



URBAN RENEWAL BOARD MEETING AGENDA

July 08, 2025 at 7:30 AM

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

Call to Order

Roll Call

Meeting Minutes Approval

1. Approval of the Minutes from the Board's June 3, 2025, Regular Monthly Meeting - **action item**
2. Approval of the Minutes from the Board's June 9, 2025, Special Meeting - **action item**

Reports/Announcements

3. Monthly Financial Report

Old/Unfinished Business

4. Funding Request from SPOT Bus - **action item**
(This item was postponed from the Boards' June 3 meeting; see Minutes in the packet.)

New Business

5. SURA Budget: Approve Preliminary FY2026 Budget and Schedule Public Hearing - **action item**
(Materials for this item will be provided at the meeting.)

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.
Attend in person: See above for meeting location. Seating available on first-come, first-served basis.
Attend remotely: Register at <https://www.sandpointidaho.gov/meetings>.
After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.
For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



URBAN RENEWAL BOARD MEETING MINUTES

June 03, 2025 at 7:30 AM

White Pine Conference Room, 2nd Floor, City Hall, 1123 W. Lake St., Sandpoint, Idaho

Call to Order

Chairman Eric Paull called the meeting of the Sandpoint Urban Renewal Board to order at 7:30 a.m. on Tuesday, June 3, 2025, in the White Pine Conference Room at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Eric Paull, Chair
 Commissioner Tom Bokowy, Vice Chair
 Commissioner Kendon Perry
 Commissioner Marilyn Sabella
 Commissioner Ned Brandenberger
 Commissioner Jason Welker

Meeting Minutes Approval

1. The minutes from the Board's April 1, 2025, meeting were approved as presented.

Motion made by Commissioner Welker, Seconded by Commissioner Sabella.

Voting Yea: Chairman Paull, Commissioner Perry, Commissioner Sabella, Commissioner Brandenberger, Commissioner Bokowy, Commissioner Welker

Reports/Announcements

Mayor Jeremy Grimm provided some brief reports on current City projects, including the status of the wastewater treatment plant reconstruction and completion of downtown parking lot repaving, funded by SURA dollars.

2. Monthly Financial Report

Chairman Paull noted that the monthly financial report was provided in the meeting packet. No comments or questions from the Commissioners. Information only; no Board action.

Old/Unfinished Business - none

New Business

3. Request from Timberline Helicopters for Public Improvements

Tyson Davis, President of Timberline Helicopters, Inc., provided a presentation with a request for public improvements in SURA's northern district and, along with Mayor Grimm, Public Works Director Holly Ellis, and Commissioner Welker, fielded questions from the Commissioners.

A majority of the Commissioners indicated favorability to consider the request, with Commissioner Bokowy expressing concern as to the general public benefit of the public improvements for which SURA funds would potentially be utilized and whether this would be a project that would appropriately support urban renewal in Sandpoint.

Information only; no Board action at this time.

4. Funding Request from SPOT Bus

City Council member Justin Dick, who serves as the City of Sandpoint's representative on the Selkirks-Pend Oreille Transit (SPOT Bus), provided some introductory remarks, followed by a presentation from SPOT Executive Director Donna Griffin and SPOT Board member Clif Warren, who fielded questions from the SURA Commissioners. Mayor Grimm and Councilor Dick also provided information.

Following discussion, Chairman Paull relayed that he would consult with SURA's legal counsel to gain some clarity on how/whether SURA would legally, under Idaho Code, have the ability to consider the financial support being requested and would report back.

No action taken by the SURA Board at this time.

5. SURA Funds Expenditure Approval for Cameras at City Parking Lot

City of Sandpoint Public Works Director Holly Ellis provided an update on completion of the downtown parking lot repaving project, followed by a presentation on a request from the City for SURA funds to install cameras in the downtown parking lot and, along with Mayor Grimm, fielded questions from the Commissioners.

Following discussion, there was a motion for approval of the use of \$40,000 in Sandpoint Urban Renewal Agency funds for cameras at the downtown city parking lot, approved by a vote of the majority of the Board, with Commissioner Perry dissenting.

Motion made by Commissioner Bokowy, Seconded by Commissioner Sabella.
 Voting Yea: Chairman Paull, Commissioner Sabella, Commissioner Brandenberger,
 Commissioner Bokowy, Commissioner Welker
 Voting Nay: Commissioner Perry

6. Bonner County Ambulance District Intent to Withdraw from SURA Revenue Allocation Areas

The Commissioners reviewed and discussed the Resolutions received from the Bonner County Ambulance District reflecting that agency's request to withdraw from SURA's northern and downtown revenue allocation areas. It was agreed that a special meeting would be scheduled to consider a decision on this request, and the Ambulance District would be notified of that meeting.

Adjourn

With no further business on the agenda, the meeting was adjourned at 9:03 a.m.

I presided over this meeting and can confirm that these minutes, prepared by the board clerk, were approved by the Board during their meeting held on _____, 2025.

 Eric Paull, Chair

 Attest: Melissa Ward, City Clerk (board clerk)



URBAN RENEWAL BOARD MEETING MINUTES

June 9, 2025, 11:30 AM

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

Call to Order

Chairman Eric Paull called the special meeting of the Sandpoint Urban Renewal Agency Board of Commissioners to order on Monday, June 9, 2025, at 11:30 a.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Commissioner Eric Paull, Chair
 Commissioner Tom Bokowy, Vice Chair
 Commissioner Marilyn Sabella (arrived at 11:35 a.m.)
 Commissioner Kendon Perry
 Commissioner Ned Brandenberger
 Commissioner Jason Welker

Requests to Withdraw

Chairman Paull reported that this meeting had been called for the purpose of taking action on the requests from the Bonner County Ambulance District to withdraw from the Sandpoint Urban Renewal Agency's Northern and Downtown Revenue Allocation Areas.

He then stated, for the record, that the Ambulance District's Resolution No. 2025-5, requesting withdrawal from the Northern area was received on May 23, 2025, and their Resolution No. 2025-1, requesting withdrawal from the Downtown area was received on May 27, 2025. He reminded that, during the SURA meeting on June 3, 2025, the Board reviewed the District's resolutions, and this special meeting was subsequently scheduled pursuant to the requirements of Idaho House Bill 436 (2025).

Chairman Paull provided some background information from the agenda report that was included in the meeting packet, as relayed below.

During the 2025 session, the Idaho Legislature approved, and the Governor signed House Bill 436, which was retroactively effective on January 1, 2025. The bill addresses several issues, including the ability of a fire district and/or ambulance service district to withdraw from the revenue allocation financing provisions of urban renewal plan, such as SURA's, which was established by City Council ordinance prior to July 1, 2025. The bill sets forth a specific process for a fire or ambulance district to apply for withdrawal under Idaho Code § 50-2906(5)(a).

By May 1 of the year a fire district or an ambulance district seeks withdrawal, it must request an accounting from the County showing the amount of revenue allocation proceeds attributable to the District as of December 31 of the prior year. Within 15 days of receipt of the request, the County must reply to the District with the accounting requested and also informs the Urban

Renewal Agency. The district making the request must then adopt a formal resolution by June 1, expressing its intent to withdraw, and send the resolution to the Urban Renewal Agency, followed by the Agency's scheduling a special meeting within ten business days of receipt of the resolution.

Chairman Paull noted, for the record, that SURA did timely receive the accounting information from Bonner County, as well as the Bonner County Ambulance District's resolutions requesting withdrawal from SURA's two revenue allocation areas.

The Chairman relayed that House Bill 436 provides some additional guidance as to how the Agency should analyze a withdrawal request, determining whether the Agency's obligations are greater than the revenue allocation proceeds attributable to the District, and recited the Statement of Purpose for the bill:

“ . . . it allows a fire district or ambulance service district within a URD opt out of an existing urban renewal revenue allocation area, provided that there is no existing indebtedness or other financial obligations.”

The Chairman relayed additional information from the Agenda Report in the meeting packet, where SURA's indebtedness and obligations are outlined as follows:

On September 7, 2018, SURA issued a \$1.5 million revenue allocation note, with an interest rate of 3.63% per annum. The purpose of the note is for the acquisition, construction and installation of public improvements within the Downtown District. The note, which requires semi-annual payments of approximately \$83,378, including interest, required an initial payment beginning on March 15, 2019, and matures on September 15, 2029. The current balance on the note is \$686,635.48.

There is also a note payable to the City of Sandpoint, where SURA and the City have entered into an informal agreement in which certain large community development projects are initially funded by the City and then repaid by SURA as future property taxes are collected. This informal agreement does not contain a specific repayment schedule. As of September 30, 2024, the balance on the note was \$572,528.

SURA has several reimbursement obligations in the Northern District, as follows:

Schweitzer Ranch - Annual Reimbursement \$25,000.00 Remaining Balance \$375,000

Milltown - Annual Reimbursement \$33,333.00 Remaining Balance \$500,000

Milltown public improvements - Annual Reimbursement \$18,433.00 Remaining Balance \$276,495

The Chairman continued, relaying that the accounting information forwarded by Bonner County provided an estimate of the budget capacity increase to the Ambulance District should SURA accept the requests for withdrawal:

- Downtown District: \$22,993.19
- Northern District: \$8,194.28

He noted that the accounting does not include an analysis of the impact of withdrawal on SURA's budget; however, that information can be calculated from the information that was provided by the County. The effect of the District's withdrawal on each revenue allocation area would be as follows:

- Downtown District: $\$187,589,431 \times .00015911 = \$29,847.35$
- Northern District: $\$87,915,091 \times .00015911 = \$13,988.17$

There was discussion regarding the figures provided, with Mayor Grimm and Ms. Lynds fielding Commissioner questions.

The Chairman noted that the agenda report provided two possible actions for the Board to take: 1) vote to deny the withdrawal request, authorizing the Chair to provide written notice to the Ambulance District, thus concluding that SURA has contractual obligations or other indebtedness being funded by the Ambulance District's revenue allocation proceeds greater than the revenue allocation proceeds attributable to the District, or 2) vote to grant the withdrawal and authorize the scheduling of a second special meeting to consider a resolution approving this decision.

Following this initial report of information from the Chair, the Board discussed and deliberated on the request for withdrawal from the Downtown District, ultimately voting unanimously to deny this request.

Motion to deny the withdrawal request by the Bonner County Ambulance District for the Downtown District revenue allocation area, as the Agency's obligations funded by revenue allocation proceeds exceed the amount of revenue allocation attributable to Bonner County Ambulance District, and authorize the Chairman to provide written notice to the Bonner County Ambulance District citing the Agency's obligations and the action of the Board on this date.

Motion made by Commissioner Sabella, Seconded by Commissioner Perry.
Voting Yea: Chairman Paull, Commissioner Bokowy, Commissioner Sabella,
Commissioner Perry, Commissioner Brandenberger, Commissioner Welker

The Board then discussed and deliberated on the request for withdrawal from the Northern District, with Chief Lindsey fielding Commissioner questions, and the Board ultimately voting unanimously to deny this request.

Motion to deny the withdrawal request by the Bonner County Ambulance District for the Northern District revenue allocation area, as the Agency's obligations funded by revenue allocation proceeds exceed the amount of revenue allocation attributable to Bonner County Ambulance District, and authorize the Chairman to provide written notice to the Bonner County Ambulance District citing the Agency's obligations and the action of the Board on this date.

Motion made by Commissioner Bokowy, Seconded by Commissioner Perry.
Voting Yea: Chairman Paull, Commissioner Bokowy, Commissioner Sabella,
Commissioner Perry, Commissioner Brandenberger, Commissioner Welker

Chairman Paull relayed that he would work with the clerk to provide written notice to the Bonner County Ambulance District citing SURA's obligations and the action of the Board on this date.

Adjourn

With no further business on the agenda, the meeting was adjourned at 11:54 a.m.

I presided over this meeting and can confirm that these minutes, prepared by the board clerk, were approved by the Board during their meeting held on _____, 2025.

Eric Paull, Chair

Attest: Melissa Ward, City Clerk (board clerk)

Sandpoint Urban Renewal Agency (SURA)
Sandpoint, Idaho

To: **SURA Board of Commissioners**

From: **Eric Paull, Board Chair**

Re: **Monthly Financial Report**

Reflected below is the Financial Report prepared for the regular monthly meeting of the SURA Board of Commissioners.

Downtown General Account: \$2,216,879.67
Revenue Allocation Fund a/c: \$95,379.43
Northern: \$5,333,566.21
Downtown Loan Balance: \$686,635.48 (Series 2018)
Next Payment Due: September 15, 2025
Increment Received Northern: June \$4,877.00 and Downtown: June \$49,630.65.
Art Funds: Downtown \$212,585.80 Northern \$114,984.92
Silver Box Project: Advanced to Date \$18,315.22 remaining balance: \$1,684.68
Please note: All account balances herein stated are as of June 30, 2025.

This report, provided in the meeting packet, will be reviewed during the meeting, with an opportunity for discussion and questions at that time.