



## URBAN RENEWAL BOARD MEETING AGENDA

April 01, 2025 at 7:30 AM

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

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### Call to Order

### Roll Call

### Meeting Minutes Approval

- [1.](#) Approval of the Minutes from the Board's March 4, 2025, Meeting - **action item**

### Reports/Announcements

- [2.](#) Monthly Financial Report
- [3.](#) Report/Staff Update: Downtown Parking Lot Project

### Old/Unfinished Business

### New Business

- [4.](#) Approve Allocation of \$2,000 in Downtown Arts Funds to 2025 Silver Box Project - **action item**

### 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.



## URBAN RENEWAL BOARD MEETING MINUTES

March 04, 2025 at 7:30 AM

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

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### Call to Order

Chair Eric Paull called the meeting of the Sandpoint Urban Renewal Agency Board of Commissioners to order at 7:30 a.m. on Tuesday, March 4, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

### Roll Call

#### PRESENT

Chairman Eric Paull  
 Commissioner Kendon Perry  
 Commissioner Marilyn Sabella  
 Commissioner Ned Brandenberger  
 Commissioner Tom Bokowy

#### ABSENT

Commissioner Jason Welker

Also present were Sandpoint Mayor Jeremy Grimm and City Clerk Melissa Ward, serving as Board clerk.

### Meeting Minutes Approval

1. The minutes from the Board's February 4, 2025, meeting were approved as presented.

Motion made by Commissioner Sabella, Seconded by Commissioner Perry.

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

### Reports/Announcements

Chair Paull recited the rules and procedure for public comment.

2. The monthly financial report was provided in the meeting packet. Information only; no questions or comments.
3. Update/Report from Mayor Grimm on Northern URA District and Downtown Parking Lot

Mayor Grimm announced that the Idaho Economic Advisory Council approved a performance-based investment incentive for Sandpoint business Timberline Helicopters, Inc., facilitating a significant expansion of the company's operations in Sandpoint, with the anticipation of creation of 24 new high-paying jobs. He further provided updates on the Northern District and the downtown parking lot project, along with the plans for phase 3 of the downtown revitalization project and the proposed new parking policy.

### Old/Unfinished Business - none

### New Business

4. Sandpoint Urban Renewal Agency Annual Report - 2024: Board Review / Acceptance of Report

Chair Paull explained that, pursuant to Idaho Code §§ 50-2006(5)(c) and (d), on or before March 31 of each year, SURA is required to file with the City a report of its activities for the preceding calendar year, to include the financial data and audit reports required under Idaho Code §§ 67-1075 and 67-1076, followed by an overview of the 2024 Annual Report.

No Board questions or discussion and no comments from the public.

Motion to accept the 2024 Sandpoint Urban Renewal Agency Annual Report.

Motion made by Commissioner Brandenberger, Seconded by Commissioner Sabella.

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

- 5. Motion to accept the Sandpoint Urban Renewal Agency Financial Report for the fiscal year ending September 30, 2024.

Motion made by Commissioner Sabella, Seconded by Commissioner Brandenberger.

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

**Adjourn**

With Commissioners and clerk indicating availability the first week of April, spring break week in Sandpoint, the next meeting is planned for the Board's regular meeting day, first Tuesday on April 1.

With no further business on the agenda, the meeting was adjourned at 7:49 a.m.

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

\_\_\_\_\_  
Eric Paull, Chair

\_\_\_\_\_  
Attest: Melissa Ward, City Clerk (board clerk)

Sandpoint Urban Renewal Agency (SURA)  
Sandpoint, Idaho

To: **SURA Board of Commissioners**

From: **Eric Paull, Board Chair**

Re: **Monthly Financial Report**

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

Downtown General Account: \$2,181,468.74
Revenue Allocation Fund a/c: \$95,322.79
Northern: \$5,300,441.77
Downtown Loan Balance: \$686,635.48 (Series 2018)
Next Payment Due: September 15, 2025
Increment Received in March 2025 - \$11,685.04 (Northern) and \$55,634.82 (Downtown).
Art Funds: Downtown \$210,140.51; Northern \$114,254.90
Silver Box Project: Advanced to Date \$18,315.22 remaining balance: \$1,684.68
<b>Please note:</b> All account balances herein stated are as of March 27, 2025.

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



**ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING MINUTES**

**March 11, 2025 at 8:30 AM**

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

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**Call to Order**

The Meeting of the Sandpoint Arts, Culture and Historic Preservation Commission was called to order at 8:32am on Tuesday, March 11, 2025, by Chair Elle Susnis in the Council Chambers of City Hall 1123 W. Lake St., Sandpoint, Idaho.

**Roll Call**

**PRESENT**

Chair Ellen Susnis  
Commissioner Barry Burgess  
Commissioner Katelyn Shook  
Commissioner Keely Gray  
Commissioner Rick Decker  
Commissioner William Valentine  
Commissioner Carol Deaner

Guests: Dan Everheart and Alexis Matrone with Idaho SHPO

**ABSENT**

Commissioner Mike Lithgow  
Commissioner Kate McAlister

**Meeting Minutes Approval**

February 11, 2025, meeting minutes were approved as presented by the unanimous vote of Commissioners present.

Motion made by Commissioner Decker, Seconded by Commissioner Gray.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Decker, Commissioner Valentine, Commissioner Deaner

**Financial Report**

Sandpoint Urban Renewal Agency (SURA) Financial Report

The latest financial information from the Sandpoint Urban Renewal Agency reflects the following for art fund balances:

Downtown: \$208,749.64

Northern: \$113,962.78

Silver Box Project: Advanced to Date \$18,315.22 remaining balance: \$1,684.68

## Commission Business - Arts

Arts 1: the first item under Arts Business was an update on the Big Bellied Monster Art Program.

A "Kids" Call for Art, appeared in the Bonner County Daily Bee on March 8th, 2025, for the Big Bellied Monster Public Art Contest. Kids ages 4 - 12 years old are encouraged to pick up a design coloring page at Sandpoint City Hall, Creations on Cedar Street Bridge, Millers Paint Bucket, or the Bonner County Museum. Submission deadline is March 31st, and two designs will be chosen. If selected, the two successful candidates will each receive a \$150 artist stipend. Commissioner Deaner asked for a copy of the flyer and volunteered to distribute through the POAC Kaleidoscope program, and the board clerk will facilitate email distribution to LPOSD elementary schools.

Arts 2: the next item under Arts Business was a proposal for a Spring Silver Box Project.

The Winter Silver Box program ends May 23, 2025, at which time the current installation will be taken down. Moving forward, commissioners agreed to begin the legwork for upcoming Silver Box programs, annually in November, to successfully meet a Spring installation schedule. Installations would then be on display for a full year. After discussion and despite the tight timeline for a Spring install this year, commissioners unanimously decided to push for a 2025 Spring install, \$1000 stipend per selected artist. Next steps include seeking SURA approval for the budget, distribution of the RFP and obtaining City Council approval.

Motion made by Commissioner Gray, Seconded by Commissioner Deaner.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Decker, Commissioner Valentine, Commissioner Deaner

Arts 3: the next item under Arts Business was the Gretchen Heller Community Art Grant.

In 2017 the City of Sandpoint Arts Commission received a \$2500 grant from the Idaho Community Foundation Bonner County Arts Enhancement Grant supported in part by the Gretchen Heller Trust. It requires a SURA match. The grant was originally intended for an art installation on Cedar Street at one of Sandpoint's designated public art locations during Phase 1 of the Cedar Street Revitalization project. The intended project did not come to fruition, but Susnis was recently informed my City of Sandpoint Finance Director Sarah Lynds, that the unused funds need to be used for a public art project. After discussion, commissioners unanimously agreed that Susnis should put together a work team to discuss options, to include potential allocation to the upcoming City Parking Lot refurbishment. The work team will report back to the commission with their proposals.

Arts 4: the final item under Arts Business was discussion about the upcoming refurbishment of the city parking lot.

Mayor Grimm shared that in approximately two-three weeks, the city will be going to bid to resurface the city parking lot. Other minor changes will include removal of swales, saving 6 existing landscaping trees, creation of a singular access off of 3rd avenue to lessen pedestrian conflict, new night sky compliant lighting, and the addition of two digital kiosk calendars on the western most corners. Though the site improvements don't leave much space for installed art, the mayor expressed his willingness to entertain ideas for future locations for art or ways to add art to the infrastructure.

## Commission Business - Culture

Culture 1: Summer Walking Tour Planning

Chair Susnis shared her desire to continue the Summer Walking Tours historically offered the last Friday of the month during peak summer months. She emphasized the need for additional volunteers to lead the tours and suggested creating a basic script for volunteers to use. She also advocated that those leading the tours dress up as historical figures. Val Burgess, the volunteer coordinator at the museum, has offered to assist with costume sourcing. Commissioner Valentine

DRAFT - Minutes 3/11/25 Sandpoint Arts culture and Historic Preservation Meeting – Page 2 of 3

suggested placement of a sign under the Panida Markee (Tours Start Here). Following discussion, commissioners unanimously supported continuing the program.

Motion made by Commissioner Shook, Seconded by Commissioner Burgess.  
Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Decker, Commissioner Valentine, Commissioner Deaner

### **Commission Business - Historic Preservation**

HP1: Certified Local Government (CLG) Grant Update with guests Dan Everheart and Alexis Matrone both with Idaho SHPO.

Mr. Welker gave a brief review of the Certified Local Government grant recently submitted by the City. If awarded, the grant would help develop specific, enforceable guidelines to foster better design aligned with Sandpoint's historical aesthetic, to protect the historic character of buildings and to guide developers in their projects.

Matrone and Everheart clarified that if received, the CLG grant would be used to cover consulting services to create design review guidelines and discussed the need for city support. Everheart encouraged Mayor, Jeremy Grimm or City Council to submit a letter of intent, affirming their commitment to moving forward with an ordinance for a historic overlay district.

HP 2: Update on Residential Call for Information and Historic Walking Tour Brochure.

Chair Susnis shared that commissioners Burgess, Valentine and herself have been finalizing photos to be used in the walking tour brochure. A preliminary layout should be available for review at the April meeting and the project is on track for the summer distribution of the brochure.

### **Commission Business - General**

Mayor Grimm indicated he would be replacing Jason Welker as acting ACHP Commission staff liaison.

### **Commissioners' Roundtable**

Chair Susnis shared that she would be volunteering her time to create ACHP Badges for all commissioners and informed all present that the Bonner County Historic Museum would be hosting an event called Sunday School Salon, Lion Hearted Ladies of Bonner County, that will take place at the Hive on March 22, 2025 at 3pm. Commissioner Valentine offered to provide a post meeting show and tell session to share the full prospectus about a local hotel that was never built in downtown Sandpoint. Commissioner Shook shared that the Panida will be hosting a Gala on May 9th, 2025. The Gala will be a curated variety show held annually on the Friday before Mother's Day as a celebration of Panida history and honoring its supporters.

### **Adjourn**

Meeting was adjourned at 9:37am.

I presided over the meeting and can confirm that minutes, prepared by the Board Clerk and City Staff Liaison, were approved by the Arts, Culture and Historic Preservation Commission during their regular meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Ellie Susnis, Chair

\_\_\_\_\_  
Kami Omodt, Board Clerk

## ACHPC Sandpoint Silver Box Budget Request

Dear Chairman Paull and SURA Board,

The Sandpoint Arts, Culture, and Historic Preservation Commission has voted to recommend continuing the Downtown District public art program known as the Silver Box Art on Loan Project for 2025. This cycle would entail a Spring install of three new pieces of public artworks on the three existing boxes. The ACHPC recommends a loan time-frame of one year, with a stipend of \$1000 for each artist chosen. Additional funds are for plaques for the artworks. We will be using our commission, staff, city website, media and community arts organizations to promote the RFP/Call for Art, at no cost to SURA.

We are requesting an additional \$2,000 to add to the \$1,684.68 Silver Box Project remaining balance, for a total budget of \$3,684.68 for the 2025 cycle.

(From February SURA minutes: Current Art Funds: Downtown \$208,749.64; Northern \$113,962.78

Silver Box Project: Advanced to Date \$18,315.22 remaining balance: \$1,684.68)

Over the years, we have gotten an abundance of positive feedback from the community for this program. Rotating art on the street provides maximum viewability by pedestrians and vehicles alike. One of the original goals was to grow, support and promote our local public artists. Success was evident in this winter's cycle where we had one Bonners Ferry artist and two from Sandpoint.

In closing, public art has been found to provide a positive impact on communities like ours by supporting economic growth and sustainability, wayfinding and cultural identity, artists as contributors, social cohesion and cultural understanding. The Arts, Culture and Historic Preservation Commission appreciates SURA's ongoing support of public art in our community.

Thank you for your consideration,

Elle Susnis

Chair

Sandpoint, Arts, Culture and Historic Preservation Commission

# ACHPC Silver Box Project 2025

Artists sought for Silver Box Project

VOL. 54 NO. 76

## Silver Box Project art approved

By MARY MALONE  
Staff writer

SANDPOINT  
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