



## CITY COUNCIL MEETING MINUTES

September 17, 2025 at 5:30 PM

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

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### Call to Order

Mayor Grimm called the meeting of the Sandpoint City Council to order at 5:30 p.m. on Wednesday, September 17, 2025, 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 Kyle Schreiber  
Councilor Pam Duquette  
Councilor Rick Howarth

#### ABSENT

Councilor Justin Dick

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 provided instructions for those who wished to speak during public comment time. With a number of members of the public, including downtown business owners, in attendance who wished to address the Mayor and Council regarding proposed changes to downtown parking, the Mayor provided a brief update on the meeting that had been held the week prior with downtown businesses on this topic and relayed that the City had not made any decisions regarding paid parking on downtown streets. Further, based on feedback received at the meeting, he had no intention of pursuing paid parking on First Avenue, Second Avenue, or Cedar Street, where the City would pivot to other methods, such as enforcement, to manage parking on the downtown streets. Over the course of the next few months, the City will be exploring options for technology to assist in parking management at the City's parking lots.

The Mayor also announced a new motorcyclist event, Sandpoint Showdown, permitted through the City to take place downtown on Saturday, September 27th.

Council members provided reports from recent meetings of the citizen advisory boards on which they serve as Council liaison, and Councilor Howarth announced an event, with performances and a tour the coming weekend, September 19-21, hosted by the Sandpoint Music Conservatory in celebration of the building at 110 Main Street, where they are located and which is turning 115 years old, historically serving as the Sandpoint City Hall, Fire Station and Library, among other uses.

At the Mayor's invitation, department directors provided reports on the projects and activities in their respective departments.

## Public Comments

Mayor Grimm recited the rules and procedure for public comment during the meeting and offered an opportunity for members of the public to speak on items included on the Consent Calendar and Old and New Business topics on the agenda or other general matters relevant to the business of the City of Sandpoint. Both City of Sandpoint residents and non-residents spoke during the general public comments portion of the meeting, with comment sign-up sheets reflecting the following topics: citizen advisory boards, downtown parking, and the annual CHAFE 150 Gran Fondo bicycle ride.

## Consent Calendar

Mayor Grimm recited for the record the amount of bills for payment approval. Councilor Duquette removed item #4, the proposed resolution to declare and direct disposal of personal property in the City's possession that is no longer needed. With that amendment, the Consent Calendar was unanimously approved by a vote of the Council members present.

Motion made by Councilor Schreiber, Seconded by Councilor Howarth.

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

1. The minutes from Council's September 3, 2025, meeting were approved as presented.
2. The bills presented were approved for payment in the amount of \$396,669.72 for regular payables.
3. **Resolution 25-035** Engaging Magnuson-McHugh-Dougherty, CPA, for Fiscal Year 2025 Audit - approved
4. removed (*see New Business below*)

## Old/Unfinished Business

5. **Ordinance 1432** Amendments to Title 9, Chapter 1 Definitions, and Chapter 5 Off-Street Parking and Loading Facilities

The Mayor announced that, first under Old Business, staff had returned with an ordinance for codification of the City Code Title 9 amendments approved by Council on August 20, 2025, following the public hearing on August 6th.

City Planner Bill Dean fielded questions from the Council members and, along with Community Planning and Development Director Jason Welker, concurred with Councilor Ruehle that the specific reference to City Code 9-5-14 in section 9-5-16 should have been removed with these amendments as a housekeeping measure to clean up an old reference and was simply missed during the process. City legal counsel in attendance, Zachary Jones, agreed that this was a simple correction that could be made, and he would work with the City Clerk to ensure the ordinance summary was appropriately updated prior to publication.

Deputy City Clerk Hayley Keys then 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 9, CHAPTER 1, DEFINITIONS, AND CHAPTER 5, OFF-STREET PARKING AND LOADING FACILITIES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Motion that the Ordinance pass its first reading by title only, and the Summary is approved.

Motion made by Councilor Howarth, Seconded by Councilor Aispuro.

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

Voting Nay: Councilor Schreiber

The Mayor announced that the Ordinance had passed its first reading by title only, and the Summary was approved.

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 Howarth, Seconded by Councilor Duquette.

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

The Mayor announced that the motion passed, and the Ordinance was considered read, passed and adopted under suspension of the rules and would become effective following publication of the Summary in the newspaper.

#### 6. Follow-up Discussion: Citizen Advisory Boards (Commissions and Committees)

Mayor Grimm summarized the contents of the memo he had provided in the meeting packet, which was in follow-up to his discussion with Council at the prior meeting, relaying that each board agenda should include a roundtable discussion, at which time board members can bring ideas to the board, potentially for City staff and/or City Council consideration, requesting from each board a key list of their suggestions for focused priority projects, which the Mayor and Council could consider for direction in support of city initiatives, and the memo also addressed the topic of subcommittees.

Mayor Grimm, along with City Clerk Melissa Ward, fielded questions from Councilor Duquette on the appropriate process for board members to share their personal contact information and communicate outside of their meetings and that the setting of the board's meeting agenda is coordinated between the board chair and staff liaison.

Councilor Ruehle remarked that the boards may have gotten a bit complicated, so far as the topic of subcommittees. She suggests evaluating, for instance, the Ped-Bike Committee's objectives to ensure they are not taking on too much so they can focus and streamline their work, and the time they dedicate is useful and productive. Perhaps subcommittee work can move to a less formal process, where a couple or group of board members simply gets together to work on a project and then brings it back up to the level of the full committee without the need to schedule meeting space at City Hall or impact staff time. Following a conversation with City Planner Bill Dean, she suggests better clarity surrounding code, standards, and policies, where a board doesn't get caught up in attempting to create these standards. She will meet with Mr. Dean to review the portion of City Code that speaks to Ped-Bike duties and responsibilities and report back to Council with some possible proposed amendments for consideration.

Councilor Howarth was supportive of board work being more directed, so long as board members have a process for proposing projects for consideration, as the City does want to take advantage of the immense knowledge and passion of our board members. He's in favor of allowing subcommittees to meet with appropriate education on the legal rules and requirements.

Mayor Grimm confirmed for Councilor Aispuro that he had not met collectively with all of the board chairs but believed he had met individually with each.

Councilor Schreiber is of the opinion that subcommittee work actually streamlines the full board meetings and contributes to progress. He was interested in the specific process for City Council to take items to the boards for their work. An example would be the Urban Area Transportation Plan standards, which he would like to see Council assign to the Ped-Bike Committee, with the Mayor suggesting a path where such a request for direction is agendaized for Council consideration.

Mayor Grimm confirmed that individual board members do have the opportunity to bring their ideas to the board during their roundtable session, where an idea could then be placed on the next board meeting agenda for a more robust discussion and potential action. Board members also have access to their board's Council liaison if they have any concerns or wish to make suggestions. He will ask the boards to provide a list of their top priorities by the end of this year.

Mayor and Council can do the same after the new year and seating of the new Council following the election, review all ideas, and determine some defined work for the boards in the coming year, with tasks and projects well-aligned to the work the City has funded and intends to accomplish.

**New Business** *(created with removal of item from Consent Calendar)*

4. **Resolution 25-036** Surplus Personal Property Declaration and Disposition

Mayor Grimm, Mr. Jones, and Police Chief Coon fielded questions from Councilor Duquette, followed by a motion to approve the resolution for surplus personal property declaration and disposition.

Motion made by Councilor Ruehle, Seconded by Councilor Howarth.

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

Voting Nay: Councilor Duquette

**Executive Session**

7. Motion to Convene in Executive Session pursuant to Idaho Code § 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent and Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure as provided in Chapter 1 of Title 74, Idaho Code.

Motion made by Councilor Schreiber, Seconded by Councilor Aispuro.

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

The Mayor asked everyone not participating in the session to exit the room and announced that the meeting recording would end.

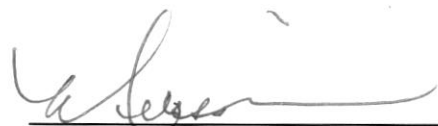
8. The executive session was held pursuant to Idaho Code §§ 74-206(1)(b) and (d), as noted above.

**Reconvene and Adjourn**

Following conclusion of the executive session, the meeting was reconvened and immediately adjourned at 9:32 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 October 15, 2025.

  
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Jeremy Grimm, Mayor

  
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Attest: Melissa Ward, City Clerk