



## CITY COUNCIL MEETING AGENDA

June 04, 2025 at 5:30 PM

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

---

### Call to Order

### Roll Call

### Pledge of Allegiance

### Announcements and Reports

1. Presentation: Community Compost

### Public Comments

### Consent Calendar - action item

2. Approval of Minutes from Council's May 21, 2025, Meeting - **action item**
3. Approval of Minutes from Council's May 28, 2025, Meeting - **action item**
4. Payables Report / Bills for Payment Approval - **action item**
5. Proposed Resolution: Watershed License Agreement Amendment No. 3 Renewal with Pend Oreille Pedalers (City Agreement A23-5100-1) - **action item**

### Old/Unfinished Business

6. Appeal of Denial of McGhee Development Water Service Application / Re-opening of Hearing and Possible Decision - **action item**

### New Business

7. Hearing/Decision: Request for Council Review of the Determination of Expiration of the Application for the University Place Planned Phase IV Unit Development (PUD) (City File PPUD22-0001) - **action item**

### Executive Session

8. Vote 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 - **action item**
9. Executive Session will be held pursuant to Idaho Code § 74-206(1)(b), as noted above.

### Reconvene and Adjourn

### Public Participation Options and Information

Before the meeting, comment in writing: Email [cityclerk@sandpointidaho.gov](mailto: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.

SANDPOINT CITY COUNCIL AGENDA REQUEST FORM

Today's date: 5 / 29 / 25

Date of meeting 6 / 4 / 25

(City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Pam Duquette/City Councilor

Address: \_\_\_\_\_

Phone number and email address: \_\_\_\_\_

Authorized by: \_\_\_\_\_

*name of City official*

*City official's signature*

(Department Heads, City Council members, and the Mayor are City officials.)

\*Subject: Community Compost

Summary of what is being requested: A presentation by ~~Synergy-Resource~~ <sup>Resource-Synergy</sup> on a compost project beginning at U of I Ag Center in collaboration with the Kootenai Tribe.

**The following information MUST be completed before submitting your request to the City Clerk:**

1. Would there be any financial impact to the city?  Yes  No  
If yes, in what way? \_\_\_\_\_

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action: \_\_\_\_\_ Have they been contacted? Yes or No  
\_\_\_\_\_ Yes or No  
\_\_\_\_\_

3. Is there a need for a general public information or public involvement plan? Yes or No  
If yes, please specify and suggest a method to accomplish the plan:  Yes  No  
\_\_\_\_\_  
\_\_\_\_\_

4. Is an enforcement plan needed? Yes or No  Yes  No Additional funds needed? Yes or No  Yes  No

5. Have all the affected departments been informed about this agenda item? Yes or No  Yes  No

**This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.**

**ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM**

\*City Staff, please check one box: Consent  Old Business  New Business  Other/Unknown



## CITY COUNCIL MEETING MINUTES

May 21, 2025 at 5:30 PM

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

---

### Call to Order

Mayor Jeremy Grimm called the regular meeting of the Sandpoint City Council to order at 5:32 p.m. on Wednesday, May 21, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho, noting there were some known technical difficulties with the A/V system in chambers, which may be observed throughout the meeting.

### Roll Call

#### PRESENT

Mayor Jeremy Grimm  
 Councilor Deb Ruehle, Council President  
 Councilor Joel Aispuro  
 Councilor Justin Dick  
 Councilor Kyle Schreiber  
 Councilor Pam Duquette  
 Councilor Rick Howarth

As required by the City's adopted Code of Ethics and Civility, as the presiding officer, Mayor Grimm identified Sandpoint Police Chief Corey Coon as law enforcement personnel in the room serving as sergeant-at-arms for the meeting.

### Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

### Announcements and Reports

Mayor Grimm reported that he and staff were continuing work on the FY2026 budget and that the new splash pad at Travers Park is now operational. He followed up on his press release earlier in the day, with the announcement of the groundbreaking on Timberline Helicopters' expansion and reported that another successful Lost in the 50s event is in the books. He announced that he had been selected to participate as part of the Idaho Legislature's Interim Land Use and Housing Study Committee, with Sandpoint set to host their August meeting. He reported on the outcome of an Idaho Supreme Court case regarding provisions of the City Code in Lava Hot Springs pertaining to short-term vacation rental homes and a proposed amendment to the Idaho Constitution that would ask Idaho voters to decide whether to give cities and counties the option to authorize new local sales and use taxes within their jurisdiction. Finally, he remarked on the successful completion of the downtown parking lot repaving project.

Council members provided reports from recent meetings of the citizen advisory boards on which they serve as Council liaison. Mayor Grimm responded to an inquiry from Councilor Duquette regarding the status of staff work on amendments to downtown building codes.

At the invitation of the Mayor, Department Directors provided reports on projects and activities in their respective departments.

### Public Comments

Mayor Grimm recited the rules and procedure for public comment, followed by an opportunity for general comments from the public regarding items on the agenda not related to a hearing, as well as other topics relevant to the business of the City of Sandpoint. Information only; no Council action.

### Consent Calendar

Mayor Grimm noted for the record the amount of bills presented for payment approval. Councilor Schreiber requested removal of item #12, Proposed Resolution for Change Order #8 and Amendment to Travers Park Renovations, Phase 1, Contract with Ginno Construction, Inc. (City Agreement #A23-5300-5), which was moved to New Business. The Consent Calendar, amended with the removal of this item, was approved by a unanimous vote of Council.

Motion made by Councilor Dick, Seconded by Councilor Ruehle.

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

1. The Minutes from Council's May 7, 2025, regular meeting were approved as presented.
2. Bills in the amount of \$391,659.41 for regular payables were approved for payment.
3. The Monthly Financial Report on Cash and Investment Transactions for April 2025 was accepted.
4. Mayor's Memo re: Confirmation of Citizen Advisory Board Appointments (*action items below*)
5. The Mayor's appointment of Heidi Bohall to the Parks and Recreation Commission for a term of three years, June 1, 2025, through May 31, 2028, was confirmed.
6. The Mayor's appointment of Lori Siemers to the Parks and Recreation Commission for a term of three years, June 1, 2025, through May 31, 2028, was confirmed.
7. The Mayor's appointment of Dan Tadic to the Parks and Recreation Commission for a term of three years, June 1, 2025, through May 31, 2028, was confirmed.
8. The Mayor's reappointment of Cate Huisman to the Pedestrian and Bicycle Advisory Committee for a new term of three years, June 1, 2025, through May 31, 2028, was confirmed.
9. The Mayor's reappointment of Erin Billings to the Pedestrian and Bicycle Advisory Committee for a new term of three years, June 1, 2025, through May 31, 2028, was confirmed.
10. The Mayor's reappointment of Julie Perchynski to the Pedestrian and Bicycle Advisory Committee for a new term of three years, June 1, 2025, through May 31, 2028, was confirmed.
11. The Mayor's appointment of Tom Tuttle to the Pedestrian and Bicycle Advisory Committee for a term of three years, June 1, 2025, through May 31, 2028, was confirmed.

### Old/Unfinished Business

13. Appeal of Denial of McGhee Development Water Service Application / Re-opening of Hearing and Possible Decision

Mayor Grimm reported that, with discussion continuing on a resolution of this issue, City staff and the applicant have requested a further postponement of this matter to Council's next regular meeting, which is scheduled for June 4, 2025.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

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

14. Update on Wastewater Treatment Plant Compliance

Public Works Director Holly Ellis provided a presentation with an update on wastewater treatment compliance at the City's plant and, along with Mayor Grimm, fielded questions from the Council members. Information only; no Council action.

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

- 12. **Resolution 25-021** Amendment for Change Order #8 to Travers Park Renovations, Phase 1, Contract with Ginno Construction, Inc. (City Agreement #A23-5300-5)

Community Planning and Development Director Jason Welker fielded questions from Councilor Schreiber, with Mayor Grimm also providing information, followed by approval of the Resolution by a majority vote of Council, with Councilor Schreiber dissenting.

Motion made by Councilor Ruehle, Seconded by Councilor Dick.

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

Voting Nay: Councilor Schreiber

**Executive Session**

- 15. Council voted to convene in Executive Session pursuant to Idaho Code § 74-206(1)(f) for the purpose of communicating with legal counsel to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated.

Motion made by Councilor Ruehle, Seconded by Councilor Dick.

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

- 16. An executive session was held pursuant to Idaho Code § 74-206(1)(f), as described above.

**Reconvene and Adjourn**

Following conclusion of the executive session, the meeting was reconvened and then immediately adjourned at 8:11 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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
Jeremy Grimm, Mayor

\_\_\_\_\_  
Attest: Melissa Ward, City Clerk



## CITY COUNCIL SPECIAL MEETING/WORKSHOP MINUTES

May 28, 2025 at 5:30 PM

James E. Russell Sports Center, 2016 Pine St., Sandpoint, Idaho

### Call to Order and Roll Call

Following some opening remarks, Mayor Jeremy Grimm called the special meeting of the Sandpoint City Council to order at 5:30 p.m. in the community room at the James E. Russell Sports Center at Travers Park, 2016 Pine St., Sandpoint, Idaho.

#### PRESENT

Mayor Jeremy Grimm  
 Councilor Deb Ruehle, Council President  
 Councilor Joel Aispuro\*  
 Councilor Justin Dick  
 Councilor Kyle Schreiber  
 Councilor Pam Duquette  
 Councilor Rick Howarth

\*Councilor Aispuro was absent at roll call, arriving at 5:40 p.m.

As required by the City's adopted Code of Ethics and Civility, as the presiding officer, Mayor Grimm identified law enforcement personnel in the room serving as sergeant-at-arms for the meeting: Lt. Steven Chamberlain, Sandpoint Police Department.

### Workshop

1. Mayor Grimm provided notification regarding the City's rules for public meeting decorum and announced that this meeting had been called for the purpose of a Council workshop to receive information and discuss the financial performance and future operations of the James E. Russell Sports Center.

Community Planning and Development Director Jason Welker gave a presentation, followed by additional remarks from the Mayor, along with remarks from the Council members and questions fielded by Mr. Welker and Finance Director Sarah Lynds.

Mayor Grimm then provided an opportunity, from 6:40 p.m. to 7:15 p.m., for members of the public in attendance to comment.

Information only; no Council action at this time.

### Adjourn

With the business on the agenda concluded, the meeting was adjourned at 7:15 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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
 Jeremy Grimm, Mayor

\_\_\_\_\_  
 Attest: Melissa Ward, City Clerk



**CITY OF SANDPOINT INVOICE REGISTER**  
**PAYABLE DATES OF: 05/22/2025 THROUGH 06/04/2025**

Item # 4.

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invoice Amount
<b>Vendor: ACCURATE TESTING LABS LLC</b>				
145871	WWTP: BI-ANNUAL METAL TESTING DAY 2 WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	920.00	\$920.00
145805	WWTP: BI-ANNUAL METAL TESTING DAY 1 WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	920.00	\$920.00
145870	WWTP: ORGANIC CARBON TESTING WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	90.00	\$90.00
145903	WWTP: BI-ANNUAL METAL TESTING DAY 3 WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	920.00	\$920.00
145904	WWTP: BI-ANNUAL SLUDGE TESTING WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	300.00	\$300.00
146142	WTP: BACTERIA TESTING -SOUTH WATER TREATMENT	TECH SERVICES - LABORATORY	150.00	\$150.00
<b>Total For: ACCURATE TESTING LABS LLC</b>				<b>\$3,300.00</b>
<b>Vendor: ALPINE MOTORS COMPANY INC</b>				
161245	SPD13 - TRANSMISSION/ PLUGS/COILS/FLUSH POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	6,344.93	\$6,344.93
161986	SPD20 -TRANSMISSION/FLUSH/PROGRAMED TCM POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	6,164.93	\$6,164.93
162040	P21480- INVESTIGATIONS/BRONCO/OIL CHANGE POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	48.00	\$48.00
161959	P1531- CRO - OIL/LIGHT SENSOR POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	268.48	\$268.48
162116	SPD7 - OIL CHANGE/BROKEN EXHAUST PIPE HANGER POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	94.69	\$94.69
<b>Total For: ALPINE MOTORS COMPANY INC</b>				<b>\$12,921.03</b>
<b>Vendor: AMAZON.COM SALES, INC</b>				
1NXW-19T1-369	600FT SPOOL FLOATING ROPE - CITY BEACH PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	207.86	\$207.86
<b>Total For: AMAZON.COM SALES, INC</b>				<b>\$207.86</b>
<b>Vendor: AMERICAN FIRST AID SERVICE</b>				

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
CW-1488	SHOP: FIRST AID CABINET RESTOCK STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	79.58		
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	79.57		
	WASTEWATER COLLECTIONS	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	79.58		
<b>Total For: AMERICAN FIRST AID SERVICE</b>					<b>\$238.73</b>
Vendor: ARROW CONSTRUCTION HOLDINGS, LLC					
427088	12) 14" GLVNZD PIN W/CAP PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	44.40		\$44.40
427286	12) 14" GALVANIZED PIN W/CAP - TRAVERS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	44.40		\$44.40
428051	WD: COMBO BLADE & DUCTILE IRON BLADE WATER DISTRIBUTION	TOOLS	223.88		\$223.88
<b>Total For: ARROW CONSTRUCTION HOLDINGS, LLC</b>					<b>\$312.68</b>
Vendor: AUDIOLOGY CENTER INC					
120176	OFFICER PRE-EMP HEARING TEST- WILKOWSKI POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	33.00		\$33.00
120180	OFFICER HEARING TEST - BARMORE POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	33.00		\$33.00
<b>Total For: AUDIOLOGY CENTER INC</b>					<b>\$66.00</b>
Vendor: AUTO ELECTRIC COMPANY					
42900	ST: SNOW BLOWER/PLOW ALTERNATOR PARTS STREET MAINTENANCE DIVISION	SERVICES - AUTOMOTIVE - R&M	345.90		\$345.90
<b>Total For: AUTO ELECTRIC COMPANY</b>					<b>\$345.90</b>
Vendor: AUTO HAUS INC					
10316	WTP: 2023 RAM ENGINE OIL & FILTER WATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	49.44		\$49.44
<b>Total For: AUTO HAUS INC</b>					<b>\$49.44</b>
Vendor: AUVIK US INC					
INV00210956	AUVIK REMOTE SOFTWARE - MAY 2025-APRIL 2026 INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SASS - RMM/REMOTE SOFTWARE	4,140.00		\$4,140.00
<b>Total For: AUVIK US INC</b>					<b>\$4,140.00</b>
Vendor: BEACON ATHLETICS					
0612175-IN	2) BASE ANCHOR - HEAVY DUTY PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	78.00		\$78.00
<b>Total For: BEACON ATHLETICS</b>					<b>\$78.00</b>

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
<b>Vendor: BIG BRAND TIRE AND SERVICE - CANTER BUYER PARENT LP</b>					
5003-6506465	SHOP: 12OZ SEALANT -LAWN MOWER STREET MAINTENANCE DIVISION	SERVICES - EQUIPMENT - R&M	12.33		\$37.00
	WATER DISTRIBUTION	SERVICES - EQUIPMENT - R&M	12.33		
	WASTEWATER COLLECTIONS	SERVICES - EQUIPMENT - R&M	12.34		
<b>Total For: BIG BRAND TIRE AND SERVICE - CANTER BUYER PARENT LP</b>					<b>\$37.00</b>
<b>Vendor: BONNER COUNTY DAILY BEE</b>					
0000035101	BCB#6914 AREA OF IMPACT PROPOSED CHANGES PLANNING DIVISION	ADVERTISING	157.70		\$157.70
<b>Total For: BONNER COUNTY DAILY BEE</b>					<b>\$157.70</b>
<b>Vendor: BROWN'S NORTHSIDE</b>					
S167354	WWTP: 6" CONVEX MIRROR WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	23.71		\$23.71
<b>Total For: BROWN'S NORTHSIDE</b>					<b>\$23.71</b>
<b>Vendor: BS&amp;A SOFTWARE</b>					
161365	GOVERNMENTAL ACCOUNTING WEBINAR TRAINING FINANCE DEPARTMENT	TRAINING AND TRAVEL	200.00		\$200.00
<b>Total For: BS&amp;A SOFTWARE</b>					<b>\$200.00</b>
<b>Vendor: CANON FINANCIAL SERVICES INC</b>					
40926328	UPSTAIRS/DOWNSTAIRS COPIERS APR'25 OVERAGE CENTRAL SERVICES DEPARTMENT	PHOTOCOPIES	170.60		\$170.60
<b>Total For: CANON FINANCIAL SERVICES INC</b>					<b>\$170.60</b>
<b>Vendor: CC VENDOR - WELLS FARGO</b>					
WN17872539	WWTP: DISHWASHER FOR LAB SUPPLIES WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,098.00		\$1,098.00
69120618220554	SHOP TOWELS- VEHICLE CLEANING SUPPLIES POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	39.50		\$39.50
02686	SPOKANE INTL AIRPORT PARKING - J GRIMM - T0072 MAYOR'S OFFICE	TRAINING AND TRAVEL	20.00		\$20.00
35005001225051	MAY'25 COFFEE BRK - BAGELS, CRM CHSE, YOGURT, CENTRAL SERVICES DEPARTMENT	FRUIT, JUICE SUSTENANCE/FOOD	80.07		\$80.07
95745	SHOP: STAPLES BLACK/WHITE TAPE WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	14.00		\$41.99
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	13.99		
	STREET MAINTENANCE DIVISION	OFFICE SUPPLIES/EQUIPMENT	14.00		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.	t
18100299230266	CULLIGAN 3/4 FILTRATION SYSTM - BEACH CONCESSIONS CITY BEACH CONCESSIONS	FACILITY SUPPLIES	39.98			\$39.98
030843-CR	TAX REFUND - SPECIAL EVNT SUPPLIES - H NEWTON CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	(7.00)			\$(7.00)
141005	DEFIBTECH LIFELINE AED PACKAGES 4CT CENTRAL SERVICES DEPARTMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	1,874.95			\$7,499.80
	JAMES E. RUSSELL SPORTS CENTER FACILITY	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	1,874.95			
	PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	1,874.95			
	WASTEWATER COLLECTIONS	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	624.98			
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	624.99			
	STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	624.98			
9RK79E	HOTEL ROOM - LAND USE/HOUSEING COMMITTEE MTG T0072 MAYOR'S OFFICE	TRAINING AND TRAVEL	237.00			\$237.00
05-11474	MAY'25 COFFEE BRK - DONUTS, YOGURT, FRUIT CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	43.96			\$43.96
05142025 U	UBER JEFFERSON ST TO AIRPORT WY - T0072 MAYOR'S OFFICE	TRAINING AND TRAVEL	17.92			\$17.92
05132025 U	UBER FROM AIRPORT WY TO CAPITAL BLVD - T0072 MAYOR'S OFFICE	TRAINING AND TRAVEL	14.92			\$14.92
40607185	WWTP: WWTP OP CLASS I LICENSE -R BAILEY WASTEWATER TREATMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	55.00			\$55.00
030843	SPECIAL EVNT SUPPLIES - H NEWTON CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	117.99			\$117.99
542893	ST: SEEP BASICS SPRING'25 ALBIN & CALDERONE STREET MAINTENANCE DIVISION	TRAINING AND TRAVEL	250.00			\$500.00
	STREET MAINTENANCE DIVISION	TRAINING AND TRAVEL	250.00			
111-3362408-36	5-DRAWER CABINET, CUBICLE HOOKS, COAT HOOKS, JAMES E. RUSSELL SPORTS CENTER FACILITY	WALL FILE ORGANIZERS OFFICE SUPPLIES/EQUIPMENT	231.96			\$231.96
16951484	REPLACEMENT HOSE BED COVERS - 1191 FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	97.85			\$97.85
#P000002277	POLICE UNIFORM CHEVRONS POLICE DEPARTMENT	UNIFORM & CLOTHING	34.93			\$34.93
112-5875989-06	TONER, CORK BOARDS, TAPE, WET MOP EVIDENCE ROOM POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	128.32			\$128.32
3743259185	STANDARD WILDCARD SSL RENEWAL INFORMATION TECHNOLOGY DIVISION	TECH SERVICES - WEBSITE	449.99			\$449.99
12505081829B0	SC: POSTAGE -UPS					\$ 10

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.	t
	WASTEWATER COLLECTIONS	POSTAGE	31.15			
29365461	4 NAME TAGS / 2 BUGLE PINS FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	68.37			\$68.37
0272104743560	FLIGHT TO LAND USE/HOUSING COMMITTEE - T0072 MAYOR'S OFFICE	TRAINING AND TRAVEL	466.60			\$466.60
18100270439650	FRIDGE LIGHT RPLCMNT & FILTER RPLCMNT - CITY HALL GOVERNMENT BUILDING & GROUNDS DIVISION	FACILITY SUPPLIES	74.96			\$74.96
95044	WD/SC: STAPLES OFFICE SUPPLIES WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	31.73			\$63.46
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	31.73			
22360363403032	SUPPLIES FOR STAFF EVENT CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	10.75			\$10.75
00235300010572	(2) WOOD DOLLY FIRE DEPARTMENT - SANDPOINT	TOOLS	25.98			\$25.98
542521	SEEP BASICS - STAGLUND, KEITH, C. LOGAN, S. JAMES WATER DISTRIBUTION	TRAINING AND TRAVEL	250.00			\$1,000.00
	ENGINEERING DIVISION	TRAINING AND TRAVEL	500.00			
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	250.00			
112-8783094-25	LEADERSHIP TRAINING BOOK FIRE DEPARTMENT - SANDPOINT	BOOKS AND PERIODICALS	25.99			\$25.99
112-0184865-09	MANAGEMENT TRAINING BOOK FIRE DEPARTMENT - SANDPOINT	BOOKS AND PERIODICALS	23.97			\$23.97
070649	BATTERIES, ELEC TAPE, ZIPTIES, DOLLY FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	58.21			\$58.21
111-2800109-66	CARBURETOR TOOLS/SUNSCREEN - ALL PARKS PARK MAINTENANCE & CAPITAL	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	30.11			\$130.28
	PARK MAINTENANCE & CAPITAL	TOOLS	100.17			
112-1150392-85	WORKPLACE IMPROVEMENT BOOK FIRE DEPARTMENT - SANDPOINT	BOOKS AND PERIODICALS	21.66			\$21.66
111-0019573-87	TONER CARTRIDGE 4PK CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	84.97			\$84.97
1656565	GPS SERVICE MAY '25 - PATROL VEHICLES POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY MISC	223.20			\$223.20
65161	WTP: CES EVENT FUEL -T0069 WATER TREATMENT	TRAINING AND TRAVEL	46.89			\$46.89

Total For: CC VENDOR - WELLS FARGO

\$13,000.00

Vendor: CENTURY WEST ENGINEERING CORP

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.	t
250064	DWNTWN PRKNG LOT ELCTRCL ENG 3/28/25 THRU 4/25/25 GENERAL GOVERNMENT PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	1,334.82			\$1,334.82
250062	WTP: GENERATOR ELCTRCL ENG SRVCS THRU 4/25/25 WATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	490.25			\$490.25
250063	WTP: STANDBY PWR UPGRADE DSGN THRU 4/25/25 WATER TREATMENT	OTHER PROF SERVICE - ENGINEERING/ARCHITE	5,974.29			\$5,974.29
<b>Total For: CENTURY WEST ENGINEERING CORP</b>						<b>\$7,799.36</b>

## Vendor: CODY LOGAN

05012025	WD/SC: BOOT REIMB CODY LOGAN FY'25 WATER DISTRIBUTION	UNIFORM & CLOTHING	57.22			\$114.45
	WASTEWATER COLLECTIONS	UNIFORM & CLOTHING	57.23			
<b>Total For: CODY LOGAN</b>						<b>\$114.45</b>

## Vendor: COLEMAN OIL

INV-282464	ST: MAG TRUCK ENGINE & HYDRAULIC OIL STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	140.12			\$140.12
CP-0244255	APRIL FUEL - POLICE POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	3,943.70			\$4,646.78
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	181.63			
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	521.45			
<b>Total For: COLEMAN OIL</b>						<b>\$4,786.90</b>

## Vendor: CONSOLIDATED SUPPLY CO.

S012410428.001	SPRINKLER HEADS - SPRTS CMLPX IRRIGATION PARK MAINTENANCE & CAPITAL	IRRIGATION SUPPLIES	453.00			\$453.00
S012415294.001	FLEX TUBING/BRASS COUPLING - JER JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	225.71			\$225.71
S012423732.001	PVC UNIONS & ADAPTERS, CLEAR CEMENT - BEACH PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	92.58			\$92.58
S012400507.001	WD: PRESSURE GAUGE & ADAPTER WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	30.19			\$30.19
<b>Total For: CONSOLIDATED SUPPLY CO.</b>						<b>\$801.48</b>

## Vendor: CO-OP GAS &amp; SUPPLY CO.

31695	SC: TV VAN HEAT SHRINK TUBING WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	5.08			\$5.08
31694	ST: BOLTS AND TURNBUCKLES STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	19.56			\$19.56
71498	BOLTS - WINDBAG MARINA DOCKS					\$12

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 4.
71785	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	75.57	
	TRSH BAGS - MEMORIAL BATHROOMS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	19.77	\$19.77
<b>Total For: CO-OP GAS &amp; SUPPLY CO.</b>				<b>\$119.98</b>
Vendor: CUES INC				
970045550	SC: SHIPPING FOR RENTAL TV CAMERA WASTEWATER COLLECTIONS	POSTAGE	17.95	\$17.95
<b>Total For: CUES INC</b>				<b>\$17.95</b>
Vendor: CULLIGAN LLC				
202505695182	WWTP: MNTHLY H2O & COOLER RNTL -MAY'25 WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	42.75	\$42.75
<b>Total For: CULLIGAN LLC</b>				<b>\$42.75</b>
Vendor: ENDRESS & HAUSER INC				
6002691139	WWTP: PRIMARY FLOW METERS WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	11,075.94	\$11,386.07
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	310.13	
<b>Total For: ENDRESS &amp; HAUSER INC</b>				<b>\$11,386.07</b>
Vendor: EPIC LAND SOLUTIONS INC				
0425-1416	ROW ACQ SVCS GN ROAD APRIL '25 STREET CAPITAL & PROJECTS	TECH SVS - SRVY//INSPCT//ASSESS//MONITOR	463.32	\$598.14
	WATER CAPITAL PROJECTS	TECH SVS - SRVY//INSPCT//ASSESS//MONITOR	65.92	
	WASTEWATER CAPITAL PROJECTS	TECH SVS - SRVY//INSPCT//ASSESS//MONITOR	68.90	
<b>Total For: EPIC LAND SOLUTIONS INC</b>				<b>\$598.14</b>
Vendor: GALLS LLC				
031169034	BALLISTIC VEST- CHAMBERLAIN POLICE DEPARTMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	1,071.90	\$1,071.90
031288409	12 - SERGEANT CHEVRONS POLICE DEPARTMENT	UNIFORM & CLOTHING	79.73	\$79.73
<b>Total For: GALLS LLC</b>				<b>\$1,151.63</b>
Vendor: GRAINGER INC				
9478981005	WWTP: AIR FILTER WASTEWATER TREATMENT	FACILITY SUPPLIES	84.36	\$84.36
9478977045	WWTP: QTY 2 18V BATTERIES WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	524.36	\$524.36
9507413251	WWTP: 100COUNT 45GAL TRASH BAGS			\$ 13

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
	WASTEWATER TREATMENT	FACILITY SUPPLIES	54.10		
9507404771	WWTP: FACILITY/CLEANING SUPPLIES				\$790.75
	WASTEWATER TREATMENT	FACILITY SUPPLIES	366.89		
	WASTEWATER TREATMENT	CLEANING SUPPLIES	423.86		
9508897312	WWTP: 1000PK BLACK FORKS				\$37.30
	WASTEWATER TREATMENT	FACILITY SUPPLIES	37.30		
<b>Total For: GRAINGER INC</b>					<b>\$1,490.87</b>
Vendor: GRIPTION TIRES INC					
71610	FLAT REPAIR - ATV TIRE - FLWR BUGGY PARK MAINTENANCE & CAPITAL	SERVICES - EQUIPMENT - R&M	20.00		\$20.00
<b>Total For: GRIPTION TIRES INC</b>					<b>\$20.00</b>
Vendor: GUARDIAN ALLIANCE TECHNOLOGIES INC					
28526	EMPLOYMENT BACKGROUND CHECK SERVICES POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	50.00		\$50.00
<b>Total For: GUARDIAN ALLIANCE TECHNOLOGIES INC</b>					<b>\$50.00</b>
Vendor: HACH COMPANY					
14498759	WTP: MEMBRANE KIT & TURBIDIMETER DILUTION WATER TREATMENT	LABORATORY SUPPLIES	442.20		\$442.20
<b>Total For: HACH COMPANY</b>					<b>\$442.20</b>
Vendor: HENRY SCHEIN INC					
37563310	MEDICAL SUPPLY RESTOCK FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	108.64		\$108.64
19907763R	FREIGHT CHARGES FOR DISPOSABLE GLOVES FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	7.90		\$7.90
<b>Total For: HENRY SCHEIN INC</b>					<b>\$116.54</b>
Vendor: IDAHO CORRECTIONAL INDUSTRIES					
048245	2025 TSHIRT/SWEATSHIRT ORDER (0040761) - MULTIPLE DEPTS				\$3,921.50
	PARK MAINTENANCE & CAPITAL	UNIFORM & CLOTHING	814.00		
	WATER TREATMENT	UNIFORM & CLOTHING	433.00		
	WASTEWATER TREATMENT	UNIFORM & CLOTHING	652.75		
	STREET MAINTENANCE DIVISION	UNIFORM & CLOTHING	734.25		
	BUILDING DIVISION	UNIFORM & CLOTHING	317.00		
	WATER DISTRIBUTION	UNIFORM & CLOTHING	485.25		
	WASTEWATER COLLECTIONS	UNIFORM & CLOTHING	485.25		
<b>Total For: IDAHO CORRECTIONAL INDUSTRIES</b>					<b>\$3,9</b>

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
<b>Vendor: IDAHO TRANSPORTATION DEPT-DMV</b>					
F2882	REGISTRATION RENEWAL LADDER TRUCK FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	23.00		\$23.00
<b>Total For: IDAHO TRANSPORTATION DEPT-DMV</b>					<b>\$23.00</b>
<b>Vendor: INLAND FOREST MANAGEMENT INC</b>					
6951	TIMBER HARVEST -SEEDLINGS WATER CAPITAL PROJECTS	TECH SERVICES - TIMBER SALES & LAND MGMT	2,118.00		\$11,118.00
	WATER CAPITAL PROJECTS	TECH SERVICES - TIMBER SALES & LAND MGMT	9,000.00		
6941	2024 ANNUAL WATERSHED ASSESSMENT WATER CAPITAL PROJECTS	TECH SERVICES - TIMBER SALES & LAND MGMT	2,520.00		\$2,520.00
<b>Total For: INLAND FOREST MANAGEMENT INC</b>					<b>\$13,638.00</b>
<b>Vendor: INSIGHT DISTRIBUTING INC</b>					
0526198-IN	CUSTODIAL SUPPLIES FOR LAKEVIEW PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	940.44		\$940.44
0526196-IN	CUSTODIAL SUPPLIES FOR BYWAY RESTROOMS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	706.74		\$706.74
0528574-IN	SHOP: PAPER TOWELS STREET MAINTENANCE DIVISION	FACILITY SUPPLIES	49.40		\$148.20
	WATER DISTRIBUTION	FACILITY SUPPLIES	49.40		
	WASTEWATER COLLECTIONS	FACILITY SUPPLIES	49.40		
0528426-IN	DISHWASHER POWDER FIRE DEPT FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	59.88		\$59.88
<b>Total For: INSIGHT DISTRIBUTING INC</b>					<b>\$1,855.26</b>
<b>Vendor: INTERSTATE CONCRETE &amp; ASPHALT</b>					
1044430	ST: 9.02 TON OF ELASTI-PATCH MIX STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	2,614.40		\$2,614.40
<b>Total For: INTERSTATE CONCRETE &amp; ASPHALT</b>					<b>\$2,614.40</b>
<b>Vendor: JASON CALDERONE</b>					
REIMB 052325	ST: BOOT REIMBURSEMENT FY'25 -J CALDERONE STREET MAINTENANCE DIVISION	UNIFORM & CLOTHING	125.00		\$125.00
<b>Total For: JASON CALDERONE</b>					<b>\$125.00</b>
<b>Vendor: JOSHUA LANDER</b>					
REIMB 052125	WTP: BOOT REIMBURSEMENT FY '25 - J LANDER WATER TREATMENT	UNIFORM & CLOTHING	125.00		\$125.00
<b>Total For: JOSHUA LANDER</b>					<b>\$125.00</b>

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
<b>Vendor: KELLER ASSOCIATES INC</b>					
0250962	LIFT STATION REPLCMNTS 2/23/25-3/31/25 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	10,713.75		
			<b>Total For: KELLER ASSOCIATES INC</b>		<b>\$10,713.75</b>
<b>Vendor: KELLEY CREATE</b>					
39094260	APRIL COPIER LEASE POLICE DEPARTMENT	COPIER LEASE	244.75		
			<b>Total For: KELLEY CREATE</b>		<b>\$244.75</b>
<b>Vendor: LAKE PRE-MIX CONCRETE INC</b>					
11576	WD: 3RD&IDAHO HYDRNT BLOCK -ICRMP CLAIM# C-25-02170-22396 WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	45.00		
			<b>Total For: LAKE PRE-MIX CONCRETE INC</b>		<b>\$45.00</b>
<b>Vendor: LAKEYLAND INC</b>					
FC22	FINANCE CHARGE OVERDUE BALANCE FIRE DEPARTMENT - SANDPOINT	SERVICES - EQUIPMENT - R&M	15.92		
25-876	SWITCH TO SANDPOINT LOGO ON FIRE COATS FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	530.80		
			<b>Total For: LAKEYLAND INC</b>		<b>\$546.72</b>
<b>Vendor: LES SCHWAB TIRE CENTER</b>					
10800900624	SUSPENSION MAINT 2015 FORD - SPD #7 POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	433.31		
10800885789	1132 TWO TIRE REPLACEMENT FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	1,468.23		
			<b>Total For: LES SCHWAB TIRE CENTER</b>		<b>\$1,901.54</b>
<b>Vendor: LOU SOWERS PC</b>					
2013636	OFFICER PRE-EMPL PSYCH EVAL -BARMORE POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	700.00		
			<b>Total For: LOU SOWERS PC</b>		<b>\$700.00</b>
<b>Vendor: MICHAEL D. TERRELL</b>					
6319	TRAVERS TENNIS COURT REHAB DSGN SVCS APRIL '25 PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	1,065.75		
			<b>Total For: MICHAEL D. TERRELL</b>		<b>\$1,065.75</b>
<b>Vendor: NAPA AUTO PARTS</b>					
219536	MOTOR OIL - UNIT 8 - CPL HUTTER POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	11.96		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.	t
230513	ANTIFREEZE - BEACH SHOP PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	12.64			\$12.64
228451	BELT FOR TORO MOWER - ALL PAKRS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	32.78			\$32.78
230803	ST: MICROFIBER TOWELS & ARMORALL STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	12.28			\$12.28
230808	SHOP: DISPOSABLE GLOVES WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	5.54			\$16.62
	WASTEWATER COLLECTIONS STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	5.54			
		SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	5.54			
231417	SC: GREASE GUN & GREEN GREASE WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	48.72			\$48.72
<b>Total For: NAPA AUTO PARTS</b>						<b>\$135.00</b>

Vendor: NINJAONE, LLC

INV88264946	NINJA REMOTE SOFTWARE 5/1/25-4/30/26 INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SASS - RMM/REMOTE SOFTWARE	15,195.24			\$15,195.24
<b>Total For: NINJAONE, LLC</b>						<b>\$15,195.24</b>

Vendor: NORTH 40 OUTFITTERS

048558/B	WTP: FASTENERS, TOWELS, WD-40 WATER TREATMENT	FACILITY SUPPLIES	32.78			\$32.78
048494/B	MIX OIL, FLR SQUEEGEE JAMES E. RUSSELL SPORTS CENTER FACILITY	CLEANING SUPPLIES	19.99			\$77.53
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	57.54			
048489/B	ROW TURN MOWER BATTERY PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	29.95			\$29.95
048522/B	GAS CNS, TRAILER JACK, EXT CORD REEL - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	48.97			\$93.96
	PARK MAINTENANCE & CAPITAL	TOOLS	44.99			
048608/B	WWTP: BRAIDED ROPE WASTEWATER TREATMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	37.98			\$37.98
048624/B	SC: T-BOLT CLAMPS WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	23.98			\$23.98
048630/B	WWTP: CABLE TIE & FENCING WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	47.97			\$47.97
<b>Total For: NORTH 40 OUTFITTERS</b>						<b>\$344.15</b>

Vendor: NORTH IDAHO FLOOD AND FIRE

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 4.	t
25-02WWTP	MOLD REMEDIATION - WWTP WASTEWATER TREATMENT	SERVICES - BUILDING - R&M	20,882.25		\$20,882.25
<b>Total For: NORTH IDAHO FLOOD AND FIRE</b>					<b>\$20,882.25</b>
Vendor: NORTH IDAHO LOCK & KEY					
62191	6 KEYS - JER BUILDING - RESET COMBO LOCKS JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	175.00		\$175.00
62166	12 PADLOCKS - JER BUILDING JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	136.50		\$136.50
<b>Total For: NORTH IDAHO LOCK &amp; KEY</b>					<b>\$311.50</b>
Vendor: OXARC INC					
0032333533	WWTP: CHLORINE AND SULFUR DIOXIDE WASTEWATER TREATMENT	CHEMICAL SUPPLIES	6,902.05		\$6,902.05
0062005424	WWTP: CHLORINE & SPECIALTY GASES -APRIL'25 WASTEWATER TREATMENT	CHEMICAL SUPPLIES	153.30		\$153.30
0062008089	WTP: SC CHLORINE CYLINDER RENTAL WATER TREATMENT	CHEMICAL SUPPLIES	143.91		\$143.91
<b>Total For: OXARC INC</b>					<b>\$7,199.26</b>
Vendor: PANHANDLE AREA COUNCIL					
MD25	PANHANDLE AREA COUNCIL MEMB DUES MAYOR'S OFFICE	ECONOMIC DEVELOPMENT/HOUSING SERVICES	1,052.40		\$1,052.40
<b>Total For: PANHANDLE AREA COUNCIL</b>					<b>\$1,052.40</b>
Vendor: PASSPORT LABS INC					
INV-1051635	PARKING TICKET SOFTWARE SVCS FEB '25 POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY TICKETING	1,087.65		\$1,087.65
INV-105225	PARKING TICKET SOFTWARE SVCS MAR '25 POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY TICKETING	1,116.33		\$1,116.33
INV-1052634	PARKING TICKET SOFTWARE SVCS APR '25 POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY TICKETING	1,185.76		\$1,185.76
<b>Total For: PASSPORT LABS INC</b>					<b>\$3,389.74</b>
Vendor: PASSWORD ANSWER SERVICE INC					
000036-150-531	AFTER HRS ANSWER SVCS APRIL'25 PUBLIC WORKS ADMINISTRATION	TELEPHONE - LANDLINE & OTHER	339.46		\$339.46
000036-460-031	AFTER HRS ANSWER SVCS MAY'25 PUBLIC WORKS ADMINISTRATION	TELEPHONE - LANDLINE & OTHER	207.86		\$207.86
<b>Total For: PASSWORD ANSWER SERVICE INC</b>					<b>\$5</b>
Vendor: ROAD PRODUCTS LLC					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
17161	TRAFFIC LANE STRIPING FY2025 STREET MAINTENANCE DIVISION	SERVICES - PAINTING/THERMOPLASTIC	24,601.30		
			<b>Total For: ROAD PRODUCTS LLC</b>		<b>\$24,601.30</b>
Vendor: SANDPOINT BUILDING SUPPLY					
2499650	BUILDING SUPPLIES FOR FILTER PILOT PROJECT - WWTP WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	224.74		\$396.15
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	171.41		
			<b>Total For: SANDPOINT BUILDING SUPPLY</b>		<b>\$396.15</b>
Vendor: SANDPOINT MARINE & MOTORSPORTS					
98447	OIL CHNG KIT, FILTER - 2021 POLARIS RANGER PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	155.97		\$155.97
			<b>Total For: SANDPOINT MARINE &amp; MOTORSPORTS</b>		<b>\$155.97</b>
Vendor: SANDPOINT SUPER DRUG					
31248/1	TRSH BGS, WST BSKT - MEMORIAL RESTROOMS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	24.44		\$24.44
31462/1	SHOP: YELLOW JACKET TRAPS WATER DISTRIBUTION	FACILITY SUPPLIES	5.75		\$17.26
	WASTEWATER COLLECTIONS	FACILITY SUPPLIES	5.75		
	STREET MAINTENANCE DIVISION	FACILITY SUPPLIES	5.76		
31463/1	ST: COPY OF KEY FOR CABINET LOCK STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	3.59		\$3.59
			<b>Total For: SANDPOINT SUPER DRUG</b>		<b>\$45.29</b>
Vendor: SANDPOINT URBAN RENEWAL AGENCY					
05162025	APR '25 TAX RECEIPTS COLLECTED UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	5,501.35		\$14,002.86
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	2,133.94		
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	2,141.07		
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	4,226.50		
			<b>Total For: SANDPOINT URBAN RENEWAL AGENCY</b>		<b>\$14,002.86</b>
Vendor: SELKIRK GLASS & CABINETS INC					
43692	SCREEN REPAIRS - CITY HALL/WHITE PINE CONF RM GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	206.00		\$206.00
			<b>Total For: SELKIRK GLASS &amp; CABINETS INC</b>		<b>\$206.00</b>
Vendor: SEW PRO 2					
1624-3	BARD SP34 - JUMPSUIT REPAIR				\$

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd <span style="border: 1px solid black; padding: 2px;">Item # 4.</span> t
	POLICE DEPARTMENT	UNIFORM & CLOTHING	45.00	
<b>Total For: SEW PRO 2</b>				<b>\$45.00</b>

Vendor: SOUTH FORK HARDWARE (PARKS)

402949	LOCTITE EPOXY - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	7.49	\$7.49
402985	8) NUTS N BLTS - JER OUTDR BTHRM FAUCET REPAIR - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	11.46	\$11.46
403076	TREADED PVC PLUG, STAINLESS STEEL CLAMP - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	3.78	\$3.78
403091	PAINT SUPPLIES - BEACH CONCESSIONS CITY BEACH CONCESSIONS	FACILITY SUPPLIES	87.28	\$87.28
403094	IRRIGATION SUPPLIES - ALL PARKS PARK MAINTENANCE & CAPITAL	IRRIGATION SUPPLIES	15.78	\$15.78
403197	KEY LABELS, JER BTHRM KYS, LEGAL NOTEPADS JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	9.96	\$30.87
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	20.91	
403493	SPRINKLER HEADS - JJ SQUARE IRRIGATION PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	24.55	\$24.55
403565	SPRAY PAINTERS, TRSH BGS - OUTDOOR RANGE RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	51.15	\$51.15
403622	BRASS ADAPTERS & KEYS - CITY BEACH PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	33.24	\$33.24
402831	WATER SUPPLY SHUTOFF KEY - ALL PARKS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	13.99	\$13.99
402954	OIL ABSORBENT, PNT STRAINER, TWINE - ALL PARKS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	64.55	\$64.55
404063	BULBS, ELECTRC TAPE, DECK SCREWS - WINDBAG PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	206.87	\$206.87
403217	SCREWS, NUTS & BLTS, PAINT STRAINER BAGS, ELASTIC, TAPE, CBLE TIES - ALL PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	43.60	\$43.60
403793	6.7 LBS MARINA DECK SCREWS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	46.83	\$46.83
403960	CLEANING SUPPLIES FOR JER CMMNTY RM - JER JAMES E. RUSSELL SPORTS CENTER FACILITY	CLEANING SUPPLIES	105.33	\$105.33
403991	POST DRIVER WITH HANDLE PARK MAINTENANCE & CAPITAL	TOOLS	49.99	\$49.99
404045	DURACELL D BATTERIES - SPRTS CMLPX			\$ 20

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	24.98		
<b>Total For: SOUTH FORK HARDWARE (PARKS)</b>					<b>\$821.74</b>
Vendor: SOUTH FORK HARDWARE (POLICE)					
404191	BATTERIES - CRO TEMPERATURE READERS POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	24.99		\$24.99
<b>Total For: SOUTH FORK HARDWARE (POLICE)</b>					<b>\$24.99</b>
Vendor: SOUTH FORK HARDWARE (PUB WKS)					
403542	WTP: STAPLES & ELBOW FITTING WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	13.49		\$32.65
	WATER TREATMENT	OFFICE SUPPLIES/EQUIPMENT	19.16		
403654	SC: 25' PHONE CORD - LIFTSTATION WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	9.99		\$9.99
403835	ST: PAINT FOR GRAFFITI REMOVAL STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	7.29		\$7.29
<b>Total For: SOUTH FORK HARDWARE (PUB WKS)</b>					<b>\$49.93</b>
Vendor: SPOKANE FORKLIFT & CONSTRUCTION					
INV-0021318	WWTP: FORKLIFT MAINTENANCE & DIAGNOSTIC WASTEWATER TREATMENT	SERVICES - EQUIPMENT - R&M	329.33		\$329.33
<b>Total For: SPOKANE FORKLIFT &amp; CONSTRUCTION</b>					<b>\$329.33</b>
Vendor: ULINE					
192771007	ST: STREET PAINT SUPPLIES -PAILS & LIDS STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	186.37		\$186.37
<b>Total For: ULINE</b>					<b>\$186.37</b>
Vendor: USA BLUE BOOK					
INV00706442	WTP: 1" AV GASKET QTY 4 WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	75.94		\$75.94
INV00715020	WWTP: GLOVES, TITRATOR TUBE, CUBITAINER, TNT+ WASTEWATER TREATMENT	LABORATORY SUPPLIES	488.05		\$488.05
<b>Total For: USA BLUE BOOK</b>					<b>\$563.99</b>
Vendor: VCA NORTH IDAHO ANIMAL HOSPITAL					
5381651748	CHIHUAHUA BOARDING/MEDICAL REFUND POLICE DEPARTMENT	TECH SERVICES - ANIMAL CONTROL	(74.11)		\$(74.11)
5381651713	CHIHUAHUA EXAM POLICE DEPARTMENT	TECH SERVICES - ANIMAL CONTROL	172.11		\$172.11
<b>Total For: VCA NORTH IDAHO ANIMAL HOSPITAL</b>					<b>\$ 21</b>

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd <span style="border: 1px solid black; padding: 2px;">Item # 4.</span> t
<b>Vendor: WASTE MANAGEMENT OF IDAHO INC</b>				
0239072-1827-7	CITY PROPERTY REFUSE / WASTE CHARGES APRIL'25			\$2,670.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	720.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	480.00	
	WASTEWATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	120.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	480.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	360.00	
	GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	50.00	
	PUBLIC WORKS ADMINISTRATION	DISPOSAL (GARBAGE) SERVICES	380.00	
	WATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	80.00	
<b>Total For: WASTE MANAGEMENT OF IDAHO INC</b>				<b>\$2,670.00</b>
<b>Vendor: WESTERN STATES EQUIPMENT CO</b>				
IN003186336	ST: 28 SWEEPER BRUSHES CAT BA25			\$660.24
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	660.24	
<b>Total For: WESTERN STATES EQUIPMENT CO</b>				<b>\$660.24</b>
<b>Vendor: WILLIAMS SCOTSMAN INC</b>				
9023753933	WWTP: MODULAR RENTAL 5/19/25-6/18/25			\$1,211.43
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	785.40	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	19.64	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	206.26	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	22.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	5.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	70.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	103.13	
<b>Total For: WILLIAMS SCOTSMAN INC</b>				<b>\$1,211.43</b>
<b>Vendor: ZIPLY FIBER</b>				
6708 - 052225	6708 - PHONE CHGS - CITY HALL 5/22/25-6/21/25			\$105.00
	INFORMATION TECHNOLOGY DIVISION	TELEPHONE - LANDLINE & OTHER	105.00	
6269 - 052225	6269 - PHONE CHGS - 911 TRANSFER 5/22/25-6/21/25			\$13.80
	POLICE DEPARTMENT	TELEPHONE - LANDLINE & OTHER	13.80	
1464 - 052225	1464 - PHONE CHGS - CITY HALL 5/22/25-6/21/25			\$656.69
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	656.69	
3469 - 052525	3469 - PHONE CHGS - TURTLE ROCK 5/25/25-6/24/25			\$57.36
	WATER TREATMENT	TELEPHONE - LANDLINE & OTHER	57.36	
0918 - 052225	0918 - PHONE CHGS - FISHBACK 5/22/25-6/21/25			\$ <span style="border: 1px solid black; padding: 2px;">22</span>





## AGENDA REPORT

### City Council Meeting

**TODAY'S DATE:** May 27<sup>th</sup>, 2025

**MEETING DATE:** June 5th, 2025

**TO:** Mayor Grimm, Sandpoint City Councilmembers

**FROM:** Jason Welker, Planning & Community Development Director

**SUBJECT:** Proposed Resolution – Third Amendment to Renew the Watershed Trails License Agreement No. A23-5100-1 with Pend Oreille Pedalers (“POP”)

#### OVERVIEW:

This report seeks City Council authorization to execute a **Third Amendment** to the existing **Watershed Trails License Agreement** (Agreement No. A23-5100-1) between the **City of Sandpoint** and the **Pend Oreille Pedalers (POP)**. The amendment would extend the term of the agreement and reaffirm the City's financial support for trail maintenance and volunteer coordination on City-owned watershed property.

Originally established in 2015, the agreement has evolved into a detailed and collaborative framework for recreation stewardship within the Little Sand Creek Watershed.

#### BACKGROUND:

- The current agreement (A23-5100-1) was executed on **June 2, 2023**, granting POP a license to maintain and steward existing multi-use and purpose-built mountain bike trails. The agreement outlines requirements for safety, maintenance, ecological stewardship, volunteer oversight, and signage—particularly regarding erosion control and wildlife protection.
- A **First Amendment** (September 26, 2023) increased the annual reimbursement from \$10,000 to **\$12,200** and clarified funding eligibility for signage, safety features, and permanent erosion infrastructure.
- A **Second Amendment** (May 1, 2024) increased the allowable reimbursement to **\$87,200** to support extensive erosion, trail decommissioning, and drainage improvements. It also extended the agreement through **June 1, 2025**.

#### PROPOSED THIRD AMENDMENT

This amendment includes the following key updates:

1. **Term Extension:**  
Extends the agreement term by one year to **June 1, 2026**, ensuring uninterrupted trail stewardship and alignment with the [Little Sand Creek Watershed Recreation Plan](#) (see page 48).
2. **Reimbursement & Budget Compliance:**  
Reaffirms a not-to-exceed amount of **\$10,000 annually** for eligible maintenance activities, with reimbursement contingent upon submission of itemized invoices/receipts. Funding is subject to adoption of the FY 2026 City budget. If approved, **the total authorized reimbursement under the current agreement** would be **\$97,200**.

**STAFF RECOMMENDATION:**

Staff recommends that City Council **approve the proposed resolution** authorizing the Third Amendment to Agreement No. A23-5100-1 with Pend Oreille Pedalers (POP).

**ACTION:**

Approve the resolution authorizing the Third Amendment to the Watershed Trails License Agreement (A23-5100-1) with Pend Oreille Pedalers (POP).

**WILL THERE BE ANY FINANCIAL IMPACT?** No (Pending budget approval) **HAS THIS ITEM BEEN BUDGETED?** Yes

(Proposed reimbursement of \$10k is included in the FY 2026 Parks & Recreation budget request).

**ATTACHMENTS:**

- Resolution amending License Agreement
- Proposed Third Amendment Agreement and backup agreement documents
- Proposed 2025 Maintenance Scope of Work and trail map with property lines
- Note: Implementation details and trail maintenance protocols are further outlined in the [Watershed Recreation Plan](#) (refer to page 48 via the plan link).

No: 25-  
Date: June 4, 2025

RESOLUTION  
OF THE CITY COUNCIL  
CITY OF SANDPOINT

**TITLE: THIRD AMENDMENT TO WATERSHED LICENSE AGREEMENT WITH PEND OREILLE PEDALERS (CITY AGREEMENT A23-5100-1)**

WHEREAS: The City of Sandpoint (“City”) holds title to certain real property west of Sandpoint within the area commonly known as the Little Sand Creek Watershed (“Watershed”), a drinking water source for the greater Sandpoint region;

WHEREAS: The City is dedicated to the management of its lands and maintaining the highest quality water and environmental health in the Watershed;

WHEREAS: Pend Oreille Pedalers (“POP”) is an Idaho nonprofit corporation formed for the specific charitable and educational purpose of building and maintaining recreational trails in Bonner County and promoting mountain biking in the region, with a desire to build trails in an environmentally and socially responsible manner in the Watershed;

WHEREAS: A License Agreement with POP is currently in place with the City, executed on June 2, 2023, for the purpose of documenting the intended cooperation between the parties for construction, maintenance, and preservation of selected aspects of the trails that lie within the Watershed;

WHEREAS: The First Amendment to Renew the License Agreement with POP, executed on September 26, 2023, increased the annual reimbursement amount from \$10,000 to \$12,200 and clarified funding eligibility for signage, safety features, and permanent erosion infrastructure;

WHEREAS: A Second Amendment to Renew the License Agreement with POP, executed on May 1, 2024, extended the term limits for an additional year to expire on June 1, 2025, and increased the allowable annual reimbursement amount in FY 2024 budget by an additional \$75,000, up to a maximum of \$87,200, to support extensive erosion control mitigation, trail decommission efforts, and drainage improvements within the Watershed; and

WHEREAS: A Third Amendment to Renew the License Agreement with POP has been prepared for the purpose of extending the term limits for an additional year with a new expiration date of June 1, 2026, and increase the allowable reimbursement amount by an additional \$20,000, up to a maximum of \$107,200, as provided for in the budget.

Sandpoint City Council Resolution 25-\_\_\_\_  
June 4, 2025  
Page 2 of 2

NOW, THEREFORE, BE IT RESOLVED THAT: On behalf of the City, the Mayor or his designee is authorized to execute the Third Amendment to the License Agreement referenced herein (City Agreement No. A23-5100-1), a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

BE IT FURTHER RESOLVED THAT: This License Agreement Third Amendment supersedes any and all previous License Agreements between the City of Sandpoint and Pend Oreille Pedalers, Inc.

\_\_\_\_\_  
Jeremy Grimm, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Ward, City Clerk

## 2025 Proposed

### **Scope of Work for Trail Maintenance and Construction in the Little Sand Creek Watershed City of Sandpoint**

#### **1. Project Overview**

The City of Sandpoint and Pend Oreille Pedalers (POP) seek to perform trail maintenance, construction, restoration, decommissioning and realignment within the Little Sand Creek Watershed. The work aims to improve trail sustainability, reduce erosion, enhance safety and create a positive user experience.

#### **2. Scope of Services**

##### **A. Trail Maintenance**

- Removal of deadfall and hazard trees using chainsaws and hand tools.
- Brushing to clear trail corridors to standard width.
- Tread off-sloping and benching to restore proper trail grade and tread width.
- Construction of rolling dips and drainage features for erosion control.
- Jump and berm shaping, re-construction and relocation for rider safety and enjoyment.

##### **B. Trail Construction and Realignment (to be pre-approved by City prior to Work)**

- Realignment of existing segments, as needed, to reduce erosion, improve sightlines and minimize user conflicts.
- Installation and relocation of drainage structures, including culverts, wooden boardwalks and bridges.

##### **C. Trail Restoration and Decommissioning**

- Restoration of damaged trail sections.
- Decommissioning of unnecessary segments, restoring them to natural conditions.
- Erosion control measures, such as water bars and native seeding.

#### **3. Equipment to be Used**

- Excavators, Mini dozers, Motorized rock hammers, Motorized wheelbarrows, Chainsaws, Hand tools.

#### **4. Performance Standards**

- Work will follow best practices for sustainable trail design and safety standards.
- Environmental impact will be minimized with proper signage for public safety.

#### **5. Schedule and Reporting**

- Project timeline will be coordinated with the City of Sandpoint.
- Regular progress reports will include completed tasks, equipment usage and challenges.

## 6. Environmental Protection

- Compliance with local, state and federal environmental regulations.
- Erosion control and prevention with increased water quality protection measures.
- Protection of sensitive habitats during construction.

## 7. Habitat Restoration & Revegetation

- **Native Plant Restoration:** Replanting disturbed areas with Douglas Fir, Ponderosa Pine, and native shrubs
- **Soil Stabilization:** Mulching and terracing to prevent erosion
- **Annual Monitoring:** Ensuring revegetation success and making adjustments as needed

## 8. Safety, Education and Risk Management Plan

- **Trail Signage:** Install clear signage for wayfinding, safety warnings and proper trail use. Audit of existing GPS emergency response locations.
- **Safety Procedures:** All personnel will use appropriate personal protective equipment (PPE).
- **Heavy Equipment Safety:** Implement protocols for safe operation of machinery.
- **Public Safety Measures:** Place barriers and signage to keep the public clear of active work zones.
- **Emergency Response:** Communicate procedures and designate emergency contacts for all workers. Support annual access training with Watershed land managers and EMS.
- **Education Outreach:** Provide trail etiquette and safety information through signage and online resources.

### Contact Information:

#### Project Manager:

##### Emily Strizich

Executive Director, Pend Oreille Pedalers

Email: [emily@pendoreillepedalers.org](mailto:emily@pendoreillepedalers.org)

Phone: (303)590-8779

#### City of Sandpoint Representative:

Maeve Nevins-Lavtar

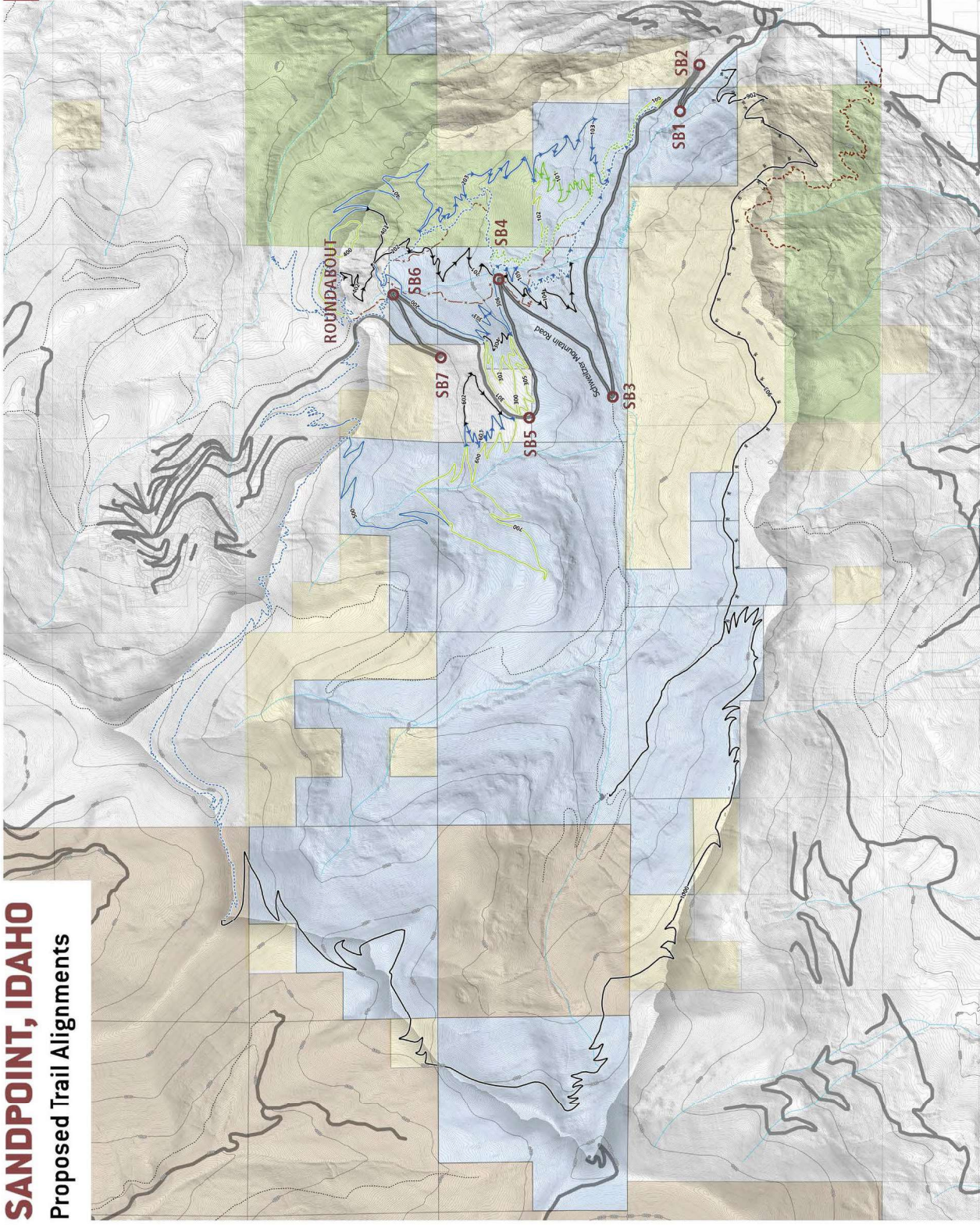
[Parks Planning and Development Manager](#)

Email: [mnevinslavtar@sandpointidaho.gov](mailto:mnevinslavtar@sandpointidaho.gov)

Phone: (208)-946-2711

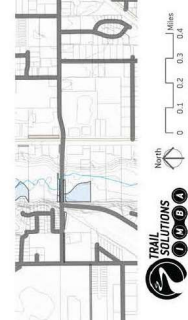
# SANDPOINT, IDAHO

## Proposed Trail Alignments



### LEGEND

- Area of Interest**
  - Watershed Boundary
- USA Federal Lands**
  - Bureau of Land Management
  - Forest Service
  - State of Idaho
  - City of Sandpoint
  - Bonner County Parcels
- Existing Conditions**
  - Road
  - Secondary Road
  - Vehicular Trail (4WD)
  - Streams
  - 500'
  - 100'
  - 10'
- Existing Alignments**
  - Existing Green Bidirectional
  - Existing Blue Bidirectional
  - Existing Blue Directional
  - Existing Black Directional
  - Decommission
  - Mickinick Hiking Trail
- Future Proposed Conceptual Alignments**
  - Difficult, Direction, Planned User
  - Black, Bidirectional, Hike Only
  - Black, Bidirectional, Shared Pedestrian Use
  - Black, Down, Bike Only
  - Blue, Bidirectional, Shared Pedestrian Use
  - Blue, Down, Bike Only
  - Green, Bidirectional, Shared Pedestrian Use
  - Green, Down, Bike Only



Map showing proposed trail alignments. See Appendix B for all maps. IMBA-TS



**SANDPOINT**  
City of Sandpoint  
1123 Lake Street  
Sandpoint, Idaho 83864

**CONTRACT A23-5100-1 THIRD AMENDMENT**

**Date:** May 27, 2025

**Agreement Title:** A23-5100-1 – Watershed Trails License Agreement  
**Agreement Execution Date:** June 02, 2023  
**Division/Section:** Parks  
**Licensee:** Pend Oreille Pedalers, Inc. (POP)  
**Licensee Address:** PO Box 2451, Sandpoint, Idaho 83864

This Third Amendment to Agreement A23-5100-1 shall become part of the original Agreement.

- 1. **Section 3 – Term and Termination: Modified as follows adding this additional language to Section 3:**

This license agreement is being renewed an additional one-year term for a new termination date of June 01, 2026.

- 2. **Section 14 – Specific Obligations of POP shall be amended as follows:**

Amend the maximum amount of Trail Maintenance reimbursement from \$87,200 to a revised maximum amount of \$97,200, reflecting an increase of \$10,000.

“The City will reimburse, upon receipt of required documentation, including invoices and/or receipts, up to a maximum of \$97,200 as approved in the adopted City budget.”

The City of Sandpoint and POP hereby agree to amend or modify the above referenced Agreement as set forth herein.

City of Sandpoint

Pend Oreille Pedalers, Inc.

Jeremy Grimm  
Mayor

Date

 (May 28, 2025 12:56 PDT)

05/28/2025

President, Pend Oreille Pedalers

Date







# A23-5100-1 POP WATERSHED TRAILS LICENSE AGREEMENT - THIRD AMENDMENT

Final Audit Report

2025-05-28

Created:	2025-05-28
By:	Amber Williams (awilliams@sandpointidaho.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnDx9NS1tUg9dK_kEIBQkzfuWQMjUSa7k

## "A23-5100-1 POP WATERSHED TRAILS LICENSE AGREEMENT - THIRD AMENDMENT" History

-  Document created by Amber Williams (awilliams@sandpointidaho.gov)  
2025-05-28 - 6:42:15 PM GMT
-  Document emailed to woodrow.dixon@gmail.com for signature  
2025-05-28 - 6:42:19 PM GMT
-  Email viewed by woodrow.dixon@gmail.com  
2025-05-28 - 7:54:39 PM GMT
-  Signer woodrow.dixon@gmail.com entered name at signing as Woodrow Dixon  
2025-05-28 - 7:56:37 PM GMT
-  Document e-signed by Woodrow Dixon (woodrow.dixon@gmail.com)  
Signature Date: 2025-05-28 - 7:56:39 PM GMT - Time Source: server
-  Agreement completed.  
2025-05-28 - 7:56:39 PM GMT

Mayor Grimm recited the rules and procedure for public comment, followed by an opportunity for general comments from the public regarding items on the agenda not related to a hearing, as well as other topics relevant to the business of the City of Sandpoint. Information only; no Council action.

### Consent Calendar

Mayor Grimm noted for the record the amount of bills presented for payment approval. Councilor Schreiber requested removal of item #12, Proposed Resolution for Change Order #8 and Amendment to Travers Park Renovations, Phase 1, Contract with Ginno Construction, Inc. (City Agreement #A23-5300-5), which was moved to New Business. The Consent Calendar, amended with the removal of this item, was approved by a unanimous vote of Council.

Motion made by Councilor Dick, Seconded by Councilor Ruehle.

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

1. The Minutes from Council's May 7, 2025, regular meeting were approved as presented.
2. Bills in the amount of \$391,659.41 for regular payables were approved for payment.
3. The Monthly Financial Report on Cash and Investment Transactions for April 2025 was accepted.
4. Mayor's Memo re: Confirmation of Citizen Advisory Board Appointments (*action items below*)
5. The Mayor's appointment of Heidi Bohall to the Parks and Recreation Commission for a term of three years, June 1, 2025, through May 31, 2028, was confirmed.
6. The Mayor's appointment of Lori Siemers to the Parks and Recreation Commission for a term of three years, June 1, 2025, through May 31, 2028, was confirmed.
7. The Mayor's appointment of Dan Tadic to the Parks and Recreation Commission for a term of three years, June 1, 2025, through May 31, 2028, was confirmed.
8. The Mayor's reappointment of Cate Huisman to the Pedestrian and Bicycle Advisory Committee for a new term of three years, June 1, 2025, through May 31, 2028, was confirmed.
9. The Mayor's reappointment of Erin Billings to the Pedestrian and Bicycle Advisory Committee for a new term of three years, June 1, 2025, through May 31, 2028, was confirmed.
10. The Mayor's reappointment of Julie Perchynski to the Pedestrian and Bicycle Advisory Committee for a new term of three years, June 1, 2025, through May 31, 2028, was confirmed.
11. The Mayor's appointment of Tom Tuttle to the Pedestrian and Bicycle Advisory Committee for a term of three years, June 1, 2025, through May 31, 2028, was confirmed.

### Old/Unfinished Business

13. Appeal of Denial of McGhee Development Water Service Application / Re-opening of Hearing and Possible Decision

Mayor Grimm reported that, with discussion continuing on a resolution of this issue, City staff and the applicant have requested a further postponement of this matter to Council's next regular meeting, which is scheduled for June 4, 2025.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

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

14. Update on Wastewater Treatment Plant Compliance

Public Works Director Holly Ellis provided a presentation with an update on wastewater treatment compliance at the City's plant and, along with Mayor Grimm, fielded questions from the Council members. Information only; no Council action.



TOBY McLAUGHLIN  
PRINCIPAL  
toby@sandpointlaw.com  
LICENSED IN IDAHO, WASHINGTON

LISA MOLINE  
PRINCIPAL  
lisa@sandpointlaw.com  
LICENSED IN IDAHO

May 28, 2025

Sandpoint City Council  
1123 W. Lake Street  
Sandpoint, Idaho 83864

Re: *University Place Phase 4 Planned Unit Development*

Dear Council:

I represent M & W Holdings, LLC and Derek Mulgrew, who respectfully requests this Council to approve an extension, pursuant to City of Sandpoint, Ordinance 10-3-10(M) for at least one (1) additional year so Mr. Mulgrew can complete the final development process.

As background, Mr. Mulgrew participated in all pre-application meetings with Amanda Wilson, Amy Tweeten, and other City staff prior to submitting his PUD for approval. The Planning Commission recommend approval, which was unanimously granted by the City Council on November 2, 2022. Between November 2, 2022 and November 2, 2024, Mr. Mulgrew installed the infrastructure for the development at the cost of more than one million dollars, the infrastructure was accepted by the City engineer, and worked with City officials to get the development agreement signed and final Plat adopted by the Council.

On November 2, 2024, Mr. Mulgrew's PUD expired. On March 13, 2025, more than four months later, Mr. Mulgrew was first informed that his PUD had expired. Between November 2, 2024, and March 13, 2025, scores of emails and numerous phone calls were exchanged between Mr. Mulgrew and City staff, all focused on securing final Plat and a signed development agreement. Unfortunately, on March 13, 2025, after the City had posted the required notice and added Mr. Mulgrew's development to the Council meeting agenda on March 16, 2025, Mr. Mulgrew received an emailed letter (the "Termination Letter") informing him that his project had been removed from the Council's agenda and that his PUD was, in fact, "void and expired." A true and correct copy of the Termination Letter is attached hereto as ***Exhibit A***. Please note that although the letter is dated March 3, 2025, it was not delivered to my client until March 13, 2025, at 5:44 p.m., a discrepancy I assume to be a typographical error.

As you can imagine, Mr. Mulgrew was blindsided and upset. He immediately requested an extension, which was summarily denied by City staff, as a "decision [that] cannot be brought to City Council on appeal." A copy of the email from City staff denying the extension is attached as ***Exhibit B***.

However, according to the City code, an extension to a PUD is allowed if it is not in conflict with public interest. *City of Sandpoint, Ordinance 10-3-10(M)*. Specifically, the ordinance states:

- M. Expiration and Extension of Approval Period: Preliminary approval shall be for a period not to exceed eighteen (18) months. The approval of a final development plan for a PUD shall be for a period not to exceed two (2) years to allow for preparation and recording of the required subdivision plan and the development of the project. If no construction has begun within two (2) years after approval is granted and no current building permit exists, the approved final development plan shall be void. **An extension of the time limit, revision of phasing schedule, or modification of the final development plan may be approved if the commission finds that such extension, revision, or modification is not in conflict with the public interest.**

*Id.* (emphasis added). This ordinance is clear that an extension of the two (2) year approval timeline is allowed.

An extension of the University Place Phase 4 PUD does not conflict with public interest. First, this project was unanimously approved by Council and will provide for additional housing, which is vital to our growing community. Second, Mr. Mulgrew has installed all the infrastructure for a high-density development consistent with this approved PUD. If the PUD extension is not granted, Mr. Mulgrew must either: 1) reapply and conform the development to the new City requirements, which may require significant alterations to the installed infrastructure; or 2) tear out the entirety of the high-density infrastructure and lose over one million dollars.

It is my understanding that the City's position is that an extension must be requested prior to the PUD's expiration date. Since Mr. Mulgrew did not do that, his PUD is forever void. However, that requirement does not appear in the ordinance. The ordinance simply states that an extension of time may be granted if it does not conflict with the public interest. The imposition of additional, unwritten conditions effectively denies the public fair notice of the procedural requirements governing a PUD that has reached the two-year mark.

Nonetheless, even if the Council believes the opportunity to extend the PUD has passed, bear in mind that the City continued to work with Mr. Mulgrew long after the expiration date. At no time between November 2, 2024 and the receipt of the Termination Letter, more than four months later, did City staff inform Mr. Mulgrew that he was proceeding under an expired PUD. On the contrary, the City continued to request information, documents, and completion of the infrastructure punch list items, among other things, all of which imposed additional costs on Mr. Mulgrew. Mr.

Mulgrew, in good faith, diligently worked with City officials toward getting the development agreement and final Plat before the Council. In fact, Mr. Mulgrew's builder had applied and paid for building permits that were being reviewed so they could issue once final Plat was adopted by Council. The building permit application and permit fees were both returned to the builder shortly after the Termination Letter. It seems unjust to now deem Mr. Mulgrew's PUD expired without the opportunity of an extension.

This is an unfortunate situation where no one realized the two-year deadline had passed and both parties were operating under the assumption that the Council's final consent for the development was forthcoming. The Council has an opportunity to make this right and extend the PUD pursuant to City of Sandpoint Ordinance 10-3-10M.

Sincerely,



Lisa Moline  
Attorney

Ex. A: Termination Letter

Ex. B: Email from City Staff Denying Extension

**EXHIBIT A**

Termination Letter



**Date:** March 3<sup>rd</sup>, 2025

**Subject:** University Place Phase 4 Planned Unit Development – permit void

**From:** Jason Welker, Planning and Community Development Director and Bill Dean, City Planner

Dear Mr. Mulgrew,

This letter is to inform you that pursuant to §10-3-10.M of the Sandpoint City Code, The University Place Phase 4 PUD final development plan has expired and is no longer in effect. Accordingly, the agenda item relating to the now void PUD has been removed from the March 19<sup>th</sup> City Council agenda.

Over the past several weeks City staff have attempted to reconcile your statements with the written record and City code. The expiration of the PUD, in addition to being clearly identified in City code, was deliberated by council and formalized as condition of approval #14: *“The development shall be initiated within two years of the date of approval.”* According to §10-3-10.M, *“If no construction has begun within two (2) years after approval is granted and no current building permit exists, the approved final development plan shall be void.”* November 2<sup>nd</sup>, 2024 marked the two-year deadline by which building permits needed to have been issued. Given that no building permits were applied for before late December 2024, the PUD is void and expired.

Sincerely,

*Jason Welker*     *Bill Dean*

Jason Welker and Bill Dean

**EXHIBIT B**

**Email From City Denying Extension**

On Mar 14, 2025, at 1:02 PM, Jason Welker <[jwelker@sandpointidaho.gov](mailto:jwelker@sandpointidaho.gov)> wrote:

Derek,

This is not a staff decision. The notice of expiry arises from City code, which states "if no building permit exists, the approved final development plan shall be void." City staff is not cancelling the PUD. The PUD expired effective November 2nd, 2024. Because this is not a staff decision, it cannot be brought to City Council on appeal.

Regards,  
Jason

<Outlook-  
Logo,  
comp.png>

**Community Planning and  
Development Department**

[sandpointidaho.gov](http://sandpointidaho.gov)

1123 Lake St.  
Sandpoint,  
ID 83864

**Jason Welker | Director**

- (208) 255-1738
- (208) 290-0137 (cell)



## AGENDA REPORT

### City Council Meeting

**TODAY'S DATE:** May 22, 2025

**MEETING DATE:** June 4, 2025

**TO:** Deb Ruehle, Council President, and members of the City of Sandpoint City Council

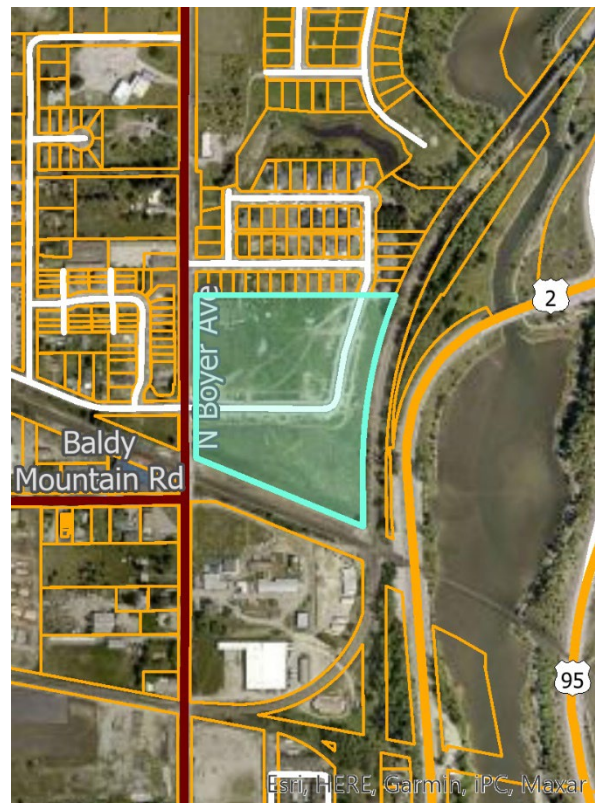
**FROM:** Bill Dean, City Planner; Brandon Staglund, City Engineer; and Jason Welker, Planning & Community Development Director

**SUBJECT:** University Place Phase IV PPUD22-0001 Expiration

### I. Background:

The request before the City Council is from the owner and developer of the University Place Phase IV project related to the expiration of the Planned Unit Development (PUD) that occurred in December 2024. Specifically, City Council is being asked to review the staff determination of the expiration and either affirm it or establish a new expiration date. University Place is a large project with several owners, and this agenda item relates to the development of Phase IV of the University Place subdivision, identified in Figure 1. To understand the complaint by the developer, it is important to understand the project inception and history. To develop the property in a fashion that differed from City standards the developer sought and obtained a rezoning of the Phase IV area and a special land use permit called a Planned Unit Development permit (PUD) which placed both benefits and burdens on the property owner in exchange for significant waivers from City standards.

As is common in land use approvals involving rezonings, a development agreement was required stipulating performance standards the developer had to meet in order to enjoy development rights with the new zoning and PUD permit. Such enables cities to ensure that the ideas brought forward to garner support in exchange for changing regulations (zoning designation and standards) are brought to fruition by the developer in a reasonable timeframe.



The main tool, in addition to development agreements, that cities have to compel performance is an expiration date on the permit. Timeframes for performance are replete in land use matters involving permits and subdivisions and clear timeframes are established in city ordinances state-wide so that the function of permit issuance doesn't stifle cities' progresses and ability to adapt to changing community needs, or burden property owners with outdated approvals. It is also common for city ordinances to clearly state how the life of a permit



- **9/20/2022:** Public Hearing before the Planning and Zoning Commission to rezone the Phase 4 area, review a Planned Unit Development (PUD) and an Amendment to the Preliminary Plat
- **10/15/2021:** City staff issued a public infrastructure permit to construct utilities and road infrastructure for Herring Avenue and East Ebbett Way.
- **11/2/2022:** City Council approved rezone for University Place Phase 4, the PUD, and the Amended Preliminary Plat, directs that DA (“split” in 2021) be amended to include implementation details from the PUD, such as open space design, for example.
- **4/16/2024:** City staff issued an amended public infrastructure permit to complete utilities and road infrastructure for Herring Avenue and East Ebbett Way. A new contractor and slightly revised plan required an amended permit.
- **11/2/2024:** PUD expired, Preliminary Plat expired
- **11/12/2024:** City Engineer verified that the public infrastructure associated with the permit issued on 10/15/2021 and amended on 4/16/2024 was completed to city standards. However, this public infrastructure was only a portion of what was required under the amended PUD and preliminary plat approved by City Council, and additional public infrastructure remained.
- **12/19/24:** Developer applies for Final Plat for Phase 4a of the Phase 4 Preliminary Plat, triggering comprehensive review for compliance with the City Council approved project, including the condition placed on the project that the DA first be amended to reflect the 11/2/2022 approvals (rezone, PUD, Amended Preliminary Plat). (Preliminary Plats expire after 2 years if no Final submitted)
- **12/31/25:** Developer submits first building permit applications for this development. Submittal is for 5 townhouse units.

Between November 2024 and January 2025 City staff had numerous meetings with the developer trying to understand the status of various requirements.

### III. Status of the University Place Phase IV Project at time of Expiration

The following Conditions of Approval were placed on the project by City Council on November 2, 2022. The status of each condition is listed in **bold**

#### Required Conditions of Approval:

1. The applicant shall prepare Codes, Covenants & Restrictions (CC&Rs) that establish one or more Homeowners Associations (HOAs) and provide that the HOA(s) are responsible for the operation and maintenance of all common areas and open spaces within the boundaries of the PUD and incorporating detailed maintenance standards and provisions for maintenance of the same. **To Date, no CCRs, or Draft CCRs have been provided to staff.**
2. The final stormwater management plan shall be developed in a manner that does not negatively affect the functionality of the open spaces or railroad corridor. **There was no “final stormwater management plan” found on record in the City Council approval of the PUD amendment, plat amendment, and rezone in 2022. However, city staff did issue a public infrastructure permit to construct utilities and road infrastructure for Herring Avenue and East Ebbett Way. The City Engineer has verified that portions of the stormwater plan associated with Herring Avenue and East Ebbett Way were constructed to city standards, but additional public infrastructure required by City Council as a condition of approval of the amended PUD and preliminary plat still remained.**
3. Preliminary Plat, Sheet 5 of 7, dated 6/3/2022: Majority of the proposed accesses throughout Block 1 qualify as purely local drives. Purely local drives do not provide through access and are generally short in length and serve a relatively limited number of lots. Purely local drives shall be publicly dedicated but privately maintained right-of-way, with a minimum width and configuration meeting the International Fire Code. The access south of Lots 59-68 functions as an alley and shall meet the same conditions as the purely local drives.

The primary east/west access, south of Lots 43, 46, 49, 52, 55, and 58, as well as the primary north/south access, east of Lots 40, 35, 30, and 25, do not qualify as purely local drives because they provide a looped-through access to the purely local drives and shall meet the minimum public right-of-way permitted for a Planned Unit Development of 50-feet. The proposed preliminary plat reflects a right-of-way width of approximately 46' along these two primary accesses within Block 1; the construction documents and final plat shall reflect a minimum right-of-way of 50-feet to provide functionality as a local street and enable necessary maintenance and snow storage. This local street shall be publicly maintained; no driveways, other than the purely local drives, may access this local street. **To date, revisions have not been presented to staff showing compliance.**

4. On-street parking: parking on one side of the street shall be permitted where the pavement width is 28' or more and parking on both sides of the street shall be permitted where the pavement width is 36' or more. No parking signs shall be provided wherever these conditions are not met. **Final stamped engineering plans for the "purely local drives" have not been submitted for review and approval by city staff.**
5. Purely local drives shall be privately maintained. The final plat shall provide reference to the responsibility of maintenance and City approved CC&Rs incorporating detailed maintenance standards and provisions. **To date, no CCRs have been presented to staff.**
6. Hammerhead Turnarounds accessing townhouse lots must measure at least 60 ft in both directions from the centerline. **To be addressed through final platting**
7. Due to the proximity of the residential development to the railroad tracks, exterior walls shall have a sound transmission class (STC) of not less than 50, or not less than 45 if field tested, for airborne noise. Penetrations or openings in construction assemblies shall be sealed, lined, insulated, or otherwise treated to maintain the required ratings. **To be addressed during building permit review, which has not occurred.**
8. No lots may be sold, and no building permits can be issued prior to final platting. **No final plat has been approved**
9. Application for street names shall be made with Bonner County.

#### Conditions of Approval per PUD Requirements:

10. Detailed plans for the open spaces, incorporating staff recommended changes, are provided and incorporated into the Master Development Agreement. **None of the requirements in #10 are shown on the Final Plat, or any other exhibit or drawing.**
11. Detailed landscape plans including the size, type, and location of plant material; automatic sprinklers; location and specifications for all built elements such as paths or benches shall be incorporated into the Master Development Agreement. **No detailed plans have been submitted.**
12. The proposed multi-family development on Lots 1-4 Block 2 shall meet the site design and building standards included in in 9-4-2-3-H of the Sandpoint City Code excepting 9-4-2-3-H.6.a pertaining to building height and 9-4-2-3-H.7 pertaining to building orientation toward the street. Said revised plans and building designs shall be reviewed at the building permit site plan review phase. **No building permit applications have been submitted for this development.**

13. The Zoning Standards Table shall be amended to incorporate requirements of **Condition 12** and incorporated into the Master Development Agreement. Other City Codes in place at the time of building permit application shall apply. Modifications to the Zoning Standards Table may only be approved through an amendment to the PUD. **No zoning table has been submitted by the developer.**
14. In accordance with City Code 10-3-10.1, the development shall be initiated within two (2) years of the date of approval. The infrastructure construction and recording of the final plat shall occur within two (2) years from date of approval. The building construction and final certificates of occupancy shall occur in phases and completed within five (5) years from date of PUD approval, as further described and conditioned in the Master Development Agreement. **Compliance has not been met. Building permits for 5 townhomes were submitted after the expiration date. Expiration occurred on 11/2/2024 and applications for building permits occurred on 12/21/2024.**

#### Required Development Agreement:

The conditions of approval reference a required development agreement (DA) amendment in order to implement the project. A DA is enabled by Idaho Code §67-6511A and regulated under Title 9, Chapter 9 of the Sandpoint City Code (SCC). As stated in SCC §9-9-11:

“A development agreement (the “agreement”) is a discretionary tool to be used by the planning commission (the “commission”) and city council (the “council”). The agreement will allow a change in zoning for a specific project, with a specific use, to be developed on property in an area which may not be appropriate for all uses permitted outright or conditionally within the proposed zone. Approval of the agreement, pursuant to this section, would permit the proposed use, with conditions, within the proposed zone.”

Development agreements are entered into and modified by City Council at public hearings, as established in SCC 9-9-11, as follows:

1. SCC 9-9-11-D establishes the development agreement may only be approved at the sole discretion of the City Council after a public hearing. The original DA for the University Place project occurred at a public hearing on 12-30-2020 and was recorded as instrument number 973949.
2. SCC 9-9-11-G establishes the development agreement may be modified only after public hearing by the City Council. No public hearing has been scheduled to consider amendments to the development agreement stemming from the 2022 approvals. A draft DA was actively being worked on until the point of PUD expiration.

The contents of the draft DA were not resolved at the time the PUD expired. The draft DA is what the conditions of approval refer to as the Master Development Agreement, reflecting the direction provided to staff by City Council in the record for the Phase 4 approvals. At the point of PUD expiration, the draft DA contained 11 exhibits. The DA is intended to include relevant terms and provisions to ensure the details of City Council’s action in approving the project are clear. Below are the fourteen City Council conditions of approval from the public hearing dated 11/2/2022. In bold text following each condition is a reference to status and/or where in the draft DA the condition is addressed; if not applicable to inclusion in the DA, then the bolded text will read N/A. Work on the draft DA represents the draft document that was initially developed by previous staff to implement the project. For efficiency, staff refined the Draft that was in the City’s files in lieu of writing an entirely new DA. For example, the Draft DA relies on a series of exhibits in an attempt to solidify specific developer obligations (instead of having such obligations in the actual draft DA contract. Such drafting protocol was retained given the request by the developer to expedite City Council consideration of the DA.

1. The applicant shall prepare Codes, Covenants & Restrictions (CC&Rs) that establish one or more Homeowners Associations (HOAs) and provide that the HOA(s) are responsible for the operation and maintenance of all common areas and open spaces within the boundaries of the PUD and incorporating

detailed maintenance standards and provisions for maintenance of the same. **DA Section 3.4. No CCRs provided by developer to date.**

2. The final stormwater management plan shall be developed in a manner that does not negatively affect the functionality of the open spaces or railroad corridor. **Not expressly stated in the DA, rather, included in the language of Exhibit F**

3. Preliminary Plat, Sheet 5 of 7, dated 6/3/2022: Majority of the proposed accesses throughout Block 1 qualify as purely local drives. Purely local drives do not provide through access and are generally short in length and serve a relatively limited number of lots. Purely local drives shall be publicly dedicated but privately maintained right-of-way, with a minimum width and configuration meeting the International Fire Code. The access south of Lots 59-68 functions as an alley and shall meet the same conditions as the purely local drives. The primary east/west access, south of Lots 43, 46, 49, 52, 55, and 58, as well as the primary north/south access, east of Lots 40, 35, 30, and 25, do not qualify as purely local drives because they provide a looped-through access to the purely local drives and shall meet the minimum public right-of-way permitted for a Planned Unit Development of 50-feet. The proposed 2 preliminary plat reflects a right-of-way width of approximately 46' along these two primary accesses within Block 1; the construction documents and final plat shall reflect a minimum right of-way of 50-feet to provide functionality as a local street and enable necessary maintenance and snow storage. This local street shall be publicly maintained; no driveways, other than the purely local drives, may access this local street. **DA Exhibit F lists this requirement, yet no Final Plats submitted for the majority of the project to show compliance.**

4. On-street parking: parking on one side of the street shall be permitted where the pavement width is 28' or more and parking on both sides of the street shall be permitted where the pavement width is 36' or more. No parking signs shall be provided wherever these conditions are not met. **DA Exhibit F lists this requirement, yet no Final Plats submitted for the majority of the project to demonstrate compliance.**

5. Purely local drives shall be privately maintained. The final plat shall provide reference to the responsibility of maintenance and City approved CC&Rs incorporating detailed maintenance standards and provisions. **DA Exhibit F lists the requirement, yet no CCRs have been submitted.**

6. Hammerhead Turnarounds accessing townhouse lots must measure at least 60 ft in both directions from the centerline. **DA Exhibit F**

7. Due to the proximity of the residential development to the railroad tracks, exterior walls shall have a sound transmission class (STC) of not less than 50, or not less than 45 if field tested, for airborne noise. Penetrations or openings in construction assemblies shall be sealed, lined, insulated, or otherwise treated to maintain the required ratings. **DA Section 3.2.1**

8. No lots may be sold, and no building permits can be issued prior to final platting. **N/A to the DA**

9. Application for street names shall be made with Bonner County. **N/A to the DA**

10. Detailed plans for the open spaces, incorporating staff recommended changes, are provided and incorporated into the Master Development Agreement, specifically, such plans shall include: a. A children's playground including city staff approved play structures in the revised 11,000 square foot park at the corner of East Ebbett Way and Herring Avenue (increased in size from 8,000 square feet as recommended by the planning and zoning commission and indicated as a "Tot lot" on the revised open space plan dated October 21, 2022). b. An asphalt pump track, design to be approved by city parks planning staff in the 41,000 square foot open space (indicated on the revised open space plan dated October 21, 2022). c. A paved pedestrian/bicycle pathway from N. Boyer Avenue shared use pathway to the pump track at the south end of the development. d. Extension of the linear park pathway at the north end of the development to N. Boyer Avenue. e. Dog waste stations throughout the development

to be maintained by the HOA(s). **DA Sections 2.1.4, 3.3 and 3.4 establish the requirements, which further refer to Exhibits F, H, I, J, and K. No detailed plans have been submitted to date.**

11. Detailed landscape plans including the size, type, and location of plant material; automatic sprinklers; location and specifications for all built elements such as paths or benches shall be incorporated into the Master Development Agreement. **No plans submitted to date by developer.**

12. The proposed multi-family development on Lots 1-4 Block 2 shall meet the site design and building standards included in 9-4-2-3-H of the Sandpoint City Code excepting 9-4-2-3-H.6.a pertaining to building height and 9-4-2-3-H.7 pertaining to building orientation toward the street. Said revised plans and building designs shall be reviewed at the building permit site plan review phase. **N/A to the DA.**

13. The Zoning Standards Table shall be amended to incorporate requirements of Condition 12 and incorporated into the Master Development Agreement. Other City Codes in place at the time of building permit application shall apply. Modifications to the Zoning Standards Table may only be approved through an amendment to the PUD. **DA Section 2.1.1 establish the requirements, which further refers to Exhibits E, F, and G. No zoning standards table has been submitted to date.**

14. In accordance with City Code 10-3-10.1, the development shall be initiated within two (2) years of the date of approval. The infrastructure construction and recording of the final plat shall occur within two (2) years from date of approval. The building construction and final certificates of occupancy shall occur in phases and be completed within five (5) years from date of PUD approval, as further described and conditioned in the Master Development Agreement. **More than 2 years have passed and no Final Plat has been recorded (developer applied for Final Plat on 12/19/2024), no infrastructure has been accepted by the City Council, no DA has been brought to City Council for consideration, and no building permits have been issued.**

## IV. City Council Options

The City Council may take one of the following actions related to PUD expiration:

**Option 1:** Establish that the PUD has expired, pursuant to SCC 10-3-10(M). Under this option the developer is able to pursue development under the Residential Multi-family zoning and proceed with submitting another Preliminary Plat and Final Plats. The developer would have no obligations (or rights to the zoning waivers) for the amenities identified in the PUD, and a DA would not necessarily be required.

**Option 2:** Establish a new expiration date for the PUD. For example, the City Council could provide an additional 6-months or another time-frame for staff to finalize amendments to the existing (2021) DA, and for the developer to perfect the remaining conditions of approval.

With this action, City Council would be maintaining the validity of the PUD for 6 months (or another time-frame). Flowing from this direction staff would be preparing an amendment to the existing (2021) DA to be brought back to City Council reflecting desired changes as established in the conditions of approval from the 11/2/2022 approvals.

In so doing, staff recommends that a DA be drafted to include the following:

- a. Clarity on the desired access to the open space amenities represented in the Final Development Plan. At the approval hearing on 11/2/2022, the developer is quoted as stating in reference to the pump track and other amenities that they would be, “quite an attraction for the entire community”. Clarity should be brought to the specific means of providing such access, such as a recorded public access easement on the amenities that would be HOA owned, maintained and publicly accessible in perpetuity. The DA includes draft language in section 3.3.4 that should be verified by City Council as to intent of accessibility because the developer has more recently asserted that there is no intention of making the amenity

publicly accessible. Further, the timing of all public amenities should be clarified to be required up front, prior to any housing occupancies.

- b. The intent of implementing a special permit (a PUD) as listed in condition of approval #14 be brought forward to provide an additional 6 months, though December 2025, to complete a Final Plat (including CCRs), obtain building permits, and commence home construction. The draft DA does not currently include such clarifying language in section 1.3.
- c. The detailed landscape plans identified in condition of approval #11 be included as an exhibit to the DA and be designed by a professional, licensed landscape architect, which to date has not occurred. The draft DA does not include a high level of specificity and City Council expectations should be clarified.
- d. Improvement plans, prepared and stamped by a licensed professional engineer, shall be submitted for review and approval by city staff before final plat of any portion of the development. Plans shall show public infrastructure for the entire PUD at full buildout, and include roadway, stormwater, water, and sewer improvements.