



CITY COUNCIL MEETING MINUTES

December 18, 2024 at 5:30 PM

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

Call to Order

The regular meeting of the Sandpoint City Council was called to order by Mayor Jeremy Grimm at 5:33 p.m. on Wednesday, December 18, 2024, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
Councilor Deb Ruehle, Council President
Councilor Joel Aispuro
Councilor Justin Dick (*arrived at 5:44 p.m.*)
Councilor Kyle Schreiber
Councilor Pam Duquette
Councilor Rick Howarth

Note: Councilor Dick was absent at roll call, arriving at 5:44 p.m. during staff reports.

Mayor Grimm reported that the agenda had been amended after its original posting, noting that the first amendment added Item 11 for Council confirmation of the Mayor's appointment of Holly Ellis as Public Works Director. That amendment was made and the agenda was reposted more than 48 hours prior to the meeting; therefore, Council approval was not required for that amendment. He further reported that the agenda was re-amended the day of the meeting to make an adjustment to Item 7, noting that staff was still seeking authorization to apply for an Idaho Parks and Recreation Waterways Improvement Fund grant, but instead of a project to undertake improvements that would enable low-water moorage and year-round use of the boat launch at this time, staff has a plan to direct these particular funds, if awarded, to parking and dock improvements, which Community Planning and Development Director Jason Welker would explain during his presentation and as reflected within the updated resolution uploaded to the meeting packet earlier in the day.

Motion, pursuant to Idaho Code § 74-204(4)(b), to approve the agenda, re-amended and posted December 18, 2024, reflecting a change to the resolution that is proposed under Item 7.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

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

Absent: Councilor Dick

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Public Comments

Mayor Grimm recited the rules and procedure for public comment, followed by an opportunity for comments from the public regarding Consent Calendar and Old/New Business items on the agenda and other topics relevant to the business of the City of Sandpoint. Information only; no Council action.

Announcements and Reports

Mayor Grimm thanked Planning and Zoning Commissioners John Hastings and Amelia Boyd, whose terms on the Commission are coming to a close. He also thanked Council and staff for all of their good work over the course of the past year, noting a number of accomplishments.

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

Department Directors provided reports on projects and activities in their respective departments, with Central Services Director Cheryl Hughes announcing in particular that City Hall would be closing early (at noon) on Christmas Eve, December 24.

Information only; no Council action.

Appeal Hearing

1. Hearing and Decision on Appeal of Denial of McGhee Development Water Service Application

Mayor Grimm announced that Council would hear an appeal on City staff's decision to deny water service to the proposed McGhee Subdivision development in the City of Ponderay, followed by the Appellant's presentation, with Appellant's attorney Norm Semanko, Appellant Dick Vilelli, and Scott McNee, an engineer with Ardurra, making their case to appeal the denial decision and fielding questions from the Mayor and Council.

City of Sandpoint Civil Engineer Brandon Staglund provided a staff presentation. Preston Love, an engineer with City consulting firm Murraysmith, also provided information, and both fielded questions from the Mayor and Council members, as did City Attorney Fonda Jovick.

Mr. Semanko provided rebuttal testimony and final remarks.

As Council deliberation began, Council members voted unanimously to postpone a decision on this matter to their January 15, 2024, regular meeting. Ms. Jovick noted that the record was now closed, and there should be no discussion amongst or by Council members regarding this matter from this moment until deliberation and a decision is considered by Council during their meeting on January 15.

Motion made by Councilor Aispuro, Seconded by Councilor Ruehle.

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

Following the appeal hearing, the Mayor called for a brief recess at 7:05 p.m., with Council concurring. The meeting reconvened at 7:15 p.m.

Consent Calendar

Mayor Grimm noted for the record the amount of bills presented for payment approval, followed by a motion to approve the Consent Calendar, as shown below.

Motion made by Councilor Schreiber, Seconded by Councilor Howarth.

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

2. The minutes from Council's December 4, 2024, Regular Meeting were approved as presented.
3. The bills presented in the amount of \$1,072,488.92 for regular payables were approved for payment.
4. The Mayor's Citizen Advisory Board appointments were approved as follows: William Mitchell, Planning and Zoning Commission, 02/01/2025-01/31/2028, and William Valentine and Carol Deaner, Arts, Culture & Historic Preservation Commission, 01/01/2025-12/31/2027.
5. **Resolution 24-083** Change Order No. 3 to SCADA Upgrades Professional Services Agreement with B & E Electric, Inc. (City Agreement A24-3401-1) - approved

Old/Unfinished Business - none

New Business

As reflected below, Council voted to move Agenda Item 9, update on parking requirements at 56 Bridge Street (hotel at City Beach), to be heard earlier, prior to Item 7.

Motion made by Councilor Schreiber, Seconded by Councilor Aispuro.

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

6. **Resolution 24-084** Updating City of Sandpoint Procurement and Contract Policy

Following a brief presentation by Ms. Hughes, who fielded a number of questions from the Council members, Council approved this resolution as shown below.

Motion made by Councilor Ruehle, Seconded by Councilor Duquette.

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

9. Mr. Welker provided an update on parking requirements at 56 Bridge Street (hotel at City Beach), with discussion amongst the Mayor and Council members and questions fielded by staff. Information only; no Council action.

7. **Resolution 24-085** Authorizing a Grant Application to the Idaho Department of Parks and Recreation Waterways Improvement Fund for City Beach Parking Lot and Dock Improvements

Following a presentation on the proposals to apply for Idaho Parks and Recreation Waterways Improvement Fund and RV Fund grants, provided by Mr. Welker and Parks Planning and Development Manager Maeve Nevins-Lavtar, who fielded questions from Council members, the resolutions authorizing these grant applications were approved as reflected below.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

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

8. **Resolution 24-086** Authorizing a Grant Application to the Idaho Department of Parks and Recreation Recreational Vehicle (RV) Fund for Improvements to the RV Park at City Beach

Motion made by Councilor Aispuro, Seconded by Councilor Howarth.

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

10. City Planner Bill Dean provided a presentation on zoning code observations and possible updates for the coming year. Information only; no Council action.

11. Confirmation of Mayor's Appointment of Holly Ellis as Public Works Director - **action item**

Following questions from Councilor Schreiber, fielded by Mayor Grimm, Council unanimously confirmed the appointment of Holly Ellis as City of Sandpoint Public Works Director, effective December 16, 2024.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

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

Mayor Grimm administered the Oath of Office to Ms. Ellis. Mr. Welker and Ms. Hughes, whose appointments were previously confirmed by Council, also took the oath of office.

Adjourn

With no further business on the agenda, the meeting was adjourned at 9:12 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 regular meeting held on _____, 2024.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk