief Gilcrease with the proclamation.

2. Peace Officers Memorial Day and National Police Week

Mayor Grimm read aloud his proclamation recognizing National Police Week May 10-16, 2026, and Peace Officers Day on May 15, 2026, in the City of Sandpoint. He then presented Police Chief Coon with the proclamation.

3. National Safe Boating Week

Mayor Grimm read aloud his proclamation recognizing May 16-22, 2026, National Safe Boating Week in the City of Sandpoint.

Council members provided reports from the City's citizen advisory boards on which they serve as Council liaison.

Councilor Ruehle announced she would not be in attendance at the next City Council meeting on June 3, 2026.

Councilor Ruehle then made a motion to table item #16 and #17, indefinitely, relating to the Public Hearing and Proposed Ordinance on the ban of Kratom Products in Sandpoint from the agenda. Councilor Schreiber seconded the motion, and it was approved by a unanimous vote of the Councilors present.

Motion made by Councilor Ruehle, Seconded by Councilor Schreiber.

Voting Yea: Councilor Schreiber, Councilor Duquette, Councilor Ruehle, Councilor Torrez

At the invitation of the Mayor, Department Directors provided reports on projects and activities in their respective departments.

Public Comment

Mayor Grimm recited the rules and procedure for public comment, followed by an opportunity for comments from the public regarding items on the agenda not related to a hearing, as well as other topics relevant to the business of the City of Sandpoint. Information only; no Council action.

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.

4. The minutes from May 6, 2026, meeting were **approved** as presented.
5. The minutes from May 13, 2026, special meeting were **approved** as presented.
6. The bills presented were **approved** for payment in the amount of \$870,310.41.
7. The Mayor's reappointment of Jessica Janssen and Gwen Victorson to the Parks and Recreation Commission for a term of three years May 20, 2026, through May 31, 2029, were confirmed.

The Mayor reappointed Jennifer Heller for a term of three years May 20, 2026, through May 31, 2029, to the Pedestrian and Bicycle Advisory Committee which was confirmed.
8. **Resolution 26-034** Authorization to destroy semi-permanent and temporary records - **approved**
9. **Resolution 26-035** Lion's Club First Amendment Lease Agreement A25-1600-7 - **approved**
10. (REMOVED): ~~Proposed Resolution: Purchase Order 26-1788 to CompuNet, Inc. for Services and Equipment~~
11. **Resolution 26-036** Professional Services Agreement with Keller Associates for South Boyer Lift Station Replacement (City agreement A26-3257-1) - **approved**
12. **Resolution 26-037** Second amendment Professional Services Agreement with HMH, LLC for the City Engineering Services (No. A25-2410-6) - **approved**
13. The corrected final plat for University Place Subdivision Phase 4 was **approved**.

Motion made by Councilor Duquette, Seconded by Councilor Schreiber
Voting Yea: Councilor Torrez, Councilor Ruehle, Councilor Schreiber, Councilor Duquette

Public Hearings

14. Public Hearing: Amendments to Title 3, Chapter 12, Business and License Regulations, Short Term Rental of Dwelling Units

Mayor Grimm announced that the purpose of the public hearing was to take public testimony for Council consideration on proposed amendments to Sandpoint City Code Title 3, Chapter 12, Short Term Rental of Dwelling Units.

Deputy Community Planning and Development Director Bill Dean introduced the proposed amendments and fielded questions from the Mayor and Councilors.

Following the staff introduction, Mayor Grimm recited the rules and procedure and then opened the hearing. No one testified, and Mayor Grimm closed the public hearing.

15. Proposed Ordinance Amending to Title 3, Chapter 12, Business and License Regulations, Short Term Rental of Dwelling Units

Following the closure of the public hearing, Council deliberated and Mayor Grimm requested the clerk read aloud the title of the ordinance as follows:

AN ORDINANCE OF THE CITY OF SANDPOINT IDAHO, REPEALING AND REPLACING TITLE 3, CHAPTER 12, SANDPOINT CITY CODE, PERTAINING TO SHORT-TERM RENTALS; PROVIDING FINDINGS; PROVIDING FOR A NEW CHAPTER 12 CONSISTENT WITH IDAHO CODE SECTION 67-6539, AS AMENDED; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

Councilor Ruehle made a motion that the Ordinance pass its first reading by title only, and that the Summary is approved, seconded by Councilor Torrez. Motion passed, with the Mayor breaking a tie vote of Council as follows:

Motion made by Councilor Ruehle, Seconded by Councilor Torrez.
Voting Yea: Councilor Ruehle, Councilor Torrez, and Mayor Grimm
Voting Nay: Councilor Duquette, Councilor Schreiber

Councilor Ruehle made a motion that the rules requiring three separate readings, once in the Ordinance's entirety, be suspended and that the Ordinance pass its second and third readings under suspension of the rules, seconded by Councilor Schreiber.

Motion made by Councilor Ruehle, Seconded by Councilor Schreiber
Voting Yea:

Voting Nay: Councilor Ruehle, Councilor Duquette, Councilor Torrez, Councilor Schreiber

The motion failed and the Ordinance will be brought back for the second and third reading at the next regularly scheduled Council meeting on June 3, 2026.

- ~~16. REMOVED: Public Hearing: Amendments to Title 5, Chapter 2, Prohibiting Sales of Kratom Products within the City of Sandpoint~~
- ~~17. REMOVED: Proposed Ordinance: Amendments to City Code 5 Police Regulations Prohibit the Sale of Kratom Products - **action item**~~
18. Public Hearing: Amendments to City Code 4-3 Fire Prevention and Protection

Mayor Grimm announced that the purpose of the public hearing was to take public testimony prior to a City Council decision on amendments to the City Code 4-3 regarding Fire Prevention and Protection.

Fire Chief Gilcrease provided information about the proposed amendments to the city code and fielded questions.

Mayor Grimm recited the rules and procedure and then opened the hearing. No one testified, and the mayor closed the public hearing.

19. **Ordinance 1440** Amendments to City Code 4-3A Fire Department, 4-3B Fireworks and 4-3C Open Burning Regulations

Council deliberated with no questions.

Mayor Grimm then asked the City Clerk read the title of the ordinance as follows:

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 4, CHAPTER 3, FIRE PREVENTION AND PROTECTION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Councilor Duquette made a motion that the Ordinance pass its first reading by title only and that the Summary is approved, seconded by Councilor Ruehle

Motion made by Councilor Duquette, Seconded by Councilor Ruehle.

Voting Yea: Councilor Ruehle, Councilor Torrez, Councilor Duquette, Councilor Schreiber

Motion that the rules requiring three separate readings, once in the Ordinance's entirety, be suspended and that the Ordinance pass its second and third readings under suspension of the rules.

Motion made by Councilor Schreiber, Seconded by Councilor Ruehle.

Voting Yea: Councilor Torrez, Councilor Ruehle, Councilor Schreiber, Councilor Duquette

Mayor Grimm announced that the motion had passed, and the Ordinance was considered read, passed and adopted under suspension of the rules, effective upon publication of the Summary in the newspaper.

20. Public Hearing City Fees - Proposed New Fees and Fee Increases in Excess of 5%

Mayor Grimm announced that, next, there would be a public hearing to take testimony on proposed new City fees and fees proposed to increase more than 5%, offering Council members an opportunity to ask questions of staff. With no questions from the Council, Mayor Grimm provided public testimony instructions and then opened the public hearing.

No one testified, and the mayor closed the public hearing.

21. **Resolution 26-038** Adopting New City Fees and Approving Changes to Existing Fees and Fee Schedule

Council discussed and deliberated the fees contained within the proposed City Fee Schedule, with questions fielded by the Mayor Grimm, City Attorney Fonda Jovick, and Community Planning and Development Director Jason Welker.

The motion to approve the Resolution adopting new City fees and approving changes to existing fees and the Fee Schedule was unanimously approved by Council members present.

Motion made by Councilor Ruehle, Seconded by Councilor Schreiber

Voting Yea: Councilor Duquette, Councilor Schreiber, Councilor Ruehle, Councilor Torrez

Mayor Grimm called for a brief recess at 6:53 p.m., with the meeting reconvening at 6:59 p.m.

Appeal Hearing

22. ~~REMOVED: Appeal Hearing—Sandpoint Showdown 2026~~

Old/Unfinished Business

23. Council Update: Proposed City Code Amendment and Arboricultural Manual

Public Works Director Holly Ellis and City Project Manager Erik Bush gave an update on the Arboricultural manual proposed code changes and fielded questions from Council members. Information only; no Council action.

New Business

24. Staff Direction: Educational Program for Heritage Trees

Following an introduction by Councilor Duquette for an Educational Heritage Tree Program, much discussion and questions were asked pertaining to the trees in the city.

Councilor Schreiber made a motion to direct staff to bring forward the proposed code amendments discussed at the April 15, 2026, meeting and to schedule a public hearing for consideration of adoption into City Code. Also directing staff to engage the Planning and Zoning Commission and the Urban Forestry Commission in developing a program intended to incentivize the protection of heritage trees on private property.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.

Voting Yea: Councilor Ruehle, Councilor Duquette, Councilor Torrez, Councilor Schreiber

25. Council Discussion: Making Sandpoint a Dark Sky Community

Councilor Duquette inquired whether there was interest among the Council in pursuing designation of the City of Sandpoint as a Dark Sky Community. She explained that obtaining the designation would require additional work and coordination.

Council discussed this and agreed it would be a good idea but would be a three-to-five-year timeline to work towards accomplishing that goal for the City of Sandpoint. Discussion only; no Council action taken.

Adjourn

With no further business before the Council, the meeting was adjourned at 8:04 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during their meeting held _____, 2026.

Jeremy Grimm, Mayor

Attest: Meri Jane Bohn, City Clerk