



CITY COUNCIL SPECIAL MEETING MINUTES

July 30, 2025 at 5:30 PM

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

Call to Order, Roll Call, and Pledge of Allegiance

Mayor Grimm called the special meeting of the Sandpoint City Council to order at 5:30 p.m. on Wednesday, July 30, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Under 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.

Mayor Grimm led all present in the Pledge of Allegiance.

The Mayor announced that the meeting had originally been proposed for the purpose of holding a workshop for discussion and clarification on roles and responsibilities, which was on the agenda. He further explained that, during Council's July 9, 2025, meeting, Council postponed to this date a decision on tentative approval of the proposed Fiscal Year 2026 revenues and expenditures, intent to use forgone levying authority, and the scheduling of the annual budget public hearing; therefore, decisions surrounding approval of the preliminary budget were on the agenda as requested. Additionally, the annual review of City fees and scheduling of a public hearing to take testimony prior to Council's decision on the approval of proposed new fees and existing fees proposed to increase more than 5% had also been included on the agenda. He further noted that, after original posting, the agenda had been amended to add an executive session, explaining that, because this amendment had been made at least 48 hours prior to the meeting, the agenda was considered amended at the time of posting, and no additional action was necessary to proceed with the amended agenda.

Meeting Minutes Approval

1. The minutes from Council's July 16, 2025, meeting were approved as presented.

Motion made by Councilor Duquette, Seconded by Councilor Dick.

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

Workshop

2. Organization Overview / Roles and Responsibilities

City attorneys Zachary Jones and Fonda Jovick gave a presentation with an overview of their legal analysis that had been included in the meeting packet and fielded questions from the Mayor and Councilors, who collectively discussed this topic. Information only; no Council action.

City Fees

3. Review Changes to City Fees, Schedule a Public Hearing to Consider Adoption of New Fees and Fees Proposed to Increase more than 5%, and Consider Approval of Decreased Fees and Fees Proposed to Increase 5% or Less

Mayor Grimm introduced this item for Council review of proposed changes to City fees, explaining that, following review, Council would be asked to schedule a public hearing to consider adoption of new fees and fees proposed to increase more than 5%, as mandated by Idaho Code. He further reported that the fees set to decrease and those proposed to increase 5% or less were also highlighted in the fees chart, noting that these minor increases were based largely on the annual Consumer Price Index, or CPI, adjustment, which, at the end of 2024, was reflected as 2.9% by the U.S. Bureau of Labor Statistics, which is the federal agency that determines CPI.

The Mayor yielded the floor to Community Planning and Development Director Jason Welker, who provided a presentation and fielded questions regarding fee changes proposed by his department. Fire Chief Gavin Gilcrease, Mayor Grimm, and Mr. Jones also fielded questions and provided information.

Motion to schedule a public hearing for August 20, 2025, to take public testimony regarding proposed new fees and existing fees proposed to increase more than 5%.

Motion made by Councilor Ruele, Seconded by Councilor Dick.

Voting Yea: Councilor Ruele, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Mayor Grimm recessed the meeting at 7:46 p.m. for a brief intermission, reconvening at 7:53 p.m.

Budget

4. Tentative Approval of Proposed FY2026 Revenues and Expenditures, Declaration of Intent to Use Forgone Levying Authority, and Scheduling of the Annual Budget Public Hearing

The Mayor introduced this item and yielded the floor to Finance Director Sarah Lynds, who provided a presentation that included information on citywide fund balances, the City's financial policies and guidelines, general fund revenues and expenditures, investment earnings, and beginning cash, as well as highlighting additional information that could be found in the FY2026 budget book on the City's ClearGov financial transparency site. Ms. Lynds, along with Mayor Grimm and Ms. Jovick, fielded questions from the Council members.

Motion to tentatively approve the proposed Fiscal Year 2026 revenues and expenditures, as presented, declare intent to use forgone levying authority, and schedule the budget public hearing for August 20, 2025.

Motion made by Councilor Dick, Seconded by Councilor Howarth.

Voting Yea: Councilor Ruele, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth.

City of Sandpoint Budget FY2026

Proposed Expenditures	
General Fund	
Administration	3,887,028
Public Safety	5,425,153
Streets	4,735,843
Planning	387,787
Culture & Recreation	1,017,576
Capital Projects	6,364,000
General Fund Totals	21,817,387
Special Revenue Funds	
Fiber Optic Network Fund	96,000
Capital Impact Fee Fund	1,650,000
Recreation Fund	441,550
Parks Capital Improvement Fund	1,837,787
Special Revenue Funds Total	4,025,337
Enterprise Funds	
Sanitation	655,000
Water	9,289,869
Wastewater	9,839,517
Enterprise Funds Total	19,784,386

Debt Service Fund	<u>826,750</u>
Agency Funds	
LID Funds (combined)	<u>6,857</u>
Agency Fund Totals	<u>6,857</u>
Intergovernmental Transfers	<u>3,466,948</u>
Total Expenditures - All Funds	<u><u>49,927,665</u></u>
Proposed Revenues	
Property Tax Levy	
General Fund	5,084,155
Forgone Levying Authority-Public Safety	54,783
Recreation Fund	<u>242,231</u>
Property Tax Levy Total	<u>5,381,169</u>
Revenue Sources Other than Property Tax	
General Fund	10,198,855
Grant Revenue	2,637,500
Fiber Optic Network Fund	46,000
Capital Improvement Fund (Impact Fees)	490,000
Recreation Fund	238,400
Parks Improvement Fund	782,787
Garbage Fund	845,000
Water Fund	5,180,000
Water Reserves	500,000
Wastewater Fund	6,275,000
Wastewater Reserves	300,000
Debt Service Fund	-
LID Guarantee Fund	-
LID Funds	1,370
Intergovernmental Transfers	3,466,948
Beginning Cash	<u>13,584,636</u>
Other Revenue Sources Total	<u>44,546,496</u>
Total Revenues - All Funds	<u><u>49,927,665</u></u>

Executive Session

5. Vote to Convene in Executive Session

Motion to convene in executive session pursuant to Idaho Code §§ 74-206(1)(b) and (d) 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 to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

Motion made by Councilor Aispuro, Seconded by Councilor Ruehle.


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

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

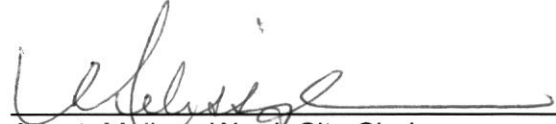
Reconvene and Adjourn

Following conclusion of the executive session, the meeting was reconvened and immediately adjourned at 9:41 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 August 6, 2025.



Jeremy Grimm, Mayor



Attest: Melissa Ward, City Clerk