

1. Call to Order

The meeting was called to order at 5:30 p.m. by Mayor Shelby Rognstad, presiding in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

2. Roll Call

Present: Councilors Kate McAlister, Deb Ruehle, Joel Aispuro, Andy Groat, Jason Welker and Justin Dick. All Councilors present.

3. Pledge of Allegiance

Mayor Rognstad led all present in the pledge of allegiance.

4. Announcements

Mayor Rognstad made an announcement regarding planned upgrades to the microphones at the staff tables in chambers and the availability of assisted listening devices during public meetings.

Councilor Groat reminded motorists to be cautious, with school back in session, and encouraged use of the Engage Sandpoint app, where citizens can report issues around town and also receive notifications from the City regarding road construction and other projects and activities.

Councilor Welker congratulated City Planner Amy Tweeten on her recent nuptials and announced a couple of upcoming events: Rails to Resort Schweitzer Mountain Hill Climb on September 10 and Bonner County Museum's 50th birthday party at Lakeview Park on September 16 at 4:00 p.m.

City Administrator Jennifer Stapleton announced upcoming special events that have been or are being permitted, including some reserved parking downtown for a movie premiere red carpet arrival at The Panida Theater September 13, Pend Oreille Cup youth soccer tournament at War Memorial Field and at the Travers/Centennial/Great Northern Sports Complex over the coming weekend, reserved parking and use of the Sand Creek Parking Lot for the Sand Creek Regatta September 10, and the Downtown Throwdown Cornhole Tournament, with road closure on Second Ave. from Main St. to Church St., on September 10. She also announced an upcoming community survey on the planned James Russell Sports Complex, as the City is working through the operations plan for the facility, a survey regarding the City's snow policy for the upcoming winter season, and a survey on the proposed dog park at Lakeview Park behind Memorial Field.

Infrastructure and Development Services Director Amanda Wilson announced that staff is in the process of updating the City's snow removal plan/policy, with a planned survey to gather community feedback, followed by a public workshop on October 5. She also announced completion of the Main Street paving project and an upcoming water main project on Ruth Avenue, which will include a temporary asphalt repair, with the full-width repaving project in the spring.

Parks Planning and Development Manager Maeve Nevins-Lavtar announced a fundraiser for the all-wheeled skate park at Sandpoint Strength & Conditioning and the King of the Kongcrete skate competition and fundraiser at the Concrete Lake Skatepark, hosted by the Bonner County Skatepark Association, both on Saturday, September 17. She also announced a public meeting at the picnic shelter near the boat launch area behind Memorial Field on Monday, September 19, regarding the proposed dog park. She additionally announced public participation opportunities regarding the Little Sand Creek Watershed Recreation Plan, with an open house and meeting planned for 5:30pm October 11 and 12. Finally, she reported that the City's Urban Forest Management Plan had been completed and was under review by City staff and the Tree Committee; the proposed plan will be presented to Council for consideration in the near future.

Ms. Stapleton encouraged the public to download and utilize the Engage Sandpoint mobile app and to also register on the City's Town Hall platform to keep abreast of the latest announcements, information and public participation opportunities.

Mayor Rognstad relayed his concerns regarding the issues surrounding the recent resignation of the Director of the Boundary County Library and also conveyed his disappointment with a letter to the editor published in a local newspaper, calling into question a photo of Council President McAlister that was used in conjunction with a business advertisement, remarking on the commitment of public servants to their communities and thanking City Council and City staff for their service and hard work.

5. Public Forum

Mayor Rognstad recited the general rules and procedure for public comment during the meeting, followed by public forum. Information only; no Council action.

6. Consent Calendar

Item Number:	6A	August 17, 2022, Meeting Minutes approved
Item Number:	6B	Bills approved for payment: \$460,173.75 for regular payables
Item Number:	6C	Resolution 22-054 Audit Engagement Letter for Fiscal Year Ending September 30, 2022
Item Number:	6D	Resolution 22-059 Surplus Property Declaration and Disposition

Motion to approve the Consent Calendar.

Result:	Passed
Moved by:	Dick
Seconded by:	Groat
Voted Yes:	McAlister, Ruehle, Aispuro, Groat, Welker, Dick
Voted No:	
Abstained:	
Absent:	

7. Public Hearing

Item Number:	7A	Public Hearing on City Application PS22-0002
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Mayor Rognstad announced a public hearing on a request to obtain preliminary approval for a 25-lot subdivision on one parcel, Bonner County Parcel #RPS39500030010A, totaling approximately 5 acres, bounded by the Bonner County Jail property to the north, Samuelson Avenue to the west, private property to the south, and the Boyer Farm Estates Phase I development to the east. The site is in the vicinity of North Boyer Road and Woodland Drive, legally described as Lot 1, Block 3, Boyer Farm Estates, Section 10, Township 57 North, Range 2 West, Boise Meridian, Bonner County, Idaho, according to the plat thereof recorded in Book 18 of Plats, Page 61.

Notice of the public hearing was published in the Bonner County Daily Bee on August 16, 2022.

The Mayor recited the order and procedure for the hearing and noted that any written comments received prior to agenda posting were included in the meeting packet or otherwise provided to Council.

All Council members confirmed no ex parte contact or conflict of interest regarding this request.

City Planner Amy Tweeten provided an introduction and explanation of the request and fielded questions from Council members.

Adam Brizendine was in attendance remotely on behalf of the applicant and fielded questions from Council members.

Mayor Rognstad opened the public hearing. No one testified in favor or in opposition. Lake Pend Oreille School District Superintendent Becky Meyer testified as neutral to the request.

Mayor Rognstad closed the public hearing. No further Council deliberation or questions.

Motion to approve the request by Carousel Holdings, LLC, for approval of the Boyer Farm Estates Phase 2 Preliminary Plat for a 25-lot proposed subdivision located east of N. Samuelson Ave., approximately 300' north of Woodland Avenue, south of the Bonner County Readiness Center, and west of Boyer Farm Estates Phase I, parcel number RPS39500030010A, subject to the following conditions:

1. Final plat shall make note that no driveway access is permitted onto Samuelson Avenue.
2. Subject to an executed Development Agreement with standard terms and conditions associated with public infrastructure improvements.

This motion to approve is made based on the recommendation of the Planning and Zoning Commission and the following findings of fact:

1. The preliminary plat was set for public hearing before the Planning and Zoning Commission or a hearing examiner only after all required documents were received and fees were paid;
2. Notice of the public hearing was sent to the property owners within three hundred feet (300') of the development;
3. City Council conducted a public hearing;
4. The Commission's findings, as documented in the meeting minutes approved August 16, 2022, are deemed accurate and correct; and
5. As presented in the staff report, the application is substantially compliant with the provisions of Sandpoint City Code.

Result:	Passed
Moved by:	Groat
Seconded by:	Welker
Voted Yes:	McAlister, Ruehle, Aispuro, Groat, Welker, Dick
Voted No:	
Abstained:	
Absent:	

Item Number:	7A-1 Resolution 22-055
	Boyer Farm Estates, Phase 2, Development Agreement

Motion to approve the Resolution for the Boyer Farm Estates Phase II Subdivision Development Agreement with Carousel Holdings, LLC.

Result:	Passed
Moved by:	Welker
Seconded by:	Dick
Voted Yes:	McAlister, Ruehle, Aispuro, Groat, Welker, Dick
Voted No:	
Abstained:	
Absent:	

8. Old Business

Item Number:	8A	Madison Meadows Subdivision Final Plat (City App #PS21-0002)
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Mayor Rognstad announced that the first item under Old Business was a request for approval of the final plat for the Madison Meadows Subdivision.

Ms. Tweeten provided an introduction and explanation of the request and, along with Ms. Wilson, fielded questions from Council members.

Motion that the Sandpoint City Council, after consideration of the criteria and relevant standards of Idaho Code and Sandpoint City Code, approve the request by Atlas Development, Inc., for the Madison Ave 10-Lot proposed subdivision located at 412 and 424 Madison Avenue, parcel ID numbers RPS36860000040A and RPS36860000030A, and bounded by private property to the north, east, and south and Madison Avenue to the west, subject to the following conditions:

- 1) Conditions a-u within section VI of the staff report provided.

Based on evidence, records, and testimony, the reasons for approving this request are:

1. Staff has followed the notice procedures applicable to Subdivisions contained in Sandpoint City Code Title 9, Chapter 9.
2. Based on information presented at the hearing and the placement of limitations through conditions, the application is in compliance with the subdivision and zoning requirements in Sandpoint City Code per the following justification(s): (none given)
3. The proposed subdivision is consistent with the overall planning goals and objectives outlined in the Comprehensive Plan.

Result:	Passed
Moved by:	Dick
Seconded by:	Aispuro
Voted Yes:	McAlister, Ruehle, Aispuro, Groat, Welker, Dick
Voted No:	
Abstained:	
Absent:	

Item Number:	8B	Resolution 22-056 LHTAC/Local Agreement 2022 Local Children Pedestrian Safety (CPS) Program Division Avenue Corridor Safety Improvement, Phase 1, City of Sandpoint CPS# 2022-17
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Mayor Rognstad announced that the final item under Old Business was consideration of an agreement with the Local Highway Technical Assistance Council for the 2022 Local Children Pedestrian Safety Program Division Avenue Corridor Safety Improvement Project, Phase 1.

Ms. Wilson provided a presentation, with information regarding this travel corridor, the planned improvements, and the \$250,000 grant that had been awarded to the City for this phase on the east side of Division Avenue, approximately between Superior Street and Highway 2, and fielded questions from Council members.

Motion to approve the Resolution for LHTAC/Local Agreement 2022 Local Children Pedestrian Safety (CPS) Program Division Avenue Corridor Safety Improvement, Phase 1, City of Sandpoint CPS# 2022-17.

Result:	Passed
Moved by:	Ruehle
Seconded by:	Groat
Voted Yes:	McAlister, Ruehle, Aispuro, Groat, Welker, Dick
Voted No:	
Abstained:	
Absent:	

9. New Business

Item Number:	9A Resolution 22-057
	Medical Premium Stabilization Reserve Policy

Mayor Rognstad announced that the first item under New Business was consideration of adoption of a Medical Premium Stabilization Reserve Policy, as well as some additional minor changes to the City's Financial Policies and Guidelines.

Ms. Stapleton provided a presentation with information as relayed in the staff report: This policy would establish a medical premium stabilization reserve and guide the budgetary use of these resources, allowing the City to use these set-aside funds to offset future medical premium increases. Under the current contract for employees' medical insurance, the City is eligible for an annual premium rebate, which eligibility and amount is calculated yearly based on the difference between premiums paid by the City and employees and expenses paid by the insurance carrier; when premiums paid exceed expenses incurred by the plan, the difference is shared between the carrier and the City. The reserve would be used to offset future annual premium increases that exceed 10% over prior year costs for both the City and its taxpayers, as well as plan participants. City Council would consider and approve the use of these funds during the annual budgeting process. Autumn Inman of Taylor Insurance was present and made some additional remarks.

Motion to approve the City of Sandpoint Medical Premium Stabilization Reserve Policy and additional changes to the City's Financial Policies and Guidelines, as presented by staff.

Result:	Passed
Moved by:	Groat
Seconded by:	Dick
Voted Yes:	McAlister, Ruehle, Aispuro, Groat, Welker, Dick
Voted No:	
Abstained:	
Absent:	

Item Number:	9B Resolution 22-058
	National Endowment for the Arts (NEA) / American Rescue Plan (ARP) Subgrant Program

Mayor Rognstad announced that the final item under New Business was a request for approval of the City of Sandpoint NEA / ARP Subgrant Program.

Arts and Historic Preservation Officer Heather Upton provided a presentation, with the history surrounding these grant funds, expenses that are eligible and those that are ineligible for this funding, along with the grant application process, and fielded questions from Council members.

Motion to approve the Resolution for the City of Sandpoint National Endowment for the Arts (NEA) / ARP Subgrant Program.

Result:	Passed
Moved by:	McAlister
Seconded by:	Groat
Voted Yes:	McAlister, Ruehle, Aispuro, Groat, Welker, Dick
Voted No:	
Abstained:	
Absent:	

Mayor Rognstad announced that the final item on the agenda would be an executive session. He called for a short break, and the video recording ended.

10. Executive Session

Item Number:	10A Decision to convene in Executive Session
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Following the brief recess, there was a motion to convene in Executive Session pursuant to Idaho Code § 74-206(1)(c) to acquire an interest in real property not owned by a public agency.

Result:	Passed
Moved by:	Dick
Seconded by:	Groat
Voted Yes:	McAlister, Ruehle, Aispuro, Groat, Welker, Dick
Voted No:	
Abstained:	
Absent:	

Item Number:	10B Executive Session
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The executive session was held. Council took no action and made no decisions during the session.

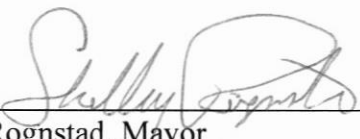
11. Reconvene Regular Meeting

Following conclusion of the executive session, the regular meeting reconvened at 8:26 p.m.

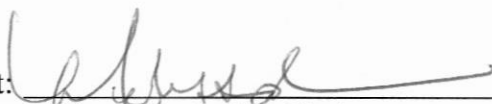
12. Adjourn

With no further business on the agenda, the meeting was adjourned at 8:26 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the City Clerk, were approved by City Council on September 21, 2022.



Shelby Rognstad, Mayor

Attest: 

Melissa Ward, City Clerk

(Note for the file: In the City Clerk's absence, this meeting was clerked by Deputy City Clerk Cassidy Brocaille. The City Clerk prepared the minutes, based on the meeting recordings and the notes taken by the Deputy City Clerk during the meeting.)