



## **ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING MINUTES**

**March 11, 2025 at 8:30 AM**

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

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### **Call to Order**

The Meeting of the Sandpoint Arts, Culture and Historic Preservation Commission was called to order at 8:32am on Tuesday, March 11, 2025, by Chair Elle 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 Rick Decker  
Commissioner William Valentine  
Commissioner Carol Deaner

Guests: Dan Everheart and Alexis Matrone with Idaho SHPO

#### **ABSENT**

Commissioner Mike Lithgow  
Commissioner Kate McAlister

### **Meeting Minutes Approval**

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

Motion made by Commissioner Decker, Seconded by Commissioner Gray.

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

### **Financial Report**

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: \$208,749.64

Northern: \$113,962.78

Silver Box Project: Advanced to Date \$18,315.22 remaining balance: \$1,684.68

## **Commission Business - Arts**

Arts 1: the first item under Arts Business was an update on the Big Bellied Monster Art Program.

A "Kids" Call for Art, appeared in the Bonner County Daily Bee on March 8th, 2025, for the Big Bellied Monster Public Art Contest. Kids ages 4 - 12 years old are encouraged to pick up a design coloring page at Sandpoint City Hall, Creations on Cedar Street Bridge, Millers Paint Bucket, or the Bonner County Museum. Submission deadline is March 31st, and two designs will be chosen. If selected, the two successful candidates will each receive a \$150 artist stipend. Commissioner Deaner asked for a copy of the flyer and volunteered to distribute through the POAC Kaleidoscope program, and the board clerk will facilitate email distribution to LPOSD elementary schools.

Arts 2: the next item under Arts Business was a proposal for a Spring Silver Box Project.

The Winter Silver Box program ends May 23, 2025, at which time the current installation will be taken down. Moving forward, commissioners agreed to begin the legwork for upcoming Silver Box programs, annually in November, to successfully meet a Spring installation schedule. Installations would then be on display for a full year. After discussion and despite the tight timeline for a Spring install this year, commissioners unanimously decided to push for a 2025 Spring install, \$1000 stipend per selected artist. Next steps include seeking SURA approval for the budget, distribution of the RFP and obtaining City Council approval.

Motion made by Commissioner Gray, Seconded by Commissioner Deaner.

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

Arts 3: the next item under Arts Business was the Gretchen Heller Community Art Grant.

In 2017 the City of Sandpoint Arts Commission received a \$2500 grant from the Idaho Community Foundation Bonner County Arts Enhancement Grant supported in part by the Gretchen Heller Trust. It requires a SURA match. The grant was originally intended for an art installation on Cedar Street at one of Sandpoint's designated public art locations during Phase 1 of the Cedar Street Revitalization project. The intended project did not come to fruition, but Susnis was recently informed my City of Sandpoint Finance Director Sarah Lynds, that the unused funds need to be used for a public art project. After discussion, commissioners unanimously agreed that Susnis should put together a work team to discuss options, to include potential allocation to the upcoming City Parking Lot refurbishment. The work team will report back to the commission with their proposals.

Arts 4: the final item under Arts Business was discussion about the upcoming refurbishment of the city parking lot.

Mayor Grimm shared that in approximately two-three weeks, the city will be going to bid to resurface the city parking lot. Other minor changes will include removal of swales, saving 6 existing landscaping trees, creation of a singular access off of 3rd avenue to lessen pedestrian conflict, new night sky compliant lighting, and the addition of two digital kiosk calendars on the western most corners. Though the site improvements don't leave much space for installed art, the mayor expressed his willingness to entertain ideas for future locations for art or ways to add art to the infrastructure.

## **Commission Business - Culture**

Culture 1: Summer Walking Tour Planning

Chair Susnis shared her desire to continue the Summer Walking Tours historically offered the last Friday of the month during peak summer months. She emphasized the need for additional volunteers to lead the tours and suggested creating a basic script for volunteers to use. She also advocated that those leading the tours dress up as historical figures. Val Burgess, the volunteer coordinator at the museum, has offered to assist with costume sourcing. Commissioner Valentine

suggested placement of a sign under the Panida Markee (Tours Start Here). Following discussion, commissioners unanimously supported continuing the program.

Motion made by Commissioner Shook, Seconded by Commissioner Burgess.

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

### **Commission Business - Historic Preservation**

HP1: Certified Local Government (CLG) Grant Update with guests Dan Everheart and Alexis Matrone both with Idaho SHPO.

Mr. Welker gave a brief review of the Certified Local Government grant recently submitted by the City. If awarded, the grant would help develop specific, enforceable guidelines to foster better design aligned with Sandpoint's historical aesthetic, to protect the historic character of buildings and to guide developers in their projects.

Matrone and Everheart clarified that if received, the CLG grant would be used to cover consulting services to create design review guidelines and discussed the need for city support. Everheart encouraged Mayor, Jeremy Grimm or City Council to submit a letter of intent, affirming their commitment to moving forward with an ordinance for a historic overlay district.

HP 2: Update on Residential Call for Information and Historic Walking Tour Brochure.

Chair Susnis shared that commissioners Burgess, Valentine and herself have been finalizing photos to be used in the walking tour brochure. A preliminary layout should be available for review at the April meeting and the project is on track for the summer distribution of the brochure.

### **Commission Business - General**

Mayor Grimm indicated he would be replacing Jason Welker as acting ACHP Commission staff liaison.

### **Commissioners' Roundtable**

Chair Susnis shared that she would be volunteering her time to create ACHP Badges for all commissioners and informed all present that the Bonner County Historic Museum would be hosting an event called Sunday School Salon, Lion Hearted Ladies of Bonner County, that will take place at the Hive on March 22, 2025 at 3pm. Commissioner Valentine offered to provide a post meeting show and tell session to share the full prospectus about a local hotel that was never built in downtown Sandpoint. Commissioner Shook shared that the Panida will be hosting a Gala on May 9th, 2025. The Gala will be a curated variety show held annually on the Friday before Mother's Day as a celebration of Panida history and honoring its supporters.

### **Adjourn**

Meeting was adjourned at 9:37am.

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 \_\_\_\_\_.

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Ellie Susnis, Chair

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Kami Omodt, Board Clerk